

	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	Digital Preservation Officer	86,400	
			Digitization - Batticaloa		86,400	
			Digitization - Upcountry		86,400	
			Digitization - Public Library Jaffna		172,800	
			Digital Preservation Process Meeting - 12		12	
		Backup and Recovery (Process 24.2)	Backup Digitized document	Digital Preservation Sector Lead	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	
			PDF		8,581	
			Extra documents			
			Backup and Recovery Process Meeting - 12			
		Equipments Needed	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			
			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			

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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
			Aalumaikal (Medicine Collections)		24	OPF
			Niruvankal (Medicine Collections)		36	
			Aavanaham (Open Education 448*12=5376, Medicine History 276)		10,916	
			Oral History (Medicine Collections)		24	
			Process Meeting - 12		12	
		Rights Management (Process 25)	Correct the Changes in noolaham website which Mistakes are come from our	Digital Library Officer - Rights	8,580	
			Rights Checking -		8,580	
			Rights Research -		36	
			New Permissions Forms (3*12)		12	
		Physical records storage repository Management (Process 12)	Process Meeting - 12	Digital Library Sector Lead - Collection + Physical storage		
			Process Meetings - 12			
			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 After Scanning		2,880	
			Keep the Returning books in to the cupboard		2,880	
			Returning books to Source Donor		2,880	
		Research (Archive / Library) (Process 29)	Sent the Thanking letter	Digital Library Manager - Reference		
			Progress Meeting - 4			
			Portal Creation			
		User Services & Reference Services (Process 30)	Diversity Perspective	Digital Library Manager - Reference		
			Work through user's feedback			
			Progress meeting 4			
		Equipments Needed	Reference Request	Digital Library Manager - Reference		
			Sent Reference			
			15 Computer - 2 DLA Sector			
4	TECHNOLOGY INFRASTRUCTURE & DEVELOPMENT	Tech Infrastructure Management (Process 15)	Hardware maintainance- 1 PC per Week Software maintainance - 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)				
		Resource Mobilisation & Sustainability (Process 3)	Annual Operational Budget - LKR Friends of Noolaham Members - Fundraise from Projects Monthly monitoring - Resource mobilization 12		12	

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5	FINANCE, HUMAN RESOURCE & ADMINISTRATION	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	Manager - Finance, Human Resource and Administration	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			
			Process meetings		12	
			Monthly Reports (All stakeholders)		12	
			Publish Newsletter (Monthly Letter)		12	

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6	ADVOCACY COMMUNICATION & PUBLIC RELATION	Communication & Public Relation (Process 13)	Posts on Social Media - 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 ஆதிவாசிகள் 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 O/I A/L Scholarship - Share feedback and testimonials - 1 - பதிப்புரிமை அனுமதி கோரல் - 1	Advocacy Communica tion & Public Relation	100	

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7	PROGRAMS & PROJECTS	Early Tamil Works (includes colonial period) of Sri Lanka (Project 75)	Annual Target - 1680 Documents Finding online 960 and physical 120 documents metadata for receiving documents - 720 Projects Meetings -12	Metadata Officer	1680	
		Vaasihasalai 2020 (Project 79)	Annual Target - 3360 Documents Daily Papers Scanning pages/ Checking - 8640 Metadata 3610 uploading - 2880+730 Magazine Metadata/ Uploading -200	Metadata Officer 50%	3360	Nadu Kulumamam OPF
		Digitization at Jaffna Public Library 2022 (Project 98) (II phase)	Annual Target -2300 Documents Scanning pages - 172,800 Projects Meetings -12	Digital Preservation Officers 2 DLA - Quality Assurance	172,800	Manitha Neyam Trust
		Collection Development 2026- Jaffna (Project 104)	Annual Target -576 Documents Scanning - 86,400 Project Meetings - 12	Digital Preservation Officer	86,400	OPF
		Collection Development 2026- Batticaloa (Project 105)	Annual Target -576 Documents Scanning - 86,400 Project Meetings - 12	Digital Preservation Officer	86,400	OPF
		Collection Development 2026- Upcountry (Project 106)	Annual Target -576 Documents Scanning - 86,400 Project Meetings - 12	Digital Preservation Officer	86,400	OPF
		Medicine history collection in Northern Srilanka	Identified Documents - 240 Digitized Documents - 120 Catogarized Documents - 240 Oral history - 24 Organization - 36 Alumaikal - 24 Photographs - 36 Metadata 240 Uploading 240 Identify new collections - 12	Project Officer	336	IMHO
		Folk songs in East	Folk songs recording - 200 Oral history - 24 Identify new collections - 12		224	Toronto University
		Documentation of Economy and Administration during Wartimes				Swiss
8	MULTIMEDIA PRODUCTION & DOCUMENTATION		Makesure the Editing Weekly virtual meeting and posted in website and Youtube	Multimedia Production and Documentat ion sector Lead	12	
			Supporting to field researchers for their editing works		25	
			Support to Handling equipment related with mulitmedia works		Done	
			Arrange/ Correct the documents in Aavanaham		Done	
			Search and finding multimedia related website		Done	
			Edit Oral History		24	
			Change the Video documents as audio documents in Aavanaham			
			Capture and Edit Events		2	
			Poster Design		100	
			Voice Recording		2	
			Photography Quality Cheacking		50	

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