

Annual Events Planner - 2023

Caritas Pakistan

S. No	Event	Date	Venue / Location	Proposed Participants
1.	Flood Response and Rehabilitation Planning Workshop	Jan 10-11	CPNS Lahore	<ul style="list-style-type: none"> Emergency unit staff Executive Secretaries
2.	Afghan Refugees Planning and Coordination Meeting	Jan 12	CPNS Lahore	<ul style="list-style-type: none"> Emergency unit staff Executive Secretaries
3.	Coordination and Planning Meeting	Feb 10	Online	<ul style="list-style-type: none"> Executive Secretaries
4.	SAFBIN Exposure visit	Feb 22,	CPF	<ul style="list-style-type: none"> Caritas Austria delegation CPNS SAFBIN staff
5.	Flood Response Recovery and Rehabilitation planning	Feb 27-28	CPNS Lahore	<ul style="list-style-type: none"> DRR Project Officer/Emergency Executive Secretaries Finance Managers
6.	Orientation of Education project (North Region)	Mar 07	CPNS Lahore	<ul style="list-style-type: none"> Executive Director of Caritas Pakistan Diocesan Executive Secretaries Education project staff and teachers from All diocesan units
7.	SAFBIN review & coordination meeting + OFAR Training for SAFBIN Field staff	Mar 7-9, 2023	CPNS Lahore	<ul style="list-style-type: none"> SAFBIN field staff CPNS SAFBIN staff
8.	WASH Coordination Meeting	Mar 10	CPNS Lahore	<ul style="list-style-type: none"> WASH Staff Executive Secretaries
9.	TOT on Person with Disabilities mainstreaming in Emergencies & DRR	Mar 06-08	CPNS Lahore	<ul style="list-style-type: none"> DRR Project Officer Emergency Officer Executive Secretaries
10.	Coordination Meeting for Strategic Planning Process and Development	Mar 09		<ul style="list-style-type: none"> Executive Director of Caritas Pakistan Diocesan Executive Secretaries Education project staff and teachers from All diocesan units
11.	Seminar & Conferences on Women's Day	Mar 4-10 (one week)	All Dioceses	<ul style="list-style-type: none"> Female staff CPNS
12.	Orientation of Education project (South Region)	Mar 25	Hyderabad	<ul style="list-style-type: none"> Executive Director of Caritas Pakistan Diocesan Executive Secretaries Education project staff and teachers from All diocesan units
13.	Project Cycle Management and Resource Mobilization	April 03-04	CPNS	<ul style="list-style-type: none"> Diocesan Program Staff Diocesan Executive Secretaries CPNS Program Staff
	Easter	April 09		
14.	One Million More Tree Plantation Drive	March – April	CPNS and all Diocesan Units	<ul style="list-style-type: none"> Caritas Pakistan and stakeholders
15.	Farmer Mela + Wheat harvesting festival in Sheikhpura (SAFBIN)	April 18, 2023	Sheikhpura	<ul style="list-style-type: none"> Agriculture related staff & Farmers

16.	TOT on Livestock Management in Emergencies	April 17-18	CPNS Lahore	<ul style="list-style-type: none"> • DRR Project Officer/Emergency • Executive Secretaries
17.	Executive Board Meeting	April 28	Lahore	<ul style="list-style-type: none"> • Members
18.	REPCO	April28	Lahore	<ul style="list-style-type: none"> • members
19.	Micro Enterprises Training (2 Days)	May 08-09	CPNS Lahore	<ul style="list-style-type: none"> • Female Staff • Outsource Females
20.	Volunteer and Leadership Training Program	May 15-16	CPNS Lahore	<ul style="list-style-type: none"> •
21.	Youth and Climate Change Seminar (North Region)	May 17	North Region	<ul style="list-style-type: none"> • Executive Director • Diocesan Executive Secretaries • Young Volunteers, Teachers, Students of University, and Staff
22.	Contingency Planning and Emergency Response Team (ERT) Capacity building	May 22-23	CPNS Lahore	<ul style="list-style-type: none"> • DRR Project Officer/Emergency • Executive Secretaries
23.	Diocesan Consultation Workshops on Strategic Planning Process	May, Jun, Jul	All Dioceses	<ul style="list-style-type: none"> •
24.	Operational Management, EOBI, Software and Taxation	May 24-25	CPNS Lahore	<ul style="list-style-type: none"> • Diocesan Finance Managers • Diocesan Executive Secretaries
25.	TOT on Volunteer Role in DRR & Emergency Response	May 30-31	CPNS Lahore	<ul style="list-style-type: none"> • DRR Project Officer/Emergency • Executive Secretaries
26.	TOTs on WASH & COVID-19	June 01-10	All seven Diocesan Units	<ul style="list-style-type: none"> • Diocesan Staff and stakeholders
27.	TOT of Education Project	June 07-08,	CPNS	<ul style="list-style-type: none"> • Executive Director • Diocesan Executive Secretaries • Education project staff and teachers from All diocesan units
28.	TOT of education Project (South Region)	June 15-16,	SukKur (Sindh)	<ul style="list-style-type: none"> • Executive Director • Diocesan Executive Secretaries • Education project staff and teachers from All diocesan units
29.	TOT on Strengthening Emergency Response Mechanism	Jun 19-20	Lahore	<ul style="list-style-type: none"> • DRR Project Officer • Emergency Officer • Executive Secretaries
30.	NCDC 8 th (North)	June 1-30	CPNS	<ul style="list-style-type: none"> • Professional • Students • New staff members
31.	Exposure visits of community schools / NFE centers	June 30,	CPM /CPIR	<ul style="list-style-type: none"> • Teachers of community schools and staff
32.	NCDC 9 th South	July	South	<ul style="list-style-type: none"> • Professional • Students • New staff members
33.	Social Mobilization Training (one week) Phase I & Phase II	(July 01-14 and 17-31)	CPNS Lahore	<ul style="list-style-type: none"> • Social Mobilizers • Program Offices • Volunteers • Field Staff
34.	10 th Children Assembly	Aug (1 st week)	North or South	<ul style="list-style-type: none"> • Executive Director • Diocesan Executive Secretaries • Children's of Schools, Teachers

				<ul style="list-style-type: none"> • Priests
35.	10 th Annual Youth Camp	August 3 rd week	North or South	<ul style="list-style-type: none"> • Executive Director • Diocesan Executive Secretaries • Young Volunteers, Teachers, Students of University, and Staff • Religious Leaders
36.	Executive Board Meeting	Aug 25	Lahore	<ul style="list-style-type: none"> • Executive Board Members
37.	Flood 2022 and 2023 Lessons Learned Conference	Sep 07	North	<ul style="list-style-type: none"> •
38.	Flood 2022 and 2023 Lessons Learned Conference		South	<ul style="list-style-type: none"> •
39.	Volunteer and Leadership Training Program	Sep 21-23	South	<ul style="list-style-type: none"> •
40.	Youth and Climate Change Seminar (South Region)	Sep 25-30,	Karachi, Hyderabad and Quetta	<ul style="list-style-type: none"> • Executive Director • Diocesan Executive Secretaries • Young Volunteers, Teachers, Students of University, and Staff
41.	Non-formal Education Conference	Oct 06	Lahore	<ul style="list-style-type: none"> • Executive Director • Diocesan Executive Secretaries • Young Volunteers, Teachers, Students of University, and Staff
42.	DRR & Resilience Building Conference	Oct 13	Lahore	<ul style="list-style-type: none"> • DRR Project Officer • Emergency Officer • Executive Secretaries
43.	Youth Sport Gala and Climate Change	Oct 14,	Lahore	<ul style="list-style-type: none"> • Young Volunteers, Teachers, Students of University, and Staff
44.	Farmer Conference	Oct 16	Sheikhupura	<ul style="list-style-type: none"> • Farmers & SAFBIN staff
45.	National Water Conference	Oct 19	Lahore / Islamabad	<ul style="list-style-type: none"> • Bishops, Government Officials • Executive Secretaries • Field Officers • Volunteers
46.	One Million More Tree Plantation Drive	September-October	CPNS and all Diocesan Units	<ul style="list-style-type: none"> • Caritas Pakistan and stakeholders
47.	WASH Coordination Meeting	Oct		<ul style="list-style-type: none"> •
48.	One Million More Tree Plantation - Conference	Oct 25	CPNS and all Diocesan Units	<ul style="list-style-type: none"> • Caritas Pakistan and stakeholders
49.	10 th Women Conference 2023	Oct 30	Lahore	<ul style="list-style-type: none"> • Executive Secretaries • Diocesan staff • CPNS
50.	National Consultation workshop Strategic Plan 2024-2027	Oct, Nov	Lahore	<ul style="list-style-type: none"> •
51.	Executive Board Meeting	Nov 15	Lahore	<ul style="list-style-type: none"> • Board members
52.	General Body Meeting	Nov 16	Lahore	<ul style="list-style-type: none"> • General Body Members
53.	10 th Caritas Staff conventions	Nov 24-27	Lahore	<ul style="list-style-type: none"> • All Caritas Staff • Volunteers
54.	Launch of new campaign	Nov 25	Lahore	<ul style="list-style-type: none"> •
55.	Presentation of Caritas publications/visibility material	December 2022	Lahore	<ul style="list-style-type: none"> • All Caritas staff

56.	Volunteer Management Conference	Dec 5	National Secretariat	<ul style="list-style-type: none"> • DRR Project Officer/Emergency • Executive Secretaries • Caritas Pakistan Staff • Invited Guest
57.	Coordination meeting with Diocesan Units	Dec 13	CPNS Lahore	<ul style="list-style-type: none"> •
58.	Caritas Pakistan Day	8 Dec (One Week Dec 8-17)	CPNS Diocesan Unit	<ul style="list-style-type: none"> • National Secretariat • Diocesan Units

* More trainings and events will be organized keeping in view program scope and capacity buildings of staff and Diocesan Units.