

# ANNUAL REPORT 2011

INTERNATIONAL FORUM ON DEVELOPMENT SERVICE  
FORUM INTERNATIONAL DU VOLONTARIAT POUR LE DÉVELOPPEMENT



Photo: 2011 IVCO Delegate, Musa Sibindi, Matabeleland AIDS Council, Zimbabwe. Photo: VSO Jitolee

# Report on Forum activities in 2011

This report covers the period from January to December 2011, in line with the annual accounts. During this period there was one annual general meeting of Forum members in Mombasa, Kenya on 12 October, 2011.

Major highlights of 2011 for Forum included the implementation of a strong annual conference for International Volunteering and Cooperation Organisations (known as IVCO) in Kenya, active participation in the International Year of the Volunteer +10, and the start of a new major research project.

## Activities

During the course of the year, Forum has undertaken the following activities in line with the organisation's strategic objectives:

### *Growing and Supporting Membership*

At the end of December 2011 the membership of Forum stayed consistently at 21 members. Forum encouraged new members and associate members to attend IVCO 2011 and actively encouraged organisations to join the international learning and co-operative network. By the end of 2011, there were four potential associate members preparing their membership applications.

Members of the Executive Board of Officers and the Executive Coordinator have visited and/or corresponded with members throughout the year as well as supported members in advocacy efforts around the recognition of volunteering for development.

The Forum IVCO brochure was updated to encourage potential members and associate members to attend IVCO 2012 in Kenya and to learn more about the benefits of joining Forum. In addition, the Forum Charter was created into a poster and made available to members in English, French and Spanish to promote the Charter widely. Members were encouraged to display the poster in their head offices, "in-country" offices and to share with appropriate stake-holders. The Forum Charter itself was created by Forum members in 2009. The Charter outlines values and principles that Forum members aspire to. We thank all members for supporting this process.

## ***Building a Credible Body of Knowledge through Research***

The Forum Research Working Group, led by Cliff Allum of Skillshare International, met six times via teleconference in 2011. Forum would like to express deep appreciation to all members of the Forum Research Working Group for all their hard work in coordinating the relevant and timely research for international volunteering and cooperation organisations described below.

### **Forum Discussion Papers**

This year four Forum Discussion Papers and/or presentations were developed and discussed at IVCO 2011.

Forum Discussion Presentation One *Valuing Volunteering in Africa*, was prepared and presented by Peter Devereux, Partnership Development Specialist (Civil Society) and Mae Chao, Volunteerism Policy Advisor, UNV Bonn, Germany.

Please see: <http://forum-ids.org/lang/en/conferences/ivco/2011-ivco/day-1-monday-10th-october-2011/forum-discussion-presentation-1-valuing-volunteering-in-africa.html>

Forum Discussion Paper Two entitled, *The state of youth volunteering in Africa - A focus on North-South, South-North and South-South volunteering*, was prepared and presented by Dilhani Wijeyesekera, Country Director, Restless Development, Tanzania.

Please see: <http://forum-ids.org/lang/en/conferences/ivco/2011-ivco/day-2-tuesday-11th-october-2011/forum-discussion-paper-presentation-2-the-state-of-youth-volunteering-in-africa-a-focus-on-north-south-south-north-and-south-south-volunteering.html>

Forum Discussion Paper Three entitled, *Changing patterns of State funding for international volunteering*, was prepared and presented by Dr. Cliff Allum, CEO Skillshare International and Chair, Forum Research Working Group and Benjamin J. Lough, Assistant Professor, University of Illinois at Urbana Champaign.

Please see: <http://forum-ids.org/lang/en/conferences/ivco/2011-ivco/day-3-wednesday-12th-october-2011/forum-discussion-paper-presentation-3-changing-patterns-of-oda-funding-for-international-volunteering.html>

Forum Discussion Paper Four entitled, *Capacity Development*, authored by Jon Berry in partnership with Australian Volunteers International (AVI) was a draft paper shared at IVCO 2011.

Please see: <http://forum-ids.org/lang/en/research/forum-papers/discussion-papers/forum-discussion-paper-capacity-development.html>

### **Forum Research**

Forum consolidated plans for the Forum *Impact Research* endorsed by members in Singapore at the 2010 AGM. In late 2011, Forum commissioned Benjamin J. Lough, Assistant Professor, University of Illinois at Urbana Champaign to carry out this piece of work in 2012. The purpose of this research is to explore the impacts of international volunteerism at the individual, project, and program levels. The initial research planned for 2012 will help to inform a larger, scientifically rigorous, research design to test the impact of international volunteerism at multiple levels of intervention.

In late 2011, Forum and VSO joined forces to collaborate on the collection of data for two key pieces of research, Forum's *Impact Research* (described above) and VSO's *Valuing Volunteering Research*.

## Forum Research Fund

On behalf of Forum, the Executive Board would like to take this opportunity to say a very big thank you to Forum members – FK Norway (Fredskorpset), Canadian Crossroads International (CCI) and the Hungarian Volunteer Sending Foundation (HVSF) 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.

## *Sharing and Networking through Information and Learning*

In response to feedback from members, a strengthened focus on sharing was initiated in late 2010 and activated in early 2011. Sharing and Learning Network themes were identified, and a number of members joined and/or coordinated the networks; however, by the end of 2011 most were inactive. The Forum Executive Board of Officers look forward to working with members to identify new ways to strengthen cooperation and encounters on international volunteering in the year to come.

## *International Year of the Volunteer + 10 (IYV + 10)*

Throughout 2011, Forum and Forum members actively contributed to IYV+10 promotion and activities as well as country specific launches of the UNV *State of the World Volunteerism Report*.

Forum was invited by UNV to make a statement at the annual celebration of UN International Volunteer Day, 5 December 2011. Forum was very pleased and excited to receive this invitation and participate in the in the New York celebrations.

A copy of the statement is available on the Forum website at: <http://forum-ids.org/news>

## *Strengthening Organisational Base (including Financial Report)*

### Forum Coordination

During 2011 the part-time Forum Coordinator position continued to be based in Australia, with the generous support of Australian Volunteers International (AVI).

### Forum Finances

A copy of Forum's 2011 audited financial accounts accompanies this report. To centralise the financial coordination process, the finances were shifted to Australia in mid 2011 where an Australian-based accountant was appointed to work with the Coordinator.

Forum would like to thank Skillshare International for their years of wonderful work in managing Forum's finances and overseeing the annual audits.

## *IVCO 2011*

IVCO 2011 with the theme of *Valuing Volunteering*, was held in Mombasa, Kenya from 9 – 12 October, and was proudly hosted by Forum member, VSO Jitolee.

Papers and proceedings are available on the FORUM website:

<http://forum-ids.org/conferencen/ivco/2011-ivco>

Forum would like to thank VSO Jitolee for its work, exceptional efforts and in-kind contributions in hosting the IVCO conference. *Asante Sana!*

## Future Directions

At the end of 2011, Forum has largely achieved its objectives laid out in the 2010 – 2012 Forum Strategic Plan. Forum looks to 2012 with a view to up-date and extend strategic objectives and plans for 2013 – 2015 building on the work started on this in 2011. The Executive Board of Officers has prepared a draft of Forum Strategic Plan 2013-2015 which will be submitted at the Annual General Meeting in Ottawa, Canada in October 2012.

In 2012, Forum will continue to strengthen and grow 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 International Day of the Volunteer on 5 December, as well as; supporting Cuso International as hosts for IVCO 2012 in Ottawa, Canada. Host organisation for IVCO 2013 will also be identified.

In addition, Forum will work to position itself as a significant collaborator in key international volunteering and cooperation discussions.

*volunteering. engaging. uniting.*

# Acknowledgements

The Forum Executive Board of Officers would like to acknowledge the generous contributions from the organisations providing human and in-kind resources to the Board. These contributions make a significant difference to the level at which Forum can operate and thus, what outcomes can be achieved for members.

The Board would particularly like to express their appreciation to Dimity Fifer, Australian Volunteers International (AVI) for many years of service to the Forum Board, including her inspiring leadership during 2010-2011. A big thanks to Brian Rockliffe OBE (VSO) for his significant contributions to Forum during his years on the Forum Executive Board of Officers. Our thanks are also conveyed to Agnès van't Bosch, Centre for International Studies and Cooperation -World University Service of Canada (CECI-WUSC) representing Michel Chaurette during 2011/12, and to Jürgen Wilhelm represented by Jirka Vierhaus, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) for their contribution to the Board.

We would like to express our appreciation of and gratitude to the Executive Coordinator, Christina Jenkins, for her dedication, continued motivation and tireless work in strengthening support of Forum members.

Lastly, we wish to express our thanks to all the members of International Forum on Development Service. Your continued support to our organisation's work takes place in numerous ways throughout the year – by participation in workshops and IVCO, through sharing of information and feedback to research and questionnaires, networking, contribution of membership fees, etc.

Through our organisations, thousands of volunteers all over the world are contributing to transformational change for the sustainable progress of communities and nations, based on the values of trust, solidarity and mutual respect. It is our belief that our collective efforts in promoting international volunteering through Forum will contribute to move the global development agenda forward in the years to come.

## **On behalf of the Forum Executive Board of Officers**

Michel Chaurette, CECI-WUSC

Barbara Hogan, Cuso International

Deirdre Murray, Comhlámh

Amanda Khozi Mukwashi, Volunteer Service Overseas (VSO)

Ben Ngutu, VSO Jitolee

Peter Reicher, Hungarian Volunteer Sending Foundation (HVSF)

Jean Tan, Singapore International Foundation (SIF)

## **Nita Kapoor, FK Norway (Fredskorpset)**

Chair, International FORUM on Development Service

September 2012

## Executive Board of Officers

The Executive Board of Officers met seven times during 2011:

<i>Date</i>	<i>Format</i>	<i>Key discussions</i>
8 February	teleconference	Strengthening Organisational Base focus, UNV visit to Melbourne, Forum Executive meeting in Nairobi, engaging new members, European Year of the Volunteer, Forum Sharing and Learning networks, Impact Research and Discussion Papers
28 – 30 March	face-to-face (Nairobi)	Strategic Plan Review focus, Growing and Supporting membership focus, legal and banking issues, IYV + 10, IVCO 2011 programme and planning
7 July	teleconference	Forum Sharing and Learning networks, Executive Board of Officer changes, Impact Research and Discussion Papers, 2012 associate membership fees, operational issues and IVCO 2011
6 September	teleconference	IVCO 2011 Theme focus, new members, IYV + 10, 2012-2015 strategic planning work, Research and Discussion Papers, operational resources and meeting planning
9 October	face-to-face (Mombasa)	Growing and Supporting membership report, strengthening international networks, website, legal and finance issues, AGM preparations, Executive Board of Officer succession planning, confirmation and allocation of Executive Board of Officers' roles and responsibilities for IVCO 2011 and planning for IVCO 2012
12 October	face-to-face (Mombasa)	Orientation and Scheduling Theme focus, introduction to Forum Executive and how business is run, portfolio roles, legal and banking issues, IVCO 2011 evaluation, Executive meeting schedule and Forum going forward
17 November	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, 2012-1015 Strategic Plan, Fourth High Level Forum on Aid Effectiveness (HLF-4) in Busan, UNV 5 December event in New York and launch of the State of the World Volunteering Report

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

## Executive Portfolios and members involved during period January – December 2011

<i>Portfolio Role</i>	<i>Members involved</i>
Growing and Supporting Membership Working Group	Forum Executive Board Officers: Ben Ngutu, Jürgen Wilhelm represented by Jirka Vierhaus
Sharing and Networking through Information and Learning Working Group	Forum Executive Board Officer: Nita Kapoor Forum member: Deborah Snelson, VSA
Building a Credible Body of Research Working Group	Chair: Cliff Allum, Skillshare International (Forum member)  Forum Executive Board Officers: Jean Tan and Brian Rockliffe OBE  Also included: Live Bjørge , FK Norway (Fredskorpset) (Forum member); Peter Britton, AVI (Forum member); Mae Chao, UNV (Forum member); and; Benjamin Lough, Research Associate, Brown School of Social Work, Washington University with support from Executive Coordinator, Christina Jenkins
Strengthening Organisational Working Group	Forum Executive Board Officers: Dimity Fifer and Michel Chaurette represented by Agnès van't Bosch with support from Executive Coordinator, Christina Jenkins
IYV + 10 Working Group	Forum Executive Board Officers: Nita Kapoor, Deirdre Murray and Peter Reicher
IVCO 2011 Working Group	Forum Executive Board Officers: Jean Tan, Peter Reicher, Brian Rockliffe OBE and Ben Ngutu with support from Dimity Fifer
IVCO 2012 Working Group	Forum Executive Officers: Barbara Hogan, Ben Ngutu, Peter Reicher and Jean Tan



# 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 31<sup>st</sup> December 2011, 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 Coordinator 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

5 April 2012

# Finances

## Income and Expenditure statement for 2011

	2011 Actual	2011 Budget	2010 Actual
<b>INCOME</b>	€	€	€
Membership fees (Note 1)			
Full existing members	28,295	27,745	23,310
Ass. existing members	110		
New members	1,080	3,725	3,125
Government grants			
Conference income IVCO	20,514	18,237	16,478
Research	10,300	12,000	10,045
Other income	126		159
<b>TOTAL INCOME</b>	<b>€ 60,425</b>	<b>€ 61,707</b>	<b>€ 53,117</b>
<b>EXPENDITURE</b>			
Staff salary and admin support	34,625	25,795	27,061
Pensions and payroll			
Staff training			
Staff travel (Coordinator)	4,256	6,000	1,805
IVCO support	317	1,102	820
Member events	600		
Research	7,366	12,000	10,000
Board expenses	9,847	11,000	5,992
Stationery		55	
Communications	1,550	1,323	2,317
Web site and information	5,442	2,763	2,538
Subscriptions			
Rent and building			
Insurance			
Support Services			
Accounting	1,192	1,430	1,244
Bank charges	534	239	289
Gains on foreign exchange (Note4)	-1,438		-224
<b>Total Expenditure</b>	<b>€ 64,291</b>	<b>€ 61,707</b>	<b>€ 51,842</b>
<b>SURPLUS/(DEFICIT) for year</b>	<b>-€ 3,866</b>	<b>€ 0</b>	<b>€ 1,275</b>

## Research

	€	€
<b>General Research Fund</b>		
Balance of Fund at 01/01/11		11,693
<b>Add INCOME</b>		
Member Donations:		
FK Norway	10,000	
CCI	250	
HVSF	50	10,300
		<u>21,993</u>
<b>Less EXPENDITURE</b>		
FORUM Discussion Papers:		
<i>Changing Patterns of State Funding for International Volunteering:</i>		
Benjamin J Lough	1,390	
Cliff Allum	1,610	
	<u>3,000</u>	
<i>Capacity Development:</i>		
John Berry	3,116	
<i>State of Youth Volunteering in Africa:</i>		
Dilhani Wijeyesekera	1,250	7,366
		<u>€</u>
<b>Balance of research fund at 31.12.2011</b>		<u><u>14,627</u></u>

Note 1: €5,000 research funding was received from FK Norway in December 2011 and €145 was received from VSA New Zealand. These are treated as pre-payments in the accounts and will be incorporated into the Research Fund in 2012.

Note 2: Research income and expenditure is incorporated into the overall Income and Expenditure Statement.

## Receipts and payments

€

### Opening balance at bank at 1 January 2011:

Fortis Euro account		83,796
Fortis £ Sterling account (£451 @ 1.140)		514
Bendigo \$ Australian account (\$9,433 @ 0.746)		7,037
Opening balance petty cash 1 January 2011		<u>130</u>
		91,477

Add cash received per accounts	46,446	
Less cash paid per accounts	<u>-64,316</u>	17,870
Total		<u><b>€73,607</b></u>

### Balance at bank at 31 December 2011:

Fortis Euro account		18,564
Fortis £ Sterling account (£451 @ 1.197)		539
Bendigo \$ Australian account (\$9,099 @ 0.786)		7,152
Bendigo \$ Australian deposit account (\$25,000 @ 0.786)		19,650
VSO UK £ Sterling Holding account (£23,143 @ 1.197)		27,702
Closing balance petty cash 31 December 2011		<u>0</u>
		<u><b>€73,607</b></u>

## Assets and liabilities as at December 31<sup>st</sup> 2011

	€	2010
	€	€
Assets:		
There are no fixed assets.		
Current assets comprise:		
Debtors (Note 2)	20,514	1,050
Cash at bank as follows:		
Fortis Bank Brussels:		
Euro account	18,564	83,796
£ Sterling account	539	514
Bendigo Bank Australia:		
\$ Australian account	7,152	7,037
\$ Australian deposit account	19,650	
VSO UK £ Sterling Holding account	27,702	
Petty Cash	0	130
	<u>73,607</u>	<u>91,477</u>
Total current assets	94,121	92,527
Current liabilities (Note 3)	<u>-21,305</u>	<u>-15,845</u>
<b>Net current assets</b>	<b><u>€ 72,816</u></b>	<b><u>€ 76,682</u></b>
Funds at 1st January 2011	76,682	75,407
Surplus / deficit for the year	<u>-3,866</u>	<u>1,275</u>
<b>Funds at 31 December 2011</b>	<b><u>€ 72,816</u></b>	<b><u>€ 76,682</u></b>

## Notes

### **Note 1: Membership fees 2011**

Country	Organisation	Fee
<b>Existing members - Full:</b>		€
Australia	AVI	1,650
Canada	CCI	1,100
Canada	CWY	1,650
Canada	WUSC / CECI	1,100
France	FV	1,650
Germany	AKLHÜ	1,100
Germany	GIZ	2,755
Germany	UNDP (UNV)	2,755
Hungary	HVSF	110
Ireland	Comhlámh	110
Italy	FOCSIV	1,100
Japan	JICA/JOCV	2,755
New Zealand	VSA	1,100
Norway	FK Norway	2,755
Singapore	SIF	1,100
Switzerland	Unité	1,100
UK	IS	550
UK	Skillshare International	1,100
UK	VSO Federation	2,755
		€
		<b>28,295</b>
<b>Existing members - Associate:</b>		
Australia	Austraining International	110
		<b>€ 110</b>
<b>New members - Associate:</b>		
Australia	Australian Red Cross	1,080
		<b>€ 1,080</b>
<b>Total Membership Fees</b>		<b>€29,485</b>

### **Note 2: Debtors at 31 December 2011**

VSO Jitolee: IVCO 2011*	20,514
	€
	<b>20,514</b>

\* Note: This sum was transferred from VSO Jitolee in December 2011 but due to a technical problem at the bank was not credited to the Bendigo account until 25/1/12

### **Note 3: Liabilities at 31 December 2011**

	€
Forum Discussion Paper Dilhani Wijeyesekera	1,250
Prepayment of Membership Fees for 2012*	14,910
Prepayment of Reseach Fund*	5,145
	€
	<b>21,305</b>

\* 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 accounts and the Sterling accounts have been converted into Euros at the exchange rate on 31/12/11.

