

ANNEX 2

Core Grant Narrative Progress Report

Report Period

Jun-10

Contract Ref. No.

No:04/Core/86/COLANDEF

Organisation

COLANDEF

Contact Tel. No.

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Report Date

30-Jun-10

Report Prepared by Signature & date

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Report Approved by Signature & date

Nana Ama Yirrah



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

Indicators	Baseline	Prior period	Current Period(Change in prior period)	Cumulative
1. HR Management				
i) Leadership	Staff involvement in decision making only sparingly	Staff involvement in decision making only	Program Officer/ Finance Officer made part of regular decision making	
ii) Core staff	4 core staff	4 core staff	8	
iii) Support Staff	2	2	6 including 3 interns from UG and Kpoly	
2. Governance				
i) Board	Board existed only in name	Board existed only in name.	A functioning Board in place; BOD with a richer and more relevant backgrounds in place; quarterly mtgs held	
ii) Committees	No committees existed	No committees existed	3 subcommittees formed	
iii) Documented board meetings Management meetings	No structured meetings were held	No structured meetings were held	Minutes of Board Meetings prepared and filed	
iv) Staff meetings	Irregular staff meetings	Irregular staff meetings	Regular Monday morning meetings institutionalised	
3. Systems and procedures				
Financial management systems				
1. Programme activities to overhead ratio			Aiming at 70:30	
2. Total turnover for the period in US\$				
3. Total number of donors for the period	4	4	7	
4. Internal controls	Proper books of accounting kept	Proper books of accounting kept	Records updated daily, proper books of accounting kept, proper procedures for petty cash handling and requests for advance in place	
5. External audit	Yearly audits were conducted	Yearly audits were conducted	Yearly audits will be conducted at the end of the year	

Operational policies				
1. HR policy	Draft policy in place	Draft Policy in place	Discussions on the revision of draft	
2. Gender strategy/action plan and milestones	Did not have a documented gender strategy	No documented gender strategy	Gender Action Plan developed	
3. Budget spent of gender for the period	Gender budgeting has not been done	Gender budgeting has not been done	Based on the finalized the Gender Action Plan activities have been planned and this will be reported on in the next reporting period	
4. Funding base development	Long-term programmes	Long-term programmes	Long-term programmes	
1. List long-term programmes(3yrs +)	-	-	1. Advocacy for Mainstreaming Customary Land Secretariats into the main national framework for land administration; 2. Public Education on Land Laws; 3. Advocacy for inclusion in oil governance; 4. Research and Advocacy for improved land governance in oil communities; 5. Lobbying Traditional Authority institutions for improved customary land governance	
2. List short-term projects(1 year)	Training of Trainers (leadership skills and gender)		1. Urban Governance Program-CHF; 2. Documentation of Gender Sensitive Land Reform Processes; 3. Public education on Oil and Gas Governance Framework	
	COSPE; 2. Awareness Raising on the Customary			
	Land Secretariats-LAP; 3. Researc on Land Reform-	COHRE		
3. Total dollar volume of program			US\$ 334,000	
4. Approved dollar volumes[d2]			US\$ 337,000 (approximately. Part of this amount is also for projects we are partnering with other organizations on	
5. Percentage overhead recovery[d3]				
List number of publications (policy briefs, briefing papers, research reports, programme reviews)			As a member of the steering committee on CSO Platform on ONG, supported the development the CSO Guide on ONG	
2. Collaboration, coalitions and networking				
Using 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 [E.O.4]	
1. Government				
a. executive	Ministry of Lands and Natural Resources	Lobbying for the Ministry's attention	A draft MoU for collaboration with the Office of Administrator of Stool Lands (OASL) prepared	
		to the CLS after DFID support ended		
b. judiciary	-	-		
c. legislature	Ministry of Lands and Natural Resources	Discussions on the new Land Bill- this is	Provisions for the CLS have been captured in the new Bill,	
2. Coalition, network	CSO Platform on Oil and Gas	Oil and Gas Governance	National Citizens summit held; communique developed and presented to government; CSO guide on oil and gas launched	

			Community structures for setting up and managing community radio set	
3. Peers CBOs	Ghana Community Radio Network/PDA	Strengthening citizen's participation ;		
4. Donors Agencies	CARE Int.; CHF International; COHRE; MiDA	Strengthening Land Tenure Security;		
5. DA (please indicate district)	Shama DA; STMA; Ahanta West; RCC			
6. Private Sector	Benso Oil Palm Plantation; Norpalm; SKYFOX Ltd	Sustainable Oil Palm Production;	MoU being discussed	
		Building a National On-line Data Base on land		

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	What activities have your organization undertaken to reach your selected goal
national Policy Framework to cover the Customary land Secretariats and identifying options for financing them	Proposal developed and discussed with Board; which is still being discussed. Shared Proposal with personalities from 2 research institutions (ISSER and KNUST); KNUST responded and submitted budget				

4. Success Story

Briefly describe your organisation's landmark achievement this period

Increased Visibility at the National Level and therefore receiving various invitations to collaborate on national level policy discussions.
Eg. Being nominated to be a member of the Steering Committee of the national CSO Platform on ONG, 2 educational institutions (Ilegon and KPoly) professionals sending their students for field training, being part of the review of the national land bill and on-going discussions with the KNUST to collaborate in reviewing the curriculum for training land

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?

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

Policy making is still driven mainly by government. CSO's advocacy has remained focused on reacting to what government brings out much more than CSOs advocating for putting in place specific 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?

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

G-rap Narrative Progress Report 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).