

Nazafat International Umooor Sehat

Safar Governance Plan

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1. Introduction

Nazafat Team has an important role during the Moze safar Mubarak of Aqa Moula TUS. This document which is titled Safar Governance Plan guides the local Nazafat team to prepare and carry out the necessary activities in their correct order and with efficacy.

How to use this document

Use the Safar Governance Plan as a guide to prioritize your activities and follow procedures for pre-safar, during safar and post safar. Planning and execution of Nazafat activities as detailed here will give a rich and consistent experience to the visiting entourage and mumeneen.

1.1 Safar Mission Statement

Nazafat International has created this Mission Statement which is common for all Safar of Aqa Moula to a moze. In addition the local jamaat based on their special needs or circumstances can add to this mission statement.

To create a healthy, clean & hygienic environment as per Nazafat objectives including zero waste and zero plastic throughout during the safar Mubarak, at all venues where Huzurala is scheduled to visit so that Huzurala's sehat aafiyat mubarakah is not affected due to dust or other factors and to facilitate the participation of mumeneen in all events.

1.2 Objectives

To realize our mission we need to achieve the following objectives. Based on the conditions of your moze some of the objectives may or may not apply. These objectives have been categorized into 5 groups for better understanding and implementation.

Aqa Moula's Health

Ensure that you create a dust free environment at all venues prior to Aqa Moula's arrival and departure through proper water spraying and regular sweeping.

Hygiene

Ensure a pest free environment. Eliminate conditions which cause flies, mosquitoes, other haraam animals to infest our mohallas, areas which will be visited by Aqa Moula.

Ensure masjid, mawaid, madarassa, FMB kitchen, and jamaat premises are deep cleaned and pest control treated.

Cleanliness

Ensure a cleaning schedule is in place for repeated cleaning during safar Mubarak including roads, surrounding areas and Aqa Moula residence and daily route to the masjid.

Ensure that washrooms are maintained regularly with details on hand washing, lotas, chakhris etc

Ensure that the qabrastan is clean, green and beautiful, without obstructions and qubur are kept in good condition

Environment Conservation

Ensure that you follow a zero waste and zero plastic policy along with support from all other departments and jamaat level agreement for proper implementation as per Misaal of Aqa Moula.

Plan for a Tashjeer event.

Gift a plant at every Qadam / Ziafat. Aqa Moula will touch the plant which can then be given as hadiya to the ziafat / qadam karnar mummin.

Awareness

Ensure that you run campaign during pre-safar and during safar for mumeneen making them aware of their obligation to Nazafat and conservation of the environment for zero plastic and zero waste as per misaal.

Engage with press and post write ups with razaa in local press and social media through proper channels to create awareness amongst the public towards the need for nazafat and environmental conservation and highlight the activities of our community during the safar including Aqa Moula's farmaan for Nazafat as well as conservation of the environment.

1.2.1 Estimation & Budget

One of the first tasks that the Nazafat executive team must undertake is to call for a high level meeting as soon as FASL is done and estimate the resources that will be required during the safar based on the current conditions, size of the jamaat, area that needs to be maintained and number of days for the safar Mubarak.

Resources include team size, labour, equipment, supplies, vehicles and office / store space.

Include mumeneen who are into similar business or finance experts to put a cost on those resources that will require finance.

Prepare as detailed budget as possible and place them in the 5 categories (objectives).

Put an estimated cost on each item. Review the costs and check if some items can be sponsored.

Send the budget to Nazafat International Finance team for review & approval.

Present the Nazafat approved budget for final approval to Amilsaheb and jamaat treasurer.

Hereafter it is important for one responsible person to maintain the expense account and collect expense details from other team leads for consolidation. Nazafat coordinator's approval should be taken before incurring expenses and be kept informed.

1.2.2 Start up Meeting

After your Nazafat executive meeting and finalization of mission, goals your next step is to call a Start Up meeting of all your members. Explain the importance of Nazafat, mission and all objectives to your team. Have a question answer session so that all doubts are cleared. Take a pledge for commitment and self less khidmat during the safar Mubarak. In this meeting you can create your team structure and sub teams as explained below.

1.2.3 Team Formation & Structure

The greatest asset of the Nazafat organization is their team members. Depending on your current team size you need to assess the work and recruit more volunteers if there is a shortfall of manpower.

Campaign for volunteer sign up soon after Fasl to recruit more manpower and include children who will become your future active team members.

Every Moze will have a Nazafat coordinator who will be heading the sub-committee of Nazafat under Sehat Umoor. In the event that such a coordinator is not officially appointed get approval from Nazafat International HR director who will officially assign the leadership of Nazafat team in your moze after consultation with your Amilsaheb.

For successful and effective implementation of all our activities, based on your jamaat size and number of days of safar mubarak you will need a robust structure of multiple sub-teams all reporting to the Nazafat Moze leader. Each sub team should have a leader who is committed and capable of leading a team.

All members should have the official Nazafat Jacket.

Make a table of names and sizes and place order immediately after payment to receive your jackets.

1.2.4 RACI Matrix

To avoid /minimize conflict and to work effectively it's a good practice to create a RACI Matrix

RACI stands for – Responsible / Accountable / Consulted / Informed

Responsible : This is the person who will actually do the work

Accountable : This is the person who is ultimately accountable for the satisfactory completion of the task. This is the person who signs off the work.

Consulted : These are the persons whose input is necessary to plan / execute the task.

Informed : These are the persons who are informed about the status of the task.

Example : Assuming you have 3 sub-teams

Add your activities and decide upfront who should be Responsible, Accountable, Consulted & Informed.

Note: for each activity there can be only 1 person Responsible and 1 person accountable but there can be multiple people who are consulted and informed.

Activity	Amilsaheb	Miqaat Head	Coordinator	Team 1 Lead	Team 2 Lead	Team 3 Lead
Budget Estimation	C I	A	R	C	C	C
Mission / Objectives	C I	A	R	C	C	C
Daily Scheduling		A	R	C	C	C
.... Add more activities						

1.2.5 Scheduling and Team Movement

This is an important activity that requires careful planning. You will need a good knowledge of your city / town roads and the ability of your teams. This plan can be made only after Moula's schedule has been finalized and released therefore you will have only a few hours to make this plan and communicate to your teams.

During Safar Mubarak to a moze the key khidmat requirements are at:

1. The Masjid during namaaz / bethak,
2. Qadam / Ziafat locations
3. Moula's residence

Aqa Moula follows a hectic schedule and every day the routes to Qadam and ziafat are finalized a day before. Each day has a morning schedule and an evening schedule of Qadam, majlis ending in a ziafat. Each location may have one or more Qadam + majlis and ziafat. For proper readiness and implementation of our objectives we need multiple sub-teams (at least 3-4 sub-teams) who can be stationed at the locations. We need to ensure that our Nazafat sub team have inspected the locations and are in position at each location with their equipment well in advance before Aqa Moula's arrival. Note that it is not possible and appropriate for our Nazafat team to follow Moula's car therefore it is important for our teams to be in position. It is possible that due to shortage of sub-teams, the sub teams will have to cover more than one location during the program in the morning and evening.

Example:

As per your membership strength you have formed 3 sub teams each with a leader.

Morning Schedule of Aqa Moula on 14 Feb 2020

#	Q/M/Z	Address	Time
1	Q1	Mohammedi Colony (A-Block)	10:30 AM
2	Q2	Mohammedi Colony (B-Block)	10:45 AM

3	M1	Fatema Nagar	11:15 AM
4	Q3	Burhani Building Ground Flr	11:42 AM
5	Q4	Burhani Building 4 th floor	11:52 AM
6	M2	Mufaddal villa	12:05 Noon
7	Q5	Hussaini Manzil 2 nd Floor	12:25 PM
8	Q6	Hussaini Manzil 3 rd Floor	12:35 PM
9	Q7	Taiyebi Apartments	12:52 PM
10	Z1	Saifee Villa	13:15 PM

As you can see above there are 8 different locations to cover including Aqa Moula's residence.

You have formed 3 sub teams each with a leader and this is how our plan could run. However based on the distance between locations and the ability of your teams you should plan their movement based on the actual situation so that they can reach the location in the shortest possible time and well in advance before Aqa Moula's arrival.

Nazafat Plan for Morning Schedule on 14-2-2020

#	Q/M/Z	Address	Location	Aqa Moula Time	Team	Reporting Time
		Aqa Moula Residence	L0	10:15 AM	Team 1	9:00 AM
1	Q1	Mohammedi Colony (A-Block)	L1	10:30 AM	Team 2	9:30 AM
2	Q2	Mohammedi Colony (B-Block)	L1	10:45 AM	Team 2	
3	M1	Fatema Nagar	L2	11:15 AM	Team 3	10:00 AM
4	Q3	Burhani Building Ground Flr	L3	11:42 AM	Team 1	10:45 AM
5	Q4	Burhani Building 4 th floor	L3	11:52 AM	Team 1	
6	M2	Mufaddal villa	L4	12:05 Noon	Team 2	11:30 AM
7	Q5	Hussaini Manzil 2 nd Floor	L5	12:25 PM	Team 3	10:45 AM
8	Q6	Hussaini Manzil 3 rd Floor	L5	12:35 PM	Team 3	
9	Q7	Taiyebi Apartments	L6	12:52 PM	Team 1	12:00 Noon
10	Z1	Saifee Villa	L7	13:15 PM	Team 2	12:20 PM
	Z1	Saifee Villa	L7		Team 1	When Avlbl
		Aqa Moula Residence	L0	14:00 PM	Team 3	13:00 PM

1.2.6 Equipment & Supplies

This is a list of equipment and supplies that you will need during Safar Mubarak:

Cleaning Supplies	Awareness	Equipment	Hadiya
Brooms	Banners (Non Plastic)	Vacuum Cleaner	Potted plants (non plastic pots) to gift at each Qadam / ziafat after Moula's shifaa. Curry patta plants or other herbs which can be grown in the kitchen garden. Implemented in Hyderabad & Poona Safar 1441.
Supri	Messaging	Van Nazafat on Wheels	
Detergent		Spades	
Floor cleaners		Gampas (tubs)	
Toilet Cleaners		Gloves / Masks	
Wipers		Water pipes	
Air Freshners (Non Alcoholic)		Mobile Water Sprays (used for agriculture)	
Waste Bins (non plastic) Check how bins can be made out of corrugate cardboard boxes. Implemented successfully in Poona Safar 1441.			

1.2.7 Labour Management

Outsourced labour will be necessary to carry out cleaning and other labour-intensive tasks.

Contract labour or outsource to a vendor based on the options available in your city / town.

Appoint at least 1 responsible and experienced Nazafat member to manage labour reporting, assignment of work and payment tracking.

Nazafat On Wheels

Keep a Nazafat Van (Nazafat on Wheels) with Nazafat stickers pasted on the sides. This van should always be in the vicinity of Moula's scheduled locations. The van should carry cleaning equipment and 2-3 labour that can reach a location at short notice.

1.2.8 Pre-Safar Activities

These are the activities that should be immediately be started upon Fasl.

Create mission statement, objectives

Create budget / estimate

Get approval with all inter departments to make safar zero waste & zero plastic

Team formation

Masjid, jhummar, madarassa, mawaid, FMB kitchen cleaning

Pest control of all premises.

Plan a day for Qabrastan cleaning and plantation activities.

Order your supplies and equipment.

Contract / outsource labour

Print and put up banners (non plastic)

Make ID cards for members (non plastic)

Start awareness campaign in your jamaat

1.2.9 During-Safar Activities

Daily team scheduling

Cleaning activities

Plan a tashjeer event

Daily report

Create press reports and send through approved channels

Create final Safar Report and present to Shehzada Saheb for presentation to Aqa Moula

1.2.10 Post-Safar Activities

Have a lessons learned session to note what went well, what could have been done better and to appreciate the efforts of all members.

Plan regular events and meetings to keep your team motivated.

1.2.11 Reporting

Nazafat Khidmat Report

During the safar take photos and keep notes.

Make a comprehensive report of the khidmat done by the team with photos and captions as per your objectives and mission statement.

Present the report in the form of an album and also convert to PDF so that it can be shared with other Nazafat coordinators

Budget Report and Expenses

Maintain your expense report and present the Final Expense Report with details to the jamaat committee and Sehat Umoor Head. Show finances that were sponsored in separate column.

1.2.12 Conclusion

This Safar Governance Plan is a work in progress document and has been created to help you plan the activities. The real ingredient for success is to believe in your mission and objectives, commitment, team work and respect for all members.

Finally the doa of Aqa Moula paves the way and removes all obstacles.

