ANNEX 2

Core Grant Narrative Progress Report

Report Period	1st January to 30th June, 2010

Contract Ref. No.	04/Core/67/PEF	**Organisation**	PRIVATE ENTERPRISE FOUNDATION
Contact Tel. No.	030 2 515603/4	**Report Date**	30th June, 2010
Report Prepared by	Agyakwa Ayisi Addo	**Report Approved by**	Dr. Osei Boeh-Ocansey
Signature & date	***Signed*** - 28/06/10	**Signature & date**	***Signed*** - 28/06/10

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*	1	1	1	0
ii) *Core staff*	12	12	12	0
iii) Support Staff	9	9	9	0

2. Governance				
i) Board	12	12	12	0
ii) Committees	1	1	1	0
iii) Documented board meetings Management meetings	4	4	2	2
iv) Staff meetings	12	12	5	7
3. Systems and procedures				
Financial management systems				
1. Programme activities to overhead ratio		3.35:1	3;1	0.35:1
2. Total turnover for the period in US$		613,482	93,193	520,289
3. Total number of donors for the period		6	3	3
4. Internal controls				
5. External audit	1	1	0	0
Operational policies				
1. HR policy	Existing policy	Use of existing HR policy	No changes made to the policy	
2. Gender strategy/action plan and milestones	The Foundation will develop a Gender plan by end of 2010	None existed	A gender policy is currently being developed. The initial draft of the policy has been discussed at the Management level. The plan will be sent to Council for comments	
3. Budget spent of gender for the period		0	15,817	15,817
4. Funding base development	**Long-term programmes**	**Long-term programmes**	**Long-term programmes**	
1. List long-term programmes(3yrs +)	None	None	None	
2. List short-term projects(1 year)				
a.) Strengthening Trade and Business Associations		0	43,500	

b.) HIV/AIDS Peer Education for SMES		0	16,494	
c.) Empowering FBOs in Northern Region		0	89,000	
d.) Opportunities in Oil and Gas industry		0	90,000	
3. Total dollar volume of progran			351,355	
4. Approved dollar volumes[d2]			238,994	
5. Percentage overhead recovery[d3]			15%	
List number of publications (policy briefs, briefing papers, research reports, programme reviews)	N/A	Position paper on Agriculture Development Fund	PEF's position on the increases in utility tariffs is attached on a separate sheet	

2. Collaboration, coalitions and networking

Using Format below,list the most importantorganisations 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 Food and Agriculture	Coordination of the private sector for the Comprehensive Africa Agriculture Development Programme (CAADP)	Signing of the CAADP Compact	
b. judiciary	N/A			
c. legislature	N/A			
2.Coalition, network	Ghana Journalists Association	Identifying opportunities in Ghana's emerging oil and gas sector and dessiminating the outcome to the general public	A consultant commissioned to undertake the study	
3.Peers CBOs				

4.Donors Agencies	Konrad Adenauer Stiftung	Strengthening Trade and Business Association in Ghana	Four zonal meetings held in Accra, Tamale, Kumasi and Takoradi for Trade and Business Associations	
	World Bank	Development dialogue on maximising Transparency, Accountability and Anti-Corruption - Lessons and implications for Governance in Africa and Ghana, including oil and gas industry	Expert presentations on how to monitor governance in Ghana	
5.DA (please indicate district)				
6.Private Sector	International Lawyers and Economists Against Poverty (ILEAP)-Canada & Ghana Association of Consultants	Formation of a Coalition of Service Industries	Development and launch of National Services Export Strategy	

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**

Credit to the Agriculture sector	A study was commissioned to identify the credit gap in finance to the Agriculture sector in Ghana	It was identified that there was not enough credit directed to the agriculture sector by the financial institutions	The Foundation's position is that the Government should establish an Agriculture Development Fund to compliment credit from the Commercial Banks	Estalishment of a Special Fund for the agriculture sector	The Foundation held a meeting with the Parliamentary select-committee on Agriculture and Cocoa Affairs. A position paper issed on the subject has also been circulated to the appropriate Ministries, Departments and Agencies. A meeting is currently scheduled for the PEF Governing Council to meet the Ministers of Food and Agriculture, and Finance and Economic Planning

4. Success Story

Briefly describe your organisation's landmark achievement this period

The Foundation has been working on a number of projects and as at now, it can not claim of any success story since the issues are still pending.

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?

In the eyes of the Ghana public, the credility and legitimacy of Research and Advocacy Organisations have generally increased. This is because the general public depend on these oragnisations to champion their course for them. On the part of Government, the various arms arms of Government recognises the important role of research and advocacy organisations in monitoring the implementation of programmes.

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

For close to two decades of democratic tranistion in Ghana, the general policy making processes of the executive and legislative branches of government have being increasingly open, inviting the private sector and civil society to participate in the process. However, this process is gradually been ignored as Government in general and the public sector institutions in particular are showing less interest in public-private dialogue.

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
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).