



## 2002 ANNUAL REPORT

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## I. INTRODUCTION

This annual report is made by enumerating the various targets for the year and the respective levels of accomplishment. The targets listed here have been specified in the HURIDOCS 2002 Programme. There had also been activities carried out by HURIDOCS which arose out of immediate needs and demands and thus were not included in the 2002 Programme. The outcome of these unplanned activities are presented where appropriate.

This narrative report is accompanied by the *Audited Financial Accounts* for 2002. In addition, this narrative report contains a section that provides additional information to help understand how HURIDOCS implemented its various activities given its income for the year.

The *Conclusion* part of this report summarises the accomplishments and limitations of HURIDOCS in terms of implementation of its programmes in 2002.

## II. TRAINING PROGRAMME

### A. PLANNED ACTIVITIES

1. *HURIDOCS will hold a number of training courses, to include a regional trainers' training course and several national courses.*

For 2001, HURIDOCS lined up XXX training courses which were to be carried out in collaboration with local partners. XXX of the planned courses were actually carried out. Some of the activities were carried out in a different form. Others could not be carried out within the year mainly due to lack of funds. Enumerated below are the outcomes of each planned activity.

- a. Francophone Africa Trainers' Training Course

The course, originally meant for NGOs from Francophone Africa, was expanded to include participants from Haiti. Thirteen NGO members from Burkina Faso, Burundi, Chad, Cameroon, Gambia, Guinea, Haiti, Niger and Senegal joined three representatives of HURIDOCS who served as the main training facilitators at Mbodienne, Senegal from 9 to 13 December 2002.

The course focused on

After the course, a mailing list for the participants was set up, called *documentationrelativeauxdroitshumains*. French-speaking human rights documentatist and information workers who are interested can join the list.

- b. Haiti Training course

From 18 to 30 March 2002, James Lawson was in Haiti at the invitation of the United Nations Development Programme (UNDP). He provided training mainly on documentation of human rights violations and the WinEvsys software to main NGOs in the country.

c. Lebanon training course

In 2001, the *Institut de Droits de l'Homme* in Lebanon approached HURIDOCS with a view to co-organise a training course on human rights documentation. The plan was changed and what was held instead were two forums, one for various Lebanese NGOs (organised by the *Forum Libanais des ONG*), and the other for Lebanese human rights lawyers (organised by the *Institut de Droits de l'Homme*). These were held on 1 July in Beirut.

Nejib Ghali represented HURIDOCS and delivered a presentation at each forum, each session lasting 2 1/2 hours. The first forum (NGOs') was attended by 24 participants while the second forum (lawyers') was attended by 54 participants. A series of slide shows was used in each presentation, and covered various topics as: what is HURIDOCS, the different HURIDOCS tools, the Events documentation system and WinEvsys.

The forums were evaluated positively. The organisers are now preparing for the conduct of an actual training course withing 2003.

d. Training course for minority rights organisations

Discussions have continued with the *Centre for Organisation Research & Education* with a view to hold a training activity. This organisation is also interested to hold additional training activities focused on monitoring economic, social and cultural rights. The main reason for the non-conduct of this activity is the failure to raise the necessary funds.

e. Training course for children's rights groups in Asia

No positive arrangements during the year

f. Training of the staff of a migrants' rights centre in Asia

No positive arrangement during the year

g. Iran training course

Twelve representatives of Iranian human rights NGOs were in Geneva during the session of the Commission on Human Rights. A short workshop was held for them on 10 and 11 April to introduce them to HURIDOCS and its tools for documentation. Plans have been initially discussed towards the conduct of a course in Iran later this year.

h. Ghana training course

i. Ukraine training course

Bert Verstappen was in Ukraine in January as a resource person for a training

course/seminar on "Human rights and the internet". This activity was organised by a local NGO, Privacy Ukraine. There were several local participants and seven foreign participants.

j. Preparations for Latin America trainers' training course

2. *HURIDOCS plans to host one internship within 2002.*

The HURIDOCS Secretariat will receive in early 2002 an intern from the *Jesuit Refugee Service* based in Rome to work on the adaptation of the Events Standard Formats, Microthesauri and WinEvsys for documentation of violations against refugees.

3. *Continued development of the HURIDOCS Training Manual*

HURIDOCS has continued to develop its training manual which contains 25 training modules, especially in the area of improving, updating, and producing new training aids such as video clips, slides, transparencies, illustrations, etc. Its French version was used in the trainers' training course in Senegal in December 2002. Translation into Spanish has been started.

## **B. UNPLANNED ACTIVITIES**

While there were planned training activities that were not carried out for various reasons, HURIDOCS on the other hand was able to respond to training requests received during the year.

1. Training Course in Georgia

This activity had been proposed by the *Independent Society for Human Rights* based in Georgia. In looking for funds, the proponent expanded the original plan to include NGOs from Armenia and Azerbaijan. A proposal for a three-year project was submitted to the *European Commission*, consisting of a plan to set up documentation centres in the three countries and to build their capacities through a series of training courses.

This planned activity could not be realised because the *European Commission* denied the application of the *Independent Society for Human Rights*. Additional efforts were made to identify other sources of funding, so the project has been moved to such time when these efforts bear fruit.

Funds were raised and the course has been scheduled to take place in the first half of 2003.

2. **Introduction of HURIDOCS to Freedom House and human rights NGOs**

On 4 April, Bert Verstappen gave an introduction of HURIDOCS and the Events Standard Formats to staff of Freedom House plus representatives of human rights NGOs from Uzbekistan and Algeria. The participants from Algerian NGOs showed an interest to receive training on documenting human rights violations.

### 3. Consultancy in Cambodia

Manuel Guzman has been engaged as a consultant by the Cambodia Office of the High Commissioner for Human Rights for the month of April. He has evaluated their information needs and accordingly introduced WinEvsys. He also discussed the tool with several NGOs and a plan has been devised together with the COHCHR to provide assistance to these NGOs through a further visit by Manuel in the latter half of the year.

### 4. Training by IRCT supported by HURIDOCS

The International Rehabilitation Council for Torture Victims administers a global programme called Regional Strengthening Programme, meant to upgrade the capabilities of various centres in its global network. Manuel attended the planning session for RSP held last May in Copenhagen, and helped in the formulation of a documentation training plan

One activity under this programme was held in Budapest, Hungary from 18 to 20 October. It was a documentation workshop involving some 10 participants from Central and Eastern Europe. The main subject matter was the HURIDOCS Bibliographic Standard Formats. Sven-Eric Baun of IRCT was the resource person, with support provided by HURIDOCS in terms of training materials.

### 5. Hosting of additional interns

## III. TOOLS, STANDARDS AND TECHNIQUES DEVELOPMENT PROGRAMME

### A. PLANNED ACTIVITIES

1. *Continued development and distribution of WinEvsys*
2. *Adaptation of tools for monitoring human rights violations*
3. *Translation of tools for monitoring human rights violations*
4. *Publication of three rights-specific manuals for monitoring economic, social and cultural rights*
5. *Publication of a book on the minimum state obligations with respect to economic, social and cultural rights*
6. *Publication in French of Handbook of Economic, Social and Cultural Rights*
7. *Publication of 5 volumes in the Human Rights Monitoring and Documentation Series*
8. *Dissemination of HuriTools*

## **B. UNPLANNED ACTIVITIES**

### **IV. INFORMATION AND OUTREACH PROGRAMME**

#### **A. PLANNED ACTIVITIES**

### **V. CONSULTANCY, ADVICE AND SUPPORT PROGRAMME**

#### **A. PLANNED ACTIVITIES**

- 1. Participation in relevant international conferences and forums*
- 2. Support for the Martin Ennals Award for Human Rights Defenders*
- 3. Publication of HURIDOCS Newsletter*
- 4. Maintenance of website and e-mail lists*
- 5. Production of information pack on HURIDOCS*

### **VI. NETWORKING AND INSTITUTIONAL DEVELOPMENT PROGRAMME**

#### **A. PLANNED ACTIVITIES**



## VII. ELABORATION OF FINANCIAL REPORT

This section provides additional information about the income and expenditure of HURIDOCS for the year 2001. It begins by indicating the monetary values of the activities lined up by HURIDOCS, followed by a presentation of the actual income received by HURIDOCS and the programme adjustments made as a consequence.

### A. 2001 ACTIVITIES BUDGET

Table 1 below shows the various activities of HURIDOCS outlined in its 2001 Programme of Activities, with the corresponding estimates of expenses that made up the budget for the year.

<b>TRAINING PROGRAMME</b>	<b>US\$</b>	<b>CHF</b>
<i>Africa</i>		
Ghana women's groups training course	18'000	30'600
Anglophone Africa trainers' training course	45'000	76'500
Francophone Africa trainers' training course	45'000	76'500
Morocco national training course	18'000	30'600
<i>Asia</i>		
Indonesia women's groups training course	18'000	30'600
Cambodia national training course	15'000	25'500
India national training course	15'000	25'500
Sri Lanka national training course	15'000	25'500
Regional course for child rights NGOs	30'000	51'000
<i>Europe</i>		
Turkey national training course	18'000	30'600
Albania national training course	15'000	25'500
Georgia national training course	15'000	25'500
Russia national training course	15'000	25'500
<i>Internships</i>		
Three interns, one month/person	15'000	25'500
<i>Curricula and teaching aids development</i>	5'000	8'500
<i>Publication and distribution of training manual and aids</i>	10'000	17'000
<b>Sub-Total</b>	<b>312'000</b>	<b>530'400</b>
		<b>0</b>
<b>INFORMATION AND OUTREACH PROGRAMME</b>		
<i>Publication of two issues of newsletter</i>	20'000	34'000
<i>Internet publishing</i>	500	850
<i>Brochures</i>	1'000	1'700
<i>European HR documentation network meeting</i>	2'000	3'400
<i>Participation in AHRINET board meeting</i>	2'000	3'400
<i>Preparation for conference on impunity</i>	10'000	17'000
<i>Participation in conferences</i>	10'000	17'000
<b>Sub-Total</b>	<b>45'500</b>	<b>77'350</b>
<b>TOOLS, STANDARDS AND TECHNIQUES DEVELOPMENT PROGRAMME</b>		
<i>Revised Standard Formats and Micro-thesauri</i>		
Distribution and publication English version	20'000	34'000
French translation, distribution and publication	22'000	37'400
Spanish translation, distribution and publication	22'000	37'400
<i>WinEvsys software</i>		



Advance programming	5'000	8'500
French and Spanish versions	4'000	6'800
<i>Software for tools development</i>	1'000	1'700
<i>Search engine development</i>	50'000	85'000
<i>How-to manuals (6 volumes)</i>		
Distribution and publication in English	24'000	40'800
Distribution and publication in French	24'000	40'800
Distribution and publication in Spanish	24'000	40'800
<i>Tool distribution</i>	1'000	1'700
<i>MesoAmerican Experts Meeting</i>	30'000	51'000
<i>ESCR Handbook</i>		
Spanish translation & publication	9'000	15'300
French translation & publication	9'000	15'300
<i>ESCR rights-specific manuals (5 manuals)</i>		
Translation (Spanish and French)	25'000	42'500
Publication (English/French and Spanish)	30'000	51'000
Dissemination	2'000	3'400
<i>General manual on monitoring ESCR</i>		
Publication English version	8'000	13'600
Dissemination	1'000	1'700
<i>Field-testing of new ESCR tools</i>		
South Africa	5'000	8'500
Philippines	5'000	8'500
India	5'000	8'500
Latin America	5,000	8'500
<i>Other tools</i>	5'000	8'500
<b>Sub-total</b>	<b>336'000</b>	<b>571'200</b>
		<b>0</b>
<b>CONSULTANCY, ADVICE AND SUPPORT PROGRAMME</b>		
<i>Resources library</i>	<b>5'000</b>	<b>8'500</b>
<b>NETWORKING AND INSTITUTIONAL DEVELOPMENT PROGRAMME</b>		
<i>Two Continuation Committee meetings</i>	20'000	34'000
<i>Equipment and communication</i>		
Acquisition of equipment	20'000	34'000
Maintenance of equipment	4'000	6'800
Regular communication	6'000	10'200
<i>Secretariat</i>		
Salaries and social charges	154'000	261'800
Premises	30'000	51'000
Office supplies	2'000	3'400
Bank charges	2'000	3'400
Auditing	5'000	8'500
<i>Miscellaneous</i>	24'000	40'800
<b>Sub-total</b>	<b>267'000</b>	<b>453'900</b>
		<b>0</b>
<b>TOTAL</b>	<b>965'500</b>	<b>1'641'350</b>

Table 1. HURIDOCS 2001 Activities Budget

## B. INCOME BUDGET

To raise the funds, HURIDOCS prepared the following income budget which it submitted to core donors when it started fundraising in early 2001.

	US\$	CHF
<b>CORE DONORS</b>		
Belgian Ministry for Foreign Affairs	25,000	42,500
Canton of Geneva	3,500	5,950
Danish Ministry for Foreign Affairs	60,000	102,000
		0
Finnish Ministry for Foreign Affairs	50,000	85,000
French Prime Minister's Office	30,000	51,000
Joyce Mertz-Gilmore Foundation, United States	30,000	51,000
Norwegian Agency for Development Cooperation	100,000	170,000
		0
Swedish International Development Cooperation Agency	65,000	110,500
		0
United Kingdom Foreign and Commonwealth Office	30,000	51,000
<b>PROJECT DONORS</b>		
Churches Development Service (EKD), Germany	35,000	59,500
CordAid, The Netherlands	20,000	34,000
Department for International Development, U.K.	36,000	61,200
International Development Research Centre, Canada	10,000	17,000
Swiss Department for Foreign Affairs	30,000	51,000
Other Project Donors	441,000	749,700
		0
<b>Total</b>	<b>965,500</b>	<b>1,641,350</b>

Table 2. HURIDOCS Income Budget

About half of the budget was planned to be raised through project funding. HURIDOCS did the following in this regard:

### 1. Submission of project funding applications by HURIDOCS itself

HURIDOCS submitted to the *Swiss Department for Foreign Affairs* an application for support of the trainers' training course for Francophone Africa. During the time that the application was pending, HURIDOCS submitted applications for co-financing for the same project to the *Interchurch Organization for Development Cooperation* and the *Agence de la Francophonie*.

Also, when HURIDOCS learned from contacts that the *UK Foreign and Commonwealth Office* preferred to fund projects, it submitted to the latter an application for support to the planned training course in Ghana, in addition to its earlier application for core funding.

### 2. Submission of project funding applications by project partners

HURIDOCS helped in the preparation of a proposal submitted to the *European Commission* by a partner, the *Independent Society for Human Rights*. This concerns the plan to establish and build the capacity of documentation centres in Georgia, Armenia and Azerbaijan. When the *European Commission* denied the proposal, additional applications were made by the *Independent Society for Human Rights* to the *Oak Foundation* and *CordAid*.

In the joint HURIDOCS-AAAS project for developing tools for monitoring economic, social and cultural rights, the two partners agreed to undertake separate fundraising initiatives. HURIDOCS had earlier obtained a 3-year commitment from the *Department for International Development*. For its part, AAAS approached the *Ford Foundation*.

### 3. Follow up of pending project funding applications

HURIDOCS also followed up on applications that had been submitted since 2000, some of which could be considered as sure funding. Among the sure grants are from the *Churches Development Service* or EKD (for the training in Uganda), from *Cordaid* (for the training in Albania), and from the *Department for International Development* or DFID (for the economic, social and cultural rights project). The DFID grant, approved in late 2000, was for three years, while EKD and CordAid pledged in 2000 that they will give their contributions in 2001.

Other applications submitted in 2000 which HURIDOCS followed up on where pertinent were those submitted to US foundations, seeking funding for the planned HURIDOCS search engine.

## C. ACTUAL INCOME RECEIVED

Table 3 shows the outcome of fundraising efforts undertaken by HURIDOCS in 2001.

<b>DONOR</b>	<b>Request</b>	<b>Received</b>	<b>Date received</b>
<b>CORE DONORS</b>			
Belgian Ministry for Foreign Affairs	42,500	none	
Canton of Geneva	5,950	in kind	
Danish Ministry for Foreign Affairs	102,000	98,490	3 Jan. 2002
Finnish Ministry for Foreign Affairs	85,000	76,472	24 Aug. 2001
French Prime Minister's Office	51,000	17,721	20 June 2001
Joyce Mertz-Gilmore Foundation, U.S.	51,000	48,900	20 June 2001
Norwegian Agency for Dev't Cooperation	170,000	113,700	4 July 2001
Swedish Int'l Dev't Cooperation Agency	110,500	85,192	21 Dec. 2001
U.K. Foreign and Commonwealth Office	51,000	none	
Churches Development Service, Germany	59,500	65,933	21 Mar 2001
CordAid, The Netherlands	34,000	transferred to partner	
Department for International Development, United Kingdom	61,200	63,231	Four quarterly instalments
International Development Research Centre	17,000	19,950	18 Aug. 2001
Swiss Department for Foreign Affairs	51,000	none	
Other Project Donors	749,700		
<b>Total</b>	<b>1,641,350</b>	<b>589,140</b>	

*Table 3. Grants Received by HURIDOCS in 2001*

HURIDOCS was able to receive only about 36% of the total amount it aimed to raise. In terms of core funding, HURIDOCS continued to receive grants from the donors that have supported it through the years (mainly Nordic donors). HURIDOCS was not successful though to obtain core funding from Belgium and the United Kingdom.

As for project funding, following are the results:

1. The sure grants (from *EKD*, *CordAid* and *DFID*) came in as expected. However, in the case of *CordAid*, the grant was awarded directly to the local partner.
2. The *Swiss Department for Foreign Affairs* responded positively but indicated that its grant will only be available in early 2002 and that it will just be for a part of the total budget.
3. The application to the *Agence de la Francophonie* was not yet decided upon by year's end. Other pending applications are those submitted by a project partner to the *Oak Foundation* and *Cordaid*.
4. HURIDOCS received a negative response from the *Interchurch Organisation for Development Cooperation* while there was no response at all from the *UK Foreign and Commonwealth Office*. HURIDOCS finally received definite denials from the U.S. foundations on its request for search engine funding. Meanwhile, the *Independent Human Rights Society* and *AAAS*, which submitted project applications to the *European Commission* and *Ford Foundation* respectively, reported that these were denied.
5. HURIDOCS did not receive an actual grant from the *Canton of Geneva*, but the Canton provided free use of office space to HURIDOCS for a period of one month.
6. There were other applications directly made by local groups to various funders, and thus are not reflected in HURIDOCS accounts. Those which were successful enabled the conduct of courses such as those in Indonesia, Cambodia, India and Russia.

#### **D. PROGRAMME ADJUSTMENTS**

Regarding the receipt of approved applications, one noticeable development is that most of the grants were received only towards the end of the year. In fact, in the case of the *Danish Ministry for Foreign Affairs*, approval was made in December 2001 and the actual contribution was received only in January 2002.

Given the twin factors of unsuccessful fundraising attempts and delayed receipt of grants, HURIDOCS had to make some adjustments in its programme implementation, as follows:

1. Making sure that fixed expenses such as Secretariat costs were met first of all.
2. Prioritising the implementation of key activities.

In the *HURIDOCS Training Programme*, the identified key activity was the conduct of a trainers' training course in Anglophone Africa given its potential for a multiplier effect in terms of disseminating skills and knowledge. In the *Tools Development Programme*, the key activity was the publication of new HURIDOCS books and manuals, considering that they form the basis for further activities like tools adaptation and training. Other key activities implemented in this programme were the continued improvement of WinEvsys, the production of the first volumes in the *Human Rights Monitoring and Documentation Series*, and work on rights-specific manuals for monitoring economic, social and cultural rights.

3. Adopting cost-cutting measures in carrying out certain activities.

An example of this is when HURIDOCS negotiated with *Universidad Iberoamericana* for the translation of HURIDOCS materials into Spanish. Another cost-cutting move was the publication of only one issue of HURIDOCS News for the year.

4. Postponement of activities.

Several activities, such as some training courses and the publication of some manuals, were postponed to future dates. Preparations for the eventual implementation of most of them were continued just the same.

## E. OTHER CONTRIBUTIONS

It is necessary, to complete the picture, to stress that a great deal of HURIDOCS work was also done because of voluntary service and other forms of contributions by members of the network. During 2002, several persons and organisations voluntarily contributed time and expertise and HURIDOCS would like to thank all contributors, and in particular the following:

1. the members of the HURIDOCS Continuation Committee
2. the members of the HURIDOCS International Advisory Council
3. the regional networks and their Secretariats, namely:
  - a. the *Arab Human Rights Information Network* (AHRINET) and the *Arab Institute for Human Rights*
  - b. the *Asia-Pacific Committee for Training of Trainers* (ACTT) and the *Coalition against Trafficking in Women* (CATW)
  - c. the *European Human Rights Documentation Coordination Committee* where the *International Rehabilitation Council for Torture Victims* handed over the secretariat functions to the *Netherlands Institute of Human Rights*
  - d. the *Red de Informatica y Documentación en Derechos Humanos para America Latina y el Caribe* (RIDHUALC) and the *Asociación pro Derechos Humanos* (APRODEH)
4. Paulines Desnuelles for serving as a volunteer in the HURIDOCS Secretariat for a period of six months
5. *Coalition against Trafficking in Women* for responding, on behalf of HURIDOCS, to requests for training in the Asia-Pacific region
6. the *Asia-Pacific Committee for Training of Trainers* for providing resource persons in the training courses in Cambodia, Indonesia and India
7. *Freedom House*, for initiating the project which led to the training course in Uzbekistan
8. the WinEvsys Design Team members, among them Ricardo Cifuentes, Judith Dueck, Romilly Gregory and James Lawson
9. Ding Bagasao, Judith Dueck, Jonathan Kuttab and Aida Maria Noval for reviewing the drafts of the first volumes of the *Human Rights Monitoring and Documentation Series*
10. the *Foundation for Human Rights Initiative*, for hosting the trainers' training course in Kampala
11. the *Albanian Human Rights Documentation Centre*, for organising the training course in Albania
12. the *U.N. Mission in Haiti*, for organising the training course in Haiti
13. James Lawson for continuing to work on the HURIDOCS search engine
14. *Comlink-Germany* for hosting various HURIDOCS mailing lists and the HURIDOCS Website
15. *Human Rights Education Associates* for hosting and co-ordinating the [huridocs-tech](#) mailing list
16. the *Harold and Selma Light Centre for Human Rights Advocacy* for hosting the 2001 ECHRDD meeting

## VIII. CONCLUSION

In 2001, HURIDOCS was able to implement a wide range of activities. It could be said though that it was not able to fully implement its planned 2001 programme. The main reason for this was that it did not raise all the funds needed for the conduct of the various activities.

Again, HURIDOCS exhibited the qualities of a true network in making its achievements in 2001. For a great part, the success of the many activities that HURIDOCS managed to implement was due to the efforts of its partner organisations. In the case of some activities, the funds or part of them were received directly by the co-organisers. Also, voluntary service and other forms of contribution were received from members of the network, although these kinds of contributions could not be adequately reflected in the financial report.

Due to funding delays, some activities had to be moved to 2002, with preparations already undertaken in 2001. Also, while HURIDOCS was not able to carry out many of its planned activities, it was on the other hand able to conduct some unplanned activities as a response to needs and opportunities that presented themselves within the year.

For 2001, HURIDOCS decided to identify the key activities that it had to implement given its resources. The publication of the new books on events monitoring is a significant achievement in this regard, as well as the continued work on WinEvsys and on rights-specific manuals for monitoring economic, social and cultural rights. Also, training curriculum and teaching aids development have gone on very well especially when seen in relation to the series of regional trainers' training courses that was started in the Asia-Pacific region in 2000 and continued in Africa in 2001. By implementing these key activities, HURIDOCS is confident that the groundwork has been laid for more fruitful activities in the future.