

ANNEX 2

Core Grant Narrative Progress Report

Report Period January 2010 – June 2010

Contract Ref. No. 04/Core/90/PA

Organisation PUBLIC AGENDA

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Report Date 22/07/2010

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Report Approved by

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?

Public Agenda have seen tremendous progress over the last six months. With G-RAP support the paper is now near completion of its re-tooling its operation. Public Agenda procured the following equipment to replace it almost failing fleets of computers and printers;

1. 2 Laptops
2. 4 Desktop computers

• Organisational structure / board / management team

Public Agenda is also undergoing a restructuring exercise. The G-RAP grant is helping to shape Public Agenda to be a more productive and sustainable entity to be able to discharge its objectives in the current dynamic socio-political environment and the changing taste and preferences of Ghanaians and Africans.

• Strategy / planning / decision making / knowledge management

As part of our restructuring exercise we have contacted Mrs. Marian Tadeffa-Kubabom of Development Initiative Consult (DIC) to facilitate the development of a three year medium term development plan for Public Agenda. I have attached a copy of Mrs Kubabom’s CV as appendix 1 to this report. We are also in talks with Dr. Esther Ofei Aboagye of the Institute of Local Government Studies to development a gender policy for Public Agenda.

On the knowledge management front, Public Agenda intends to improve its website which before the G-RAP support did not include our projects. We are using the website as a reference site for the various research and papers of all RAOs on oil and Gas. We are also using the website to disseminate research findings on the various themes being worked on by RAOs.

Our publication is being used to collate views and document those views for wider consumption.

• Human resource issues

The grant has offered Public Agenda the opportunity to train its staff. The project coordinator will be sponsored to undertake a master’s programmes in Public Administration at the University of Ghana. We will also identify some training needs after we complete the strategic planning exercise.

• Marketing / communication / public relations

The G-RAP support contributed \$638.57 towards Public Agenda’s overall communication budget. The composition of Public Agenda’s communication Budget is: Internet connectivity, telephone and fax services. We treat transportation as a separate item from the traditional medium of communication.

Indicators	Baseline	Prior Period	Current Period	Cumulative
1. HR Management i) <i>Leadership</i> ii) <i>Core staff</i> iii) <i>Support staff</i>	I. 1 II. 7 III. 5	i) Public Agenda lost its editor (the one charged with running the paper’s day to day affairs). ii) We have 7 core staffs iii) And 5 support staff	i) The G-RAP support has provided Public Agenda the needed resources to re-tool and procure the services of an editor ii) After the restructuring exercise Public Agenda will engage the services of Mr. Bashiru Adams who write for the paper on part-time basis iii) The support staff will remain the same.	All together the G-RAP resources has helped Public Agenda to confidently search for a substantive Editor and increase the paper’s core staff by one.

<p>2. Governance</p> <p>i) <i>Board</i></p> <p>ii) <i>Committees</i></p> <p>iii) <i>Documented Board and Management meetings</i></p> <p>iv) <i>Staff meetings</i></p>	<p>I. 5 MEMBERS</p> <p>II. 0 COMMITTEES</p> <p>III. BOARD MEETING REPORTS ARE AVAILABLE</p> <p>IV. STAFF MEETING MINUTES AVAILABLE.</p>	<p>i) Public Agenda has always functioned with a 5 member board.</p> <p>ii) We don't have any committee but work through a management team.</p> <p>iii) The board of Public Agenda has not met for the last 6 month because of the restructuring</p> <p>iv) The Staff of Public Agenda meet every Monday morning to review the previous week. Please find attached a sample of minutes of our staff meetings</p>	<p>1. The number of board members has not changed except that, one of the member is down with stroke and therefore Public Agenda would have to decided after the restructuring to appoint a replacement of Mr. Bill Marshall or reconstitute the board altogether.</p>	<p>Public Agenda will most definitely reconstitute the board. The executive council of ISODEC for now serves as the board for Public Agenda with Mr. Kojo Yankah still in the chair as the board chairman</p>
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<p>3. Systems and procedures <i>Financial management systems</i></p> <p>1. Programme activities to overhead ratio</p> <p>2. Total turnover for the period in US\$</p> <p>3. Total number of donors for the period</p> <p>4. Internal controls</p> <p>5. External audit</p>	<p>1. 29.28%</p> <p>2. \$219,597.15</p> <p>3. 6 donors</p> <p>4. We have a financial manual</p>	<p>1. Overhead is 19.87% of Programme activity</p> <p>2. Public Agenda's total Turnover for this reporting period is \$336,774.88</p> <p>3. We currently have four donors</p> <p>4. We have a financial manual which spells out the various internal control measures such as all monies should be banked before spending and how impress is run in the office. Who authorises spending and who approves spending etc.</p> <p>2. Public Agenda's external auditors are Issifu Ali and Co. We undertake annual audit to be able to fulfil all our statutory obligation like filling of our tax returns etc.</p>	<p>1. Overheads are now 8.98% of programme activity cost as at June 2010</p> <p>2. Public Agenda's total Turnover for this reporting period is \$193,288.59. This is only for the first half of the year.</p> <p>3. We still have 4 donor</p> <p>4. We still use our financial manual</p>	<p>The G-RAP resources are helping Public Agenda to produce the financial manual we have to all employees and have also asked for inputs to improve it.</p>
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<p><i>Operational policies</i></p> <ol style="list-style-type: none"> 1. <i>HR policy</i> 2. <i>Gender strategy/action plan and milestones</i> 3. <i>Budget spent of gender for the period</i> 		<ol style="list-style-type: none"> 1. Public Agenda is an equal opportunity employer. Yet we encourage more women to apply for jobs in Public Agenda. 2. Public Agenda did not have any gender strategy. 3. We do not have a clear budget for gender related activities 	<ol style="list-style-type: none"> 1. We are still an equal opportunity employer 2. Public Agenda have started discussion with Dr. Esther Ofei Aboagy to produce a gender strategy for Public Agenda 3. We spend part of our core support to cover stories on gender related activities. 	
<p>4. Funding base development</p> <ol style="list-style-type: none"> 1. <i>List long-term programmes(3yrs +)</i> 2. <i>List short-term projects(1 year)</i> 3. <i>Total dollar volume of programmes [d1]</i> 4. <i>Approved dollar volumes[d2]</i> 5. <i>Percentage overhead recovery[d3]</i> 	<p>Long-term programmes</p>	<p>Long-term programmes</p> <p>We are developing a strategic plan. We will include that in the subsequent report.</p>	<p>Long-term programmes</p> <p>We are developing a strategic plan. We will include that in the subsequent report.</p>	<p>Long-term programmes</p> <p>We are developing a strategic plan. We will include that in the subsequent report.</p>
<p>List number of publications (policy briefs, briefing papers, research reports, programme reviews)</p>		<p>We have included our publications with the hard copy report</p>	<p>We have included our publications with the hard copy report</p>	<p>We have included our publications with the hard copy report</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 [E.O.4]
Government - executive - judiciary - legislature	Ministry of Energy Parliament	a. Petroleum Revenue Management Bill b. Petroleum Exploration and Production Bill c. Local Content Bill d. Revenue management bill Provide copies of our publication to Members of Parliament.	We became more and more important to the shaping the various bills. Got Members of Parliament well informed about the issues of oil and gas.
Coalition, network	Publish What You Pay (PWYP), G-RAP RAOs working on oil and Gas and Coalition of Decentralisation	a. Petroleum Revenue Management Bill b. Petroleum Exploration and Production Bill c. Local Content Bill d. Revenue management bill	We educate the public and solicit views which have to a large extent influenced the bills we have now. We forced the publishing of the Revenue management Bill.
Peers CBOs	The Media	Informed the sale of Enron stake and the role of the US government.	We happen also to be the source of information for most of our peers and other stakeholders in the oil and gas advocacy.
Donor agencies	Care through KASA and G-RAP	Funding/Resources	Improved capacity and equipment to deliver a much better advocacy activities.
DA (please indicate district)	We have practically worked with all District Assemblies	We provide them with information through our Decentralisation Agenda and Resource Watch Agenda which is published every quarter and distributed to all D.As in Ghana. We also cover D.As activities for publication.	Decentralisation Agenda and Resource Watch Agenda
	We do not cover or	We have over the years covered labour	We have obtained compensations for affected

Private Sector	engage with specific private entities. We highlight abuses of private entities	abuses by Lebanese firms in Ghana. We have also looked at Human Rights issues with regards to Mining and mining related activities. We have also looked at Cyanide spillages at Mining areas	persons and communities. We have ensured proper mining practises at places like Tarkwa and Oboasi.
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3. National pro-poor policies

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
Articulating and Mainstreaming Agricultural Trade Policies	Published a publication called Rice Monitor	The impact of foreign Rice importation on Local jobs	We support the promotion and consumption of local rice	Increase taxes on imported rice and subsidies local farmers. The Government is worried about this position for fear of retaliation but we think he could also give local farmers some incentives to leverage the uneven cost structures of the local farmer and the foreign producers.

4. Success Story

Briefly describe your organisation's landmark achievement this period

With the G-RAP support Public Agenda has successfully provided oil and gas related information and has informed the discussions around the various proposed bills. We are happy to be the organisation that broke the existence of the Revenue Management Bill and forced the government to publish it on their website. Till today that publication continue to be the reference material for many researchers and stakeholders who are commenting on or contributing to the bill.

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?

We think the government is now seeing RAOs more and more as complementing their effort at nation building. Many RAOs are now making serious contribution to shaping government programmes.

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

We are slowly moving towards a participatory policy making process. The review of 20years of Ghana's Decentralisation is but one classical example where the views of nearly every stakeholder was collected at the 10 regional forums and about 6 expert and specialised group discussions.

7. Grant and report related issues

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

As far as Public Agenda is concern G-RAP is managing the transfer of funds to RAOs fairly well. Any delay cannot be squarely blamed on G-RAP

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

NO part of our report is confidential

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).