

ANNEX 2

Core Grant Narrative Progress Report **Report period** August January 2009

Contract Ref. No. _____
Contact Tel. No. _____

Organisation _____ CEPIL
Report Date _____ 28th Jan. 2009

Report Prepared by _____
Signature & date _____

Report Approved by _____
Signature & date _____

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Please do not write in green coloured sections; refer to notes at last page for explanations

1. Institutional/Organisation Development: Evidence of significant progress / change

What are major changes in the organisation's circumstances that are likely to have impacted your outputs over the period?

- Organisational structure / board / management team
- Strategy / planning / decision making / knowledge management
- Human resource issues
- Marketing / communication / public relations

Indicators	Baseline	Prior Period	Current Period	Cumulative
1. HR Management i) <i>Leadership</i> ii) <i>Core staff</i> iii) <i>Support staff</i>	More core staff needed to undertake the activities of the Center Not Many support staff required	The Center had two full time and 5 part time staff Support staff strength stood at 6	Core/professional staff strength has increase to nine full time Support staff strength increased to 8	This has impacted on output delivery especially in research and the handling of court cases.
2. Governance i) <i>Board</i> ii) <i>Committees</i> iii) <i>Documented board meetings</i> <i>Management meetings</i> iv) <i>Staff meetings</i>	Need for the expansion of board Need for at least 2 board meetings Management Meeting Regular staff meetings	4 member board Not held any board meeting Regular staff and Management meetings held Regular staff meetings held	No Changes made to the board No Board meetings held yet Several management meetings held Regular staff meetings held	Improved management supervision of staff and running of projects. Staff delivery of output high

	required			
<p>3. Systems and procedures <i>Financial management systems</i></p> <p>i) <i>Budgeting</i></p>	<p>Center to prepare Master budget at the beginning of each year indicating expected grants and internally generated funds and expected activity expenditure in lump sum and detailed administrative expenses.</p> <p>Center also to prepare detailed budget expenditure for each activity for each donor funded project</p>	<p>Center prepared Master budget of expected grants/internally generated funds and associated expenditure.</p> <p>Also prepared individual workshops/activities budget</p>	<ol style="list-style-type: none"> 1. Master Budget is prepared 2. Individual project budget is prepared 3. Consolidated project budget is now prepared to show total project cost proposed to be funded by various donors 4. Cash flow budget is also being prepared as requested by some donors 	<p>Leads to improvement in our fund management. Give clear indications of when there is likely to be a shortfall in cash flow or surplus.</p>
	<p>ii) <i>Accounting</i></p> <p>Center Accounting System is fully mechanised. The Center to maintain Manual Ledger particularly for Banks and Cash as a back up to the Mechanised System</p>	<p>Center maintains it MYOB accounting software to process financial records up to the preparation of the final accounts. Manual ledgers were maintained for Bank and Cash accounts only.</p>	<p>Center maintains it MYOB accounting software to process financial records up to the preparation of the final accounts. Manual ledgers were maintained for Bank and Cash accounts only.</p>	<p>Processing of accounting information is easier. The manual back ups facilitates reconciliation with the Mechanised system.</p>
	<p>iii) <i>Internal control</i></p> <p>The Center puts in place Accounting</p>	<p>Transactions are processed according to</p>	<p>Payments approval is not shared</p>	<p>Encourages accountability.</p>

	<p>Manual a well as an Administrative manual. All payment to be approved by a designated official of the Senior Management Team; preferably from the rank of Coordinator and above. The Custodian of all value documents is the Accountant or the Accounts Officer</p>	<p>procedures outlined in the draft manuals. All payments are approved by the Executive Director. All cheque payments were signed by at least two signatories. All cheques and other value books were in the custody of the Accountant and the Assistant.</p>	<p>between the Executive Director and the Deputy Executive Director with limitations established However all petty cash payments are to be approved by either the Accountant or the Administrative Officer. We now have an internal control guide line.</p>	<p>Facilitates payments and minimises errors.</p>
iv) <i>Financial reporting</i>	<p>The Center to prepare half year financial report. The Center to also prepare Annual financial Report for external audit and for submission to Internal Revenue Service</p>	<p>The Center prepared final accounts for year 2007 and audited. Consolidated project financial reports for each donor funded project were also prepared.</p>	<p>Project financial reports for year 2008 have been finalised for submission to Donors. Processing of Financial records for the preparation of Final Account for the year 2008 is in progress</p>	<p>Enhances our capacity to raise funds. It is a tool for Management decision making.</p>
v) <i>External audit</i>	<p>The Center to have at least each year's annual financial reports (Final Accounts) audited by recognised Chartered Accounting firm</p>	<p>The Final Account for the year 2007 and some of the project financial reports had been audited and certified by our auditors</p>	<p>Once the final accounts for year 2008 is concluded, our auditors will be contacted</p>	<p>Enforces our commitment to meet statutory obligations. It gives credibility to the accounts to our donors.</p>

<p><i>Operational policies</i></p> <p>vi) <i>HR policy</i> vii) <i>Gender policy</i> viii) <i>Conflict of interest policy</i></p> <p>ix) <i>Programme development policy</i> x) <i>Procurement policy</i></p>	<p>appointed by the Board.</p> <p>Gender balance in employment. Guided by ISODEC employees Handbook</p> <p>Is outlined in our Administrative Manual and Internal Control Guide</p>	<p>3 female employees</p>	<p>6 female employees</p>	<p>Gender balance in decision making</p>
<p>4. Funding base development <i>List long-term programmes(3yrs +)</i> <i>List short-term programme(1 year)</i></p> <p><i>Total dollar volume of programmes</i></p> <p><i>Approved dollar volumes</i></p> <p><i>Percentage overhead recovery</i></p>	<p>5 yr financial projection of \$1,282,265.64 (from 2006-2010)</p>	<p>RAVI – \$274,211.28</p> <p>Oxfam America- \$186,150.00</p> <p>TOTAL- \$460,361.28</p> <p>\$460,361.28</p> <p>\$460,361.28</p> <p>16.5%</p>	<p>Oxfam America- \$250,000.00</p> <p>Oxfam America \$80,000.00</p> <p>UNDEF \$32,550.00</p> <p>PICOTT \$106,000.37</p> <p>G-RAP CORE 161,143.27</p> <p>G-RAP SPF 150,00.00</p> <p>\$529,633.64</p> <p>TOTAL - \$779,693.64</p> <p>\$449,693.64</p> <p>24%</p>	<p>\$524,211.28</p> <p>\$715,843.64</p> <p>\$910,054.92</p> <p>20.25%</p>

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2. Collaboration, coalitions and networking

Using the format below, list the most important organisations you collaborated with over the period. For each organisation, give an indication of the issues or themes you worked on, its status and the outcomes.

	Organisation /Coalition	Policy issue / theme / nature Starting / ongoing / ending	Outcome
Government - executive - judiciary - legislature	a. Attorney Generals' Dept b. Ministry of Women and Children Affairs c. Judicial Service d.Parliament	a. Collaboration to organise a conference on "No Bail Provision of the Criminal Procedure Code" b. Intestate Succession Bill Property Rights of Spouses Bill c. No Bail Provision of the Criminal Procedure Code" Instituted human rights and public interest cases in the courts. d. Collaborated in organising round table conferences on bills before parliament: Intestate Succession Bill 2008 Property Rights of Spouses Bill 2008	Conference held. Participants agreed that CEPIL should file a suit to test the constitutionality of the "No Bail Provisions of the Criminal Procedure Code" in the Supreme Court Round table conferences were held on these two bills with the active participation of officials from the Ministry of Women and Children Affairs. Collaboration to organise A conference on Conference held. Court cases are still pending. Memorandum proposing changes to some provision of the bills submitted to parliament.
Coalition, network	NCOME	The coalition continued with these two campaigns. The campaign to Stop Violence in Mining areas in Ghana and campaign to stop surface mining in reserve.	Protest/position letters/statements submitted to various agencies including the environmental Protection Agency and the media. Also, participated in Environmental Impact Assessment public hearings.
Peers CBOs	WACAM	Access to Justice	Collaboration with WACAM to provide free legal services including court

			room representation to mining communities in Tarkwa, Prestea Domase and other areas.
Donor agencies	Oxfam America	Law suit in the US against Golden Star Resource Ltd on human rights and environmental violations in Prestea.	Legal Memorandum Prepared. Questionnaire administered to affected persons.
DA (please indicate district)			
Private Sector	Gold Fields Ghana Ltd. Ghana Australian Goldfields (AgloGold Ashanti)	Law suits on behalf of mining communities	These cases are still pending in the courts

3. National pro-poor policies

Identified Policy Issue	Research activities in relation to the identified policy area	What are the policy gaps identified from the research conducted	What is your organisations position on these issues supported by your research	What policy alternatives do you propose and how do you hope to achieve this policy change
Identified Policy Issue	Research activities in relation to the identified policy area	What are the policy gaps identified from the research conducted	What is your organisations position on these issues supported by your research	What policy alternative do you propose and how do you hope to achieve this policy change.
Alternative Dispute Resolution	Research in Bill on Alternative Dispute Resolution	Alternative Dispute Resolution centers not nationwide. None involvement of traditional leaders	Inadequate structures for the operation of ADR process	Incorporation of traditional systems of justice delivery to the ADR process.
Housing	The right to housing	No express provision on the right to housing in the Constitution of Ghana	There is the need for the development of a comprehensive housing policy. The need for an express provision on the right to housing in the Constitution very eminent	Government support for improvement of local materials in housing delivery.

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4. Success Story

Briefly describe your organisation's landmark achievement this period

The Center was able to develop a Handbook for Human Rights Paralegals in Ghana, and a book on Economic Social and Cultural Rights in Ghana.

Also, CEPIL developed case notes on some of the cases that the Center is handling and which judgement has been delivered. The case notes highlight the legal and human rights issues raised in the cases, a discussion of the evidence and an analysis of the court's decision in the light of emerging international and human rights law and jurisprudence. The case notes would be published in the form of a news letter.

5. Stakeholder Perception

How has the credibility and legitimacy of RAOs changed in the eyes of GoG and the Ghana public? What is your interpretation? Is there a reference to this evidence of change?

There has been considerable collaboration and interactions between the Center and other governmental institutions and branches such as the Attorney General's Department, the Judiciary and Parliament. In fact as part of this collaboration, the Select Committee of Parliament on Legal, Constitutional and Parliamentary Affairs requested the Center to assist in the organisation of a one day stakeholder conference to discuss the Property Rights of Spouses Bill that was before the Select Committee. These are clear indications of the credibility and legitimacy of CEPIL in the eyes of GOG and the public in contribution towards policy change in the country.

On the whole RAOs are often called upon by government institutions to assist in the preparation of certain policy documents. At times and at the request of government, RAOs present papers on key policy issues at functions and events organised by government. That also signifies the usefulness and legitimacy of RAOs in the eyes of the government in directing policy change.

6. What is your perception on the general policy making environment in Ghana

There seem to be a generally conducive policy making environmental in Ghana in the advent of our constitutional dispensation. This is evidenced by the fact that governments are now more receptive to formulating policies that will enure to the benefit of the society as a whole and the poor and marginalised in particular. This cordial policy environment has witnessed RAOs influencing policy change and direction in many sectors of the country.

7. Grant and report related issues

7.1 What issues do you wish to raise relating to the Grant or to G-RAP management?

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7.2 What parts of the report are confidential or cannot be shared without prior consent?

G-rap Narrative Progress Report

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Notes on narrative reporting

In addition to this narrative report, G-rap accepts grantee organisation's own annual report, on the assumption that these reports show a relationship between annual workplans, budgets and outputs of these organisations and – if possible – impact.

G-rap however monitors a number of indicators that a Grantee's annual report may not always focus on and have designed a simple narrative reporting format to gather this data. This gives the programme managers a quick overview of progress against workplan of each grantee and of significant results in a number of relevant areas relating to the Logical Framework and objectives of the Programme.

G-rap intends to minimize Grantee's time investments in reporting, hence this concise format. Nonetheless, additional documentation can be annexed to the report for more detail.

Narrative reporting is a bi-annual contractual requirement. The deadline for report submission is four weeks after the end of the reporting period.

Completed reports need to be submitted in signed hard copy (2 signatures), as well as in electronic format using MS-Word 2003 compatible software (to: info.grap.ghana@gmail.com).