

	SECTOR	PROCESS	DETAILS OF ACTIVITIES	DESIGNATION	BENCHMARK	FUNDING SOURCE
1	ORGANIZATIONAL MANAGEMENT & OPERATION	Governance & Policy (Process 1)	New policy, procedure and manual revision - 5 Conducted 4 GB Meetings Process Meetings - 4	Chief Executive Officer	8	
		Organizational Strategy & Sustainability (Process 2)	Strategy Plan 2030 Annual Plan 2027		2	
		Diversity Initiative (Process 4)	Makesure 10% of the Documents Process Meetings - 4		12	
		Transparency (Process 5)	Monthly Reports - 12 Annual Report - 1 DMS replicate in Media wiki		12	
		Partnerships & Collaborations (Process 6)	Collaborate with new organizations - 2		2	
		Process Management and Oversight (Process 9.1)	Develop the KPI for this process			
		Operational Tracking Sheet Management (OTS) (Process 18)	Weekly reporting		57	
		Internal Document Management System (DMS) (Process 19)	Makesure the file ownership 99% (monthly audit)		12	
		Chapter Operation (Process 33 - Process 41)	United Kingdom 300 FRA members Canada 180 FRA members Australia 60 FRA members Norway 60 FRA members United States of America 100 FRA Singapore 70 FRA members Europe 60 FRA members Sri Lanka 50 FRA members Middle East 20 FRA members			
2	DIGITAL PRESERVATION & PROCESSING	Digital Preservation (Process 24.1)	Digitization - Jaffna + Vasikaalai Digitization - Batticaloa Digitization - Upcountry Digitization - Public Library Jaffna Digital Preservation Process Meeting - 12	Digital Preservation Officer	86,400 86,400 86,400 172,800 12	
			Backup Digitized document		2,881	
			On-Line PDF Documents (Munnor aavanaham 140*12=1680, Vaasikasalai 330*12=3960, Collection 60)		5,700	
			Aavanaham Field Researcher (Open Education 448*12=5376, Medicine History 276)		10,916	
			Oral History (Medicine Collections 2*12=24)		24	
		Backup and Recovery (Process 24.2)	PDF Extra documents Backup and Recovery Process Meeting - 12	Digital Preservation Sector Lead	8,581	
			1 I7 Computer_Backup Officer 3 I5 Computer_ Batticalo Collection Development, Upcountry Collection Development, DPP Sector 2 A4 Scanner 1 A3 Scanner 1 Sheed feed Scanner 1 Camera Scanner Set			
			Equipments Needed			
			15 4TB Transend Hardisk For Noolaham Backup 6 4TB Transend Hardisk For Aavanaham & Noolaham School 3 4TB Transend Hardisk For Oral History 4 4TB Transend Hardisk PDF & Extra Documents Total 28 Hardsik			
3	DIGITAL LIBRARY & ARCHIVE	Digital Library & Archive (Information Architecture) (Process 26)	Rechecking (Physical (2880) + Online PDF (Munnor aavanaham 140*12=1680, Vaasikasalai 330*12=3960, Collection 60))	Digital Library Officer - Metadata + Rechecking	8,580	
			Metadata & Uploading		8,580	OPF
			Aalumaiikal (Medicine Collections)		24	OPF
			Niruvanakal (Medicine Collections)		36	
			Aavanaham (Open Education 448*12=5376, Medicine History 276)		10,916	
			Oral History (Medicine Collections)		24	
			Process Meeting - 12		12	
			Correct the Changes in noolaham website which Mistakes are come from			
		Rights Management (Process 25)	Rights Checking -	Digital Library Officer - Rights	8,580	
			Rights Research -		8,580	
			New Permissions Forms (3*12)		36	
			Process Meeting - 12		12	
		Physical records storage repository Management (Process 12)	Process Meetings - 12	Digital Library Sector Lead - Collection + Physical storage		
			Monthly Once full Auditing Physical Cupboard			
			Update the Physical Records Storage Management Sheet			
			Entering Collection for Physical Form			
			Update Collection Entry Sheet		8,580	
			Collections Monitoring Sheet		8,580	
			Give to books Scan		2,880	
			Take all books Affter Scanning		2,880	
		Research (Archive / Library) (Process 29)	Keep the Returnning books in to the cupboard	Digital Library Manager - Reference	2,880	
			Returnning books to Sourcre Donor		2,880	
			Sent the Thanking letter			
			Progress Meeting - 4			
4	TECHNOLOGY INFRASTRUCTURE & DEVELOPMENT	Tech Infrastructure Management (Process 15)	Hardware maintenance- 1 PC per Week Software maintenance - Size as needed	Technology and Infrastructure Sector Lead		
		Technology Services & Software Development (Process 16)	Noolaham Foundation website redesign Noolaham & Aavanaham redesign New platform for integrated system with All websites			
		Technology Research Lab (NF Lab) (Process 17)				

	SECTOR	PROCESS	DETAILS OF ACTIVITIES	DESIGNATION	BENCHMARK	FUNDING SOURCE
5	FINANCE, HUMAN RESOURCE & ADMINISTRATION	Resource Mobilisation & Sustainability (Process 3)	Annual Operational Budget - LKR Friends of Noolaham Members - Fundraise from Projects Monthly monitoring - Resource mobilization 12	Manager - Finance, Human Resource and Administration	12	
		Finance & Accounts and Budget & Budget Monitoring (Process 14)	Revise the Budget - 2 Audit report - 1 Monthly financial report - 12 Monthly Budget (Operation) monitoring - 12 Monthly Budget (Project) Monitoring - 12		39	
		HR Recruitment and Selection (Process 10.1)	Recruit the staff Process Meeting - 2		2	
		KPI & Career Planning, Training, Learning and Development (Process 10.2)	Capacity Building training - 2 KPI Evaluation - 2 Process Meeting - 4 Staff Performance evaluation - 04		6	
		HR Admin & Payroll (Process 10.3)	Inventory Audit Report - 1 Process Meeting - 4 Monthly Staff Salary 12 Monthly Finance statement - 12		29	
		Office Management (Jaffna) (Process 20)	Process Meeting		4	
		Office Management (Batticaloa) (Process 21)	Process Meeting			
		Office Management (Hatton) (Process 22)	Process Meeting			
6	ADVOCACY COMMUNICATION & PUBLIC RELATION	Communication & Public Relation (Process 13)	Process meetings	Advocacy Communication & Public Relation Sector Lead	12	
			Monthly Reports (All stakeholders)		12	
			Publish Newsletter (Monthly Letter)		12	
					100	
			- Talk - 12 - Rare Collection Monthly - 06 - Ongoing Projects - 06 - Completed Projects - 06 - Visitors - 06 - Events (Exhibition) - 05 Pongal Annual Get together Exhibition - Vacancy - 2 - Monthly Report Summary - 12 - International days - 14 நூலக எரிப்பு தினம் - June 1 சர்வதேச தாய்மொழி தினம் - Feb 21 சர்வதேச தொண்டு தினம் - Sep 05 உலக எழுத்தாளர் தினம் - March 03 /Nov 01 உலக புத்தக மற்றும் பதிப்புரிமை தினம் - Apr 23 சர்வதேச காப்பக தினம் - Jun 09 சர்வதேச நாட்டுப் புறவியல் தினம் - Aug 22 உலக நன்றியுணர்வு தினம் - Sep 21 சர்வதேச தன்னார்வ தினம் - Dec 05 சர்வதேச பெண்கள் தினம் - March 8 உலக பத்திரிகைச் சுதந்திர தினம் - may 3 ஆதிவாழிகள் சர்வதேச தினம் - August 9 உலக எண்ணிமப் பாதுகாப்பு தினம் - November last thursday Open Access day (October) - 1 - Completed Magazine or Newspaper - 02 - Fundraising Achieved Poster - 1 - Equipment Requesting Poster - 3 - Project Contributors - 4 - Webpage Advertisement (Quarterly) - 04 - Previous year achievements - 1 - Missing Collection - 4 - Book Donation - 2 - Volunteer Support - 2 - NF Intro Slides - 1 - NF FON Slides - 1 - Pongal Milestones, Anniversary (January) - 02 - Collaborated Organizations Chart (September)- 01 - Exam related posters - 3			
			Blogs 1. Event 2. Vacancy 3. Visitor 4. Milestone 5. New Newspaper or New Magazine Introduction 6. 2025 இல் நூலக நிறுவனம் ஓர் பார்வை 7. நூலகத்தில் நினைவு மலர்கள் 8. புத்தக தினம் April 23 9. Open Access Week October 24 to 30 10. வாய்மொழி வரலாறு 11. இறந்தவர்களின் படைப்புகள் நூலக நிறுவனத்தில் 12. எழுத்தாளர்களின் நூல்களுக்கான அனுமதி		12	
			Contact authors/publishers for permissions		6	
			Conduct Virtual Meeting		6	
			Initiate the written document for Weekly zoom discussion		6	
			Preparation of blogs on ongoing projects		6	
		Volunteer Engagement	Arranging meeting for the volunteers (Local & Global Chapters)		5	
			Arranging for the release of video clips or posters on volunteers' experiences with the Noolaham Foundation. (Quarterly)		4	
			Engaging at least 10 volunteers		10	
			Process Meetings		6	
			Conduct events - Global chapters - 03 - Local chapters - 04		7	
		Organizational Events (Process 31)	Organizing the chapter event with each Noolaham Foundation Chapter		4	
			Conduct Annual Conference		1	
			Global chapter event		1	
			Process Meetings		4	
			exhibition pongai Karainagar event		2	
			Collaborated publications -- Collections - 1 -- Reprint - 1 -- Research - 1 (Need Research sector lead)		1	
			Publications (Books / Journal / Magazines / Booklets/Other Documents)		4	

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