

The CHA was established in 1997, registered with the Government of Sri Lanka under the Voluntary Social Services Act. It is now a national service provider in the non-profit sector.

The CHA has a Secretariat in Colombo and at present seven Field Offices in the North-East.

The CHA represents the resources and the work on issues related to Humanitarian and Human Rights concerns with a specific focus on people affected by conflict.

The Annual Report is primarily a representation and an account of the performance of the Secretariat in addition to linkages highlighted in respect of Membership Profiles.

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MISSION:

CHA works in the non-profit humanitarian sector to:

- CONVENE** the leadership of the humanitarian community and other key stakeholders to engage and address critical and emerging issues involving their work;
- PROMOTE** effective policies and a healthy environment to strengthen the work of non-profit humanitarian organizations and increase incentives for funding and support;
- CHAMPION** accountability, effective collaboration and coordination amongst and within the government, donors and humanitarian sectors;
- IDENTIFY** and communicate the important role and contribution of the non-profit humanitarian sector in Sri Lanka;
- PROVIDE** a center of excellence, which collects, collates, analyses, documents and disseminates information;
- LEAD** independent humanitarian sector organizations to help shape their future and the future of the society they serve.

GOAL:

The CHA aspires to be the best quality certified National Service Provider in the Non-Profit Sector by 2004.

INSTITUTIONAL OBJECTIVES:

CHA is committed to protect the basic rights and the livelihoods of the most vulnerable in society such as children, the elderly, the disabled, women, the wounded, prisoners, refugees, the displaced as well as those living in poverty or suffering from deprivation and loss as a consequence of conflict or disaster.

CHA is committed to provide the most vulnerable with protection and assistance for relief, rehabilitation, recovery, reconstruction and development to alleviate poverty and suffering and to promote the observance of fundamental humanitarian principles.

FIELD(S) OF ACTIVITY:

The principle thematic approaches of the organization are:

- Co-ordination, Facilitation and Networking
- Knowledge Centre
- Representation, Advocacy and Policy Debate
- Promotion of Professional Standards

Message from Chairman

It is the time to review the performance of CHA, which is a membership supported Organization, during the year 2003. When reviewing the performance, both the activities carried out and how the finances have been managed have to be examined. As the Chairperson of the steering committee and on behalf of its members, I warmly congratulate the Executive Director, Jeevan, and his team on the excellent and effective performance during the year 2003.

The Annual Report adequately spells out the effective and meaningful activities carried out during the year. This is the first year that CHA systematically started implementing the 2003-2006 Strategic Plan recommendations and one of the most important of these recommendations is to assist the large number of small organizations in the periphery, who are actively engaged in very meaningful humanitarian, rehabilitation and reconstruction work. CHA has carried out this task very successfully by working through and with the District Consortia and granting them membership in CHA. Six District Consortia became members of CHA during the year 2003. Since CHA is a membership based organization, during this year the membership base was expanded by granting membership to seven organizations as Associate members and to five organizations as full members and the total membership now stands at 65 Organizations and Agencies. The high profiles of its members clearly show the stature and positive image CHA has projected and the public confidence it has received during the years. CHA's other achievements during the year are explained in the report.

As it has done in relation to programme activities and services to the membership, CHA has managed its finances exceptionally well. For the first time in the history of the organization in the year 2003 there is Rs. 11,111,596/= excess over expenditure. For this the credit should go to the Treasurer, the Audit Committee and the Accounts staff. Without their commitment and hard work this would not have become a reality. If this type of financial management continues, I am confident that in a few years, CHA could become financially independent and sustainable.

When ones considers the present situation and the condition of the country in relation to human rights and human security, CHA's role in the coming year will, I am sure, become more relevant, meaningful and challenging. Considering the support that CHA is receiving from the membership and the efficiency, dedication and the commitment of the staff, one could safely predict that CHA will be able to meet all these challenges successfully and effectively. We all hope and wish that CHA will continue to be successful and effective in the coming years as well and will have the strength and the courage to meet all the future challenges fearlessly and stand for the just rights of the powerless and marginalized sectors of our population.

Camillus Mendis
Chairperson
CHA Steering Committee.

Executive Review for 2003:

The year commenced with considerable promise of progress in the Peace Process with a consolidation of efforts directed at addressing the immediate Humanitarian imperatives in a manner adequate to inspire confidence amongst all affected people. Towards this end a Sub-Committee on Immediate Humanitarian & Rehabilitation Needs (SIHRN) was constituted through the Peace talks with unique joint representation and responsibility cast on the Government and LTTE. To make their work effective, a North-East Rehabilitation Fund (NERF) was designed by the World Bank and readied for subscription by the Government and the LTTE. However, following the suspension of the Peace Talks, neither arrangement could be sustained as envisaged in the design.

Responding to the impasse, the CHA in a Press statement made the following observations:

“At this crucial moment we urge all parties interested in peace to remember that –

- they must remain fully engaged and committed as they have a responsibility towards all citizens
- the ceasefire must be maintained and fully implemented
- every effort must be made to provide the dividends of peace to the people in need
- policy and administrative structures must be competent to deliver the required services
- The wishes of ordinary citizens must be respected for them to live in peace, with security, dignity and prosperity.”

Further, six Heads of Mission from France, Germany, Netherlands, Sweden, Switzerland and the United Kingdom wrote to the Director of the Peace Secretariat of the Government and Mr. Tamilchelvam of the LTTE (the Joint Chairs of SIHRN). Issues highlighted in the letter were:

“The creation and effective operation of agreed policy and implementation structures will constitute a significant first step towards achieving this goal,’ ‘an urgent need to regain the momentum generated at the Oslo Donor consultation six months ago’, ‘addressing the important issue of implementation before the forthcoming Tokyo Conference will increase donor confidence in the commitment of the parties to principles of participation shared ownership and federalism’, ‘Development and peace in Sri Lanka are complementary processes. By contributing to the NERF, we are underlining and reinforcing this relationship. At the same time, we are recognizing that success on both sides will depend on the realization of the agreed goal of a political settlement’ and ‘in accepting our role as responsible partners in the Sri Lankan Peace Process, we intend to ensure that our pledges at Tokyo reflect the link between development assistance and progress in negotiating and implementing a political settlement’.

Together these sentiments remain valid to date and are at the core of necessities in the aspirations for Peace.

Though the LTTE formally suspended participation in the Peace Process on the 20th of April, the Tokyo Donor Conference of 9th/10th June pledged a total above US Dollars 3 Billion, more than adequate to cover estimated expenditure for Reconstruction activities. By mid-year, the Government after a number of rejections submitted a Proposal for an Interim Administration, reciprocated by the LTTE in October with a Proposal for an Interim Self-Governing Authority. The tabling of these Proposals brought about many challenges including the need for a degree of consensus between the Executive and the representation of the Legislature through the Prime Minister and Cabinet. In early November the Executive took control of three key Ministerial functions and with that all proactive processes dealing with Peace was substantially affected.

In this environment, the Secretariat and Membership faced the challenge of sustaining the promise of initiatives programmed to meet with expectations of the environment created by the Ceasefire. It was particularly so, post the Tokyo Donor Meeting and the suspension of the formal rounds of Peace Talks. The result of which was a gap in formal structures which would effectively coordinate, to review and program resources and initiatives by all concerned stakeholders. This gap has a bearing on effective delivery of dividends to people. An example of which is the serious lack of resources, sustain the Unified Assistance Scheme (UAS), to support return and resettlement, a fundamental building block to retain and consolidate confidence in dividends from the Peace Process.

It is in this context, that CHA set out to undertake its activities in the year. Some of the highlights, the details of which are found in the narrative included, a robust focus on field based activities, an expansion of the Membership to include District Consortias and a number of Agencies including the Tamil Rehabilitation Organization, the conduct of the National Peace Audit, the initiation of Community Protection Networks, the development of resource material for Conflict Sensitive Programming, the development of a comprehensive Proposal for Penal Reform & Services, development of an Advocacy Strategy, qualitative profiling of Agency work in the North-East, development of a Call for Action to end Displacement and strengthening of information related activities. There was also a general improvement in the conduct and outcome of Foras. A conscious effort was made to improve on our Publications whilst, the Quarter Human Security Report became a notable feature. A significant add-on to our Portfolio was the Agreement with the Government of Netherlands to manage a Fund for Civil Society for a Program on Peace & Development. We have no doubt that this Program will grow in strength.

As an Institution, we faced the challenge of reconciling a financial deficit carried over from 2002 in addition to balancing the Budget by 31st March. We achieved both and proceeded to acquire our own vehicle with our own Funds and close the year with handsome reserves. We continue the practice of producing Quarterly Performance Reports in addition, to maintaining Time Sheets for all Staff activities. A number of staff changes occurred with a mixture of those who left and the induction of new staff, including large number of short-term Project staff. Our activities were supported through a diversity of financial sources, as well as contributions of the Staff and colleagues from Member Agencies. The performance in 2003 is a tribute to their efforts.

We managed to meet the demands on all these accounts whilst, being ready for the new year. To date, this was our most powerful performance since 1997, when CHA was established.

Jeevan Thiagarajah
Executive Director
Consortium of Humanitarian Agencies

Portfolio of Services:

Programme Area 1 – Coordination/Facilitation/Networking

GOAL:

To be an effective coordinating and facilitating networking agency for the humanitarian sector.

OBJECTIVES:

- Achieve greater levels of efficiency and effectiveness of the humanitarian sector and hence maximizing use of the resources in this sector;
- Assist in mediation and negotiation among different parties operating in the humanitarian sector to ensure smooth operation of CHA's members
- Fulfill the role of a catalyst and leader to identify, on behalf of and with the humanitarian sector, new priorities and opportunities

OUTCOMES:

- Representation and Policy Debate for key stakeholders in the Humanitarian Community;
- Representation for Regional Humanitarian Agencies;
- An enhanced field focus for CHA through the organization and conduct of for a activities;
- Focus on quality and clarity in deliberations and activities represented by CHA fora.

STANDING COMMITTEE MEMBERS:

- Dinesha De Silva Wickremanayake
- David Verboom
- A.M Faaiz
- M.F Marikkar

The CHA offers four categories of Membership, which include Associate, Full, Observer and Temporary status. Further, non-Members are invited to the For a at CHA.

The following fora contribute to this Programme Area. They are:

The Steering Committee, the General Assembly, Northern, Eastern, Psycho-Social Forum and Mine Action Resource Centre.

ANNUAL GENERAL ASSEMBLY

Output 1:

1. Articles of association was adopted
2. Adoption of Annual Report & Financial Statement for 2002
3. Appointment of auditors for 2003 - M/s Pricewaterhouse Coopers were re-appointed as auditors for the fiscal year 2003. They were proposed by CCFC and seconded by Helvetas.

Output 2:

The following members were elected to the Steering Committee for 2003/4.

- | | |
|------------------------------|---------------------------------------|
| 1. Mr. A. M. Faaiz | - Rural Development Foundation |
| 2. Mr. Camillus Mendis | - Christian Children's Fund of Canada |
| 3. Mr. M.F. Marikkar | - FORUT |
| 4. Ms. Dinesha Wikremanayake | - The Asia Foundation |
| 5. Mr. Joseph Sebhatu | - CIDA PSU |
| 6. Mr. Scott Faaia | - CARE |
| 7. Mr. David Verboom | - ZOA |

Ex-officio:

- | | |
|------------------------|------------------------------|
| Mr. V. Kailasapillai | - All Ceylon Hindu Congress |
| Mr. David Evans | - Voluntary Service Overseas |
| Mr. Jeevan Thiagarajah | - Executive Director - CHA |

General Assembly

Output 3:

Six meetings were held,

- Presentation & discussion on the Statement for the Tokyo Donor Conference
- Briefing on follow up to Tokyo Conference
- Status on TRO application was discussed
- Briefing on “Needs of Children affected by the war in the North East: Opportunities for Partnership” Mr. Ted Chaiban Representative of UNICEF - (please find attached copy of the presentation)
- GA resolutions were passed and Public lecture followed.

Output 4:

Concurrence for Membership

Associate Members

▪ 6 district Consortias

Consortium of NGO Trincomallee District
Puttalam District NGO Consortium
Council for NGO's Jaffna District
Vavuniya District NGO Consortium
Consortium of NGO Mannar
Ampara Consortium

▪ 7 other organization

Mines Advisory Group (MAG)
Swisscontact
JBIC
SEEDS
CCF Inc
Habitat for Humanity Sri Lanka
Tamil Rehabilitation Organisation (TRO)

Observers

- SDC Swiss Corporation received Observers status during year 2003

Full Membership

5 Members received full membership status upon completing stipulated requirements for Association membership on the recommendation of the Steering Committee.

National Peace Council
Shelter for Life
Habitat for Humanity
National Christian Council of Sri Lanka
Japan Centre for Conflict Prevention (JCCP)

Number of members as at December 2003

Associate members	- 11
Number of Full members	- 38
Observers status	- 16

	65
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Steering Committee

Output 5:

Six meetings of the Steering Committee were held during the year.

- Received reports on all facets of CHA concerns & activities
- 13 agencies received concurrence for membership
- Briefing by the ED highlighting presentation & focus on quality, stronger field orientation, stronger links with membership
- Evaluation and update on CHA Strategic Plan

Presentation and focus on quality -

Recruitment of DED

Stronger field orientation

Stronger link with membership

Standing Committee:

Output 6:

- Planning for Public Lectures
- Approaches on membership enhancement
- Evaluation on Public Lecture

Northern Group:

The Northern Group held 6 meetings in Colombo and 2 meetings in the districts of Jaffna and Mannar. The issues discussed are categorized into 4 main outputs.

OUTPUT 1 – Human Security and Protection Concerns arising from the Northern Districts.

- Matters of human security and protection concerns arising from the districts such as High Security Zones, Landmines, IDP issues etc.

- Briefing on the work carried out by international agencies on landmine clearing activities.
- Issues on children affected by the armed conflict.
- The situation of returning refugees and IDPs
- Discussions on the Action Plan between the LTTE and UNICEF
- Resettlement activities and reconciliation
- Discussion on responses to floods in December 2002, and current funding responses for resettlement & development
- Discussion on Situation Reports from Kilinochchi

OUTPUT 2 – Coordination amongst Agencies

- Discussions on the current peace process and its impact on funding and programmes
- Technicalities of working with LNGOs in Jaffna
- Discussions on HSZ, landmines, children affected by armed conflict, models of coordination to humanitarian agencies
- Combined meeting for INGOs & NGOs every Quarter suggested

OUTPUT 3 – Issues faced by Muslims in the North and East

- Issue of resettling northern Muslims was discussed
- Moulavi Sufiyan from Returnee Muslim Rehabilitation Organisation made a presentation

OUTPUT 4 – Returning Refugees and Internally Displaced Persons

- UNHCR made a presentation on the returning refugees from India
- CHA decided to raise the issue of lack of documentation for these returnees at the NCCR meeting with organisations & government departments

Eastern Forum:

The Eastern Forum held 5 meetings in Colombo and 3 meetings in the districts of Batticaloa, Ampara and Trincomalee. The issues discussed are categorized into 5 main outputs.

OUTPUT 1 – Human Security and Protection Concerns arising from the districts

- Matters of human security and protection concerns arising from the districts.
- Human security in the Northeast
- Ensuring human rights monitoring
- Focus on vulnerable groups such as women, children, displaced people and ex-detainees.
- The situation in Muttur.
- The peace process

OUTPUT 2 – Resettlement and the issues faced by returning refugees.

- Discussions on funding/responses by donors with regard to Resettlement and Development.
- The resettlement process

OUTPUT 3 – The Unified Assistance Scheme (UAS)

- Funding updates on the Unified Assistance Scheme (Livelihood Assistance)
- UAS scheme issues of extortion and taxation, abduction, evacuation of STF camps, human security and protection framework

OUTPUT 4 – The Role of Non-Governmental Organisations (NGOs)

- The obstacles faced in implementing development projects in the East
- Development of a protection framework, giving agencies a clear understanding on how to react.
- The role of NGOs

OUTPUT 5 – Peace-building activities

- Peace building initiatives among civil society
- Peace and civil society participation in development programmes

Joint NG/EF:

The combined Northern Group and Eastern Forum meetings were held 4 times in Colombo. The issues highlighted and discussed were as follows;

OUTPUT 1 – Human Security

- Human security in the North and East – a review on present positions and discussion on approaches
- The peace process

Issues arising out of the Human security report

Protection of the Peace Process

Discussed common concerns; human security, peace process, coordination & implementation of humanitarian interventions

OUTPUT 2 – Planning and Coordination amongst and between I/NGOs and Government Institutions

- Planning, coordination and implementation of humanitarian interventions
- Provision of assistance to returnees
- Conflict sensitivity – issues and perspectives
- Specific emphasis on ceasefire, negotiation process & assistance

Psychosocial Forum (PSF):

Based on the PSF Strategic Planning meeting held in October 2002 a 2-year activity plan was drawn up under the 6 Outputs outlined below. A total of 12 Psychosocial Forum meetings were held in 2003.

OUTPUT 1 - Institutional Clarity of PSF Achieved

The Institutional Clarity working group produced a Framework of the PSF, which was ratified by the Steering Committee of the CHA and accepted by the PSF members.

OUTPUT 2 - Conceptual Clarity of the Psychosocial Field

The Psychosocial Forum Conceptual Clarity Working Group, which aims to explore the various concepts currently being utilized within the Psychosocial sector, conducted a 2-day workshop for this purpose. The workshop mapped out the concepts being used in the field with regards to activities and problems considered to be psychosocial.

OUTPUT 3 - Psychosocial policies, standard, guidelines for practices designed or influenced

A working group has been established to develop *Guidelines for Psychosocial Workers (PSWs)*. A draft document was produced and wider consultations will be held prior to finalising the document. The 10 main

topics to be addressed by the guidelines are: *Competence, Security and Safety of PSWs and Service Users, Confidentiality, Supervision, Training, Personal Conduct, Organisational Conduct, Duties and Responsibilities as a PSW, Encouraging Independence of Service Users, and Influence and Neutrality.*

OUTPUT 4 - Psychosocial forum is relevant and useful to its members

The Forum is also in the process of reviewing and evaluating the relevance and benefit from the Forum to its individual members/organizations. A bi-annual review meeting was held for this purpose.

OUTPUT 5 - Networking between NGOs, Government Agencies, Regional groups, International Agencies and projects strengthened

The monthly meetings provide an opportunity for presentations, open discussions and the sharing of information on organisational activities on psychosocial work. It also supports projects such as the Psychosocial Directory; Applied Theatre Research; The International Journal of Mental health, Psychosocial Work and Counselling in Areas of Armed Conflict; Policy-makers Training Course; Resource development activities; and the Psychosocial Policy Project. The PSF also collaborated with a number of local NGOs, government institutions and policy-making bodies to lobby against the proposed draft National Counselling Services Council Act.

The CHA District Officers send situation reports on the psychosocial activities in the district. PSF hopes to improve their networking with the districts with the help of such information. A proposal has also been sent to the NGO Consortia Presidents to establish a sub-committee on psychosocial issues.

Presentations were held on:

- Projected Needs of the Aged and the Effects on the Psychosocial Wellbeing of Communities - Lanka Alzheimers Foundation
- Applied Theatre in Conflict affected areas in Sri Lanka - James Thompson
- Measuring Impact of Psychosocial Interventions
- Legal Procedures and guidelines in dealing with child sexual abuse - NCPA
- Psychosocial aspects of addressing the dynamics of conflictual

relationships between inter ethnic youth groups - Micheal Marriott, resources for Peace Project, CORDAID, Mannar

- "Psychosocial support for survivors of gender based violence" - Arancha Garcia del Soto from the Solomon Asch center for study of Ethnopolitical Conflict, University of Pennsylvania
- Developing guidelines for psychosocial workers in handling the legal aspects of child abuse - Mr.Thurairajah.
- Resource development activities such as reading groups, mobile presentations and strategic workshops - Psychosocial Support Programme.
- Training course for key local policy makers and management personnel on responding to the psychosocial needs of persons affected by armed conflict and violence - Psychosocial Support Programme.
- 'Frameworks for Understanding Psychosocial Work' - Ananda Galappatti.
- Mental Illness and a project proposal on "Training of Mental Health Education for School Teachers and Counsellors" - Malini Balasingam, Programme Director, Community Centre for Mental Health
- 'Clothesline' project, which is a visual display that bears witness to violence against women - Rosanna Caldera, Women's Support Group, and Jessica Davey
- UNICEF Action Plan: Addressing the needs and care for the children in the North East affected by war – Isaac Jacob, Programme Officer, UNICEF
- The development of a Peace Building Toolkit in Sri Lanka - Fareeha Jaleel, CHA

OUTPUT 6 - Information exchange, documentation and dissemination by the PSF improved

The monthly PSF meetings provide a space for members to share information and available resources.

The PSF is supporting the collaborated efforts of CHA and WTPSP to initiate resource development activities such as reading groups, and seminars.

CHA, with support from the PSF, is building a psychosocial resource centre to facilitate information sharing amongst

members. The first issue of the quarterly PSF newsletter will be disseminated island-wide in all three languages in February 2004.

Mine Action Resource Centre (MARC):

The activities carried out by MARC for the year 2003 can be categorised under the following five outputs.

OUTPUT 1 - Advocacy

MARC contributed to the advocacy campaign to ban land mines in Sri Lanka with a media campaign using Television, Radio and the Print media during the months of June and July 2003. The aim of the campaign was to educate people in the affected areas of the country, i.e. the North and the East about safety as well as to make the people in the southern parts of the country be aware of the impact of land mines. This campaign also expected to generate a message to the policy making layers of the country about the importance of banning land mines in the country and signing the Ottawa treaty.

In October 2003, MARC together with UNICEF initiated the formation of the Landmine Ban Advocacy Forum. The objective was to form a group, which would be actively involved in working towards ensuring that Sri Lanka does sign the Ottawa treaty some time soon. Invitations to join the forum were sent out to CHA members, Mine Action agencies and other organisations involved in this area. The first discussion was held on the 23rd of October 03 at CHA. Following this a discussion note was developed setting out advocacy options available for the forum to be involved in. Thereafter forum meetings were held on a monthly basis.

Following activities were decided to be carried out by the forum for the year 2004.

- Development of Press Kit for journalists with information on the treaty, current situation of landmines in Sri Lanka and the status of the treaty.
- A conference to raise awareness on the magnitude of the landmine problem in Sri Lanka.
- Printing of posters and car stickers and putting up of billboards at key places in the city as a means of raising public awareness on the importance of banning landmines.

- Networking with other organizations and ensuring that the importance of the issue is widely known.

Protection concerns issues and advocacy issues highlighted in monthly situation reports as well as at the NG and EF meetings have also been followed up on and necessary action taken by MARC. Issues such as requests for new de mining teams to operate in a particular district or particular areas to be de mined have been followed up on and necessary action taken with relevant authorities.

OUTPUT 2 - Mine Risk Education

With the increase in the number of families returning to the former war torn areas in the country after the ceasefire agreement there was an extremely urgent need to educate people about safety measures that should be followed when entering areas that are potential mine fields. MARC developed a Mine Risk Education leaflet in English, Sinhala and Tamil to be distributed among this population who were settling down in these areas. This leaflet was distributed with the assistance from United Nations Children's Fund (UNICEF), Sri Lanka Army, Tamil Rehabilitation Organisation (TRO) and Mines Advisory Group (MAG). In addition, MARC assisted MAG to publish a mine risk education leaflet in Tamil language to be distributed mainly in the North of the country.

OUTPUT 3 - Mine Detection

Mine Survey and Mapping

As a first step in assisting organisations involved in Mine Survey and Mapping, MARC contributed Mosquito nets and Tents to the Tamil Rehabilitation Organisation(TRO) to be used by people involved in mapping activities and mine tapes to Norwegian Peoples Aid (NPA) to be used in the Vanni area.

De mining

MARC though not technically involved in de-mining assisted the following agencies who are involved in it.

- MARC supplied the Humanitarian De mining Unit (HDU) of the Tamil Rehabilitation Organization (TRO) a truck with the funds from the government of Sri Lanka to be used in transporting de-mining staff and equipment. The funding for the vehicle was routed to MARC through the Ministry Assisting Vanni Rehabilitation of the government of Sri Lanka.

- Technical equipment for de-mining such as rakes were also supplied to the HDU through Norwegian Peoples Aid (NPA).
- MARC together with Norwegian People's Aid (NPA) funded a building in Killinochchi, which is used as the field office of all the de-mining agencies operating in the un-cleared areas.

OUTPUT 4 - Victim Assistance

As a part of its aim to help in victim assistance, MARC donated an electric drill and a grinder to the White Pigeon Organization operating in Vanni to be used for the making of artificial limbs. MARC has also assisted national NGOs in the Mannar district such as Jeevodayam and Valvudayam with regard to victim capacity building.

OUTPUT 5 - Coordination

From April 2004 MARC took the lead in bringing together all mine action agencies operating in Sri Lanka as an initiative to support the Prime Ministers Office, which is the supreme body in Sri Lanka coordinating the mine action activities. Coordination Meetings are held on a monthly basis. 7 meetings were held for the year 2003. Meetings are an opportunity to share information, discuss matters of importance and find solutions for common problematic issues faced by all agencies. A directory with contact details of all mine action agencies operating in Sri Lanka was published and distributed by MARC in March 2003.

A resource base of the latest books and documents published worldwide on mine action is available at the Information Unit of CHA for reference. MARC is also prepared to provide personalised services to any agency and assist them in their transactions with the local administrative structures when ever possible.

MARC initiated a one-stop shop idea for the mine action agencies with regard to their signing of the MoUs with Sri Lankan authorities. With kind assistance from the Prime Ministers Office and the Secretary of the Ministry of Finance, discussions were held with the director general of the NGO section of the Ministry of Policy Development and the agencies were updated on the positive outcomes of the one stop shop issue.

MARC representatives have also participated at the monthly National Mine Action Steering Committee & Mine Action Steering Committee meeting held in Killinochchi.

Visits were made to Mannar & Jaffna to link up with organizations involved in survivor assistance & community rehabilitation

Membership Profile

No.	Organisation	Abbr.	District	Sector	Staff	Budget
1	Action Contre la Faim	ACF	Colombo, Jaffna & Trincomalee	INGO; Combat hunger, disease & other crises; expertise in food security, water & sanitation		
2	Adventist Relief Agency	ADRA	Amparai, Anuradhapura, Batticaloa, Colombo, Mannar, Monaragala, Polonnaruwa, Trincomalee & Vavuniya	NGO; Care of victims of torture & severe trauma	8 nationals 1 non-national	27,000,000 SLR [Subject to additional projects]
3	All Ceylon Hindu Congress	ACHC	Colombo	Society; Running hostels for needy children & elders	2	
4	Amparai District NGO Consortium		Amparai	Maintaining network cooperation among all NGO, with special emphasis to the member NGO of the district.	5 national	
5	Asian Development Bank	ADB	Amparai, Batticaloa, Colombo, Jaffna, Killinochchi, Mannar, Mulativu, Trincomalee & Vavuniya	North East community restoration	17	
6	Asia Foundation		Island wide	Status agreement;	10 nationals 1 non-national	500,000 US\$
7	Australian International Agency for Development	AusAID	Colombo	Donor	4	Approx AUD 14 million
8	British High Commission	BHC	Global	To reduce by one half the proportion of the worlds population living in extreme poverty by 2015.		
9	Care International		Anuradhapura, Batticaloa, Colombo, Hambantota, Jaffna, Kandy, Kurunegala, Mullankavil, Monaragala, Nawalapitiya, Polonnaruwa, Puthukudilruppu, Puttalama, Trincomalee & Vavuniya	NGO; Local Initiatives for Tomorrow, Assistance to Conflict Affected Households Project, Vulnerable Groups in Conflict Areas, Promote Rights Dignity & Economy for the War Effectuated Families and Capacity building for financial services and resources in the East	192 local 6 expatriates	
10	Caritas Sri Lanka	SEDEC	Colombo, Jaffna, Killinochchi,	Relief & Rehabilitation assistance,		

			Mannar	National animation programme, National Peace programme, Micro credit		
11	Centre for Human Development	CHD	Amparai, Batticaloa, Kalmunai, Tholangamuwa, Trincomalee & Vavuniya	NGO; Peace & Development, Ecologically friendly sustainable agriculture, Conservation of Ayurvedic/Indegenous medical practice, House construction for flood victims	35	Over 10 million SLR
12	Christian Children Fund Inc.	CCF	Anuradhapura, Galle, Hambantota, Kegalle, Kurunegalle Matale, Moneragala Nuwa Eliya, Polannaruwa, Puttalam and Trincomalee.	To promote the total well-being of Sri Lanka's needy & vulnerable children, their families and their communities through a process that empowers parents & communities to implement with accountability and transparency, high quality programmes.	30 Office	
13	Christian Children Fund of Canada	CCFC	Colombo & Jaffna	Charitable Organisation, NGO; Assisting schools	6	
14	Canadian International Development Agency - Programme Support Unit	CIDA-PSU	Colombo	Donor Agency	25	
15	Community Trust Fund	CTF	Anuradhapura, Colombo, Mannar, Puttalam, Trincomalee & Vavuniya	NGO; Peace-building among ethnic groups, Mine risk education	8 fulltime 5 volunteers	US\$ 200,000
16	CORDAID		Mannar	Public health activities (rehabilitation of health services) training of staff and mobile health services	4 National 3 Non National	
17	Danish Refugee Council	DRC	Anuradhapura & Trincomalee	Integrated Rehabilitation, Income generation	20	
18	DIAKONIA Sri Lanka		Amparai, Batticaloa & Kandy	Donor Agency; Access to economic & social resources, Increased awareness of & respect for human rights, Strengthening civil society, Gender equality		30,000,000 SLR
19	Embassy of Sweden	SIDA		Diplomatic	10 National 4 Non National	
20	ETC Lanka (Pvt) Ltd.		Colombo based, operating in all districts	Limited Company; Consultants in broad spectrum of Management & Development programmes	11 fulltime Approx. 14 freelance consultants	Approx. 12 millions SLR
21	Family Rehabilitation Centre	FRC	Amparai, Anuradhapura, Batticaloa, Colombo, Mannar, Monaragala, Polonnaruwa, Trincomalee & Vavuniya	Limited Company; Care of victims & severe Trauma	5	
22	FORUT Sri Lanka		Anuradhapura, Colombo, Gampaha, Hambantota, Jaffna, Kilinochchi, Mannar, Matale, Mullativu, Puttalam & Vavuniya	INGO; Community Development, Relief & Rehabilitation	174 nationals 5 non-nationals	338 millions SLR
23	German Development Cooperation	GTZ	Amparai, Batticaloa, Colombo, Kalmunai, Mannar & Vavuniya	Development Agency; Integrated food security programme	Approx. 20	
24	Habitat for Humanity	HFHSL	Anuradhapura, Batticaloa, Colombo, Galle, Gampaha, Hambantota, Kandy, Kurunegala, Monaragala, Nuwara Eliya, Polonnaruwa & Vavuniya	Limited Liability	29 at National Office 21 at Affiliates	
25	Helvetas		Colombo	INGO	5	65 millions SLR
26	International Federation of Red Cross & Red Crescent Societies	IFRC	Colombo		5 nationals 2 expatriates	
27	Institute of Human Rights	IHR	Amparai, Batticaloa, Colombo, Trincomalee & all island	NGO; Legal, Education & Rehabilitation	18 staff, 4 coordinators, 2 interns	13,366,149 SLR
28	Intermediate Technology Development Group	ITDG – South Asia	Batticaloa, Colombo, Trincomalee & all areas except North	NGO; Intermediate technology options for marginalized communities in the East	35	Approx. 116 millions SLR

29	Jaffna District Council of NGO		Jaffna	Improving the standards of living of the Jaffna Population	3 Staff 5 Volunteers	Rs. 650,000.00
30	Japan Centre for Conflict Prevention		Colombo	INGO	2 nationals 2 non-nationals	
31	JBIC	JBIC		Loan Scheme for GOSL for economic development	10 National 2 Non National	
32	JICA	JICA	Inland wide	JICA is responsible for implementation of Official Development Assistance (ODA) programme on behalf of the Government of Japan.		
33	Lanka Evangelical Alliance Development Services	LEADS	Colombo, Jaffna & Trincomalee	NGO; Community Development, Shelter & Development, Relief	30	Approx. 10 million SLR
34	Lanka Jathika Sarvodaya Shramadana Sangamaya (Inc.)	Sarvodaya	Amparai, Batticaloa, Colombo, Jaffna, Kalmunai, Kilinochchi, Mannar, Trincomalee & Vavuniya	Income generation, Rehabilitation, Integrated Development, Landmine awareness, Peace & Rebuilding, Resettlement programme, Revolving loans, Early child development, Refugee sanitation & shelter facilities, Drinking water facilities, Conflict Resolution, Psychological & education well-being of children, Capacity building, Vocational training, HIV awareness programme	514	
35	Mannar District NGO Consortium		Mannar	To improve Mannar Aims to facilitate district members organisation to build up their capacity and strengthen their Infrastructure to function independently. Priority will be given to the Vavuniya District NGO.		
36	Methodist Church - Department of Social Responsibility		Colombo, North & East	Approved Charity;	4	
37	Mines Advisory Group	MAG	Vanni, Batticaloa	Landmine & UXO survey & clearance . Mine risk education	42 trough TRO 5	1 Million USD \$
38	National Christian Council of Sri Lanka		Colombo	NGO;	8 fulltime 5 volunteers	540,000 Aus\$
39	National Peace Council of Sri Lanka	NPC	Amparai, Batticaloa, Colombo, Jaffna & Vavuniya	NGO; Promoting women's participation in the Peace & Political process	18	
40	Netherlands Organisation for International Cooperation	NOVIB	All parts of island except the North	Donor; Financial support for Poverty eradication, strengthening civil society, lobby		1,600,000 US\$
41	Oxfam Community Aid Abroad		Colombo	NGO;	8 fulltime 5 volunteers	
42	Oxfam G B		Colombo & Trincomalee	Donor; Livelihood, Humanitarian, WATSAN, Gender Equity, Preschool, Relationship building		
43	Peace & Community Action	PCA	Amparai, Colombo, Trincomalee & nationwide	NGO; Students' participation in community based peace-building initiatives, Facilitating the reduction of violence in daily lives through the use of non-violent communication	9	12,000,000 SLR
44	Puttalam District Consortium		Puttalam	Enhance the quality, the effectiveness, professionalism and the transparency if the work of its	2 National	Rs. 1 Million – Projected.

				members so that they can better realise their mandate objectives.		
45	Rural Development Foundation	RDF	Mannar, Puttalam & Vavuniya	NGO; Provision of water facilities, sanitary facilities, shelter, crop production, transport facilities, income generation activities, environment, education, community service	82	30 million SLR
46	Save the Children in Sri Lanka		Anuradhapura, Batticaloa, Colombo, Jaffna, Malawi, Mannar, Trincomalee & Vavuniya	NGO; Separate & single parent children, Child care development, Community based rehabilitation for children, Children participation & community development, Project for IDPs, Social protection, welfare & inclusion, Mines awareness education	140	281,079,637 SLR
47	SDC Swiss Cooperation Office SL		Jaffna District	Support Govt, local structures in their endeavour to rehabilitate North – East (In responses to Oslo Appeal	National –7 Non National – 2	Approx. 3 Million Swiss Francs
48	Sarvodaya Economic Enterprise Development Services (Guaranteed) Limited	SEEDS	Amparai, Batticaloa, Colombo, Kalmunai & Trincomalee	Limited Liability Company; Savings & Credit programmes, Institutional Development training, Enterprise Development Training & Services	596	
49	Sewa Lanka Foundation		Amparai, Batticaloa, Colombo, Jaffna, Kilinochchi, Malawi, Mannar, Trincomalee & Vavuniya	Relief, Rehabilitation, Development, Revitalise rural economy, Livelihood development, Enhancing the quality of children's lives, Credit programme	369 nationals 6 non-nationals	Approx. 100 million SLR
50	Shelter for Life		Colombo & Mannar	International Private Voluntary Organisation; Mannar Cement Block workshop, Mannar Housing Construction	6 nationals 2 non-nationals	
51	Sri Lanka Churches Childcare Association	SLCCCA	Island wide	Limited company; Childcare	14	
52	Survivors Associated		Amparai, Batticaloa, Colombo, Kalmunai, Mannar & Vavuniya	Company; Psychosocial development, Community based disability rehabilitation, Socio-economic development, Peace-building	49 fulltime 53 part time	
53	Swisscontact		Colombo, Western and Southern Province Amparai and Batticaloa District	Contribute towards the economic growth of Sri Lanka through business oriented, gender balanced and ecologically sound development of the private sector.	National – 8 Non National – 2	Rs. 35 Millions
54	Tamil Rehabilitation Organisation	TRO	All North East Provinces	NGO- Children, Mine awareness, de-mining and vocational training.	National -1507	
55	Trincomalee District Consortium		Trincomalee	To enhance the quality, the effectiveness professionalism and transparency of the work towards the needy in society.	2 National	Rs. 600,000/-
56	United Nations High Commissioner for Refugees	UNHCR	Amparai, Anuradhapura, Batticaloa, Mannar, Monaragala, Polonnaruwa, Trincomalee & Vavuniya	UN Agency	130	
57	UNICEF	UNICEF	Batticaloa, Colombo, Jaffna, Malawi, Trincomalee & Vavuniya	UN Agency		
58	Office of the Resident Coordinator - UN	UNORC		UN Agency		
59	United States Agency for International Development	USAID	Colombo	Donor	22 Sri Lankans 4 US nationals	10 million US\$
60	Vavuniya District NGO Consortium		Vavuniya	To facilitate district members organisation to build up their capacity and strengthen their Infrastructure to function independently. Priority will be given to the Vavuniya District NGO		
61	Voluntary Services Organisation	VSO	Colombo	International Charity;	11 staff About 40 volunteers	

62	World University Services of Canada	WUSC	Amparai, Anuradhapura, Badulla, Batticaloa, Colombo, Hambantota, Kandy, Mannar, Matara, Monaragala, Trincomalee & Vavuniya	INGO; Project for Rehabilitation through Education & Training, Plantation Communities Project	60 nationals 2 non-nationals	Approx. 1.5 million Can\$
63	World Vision Lanka	WVL	Anuradhapura, Batticaloa, Colombo, Hambantota, Kilinochchi, Kurunegala, Mannar, Matale, Puttalam, Rathnapura, Tangalle	Limited Liability Company; Area Development Programmes	194	6.5 million US\$
64	Y Gro Ltd		Colombo, Jaffna, Mannar, Puttalam	Company; Career services, Vocational training, Self-employment enterprise development, Educational scholarships, Organic culture farming, Community seedling, Livestock model programme, Home care/Educational unit for destitute children, Relief & Rehabilitation	35	
65	ZOA Refugee Care Netherlands	ZOA	Batticaloa, Colombo, Mannar & Trincomalee	INGO; Community Rehabilitation, Improving welfare centres to SPHERE standards, UNHCR micro projects, Capacity building/ support to Mahashakthi Foundation, Birth Certificate project	50 local 5 expatriates	600,000 US\$

District	Organisations	Membership Distribution in the Districts
Amparai	2,4,5,11,15,18,21,22,23,27,32,34,39,43,48,49,52,53,56,62	30.8%
Anuradhapura	2,9, 12, 17,21,24,32,46,56,62,63	16.9%
Badulla	32,62	3.1%
Batticaloa	2,5,9,11,12,18,21,23,24,27,28,32,34,37,39,46,48,49,52,53,56,57,62,63,65	38.5%
Colombo	1,2,3,5,7,9,10,12,13,14,15,21,22,23,24,25,26,27,28,30,32,33,34,38,39,41,42,43,46,48,49,50,52,53,54,57,59,61,62,63,64,65	64.6%
Galle	12,24,32	4.6%
Gampaha	22,24,32	4.6%
Hambantota	9,12,22,24,32, 47,62,63	12.3%
Jaffna	1,5,9,10,13,22,29,32,33,34,39,46,49,57,64	23.1%
Kalmunai	11,23,32,34,48,52	9.2%
Kandy	9,18,24,32,62	7.7%
Kegalle	11,12,32	4.6%
Kilinochchi	5,10,22,32,34,49,54, 63	12.3%
Kurunegala	9,12,24,32,63	7.7%
Mannar	2,5,10,15, 16, 21,22,23,32,34,35,45,46,49,50,52,56,62,63,64,65	32.3%
Matale	12,22,32,63	6.2%
Matara	32,62	3.1%
Monaragala	2,9,12,21,24,32,56,62	12.3%
Mulativu	5,22,32	4.6%
Nuwara Eliya	9,12,24,32	6.2%
Polonnaruwa	2,9,12,21,24,32,56	10.8%
Puttalama	9, 12,15,22,32,44,45,63,64	13.8%
Rathnapura	32,63	3.1%
Trincomalee	1,2,5,9,11,12,15,17,21,27,28,32,33,34,42,43,46,48,49,55,56,57,62,65	36.9%
Vavuniya	2,5,9,11,15,21,22,23,24,32,34,39,45,46,49,52,56,57,60,62	30.8%
Vanni	37	1.5%

Programme Area 2 – Knowledge Centre

GOAL:

To be recognized as a center of excellence by the stakeholders in the humanitarian sector

OBJECTIVES

- To collate, analyze, document and disseminate good quality information essential and timely to the humanitarian sector;
- To promote the sharing and responsible use of appropriate information.
- To stimulate the development and enhancement of information networks within the humanitarian sector

OUTCOMES:

- Development of a fully resourced information unit
- Sustained collection and targeted dissemination of information relevant to key stakeholders by CHA
- Use of information at CHA for provision of advisory services to key sectors

** STANDING COMMITTEE MEMBERS

- Anna Searle
- Greg Duly
- Mathew Todd
- S. Satgunarajah

Output 1

Standing Committee

The Standing Committee on the Knowledge Centre provided guidance and advise to effectively plan and implement the annual activities of the IU. The Standing Committee met on four occasions during the period under review.

Output 2

The Information Unit collates and documents all information flowing into the CHA Secretariat, and disseminates and makes available this information to members of CHA, external researchers and other users. The IU does this through the production of publications, facilitation of resources, and by fielding ad hoc enquiries regarding humanitarian issues in Sri Lanka and abroad. The Information Unit, located on the ground floor, provides a centralised service and easy access to its users.

Output 3

The resources are updated regularly with directories, publications, journals, articles and CD-ROMs covering humanitarian, conflict, peace and development topics from around the world. 90% of the material is obtained either on a complimentary basis or as an exchange, through cordial relationships that CHA maintains with international humanitarian organisations and libraries here in Sri Lanka and abroad. At present the bibliographic collection is approximately 1000, including journals and periodicals.

Output 4

In addition,

- The IU stores **electronic versions of certain documents** on CD-ROMs for the purposes of archiving and easy reference.
- Has started a separate **collation of research papers** for the benefit of its membership as well as non-members.
- A **bibliography** has been **computerised** using WinISIS, and is regularly updated.

Output 5

CHA provides **reference and lending facilities** to both members and non-member agencies. In 2003, the IU had 184 visitors from member and non-member humanitarian organisations and individuals, researchers and also a few from the business community. They used the library and the unit for gathering information and also borrowed some books, during the period under review.

Output 6

CHA staff met with a total of 535 persons and organisations in providing **advisory services**.

Output 7

This Unit has also commenced an **IU membership** with the intention of extending its services to non-members as well.

Output 8

The distribution of publications of other organisations began in 2001, as a special service. It has proven to be a popular service among member/non-member agencies.

Output 9

Member/Non-member agency brochures are displayed at CHA for the benefit of visitors. As a special service to its membership, CHA also undertakes the distribution of relevant material.

Output 10

Specialised circulars were issued on topics/issues that were of interest to members.

Output 11

As a service to its members, the Unit also circulated details on training courses and job opportunities/details of job seekers and also maintains files

Output 12

The IU also extended its assistance in printing, publishing and translating the Toolkit on the "Guiding Principles on Internal Displacement", the "Security Manual" and security posters for humanitarian agency staff in Sri Lanka.

This Unit also made possible the Tamil translation of the summary of the 'Sphere Handbook', which was printed mainly for distribution at the Emergency Preparedness workshops that were held in Ampara and Batticaloa.

Output 13

CHA PUBLICATIONS

The CHA publishes several monthly, bi-monthly and annual publications. The IU assists in compiling, publishing, printing and distributing these publications. The publications include the Bi-Monthly Newsletter, Monthly Bulletin, Annual Report, Year Book, CHA Directory (inclusive of Northern & Eastern Compendium), Security Guidelines, Manuals in 3 Languages in addition to 5 Sets of Posters, International Journal of Mental Health focusing on Psycho-Social Work and Counseling in areas of Armed Conflict, Quarterly Performance Reports, Introduction to the Sphere Project in all three languages, the Practitioners' Reference Guide in the Field to the Sphere Project and Bi-Monthly Activity Digests.

Output 14

A docket giving an overview of CHA's activities for 2002/2003 and an outline of its objectives, governance and structure was designed, compiled and printed by the Unit.

Output 15

The CHA website, under the domain name www.humanitarian-srilanka.org, highlights the activities of the General Assembly, Steering Committee, Eastern Forum, Northern Group, Prisons Forum and the Psychosocial Forum and carries details of all members and observers of CHA. It also gives insight into the special projects carried out by CHA, advertises vacancies in other organisations, and presents situation reports and a list of acquisitions. Since CHA is now on the super highway,

its members could benefit by linking their own websites to this site since it is accessed by many foreign and local visitors.

Output 16

The Information Officer paid visits to the information/documentation units of Caritas – Sri Lanka, FORUT, Family Rehabilitation Centre, Survivors Associated, Methodist Church and Sewalanka Foundation during the period under review. Members who had already catalogued their holdings and structured their information were requested to send a list of their holdings with details to CHA in order for CHA to keep a record of their holdings. Members who had not prepared lists of their holdings were requested to do so and forward it to the Information Unit for reference.

During the period under review, the Unit continued to promote CHA both nationally and internationally as the focal point for its member/non-member humanitarian agencies. This was done through its website, specialised circulars, links with overseas and local organisations etc.

Knowledge and Information are critical resources in enabling humanitarian agencies to provide effective, efficient and sustainable services for people affected by poverty, conflict and disasters. The sharing and coordination of these resources are perhaps even more important.

Output 17

With the conclusion of CHAs' strategic plan for the next 3 years and the Annual Plan for 2003, CHA identified strategic directions in terms of programme areas and formed Standing Committees to guide and advice these programme areas. The Standing Committee on the Knowledge Centre was constituted to effectively plan and implement the annual plans of the IU.

Output 18

During the period under review the CHA staff gained the luxury of continuous access to internet /E-mail facilities and also the benefit of having their own e-mail addresses using a local domain name (cha.lk) through a mail server based on a Linux platform housed at CHA.

Output 19

The IU collected, and entered data on the profiles of six districts in the north and east into a database which will be uploaded on the CHA website.

Output 20

CHA in looking at improving its service of providing information to the districts and obtaining information from the districts remotely has established several links with

organisations based in the districts through its district offices. Even Colombo based research organisations have been contacted in order to look into expanding CHA's linkages with research networks.

Output 21

JBIC/JICA Databases

The IU developed a comprehensive directory of NGOs working in the development and rehabilitation in the North East with a JBIC consultancy grant. The database is GIS based. Upon completion of the JBIC consultancy, JICA commissioned CHA to complete the database on other NGOs in the districts other than the North and East.

Output 22

Info-Share (Groove)

Info-share was been installed in all computers at CHA and training is being given to staff on the usage of this software. Primarily, CHA uses Groove as tool for enhanced communication within the organisation. The IU plans on extending this networking tool to the CHA district offices and then to the membership at large as this strengthens intra-organizational and also inter-organizational communications.

Info-Share also grants CHA access to a plethora of information that would otherwise be inaccessible or at best, very difficult to locate on the Internet.

Info-Share has a range of public spaces set up to enhance communication between and within key stakeholders in the peace process in Sri Lanka, including NGOs, INGOs, CBOs, donors and individuals.

Output 23

Youth Focus

CHA has had discussions with the Open University of Sri Lanka on organising training programmes, seminars and workshops with a focus of youth empowerment, training and leadership using their wealth of access to quality facilitators. CHA is also planning on distributing relevant documents to youth island-wide with a view of educating them on human rights issues and peace building and development processes.

Output 24

Job Bank

CHA is also planning on maintaining a job bank for the benefit of its membership, the wider humanitarian community and people seeking employment in this sector. A web page for this purpose is under construction.

Programme Area 3 – Advocacy/Lobbying/Policy Debate

GOAL:

To be at the forefront of policy debate, advocacy and lobbying on issues affecting the humanitarian sector

OBJECTIVES:

- Lobby among government and other agencies on humanitarian and policy related issues
- Encourage dialogue on policy issues and promote suitable policies among policy makers and the humanitarian sector
- Promote dialogue and confidence building at grass-roots level to strengthen peace and reconciliation process through the CHA network.

OUTCOMES:

- A focus and contributions to Human Rights, Justice and Peace
- Promotion of protection through field presence and dissemination of knowledge
- Development and practice of Advocacy for Human Rights and Peace

** STANDING COMMITTEE MEMBERS

- Nilan Fernando
- Scott Faia
- Andres Wiederkehr
- Markus Aksland

Output 1

Advocacy Standing Committee

- Undertaking quarterly planning & progress reviews.
- Determining appropriate measures for future activities.
- Providing policy feed back to the Steering Committee.

The Standing Committee, met eight times during February to December and a summary of some of the issues taken up are as follows:

- Memo addressed to SIHRN sub Committee on Immediate Humanitarian and Rehabilitation needs seeking a continuous process of dialogue with SIHRN in terms of addressing immediate humanitarian and rehabilitation needs.
- Dialogue with the Royal Netherlands Embassy seeking assistance and consideration of hosting a meeting at which the donor community could bring to bear a comparative perspective of conclusions around the theme of human security in the North and East.
- Draft a statement on Child Conscription
- Conducted a consultation process on “Advocacy” for CHA for the members to identify “issues” “approaches” and “messages” that is to be conveyed on Advocacy from CHA.

Output 2

Development of an Advocacy Strategy for CHA

The development of an Advocacy strategy was initiated in October. The strategy once put in place was expected to provide a framework within which all activities relating to Advocacy in CHA will take place. Key issues that could be frames in to messages and approaches CHA would want conveyed through their work on Advocacy was identified. The draft was circulated for comments of the membership in order to be finalized and adopted.

Output 3

Advocacy efforts at CHA

January

- Issues to be discussed with the Norwegian Ambassador were discussed at the **January** 2003 NG while the said meeting was consequently convened on the 13th of January 2003 (3:30pm) at the Norwegian Embassy. SIHRN subsequently met with the humanitarian community on the 20th of January 2003 in Killinlochchi.

February

- A memo was sent on the 28th February to Ambassador Bernard Goonethilake and Mr. S.P. Tamilchelvan **requesting a process of dialogue between CHA and SIHRN**. By April Ambassador Goonethilake was contacted again by CHA to facilitate an initial consultation with SIHRN as requested.
- The Dutch Embassy was contacted in February requesting the hosting of a meeting which would bring together the donors to discuss the **issue of human security prior to Tokyo**.

March

- A brief update on Ian Martin's visit was provided along with a briefing on the **development of milestones for use by donors and other prior to the Tokyo donor conference**

April

- During April CHA circulated the draft **Multilateral Needs Assessment** among EF and NG members for their comments etc. The comments were collated by CHA and forwarded to UNDP by April.

May

- A **debate on the current political situation** in the country was hosted in order to provide a forum for agencies to talk about their fears etc. Conclusions arrived at were : engage Co-Chairs of the Tokyo Donor Conference to include the views of the civil society at the Conference; SIHRN on operational issues, assess public expression on peace advertisement published jointly by the membership and ensure commitment amongst all humanitarian agencies.
- The first quarter **Human Security Report** was collated in **May** while the second and third reports were circulated in **July** and **October** subsequently to approximately 200 organizations/individuals recipients. The Report was developed to inform key decision makers of issues and developments contributing to the achievement of Human Security of all, including people who have been affected due to conflict, particularly in the North & East of the country.

The term 'Human Security' was identified as the security of the people – their physical safety, their economic and social well-being, respect for their dignity and worth as human beings, and the protection of their human rights and fundamental freedoms. As a term it is now widespread in the peace community because it effectively redefines the concept of security away from a vision of national sovereignty and more towards an integrated idea of *positive peace, human rights and sustainable development*. By focusing on these three areas, the Human Security Report hopes to highlight their interdependence, provide a more informed understanding of developments in the last quarter and illustrate our responsibility to comprehend and resolve the wants and fears of those in need.

- With the LTTE's withdrawal from the peace process, the Steering Committee of the CHA decided to develop a **press statement, advertisement** calling for both parties to recognize the strengths and weaknesses of the present peace process while at the same time redouble their commitment to negotiating a durable settlement while citing the need to move beyond the interests of the GoSl or LTTE and focus on the interest of the ordinary people thus urging both parties to return to the negotiating table. The statement was carried by newspapers and on radio. By May 230 organizations and individuals indicated their support and willingness to become signatories to the **Peace Advertisement** which was carried in Tamil, Sinhala and English Sunday papers (June 1st 2003: Silumina, Dinamina, Sunday Leader, Sunday Observer, Virakeswari and June 2nd Thinakaran).
- A statement was developed for the **Tokyo Donor Conference** which was tabled and presented at the civil society meeting (7th June 2003) of the Tokyo donor Conference by the Executive Secretary of CHA. The statement was also carried in the Daily Mirror on the 7th of June 2003.
- **CHA stated its disappointment to the GoSL at not being invited as it felt it was a lost opportunity in fostering wider and more inclusive participation in the peace process.**

July

- Concept notes with regards to promoting investment and development in the regions was shared with GTZ-JRP and the Vavuniya GA. The Ministry of Policy Development and Implementation was contacted urging them to bring together the relevant ministries in order to look at **promoting greater accountability**. While Gen. Balagala and Maj.Gen Fonseka were contacted by CHA suggesting that the Military meet with civil society regularly in Jaffna in order to discuss issues ranging from HSZ and fishing.

August

- The first meeting of the **National Education Task Force's** technical preparatory meeting was hosted by CHA. It was hoped that a high level roundtable discussion may be convened to discuss the NETF Cabinet Paper.
- As suggested by the Secretary for the Sub Committee on Disaster Management, a discussion was convened with the Ministry of Social Welfare and NGOs who were and are involved in providing assistance for the victims of the **May-June Southern floods**. The purpose of the meeting was to discuss how to improve coordination of the activities undertaken by NGOs and Govt in order to avoid duplication, overlapping and gaps etc. Coming out of the meeting it is hoped that similar meetings are regularly held in order to nurture greater coordination etc.

September

- In collaboration with Asian Development Bank (ADB) CHA hosted a roundtable discussion with civil society and donor representatives to gain a mutual understanding of the respective views on the key issues facing current and upcoming rehabilitation and development efforts in SL as well as to look at ways in which to **encourage effective local participation in all phases of rehabilitation and development in order to garner greater ownership**. As a result, the following areas of interest were made: Continued quarterly civil society donor round table discussion that would provide for candid discussion and dialogue with a view of being sensitive to desired needs for development and rehabilitation. **Development of**

strategies and mechanism to enhance greater civil society engagement and the communication of information on the peace process to all stakeholders.

October

- In light of the **continued underage recruitment as well as forced recruitment of youth** a statement in response to the situation from Batticaloa was discussed and drafted in Colombo. Although a **statement to be issued by CHA criticizing the LTTE's actions and calling for the protection of human rights by all parties** was prepared with the consequent meeting of a group of INGO representatives in Batticaloa with LTTE Political leaders, it was decided that it be held back till further notice.

November

Submissions to HRC

A submission was made to HRC regarding a concern stemming from reports which emanated relating to the crossing points at Madhu, Omanthai and Muhamalai, which needed independent verification.

It was suggested that, the HRC formulate an Expert Team consisting of responsible Government officials including members of the Military headed by the HRC, which would work towards inspiring confidence in the minds of the public that a change in policy has in fact not occurred in respect of the freedom of movement, carriage of goods and the provision of services to the North and East.

- **Addressing the plight of the IDPs in the Gravelkanda welfare camp in Padaviya**
On being notified informally CHA made an official visit to the location in question to inquire into the situation and made a formal submission to the Human Rights Commission appealing to exercise the powers conferred upon it by virtue of their Act No. 21 of 1996.
- With the onset of the **political turmoil triggered by the LTTE's Interim Administration Proposal in November**, a submission was made citing the need to monitor checkpoint at Omanthai, Madhu and Muhamalai in light of reports that the Armed Forces were reverting to

actions taken when Emergency was imposed in the past. HRC in response will have its Jaffna field officers look into the matter while the Commander of the Army stated that such orders have not been given. CHA co-hosted a discussion in Jaffna that will focus on **investing in peace** (based on the concepts notes shared with GTZ-JRP and the Vavuniya GA in July). A group of interested persons were brought together to discuss **sustainable development with a focus on ecological issues**.

December

- As per an article which appeared on the *Sunday Thirukkural* on 12 October 2003 under the heading (when translated) "*Implementation of Tamil Language: is it only a name-sake?*" CHA made a submission to the Official Languages Commission (OLC) highlighting issues in relation to the implementation of Tamil as an official language in Sri Lanka stating the background against the reality and provided the following suggestions seeking an opportunity to discuss the recommendations in detail with a view to implementing the same
- The **Human security report for 2003** in the following areas was developed in December:
 - Introduction/ justification on the focus being predominantly on the North & East
 - Revisiting the key developments reported in the previous 3 quarters of the year
 - Developments in the last quarter and drawing analogies
 - Highlighting the wants and fears
 - Highlighting the good practices
 - Findings of NPA (National Peace Audit)
 - Developments of the Peace Talks and Proposals of the GoSL and LTTE/ Analysis
 - Causes for concern (early warning)
 - Conclusion

Output 4

Protection reports

The program staff of CHA follows up issues of protection concerns arising from situation reports on a monthly basis and action is taken if/when necessary. Issues

arising in regard to High Security Zones, the intrusion of Indian Fishermen into Sri Lankan waters, documentation needs of returning refugees to name some.

On the issue of **HSZ**, a submission was made to the Human Rights Commission by CHA. (detailed under advocacy efforts of CHA)

The matter of **Indian Fishermen intruding into Sri Lankan waters** was taken up for discussion during CHAs **meeting with the Chief of Defence Staff** and several suggestions and options were made in order to reach a suitable resolution between both countries.

Following discussions, the **issue of documentation needs of refugees returning from India** has been addressed and the Ministry of Rehabilitation, Resettlement and Refugees has agreed to take action to enable prompt registration for returnees, and provision of birth certificates to refugees born in India.

Output 5

Practitioner's kit for Return Resettlement and Rehabilitation

The *Practitioner's Kit* was developed to assist:

- 1) IDPs who have decided to return or resettle, and
- 2) caregivers and other stakeholders seeking to help promote the smooth and peaceful return and resettlement of IDPs.

It is a practical guide to all those involved in this process. It is based on the *Guiding Principles on Internal Displacement*, in particular Principles 28-30 **Relating To Return, Resettlement and Reintegration**. Reference however is also made to other Principles where applicable. It also draws from the *Toolkit for Dissemination, Advocacy and Analysis* published by the Consortium of Humanitarian Agencies, from material of the Office of the High Commissioner for Human Rights (OHCHR) and UNHCR, and from the Norwegian Refugee Council Training Manual. Much effort was made to getting a field perspective thereby making this a practical guide to help the process. An extensive consultative process including a joint meeting with all stakeholders was held to reach a consensus before this *Practitioner's Kit* was written.

Although the initial intent was to design, develop and produce a kit to help

practitioners, the document developed into an agenda for a “call for action”.

The methodology consisted of a consultative process with key stakeholders, which took place at two levels.

One was at the field level, handled by a consultant researcher, and included discussions with local officials, non-governmental organisations, and the Tamil Rehabilitation Organisation. The other was through high-level meetings with Officials from the Government of Sri Lanka, the UN High Commissioner for Refugees (UNHCR), the Human Rights Commission and non-governmental groups

Through the consultations, it was found that return, resettlement and development involved complex issues and that the Sri Lankan experience had its own unique features due to the long and protracted nature of conflict and displacement in the country. Therefore recovery would require a holistic approach and one able to manage infinite needs with finite resources within a given period of time. In this instance, the vision is the end of displacement by 2006.

Output 6

PEACE RELATED ACTIVITIES

National Peace Audit

Aims and objectives

CHA's National Audit of Peace Related Activities is a British Government Global Conflict Prevention Pool (GCPP) funded project that aims to help improve the quality and impact of conflict transformation, peace building and peace sustaining strategies and initiatives conducted by the Sri Lankan Government, civil administration, international donors, NGO's and other civil society stakeholders.

The *National Peace Audit* will help accomplish this by providing regularly updated relevant, timely, accessible, credible and comprehensive information and analysis on peace related policies and practices in Sri Lanka.

Methodology

The Peace Audit employed a two-pronged strategy to obtain a comprehensive view of peace and conflict-related issues in the country.

The **first** was to **carry out a survey of different institutional actors based in Colombo and obtain a national**

perspective on these issues. Accordingly researchers administered questionnaires and carried out face-to-face interviews in Colombo with persons who were representatives of six important sectors bearing upon peace and conflict issues. These were political parties, government organizations, business community, local NGOs, international NGOs and religious organizations. Thereafter a *Sector Report* was compiled detailing the issues outlined by the surveys.

The **second** method employed was to **use researchers to administer questionnaires and carry out face-to-face interviews at the district level with a variety of representatives from local and community-based groups.** Local/district researchers under the direction of a district research supervisor conducted interviews with approximately 50 – 100 respondents in each district. These respondents were identified from a number of sectors including the sectors singled out for the Sectoral study.

District researchers were given a full-day orientation programme to familiarize them with objectives of the audit and also provide guidance on interviewing and recording skills.

A report writer (generally a local academic or NGO manager familiar with the district) was commissioned to analyze the interview transcripts and prepare a report (**District Profile**) on each district.

Outputs

1. **Sector Summaries** – reports detailing and analyzing the peace related input and impact of key stakeholders / actors in a variety of civil society sectors
 - Government Sector
 - Political Parties
 - Local NGO's
 - International NGO's
 - Business Community
 - Religious Organizations
2. **District Profiles** – assessments of the peace related issues, tensions and dynamics specific to each district in Sri Lanka.
3. **“Directory of Agencies and Initiatives”**

The objective of this Directory is to provide regularly updated details of

agencies engaged in peace related activities.

The methodology of this Directory is underpinned by a recognition that peace building and conflict transformation is a fluid process that operates at many different levels and across a variety of sectors in society. Therefore, in order to understand and identify the multi-sectoral and multi-leveled complexity and dynamics of peace related interventions in Sri Lanka, this Directory has been designed to be searchable (online) by four fields:

- Organization
- Level - each identified activity / organization is assigned a level of intervention. These levels are Macro (National / Political), Meso (Provincial / District) and Micro (Grassroots / Community)
- Sector - each representing a different type of engagement with peace building
- District

The Sector Reports, the District Reports and the Directory are all available online in the CHA website.

District Workshops

Five District Workshops were concluded in October in several locations with the primary objectives of presenting report findings to selected stakeholders, validating research findings and confirming agencies working on peace related activities in each district.

In relation to the rest of the districts NPA took a different approach to validate district findings and identify district-based organizations. As an alternative measure NPA engaged in two activities in order to achieve the objectives of the District Workshops.

- ❑ Copies of district reports were transmitted to respondent organizations in the respective districts requesting recipients to respond to report contents.
- ❑ A questionnaire requesting details about the peace related activities were sent to respondent organizations.

Output 7

Conflict Sensitive Approaches (CSA)/Peace & Conflict Impact Assessment (PCIA) Project

In **January** 2003 CHA began the implementation of its two-year Conflict

Sensitive Approaches (CSA)/Peace and Conflict Impact Assessment (PCIA) project, which aims to improve sustainable peace-building and the conflict prevention impact of assistance may it be humanitarian, development or peace-building interventions by domestic as well as external actors. In order to introduce agencies working in conflict affected areas and on related issues in Sri Lanka to PCIA, **seven Introductory Workshops were conducted in January 2003** in Colombo and in the districts of Jaffna, Killinochchi, Vavuniya and Polonnaruwa for the government, donors and the humanitarian sectors.

In **March 2003** in order to contribute to global PCIA learning by testing the FEWER/IA/ Saferworld (SW) Resource Manual in Sri Lanka and feeding lessons learned back into the FEWER led programme, **CHA became the national partner.** The FEWER/IA/SW managed programme aims to promote mutual accountability and learning and deepen and strengthen north/south linkages, while also looking to enhance the capacity of development, humanitarian and peace practitioners as well as local governments and civil society organizations to contribute more effectively to conflict prevention and peace building. The three main components of the programme are as follows,

1. Development of a Resource Pack that brings together existing approaches, tools and guidelines in relation to conflict sensitive planning, implementation, management and evaluation.
2. Implementing national applications and field-testing to ensure the applicability of the Resource Pack and selected tools on the ground in relation to specific projects currently being designed, implemented or evaluated by donors, governments and NGOs.
3. Conducting a series of awareness raising and training activities for a wide ranging constituency, to enable the Resource Pack to be used effectively, thereby spreading the practice of conflict sensitivity.

With the commencement of the programme in March considerable engagement was drawn from a wide variety of actors that included **mapping of the many methods and approaches to conflict sensitivity in Colombo, Jaffna, Trincomalee and Amparai.** In total 45 mappings were undertaken by CHA and IA between **May and June.** This

information has fed into the wider process of the development of the Resource Pack. The Pack was finalized in November and translating into Tamil and Sinhalese under construction.

Since late **July** CHA began developing the two complimentary strands of the programme, which would focus on **research and training & capacity building** in more detail. Terms of references for two groups that would assist in the guidance and development of the two components were conceptualized while **possible members were identified and contacted** in later part of the year.. Similarly in July CHA set up the *Consultative Group*, which would actively advice and aid in the strategizing of the implementation plans of the two programmes. The *Research and Analysis Group (RAG)* would be primarily responsible for the collation and analysis of particular areas of interest and in conducting research (early warning via conflict analysis) into areas, which would in turn inform government, humanitarian and donor policy. The *Training & Capacity-building Group (TCG)* would be responsible for the refinement and design of future training materials and facilitation of workshops, for research that would entail in understanding target group structures; impacts etc in order to design trainings that are applicable to their work and for the development of CHA's training unit and the component as a whole. All three groups are made up of individuals/agencies representing the government, I/LNGOs, donor, the military and academics.

In order to achieve the objective of building and strengthening local human and institutional capacities for conflict sensitive programming in Sri Lanka as well as to aid in adapting and field testing PCIA tools in the country began the **designing and development process of the training modules in collaboration with IA and a consultant from the Canadian International Institute of Applied Negotiations (CIAN)** in **November 2003.** Based on the Resource Pack the team designed and developed a 4-day period training (trainee) manual and 8 day training of trainers' (ToT) manual for the 2004 March ToT programme.

CHA is in the process of identifying the 20 training partners (Core Group of Trainers) who would be part of this initial ToT. The 20 would be thereafter responsible for delivering trainings either among their specific sectors (government,

humanitarian, donor) or among partner agencies or at a district level to a broad range of actors by tailoring the training according to the needs. The trained core-group will conduct the training need assessment (TNA) in April 2004 to identify the target audience for the training roll-out from government, humanitarian, donor sectors as well as from other actors such as the LTTE and 30 training workshops will be conducted by June 2004. The Training and Capacity-building Group will comprise of these trainers and other individuals who may serve more of an advisory role.

In terms of **outreach and awareness raising on conflict sensitive approaches** CHA gave a **brief presentation to the Reconciliation Task Force Coordinators which is set up under the National Coordinating Commission of the Triple R (NCCR)** in **October.** CHA is also in the process of working more closely with the NCCR, the Assistant Director of the National Planning Department, the Ministry of Policy Development and Implementation, the Director of the Subcommittee on Immediate Humanitarian and Rehabilitation Needs in terms of understanding government needs as well as for purposes of identifying potential trainers from these institutions. In **November** CHA met with the Chief of Defense Staff to discuss how the armed forces may possible engage in the programme may it be in terms of training and/or research. The programme will continue to engage all stakeholders otherwise involved in development activities or party to the conflict such as the LTTE as well as extend its activities into the South after a period of assessment has been conducted to ascertain needs, issues and the context.

An ongoing activity has been the collation of information for the specialization of PCIA. Information will continue to be collated in the Resource Unit. This Unit would also enhance the networking and dissemination capabilities of the initiative while strengthening relationships globally as well locally. The web page (linked to CHA home page) would serve as a source of information, knowledge sharing and reference. An annotated bibliography is available on the web page and on request. Three issues of the PCIA Newsletter were published in Tamil and English. In order to increase accessibility of the Resource Unit knowledge, CHA will translate all training, workshop and related material developed by CHA while other material may be translated depending on need and demand.

Output 8

PROGRAMME FOR PEACE & DEVELOPMENT

Investing in Peace: A National Program for Peace & Development by Civil Society

To facilitate and be a partner in the Peace Process, the Consortium of Humanitarian Agencies (CHA) following discussions with the Royal Netherlands Embassy in Sri Lanka initiated a programme to support and enable local capacities and agencies to work with district based communities, focusing on peace and development through the establishment of a fund with programme support initially for a period of 3 years, commencing November 2003.

The vision of the programme is the promotion of diversity, human rights and freedom and the provision of equal development opportunities for all Sri Lankans. It would be achieved through the facilitating of overall support for the non-profit civic sector in Sri Lanka, linking key national civil society agencies, catalyzing synergy of collective activism. Equally, opening a programme to be supported by like-minded donors and funders.

- CHA signed a Memorandum of Understanding with the Royal Netherlands Embassy in order to begin the Programme in November 2003.
- CHA recruited project staff for the programme in December 2003.
- Systems to manage the programme were initiated.

Output 9

PEACE BUILDING TOOLKIT

Objectives

- To gather good practices and draw lessons from practitioners in the field
- To produce a peace building toolkit comprising of a series of case studies and guidelines for key peace building activities for dissemination among practitioners in Sri Lanka and internationally

Expected results

- A clear understanding of the process in compiling and publishing a transitional toolkit for rehabilitation and reconciliation
- a useful and efficient method / way to collect information and practical examples for the field

- identification of issues, actors / writers and good practices for the toolkit.
- A useful and practical toolkit for Rehabilitation and Reconciliation, dedicated to humanitarian and development workers as well as government officers in the districts and Colombo.

Activities Undertaken in December 2003

- Familiarization with CHA staff (Colombo and District) as well as District Consortia and other networks related with the transitional toolkit project
- Sharing of experience from Indonesia
- Brainstorming ideas for the toolkit project
- Planning for the Toolkit
 - Content of the toolkit
 - Geographical coverage
 - Data collection
 - Conflict mapping – brain storming ideas for good practices to be included in the toolkit
 - Plan Field consultations
 - Identification of Possible applicants
 - Developing of ToR for the toolkit / selection criteria of participants

Output 10

HUMAN RIGHTS INITIATIVES

Capacity building for Promotion and Protection of Human Rights for the Recovery of Affected Persons

Overall objectives:

- Consolidating the capacity of CHA and network to improve the protection and development needs of vulnerable groups namely women, children, ex-detainees, families of persons disappeared etc. in the conflict affected districts in their transitional environment.
- Promote development and investment of resources for the benefit of the North & East
- To enhance the accessibility of information and knowledge for those in the districts for recovery and reconstruction.

- To empower and build the capacity of civil society and NGOs in Districts to respond to recovery and reconstruction.

Project strategy

- Maintaining and consolidating its present District Offices and expanding their Networks
- Co-ordination of information to be undertaken nationally and for international target groups.
- Knowledge and information received by CHA in Colombo to be made more accessible to District based Institutions, Agencies and key individuals for use in the promotion of protection, development and recovery.
- A continuous assessment and analysis of vulnerability as well as needs to be undertaken with a view to advocate with Government, LTTE, Bi-lateral and Donor Institutions, Humanitarian Community (National & International) and Human Rights Community (National & International).

The strategy was implemented through three major themes as follows:

- a) Networking
- b) Dissemination and training
- c) Advocacy and monitoring

Activities conducted

A) NETWORKING

- Working relationships were established with the following Government / State Institutions:
 - Ministry of Interior – conducts / coordinates activities pertaining to Penal Reform & Access to Justice
 - Ministry of Foreign Affairs & Prime Ministers office (National steering Committee on Mine Action) – attends monthly meetings
 - Ministry of RRR – Member of the Working group of developing the final action plan on national reconciliation
 - Ministry of Social Services / Ministry of Defense
- Establish closer working relations with UN and National Monitoring and complaint mechanisms. All relevant UN Special Rapporteurs*

were contacted via email as well as mail detailing the project activities and the objectives. The effort to collaborate with special mandates of the OHCHR was done with view to strengthen links with UN mechanisms for protections with national institutions and networks engaged in similar activities. The special rapporteurs were sent documents titled: the “Human Security report” which details issues and concerns relating to human security, with particular reference to persons affected by conflict. Sending these reports to the rapporteurs meant high lighting the human cost and impact of Sri Lanka’s conflict on its social fabric, economy and political culture.

* Office of the High Commission of Human Rights

SR and Committees : Extrajudicial, summary or arbitrary executions ; Freedom of Opinion and Expression ; Contemporary forms of Racism, Racial Discrimination, Xenophobia and related Intolerance ; Violence Against Women ; Internally Displaced Persons ; Human Rights Defenders ; Torture and Inhuman Treatment ; The Right to Adequate Housing ; The Right to Food The Right to Education ; Rights of the Child on involvement of children in armed conflicts ; Special Rapporteur on the right to everyone to everyone to the enjoyment of the highest attainment of the highest attainable standards of physical and mental health ; Special Rapporteur on the sale of children, child prostitution and child pornography ; Independent expert of the Commission of human rights on Human rights and extreme poverty

Working Groups : **Working Group on Enforced or Involuntary Disappearances ; Working Group on Minorities ; Working Group on Arbitrary Arrest and Detention**

B) DISSEMINATION AND TRAINING

- The **design of the “loose-leaf folder”** was a modest attempt to increase the effective implementation of Human Rights at a district, national as well as at an international level and contribute to the capacity building of non-governmental organizations working in the districts with persons affected by conflict. It represents a contribution to ensuring that grievances are heard, violations

are redressed and situations are highlighted.

- This manual was developed initially as a handout to participants at the three-day residential training of trainers’ workshop. It is a resource kit that aims at providing material for developing learning and facilitating skills of trainers in the area of human rights. *It is a compilation of material focusing on areas such as: important Human Rights Concepts, Human Rights Law, the UN System and Major Treaties and Submission Procedures, Humanitarian law, Advocacy, Monitoring, Fact Finding and Evaluation. It also deals with the national framework and methods of seeking redress for human rights violations at the national level.* The manual is presently available in English and Tamil language and was distributed at the district level workshops. It received very positive feedback from recipients and is also being used by other organizations.

- **Training of Trainers** workshop held in May, was designed to strengthen the capacity of civil society organizations in translating international human rights standards into practical implementation at the national level through the development of effective monitoring and enforcement strategies. The workshop brought together **30 persons representing human rights organizations** primarily from the districts of North and east working on issues relating human rights.

Participants at the workshop developed knowledge and skills in the effective use of relevant international human rights instruments as well as in accessing human rights mechanisms at national and international levels. They also discussed the various channels available at the national level to address human rights violations and, where appropriate, at the international level, and exchanged relevant experiences and best practices.

- 29 participants representing the seven districts attended a Follow

up meeting in June, which was conducted in Tamil. The program focused on methodologies and delivery methods for human rights education that could be used by the trainers in their district workshops.

- **7 District level training workshops** were conducted during September – October by core disseminators / focal points selected from the ToT program who was responsible for organizing and conducting workshops/awareness programs at the district level and transferring the knowledge gained at the two workshops held for the trainers. The training manual (tamil) was distributed to the participants at the district level workshops which comprised of 20 to 25 persons from each district sharing a common interest and with an active dedication to human rights activities. Focus was given to those who were in a position to disseminate human rights knowledge at the grassroots level.

Design and development of Posters & leaflets on thematic issues was an attempt to raise awareness on issues related to areas of (a) Internal Displacement; (b) Protection ; (c) Women’s rights (d) Children’s Rights. The publications were distributed amongst the districts at the Community Protection Group meetings and by the CHA District Information officers at the District level.

C) ADVOCACY AND MONITORING

- The CHA email network was expanded to cover Mannar and Puttalam which was set up in June and July 2003. Further the mandate of the email network was expanded and was re-named as “CHA District Information offices (DIOs)” with revised functions.
- **Systematic collection of Information pertaining to complaints on HR violations** made by individuals through the “Humanitarian help Desk

network” of the CHA District office continued in the areas of: Right to Development ; Shelter(RSH) /Food(RFD) / Education (RED) /Health (RHL) / Water & Sanitation (RWS); Access to Travel (TRV) ; Protection in Conflict Zones (PRI) ; Arrests (ARR) ; Detention (DET) ; Ex Detainees (EXD) ; Torture (TOR) ; Disappearances (DIS) ; Compensation for Loss Death(DTH) /Injury(INJ) / Damage to Property (DMP) / Loss of Livelihood (LOL) ; Children: Children affected by armed conflict (CHL)

- All **district level initiatives** were conducted and led by the CHA district information officers.

- Conduct and facilitate the District level workshops
- Convene and Co Chair the Community Protection group meetings every month
- follow up on issues arising from CPN meetings, highlighting issues with relevant stake holders at the local and national level

- Several **advocacy initiatives** were undertaken by the District staff as well as program staff of CHA as an outcome of issues flagged up at themes based meetings monthly meetings and reports forwarded under the project. A detailed narrative of the same was provided under “Advocacy efforts of CHA” .

- As a follow to the ToT and the district level training workshops subsequently, **“Community Protection Networks (CPN)”** was formed in each district consisting of representatives of Local NGOs, CBOs, Govt. representatives to foster the promotion and protection of human rights, through linkages and strengthening of existing community leadership/ protection networks; enhance awareness of protection mechanisms and needs of affected persons ; Disseminate information to relevant persons/ organizations ; Identify opportunities for timely responses for remedial action

;Establish a systematic review of action on information and follow up. Since October monthly meetings have been held in Vavuniya, Ampara, Mannar, Batticaloa, Trincomalee, Jaffna and Puttalam

- Certain Issues arising from the CPN meetings were taken up as **District Initiatives** that was led and coordinated by the CHA District offices. Some of the activities undertaken were as follows:

- Follow up action on particular cases brought up at the meetings
- Disseminate information to relevant persons/ organizations
- Meeting with GA /HRC and other district level officials
- Development /implementation of awareness raising programs at the village/community level/refugee camps
- Provision of further training to the members of the group
- Formation of counseling groups for women
- Provision of mobile service for documentation together with the Kacheri

- **Human Rights awareness programs conducted at CPN at the village level**

Trincomalee:

Two day awareness raising programmes were held in Dec 2003 and at Selvanayagapuram Village for school children and teachers on Child rights organized by WACCO. Second programme at Palaiyootru village RDS - Awareness programme on Environmental Pollution and Fundamental Rights organized by Rural Development Society RDS Palaiyootru.

Vavuniya :

- Conducted an awareness program on HR, WR & CR on 27th October 2003 at Nelukulam WC.
- Conducted an awareness program on HR, WR & CR on

31st October 2003 at Pavatkulam Unit IV WC.

- Conducted an awareness program on HR, WR & CR on 31st October 2003 at Poonthoddam Unit 1 to 9 WCC.
- Conducted an awareness program on HR, WR & CR on 30th October 2003 at Adappankulam WC.
- Conducted an awareness program on HR, WR & CR on 10th November 2003 at Chithamparapuram WC.

Puttalam:

HR awareness program in Karamba

Joint collaborative effort with Kacheri on providing documentation through a mobile service.

Mannar:

Similar Human rights awareness programs were conducted in Mannar in schools and at the village level(Shanthi puram, Kugikulam Murunkan chemanthivu to name a few)

Human Rights programs are presently being arranged in Jaffna and Batticaloe

Batticaloa

- ICRC Conducted one day work shop for CPN members on the Human Rights and International Law.Organized by CPN Batticaloa
- CPN conducted a one day work shop on Basic Human rights Law for village level Peace Animators of EHED Batticaoa .at Arul Oli Illam

- **Developed and published 7 “Issues in Brief” which was a bi-monthly publication on issues of current pertinence. Each publication was circulated to a readership of more than 500.**

Issue 1 - Building peace on the rights of the young generation

(The outcome message of the International Conference on Children Affected by Armed Conflict – Bringing Children Home organized by Save the Children, held from 1st – 3rd October 2002 in Colombo)

- Issue 2 - When does internal displacement end? (*Lauren Aranson for the CHA*)
- Issue 3 - Redesigning the peace process (Dr. Kumar Rupesinghe, Chair of the Foundation for Coexistence in Sri Lanka)
- Issue 4 - In need – Assessing the space for civil society collaboration in the relief and development of the North and East (Nicola Palmer, Programme Officer, Berghof Foundation for Conflict Studies Sri Lanka Office)
- Issue 5 - Sri Lanka's Peace Process: From crisis to paradigm shift? (*Jayadeva Uyangoda, Political Science Dept., Colombo University*)
- Issue 6 - The responsibility to protect (*Consortium of Humanitarian Agencies*)
- Issue 7 - From the Legacies of war to the opportunities of peace: putting Sri Lanka's children first (*Sarah Epstein, UNICEF*)

Human Rights Diploma Course

Three **Human Rights Diploma** courses (each course running in to a period of 3 months) was conducted to high ranking (ASP, SP, OICs) Police & Prison officers (Superintendents, Chief jailors etc) in collaboration with senior local resource persons who have an expertise in the field of Human rights.

The objectives of the project was to

- To enable participants to gain a better understanding of human rights
- To provide an understanding of international human rights standards and mechanism
- Enable participants to gain knowledge on how to apply international human rights standard mechanisms in their working environment

The curriculum of the program expanded to cover from basic Human rights concepts to, national mechanisms leading to International mechanisms etc.

The program content covered is mentioned below:

- Introduction to human Rights ; Historical development of human Rights ; Universality and Indivisibility of Human rights ; International Covenants, Conventions and international Customary law ;

International mechanisms on Human Rights ; Human rights framework in Sri Lanka / Local & International Mechanisms ; Civil & Political Rights (Equality /Freedom of expression / Torture/ right to Life/right to Self determination etc.) ; Economic, Social and Cultural Rights ; Women's rights ; Child rights ; Labour Rights ; International Humanitarian Law ; Environmental Law ; Public Interest Litigation ; Indigenous People's Rights ; Rights of Internally Displaced Persons (Guiding principles) ; Minority Rights ; Rights of Migrant workers ; Devolution & Conflict resolution ; Human Rights Activism, legal aid and Field visits ; Training methodologies for Trainers /HR Practitioners/Educationalists etc.

Over 250 high-ranking police officers (SPs, ASPs OICs etc) and Prison officers (Superintendents, Chief jailors etc) participated in 3 comprehensive HR diploma courses (lectures were conducted by senior lawyers, State counselors and Human rights activists and local experts on Human Rights.

The Police Higher Training Institute (PHTI) awarded 5 points to participants in the police force who successfully completed the course which was of benefit to their promotions.

The program ended with high expectations of the Police and Prison officers to continue this training program with a focus on decentralizing the program that would target low ranking officers as well.

Penal Reform and Access to Justice

- **Study Tour to India “ Good Prisons Management” – March 2003** - A delegation comprising of senior Ministry officials, Department of Prisons and CHA participated at a 12 day study tour to India visiting 3 states, namely Andhra Pradesh, Delhi and Rajasthan to study “Good Prisons Management”

- **Award of “Small Grants Scheme” - April to December 2003**

A small grants scheme was awarded to CHA, which was channeled through Penal Reform International to conduct two activities between May to December 2003.

“Alternative Sentencing methods as a Countermeasure to overcrowding in Prisons” May / June. Organized by the Department of Prisons in

collaboration with CHA and PRI, the workshop aimed to sensitize the authorities concerned of how proper implementation of these methods could result in reducing the overcrowding which prevails in Sri Lankan prisons today.

The workshops brought together 35 Magistrate Courts Judges and other relevant stake holders from the department of prisons and ministry officials to explore possibilities of providing a forum for better coordination in the future.

A needs assessment on selected Prisons in Sri Lanka in North / East / Southern and Central Province 6th to 10th June 2003.

Consisting of Ministry officials, PRI and the PRI local partner organization in Sri Lanka, CHA, a 9 member delegation visited 13 Institutions to conduct a comprehensive needs assessment survey in the districts namely Jaffna, Vavuniya, Trincomalee, Amparai, Batticaloa, Galle, Kandy, Welikada, Mahara etc. of Sri Lanka. The aim was to find out the present conditions with a view to developing a comprehensive proposal on “Access to justice and Penal Reform in Sri Lanka”

A comprehensive working paper was developed and presented to the Hon. Minister and the members of the Prisons Advisory Committee on the 11th June 2003 as well as shared with Department of Prisons in terms of short term and long term implementation.

To discuss the proposed country program developed a **stakeholders meeting followed by a donor consultation was conducted in September.**

Development of a Country Program – Penal Reform and Access to Justice in Sri Lanka August 2003

The country program was the outcome of the country assessment conducted in June and the stakeholders meeting conducted in September. The primary objectives of the country program is to contribute to penal reform in Sri Lanka by encouraging compliance with international and national standards to the fullest extent possible and appropriate with focus on strengthening current good practices, address of overcrowding, diversion of children away from the criminal justice system and protection of children who come into conflict with the law, establishment of services and provisions for vulnerable prisoners, promotion of good prison management practices and effective rehabilitation and social reintegration of juvenile and adult offenders. By addressing the issues mentioned above the program aims to support the Institutional Capacity

Building of Prisons Management, provide assistance to Vocational Training and Income Generation activities in selected Prisons, provide Paralegal Advisory Service and Legal Aid within the prisons, recommend Legislative Review, provide assistance to eradicate drug addiction in Prisons and conduct Rehabilitation activities, assist the process of protecting Children in the Criminal Justice System, promote Interdepartmental coordination and provide assistance to the ongoing Community Service Scheme. The proposal was finalized in November and submitted for funding.

South Asia Region Advanced Training of Trainers workshop on “Good Prisons Management, Access to Justice and Consultation Skills” 23 Representatives from the Department of Prisons and NGOs from the Region namely India, Pakistan, Nepal, Bangladesh, Sri Lanka, Moldova and Romania participated at a seven day residential workshop from the

14th to 21st Sept. In Kalutara, Sri Lanka organized by CHA.

During the workshops one of the primary activities was to focus on developing training programs for identified “Clients”. Four Institutions namely The Sri Lanka Institute for Development Administration (SLDIA) ; Boosa Drug Rehabilitation Centre ; Centre for Research and Training Centre (Department of Prisons) and Pallansena Training Centre for Youthful Offenders (TSYO) were consulted during the workshops which consisted of a series of discussions at the workshop venue as well as visits to the respective Institutions. Proposed activities / programs for the respective clients were formulated by the group of participants, which was then incorporated in to the proposed country program.

Programme Area 4 – Promotion of Professional Standards

GOALS:

To successfully promote professionalization of the humanitarian sector.

OBJECTIVES:

- Facilitate the development of professional skills of agencies in the humanitarian sector, including the CHA Secretariat
- Develop and promote guidelines, standards and principles relevant to the Humanitarian sector
- Initiate and/or support District level participation through development of District Consortia

OUTCOMES:

- Upgrading of Human Resource Skills at CHA
- Obtaining Resources to support District Consortias in 2004

** STANDING COMMITTEE MEMBERS

- Ted Chaiban
- Ananda Galapatti
- David Evans
- Lionel Munaweera

Outputs

▪ *Staff Training*

On report writing

For all staff including DIOs; conducted by Mr. Henry De Mel of the Institute of Human Development & Training

On Presentation Skills

For all staff including DIOs; by Haleys Group, held on the 25th Sept 03.

▪ *District Consortia*

Series of workshop on Capacity Building were held for the members of the Trinco Consortium in April, May, June & November 2003; conducted by Mr. Genaesharajh; total number of participants 200; funded by GTZ- IFSP

Promotion of Human Security

CHA convened a preliminary discussion with all the District Consortia on November 13, 2003 in Vavuniya, with the intention of making a need assessment on both individual and collective requirements for adequate resources to support the district and individual activities. At this meeting CHA led the participants through a need assessment session and invited to forward their project proposal for an amalgamated proposal to be presented to a Donor Agency. A project proposal has been submitted to the Swiss Embassy to obtain funding to support 06 district consortia excluding Ampara. Awaiting for an answer.

The second meeting had been scheduled in Vavuniya on the 6th February 2004.

▪ *British Council workshop*

On Conflict Resolution for Managers was held on the 15th Oct; no of participants 20

INFORMATION ON CHA ADMINISTRATION & FINANCE

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Administration

GOALS

- Develop, maintain, & monitor appropriate administration policies & practices.
- Drawing up, developing & implementing internal Admin practices & ensuring adherence.
- Produce & update staff regulations.
- Infrastructure maintenance.

OBJECTIVES

- Broad Objective of the Administration unit of CHA is to provide a support system where activities of the Consortium can be carried out efficiently, effectively and to facilitate continuous improvement of the staff and the working environment.

OUTCOMES

- Strengthened management
- Provision of Human Resources for Programme activities.
- Enhanced infrastructure facilities.

Output 1

Infrastructure improvements and Capital purchases

- Book shelves added to the Information unit
- A PABX system bought for the office.
- 5 Laptops purchased (4 for the NPA project and 1 for the PCIA project).
- A van bought amounting to Rs. 1.5 Million to be used mainly for outstation travel involved with grant related activities. The cost of the vehicle and its' operating costs are expected to be covered by the travel components in the grant activities and CHA savings.
- Duplo machine for printing purposes bought from SC funding for info. unit, binding and cutting machines bought from JBIC funding. Due to these purchases all CHA printing and binding is now done, in house.
- 20 New computers, 11 printers, 2 scanners, a multi media projector & furniture were bought mainly for grant related activities.
- 2 mobile phones were bought for CHA use mainly during outstation visits.
- Meeting room down stairs partitioned.
- Two rooms were installed with 2 new air conditioner units.
- Two rooms were refurbished and new workstations installed.
- New premises rented at No. 74, Kynsey Road, Colombo 8, in addition to the present premises at No. 10 Kynsey Terrace, Colombo 8.
- The total value of assets added during the year 2003 amounted to Rs. 6.05 million out of which Rs. 3.9 million worth of assets are bought for Grant related activities and Rs. 2.15 million worth of assets from CHA funds.

Output 2 :

Management of National peace audit project staff.

- Approximately 230 persons were hired on short-term contracts as Researchers, Analysts, Proofreaders, Translators and Supervisors for the project National Peace Audit.

Output 3

- Management Committee and Staff meetings – Meetings are held once in 3 weeks. The Management Committee reviews achievements, failures and pending issues of CHA. Management committee comprises of the Executive Director and the managers of the five programme areas.
- No. of Management meetings held during 2003 – 10
- Staff meetings facilitate all the staff to share their views and concerns.
- No. of staff meetings held during 2003 – 12

Output 4

- CHA Rented out office space for the following Offices during the year 2003.
 - IHR
 - ICES

Output 5

- 160 meetings were facilitated during the year 2003.

CHA STAFF



CHA Staff Profile

Management Committee

1. **Jeevan Thiagarajah** (43 years) - **Executive Director** – Joined CHA in November 1996. Involved in Prog. Areas 1 to 5
M.A. (South Asian Studies), (University of London).
20 years work experience in areas in Governance, Human Rights & Humanitarian Issues.
2. **W. J. Shirantha Perera** (38 years) - **Deputy Executive Director** - Joined CHA in October 2003. Involved in Prog. Area 1 & 4.
BPh, BTh and currently completing MSc in Organisational Management; fully trained in Appreciative Inquiry, group facilitation methods, project planning and management and gender issues.
3. **Priyadharshinie Kudabanda** (35 years) – **Administration & Finance Manager**.-Joined CHA in November 1998. Involved in Prog Area 5.
ACMA (London), BSc.(Hons), MBA (Merit) – University of Colombo.
8 years of Finance & Administration work experience out of which 3 years in the private sector & 5 years in the NGO sector.
4. **Lakmali Dasanayake** (29 years) - **Program Officer Human Rights / Manager program area 3**, (Joined CHA in July 1999).
Involved in Prog. Area 3.
BA (Hons) English Literature. Possesses 4 1/2 years of experience at CHA.
5. **Judy Pietersz**, (35 years) - **Information Manager**. Joined CHA in August 1999. Involved in Prog. Area 2.
Diploma in Human Rights, Followed intensive courses in Forced Migration-Refugee Studies Centre, Oxford, UK, Computer Networking at the University of Colombo and Editing at the Social Scientists Association.. Over 10 yrs experience / knowledge in the field of Information and Communication Technology from the private sector and almost five years of experience in the humanitarian sector.

Staff

6. **Amali Abhayaratne** (28 years) - **Programme Officer – Northeast** - Joined CHA in September 2003. Involved in Prog. Area 1.
Bachelor of Arts Degree.3 1/2 years experience in the NGO sector.
7. **Chammika Mallawaarachchi** (31 years) - **Information Analyst/Documentationalist** - Joined CHA in July 2003. Involved in Prog Area 2.
BLS(Hons), Library and Information Science University of Kalaniya. 3 years work experience as a Librarian. Advanced knowledge on databasing specially in WINISIS soft ware package for Information Units and Libraries. Writer for local publications in Sinhala Medium.
8. **Dhanya Ratnavale** (36years) **Program Officer- PPHR (Part time)** - Joined CHA in December 2002. Involved in Prog. Area 3.
BA- Political Science and International Relations - Wisconsin – USA, Diploma (3 years) - Business Administration - Sri Lanka. Presently also working as a Researcher / Regional Project Coordinator in the area of Minority Rights at the International Centre for Ethnic Studies. Worked in this area for five and half years.
9. **Exice Fernando(26 years) – Office Assistant** - Joined CHA in June 2003. Involved in Prog. Area 5. 2 ½ years work experience.
10. **Fareeha Jaleel** (27 years) – **Project Officer PB Toolkit** - Joined September 2003. Involved in Prog. Area 3.
Attorney at law, with first class honors. Post Attorney Diploma in Intellectual Property law. 2 years experience in legal work including HR law. 1 year in the NGO sector.
11. **Farwin Fousdeen** (26 years) – **Programme officer NPA** - Joined CHA in April 2003. Involved in Prog. Area 3.
Completed the Attorney-At-Law final examination at Sri Lanka Law College in 2003. 6 months work experience in the private sector & 1year work experience in the NGO sector.
12. **Gihani Martyn** (32 years) - **Coordinator Membership Services** - Joined CHA in September 2003. Involved in Prog. Area 1.
Certificate in Secretarial Studies, Diploma in Child Psychology, Certificate In Human Recourses Management, Years of Experience 10 in Teaching, Administration and Secretarial functions.

13. **Jayanthi Somasekeram** (32 years) - **Database Officer & Technical Advisor** - Joined CHA in January 2003. Involved in Prog. Area 2. Dip. in Computer Studies, ACS Examination in IT. 10 years experience as a Lecturer/Trainer in IT.
14. **J.S.Amaratunga** (35 years) – **Driver** - Joined CHA in October 2003. Involved in Prog. Area 5. 12 years work experience.
15. **Kandiah Krishnaraj** (31 years) – **Driver** - Joined CHA in December 2003. Involved in Prog. Area 5. Work experience of 7 years.
16. **Lakmini Seneviratne** (28 years) - **Consultant Researcher (part time)** - Joined CHA in September 2003. Involved Prog. Area 3. LL.B (Hons.), Attorney-at-Law. 03 years experience as a Lecturer in the Faculty of Law, University of Colombo and part time Researcher completed 06 months at CHA.
17. **Lara Perera** (25 years) - **Psychosocial Coordinator** - Joined CHA in June 2003. Involved in Prog. Area 3. B.A in Psychology. 2 ½ years Work experience in the NGO sector.
18. **Niranjan Peter.** (33 years) – **Project Assistant/Translator.** Joined CHA in September 2003. Involved in Prog. Area 2. Diploma in English, Diploma in Agriculture, Bio Science undergraduate – Open University. Work experience 2 ½ years in the private sector & 1 ½ years in the NGO sector.
19. **Parveen Abdul Gaffar** (26 years) - **Programme Officer - Advocacy.** Joined CHA in July 2003. Involved in Prog.Area 3. BA General (Hons) University of Peradeniya, CIMA Passed Finalist. Experience : 8 months at CHA
20. **Patricia Fernando** (38 years) – **Coordinator General Services.** Joined CHA in May 2003. Involved in Prog. Area 5. AAT stage 1. 15 years experience in the mercantile sector & 1 year experience in the NGO sector.
21. **Prabashini Gurunathen** (32 years) - **Finance Officer.** Joined CHA in August 2001. Involved in Prog.Area 5. AAT(London)- Passed Finalist, SL Chartered- Passed Intermediate II, CIMA Intermediate Level. 4 ½ years work experience in the UN system & 2 1/2 Years at CHA.
22. **Priyanka Samarakoon** (27 years) – **Programme Officer.** Joined CHA in September 2001. Involved in Prog. Area 3. B.Sc. (Hon). in Sociology. 1 year work experience in college as teachers assistant & 2 1/2 years work experience at CHA.
23. **R.K. Sarath** (32 years) -**Trishaw Driver.** Joined CHA in March 1997. **Involved** in Prog. Area 5. 7 years work experience at CHA.
24. **Samantha Indrajith** (26 years) – **Office Assistant.** Joined CHA in August 2001. Involved in Prog. Area 5. Diploma in Human Rights, Certificate in skill development for support staff. Following a computer course. 8 years work experience.
25. **Shammi Nissanka** (31 years) - **Admin Officer.** Joined CHA in September 1999. Involved in Prog. Areas 4 & 5. Diploma in Computer (Aquinas), Certificate in Marketing (SLIM). 1 year work experience in the mercantile sector and 6 years in the NGO sector.
26. **Sinnathamby Vijayapala** (34 years) – **Training coordinator PCIA.** Joined CHA in 2003. Involved in Prog. Area 3. BBA, CEMBA, MAAT, FIAB, HNDA, LICA, ILO-SIYB. 5 years work experience in the NGO sector.
27. **Stanley Isaaksz** (42 years) – **Senior Office Assistant.** Joined CHA in May 1997. Involved in Prog. Area 5. Certificate in Safety Induction. Certificate in skill development for support staff. Work experience of 23 years.
28. **Vasudevan Muralitharan** (34 years) – **Programme & Grant Administrator P&D.** Joined CHA in January 2004. Involved in Prog. Area 3. BA – Economics, MSc in Environmental Economics (pending). 6 ½ years work experience.
29. **Vasuki Kandasamy** (27 years) – **Finance Assistant.** Joined CHA in January 2004. Involved in Prog. Area 5. BSc., CIMA Final stage, Diploma in computer science (IDM), Following BIT at ICT. 9 months work experience.

Staff Profiles - District Officers

Involved In Prog. Area 3.

Amaparai	Mr. M. Rajamoney (64 years)is the most senior district officer who has been with us since the setting up of the District focal points in 1999.
Batticaloa	Mr. R.Ponnuthurai (64 years), joined CHA in May 2003 as the District officer for Batticaloa. Diploma in Public Health. Certificate in Health education. 30 years work experience in the public sector, 8 years in the NGO sector.
Batticaloa	Mr.C. Sasiharan who joined as a Computer operator assistant in 1999, now works as the field officer at the District office in Batticaloa.
Trincomalee	Mr. V. Kalaichelvan, in his capacity as the District officer has been with CHA since 2000. ACS, Dip. In Hardware & Networking, Dip. in Software Application and Dip. in English. 4 years work experience in computer field.
Vavuniya	As the second most senior person, Ms.N.Thanigasalam has been operating from Vavuniya since 2000 as the CHA District officer.
Jaffna	Mr. Bhakeerathan (48 years). joined CHA in July 2003 as the District officer for Jaffna. Diploma in food technology. Diploma in IFSC. Work experience of 6 years in the private sector, 2 years as a Lecturer & 3 ½ years in INGOs.
Jaffna	Mr.N.Baskaran works as the field officer for the Jaffna CHA and has been with us since January 2003.
Mannar	Mr. P. Sinclair has been the District officer for CHA in Mannar since its establishment in June 2003. Diploma In Agriculture, 32 years of work experience in the Agricultural sector. Founder member of MARR in Mannar, (Mannar Association of Relief & Rehabilitation in 1985.)
Puttalam	Mr. M. Rahmathullah (23 years) is the District officer for Puttalam since the establishment of the CHA office in July 2003. Reading for external BSc. in Business Administration at the University of Sri Jayawardenapura at present (2 nd year)

Staff Left

- Executive Secretary – Niloufer Lebbe
- Co-ordinator Membership Services _ Tanuja Vijayashanthan
- Programme officer – North East – Yameena Mubarak
- Senior Programme Officer – Malathi Thalgodapitiya
- Programme officer – PSF – Meneka Jayakody
- DO Batticaloa – Mr. Kamalanathan
- DO Batticaloa – Mr. Anton Thiagarajah
- Communications Manager – Mr. Subramaniam Lojamohan (Deceased)

Short Term contracts

- Programme Assistant – PPHR – Ayesha Mohammed
- Information Trainee – Judith Emmanuel
- Data Coordinator – Disappearances – Kushali Athukorale
- Coordinator – HR Diploma – Maheshi Wickramanayake
- Coordinator – HR Diploma – Nisansala Kumari
- Consultant Researcher – Brookings – Raj Kumar Nagarajah
- Consultant Coordinator – Brookings – Jean Samuel
- Information Officer – MARC – Kulasingam Somaraj
- Programme Coordinator – MARC – Samitha Hettige
- Trainee Accounts Assistant – Sanjeevan Mahendran

Finance

Broad Objectives of the finance section is to provide and maintain accurate, timely, and relevant financial information and timely financial reporting on CHA activities, facilitate sound financial decision making, efficient disbursement of funds, efficient fund management, timely collection of subscriptions, pledges & other dues.

GOALS

- Develop, maintain, & monitor appropriate financial policies & practices.
- Drawing up, developing & implementing internal financial controls & ensuring adherence.
- Produce & update financial regulations.
- Produce timely, relevant & accurate financial & management reports.

OUTCOMES

- Management of Finances conforming to Sri Lankan Accounting standards.
- Maintenance of transparency & accountability in financial practices.
- Accurate & timely reporting on Grants.

**** STANDING COMMITTEE MEMBERS**

- Mr. Joseph Sebhatu
- Mr. Camillus Mendis
- Mr. Ruwan de Silva
- Ms. Rani Samuel

Output 1

M/s PricewaterhouseCoopers carried out the financial audit for the Year 2002 during the first quarter of 2003. The audit report was tabled and adopted at the AGM in March 2003. M/s PricewaterhouseCoopers were reappointed as the auditors for the year 2003.

Output 2

Grant Related Activities Handled during the year

- Promotion & protection of HR-NOVIB
- PCIA - IDRC
- PCIA - CIDA
- PCIA – IA/FEWER
- MARC - CIDA
- Psycho Social Forum - Unicef
- National Peace Audit - BHC
- Disappearances - Aus Aid
- HR Diploma - Forum Asia
- HR Documentation - TAF
- Applied Theatre - Manchester University
- Brookings project
- NSI Work shop
- PRI Project
- PRI Workshop
- Capacity building - Trinco - GTZ IFSP
- Sphere - Oxfam
- MAG - Education material
- Info unit budget - SC
- Reconciliation W.G.- UNDP
- PEACE AD-Helvetas, ZOA, TAF, USAID
- Emergency preparedness – GTZ, Cordaid
- NGO Directory - JBIC
- NGO Directory - JICA
- PSF-PMC – Helvetas, Unicef
- Peace & Development project - RNE
- Peace Building Toolkit – Cordaid

Output 3

Finalisation of monthly accounts done by the 10th of the next month. Financial reports were tabled at the monthly Administration and finance meetings, bimonthly Audit & management committee meetings and at the Steering committee meetings to highlight areas, which need attention, and to take proper financial decisions. CHA accounts were included in to CHA web site.

Output 4

Twenty-seven Grant related activities were facilitated and reported on during the year 2003 the value of which amounted to approximately Rs. 52.28 million. CHA core activity expenditure for the year amounted to approximately Rs. 12.19 million.

Output 5

Income generated to cover CHA core expenditure included Subscription from 57 members amounting to Rs. 1,297,083.00, General grants from 3 members amounting to Rs. 1,639,251.00, Grant related activity servicing costs amounting to approximately

Rs. 19.98 million, Exchange gain amounting to Rs. 2.7 million, Interest income and income generated from sale of publications amounting to approximately Rs. 759,027 & other income of approximately Rs. 455,039.00. CHA finalised the accounts for the year 2003 recording a surplus of Income over expenditure of approximately Rs. 11.1 million after deducting Capital expenditure and deficit of 1.36 million carried forward from last year. (unaudited figure excluding provisions for depreciation etc.)

Output 6

Admin. & Finance meetings - Meetings were held once a month (12 meetings held during 2003) Staff of the Admin. Finance unit met with the Executive Director at these meetings and monthly financial reports were tabled and the issues related to Admin. Finance unit discussed.

Output 7

Audit and Management Committee meetings

- Meetings held once in two months. (6 meetings held for the year 2003) CHA financial and Management practices were scrutinized and recommendations were made by committee members. The committee comprises of members from other agencies in addition to the CHA Executive Director and Admin. Finance Manager.
- A discussion on the topic Accounting standards for NGO's was held for the CHA membership during the month of November. The purpose was to introduce uniform financial reporting formats and accounting standards among the NGO community and to come up with a National policy with regard to financial reporting. A committee was appointed to carry out this task.

CHA ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below:

1. Basis of preparation

The financial statements are prepared in accordance with and comply with Sri Lanka Accounting standards. The financial statements are prepared under the historical cost convention.

2. Foreign currencies

Foreign currency transactions are accounted for at the exchange rates prevailing at the date of the transactions: gain and losses resulting from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies, are recognized in the income and expenditure statement. Such balances are translated at year-end exchange rates.

3. Property, plant and equipment

All property, plant and equipment are stated at cost less accumulated depreciation.

Depreciation is calculated on the straight-line method to write off the cost of each asset to their residual value over their estimated useful life as follows:

Office equipment	25%
Office furniture	25%

Where the carrying amount of an asset is greater than its estimated recoverable amount it is written down immediately to its recoverable amount.

Gains and losses on disposal of property, plant and equipment are determined by reference to their carrying amount and are taken into account in determining excess of expenditure over income before tax.

4. Receivables

Receivables are stated at the amounts they are estimated to realize.

5. Cash and cash equivalents

For the purpose of the cash flow statement, cash and cash equivalents comprise cash in hand, deposits held at call with banks, net of bank overdrafts are included in borrowings in current liabilities.

6. Tax

The charge for taxation is based on the results for the year as adjusted for disallowable items, when less than three fourth of the gross receipts are received from members. When more than three fourth of the gross receipts are from members, the Consortium is liable to pay tax at 20% on its interest income.

7. Defined benefit obligations

Terminal benefits are provided for all employees of the Consortium who have completed five years of service at the rate of one half of the basic wage or salary applicable for the last month of the financial year, for each year of completed service. This provision is not externally funded, nor has it been actuarially valued.

8. Defined contribution plan

All employees of the Consortium are members of the Employees' Provident Fund and Employees' Trust Fund, to which their employer contributes 12% and 3% respectively of such employees' basic wage or salary.

9. Income Recognition

Members' subscriptions, donations, interest income and directory sales are recognized in the period to which they relate. Any donations / funds received where the project has not commenced before the balance sheet date has been recognized as payables.

10. Expenses on special grants

The expenses shown on special grants are only the direct expenses in connection with the grant related activities. The flat rates for the Consortium of Humanitarian Agencies administration, office running charges and the staff time charged for these grant related activities are not included in these expenditure.

CONSORTIUM OF HUMANITARIAN AGENCIES

Draft Income and Expenditure Statement for the year 2003 (Unaudited)

(January to December 2003)

(All amounts in Sri Lankan Rupees)

INCOME

Subscription	1,297,083.00	1,297,083.00
Grants for CHA core activities		
Helvetas	800,000.00	
Forut	67,000.00	
Diakonia	772,251.00	1,639,251.00
Grants for project activities	52,280,276.00	52,280,276.00
Over provisions previous year	333,420.00	
Investment income	716,807.00	
Sale of publications	42,220.00	
Van hire income	88,888.00	
Exchange gain	2,700,052.00	
Other income	32,731.00	3,914,118.00
Total Income		59,130,728.00

EXPENSES

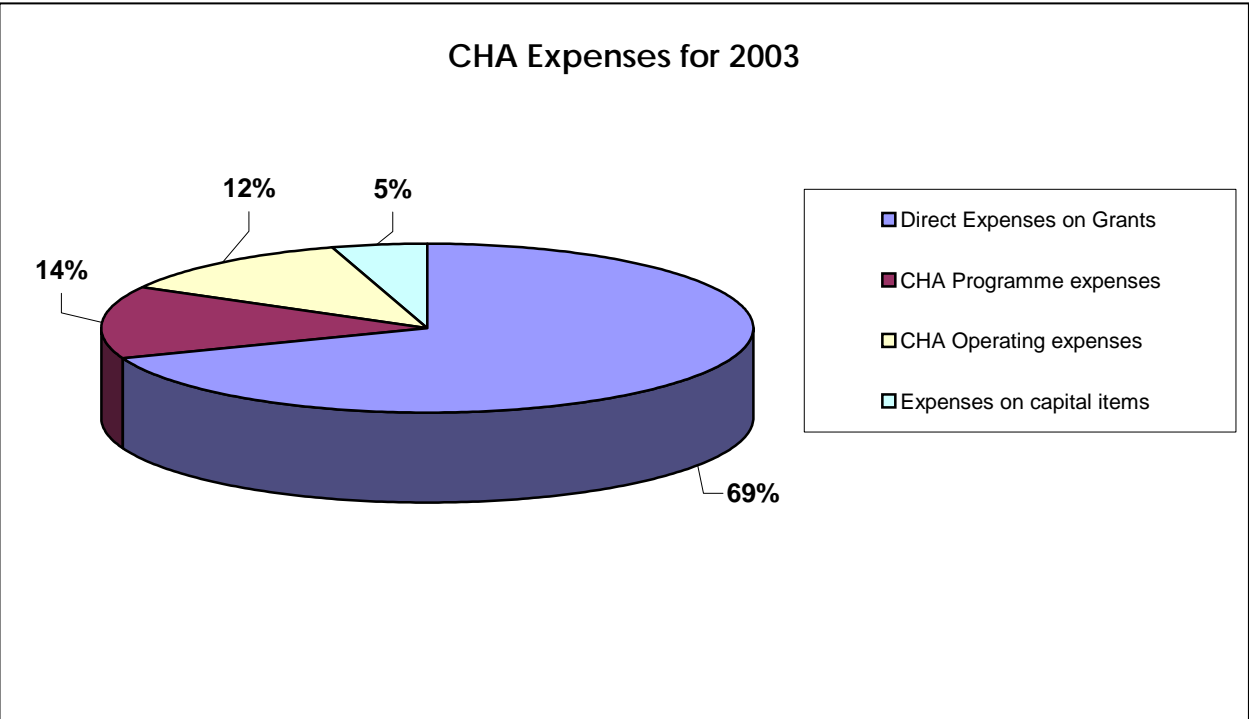
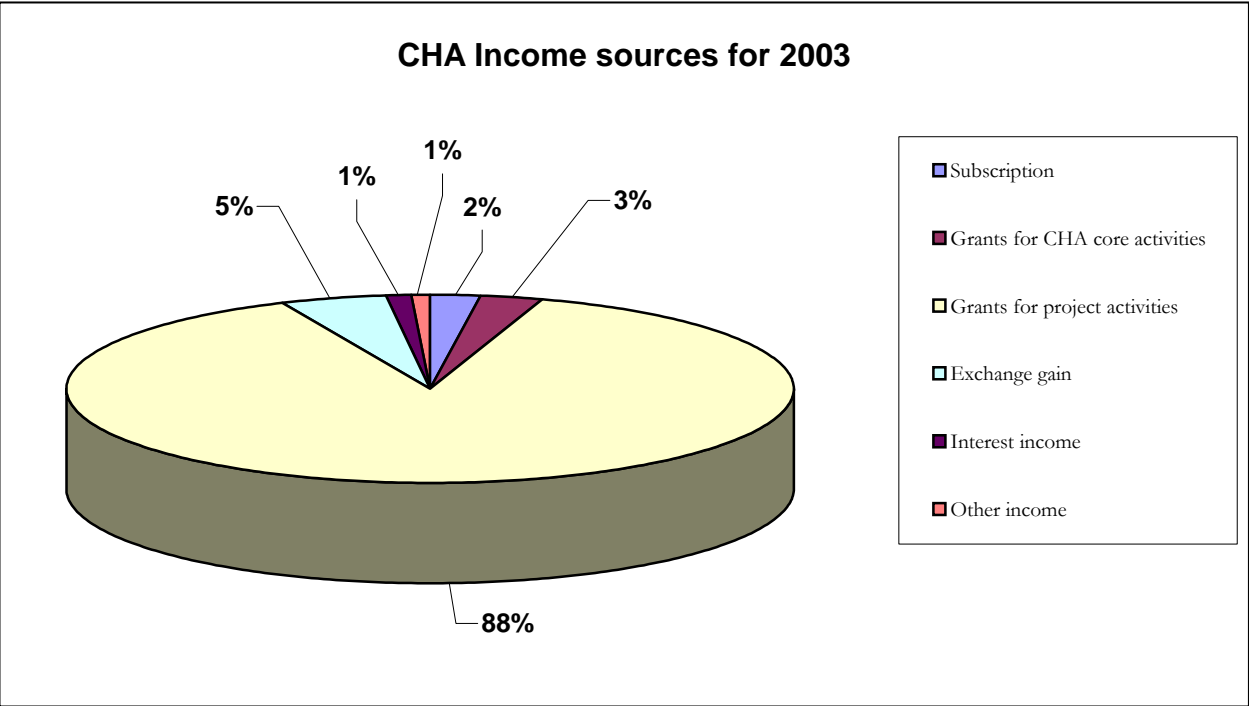
Direct Expenses on Grants	32,293,021.00	
CHA Programme expenses	6,463,737.00	
CHA Operating expenses	5,728,975.00	
Total Expenses		44,485,733.00

Income over expenditure for the year 2003 **14,644,995.00**

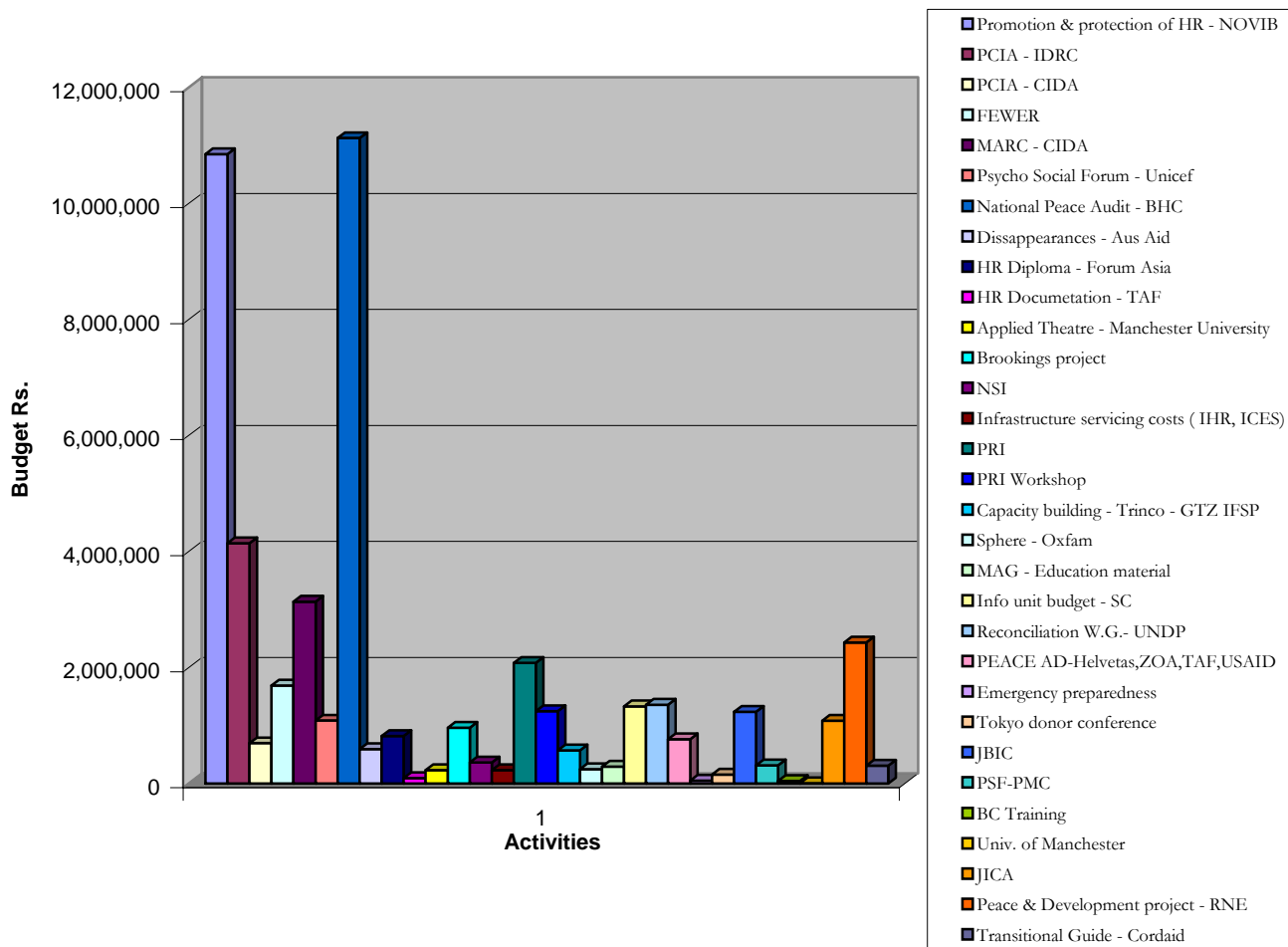
Expenses on CHA capital items	2,168,621.00	
Deficit c/fd from 2002	1,364,778.00	3,533,399.00

Excess of income over expenditure for the year 2003 **11,111,596.00**

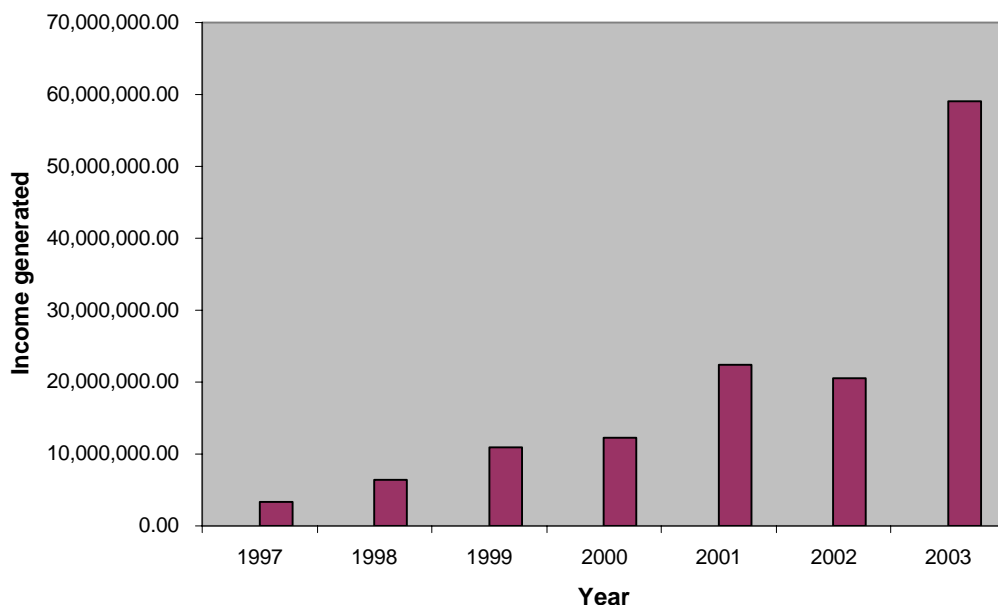
Financial Analysis of CHA Performance



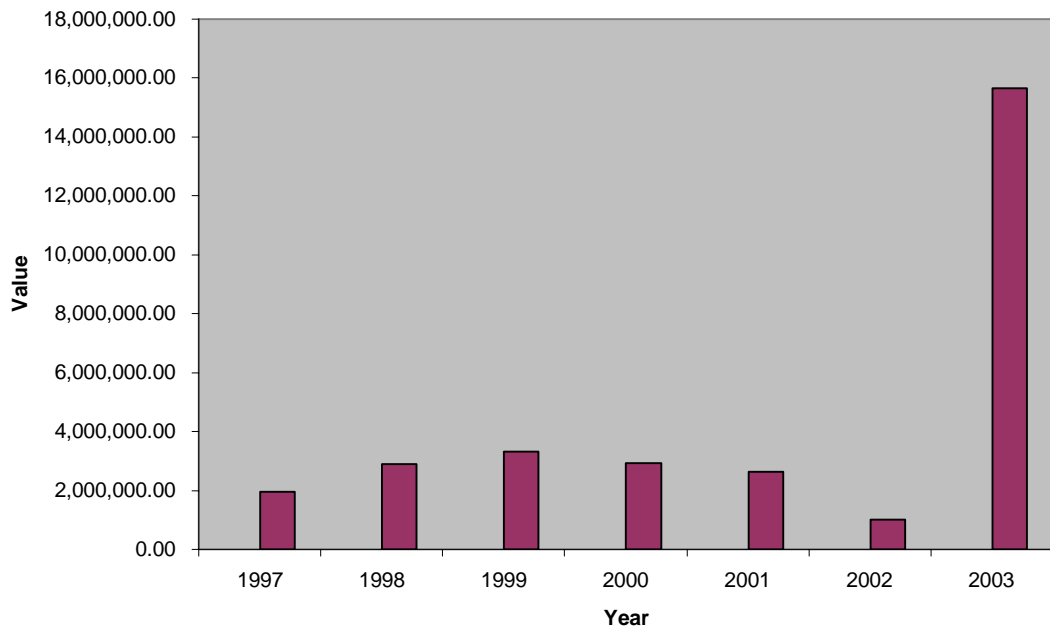
Grant Related Activity Budgets for 2003



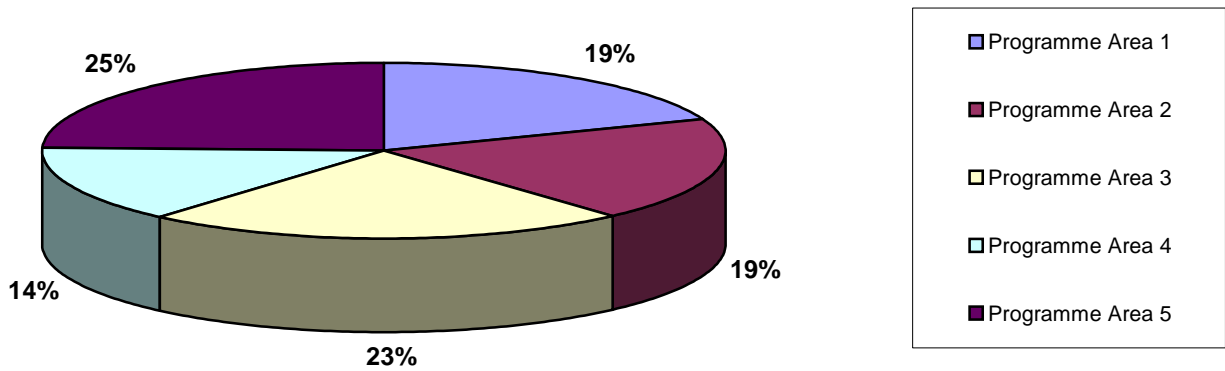
Income Generated for the past seven years in Sri Lankan Rupees



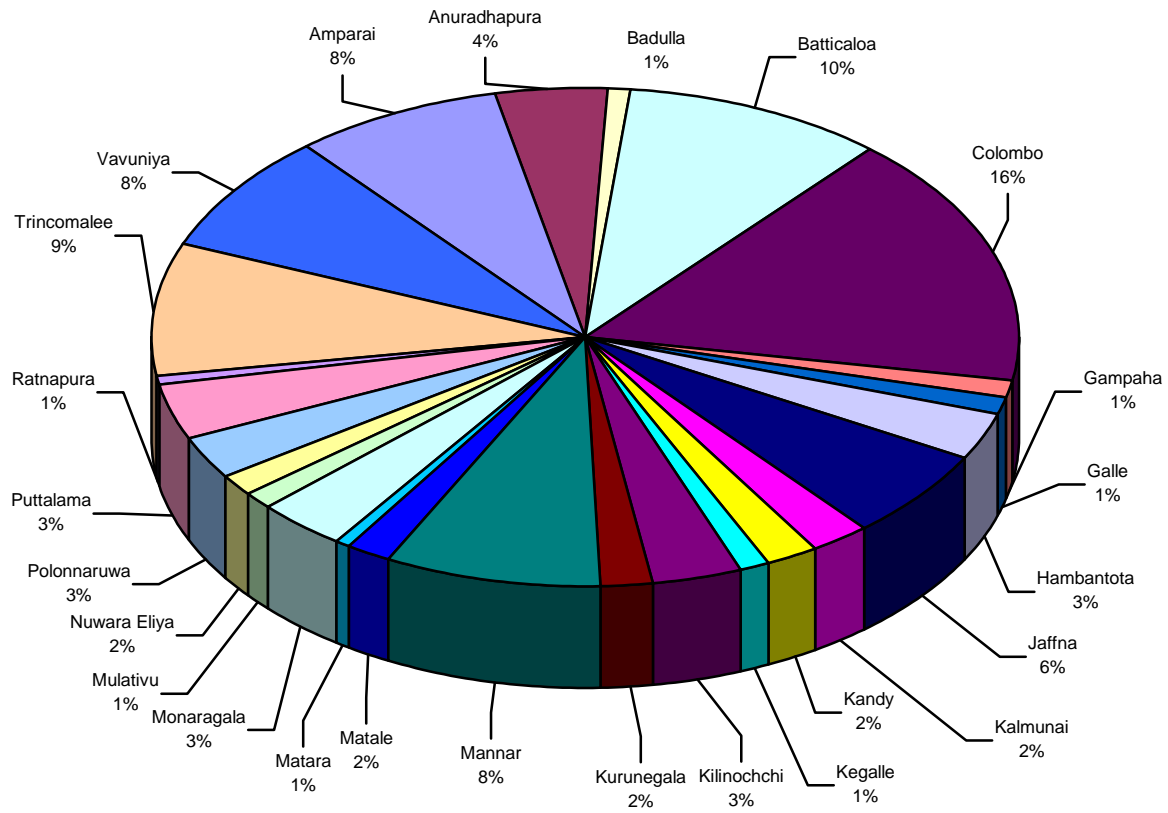
Net Asset worth for the past seven years in Sri Lankan Rupees



Staff time spent on each Area during the year 2003



DISTRIBUTION OF MEMBERSHIP



*** All members of the Steering Committees / Standing Committee serve in their individual capacity.*