



**TREASURER'S REPORT TO THE 51ST PLENARY ASSEMBLY
(EXECUTIVE COMMITTEE REPORT ON FINANCIAL MATTERS)**

12TH JULY 2022

The Treasurer's Report consists of the following:

- 1.0. Management Accounts for the period 1st April 2021 to 31st March 2022
 - 1.1. Mandatory Member contributions as at 31st March 2022 and as at 30th June 2022
 - 1.2. Budget Performance Report as at 31st March 2022
 - 1.2.1. Update on Impact of Policy to Optimise Technology for the Implementation of Activities
 - 1.2.2. Emerging New Costs for the Attention of the Plenary Assembly
 - 1.2.3. Budget Variance Report as at 31st March 2022 (Income)
 - 1.2.4. Budget Variance Report as at 31st March 2022 (Expenditure)
- 2.0. Financial Reports for Donor-funded Programmes/Projects
 - 2.1. SIDA: Sexual Reproductive Health & Rights (SRHR) Project
 - 2.2. GIZ/ADA: Strengthening Parliamentary Capacity in SADC Project
 - 2.3. ACTIONAID: Accountability and Gender Responsiveness Project
 - 2.4. SAFAIDS
 - 2.5. PLAN International, UNAIDS and UNDOC: Development of Gender Based Violence (GBV) Model Law
 - 2.6. Other Donors
- 3.0. Update on Action Taken on Plenary Resolutions
 - 3.1. Establishment of the Trust Fund: Registration Requirements and Related Costs

1.0. MANAGEMENT ACCOUNTS FOR THE PERIOD 1ST APRIL 2021 TO 31ST MARCH 2022

1.1. MANDATORY MEMBER CONTRIBUTIONS AS AT 31ST MARCH 2022 AND AS AT 30TH JUNE 2022

1.1.1. Background to Annual Mandatory Contributions

- (i) The current annual mandatory contributions from Member Parliaments, stand at N\$1,501,500 per annum, per Parliament. Seychelles contribution is N\$127,050 per annum.
- (ii) The total revenue from Mandatory Contributions for the financial year 1st April 2021 to 31st March 2022 is therefore N\$21,148,050.

1.1.2. Status of Members Contribution as at 31st March 2022

1.1.2.1. The status as at 31st March 2022 is reported, for the information of the Committee, as this is the schedule that will be reflected in the Audited Financial Statements as at 31st March 2022. However, an update as at 30th June 2022 is provided, which includes contributions invoiced for the Financial Year beginning 1st April 2022.

1.1.2.2. As at the Financial year ending 31st March 2022, thirteen (13) out of the fifteen (15) Member Parliaments had paid their contributions in full.

1.1.2.3. Madagascar and Tanzania each had an outstanding balance of N\$1,501,500. It is worth noting that Tanzania had a brought forward outstanding balance of N\$2,931,500 from the financial years ending 31st March 2020 and 2021, which was cleared in July 2021, leaving the balance of N\$1,501,500 as at 31st March 2022.

Schedule 1: Status as at 31st March 2022 (Financial Year Ending 31st March 2022)

	PARLIAMENT	BALANCE B/F 01-Apr-21	INVOICED AMOUNT	AMOUNT RECEIVED	BALANCE 31-Mar-22	REMARKS
1	Angola	1,501,500	1,501,500	3,003,000	-	PAID
2	Botswana	71,500	1,501,500	1,573,000	-	PAID
3	DRC	1,501,500	1,501,500	3,003,000	-	PAID
4	Eswatini	-	1,501,500	1,501,500	-	PAID
5	Lesotho	950,313	1,501,500	2,451,813	-	PAID
6	Madagascar	-	1,501,500	-	1,501,500	OUTSTANDING
7	Malawi	(748,500)	1,501,500	753,000	-	PAID
8	Mauritius	-	1,501,500	1,501,500	-	PAID
9	Mozambique	(1,501,500)	1,501,500	-	-	PAID
10	Namibia	-	1,501,500	3,003,000	(1,501,500)	PAID & PREPAID
11	Seychelles	-	127,050	127,050	-	PAID
12	South Africa	(1,501,500)	1,501,500	-	-	PAID
13	Tanzania	2,930,975	1,501,500	2,930,975	1,501,500	PART PAID
14	Zambia	-	1,501,500	3,003,000	(1,501,500)	PAID & PREPAID
15	Zimbabwe	-	1,501,500	1,501,500	-	PAID
	TOTAL	3,204,288	21,148,050	24,352,338	-	-

1.1.3. Balances as at 30th June 2022

- 1.1.3.1. The following Parliaments have paid their contributions in full for the financial year beginning 1st April 2022: Botswana, Mauritius, Namibia, South Africa, Zambia and Zimbabwe.
- 1.1.3.2. The following Parliaments have outstanding balances for the current financial year beginning 1st April 2022: Angola, DRC, Eswatini, Lesotho, Madagascar, Malawi, Mozambique, Seychelles and Tanzania.
- 1.1.3.3. Tanzania now owes N\$3,003,000, as at 30th June 2022, which includes the current financial year. Madagascar also owes N\$3,003,000 as at 30th June 2022.

Schedule 2: Status as at 30th June 2022 (Financial Year Beginning 1st April 2022)

	PARLIAMENT	BALANCE B/F 01-Apr-21	INVOICED AMOUNT	AMOUNT RECEIVED	BALANCE 31-May-22	REMARKS
1	Angola	-	1,501,500	-	1,501,500	
2	Botswana	-	1,501,500	1,501,500	-	PAID
3	DRC	-	1,501,500	-	1,501,500	
4	Eswatini	-	1,501,500	-	1,501,500	
5	Lesotho	-	1,501,500	-	1,501,500	
6	Madagascar	1,501,500	1,501,500	-	3,003,000	
7	Malawi	-	1,501,500	-	1,501,500	
8	Mauritius	-	1,501,500	1,501,500	-	PAID
9	Mozambique	-	1,501,500	-	1,501,500	
10	Namibia	(1,501,500)	1,501,500	-	-	PAID
11	Seychelles	-	127,050	-	127,050	
12	South Africa	-	1,501,500	1,501,500	-	PAID
13	Tanzania	1,501,500	1,501,500	-	3,003,000	
14	Zambia	(1,501,500)	1,501,500	-	-	PAID
15	Zimbabwe	-	1,501,500	-	1,501,500	
	TOTAL	-	21,148,050	4,504,500	16,643,550	-

1.1.4. RECOMMENDATIONS FOR THE CONSIDERATION OF THE PLENARY ASSEMBLY

- a) **The Plenary Assembly is requested to consider and take note of the status of Annual Mandatory Contributions as at 31st March 2022 and 30th June 2022, and to commend Member Parliaments for their dedication to SADC PF, as evidenced by their continued contributions annually despite the ailing economies due to the COVID 19 pandemic.**

- b) The Plenary Assembly is requested to encourage those Parliaments with outstanding balances to settle the same as a matter of priority.**

1.2. BUDGET PERFORMANCE REPORT AS AT 31ST MARCH 2022

1.2.1. Update on Impact of Policy to Optimise Technology for the Implementation of Activities

- (i) The Plenary Assembly will recall that the budget for the year ended 31st March 2022 assumed that one Plenary Assembly, Standing Committee meetings and other meetings would be held virtually, unless other sources of funding were made available. This was in view of the deliberate policy position that was taken to manage scarce financial resources by optimising the use of technology to facilitate virtual meetings, in view of lessons learnt from successfully holding the 47th and 48th Plenary Assemblies, and other meetings virtually, during the height of the COVID 19 pandemic in 2020. The Plenary Assembly is advised that both the 49th and 50th Plenary Assemblies were effectively conducted virtually, via Zoom, resulting in considerable savings.
- (ii) As indicated in previous reports since the onset of the Pandemic, interpretation costs *had* increased due to the increase in the number of interpreters per meeting from an average of four to six. However, a revision of the ICT systems ensured that the numbers of interpreters per meeting were reduced to four towards the end of the financial year to manage costs. Also the Secretariat was able to negotiate for lower rates for shorter meetings of a duration of about two hours or less.
- (iii) Translation costs due to an increase in the number of documents circulated in the three official languages as a result of the increased number of meetings also continued to be a major cost. To demonstrate the level of language costs, 80% of EXCO meeting costs were language costs (interpretation & translation). The EXCO however recognises that the use of the three official languages is a policy of the SADC PF; in this regard, the need to ensure that the quality of interpretation and translation of documents is not compromised in an effort to manage costs cannot be over-emphasised.

1.2.2. Emerging New Costs for the Attention of the Plenary Assembly

- 1.2.2.1. It is worth noting that face-to-face meetings commenced in November 2021, with the Executive Committee meeting in Johannesburg, South Africa.
- 1.2.2.2. With the resumption of face-to-face meetings, new cost items were incurred such as COVID 19 Tests for invited participants,

both for travel purposes, and in order to manage possible infections during the meetings. Provisions for medical facilities, masks and sanitising, as well as social distancing arrangements were made. Also it was necessary to facilitate participation by virtual means for delegates who were not be able to travel, resulting in hybrid meeting arrangements, which was an extra conferencing cost. In the event that a delegate tests positive for COVID 19, there is now the added cost of quarantine for at least 7 days before one can be allowed to return to their home country.

- 1.2.2.3. The COVID 19 pandemic has also resulted in some major airlines either going into liquidation, cutting down on operations, or cutting off flights to countries labelled as high risk. This resulted in an increase in airfares due to re-routing of flights within and outside the region.
- 1.2.2.4. The Plenary Assembly is accordingly advised that the above emerging costs were not factored into the budget for this financial year as well as for the year ending 31st March 2023. Attention is drawn to the fact that the emerging costs will result in increased costs for face-to-face meetings, as was evidenced by the costs incurred for the Joint Session of the Standing Committee Meetings in April/May 2022. A case in point is the 51st Plenary Assembly that is being held in Lilongwe, Malawi. In this regard, both the Parliament of Malawi and the Secretariat have instituted various measures to manage the costs, including the use of ICT platforms to facilitate the reduction in the number of Secretariat staff attending the Plenary Assembly physically, without adversely affecting efficiency and effectiveness.

1.2.2.5. RECOMMENDATIONS FOR THE CONSIDERATION OF THE PLENARY ASSEMBLY

The Plenary Assembly is requested to consider and take note of the following:

- (i) The update on the impact of the policy to optimise technology for the implementation of activities and the positive results achieved, thereof;**
- (ii) The emerging new costs and their implications on the budget.**
- (iii) The fact that both the Parliament of Malawi and the Secretariat have put in place various measures to manage the costs for the 51st Plenary Assembly.**

1.2.3. Budget Variance Report as at 31st March 2022 (INCOME)

Context

This Budget Variance Report does not include donor funded budgeted income and expenditure but focuses on budgeted income and expenditure from Mandatory Member Contributions and Other Income earned by SADC PF. Included in Other Income is Interest earned, and Administrative Fees earned from the Sida Project. In the approved budget for the Financial Year, the budgeted amount from Donor Funds of N\$23,399,340 has a corresponding total budgeted expenditure of N\$23,399,340. Fund Accountability Statements for Donor funding received will be reported in a separate section of this report.

- 1.2.3.1. Total Income as at 31st March 2022 amounted to N\$22,226,408. The bulk of the income is from Annual Mandatory Contributions, amounting to N\$21,148,050. This excludes donor funding which is reported separately. Details are contained in the table below.

	ACTUAL	BUDGET	VARIANCE
Income: Annual Mandatory Contributions	-21,148,050	-21,148,050	0
Income: Donations and Grants	-16,999	0	-16,999
Income: Interest Receivable	-162,477	-25,000	-137,477
Income: Sundry Income	-898,882	-432,688	-466,194
TOTALS	-22,226,408	-21,605,738	-22,226,408

- 1.2.3.2. **Interest Received:** Interest received from the Investment Account amounted to N\$162,477.

1.2.3.3. **Sundry Income (N\$898,882)**

Included in Sundry Income is an amount of N\$560,000 from the sale of the old personal-to-holder vehicle of the Secretary General in March 2022. Out of this amount, N\$ 460,869 was applied towards the deposit for the motor vehicle loan for the new vehicle in order to minimise the monthly payments and interest. In addition N\$ 338,882 was received from the Sida SRHR Project for Administrative fees charged to the project.

1.2.4. Budget Variance Report as at 31st March 2022 (EXPENDITURE)

	SADC-PF	Total Budget	Actual YtD 31.03.22	Balance 31.03.22	VAR % 31.03.22	Actual Exp % of Budget	STATUS
1	O/Heads: Administrative Costs	925,524.00	992,341.03	- 66,817.03	-7.22%	107.22%	Unfavourable
2	O/Heads: Communication Expenses	360,980.00	272,874.40	88,105.60	24.41%	75.59%	Favourable
3	O/Heads: Financial Expenses	396,000.00	365,282.23	30,717.77	7.76%	92.24%	Favourable
4	O/Heads: Motor Vehicle Running Costs	82,800.00	72,141.69	10,658.31	12.87%	87.13%	Favourable
5	O/Heads: Professional, Consultancy and Legal Expenses	81,900.00	390,751.15	- 308,851.15	-377.11%	477.11%	Unfavourable
6	O/Heads: Staff Emoluments	11,954,005.00	11,861,000.16	93,004.84	0.78%	99.22%	Favourable
7	O/Heads: Travel, Subsistence and Transport	245,584.00	407,283.13	- 161,699.13	-65.84%	165.84%	Unfavourable
8	O/Heads: Audit	130,000.00	139,755.00	- 9,755.00	-7.50%	107.50%	Unfavourable
9	O/Heads: Insurance	223,070.00	94,943.00	128,127.00	57.44%	42.56%	Favourable
10	Direct Exp: Plenary Assembly Meetings	2,164,600.00	1,417,853.42	746,746.58	34.50%	65.50%	Favourable
11	Direct Exp: Executive Committee Meetings	118,200.00	332,975.18	- 214,775.18	-181.70%	281.70%	Unfavourable
12	Direct Exp: Steering Committee Meetings	259,800.00	259,592.69	207.31	0.08%	99.92%	Favourable
13	Direct Exp: Other Policy Organ Costs	86,500.00	86,465.40	34.60	0.04%	99.96%	Favourable
14	Direct Exp: Language Translation Costs	100,000.00	160,725.49	- 60,725.49	-60.73%	160.73%	Unfavourable
15	Direct Exp: Programme Support	201,500.00	204,019.76	- 2,519.76	-1.25%	101.25%	Favourable
16	Direct Exp: Standing Committee Meetings	468,400.00	243,196.50	225,203.50	48.08%	51.92%	Favourable
17	Election Observation Missions	300,000.00	71,974.42	228,025.58	76.01%	23.99%	Favourable
18	Capital Expenditure	601,648.00	128,286.94	473,361.06	78.68%	21.32%	Favourable
19	Contingencies fund	80,000.00	-	80,000.00	100.00%	0.00%	Favourable
20	Mortgage repayment (Capital portion)	624,000.00	443,783.59	180,216.41	28.88%	71.12%	Favourable
21	Motor Vehicle (Deposit)	540,000.00	460,869.67	79,130.33	14.65%	85.35%	Favourable
TOTALS		19,944,511.00	18,406,114.85	1,538,396.15	7.71%	92.29%	

1.2.4.1. Budgeted Expenditure: N\$ 19,944,511

The Total Budgeted Expenditure for the financial year, less Donor Funds budgeted expenditure, was N\$19,944,511. This resulted in a budgeted surplus of N\$1,661,227 (N\$ 21,605,738 minus 19,944,511).

1.2.4.2. Total Actual Expenditure N\$18,406,115

Total Actual Expenditure as at 31st March 2022 is N\$18,406,115 representing 92% of the total budgeted expenditure for the year (92% of N\$19,944,511), leaving a balance of N\$1,538,396 (8%).

1.2.4.3. Significant Unfavourable Variances (at least 10%)

The following budget lines have unfavourable variances as at 31st March 2022:

1.2.4.3.1. Professional, Consultancy and Legal Expenses

An unfavourable variance of N\$308,851 (377%) was realised with expenditure of N\$390,751 against the budget provision of N\$81,900. Expenditure on this budget line was for payment to consultants engaged for the Salary Review and Performance Management Systems, and review of the internal audit manuals, among others. The unfavourable variance arose mainly because, the budget line was under budgeted and not revised to accommodate the cost of the consultancies. The

consultancies were approved by the Plenary Assembly towards the implementation of Human Resources and financial Management policy and systems that had been overdue for many years. It was recognised that the institution would realise savings on various other budget lines that could be utilised and that, therefore, the overall total budget would not be exceeded, with total expenditure still being within the total approved budget.

1.2.4.3.2. Travel, Subsistence & Transport

Actual expenditure was N\$407,283 against budgeted expenditure of N\$245,584, resulting in a negative variance of N\$161,699 (66%). This was caused by attendance of the IPU Conference in Madrid, Spain, attendance of the SADC Summit in Malawi, and other regional meetings.

1.2.4.3.3. Executive Committee Meetings

An unfavourable variance of N\$214,775 (182%) was realised with expenditure of N\$332,975 against the budget provision of N\$118,200. The Plenary Assembly may wish to note that, unlike for Standing Committee meetings, where some costs are borne by co-operating partners, all EXCO meeting costs are catered for from the SADC PF Main budget. In this regard, there is need to review the budget allocated to EXCO in order to provide sufficient resources to also cater for face-to-face meetings. For example, the EXCO met face to face in November 2021 in Johannesburg, South Africa while the budget did not anticipate a physical meeting and provided only for virtual meetings. Also interpretation and translation costs were very high due to the number of documents considered. It is worth noting that some expenditure for EXCO Sub-Committee meetings is allocated to other policy organs, specifically Steering Committee and Other Policy Organs budget lines.

1.2.4.3.4. Language Translation Costs

Expenditure on language translation costs is posted to this budget line as well as to specific activities such as EXCO and Standing Committee Meetings. Costs of interpretation and translation of documents have been very high with about N\$385,409 spent on language costs for EXCO meetings alone. However, only an amount of N\$90,887 for interpretation costs for EXCO meetings has been allocated to this budget line while the rest is debited to the budget line for EXCO meetings, Steering Committee and Other Policy Organs. The high costs of interpretation were due to the increase in the number of interpreters from four to six to cater for the virtual meeting requirements. The number of interpreters per meeting have

since reverted to four with the introduction of systems to facilitate the same. The unfavourable variance is N\$60,725 with expenditure of N\$ 160,725 against the budget of N\$100,000 (61%).

1.2.4.4. Significant Savings

1.2.4.4.1. Plenary Assembly Budget

- (i) While the budget anticipated that the 49th Plenary Assembly would be held virtually and that the 50th Plenary Assembly would be face-to-face, both the 49th and 50th Plenary Assemblies were held virtually due to the continued restrictions brought about by the COVID19 pandemic.
- (ii) In this regard, while N\$2,164,600 was budgeted, total expenditure incurred for the 49th Plenary Assembly was N\$431,244, while that of the 50th Plenary Assembly was N\$986,609, resulting in total expenditure of N\$ 1,417,853. Savings realised amount to N\$746,746 (35%). The expenditure for the 50th Plenary Assembly was significantly higher than the 49th due partly to the fact that expenditure was incurred in facilitating the participation of former MPs, Secretary General and staff to commemorate the 50th Plenary Assembly. Also documentation costs for the 50th Plenary Assembly were higher.

1.2.4.4.2. Standing Committee Meetings

Actual expenditure was N\$243,196 against a budget of N\$468,400 resulting in a favourable variance N\$225,203 (48%). This is because the meetings were held virtually and some of the costs were covered by co-operating partners. Below is a breakdown of contributions from co-operating partners towards the Standing Committee costs for the appreciation of the Plenary Assembly. The Plenary Assembly may wish to note that the contribution of Co-operating Partners towards Standing Committee Meetings was 561% (5.6 times) the costs incurred from SADC PF funding. Out of this breakdown, almost 89% are funds from SIDA and the remaining amounts are from GIZ/ADA and ActionAid.

	CO-OPERATING PARTNER	STANDING COMMITTEE	AMOUNT USD	AMOUNT EURO	TOTAL N\$
1	GIZ/ADA	DG	-	8,802.00	139,397.27
2	SIDA	HSDSP/RPMLOC/JOINT	79,260.00	-	1,122,955.68
3	ACTIONAID	FANR	7,329.98	-	103,851.16
	TOTALS		86,589.98	8,802.00	1,366,204.11

1.2.4.4.3. Election Observation Missions: Actual expenditure was N\$71,974 against the budget of N\$300,000 resulting in savings of N\$228,026 (76%). The budget amount was allocated to support the promotion of electoral reforms across Member States through the domestication of the SADC Model Law on Elections. In this regard, the Secretariat managed costs by deploying various ICT-based solutions such as virtual consultations, electronic surveys and electronic trackers for electoral reforms, that enabled Member Parliaments to effectively participate virtually. The Secretariat also leveraged on existing partnerships for additional support. The mission to Venezuela for election observation is also included in the total cost.

1.2.4.4.4. Capital Expenditure: Only N\$128,287 has been spent, leaving a balance of N\$473,361 (79%). This was caused by non-availability of suitable furniture perhaps due to problems in stocking up as a result of the pandemic. In this regard, there is still need to utilise the balance to procure the furniture.

1.2.5. RECOMMENDATIONS FOR THE CONSIDERATION OF THE PLENARY ASSEMBLY

- (i) **The Plenary Assembly is requested to consider and take note of the performance of the budget as at 31st March 2022, specifically the following:**
- a) **The performance of the budget, including the reasons for the unfavourable variances, and the budget lines with significant savings realised; and**
 - b) **The contribution of Co-operating Partners towards Standing Committee Meetings which was 561% (5.6 times) the costs incurred from SADC PF funding, with most of the support coming from SIDA. It is expected that a more diversified portfolio of co-operating partners will be sought in the next financial year.**
- (ii) **The Plenary Assembly is requested to approve that funds not utilised for capital expenditure amounting to**

N\$473,361 be carried forward to the financial year beginning 1st April 2022 for the purpose of procuring furniture and equipment as approved in the budget for the year ended 31st March 2022.

- (iii) **The Plenary Assembly is advised that the Secretariat has been requested to ensure that the Strategic Plan for the period starting 2024 must be costed in order to focus on the required resources and sustainability thereof. The Plenary Assembly may wish to note this development.**

2.0. FINANCIAL REPORTS FOR DONOR FUNDED PROJECTS

2.1. SIDA SEXUAL REPRODUCTIVE HEALTH & RIGHTS (SRHR) PROJECT

2.1.1. Following the cost extension approval in 2021, the SRHR project now runs from 1 July 2019 to 31 March 2023 and includes a component of Democratic Accountability in addition to the initial approved SRHR activities. The project has a total revised grant budget of about US\$ 4,095,913 (35 million **Swedish Kroners**) to be used over a period of about 4 years. The SRHR funds are kept in separate bank accounts and the financial statements are prepared in US Dollar and audited separately.

2.1.2. Financial Performance as at 31 March 2022

The total Grant received, and fund utilized during the financial years 2020/2021 and 2021/2022 are as follows:

	2020/2021	2021/2022
	US\$	US\$
Balance b/f	537,763	1,216,400
Grant Received	1,163,352	1,090,427
Fund Utilized	<u>484,715</u>	<u>1,019,710</u>
Net Restricted fund	<u>1,216,400</u>	<u>1,287,117</u>

2.1.3. The utilization rates (burn rate) are 41.67% (ie, US\$ 484,715 as a percentage of US\$ 1,163,352) for Year 2 and 93.35 % (ie, US\$ 1,019,710 as a percentage of US\$ 1,090,427) for year 3. This increase in utilization rate in Year 2 was possible due to the following reasons:

- (i) With the partial or full removal of travel restrictions, regional activities were able to be carried out as budgeted.
- (ii) Even at national level, parliaments were able to organize workshops and meetings without covid restriction on limitation of participations.

- (iii) Some of the activities that were not implemented in Year 2, were carried out in Year 3 ending 31st March 2022..
- (iv) Attendance to International conferences like IPU (Bali) and CSW (USA) were possible in Year 3.

2.1.4. Budget Variance as at 31 March 2022

2.1.4.1. The Budget Variance Report shows expenditure against budget, by budget line item.

2.1.4.2. The variance between actual expenditure and the budget for SRHR project are monitored on a monthly basis. As at 31st March 2022, there are no budget lines where there was any major (ie, >10%) negative variance.

FUND ACCOUNTABILITY STATEMENT				
YEAR ENDED 31 MARCH 2022				
	ACTUAL	BUDGET	VARIANCE	VAR
	2022	2022	2022	2023
REVENUE	US\$	US\$	US\$	
Grant received	1,090,427	1,488,634	- 398,207	%
Total funding	1,090,427	1,488,634	- 398,207	-27%
EXPENDITURE				
4307000 Salaries & Allowances	384,317	425,400	41,083	10%
4307010 Regional meetings of the HSDSP Committee	50,911	58,943	8,032	14%
4307020 Joint Session of Chairpersons of Regional St	22,925	25,705	2,780	11%
4307030 Meeting of Clerks/Secretaries General of nati	23,995	24,373	378	2%
4307040 Roundtable meeting with technical partners	849	3,966	3,117	79%
4307050 Induction and Consultation session with SRHR	53,651	54,140	489	1%
4307060 Joint Session of Standing Committees of the F	23,182	41,791	18,608	45%
4307070 Regional Meeting of Clerks at-the-Table	38,273	41,821	3,549	8%
4307080 Multi-stakeholder Consultative workshops with national Parli	6,342	16,000	9,658	60%
4307090 Capacity development workshops for staff of the Forum	-	-	-	
4307100 Oversight Committee to domesticate legal norms	5,167	14,555	9,388	65%
4307110 Roundtable discussions-national Parliament and Line Ministri	4,057	50,400	46,343	92%
4307120 Capacity development-Researchers, legal drafters & staff of	-	-	-	
4307130 Public hearings Meeting	16,935	77,500	60,565	78%
4307140 Conduct public awareness campaigns-legislative process	12,662	14,700	2,038	14%
4307150 Budget analysis retreats for Committees and Staff	1,193	8,573	7,380	86%
4307160 Capacity development workshop for MPs and CSOs	67,608	120,584	52,976	44%
4307170 Attend regional/ international conference on SRHR and HIV/AI	17,975	18,468	493	3%
4307180 Consultative workshops with inter-parliamentary entities	-	-	-	
4307190 External Audits & End of Project Evaluation	5,091	45,700	40,609	89%
4307200 Attend Plenary Assembly session	17,593	17,620	27	0%
4307210 Administrative overhead	29,329	29,280	- 48	0%
4307220 Legal Drafter & M&Evaluation Consultancy	20,500	20,000	- 500	-3%
4307230 National working group meetings	18,750	23,100	4,350	19%
4307300 E-Communication	51,100	57,100	6,000	11%
4307400 Corporate Governance Executive	48,000	72,000	24,000	33%
4307500 Model Law on Public Finance	34,782	110,713	75,931	69%
4307600 Strengthening of Forum Corporate governance & Administration	20,315	20,700	385	2%
4307700 Baseline Study & Validation on seperation of powers	20,000	33,700	13,700	41%
4307710 Joint Statutory Meetings of RPMLOC and DGHR Committees		9,700	9,700	100%
4307750 Regional Interface promoting youth political participation		9,700	9,700	100%
4307790 Launch of the Project to the Speakers of National Parliaments		8,700	8,700	100%
4307795 Awareness raising engagement and discussion		8,700	8,700	100%
4308120 GBV Model Law	24,210	25,003	793	3%
TOTAL EXPENDITURE	1,019,711	1,488,634	468,923	32%
NET SURPLUS	70,716	- 0		

2.1.5. Financial Position as at 31 March 2022

In terms of financial position, as at 31 March 2022 there was US\$ 1,389,206 in the SRHR project US\$ bank accounts and N\$ 60,449 in the local currency bank account. Both bank accounts are held at FNB Namibia.

Note that the bank balance is higher than the net restricted funds as there are payments that were made during the last week of March 2022 which have been debited to the bank account only in April 2022.

2.2. GIZ/ADA PROJECT ON STRENGTHENING PARLIAMENTARY CAPACITY IN THE SADC

2.2.1. The grant is financed by the Government of the Federal Republic of Germany and co-financed by the Austrian Development Agency. The grant is administered on their behalf by GIZ. The project runs from 1st March 2020 to 31st May 2022. The grant amount is EURO 309,905.

2.2.2. The donor does not require Audited Financial Statements for its grant but requires periodic financial reports which are submitted on a quarterly basis. However, the donor contracted an External Auditor in May 2022 to audit the finances for the period 1st March 2020 to 31st March 2022. The Auditor did not report any findings.

2.2.3. Audited Statement of Financial Position as at 31st March 2022

The total amount of funds received from 2020 to date from ADA is Euro 213,401 (N\$4,069,557). Expenditure incurred as at 31st March 2022 totalled Euro 48,407 (N\$923,121), resulting in a Net Surplus of Euro 164,994 (N\$3,146,436). Details of expenditure are as contained in the audited Financial Statement below:

Amounts in Euro			
Sources of funding and revenue	Budget	Actual	Eligible
GIZ contribution (as per Grant Agreement)	309,905.60	213,401.00	213,401.00
Total of funding and revenue	309,905.60	213,401.00	213,401.00

Expenditure category as per Grant Agreement	Budget	Actual	Eligible
External Experts	77,215.20	47,467.54	47,467.54
Travel costs	196,975.59	-	-
Procurement of Goods	35,714.30	938.96	938.96
Total expenditure for the project	309,905.60	48,406.50	48,406.50
Less: Financial Findings		-	
Total eligible expenditure for the project		48,406.50	48,406.50

2.3. ACTIONAID ACCOUNTABILITY AND GENDER RESPONSIVENESS PROJECT

2.3.1. The grant is financed by the Swiss Agency for Development and Cooperation (SDC). The grant is administered on their behalf by ACTIONAID. The project runs from 1st July 2019 to 30th June 2023. The grant amount is US\$158,199. The donor does not require Audited Financial Statements for its grant but requires periodic financial reports which are submitted every six months.

2.3.2. The overall goal of the Project is to improve accountability and gender responsiveness in public resource management, particularly in the areas of HIV/SRH services for adolescents and youth and agricultural services contributing to the realisation of selected SADC regional commitments.

2.3.3. Statement of Financial Position as at 31st March 2022

2.3.3.1. The balance of funds brought forward on 1st April 2021, from the financial year ended 31st March 2021 is US\$6,555 (N\$126,328). Further funding of US\$45,209 (N\$656,814) was received during the year, bringing the total funds available to US\$51,765 (N\$783,143).

2.3.3.2. Expenditure incurred from 1st April 2021 to 31st March 2022 totalled US\$7,330 (N\$98,772), resulting in a balance of US\$44,435 (N\$684,371). The expenditure was incurred on an online Joint Session of the Standing Committees on HSDSP, FANR and GEWAYD. Details are as contained in the Fund Accountability Statement below:

FINANCIAL REPORT- 01 APRIL 2021 TO 31 MARCH 2022

Fund Accountability Statement	ACTUAL	ACTUAL
	N\$	US\$
<u>Receipts:</u>		
Balance B/F	126,328.22	6,555.67
Funds received	656,814.44	45,209.00
Total Receipts	783,142.66	51,764.67
<u>Expenditure:</u>		
Contractual costs	27,569.96	2,000.00
Interpretation	42,187.04	3,150.00
Translation	26,016.22	1,884.72
Other	2,998.68	295.26
Administrative fee	-	-
Total Expenditure	98,771.90	7,329.98
Balance	684,370.76	44,434.69

2.4. SAFAIDS, PLAN INTERNATIONAL, SADC, UNAIDS, UNFPA, UNDOC, ARASA: DEVELOPMENT OF GENDER BASED VIOLENCE (GBV) MODEL LAW

2.4.1. The Development of the GBV Model Law is ongoing. In this regard, SAFAIDS and Plan International are among a group of cooperating partners supporting the process. The other partners, SADC, UNAIDS, UNDOC, UNFPA and ARASA, have made direct payments to the Consultant and support services required for the meetings and consultative process in the development of the Model Law.

2.4.2. SAFAIDS: Statement of Financial Position as at 31st March 2022
The funds brought forward as at 1st April 2021 amount to US\$6,239 (N\$104,996). Expenditure was incurred on the translation of the draft GBV Model Law from English to Portuguese and French and amounted to US\$4,939 (N\$83,118). The Net Surplus on the fund is US\$1,300 (N\$21,878). Details are as contained in the FAS below.

**SAFAIDS Fund Accountability
Statement 31ST March 2022**

	N\$	USD
Income:		
Balance b/f 1st April 2021	104,996	6,239
Expenditure:		
GBV Model Law Translation	83,118	4,939
Total Expenditure	83,118	4,939
Balance	21,878	1,300

2.5. PLAN International: Statement of Financial Position as at 31st March 2022

2.5.1. An amount of US\$20,000 was received from Plan International in June 2021, towards the GBV Model Law.

2.5.2. Expenditure of N\$ 103,431 (US\$ 6,778) was incurred towards the consultancy on the GBV Model Law and N\$17,323 (US\$1,200) on a Resource Person who served the Namibia Women's Caucus Meeting.

2.5.3. The fund has a balance of N\$176,904 (US\$12,014) as at 31st March 2022. Below is the Financial report as at 31st March 2022.

Fund Accountability Statement 31 March 2022	ACTUAL	ACTUAL
	NAD	USD
Receipts:		
Amount Received from PLAN	297,773	20,000
Total Receipts	297,773	20,000
Expenditure:		
Consultancy-Finalization of GBV	103,431	6,778
Consultancy-Namibia Women's Caucus meeting	17,323	1,200
Bank Charges	115	8
Total Expenditure	120,870	7,986
Balance	176,904	12,014

2.6. Other Donors

2.6.1. Direct Payments- GBV Model Law

Various other donors have contributed towards the development of the Model Law on Gender Based Violence. These have been making direct payments to the service provider. UNAIDS made a payment of US\$23,600, UNODC - US\$18,900, SADC-US\$39,000 and UNFPA- over US\$29,000 directly to a service provider.

2.6.2. Other donors continue to make contributions in-kind towards the programmes of the Forum or pay directly for goods and services. These include SADC, NDI, UN Family (UNDP, UNHCR, UNAIDS, UNESCO and UNICEF), International IDEA, EPF, AFRODAD, and PSA, among others. For example, ARASA contributed N\$84,766 towards an Online meeting for Members of Parliament to discuss Intellectual Property laws and Access to Medicines.

2.6.3. Consolidated List of Quantifiable Donor/Cooperating Partner Funding as at 31st March 2022

	DONOR/CO-OPERATING PARTNER	TYPE OF CONTRIBUTION	USD TOTAL	EURO TOTAL	NAD TOTAL
1	GIZ/ADA	CASH	-	213,451	3,380,359
2	SIDA	CASH	2,253,779	-	31,932,223
3	SAFAIDS	CASH	15,000	-	212,525
4	ACTIONAID	CASH	67,796	-	960,554
5	PLAN INTERNATIONAL	CASH	20,000	-	283,366
6	UNAIDS	DIRECT PAYMENT	23,600	-	334,372
7	ARASA	DIRECT PAYMENT	-	-	84,767
8	SADC	DIRECT PAYMENT	39,000		552,564
9	UNFPA	DIRECT PAYMENT	29,000		410,881
10	UNDOC	DIRECT PAYMENT	18,900		267,781
	TOTALS	TOTALS	2,467,075	213,451	38,419,391

2.7. RECOMMENDATIONS FOR THE CONSIDERATION OF THE PLENARY ASSEMBLY

- (i) The Plenary Assembly is requested to consider and take note of the Funding from external sources.**
- (ii) The Plenary Assembly is requested to relay its appreciation to the cooperating partners for their continued support to SADC PF.**
- (iii) The Plenary Assembly is also requested to recognise and relay its appreciation to the Secretariat for the impressive and fruitful resource mobilisation.**

3.0. UPDATE ON ACTION TAKEN ON PLENARY ASSEMBLY RESOLUTIONS

3.1. Establishment of the Trust Fund: Registration Requirements and Related Costs

3.1.1. The Plenary Assembly may wish to recall that, pursuant to Article 10 of its Constitution, the SADC PF is in the process of establishing a Trust in Namibia to be called “the SADC Parliamentary Forum and its Successors Trust” as one of its organs.

3.1.2. The Plenary Assembly is advised that the registration of the Trust is underway.

3.1.3.RECOMMENDATIONS FOR THE CONSIDERATION OF THE PLENARY ASSEMBLY

The Plenary Assembly is requested to take note of the above development.

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Hon. Darren BERGMAN
TREASURER