

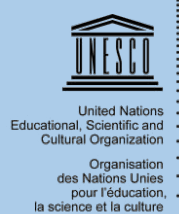
# ANNUAL REPORT

## 2017



ADVOCACY AND POLICY INSTITUTE

Address: Building Phnom Penh Villa #124, 2nd Floor, Room 206, Street 388, Toul Svay Prey 1, Chamkarmon, Phnom Penh, Kingdom of Cambodia



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# 1. Introduction

API was established fifteen years ago in July 2003 as part of PACT Cambodia, later becoming registered with the Ministry of Interior in July 2007, and becoming fully independent in 2008, as a Cambodian non-profit and non-Government organization.

The Advocacy and Policy Institute (API) has established itself as one of Cambodia's leading institutions for advocacy capacity building working on promoting access to information, decentralisation and policy dialogue. It has also engaged in building communication amongst the Parliament, the Government agencies and civil society. API is today recognized as a well-established and well-respected NGO for its reliability, relevance and professionalism. The culture of API is welcoming and friendly, espousing a sense of collegiality, with staff members operating from their own work stations, but working in close proximity to, and collaboratively with, other staff members. Organizational Impact Assessment (OIA) 2016 reaffirmed that API has played, and continues to play, a significant role in building advocacy capacity for its target groups. Those contacted during this audit process unanimously confirmed API's position as a highly credible and competent organization highly respected by all of its stakeholders as it continues to strengthen the democratic process in Cambodia.

API continues to strive to achieve its vision of poverty reduction and the protection of human rights that creates a national culture of harmony with sustainable democratic, political, and economic stability. Its mission is to serve the long term democratic and social development needs of Cambodia through the empowerment of people to interact with their Government to protect their rights and provide for their needs.

API's five years goal, 2014-2018 is to contribute to poverty reduction and better protection and promotion of rights and voices, particularly for young people, women, and vulnerable persons and groups, by promoting a culture of public information disclosure, strengthening democratic participation with transparency and accountability within the Decentralisation and De-concentration framework in Cambodia, particularly in the API

targeted Commune and District Councils where it is advocating for equitable and sustainable public policy.

There are five strategic objectives (or OUTCOMES) to achieving its goal of ensuring positive impact benefiting vulnerable and marginalised groups in which the sub-national and national Government institutions are more accountable and responsive. They are:

- 1) Increased information availability and disclosure on critical issues at sub-national level.*
- 2) Access to and disclosure of information especially on legislation and policies being debated and adopted.*
- 3) Productive dialogue and effective participation in democratic decision making to enhance the voices of and protect the rights of Cambodian people (young people, women, men and people with disabilities) in the target areas.*
- 4) Increased capacity development of local government bodies to improve their functioning, transparency, accountability, human rights position, information disclosure, and their collaboration with communities, local civil society and national Government.*
- 5) Enhanced and effective participation and contribution of Civil Society Organisations (CSOs) and networks in democratic governance, human rights, environmental governance, decentralisation, transparency and accountability, information disclosure and development processes at the sub-national and national levels.*

To achieve these objectives API through its organisational strength and support will ensure financial stability, strong management, results, accountability and transparency overseen by an effective and active Executive Director and Board of Directors. API is committed to working together with all national and international institutions who share its values to advocate for positive and peaceful social change. API seeks to encourage coordination among Governments, citizens and the private sector.

API is clearly proud of its achievements that have resulted from the persistence of the organization to pursue the creation of key national policies as well as the range and number of clients who have benefited from its various programs.

We are very proud to highlight API's achievement in 2017 toward its strategic goal and objectives:

## 2. Progress against Strategic Outcomes

Overall, the programmes have achieved the following:

- Over the past year, our programme team worked with 48 Commune Councils as partners in six provinces and six NGO partners to build the professional skills and knowledge of beneficiaries.
- An important milestone - the A2I legislation process – is almost achieved as the draft law has been completed by the A2I Technical Working Group and is now awaiting a final review by Ministry of Information and UNESCO in early 2018.
- Annual partnership assessment between DCA and API was conducted on 1st August 2017 with a view to developing a joint partnership agreement beyond just project grants provided by DCA. it is expected that such a partnership agreement including core activities and resources will be signed in early 2018.

### ***2.1. Outcome 1: Increased information availability and disclosure on critical issues at a sub-national level.***

- According to annual satisfaction survey undertaken with 1957 respondents in November 2017 69% of them stated that information is easily accessible at their communes but 27% (i.e. 530 of which 320 are female) who have demanded information or services filed complaints to their local authority; of 122 CBOs representatives 66% demanded and gained access to information from local authorities; 85.2% of these CBO representatives actively access independent and publicly available information from media sources
- There is increased willingness of district and commune councillors to disclose the budget information on expenditure and incomes to citizens This came through budget disclosure forums conducted with 3275 people (1432 women) in the 22 target

communes and districts and through the dissemination of 121 banners and their display at commune and district halls and public places on the rights to promote budget disclosure and citizen engagement in the citizen budgeting process. Authorities are encouraging citizens to participate in the commune and district activities and planning processes. Moreover, CBO representatives are willing and more actively participating in



the commune monthly meetings and are more able to demand the commune budget to support their community to address collective issues raised by communities as results of training and coaching activities delivered by API team to CBO representatives. 135 out of 154 questions and suggestions were raised by CBOs and local citizens during forums. Local citizens requested to have a better understanding of some technical terms relating to commune budget and flow of fund. Other questions raised to councillors were about the adjustment of budget if it does not meet the budget plan.

- 37 banners on commune administrative structure and local authorities contact list were distributed and displayed in 7 districts and 21 communes, and 4000 leaflets were designed and printed for distribution in budget forums and commune and district halls.



- 2843 people (1027 women) received information on “rights of citizens in participation in the local development” through 39 commune public forums. 165 banners on the above topic were disseminated in collaboration with LWD, FACT, RACHA, ANAKUT KOMAR and RFCDD during the forums in Kampong Speu, Kampong Chhnang, Kampong Thom, Pursat and Banteay Meanchey provinces. 231 questions were asked/ issues were

raised by local citizens and CBOs during forums, related to local development (road), environment, land, water sanitation, road traffic, forestry, dust and access to information. 161 were addressed by local authorities.

- 11 lists on citizens' needs were completed and collected from 1006 citizens (433 women) at the district level. 314 (89 women) participants from local authority, CBOs and NGOs in the 5 target provinces including Kampong Speu, Kampong Chhnang, Pursat, Kampong Thom and Banteay Meanchey, have received and acknowledged the findings of the report. Moreover, local authorities in the target provinces committed to put suggestions and issues from the report findings into action plans. API will play an important role by providing more support to CBOs to follow up on action plans of local authorities in 2018 to hold them more accountable.

- The capacity of five implementing partners of the Social Accountability Framework on project cycle work plan, open budget and information for citizen (I4C) dissemination has been increased through the capacity building efforts of API. The confidence of Community Accountability Facilitators to conduct awareness on I4Cs has increased. As a result, citizens have a better understanding of commune service fees and roles and responsibilities of local authorities (based on the results from the reflection meeting with citizens).



- 32 of 152 CBOs in the 5 target provinces namely Kampong Speu, Kampong Chhnang, Kampong Thom, Pursat and Banteay Meanchey joined with local council meetings for 5 meetings to get more understanding about local development planning and had their community issues placed on the agenda of local council's monthly meeting.
- Capacities to advocate with their local authorities for addressing local citizens' issues of 126 CBOs members from 152 CBOs in the 5 target provinces were strengthened.



- 91 adult citizens (30 female) and 149 students (64 female) were reached by 2 student study visits and 1 campaign to better understand the information on new public administration service fee, brief commune budget, Commune investment plan, Commune and information contact list, role of authorities to disclose information.

## ***2.2. Outcome 2. Access to and disclosure of information especially on legislation and policies being debated and adopted.***

- The progress of drafting Access to Information (A2I) law has been on track although somewhat delayed. All articles of the draft law have been mostly completed with good inputs from CSOs which had been collected through seven consultative forums on draft A2I law with CSOs working on youth, women, disability, education, environment and NRM, human rights, and health issues. The progress had been slower than expected although the Ministry of Information and UNESCO were willing to finish the draft by the end of 2017. The inputs of CSOs helped address the needs of citizens in terms of the rights to access public information and to comply with the International standards and principles. UNESCO and the Ministry of Information will have a last retreat meeting in early 2018 to review the draft A2I law again and finalize it.
- The findings and analysis reports of draft A2I Law on the Confidential Information and Complaint Mechanism had been submitted to the Ministry of Information, UNESCO and OHCHR earlier in the year. The inputs aimed to contribute to the improvement on relevant articles of confidential information in the law but also to the recent discussion on a draft sub-decree on state secrecy which is led by the Ministry of Interior. They dealt with concepts on Protection of Reporting Person and the Law on Protection of Witnesses, and the Global Principles on National Security and the Right to Information.



- Both national and sub – national government institutions and CSOs gained a greater and common understanding and improved ways of communicating, working and supporting each other due to their mutual experiences during the passage of an A2I law.
- API is in the process of developing a training curriculum on Access to Information that includes understanding of citizens of A2I, advantages of A2I, campaign on A2I and legal support, and the draft A2I law and its elements. API will conduct 6 training activities on A2I to local councilors and provincial CSO staff in Kampong Chhnang, Kratie, Kampong Thom, Kampong Speu, Pursat, and Banteay Meanchey provinces starting from end of December 2017 until February 2018.
- API collected all inputs from CSO networks, media institutions, grassroots, UN agencies, and the Ministry of Information in order to compile them as reference documents.



**2.3. Outcome 3: Effective mechanisms for productive dialogue and participation in democratic decision making to enhance the voices of and protect the rights of Cambodian people (young people, women and people with disabilities) in the target areas.**

- The annual satisfaction survey had a total of 1957 respondents (female: 1215) citizens, including 122 CBO members (Female: 24) and 175 local authorities (Female: 47) were surveyed on the performance of local councils and governments in the 5 target provinces.
- Of 487 local citizens surveyed 95% (with 276 female), who exercised their rights with their local authority, expressed their satisfaction with the performance of local authority on problem solving, information and service providing and budget information disclosure (according to annual satisfaction survey with citizens, November 2017)

- 80.6% of 1957 satisfaction survey respondents understand their rights to access information, while 44.6% of them successfully obtained information from Local Authorities (LA) further 26.5% reported that they have requested information from local authorities but did not get an acceptable response. 68.7% of respondents can describe the importance of access to information and define their rights to access to information more precisely.
- 73.68% (14 of 19) of trained Citizen Journalists (CJs) reported an increase in confidence to ask for information on public service fees e.g. passport, birth certificate, family book, on commune budget information, results of commune monthly meetings, information on investment plan, health service. LAs responded to all requests. 94.74% (18 of 19) of trained CJs reported that they participated in the community forums or other relevant meetings with local authorities where issues raised by communities were recorded. Short articles of news which were consolidated from the forum reports, were sent to VOD radio channels for broadcasting.
- Capacity of 139 (34%) of 409 local councillors and administration officials in the 5 target provinces namely Kampong Speu, Kampong Chhnang, Kampong Thom, Banteay Menachey and Pursat, were strengthened on simple proposal writing, steps for effective problem solutions and resource mobilization. From pre and post-test assessment on their understanding from the training topics, they doubled score over pre-test level.
- The targeted 51 communes and districts of 5 provinces have been supported for promoting information disclosure for easy access for public users and among elected commune and district councillors. At least 7 cabinets and 1071 stationary items including big box files, wavelet ring file, puncher, big and small staplers, A4 paper, scissors, leaflet holders and 3-tray-folders were put in place in the target area. API will provide follow up and coaching with local authority for using them in the right way.
- In total, 190 participants (female:46) learnt and shared through 5 peer learning meetings for direct project beneficiaries in the 5 target provinces on good practices and lessons learnt from local development participation, planning, and decision making. Most participants committed to bring what they have learnt from this meeting

to practice in their commune. Moreover, local authorities committed to promote local decision making processes by involving representative local citizens, CBOs and stakeholders to join in the meeting and local development planning. CBOs committed to participate in the local meeting and advocate to their local authority for addressing local citizen issues. API will follow up with local authority for increasing space for CBOs to participate in the local planning and CBOs capacity to raise their issues and follow up their issues.

- Four quarterly meetings were conducted to ISAF implementing stakeholders (43 people (15 women)) in 5 districts of Kampot province. Most of the challenges faced during implementation were identified and addressed by all participants, API and CARE. However some challenges need more time to address in terms of budget instalment from CARE and period of commune councils election because local authority are busy on election campaign. Progress in this period saw implementing partners collaborate with local authorities and NCDDs to address challenges, for example in the process of developing ISAF information to post for citizens to access and JAAP integration in the local planning and JAAP implementation.
- Two case studies were collected, documented and printed on 1) Changes after having ISAF 2) Working together to promote public service through Implementing Social Accountability Framework (ISAF) and these were distributed to direct beneficiaries and implementing stakeholders in Kampot province.
- One annual learning forum on reflection on ISAF implementation in Kampot was conducted for 106 (female: 52) participants from Community Accountability Facilitators (CAF), Implementing Stakeholders and NGOs. Participants participated to identify key impact achievements, lessons learnt, challenges and recommendations for next year's implementation. CARE and NCDD have addressed critical issues that were



raised by participants and 7 of 10 questions were raised by participant and addressed by CARE and provincial NCDD advisors during round table discussion. Community Accountability Facilitators (CAF) and ISAF implementing stakeholders were satisfied with the responses.

- Approx. 227 youths (of whom 102 female) were provided the opportunity to better understand national and sub-national budget information on income, expenditure, budget formulation process, citizen engagement in the budget plan, access to budget information, and sharing best practice from countries in the region and Africa through a national budget forum at Himawari Hotel, Phnom Penh. Based on surveys conducted after the national budget forum, there are 58% who used to receive the budget information from commune and 42% never received to date. After the forum, in total 98% of respondents increased understanding, of which 6.8% confirm increase understanding to 100% of information provided, 42.8% confirmed increase to 75%, and 48.4% confirmed increase to 50% on their understanding about commune budget information and right to access to budget information and engagement. (Based on survey in the national forum)
- In total, 7 policy analysis reports on open local budget, public service fees, public participation, promoting sustainable community forestry, clear responsibility of local government in waste management, role of municipal councils in Pursat in raising public awareness on new traffic law, and citizen access to information in education sector, and annual Appraisal report were printed. 121 participants (27 female) in 5 districts in Kratie, Kampong Thom and Banteay Meanchay reflected on local authorities' role in implementation through policy analysis and annual appraisal. And 65 students (30 females) were provided opportunity to better understand commune public services, commune roles and responsibilities, commune structure and profile, through study visit at Kontout commune, Chet Borey district, Kratie province.
- There were 147 CBOs (8 female) representatives who participated and raised 63 issues/suggestions on 1. Budget support to CBOs to be able to effectively function (requesting to local authority to contribute a small amount of funds to support the functioning of CBOs); 2. Security; 3. Illegal fishing; and 4. Difficult road to the councils

to be addressed, 5. Illegal cutting timbers, 6. Lacking of participation from community with CBOs, 7. Canal for agriculture, 8. Land Conflicts, 9. Hygiene, 10. Health issues. As a result, among those issues, commune councils responded 42 of 63 issues. The authorities committed to cooperate with police to take action and strengthening security and intervene on illegal fishing, community security, hygiene, health, lacking of participation from community with CBOs activities, budget to repair difficult road and remaining issues. The remaining 29 issue is the budget support to CBOs functioning but the commune does not have a budget to support CBOs but they will commit to mobilize resources to further support them in the near future. CBOs and local authority have discussed and included them into CIP which relates to budget for support to CBOs, fighting illegal fishing, illegal forestry, land conflicts, canal for agriculture, and difficult road (based on the minutes in CC monthly meetings).

- Findings and consolidated suggestions/ recommendations of participants from sub-national forums on budget were produced and presented at the national forum. Two key suggestions were raised as 1. Suggest to Local authorities to disclose budget information at public place, 2 Suggest Local authorities to open space and encourage citizen participation in budget formulation and budget monitoring.
- A local resource mobilization guide was produced and delivered to 386 government participants (49 women) who took part in local resource mobilization capacity building activities in Banteay Meanchey, Pursat, Kampong Speu, Kratie, Kampong Thom Oddar Meanchey and Kampong Chhnang Provinces, .
- One of ten target districts (Mongkol Borie in Banteay Meanchey province) allocated district budget to conduct awareness activities on road traffic law

**2.4. Outcome 4: Increased capacity development, transparency and accountability within Cambodia's sub-national Government to improve functions, human rights, information disclosure, and collaboration with communities, local civil society and national Government.**

- 10 critical issues were selected for conducting policy analysis. This policy analysis was carried out to explore the reality of SNDD reform, examine the nexus of roles and responsibilities among all sub-national and national actors and CSOs in service

delivery and to deepen understanding of how cross-cutting issues like participation, access to information and civic awareness affect democratic governance. Issues chosen for the analysis were

- (i) Role of local authorities in implementing functional delegation on rural sanitation,*
- (ii) Rights of citizens, in particular women to participate in local decision makings and local planning process,*
- (iii) Access to right information, and right organization for applying for land title,*
- (iv) Understanding knowledge, behavior and attitude of citizens in local governance system (local development planning and budgeting),*
- (v) Role of Commune Councilors to develop and implement an effective Commune Investment Plan and Commune Development Plan,*
- (vi) Role of DM Unified SNAs in community fishery management,*
- (vii) Role of DM Unified SNAs in social/economic/health issues,*
- (viii) Role of DM Unified SNAs on access to information on local economic development private investment projects, (ix) Role of DM Unified SNAs on migration,*
- (x) Rights of persons with disabilities to participate in local development planning and decision making process.*

API will undertake a follow-up action plan with presentation of the findings and printing for distribution in the target areas with advocacy actions to happen in 2018 and follow - up on the solutions to the issues analysed.

- Four of five signed MoUs between API and local authorities (provinces and districts) were completed. With the replacement of provincial governor in Kampong Thom the process of signing MoU was delayed. Due to API's good relationship with local authorities, API was able to implement the project as planned even though there was disruption through the 2017 commune/sangkat election campaign in July.
- 100% of 19 Citizen Journalists (3 female) reported that their knowledge of all topics in refresher training increased by 10.53% over pre-test score of 74.7%. On the basis of

the scores all 19 CJs already understood well the topics to be refreshed i.e. access to information and role and responsibility of local authorities to disclose information, lobbying skills, and how to respond to reporters.

- 100% of 16 provincial broadcasters (2 female) increased understanding in the refresher training up by 21% over pre- test of 74% on the refresher training in several topics such: role and responsibilities of local government, identify and prioritize issues, issue analysis, and strategy to build communication and collaboration with government authorities.

***2.5. Outcome 5: Enhanced and effective participation and contribution of Civil Society Organisations (CSOs) and networks in democratic governance, human rights, environmental governance, decentralisation, transparency and accountability, information disclosure and development processes at the sub-national and national levels.***

- MOU signed between API and CCC on (1) joint effort in strengthening the provincial NGOs coordination networks through related capacity development, (2) joint effort to support the provincial NGO coordination networks in implementing their strategic plans, (3) joint effort to bring voices from local and sub-national level for the attention and effective action by the higher level, (4) joint effort in promoting resource mobilization capacity/initiatives by the provincial NGOs coordination networks at both national and sub-national level.
- Upon signing the MoU between API and CCC, three TNA reports were completed with 37 (four female) members of CSO provincial networks in Kampong Speu, Kampong Chhnang and Pursat selected to identify the common problems and challenges and best practices/success stories of each provincial coordination network related to network management, advocacy strategy and implementation. The training needs were identified for provincial CSOs contributing to capacity development on advocacy and strategy for advocacy at both sub-national and national level. The results of the TNAs have guided API and CCC to prepare a training plan to address their needs.

- Based on results of a TNA, API and CCC agreed to conduct training for 46 (female:15)



NGOs network members in the 4 target provinces of Kampong Speu, Kampong Chhnang, Pursat and Banteay Meanchey, with 2 provinces joining each event and topics to include Organizational Development facilitated by CCC and Advocacy Skills facilitated by API. Moreover, API will discuss with CCC on way forward to work together to provide more capacity building to provincial NGOs networks.

- 56 follow ups and coaching activities were conducted to provide technical support to local authority and CBOs and NGOs ipartners for implementing the projects.

## 3. Overall Coordination and Management

### 3.1. Organizational Management

- Start up the new projects with UNESCO and DI.
- Donor and partnership's mapping exercise to identify potential sources of funding, a long-term funding strategy and plan, assessment of API unsuccessful funding proposals.
- Develop result change for 3 programmes namely Access to Information, Local Democratic Development and Strengthening CSO networks.
- Deliver training consultancy service for GIZ.
- Three new Board members were recruited and three Board meetings were conducted.



- Director-Chea Vantha resigned in August and a new Director of API recruited and started in November; he is Socheat Lam who was at one time deputy director and one of the founders of API.
- Five Management Committee meetings were held and discussed policy changes, working structure arrangement, staff salary increment, program and project funding proposal development, financial management and monitoring, work plan and audit responses.
- Eleven staff and eight national volunteers are in place; staff retreat 2017 agreed to new API staff structure and responsibility: two managers responsible in different target provinces with support of program officers, assistants and volunteers and one program manager is responsible on national level and overall support in planning, M&E, and reporting of the organization supported by Directors, other program managers & officers.
- API constitution revised by integrating current Management Committee Policy and BoD Policy (three in one) to be approved by the BoD and submitted to Ministry of Interior, Financial and personnel manuals including forms and policies were revised and disseminated to all staff.
- Financial and performance audit conducted by Donasco completed successfully with positive findings.
- Establishment of an open space for sitting arrangement, effective communication and planning via outlook calendar, and more encouraging working environment.
- A server for knowledge management and sharing via a shared drive were established and being used.
- Staff development delivered on conducting policy reflection, compliance, procurement, financial monitoring system, capturing and sharing learning, photo and video taking, and leadership.
- Outstanding financial issues with Article 19 and COWS from IAPI project were addressed. Another outstanding financial issue with FACT is being dealt with.

- Annual program review was held and report was written and disseminated to donors and stakeholders.

### 3.2. *Networking*

- Attended twice Open Government Partnership (OGP) meeting led by the Transparency International Cambodia. The meeting aimed to build capacity of members on concept of OGP, eligibility to apply OGP, ToR for CSO-OGP committee and strategy for lobby government to apply the OGP.
- Attended twice radio program talk show of CCiM and WMC to talk about roles and responsibilities of the information officers and rights of citizen in accessing public information that are stated in the draft A2I law.
- Meeting with Danish Reporters (coordinated by DCA) to update the situation of access to information in Cambodia and CSO inputs on the draft A2I law.

## 4. Consultancy services

Provided consultancy service to GIZ on capacity building (facilitation, communication, public speaking skills) to female council members in Banteay Meanchey and Oddor Meanchey provinces. Another (third) training will be provided in October. API staff involved were 9 full-time staff and 2 part-time staff, 6 volunteers (2 at HQ and 4 at district)

## 5. Challenges

API continues to face challenges in its work but sees the challenges as opportunities to consider new approaches and work modalities to become even more effective and better serve the citizens of Cambodia

- Impact of political changes in Cambodia on for API's work and funding opportunities to be closely monitored and considered in developing the new strategic plan 2019-2023 and actions in 2018. In this regard there are ongoing communication & consultations being held with API Board of Directors, Donors and target communities and government stakeholders.
- Discussions on the draft A2I law, especially technical terminologies (Khmer and English) versions to finalize each article took longer than planned. It was also difficult to convert different sectors of CSO concerns, inputs and comments into legal language. Different perspectives on access to information by each sector, but the draft A2I law is made for all and in accordance with their situation. The scope of the drafted A2I law is not sufficiently clarified to ensure that it is more influential than other laws. And there has been limited capacity of CSO representatives during law discussion particularly on the understanding of the complexity of A2I in the legal context.
- Fund constraint is still a challenge for API. With an international Fundraising advisor in place since August 2017, API hopes to improve the quality of our funding proposals to increase chances for securing long-term sustainable funding.
- High workload of staff – a review staff structure and responsibility for implementing in 2018 was agreed in staff retreat in December 2017
- More interns are needed to learn about and support API, and will be recruited by middle of the year, and a Bread for the World seconded Adviser has joined. By end of 2017, API's team is reduced by one Programme Officer and one Admin/Finance Officer – to a total of 11 staff, including two part-time Advisers and (until end-2017) part-time Director.
- The law of Association and NGOs requires API to amend By-Laws and other changes of Board and staff structure.
- Lack of a shared API database of target area data, M&E system and time constraints for monitoring and following up on the impact and the quality but more focus on output oriented results. This links to workload issue. API Staff retreat 2017 agreed that M&E policy, system, tools will be improved and online M&E and database will be created in 2018.
- Training Service for income – even though the capacity of Management Committee has been increased, but their advanced advocacy skills will need to be upgraded.

**ADVOCACY AND POLICY INSTITUTE (API)**

**FINANCIAL STATEMENT**

Period of Performance: 01 January 2017 to 31 December 2017

Currency: US Dollar

Cost Category	Budget Plan Consolidated 2017	Actual Expense from Jan-Dec 2017	Balance as 31 Dec 2017	% Used	
	<b>Actual fund received</b>				
	<b>2017 plus fund carried over from previous year</b>	<b>Actual expense from 01 Jan-31 Dec 2017</b>	<b>Balance as 31 December 2017</b>	<b>Vaiance</b>	<b>Remark</b>
<u>Actual Fund received in 2017:</u>					
BfdW_Pro-Citizens Project (01 January 2017-31 December 2019)	144,969.00	94,339.99	50,629.01	65.08%	BfdW transferred for the cash projection in 1st quarter of 2018 in Nov 2017 that's why the actual fund receipt was over than budget plan above. The ending amount will be carried over to next year.
GRSP (01 January 2016 - 30 April 2017)	7,759.95	7,404.37	355.58	95.42%	The ending amount of \$355.58 is exchange rate gain during project implementation therefore it will be transferred to API's capital fund.
EU (DCA-API-CCIM) (01 January 2015 - 31 December 2017)	138,707.81	128,313.26	10,394.55	92.51%	The ending amount of \$10394.55 will be transferred back to DCA.
UNESCO_SCDECA2ILAW Project_2nd & 3rd round (June 2016 - May 2017)	39,418.44	30,630.54	8,787.90	77.71%	The remaining amount will be carried over to next year.
DCA/CA_Pro-Citizens Project (01 January 2016-31 December 2018)	68,989.45	68,989.45	-	100.00%	10% was spent for project implementation in 2017.
CARE_ISAF Project (01 July 2016-31 December 2017)	22,761.34	22,753.93	7.41	99.97%	The ending amount of \$7.41 will be carried over to next year.
TI_BID-CI Project (01 Mar - 31 Oct 2017)	15,000.00	11,160.67	3,839.33	74.40%	The ending balance of \$3839.33 already transferred back to TI.
Other contribution (LWD, RFCD)	40.00	40.00	-	100.00%	100% was spent for the project implementation in 2017.
Consultancy service ( AeA, GIZ, ForymSyd..)	47,893.29	42,321.11	5,572.18	88.37%	The ending amount of \$5571.45 will be transferred to API's capital fund.
Bank interest for API saving account (OGI)	283.71	-	283.71	0.00%	There is bank interest for API saving account of API's capital fund.
<b>TOTAL</b>	<b>485,822.99</b>	<b>405,953.32</b>	<b>79,869.67</b>	<b>83.56%</b>	

Prepared by:



CHORN Somaly  
Admin & Finance Manager  
Advocacy and Policy Institute (API)

Approved by:



LAM Socheat  
Director  
Advocacy and Policy Institute (API)

27.03.2018  
Date: DD/MM/MM