



SUNGO ANNUAL REPORT 2006-2007

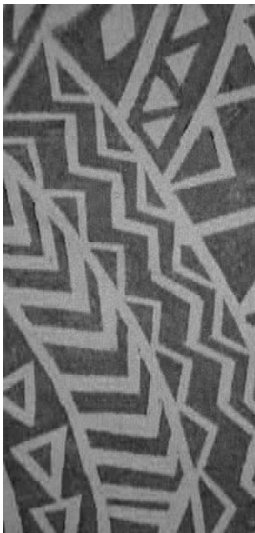
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Auditor Report





Annual Report 2006 - 2007

SUNGO

Samoa Umbrella for Non-Governmental Organisations Inc.

INTRODUCTION

This Annual Report summarises the operation of SUNGO over the last financial year, July 2006 to June 2007.

SUNGO, as in the past, has been guided by its long term mission to be recognized nationally, regionally and globally as an Organisation fully committed to the promotion of peace and harmony in Samoa through the success of its programs. Its annual activities are implemented in fulfillment its collective Vision and Mission for the betterment of community.

Vision:

"SUNGO working in partnership with Government to promote and facilitate unified sustainable development and quality of life for the people of Samoa"

Mission:

"Umbrella Organisation for Samoan NGOs providing information, access to programmes, opportunities and advocacy"



*SUNGO Board's Orientation workshop:
(L-R) Nynette Sass, Vaasilifiti Moelagi, Raymond Voigt, Katifa Bryce,
Falanaika Salevao, Ieriko Sopooaga, Ruta Sinclair,*

MESSAGE FROM THE PRESIDENT



Talofa All,

The past nine months has again been a rewarding and challenging one for the new Executive Council which was elected in January 2007. The key task to align members to the organisation's reviewed Five Year Strategic Plan for the remaining four years on the thematic areas as corresponding to the Samoa's Development Strategy 2004--2007. Again, the alignment highlighted a developmental stage in SUNGO's growth which reflected SUNGO's Vision and Mission to its new way forward for the coming years.

Correspondingly, the Government draft to our initiative for a Memorandum of Understanding (MOU) between Government and SUNGO. It sought to consolidate and amplify this partnership as was endorsed by members and submitted to Government for consideration during 2006. This was considered to provide a defined framework for more collaborative and effective structured mechanism in the partnerships with Government and other Stakeholders. It also called for NGO strengthening to consolidating its network through recognising their own failures by not upholding SUNGO as the platform for a unified voice of Civil Society for development.

As SUNGO continues to expand its influence and participation at all levels, its autonomy remains a concern amongst many members. Respective membership contribution to National Development has provided for the growing recognition in the importance of SUNGO's role, and responsibilities in National Development. SUNGO continues to serve on many Government Committees, with increasing Donor recognition

Regionally, the Pacific Islands Association of NGOs (PIANGO) is one of our main channels to Regional Networking for a unified voice in Pacific Planning and International NGO networking. Other Regional Networks continues through the Regional Based Organisation like Rights Resource Team (RRRT) and Pacific Regional HIV/AIDs Project (PRHP). Local consultations have been facilitated by SUNGO in collaboration with Government and CSOs on several global issues. These have provide a gateway to better understanding and inputs to global issues that have direct and indirect bearing on Civil Society. With better understanding and awareness, members are more able to conceive necessary measures and processes in Regional Agreement such as the Pacific Plan and other International Agreements impacting on Civil Society.

Similarly, is the construction and facilitation of in-country reports with the intention for Government commitment and action on International Conventions, e.g., Convention on the Rights of the Child. These have not only provided awareness raising opportunities but have brought about changes in society for a much better quality of life.

On behalf of the Executive Council, I would like to thank all our members, stakeholders and Donors who have provided support to achieving SUNGO's Vision and Mission during the past nine months. A greater appreciation and recognition is given the Secretariat CEO and staff for their continued commitment in implementing the many challenging programmes in our Work Plan.

Raymond C. Voigt
National President

CEO'S REPORT

This fiscal year has been the most rewarding year in terms of operational outputs since my inception in 2004 as CEO. More have been achieved in terms of internal development and in services provided through SUNGO. The Board and staff are mandated to ensuring the needs of members outlined in its Strategic Plan 2006-2011 are being implemented.

These are categorised under four main KEY AREAS:

1. Good Governance and Management
2. Promotion, Communication and Membership.
3. Institutional Strengthening
4. Policy and Advocacy

SUNGO's workplan has been successfully implemented through the guidance of the SUNGO Board. More Board members have shown interest in enhancing their capacity through training programme, which has greatly contributed to the progress and the development of the organisation. The Annual Workplan served as a monitoring tool, in ensuring that the management of the organisation was in the right directions.



Czech Ambassador's visit to SUNGO Office.

SUNGO has coordinated a number of training programmes and developed several new project partnerships, which have provided for additional income to support SUNGO's operation from time to time.

The overall, achievements of the SUNGO's goals and objective to strengthening its internal systems have been achieved, with minimal disruption. This has been assisted by SUNGO voluntary associates who have worked with us in the past. Communication have improved

immensely, offering different options in information dissemination and networking.

The visibility of SUNGO's contribution and participation in public policies and decision making has increased overtime. Limitations in full engagement of members in these processes are mainly due to the lack of resources to facilitate avenues for discussion and feedback. This will no doubt be strengthened and improved with adequate resources made available to implement it in the future.

I am greatly indebted to all the members who have voluntarily committed their valuable time and expertise in areas of governance, advocacy and resource support. The dedication of Board members who have held the fort in upholding the Visions of the organisation and have provided support to the Secretariat during this financial year. The donors, especially NZAID, who have continued to believe in the role of Civil Society and have continuously provided financial support for NGO's. Finally to all the staff for their passion and commitment to provide the needed services for the betterment of Society.

Faafetai

Roina Faatauvaava-Vavatau

IMPLEMENTATION OF THE STRATEGIC PLAN

The current Strategic Plan (2006 - 2011), launched September 2006, is the key implementation document for SUNGO. The Plan outlines the key result areas and core objectives of the Organisation for the next five years. All members need to have a clear understanding of their roles in strengthening strategic links with its stakeholders.

The following report is presented against the objectives of the Strategic Plan to identify progress over the past year.

1- Administration, Management and Finance

Despite the diverse roles and responsibility which SUNGO has undertaken to date, part of its ability to effectively operate is the level of maturity in governance it has reached over time. The Board members and Management have clearly defined and developed their respective roles in upholding principles of good Governance.

Developments of policies and procedures have been noted as an important tool to effectively govern the organisation operation. These have been reviewed to accommodate the changes and growth of the organisation.



Adequate Resources

The financial position of SUNGO continues to improve with most of the revenue being earned through office contract and administration. Caution to weigh a balance in taking on too many demands for sustainability sake and losing its focus on effectiveness, needs to be closely monitored.

The Secretariat is Core Funded through NZAID for the next two years. This pays for SUNGO's operation costs, some capital and salaries for staff. Currently, SUNGO has seven fully paid staff, including 2 project Coordinators that are housed within the Secretariat. Though the Staff capacity is currently adequate to uphold the level of work performance needed to sustain the Secretariat workload staff retention will continue to be an issue in long term sustainability of the organisation. Staff capacity continues to be enhanced through the voluntary support and advice of Mary and John Cretney who have supported the organisation work for many years.

2. PROMOTION, COMMUNICATION AND MEMBERSHIP

With no direct membership promotion or membership drive being made, SUNGO's membership continues to rise. A total of 5 new organisations joined the network this year. Measures to ensure that members are applying for the right reasons have been considered by the Board in its selective recruitment process. Despite the increase in the interest of members, it is also important to note that a large proportion of members do not pay their annual subscription nor actively engaged in the development and activities of the organisation. These members are largely CBOs and the two main factors are mainly communication and affordability.

The main reasons indicated by members for joining SUNGO are as follows:

- SUNGO's advocacy work with Civil Society
- Common platform for public policies and legislations
- capacity building programme
- Donor funding information.

The following modes are currently being used to disseminate information within SUNGO network and Stakeholders:

- **Public Media through Press Releases and coverage of events**

Wide media publicity coverage is made for major activities organised by SUNGO.

- **Quarterly release of SUNGO newsletter**

This is now produced in both Samoan and English with much improved and comprehensive coverage in issues and information. Only 100 hard copies are printed for distribution but depending heavily on e-mail distribution of e-copies to members and overseas stakeholders

- **Promotional packages informing members of aims, services and benefits**

An information package has been compiled to provide the necessary information needed by any organisation or individual. These covers information on SUNGO's role, services, benefit, and membership. Folders are now available and used as promotional package to all visitors and stakeholders.

- **SUNGO members participation in public forum and meetings**

Board members and staff are currently being asked to attend forums, meeting and seminars on behalf of SUNGO to ensure effective participation and representation of issues affecting the role of CSO.

- **Internet circulations of information**

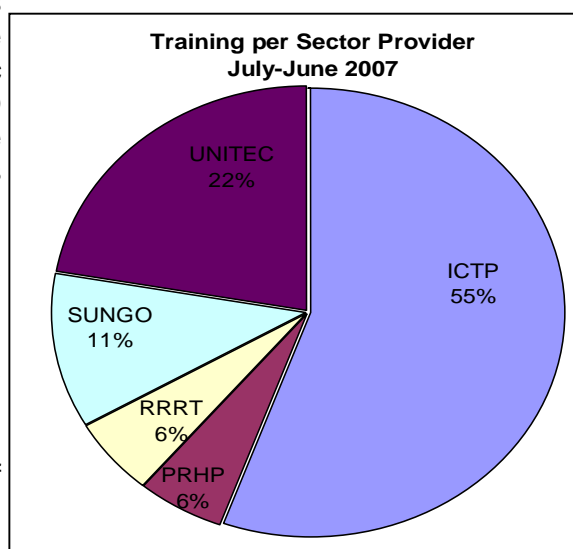
This is probably the most cost effective means currently used by SUNGO, and yet less than 50% of our members have access to internet connection through out Samoa. A few of them are utilising it effectively. A website will be considered plus training in the near future.

3: Institutional Strengthening

Implementation of Training Programs through ICTP

The current In-country programme funded through Government by AUSAID and NZAID continues to provide for 90% of SUNGO's capacity building programmes. Of the three requesting Sectors under the ICTP, the Public Sector, the Private Sector, and the NGO Sector, SUNGO has by far exceeded the others in performance, in cost effectiveness and ability to manage the programme well.

SUNGO has proposed new developments to the ICTP for the next financial year. This is to accommodate the needs of rural communities and organisations that have not benefited fully in the past due to language barriers. Its new proposed plan will now pilot 2 courses to be delivered in Samoan, by Samoan trainers. Recruitment of local trainers is an issue



SUNGO Training

Trainings funded by SUNGO have been reduced to on-the-job-support for individual organisation when the need arises. The level of support needed will be identified through the respective staff visits to each member organisation and then integrated into the current training programmes. Questions to discern the respective needs of members have been constructed to gauge the different developmental level of the respective organisations. This is separate from the annual Training Needs Assessment conducted by staff at the end of each year.

UNITEC Diploma

Staff and Board members are given the opportunity to pursue an accredited Diploma through Auckland UNITEC. The programme is coordinated through PIANGO and funded by NZAID. At least 5 students are near completion and hopefully graduate in October this year. These will be Samoa's first lots of graduates out of 40 students currently on the roll since the inception of programme in 1999. A total three courses are offered to each country for every calendar year. It's enlightening to see more students in leadership role taking interest in pursuing a tertiary qualification under this scheme.

2. (i) NGO Support Fund

Since the initiation of the NGO Core Funding scheme in 1998, 3 more NGOs have signed contracts as of August 2006. This has increased the total number of Organisations to 12, including one NGO which is pending funding arrangements. The current NGO's under the Capacity Building Core Funding are - Samoa Victim Support (SVS), Animal Protection Society (APS) and Tagiilima Handicrafts Association (THA)

Capacity and Training Needs Analysis is ongoing for the NGO Support Funded organisations through the In-Country Training Program (ICPT), SUNGO trainings (in-house and on-the-job trainings) as well as the UNITEC courses. The training needs assessment is an ongoing activity, which helps identify the training needs of the organisations and is available on the training brochure for the year 2006-2007.

A major change to the NSF contract arrangements is the two tiers of funding available under this scheme.

- (i). The *Full Core Funding* (FCF) with a maximum ceiling of \$100,000 tala per annum.
- (ii). Secondly, is the *Capacity Building Core Funding* (CBF) with a maximum ceiling of \$70,000 tala p/a.

These funds are allocated on conditions that NGO meets certain assessment criteria under the Full Core Funding or under the Capacity Building Core Funding. During this process, systems are developed for improving the administration and operation of the NGO Support

SUNGO Training Data Summary 2007	2006	2007
Number of training courses	18	18
Total no of complete days training was held	104	84.5
# Participants trained	276	285
# Males	72	86
# Females	204	198
Average number of NGOs at each course	9	10
Average percentage of participants who met the course objectives to the satisfaction of the tutor	93%	88%

Fund. Most of the Core funded NGOs have set up databases that enables them to provide statistics to support their narrative reports.

However, it is a growing realization that our indigenous people are more presentable orally than in writing, though they do have knowledge and understanding of the concepts of Monitoring, Evaluation, and Data Collection & Analysis embedded in our own traditional ways which we

intend to maintain. This NSF program has certainly bridged the gap of practically "building the capacity of our NGO sector in terms of skills/knowledge" but also in "building up systems" that enables us to be more productive and practical as well as attaining a sense of contentment in our own ability as Civil Society/Community/Grass-roots to be accountable to our target groups, donors and Government.

Common Issues identified with NSF NGOs

- Governance (Transparency, accountability and anti-corruption)
- Management issues
- Human Resource Management issues
- Unfulfilled contractual requirements/milestones
- Long due reports
- High staff turnover
- Clustered NGOs

These persistent issues enlisted above have generated a need to conduct a retreat for Board & Management of NSF NGOs as per recommendations below;

4: Policy and Advocacy.

Board members have continued to provide Policy Advise and advocacy to National Policies and legislation through various committees, review workshops and in different opportunities where Government chooses to have Civil Society input. Probably the most notable contribution organised by SUNGO had been the petition made to Parliament on the Police Power Bill and the Land Registration Bill 2007. In both petition, the initiative have mainly come from the member organisations and individuals. They saw SUNGO as the ideal platform collective Civil Society action in collating information, and sharing views on the



respective issues of public interest and concern.

Written petitions were submitted to the Prime Minister and to the appeal committees with supporting reasons to Civil Society objection. The outcome has resulted in the delayed tabling of the Bills.

Honorary Lawyer has been considered for SUNGO and this will need to be reflected in the constitution plus descriptions of its role in the development of the organisation.

AUDITOR'S LETTER

SUNGO MEMBERS

1. Alamagoto Youth Group
2. Animal Protection Society (APS)
3. Atinae Manuia
4. Autalavou Katoliko Savaii
5. Autalvou EFKS Faleula
6. Avanoa Tutusa
7. Bahai Charitable Trust
8. Beautiful Expressions of Nature (BEN)
9. Beekeepers' Association of Samoa Inc (BASI)
10. Bible Soc. of the South Pacific
11. Courier Of Samoa (Formerly: Tuna'i Women's Christian Fellowship)
12. Disaster Support Organisation
13. Doctors wives Association
14. End Child Prostitution/Pornography and Trafficking (ECPAT) Samoa Inc.
15. Faalapotopotoga Atiina'e O Komiti Tumama O Samoa I(Fa'amauiua) Samoa Womens' Committee Development Organisation Inc
16. Fa'amatai Association
17. Fa'asao Savai'i Society
18. Fa'ataua Le Ola and Samoa Lifeline (FLO)
19. Fa'atoia Women's Christian Fellowship
20. Fagafau Youth
21. Failafumanu Puleono o Salafai
22. Faitotoa O Faamanuiaga
23. Faleseela EFKS youth
24. Faleula EFKS Youth
25. Faleula Farmers Association
26. Fiaola Crisis Centre
27. Fusi Safata Women's Committee
28. Habitat For Humanity
29. Kionasina Fishing Club
30. Komiti Tina Poutasi
31. Komiti Atinae Manono
32. Lagomeli Society
33. Lausalako Community Based Organisation
34. Le Piu Farmers Association
35. Letalie Women's Committee
36. Loto Taumafai Education for the Physically Disabled
37. Lutia-I-Puava
38. Mafutaga Tina Katoliko, Puleaga (Catholic Women's Fellowship Puleaga)
39. Malemalu Methodist Youth
40. Manulele Laupapa Inc.
41. Mapusaga O Aiga Inc (MOA)
42. Matagi-Le-Moe
43. Matuaileo'o Environment Trust Inc(METI)
44. National Council of Churches Inc
45. National Council of Early Childhood Education Inc (NCECEI)
46. National World Women's Christian Temperance Union Inc
47. Nuanua O Le Alofa Inc (NOLA)
48. O Le Si'osi'omaga Society Inc (OLSSI)
49. O Le Taaeo Fou
50. Pan Pacific South-East Asia Women's Assn (PPSEAWA)
51. Papa Palauli - Le - Falefa Youth Group
52. Piu Community
53. Robert Louis Stevenson MUSEUM
54. Salani Youth Farmers
55. Samoa AIDS Foundation
56. Samoa Association of Manufacturers & Exporters (SAME)
57. Samoa Association Women Graduates (SAWG)
58. Samoa Encouragement for Music and the Arts Charitable Trust (SEMI)
59. Samoa Fa'afafine Organisation

60. Samoa Family Health
61. Samoa Marist Brothers Trust Board Inc.
62. Samoa Net Safety
63. Samoa Nurses Association Inc (SNA)
64. Samoa School of Music
65. Samoa School of Music
66. Samoa Senior Citizen Society
67. Samoa Victim Support
68. Saumalu Community
69. Sautiamai Catholic Family Ministry
70. Survival Foundation
71. SBEC
72. SENESE Preparatory School
73. Simple Law
74. Sosaiete Tau Atia'e Fogatuli
75. South Pacific Business Development (SPBD)
76. Survival Foundation Inc
77. T.S.P.T. Fasito'o-tai Dev. Organisation
78. Tagiilima Handicrafts Association, Inc
79. Tama O Le Oli
80. Tama O Le Uamea
81. Tanugamanono Methodist Youth
82. Tautai Samoa Association
83. Taulasea Samoa (Samoa Traditional Healers)
84. Tausala O Falefatu
85. Tavana Nurses on Wheels
86. Te Mana Pacific Social Services
87. The Flame Trust
88. The Samoa Hotel Association Inc SHA
89. Vaitoomuli Youth Group
90. Vaiusu Catholic Youth
91. Women In Business Development Inc
92. Women's federation for World Peace
93. Young Women Christian Assoc
94. Youth Federation for World Peace Samoa Inc