



INTERNATIONAL FORUM ON DEVELOPMENT SERVICE

FORUM INTERNATIONAL DU VOLONTARIAT POUR LE DÉVELOPPEMENT

ANNUAL REPORT 2010

volunteering. engaging. uniting.



Report on FORUM activities in 2010

This report covers the period from January to December 2010, in line with the annual accounts. During this period there was one annual general meeting of FORUM members in Singapore, on 6 October, 2010.

Executive Board of Officers

The Executive Board of Officers met seven times during 2010:

<i>Date</i>	<i>Format</i>	<i>Key discussions</i>
15-16 March	face-to-face (Melbourne)	Confirming Charter, Strategic Plan 2010-2012 and Constitution, 2009 Audit, 2010 Draft Budget, IVCO 2010 and 2011, IYV + 10, Strategic Plan 'think tank'
20 May	teleconference	Building a Credible Knowledge of Research Theme Focus, membership renewals, finances, confirming research protocols, IVCO 2010 programme and planning
6 July	teleconference	Supporting Members Sharing and Learning Theme Focus, legal status, IVCO 2010, research, membership
9 September	teleconference	IVCO Theme Focus, membership, engaging new members, IYV + 10, research, operational and meeting planning
3 October	face-to-face (Singapore)	Sharing and Networking through Information and Learning Theme Focus, arrangements relating to banking management with the change of Chair and Treasurer, confirmation and allocation of Executive roles and responsibilities for IVCO 2010
6 October	face-to-face (Singapore)	Orientation and Scheduling Theme Focus, introduction to FORUM Executive and how business is run, portfolio roles, membership, IVCO 2010 evaluation, 2011 Executive meeting schedule, Civil Society and Effectiveness, supporting new members
1 December	teleconference	End of year business, updates from IVCO Working Group, Sharing and Networking through Information and Learning Working Group, Strengthening Organisational Base Working Group, Research Working Group and IYV +10 Working Group

Minutes of the FORUM Executive Board meetings are available from the Coordinator on request by any FORUM member or Associate member.

Executive Portfolios and members involved during period January – December 2010

<i>Portfolio Role</i>	<i>Members involved</i>
Growing and Supporting Membership Working Group	Ben Ngutu, Jürgen Wilhelm represented by Jirka Vierhaus
Sharing and Networking through Information and Learning Working Group	Nita Kapoor, Deborah Snelson
Building a Credible Body of Research Working Group	Chair, Cliff Allum FORUM Executive Board Officers, Dimity Fifer, Brian Rockliffe OBE and Jean Tan Also includes: Peter Britton, AVI (FORUM member); Mae Chao, UNV (FORUM member); Benjamin Lough, Research Associate, Brown School of Social Work, Washington University and Live Bjørge , Fredskorpset (FORUM member)
Strengthening Organisational Working Group	Dimity Fifer and Michel Chaurette with support from Christina Jenkins
Treasurer	Mr Takemichi Shirai (on behalf of Mr Ito Takafumi)
IYV + 10 Working Group	Deirdre Murray, Dimity Fifer, Nita Kapoor and Peter Reicher
IVCO 2010 Working Group	Jean Tan, Peter Reicher, Brian Rockliffe OBE and Ben Ngutu with support from Dimity Fifer
IVCO 2011 Working Group	Ben Ngutu, Peter Reicher, Jean Tan, Brian Rockliffe OBE with support from Dimity Fifer

Activities

During the course of the year, FORUM has undertaken the following activities:

Growing and Supporting Membership

At the end of December 2010 the membership of FORUM increased to 21 members. FORUM gained three new members including, The German Development Service (DED), Canada World Youth (CWY) and Associate member, Austraining International who were welcomed into the international learning and co-operative network.

Members of the Executive Board of Officers and the FORUM Coordinator have also visited and/or corresponded with members throughout the year, and actively encouraged seven new agencies to join as well as supported existing members in advocacy efforts.

A FORUM brochure was developed to encourage potential members and Associate members to attend the annual conference for International Volunteering and Cooperation Organisations (known as IVCO) and to learn more about the benefits of joining FORUM. The FORUM brochure is designed to highlight FORUM's work to key stakeholders, potential members, Associate members and sector channels. This brochure will be finalised and sent to members in 2011 as part of a collective effort under the Strategic Plan to Grow and Support membership.

The main pages of the FORUM website and some key documents were translated from English into Spanish and French. FORUM would like to formally thank United Nations Volunteers (UNV) online

volunteers, Alicia Ballabriga (Spanish) and Olivia Martinez (French) for their long-term and ongoing work on the translation tasks.

Sharing and Networking through Information and Learning

In response to the feedback from members, and in line with the goals outlined in the FORUM Strategic Plan, a strengthened focus on sharing and learning among members was initiated in late 2010. A survey was sent out to FORUM members on 6 September; the information was collated and formed the basis of a discussion at the 2010 IVCO Conference; Sharing and Learning Network themes and Network Coordinators were identified based on the priority areas that members were interested in sharing on. By the end of 2010, plans were in place for seven Sharing and Learning Networks to start up in 2011. The Forum Executive Board of Officers look forward to strengthened cooperation and new encounters on international volunteering in the year to come.

IYV + 10

Throughout 2010, FORUM and FORUM members actively contributed to International Year of the Volunteer + 10 (IYV+10) promotion and activities and the annual celebration of UN International Volunteer Day, 5 December 2010.

Strengthening Organisational Base (including Financial Report)

FORUM Coordination

During 2010 the part-time FORUM Coordinator position continued to be based in Australia, with support from Australian Volunteers International (AVI).

FORUM Finances

A copy of FORUM's 2010 audited financial accounts accompanies this report. FORUM would like to thank Skillshare International for its hard work on managing FORUM's finances and overseeing the 2010 audit.

In addition, FORUM would like to acknowledge its appreciation to the Executive Board of Officers and their organisations for in-kind contributions made in 2010 ranging from covering international flights, phone calls to personnel and operational resources. These contributions make a significant difference to the level at which FORUM can operate and thus, what outcomes can be achieved for members. Thank you to Michel Chaurette, Centre for International Studies and Cooperation-Uniterra (CECI), Dimity Fifer, Australian Volunteers International (AVI); Nita Kapoor, Fredskorpset (FK Norway); Ben Ngutu, VSO Jitolee, Deirdre Murray, Comhlámh; Peter Reicher, Hungarian Volunteer Sending Foundation (HVSF); Brian Rockliffe OBE, VSO; Mr. Takemichi Shirai (on behalf of Mr. Ito Takafumi), Japan International Cooperation Agency (JICA); Deborah Snelson, Volunteer Service Abroad (VSA), Jean Tan, Singapore International Foundation (SIF) and Jürgen Wilhelm represented by Jirka Vierhaus, The German Development Service (DED).

IVCO 2010

IVCO 2010, held in Singapore from 3 – 6 October, and was proudly hosted by new member, the Singapore International Foundation (SIF). The conference focused on "Innovations and Challenges in International Volunteerism and Development". Papers, video footage and proceedings are available on the FORUM website: <http://forum-ids.org/lang/en/conferencen/ivco/2010-ivco>

FORUM would like to thank SIF for its work, extraordinary efforts and generous in-kind contributions in hosting the IVCO Conference.

Building a Credible Body of Knowledge through Research

The FORUM Research Working Group, led by Cliff Allum met six times via teleconference in 2010. FORUM would like to express heartfelt appreciation to all members of the FORUM Research Working Group for all your hard work in coordinating the relevant and timely research for international volunteering and cooperation organisations described overleaf:

FORUM Discussion Paper

This year a Discussion Paper on “Climate Change” was developed and discussed at IVCO 2010. The paper was prepared by Philip Mulligan (Brian Rockliffe OBE and Christina Jenkins edited the paper for FORUM) and presented by Brian Rockliffe OBE at IVCO 2010. This paper is available on the FORUM website: <http://forum-ids.org/lang/es/research/forum-papers>

FORUM Research

FORUM, together with SIF, commissioned research into “Emerging Perspectives on International Volunteerism in Asia.” This research was carried out by Dr. Caroline Brassard, Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS) and Ms Margaret Sherraden, Professor of Social Work, University of Missouri at St. Louis. This paper is also available on the FORUM website: <http://forum-ids.org/lang/en/conferences/ivco/2010-ivco/ivco-2010-day-two/forum-research-paper.html>

FORUM Research Protocols

FORUM’s Research Protocols were created and confirmed in 2010. The development of this set of protocols was a goal outlined in the FORUM Strategic Plan 2010-2012. These can be found on the FORUM website: <http://forum-ids.org/forum-research-protocols>

FORUM Research Fund


On behalf of FORUM, I would like to take this opportunity to say a very big thank you to FORUM Members – Fredskorpset (FK Norway), Hungarian Volunteer Sending Foundation (HVSF) and Singapore International Foundation (SIF) for their generous contributions to the Research Fund. This support, together with the work of the Research Working Group will continue to provide a strong basis for FORUM’s research work into the future.

Future Directions

At the end of 2010, FORUM is well on the way to achieving the objectives laid out in the FORUM Strategic Plan 2010-2012. FORUM looks to 2011 as a way to continue to achieve and extend the current plan: strengthening and continuing efforts in; *Growing and Supporting Membership; Sharing and Networking through Information and Learning; Building a Credible Body of Knowledge Research, including the implementation of an agreed research plan; Strengthening Organisational Base;* actively promoting and engaging in IYV + 10 activities and plans, as well as; supporting VSO Jitolee as hosts for IVCO 2011 in Kenya. In addition, FORUM will work to position itself as a significant collaborator in key international volunteering and cooperation discussions. The full FORUM Strategic Plan 2010-2012 can be found at: <http://forum-ids.org/about/2010-12-strategic-plan>

I would like to record my appreciation of the time that the Executive Board members have put into FORUM activities over the year. I would like to say a particular thanks to Mr. Takemichi Shirai (on behalf of Mr. Ito Takafumi), and Deborah Snelson who was FORUM’s Chair for the previous two years. The 2010 AGM marked the end of both their full terms, during which time extensive contributions were made to FORUM members. I would also like to thank the Coordinator for her continued motivation and hard work in strengthening support of FORUM members.

Dimity Fifer



Chair, International FORUM on Development Service

September 2011

Independent Examiner's Report to the Board of the International Forum on Development Service

I report on the accounts of the International Forum on Development Service (the organisation) for the year ended 31st December 2010, which are set out on the attached spreadsheet.

Respective responsibilities of board members and examiner

As the board of the organisation you are responsible for the preparation of the accounts; you consider that an audit is not required. It is my responsibility to state whether particular matters have come to my attention. In carrying out this task I have considered it appropriate to adopt the procedures specified in the General Directions given by the UK Charity Commissioners under Section 43 (7)(b) of the Charities Act 1993, as amended by the Charities Act 2006 .

Basis of independent examiner's report

My examination included a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Secretariat Co-ordinator concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me cause to believe that in any material respect
 - reasonable accounting records have not been kept, and
 - accounts that accord with the accounting records have not been produced
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

John Banks

Beanfield Cottage
Woodend
Ledbury
Herefordshire HR8 2RR
11 March 2011

Annual Accounts for the year ending 31st December 2010

Income and Expenditure Statement for 2010

	2010 Actual	2010 Budget	2009 Actual
INCOME	€	€	€
Membership fees (Note 1)			
existing members	23,310	30,539	24,700
new members	3,125	2,100	500
Government grants		5,000	
Conference income (fees)	16,478	5,500	4,853
Research fund	10,045		10,550
Other income	159		175
TOTAL INCOME	€ 53,117	€ 43,139	€ 40,778
EXPENDITURE			
Staff salary	27,061	22,880	22,391
Pensions and payroll			
Staff training			
Staff travel	1,805	4,987	2,149
IVCO support	820	1,050	-621
Member events			5,870
Research	10,000		2,900
Board expenses	5,992	6,580	5,318
Stationery		53	23
Communications	2,317	1,260	507
Website and information	2,538	2,657	3,146
Subscriptions			
Rent and building			
Insurance			
Support Services			
Accounting	1,244	1,365	1,024
Bank charges	289	525	156
Gains on foreign exchange (Note4)	-224		-1,276
Total Expenditure	€ 51,842	€ 41,357	€ 41,587
SURPLUS/(DEFICIT) for year	€ 1,275	€ 1,782	-€ 809

Research Fund Report 2010

	€	€
General Research Fund		
Balance of Fund at 01/01/10		11,648
Add INCOME		
Member Donations:		
FK Norway		10,000
HVSF		<u>45</u>
		21,693
Less EXPENDITURE		
SIF - "Emerging Perspectives on International Volunteerism in Asia"		10,000
Balance of research fund at 31.12.2010		<u>€ 11,693</u>

Note 1:

€1,000 research funding was received from FK Norway in December 2010 (€9,000 to follow) and €250 was received from Canadian Crossroads International. These are treated as pre-payments in the accounts and will be incorporated into the Research Fund in 2011.

Note 2:

Research income and expenditure is incorporated into the overall Income and Expenditure Statement.

Statement of Receipts and Payments

		€
Opening balance at bank at 1 January 2010:		
Euro account		77,030
Australian dollar account (\$14,351 @ 0.625)		8,965
Sterling account (UK£251 @ 1.12)		282
Opening balance petty cash 1 January 2010		<u>130</u>
		86,407
Add cash received per accounts	50,687	
Less cash paid per accounts	<u>45,617</u>	5,070
Total		<u><u>€91,477</u></u>
Balance at bank at 31 December 2010:		
Euro account		83,796
Australian dollar account (\$9,433 @ 0.746)		7,037
Sterling account (UK£451 @ 1.140)		514
Closing balance petty cash 31 December 2010		130
		<u><u>€91,477</u></u>

Statement of Assets and Liabilities at 31 December 2010

	2010		2009	
	€		€	
Assets:				
There are no fixed assets.				
Current assets comprise:				
Debtors (Note 2)		1,050		8,513
Cash at bank as follows:				
Fortis Bank Brussels:				
Euro account	83,796		77,030	
Bendigo Bank Australia:				
\$ Australian account	7,037		8,965	
Sterling Account	514		282	
Petty Cash	130	91,477	130	86,407
Total current assets		92,527		94,920
Current liabilities (Note 3)		-15,845		-19,513
Net current assets		€ 76,682		€ 75,407
Funds at 1st January 2010		75,407		76,216
Surplus / deficit for the year		1,275		-809
Funds at 31 December 2010		€ 76,682		€ 75,407

Notes to the Financial Statements

Note 1: Membership fees 2010

Country	Organisation	Fee
Existing members:		€
Australia	AVI	2,100
Canada	CCI	1,050
Canada	WUSC	1,050
France	FV	1,575
Germany	AKLHÜ	1,050
Germany	UNDP (UNV)	2,625
Hungary	HVSF	105
Ireland	Comhlámh	105
Italy	FOCSIV	525
Japan	JICA/JOCV	2,625
New Zealand	VSA	1,050
Norway	FK Norway	2,625
Singapore	SIF	1,050
Switzerland	Unité	1,050
UK	IS	1,050
UK	Skillshare International	1,050
UK	VSO Federation	2,625
		€
		23,310
New members:		
Australia	Austraining (Associate)	105
Canada	CWY	395
Germany	DED	2,625
		€3,125

Note 2: Debtors at 31 December 2010

Membership fee WUSC	1,050
	€1,050

Note 3: Liabilities at 31 December 2010

Communications	977
Web site	298
Payment by AVI made in error to be refunded in 2011	2,200
Prepayment of Membership Fees for 2011*	11,120
Prepayment of Research Fund*	1,250
	<u>€15,845</u>

* Prepayments are treated for accounting purposes as liabilities at the balance sheet date.

Note 4: Gains on Foreign Exchange

Payments from the Australian bank account have been converted into Euros at the rate prevailing on the day of the transfer of Euros to the Bendigo account. After the following transfer, the rate is updated. Closing balances on the \$ Australian and the Sterling account have been converted into euros at the exchange rate on 31/12/10.