**OPERATION FAUST 2020**

**APRIL-MAY 2020**

**PLANNING CONSIDERATIONS**

**Updated:** 08 May 2019

**Aim**

The Aim of this Planning Document is to offer a start point toward developing a focussed, coordinated and synchronized plan to set out and track all key activities aimed at the desired and successful end-state of Op FAUST 2020.

**About of this Document**

Read this in conjunction with File: Op FAUST 2020 Concept Paper 2, 20 December, 2018. In pictorial and graphical form, this document sets out many of the key activities for the Op FAUST 2020 Leadership and Management teams. This is a first draft, which needs to be professionalized with a GANTT chart and excel spread sheets, supplemented with coordination instructions, coord conferences and continuous monitoring and feedback - then decisions, direction (guidance) and action. Time is precious, and the Centre of Gravity remains success in fundraising. Modify and use as you wish.

**LEADERSHIP, MANAGEMENT AND LINES OF OPERATION**

**OP FAUST 2020**

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| **SERIAL** | **SUBJECT** | **OPI** | **COMMENTS** |
| **Leadership and Management** |
| **1** | Designate Leadership-Management Team | John Page and Bruce Johnson |  |
| **2** | Activate Fundraising Team and Communications/Media Team |  |  |
|  | Appoint volunteers to Committees |  |  |
| **3** | Issue Warning Order |  |  |
| **4** | Develop/disseminate info package |  |  |
| **5** | Create contact lists |  |  |
| **6** | Monthly meetings with standard agenda |  |  |
| **7** | Coordinate with and continuously update Joint Strategic Staff and Senior Serving Logistician |  |  |
| **8** | Coordinate with VAC |  |  |
| **9** | Coordinate with Netherlands Defence Attaché |  |  |
| **10** | Coordinate with Canadian Defence Attaché in den Hague |  |  |
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| **Line of Operation 1 - Fundraising** |
| **1** | Establish fundraising mechanisms with Canadian Battlefields Foundation (CBF) |  |  |
| **2** | Prepare donor forms |  |  |
| **3** | Open website access and payment mechanisms (CBF) |  |  |
| **4** | Develop generic solicitation letter |  |  |
| **5** | Create “Target List” |  |  |
| **6** | Promulgate instructions to Honoraries and units, with tips on fundraising |  |  |
| **7** | Establish and guide Regional Fundraising Teams |  |  |
| **8** | Commence advertising, and coordinate with Communications/Media Team |  |  |
| **9** | Solicit businesses including major DND suppliers |  |  |
| **10** | Fundraising receptions and events |  | In conjunction with Netherlands Ambassador and Consuls General, and Dutch-Canadian associations/events |
| **11** | Track funds and ensure sound accounting policies/processes |  |  |
| **12** | Thank donors |  | Recognition – Logo on website, letter, plaque, etc |
| **13** | Use of Donor names and Logos |  |  |
| **14** | Tax receipts |  |  |
| **15** | Petty Cash Fund |  | Minor expenses and contingencies |
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| **Line of Operation 2 – Communications and Media** |
| **1** | Develop Communications and Media Plan |  |  |
| **2** | Disseminate Plan |  |  |
| **3** | Assign Media Spokesperson(s) |  |  |
| **4** | Develop LOGO |  |  |
| **5** | Secure advertisements |  | E.G., Legion Magazine, trade journals, websites |
| **6** | Establish website and social media |  | Website, Facebook, Twitter, etc |
| **7** | Monthly Newsletter |  | Distribute via social media |
| **8** | Connect with national, local and special media |  | “Special”: e.g., Dutch-Canadian Newspaper, Legion Magazine; Frontline, trade magazines/journals |
| **9** | Capture Veterans’ stories |  | Conduct and disseminate stories |
| **10** | Daily Facebook postings |  |  |
| **11** | Community relations |  |  |
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| **Line of Operation 3 – Historic Studies** |
| **1** | Develop Historic Studies Plan |  | Select 3-4 Major Logistics Studies (to incl FAUST, MANNA, CHOWHOUND) |
| **2** | Select other Historians and assign tasks |  |  |
| **3** | Dutch Historians and Tour Guides |  |  |
| **4** | Disseminate Plan |  |  |
| **5** | Post research material and articles of interest |  |  |
| **6** | Develop an ADL self-study package |  |  |
| **7** | Research all Logistics graves in Holland |  | Post on website and link up with families |
| **8** | Assign responsibilities for research and writing |  | Prises for best articles? |
| **9** | Conduct a History Seminar or “Virtual” History Seminar |  | Option – a national seminar in conjunction with CFLA Annual General Meeting |
| **10** | Conduct Reconnaissance |  |  |
| **11** | Complete the Site Visit and Activities Plan |  |  |
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| **Line of Operation 4 – Tour Operational Plan** |
| **1** | Coordinate with Historical Studies Plan |  |  |
| **2** | Outline Plan/Concept of tour |  | Coordinate with RCEMECoordinate with Keep Them Rolling |
| **3** | Reconnaissance/Site Visit |  |  |
| **4** | Complete detailed bus and route plan |  | Sites, routes, ceremonies, etc |
| **5** | Visit Netherlands Logistics Branch and Museum(?) |  |  |
| **6** | Coordinate visits to ceremonies with VAC, DND and NL authorities |  |  |
| **7** | Market Garden - Arnhem |  | Pre-arrange tour and guide |
| **8** | Concentration Camp |  |  |
| **9** | Wageningen Surrender re-enactment |  |  |
| **10** | Meeting rooms in hotels |  | For group briefings |
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| **Line of Operation 5 – Administration and Logistics** |
| **1** | Develop overarching Administration and Logistics Plan |  |  |
| **2** | Appoint Protocol Officer |  |  |
| **3** | Support Team |  | Van and two experienced and nimble personnel (Ideally Dutch speakers) |
| **4** | Coordination with Travel Agency |  |  |
| **5** | Develop individual Administration Instruction (Special instructions for serving members) |  | * Schedule
* Travel
* Financial
* Medical
* Passport
* NOK Notification
* Dress
 |
| **6** | Ceremonial |  | * Programmes (Eng, Fr, Dutch)
* Wreathes and Flowers
* Plaques
* Gifts
* Flags
* Poppies and lapel pins
* Logistics Flags for Individual Graves
* Recorded music – national anthems
 |
| **7** | Hospitality suites |  |  |
| **8** | Piper(s) and Bugler(s) |  |  |
| **9** | End-of-Tour Dinner |  |  |
| **10** | Beerfest with Keep Them Rolling |  |  |
| **11** | Local Bands (?) |  |  |
| **12** | Flags and banners on buses |  |  |
| **13** | All instructions/orders in English-French |  |  |
| **14** | Arrange translation to/from Dutch |  |  |
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| **Line of Operation 6 – Serving Military Personnel** |
| **1** | Overall Military Personnel concept |  |  |
| **2** | Tracking individual and unit participation |  |  |
| **3** | For Serving members - Appointment of Tour Conducting Officer and Sergeant Major |  | * Chain of command
* Responsibilities
* Authorities
* Passage of info
 |
| **4** | Individual Instructions |  | * Schedule
* Travel
* Financial
* Medical
* Passport
* NOK Notification
* Dress
* Discipline
* Money requirements
 |
| **5** | Leave and Duty status |  |  |
| **6** | Medical Plan |  | Hospital/medical facilities |
| **7** | Repatriation Plan  |  | Medical, Discipline, Family Emergency |
| **8** | Coordination Final Manifest |  | Bus and Room assignment |
| **9** | One Day R&R built into program |  |  |
| **10** | Emergency fund/credit cards |  |  |
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