

## Annual Work Plan 2013

### Chair, Co-chair and Treasurer

In 2013 the administrative group will guide and support the steering committee ensuring a strong cohesive team, supporting the working groups and building the SC's relationship with NYLESA members.

They will continue to facilitate NYLESA's relationship with UN System organizations and other stakeholders to work with them to increase awareness of the skills, availability and the emerging needs of spouses and partners.

Where possible they will identify information and opportunities that further NYLESA's mission and they will build on and oversee NYLESA's accountability and evaluation functions to ensure effective use of resources. They will also continue to develop strong and transparent administrative functions of NYLESA

### Welcome Working Group

The Welcome Group will communicate with and support the new spouses and partners through monthly coffee gatherings, by responding to website subscriptions and when spouses contact the association for the first time.

WWG will disseminate updated and relevant information to support UN spouses and partners in Settling in and Living in New York.

WWG will organize seminars and activities (social and cultural) that help spouses to adapt to New York and develop a network. It will also organize informative events at the UN organizations to make the UN staff aware of NYLESA's existence.

WWG will be taking care of the whole membership process from applications and proofs to collecting the membership fees and updating the membership lists. It will also encourage members to get involved in one of the three NYLESA working groups.

### Career Support Working Group

In 2013, the Career Support Group should focus mainly on the creation of specific groups for NYLESA's job seekers. The Group should also maintain the existing channels of communications with each UN organization in New York. The Group might also promote the advantages and the outstanding added-value of NYLESA members to external actors.

The Group volunteers will contribute to the Career Support section of NYLESA website, [www.nylesa.org](http://www.nylesa.org), by adding valuable information about career matters. The Group will also look for opportunities to organize activities and seminars to support spouses looking for career enhancement.

## **Communication Working Group**

The Communication Group will continue to keep all NYLESA interest groups aware of NYLESA's presence and activities by maintaining the communication tools up to date. It will disseminate updated and relevant information to support UN spouses and partners in New York and to promote an accurate image of NYLESA. CWG will also provide NYLESA members with platforms to disseminate information and to communicate with each other. It will also encourage members to become active participants of NYLESA social media interaction.

CWG furthers the collaboration and promotes the regular communication with all UN System organizations in New York to have updated information about NYLESA and work permits readily available as part of their induction programmes.

CWG will follow the development and promote the use of Teamworks, the knowledge sharing platform spaces of UN Dual Career and Staff Mobility programme, when it becomes applicable. Through these spaces NYLESA anticipates more inter-LESA communication opportunities and participation.