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RESOURCES FOR OUR PROGRAMME

STRATEGIC PARTNERSHIP

FOCUS IN 2020
VISION, MISSION AND VALUES

Vision:
A just, equitable and sustainable world in which every person enjoys the right to a life of dignity

Mission:
To achieve social justice, gender equality and poverty eradication by working with people living in poverty and exclusion, their communities, people’s organizations, activists and social movements

Values:
Mutual respect
Equity and justice
Integrity
Solidarity with people living in poverty and exclusion
Courage of conviction
Independence
Humility
Dear supporters, partners, communities and friends,

Thank you for your support. 2019 is a crucial moment for us to address critical challenges across borders; from climate change, to inequalities, ensuring that our engagement with communities does bring about positive changes to the life and livelihoods of the people and children in need.

Throughout the year, we worked tirelessly on a wide range of initiatives, projects, and in partnerships towards substantial social, environmental, and economic changes in key areas of Vietnam’s society. ActionAid Vietnam also strengthened its support and capacity-building approach to empower women and girls in sexual and reproductive healthcare (SRH) with a series of local support networks in some of the country’s rural and difficult areas.

Above all those meaningful interventions, continuous efforts have been taken to contribute to the SDG implementation process locally and globally, making sure that the voices of marginalized groups are heard and accounted for.

These achievements would not be possible without the invaluable help and contributions from all of you – our dear supporters, partners, communities and friends. We would like to express our gratitude to you all and reaffirm our strong commitment to fight against poverty and for global justice.

Yours sincerely,

Hoang Phuong Thao
Executive Director
ActionAid Vietnam
ActionAid Vietnam and ActionAid UK joint research on Free Trade Agreements (FTA) impacts on Women’s rights shows clear negative pressure on migrant women workers in the poor urban areas

On 30th June 2019, the EU- Vietnam Free Trade Agreement (EVFTA) was officially signed. On 12th February 2020, the European parliament officially ratified EVFTA. The EVFTA and EVIPA are the most ambitious agreements concluded between the EU and a developing country. As EVFTA takes effect, over 99% of tariffs on goods from both sides will be lifted. Vietnam will remove 65 percent of the import tariff on goods from the EU. Remaining tariffs will be removed in the next decade. This means a significant amount of taxes will be dismissed from the government budgets therefore directly challenges the performance, effectiveness and efficiency of public services that are meant to be delivered by the State, from the State budget. This will further the inequality and injustice in the society.

Key Findings from the report:

- FTA process and content are not comprehensive and not giving space for democratic or meaningful participation by the stakeholders
- FTAs could reduce the government revenue and GDP
- Migration rate are increasing that lead to the poor quality of gender responsive public services and social protection:
  - The standard of decent work is still limited
  - 35% of women surveyed earned low wages and were unable to cover their basic living expenses, whereas only 24% of men surveyed earned wages were unable to cover their basic expenses.
  - 92% of women could not cover their living expenses as well as save for the future, 60% of women have a full-time job compared to 68% of men, 24% of women have part-time job compared with 20.83% of men and 16% of women do not have a job, compared to 12% of men.
  - Vietnam will focus on the garment and shoes sector where 80% of workers are women in most of its FTAs.
  - 82.8% workers have experienced verbal sexual harassment in garment sector as many of them did not understand what sexual harassment is.

On October 8th 2019 in the WTO Public Forum in Geneva, Ms. Hoang Phuong Thao, Executive Director of ActionAid Vietnam shared the highlights from this joint research. Ms. Thao in her speech emphasized the important role of public services to ensure gender equity and reduce negative impact of trade on public services.
Sustainable Development Goals (SDG) - Bringing them closer to the communities

ActionAid Vietnam has been elected as the National Coordinator of the “Leave No One Behind” Partnership, consisting of 14 international and local non-government organizations (NGOs). The Vietnam Chapter of LNOB Partnership is a member of a larger network across Asia, Europe, Africa and America, focusing on bringing the voice of marginalised groups to the center of the SDGs process, both at national and global levels. In 2019, Vietnam LNOB Chapter concentrated on

- Building capacity for local stakeholders, parents, children, and the government to be more aware about SDGs, their roles and responsibilities in designing, implementing and monitoring SDG in the country, at their provinces or communes.

- Promote Voluntary National Review (VNR) at local level by supporting cities and provinces to develop their own SDG review reports.

- Promoting changes and revision of National Statistics Law, which only recognizes official data but should recognize data generated by organisations.

In this capacity, ActionAid Vietnam actively engaged in different SDG processes, both at global and national level, including SDG Festival organized by the UN in Germany, High level political forum (HLPF) on SDG in New York and Partnership for Review (P4R) in Vietnam. In all forums, ActionAid Vietnam highlighted the need and lobbied for an official mechanism to ensure that data collected and generated by people, communities and NGOs are recognized as part of the national statistical data when reporting on SDG progress at national and local levels. This means people – especially those who are usually “left behind” in the socio-economic development process will be having their own space to voice their views in monitoring and reporting on SDG progress on ground. This provides added values and legitimacy to SDG deliveries.

Ms. Hoang Phuong Thao – ActionAid Vietnam’s Executive Director – sharing opinions in the “Leaving No One Behind – Working together to make the promise a reality” session at P4R’s forum
Ms. Hoang Phuong Thao (third from right, first row) and representatives of international organizations at the P4R forum in Vietnam.

Ms. Hoang Phuong Thao – ActionAid Vietnam’s Executive Director – representing Vietnam at SDG Festival organized by UN in Germany.
Plastic waste is one of the biggest environmental challenges that the world is facing. Vietnam is amongst the world’s top producers and users of plastics, and it is no surprise that the country is listed as one of the worst plastic polluters in the ocean.

The Campaign includes a series of activities carried out at 111 primary and secondary schools in 11 districts where AAV/AFV is working. The program starts from September 2019 to May 2020. It aims to change students’ perceptions and behaviors about the negative impacts of plastic waste by stopping the disposal of plastic waste in 1 day/1 month or completely stopping the disposal of plastic waste.

A series of initiatives were also implemented to encourage and strengthen the spirit of Climate Justice, including the Green office initiatives which was eagerly participated by AAV staff.

At local level, an exciting contest to write song lyrics in enhancing green spirit was widely spread to all LRP's.
Students participating in the many helpful activities organized by AAV to help reduce plastic usage in school

The students proudly showing their handmade, eco-friendly products and reusable water bottles
Developing sustainable livelihood while preserving tradition in mountainous areas of Vietnam

ActionAid Vietnam has determined to support communities in remote areas that suffer from high rates of poverty and a fundamental lack of basic opportunities having a better power in the value chain. Quan Ba (Ha Giang) is a district where the poverty rate is among the highest, 42.53% compared to the national average of 9.88% (2016). With limited access to education and skills training, the local poor ethnic households have very few opportunities for generating income or earning stable livelihoods.

This year, AAV has strengthened the partnership with Quanba Taigoo, a community-based tourism (CBT) organization that seeks to empower community members to manage local tourism growth sustainably and provide opportunities for small tourism enterprises to flourish.

Established in 2018, Quan Ba Taigoo Cooperative, consisting of Dao ethnic households, works to develop and sustain community-based tourism in Quan Ba District, Ha Giang Province (LRP7A). The Cooperative has been equipping members with production and sales techniques, hospitality and tourism skills to promote their business. One particular promoting event was the International Agricultural Fair – September 2019 (Agroviet) at the Agricultural Exhibition Center (Cau Giay – Hanoi) where over 400 linen products were displayed.

Along with the support from ActionAid, the continuous effort of the local people themselves in developing capacity and promoting their products have shown outstanding achievement. In 2019, Quan Ba Taigoo welcomed 617 guests booked through its website https://quanbataigoo.com/. On top of that, 153 guests experienced the trekking tour with local ethnic minority people, over 2,670 handmade products and 8,000 meters of linen have been sold. The cooperative has supported 22 households to develop the community-based tourism model and 23 others to promote the traditional linen products, promising a more sustainable livelihood while preserving long-standing culture. It is important to note that all of these 45 members of Can Ty Linen Cooperative are women from different ethnic minorities in the area. Some of them are not literate and most of them are from poor households.

Photo 3: Women Group of Can Ty Linen and Quanba taigoo Cooperative participated in the International Agricultural Fair (Agroviet) at the Agricultural Exhibition Center – 489, Hoang Quoc Viet Street, Cau Giay district, Hanoi city with 400 handmade products
This is such a significant investment that brings important impacts:

- The income from linen weaving and tailoring helps members of Can Ty Linen Cooperative, which is an associate to Taigoo Cooperative, to have doubled their revenues. This also means all members of Can Ty Linen Cooperative having a more powerful voice in the decisions in their own families and communities.

- More importantly, the support from ActionAid assists the local women to preserve and further develop their traditional techniques of lien weaving, waxing, dyeing from leaves in the forests and tailoring. These techniques have been there through different generations, albeit being faded away. ActionAid support two international experts, one from France on traditional weaving and tailoring and one from Myanmar on marketing, budgeting and accounting to stay in Ha Giang for 3 months to train the members of the Cooperative.

Photo 1: Training course on “Home economics management and Time distribution” with the participation of Can Ty linen cooperative in which the majority was women from H’Mong ethnic group.

Photo 2: Training course on design and color scheme for linen product delivered by two experts - Ms. Simone Herault and Ms. Myo Myint Myat Htun.
The voice of community in developing safe city

S-City is a mobile phone application, allowing the users to voice their concerns and feedback on the safety of women and girls in the public spaces, and on quality of public services in the cities. The application is designed for all, who care about their city, who want to stop violence against women and girls in public spaces as well as have a voice in the quality of the public services.

The program, which is in line with PP1 target “By 2023, at least three urban and rural areas in Vietnam will be applying the Safe Cities/Safe Communities Criteria in their master planning and/or budget allocation for public services”, continues to be developed in 2019 by a series of training and engagement through the year.

Within one year of implementation, safe community criteria have been officially recognized in 6 cities: Hanoi, Ho Chi Minh City, Hai Phong, Thai Nguyen, Can Tho, and Tra Vinh.

Additionally, AAV has successfully launched and promoted S-City Application, both at local and national level with total of 1.025 people installed and actively engaged in the application. The total access of 13,463 users has shown the attention of community in developing public services.

In 2020, AAV expects to increase the interaction of community, not only in the number of downloads, but also in the quality of people’s feedback to local authorities, with the aim to advocate for more budget for development of public services.
Renewable energy initiatives for sustainable development

In 2019, AAV successfully implemented the project “Women’s response to natural disaster and climate change”. The project has joyfully marked the first funding from Sweden to AAV (from ForumSyd to ActionAid Sweden/ActionAid Vietnam), laying grounds for future cooperation. Within the framework of this project, AAV has developed community-led renewable energy initiatives with the ultimate aim to make the urban living environment more resilient to climate change impacts.

Two outstanding models that have been successfully piloted are:

- **The solar water purification model:**

  The solar water purification model piloted at Vo Thi Sau School, Long Tri Hamlet, Long Duc Commune, Tra Vinh City. This model has not only helped protect the environment, but also encouraged local students to come up with more green initiatives in school and daily life.

  Nguyen Thi Nha Phuong, born in 2006, Long Tri hamlet, Long Duc commune, Tra Vinh city, is one of 206 students who directly benefit from the drinking water purification model using solar energy at Vo Thi Sau school.

  Phuong shared: “Since the solar water purification model was put into practice, I haven’t had to bring my water bottle or buy plastic water bottles at school, which contributes to reducing the amount of plastic waste as we’ve committed. Drinking water from the purification model using solar energy, I really like it as the water tastes sweet and cool.”

**Nha Phuong**, 13 years old, student at Vo Thi Sau school is excited about the solar water purification model.
Model of water filtration using water lily

Despite women being disproportionately affected by climate change, they play a crucial role in climate change adaptation. AAV has focused on women-led community in response to natural disaster.

This pilot model was proposed by the Women-led community development group (WCDGs) of ward 9 and Long Duc commune based on actual survey on local people’s needs. In order to implement this pilot model, the WCDGs of Ward 9 and Long Duc commune held internal meetings with local community to get opinions, surveyed and chose appropriate locations, prepared a detailed workplan and organized meetings with local authority for getting approval.

01 training on knowledge and skills on planting aquatic plants to filter domestic wastewater was organised on September 8th, 2019 with 29 participants who are members of WCDGs in ward 9 and Long Duc commune and households directly participated in the model.

The pilot model was also monitored and technically supported by the consultant who is a lecturer from Department of Environmental Sciences, Can Tho University with monthly field visits to test the wastewater quality and evaluate development of aquatic plants.

By end of 2019, the model has shown good progress. Using aquatic plants such as water hyacinth, water lily to treat contaminated surface water has shown high effluent treatment efficiency: reducing water toxicity and organic pollutants in the water caused by production activities and natural disasters, improving water quality for domestic use and agricultural production.

Moreover, the average income of households directly participating in the pilot model has been gradually increased, for example, income from selling red water lily of Ms. Huynh Thi Dep’s household is about 30% higher than before.

The pilot model has clearly shown the economic efficiency at Long Duc commune among three chosen sites. From the initial result, neighboring households also wish to participate and expand the model.

“Water lilies bring us double benefits: a climate change resilient livelihood and a river water purification. I planted 1000 of square meters of lilies this year. I am very happy. I will tell others to do the same.” - Le Thi Mong Thu, 43, Long Duc commune, Tra Vinh city.
Community monitoring quality of public services

Social audit is a way of increasing community participation, strengthening links with government, promoting transparency and public by allowing people to enforce accountability and transparency, providing the ultimate users/budget holders an opportunity to scrutinize development initiatives. The community plays a key role for a successful social audit so rural poor, women and other marginalized groups of the rural community should be wooed for active participation in the whole process. Local capacity should be built for smooth functioning of social audit process, it will ensure local participation with higher degree of commitment.

Within the framework of the project “Civil society promotes the improvement of reproductive health care services for ethnic minority women and youth (EC4)” jointly funded by European Commission and ActionAid Vietnam, the social audit was held in 5 targeted communes in Lam Ha district (Tan Thanh and Dan Phuong communes) and Krong Bong (Dang Kang commune; Hoa Phong and Khue Ngoc Dien).

During this survey, members of the community development group and reproductive health network in 02 districts developed criteria to assess the quality of commune health station services and identified related monitoring tools to assess the local clinics.

Each social audit group has 8-10 members, under the technical support of ActionAid Vietnam has developed the indicators to assess the service quality of commune health stations. After collecting feedbacks from health workers and local communities, social audit teams discussed the needs and assessments of the people; respect the community’s aspirations towards the service providers - commune health stations with the supervision of local authorities.

At the dialogue session on improving the quality of health services, after hearing comments from people’s surveys, representatives of local authorities and commune health stations committed to improve services and reach the agreement of action plan.

Ms. Pham Thi Cam Chi (30 years old), a key member of the Community Development Group of Village
1. Dang Kang commune said: “I am truly honored to have the opportunity to express our views on reproductive health to the leaders to improve the budget for reproductive health care. As a participant in the project, I hope our sharing and opinions will be taken into consideration and the budget will be reallocated appropriately.”

From 4th July to 5th July 2019, 15 students, 90 local people and representatives of the Departments of Tra Vinh Water Supply and Drainage Joint Stock Company were selected to carry out the audit of clean water supply service in 9 hamlets of 3 wards and communes. After the audit, the survey teams summarized the opinions of service users and service providers then presented the consolidated results at the Audit Result Sharing workshop on the afternoon of 6th July 2019. At the Conference, the representatives of the Tra Vinh Water Supply and Drainage Joint Stock Company respond and make a clarification of issues related to people’s questions and committed to surmount weaknesses to improve quality.
Gender responsive public health care for women and youth

Currently, Vietnam has a National Strategy on Population and Reproductive Health for 2011-2020 in place, with the goal of providing universal access to sexual and reproductive health care (SRH), including voluntary family planning – but SRH services have not yet met the needs of the most vulnerable people.

At present, the EM communities have little or no voice in local planning, although their participation is provided in the government’s social development instruments. In this context, CSOs are expected to play a strong and active role, be able to represent the concerns and priorities of marginalized and vulnerable communities to policy makers and service providers. Yet civil society in Vietnam faces many challenges.

The project “Civil society promotes the improvement of reproductive health care services for ethnic minority women and youth”, jointly funded by European Commission (EC) and ActionAid Vietnam has been implemented targeting to intensify Vietnam CSOs networks’s initiatives and build multi-actor partnerships to support the improvement of Sexual Reproductive Healthcare Rights (SRHRs) and Services for marginalized and vulnerable women and youth in ethnic minority communities.

The project is a systematic plan over 4 years (2017 – 2021) implemented at LRP 18 (Krong Bong district – Dak Lak province) and LRP 19 (Lam Ha district – Lam Dong province).

There are a significant number of unwanted pregnancies and unsafe abortions among young people, especially unmarried adolescents (between the age of 15-19) and youth. Unmet needs of sexual and reproductive healthcare are very high, and ethnic minority (EM) women and youth, especially those living in poor households, are particularly disadvantaged.
province) due to their high population of EM communities and poor conditions of reproductive healthcare in the area.

In 2019, AAV focused on raising awareness and building capacity for the communities, local authorities and stakeholders on gender responsive public services, budget tracking and the Economic Literacy & Budget Accountability for Governance (ELBAG).

During the course of this project, two local health clinics with most advance equipment in the Central Highland area have been established and put into operation. Since their operation in the beginning of Quarter IV of 2019, the two clinics received and treated total of 723 patients in Tan Ha Clinic – Lam Ha province and 635 patients in Krong Bong Clinic, Dak Lak province.

Along with the new clinics to encourage local people’s regular practice of sexual and reproductive healthcare, AAV well comprehend the power of media in mobilizing mass community’s attention both at national and local level to raise awareness and advocate for sexual & reproductive healthcare impacts in ethnic minority youth. As a result, a policy dialogue at district level was organized to develop a framework for reproductive health and health care services and advocate for the role of mass organizations in promoting health and reproductive health care.

"Policy Dialogue at district level to develop a framework for reproductive health and health care services and advocate for the role of mass organizations in promoting health and reproductive health care"
A strong message to end gender violence for workers in garment industry

Vietnam's textile and garment sector has seen fast growth in recent years, playing an important role in socio-economic development. The export value of textile and garment products is ranked second in the country's total export revenue; it is a major source of foreign exchange and contributes significantly to Vietnam’s gross national product and budget. Demand for labor in the sector is huge. Every year, the sector provides employment for 2.2 million people according to the Vietnam Trade Promotion Agency.

Such high demand for labor has led to a high proportion of workers from rural areas who are poor, young and have low levels of education. The vulnerability of female garment workers may be exacerbated by the economic challenges associated with living in an urban setting for the first time and saving and sending money home to their families. This creates pressure for them to keep their jobs no matter what. And indeed, threats of losing their job or the offer of wage increases have been used when a worker refuses to give in to sexual demands.

87% of women interviewed during research for AAV’s current ‘Safe Cities for Women and Girls’ campaign reported that they have been sexually harassed in public spaces, including bus stations and parks. The same research shows that 67% of people who witnessed sexual harassment did not do anything about it, as it is “natural that a woman will be touched”. Women migrant workers are among the most vulnerable as they are far from home and their families depend on their monthly salary. Most instances happen in a closed environment, and the inherent tendency to blame women for provoking the abuse makes it very difficult to break the vicious cycle of silence, suffering and injustice.

Throughout the duration of 2019, one of the areas that AAV focused on was to support women at factories, especially migrant women workers to establish and practice coping mechanism against sexual harassment at workplace. At the two factories where this project has been implemented – Crystal Sweater Vietnam and Jasan Vietnam (Hai Phong, Vietnam), series of workshops on learning about what to do when facing sexual harassment at the workplace were set up. Through different method such as short role plays or storytelling, these workshops have created a safe space for women to acknowledge their rights and defense strategies in situations of sexual harassment.

Continuing activities on raising awareness on sexual harassment, two group counselling sessions to provide psychological support and legal advice to victims of sexual harassment were conducted for 120 garment workers in Jasan factory, Hai Phong and 50 workers in Molax Vina factory, Ho Chi Minh city with the support from psychology experts and representatives from the Law Association in Hai Phong and Ho Chi Minh city.

By December 2019, a dialogue at city level was organized by the collaboration of the Management Board of Supporting Program for Development of Hai Phong city and the Union of Jasan company. Over 100 women workers participated in the dialogue, who represented more than 1.000 other women workers at Jasan Vietnam, raised concerns and questions regarding matters of sexual harassment at workplace. Their voices were heard and answers by the delegation board, who were representatives of the Hai Phong Department of Labor, Invalids and Social Affairs, Women’s Union of Hai Phong city, Hai Phong Economic Zone Trade Union, Labor Union, and Law Association.
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FINANCING OUR EFFORTS

INCOME IN 2019

- Individual Giving - Regular: 52.05%
- Individual Giving - Other: 0.26%
- Philanthropy and Partnership: 27.19%
- Institutional: 20.51%
- Other Income: 52.05%

EXPENDITURE IN 2019

- Program/Project cost: 88.85%
- Fundraising cost: 4.01%
- Governance cost: 1.75%
- Support cost: 5.39%
New partnership with Taiwan and Korean sponsors

This year has marked the first time TX foundation sponsored a project in Vietnam through ActionAid. With over 1.8 billion VND, five new classrooms and one new restroom will be built on the old site of the school. In the past, due to the lack of classrooms, both students and teachers faced many difficulties and discontinuation, especially in the cold and rainy season.

- In the Mekong Delta region, a project that lays the foundation for the promising cooperation between ActionAid Vietnam and KT&G Farewell has been successfully implemented.

On 5th Dec 2019, the Opening Ceremony of new facilities for Thoi An Hoi primary school was solemnly organized in Thoi An Hoi commune, Ke Sach district, Soc Trang province. The construction of new facilities at Thoi An Hoi 2 Primary School was carried out under the Program "Improving accessibility and quality of primary education for children in Ke Sach District, Soc Trang Province". After 5 months of continuous construction and great efforts among AAV, AFV and the local authorities, the premises of Thoi An Hoi 2 (Dai An area) has been completed and ready to welcome all the students and teachers in the school year 2019-2020.
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Mrs. Huỳnh Thị Kiều Trang, acting Principal of the school shared: “With the new facilities, the school’s target to improve comprehensively and fundamentally the education and to realize the motto of teaching theory together with practical skills have been fulfilled. The new facilities meet the aspiration of the parents to have a qualified and friendly learning environment for their children so that the children will have good knowledge, profound English skill foundation which help them to be confident and responsible in life. I strongly believe that these favorable conditions will inspire the teachers and students of Thoi An Hoi 2 school to gain more success in schoolyears to come”

AAV would like to welcome more sponsors from Asian countries in hope bringing more resources to help more children with better education and therefore, opportunities to be their own leader of their development and future.

We sincerely thank the sponsors from TX Foundation and KT&G Farewell for their generous support and wish them well. We are grateful.

Delegations the opening ceremony of new facilities for Thoi An Hoi primary school
FOCUS IN

2020

In 2020, AAV focuses on the systematic transformation to become a more agile, innovative, and sustainable organization. The AAV PROFILE shall be introduced to staff and partners of AAV, as a collection of core values which are expected from an ActionAider and our allies, guiding them to take appropriate actions and approaches that represent AAV’s vision and priorities. From 2020 onward, AAV PROFILE will be officially integrated into AAV’s Annual Performance Appraisal and play a key role in navigating our conduct and activities.
AAV PROFILE

Accountability:
Accepting responsibility for acts and behaviors. Getting done what you said, recognize that other team members are dependent on the results of your work, shows ownership and a willingness to admit mistakes, address the poor performance as soon as possible.

Adaptation:
Embracing positively with changes, modification, variation and transformation to fit with the situation of changes. Thrive in challenging environment. It is being able, both individually and collectively to take on the gradual but meaningful process of change.

Value:
Be a better self every day. Reaching your potential by achieving your goal and contributing to the successes of your peers, colleagues, partner and organization.

Partnership:
Building a sustainable relationship with all stakeholders for an effectiveness of collaboration, reaching out of mutual & fairly agreement based on AAV’s values and mission.

Respect:
Appreciating other’s values, share common goals and honor different points of view. Win as a team.

Obtain to Innovation:
Courageously pursues, and is open to and curious about, new ideas; fosters meaningful and insightful innovation to empower the underserved people to eradicate poverty, injustice and gender inequality.

Fairness and Justice:
Being compassionate to execute the own’s empathy by actions that empower marginal people with respect & wisdom.

Integrity:
Assuring the consistency between thought, wording and actions. Acting fairly, honestly and responsibly. Surrounding yourself with the honest people. It connotes a deep commitment to do the right thing for the right reason, regardless of the circumstances.

Leadership without Authority:
Taking ownership of the own’s job, getting others to willingly cooperate and engage, rather than following directives. Demonstrate excellence with effortless & aspiration.

Expert:
Know your job and serve as an expert in your particular area. Effectively learn and apply job knowledge and technical skills. Work to improve your functional skills for the future. Readily share your expertise with others.