



International Institute
for Nonviolent Action

Organization Chart 2020

Renewing our organization chart to renew our political project

Methodology implemented to design the new organization chart:

The NOVACT organization chart has been designed building on: (1) the diagnosis of the equality plan of Novact, (2) The debates of the team assembly of 2019 (3) Several reports, evaluations and audits implemented in the last years. On the other hand, the organization chart is the result of the consensus in different spaces of internal coordination of Novact. More precisely, the methodology implemented has included:

- ✓ 4 interviews with external experts.
- ✓ We have reviewed different models of organization chart.
- ✓ Interviews with all the specialists and Novact coordinators.
- ✓ The organization chart has been debated and approved in the Novact Coordination and informal spaces.
- ✓ The organization chart was approved in a Board Meeting of Novact.

Why a new organization chart?

Several motivations have generated the need to establish a new Organization Chart for Novact. It includes:

- ✓ During last months, the Novact team has suffered important changes. More are coming. These changes have provoked that the previous chart was no longer efficient nor possible.
- ✓ The previous chart was not allowing nor promoting the specialization and professionalization of the team. Most of the team was facing a feeling of “being responsible of everything” generating stress and mental charge. .
- ✓ The previous chart was not enabling spaces or task forces to conduct strategic thinking or innovation.
- ✓ Key tasks, like research, communication or training are today implemented linked to projects not enabling to explode all the added value of NOVACT.
- ✓ The previous organization chart was not liberating hours to implement key strategic tasks like the Equality Plan or the Protocol of Sexual violence, between others.

Goals of the new organization chart:

The new organization chart aims to establish a new structure more efficient to promote and enable a new political project. We are aware that our sector of operations is in a key moment of transition and that we must be prepared to face this challenge. Obviously we don't expect that the organization chart will solve per se all our problems, but we do expect that it will be a step in the right direction. Some of our goals, are:

- ✓ To promote internal professionalization, generating a structure with part of the team focusing on strategic tasks.
- ✓ We will promote a matrix structure, breaking the more hierarchical previous model, and offering strategic supports to the project implementers.
- ✓ We want to establish a new administrative structure more stable and with more clarity.
- ✓ We aim to reinforce our local offices giving to them more strategic power.
- ✓ We want to free hours of the team to promote strategic tasks for the organization: implementation of the equality plan, M&I, fundraising, training, research, etc....

Meetings and decision making process:

- ✓ **Monday:** Weekly Department Meeting(Maghreb, Mashreq, Europa): Summon regional coordinators
- ✓ **Monday:** Weekly Administration meeting: Summon People and Finance Director
- ✓ **Tuesday:** Meeting of Economic Managers: Summon Responsible for Economic Management
- ✓ **Tuesday:** Meeting of Program Coordinators: Summon Programs Director
- ✓ **Wednesday:** Direction Committee – Summon Director
- ✓ **Monthly:** Strategic Lines Meeting – Summon Thematic Specialists
- ✓ **Monthly:** Novact Board meeting – Summon Novact President
- ✓ **Quarterly/ ad hoc:** Meeting of the Gender Committee– Summon People and Internal Organization Manager
- ✓ **Biannual/ ad hoc:** Mixed Commission – Summon People and Internal Organization Manager
- ✓ **Biannual /ad hoc:** Future Committee – Summon Director
- ✓ **Annual:** Team Assembly– Summon People and Internal Organization Manager
- ✓ **Annual:** Assembly of members of Novact – Summon Novact's President
- ✓ **Ad hoc:** Committee of Crisis Management– Summon Director

Future challenges

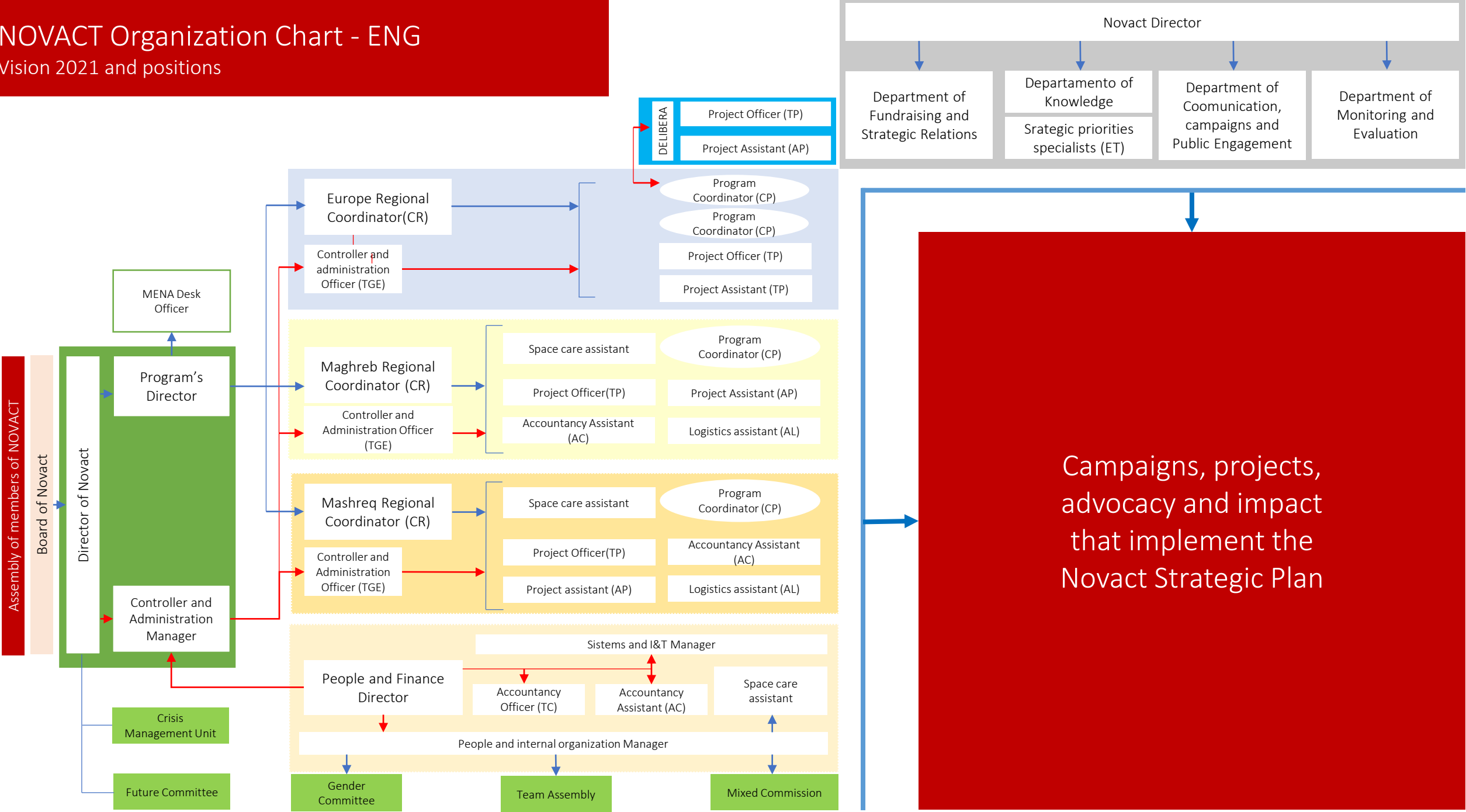
- ✓ Adapt the internal organization to the salary scale.
- ✓ Promote an internal training Plan.
- ✓ Adopt strategies of internal promotion or to hire new team to cover the expected positions. More Funds will be needed.
- ✓ Implement the Equality Plan and the Protocol against Sexual Violence.
- ✓ Establish a new system of economic management of projects based in the adoption of SAP /Hanami
- ✓ Establish one system of management that will be able to work with different accountancies in different projects.
- ✓ Improve internal communication to ensure that all offices of NOVACT will feel part of the team.
- ✓ Promote the establishment of the M&E Department and ensure internal coherence of the Knowledge Dept.

Short glossary of terms:

- ✓ **Program:** The organization chart uses the term “Program” to designate one of the following options: (1) Number of projects part of the same strategic line and same department were work a minimum of three persons. (2) Overseas offices or specialized offices were work a minimum of three persons (3) Total autonomy at technical and financial level when implementing the projects of whom they are responsible.
- ✓ **Strategic Priority Specialist:** Persons with a general vision of all the projects of the three geographical areas. They take all the decisions that affect inter-areas issues ensuring coherence in: trainings, publications, research, communications, advocacy, etc... They contribute to the fundraising strategy and they represent NOVACT in spaces of debate and as speaker 'persons of the organization together with the Director.
- ✓ **Desk Officer:** The Desk Officer supports the Program Director ensuring that a special support to the Overseas Offices will be implemented.

NOVACT Organization Chart - ENG

Vision 2021 and positions



NOVACT Organization Chart - ENG

March, 1 – 2020 (Starting one month of transition)

