

MEMORANDUM

To: Asia Retreat CORE Team Members

- Ayu Siahaan (Indonesia),
- Gerelmaa Amgabazar (Mongolia),
- Muhamed Nour (Indonesia),
- Nway Nway Mar (Myanmar),
- Sana Ghouse (Cambodia),
- Shenaz Banu (Nepal),
- Shirley Ku (E. Asia),
- Vinay Viswanatha (India)

From: Binaifer Nowrojee, Asia Regional Director
Date: September 1, 2014
Re: Welcome on Board

Cc: Brittin Alfred (APRO), Riza Boris (TIFA), Karen Mwaniki-Wanyoike (OSIEA), Kathy Becker and Ezelle Theunissen (Center of Appreciative Inquiry)

Thank you very much for agreeing to serve on the core team for the first Asia team retreat October 13-17, 2014 in Indonesia. Collectively, you are a representative group from the Asia team and with your participation we will be able to develop a more meaningful staff retreat that will set the tone for a vibrant regional team going forward. This will be the first opportunity for us to bring together the 70 members of our newly created Asia Pacific Regional Office (APRO) covering Indonesia, Burma, Nepal, India, China, Mongolia, Thailand, Malaysia and Cambodia.

Don't worry – it won't require too much work on your part. There is no preparation required. You just need to show up and all will be explained. Your role will be twofold:

1. To arrive a day before the retreat for a core team meeting with the facilitators to run through the program to help finalize it and to assist during the retreat with various sessions. Again, don't worry—you'll be able to do just fine.
2. To be the team leader for your team (in the case of Myanmar, Nepal, Mongolia and E. Asia) to make sure everyone on your team obtains their visas and to provide us with a list of their arrival and departure times.

Because developing a collaborative plan with 70 people is a complex task, we have selected a team of consultants from the Center for Appreciative Inquiry to help with our upcoming retreat. Kathy Becker and Ezelle Theunissen are accomplished facilitators and have worked with the Open Society Foundations before. Appreciative Inquiry is inclusive and brings energy and vitality to an organization by actively engaging everyone, as well as a representative sample of the whole region in the planning process. You will play a unique and important role in this bold initiative. As a member of the Core Team, you will assist in the planning process as well as be a champion for our planning going forward.

As a CORE Team Member, please plan to arrive in Jakarta a day earlier--by the evening of Saturday October 11, 2014--in order to attend the core team meeting on Sunday. The Lido Lakes Resort is about an hour and a half outside Jakarta and we will organize transport to and from the resort once we have your flight details.

Orientation and Appreciative Inquiry Training for the CORE Team

When: Sunday, October 12, 2014, 9:00am to 5:00pm

Where: Lido Lakes Resort, Jl. Raya Bogor Sukabumi, Indonesia

The APRO team retreat will start the following day from Monday October 13 to Friday (half day) October 17.

Departure from Indonesia should be scheduled on Saturday October 18th or on Sunday October 19th (if you plan on joining the optional white-water rafting trip on Saturday).

Please share your confirmed flight itinerary as soon as possible so we can organize logistics.

When assisting your program to make all flight bookings to Indonesia and visa arrangements, please track and keep receipts of all of these expenses. These costs will then be re-imbursed to your budget from the APRO Office. For the programs which have access to the Netsuite financial system, please code all expenses related to the Asia Staff retreat to the following "Event Code."

Name: SR037 Asia Pacific RO staff retreat

Event Code: SR 037

For the programs which use GMS, please set up a local project code tracking and submitting all retreat-related expenses. We can then provide a bud mod to cover costs.

Once again, thank you very much for agreeing to serve on the CORE team. I look forward to seeing you in Indonesia.

Core Team Members:

Indonesia: Ayu Dewi F. Siahaan, TIFA Communications Officer: ayu@tifafoundation.org

Mongolia: Gerelmaa Amgabazar, Program Manager (Youth and Education): gerelmaa@forum.mn

Indonesia: Muhamad Nour, TIFA Project Manager (Migration): muhamad@tifafoundation.org

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SE Asia: Sana Ghouse, Cambodia country Coordinator: sana.ghouse@opensocietyfoundations.org

Nepal: Shenaz Banu, Media Program Officer: sbanu@asd.org.np

E. Asia: Shirley Ku, Senior Program Coordinator: Shirley.ku@opensocietyfoundations.org

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