

**Disaster Preparedness Network Nepal****DPNet-Nepal-Time sheet****Color Code**

Name: Tulasa Dahal			Post: MEAL & GEDSI Officer	Base: Kathmandu	Leave	
			Reporting Month: December (1-31)	Year: 2023	Government Holiday	
English Date	Nepali Date	Day	Major Activities		Saturday	
			10 Am to 1 PM	2 Pm to 5 Pm (Friday 2-3 Pm)/Onwards....	Remarks (if any)	
1	15	Fri	Searched document for ORC and wrote summary	Wrote summary for ORC		
2	16	Sat				
3	17	Sun	Carried out followup for Interaction Program on Online Resource Center and 'Virtual DRR Platform' and 'Participatory Review, Reflection, and Planning Workshop of (SUDRIDH) project	Carried out followup for Interaction Program on Online Resource Center and 'Virtual DRR Platform' and 'Participatory Review, Reflection, and Planning Workshop of (SUDRIDH) project		
4	18	Mon	Carried out followup for Interaction Program on Online Resource Center and 'Virtual DRR Platform' and 'Participatory Review, Reflection, and Planning Workshop of (SUDRIDH) project	Preparatory work conducted for Interaction Program on Online Resource Center and 'Virtual DRR Platform' and 'Participatory Review, Reflection, and Planning Workshop of (SUDRIDH) project		
5	19	Tues	Participation and note taking on event			
6	20	Wed	ON LEAVE			
7	21	Thurs	Wrote news in coordination with DRR Intern	Conducted registration record keeping of Karnali Province Program		
8	22	Fri	Conducted registration record keeping of Karnali Province Program	Finalizing registration record keeping all three Provinces		
9	23	Sat				
10	24	Sun	Wrote Fourth milestone report	Wrote Fourth milestone report and finalization		
11	25	Mon	Conducted registration record keeping of Interaction Program on Online Resource Center and Virtual DRR Platform	Conducted registration record keeping of Interaction Program on Online Resource Center and Virtual DRR Platform and wrote summary for ORC		
12	26	Tues	Wrote Fifth milestone report	Wrote Fifth milestone report		
13	27	Wed	Wrote Summary for ORC	Reviewed and incorporated feedback in reports in coordination with PC and DRR Intern		
14	28	Thurs	Wrote Summary for ORC	Wrote Summary for ORC		
15	29	Fri	Wrote success story for milestone report	Wrote Summary for ORC		
16	30	Sat				
17	1	Sun	DPNet Program List Updated	Wrote summary of ORC		
18	2	Mon	Worked on finalizing NCDRR article compilation	Worked on finalizing NCDRR article compilation/ assist in writing news		
19	3	Tues	Worked on preparing GESI work reporting framework	Worked on preparing GESI work reporting framework		
20	4	Wed	Worked on preparing final reporting template	Worked on preparing final reporting template		
21	5	Thurs	Wrote summary of ORC	Worked on preparing final reporting template		
22	6	Fri	Worked on finalizing final reporting template and fifth milestone report	Wrote summary of ORC		
23	7	Sat				
24	8	Sun	Wrote summary for ORC	Wrote summary for ORC		
25	9	Mon				
26	10	Tues				
27	11	Wed	Wrote summary for ORC	Wrote summary for ORC		
28	12	Thurs	Prepared and maintained documents	Prepared and maintained documents		
29	13	Fri	Prepared and maintained documents	Prepared and maintained documents		
30	14	Sat				
31	15	Sun				

Submitted By:

Approved by:

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 Name: Tulasa Dahal
 Position: MEAL & GEDSI Officer
 Date: 12/31/2023

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 Name: Kailash Rijal
 Position: General Secretary
 Date: 12/31/2023