

Protection of Human Rights and Mitigating Impunity (PHRMI)

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The team continues to systematically collect data on daily incidents and human rights violation reported in selected media and produce daily weekly and monthly analysis on daily incidents reported and human rights violations. Weekly analysis of the data on human rights was sent to selected external groups for their observations. Where necessary, steps were taken to inform the authority of current trends of human rights violations. Upon completion of Year 2007, a report on trends and patterns of HR violation for the year will be produced.

Assistance to CKC Team – The Documentation Unit assisted in collecting information for the CKC Alert. The team focused on capturing information from ten websites, which included nine English and one Tamil. The team also focused on collecting data from two Tamil newspapers.

TAF Database Development Project for RESIST Data – The team focused on transcribing the Jaffna Questionnaires into cards. To speed up the copying of the indicator process another person was recruited on part-time basis. He will assist the team during next three months to complete the database. Sinhala indicators were developed and a model database was designed to feed in data. The same process will be done for the Tamil data once the indicators are finalised.

Human Rights Monitoring Group – Two meetings were held during the month of January and the should be available in February. The team was told to present the

individual cases to the HRMG earlier to do their report. Initially, a weekly report based on the complaints reported, to CHA Human Rights Desk Officers and other sources, were presented.

Monitoring Data Coding and Data Entry – The team is in the final stage of the data coding and data entry process. The task should be completed by the end of the month. Once this is done a data cleaning process of the database will be done, in order for the Statistician to analyse data.

Complaints on HR Violations – Complaints received from districts were handed over to IHR for legal action.

Providing livelihood assistance has started in Trincomalee, Vavuniya, and Mannar. Assistance in Ampara, Batticaloa, and Jaffna is scheduled to start next week.

Human Security Daily Incident – A new software has been introduced to record complaints and will later be connected with the web portal.

A field visit was made to the Jaffna Prison and follow-up action is being done on civilian surrendees in the Jaffna Prison and discussions are underway, on next steps to support them in restoring their lives to normalcy.

Kaththankudi Issues – The case of Dayalam Michael was postponed to the 07th of February. They have presented a

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Special Points of Interest:

- * Protection of Human Rights;
- * Restoring Life and Dignity; and
- * Advocacy Initiatives.

Restoring Life and Dignity of Conflict Affected Person

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A documentation clinic was conducted for the Alayadivembu DS Division on the 25th January, in collaboration with GS, DS, Registrar, Lawyer and other relevant Government officers. The clinic targeted 500 displaced people.

Assistance was provided in the districts of Puttalam, Kilinochchi, Mullaitivu, Vavuniya, Mannar, Trincomalee, Ampara, and Batticaloa. Health, education, relief, livelihood, housing, and water and sanitation were among the assistance provided.

Nutritional food items are distributed among 250 children from eight pre-schools in the Puttalam District. Each child received a packet of milk and a bun for breakfast. A parent from each pre-school picks up buns and milk from the CHA Puttalam District Office daily.

Sixty students in the Ambar Pre-School were provided with study packs at the beginning of the new term.



Steps are being taken to do a survey to construct two wells in Salamabath and Mujahideenpuram Camps. The Water Board is currently conducting the survey to come up with an estimate for each.

A meeting was conducted with the sewing teacher for the Salamabath Sewing Centre. The sewing classes will commence on the 26th of January for 25 girls in the **Salamabath Camp**. The plan for the centre and the estimated costs for construction have been taken by the district staff.

A health camp was conducted for the inmates of **New Sydney Camp** on the 19th January. A total of 436 patients were treated. A Diabetes Screening Programme was also conducted during this camp.

The housing site, which was identified as Solton-1, was changed to Solton-2 due to disputes among beneficiaries and the camp leaders with regard to selection. Presently, 27

beneficiaries have been chosen from Solton-2.

A discussion was held with the Administrator of the Kuwait Hospital to come up with a plan to conduct 25 health clinics in 25 camp locations within a period of two months.

A booklet on **Muslim Marriage Law** was drafted in Tamil in collaboration with the Legal Officer of Puttalam.

A total of 254 families in **Kilinochchi** were provided with nutritional food packs and 150 infants were provided with milk food. The Officer based in the Kachcheri provided assistance in this regard.

Educational items were provided to 900 students in the **Mullaitivu** District.

Assistance was provided to Kanthinagar School in **Vavuniya**. It was provided with fencing, renovation of a well, and shoes for 130 students. In addition, permission is being obtained from the DS to start renovations.

Work is being carried out with the HRDO-Vavuniya to provide assistance to families of 13 missing persons.

Five Women Development Committees are being formed in order to ensure sustainable livelihood for women in the village.

Cadjan leaves were provided to 154 families in Joseph Vas Nagar in **Mannar**. The Joseph Vas Nagar School was provided with 120 chairs and 90 tables. A pre-school in the area was provided with security wire for fencing, fencing pillars, rolling wire, palmyra fencing material, and shoes for 56 girls and 60 boys.

Livelihood activities commenced with 21 HRD clients in **Trincomalee**. The Livelihood Plan was developed with each client and they will be provided assistance before the end of January, 2008.

Livelihood assistance was provided to women headed families in **GINNA NAGAR** in Trincomalee. Sixteen families were selected and permission was obtained from the Morawewa DS to carry out the activity.

Displaced students were provided relief assistance in the form of food and educational material. Thirty-two IDP

Restoring Life and Dignity of Conflict Affected Person

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students from Alankerni School received food item for one month. Since they do not have any educational facilities in their own villages, they could not return to their homes. Sixteen students sat for the Ordinary Level (O/L) examination in December and others will sit for the Advanced Level (A/L) examination this year.



Department of Education in Trincomalee requested to be an implementation partner for the programme and agreed to follow-up upon completion of the programme. These trainees will be used as future resources to continue the same for other students.

Arrangements have been made to provide toilets to the Morawewa South Sinhala School.

Thousands of people were affected by the torrential rainfall in the **Ampara District**. Many were displaced and there was an urgent need for cooked meals as many homes were submerged. A total of 2282 families in Akkaraipattu Alayadivembu DS Divisions, who are also conflict affected, were provided with cooked meals and essential food items for three days.

O/L seminar classes for Mathematics, Science, English, Tamil, and Social Studies were conducted at Akkaraipattu Ramakrishna College and Thambiluvila Maha Vidyalaya,



ICT training programmes were arranged for war affected children, including 100 students from IDP camps and resettled locations. The

Community Protection Network (CPN)

Paralegal and CPN volunteers were supported the Paralegal mechanism and CPN structure in the districts of Batticaloa, Trincomalee, Puttalam, Vavuniya, Kalutara, Galle, Matara, Hambantota, and Badulla.

CPN Action Plans 2008 Pre-Operational Meetings – CPN revised Action Plans for 2008 were submitted by the districts of Kalutara, Galle, Matara, Hambantota, Badulla, Puttalam and Mannar.

Legal Mobile Aid Clinics were conducted in the districts of Ampara, Vavuniya, Badulla, Galle, Matara, and Hambantota. In addition, Legal Mobile Aid Clinics for districts of Batticaloa, Trincomalee, and Kalutara will be held in February. The Legal Mobile Aid Clinic for Mannar will be held once the Lawyer is recruited.

The Ampara CPN Awareness Committee has developed an awareness programme, for the flood affected people, on 'Prevention of Water Borne Diseases after Floods and other Preventive Measures'. Alayadivembu and DS Divisions have been selected for this programme.

CPN Meetings were held in Trincomalee, Mannar, Puttalam, Badulla, Jaffna, Vavuniya, Kalutara, Galle, Matara, and Hambantota.

The maternal clinic that functions twice a week in this area caters to approximately 2100 families in this resettlement village. Expectant mothers are compelled to sit on the floor due to the lack of chairs. No proper toilet facilities are available. A request has been forwarded to obtain basic infrastructure facilities for this clinic.

At the Hambantota CPN Meeting, it was identified that there is a need to establish an integrated model farm to educate farmers.



Promotion of Tsunami Affected and Vulnerable Communities—Ampara

The project activities are moving steadily ahead with a slight lull over December. The team hopes to speed direct work in the next month and a half.

The small grants programme commenced successfully once MoUs were signed with 11 organisations.

The long and tedious process, included advertisements, call for proposals, verification through team visits to the field, meeting with beneficiaries and numerous meetings in Colombo. Stringent monitoring and reporting mechanisms have been set in place and it is hoped to close the Small Grants Programme in August, 2008 the latest.

Out of the 11 organisations that were chosen, nine were

present to sign contracts and received training on financial and narrative reporting procedures and formats.



Environmental Disaster Management Programme (EDMP)

Small Grants Scheme (SGS) – Two SGS grantees in the Ampara District are now ready to start their activities, which were previously hindered by stormy conditions.

District Projects – A re-greening programme, within the high density Modaravila post-tsunami housing scheme, was launched after distributing planting material on the 22nd of January. One of the Kalutara District SGS grantees collaborated as a Resource Person for general awareness creation of appropriate planting methods among the householders.

EDMP will collaborate with the CHA Kalutara District Office to establish a second Recycle Waste Management Project (waste collecting point) within the District Office premises. This will serve as an income generating activity for the office.



A monitoring field visit was carried out at the Bolgoda Lake to observe the progress of the jetty construction, which was needed as an access point for the mangrove restoration and awareness project.

Awareness Campaign – EDMP will sign an MoU with the Western Province Waste Management Authority, to

conduct a series of radio programmes on Recyclable Waste Management Awareness.

The EDMP Team conducted a **Monitoring Field Visit** during the first two weeks of January, to Kalutara, Matara, and Hambantota Districts.

Two SGS projects in the Deniyaya area were monitored. Landslides due to soil erosion was the major environment issues observed in the area. Proper soil management measures were recommended to rectify this hazard.

The current progress of two working sites of the coastal belt re-greening project in Pallikkudawa and Medilla were monitored. This is a WTSS local organisation collaborative initiative. Texture of the soil, tidal effect, wind effect, and sand deposit rate could be identified as main factors obstructing the growth rates of some plants.

A plant nursery was setup for tsunami housing schemes. Advice and attempts to be under taken by the EDMP Officer and CBO Officers to achieve initial objectives that were suggested.

A preliminary feasibility study was done following some requests and issues, which were made via the Hambantota CPN. Further information and collaboration, if the need arises, was suggested and offered. As it stands, these issues have been addressed.

Advocacy Initiatives

CHA is in the process of initiating a child entrepreneurship programme for the **Voice of Children (VOC)** members, in collaboration with the Environment Team of CHA and Rotary Club of Colombo (Metro), in order to promote entrepreneurship among children and build their capacity and life skills for their future. This will be an environment and community friendly income generation activity through which the children will earn an income for themselves, as well as to sustain project activities. It is expected to start home gardening and waste recycling, by February.

CHA is in the process of initiating the 'Education and Advocacy through ICT' programme, in collaboration with the Leo Club of Colombo (Host) 306 A 1, with the objective of providing better access to information, facilitation, communication, promoting child advocacy, and developing a reporting and referral system to address instances of child abuse. The VOC members will be given training on Information and Communication Technology (ICT), including computer skills, Internet and e-mail, graphic designing, web development, developing databases, blogs, and others.

The VOC members from Navalokapura have identified and brought to CHA's attention the issues faced by inhabitants of 56 households in Navalokapura due to the container yard situated next to their settlement. Advocacy measures are being taken to address these issues.

The search for donors is ongoing. CIDA, World Vision, AusAid, CCFC, GTZ, ISA have been approached to explore possibilities of funding.

Two thousand notebooks, designed by the VOC members, were printed to raise funds for VOC activities for 2008, till a donor is found. It is expected to raise approximately Rs. 100,000/-.

Juvenile Justice Programme (JJP) – CHA is in the process of collecting clothes items, footwear and books for the children, and searching for donor contributions to fulfil their other requirements. CHA is receiving feedback from children regarding the service, in addition to their comments on how they are being treated at the Police, the CRP, the MCs, and Probation Homes.

An attempt is being made to address the issues and fulfill identified needs to the greatest extent possible, or to refer them to relevant authorities who would be able to assist.

Funds are being collected to purchase beds and bedding material for the JTC. JWT has collected Rs. 45,000/- has been collected thus far and a deficit of Rs. 55,000/- still remains.

A volunteer with a background in Psychology has been recruited to work as a 'befriender' for the children in legal institutions. Initially, she will engage with the children brought to the Juvenile Courts in Bambalapitiya and will assist in furnishing their case details, assessing their psycho-emotional wellbeing and providing recommendations in consultation with the Judge. A range of issues, which need to be addressed, have been identified. Another volunteer with a background in Child Psychology conducted dance therapy sessions for the female inmates of the Ranmutugala Remand Home.

Peace and Development Programme

Phase III – Final reports are still being collected for Phase III of the project.

General – The final audit report from the auditors is expected shortly. Once received, it will be circulated to all

donors in order to complete documentation of the P&D Programme.

Documents and reports from each phase are being reviewed to update information on the programme database.

Peacebuilding and CSA Programme

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CONFLICT SENSITIVITY ACTIVITIES

RCA – Effective from the 01st of January, the RCA will also include an overall analysis of various issues including, the political context, governance and human rights, and economic context, amongst others.

Preparations are underway for this issue to be disseminated on the 08th of February. The January issue will highlight the Rapid Context Assessment for the period 01st to 28th of January. The Sinhala and Tamil versions are also scheduled to be made available by the 12th of February and will also be included in the CHA Information Alert.

CS Advisory Services –

A two-day workshop on ‘Institutionalising CS’ was conducted for International Alert (IA) through Business for Peace Alliance (BPA) on the 03rd and 04th of January, 2008 in Dambulla. This workshop was conducted in Tamil and was facilitated by Mr. Rahmathullah and Mr. Indrasiri from our CS Trainer pool. There were 20 participants and the facilitators received a very good response in terms of methodology. Another two-day workshop is being conducted in Sinhala on the 23rd and 24th of January, at the same venue, in lieu of the postponed workshop, which was scheduled to be held on the 19th and 20th December, 2007.



The proposal for ADRA Sri Lanka was revamped as the decision was pending. CHA is awaiting feedback and comments on this matter.

CHA RedR will conduct another Conflict Sensitive Management Workshop on the 12th and 13th of February. This will also involve three persons from the CS Trainer pool participating as observers, during the workshop.

Capacity Development – The final CS workshop, ‘Planning and Course Assessment’ was held from the 10th to the 13th of January, in Wattala. Due to the hazardous weather conditions in Ampara, two participants could not make it. On the final day, certificates of attendance were distributed for their commitment to the training programme, which began in June, 2007.

Strategy Planning Process – The Peace Unit draft Strategy document was due in the beginning of January, 2008. Due to

unforeseen events faced by staff and the ever changing situation in the country, finalising this document has been scheduled for the end of January, 2008. As the initial setting and outlines were already finalised by the Facilitator, other input from the Peace Unit staff will be drafted and submitted to the Executive Director by mid-February, 2008.

GROUNDVIEW – Sinhala and Tamil editions were completed, sent to print, and were released in January. It is planned to disseminate the journal through District Offices. The English edition is targeted to be released by the 10th of February. Follow-up on subscriptions is continuing – however, the response has been slower than expected. Proposals have been finalised and submitted to prospective funding agencies to seek support to continue the journal. Formal invitations (together with ToRS) are being dispatched this week to the Working and Editorial Group members. Letters of acceptance will also be sent to them in the next few days.

PEACEBUILDING AND STRENGTHENING LOCAL INITIATIVES

Developing Module for DLCC – Dr. Maneesha Pasqual, Module Developer, has completed four modules and submitted them for comments. Two meetings were held with her to give feedback. It was decided to further develop and make changes in modules four and five. These modules will be available within this week.

Translating Course Modules – Three out of the five modules of the ‘Distant Learning Certificate Course’ have been finalised and given to Translators to be translated.

Selecting partner organisation – Signed contracts from the partner organisations have been received from the districts of Jaffna, Matara, Badulla, Mannar, and Anuradhapura. However, partner organisations have yet not been selected for the eastern districts, which may in turn delay the entire process.

New applications for DLCC – About 100 applications have been received for the DLCC. It is planned to enter all the details of applicants to a database, which is being prepared. This will help to select and evaluate the participant more efficiently. Some of the interested individuals, institutes, and District Officers have requested to extend the closing date for applications. Considering the situation it was decided to accept applications till the 25th of January for Matara, Badulla, Mannar, and Anuradhapura Centres. However, additional time has to be provided to applicants in Batticaloa and Jaffna, considering the prevailing situation.

Promotion of Professional Standards

The periodic **External ISO Audit** has been scheduled for the 27th of February. Programme Areas have been informed and necessary arrangements have been made to monitor and guide.

The QMS Coordinator visited two NGOs (USCOD and Power Foundation) from the Badulla CPN. Compared (Benchmark) with the two NGOs mentioned, CHA District Resource Centre could be well positioned to serve the humanitarian needs of the district with a strong coordinated effort. Promoting DRCs is all about sending the message out through effective communication channels.

The reprint of the newly designed **Code of Conduct** in all three languages was dispatched to districts. Workshops in districts have been planned for the year.

A one-day workshop on **Sphere Minimum Standards** was carried out in Hambantota and Galle in English and Sinhala for field staff of agencies, through CHA-RedR collaboration. Training in Ampara and Vavuniya in Tamil is being pursued. In addition, Sphere books in Tamil and English have all been sold out with minimum stocks in Sinhala. A total of 500 copies were sold for the month.

Training in Jaffna – CHA District Office in Jaffna, in liaison with the GA's office, carried out Project Cycle Management Training through ILO, which partnered with CHA due to lack of access, coordination mechanism, and resource personnel. CHA carried out the training very satisfactorily and generated an income in the process.

District Consortia (DC) – Financial Audit reports for 2005 and 2006 were submitted to the Swiss Embassy. Rs. 779,651.29 for 2005 and Rs. 1,072,669.00 for 2006 is due from the Embassy. The officer concerned has been made aware for reimbursement, which is being pursued.

An Action Plan, with regard to P4 activities, was drawn up with relevant members of staff.

Year End Accounts 2007 – Accounts for the end of year 2007 is still being processed. Settlements of advances are being pursued and the deadline for submission could not

be met. Finance staff is collectively working towards submitting the report. Many meetings were held with staff to ensure timely reporting.

District Coordination – A comprehensive plan is being drawn up in liaison with the P1 Manager to effectively coordinate dissemination and collation of information.

Humanitarian Space – With the abrogation of the CFA, concerns of agencies with regard to humanitarian corridor and assistance were taken up with the Minister of Disaster Management and the Ministry of Defence. Response of the Government was conveyed to all agencies.

CBSM – The third meeting of the Steering Committee took place and the Action Plan of CBSM was planned for implementation.

Humanitarian issues – Issues pertaining to humanitarian assistance and space for humanitarian staff to carry out their mandate was advocated with relevant Ministries and forums including IDP Coordination Meeting–Ministry of Disaster Management and Human Rights, IASC, CCHA, and CCHA Sub-Committee Meetings.

Security – Following the Kallady claymore explosion, people of the area were rounded up and taken in for questioning. Three of the agency staff too had been taken in. Military and Police authorities were spoken to on behalf of the agency personnel, who were then released the same day.

Senior Experten Service (SES), a German based organisation, has retired personnel in different fields who come in as volunteers and provide their expertise. A discussion was held with the representatives to work in partnership.

Voice of Children (VOC) – A discussion was held with IFS with regard to the project and the donation of computers. The organisation has made a commitment.

Security updates with incident reports and the general security condition in districts were briefed to the membership at the weekly **Operational Meetings**.

PSF Activities and Psychosocial Initiatives

The **Regional Initiatives Project** progress report for donors was completed for Helvetas. Discussions ongoing to develop a Work Plan for 2008 for the Regional Project. All district based coordination groups and fora have been contacted to obtain information on project based needs and updates.

A report was developed for the Revised Constitution of the PSF, and prepared a presentation on the Constitutional Amendments.

CHA liaised with donors to raise funds for PSF, Capacity Building Research projects for the year 2008. Project notes and budget narratives were developed.

Special Meeting on the PSF Framework – Liaised with Legal Firm for advice and conducted meetings with the Framework Review Committee.

Reporting done to UNFPA with regard to printing and dissemination on the progress of the **Guidelines Publications**.

Membership Services

The **Code of Practices for Membership** of CHA was forwarded to members on the 17th January for the membership's comments and approval by the 25th of January. One response has been received thus far.

The Membership Directory is presently being updated with new and modified information.

A ToR was drafted for Consultants who will be working out **CHA's Strategic Vision for 2008 and Beyond**. This

has been forwarded to ED for his comments.

CHA liaised with its district staff in Galle, Matara, and Hambantota to coordinate the **Listening Project** in districts. The Assistant Manager–Advocacy has been briefed on requirements. The first listening team exercise will commence in the Matara District in February.

Membership visits for 2008 will be carried out following the evaluation of responses by the team.

Human Security Response Programme (HSRP)

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Two **Operational Meetings** were held on the 11th and 25th of January. One Special Meeting was held on the 11th of January and one meeting with Operational Updates combined with the Livelihood Forum was held on the 18th of January. Feature presentations including 'Analysis of access in the Wannu', 'Response from GoSL regarding agency concerns', 'Discussion on humanitarian space following abrogation of CFA', and 'Discussion on consequences of the abrogation of the Ceasefire' were carried out. Updates were given on advocacy, Consultative Committee on Humanitarian Affairs, Sub-Committee on Livelihood, Consultative Committee on Humanitarian Affairs.

A special Operational Meeting was held on the 11th of January and was chaired by Arjuna Ranawana, Director,

Sri Lanka College of Journalism. Presentations were made on 'Role of non-profit work in the current context', 'Public perceptions and strategies for advocating on humanitarian issues', 'Role of NGOs in development', and 'How NGOs can partner with the private sector'.

District Operational Meetings were held in Ampara, Kalutara, Matara, Trincomalee, Batticaloa, Galle, and Hambantota Districts.

Working Group on Tax Remission – Issues were formulated and the proposal was finalised and sent to the DG Fiscal Policy, Ministry of Finance (MoF) and copied to Inland Revenue and Bilateral Donor Group on the 03rd of September. Follow-up was done with Mr. Weerasinghe, Senior Advisor MoF. A meeting will be held with key officials

Human Security Response Programme (HSRP)

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of Inland Revenue at the earliest, but a date is yet to be fixed. Ms Anusha Coomaraswamy, Director and Treasurer, CHA will follow-up with the Commissioner of Inland Revenue next week.

The following information and assistance, on various tsunami related activities, were provided through visits and via e-mails and phone calls: Contacts for Watsan coordination in Ampara for Muslim Aid; Agencies involved in livelihood activities in Hambantota for Motivation; latest statistics on tsunami housing for Habitat for Humanity – Sri Lanka; communication and coordination of activities in tsunami reconstruction to the Director–Disability, Ministry of Social Welfare; challenges and lessons learnt by NGOs working in Sri Lanka to Monica Hopkins of Rotary Group Study Exchange; information on IDP statistics, IASC reports, CCHA reports, tsunami, and conflicts reports and issues to Suchita Mathur, a student of Brown University, USA.

Agency views were called on a **crèche for children** of NGO employees, which will be maintained by CHA. A large number of responses were received and sent to the Psychosocial Unit for action.

Donor matching – A list of agencies focusing on children and peace are being compiled and will be sent to Mr.

Sudath to find funding to publish his children's story books on peace. Another request was made with regard to assistance for toilet facilities in a school in Nuwara Eliya and this was forwarded to AFLAC. Additionally, details of Darmapala Vidyalaya in Kalutara were sent to Lyceum International School in Nugegoda, who will be supplying them with stationery items.

Collaborations with the private sector:

- A meeting with the ETP Head and ED–CHA has been arranged in the last week of January to discuss further the proposed partnership between CHA and ETP;
- CHA's role and its willingness to partner with the private sector on their CSR activities were shared during the Rotary get-together on the 16th of January. Following this, an income generation project, involving the private sector, VOC and EDMP, is being discussed;
- A meeting was held with Monica Hopkins, a Rotary Study Group representative from the USA. The methods of fundraising from foundations and community based funds was discussed with her; and
- A list of the top foundations in the USA was shared with the ED.

Karthankudi issue – awaiting the Supreme Court's judgment, on the Fundamental Rights Applications that has been filed, to proceed.

Restoring Life and Dignity of Conflict Affected Person

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where approximately 300 O/L students benefited.

Twenty-four HRD clients who are most vulnerable were selected for livelihood activities in **Batticaloa**. Their needs were identified for livelihood activities and input will be given before the end of February.

A two-day seminar on land preparation methods, fertiliser application, how to apply organic fertiliser, pesticide control, and post-harvesting and technology was held with training provided



by the Agriculture Instructors. Sixty-four families

completed the training. The trainees were taken to the field and given a practical training.

Arrangements have been made to distribute relief items to 564 beneficiaries from Panichchaiyadimunmari, Vanni Nagar, and other welfare centres for the period of three months. Beneficiaries



were selected and registered for assistance. Only IDPs and resettled people were selected.

Requests for stationery were received for students in Vanni Nagar, Batticaloa, and Panichiyadimunmari. A total of 566 students will be provided with assistance.

Knowledge Management and Information Centre

Lanka Bell offer on Telephone Connections – The proposal was discussed and it is a separate communication solution, which excludes the utilisation of VPN.

Livelihood Development Project for Tsunami Affected in Mirissa – The final proposal, as agreed by CHA and SPF, was sent to the funder on the 25th January. This is a three month project worth Rs. 505,000/-.

The Communications Officer will collaborate with P1 to evaluate and seek future progress of activities with its members through member visits, which will bridge gaps and ensure proper coordination.

Information Alert – Sunday Divaina, Daily Divaina, Sunday Lankadeepa, Daily Lankadeepa, The Island, The Sunday Leader, and The Morning Leader were used to collect 210 articles, which were uploaded to the CKC Alert and circulated on a daily basis.

The World Bank (WB) Public Information Centre agreed to give 500 WB books for each CHA District Resource Centres (DRCs). Additionally, publications were bought for all DRCs and already disseminated Ampara, Badulla,

Batticaloa, Matara, Galle, Hambantota, Puttalam, and Mannar Districts.

The P2 Manager visited the Kalutara District Resource Centre (DRC). The need for a DRC Assistant has been communicated to the Administration. It was seen that there is a demand for school education material such as, subject handbooks for Ordinary Level and Advanced Level Examinations.

The Badulla DRC also needs an Assistant. The Kalutara and Badulla District Officers (DOs) were asked to look for assistants with IT knowledge, especially in hardware troubleshooting.

With the exception of a few, almost all DRCs have sent their success stories for 2007. Plans are underway to meet the DRC Assistants to discuss income generation through DRCs. P2 has already received their plans.

A Selection Test was held Trainee Translators. Six university students sat for the three hour test. The Translations and Editing Unit is presently in the process of selecting suitable candidates.

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proposal which they believe to be acceptable to the Court to obtain fair justice. They request financial assistance from CHA to rebuild the houses of their supporters.

Human Rights Desk Officers (HRDOs) – The Batticaloa HRDO checked the need assessment forms brought by volunteers for the documentation clinic and other office work.



A field visit was made in Ampara to monitor the IDP camp repair work in Navatkadu. In addition, another field visit was made to flood victims in Alayadivembu and Akkaraipattu. Immediate relief will be provided through the DS to flood victims.



Administration

The Executive Director addressed all staff on the 01st of January, followed by a New Year's breakfast for staff.



One person was recruited during the month of January for the post of Psychosocial Officer. Additionally, recruitment process is ongoing for the post of Advocacy Assistant.

Salary increments for all staff for the year 2008 was completed. HR is in the process of issuing letters to all members of staff.

ED's comments and follow-up comments by HR was obtained and noted for action based on the year-end Staff Performance Appraisals. Members of staff were notified of their strengths and weaknesses, and areas for further improvement.

Finance duties were re-allocated to staff. All Job Descriptions (JDs) of the Finance Unit were revised and shared with the Finance Manager for confirmation.

HR is in the process of revisiting all staff JDs. Technical Officer's and Systems Administrator's are being finalised.

Short-Term Contracts were issued to Volunteers and Guides of the Children's Project.

Individual and collective discussions were carried out, with some staff members and teams, in order to improve team work and performance. They were provided with required advice, in addition to guidance.

Completed and facilitated training funds for staff training requests in IT, Gender Training Programme, English classes, Tamil classes, Productivity, Introduction to Project Planning and Management, and Removing Computer Viruses.

District staff were giving direction on effective coordination between Head Office and the respective District Office. A District Coordinator was appointed. The team met to follow-up on matters pertaining to districts, income generation, infrastructure matters, and other matters. All DOs were briefed and given the target for income generation for the year 2008.

The DO team is in the process of following-up on linking with Nenasala, SKYPE, and a daily diary system to keep Head Office informed.

Follow-up with DOs on reading classes for vulnerable children is ongoing. All the DOs were encouraged to proceed with it.

Posters on Environmental Hazards were distributed to Badulla and Trincomalee DOs.

Finance

Total finances handle by CHA as at end of December, 2007 is Rs. 230 million. Additionally, the total finances handled by Human Security Response Programme (HSRP) for the 12 months ending December, 2007 is Rs. 72 million.

Pricewaterhouse Coopers has commenced the External Audit for the period of 12 months (January to December,

2007).

The budget for Voice of Children (VOC) has been finalised and is ready to be submitted to donors. Potential donors are CIDA, GTZ, ICBP, STROMME, and ILO.

The Ceylon Chamber of Commerce donated Rs. 412,500/- for the Juvenile Transportation Project. A further Rs. 4.1 million needs to be raised to bridge the budget deficit.

Consortium of Humanitarian
Agencies (CHA)

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in the newsletter.

CHA Family Expands!



Nisansala Gamage
Psychosocial Officer

CHA staff may access the
Managers' Reports on the Fileserver via
[readOnly \(O:\) \Programme Area
5 \ManagersReport](#)

Calendar for February 2008

CHA Meetings in February:

The **Operational Meeting** will be held every Friday at the Caritas-SEDEC Auditorium (venue may change. Please verify with Ravi Thambar prior to the meeting).