



# 2010

## ANNUAL REPORT



Human Resource  
Development Network

# 2010

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**ACRONYMS**

AJK	Azad Jammu & Kashmir
AMM	All Members' Meeting
ATR	Annual Trainers' Retreat
CBO	Community Based Organization
CSO	Civil Society Organization
CSR	Corporate Social Responsibility
HRD	Human Resource Development
HRDN	Human Resource Development Network
MAC	Membership Acceptance Committee
NGO	Non-governmental Organization
NRSP	National Rural Support Programme
PSDP	Public Sector Development Programme
RSPN	Rural Support Programs Network
UNDP	United Nations Development Programme
AMM	All Members Meeting
ATR	Annual Trainer's Retreat
CBLRP	Community Based Livelihood Recovery Programme
YPLP	Young Professionals Leadership Programme
MAJU	Muhammad Ali Jinnah University
IRM	Institute of Rural Management
AKFP	Agha Khan Foundation Programme
NGORC	NGO Resource Center
UNDP	United Nations Development Programme
ILO	International Labor Organization
MAC	Membership Acceptance Committee
PCM	Project Cycle Management
WEE	Women Empowerment through Employment
UNEP	United Nations Environmental Programme
IOE	International Employers organization
ITUC	International Trade Union Confederation
CSRC	Civil Society Resource Center
USAID	United States Agency for International Development
MOU	Memorandum of understanding
PHA	Pakistan Humanitarian Alliance
RDO	Rawadari Development Organization
RDF	Research and Development Foundation
Marvi	Rural Development Organization (MRDO),
PRA	Participatory Rural Appraisal
EI	Emotional Intelligence
PHA	Pakistan Humanitarian Alliance



## CHAIRPERSON'S MESSAGE

The year 2010 marks tenth full year of operations of HRDN. Our experience so far in the area of networking and training has been highly positive as the network has not only managed to strengthen the membership base over the years but also evoked active participation from the members. I am pleased that this year we observed a consistent growth of 3.5% in our memberships which is clear indicator of our strength in reaching and connecting professionals.

Apart from pursuing the core objective, lately we have also been focusing on the sustainability of the programme. This is mainly because HRDN strongly believes that besides ensuring the interest of the members we need to constantly bring more clarity in our mandate and sharpen the programmatic focus. Our focus this year primarily remained on Women Centered programmes. I am glad that we successfully implemented Young Professionals Leadership Programme (YPLP) and Women Empowerment through Employment (WEE) projects which build the capacity of women across the country for improved employability and professional growth.

During the year we expanded our operations by launching HRDN's International Chapter in Kabul and a city chapter in Hazara. We also diversified and experimented new avenues in Human Resource Development by offering specialized HR services thereby connecting the top employers of the country with the job seekers. This remained a unique aspect of our services to those who are on the lookout for career and growth opportunities.

I strongly believe that we have been successful so far due to the commitment of our staff, the strong involvement of our members and the steady support of our partners. We look forward to the continue support of our valued members in strengthening the network and I hope that their active participation will lead us towards greater successes in future. Lastly I appreciate the efforts of the whole HRDN team for timely response during the flood disaster that struck this year and I hope that as a responsible development network we will continue to support people and communities in need.

**Roomi S. Hayat**  
Chairperson

## 2010 - AT GLANCE

HRDN focuses on the development of human resource, thus bringing Professionals to a platform to enrich the society through their creative ideas and thought provoking trainings, This year HRDN aimed to bridge the gaps at women empowerment, employability issues, youth leadership, international learning exposure and building capacities.

The Human Resource Development Network (HRDN) have been involved with both the outreach efforts and regular activities, HRDN in collaboration with USAID JOBS project completed the sustainable project of WEE (women empowerment through employment) and on the other hand successfully completed the project of YPLP (Young Professionals Leadership Programme) which addressed gender parity in collaboration with NRSP - Institute of Rural Management.

HRDN have been actively involved on women employability issue to actually address the lion's share of our population, we also focused to generate a professional chain by connecting upcoming students to the required market in order to secure their careers and bringing vast opportunities through capacity building, knowledge sharing, introducing leadership skills and professionalism.

Pakistan is moving through a phase where a big push can lead to an economic take off and it is of utmost importance to channelize our massive force of women as professionals and give them space to practice equality and equity at large. Natural catastrophes are also putting load at the development sector and it is indeed an honor for HRDN which provides a platform to train, strengthen, rescue and achieve clarity through knowledge sharing, tolerance and equal opportunities for all. Therefore HRDN is involved in multidimensional tasks but focusing specifically on quality human resource activities to generate intellect, wisdom and broad vision hence using human resource to build a productive and responsible development network for all.



# REGULAR ACTIVITIES



## ACROSS BORDER-ATR

Human Resource Development Network organized 12<sup>th</sup> Annual Trainers Retreat (2010) in Beijing, China. The Theme for this year's ATR was "**New Paradigm: Moving from HRD to Culture of Performance**". The overall objective of holding Annual Trainers' Retreat is to provide an opportunity to the trainers to come together once a year to learn new developments and emerging concepts in the field of human resource development, enhance their skills and knowledge through experience sharing and cross fertilization of ideas and refresh themselves in a joyful environment. The event was attended by more than 82 participants having varying backgrounds in the field of Training and Development.

The prime objectives of 12<sup>th</sup> ATR, shared by Ms. Malik were as follows;

- Promote culture of Trainer-meet-Trainer for improving the quality of efforts in developing human resources
- Develop broader understanding on thematic issues relating to human resource development and capacity building
- Establish industry standards in training
- Sharing best practices
- Provide learning exposure to Trainers in a joyful manner

The success of the 12<sup>th</sup> Annual Trainers Retreat 2010 can be assessed by the fact that it was attended by 82 members from all over the country which were actively engaged in capacity building in the development sector. Ms. An Feifei, Mr. Santoshi Sasaki, Ms. Samina Hasan, Mr. Roomi Saeed Hayat and Ms. Fauzia Malik, were the speakers, However, Ms. Samira Qazi very generously showed their involvement and contribution to the event as Moderator throughout the whole conference day.



## Proceedings of Day- I Inaugural Session

The 12<sup>th</sup> ATR commenced with recitation from the Holy Quran by Dr. Saeed Ismail. After that Ms. Samira Qazi (HRDN Professional member) welcomed the participants to the 12th Annual Trainers Retreat.

Ms. Fauzia Malik, Executive Director HRDN was invited first on the stage to formally welcome all the 12<sup>th</sup> ATR participants and to share the objectives of the event.



Mr. Roomi Saeed Hayat (Chairperson HRDN) also welcomed the participants and shared the theme and objectives of this mega event. During his dialogue with the members, he explained that Network organizes such events to build the capacity of its members and enriches their learning by providing them opportunities conducive for cross fertilization of ideas, One such major annual event is Annual Trainers' Retreat (ATR) which is always weaved around a contemporary developmental theme. He further shared that HRDN has so far organized 10 ATRs at national and international venues. The themes of the previous ATRs were around major HR/HRD themes, for instance, Equitable Human Resource Policies, Evaluation Standards for Training Effectiveness, Culture of Trust, Multi Cultural Challenges for Trainers, Role of HRD in Disaster Preparedness and Retaining High Performers etc.

Making an end to his note, he highlighted that HRDN believes that ATR is not only a learning opportunity for its members but it is also a source of having an international exposure which enables them to promote tolerance and peace and celebrate diversity, it helps them broaden their worldview in every aspect, it exposes them to different cultures where different people are living in communal harmony.

## Learning Session- I Role of Muslims in Progress of China

Ms. An Feifei – Director SdnBhd



Ms. An Feifei, Director SdnBhd, Beijing- China was invited to the stage for the First learning session for the day on "Role of Muslims in Progress of China.

Discussing about **Islamic Education In China**, Ms. An Feifei highlighted that over the last twenty years a wide range of Islamic educational opportunities have been developed to meet the needs of China's Muslim population. In addition to mosque schools, government Islamic colleges, and independent Islamic colleges have been established, a growing number of students have gone overseas to continue their studies at international Islamic universi-

ties in Egypt, Syria, Saudi Arabia, Pakistan, Iran, and Malaysia.

Mentioning the presence of China Islamic Association, Ms Feifei shared that in April 2001, the government set up the China Islamic Association, which was described as aiming to “help the spread of the Qur’an in China and oppose religious extremism”. The association is run by 16 Islamic religious leaders who are an authority to make “a correct and authoritative interpretation” of Islamic creed and canon.

Discussing the progress of **China & role of Muslims in China’s business**, Ms. Feifei added that after 1980, Muslims played a key role, as they are involved in business of Halal food restaurants, leather & wood, selling of meats. She further added that Muslims are also working in the technology industry in China. Even some of the industrial companies are run by Muslims.

## Learning Session II

### Green Jobs: Towards Decent Work in a Sustainable, Low Carbon World

Mr. Satoshi Sasaki- ILO

Mr. Sasaki initiated his discussion with an introduction to Green jobs initiative and the Green jobs concept. He stated that, it started in 2007 as a joint initiative by International labor Organization (ILO), United Nations Environmental Programme (UNEP), International Employers organization (IOE) and International Trade Union Confederation (ITUC).

The Green Jobs initiative aims to help countries in realizing the objective of high employment, more sustainable economies. Moreover, it responds to the challenges posed by climate change and the need to provide decent work for all.

Talking about what the green jobs bring in to the environment debate, Mr. Sasaki highlighted that it brings employment, labor market and social justice perspectives in to the environment and discussed climate change briefly. The green jobs initiative highlights the critical importance of the social labor dimensions of sustainable development policies, which may have not received sufficient attention till now.

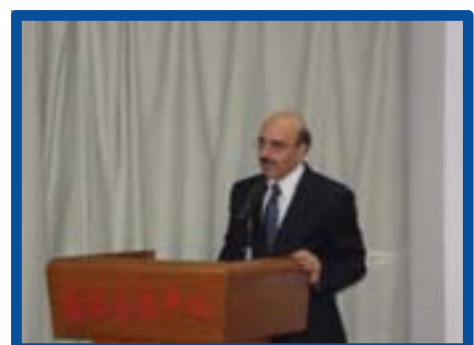


## Closing Session- III

### Address by the Conference Chair

Muhammad Masood Khan, Ambassador of Pakistan, China

In closing session **Masood Khan, Ambassador of Pakistan, China** said that “Today’s address is plan to serve you as a window on China and Sino-Pak relations, to provide you with information on bilateral exchanges in the fields of politics, economy, diplomacy, culture and consular service, to promote mutual understanding and friendship between our two peoples and to further our strategic partnership for cooperation”.





I hope you have an enjoyable visit to Beijing. Your comments and suggestions are always welcome and will enable us to improve and plan better for the Pakistani people living in China.

### Vote of Thanks

Bringing an end to the one day ATR conference at Beijing, Mr. Malik Fateh Khan, HRDN Senior member on behalf of HRDN board and members shared his views regarding the entire event and the learning that was made during the course of time.

### Certificate Distribution



In the closing session, certificates were also distributed amongst the volunteers and HRDN members & staff who took part in making the event a success. Ms. Hina Maqsood & Ms. Samira Qazi moderated the session.

### Dinner and Cultural Evening



To add more life and fun to the event, a dinner was organized for the members followed by a cultural show. The show was organized by the students of **Sdn-Bhd**. The show includes traditional dances and songs.

## 11<sup>TH</sup> ALL MEMBERS' MEETING (NOVEMBER 6<sup>TH</sup>, 2010)



The general Body of Human Resource Development Network meets once a year to review the Network's progress towards its predetermined objectives, take important long term and short term decisions, monitor progress and map out future course of actions. The annual All Members Meeting (AMM) provides a unique opportunity to all the members of HRDN to share, learn, develop linkages with other members and give their inputs for further enhancing the effectiveness and relevance of HRDN's services.

Agenda for AMM was developed in consultation with HRDN Members. This year agenda was **competition, collaboration and change**. This schema carries a great deal of originality and versatility, as it's a core purpose of HRDN. Major objectives of AMM -2010 were to:

- Update HRDN members on the new developments in HRDN during the year
- Share the programmatic progress of the Network
- Get Members' input on a range of programmatic and management issues of HRDN
- Provide an opportunity to members to interact with other members and develop linkages
- Contribute towards professional development of members

### INAUGURAL SESSION:

Mr. Roomi S. Hayat , the Chairperson of HRDN welcomed all the participants in the 11<sup>th</sup> AMM 2010. He said "as always this is a very special occasion for me "it reminds of the first year of the HRDN formation that in 1999 an Australian researcher, told me we will know if you succeed in setting up a network when you will be able to hold members meeting after 10 years", and I am glad to see a larger gathering of our members from all previous similar meetings. He further said that all across the





world, societies has transformed itself by the intellectual economy, with people like us entering in an era where knowledge has become the sole unit that controls change and brings about power, control and prosperity.

He concluded his address with words “We grew, because we responded to the changing needs. We grew because HRDN competed, collaborated and changed and evolved accordingly.

### **HRDN YEAR ROUNDUP 2009-10:**



**Ms Fauzia Bilqis Malik**, Executive Director-HRDN, presented an overview of the Network’s performance over the last one year. She said that the Network is consistently growing both in terms of membership as well programmes. HRDN is not only pursuing its core objectives in proactive manner, but is also vigilant about the sustainability of its programme. She added that the Network was faced with two interlinked challenges, one; to ensure the members’ interests are adequately addressed and two; to bring more clarity in HRDN’s mandate and sharpen HRDN’s programmatic focus.

Significant parts of the presentation were:

**1. International Certification:**

Most significant is that HRDN has successfully achieved ISO Certification 9001:2008.

**2. HR Services:**

She said that HR services has been provided and offered since last year. It is a unique aspect of Network as well equally beneficial for the job seekers.

**3. City Chapters:**

HRDN Achievements in year 2010 is Launching of International Chapter in Kabul and city chapter Hazara.

**4. Trainings and Forums:**

She also reviewed the trainings that had organized in the year 2010 and further mentioned about Thematic Forums held in different city chapters.

**Chief Guest's Notes:**

**Mrs. Sohaila Mushtaq**, Senior Joint Secretary retired, Ministry of Youth Affairs, Government of Pakistan and Chief Guest of the session, in her brief address, expressed her delight on being invited and given the opportunity of being part of this network. She then chose to give a crisp deliberation upon youth problems and issues that Pakistan is facing in the current decade.


**1) Learning Session:  
PANEL DISCUSSIONS**

The tradition of organizing capacity building activities in All Members Meeting was upheld in 11<sup>th</sup> AMM as well in the shape of consecutive panel discussions.

**a) First panel discussion**

Topic of first discussion was **"Visualizing HRD in Organizations"** where renowned experts, having in-depth understanding and knowledge on the subject were invited to speak, among the speakers were:

- **Dr. Manzoor Awan**, Director Operations in Sungi
- **Ms. Shahida Kazmi**, Director Human Resources, Riphah Islamic International Medical College Trust,
- **Dr. Abdul Rab**, Programme Manager, Omer Asgher Khan Development Centre.



**Mr. Saad Bokhari, Programme Officer in ILO**, facilitated the discussion as moderator. Each speaker was given 10 minutes to present his/her point on the subject followed by a detailed Q/A session.

**b) Second panel discussion:**

**Civil society** is composed of voluntary civic and social organizations and institutions that form the basis of a functioning society, whereas **Mr. Khalid Hassan** from Winrock International chaired the Panel Discussion on **"Role of Civil Society towards the Vulnerable in Pakistan"**

- **Mr. Gulnizam Jamy** from World Bank conversed on Social Protection and Safety Net in Pakistan.
- **Mr. Naseer Memon**, shared his vision on civil society response to disasters and future prospects.
- **Ms. Sahar Elsaadany** from RedrUk, talked about **"Managing stress during disaster response"**.

**c).Third Panel Discussion:**

**Last panel discussion** was on **"Sustainable Development through HRD"**, Mr Therje Thodeson, from Norwegian Embassy moderated this panel.

- **Dr. Noor Fatima** presented her considerations on Sustain-





- able Development through Corporate Social Responsibility.
- **Professor Amanullah**, gave a brief account on Role of University and Academic Institutions in HRD.
  - **Dr Manzoor Awan deliver the presentation on ‘Tackling extreme poverty using a household-based approach’** on behalf of **Mr. Irshad Abbasi**, he said Poverty targeting is done in many ways; Ranging from community targeting to objective form based approach.

After panel discussions, a thorough question & answer session took place. **Mr. Anser Nawaz Chatta** (BOD Member of HRDN) facilitated this session.



**Ms. Seemi Kamal**, from Aurat Foundation made her deliberation on Network and Networking – Challenges and Opportunities. She said it’s not what you know but who you know that makes the difference, and this is networking which spurs from network.

She ended up her session while emphasizing on the qualities of network.

#### **Concluding session**

The 11<sup>th</sup> AMM was concluded with the vote of thanks from Mr. Roomi S. Hayat to all members for participating in the event.

At the closing event, shields were awarded to the individuals who played important role in making the 11<sup>th</sup> AMM a successful event.



## HRDN FORUMS

Human Resource Development Network (HRDN) organizes thematic forums on different topics on monthly and quarterly basis in collaboration with its city chapters. These themes are selected keeping in view the interest of members as well as experts from the field.

### **Achieving Work –Life Balance HRDN Monthly Forum City Chapter Karachi September 24, 2010**

It is believed that today's high paced living style, people usually exist to work only. The ability to attain work, life balance is crucial to lead a well-rounded and fulfilling life. More importantly it is associated with better performance at work and creativity.



HRDN organized the Monthly Forum on Achieving Work-Life Balance in collaboration with Civil Society Resource Center –CSRC in Karachi. The objective of the Forum was to sensitize the stakeholders on achieving work and life balance that affects their professional performance.

The Forum was conducted by Ms Afsheen Anwar, Vice Chairperson of Center for Civil Society Development, who is a human development professional with over 10 years of experience in improving and transforming lives of people of all ages.

The session on "Achieving Work-Life Balance" covered basic steps that can be taken to re-evaluate one's life and develop strategies to enhance balance between work and personal lives.

### **Sensitizing Key Stakeholders on Green Jobs July 20<sup>th</sup>, 2010**

The rationale for the green growth and clean development has been presented as a win-win situation for the environment and for economic development. Labor markets are vital not only for production and the generation of the wealth, but equally for its distribution. Hence, a concept of Green jobs is relatively a new phrase in Pakistan and most of the key partners have limited exposure to the potential areas which can promote green jobs in the country.

HRDN organized Monthly Forum on Green jobs at HRDN secretariat office. The objective of the forum was to sensitize the stake holders on Green Jobs and affects of the Climate Change on work environment. This was an orientation session on the concept of Green Jobs and its prospects; and it also increased the awareness about the affects of Climate Change on the work environment.





**Decent Work  
September 30, 2010**

Decent work is productive work for women and men in conditions of freedom, equality, security and human dignity. It involves opportunities for work that:

- Provide security in the workplace and social protection for workers and their families
- Offer better prospects for personal development which also encourage social integration
- Give people the freedom to express their concerns
- To organize and to participate in decisions that effects their lives
- Guarantee equal opportunities and treatment for all
- deliver a fair income

Decent work serves as key element in achieving fair globalization and the reduction of poverty. The objectives of decent work are fair globalization, social inclusion, dignity, and diversity.

Considering the needs and facts HRDN organized the forum on **Decent work** at secretariat. Saad Gillani (program Manager, International Labor Organization) chaired the forum. Through this Forum, emphasize was given to the organization in helping to achieve social justice in a globalize world. It also stressed the need for enhanced efforts, to advance these goals through the Decent Work Agenda.

## MEMBERSHIP AND NETWORKING

### Membership:

The HRDN membership fold continued to swell over the last year and there was an increased demand for membership. The membership has increased and the category wise break up is given below:

Membership Data in December 2010		
S#	Members Type	Nos.
1	General:	446
2	Professional:	211
3	Organizational:	125
4	Student:	63
	<b>Total:</b>	<b>845</b>

To ensure the membership quality, the HRDN tried to bring relevant individuals and organizations into its membership fold. Membership acceptance committee meetings have regularly streamlined the membership acceptance process.





**PUBLICATIONS**

Documentation department of HRDN produces the following publications on regular basis:



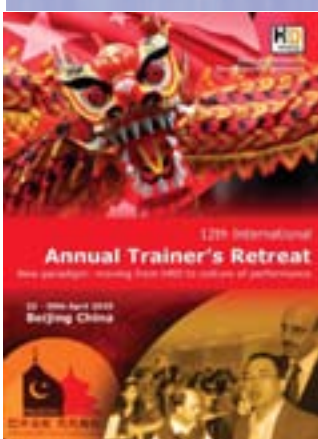
**Annual Report 2009**

Report is used to be compiled comprising upon all the happenings and progress in the previous year.



**All Members' Meeting Report**

Report on the All Members' Meeting is maintained that carries the proceedings of the entire event.



**12th ATR Report**

This report based on the Annual Trainer's Retreat, carries pictorial glimpses with interesting facts and happenings about the place where the ATR is used to be organized.



**News Letter (Quarterly ILLUME)**

In year 2010 HRDN was engaged with the projects and events primarily focusing on women, therefore a special edition of ILLUME(Women Empowerment) was published comprises entirely upon the women based issues.



# OUT REACH EFFORTS



## YOUNG PROFESSIONALS LEADERSHIP PROGRAMME (YPLP)



### **An overview:**

In order to address the gender parity all over the Pakistan NRSF-Institute of Rural Management and Human Resource Development Network joined their hands to launch leadership programme customized for women called Young Professionals Leadership Programme. As we need more women in management and organizations, so we need to provide appropriate professional development opportunities through introducing such programs.



### **Participatpation and Presentation:**

YPLP Batch 1 was announced in December 2008; more than three Hundred nominations were received from all over the Pakistan. Twenty participants having diversified experiences in their respective roles and functions were selected for YPLP Batch I. Most of the participants belong to the social development sector and public sector.

**“Leadership & Management”** was composed of modules of Leadership, Motivation, Team Building, Management and its function, Human Resource Management, Qualitative and Quantitative Research, Research Methodology, and Stress Management. Computer classes were also arranged for the participants. The workshop was based on interactive sessions, focused on experiential and interactive plenary session, there were structured brain storming exercises.



### **Meeting with Leaders:**

During the first Module participants got a chance to meet with the leaders. They met with Mrs. Kishwar Naheed one of the most prominent Urdu poet and Women’s Right Activist and Mr. Agha Ali Javed General Manager, National Rural Support Programme. During the sessions participants were inspired and learned a lot through the experiences of the leaders. Evaluations were conducted throughout the process to assess the expertise of the Resource Person’s facilitation and to check the effectiveness of the programme.

### **International Visits:**

YPLP team had a great chance to learn from tours and trips, it was an opportunity to enhance knowledge treasure by exploring the most beautiful place in Turkey that carries the blend of eastern and western cultures. Visits were also conducted in Malaysia and Bangkok so that participant could avail the best out of international trips and go back home with full of wisdom and cross cultural experience.

### **Last but not least.....**

The YPLP Phase I helped young women professionals to develop leadership and managerial skills. The program was conducted by eminent development

professional, the training delivered during the workshop was highly recommended, and Participants were very satisfied with the way the training was conducted.

Over the course of the sessions, programme was evaluated by feedback form through a structured feedback/reaction. Both quantitative and qualitative data collected at the end of training, revealed that respondents gained a wide range of knowledge and skills.

## WOMEN EMPOWERMENT THROUGH EMPLOYMENT (WEE)

Human Resource Development Network launched a project - Women Empowerment through Employment (WEE) under the USAID Pakistan JOBS project to bring positive change in the lives of Pakistani graduate women by building capacity and to facilitate them in searching jobs.

The Pakistan JOBS project was a USAID funded project designed to improve the competitiveness of the Pakistan economy by strengthening systems for workforce development, encourage Pakistan's companies to invest in human capital, and improve access to training, jobs and business opportunities, especially for youth and women.

The **objectives** of project were as follow:

1. Enhance the capacity of 500 women from KPK and Punjab
2. Gradation and placement in local or national economy guided by market demand
3. Facilitate 343 women from KPK and Punjab for job placement



The employers from Dawood Family Takaful visited one of the groups in Peshawar. The trainees discussed different issues of why women are reluctant to join marketing jobs. The employers cleared their doubts and invited them to visit their office.

### A Step towards bridging the gap



One of the major activities was to focus on bridging the gap between Academia and Employers. The project was successful in signing MoU with Institute of Management Studies, University of Peshawar, ARID Agriculture University (Rawalpindi) and Fatima Jinnah Women University (Rawalpindi).

### Symposiums- as means of creating awareness among the academia and employers

HRDN conducted two symposiums on Career Management. The objective was to create awareness on Career Management and also to bridge the gap between employers and academia. Following are the details of symposiums.



Symposium at Peshawar University



Symposium at Arid University(RWP)

**Phases of Project:**

- The first phase of the project was for five months (15<sup>th</sup> Feb 2010-15<sup>th</sup> July 2010). The target was to train 300 women and placing 80 percent of these trained women on job.
- The second phase was extended for another 3 months (16<sup>th</sup> July 2010-15<sup>th</sup> October 2010). The target for the second phase was to train 200 women and placing 50 percent of these trained girls on job. The training centers were set in Peshawar and Rawalpindi. HRDN was successful in training 478 women on Career Management and placing 265 of the trained girls on job. 254 women were trained in KPK and 224 in Punjab.

**Progression of the Project:**

The project has opened a new window by training the young women regarding work ethics and to facilitate them in placement for the job. HRDN from its platform will continue facilitating the WEE graduates in placing them on jobs. The trainees were guided on regular basis.



## Flood response by Human resource development network (HRDN) and Pakistan Humanitarian Alliance (PHA)

### “TOGETHER WE CAN”

#### Introduction

Floods are not a new phenomenon in Pakistan. There have been 50 floods in the last 28 years, While the recent flood in Pakistan is the worst incident which have killed over 1,600 people, left two million homeless, washed away crops and cattle.

#### Pakistan Humanitarian Alliance (PHA)

HRDN is leading the Pakistan Humanitarian Alliance (PHA), a co-ordinating body of eleven civil society organizations to respond to disasters in different parts of Pakistan.

Organizations are listed below:

- Human Resources Development Network (HRDN), Islamabad, Pakistan
- DevCon Development Consultants (DevCon), Islamabad, Pakistan
- Association for Human Development (AHD), Islamabad, Pakistan
- Complete Human Resource Solutions (CHRS), Islamabad, Pakistan
- Pakistani Hoslamand Khawateen Network (PHKN), Hari-pur, KP
- Women Association Struggle for Development (WASDF), Swabi, KPK
- ROHI Development Foundation Rajanpur, South Punjab.
- Rawadari Development Organization (RDO), Multan, South Punjab
- Research and Development Foundation (RDF), Nawab-shah, Thattha, Sindh
- Marvi Rural Development Organization (MRDO), Khair-pur, Sukkur, Sindh
- Alpa Foundation, Islamabad, Pakistan

#### Activities conducted by PHA:

##### a) Alliance’s meeting:

PHA conducted a meeting of its members to rectify the flood flash.

##### Medical camps:

PHA organized free medical camps and flood relief camps for provision of medicines and dry ration along with other necessities. The medical team along with professional doctors provided health coverage to patients of the affected villages like Rajanpur, Muzafargarh, Charsadha, Beshigram-Swat, Mianwali, D.I.Khan.





**b) Hygiene session**

For hygiene promotion and awareness, Hygiene Kit was introduced. The hygiene kit contained the basic sanitation items.

**c) Distribution**

In response to country-wide flooding, PHA received humanitarian aid and assistance from their alliance members and also support of local community. PHA target was to provide basic survival necessities.

These all Alliances are led by HRDN. HRDN through its alliance members planed and organize an arena for immediate actions to combat emergencies. They put in collaborative efforts by involving communities, partners and all stakeholders for effective and efficient disaster response. Human Resource Development Network pays gratitude to all of its alliance members that worked tirelessly to provide supplies and support to the affected and needy.





# BUILDING CAPACITY



## HRDN TRAININGS

### Building Capacities

Building capacities and making human resource conversant to the new emerging challenges of the prevailing competent atmosphere has been a salient feature of the HRDN mission. For attaining this goal the organization regularly arrange trainings in different areas and subjects.



#### 1. Digital Photography

January 12 - 15, 2010

HRDN Secretariat Islamabad

Pictures carry an organization's image. Yet many will rely on untrained staff to photograph their activities. In this age of quality broadcasting, non-profit agencies too need a high presentation standard. Good photography helps an organization to meet required standards and promotes their work more effectively.

while realizing this need, HRDN organized the training on Digital Photography. This two days workshop carried the learning session that comprised on the theoretical sessions, power point presentations and practical practices. People from different school of thoughts and different areas of life participated in this training.

Training Contents included Introduction, Methods of Photography, Practical session, Micro shots of objects, Outdoor landscape, and people, Moving subjects, Photo Editing.

Facilitator of this training was Mr Tahir Saleem who is an outstanding Photographer himself and running his own event management company.

#### Training Objectives

- To enhance photography skills, especially in the field
- To teach easy and quick photo editing skills
- To impart knowledge of the photo archiving process

#### 2. Advance Excel training

13<sup>th</sup> – 14<sup>th</sup> Feb 2010,

HRDN Secretariat Islamabad

Microsoft Excel is a popular computer program that allows you to create and edit spreadsheets used to store information in columns and rows that can then be organized or processed. Spreadsheets are designed to work well with numbers but often include text.

Some entrepreneurs prefer information to be presented in straightforward tables, while others benefit from the varied functions of the software and they create colored pie charts to reflect the data. HRDN arranged a two days training on Advance Microsoft Excel training. Microsoft Excel is the backbone of many workplace documents that includes analysis and presentation of data. A great feature of this training programme was designed to help the participants pro-

duce workbooks that can be easily moved to other applications as well Learn real-world tasks such as budgeting, analyzing financial figures, producing reports, creating charts, graphs and managing small lists.

Ather saleem was resource person for this training. He is an experienced Tax Accountant with expertise in financial modeling having degree in Cost and Management Accountancy.

### 3. “Participatory Rural Appraisal - Tools and Techniques for Development Professionals”

April 7<sup>th</sup> – 9<sup>th</sup>, 2010

HRDN Secretariat Islamabad

HRDN had designed training programme for development researchers to get acquainted with latest participatory rural appraisal tools and techniques. **Participatory Rural Appraisal (PRA)** is an approach used by non-governmental organizations (NGOs) and other agencies involved in development at international level. The approach aims to incorporate the knowledge and opinions of people in general and society at large in the planning and management of development projects and programmes. During four days training module, efforts were made to craft the capacities of staff members who are directly or indirectly involved in community work.



At the end of the training programme participants understood major concepts of PRA and they were able to understand the issues in data collection through learning of latest PRA tools and techniques.

**Mr. Atif Zeeshan’s** professional expertise includes a broad range of sectors of development including Participatory planning Monitoring Evaluation & Research, Social Mobilization, strategic planning, training, socio-economic research, monitoring and evaluation, Gender & Development, Human resource management and Participatory Rural Appraisal.

### 4. One Day Training on Emotional Intelligence for High Performing Teams

26<sup>th</sup> June, 2010

HRDN Secretariat Islamabad

HRDN had designed training programme on Emotional Intelligence (EI).



(EI) is the foundation of leadership and is increasingly relevant to organizations and business today, since it has proven to help understand and assess people's behavior. It serves as an important tool in areas like: learning styles, management styles, attitudes, interpersonal communication skills and human potential. Since emotional intelligence can be learned mastering ourselves and the ambiguities of relationships, change and effectively influencing others with integrity are how authentic leadership is developed.



The main focus areas of this training were:

- To know the Benefits and Relevance of Emotional Intelligence (EI) for Teams
- To learn how Emotional Intelligence (EI) improves Job Performance for individuals and teams.
- Learn to apply emotional intelligence (EI) in management of personal relationships and relationship at the workplace

**Objectives:**

At the end of this programme, participants learned:

- The Benefits and Relevance of Emotional Intelligence (EI) for Teams
- How Emotional Intelligence (EI) improves Job Performance for individuals and teams
- To apply emotional intelligence (EI) in management of personal relationships and relationship at the workplace

**Mr. Kashif M. Khan** was the resource person of this training, his area of expertise include emotional intelligence, organizational behavior, interpersonal skills, comparative management, principle of management, and in strategic management.

**5. Consultative Workshop on Effective Career Counseling for Young Women and Men**

June 28, 2010

HRDN Secretariat Islamabad

International Labor Organization in collaboration with Human Resource Development Network took initiative to create awareness among the up-coming Employees and Employers through the workshop of Career Counseling & Guidance, in order to bridge the gap between both edges.

Group-I was coordinated by Mr. Waqar Haider Awan.



### **Methodologies of “job search/ hunting” adopted by different partners**

The most important function of Career Counseling is the awareness of available employment opportunities in the closest areas as well as in job-markets outside the city (even in other countries). Different methodologies and tools are adopted by different agencies, keeping in view their respective target beneficiaries and their own scope of work.

Group-II was coordinated by Ms. Samira Qazi

### **Classification of “Jobseekers”**

Another crucial component of the Career Counseling involves correct categorization of jobseekers according to their abilities, aptitude and competence and then providing them customized support required.

Group-III was coordinated by Mr. Yasir Iqbal

### **Maintaining Effective Relationship with Employers**

The employers are one of the key stakeholders who actually provide jobs/employment to the jobseekers. The Employment Support institutions are mostly challenged in keeping sustained and useful relationships with employers, given their quality demands and timelines.

Group-IV was coordinated by Mr. Saad Gilani

### **Effective Referral & Back-Reporting Systems**

Another most important function of the employment support institutions is to adopt / develop most effective system for referral of jobseekers to appropriate job-market and develop a reporting mechanism on status of employment. Referrals are made either in a formal manner (through formal correspondence between employer and support institution) or informally (through telephone, advertisement etc).

### **Objectives of Workshop**

- a. bringing all relevant partners to one platform where they can share their experiences and develop future course of action
- b. developing an effective and practical/doable Career Counseling Program
- c. creating synergies and identify complementarities between different programs at implementation level

## **6. Training on MS Project Application**

15<sup>th</sup> – 17<sup>th</sup> July, 2010

HRDN Islamabad

In today's flexible organization, the boundaries between functions are becoming less defined. One can be involved in multiple and cross functional projects or leading global teams both technical and non technical. To be effective in



this capacity you need to acquire skills and competences which extend beyond one's formal role. Every day we hear of a project that has escalated in cost or has been repeatedly delayed. Worse still (and often unreported), many completed projects leave their users dissatisfied. Can we do better? There is no simple answer, but this project management course to some extent enabled the participants to anticipate and cope with the problems that they may meet, both in IT and Management domain.

HRDN has organized the 3 days Training on MS Project Application in order to Strengthened capacity to plan and implement projects in the context of standard framework.

**Training Objectives:**

- Developing better understanding of basics of project management and tool used for it.
- Capacitating the participants to use MS Project application efficiently in their respective organizations.
- Enabling them to cater their organizational needs in most efficient way by using MS Project application.

**7. Hiring Smart  
Behavioral and Performance based Techniques**

August 05 -06, 2010  
HRDN Secretariat Islamabad

Behavior interviewing is a very reliable and validate candidate's selection technique. While we all may say that past behavior is the best indicator of future behavior, but we do not practice it while interviewing candidates.



HRDN secretariat conducted two days workshop on Behavioral and Performance based Techniques on August 05 - 06, 2010.

This workshop enriched the participants with pre-interview preparation, developing questions and their value, the interview techniques that get specific, behavior based example of the past performance, and the strategies that follows through on this process. In addition to this, the workshop covered the process of hiring the top performers which is one step further processes of behavioral interview.

**Content of the training:**

- The importance of hiring the Right People

- Why Behavioral Interviewing?
- Before the interview
- Forming the Interview Questions
- Consistent Resume Screening
- Developing an Interview Format
- Ethical and legal issues

### **8. Training on Public Speaking**

October 2<sup>nd</sup>, 2010

HRDN Secretariat Islamabad

#### **“Speech is your face in Public”**

HRDN has organized the one day workshop on public speaking. This workshop was full of bright techniques that can make any business presentation a whole lot easier on ones’ nerves. The purpose of public speaking can range from simply transmitting information, motivating people to act, or simply telling a story. Participants learned powerful skills and solid strategies to survive presentations without much preparation, respond smoothly when asked to make a few impromptu remarks, and never skip a beat when your audience starts drilling you with tough questions.

At the end of this training, participants learned:

1. How to overcome nervousness with simple techniques
2. Straightforward ways to organize their thoughts
3. How to better understand their personal key to deliver an outstanding performance every time
4. To find out how to inspire, convince, and persuade any audience
5. Recognized how to defuse critics in a positive way

### **9. Training on Anti-Sexual Harassment Legislation**

14<sup>th</sup> December, 2010

HRDN Secretariat, Islamabad

It is indeed a new concept for our society where sexual harassment has been recently defined clearly in our Law. Up till now sexual harassment was not considered a crime but only a social evil. No law specifically covered the harassment at the workplace. The issue was brought to national attention through a consistent campaign for over 10 years. In the year 2000, hardly any organization other than UN, had an anti-sexual harassment policy. AASHA-an Alliance against sexual harassment raised awareness on this issue, developed a policy with national consensus and got it introduced gradually in private sector.

HRDN joined hands together with ASSHA and organized one day training workshop at HRDN secretariat.

Maliha Hussain, Program Director- Mehergarh was the resource person of this training.

#### **Objectives:**

- Conceptual clarity on the issue of sexual Harassment



- To sensitize the participants on the concept of Anti-Sexual Harassment Legislation
- To help participants with compliance to the law and conduct awareness raising sessions for their staff and centers as and when needed

## LOOKING AHEAD

### **HRDN New Web Portal:**

HRDN will launch its new web portal. A platform where members could interact, network, learn, explore and capacitate themselves. Some of its new features will be trainers' database, members' corner and page, Online access to material (Resource center), regular updates, monthly & annual calendars for forums & trainings and much more.

### **HR services:**

HRDN is planning to provide the HR services in near future, a CV bank is also being maintained.

### **Trainings:**

Training calendar will also be maintained to carry both regular and customized trainings. A complete data on trainer's profile is also under the process of compilation.

### **Annual Trainers Retreat:**

The 13th ATR will be organized in April 2011. There are two proposed destinations for the annual event which are Singapore and Malaysia; however the final destination will be decided keeping in mind the cost effectiveness and logistics of the trip.

### **12th AMM (All Members Meeting):**

Agenda of 12<sup>th</sup> AMM is under consideration.

### **Forums:**

HRDN's monthly Forums will be conducted in collaboration with AHKRC and N-IRM on monthly basis.

### **City Chapters:**

HRDN will focus on strengthening its City Chapters for achieving its visionary objectives in a much broadened way.

### **Working with the Community:**

HRDN plans to continue its activities towards development, at community level through introducing different programmes, projects and trainings.



# ANNEXURE

**HRDN GOVERNING BODY**

Mr. Roomi Saeed Hayat (Chairperson)  
 Mr. Mahmood Akhater Cheema (Founder Member)  
 Mr. Abdur Rashid Ch. (Founder Member)  
 Ms. Afshan Tehsin (Founder Member)  
 Mr. Ch. Israr-ul-Haque (Professional Member)  
 Mr. Muhammad Sheeraz Aslam mian (Professional Member)  
 Dr. Noor Fatima (Professional Member)  
 Mr. Ijaz Khaliq (Professional Member)  
 Mr. Anser nawaz Chattha (General Member)

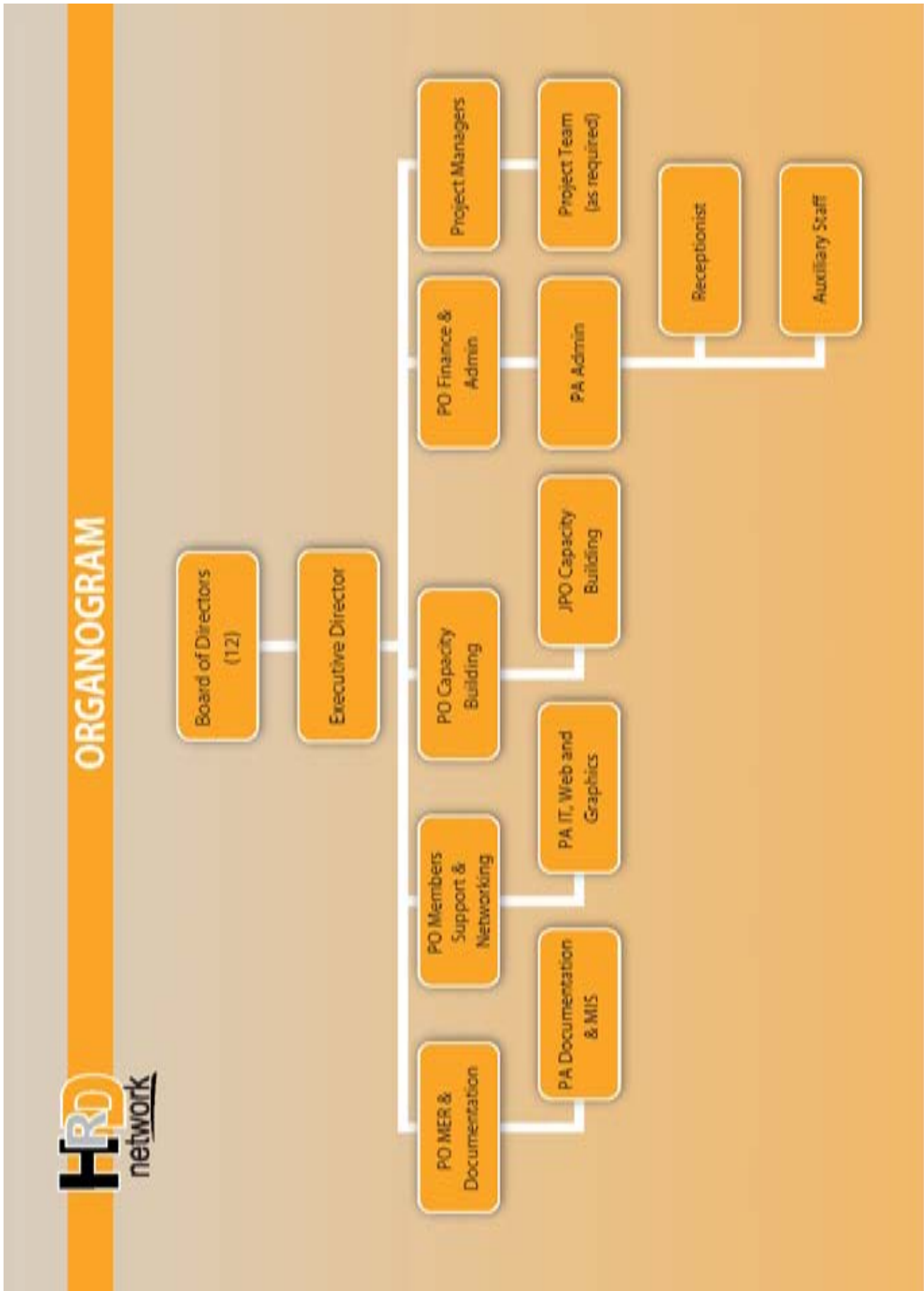
Strengthening Participatory Organization (Organizational Member)  
 Thardeep Rural Support Programme (Organizational Member)  
 Sungi Development Foundation (Organizational Member)

**HRDN STAFF**

Ms. Fauzia Bilqis Malik	Executive Director
Mr. Yasir Iqbal	Programme Officer Resource Mobilization and Documentation
Ms. Hina Maqsood	Programme Officer Networking & Communication
Ms. Asma Jamil Usmani	Junior Programme Officer Training
Mr. Imran Ullah	Programme Officer Finance & Administration
Mr Masood Saeed anwar	Programme Assistant IT/web and Graphics
Muhammad Ismail	Front Desk Officer



## HRDN ORGANIZATIONAL STRUCTURE (ORGANOGRAM)



PO-F&A –	Programme Officer Finance and Admin
PO Training –	Programme Officer Training
PO-RM&D –	Programme Officer Resource Mobilization and Documenta- tion
PO-N&C –	Programme Officer Networking and Communication
PA-Admin –	Programme Assistant Admin
PA-IT –	Programme Assistant Information Technology
PA-Graphics –	Programme Assistant Graphics



# FINANCIAL STATEMENT FOR 2010

**HUMAN RESOURCE DEVELOPMENT NETWORK  
BALANCE SHEET  
AS AT DECEMBER 31, 2010**

	NOTE	2010 ----- (Rupees)	2009 -----
<b>ASSETS</b>			
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	4	2,559,012	2,403,945
<b>CURRENT ASSETS</b>			
Advances, deposits, prepayments and other receivables	5	1,501,510	1,819,378
Cash and bank balances	6	9,678,868	9,359,710
		<u>11,180,378</u>	<u>11,179,088</u>
		<b><u>13,739,390</u></b>	<b><u>13,583,033</u></b>
<b>FUND AND LIABILITIES</b>			
<b>FUND</b>			
Accumulated fund	7	12,786,295	12,492,171
<b>NON-CURRENT LIABILITIES</b>			
Provident fund	8	534,200	264,884
Deferred grant		99,343	124,179
		<u>633,543</u>	<u>389,063</u>
<b>CURRENT LIABILITIES</b>			
Accrued and other liabilities	9	304,072	701,799
Provision for taxation		15,480	-
		<u>319,552</u>	<u>701,799</u>
		<b><u>13,739,390</u></b>	<b><u>13,583,033</u></b>

**AUDITORS' REPORT ANNEXED:**

The annexed notes form an integral part of these financial statements.

  
CHAIRPERSON

  
EXECUTIVE DIRECTOR



PLACE : RAWALPINDI  
DATED : 30 MAR 2011



**HUMAN RESOURCE DEVELOPMENT NETWORK  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED DECEMBER 31, 2010**

	NOTE	2010 ------(Rupees)-----	2009
<b>INCOME</b>			
Service fee	10	25,875,026	13,561,329
Training and membership fee	11	8,833,972	5,735,015
Other income	12	2,569,773	1,878,666
		<u>37,278,771</u>	<u>21,175,010</u>
<b>EXPENDITURE</b>			
Program expenses	13	(18,838,934)	(11,042,409)
Administrative expenses	14	(9,785,402)	(6,010,037)
Other expenses	15	(8,262,282)	(5,057,166)
Finance cost		(82,549)	(72,825)
		<u>(36,969,167)</u>	<u>(22,182,437)</u>
Surplus / (deficit) before taxation		309,604	(1,007,427)
Taxation expense		(15,480)	-
Surplus / (deficit) after taxation		<u>294,124</u>	<u>(1,007,427)</u>

The annexed notes form an integral part of these financial statements.

  
CHAIRPERSON

  
EXECUTIVE DIRECTOR

PLACE : RAWALPINDI  
DATED : 30 MAR 2011





## Human Resource Development Network

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