

Yearly Business Plan and Budget of 2017

World Toilet Association

Yearly Business Plan and Budget of 2017

1. Overview

- Main Project : 1. Public Toilet Construction Support Project in Developing Country
2. The 4th WTA General Assembly(the 9th BOD Meeting)
- Period : January to December, 2017(12months)
 ※ GA : November, 2017
- Place : Cambodia Battambang (Mr. Thok Sokhom Recommended)
Cambodia SWUON Village(Mr. Tae-young YEOM Recommended)
1 more country(TBD)
 ※ All Project will be finally approved by official submission of project proposal.
GA : SUWON, ROK
- Partners : SUWON City, Korea Toilet Association, Ministry of Tourism of Cambodia, Battambang Provincial Government of Cambodia, Siem Reap Provincial Government of Cambodia
- Note : Aid from SUWON City will be executed through Korea Toilet Association

2. Timeline

Public Toilet Construction Support Project

- Project Proposal Submission Jan., 2017
- Proposal Review-BOD Feb., 2017
- Site Inspection March, 2017
- Fund Transferring and Commencement May, 2017
- Completion ~Aug., 2017
- Pre-delivery Inspection/Inauguration Ceremony Sep., 2017

※ Central Asia Water Alliance(Kyrgyzstan) submitted their proposal in advance.

The 4th WTA General Assembly(The 9th BOD Meeting)

- General Planning Sep., 2016
- Details Planning Jan., 2017
- Budgeting and Finding Sponsorship Jan., 2017
- Dispatching Joining Guide and Invitation May, 2017
- Early-bird Registration June, 2017
- Speaker Invitation July., 2017
- Closing Registration Sep., 2017
- Meeting Materials Dispatching Sep., 2017
- Operation Planning Oct., 2017
- On-site Secretariat Office Set-up Nov., 2017
- Holding Event Nov.20~24, 2017
- Settlement Account, Result Report Nov., 2017

3. Public Toilet Construction Support Project in Developing Country

Site Inspection

- Date : Feb. 20~28, 2017
- Place : Site Inspection for New Project(3 Countries)
Bangladesh Dhaka for Inauguration Ceremony
- Participants : WTA 2, Suwon City 4
- Contents
 - Site Inspection and Choose the Construction Place
 - Meeting with Organization in Charge(Government or NGO etc.)
 - Inspection of WTA Toilet
 - Research on Each Countries' Toilet Condition

MOU

- Date : Upon Each Country's Project Schedule
- Subject : Central Government, Local Government, Local NGO
- Method : Written Agreement

Ground Breaking and Construction Completion

- Ground Breaking : Upon Construction Schedule
(No later than April)
- Inauguration Ceremony : Upon Construction Schedule
(by End of September)
- Project Completion and Evaluation
 - Pre-delivery Inspection and Feedback

- Building Sustainable Maintenance System
 - Operation Report Submission(2 times a year)
- After the completion, Organizer should submit the settlement account and result report within 1 month to WTA
 - After the submission, WTA will transfer remain 30% of fund.

□ Overview of Inauguration Ceremony

- Date : 1 month after the completion
 - Participants : Approximately 100~300 ppl
(WTA, Suwon City, Local Government and Organization, Citizens)
- Organizer : WTA, Person in Charge of Project
- Contents : Refer to below, can be adjusted by each country
- Schedule

Time		Total (Minutes)	Contents	Note
from	to			
10:50	11:00	10	• Registration	
11:00	11:20	20	• Opening • Participants Introduction • Progress Report • Welcome Address • Congratulatory Remarks • Appreciation Plaque(TBD) • Souvenir(TBD)	MC Host City Suwon City
11:20	11:25	5	• Tape Cutting • Sign Board Unveiling	VIP
11:25	11:35	10	• Inspection	All Participants
11:35	11:50	15	• Move to Luncheon Venue	VIP
11:50	12:00	10	• Greetings, Toast Proposals	VIP
12:00	13:00	60	• Lunch	VIP

- Timeline : Upon Construction Schedule(by End of September)

○ Printing Materials

- Local PR : Sign Board and Banner
 - Sign Board : 600(mm) x 400(mm) 5Color (Local Language, ENG)

※ Sample



- Banner : 6000(mm) x 900(mm) 5Color (Local Language, ENG)
- Budget : Sign Board 300USD, Banner 100USD(50each, 2ea)

○ Online PR

- Using below methods
 - Press Release (through Suwon City)
 - WTA Web-site, SNS(Facebook)

○ Contents

	Contents
Reception	<ul style="list-style-type: none"> • VIP Room Set-up • Sign in the Visitor's Book • Networking
Ceremony	<ul style="list-style-type: none"> • Opening, Participants Introduction : MC <ul style="list-style-type: none"> ※ Interpreter Needed ※ Check VIP List • Progress Report : Person in Charge of Project • Welcome Address : Mayor of Host City • Congratulatory Remarks : Mayor of Suwon • Delivery Appreciation Plaque • Delivery Souvenir
Tape Cutting & Sign Board Unveiling	<ul style="list-style-type: none"> • Place : Entrance of Public Toilet Building • Participants : VIP upto 10 <ul style="list-style-type: none"> ※ List should be determined in advance. • Flow : Lining Up → Delivering Scissors → Group Photographing → Tape Cutting → Photographing → Sign Board Unveiling → Photographing
Inspection	<ul style="list-style-type: none"> • Guide : Person in Charge of Project • Flow : Outside → Men' s Room → Lady' s Room • Group Photographing • Closing

4. The 4th WTA General Assembly

□ Overview

○ Overview

- Date : Nov. 21st(Tue.) ~ 23rd (Thu.), 2017 3days
- Place : Suwon, South Korea (Venue : TBD)
- Host : WTA President
- Organizer : Suwon City, Korea Toilet Association, World Toilet Association
- Sponsor : Gyeonggi Provincial Government
- Theme : Toilet is Life - Quality Toilet, Quality Life
- Participants : 300 People from 30 Countries
(21 Current Members' Countries, Observer 9 Countries)
 - WTA Family 40 (BOD 14, Member 18, Observer 8)
 - Ministry of Interior, Gyeonggi Province, Suwon City, KTA 20
 - Related Organizations 40
 - Conference Attendee 200
- Official Language : English, Korean(Simultaneous Interpretation)

○ Programs

- Opening Ceremony(WTA President Keynote Speech)
- Internatioanl Toilet Conference(Special Lectures)
- The 9th WTA BOD Meeting, The 4th WTA General Assembly
- Field Trip : Advance Toilet Technology and Facility
Site Inspection of Pyeongchang Winter Olympic Toilet Facility
- Haewoojae(Toilet Museum), Hwaseong(UNESCO Heritage) Tour
- Welcome Reception and Gala Dinner

□ Details

○ Field Trip 1. Advance Toilet Technology and Facility

- Date : 08:30-18:30, Nov. 21st(Tue.), 2017
- Place :
 - Gyeonggi Water Resource HQ
 - Suwon City Sewage Treatment Plant
 - Deokpyeong Highway Resting Area Smart Toilet System
 - Water Reuse and Rain Water Harvest Technology
- Participants : 40 People(On a first-come-first-served basis)
- Preparation Items :
 - Site Inspection for Venues
 - Making Explaining Materials(ENG, KOR)
 - Interpreter(Consecutive)
 - Staff 4
 - Bus 1(45pax)
 - Lunch
- Note : Welcome Reception(invited) will be held after the trip.
 - ※ Sponsor : Mr. Toilet Sim Jae Duck Foundation

○ Opening Ceremony

- Date : 10:00~11:00, Nov. 22nd (Wed.), 2017
- Place : TBD
- Set-up : Class 300pax, Audio & Visual Equipment, Banner, Coffee Station
- Participants : All Participants(300 people)
- Preparation : VIP Invitation, WTA President Keynote Speech, Exhibition(Toilet Technology Companies)
- Contents : Congratulatory Remarks, Keynote Speech,

Declaration 10-year Anniversary etc.

○ International Toilet Conference

- Date : 11:00~17:30, Nov. 22nd (Tue.), 2017
- Place : TBD(Same Place as Opening Ceremony)
- Set-up : Class 300pax, Audio & Visual Equipment, Banner, Coffee Station
- Participants : 250People(Except BOD Members)
- Preparation : 3 Session(9 Speakers), Panel Discussion
- Note : Lunch will be supported by Gyeonggi Province

○ The 9th WTA BOD Meeting

- Date : 11:00~15:00, Nov. 22nd (Tue.), 2017
- Place : TBD
- Participants : 50People(Vice-presidents, Board of Directors, Auditor, Secretariat, Suwon City and Observers)
- Contents
 - Participants Introduction
 - President's Message
 - Meeting Minutes of the 8th BOD Meeting
 - Work Report
 - Agenda Deliberation
 - Discussion GA Agenda
- Preparation :
 - Meeting Materials(ENG, KOR, In Advance)
 - Simultaneous Interpretation(ENG-KOR)
 - Meeting Set-up
(U Shape+Observers' Seats, Audio-Delegation Mics & Visual Equipment, Banner, Coffee Station)

○ The 4th WTA General Assembly

- Date : 18:00~19:00, Nov. 22nd (Tue.), 2017
- Place : TBD
- Set-up : BQ Round Table 100pax, Audio & Visual Equipment, Banner
- Participants : 100 People (WTA Family 50, Korean Toilet-related Organization 50)
- Contents
 - Participants Introduction
 - President's Message
 - GA Chairman Election
 - Meeting Minutes of the 3rd GA
 - Work Report
 - Election - the 4th President and BOD Members
 - Agenda Deliberation
 - Other Reports
- Preparation :
 - Meeting Materials(ENG, KOR, In Advance)
 - Simultaneous Interpretation(ENG-KOR)
 - Meeting Set-up
(BQ Round Table, Audio-Delegation Mics & Visual Equipment, Banner, Coffee Station)

○ Gala Dinner

- Date : 19:00~20:30, Nov. 22nd (Tue.), 2017
- Place : TBD
- Participants : 100 People(GA Attendees)

- Contents
 - Special Performance
 - Medal Ceremony for Extinguished WTA Family Member
 - Dinner
 - Souvenir Delivery
 - Group Photo
- Preparation :
 - Medal Ceremony for Extinguished WTA Family Member
 - Casting Performer
 - Making Souvenir

○ Field Tripn 2. Site Inspection of Pyeong-chang Winter
Olympic Toilet Facility

- Date : 09:00~18:00, Nov. 23rd (Thu.), 2017
- Place : Pyeong-chang Area
- Participants : 40 People (On a first-come-first-served basis)
- Preparation Items :
 - Site Inspection for Venues
 - Making Explaining Materials(ENG, KOR)
 - Interpreter(Consecutive)
 - Staff 4
 - Bus 1(45pax)
 - Lunch
- Note : Farewell Dinner will be held after the trip.
 - ※ Sponsor : TBD

○ Post-tour

- Date : 09:00~16:00, Nov. 24th (Fri.), 2017

- Place : Historical&Cultural Places in Suwon, Gyeonggi
- Participants : 40 People (On a first-come-first-served basis)
- Preparation Items :
 - Site Inspection for Venues
 - Making Explaining Materials(ENG, KOR)
 - Interpreter(Consecutive)
 - Staff 4
 - Bus 1(45pax)
 - Lunch

□ **Schedule(Case 1)**

	Nov. 20	Nov. 21	Nov. 22		Nov. 23	Nov. 24	
09:00-10:00	Arrival	Field Trip (Gyeonggi) Advanced Toilet Technology			Field Trip (Pyeong- chang) Site Inspection of Pyeong- chang Winter Olympic Toilet Facility	Post-tour	
10:00-11:00			Opening Ceremony				
11:00-12:00			The 9 th BOD Meeting	Conference Session1			
12:00-13:00				Lunch			
13:00-14:00			Conference Session 2				
14:00-15:00			Break				
15:00-16:00			Conference Session 3				
16:00-17:00			Panel Discussion				
17:00-18:00							
18:00-19:00			Welcome Reception	The 4 th General Assembly			
19:00-20:00			Hawseong Tour (UNESCO Heritage)	Gala Dinner			
20:00-21:00							

□ **Schedule(Case 2)**

	Nov. 20	Nov. 21	Nov. 22		Nov. 23	Nov. 24
09:00-10:00	Arrival				Field Trip (Pyeong-chang) Site Inspection of Pyeong-chang Winter Olympic Toilet Facility	
10:00-11:00		Opening Ceremony	The 9 th BOD Meeting	Field Trip (Gyeonggi)		Post-tour
11:00-12:00		Conference Session1				
12:00-13:00		Lunch				
13:00-14:00		Conference Session 2	Lunch			
14:00-15:00		Break	Field Trip (Suwon)			
15:00-16:00						
16:00-17:00		Conference Session 3	Break			
17:00-18:00		Panel Discussion	The 4 th General Assembly			
18:00-19:00		Welcome Reception (Invited Only)	Seminar			
19:00-20:00		Hawseong Tour (UNESCO Heritage)	Gala Dinner			
20:00-21:00						

5. Budget

Total Budget(Yearly) : USD 296,600

Program Classification of Budget

○ Public Toilet Construction Support Project : USD 128,000

○ The 4th GA(Int'l Conference, 9th BOD Meeting) : USD 90,500

○ Secretariat Operation : USD 78,100

Source of Income

○ Aid from SUWON City : USD 178,000

○ Donation and Membership Fee : USD 88,200

○ Sponsorship for GA : USD 30,400

- Gyeonggi Provincial Government etc.

Details

○ Public Toilet Construction Support Project in Developing Country

• Total : USD 128,000

• Construction : USD 115,000

- USD 35,000 X 3 Countries = USD 105,000

※USD 35,000 for Each Country

- Pilot Project(TBD) : USD 10,000 X 1 = USD 10,000

• Travel Expenses : USD 9,000

- Site Inspection : USD 3,000 X 1 Person

- Inauguration Ceremony : USD 1,500 X 2 Persons X 2 Times

• Preparation Expenses : USD 4,000

- Site Inspection : USD 2,000 X 1 Time

- Inauguration Ceremony : USD 1,000 X 2 Times

○ The 4th GA(Int'l Conference, 9th BOD Meeting)

Source	Contents	Price(USD)	Note
Suwon City	PCO	5,000	
	Translation	1,600	
	Print Material	5,000	
	Consumable Supplies	1,600	Stationary etc.
	Airport Pickup	900	
	Airport Sending	900	
	Accommodation	9,100	
	Field Trip	900	
	Venue Set-up	1,700	
	Simultaneous Interpretation	5,000	
	Videotaping	1,700	
	Consecutive Interpretation	1,300	
	Event Staff	2,100	
	Coffee Break	2,100	
	Gala Dinner	9,500	
	Speaker Honorarium	1,700	Korean Speaker
Subtotal		50,100	
WTA	PM	5,000	1 Person
	Souvenir	2,500	
	Preparation Expense	2,500	
Subtotal		10,000	
Gyeonggi Provincial Government	Venue Rental	8,300	
	Speaker Invitation	8,300	Flight, Accommodation etc.
	Luncheon	8,300	
	Field Trip	4,200	
Mr. Toilet Foundation	Welcome Reception	1,300	
Subtotal		30,400	
Grand Total		90,500	

○ Secretariat Operation Budget

Item		Contents	Price(USD)	Note
Personnel Expenses		Secretary General	25,000	
		Manager	23,000	(Another 2,000 will be paid by Government)
		Staff	4,000	50% of total pay (Another 50% will be paid by Government) From July~
Indirect Labor Cost	Social Insuracne	Secretary General	2,000	
		Manager	-	
	Severance Pay	Staff	500	
			14,000	Pay 7,000 Save 7,000
Subtotal			68,500	
Secretariat Office Rental			250	
Multi Copier Rental			1,000	
Website Maintenance			1,000	
Communication, Delivery Expense			1,000	Phone, Internet, Post
Business Trip, Transportation Expense			1,000	
Consumable Supplies			1,000	Stationary etc.
Fee, Charges			1,000	Online Donation System Operation, Bank etc.
Tax			200	
Business Operating Expense			1,000	Secretary General
Miscellaneous			150	
Subtotal			7,600	
Translation for Project and GA			1,000	
Miscellaneous Cost for Project and GA			1,000	Toilet Sign Board etc.
Subtotal			2,000	
Grand Total			78,100	