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|  | **Action** | **By** | **May 2018** | **2019 MRM****Review** | **2020 MRM** |
| 1 | Create a section on website for members only informing policy advocacy actions being taken - to improve transparency | IT | On going | On going  | On going |
| 2 | Create a Code charter for elected leadership | Harish / Seema | Next MRM | Available on the website | Available on website |
| 3 | Create an alert system for all regulatory and policy changes. Set up a small members committee to determine response (to examine whether government Affairs committee can do this) | Seema / Sushil | Alert system has been created through ACMA App. The scope of the TSR Committee includes response on regulatory matters |  | It is on the website and the ACMA App is under revamp |
| 4 | Evolve Training plan for staff to enhance digital literacy | HR | Include one training on digital literacy in training calendar for 2018 | Done one training | VM |
| 5 | Make Brand enhancement a permanent agenda item for Management Review meetings | MR | Include agenda item in next MRM | It is a separate pillar now. | It comes under Pillar 5 |
| 6 | Evolve a workforce plan linked to work output at each role level | HR | We are in the process of restructuring  | Pillars have been created under restructuring  | VM |
| 7 | Set up a climate survey for employees | HR | Will be done by 2nd or 3rd quarter 2018 | Done  | Done  |
| 8 | Next Membership survey in 2018 | Membership  | ACT is already meeting member and taking their feedback which will be considered as membership survey | Initiated process for Membership Survey 2019 |  |
| 9 | Annual training calendar for ACT Counsellors to include new technology modules, e,g Industry 4.0, IOT, 3D printing, Robotics etc. | HR/ Pillar 3 | Already included trainings on Industry 4.0, IOT, 3D printing, Robotics in training calendar for 2018 for ACT Counsellors | Done (by ACMA Centre for Technology) | Regular programs conducted & also Special Industry 4.0 training conducted by German Experts  |
| 10 | Identify components that will be impacted by Euro IV to Euro VI technology upgradation and include in cluster training modulesInclude Low Cost Automation in the cluster modules | Pillar3 | Will be planned in June 2018.A separate LCA cluster is being designed & proposed launched by July 2018. (LCA is already a topic for various clusters) | On going | Programs regularly done |
| 11 | Train all counsellors on presentation skills / communication skills | Pillar 3/ sub-pilar-HR | Already implemented on 7th in March 2018 for all counsellors. | Done | Done |
| 12 | Determine and include value proposition and key differentiators of ACMA cluster modules vis-av-vis other competitive offerings and include the same in marketing brochure for clusters | Pillar 3 | ACT revised brochure with all mentioned points is under design stage, will be printed by end of May 2018. | Done | Done |
| 13 | Target setting process to be reviewed taking into account resources and market demand, due to not meeting targets | Pillar 3 | Addition admin resources are being recruited from May 2018 (2 staff at Pune & 1 finance staff at Delhi) | Done | Done |
| 14 | Conduct regular reviews, do root cuase analysis for trend based delays in service performance | Pillar 3 | Being done regularly in case of any delays | On going | Done Regularly |
| 15 | Transfer entire documentation on tab based / cloud | ACT | We are already operating in digital form & we will be migrating to App based / cloud-based applications by March 2019. | Done for Awards and rest is on going | In process , will be operational from Mid- Jan 2021 |
| 16 | * Validate award criteria by inviting inputs from select OEMs.
* Set up an awards technical committee who will evaluate the need / suggestion for changes and the constraints involved
* Review award categories to cover entire span of member companies.
 | Pillar 3 | Will be done before next cycle start. | Done | Done Done Done |
| 17 |  Conduct assessor calibration seminars / webinars before annual announcement of Awards programme | Pillar 3 | Being planned in next cycle. | Done | Done |
| 18 | Initiate a branding campaign with OEM's and convince them to treat ACMA awarded companies as preferred suppliers | Pillar 3 / Membership | ACT will put efforts on this by next cycle. ACT will release a request email to all OEMs for this. And ACT will make presentation in SIAM EC meeting. | Meeting individual OEMs. | This is initiated through ACMA President meeting with President SIAM |
| 19 | Conduct a sample market survey to understand reasons for low response and expectations from industry. Follow up with review of targets | Pillar 3 / Membership | To be included in the next Membership surveyACT complimentary survey will be conducted by September 2018. | Survey is being initiatedAdded  | Based on industry needs, shorter programs designed like 100 days/ 6 months |
| 20 | To get engage with other organization/ embassies for Missions - in case of conflict of interest with CII / counterpart associations/eepc etc. | Pillar1/ 4 | On going | On going | On going |
| 21 | To publish all mission reports on ACMA website - members section | Pillar1/ 4 | Update all reports by March 2018 | Mission reports are being uploaded | Reports are being uploaded on  |
| 22 | Include members feedback on website in Members survey | IT/ Membership | To be included in the next Membership survey | To be included in the survey questionnaire  |  |