

VUFO-NGO Resource Centre

INVITATION TO INGOS TO PARTICIPATE IN THE 2005 SALARY AND BENEFITS SURVEY

We are now formally announcing the beginning of the 2005 INGO SALARY & BENEFITS SURVEY. This announcement contains key information about how to participate.

WHERE TO GET THE SURVEY FORM AND SUPPORTING TOOLS

The final versions of the SURVEY QUESTIONNAIRE (spreadsheet including 3 worksheets to be completed and an optional calculation tool) together with the COMPETENCIES TABLE (Word document) are available on the Resource Centre website at:

http://www.ngocentre.org.vn/default.asp?page=resources/operational_resources/salary_survey

These forms were updated on 7 May 2005 in response to feedback from participants at the Information Session on 6 May. Please ensure that you download the most recent versions.

Previous Survey Updates and the full presentation made at the Information Session on 6 May 2005 are also available at this location. The presentation contains examples of how to complete each section of the Survey. As noted above, some key changes were made to the Survey Questionnaire following the Information Session. The presentation examples do not include these changes.

SUBMISSION OF SURVEY RESPONSES

All completed survey forms should be submitted as an email attachment to: payne.dave@gmail.com

This email is only accessible by the Co-Director of the Resource Centre. Once received at this address, the organisation's name will be replaced with a code to ensure confidentiality. The Resource Centre cannot guarantee the confidentiality of responses sent to any other address.

DUE DATE FOR RESPONSES: **Monday 23 May 2005**

We have tried to simplify the Survey as much as possible and consider that this should be ample time for most participants to respond. If you really cannot return the information within this timeframe, please let us know well in advance and we will endeavour to 'reserve a place' for you.

We are hoping to have a draft SURVEY REPORT available by 10 June 2005.

FEEDBACK, QUESTIONS AND SUPPORT

Participants are very welcome to provide feedback about the actual contents of the Survey, requests for follow-up work to go more deeply into a particular area, or any additional information to further explain or clarify your answers. These should be included in the cover email when submitting your completed questionnaire to payne.dave@gmail.com

Requests for assistance/clarification on completing the Survey Questionnaire, using the Competencies Table or Calculation Tool can be raised to any member of the Survey Taskforce:

- Mai Thi Quynh Giao, Finance & Admin Manager, Church World Service: giao@cws.org.vn
- Peter Van Eijndhoven, Country Administrator, SNV (particularly re using the Competencies Table): peter@snv.org.vn
- Tran Thu Huyen, Human Resource Director, World Vision International: tran_thu_huyen@wvi.org
- Nguyen Kim Hanh, Human Resources Officer, WWF Indochina Programme: kimhanh@wwf.org.vn
- Claude Potvin, Regional Director, S.E. Asia, WUSC (particularly re completing the SURVEY QUESTIONNAIRE): claude.wusc@netnam.vn
- David Payne, Co-Director, VUFO-NGO Resource Centre: payne.dave@gmail.com (survey email)

COST OF PARTICIPATION

As proposed by the Taskforce, there will be a **fixed fee of US\$50** for all organisations participating in the survey. Payments can be made directly at the Resource Centre or via bank transfer to our USD or VND accounts.

Office Address and Contacts

VUFO-NGO Resource Centre
La Thanh Hotel, 218 Doi Can, Ha Noi, Viet Nam
Tel.: +84 (0)4 832 85 70; Fax: +84 (0)4 832 86 11
E-mail: info@ngocentre.org.vn

Survey email: payne.dave@gmail.com

VUFO-NGO Resource Centre bank account details

ANZ Bank
14 Le Thai To
Ha Noi, Viet Nam
ACCT # 11 06 04 for US Dollars
ACCT # 307 45 15 for VN Dong

Swift Code: ANZBVNVX