

ANNEX 2

Core Grant Narrative Progress Report

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

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Signature & date: _____

Report period January – June, 2009

Organisation Media Found. for West Africa

Report Date July 31, 2009

Report Approved by Kwame Karikari

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
<p>1. HR Management</p> <ul style="list-style-type: none"> i) <i>Leadership</i> ii) <i>Core staff</i> iii) <i>Support staff</i> 	<ul style="list-style-type: none"> i) Executive Director and one head of programmes are the sole initiators of programmes and responsible for programme development, implementation and evaluation. ii) Small core staff undertaking multiple tasks and often overburdened with diverse duties. iii) Adequate support staff in place 	<ul style="list-style-type: none"> i) MFWA's leadership and organisational structure is fairly adequate ii) MFWA has in place a core staff made up of three (3) programme officers responsible for the following thematic areas – Law Reform & Legal Defence, Communications & Networking and finally Monitoring, Research & Publications iii) Adequate support staff in place with some receiving training to enable them provide back-up service as and when needed. 	<ul style="list-style-type: none"> i) MFWA is maintaining its current leadership structure but is also working steadily towards achieving the projected organisational management structure contained in its 5-yr strategic document. ii) The Organisation's core staff remains largely in place and gaining experience in programme implementation and problem solving. iii) Support staff has been largely retained. Additional skills training provided in the area of website management and content uploading 	

<p>2. Governance</p> <ul style="list-style-type: none"> i) <i>Board</i> ii) <i>Committees</i> iii) <i>Documented board meetings</i> <i>Management meetings</i> iv) <i>Staff meetings</i> 	<p>i) MFWA has an eight-member Board that reflects regional and gender balance.</p> <p>ii) The Board did not meet in the period, Jan.- June 2008</p> <p>iii) Management meetings held periodically and also ahead of specific programmes to strategise and assign roles.</p> <p>iv) Minutes of some staff meetings are available.</p>	<p>i) Eight-member Board in place with the current members retained.</p> <p>ii) No Board meeting during the period July – December '08</p> <p>iii) Two (2) major staff meetings held to review ongoing programmes, assess strategies and assign coordinating roles for specific activities and conferences.</p> <p>iv) Documented minutes available and used as guides and input for programme formulation, development of work plans and setting of deadlines.</p>	<p>i) The eight-member Board is still in place and members have been retained.</p> <p>ii) Board meeting held on February 17, 2009 in Accra to review MFWA's Multi-Annual Strategic Framework in light of its vision, mission, objectives and expected outcomes. The Board also discussed strategies for implementing various activities contained in the annual work plan. Other major programmatic and organisational development issues were discussed. Minutes are available.</p> <p>iii) Weekly programme review meetings and monthly full staff meetings instituted in principle and adhered to in practise</p> <p>iv) Documented minutes of all staff meetings are made available to staff members and filed accordingly</p>	
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	<p>No regular practise of staff retreats</p>	<p>Some effort made to begin holding regular staff retreats, but with limited success and inability to sustain the practice.</p>	<p>Staff Retreats instituted – Three-day retreat held in January. Areas covered included:</p> <ul style="list-style-type: none"> • MFWA’s Multi-Annual Strategic Framework: The Vision, Mission, Objectives & Expected Outcomes • MFWA’s Strategic Plan: Implementation and Organisational Challenges • Developing and Preparing Frameworks of Work plans and their implementation • Managing and Deepening Strategic Partnerships, Collaborations and Affiliations • Writing Skills Development • Communication/Information Management & ICT • Budgetary Planning, Procedures, funds disbursements, financial management & financial reporting • Monitoring performance targets, benchmarking and output evaluation – <p>The programme enabled programme officers and other technical and support</p>	
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			staff to draw up one-year work plans with specific implementation strategies and targets, timelines and monitoring tools.	
3. Systems and procedures <i>Financial management systems</i> <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> 	<ul style="list-style-type: none"> i) Draft 5-yr. Organisational Strategic Plan developed with a draft implementation budget ii) MFWA instituted an accrual accounting system. iii) There are fairly strict internal controls exercised over fund inflows and disbursements. iv) All financial reporting done in accordance with the reporting requirements of various grant agreements/contracts and as required by the company code that regulates the organisation v) MFWA retained the services of an accounts 	<ul style="list-style-type: none"> i) Further consultation to review and fine tune 5-yr. budget ii) MFWA makes every effort to use an accrual accounting system. iii) Internal control systems improved and applied extensively and satisfactorily iv) Financial reports are filed in conformity with grant agreements v) Accounts and Financial 	<ul style="list-style-type: none"> i) T 5-yr. Budget approved and endorsed at the February Board meeting ii) MFWA systematically utilises its accrual accounting system. 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. 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 v) MFWA Board has approved a contract with a new firm – Sraha Consultancy Ltd 	

<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>and financial consultant to conduct annual auditing</p> <p>vi) Available HR Manual clearly spells out policies for hiring, retaining and retraining of staff for optimum efficiency</p> <p>vii) No specified gender policy in place.</p> <p>viii) Conflict of interest issues adequately addressed through conventions that have developed over time</p> <p>ix) Efforts are made to develop programmes through active consultation at Board and staff levels</p>	<p>Consultant KDO & Associates carries out annual and periodic auditing of accounts under a standing arrangement.</p> <p>vi) HR Manual still in place and actively applied</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.</p> <p>ix) MFWA's practice of developing programmes through a</p>	<p>with stipulated terms and conditions for bi-annual, annual and other periodic audits as may be required.</p> <p>vi) MFWA's HR Manual is systematically applied</p> <p>vii) One staff member designated as the organisation's gender focal person</p> <p>viii) There is no written conflict of interest policy in place but the conventions and practice that have developed over the years continue to adequately address issues of conflict of interest.</p> <p>ix) The practice of developing programmes through a collaborative and participatory process involving programme officers, other key staff and Board members continues to be a good approach for the organisation. The use of consultants and other experts has been stepped up.</p>	
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	<p>x) The policy of securing and comparing three invoices for competitive prices and quality, among other criteria, before significant procurement was developed early on in the establishment of the organisation and has been maintained. Availability of funding on approved budget lines is a critical factor in this process.</p>	<p>collaborative and participatory process 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> <p>x) The policy applied in the baseline period is still in operation</p>	<p>x) Same as what pertains at the baseline and in the prior period.</p>	
<p>4. Funding base development <i>List long-term programmes(3yrs +)</i></p>	<p>All MFWA programmes and funding attached to them have lifespan of at least three years. The programme areas are as follows: -Media Rights Monitoring & Publications (Action Alerts) -Research and</p>	<p>All MFWA programmes and funding attached to them, with the exception of GRAP, have lifespan of at least three years. The programmes are as listed for</p>	<p>Programmes and their funding run for at least three years. They are as listed for the baseline period.</p>	

<p><i>List short-term programme(1 year)</i></p>	<p>Publications -Capacity Building of Media to Sustain Democracy -Media Law and Policy Reform -Legal Defence of Journalists -Special Programmes - West & Central Africa Human Rights Institute - West Africa Media Development Fund - Network of African Free Expression Organisations</p>	<p>the baseline period</p>		
<p><i>Total dollar volume of programmes</i></p>	<p>\$2,217,54</p>			
<p><i>Approved dollar volumes</i> <i>Percentage overhead recovery</i></p>	<p>\$1,850,000</p>	<p>\$336,900 10%</p>	<p>\$579,772 10%</p>	<p>\$916,672</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	<p>The activities undertaken to advance advocacy for the passage of the Right to Information law for Ghana and to revise the Defamation Bill, 2006 form part of the Organisation's work under its thematic area of Media Law and Policy Reform</p> <p>Right to Information Bill – Memoranda to Parliament</p>	<p>Increased awareness among Parliamentarians on the content of the RTI Bill, especially its weak provisions. At least 25 members of parliament who are members of two critical sub committees: Parliamentary sub-committee on Communications and the sub-committee on Legal, Constitutional and Parliamentary Affairs. In the considered opinion of the MFWA and the larger Coalition, the following provisions among others of the current Bill are weak:</p> <ul style="list-style-type: none"> - The wide ambit of some of the exemption clauses - The Bill does not provide for an independent Information Commission or Commissioner to be responsible for the enforcement of the Bill when it becomes law. It actually gives oversight responsibility for the Bill to the Attorney-General - The Bill excludes private bodies and covers only information that

	Executive	<p>Right to Information Bill - Letter to the President</p> <p>Right to Information - Engagement with Attorney General</p>	<p>is held by public bodies. The Coalition deems it necessary for private bodies whose activities impinge on the human rights of people or who are funded by the public purse to be covered by the substantive provisions of the Bill and not left to subsidiary legislation at the discretion of the Attorney-General</p> <p>Served as a reminder that passage of the bill into law is long overdue</p> <p>Incorporation of some of the Coalition's proposed amendments into the latest version of the Bill Key among the provisions that the Coalition sought to have amended and which were partially addressed in subsequent reviews of the Bill are:</p> <p>-The Attorney-General is responsible for the implementation of this and any other enactment which relates to access of official information in the custody or control of an agency, <u>until an Information Commissioner is appointed for the purposes of this Act.</u></p> <p><u>-The inclusion of Chieftaincy Institutions therefore making it obligatory for the institutions of chieftaincy to maintain their records in good and accessible conditions, within the limits imposed by Article 270 of the Constitution in order to facilitate access to information.</u></p>

	Executive, Judiciary & Legislature	Also in the area of its Media Law and Policy Reform work, the organisation reviewed a proposed defamation law for Ghana (Defamation Bill 2006). It is a very restrictive and anti-free expression piece of legislation drafted by the A-G's office. MFWA commissioned a critical review and produced a legal opinion that was published and launched.	
	Special stakeholders - Students	Right to Information Bill – Fora with Ghana National Union of Professional Students (GNUPS)	
	- Traditional Authority	Right to Information Bill - Engagement with chiefs during regional workshops	Created awareness that the Chieftaincy Institution must be categorised as a public body to be covered by the law.
	- Media	Right to Information Press Conference as part of a public review of the newly elected government's 100 days in office, the Coalition organised a Press Conference	Reminded the executive and the public at large of the promises made by the President as a candidate during his campaigns and as president in his state of the nation address to pass the RTI Bill
	-National Council for Civic Education (NCCE)	Right to Information - MFWA led discussions on the bill at the 9th annual Constitution week celebration on 29 TH April.	Further placed the bill in the limelight and generated much public discussion of it. Also resulted in the Bill being formally placed before Cabinet in May and referred to the Cabinet Select Committee on Governance

	Trades Union Congress	<p>Right to Information - May Day public march</p> <p>Another activity undertaken in fulfilment of the Organisation's Law and Policy Reform programme is a study on Libel cases in Ghana. The first phase - a study on libel cases in Ghana covering the period 2001 - 2006 is already completed. During the period under review the study has been updated to include up to 2008. It is aimed at finding out the number and nature of libel cases brought against the media since the repeal of the criminal libel law in 2001 and to examine what category of personalities were the commonest complainants.</p>	<p>Further pressure put on the government to speedily pass the bill.</p> <p>The critique subsequently came to the attention of the Attorney General and discussions were held towards possible review taking into account the constitutional guarantee of freedom of expression and of the media.</p>
Coalition, network	<p>Right to Information Coalition</p> <p>National Broadcast Policy Steering Committee</p>	<p>Regional workshops to deepen advocacy for passage of the Right to Information Bill Workshops in five regions – Greater Accra, Central, Western, Ashanti, Brong Ahafo.</p>	<p>Increased awareness of the content of the bill and its importance for good governance and transparency at district and community level.</p>
Peers CBOs	Centre for Democratic Development (CDD)	<p>Under its Ghana Media Development Programme, MFWA supported the Ghanaian media to review its performance during the December 2008 elections. This took the form of a Post election review meeting with media practitioners on March 25, to critically assess the role of the media in coverage of the 2008 elections.</p>	<p>It provided a platform to soberly reflect on the media's performance in election coverage and to share lessons and experiences learnt as well as propose strategies for improvement.</p>

	<p>Ghana Journalists Association (GJA)</p> <p>Media & National Secretariats of Political Parties</p>	<p>Another activity to further support media capacity is the Ghana Media Standards Improvement Project – A two-year collaborative project supported by DANIDA to improve journalistic standards.</p> <p>MFWA has began a study on use of ICT by Accra based media and political parties during the elections of 2008. The aim is to determine the extent to which media and the political parties new media techniques such as internet, mobile phones etc. During the parliamentary and presidential election of 2008</p> <p>Media and Peace – conflict prone areas in the northern part of Ghana</p>	<p>To develop a culture of investigative and analytical journalism among Ghanaian media practitioners and improve professionalism.</p> <p>Work in progress</p>
Donor agencies	World Bank Country Office	Right to Information - On June 16, MFWA participated in a World Bank facilitated video conference on the theme – ‘Towards Implementing Freedom of Information Legislation in Ghana: Taking Stock of International Experience’. The conference focused on experiences in Mexico and South Africa.	The programme provided an opportunity for the coalition to learn from the experiences of these two countries in implementing RTI laws. It also helped to further situate RTI within the framework of social accountability and the need for citizens to hold government accountable.
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
<p><u>Media Law and Policy Reform</u></p> <p>i)Legislation on speech - A proposed defamation law for Ghana – Defamation Bill, 2006 for consideration by Cabinet and presentation before parliament for debate and possible passage without public debate or civil society input into such a critical piece of legislation.</p> <p>ii)National Broadcasting Law</p>	<p>MFWA commissioned a research and published a critical review of the draft bill. The research took the form of reviewing existing legislation in Africa, international best practices, comparative law and other principles on freedom of expression.</p> <p>A Steering Committee with MFWA as a lead organisation has drafted a comprehensive policy document to guide broadcasting in general in Ghana.</p>	<p>The research identified the following defects in the bill:</p> <p>The provisions are poorly formulated and therefore are very restrictive</p> <p>The Bill does not take into account the constitutional guarantee of freedom of expression and of the media</p> <p>It was not drafted in active consultation with all key stakeholders and the general public.</p> <p>The absence of such a law has left the playing field unregulated and this is not helpful for Ghana. A National Broadcasting Advocacy Steering Committee that spearheaded the drafting of a policy has held a number of consultative meetings with</p>	<p>Ghana needs a defamation law that is more expansive in its protection of the right to free expression and media.</p> <p>The policy must seedily be adopted in the face of the pressing and urgent need for it now.</p>	<p>Whatever defamation legislation that Parliament may eventually enact should be in conformity with the provisions of the constitution on freedom of expression and of the media.</p>

<p><u>Media Rights Monitoring</u></p> <p>Media's right to free expression</p>	<p>The organisation systematically monitored and recorded incidents of violations perpetrated on media and media practitioners by state and non-state actors such as youth wing of political parties etc.</p>	<p>stakeholders to further increase support for the adoption of the policy and its formulation into law</p> <p>MFWA has established over time that media are sometimes subjected to harassment, arrests and other acts of intimidation to prevent them from performing their role of informing the public</p>	<p>Freedom of expression and of the media must be allowed to thrive as these are among the key pillars of democracy.</p>	<p>MFWA's interventions through constant training of journalists, editors and more particularly radio presenters, news reporters and programme managers at community radio stations will help ensure a more professional media that will be less susceptible to public attacks</p>
<p><u>Legal Defence of the Media and Journalists</u></p>	<p>MFWA undertook to investigate a matter involving a local FM station Classic FM (Techiman) that was attacked by some youth supporters of a political party for a programme that was aired.</p>	<p>There is the need to provide some pro bono legal aid and advise to media and media practitioners</p>	<p>Such incidents must not be allowed to petrify the media and cow them into silence since information is the oxygen for democracy</p>	
<p><u>Media and Peace</u></p> <p><u>Using media to advance peace and reconciliation</u></p>	<p>MFWA has commissioned two major feature articles and a number of radio programmes about peace-building initiatives in the Bawku area of the Upper East Region of Ghana.</p>	<p>Intermittent clashes between the Mamprusi and Kusasi ethnic groups have led to several deaths and destroyed infrastructure in the region.</p>	<p>Bawku is an important hub in the region, being the last major town in Ghana before Burkina Faso. Since the conflict escalated, several industries in Bawku have suffered.</p>	<p>The focus of the articles and radio programmes is on the efforts being made to maintain peace in the region, focusing specifically on how the media sees the processes of conflict resolution in Bawku. The articles and radio programmes also</p>

				<p>seek to investigate the issue of why this conflict has remained localized and has not spilled over into the rest of the country. Finally the articles and radio programmes will examine some of the humanitarian aspects of the conflict and how these have affected industries such as the lucrative onion trade in Bawku and surrounding areas and provide a historical perspective to Bawku and the region at large as well help trace the roots of a conflict which dates as far back as 1983. The project involves peace organizations, politicians, and security agencies who can provide background information</p>
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4. Success Story

Briefly describe your organisation's landmark achievement this period

MFWA's proactive approach to influencing formulation of legislation was amply demonstrated in the work that was done on the Defamation Bill, 2006. The organisation identified the Bill, retrieved a copy it from the office of the Attorney General, commissioned a comprehensive review, published the review and launched it at a well attended forum at which media, the executive, legislature, the judiciary and other key stakeholders were well represented. The launch was chaired by a Justice of the Supreme Court – His Lordship Justice W.A. Atuguba.

Subsequently, the published review was widely circulated following which the MFWA was contacted by the office of Attorney General to discuss possible revision along the lines recommended in the MFWA review. The MFWA has received a revised bill from the A-G's office and this is being studied.

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?

Through their leadership role in coalition-building on rights advocacy, GoG and public have gained stronger confidence and respect for RAOs. Evidence of this is exemplified in MFWA's dialogue with government on legislative reform, e.g. Defamation Bill, RTI Bill and Draft Broadcast Policy.

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 for citizens to debate policy issues. However, there is room for more government-civil society consultation. This space is gradually growing as demonstrated in MFWA's successful engagements with the executive and other arms of government over formulation of legislation.

7. Grant and report related issues

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

None, except to observe that G-RAP is engaging effectively with RAO's. There is maximum information about grant making procedures.

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).