

Friends of Suai/Covalima

Annual Report 2013 -2014





Acknowledgements

Council respectfully acknowledges the Yalukit Wilam Clan of the Boon Wurrung. We pay our respects to their Elders, both past and present. We acknowledge and uphold their continuing relationship to this land.

Disclaimer

This document has been developed by City of Port Phillip's Health and Wellbeing Department.

Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such.

This is a strategic document that deals with technical matters in a summary way only.

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Front cover photos:

Top - Staff Leadership team at CCC 2014 Left to right Aureo Moniz Cardoso, Alberto Barros, Noni, Marcelina da Conceicao, Graciano Gusmao, Bernardino de Jesus, Fernando Seran dos Santo sand Gaudencio Carvalho

Bottom - Friends of Suai/Covalima Q & A. discussed future international development challenges and highlighted possibilities offered by social enterprise as a way forward for community based organisations.



Message from the Chair

I am pleased to present the 14th Annual Report of the City of Port Phillip (CoPP), Friends of Suai/Covalima (FoS/C). This report outlines the achievements and challenges of 2013 -2014 against the objectives of our Strategic Plan. The report demonstrates significant developments and improvements in the capacity of staff and volunteers at the Covalima Community Centre (CCC) and the strong collaborative Friendship between the City of Port Phillip and Covalima.

As chair of the Community Reference Committee, I visited Suai in February 2014 with CoPP FoS/C Coordinator, Pat Jessen, and the Chair of the FOS/C Education Working Group, Megs Alston.

During the visit, we met with CCC Commission members to discuss future plans. The meeting was very positive and revealed strong commitment and motivation by the Commission to their involvement in the CCC and their vision for the future. A workshop on *NGO Good Governance* was held with seven of the nine Commission members. The development and adoption of a *CCC Constitution* in late 2013 marked a milestone in the history of the Friendship. Whilst it is good to see the emergence of a senior staff team and stronger CCC Commission, there is still a need to build on the foundations of the CCC to ensure its sustainability.

Key Achievements in 2013-2014:

- Registration of the CCC as a National NGO with the Ministry of Justice in October 2013 and with FONGTIL the NGO Forum in East Timor
- Registration as a Registered Training Organisation (RTO) in November 2013 with Secretario do Estado do Politica Formacao Profesioanl e Emprego (SEPFPOPE)
- 13,568 visits and 693 borrowings by teachers and students at the Public Secondary School Library in Suai supported by City of Port Phillip.
- 26 new CCC scholarship students attending vocational training
- Provision of community training by CCC trainers for 278 students in English and 185 in IT
- Provision of training to women in local food production, hospitality, savings and loans, bookkeeping and agriculture through the Rural Women's Development Program (RWDP) supported by International Women's Development Agency (IWDA).

In the City of Port Phillip we continue to support the CCC to grow and develop as a genuine community based organisation.

For example:

- Provision of a core grant to staff to further develop the CCC and its programs
- Working with the CCC to strengthen its organisational capacity
- Provision of an Australian volunteer for three months to work with the CCC on organisational strengthening and the delivery of English Language training for CCC tutors
- Collecting and sending donated goods including computers, office furniture and sports uniforms.

The CoPP FoS/C Community Reference Committee and Working Groups promoted local events with residents of the City of Port Phillip throughout the year expanding and developing the program and linkages throughout both communities.

I want to thank the Councillors and staff of the City of Port Phillip for their continued support of this program as well as the citizens of our city for the generous contributions of both time and donations that make this Friendship possible. Fos/C is grateful to our loyal supporters who have contributed generously over many years to make a real difference to community programs in Covalima.

Finally thanks to Pat Jessen, FoS/C Co-Coordinator and Alberto de Jesus Barros, Director, CCC. Without them none of this would be possible, and thank you to the members of the FoS/C.



*Bill Armstrong A.O.
Chair, Community Reference
Committee
Friends of Suai/Covalima*



**Bill Armstrong A.O. and Eugenio da Souza, Chairs of
FoS/C and CCC Committees**

This Report highlights the implementation of and achievements across, four strategic goals of the Friends of Suai/Covalima Strategic Plan 2010 – 2020 in the 2013-2014 year.

I. Strategic goal one

Strengthen capability and involvement in the Covalima Community

I.1 Priority area: education

I.1.1 School education

The Seran-Kotek Public Secondary School Library now holds 6970 books, representing 2642 titles. The use of books in the library is impressive. Records kept by the library staff show that during this year borrowings by students totalled 566 and by teachers, 127. There were 12,623 student visits to the library and 945 by teachers.



Students at work at the Seran-Kotek Public Secondary School Library, Suai. The library was refurbished by FoS/C with community donations in 2007.

In 2013 FoS/C, donated approximately 250 chairs and 110 tables to four rural primary schools in Covalima. A further shipment of donated office furniture was sent to Covalima, together with a selection of ESL books and science equipment.

I.1.2 Scholarships

The FOS/C scholarship program was established in 2012. During this year, with improved planning and administration of the scheme, program achievements include:

Key achievements:

- 109 young people enquired and 31 applied for the scholarship program.
- 26 young trainees (14 male and 11 female) were successful in their applications and are participating in vocational training or studying with training providers in Suai, Dili and Baucau in the areas of general construction, administration, hospitality and primary school teaching.



Simao Noronha and Honorio Gusmao on scholarship are studying for a three year primary teaching degree in Baucau.



FoS/C Committee members and Coordinator visit hospitality scholarship students and Sister Sonia at the Canossian Vocational Centre, Suai in 2014.

- On conclusion of the first year of the Friends of Suai/Covalima Scholarship program, (Dec 2013), 16 young people graduated with Certificate I and II in trades and hospitality and another completed the first year of a teaching degree. This is an important achievement for the students in a country where further education is not easy to get and often unavailable in rural areas like Covalima.
- The CCC staff are monitoring and documenting the progress of graduates to determine outcomes of training including trainees who secure employment.

1.1.3 English Language Training

From July – September 2013 Friends of Suai/Covalima volunteer, Annabelle Newbury, worked at the CCC. She played a key role in strengthening English language skills and organizational development. . During her three-month placement she enhanced the English skills and teaching methods of CCC English tutors. Annabelle also held Saturday classes for English secondary school teachers. The improved teaching methods were evident during the annual monitoring visit and the teaching resources she developed with the CCC tutors have been used and copied by secondary school English teachers from other Districts.

The CCC English tutors continue to meet strong community demand for English classes. 278 students received certificates from the English classes at the CCC in the year: 92 males and 186 females.

Key achievements:

- Two students from the CCC English course gained enrolment in university courses in East Timor.
- Two English students with high initiative were successful in gaining entry to primary teacher training holding FoS scholarships.
- An English student was selected by the Timor Youth parliament to attend a study tour in the US.
- The University of East Timor English Language Department provided a one day professional development seminar in Dili on teaching large classes, which two CCC English tutors and four secondary English teachers attended.



FoS/C committee members Bill Armstrong and Megs Alston meeting CCC English students in 2014.

1.2 Priority area: environment and agriculture



CCC staff continues to maintain a demonstration of permaculture at CCC's Kitchen Garden to provide a permaculture model for the community and to improve the nutrition of staff.

CCC plans to deliver Certificate I in Agriculture, which will use the kitchen garden as a demonstration garden for students.

Rio Moniz Assistant Coordinator in the kitchen garden at CCC.

1.3 Priority area: community and economic development

The CCC was utilised by many community organisations during the year, demonstrating its importance as a hub for community activities. These included:

Key achievements:

- FONGTIL (peak NGO) facilitated NGOs and CBOs meetings to inform the community about land and property laws
- NGO ALFELA (legal service) facilitated a partnership workshop
- NGO PARSIK facilitated a partnership workshop
- Youth Parliament facilitated a community workshop
- CCC director facilitated a meeting among NGO FINA (Local NGO), JDRAC (a Japanese NGO based in Japan) and SEPFOPE to discuss the establishment of an automobile training centre in Suai
- CCC director facilitated a meeting between NGOS, village chiefs, women's groups and a US Embassy representative to discuss the major project in Covalima, the Suai Supply Base.

1.4 Priority area: women's empowerment

The Rural Women's Development Program (RWDP) funded IWDA involves over a hundred women from nine different groups in a diverse range of programs.

Key achievements:

- 7 women attended Foundation Studies in Hospitality at Cannossian Vocational Training Centre, Suai.
- RWDP staff has provided information on election processes to the women's groups to fully participate in democratic elections.
- Further gender equality training was conducted with CCC staff and women's groups representatives. Meetings were also convened with women's husbands to encourage support for their wives' involvement in the program.



- Savings and Loans training was delivered to over 100 women resulting in two of the nine groups providing loans to communities. Bookkeeping training was also delivered..
- Regular women’s networking meetings were held for women to share information about their activities and other relevant development related to women in each village and sub district.
- Commemoration of International Women's Day at CCC was attended by hundreds of people from across the Covalima community, including senior government officials and community leaders.
- Advocacy for women’s involvement in the National Plan for Suco Development (PNDS village development scheme funded by Australian DFAT), resulted in 2 women being appointed as PNDS Presidents in their villages.

- Economic empowerment of the women who participate in the program continues, through a range of activities including small-scale fish and agriculture production, traditional handicrafts and value adding to products such as tempe production.

Rural Women’s Development Project
- Raising Chickens

I.5 Priority area: youth activity

CCC facilitates a number of youth training programs including a target of youth for community training. This has led to a considerable increase in younger participants at the Centre, which was evident on the annual monitoring visit in 2014.

Four sport groups in Covalima received donated shorts and T-shirts from St Kilda City Junior Football Club via the FoS/C.

Young Covalima sports players in St Kilda City Junior colours flying the local village flag.

2. STRATEGIC GOAL TWO

Practise good governance and management in our Friendship

2.1 Priority area: capacity strengthening

2.1.1 Covalima Community Centre

This has been a year of significant development for FoS/C's partner, the CCC. The organisation became registered as a national NGO and as part of this process developed a constitution and appointed new Commission members. The Commission now comprises 9 members who represent District Education, PNTL (national police), District Administration, Department of Agriculture, community leaders and a Church representative. The CCC Commission holds quarterly meetings.

The CCC also became registered as a Registered Training Provider with Secretario do Estado do Politica Formacao Profissional e Emprego (SEPFPOPE) the first step to becoming accredited to deliver formal vocational training.



During their visit to Suai in February, the FoS/C Community Reference Committee Chairperson, Education Working Group Chair and Coordinator FOS/C met with CCC Commission members to discuss future plans. The meeting was very positive and revealed strong commitment and motivation by the Commission to their involvement in the CCC and their vision for the future. A workshop on NGO *Good Governance* was held with seven of the nine Commission members.

2.1.2 Training and Leadership

In March 2013, the CCC Director was awarded a scholarship and attended a leadership-training course for two weeks with Southeast Asia Leadership Initiative in Seattle, USA. The main topics included leadership, strategic planning, human resource management, social change, business models and good governance.

Alberto Barros Director
CCC in Seattle on
Leadership Training
Scholarship 2014

Staff and volunteer training and capacity strengthening have been a focus of activities this year. The placement of volunteer Annabelle Newbury from July – September 2013 resulted in improved office systems such as filing (hard files and computerised), improved awareness of re-cycling and environmental issues, and timely support with preparation of the documentation required to attain registration as an NGO. Annabelle also supported the CCC with attaining registration as a training provider.



Annabelle Newbury,
Organisational Development
Volunteer Jul- Sep 2013 led a
workshop on volunteering on
community boards with
members of the new CCC
commission in 2013.

Tony Phillips, Treasurer of FoS/C Community Reference Committee, undertook a finance monitoring & training visit to Suai in January 2014. Following the visit a

number of recommendations were made to achieve improvements in financial management. These included computer networking, acquisition of a finance software package and appointment of suitably trained staff to carry out routine financial tasks.

Key achievements:

In February FoS/C Coordinator and the Chair of the Education Committee:

- conducted workshops on governance, planning, reporting, delegation and conflict management;
- led several program planning and budget planning sessions with selected staff from the social enterprise and vocational training programs, IT and Agriculture. These sessions provided opportunities for staff to develop further analytical and critical thinking skills;
- facilitated monitoring of and planning for the scholarship program including a session with panel members and staff;
- conducted financial monitoring and general budget planning.
- In order to deliver Administration, IT and Agriculture training, four CCC staff trainers completed Certificate III in Training and Assessment at the Canossian Training Centre, Suai conducted by SDRA.
- CCC's Acting Finance Officer completed Certificate 2 in Administration and Finance training at ETDA.
- IWDA in partnership with CCC funded and trained staff as a follow up to previous gender equality training.
- Two staff attended Agriculture training at NGO-HLT.
- All staff participated in Leadership and Conflict Management training from NGO ELBRI based in Dili.
- A staff member attended an IELTS Preparation course before sitting for the IELTS test and AusAID ADS Scholarship in Dili.



Staff presentation by Alita da Conceicao on the work of the Rural Womens' Development Program 2014

Friendship structure

2.1.3 In City of Port Phillip

Friends of Suai/Covalima Community Reference Committee is an advisory Committee of Council that oversees the Friendship and the implementation of the strategic plan in collaboration with FoS/C working groups and the CCC. The Committee met five times in 2013-2014 and conducted two public meetings to report to the community.

Members included: Bill Armstrong A.O., Chair; Cr Serge Thomann, Deputy Mayor and CoPP Councillor Representative, Tony Phillips, Treasurer; Balthasar Kehi, East Timor Adviser; Megs Alston, Chair of the Education Working Group; Dr Ann Wigglesworth and Sieneke Martin, Co-Chairs of the Community Development Working Group; Julian Hill/Glenn Staunton, Chair of the Community Engagement Group.

The Education Working Group met six times in 2013-2014. Group members provided input and liaised with individuals in Suai on:

- vocational and training scholarships
- the Suai school library;
- the English classes at the CCC
- the English language resources project
- further training for secondary teachers and
- supported and liaised with volunteer trainer, Annabelle Newbury during her placement

Members included: Megs Alston, Sandra Whitbourn, Helen Nankervis, Barbara Selvay, Rosemary Patterson, Elizabeth Walpole, Desleigh Kent, Glenn Staunton, Mary Stewart, Jenny Green, Jenny Jaensch, Lynn and Dermot Clancy.

The Community Development Working Group oversees the feasibility and sustainability of development projects and met six times in 2013-2014. Members included Dr Ann Wigglesworth, Sieneke Martin and Desleigh Kent. The group has met with partner organization IWDA on a regular basis to coordinate activities.

Community Engagement Working Group is chaired by Glenn Staunton and was formed in June 2014. It met six times in 2013 – 14 and developed a plan for activities for the year, including the development of tools to improve publicity and outreach.

Members included Bill Armstrong, Interim Chairperson, Julian Hill, Rachel Powning, Janet Bolitho, Jasmine Lenders, Judy Kent, Robert King, Michael Henry, Jenny

Mansfield, Sandra Whitbourn, Desleigh Kent, Dr Manny Kingsley, Simon Kosmer, Samantha Ross, Irena Blonder, Joan Hammonds and Nancy Price.

The Committee and Working Groups were resourced by Council Officer, Pat Jessen, Coordinator, Friends of Suai/Covalima.

2.1.4 Tax Deductibility Status

Since the end of this reporting period, Friends of Suai/Covalima no longer has tax deductibility status. Prior to this tax deductibility was provided through our overseas aid partner Australian Volunteers International (AVI). However, due to policy changes at AVI, this arrangement is longer possible. We have investigated obtaining tax deductibility status in our own right. However, our assessment is that the resources consumed in Australia and in East Timor to obtain tax deductible donation status would outweigh the benefits of offering tax deductibility.

2.1.4.1 Mentoring with East Timor in preparation for municipal government

City of Port Phillip hosted Dulce da Cunha from Timor Leste who was awarded an internship with the Victorian Local Government in May 2014. Dulce was awarded the internship as part of the Timor Leste Protocol Agreement with Local Government Victorian which is committed to supporting the preparation and development of local government.

Dulce visited CoPP for a day and shadowed Tracey Slatter, CEO and observed the CoPP Executive Leadership Team Meeting. She met with FoS/C Coordinator and was briefed on CoPP Friendship with Covalima.

2.1.5 In Covalima

The management structure of the CCC has evolved with functional teams developed and a team leadership group established. As reported earlier, the focus on staff training to strengthen capacity is important for the future sustainability of the Centre. In the report of the annual monitoring visit it was noted that there is an evident increase in confidence amongst staff who benefited from this training.

While it is good to see the emergence of a senior staff team and stronger CCC Commission, there is still a need to build on the foundations of the CCC to ensure its sustainability.

CCC is the lead organisation in Covalima for community development and training and the provision of information technology training, particularly to students and young people in the community. To implement IT training, CCC has established a strong partnership with Info Timor.

This year the CCC provided computer training to 185 participants: 98 males and 87 females. As an outcome some graduates have been employed in Covalima in the Suco Development Program (a large Australian-funded community development program) and 7 others who gained certificates were included in the final selection of local police officers 2 were successfully employed.

In addition to training, the IT social enterprise offers the hope of long-term economic sustainability where profits can be directed back into the work of the CCC. This enterprise involves the repair and sale of second hand computers.

One hundred and eighty five community members attended computer training at CCC in 2014

3. STRATEGIC GOAL THREE

Build community awareness and involvement in the City of Port Phillip

3.1 Priority area: community development

3.1.1 Increasing community awareness

Quarterly FoS/C Newsletters provide updates on activities and help to engage with the community.

Public meetings were held in December 2013 and May 2014. A Q&A session in December covered the achievements of the CCC, canvassed views on future development challenges and highlighted possibilities offered by social enterprise as a way forward for community based organisations. Several Directors from East Timorese Vocational Training Centres addressed the meeting. In May, the 2014 Suai monitoring visit was reported to over thirty community members attending. Special guests included Jaquelina Sarmiento and Filomena Filipe from the Timor Leste Vocational Training Sector.



Members of the Education Working Group welcome Jaquelina Sarmiento and Filomena Filipe from the Timor Leste Vocational Training Sector who were guest speakers at a FoS/C community forum in May 2014.

Community Engagement Group members contributed to the development of a Facebook page for FoS/C as well as a new brochure which was produced. Further publicity about the work of FoS/C included coverage in CoPP's "Diversity" magazine, which is delivered to all households in the municipality.

A Morning Tea launched by Mayor Cr Stephens to celebrate Breastfeeding Week in August 2013 which was hosted at Bubup Nairm helped to publicise the work of FoS/C and the Alola Foundation. The guest speaker was Mira Fonseca and the event engaged community members and maternal child health workers; it was supported by the HEAT social enterprise with table service. Funds raised were used to provide 15 maternity packs for Suai from Alola, to encourage women to give birth in a health centre or hospital.

Friends of Suai/Covalima volunteers staffed local community markets at St Kilda Farmers Market, Elwood Community Market, Diversity and Multicultural Women's Day.

3.1.2 Donor Support

Friends of Suai/Covalima would like to acknowledge the donor support received in 2013-14. FoS/C has received donations to the value of \$35,453 for vocational training scholarships and community projects.

FoS/C is grateful to our loyal supporters who have contributed generously over many years to make a real difference to community programs in Covalima.

Special thanks to the Esden Family, the Rotary Club of Sorrento, the Uniting Church, Port Melbourne and St Kilda.

Marnie Gibson, CoPP staff member (second on the left,) led a *Leadership Victoria* team to pack school furniture from Glen Waverley Primary School that donated 100 primary chairs and 30 desks for Covalima for rural schools. Community support is vital to the program.

4. STRATEGIC GOAL FOUR

Build our knowledge of Friendship between our communities

4.1 Priority area: Friendship exploration

Friends of Suai liaised with Timor Aid in regard to seeking an exhibition space to profile the cultural heritage of Suai and other communities in the district of Covalima, Timor-Leste, now at a risk of displacement due to impending large-scale industrial development. The exhibition is planned to comprise of photographs, video, maps, textiles and objects of cultural significance.

Its two key objectives are to document these artefacts and to educate the viewing public about the culture of Covalima, both through the display of the artefacts and through their mapping in the communities where they were created.

Exhibition space has been secured for April 2015 at The Gallery, St Kilda Town Hall. An exhibition is planned for Covalima and Dili in East Timor prior to Australia in 2015.

**FRIENDS OF SUAI PROGRAM INCOME & EXPENDITURE REPORT
01 JULY 2013 TO 30 JUNE 2014**

City of Port Phillip Friends of Suai allocation			
	Budget	Actual	Variance
Program Coordination & On-costs	54,117	58,655	(4,538)
Office Expenses (Australia)	600	3,679	(3,079)
Other Expenses:			
CCC Grants	41,200	45,262	
Shipments & freight		2,609	
Travel	12,000	4,588	
Catering	3,500	3,512	
Materials	1,500		
Administration inc bank fees		804	
Duty Officer Hiring fees		737	
Activities	23,000	0	
- Volunteer Placement		4,967	
- Fundraising Mgmt		2,543	
- Rotary International shipments		2,910	
- VLGA Conference sponsorship		1,000	
- T Phillips - Finance training travel		3,255	
- Scholarships		3,454	
Total Other Expenses	81,200	75,641	5,559
	135,917	137,975	(2,058)

City of Port Phillip Friends of Suai Trust account 1		
	<u>AU \$</u>	<u>AU \$</u>
Opening Balance as at 01 July 2013		15,420
Transfer from Trust account 2		14,074
Plus Income:		
Sales income	3,730	
Rotary Club Sorrento	8,550	
Donation income	5,540	
T Phillips travel unspent	<u>512</u>	
Total income		18,332
Less Project Expenditure:		
Merchandise	3,165	
Scholarships	23,104	
CCC Professional Development Cert 3 & 4	7,246	
Alola Foundation Donation	500	
		(34,015)
Closing Balance as at 30 June 2014		<u><u>13,810</u></u>
City of Port Phillip Friends of Suai Trust account 2		
	<u>AU \$</u>	<u>AU \$</u>
Opening Balance as at 01 July 2013		14,074
Less:		
Transfer to Trust account 1	<u>(14,074)</u>	
Total transfers		(14,074)
Closing Balance as at 30 June 2014		<u><u>0</u></u>

Australian Volunteers International (AVI) donations		AU \$	AU \$
Opening Balance as at 01 July 2013			24,432
Plus Donations			17,633
Less Project expenses allocated:			
Scholarships	16,526		
Library Project	4,695		
Cost of shipments	2,523		
Professional Development (CCC Director & ELTEP English Language)	1,209		
Bank fees	53		
Total project expenses			(25,005)
Closing Balance as at 30 June 2014			17,059