



Vietnam Union of Friendship Organizations – Non-Governmental Organizations
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Hanoi, March 3, 2017

Dear INGO directors,

The Steering Committee of the VUFO-NGO Resource Centre has met a few times in 2016 to discuss our immediate and long-term future. We witnessed a decrease of the total number of paying INGO members, as some of them left Vietnam. At the same time our operating expenses continued to increase. Kindly note that we have already implemented several measures to keep the expenses at a minimum:

- reduction of office rent expenses and utilities by 30%
- reduction of server maintenance costs by 60%
- the same level of staff salaries kept for 5 years
- the same level of director's salary kept for 8 years
- reduction of IT Adviser's involvement to part-time
- distribution of Communications Adviser's tasks to the team, without a new hire

At the same time we –as a team– experienced an increase in our own workloads, while maintaining the same level of excellence in delivery of our services. We initiated a few new working groups, thus increasing an average number of meetings to facilitate each year. The overall traffic on our website and the total circulation via mailing lists increased more than twofold. Our subscription base –across 28 mailing lists– exceeded 15,000 individual subscribers by 2017.

The Steering Committee looked hard into possible options; Our team held several consultations with partners at PACCOM; In mutual agreement, two new measures were introduced to secure sustainability of the centre:

1. Charges for job advertising to all “non-members” which started in September 2016
2. Increase of annual membership fees for INGO members to start from March 2017

This letter is to inform you that we will release new invoices for 2017 membership fees shortly. Kindly note that this is the first increase of membership fees since 2010. Your fee will be adjusted according to our records and the new schedule available here:

<http://ngocentre.org.vn/content/membership-information>

Please contact us directly if you have experienced any significant changes in your annual budgets.

I hope that you will continue supporting the VUFO-NGO Resource Centre, so that our team can continue to serve the wider INGO community in Vietnam for many more years.

Thank you in advance.

Sincerely,

Marko Lovrekovic
Managing Co-Director