

ANNEX 2

Core Grant Narrative Progress Report Report period January – Jul. 2009

Contract Ref. No. 03/Core/14/GACC
GACC

Organisation

Contact Tel. No. 021-230483 **Report Date** 17/08/2009

Report Prepared by Sandra Arthur
Signature & date

Report Approved by Florence Dennis
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 Jan - June 2008	Prior Period Aug- December 2008	Current Period Jan - July 2009	Cumulative
1. HR Management				
i) <i>Leadership</i>	2 Executive Secretary Admin & Programme Officer	3 Executive Secretary Admin & Programme Officer Research Officer3	3 Executive Secretary Admin & Programme Officer Research Officer	3
ii) <i>Core staff</i>	2 Executive Secretary Admin & Programme Officer	3 Executive Secretary Admin & Programme Officer Research Officer	4 Executive Secretary Admin & Programme Officer Research Officer Office Clerk	4
iii) <i>Support staff</i>	No specific baseline. This depends on when	No specific baseline. This depends on when	2 interns(Admin & Research)	2

	the need arises	the need arises		
2. Governance i) <i>Board</i> ii) <i>Committees</i> iii) <i>Documented board meetings</i> iv) <i>Management meetings</i> v) <i>Staff meetings</i>	10 member Board including the Executive Secretary A committee in charge of Administration 2 1/ month	10 member Board including the Executive Secretary 2 Committees (Admin & Programmes) 1 instead of 2 due to members involvement in election activities during the period 1/ month 1 in a month & 1 informal meeting in a month	10 member Board including the Executive Secretary 2 Committees (Admin& Programmes. Other Ad hoc ones are set up as and when the need arises) 1 1/ month Staff now meets once in a fortnight to review and discuss assignments for the week	10 2 Committees (Admin& Programmes. Other Ad hoc ones are set up when the need arises) 6 12
3. Systems and procedures <i>Financial management systems</i> i) <i>Budgeting</i> The Executive Secretary, Research & the Admin/ Programmes Officers discuss programs for the period and come out with budget lines for the preparation of the budget. The budget is prepared in collaboration with the Executive by the Admin officer. The budgets are taken to the Executive Council for their comments & approval	The Secretariat operated on budgets presented to and funded by DPs which are most at times based on direct payments.	Admin and programme budget are prepared yearly and programme specific	Admin and programme budget are prepared yearly and programme specific Some donors have specific budgeting for a project. These are prepared to request for fund for a particular project at a time(UNDP)	

<p>ii) <i>Accounting</i></p>	<p>The Secretariat has an Accounting software for its record</p>	<p>The Secretariat has Accounting software for its record. The software had been upgraded to meet modern standard. The Executive Secretary has also undergone a training on the usage of the software</p>	<p>The Accounting software has been updated to meet G-RAP's Chart of Account to enhance reporting.</p>	
<p>iii) <i>Internal control</i></p>	<p>Periodic checks on the admin procedures were done by the Executive Secretary</p>	<p>Measures to reduce waste and cut cost had been improved. Random checks are done by the Executive secretary to ensure effective operations.</p>	<p>All payments or expenditure are backed by a requisition form which is approved by the Executive secretary or the Chairman. Cheque payments are backed by vouchers approved and signed by the authorised signatories. These are then entered into a cheque register.</p> <p>Expenditures beyond the decision of the Executive secretary is referred to Chairman for a decision on it.</p> <p>The Secretariat's assets are properly labelled and registered and occasionally checked. All these mechanisms are put in place to enhance internal control.</p>	
<p>iv) <i>Financial reporting</i></p>		<p>Monthly reports are presented to the Executive secretary for review. Financial stand of the Secretariat is periodically presented to the Executive Council</p>	<p>Monthly reports are presented to the Executive secretary for review. Financial stand of the Secretariat is periodically presented to the Executive Council for their information</p>	

<p>v) <i>External audit</i></p>		<p>for their information</p> <p>External Audit is Annually. GACC's accounts have been audited up to 2007. This was possible through the help of Core fund from G-RAP. Pannell Kerr Forster is GACC's External Auditors. The Auditors occasionally follow-up on how there recommended procedures are being used and the challenges faced.</p>	<p>Annual External Audit.</p> <p>The Auditors occasionally follow-up on how there recommended procedures are being used and the challenges faced.</p> <p>GACC's 2008 Accounts is being audited presently</p>	
<p><i>Operational policies</i> vi) <i>HR policy</i></p>		<p>Engagement of staff at GACC is based on merit and it's advertised in the dailies. The recruitment is done by a panel with diverse backgrounds.</p> <p>Staff are encouraged to go for training programmes which enhances their work</p>	<p>Engagement of staff at GACC is based on merit and it's advertised in the dailies. The recruitment is done by a panel with diverse backgrounds.</p> <p>Staff training schedule have been arranged and training is tailored to enhance the work related schedules.</p> <p>The staff is also motivated to come out with project proposals and activities that will enhance the organisation</p> <p>There is gender sensitive in staff engagement. Present staff represents a relative representation.</p>	
<p>vii) <i>Gender policy</i></p>		<p>There is gender sensitive in staff engagements</p>	<p>Training manuals on gender issues are sourced to inform staff on the need for gender sensitivity issues</p>	

<p>viii) <i>Conflict of interest policy</i></p> <p>ix) <i>Programme development policy</i></p> <p>x) <i>Procurement policy</i></p>	<p>GACC is a strong advocate body on issues of Conflict of Interest hence incorporates it in its Operational Policies</p> <p>GACC's Programme development policy is stated in its 5 year Strategic Plan</p> <p>There is a Procurement policy in place and is duly followed</p>	<p>GACC is a strong advocate body on issues of Conflict of Interest hence incorporates it in its Operational Policy</p> <p>GACC's Programme development policy is stated in its 5 year Strategic Plan</p> <p>The existing procurement policy had been enhanced</p>	<p>GACC is a strong advocate body on issues of Conflict of Interest hence incorporates it in its Operational Policies.</p> <p>GACC's Programme development policy is stated in its 5 year Strategic Plan and the Revised Plan (GAP II). There is also a vast improvement in programme development through the engagement of experts in our area of operation to come out with relevant programming. Programme Managers from the Coalition members has been engaged to enhance our programming.</p> <p>The Secretariat in addition to the existing procurement policy has also adopted other policies from some Development Partners' policies in procurement to meet modern standards. Eg. UNDP, and a training programme organised by G-RAP through a Consultant.</p> <p>Our Procurement policy is in the area of purchasing, contract and tendering.</p>	
<p>4. Funding base development</p>				

<p><i>List long-term programmes(3yrs +)</i></p>	<p>Implementation of corruption monitoring indicators</p> <p>Review of the whistleblower implementation Act 2006</p>	<p>Review of the Whistleblower Implementation Act 2006</p> <p>Regional Policy Dialogues</p>	<p>Development & Implementation of Corruption monitoring indicators</p> <p>Enhancing the implementation of the whistleblower act 2006</p> <p>Regional Policy Dialogues</p> <p>Annual anti-corruption week (Celebrated in December)</p> <p>Ghana Business Against corruption Project</p>	
<p><i>List short-term programme(1 year)</i></p>		<p>Monitoring media Reportage on Transparency & Accountability Issues</p> <p>Political Parties Accountability Project</p>	<p>Monitoring media reportage on Transparency & Accountability Issues</p> <p>Political Parties Accountability Project</p>	
<p><i>Total dollar volume of programmes</i></p>		<p>The total budget for the programmes is about USD850,000.00</p>	<p>The total budget for the programmes is about USD850,000.00</p>	
<p><i>Approved dollar volumes</i></p>		<p>G-RAP – USD220,000.00</p> <p>Other donors like OSIWA, NED etc are our targeted funding sources</p>	<p>G-RAP – USD220,000.00</p> <p>UNDP -USD 100,000.00</p> <p>IBIS – USD Not yet approved</p> <p>The Whistleblower Project proposal budgeted at USD</p>	

Percentage overhead recovery			191,833.75 is under consideration at the British High Commission Other donors like OSIWA, NED etc are our targeted funding sources	
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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	Executive Ministry of Justice & Attorney General's Department Legislature Public Accounts Committee of Parliament & Committee on Employment, Social Welfare & State Enterprises of Parliament.	High level Round Table Discussions on the need for Government to show political commitment by reviewing some Anti-Corruption Laws for their effective implementations and also work with the Coalition to create a broad base forum to work to minimise corruption Workshop & Dialogue on Effective Financial Management in the Public Finance, the role of Parliamentary Committee on Finance and Public Accounts.	20 participants including the Minister and Deputy Ministers of Justice, the Public Prosecutor, the head of Drafting Legislations, GACC members, Senior Management of the Ministry and Media. A compendium of anti-corruption laws was published by the Ministry Commitment to show political will in the fight against corruption 35 Members from the Public Accounts Committee & Committee on Employment, Social Welfare & State Enterprises of Parliament, and 23 participants drawn from the media, civil society (ISODEC, SEND, CDD, GII, PEF) organisations, Audit service, Internal Audit Agency, Public Procurement Board, Revenue Agencies Governing Board. Draft Report of the Workshop has been produced. Commitment of Public

	Electoral Commission of Ghana	<p>Towards a Transparent & Accountability in the presentation of Political Parties Annual Accounts to the Electoral Commission. Bribery in elections. Preparations are ongoing to collaborate with the EC and an Accounting firm to develop standard Account Reporting format for Political Parties.</p>	<p>accounts committee to discharge their role in the management of the Public Finance GACC will collect decision taken by Public accounts committee after their sittings and follow up with Executive on the implementation of their findings.</p> <p>Forum of 20 participants comprising the Commissioners and Management of the Electoral Commission and the media. Issues discussed further generated a lot of media discussions.</p>
	Public Procurement Authority	<p>Developing a program to build the capacity CSO/CBO on the procurement procedures. A training manual is being developed for the training in September for the CSOs & CBO's in six districts Working as key partners in the monitoring of media reportage on corruption. The project is on going</p>	<p>Collaborating in training and education at the District levels. This is a new project and expected to build the capacity of 45 CSOs in six districts in three regions on anti-corruption laws (Procurement Law, Conflict of Interest, whistleblower law), and how to use it for monitoring corruption at the local level)</p>
	CHRAJ/SFO Auditor General Controller & Accountant General's Office Audit Service Serious Fraud Office Internal Audit Agency Public Services Commission Office of the President	<p>Roundtable discussion to review the Whistleblower Amendment Bill, Economic & Crime Bill and the Public Officers Liability Bill</p> <p>Collaborating with these institutions on Pilot implementation of the draft corruption monitoring indicators</p>	<p>20 participants from 15 institutions attended the roundtable discussions.</p> <p>A report on gaps in the law have been identified and will be presented to the Constitutional sub-committee of Parliament</p> <p>Noted the complexity of collecting information from public institutions. Institutions will be part of a validation workshop to fine tune the draft indicators</p>

			and also solicit their support in providing information in the CMI
Coalition, network	Coalition of NGO Networks-Ghana (It is an umbrella organisation of NGO networks for both thematic and regional operating in Ghana	The network seeks to build NGO networks that are effective, well run and effectively campaign on behalf of their various constituencies, while being accountable to their boards, members and the wider general public. It envisages a future where aid is effectively used – not for the benefit of the few but to mitigate the needs of the majority GACC is the hosting Secretariat for the Coalition. Spearheaded the formation of the network and working with members to develop a strategic plan and standards and practices for members.	22 networks throughout the country have signed on to be members. Each network comprises a membership of not less than five NGO's. They are; Northern Ghana Network for Development, Upper East Region Network of NGOs, Urban Network for Agriculture, Ghana anti-Corruption Coalition, Local Government Network, Brong Ahafo Network of NGOs, National Network of Local Civic Unions, Ashanti Regional Network of NGOs, Development Watch – Ghana (Formerly Council of NGOs in Development), Western Regional Network of NGOs, Women and Youth Development Association, Good Africa Woman Foundation, Ghana Community Radio Network , Alliance for Reproductive Health Rights, Coalition of NGOs on health, Ghana Association Coalition of NGOs for Youth, Resource Link Foundation, New Alliance for children in Exploitative Labour, Association of NGOs in Central Region, Northern Network for Education Development, Ghana HIV/AIDs Network, African Development Program,
	Coalition of Freedom of Information – is to promote enhanced accountability and transparency of	Advocacy for the Amendment of the Freedom of Information Bill and its passage. Consultations with various institutions such as Executive, legislature and	A strong network of 80 institutions and individuals across the country has been built to advocate for the passage of the bill. Government has promised

	<p>Government, as well as greater participation in the democratic process through the mechanism of the right to information legislation</p> <p>Ghana Business Code –It is a project developed by three key business associations in Ghana, the Association of Ghana Industries (AGI), Ghana National chamber of Commerce & Industry (GNCCI) and Ghana Employers Association (GEA) with support from DANIDA. They developed a Code that seeks to advocate for business to address issues as prescribed in the UN Global Compact, which is a 10 point format which addresses issues of human rights, labour standards, the environment, anti-corruption and ethical business practices to ensure fair treatment of business stakeholders</p> <p>Ghana Advocacy Steering committee for a National Broadcasting Law – It is a volunteer, non-partisan initiative of concerned organisations and</p>	<p>other opinion leaders are in progress in advocating activities. GACC participates in advocacy and some of the work of the committees under the coalition.</p> <p>GACC is seeking collaboration to promote the Implementation of the UN Global compact Principle 10 on anti-corruption. GACC through its members and activities work with the Ghana Business Code to advocate and educate businesses on the need to work against all forms of corruption, including bribery The project has just in the initial stage</p> <p>Roundtable discussion on the formation of a network of CSO to advocate for the passage of a Broadcasting law. An independent and effective Public Broadcasting is necessary for the fight against corruption. GACC in collaboration with other</p>	<p>to pass the legislation</p> <p>About 150 firms have signed on the code. They run from large scale businesses to small and medium businesses. Initial discussion to Develop an MOU for collaboration in implementation</p> <p>It comprises 20 members drawn from Ghana Broadbcasting Corporation, the Ghana Independent Broadcasters' Association, Ghana Journalist association, Media Foundation for West Africa, Ghana Community Radio Network, and Academia.</p>
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	<p>individual formed in 2004 to facilitate the development and passage of a national broadcasting law that will enable broadcasting to serve the public interest within the context of both Chapters 6 and 12 of the 1992 Constitution of the Republic of Ghana</p>	<p>CSO networks will use its platform to advocate for the passage of the law</p>	<p>Provides a forum to educate and advocate for a broadcasting law</p>
	<p>National Civic Unions</p>	<p>Collaborating for Capacity Building of CSO's on anti-corruption. Four meetings have been held to discuss areas of collaboration</p>	<p>Six districts have been selected for the training workshops- will commence in September</p>
	<p>Media</p>	<p>Media Advocacy dialogues with Graphic communication Group Ltd, Ghana Broadcasting Corporation and Joy FM to get the media not only focused on reporting anti-corruption issues but more of investigative journalism on corrupt practices. The need for media to follow up on issues raised to their logical conclusion will indicate their commitment in the fight against corruption</p>	<p>Media is focusing more on anti-corruption issues to increase public awareness. Members of the coalition to get discounts for promotions and adverts to promote the anti-corruption agenda. Media houses agree to include anti-corruption as their social responsibility</p>
<p>Peers CBOs</p>	<p>GJA Ghana Integrity Initiative CDD IEA CHRAJ</p>	<p>Collating report of corruption cases through complaints and e-mails to the Advocacy and Legal Advice Center of GII to provide legal assistance to people confronted with corruption cases</p> <p>Key Stakeholder in information Sharing with Anti-Corruption institutions</p> <p>Strengthening the Assets Declaration Regime</p> <p>Transitional Bill</p>	<p>A strong Coalition to advocate for the fight against corruption.</p>
<p>Donor agencies</p>	<p>G-RAP</p>	<p>Core Institutional & Project</p>	<p>Improved Management and</p>

		Support	Financial Capacity of the Secretariat. Programs and Proposals developed to improve the funding base of the coalition. Active participation of members in activities of the Coalition
	The World Bank	Transparency in Disclosure Policy of the World Bank –	Provided a dialogue on the World’s Bank Disclosure Policy and we could use it to assess information for research and advocacy
	UNDP	Project funding on Representation and Participation Programmes(Media Monitoring – Training of media personnel, District Anti-Corruption Project, CMI Validation workshops, 3 Regional Policy Dialogues)	Increase participation of CSOs , media in anti-corruption activities Building broad based coalition in the fight against corruption Enhanced collaboration between CSOs and public institutions in programmes in the area of anti-corruption. All projects are still on-going and impacts will be realised on full implementation
	IBIS	Support to the Organisation and drawing of a Strategic Plan of CONnet-Ghana through GACC Secretariat	Build a national network of NGO’s in various thematic and regional focus to enhance their capacity to influence policy
DA (please indicate district)			
Private Sector	KPMG – an international consulting, accounting and auditing firm that has been auditing accounts of some public sector agencies	Collaborated to enhance the capacity of PAC members on the role of the Committee on ensuring effective management of Public Finance	A one day workshop was held for 60 participants to share knowledge and challenges in Public financial Management and the need for CSO’s and public to work together to achieve this vision.
	Multimedia Company Ltd. (Joy FM) Graphic Communications Group Ltd	Collaboration for effective and efficient Media Advocacy on Anti-corruption issues	Provide Platform for GACC and its members to promote anti-corruption issues through the media.

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
Effective and strong institutions for the implementation of anti-corruption laws	Developed Corruption Monitoring Indicators based on building a national integrity system. Have contacted a number of Public institutions to test the verification and applicability of the indicators developed	Public Officer Holders (Assets Declaration and Disqualification) Act 1998, Act 550, Procurement Act have been passed but there are implementation difficulties. Further research is on-going	Need to advocate for strengthening of public institutions for effective implementation. On going	The organisation position will depend on final outcome of research
CSO and CBO's focus on anti-corruption campaign in the districts	Embarked on an assessment to identify the appropriate local communities to undertake the skill development.	Much advocacy for transparency and accountability are done at the national level with minimal work at the districts.	Lack of a decentralized anti-corruption campaign	Increase in Public Education on anti-corruption at the decentralised level
Political parties Accountability to the Electoral commission	Review the reporting processes of political parties finance. Collated statistics on money spent by Political parties on adverts in the last election	Some of the parties do not file their accounts at the EC. There are inconsistencies and accuracies. Difficult to understand the statement of account due to different format for reporting	Full assessment will be known after Political Parties have filed their accounts indicating expenditures from the last elections On going	Review of the Political Party Act 574 and a uniform format for the financial report of the various parties. On going
Investigative journalism and independent media in the fight against corruption	Data Collection of Articles started in February and it's ongoing. Coding of the Data gathering is underway.	Limited capacity of journalist to undertake investigative journalism, independence of the media is compromised,	Full report after content analysis On going	To collaborate with GJA, National Media Commission to build the capacity of journalist on investigative reporting

		politicise major national issues		
Oversight Responsibility of Public Accounts Committee	Conducted a analysis on the number of Public accounts that have not been reviewed by the last Public accounts Committee and carried over to the new committee	Members do not have the needed logistics to undertake the review for instance research assistants to assist them undertake their duties. Most members with no financial background need empowerment.	Parliamentarians are overstretched. Lack of research assistants Lack of offices for parliamentarians to allow committees to work effectively	Strengthen the capacity of Committees of Parliament.
Bribery & Corruption in the nomination and election of District Chief Executive	Monitored & collated media reportage on acts of alleged bribery & corruption during the recent election of District Chief Executive	Political corruption is rife at the districts. Very difficult to ascertain the truth as both the giver and receiver are in agreement to corrupt the system	Need to explore more transparent and accountable way of appointing the District Chief Executive	An issues paper on the Election or Nomination of the District Chief Executive – Option for the Promotion of an effective, efficient, transparent and accountable District Governance system. The paper will be used for regional policy dialogues to critically assess the options and used it as an advocacy tool to influence policy change
Effective Implementation of Whistle blower Act 2006	Collated the number of reported cases to institutions Held a dialogue with implementing agencies to assess their processes of implementing the law. Roundtable workshop to review the whistle blower amendment bill	Lack of knowledge of the Act Some provisions in the act tend to disclose the identity of the Whistleblower Number of institutions involved in implementation are too many Most institutions have not put in place measures to ensure the receipt of complaints under the act	Government needs to show its commitment to the fight against corruption by ensuring that the right institutions are put in place and resourced to implement the law	The bill needs to be reviewed. Strengthen anti-corruption institutions Civil society should be resourced to improve on public education on law. GACC has written for a proposal on developing an advocacy strategy and citizens guide to blow the whistle

4. Success Story

Briefly describe your organisation's landmark achievement this period

The activities of the Coalition won an award in an Anti-Corruption Collective Action Competition organised by the World Bank Institute. A paper presented on the Practitioners award by the Executive Secretary is now placed on the World Bank Institute website portal. Further GACC participated in two International Conferences on the UN Global Compact and the role of Businesses in the fight against corruption. These led to the development of a project to work with the Ghana Business Code in the implementation of the United Nations Global Compact, Principle 10. In furtherance of this knowledge the Coalition for the first time collaborated with a Private International accounting firm, KPMG to dialogue with the Public Accounts Committee on their role in ensuring effective Public Financial Management.

The Coalition was also able to secure project funding of USD100,000.00 from UNDP's Enhancing Representation and Participation programme.

GACC is also for the first time hosting a Coalition of NGO networks to work together to build a strong voice of NGO networks through peer learning to play an effective role in policy dialogue to bring change to the underprivileged and marginalised groups.

As a result of our advocacy and media work, organisations such as Cote d'ivoire Anti-Corruption CSO and Centre for Business Integrity, Nigeria have paid working visits to the Secretariat to seek for collaboration. Also GACC's press releases and comments have sort to raise issues bothering on corruption has led to increase public discussion on issues of corruption and now better focused on issues rather than individuals.

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?

RAO's have influenced policy makers in making commitment to ensure good governance. For eg. Government has publicly instructed all appointees to fill the Assets declaration forms The government have on several platforms made references to issues that has been raised by RAO's eg. Transition bill, Ghana anti-corruption Coalition should focus more on building the capacity of CSO in the fight against corruption, Publicising assets of President and Ministers of State.

Government sees CSO's as key institutions in the public policy space.(A large number of CSO's were invited to participate in programs during President Obama's visit to Ghana Parliament realising that the need that CSO's need to educate the public about the role of the Parliamentarian and also advocate for the strengthening of the institution of Parliament.

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

Although a lot of issues are raised in the public domain and discussed, there is very little effect in terms of changes in systems and institutional processes to reflect the issues raised The polarisation of the policy making environment makes it very difficult to focus on issues other than individuals and Ghana as a country is not benefiting from this practice. There is the need for a strong distinction between party's policies and national policies.

7. Grant and report related issues

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

Knowledge and information sharing among grantees enhances the capacity of members PMT are available and respond quickly to issues of concern

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).