

Sri Lanka Association in Japan Five-Year Strategic Plan (2006-2010)

1. Background

The Sri Lanka Association in Japan has a history of nearly three decades. The time has now come to restructure and reorganize it with a new outlook and a greater vigor for the following reasons.

- 1.1. The Association has been in a dormant status for few years, although it had earned a good reputation in the past.
- 1.2. His Excellency the Ambassador is very keen to reactivate and strengthen the Association so as to see it rendering fruitful services to Sri Lankans living in Japan and for Sri Lanka.
- 1.3. Sri Lankan community in Japan and their expectations and capacities have diversified and expanded significantly since the establishment of the Association.
- 1.4. Along with the globalization process and rapid development of information and communication technology, services could be now rendered more efficiently and effectively than in the past.

Against this background, the constitution is revised at the Special General Meeting held on 04 June 2006. There is an urgent need for a proper strategic plan for implementation in order to accomplish the objects listed in the constitution.

2. Objectives

The objects the Association listed under Article 2 of the Association are as follows:

- (a) To strengthen the Sri Lankan community in Japan;
- (b) To promote social and cultural relations between Sri Lanka and Japan; and
- (c) To contribute to the socioeconomic development of Sri Lanka

To accomplish the above objects, the organization should have a sound financial background as well as strong organization. Therefore, the following object should also be added to develop a strategic plan.

- (d) To strengthen the Association financially, structurally, and in membership.

3. Basic Policies

- 3.1. The Association is a group of Sri Lankans (and their family members) for themselves and for the country. The activities of the Association are mainly targeted for the benefit of the members and Sri Lanka. However, the Executive Committee on behalf of the Association may consider providing services to non-members, though not obligatory.
- 3.2. The Association closely collaborates with the Government of Sri Lanka, Sri Lanka Embassy in Japan, all Sri Lankan organizations, Sri Lankan people living in Japan, Japanese institutions and Japanese people.
- 3.3. The activities of the Association shall be implemented with mutual respect and cooperation, punctuality, sense of responsibility, friendship and solidarity among members.
- 3.4. All attempts shall be made to implement any activity in the most efficient, effective and economical manner with the best possible, but affordable quality.
- 3.5. In implementation of projects and programs, in procurement of goods and services priority is given to Sri Lankan suppliers. However, considering the price, quality and experience the Executive Committee can deviate from this policy where necessary.
- 3.6. The Association will be completely neutral in political matter and there shall be no discrimination on account of religion, race or sex. Political issues shall never be discussed at any of the meetings of the Association including all Committee Meetings.
- 3.7. All projects and programs formulated by each Sub Committee should be submitted to the Executive Committee along with the cost estimates for approval. Any expenditure or even commitment should not be made until the approval of the Executive Committee. However, in extremely urgent matters the President has the authority to grant personal approval, in consultation with the Secretary and the Treasurer for an activity incurring a cost not more than Yen 50,000.

4. Action Plan					
	Objects	Strategies	Activities	Time Targets	Cost
1	To strengthen the Sri Lankan community in Japan	1.1. Facilitate building up strong interpersonal relations among Sri Lankans living in Japan, particularly members.	1.1.1. Annual get together party	Once a year	
			1.1.2. Annual trip to an interesting place in Japan	Once a year	
			1.1.3. Organize sports events	Once a year	
		1.2. Help Sri Lankans living in Japan, particularly members those who in need.	1.1.4. Welfare activities – help who are in need	As and when needed	
2	To promote social and cultural relations between Sri Lanka and Japan	2.1. Organize Sri Lankan social, cultural and religious events	2.1.1. Organize Sinhala/Tamil New Year festival	April – Annually	
			2.1.2. Organize Vesak festival	May – Annually	
			2.1.3. Organize Christmas Festival	December – Annually	
			2.1.4. Organize other religious activities	As an when necessary	
		2.2. Build awareness on Sri Lankan culture in Japan	2.2.1. Organize Sri Lanka day	October – Annually	
		3	To contribute to the socioeconomic development of Sri Lanka	3.1. Support for enhancing quality of life of people in Sri Lanka	3.1.1. Projects for facilitating employment generation in Sri Lanka
3.1.2. Projects for rural Infrastructure development	One project/year				
4	To strengthen the Association financially, structurally, and in membership.	4.1. Promote the image of the Association	4.1.1. Register the Association	Before 30 Sep. 2006	
			4.1.2. Create and maintain a web site	Before 30 Sep. 2006	
			4.1.3. Issue Membership ID cards	Before 31 Oct. 2006	
			4.1.4. Print list of members (directory) and update annually	Before 31 Dec. 2006 update annually	
		4.2. Fund raising	4.2.1. Benefit shows (cultural)	One project/year	
			4.2.2. Organize a Lottery draw	One project/year	
			4.2.3. Solicit donations/sponsorships for SLAJ Projects	Fix annual targets and achieve	
		4.3. Proper financial management for efficient use of finances	4.3.1. Open up and maintain a bank account	Before 31 Oct. 2006	
			4.3.2. Formulate and implement financial procedures	Before 31 July 2006	
		4.4. Expanding membership	4.4.1. Advertise in Tokyopuwath j-nine,	Timing of T'puwath	
			4.4.2. Print and distribute flyers	As an when necessary	
			4.4.2. Individual canvassing through members	Continuous	

Assignment of Responsibilities

Sub Committee	Asset Management	Social Welfare	Religious Affairs	Cultural Affairs	Public Relations and Promotion
headed by	Hon. Vice President (Asset Management)	Hon. Vice President (Social Welfare)	Hon. Vice President (Religious Affairs)	Hon. Vice President (Cultural Affairs)	Hon. Vice President (Public Relations and Promotion)
Activities assigned	Projects for facilitating employment generation in Sri Lanka	Annual get together party	Organize Vesak festival	Organize Sinhala/Tamil New Year festival	Advertise in Tokyopuwath j-nine,
	Projects for rural Infrastructure development	Annual trip to an interesting place in Japan	Organize Christmas Festival	Organize Sri Lanka day	Individual canvassing through members
	Benefit shows (cultural)	Organize sports events	Organize other religious activities		Print list of members (directory) and update annually
	Organize a Lottery draw	Other welfare activities – help who are in need			Register the Association
	Solicit donations/sponsorships for SLAJ Projects				Create and maintain a web site
					Issue Membership ID cards
					Print list of members (directory) and update annually

5. Annual Targets

Activity/Year	2006	2007	2008	2009	2010
Membership expansion	40	60	80	100	120
Financial strength yen '0,000	50	75	100	125	150

6. Implementation Procedure and Responsibilities

- 6.1. Once overall strategic plan is approved by the General Meeting and the sub-committees are appointed, each sub-committee shall discuss among members and propose activities for implementation during the current year, within a month. Then the committees shall prepare a concept papers for all activities indicating following details in brief:
 - (a) specific objective;
 - (b) target to be achieved;
 - (c) implementation procedure; and
 - (d) cost estimate;and submit to the Executive Committee for approval
- 6.2. Executive Committee shall grant approval or discuss with the head of the sub-committee if modifications to the activities are necessary. If and when there are difficulties to convene the Executive Committee, Hon. President in consultation with Hon. Secretary and Hon. Treasurer, will grant approval if the involved cost is less than Yen 50,000. However, such approval shall be reported to the Executive Committee at the earliest possible occasion.
- 6.3. Immediately after such approval, the sub-committee can start implementation. The Hon. Vice-President heading the sub-committee shall report the progress to the Executive Committee and consult in important and crucial decisions. Executive Committee shall have the authority to make modifications or totally abandon the activity considering the progress and other factors or to takeover the responsibility of the activity.
- 6.4. Special meetings may be summoned to organize and discuss matters pertaining to a specific activity to be or being implemented. Such meetings shall be conducted under the chairmanship of the Hon. Vice-President of the particular sub-committee in charge of that activity. However, crucial decisions affecting the future of the organization shall be made by the Executive Committee.
- 6.5. Once final decisions are made on implementation modalities, all attempts shall be made to adhere to such decisions. However, Hon. Vice-President heading the sub-committee in charge of the activity may consider essential changes during the implementation, in consultation with the Hon. President and Secretary if they are accessible.
- 6.6. As regards the expenses, Hon. Treasurer will directly deal with the relevant suppliers or reimburse the expenses incurred by the members of the committee. However, all such expenses within the initial budget estimates shall be approved by the Hon. Vice-President of the sub-committee in charge of the activity. Over expenditure shall be approved by Hon. President or Hon. Secretary. Since Hon. Treasurer has the full authority in finance control, if he finds any doubtful payments, he may refer it to the Executive Committee for approval.

7. Progress Monitoring

Each Hon. Vice-President in charge of sub committees, or in his absence, a member of that sub committee should report the progress of activities to the monthly Executive Committee meeting.

Hon. President shall submit his Annual Report to the Annual General Meeting every year indicating the achievements during the previous year and the progress of all uncompleted activities.

In the opinion of the Executive Committee, if any Sub Committee is found to be inactive or delays the implementation of any activity, the responsibilities assigned to such Sub Committee shall be withdrawn and be re-assigned to another Sub Committee or to a person as appropriate.

8. Responsibility and Accountability

Each Sub Committee member is accountable for the responsibilities assigned to him to the Sub Committee. The entire Sub Committee is responsible for all activities assigned to the Sub Committee collectively and accountable to the Executive Committee which is accountable to the General Meeting of the Association.