

CAPACITY BUILDING SEMINARS FOR BOARD MEMBERS AND PARTNERS OF THE NATIONAL SAVINGS AND HOMES COOP (NSHC), CEBU CITY

July - August 2006

Sarah Redoblado, executive director of ALTERPLAN, was invited by NSHC to conduct seminars addressed at their board members, primary NGOs and housing coops. Other participating speakers for the second seminar were Prof. Elen Mantalaba of the Polytechnic University of the Philippines - College of Cooperatives to deliver the financing topic; and, Judge Ruben Corpuz, a pioneer member of the SLU-SVP housing cooperative, for the legal aspects. After the series, NSHC's officers and directors shall have an appreciation of specialized knowledge and skills in housing, which will enable them to enhance the governance and performance of NSHC

Module 1.

Overview of cooperative housing (by Sarah Redoblado)

After this module, participants will be better able to situate the role of NSHC locally, nationally and globally in the coop and housing sectors.

- Update on current local developments in housing and cooperative housing
- Update on current developments in cooperative housing – international
- Levels of cooperative housing organization
- What is NSHC's product
- Review project development stages

Module 2.

Overview of technical requirements (by Sarah Redoblado)

After this module, participants will be better able to identify critical issues in project development, and to plan appropriate courses of action to address them.

- Overview of contracts, obligations and legal instruments
- Overview of technical requirements for planning and design considerations for product design
- Overview of project and construction management
- Overview of financing requirements and processes
- Re-entry planning workshops and presentations

Module 3.

Installation of financial management systems (by Prof. Elen Mantalaba)

After this module, participants will be better able to perform their roles in raising and safekeeping the finances of the organization.

- Internal control / Roles and responsibilities of officers and members
- Reporting requirements
- Market study / Affordability analysis / Savings plan / Amortization
- Project cash flow / Feasibility analysis
- Financial analysis
- Fund management / Considerations for financial planning and budgeting / chart of accounts
- Financing opportunities

Module 4.

Planning and design (by Prof. Elen Mantalaba and Sarah Redoblado)

After this module, participants will be better able to work with project managers, staff and consultants to ensure the long-term viability of projects through proper design.

- Design process / Procurement of consultants
- Environmental considerations / Land classification
- Building and development regulations
- Recap of learnings for the first day
- Planning for community management and maintenance
- Financing community management and maintenance

Module 5.

Construction management (by Judge Ruben Corpuz and Sarah Redoblado)

After this module, participants will be better able to select feasible project delivery systems and plan for cost-effective implementation.

- Functions / Roles of different stakeholders in housing production
- Housing production systems
- Types of contracts / Co-op responsibilities during construction

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