

Material Development Team Presentation



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**Convergence and Synergies
Between and Among Technical &
Functional Division/Unit**

**DAM Annual
Conference 2012**

Challenges

- Involvement of material developers in all steps of development process is not maintained ;
- Lack of scope and strategy for continuous updating of DAM materials ;
- No use of project materials in other programmes ;
- Legal problem with reprinting and use of project materials;
- Lack of scope of dissemination of material development skills to different project people for ensuring region diversity;

Challenges

- Lack of common standard regarding technical aspects;
- Getting urgent request for development and printing of material;
 - Pressure on procurement process
 - problem in maintaining quality
- Low project budget for material development;
- No budget for innovative material development other than project material;

Challenges

- Short time for material development;
- Over profit in purchase and procurement system;
- Shortage of material developer;
- Lack of using Modern technology in design and material illustration;

Recommendation

- Formation of a material development pool having selected person from different projects;
- Joint material development process with project personnel and material developers;
- To organize training on material development process/method/technique for the selected person who are engaged to develop materials in different units/divisions;

Recommendations:

- Follow specific principle/guideline for developing DAM materials:
 - Size / use of logo/ color;
 - Language and spelling principle;
 - Copy right / acknowledgement /ISBN number;
 - Assessment of all material
 - Maintaining DAM set standard in all materials;
- Avoid material duplication
- Archive soft & hard copy of all material for Knowledge & information preservation;
- Specific strategy for material promotion of DAM materials;

Convergence and Synergies: Training Unit

- Support in editing and printing of all training resources;
- Provide training on training materials development for the training unit members;
- Support in developing training aids;
- Provide support in conducting training on literacy primers;
- Development of issue based innovative materials as per demand of the training division;

Convergence and Synergies: Research Division

- Editing and printing of research report and publications;
- Joint assessment and impact study on DAM education / literacy materials;

Convergence and Synergies : Admin and HR Division

- Support in developing HR policies, principles and all other HR related publications in printing and CD form;
- Support in developing tender and recruitment advertisement;

Convergence and Synergies : Accounts and Finance Division

- Appoint dedicated accounts personnel to ensure adequate support regarding maintaining all accounts and finance related issues;
- Support in designing financial manual , guidelines etc.

Convergence and Synergies: Procurement, Supply and Logistics Unit

- Support in developing guideline /manuals related to procurement and supply;

Convergence and Synergies: Peoples Organization

- Provide training and capacity building support for LGM and other type of material development;
- Support in developing brochures, guideline, case studies and other materials related to people's organization;

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Excellence and innovation in
materials development unit

