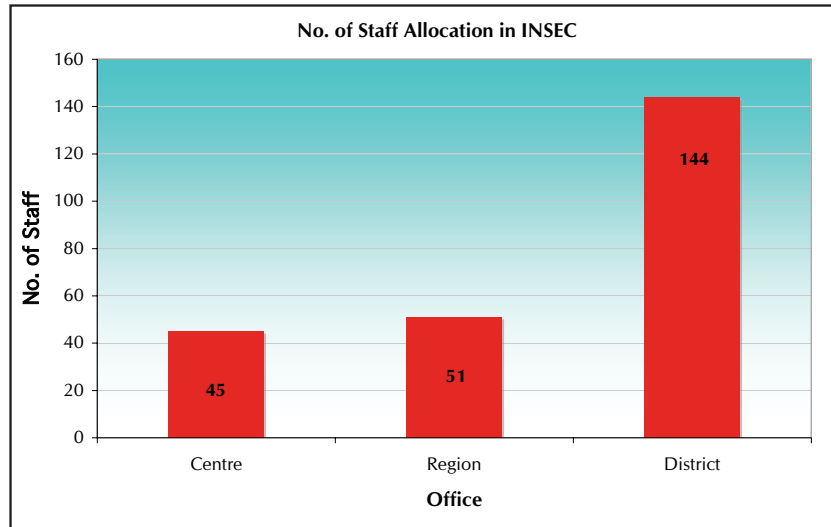


Human Resource & Organizational Development

Staffing

The existing human resource of the organization has been allocated in central, regional and district project offices on the basis of expertise, places of residence and other factors. The central office undertakes activities mainly related with planning, research, consultancy, national level lobby/advocacy, documentation and dissemination. The five regional offices implement INSEC programmes through district partner organizations as well as monitor the Human Rights situation of their respective regions. For this reason, the



human resource of the organization have been allocated accordingly. Moreover, the project staff members are appointed and placed at the project offices at region and district levels. For this reason, the staff allocation in centres, regions and districts look like shown in the diagram.

Recruitment

As far as it has been possible, recruitment in INSEC has usually been through open vacancy announcements. It has been an established practice that the policy of equality be adopted in terms of selection of people representing disadvantaged groups of population and preference for women. The employment of people or engagement of people -regardless of the activity-will, in-line with INSEC's policies, non-discriminatory and one that encourages the development and maintenance of a fair and egalitarian society.

Capacity Building of Staff

Whenever there is an opportunity, INSEC has been trying to enhance the capabilities of its staff members by allowing them to participate in national or international training/internships on relevant themes, exposure visits and letting them take necessary package courses. The training need identification takes place continuously through the annual staff performance appraisal. Specific training needs that cannot be supported through local training may occasionally be referred to abroad training/educational institutions. Based on the overall needs of INSEC, Chief Executive may select employees to be nominated for such training, which will normally take place in South Asian Association of Regional Cooperation (SAARC) countries or in Asian Countries. Thus, for capacity



Prekshya Ojha (2nd row: right) and Prashannata Wasti (1st row: right) with Centre for Decease Control and Prevention trainer Ms Karen and Vietnamese participants

building, INSEC staff members have participated in training and study programs at national and international levels. After participating they have been applying their expertise for INSEC activities. In addition to regular staff members, the district representatives have also been trained or refreshed on their knowledge on Human Rights instruments, concepts of Human Rights and their role in the respective districts. The table shows the list of staff members who have participated in various capacity building programs in this reporting period.

| SN. | Name | Types of Training | Date | Country |
|-----|---------------------------|--|-------------------------------|------------|
| 1 | Subash Adhikari | Certificate of Proficiency in Advanced Networking | 24 August to 8 September 2006 | India |
| 2 | Prekshya Ojha | Field Epidemiology for Mine Action Course | 7 - 22 October 2006 | Cambodia |
| 3 | Prashannata Wasti | Field Epidemiology for Mine Action Course | 7 - 22 October 2006 | Cambodia |
| 4 | Usha Thapaliya | 10th Annual Asian Training & Study Session on Human Rights | 15 - 28 October 2006 | Thailand |
| 5 | Bajare Chaudhary "Sushil" | Training on Conflict Management | 16 October to 8 December 2006 | Denmark |
| 6 | Rupesh Nepal | 16th Annual Human Rights and Peoples Diplomacy Training for Human Rights Defenders | 21 Nov to 13 Dec 2006 | East Timor |
| 7 | Prashannata Wasti | Ensuring further Success: Campaign and Research Training Meeting | 2 - 11 February 2007 | Yemen |
| 8 | Krishna Gautam | International Visitor Program on HR Advocacy and Awareness | 12 February to 2 March 2007 | USA |
| 9 | Bidhya Chapagain | FK Staff Exchange Program | May 2007 to May 2008 | Thailand |
| 10 | Jivanta Wagle | FK Staff Exchange Program | May 2007 to May 2008 | India |
| 11 | Baburam Bishwokarma | FK Staff Exchange Program | May 2007 to May 2008 | Sri Lanka |

Information and Communication System of INSEC

INSEC believes in strengthening its capability and enhancing efficiency through proper utilization of Information Communication and Communication (ICT). Since the early days of its inception, ICT has been adopted in different areas of operation such as production of documentation and publication materials, internal and external communication system, databases and many more. This has resulted in increased productivity of the staff in delivering quality outputs in a timely manner.

INSEC carries out its operation throughout the country through its regional and central offices. Communication among the regional offices is vital in ensuring the flow of accurate and timely information. This has been made possible through the deployment of Virtual Private Network (VPN) in all regional offices which connect to the central IT infrastructure for communication, accessing central databases, emails and Internet. Internet is accessible in all regional offices through high speed leased connection. INSEC maintains state of the art ICT infrastructure in its central office using popular brand forits servers, routers, switches and accessories. Email servers are hosted in central office to provide email communication among its staff members.

The Information Technology (IT) adopted by INSEC has been utilized by its staff members on a daily basis. The networking and communication system has been smoothly running. As expected, there are minor complications from time to time and these have been taken care of through regular checking, monitoring and upgrading the system. The computers used in the offices are regularly updated or replaced as per the requirements.