

ANNUAL REPORT

2008-2009



Samoa Umbrella for
Non Governmental Organisations (SUNGO)

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



SUNGO members at the Annual General Meeting, Fetuolemoana, Apia 2008.

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Leusoalii Independent Water Scheme Capacity Building-training undertaken by SUNGO consultant, John Cretney and local trainers in partnership with MWCSD-Internal Affairs in May 2009.

Introduction

The active engagement of civil society members of NGOs and community based organisations under the Samoa Umbrella for Non Governmental Organisations (SUNGO) has positioned the organisation as the strong umbrella network for civil societies which advocates fervently for the improvement of the people of Samoa especially at the grassroots level.

The annual activities for the financial year 2008-09 successfully progressed implementation of the SUNGO Strategic Plan for 2006-2011. It is pleasing to be recognised by both stakeholders and development partners for the core services which the organisation provides and for our work in partnership on outreach programmes for village communities to assist the development of our people. As an outcome, networking was advanced at both regional and international level for the organisation with strong promotion of the core services provide by SUNGO.

The implementation of activities in the past financial year was made possible through the dedication, effort and passion of both the SUNGO Executive Council and SUNGO Management through upholding the principles of Good Governance and with a commitment to a strong sense of community and civil society development in Samoa.

This report highlights the achievements over the past years that have contributed to the progression of the SUNGO Strategic Plan 2006-2011.

SUNGO Strategic Plan

Achievements as part of the five year term strategic plan for the period 2006-2011 have contributed to achieving the overall mission and vision of the organisation.

Over the three years of implementation to date, the four key objectives have been steadily progressed with those few issues which have arisen being managed through active supervision and evaluation by Executive and Management.

The Strategic Plan has also been reviewed and it is proposed to table the revised plan at the Annual General Meeting 2009.

Vision

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

Mission

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



SUNGO Board and staff Retreat 2009 at Lauiula Beach Resort, Lano Savaii.

Message from the National President



The end of 2008-2009, has been a time of many challenges, changes, festivities, political events, tabling of new laws, as well as the trauma of the tsunami which has kept everyone alert and proactive with many lessons learned and opportunities for improvement. SUNGO's status and strength had been put in a test, and I am proud to say that in many ways SUNGO members concerned have excelled in promoting and pursuing our Mission, Vision and values where it was deemed necessary.

I wish to congratulate everyone for the great team work in upkeeping our Vision, Mission and values in representing the voice of civil societies at all levels as Government Board Members, Working Committees and consultation teams all at the national, regional and international forums.

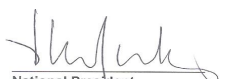
The coordinated sharing of information and expertise had enabled us to present high quality presentations, submissions which has been well commented by our peers including the Minister of NGOs Afioga Tuilaepa Lufesoliai Malielegaoi. The contributions of civil societies to the financial development of Samoa had left a mark of 20% to the GDP according to the Government Financial Report 2008. The success in organising the voices of civil societies to be in place at all levels had been well received publicly and internationally. Perhaps we failed to move government or make the required changes within our targets but managed well in other areas where your work has been publicly recognised and appreciated with the increased Trust vested upon us by our local and International Partners such as Help Samoa, Green Peace, Peace Mission and our Donor Partners. The number of visiting groups and teams wishing to meet our members have increased a great deal that members of the council are constantly called upon for special meetings or hosting such groups.

SUNGO's role of delivering capacity building and advocacy have empowered Civil Society to be more proactive in voicing their opinion plus the quality of submissions and have improved a great deal to be more structured to gain recognition at various level of decision making. I would like to advise you all not to be discouraged if your effort have been ignored by the authority then, but I do assure you that on the long run such ideas will surely be remembered when the time is right.

I wish to congratulate all those who participated in the Independent Water Scheme which is a good example of what SUNGO have stood for Civil Society. The work of the SUNGO Training Teams, the CEO and Staff Support, the continuous and valuable assistance of John and Mary Gretney plus all the participating villages need to be well commented upon as been of great success which contributes to the raising of SUNGO's Profile in Samoa. On that note it is with great regret that we are still not able to reach out to our Rural Area Members or Civil Based Organisations. We have failed again this last two years to provide for their needs in delivering training at the Rural Areas and Savaii with the exception of the Water Scheme.

This is one reason why we have to revisit our Annual Subscription today as some of the members especially the community based organisations are not getting the benefit due to its high cost.

It was one of the decisions points of last years Annual General Meeting to look at the possibility of buying a land and building our own Centre instead of operating from Government Housing. We are still negotiating and looking at all possibilities, plus watching available resources for this project. Perhaps this is one major project for the New Executive Council. The implementation of Civil Society projects and activities would not been made possible without the generosity of our Donor Partners in Samoa and abroad which have increased considerably within the last two years. Although accessibility is still a problem that SUNGO has to do more in helping our Civil Based Organisations in compiling proposals and managing projects. Let me conclude this report by saying how much have I enjoyed being your President and wish to thank everyone who had contributed to a Successful Year of Work for SUNGO. To the Government of Samoa and all the Respective Ministries, our Donor and NGO partners from Samoa and abroad, the Valuable Tapuaiga a Samoa, the Media and all those who helped to promote the work of SUNGO, the committed members of the Executive Council and last but not the least my great appreciation of the support of Roina and her untiring hard and over working staff members. May you all have Gods Blessing for Christmas and New Year and looking forward to another successful working year of 2010. Soifua.


National President

High Chief Vaasiliifiti Moelagi Jackson.

CEO Report



This year's journey has been a long, winding one; as the management endeavours to uphold our Vision, through implementing the organisation's Strategic plan, whilst prioritizing on the emerging needs of Civil Society. SUNGO had a very successful financial year, which was accompanied by additional workload that was largely supported by the Cretnays technical advises. This additional workload plus the tsunami support work was the main reason for the delayed AGM for 2009. Despite the advances made to date, we recognize several challenges in the light of the current trends in development.

Capacity building is crucial in advancing active participation at all levels of society. However its remains to be a foot at the doorway without secured ongoing funding sources to sustain its progress. Trainings have become more extensive in scope and coverage to include villages that are not members of SUNGO. Efforts to contextualise and simplify training modules for communities have finally being implemented with an increase in number of certified trainers contracted to provide the needed service. This will hopefully continue under the Non-State Actor (NSA) funding contract for the year 2010.

As a defender of Democracy, SUNGO chose to be an active supporter of People Against the Switch Sides (PASS.) A role that is becoming more apparent as we continue to see more controversial laws being introduced that are detrimental to the wellbeing of our people. Though we acknowledge the strength and courage of several SUNGO members who have independently advocated on these issues, yet continuous dialogue and consensus building must be fostered to uphold democracy principles within SUNGO members and between SUNGO and Government.

Samoa has witness for the first time a natural disaster which left families homeless and killed more than 140 people. SUNGO's response included the UNDP data collection for early recovery plan, the psychosocial support in counselling, and the distribution of the Help Samoa Aid to affected communities. Financial constrains was the major set back in SUNGOs to effectively implement the National Disaster Plan for Samoa. However, the need for an NGO coordinated disaster response would better address gaps due to the lack of understanding on the diverse social contexts to which NGOs operates. This should reflect a strong national institutional mechanism to bring about the desired changes in the current partnership between NGOs and Government.

Implementation and mainstreaming support efforts on unpredictable situations would by far improve SUNGOs response to unpredicted needs of civil society. This can only be realized through frequent meetings and constructive feedback from all stakeholders working towards the wellbeing of all communities. I therefore continue to look forward to ongoing constructive feedback from all stakeholders on ways to improve SUNGOs response to our community needs.

I wish to acknowledge the tremendous support and insightful engagement of the Executive members in all the National decision making and policy developments of SUNGO. The dedication of SUNGO staff which enabled us to achieve all possible tasks for the year. The level of support and interest vested in us by donors to enhance Civil Society participation and capacity for a better Samoa. To all and everyone who have contributed and believed in our course, we pray for God's blessings upon you all.

Faafetai, Faafetai Tele lava,
Soifua

A handwritten signature in purple ink, which appears to read 'Roina Faatauva'a'.

Roina Faatauva'a – Vavatau
Chief Executive Officer

Implementation of the SUNGO Strategic Plan

The Executive is directly involved in ensuring that the organisations planning is progressing in the right direction in the lead up to 2011. Annual activities over the past year are contributing to the overall success of the Strategic Plan 2006-2011.

Objective One: Good Governance and Management.

Good Governance

The ultimate focus of SUNGO at all levels, governance, management and operational, is based on the principles of Good Governance. The daily operation of the activities set out in the annual workplan is managed by the Chief Executive Officer and reported to the Executive each month. These monthly Executive Meetings provide a good forum for constructive discussion and decision making. Using these channels as directed under the organisational structure has worked well to ensure that decision making is sound and also reaches all levels of the organisation.

A Board Retreat in January 2009 gave the new Board members an orientation to their roles and clear induction to the work of the organisation. Staff members also participated to better understand how the organisation operates. Staff members were then able to visualise how their individual work fits into the strategic perspective of the Executive Council and SUNGO as a whole.

The Executive Council and the CEO work hard to ensure that the organisation continues to abide by its principles. These are based on a sound policy framework which has been translated into management and operational procedures that guide all staff.

New Organisational Structure and Human Resources

A new organisational structure was designed and approved by the Executive Council to better cater for the administration and capacity building roles of the organisation. The new structure requires an Assistant CEO taking responsibility for administrative and support functions within the organisation and also a Capacity Building Coordinator to manage training and capacity building services offered by SUNGO. These changes should also lessen the workload of the Chief Executive Officer as SUNGO expands and would allow the CEO to focus on overall organisation management and linkages with stakeholders. These positions will be advertised in the next financial year.

In terms of staff changes during the year, an Acting CEO was also appointed in the absence of CEO for the 2 months period of her compassionate leave to cover CEO responsibilities. One staff member also resigned for another post and an internship student/volunteer also worked for the organisation as part of her practical work experience towards the completion of her University degree in Social Services in Australia.

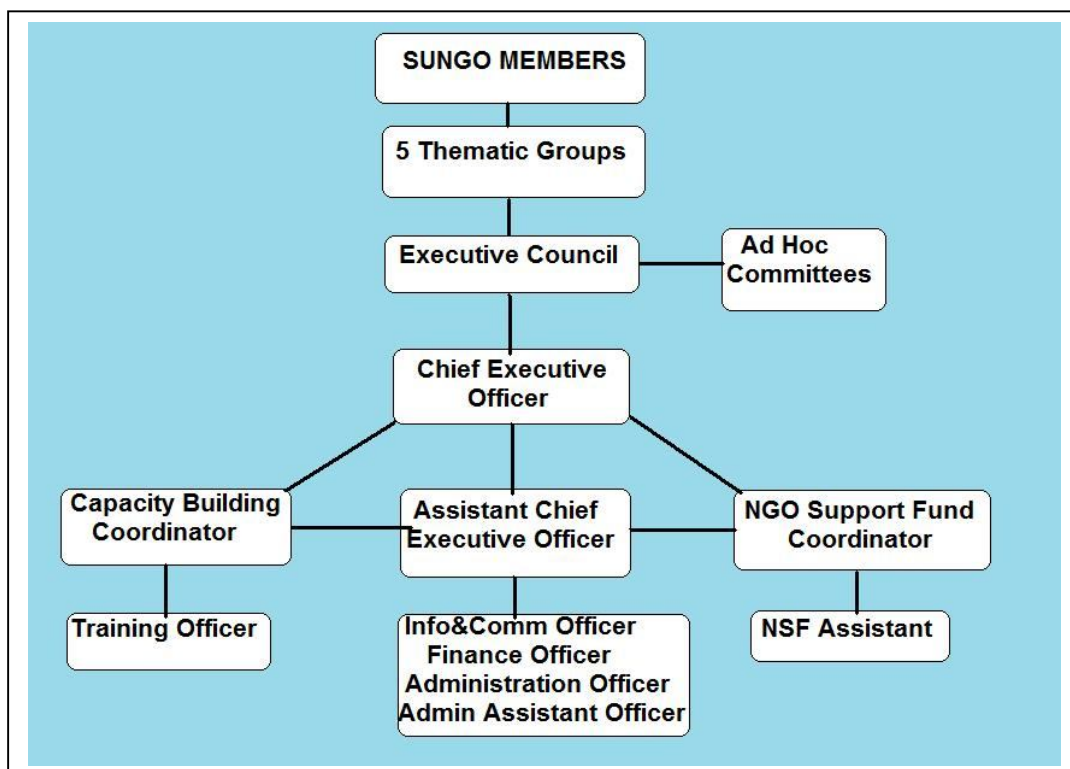
Regular staff meetings were held weekly so that each staff was able to update the team on their work. This helps all staff to understand how each persons work contributes to achieving the organisation annual work plan. A new performance appraisal system has been designed and used to measure the performance of staff annually. The appraisal system allows staff members to discuss the rating of their performance with the CEO.

To ensure that there a properly structured salary scale, the Executive has recommended that the Public Service Commission salary scale to be adopted and used as the new salary structure for the staff members. Therefore salaries have been adjusted and backdated in March 2009.

NGO Support Fund Programme

One of the key milestones achieved through the NSF Core Funding programme was the development of the Monitoring and Evaluation Framework. To improve the management of the Full Core Funding Plus (FCFP) from NZAID, one of the requirements was to have in place an M&E Framework for the organisation. The M&E Framework tool will help in the monitoring and evaluation of tasks which will help strengthen the achievement of future activities for SUNGO as directed by the Strategic Plan 2006-2011. Through the development of this M&E Framework, SUNGO's Strategic Plan was also reviewed at the same time.

Figure 1: New Organisational Structure



Stakeholders

SUNGO is provided with core funding by NZAID and has provided quarterly reports on funds utilisation as required.

Acquittals were also submitted for projects which SUNGO has undertaken with other partners including the European Union for the Independent Water Scheme project and EU MPP for capacity building in community based organisations.

The Ministry of Women, Community and Social Development has also been a partner with SUNGO in the Independent Water Scheme project funded through the European Union. This project has progressed to completion with the outreached villages with independent water schemes now having improved knowledge and skills for managing their water schemes. (More details provided in the training section).

UNDP has recently handed over the RRRT programme to the South Pacific Commission to govern and it has brought the programme to an end with SUNGO. It is expected to have more influence on the government since the programme will be funded by all governments in the South Pacific.

Progress on the Civil Society Index project funded by UNDP has ceased until further negotiations have been completed regarding funding arrangements. Issues have arisen due to the funding

being cut back which has meant that SUNGO has needed to search elsewhere for funding in order to complete other tasks as allocated under the contract.

Adequate Resources

As SUNGO expands its capacity building role and extends its reach to targeted community groups, training increasingly needs to be provided in the Samoan language. To cater for this emerging need SUNGO has worked to develop a stable pool of community trainers with strong language skills. As part of this development, 12 SUNGO trainers certified for community training have completed a Certificate for Adult Training from the National University of Samoa. The result has been high quality training delivered to beneficiaries in the community evidenced by student evaluations from the programmes provided.

To cope with the expanded level of financial transactions as SUNGO has grown, the manual system of Financial Management System (FMS) was replaced by a new electronic accounting system "Peachtree". This new system is found to be very efficient and has led to much better management of extensive financial transactions.

The financial position of SUNGO continues to improve as more income has been generated from both IWS contracts and the EU MPP capacity building programmes for the 2008-09 financial year. (Refer to financial accounts attached).



SUNGO Board, Management & Staff with technical advisor Mary Cretny discussing accounts with Betham Co Ltd Managing Director Oloipola Terrence Betham and staff.



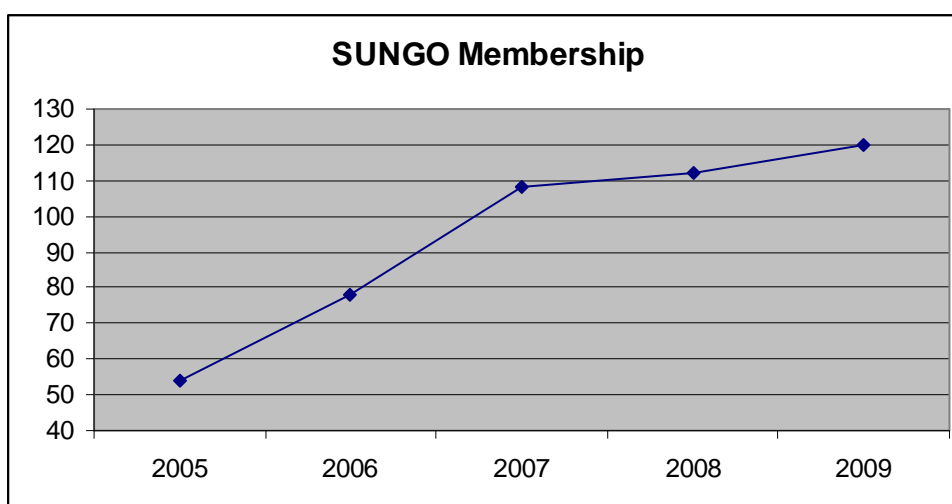
SUNGO's trainers' presentation during the Training of Trainers (TOT) for CBO Project Management.

Objective 2: Promotion, Communication and Membership

Membership

SUNGO members are classified as either non governmental organisations (NGOs) or community based organisations (CBOs). SUNGO's membership has grown significantly over the past five years as SUNGO has taken an active role in civil society advocacy and developed a significant training programme. See Figure 2 below.

Figure 2: Increase in SUNGO Membership



This past year, membership has increased by 6.3%. A total of seven members, six CBOs and one NGO have joined. These members are mainly church and village communities and are undertaking projects for the benefit of their communities.

Communication

The main means of communication that SUNGO uses to reach its members is by telephone. However, increasingly, more urban members (over 50%) also have access to internet and email which is a very convenient method of communication. However, there have been problems with communication breakdowns with the rural and community registered members because of the lack of access to internet and email and phones having been disconnected. This lack of communication has caused many members to fall into the inactive category of membership and also to not participate in the network of activities.

Inactive Members

Over the past four years more than 50% of SUNGO's members have been inactive and have become unfinancial. The main reason for this inactive status is the issue of difficult communications as outlined above. Some members have also indicated that the \$100 subscription is too expensive for them. A further issue is that some CBOs have their key contact people staying in Apia and have no daily contact with their group out in the rural areas.

A total of 17 members have indicated that they wish to cease their membership of SUNGO. They have given a number of reasons. The key people within some CBOs have passed away or are off island. Other CBOs have new officer holders who have been unaware of the membership of SUNGO because key information has not been transferred from those leaving. Other CBOs have had some internal divisions and are no longer operating. Some groups have also joined SUNGO not understanding SUNGO's role. A further group assumed that SUNGO somehow offers donor funding and they joined SUNGO to try obtain donor funding for their projects. In some cases where donor funding has not been approved, the group has become discouraged and discontinued their membership of SUNGO.

Challenges

SUNGO is working hard to meet the challenge of providing a range of useful services to its members. The advocacy work that SUNGO has done for its members and for the whole of Samoan Civil Society is wide ranging and many of the benefits will not be seen immediately. SUNGO also realises that it needs to be able to offer members more immediate services. The Capacity Building programme for CBOS on Project Management is expanding this year, thanks to a significant grant from the EU Non State Actor programme. This is the major way that SUNGO will meet this challenge.

Strategies to Improve Participation

Site Visits

One of the strategies to try and reach members to assess the reasons for their inactive status was the initiative to have a Data Collection Visit to all our members both in Upolu and Savaii in November 2008. The urban area members have the advantage of accessibility to many forms of communications and have been able to touch base with the secretariat. In return, they are able to access the services offered by SUNGO.

The biggest challenge is the members scattered in the rural areas because of their limited accessibility to communications. The majority of inactive members are rural based organisations. The advantage of the visit was that the secretariat was able to identify areas to cater for the inactive members' needs and also to find out whether they wish to continue their membership or withdraw.

Even though there was no budget allocation for this initiative, opportunity arose as part of visits that needed to be made under other contracts. The visits have provided a further recommendation to encourage site visits to touch base with our rural scattered members to update their information and identify their needs for development. The information gained has helped SUNGO to provide flexible and better planning to meet the needs of all our members.

Diversification of Regular Members Meeting at the Community Level

With the majority of inactive members being scattered in the rural communities, a more consistent members meeting at the community level is encouraged to outreach and touch base with our members in the rural areas. This started with the Civil Society Forum held in Savaii in 2008.

Strengthening Thematic Groups

Having well established and structured membership allocated under the five thematic groups will help strengthen the network of these respective members. The Executive Council and staff members who are responsible for each thematic group need to initiate activities to encourage the participation of thematic group members. There is a need to seek opportunities and ideas to involve members under these theme areas.



Salimu Women Development during Data Collection.



PPSEAWA members celebrating the International Day for Peace.

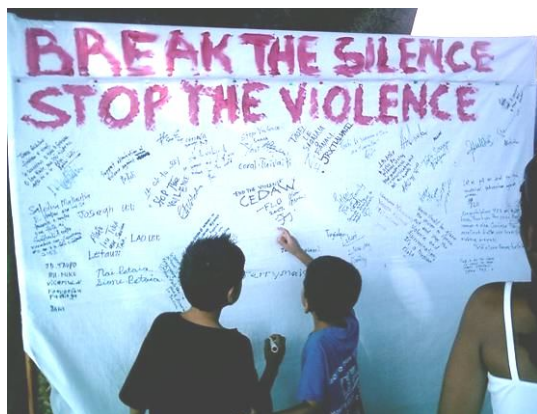
Membership Drive

Strengthening the membership allocated under each of the Thematic Groups of Agriculture, Social Services, Community Development, Private Sector and Environment to work together to promote SUNGO work and principles is an ongoing challenge as it is difficult to host a Members Meeting more than once a year.

The Members Meeting did not happen in this financial year due to the disruption caused by the tsunami which affected our country and our people and the need for SUNGO to focus its advocacy on matters related to dealing with the tsunami aftermath.

In the light of this, our members continued to volunteer their time to help with SUNGO's efforts in response to the tsunami and have improved their relationships socially. More details provided in the Advocacy role in Objective 4.

However, SUNGO participated in a membership drive activity organised by Family Haven under the Pulu Trees in front of the Central Bank Building at Matagialalua encouraging member NGOs and CBOs to promote their roles and share their work for improved networking. At the same time, the general public gained an increased awareness about how NGOs and CBOs operate.



Mapusaga o Aiga (Family Haven) Awareness Day under the Pulu Trees Apia.



SUNGO member during SQA Consultation

Promotion of Aims and Objectives

SUNGO has actively promoted its affiliations with key partners in government ministries, regional / international organisations and donor organisations. SUNGO has also promoted its core activities and contributed on issues in national, regional and international workshops/meetings.

A quarterly newsletter is also issued to all of the organisations members, stakeholders and the media which provides updates on events happening in the organisation. Member organisations are also encouraged to submit their own success stories to be included in the newsletter to promote their roles and work in their respective communities. The newsletter is also provided in the Samoan language to cater for non English readers, and it is an ongoing task to translate all promotional materials to cater for our targeted community based organisations.

The organisation was also promoted through a free website company called Webnode. While this does not link to Google for easy access worldwide and it has limited outreach for promotions of the organisation, it has served as a form of promotion for those who have access to internet and who know of the website through word of mouth. There is a need to have in place a well established website that can be accessible for anyone who wants to know about SUNGO. Obtaining funds to cater for this is a challenge given that there are regular maintenance and host fees to be paid on daily basis.

SUNGO's advocacy role in working with the US Partnership Mission in the Pacific, Greenpeace and other missions has also promoted the mission of the organisation locally and internationally.

SUNGO was also a member of the Pacific network called Pacific Islands Association of Non Governmental Organisations (PIANGO). However as a result of mismanagement of funds in the organisation PIANGO has been closed down. The Executive Board intervened to suggest a better way forward for PIANGO and pushing to revive the organisation to strengthen the voice of civil societies in the Pacific on issues affecting them both regionally and internationally.

SUNGO is also a member of World Alliance of Citizen Participation (CIVICUS). CIVICUS has provided a free year of membership for SUNGO for the 2010 financial year. The organisation was also a member of World Organisations Associations for NGOs (WANGO) through its PIANGO membership. However this is now on hold due to the closure of the PIANGO network.

Objective 3: Institutional Strengthening

Internal and External

Ensuring that there is a system in place to train the Executive Board in governing and leading the organisation in the right direction has been achieved. Most of the Executive are taking advantage of training opportunities offered to the organisation through the ICTP, CBO Governance and Management Courses, RRT human rights training and the UNITEC Programme.

Improving capacity in various areas has contributed to more efficient management of SUNGO activities in this financial year by both the Executive and Management. At the same time, staff members have been given the chance to diversify their skills and so that all can contribute to the capacity building role of SUNGO. This has involved assistance with co-training and the coordination of other training programmes.

Having a system that ensures that SUNGO capacity building programmes are effective does need a lot of effort if the operations of SUNGO are to be sustained and improved in the long run.

Capacity Building

The three levels of capacity building programmes provided by SUNGO namely

- UNITEC Not For Profit Post Graduate Diploma in Management (at more advanced level)
- On the job development through the ICTP programme and
- Community level capacity building through SUNGO training programmes

have played a fundamental role of developing the capacities of non governmental organisations to manage their affairs to a more advanced level.

Other training has included

- the RRRT Human Rights Training for community paralegals which advocates for human rights issues and has enabled NGO representatives completing the course to have a stronger understanding of all human rights issues.
- IWS Committee Management training for independent water committees and
- EU MPP Project Management for CBOs that have had EU MMP grants for social projects

These programmes have specifically extended the services offered by SUNGO to the community level. These EU funded projects has provided much better awareness to community groups about how to manage their water schemes and community projects properly.

The success of SUNGO in managing the IWS and EU MPP capacity building programmes has built the credibility of SUNGO as an organisation able to undertake capacity building roles. Managing these projects has also helped SUNGO to develop its finance and human resource management skills

With these accomplishments in capacity building by and within the organisation much is owed to SUNGOs hard working technical advisors and volunteers, Mr and Mrs Cretney who have been the

cornerstone in providing technical assistance in fulfilling the capacity building area of the organisation through its staff members and beneficiaries.

Training Needs Analysis

SUNGO conducted its Annual Training Needs Analysis (TNA) alongside the EU MPP contract TNA in November 2008 for training in 2009-2010 financial year because there was no budget allocation for this arrangement. A travel plan was in place to ensure that the SUNGO members in the rural areas could be reached when the EU Microproject Committee Team visited 24 villages in both Upolu and Savaii.

Most SUNGO members in the villages needed to be tracked down and information updated as there was little information about what kind of training was needed. Even for those organisations with inactive status, there was interest in revival and reactivating membership with SUNGO. Therefore, another Data Collection visit is warranted and should qualify for a budget allocation to improve responses to the TNA process and to obtain other information needed from members especially in the rural areas of both Upolu and Savaii.

For this financial year, 17 members returned their TNA from the 65 TNAs distributed mainly through email and site visits only for urban area members. The low response from members is due to the organisation's membership being scattered in the rural areas where most have lost contact with the SUNGO organisation. Given that SUNGO's TNA was carried out together with the EU MPP contract through a combined site visit, there has been a dramatic improvement from members with 40 TNAs received for training for the next financial year.

It was also noticeable that the same beneficiaries who continue to utilise SUNGO training are the same beneficiaries who filled in the TNAs for this financial year. A positive response is expected for training in the next financial year with the improved number of TNAs received.

Training Implementation

A total of eight courses were requested from the In Country Training Programme (ICTP) for the 2008-2009 financial year with additional training in project management targeting community based organisations. To help in reaching community level participants, a two weeks Training of Trainers (TOT) was carried out to train trainers using the Samoan language which they will use to cater for the community groups. Following the TOT, the CBO Project Management Pilot Programme for EU beneficiaries was implemented which was jointly funded by the ICTP Programme and EU MPP.

Three other CBO Project Management training courses were conducted for the EU MPP beneficiaries with Social Sector projects mainly out in the rural areas of both Upolu and Savaii. Although the community training targeted EU MPP beneficiaries, modules have already been designed and are in place for the organisation when responding to other training needs that arise.

The UNITEC Diploma Course has catered for the academic and advanced level participants. Nevertheless the ceasing of funding for the programme has left 13 potential graduates currently unable to complete their course. Four participants have graduated with a Post Graduate Diploma in Not for Profit Organisation. Funding is expected to be opened up again in the next financial year.

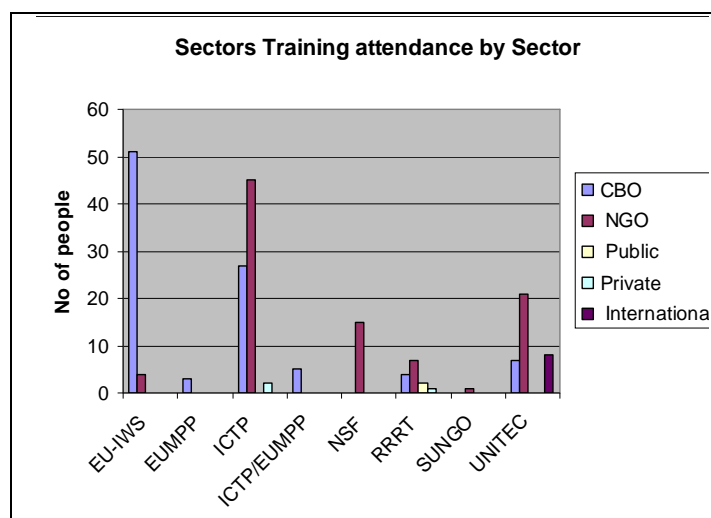
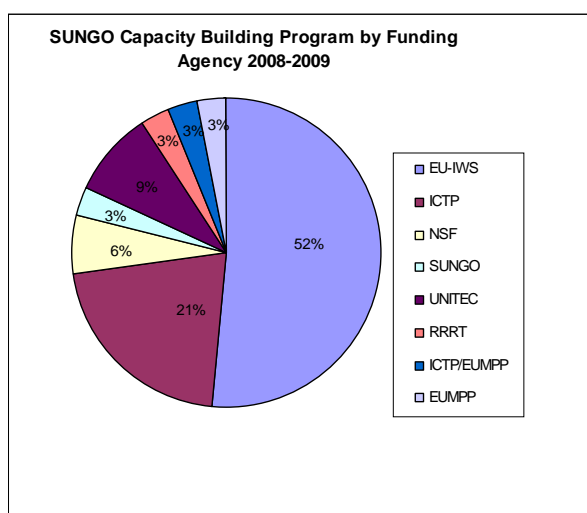
The RRRT Program of six Community Paralegal Trainings has also been completed final results are awaited for the final 13 participants who completed the full course.

In the IWS Water Committee Governance and Management Training programme, over 50 villages and 600 participants benefited from 16 courses that were held for the village water schemes - 11 in Upolu and 5 in Savaii. There was also training specifically provided for the IWS Executive. A Certificate for Adult Training was delivered especially by the National University of Samoa for the IWS Community trainers to ensure quality adult training was provided to the IWS beneficiaries.

Figure 3: SUNGO Training Summary.

SUNGO Training Summary 2009	2009
Number of training courses	33
Total No of complete days training held	158
No of participants trained	740
No of Males	377
No of Females	363
Average number of Sectors per course	6
Average % of participants who met the course objectives to the satisfaction of the tutor	95%

Figure 4: Capacity Building data.



Combined sponsored EU MPP and ICTP Pilot CBO Project Management Training closing ceremony.



IWS Training at Aufaga during trainer presentations.



CBO Project Management presentation of certificates



ICTP Publication and Information Materials Training participants and trainer(s) at the end of the one week training.

Objective 4: Policy and Advocacy

The extent of SUNGO's engagement and participation in advocacy programmes varied depending on whether the issues involved related to the general wellbeing of civil society and aligned with SUNGO values and principles. It has been demanding on both SUNGO Executive members and staff to try and represent the interests of its members on the many consultations to which SUNGO has been invited as the civil society representative. The extent to which Executive members and staff have responded to this challenge has been very gratifying and SUNGO has provided a voice on the most important issues.

The current government has introduced laws that have affected many in Samoa including SUNGO members. In response SUNGO joined coalitions on both PASS and the Land Bill to lobby and represent the grave concerns of its members on the impact of proposed legislation. Failure of government to hear the voices of its citizens being represented did not prevent SUNGO from trying to carry out its advocacy role for the betterment of its network membership and the people in general.

In recognising the advocacy role of the organisation by development partners and abroad have brought the US Mission and Pacific Partnership to SUNGO secretariat to work in partnership in providing the aid directly to the people of Samoa from the United States of America (USA).

Greenpeace Inc has also opted to work with SUNGO to lobby for through climate change campaigns in Samoa and the rest of the Pacific and to represent the concerns of the Pacific Island Nations on the impacts of climate change on small island nations including Samoa.

SUNGO's advocacy role has also inspired the Samoan community in USA and this community chose to work with SUNGO to help the people of Samoa affected by the devastating tsunami. This was fully sponsored by the Help Samoa Coalition, an initiative put together by the Samoan Community in America in response to the tsunami with relief efforts through presents and donations.

This past year has been one of the most eventful for SUNGO in its history with a range of projects successfully completed, a key role played in tsunami recovery efforts, strengthened advocacy for civil society on several major issues and a more secure financial position for the organisation.

Highlights of SUNGO's Advocacy Work 2009.





Treasurers Report

As National Treasurer of the Executive Board of SUNGO, it is my constitutional role to present the Audit Report for the financial year: July 2008-June 2009.

The Audit Report states that ***“the Financial Statement gives a true and fair view of the financial situation, and that they comply with requirements of the Incorporated Societies Ordinance 1952.”***

I therefore have pleasure in tabling our Annual Audited Accounts.

The 2009 Audit has only just been completed. Over the past several weeks our efforts have been focused on assisting with the aftermath of the tsunami. Consequently other tasks, including completing the Annual Accounts and the audit have been delayed. The Annual Accounts also took longer to prepare than usual for two other reasons:

1. Our accounts this year are more complex. As SUNGO has grown our finances have also grown. For example over the past two year's SUNGO's cash flow (the amount of money in and out of the organisation) has doubled. The number of financial transactions has also doubled. This obviously means more work for our financial staff and those supervising the finances.
2. For the first year we have been using a full double entry accounting system. We moved to using a new accounting system in July 2008. The system, called Peachtree Accounting, was supplied, free of charge, by our Auditors, Betham and Co. Our Finance Technical Advisor, Mary Cretney, assisted with the installation and staff training. To ensure that there were no problems; SUNGO's finance officer maintained both Peachtree, and our previous Excel system, for the whole year. While this was time consuming, it ensured that there was always an additional backup. The new system is now working very well and we will only use Peachtree from now on. While inputting financial transactions into Peachtree is more time consuming, the reconciliation procedures are much quicker and more accurate. Peachtree also has much better reporting systems.

The key points to note in this year's Financial Statements are as follows:

1. SUNGO's financial position has again increased significantly, with total assets of \$605,009.

Year	Accumulated Reserves
2009	605,009
2008	375,894
2007	201,121
2006	203,083

This is a huge turn around from seven years ago when SUNGO had no reserves at all and was in debt.

2. Again this year, the main reason that the reserves have increased significantly are because SUNGO managed two EU Projects; the completion of the EU Water Project and the EU Micro Programme Training Project. Our Technical Advisors, John and Mary Cretney, provided their services on a voluntary basis. This meant we did not have to employ staff / consultants to undertake the management, training and M&E roles. All these roles had been costed into the project budgets. Their voluntary days, paid for by the EU project, have this year given SUNGO income estimated at \$120,000. Efforts of staff on these projects have also added another \$50,000 to this reserve.
3. Of course, not all of these total assets are in cash. The Balance Sheet shows significant fixed assets and debtors. In addition, on 1 July 2009. SUNGO also held almost \$33,500 of NZAID project funds and \$10,500 of RRRT ACT project funds.

4. The only negative issue in the Financial Statement is the doubtful debt owed by PIANGO. See Notes to the Accounts. This debt of \$4532 was incurred during the running of the Social Audit Diploma course. Not all of the debt was cash paid out by SUNGO. \$1200 of the debt was the management fee that PIANGO undertook to pay SUNGO to run the course. The rest was cash paid out to run the course. SUNGO has been running these Diploma courses for PIANGO for several years and had no idea that PIANGO was in financial difficulty. This is a lesson to us. When SUNGO pays out in advance on behalf of another organisation, eg attendance at overseas meeting or conferences, we must always try to ensure that the organisations we deal with are robust and honourable. If possible it is best to have travel paid directly by the organisation concerned. This may mean quicker decision making on our part and on occasions turning down invitations if we are not absolutely sure of the financial viability of the organisation.
5. **2009 Audit.** This is the second year that we have used the audit firm Betham and Company. The choice of this firm as our auditors has been an excellent one. Their audit has been thorough and conscientious. They have worked closely and cooperatively with our finance and administration staff. The audit has been particularly helpful to SUNGO's finance officer as she has learnt more about how the end of year adjustments can be made directly into the Peachtree accounting system. I am very grateful for the assistance they have given us without charge, the Peachtree Accounting System and the training provided to SUNGO staff. The draft audit management report received on 17 November has been circulated to the Executive for discussion. It raises three matters of documentation and one incorrect payment to Inland Revenue. The management will work through these matters to ensure they are corrected and any insecure procedures will be reviewed.
6. Overall however, considering the growth in our work, the audit has shown our financial systems are generally sound. We have enough staff now to ensure there is duplication of all key tasks and good double checking systems. However we are always conscious of the need to improve especially as SUNGO grows and our assets have become more significant. These must be protected by good systems, to ensure our future as a strong, independent organisation.

On behalf of the SUNGO governance body, I would like to record our most sincere gratitude and appreciation - Faafetai Tele to John and Mary Cretney for their dedication, commitment and most invaluable contribution to the development of SUNGO through empowerment of its members, the community at large including the governance board and staff through various capacity building - trainings and their most kind and tremendous financial contribution.

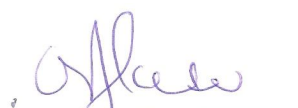
I wish to also take this opportunity to thank the SUNGO CEO Mrs Roina Faatauva Vavatau and staff for the good management of the finances, as well as the SUNGO President, Vaasiliifiti Moelagi Jackson and all members of the SUNGO Executive Council.

KEEP UP THE GREAT WORK.

Ia faamanuia tele atu le Atua i galuega lelei uma, Faafetai Faafetai Faafetai tele. Malo le tautua!

IA AVEA FOI LENEI AVANOA E MOMOLI ATU AI MOOMOOGA ALOFA MA FAAMANUIAGA MO SE KERISIMASI MANUIA MA SE TAUSAGA FOU TAUSAAFIA!

Soifua



National Treasurer

Fuimaono Na'olia Oli Schuster

Names of SUNGO members: NGOs and Community Based Organisations (CBOs).

Non Governmental Organisations (NGOs)	Community Based Organisations (CBOs)
1. Animal Protection Society	1. Alamagoto Youth Club
2. Apitaga mo Tagata Siofua Maloloina	2. Atteta Variety Garden
3. Avanoa Tutusa	3. Autalavou EFKS Faleseela
4. Baha'i Charitable Trust	4. Autalavou Katoliko Savaii
5. Beautiful Expressions of Nature - BEN	5. Civil Society
6. Beekeepers' Association of Samoa Inc - BASI	6. Congregational Christian Church Vaipuna
7. Bible Society of South Pacific - BSSP	7. Courier of Samoa Organisation
8. Cancer Society	8. EFKS Lelepa
9. Consumer Affairs Society	9. Faalapopotoga Aufaifaatoaga Laiti I Aleisa
10. Disaster Support Organisation	10. Faamatai Association
11. Doctors' Wives Association	11. Faasao Savaii Society
12. Ekalesia Faapotopotoga Kerisiano i Samoa	12. Faatoia Women's Christian Fellowship
13. End Child Prostitution/Pornography and Trafficking - ECPAT Samoa	13. Fagafau Youth Group
14. Faalapopotoga Aufaigaluega Soifua Maloloina - FASM	14. Failafumanu Puleono Salafai
15. Faataua le Ola - FLO	15. Faitotoa o Faamanuiaga
16. Family Enrichment Society Inc	16. Faleasiu Women Fellowship
17. Fiaola Crisis Centre	17. Faleula AOG Women's Fellowship
18. Goshen Trust	18. Faleula Farmers Association
19. Komiti Tumama	19. Fiaola Manuia
20. Lagomeli Society	20. Fusi Safata Women's Committee
21. Loto Taumafai Education	21. Gataula Primary Health Care
22. MADD Gallery	22. Gautavai Youth EFKS
23. Manulele Laupapa Inc	23. Kionasina Fishing Club
24. Mapusaga o Aiga	24. Komiti Atinae Faleu, Manono
25. Matuaileoo Environment Trust Inc - METI	25. Komiti o le Vai Nuusuatia

26. National Council of Churches	26. Komiti Tina Poutasi
27. National Council of Early Childhood Education	27. Komiti Tina Salani
28. National World Women's Christian Temperance Union	28. Lausalato Community Based Organisations.
29. Nuanua o le Alofa - NOLA	29. Le Piu Farmers
30. O le Siosiomaga Society - OLSSI	30. Le Taeao Fou Organisation
31. Pan Pacific South East Asia Women's Association - PPSEAWA	31. Le Talie Women Development
32. Pasefika Mana Samoa Social Work Services Inc	32. Local Committee of O le Pupu Pue National Park
33. Robert Louis Stevenson Museum	33. Lutia-i-puava Credit Union
34. Rotaract Club of Apia	34. Mafutaga Tina Katoliko Puleaga
35. Samoa Aids Foundation - SAF	35. Malaemalu Methodist Youth
36. Samoa Association of Human Rights and Law Incorporated	36. Mapu-afe-soo-faguga-o-taeao-lelei Shelter
37. Samoa Association of Manufacturers & Exporters - SAME	37. Mauloa Agriculture Development
38. Samoa Association of Women Graduates - SAWG	38. Namusigano
39. Samoa Encouragement for Music & Arts Charitable Trust - SEMI	39. Neiafu Women's Fellowship
40. Samoa Family Health Association - SFHA	40. Papa o Misi Pre School
41. Samoa Hotel Association	41. Papaseea Sliding Rock Development
42. Samoa net Safety	42. Piu Community Development
43. Samoa Registered Nurses Association - SRNA	43. Salani Youth Farmers
44. Samoa School of Music & Performing Arts	44. Salimu Village Women Development
45. Samoa Senior Citizen Society	45. Saumalu Community Pre School
46. Samoa Society for the Intellectually Handicapped - IHC	46. Sosaiete Auaipopo
47. Samoa United Nations Association	47. Sosaiete Tau Atiae, Fogatuli
48. Samoa Victim Support Group	48. Sosaiete Tulimatagau

49. Sautiamai Catholic Family Ministry	49. Saint Teresa PTA
50. SENESE Preparatory School	50. Tama o le Oli
51. Seventh Day Disaster Relief Agency	51. Tanugamanono Methodist Youth
52. Simple Law	52. Taulasea Samoa
53. Small Business Enterprise - SBEC	53. Tausala o Falefatu
54. Soroptomist International of Samoa	54. Utulua Methodist Youth Fellowship
55. South Pacific Business Development	55. Vaiala Women's Fellowship
56. Survival Foundation Society	56. Vaisilika Organisation
57. Tagiilima Handicrafts Association	57. Vaitoomuli EFKS Youth Group
58. Tautai Samoa Association Inc	58. Vaiusu Catholic Community
59. Tavana Nurses on Wheels	
60. Tiapapata Arts Centre	
61. Tu ma Aga Faamatai Association	
62. Women in Business Development	
63. Young Women's Christian Association	
64. Youth Federation for World Peace	