

ANNEX 2

Core Grant Narrative Progress Report

Report period August – December, 2008

Contract Ref. No. 03/Core/32/MFWA

Organisation Media Foundation for West Africa

Contact Tel. No. 233-21-242470

Report Date January 28, 2009

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Report Approved by Kwame Karikari

Signature & date: _____

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>	<p>Executive Director is the sole initiator of programmes and undertakes all fundraising</p> <p>Small core staff undertaking multiple tasks and often assigned to various duties</p> <p>Support staff with little or no skills to perform additional assignments</p>	<p>Executive Director in consultation with the Board is the initiator of policies and programmes</p> <p>Core staff do multitasking and sometimes double as programme officers when necessary.</p> <p>Support staff are trained to provide back-up services and as such work flow is</p>	<p>i) MFWA deems it appropriate to maintain its current leadership and organisational structure as presented in its 5-yr strategic document.</p> <p>ii) The core staff currently includes three (3) key programme officers to be in charge of the organisation's core thematic programme areas. These are: Programme Officers for Law Reform and Legal Defence, Communications and Networking and Monitoring, Research and Publications</p> <p>iii) The support staff strength is adequate and remains unchanged</p>	
2. Governance i) <i>Board</i> ii) <i>Committees</i> iii) <i>Documented board meetings</i> <i>Management meetings</i>	<p>5 initial Board members from only 5 countries in the W/A region</p>	<p>7-member Board representing strategic countries in W/A and reflecting gender balance</p>	<p>i) The 7-member Board is still in place and the current members have been retained.</p> <p>ii) No Board meeting took place during the period under review. A meeting has</p>	<p>Board members are now to be actively involved in the work of MFWA and all</p>

<p>iv) <i>Staff meetings</i></p>	<p>Minutes of Board meetings available in French and English and circulated to all Board members</p> <p>Staff meetings are convened when major programmes are underway</p>	<p>Minutes of previous meetings circulated alongside agenda prior to ensuing meeting. Quarterly reports of organisation's activities made available to Board members</p> <p>Staff meetings are held before during and after implementation of major programmes</p>	<p>been scheduled for February 17, 2009-01-26</p> <p>iii) Two (2) major staff meetings were held to review ongoing programmes, assess strategies and assign coordinating roles for specific activities and conferences.</p> <p>iv) Documented minutes are available and have served as guidelines and input for programme formulation, work plans development and setting of deadlines.</p>	<p>briefed on the organisations calendar of activities.</p> <p>Scheduled staff meetings are to be programmed into the organisation's annual calendar. Additional meetings will still be held to plan, and review programmes</p>
<p>3. Systems and procedures <i>Financial management systems</i></p> <ul style="list-style-type: none"> i) <i>Budgeting</i> ii) <i>Accounting</i> iii) <i>Internal control</i> iv) <i>Financial reporting</i> v) <i>External audit</i> 			<p>i) The Organisation has a 5-yr. budget contained in its 5-yr. Strategic Plan document. Efforts are ongoing to raise more funds from diverse sources in support of the strategic plan.</p> <p>ii) MFWA uses an accrual accounting system.</p> <p>iii) MFWA continues to maintain strict internal controls over inflows and disbursements. All payments are done by cheques approved and signed by the ED and countersigned by one other Board member. The Accountant periodically checks that all transactions follow laid down procedures. The</p>	

<p><i>Operational policies</i></p> <ul style="list-style-type: none"> vi) <i>HR policy</i> vii) <i>Gender policy</i> viii) <i>Conflict of interest policy</i> ix) <i>Programme development policy</i> x) <i>Procurement policy</i> 			<p>Organisation is satisfied with this practice.</p> <p>iv) Financial reporting is done in accordance with reporting requirements stipulated in MFWA's various grant agreements/contracts and as required by the company code that regulates the organisation</p> <p>v) MFWA has a contract with an external auditor to undertake annual audit.</p> <p>vi) MFWA's HR Manual clearly spells out policies for hiring, retaining and retraining of staff for optimum efficiency</p> <p>vii) Gender mainstreaming is actively practiced. The organisation proactively seeks to engender its programmes, activities and research in general</p> <p>viii) There is no written conflict of interest policy yet. However, by practice conventions have been developed that adequately address issues of conflict of interest.</p> <p>ix) MFWA's practice of developing programmes in a collaborative and participatory processes involving programme officers, other key staff and Board members has been successful. The practice has been further deepened with the use of consultants and other experts.</p>	
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			x) MFWA has a policy of securing and comparing three invoices for price and quality, among other criteria, before significant procurement. Availability of funding on approved budget lines is critical factor in this process.	
<p>4. Funding base development <i>List long-term programmes(3yrs +)</i></p> <p><i>List short-term programme(1 year)</i></p> <p><i>Total dollar volume of programmes</i></p> <p><i>Approved dollar volumes</i> <i>Percentage overhead recovery</i></p>	<p>Most MFWA programmes and funding attached to them, with the exception of GRAP, have lifespan of more than three years.</p>		<p>West Africa Human rights & Democratisation Programme - IBIS</p> <p>Programme to Promote, Protect and Defend Free Expression, media and Human Rights - Free Voice</p> <p>Media & Peace in Africa – Trust Africa</p> <p>Ghana Media Standards Improvement Project – DANIDA</p> <p>Monitoring, Promoting, Protecting and Defending Free Expression in West Africa – OSIWA</p> <p>Legal Defence of Media & Journalists Programme – OSI-NMP</p> <p>\$1,601,316</p> <p>22%</p>	

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	Legislature	Right to Information Bill – The Coalition on the Right to Information Bill held a number of meetings with the Parliamentary Select Committee on legal and Constitutional Affairs in August and September, 2008. The Coalition also invited Members of Parliament and clerks to various events including a symposium to commemorate the Right to Know Day (September 28 th).	These engagements helped to increase awareness among Parliamentarians with regards to the content of the RTI Bill, especially its weak provisions.
	Executive	Interactions with the Office of the President and the Special Advisor to the President.	These discussions enabled the Coalition to interact with the highest office of Government thereby placing greater pressure for the Bill to be passed.
	Special stakeholders (Political Parties)	Specific engagements with the New Patriotic Party (NPP), National Democratic Congress (NDC), People’s National Convention (PNC) and Convention People’s Party (CPP) on the need for a RTI Law for Ghana	The positive outcomes of these meetings was that the manifestoes of the CPP, the NDC and the NPP all outlined commitment to pass the Right to Information Bill.
Coalition, network	Right to Information Coalition	Advocacy for passage of Ghana’s Right to Information Bill	
Peers CBOs	West Africa Network for Peace Building (WANEP) & Foundation for Security and Development in Africa (FOSDA)	“Promoting Peace Journalism and Conflict Sensitive Reporting Programme” . The aim of the programme was to contribute to peaceful elections in Ghana specifically in some of the hot spots of the three Northern regions of Ghana (Tamale & Bawku). Two three-day journalists training workshops were held in October and November on peace	i) After the training, the radio stations produced and aired peace enhancing programmes before during and after the elections. These programmes promoted dialogue and peace within the communities. ii) MFWA presented each radio

	International Trade Union Confederation (ITUC)	<p>journalism. The participating radio stations were <i>Radio Progress, Diamond FM, Radio URA, Radio Savannah, Simli Radio, Radio Justice, Builsa FM, Fiila FM, Style FM, North Star Radio, Radio Upper West</i>, while the print journalists were from <i>The Statesman, Daily Guide, Ghanaian Chronicle, and Public Agenda and the Ghana News Agency</i>. MFWA provided resource persons. The course module covered techniques of interviewing, constituting panel members for debates, and reporting skills.</p> <p>Joint hosting of a Pan Africa Human Rights Conference under the theme “Dignity & Justice for All of Us” to commemorate 60 years of the UDHR. The over seventy (70) participants were from more than 30 different countries across Africa and discussions were on promoting civil and political rights, women’s rights, right to sustainable development and decent work in Africa and the challenge of armed conflicts.</p>	<p>station with a Sony Micro Tape Recorder, two mini cassettes, and a pack of AAA batteries to support their work in the field.</p> <p>iii) For effective monitoring and impact evaluation and to ensure that the journalists apply the skills acquired promote peaceful elections through radio programmes, the MFWA signed performance agreements with the participating radio stations.</p> <p>The three-day conference came out with a detailed communiqué which was widely circulated. It was agreed that a follow-up meeting be held in February to plan future activities.</p>
Donor agencies			
DA (please indicate district)			
Private Sector			

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

4. Success Story

Briefly describe your organisation’s landmark achievement this period

Our leadership role in forming civil society coalitions and networks for legislative reform in media rights questions was brought to the fore through our work as the lead organization in the Right to Information Coalition raising media issues in relation to RTI.

In this capacity, MFWA actively initiated media discussion programmes, press articles and media engagements on the current RTI Bill.

The organization organised a number of radio and television programmes in Cape Coast and Takoradi to further advance advocacy for passage of the bill and generally to create awareness of the bill.

These media programmes were effective in prompting members of the public to call into the discussions to seek clarification and offer their perspectives on the Bill. The programmes also further reflected public concerns about delay in the passage of the Bill.

Through such community-based media, there was ample evidence that contrary to certain views that RTI is an abstract or elite piece of legislation with no relevance to the mass of Ghanaians most Ghanaians at district and even rural level are very keen to have the bill passed into law to enable them exercise their right to access information from public agencies.

Different sections of the public showed a clear understanding of what the bill seeks to do. This is further proof that people will make use of the law once it is passed to access information at the district and community level and use that information to hold leaders accountable.

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 does not seem to be any change. There is still mutual respect and recognition of the role of RAOs in development.

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

It is favourable and there is space for civil society engagement as well as freedom of citizens to debate policy issues. However, there is room for more government-civil society consultation.

7. Grant and report related issues

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

It is too early yet to comment on this.

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

None.

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).