



# National Council President (NCP) Briefing Form



## Mobile Phone Recycling Project

A Global 'Serve the Planet' Project of the Sathya Sai International Organisation (SSIO)

Om Sri Sairam

As announced via e-mail, SSIO is undertaking the Mobile Phone Recycling Project as a humble offering to mark the auspicious occasion of our Beloved Sri Sathya Sai Baba's 95<sup>th</sup> Year of Advent in 2020. More details on this Project are available at <http://www.sathyasai.org/ya/serve-the-planet>.

The purpose of this form is to capture contact details and other data in terms of collection, quality check, and despatch of phones and accessories to a licensed recycling facility in Germany. Please refer to the Project's Powerpoint presentation slide, "Process Flow – Kick-off to Shipment" for details.

Please complete the form below to aid in the planning and execution of this Recycling Project.

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**BLOCK A – to be completed by NCP/ National Project Coordinator (NPC)\* prior to distributing this form to Regions/Centres/Groups:**

### Country Central Collection Location<sup>1</sup>

Address to Deliver Collections:

Contact Name <sup>2</sup>: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (with country calling code): + \_\_\_\_\_

Date of submission of Inventory list of all Items to be Shipped to Germany <sup>3</sup>: \_\_\_\_\_

Shipment Readiness Date <sup>4</sup>: \_\_\_\_\_

Country Departure Point / Port of Loading <sup>5</sup>: \_\_\_\_\_

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**BLOCK B – to be completed by Sai Centre/Group:**

Name of the Project Champion from your Sai Centre/Group: \_\_\_\_\_

Phone Number (with country calling code): + \_\_\_\_\_

Email address: \_\_\_\_\_

Collection Period – Commencement Date: \_\_\_\_\_ Ending Date <sup>6</sup>: \_\_\_\_\_

Quality Check (QC) Period (dates) <sup>7</sup>: \_\_\_\_\_

Date<sup>8</sup> of Submission of Inventory List (no. of mobile & cordless phones) to NPC: \_\_\_\_\_

*Sai Centre/Group – Upon filling out Block B, please email a copy of the form back to your National Project Coordinator and copy your National Council President in the email.*

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NCPs – Please email a copy of the completed form to:

Project Coordinator and Logistics Liaison – Mr. Manfred Mueller-Gransee: [mmuellergransee@sathyasai.org](mailto:mmuellergransee@sathyasai.org)  
and

Serve the Planet Team: [serveetheplanet@sathyasai.org](mailto:serveetheplanet@sathyasai.org)

**Notes:**

\* NPC – desired candidates: National Serve the Planet Coordinator / National Young Adult Coordinator / National Service Coordinator

<sup>1</sup> NPC to identify and provide respective country central collection location, which could be the address of a volunteering member who is closest to the designated final departure point from your country. All Sai Centres/Groups will deliver their collection lot to this address.

<sup>2</sup> Name of a Volunteer Member whose address is being used to accept deliveries coming from all Sai Centres/Groups in his/her respective country.

<sup>3</sup> Inventory List: An inventory list template will be shared with National Project Coordinators to share with Centres/Groups. Generally, the list shall include total number of mobile and cordless phones being shipped from your country, plus number of boxes. This information should be emailed to: [mmuellergransee@sathyasai.org](mailto:mmuellergransee@sathyasai.org) and [servetheplanet@sathyasai.org](mailto:servetheplanet@sathyasai.org).

<sup>4</sup> Shipment Readiness Date: by 31 January 2019.

<sup>5</sup> Country departure point/ Port of loading: A list of designated departure point/ ports for your country will be provided. More details on shipment will be shared later by the Project Coordinator/ Logistics Liaison.

<sup>6</sup> Collection ending date: On or before 31 December 2018.

<sup>7</sup> Project Champion to mention the QC start date and end date (end date: on or before 13 January 2019). During the collection phase, a list of QC points will be shared with all National Project Coordinators and the local Project Champions to undertake the QC task.

<sup>8</sup> Inventory List submission date to National Project Coordinators by Sai Centres/Groups: on or before 14 January 2019.