

## ANNEX 2

### Core Grant Narrative Progress Report

**Report Period** 1<sup>st</sup> Jan 2010 to 30<sup>th</sup> June 2010

**Contract Ref. No.** 03/CORE/31/LRC

**Organisation** Legal Resources Centre

**Contact Tel. No.** 233-0302-766756

**Report Date** 30<sup>th</sup> June 2010

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**Report Approved by** Tuinese Edward Amuzu

**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

Within the reporting period, the LRC's Strategic Plan for the period July 2010 to June 2013 was finalised and an implementation plan drawn up. The plan was finally approved by the Board on 13<sup>th</sup> June 2010. The plan is expected to help the LRC build enduring institutions and capacities, facilitated and coordinated by the LRC to develop its mission and vision on a sustainable basis. The plan takes effect from the 1<sup>st</sup> of July 2010 to the 30<sup>th</sup> of June 2013.

Indicators	Baseline	Prior Period	Current Period	Cumulative
1. <b>HR Management</b>  i) <i>Leadership</i>	Senior Management Team (SMT) was composed of 3 members	SMT maintained its membership at 3	At present the SMT still has three members.	The status quo has been maintained. At the beginning of the funding period i.e. the baseline period, there were 3 members of the SMT. There remain 3 members of the SMT
ii) <i>Core staff</i>	There were 6 core	There remain 6 core staff	There are still 6 core staff	The situation has remained unchanged. All 3 periods

Indicators	Baseline	Prior Period	Current Period	Cumulative
	staff			(baseline, prior, current) have had 6 core staff.
iii) <i>Support staff</i>	There were 4 support staff	There remain 4 core staff	There are still 4 core staff	The situation has remained unchanged. All 3 periods (baseline, prior, current) have had 4 core staff.
2. <b>Governance</b> i) <i>Board</i>	The Board consisted of: The Board Chairman; Co-chair in charge of fundraising; Board Secretary; Member in Charge of International Relations; Member in Charge of Constituent Mobilization; Member in Charge of Legal Services; Executive Director	The Board structure remained the same: The Board Chairman; Co-chair in charge of fundraising; Board Secretary; Member in Charge of International Relations; Member in Charge of Constituent Mobilization; Member in Charge of Legal Services; Executive Director	The Board still consists of: The Board Chairman; Co-chair in charge of fundraising; Board Secretary; Member in Charge of International Relations; Member in Charge of Constituent Mobilization; Member in Charge of Legal Services; Executive Director	Although restructuring of the Board is imminent, it has not yet taken place.
ii) <i>Committees</i>	Fundraising Committee	Fundraising Committee	No Committees	There is no change at present however, it is expected that a Fund Raising and Proposal Writing Consultant will soon be hired to take over the role of the defunct Fundraising Committee. There will additionally be a Gender Expert as well.
iii) <i>Documented Board Meetings</i>	None	15 <sup>th</sup> July 2009 1 <sup>st</sup> October 2009 7 <sup>th</sup> November 2009 30 <sup>th</sup> November 2009	13 <sup>th</sup> June 2010	It is usually expected that the Board will meet no more than twice each semester. The increase in the number of Board meetings during the prior period was to account for the increased oversight of the Board to make up for a short absence of the Executive Director.
iv) <i>Documented Management meetings</i>	22 <sup>nd</sup> January 2010	25 <sup>th</sup> August 2009 11 <sup>th</sup> September 2009	22 <sup>nd</sup> January 2010 5 <sup>th</sup> March 2010	These are generally held twice a month. Unless there are extra-

Indicators	Baseline	Prior Period	Current Period	Cumulative
		7 <sup>th</sup> October 2009 26 <sup>th</sup> October 2009 16 <sup>th</sup> November 2009 4 <sup>th</sup> December 2009	14 <sup>th</sup> April 2010 6 <sup>th</sup> May 2010 1 <sup>st</sup> June 2010	ordinary circumstances that call either for the holding of additional meetings or the postponement or cancellation of scheduled meetings it will continue to remain so.
v) <i>Staff meetings</i>	8 <sup>th</sup> January 2010	7 <sup>th</sup> August 2009 4 <sup>th</sup> September 2009 1 <sup>st</sup> October 2009 6 <sup>th</sup> November 2009 3 <sup>rd</sup> December 2009 18 <sup>th</sup> December 2009	8 <sup>th</sup> January 2010 12 <sup>th</sup> February 2010 5 <sup>th</sup> March 2010 16 <sup>th</sup> April 2010 7 <sup>th</sup> May 2010 7 <sup>th</sup> June 2010	Each month there is a meeting of all staff on the first Friday of the month in question. It is not anticipated that this will change. In rare instances, the meetings are postponed or cancelled because too many staff are out of the office carrying out programme activities at the same time. On public holidays the meetings are usually held on Thursday. <b><u>TWO (2) CRITICAL DECISIONS TAKEN:</u></b> 1. A new reporting template and system formulated to enhance the reporting system of the organisation. The system is as follows: Project team members are to submit weekly reports to their respective Project Co-ordinators. Project Co-ordinators are to submit a monthly report to Director of programmes and copy the Executive Director. Director of Programmes is to submit a quarterly report to Executive Director. 2. Capacity building for staff members to enhance professionalism. Training in Microsoft Word, Microsoft Excel & Microsoft Powerpoint.
<b>3. Systems and procedures</b>				There has been a gradual conscious shift to increase the

<b>Indicators</b>	<b>Baseline</b>	<b>Prior Period</b>	<b>Current Period</b>	<b>Cumulative</b>
<i>Financial management systems</i> 1. <i>Programme activities to overhead ratio</i>	Only overhead costs were incurred in January 2010. Although preparations were made to commence project activities execution of the activities occurred in subsequent months.	52:48	49:50	percentage of programme activities and decrease the percentage of overheads. It has not yet been achieved and therefore more will be done in this regard in the coming months.
2. <i>Total turnover for the period in US\$</i>	8,073.50	167,528	235,842.70	
3. <i>Total number of donors for the period</i>	Two: US Department of State, G-RAP	Five: G-RAP, US Department of State, FES, West Africa Trade Hub, GCRN	Two: US Department of State, G-RAP	
4. <i>Internal controls</i>	Documented in the Standard Operating Manual (SOM)	Documented in the SOM	Documented in the SOM	This is expected to remain the same.
5. <i>External audit</i>	Owusu Tsala and Associates	Owusu Tsala and Associates	Owusu Tsala and Associates	External audits are held once a year at the end of the calendar year by the LRC's auditors, Owusu Tsala and Associates.
<i>Operational policies</i> 1. <i>HR policy</i>	HR Policy was already in existence	Policy remained the same	Policy remains the same	With the exception of a review provided for by the LRC Strategic Plan in the course of this year, the SOM will remain the Human Resource Policy for the LRC.
2. <i>Gender strategy/action plan and milestones</i>	Awaiting the gender expert to approve the gender strategy and milestones for implementation	Gender policy was drafted and finalised. A Gender Expert was to be hired to validate and finalise details of the policy as well as oversee its implementation.	The draft gender policy was forwarded to a Consultant to finalise as per the terms of reference guiding the Consultancy	
3. <i>Budget spent of gender for the period</i>				
4. <b>Funding base development</b>	<b>Long-term programmes</b>	<b>Long-term programmes</b> Endowment fund of the LRC	<b>Long-term programmes</b>	<b>Long-term programmes</b>

<b>Indicators</b>	<b>Baseline</b>	<b>Prior Period</b>	<b>Current Period</b>	<b>Cumulative</b>
1. <i>List long-term programmes(3yrs +)</i>	Endowment fund of the LRC		Endowment fund of the LRC	Endowment fund of the LRC
2. <i>List short-term projects(1 year)</i>	None	None	G-RAP	The US Department of State Project is a two year project therefore it does not fit neatly into either of the two categories, namely long term programmes or short term programmes.
3. <i>Total dollar volume of programmes [d1]</i>	Not applicable	Not applicable	Not applicable	
4. <i>Approved dollar volumes[d2]</i>	Not applicable	Not applicable	Not applicable	
5. <i>Percentage overhead recovery[d3]</i>	Not applicable	Not applicable	Not applicable	
<b>List number of publications (policy briefs, briefing papers, research reports, programme reviews)</b>		<ol style="list-style-type: none"> <li>1. New Trends in Human Rights Activism in Africa - Raymond Atuguba</li> <li>2. The Juvenile Justice Bill-a Legal Analysis- Raymond Atuguba</li> <li>3. Improving Community-Police Relations in Ghana - Raymond Atuguba</li> <li>4. Police Oversight in Ghana - Raymond Atuguba</li> <li>5. Civil Society Expectations and Views on how to Measure the Performance of Parliament</li> <li>6. The Youth and Social Sustainability - Daphne Lariba Nabila</li> <li>7. Human Rights Implications in Tobacco Use". Paper presented at a strategic</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduction to Law manual</li> <li>2. Business Law manual</li> <li>3. Agricultural Law manual</li> <li>4. Law and Development manual</li> <li>5. Advanced Administrative Law manual</li> <li>6. Citizen Government Engagement</li> <li>7. Terminal Project Evaluation- Capacity Building for Effective Civil Society Participation in Local Governance</li> </ol>	

Indicators	Baseline	Prior Period	Current Period	Cumulative
		<p>meeting towards the passage of the Tobacco Control Bill - Daphne Lariba Nabila</p> <p>8. Anti Human-Trafficking Training Manual - Tuinese Amuzu, Daphne Lariba Nabila, Dzifa Gakpleazi, Ameley Agyeman, Rowland Atta-Kesson</p> <p>9. An issues paper on the Anti money laundering bill</p> <p>10. Combating human trafficking from a development practice perspective</p> <p>11. Congratulations for inaugurating the Human Trafficking Management Board, the way forward!</p> <p>12. Measures to Prevent and Combat Trafficking in Persons in Ghana</p> <p>13. Incorporate combating trafficking in persons in Ghana into the Ghana Armed Forces curriculum!</p> <p>14. Practical challenges to human rights advocacy in Ghana - Tuinese Amuzu</p> <p>15. The role of civil society in the implementation of the Persons with Disability Act, Act 715 -Tuinese Amuzu</p> <p>16. What does Human Trafficking mean in Ghana? Tuinese Amuzu</p> <p>17. Freedom of movement under siege! Press statement on the need to enforce the</p>		

Indicators	Baseline	Prior Period	Current Period	Cumulative
		<p>ECOWAS treaty and protocol for the free movement of persons on the Tema-Ouagadougou Corridor - Daphne Lariba Nabila, Dzifa Gakpleazi, Corina Bogaciu, Adam Peltz</p> <p>18. The role of stakeholders in fighting corruption along the Tema-Ouagadougou trade corridor, Daphne Nabila, Dzifa Gakpleazi, Corina Bogaciu, Adam Peltz</p> <p>19. Knowledge is power in the fight against transport corruption. Daphne Lariba Nabila, Dzifa Gakpleazi, Corina Bogaciu, Adam Peltz</p> <p>20. Freedom of movement under siege! Urgent need to address widespread corruption on the Tema-Ouagadougou trade corridor. Daphne Nabila, Dzifa Gakpleazi, Corina Bogaciu, Adam Peltz</p> <p>21. Complaints: key to ending road corruption. Daphne Lariba Nabila, Dzifa Gakpleazi, Corina Bogaciu, Adam Peltz</p> <p>22. Police-Community Relations in Ghana: the Case of Nima and Mamobi</p> <p>23. "Who is the Leader of the House" Raymond Atuguba, Ameley Dankwa, Daphne Lariba Nabila, Dzifa</p>		

Indicators	Baseline	Prior Period	Current Period	Cumulative
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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
<b>Government - executive judiciary legislature</b>	Ministry of Women and Children's Affairs	Developing guidelines on providing support to victims of trafficking.	Meetings with the Ministry, development of draft guidelines on providing support to victims of human trafficking.
	Judicial Training Institute	Facilitating in partnership with the LRC the training of members of the Bench to ensure a more cross-disciplinary and comprehensive approach to prevent and counter human trafficking in Ghana.	32 Circuit Court Judges and Magistrates were trained on the provisions of the Human Trafficking Act and on the practical issues to consider in adjudicating human trafficking cases.
	Human Trafficking Management Board	Providing the required support to ensure that Ghana prevents and combats human trafficking by ensuring that Ghana fully complies with the minimum standards of the United States Trafficking Victims Protection Act, 2000 (TVPA).	A review of the National Plan of Action on Human Trafficking with a view to determining the way forward for the Board.

<b>Coalition, network</b>	Coalition on Human Rights in Oil and Gas (CHROG)	Pooling efforts by way of synergy of identifiable Human Rights NGOs working in the area of Oil and Gas – on going	Commitment on the part of the CSOs to work more closely together. LRC is responsible for providing legal expertise for the coalition. This includes drafting a constitution for the coalition. Executive members of the coalition have also been elected to start work.
	Advocacy & Legal Advice Centre (ALAC), Ghana Integrity Initiative (GII)	Establishing a partnership to assist in dealing with complaints of corruption by victims and witnesses of corruption	Commitment of CSOs. Signing of MOU by CSOs. Cases are referred to the LRC for action.
	Amnesty International	Abolition of the death penalty in Ghana	A memorandum on the need to abolish the death penalty will be submitted by the LRC and Amnesty International, Ghana to the Constitution Review Commission
<b>Any other</b>	Rights and Voice Initiative (RAVI)	Citizen – Government Engagement in Ghana	A training manual on citizen-government engagement was developed by the LRC
	Ghana Community Radio Network (GCRN)	Facilitating the establishment of Community radios in Walewale in the West Mamprusi District of the Northern Region and Bongo in the Bongo District of the Upper East Region	Community Radio Stations have gone through a registration process at the Registrar General's office. Attempts are being made to apply for frequencies for the 2 radio stations at the National Communication Authority.
	Institute of Statistics, Social and Economic Research (ISSER), University of Ghana, Legon, Centre for Human Rights and Evictions (COHRE) and University of Leeds, UK	Challenges of Human Rights implementation in Ghana and the interconnection between human rights, power and civic action	The Judicial Council has set up a sub-committee on the issue of the legal vacation

	World Bank, Ghana	LRC represented by Tuinese Edward Amuzu led a discussion on Social Accountability at the World Bank, Ghana high level consultations for the development of a new framework for development cooperation with African Countries.	The process is ongoing, and hopefully our views of how social accountability may be effectively achieved will be reflected in the new framework to be developed by the World Bank
<b>DA (please indicate district)</b>			
<b>Private Sector</b>	Harvard School of Law, Harvard University;	Improving the Health Insurance Scheme in Ghana	Undertook a joint research on the Health Insurance Schemes in Bongo and Walewale

### 3. National pro-poor policies

Identified Policy Issue: (In all these identified Policy Issues, continuous lobbying, continuous advocacy, regular organisation of Policy fora and media outreach programmes were embarked upon for maximum stakeholder buy-in)	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
A Weakness in Ghana's Anti-Trafficking Policies	Interviews, literature reviews, internet and desk research	A lack of sufficient shelters and how that affects the victim's willingness to testify in human trafficking cases	That more shelters are needed	This is under research
Contribution of legal vacation to inadequate access to justice	Field and literature review	Under review	Abolition of the legal vacation	Abolition of the legal vacation

## 4. Success Story

Briefly describe your organisation's landmark achievement this period

### a. Human Trafficking Training for the General Public, Victim Service Providers, CEPS, Peace Keepers to Sudan and Orientation of the New Human Trafficking Management Board

Within the first half of the year, the Legal Resources Centre organised a series of trainings under its United States Department of State Project for various stakeholders involved in combating trafficking in persons on the topic "Combating Trafficking in Persons through Capacity-Building". The first workshop for the General Public was held on the 18<sup>th</sup> of March 2010, the second for Victim Service Providers on the 26<sup>th</sup> and 27<sup>th</sup> March 2010, the third for officers of the Customs Excise and Preventive Service on the 29<sup>th</sup> and 30<sup>th</sup> March 2010 and the fourth on the 19<sup>th</sup> of May 2010 for Peace Keepers about to be deployed to Sudan on a United Nations Peace Keeping Mission. The main purpose of these trainings was to familiarise the participants with the provisions of the Human Trafficking Act, practically demonstrate to them ways in which they were likely to encounter human trafficking, roles assigned to them under the Act and to equip them to respond appropriately to issues of trafficking that they might encounter. This was done in order to ensure that Ghana lives up to its international as well as domestic anti-human trafficking commitments. Repeatedly participants from the Security Services expressed ignorance at the roles assigned to them under the Human Trafficking Act and proposed that the training be incorporated into their regular training curricular.

Immediately after the fourth workshop, i.e. on the 20<sup>th</sup> of May, the LRC organised an orientation for the New Human Trafficking Management Board on Ghana's Human Trafficking National Plan of Action (NPA) which the LRC had earlier on drafted. The purpose of the orientation was similar to that of the trainings in that it provided an opportunity for members of the Board to acquaint themselves with the details of the NPA, remind themselves of their responsibilities and provide a forum for discussion on the best way to achieve the objectives under the NPA.

While each of these activities may not have been remarkable in and of themselves they nevertheless had a great impact of Ghana's rankings on the international scene with respect to trafficking. At the start of the year Ghana was rated a Tier Two Watchlist country. However, new rankings released in June this year (2010) show that Ghana has been moved one step up the rankings to a Tier Two country. The implications of this ranking are that the "Government of Ghana does not fully comply with the minimum standards for the elimination of trafficking, however, it is making significant efforts to do so despite limited resources."

### b. The Lister Hospital Case – Public Interest Cases

There are two issues involved in this case. The first involves an attempt to develop jurisprudence around Article 21 of the 1992 Constitution on the right to information. More particularly, the right of the patient in this case to obtain access to her hospital records in order to properly prosecute her case. The second issue has to do with improving the right to health particularly maternal and child health.

## 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

## 7. Grant and report related issues

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

[d6] 7.2 What parts of the report are confidential or cannot be shared without prior consent?

None

## **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](mailto:info.grap.ghana@gmail.com)).