

Logbook

Date	Activity
December 21 - 22, 2010	DELGOSEA experts have presented the Best Practice of Yogyakarta to the leaders and departments of Tra Vinh City. and departments of Tra Vinh City.
January 17, 2011	The target group in Tra Vinh city has been proposed to the leader of Tra Vinh City.
February 15, 2011	Target groups have been formed to carry out the tasks and have started the replication process of the Best Practice based on the decision of the mayor of Tra Vinh City.
February 22, 2011	A detailed exchange visit agenda has been developed for a study visit to Yogyakarta (Indonesia).
March 3, 2011	Target group meeting to discuss the first draft of the proposed transfer concept.
March 9 - 10, 2011	Meeting with local taskforce to finalize the transfer concept for Tra Vinh City.
March 25, 2011	Proposal of transfer concept to the local council.
March 28, 2011	Approval of the transfer concept by the mayor.
April 12, 2011	Meeting with Project Director and National Coordinator for Vietnam.
April 15, 2011	Participation in the First National Workshop, hold in Hanoi.



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April 20, 2011	Development of a plan for city website upgrading.
May 2 - 5, 2011	Visit to the Best Practice sites in Yogyakarta (Indonesia).
May 17, 2011	Documentation of the study visit.
May 20, 2011	Based on the additional information during the study visit, adjustment of the transfer concepts Plan for Tra Vinh city after study visit afterward.
May 23, 2011	Request for an international expert on e-government, working in Tra Vinh City.
July 1, 2011	Drafting the working plan for Tra Vinh project in the month of July, August and September 2011.
July 5, 2011	Starting the collection of texts and procedures.
July 10, 2011	Starting the uploading of texts and procedures.
July 12, 2011	Preparing the meeting with DELGOSEA team.
July 14, 2011	Arranging the meeting with Tra Vinh Provincial Vice Chairman.
July 20 - 21, 2011	Meeting with Tra Vinh Province and DELGOSEA team to develop the detailed work plan for three months 7,8,9.2011 and other working mechanism.
July 27, 2011	Changing the plan of training courses to early September.
July 25 - 29,	Continuation of information collection to upload on the website.



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2011	
August 3, 2011	Designing the interface for 202 online procedures and 15 forms.
August 4, 2011	Submitting list of participants for the Midterm conference in Battam, Indonesia.
August 5, 2011	Adjusting the training plan, drafting the work plan for the Yogyakarta expert and workshop on mobilization and networking.
August 8, 2011	Writing articles on Tra Vinh replication project. The article is introduced in the Newsletter of Tra Vinh Party Committee of month 8/2011 and Tra Vinh Newspaper no 1524 dated 13/8/2011.
August 9, 2011	Preparing the contract with IT expert to support Tra Vinh in upgrading the website.
August 10, 2011	Sending the official invitation letter to the Yogyakarta expert to come and provide technical assistance for Tra Vinh.
August 11, 2011	Discussing among the City Task Force on plans to prepare for the market place at the Midterm Conference.
August 12, 2011	Discussion with the Coach about the plan for the organisation of training courses.
August 15, 2011	Receiving questions and brainstorming about local policy recommendations.
August 12, 2011	Design of communication banner for the transfer concept.



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August 15, 2011	Design of communication panel (to be put in Ward/Commune authority office).
August 16, 2011	Sending announcement to City Department/ Ward Authorities to register for the training courses
August 19, 2011	Discussion on policy recommendation issues among City Task Force
August 21, 2011	Meeting to review the preparation for three training courses and a workshop on community participation and the presentation at Battam workshop.
August 22, 2011	Finalization of the slogans for Tra Vinh project.
August 23, 2011	Drafting the presentation for the Battam conference.
August 24, 2011	Design of project communication leaflet.
August 25, 2011	Adjusting designed banners.
August 26, 2011	Preparation of introduction about Tra Vinh for the Battam conference.
August 27, 2011	Meeting to review all the preparation for the participation at the Battam conference and the preparation for the three training courses.
August 28, 2011	Updating the training agenda and community participation workshop based on changes.



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August 29, 2011	Finalization of training participants list.
August 30, 2011	Design of the communication panel to be put at the City Hall.
August 31, 2011	Sending finalized announcement and preparation for the workshop and training course in Tra Vinh from Sept 6 to Sept 10.
September 1, 2011	Meeting with all stakeholders to finalize the preparation for the workshop and training courses in Tra Vinh.
September 6, 2011	Community Mobilization workshop.
September 7 - 9, 2011	Training course for local stakeholders.
September 9, 2011	Meeting between Tra Vinh Vice mayor and task force with DELGOSEA team to prepare for the Midterm conference. Broadcasting of news on community mobilization and training courses on Tra Vinh television.
September 13, 2011	Contracting provincial expert to upgrade city website.
September 16, 2011	Implementing the VCD on Tra Vinh city to show at the Midterm conference in Batam.
September 19 - 20, 2011	Prepare for DELGOSEA Midterm conference.



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September 21 - 22, 2011	Conducting the News on Tra Vinh city and E Government project in English language.
September 23, 2011	Display of 10 more banners in Nguyen Thi Minh Khai street about Tra Vinh project.
September 27 - 28, 2011	DELGOSEA Midterm conference in Batam, Indonesia.
September 29, 2011	Monitoring and Evaluation Training in Batam, Indonesia.
October 3, 2011	Report about Mid Term Conference at the City Meeting by the City Chief officer.
October 4, 2011	Sharing about the monitoring plan with the Task Force members.
October 6, 2011	Sending the documents for the allocation of fese for IT consultant for Tra Vinh E-Government system.
October 10, 2011	Reporting the City leaders about the document and plan for monitoring mission sent by DELGOSEA project.
October 11, 2011	Meeting the task force to review the work done.
October 12, 2011	Meeting with the Provincial Department of Communication and Technology for technical support.
October 13, 2011	Uploading information on the website according to the plan.



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October 14, 2011	Meeting with business sectors to mobilize their cooperation in printing Tra Vinh E-Government Banners on the streets.
October 17, 2011	Receiving official dispatch on the first monitoring trip from DELGOSEA project.
October 20, 2011	Reviewing the logframe, workplan with DELGOSEA project. Provision of base line data for the project monitoring and evaluation.
October 21, 2011	Meeting with the City mayor. Interview with city official about DELGOSEA project implementation.
October 24, 2011	Sending the needed expertise of Yoga expert to DELGOSEA project.
October 25, 2011	Drafting the invitation letter to submit to Tra Vinh People Committee leader.
October 27, 2011	Sending baseline document to DELGOSEA and Expert.
November 1, 2011	Giang and Son (two project task force members) reporting the networking workshop in Nam Dinh city on the application of information technology in city land management system.
November 3 - 4, 2011	Chief officer coordinating the preparation of information for the website updates.
November 7, 2011	Meeting with the Provincial Information Technology Center to continue the update for city website portal.
November 8,	Continued meeting with business sectors for sponsorship of printing



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2011	banners for introducing Tra Vinh E Government Project in the street.
November 10, 2011	Discussing about the tentative agenda for the exchange with Yoga experts among city computer staff.
November 14, 2011	More banners introducing about Tra Vinh E Government Project are hanged in more streets of the city.
November 15, 2011	Discussing with DELGOSEA project and coach about the plan of yoga experts' exchange in Tra Vinh city.
November 16, 2011	Meeting with consultant of Provincial Information Center about the city website upgrade.
November 17, 2011	Gathering information for website update.
November 18, 2011	Prepare Tra Vinh city office move to a new office.
November 21, 2011	City Task Force members attending a training course on Information Technology and network administration in Nam Dinh city.
November 22 - 24, 2011	<p>City Task Force members attending a training course on Information Technology and network administration in Nam Dinh city.</p> <p>Receiving official announcement of ACVN on the participants, schedule of Yogyakarta expert mission.</p> <p>Discussing with DELGOSEA project staff to prepare for the coming mission of Yogyakarta expert mission.</p>
November 25, 2011	Finalization of preparation for the exchange sessions of Yogyakarta expert in Tra Vinh city.



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November 28 - 30, 2011	Yogyakarta expert exchange with city functional staff.
December 1 - 2, 2011	Monitoring mission of DELGOSEA coach.
December 6 - 13, 2011	Rearrangement and resettlement of Tra Vinh city hall offices in the new building.
December 14, 2011	Communicating with DELGOSEA project about the plan of monitoring trip in December 2011.
December 15 - 16, 2011	IT expert working with officers from Tra Vinh Province IT Department.
December 19, 2011	Receiving the official dispatch on the monitoring visit from December 27-29, 2011.
December 23, 2011	Meeting among the city project task force members to prepare for the monitoring visit and implementation of project activities.
December 27 - 29, 2011	DELGOSEA Vietnam team including the coach conduct a monitoring visit.
January 2, 2012	Installation of communication light on the Project in Nguyen Thi Minh Khai street.
January 3 - 10, 2012	Updating city leadership guidelines and weekly working agenda City Mayor, Vice Mayors on the city website on the website.
January 11, 2012	Report on personnel management work for E Government sector.



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January 13, 2012	City People Committee issues an announcement introducing the M-office. A software on document management work connected to messages through cellphones. The main message of the invitation letters will be sent directly to the concerned person's cellphone.
January 14 - 17, 2012	Update of land price annex of 2012 on the city website.
January 20 - 24, 2012	Traditional Tet Holiday.
January 27, 2012	Update of news from functional departments on the city website.
February 1, 2012	City Urban Management Department review and provide house coding template, car parking license.
February 2 - 3, 2012	Update of news from ward/communes Committees on the City website. Mornitoring visit of DELGOSEA Coach.
February 8, 2012	Continuation of uploading procedure information.
February 9, 2012	Meeting between Tra Vinh Chief officer (Head of Task Force) and the members from each department to review the work.
February 10, 2012	Mayor of Tra Vinh share the DELGOSEA project with his counter-part in Soc Trang city – the neighboring city in the same Mekong Delta Region.
February 14, 2012	Update of City leaders' working agenda on the Website.
February 16, 2012	Update news of city activities on the Website.



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February 20, 2012	The City Education Department organise a meeting on E-Government communication strategy.
February 21, 2012	Update news, working agenda and orders of the Tra Vinh city from 20/02/2012 to 24/02/2012 on the city website.
February 22, 2012	Update news on the city activities to the website.
February 23, 2012	Announcement of Tra Vinh E Government project picture competition.
February 24, 2012	Design of the E-Government project leaflet for Tra Vinh. Update the working news on the website.
February 27, 2012	Review of working agenda of the E-Government project task force.
February 28 – 29, 2012	Update of the city Mayor and Vice Mayors' working agenda from 27/02/2012 to 02/03/2012 on the website. Update information on activities of the City People Council on the website.
March 1, 2012	Launch of picture competition on Tra Vinh project.
March 2, 2012	Upload of city Chemist's on the website.
March 5, 2012	Upload working schedule of City Mayor, Vice Mayors, list of banks and ATMs in the city.



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March 6, 2012	Meeting with the Provincial Department of Communication to address some problems related to the website. Upload news to the city website.
March 7, 2012	Upload news to the city website.
March 8, 2012	Upload list of restaurants in the city on the website.
March 9, 2012	Design the leaflet of Tra Vinh E Government project.
March 12, 2012	Upload news to the city website.
March 13, 2012	Upload working schedule of City Mayor, Vice Mayors.
March 14, 2012	Uploading guidelines and orders of City Leadership for implementation.
March 19, 2012	Upload working schedule of City Mayor, Vice Mayors
March 20, 2012	Upload news to the city website.
March 21, 2012	Upload news on educational activities to the city website.
March 22, 2012	Meeting with experts on the monitoring visit and develop the work plan for the months April to June.



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March 27, 2012	Upload working schedule of City Mayor, Vice Mayors.
March 28, 2012	Designing the information counter of Tra Vinh E-Government project at the Provincial fairs on occasion of 20 years' reunion of Tra Vinh Province.
March 30, 2012	Upload news to the city website.
March, 2012	<p>Invitations to meetings within the government and announcements are sent via SMS and full texts are posted on the website.</p> <p>Forms for housing number registration, parking license, road digging license are available for download.</p> <p>Citizens' feedbacks in the meeting with the people are posted on the forum.</p>
May 4, 2012	Reporting the result of DELGOSEA National workshop at the weekly meeting of City People Committee.
May 7 – 8, 2012	Update the City website with City guiding document.
May 9, 2012	Meeting of City Task Force about the project roadmap and website development.
May 10, 2012	Updating work plan of City Mayor and Vice Mayors on the website.
May 11, 2012	City Task Force met to discuss about the proposal for investment of E-Government Project equipment to Tra Vinh Province.
May 14, 2012	Inputs from Task Force members for the Project Equipment purchase.



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May 15 – 16, 2012	Update the City website with City guiding document.
May 21, 2012	Drafting of Proposal concept note for the purchase of equipment for E-Government Project.
May 23 – 24, 2012	Update the City website with City guiding document.
May 24, 2012	Registering workplan for E-Government and Computer Technology application in 2013.
May 25, 2012	Receiving information from DELGOSEA project about the last monitoring mission to Tra Vinh on June 6 - 8 2012.
June 2, 2012	Inviting project task force for the meeting in the final monitoring mission.
June 4, 2012	Final preparing for the final monitoring mission on June 6-8/6/2012.
June 6-8, 2012	Final monitoring mission of ACVN, DELGOSEA staff and coach
June 12, 2012	Update the City website with City guiding document.
June 14, 2012	Updating work plan of City Mayor and Vice Mayors on the website.
June 17, 2012	Meeting between Provincial Department of Technology and Tra Vinh People committee about the progress of equipment investment project.



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June 18, 2012	Update weekly workplan on the city website.
June 20, 2012	Report meeting between IT staff and the Chief officer about the operation of city website.
June 22, 2012	Exchange with DELGOSEA project coach about the project implementation.
June 28, 2012	Being informed of DELGOSEA final conference.
June 30, 2012	Tra Vinh city government decides the participation of Mr Diep Van Thanh, Vice Mayor on behalf of Tra Vinh city to join the final conference in Bangkok, Thailand.
July 1, 2012	Update guiding document for Tra Vinh Government office for the whole month.
July 2, 2012	Update working agenda of Tra Vinh leadership on the website.
July 6, 2012	Regular meeting among IT staff and all functional staff of Tra Vinh Government office to discuss about the coordination and operation among staff at the back office system.
July 9, 2012	Registration on the participation of Tra Vinh city representative at DELGOSEA final conference in Bangkok.
July 12, 2012	Meeting between Cultural department and Chief officer to discuss about the preparation of the banners for the introduction of Tra Vinh project at DELGOSEA final conference market place.
July 17, 2012	Calling DELGOSEA project for further instruction and file templates.



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July 18, 2012	Informing DELGOSEA project staff about the agenda of flights of Tra Vinh representative.
July 22, 2012	First introduction of design and content of banners for Tra Vinh project introduction at market place.
July 26, 2012	Revision and start for printing out.
August 1, 2012	Final preparation of logistics for the participation of Tra Vinh Vice mayor in DELGOSEA final conference.
August 2, 2012	Update guiding document for Tra Vinh Government office for the whole month.
August 3, 2012	Update working agenda of Tra Vinh leadership on the website.
August 5-8, 2012	DELGOSEA Final Conference in Bangkok, Thailand.
August 13, 2012	Meeting of Information technology task force to review the update of Tra Vinh websites.
August 15, 2012	Update working agenda of Tra Vinh leadership on the website.
August 20, 2012	Meeting of Tra Vinh People Committee and report on the results of DELGOSEA pilot projects.
August 25, 2012	Receiving the official dispatch and letter from DELGOSEA team about the project results and ways forward.



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August 27,
2012

Regular check up of the websites and news exchange among city staff.



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