

Report on FORUM activities in 2009

This report covers the period from January to December 2009, in line with the annual accounts. During this period there was one annual general meeting of FORUM members in Budapest, Hungary on 21 October, 2009.

Executive Board of Officers

The Executive Board of Officers met seven times during 2009:

<i>Date</i>	<i>Format</i>	<i>Key discussions</i>
10 February	teleconference	Portfolio roles, future options paper, draft 2009 budget, IVCO 2009 and 2010
27 May	teleconference	Membership renewals, banking arrangements, research update, Executive Board of Officer resignations, IVCO 2009 & 2010
29 June – 1 July	face-to-face (London)	New strategic plan, new charter, establishing a Research Working Group, financial services contract, FORUM's legal status, membership categories, IVCO 2009, 2010 & 2011
20 September	teleconference	Draft strategic plan, budget forecasts, IVCO 2009
18 October	face-to-face (Budapest)	Approved draft 2010 budget, Executive Board of Officer nominations
22 October	face-to-face (Budapest)	Brief orientation, confirmed portfolio roles, IYV+10 Bonn meeting, IVCO 2009 evaluation, 2010 Exec meeting schedule
16 December	teleconference	End of year business, update from Research Working Group

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

In May two Executive Board of Officers had to step down from their roles - Peter Christiansen (MS Denmark) and Flavia Pansieri (UNV). Flavia was, however, able to accept being an 'advisor' to the FORUM Executive Board.

Two new members were elected onto the Executive Board of Officers in October at the 2009 AGM – Nita Kapoor (FK Norway) and Jean Tan (Singapore International Foundation). We are fortunate to have their contributions going forward.

Executive Portfolios and members involved:

<i>Portfolio Role</i>	<i>Members involved</i>
Research Working Group	Cliff Allum, Dimity Fifer, Brian Rockcliffe, Jean Tan, Mae Chao
IYV + 10 Group	Deirdre Murray, Dimity Fifer, Nita Kapoor, Peter Reicher
Sharing and Learning Group	Nita Kapoor, Debbie Snelson
IVCO 2010 Working Group	Jean Tan, Peter Reicher, Brian Rockcliffe with back up Dimity Fifer
Treasurer	Takemichi Shirai

Membership

At the end of December 2009 the membership of FORUM decreased from 20 to 19 members. FORUM gained one new member, the Singapore International Foundation (SIF) which is most welcome to the international learning and co-operative network. Two members did not renew in 2009 but we hope they will join again in the future.

Activities

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

◆ Member links and network promotion

FORUM Website

Building on the new look site developed in 2008, an up-grade to the FORUM website took place during 2009. The new site is powered by a content management system called Wordpress and will better manage FORUM's current needs as well as into the future. Some of the features and benefits include:

- Ease of updating structure and presentation
- Simple, cost-effective maintenance
- Optimising access to the FORUM website
- Member involvement

With a designated "Member Newsletters" section, members have been actively encouraged to share their organisations' publications via the FORUM website:

<http://forum-ids.org/newsletters/member-newsletters>

Growing Membership

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 new agencies to join.

◆ IVCO 2009

IVCO 2009, held in Hungary from 18 – 21 October, and was proudly hosted by the Hungarian Volunteer Sending Foundation (HVSF). The conference focused on "Volunteers as Catalysts for Social Engagement". Its proceedings are covered by a separate report – also available on the FORUM website:

<http://forum-ids.org/reports/2009-IVCO-report.pdf>

FORUM would like to take this opportunity to say thank you to the HVSF for its work in hosting the IVCO Conference.

◆ Research

In June 2009, the FORUM Executive Board of Officers met in London to develop the 2010-2012 Strategic Plan. The Executive felt that research remains a key area for future FORUM engagement.

Cliff Allum, former FORUM President and CEO, Skillshare and Dagmar Schumacher, UNV joined the FORUM Executive Board of Officers for a meeting on FORUM research. This came about as a result of a collective aim for FORUM, UNV and other parties to have greater collaboration on research going forward.

A new FORUM Research Working Group was formed, led by Cliff Allum and FORUM Executive Board Officer, Brian Rockcliffe. Other active members of the Working Group are FORUM Executive

Board Officers, Dimity Fifer and Jean Tan and also includes Ben Lough, Research Associate, Brown School of Social Work, Washington University, Mae Chao, UNV (FORUM member).

The intent of the group is to have a group of people thinking together to support and enhance FORUM's research work.

This year a Discussion Paper on "Volunteers on Catalysts for Social Engagement" was developed and discussed at IVCO 2009. Research was presented by Tina Wallace, *Research Associate, Sociologist and Development Consultant*. This paper is available on the FORUM website: <http://forum-ids.org/lang/fr/conferences/ivco/2009-ivco/day-two/forum-discussion-paper-volunteers-as-catalysts-for-social-engagement.html>

A revised Mapping Exercise was also presented at IVCO incorporating contributions and up-dates from FORUM Members. Particular thanks to Unité, DED and AKLHÜ for their valued contributions to this activity.

The new website has enabled members to share their own research via the website in the "Member Papers" section. Many new papers were added to the site in English, Spanish, German and French. Thank you to all members who contributed to this area in 2009. These papers can also be found on the website:

<http://forum-ids.org/research/forum-papers>

We would like to take this opportunity to say a very big thank you to FORUM Members - FK Norway, Unité and HVSF for their generous contributions to the Research Fund. This support, together with the work of the Research Working Group will provide a strong basis for FORUM's research work into the future.

Future Directions

A proposed Strategic Plan 2010-2012 was prepared by the FORUM Executive Board of Officers in June 2009 and circulated to members in preparation for the 2009 AGM in Budapest. The Strategic Plan 2010-2012 was agreed in principle by members and forms the basis of FORUM's work for the coming three years. Work was done in drafting the FORUM Charter, a document that will outline values and principles that FORUM asks member and associate member organisations to aspire to, and sign up to, when they join FORUM. The consultation process and writing of this document was completed in early 2010.

Resources

Coordinator

The FORUM Coordinator position continued to be based in Australia in 2009.

Financial Report

A copy of FORUM's audited financial accounts accompanies this report. In 2009 FORUM received less income than was proposed in the approved budget. This was in part because income from a government grant was actually received in 2008 (and should therefore not have been included as income for 2009) as well as the small fall in membership.

For 2009, FORUM's financial report reflected a deficit of € 809 which was due to the above mentioned factors as well as a result of expending in two main areas including gains on foreign exchange (as per Note 5 in audit) and a decision by the FORUM Executive Board of Officers to invest some reserves into the upgrade of the FORUM website.

FORUM would like to thank Skillshare International for its hard work on managing FORUM's finances and overseeing the 2009 audit.

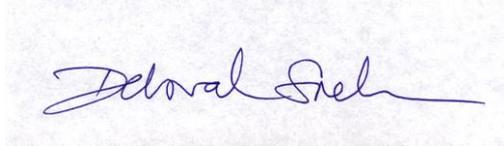
In addition, FORUM would like to acknowledge its appreciation to the Executive Board of Officers and their organisations for in-kind contributions made in 2009 ranging from covering international flights, phone calls to personnel and operational resources. These contributions make a significant difference to the level at which FORUM can operate and thus, what outcomes can be achieved for members. Thank you to Dimity Fifer, AVI, Nita Kapoor, FK Norway, Deirdre Murray, Comhlámh, Peter Reicher, HVSF, Brian Rockliffe, VSO, Mr. Takemichi Shirai (on behalf of Mr. Ito Takafumi), JICA, Jean Tan, SIF and VSA.

2010

In the year ahead we will take forward the vision for FORUM including:

- ◆ Support IVCO 2010, hosted by Singapore International Foundation (SIF) in Singapore.
- ◆ Implement an agreed research programme.
- ◆ Translation of the FORUM website into Spanish and French.
- ◆ Carry out activities outlined in the Strategic Plan for 2010.

I would like to record my appreciation of the time that the Executive Board members have put into FORUM activities over the year – and to the Coordinator for her motivation and hard work in strengthening support of FORUM members.



Deborah Snelson

Chair, International FORUM on Development Service

August 2010

**Annual Accounts
for the year ending
31st December 2009**



Income and Expenditure Statement for 2009

	2009 Actual	2009 Budget	2008 Actual
	€	€	€
INCOME			
Membership fees (Note 1)			
existing members	24,700	27,180	27,180
new members	500	2,000	
Government grants		5,870	20,010
Conference income (fees)	4,853	5,500	18,540
Research fund	10,550	14,548	13,045
Other income	175	5,000	268
TOTAL INCOME	€ 40,778	€ 60,098	€ 79,043
EXPENDITURE			
Staff salary	22,391	22,000	22,000
Pensions and payroll			
Staff training			227
Staff travel	2,149	4,750	1,632
IVCO support (Note 4)	-621	1,000	7,766
Member events	5,870	5,870	14,140
Research	2,900	14,548	9,437
Board expenses	5,318	6,267	5,377
Stationery	23	50	
Communications	507	1,200	
Web site and information	3,146	2,555	1,067
Subscriptions			
Rent and building			
Insurance			
Support Services			
Accounting	1,024	1,300	1,008
Bank charges	156	500	420
Gains on foreign exchange (Note 5)	-1,276		
Total Expenditure	€ 41,587	€ 60,040	€ 63,074
SURPLUS/(DEFICIT) for year	-€ 809	€ 58	€ 15,969

Research Fund Report for 2009

	€	€
General Research Fund		
Balance of Fund at 01/01/09		-
Transferred from Irish Aid Reseach Fund (see 2008 Accounts)		3,998
Add INCOME		
Member Donations:		
FK Norway		10,000
Unité		500
HVSF		<u>50</u>
		14,548
Less EXPENDITURE		
Forum discussion paper	2,566	
Revised mapping exercise	<u>334</u>	2,900
Balance of research fund at 31.12.2009		<u>11,648</u>

Note 1: €10,000 research funding was received from FK Norway in December 2009. This is treated as a pre-payment in the accounts and will be incorporated into the Research Fund in 2010.

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 2009:	
Euro account	93,348
Sterling account (£251 @ 1.05)	264
Opening balance petty cash 1 January 2009	<u>130</u>
	93,742
Add cash received per accounts	59,508
Less cash paid per accounts	<u>66,843</u> -7,335
Total	<u>€86,407</u>
Balance at bank at 31 December 2009:	
Euro account	77030
Australian dollar account (\$14,351 @ 0.625)	8965
Sterling account (UK£251 @ 1.12)	282
Closing balance petty cash 31 December 2009	<u>130</u>
	<u>€86,407</u>



Statement of Assets and Liabilities at 31 December 2009

				2008
		€		€
Assets:				
There are no fixed assets.				
Current assets comprise:				
Debtors (Note 2)		8,513		2,780
Cash at bank as follows:				
Fortis Bank Brussels:				
	Euro account	77,030		93,348
	Sterling account	282		264
Bendigo Bank Australia:				
	\$ Australian account	8,965		
Petty Cash		130	86,407	130
				93,742
Total current assets			94,920	96,522
Current liabilities (Note 3)			-19,513	20,306
Net current assets		€ 75,407		€ 76,216
Funds at 1st January 2009				
			76,216	60,247
Surplus / deficit for the year				
			-809	15,969
Funds at 31 December 2009		€ 75,407		€ 76,216

Notes to the Financial Statements

Note 1: Membership fees 2009

Country	Organisation	Fee
Existing members:		€
Australia	AVI	1,500
Canada	CCI	1,000
Canada	CECI	1,000
Denmark	MS	1,000
France	AFVP	1,500
Germany	AKLHÜ	1,000
Germany	UNDP (UNV)	2,500
Hungary	HVSF	100
Ireland	Comhlámh	100
Italy	FOCSIV	1,000
Japan	JICA/JOCV	2,500
Netherlands	PSO	2,500
New Zealand	VSA	1,000
Norway	FK Norway	2,500
Switzerland	Unité	1,000
UK	Progressio	1,000
UK	Skillshare International	1,000
UK	VSO Federation	2,500
		€ 24,700
New members:		
Singapore	SIF	500
TOTAL		€500

Note 2: Debtors at 31 December 2009

		€
IVCO Fees	Irish Aid	590
	Asia Foundation	530
Membership Fees	VSO	280
Repayment of fees	Skillshare International	5,433
Surplus on conference	HVSF	1,680
		€ 8,513

Note 3: Liabilities at 31 December 2009

	€
Board Expenses	483
Prepayment of Membership Fees for 2010*	9,030
Prepayment of Research Fund*	10,000
	€ 19,513

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

Note 4: IVCO Support

Relates to IVCO 2008. The minus figure is due to an overestimate of creditors at 31/12/08

Note 5: Gains on Foreign Exchange

Payments from the Australian bank account have been converted into Euros at the rate prevailing on the day of payment. Closing balances on the \$ Australian and the Sterling account have been converted into euros at the exchange rate on 31/12/09.

