Update for January and February 2008 from
APC's Executive Director prepared for APC's Board of Directors

1.   Introduction

This is the first update to the EB for 2008 and reflects activity during January and February. The report uses the template we have been using for the last few years. There are sections for each programme and each management system. Within these there are sections for different activities, and sections for generic areas such as events, staffing and fundraising. Please note that there will only be a heading for 'strategic priorities to discuss with the board' in each of the main sections of the report if such issues have been specifically raised. However, this does not mean that there is not information of strategic importance in the rest of the report.

2.   Programmes

2.1   Strategic Use Programme (SUP)[1]

2.1.1 Change in the name of the programme

During the February board and staff meetings in Ithala, South Africa, the board decided to rename the Strategic Use and Capacity Building (SUCB) programme to the Strategic Use Programme (SUP).

2.1.2 Programme coordination and staffing

Cheekay Cinco began working for SUP on a part time basis in January. However, much of her time over the next few months will be oriented towards co-organising a major WNSP event, the Feminist Tech Exchange (due to take place in Cape Town, South Africa in October 2008). In January and February, without a programme manager, SUP remained under the temporary coordination of Karel Novotný.

In February, all SUP team members attended the staff meeting. From 28-29 February, Karel attended a meeting of wireless trainers at the International Centre for Theoretical Physics (ICTP) [2] in Trieste, Italy. The meeting sought to boost the capacity building impact of the work that was done in wireless training and material development. Meeting organisers feel that accomplishments, such as quality material development and building new trainers' expertise, are considerable, but that their impact could be much greater. Ideally, the ultimate goal of the new initiative is to develop a new branded training suite which would enhance donors' interest in the issue. A link to this meeting report will be included in the next report to the board. Copies may be received in the meantime by writing to karel@apc.org.

2.1.3 Projects and activities

Social networking project concept note: In January, SUP produced a concept note for a project focused on using social networking tools in development work which has been submitted to Google Foundation.

Feminist Tech Exchange concept: In January, Cheekay (with editing from Anriette and Natalie) developed a concept note for the Feminist Tech Exchange, to take place prior to the Association for Women's Rights in Development (AWID) forum on Movement Building in November 2008. The exchange will bring together over 100 women's rights advocates from around the globe to bridge political, social and technical aspects of ICTs, and provide participants with essential ICT skills, thus enabling them to harness the potential of ICTs to document abuses, build knowledge, disseminate information, mobilise support, and amplify pressures for change. In February, Cheekay finalised the work-plan

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[1]   Formerly Strategic Use and Capacity Building Programme (SUCB)

[2]   http://www.ictp.it/

for the camp with Sally-Jean Shackleton from Women'sNet, revised the proposal submitted to IDRC, and began setting up the working group wiki.

LAC[3] Open Source Camp: In February, SUP developed the first version of the concept note for the LAC Open Source Camp, submitted to the Institute for Connectivity of the Americas (ICA). The plans are to hold three open source events in the region, targeting Portuguese and Spanish audiences and women developers.

Assistance with APC.org design: In January, SUP participated in designing the networking section of the new APC.org site.

ActionApps-related activities: In January, SUP assisted with the promotion of several new Peruvian sites on the ActionApps portfolio page.[4]

Member Exchange Fund (MEF): No MEF-supported exchanges took place during January or February. Discussions were held with Colnodo about a possible exchange (on accessible web design for blind users) and a planned exchange with WOUGNET (on building expertise in Drupal administration. These exchanges are still being planned. Another possible exchange that was discussed is a project planning meeting of APC members who will be attending the data retention workshop in Budapest, Hungary from 4-6 July.

Project Management Space (PMSpace): Kat Walraven and Natalie Brown worked on populating the project database[5] with ongoing projects, with a focus on reporting deadlines and milestones. Minor changes were made to improve the display of data.

Work on the Web2forDev wiki:[6] In February, two technical improvements were made to the web2forDev wiki: 1) an anti-spam system called "Challenge" and 2) a plug-in that allows the streaming of embedded videos. Both will be default features of all new APC wikis. Grant McHeron and his experience collected on this Community Communications Online (c2o) wiki helped greatly with our move against spam.[7]

2.2 CIPP

2.2.1 Staff meeting

Coura, Valeria, Natasha, Natalie, Analia and Willie attended the staff meeting. CIPP members attended a CIPP meeting in Johannesburg on 31 January. Coura, Valeria and Analia attended the research training workshop in Johannesburg from 9-10 February. Natasha was one of the coordinators.

2.2.2 CIPP Africa

Communication for Influence in Central, East and West Africa (CICEWA): A two-day CICEWA planning workshop was held from 29-30 January. Coura, Natasha, Valeria and Willie participated with Alice Munyua and Evelyn Majale from KICTANet. Coura is coordinating the Central and West African ICTD Network, while KICTANet is coordinating the East African ICTD Network. Natasha is coordinating the research component.

SAT-3 Research: Abi is finalising the SAT-3 research with Alan Finlay editing the reports. Plans are to launch the research at International Telecommunication Union (ITU) Telecom Africa 2008 in Cairo, Egypt from 12-15 May 2008.

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3   Latin America and Caribbean
4   http://www.apc.org/actionapps/english/general/slices.shtml
5   http://pmspace.apc.org
6   http://wiki.web2fordev.net
7   http://wiki.apc.org.au/index.php?title=Preventing_Wiki_Spam

Necessary Knowledge Workshop: Coura and Abi attended the Necessary Knowledge Workshop on Collaborative Research and Advocacy for Media and Communications, convened by the Social Science Research Council (SSRC) in Philadelphia from 23-24 February 2008. CIPP received funding from SSRC to undertake SAT-3 cable research on Mauritius. The workshop was for SSRC grantees to meet and exchange experiences as well as an opportunity for capacity building on the relationship between research and advocacy.

Africa ICT Policy Monitor: Alan Finlay continues to update the Africa ICT Policy Monitor[8].

2.2.3 CIPP LAC

eLAC process: In February the CIPP LAC team, represented by Pablo Accuosto and Inés Campanella, participated in the Regional Ministerial Conference on the Information Society, eLAC2007 from 6-8 February 2008 and the Seminar of Launching of the Global Alliance for ICT and Development (GAID) LAC on 5 February 2008, both held in El Salvador.

A special issue of the regional newsletter ICT policies and internet rights was prepared and released at the end of February compiling different resources about the eLAC process.[9]

LAC ICT Policy Monitor: Florencia Flores continues to update the LAC ICT Policy Monitor.

CILAC: Valeria prepared a funding proposal for IDRC and UNESCO based on the CICEWA project, entitled "Communication for influence - Linking advocacy, dissemination and research by building an ICTD network in the Andean Region, Latin America (CILAC – Andean Region)."

Radio campaign based on the APC Internet Rights Charter: CIPP LAC worked with ALER on the production of a radio campaign on internet rights, based on APC's Charter. Analía has assumed the role of main focal point from APC for this activity.

Popularisation of ICT policy training materials: Implementation of the first phase of the project to popularise ICT policy training materials started in February, with Colnodo as coordinator. Other members participating in the project are Nodo Tau, LaNeta, and CEPES. ALER will give input on pedagogy.

AMARC meeting: Valeria attended an international seminar entitled "Community Radios for a Better World," convened by AMARC from 28–29 February in Bogota, Colombia.[10]

2.2.4 National CIPP activities

National policy advocacy: Natasha is working on a proposal for national ICT policy advocacy in partnership with GreenNet for submission to DFID's Civil Society Challenge Fund. Having a UK partner is a condition for application.

National ICD advocacy within BCO framework continues in Bangladesh (BFES), India (IT for Change), Pakistan (Bytes for All) and Zimbabwe (Ekowisa).

APC is developing a campaign on affordable bandwidth in South Africa in partnership with the Partnership for Higher Education in Africa. The first steps are to make submissions to the Independent Communications Authority of South Africa (ICASA) on its draft regulations on essential facilities such as submarine cables.

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[8] http://africa.rights.apc.org/
[9] http://lac.derechos.apc.org/es-newsletter.shtml?x=5495618
[10] http://www.amarc.org/index.php?p=shownews&id=911

<u>Media piracy research project</u>: Natasha organised two planning meetings for the IDRC-funded media piracy research project, which focuses on South Africa, on 23 January and 12 February 2008.

<u>GISWatch</u>: Natasha worked with Pablo Accuosto on the content outline for the 2008 edition of Global Information Society Watch (GISWatch) on access.

<u>Yale Information Society Project (YISP) country case studies</u>: Natasha networked with YISP on the South African access to knowledge case study.

2.2.5 Global CIPP activities

<u>Internet Governance Forum (IGF) open consultations</u>: Anriette participated in the IGF open consultations on 26 February in Geneva, Switzerland on behalf of APC. APC prepared two documents for the consultation: 1) a substantive paper based on the access thematic stream for the IGF in Rio de Janeiro, in November 2007 and 2) a statement with comments on the main themes for IGF III (to be held in Hyderabad, India in December 2008), the need for working groups as a mechanism for the IGF, regional and national IGFs before the main conference, and a proposal for renewal of the multi-stakeholder advisory group. A further statement was submitted during the IGF. APC's positions were endorsed by the Swiss Government.

<u>OECD Ministerial Forum on the Future of the Internet Economy</u>: APC is a member of a small coordination group, working with the OECD secretariat to prepare civil society contributions for the second OECD Ministerial Forum on the Future of the Internet Economy, in Seoul, South Korea in June 2008. During the staff meeting it was agreed that APC would de-prioritise focus on OECD civil society preparations considering the significant amount of work APC has to undertake in the first six months. We will continue to make contributions to forum documents, and make recommendations for speakers.

<u>GAID</u>: Willie was appointed to participate in an ad-hoc group of experts on financing ICT for Development convened by GAID, in preparation of the upcoming GAID Global Forum on Access and Connectivity in least developed countries and small islands developing states in Asia/Pacific and innovative financing mechanisms for ICTD, Kuala Lumpur Malaysia, 18-20 May 2008.

<u>UN Commission on the Status of Women (CSW)</u>: Willie made a presentation at WNSP's workshop entitled "Communication Rights for Women - Why the Purse feels empty?: Financing for women's equitable access to Information and Communication Technologies (ICTs)" at the UN CSW on 29 February 2008.

<u>CONGO</u>: Willie attended the Conference of NGOs in Consultative Relationship with the UN (CONGO) board meeting in New York, USA from 29 February to 1 March.

2.2.6 CIPP websites and publications

Analia edited the http://rights.apc.org/ and http://derechos.apc.org/ web sites.
<u>ICT policy handbook and GISWatch</u>: Progress is being made on the second edition of the handbook. Natasha is coordinating this. She is also CIPP's lead on GISWatch.

2.2.7 Fundraising

Willie is working on a funding proposals for the Partnership for Higher Education in Africa on the South African advocacy mentioned above, a multi-constituency advocacy toolkit on access for UNDP and on global policy advocacy for the Ford Foundation (with Anriette and Karen Banks).

2.2.8 Staffing

Natalie Brown has received a two-month extension on her internship from IISD.

2.3 Women's Networking and Support Programme (WNSP)

2.3.1 Global Projects

<u>GEM2:</u> In January, the research frameworks for all four GEM adaptations were finalised and adaptor and facilitator team members selected. Adaptors reflect diversity in experience and geographic regions.

In February, GEM work focused on preparations for two thematic adaptation workshops to be held in March (in Manila, the Philippines on rural ICT and telecentre adaptations, and in Barcelona, Spain, on national ICT policy advocacy initiatives). Further funding to support telecentre GEM adaptors in their evaluation process was obtained from IDRC.

GEM workshops led by Dafne Plou in the Dominican Republic last year shared the victory of APC and WNSP policy work in the LAC region, when Amparo Arango of INDOTEL, the communications regulatory body for the Dominican Republic and host of the GEM workshops, was given the responsibility of leading the regional working group on gender and ICT for ELAC2010. Dafne has been invited to participate in this working group.

<u>GenderIT.org</u>: The team mapped out the editorial plan for 2008 and began online debates for this year's first edition on ICT policy and financing, planned to coincide with the UN CSW's 2008 theme on financing for gender equality and women's empowerment.

<u>AWID and Feminist Tech Exchange</u>: WNSP submitted three proposals to the AWID conference on movement building, to be held in Cape Town in November. WNSP maintains a strong relationship with AWID: we are co-sponsoring the Feminist Tech Exchange just prior to the AWID forum; Angela sits on its board, and Jac is a member of the forum's international planning committee and recently attended a meeting focused on selecting winning forum session proposals. APC's Natasha Primo, nominated by WNSP, was named an AWID board member this February.

<u>Violence against women (VAW) and ICTs campaign</u>:11: WNSP staff developed a questionnaire to provide feedback on Take Back the Tech (TBTT) 2007 activities and initiate plans for 2008. Preparation for a Tech Treasure Hunt, with a laptop as a prize, is underway.

2.3.2 Participation in events

<u>UN CSW</u>: Chat, Kaca and Jenny attended the UN CSW[12] in New York, USA from 25-29 February, participating in a side event on ICT policy financing on 29 February (described below) as well as in other activities. This trip was also important for fundraising.[13] WNSP co-hosted side, entitled "Communication Rights for Women - Why the Purse feels empty?: Financing for women's equitable access to information and communication technologies (ICTs)," featured Mavic Cabrera-Balleza of the International Women's Tribune Centre, Philippines/USA, Ireen Dubel of HIVOS, the Netherlands, Radhika Lal of UNDP, USA, and Willie Currie speaking on behalf of APC. Chat acted as chair. A digital story made by Women'sNet from the Fancy Stitch project, funded by Oxfam Australia was presented during the panel.[14] Coverage of the event will be featured in GenderIT.org.

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[11] http://www.takebackthetech.net/
[12] The CSW agenda can be accessed via http://www.un.org/womenwatch/daw/csw/52sess.htm
[13] Please see section 2.3.7.
[14] http://www.takebackthetech.net/fla/ds.swf

Women's Initiatives for Gender Justice: The week of 18 February, Chat attended the board meeting of Women's Initiatives for Gender Justice in Den Haag, the Netherlands, where she also took advantage of the opportunity to visit funders.

Participation in APC internal meetings: Erika and Sarah participated in APC's internal information management workshop, 29-31 January. All WNSP staff participated in the 2008 staff meeting, with the exception of Sylvie, who was ill with malaria.

Harambee: Jenny attended the closing Harambee workshop entitled "A stop on the Harambee Safari: Achievements, challenges, learnings and opportunities," 14-18 January.[15] The event featured a one and a half day workshop on digital storytelling, co-facilitated by AAW and Women'sNet, which resulted in sixteen new digital stories. AAW both manages the Harambee project and runs a specific network project of its own, funded by Harambee. Donors are still debating whether to enter into another phase of Harambee funding.

Jenny attended the "Communication for Influence: Linking advocacy, dissemination and research by building ICTD networks in Central, East and West Africa (CICEWA)" project meeting in January to see how AAW and AAW membership could collaborate and be involved. AAW hopes to deepen its policy and research knowledge and skills and bring experience from Harambee and GRACE projects.

2.3.3 WNSP Africa

GenARDIS[16] 3 is underway, in great part due to the report and insights presented by WNSP evaluators. AAW is again responsible for managing these research prize grants, and plans to link the research process very closely to GEM to deepen evaluation capabilities.

2.3.4 WNSP Asia

The ONI research entitled "Development and Implementation of a Gender Research Framework on Censorship and Surveillance Practices" is now underway, led by Jac and WNSP member Heike Jensen. The project focuses on several countries in Asia. Jac is also participating in specific country level research in Malaysia.

2.3.5 WNSP Europe

Kaca presented a report on the Gender and ICTs affinity group process in preparation for the European Feminist Forum (EFF), scheduled for June 2008. However, in February we received notification from the EFF secretariat that the event is being called off due to lack of funds, an increasingly difficult reality faced by women's organisations in Europe, according to the secretariat.

After thoughtful consideration regarding staff capacity and APC institutional representation in the Czech Republic, the decision was made not to enter into a second phase of the IBM project despite its successful conclusion in 2007.

2.3.6 WNSP LAC

CIPP and PARM collaboration resulted in getting solid gender language in the ELAC2010 strategies, after strong lobbying in national ICT policy events and at GK3 last year. A regional working group on gender and ICTs has been established and will be convened by the Dominican Republic, with Amparo Arango, who brought Dafne to the Dominican Republic to lead two GEM workshops last year. Amparo immediately requested that Dafne join the working group.

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[15] Workshop agenda: http://wikis.bellanet.org/harambee/index.php/Draft_Agenda

[16] Gender, Agriculture and Rural Development in the Information Society

LaNeta: Erika met with the MacArthur Foundation's Mexico staff and some grantees to give an overview of the strategic use of web 2.0 tools. The foundation is interested in partnering with LaNeta and APC to bring awareness and training to its grantees in sexual and reproductive health. Erika also served as an advisor to the Mexican office's acting director, who serves on the foundation's Global Tech Fund Committee.

TRICALCAR: Dafne is participating in the second round of TRICALCAR discussions to bring a more integrated gender approach in the second phase of this wireless training project in Latin America. TRICALCAR materials are being translated into English. Dafne participated in the drafting and translating of the module on Community, Gender, and ICTs.

2.3.7 Research and publications

Please see discussion on ONI research above in section (under WNSP Asia).

Kaca, Angela and Dafne attended the research training workshop after the staff meeting. Kaca developed a research concept note for the Ford Foundation on sexuality and the internet, focused on 1) the impact of policies around internet content regulations and actual censorship practices on sexualities, sexual health and sexual rights, and 2) sexual practices in virtual spaces, and how they affect notions of sexuality in society at large. Research will take place in Asia, Africa, LAC, North America, and Europe. It is worth noting that the research workshop process and participants helped to hone the concept brief into a successful proposal.

2.3.8 WNSP finance and fundraising

As mentioned, funders approved a third round of GenARDIS in 2007. GenARDIS 3 funders have pledged USD 344,400 to date and include IDRC (USD 155,000), CTA (USD 99,800), IICD (USD 24,600), and HIVOS (USD 65,000), with more donors being approached.

Chat met with Ineke Van de Pol of the Gender Unit of DGIS regarding their new "MDG3 Fund: Investing in Equality," geared towards achieving the third millennium development goal.[17] Its four priority areas are: 1) women's property and inheritance rights; 2) women's formal employment and equal opportunities in the labour market; 3) participation and representation of women in political bodies and governance; and 4) combating violence against women.

The fund's target groups include women and girls in situations of conflict, marginalised women, and adolescents. Ineke agreed that ICTs are important for women's rights, and stressed that organisational capacity and track record are important criteria. The call for proposals will be released in March. The minimum grant is EUR 900,000 for three years and a maximum of EUR six million.

Kaca, Chat and Jenny met with Barbara Klugman and colleagues at the Ford Foundation to present a two-year cross country research concept on sexuality and the internet that will focus both on internet policy on content regulation and censorship practice, linking the findings to the IGF as well as on sexual practice in virtual spaces. The amount is still to be negotiated once the proposal is developed.

Also while in New York, Chat, Kaca and Jenny met with Winnie Byanyima, director of the UNDP Gender Team, at her invitation, to explore potential gender and climate change work at a grassroots level in bringing women's voice and experiences to the table. This was a follow up to the WNSP's presentation at the UNDP Gender Team's Gender Equality and Knowledge Management Workshop held in Trinidad in October 2007.

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[17]   Promoting gender equality and the empowerment of women.

Angela's lobbying of IDRC and telecentre.org helped secure an additional USD 60,000 in funds for GEM Telecentre adaptors/evaluators to deepen their capacity to carry out local evaluations and inform the adaptation process. As several adaptors are APC members,[18] this is especially good news.

2.3.9 Staffing

Cheekay is now working for SUP. Her work for WNSP includes some GEM adaptation accompaniment in the theme of localisation, and coordination of the Feminist Tech Exchange in conjunction with SUP. Lenka will return as GEM practitioner's network coordinator on 10 March.

3.   Management Systems

3.1   Communications, promotions and media

The comms team worked with a skeleton staff for most of January as Karen Higgs was on leave until a week before the staff meeting. The two main activities carried out by the team were continuing preparation of the new APC.org website for launch in March and evaluating APC's impact in the media during 2007.

3.1.1 Publications

No APCNews/Noticias/Nouvelles were produced in January or February as focus was directed to the launch of the new APC website. We will soon introduce a new newsletter format and distribution based on the findings of the APCNews/Noticias survey.

In February, planning for the next annual report began, with all contributors being alerted to deadlines. We expect the final report in English to go online on 16 June and be ready in print a week later.

Also in February, articles from our pool of writers were published on the current APC website as well as on our blogs. Blogging also took place intensively during the height of the crisis in Pakistan in February.[19]

Christopher Coenen of the Büro für Technikfolgen-Abschätzung beim Deutschen Bundestag (TAB), an independent organisation doing consultancy and research work for the German government finalised a study on the use of the internet in Africa in which APC is mentioned in positive terms on several occasions. This German language report will help parliamentarians decide on funding priorities regarding ICT projects in Africa, funded by GTZ and InWent. The EED is also bound to read this report. Frederic Dubois, who met Mr. Coenen months ago, will report on the main mentions of APC as soon as he receives a copy.

3.1.2 Information dissemination and promotion

We all know that what APC stands for and does is not easy to explain to people outside the ICT4D sector. In an attempt to address the need by both staff and members who represent us to be succinct and easily understood, we have started the production of a booklet (or "little yellow book") which will explain in talking points APC's identity, mission and work. It will help us stay on the same page regarding who we are and what we do. We are very excited about this though it is rather a big challenge.

Analia has taken over coordinating the APC-ALER production of an Internet Rights Charter for Radio for the LAC monitor as part of her dual comms-CIPP role.

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[18]   Afriklinks, Mali (10 out of 60 telecentres); Phil CeC, Philippines (2 telecentres, 1 academy); UgaBYTES, Uganda (2 telecentres); CEPES, Peru (2 out of 12 telecentres); Colnodo, Colombia (1 telecentre).

[19]   See Shazad's blog entries.

Event coverage: In January, Analia coordinated the eLAC meetings (which actually took place at the beginning of February) coverage. She and the LAC Monitor coordinator appointed a person from ITeM (Inés Campanella) to cover the event on site. Inés did a great job, working remotely with Florencia (LAC Monitor content worker). A thematic newsletter is being produced.

3.1.3 Media

We are currently monitoring Google alerts in English, French and Spanish.[20] Results so far are showing some media coverage of APC in the mainstream media but with far more presence in the ICT/CSO media – what we refer to as "network circulation." A report entitled "Monitoring and evaluation of our impact in the media in 2007" was completed in February on the entire 2007 and tools set up for continued monitoring in the future.[21] The report finds that "APC has done relatively well in 2007 with mainstream media coverage, with articles appearing in some important South American publications. Articles in which APC is covered most often relate to four themes: free and open source software (FOSS), internet governance, gender and ICTs and access." A primary requirement of the report was to table recommendations to improve our outreach to the press and is full of useful strategies that have been rigorously tailored to our work context and environment. A public report will also be made available.

A content-republishing partnership established between APC communications and Agenda Global of ITeM in December 2007 will begin once APCNews resumes regular production. However content from the LAC monitor was republished in February[22] reaching a nationwide mainstream audience of 5,000 subscribers in Uruguay.

A second meeting coordinated by APC, on a potential media partnership between APC, Alternatives and the Canadian Broadcasting Corporation took place in February. Discussion focused particularly on possible collaborations in Francophone Africa. No specific project was developed, but there is a willingness to put together a joint proposal to CIDA to offer TV/radio (CBC) and internet (APC/Alternatives) technical training workshops to journalists in the South.

3.1.4 APC.org website

The new website will be made live in mid-March, though content will continue to be added in the months thereafter. The entire communications team has been focused on the site since the council meeting in November. The French and Spanish sites will be worked on particularly intensively in the second half of March.

Coordination and proofreading of the glossary, started in late 2007, was carried out essentially in January in collaboration with English editor Tori Holmes and French Karine Ducloyer. English and French glossaries are now complete.

We were delighted to see APC staff taking strong ownership of the logged-in sections of APC.org during the internal information management meeting. APC staff members have worked intensively on their assigned site sections, now also their responsibility to maintain.

3.1.5 Staffing issues

In 2005, APC and RITS entered into an agreement to work together on the production of a limited version in Portuguese of the APC.org website. RITS nominated an editor from its own staff to work with the comms team and APC provided technical coordination and

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[20]   The majority are in English, some in Spanish and very few in French.
[21]   http://apcwww.gn.apc.org/en/pubs/reports/media-impact-evaluation-apc-2007 (URL will change to www.apc.org)
[22]   http://derechos.apc.org/agenda_global_200802.pdf

financial assistance. Due to serious organisational challenges at RITS, we received very recent notification that RITS will no longer be able to work with us. We were offered the option to contract the editor on a freelance basis, but we chose not to do so as our real motivation is to work in partnership with RITS (an organisation with particularly strong content skills combined with a desire to network south-south in lusophone countries). We have decided to launch the Portuguese site in March with a clear caveat that the site is a limited language version (which was part of our original plans) and update it very periodically. Both RITS and APC would like to work together on building the site in the future when RITS' capacity increases.

We thank APC intern through IISD, Kelly Loverock, for her work over the last six months to improve our monitoring and evaluation systems (especially around media), our press outreach and content production. A key achievement is her media impact analysis which has produced a very solid report and put systems in place to continue monitoring in the future. We will be very sorry to see her go at the end of March.

Frederic worked actively on network development issues with Francophone members. See below in the Net Dev section.

3.1.6 Finance and fundraising

At this time, given the current management systems deficit, we are having to radically down-scale the report production. Our original budget of USD 21,000 contemplated a printed report in four languages (APC's three official languages plus a non-European language which will have a currency of up to three years given the frequent scarcity of ICT-related information in such languages). The current budget (only USD $6,000) permits a limited print run in English only and no translations.

Together with the finance team we started doing some research on alternative payment methods (such as PayPal) for our writers and translators, as many of these people invoice us very small amounts and bank transfer method is too costly.

With the collaboration of Alternatives (Michel and Caroline in particular), Frederic worked on a francophone exchange and training proposal that was submitted to the Organisation Internationale de la Francophonie in early February (during the staff meeting). If funded, the project would provide around USD 20,000 direct funding to APC, plus (and more interestingly) non-financial long-term benefits. A response is expected in April 2008.

Negotiations with IDRC led by Karen Higgs regarding APC prizes generated interest in the FOSS LAC camp. SUP submitted a concept note to Ben Petrazzini of IDRC and Kah continues to facilitate follow-up.

3.2 Finance

January was a relatively quiet month for the finance team. Maya was on leave until 15 January and Fatima until 22 January. Day-to-day tasks such as making payments and checking mail continued during the time APC was closed over the holidays and while Maya and Fatima were on leave. This helped to minimise backlogs and there were no payment delays.

Delays have been caused by power shortages. South Africa has been experiencing regular power cuts as the supplier, Eskom, is unable to meet demand and has embarked on a programme of load-shedding so that it does not completely deplete its resources. This impacted work in January and February as some weeks saw almost daily power outages of two to three hours per day. While we are learning to work around this, it does create frustration and delays as the finance server and other online systems can't be accessed during power cuts.

3.2.1 New finance systems

The automated expenditure reports have proved to be the most complicated area of the new systems. The finance team is still working on resolving all of the problems. We met with the consultants to learn how to fix and check that the automated report links to and reflects all data, including newly created accounts, in the ledger. The automated report contains more than fifteen worksheets and Misty spent time in January checking each section to ensure that the links are all working. Automated reports will be available from April. Maya has kept Magela (APC treasurer) updated on this situation.

From 1 January, the finance system featured a new request form for internal charges/payments. The form will record approvals and budget codes for all internal payments, which will be extremely useful for the audit trial.

The finance team has started writing detailed documentation on the new finance systems but there is much work to be done in this area. In January it updated the finance policies and procedures manual. While the manual should be continuously updated, currently it needs to be comprehensively re-written to accommodate the procedures and polices related to the new systems. The goal is to complete work on documentation this year.

In February, a new feature was added to APC finance server which provides access to various human resource information and financial reports to staff members, based on access levels. For example, the function allows the WNSP manager to have access to all financial reports in her programme, and she also has access to WNSP staff contracts and leave records. But the GEM project coordinator can access only the GEM financial report and her own leave and contract information. This function will allow staff to view up to date reports as soon as they are generated. At this stage the programming has been completed but the rules governing the access levels are still being developed. The function should be fully operative by mid-April.

3.2.2 Preparation for the 2007 audit

Preparation for the annual audit tends to take up the most time during the first three months of the year but as this is a very important responsibility it has to be a priority. By 25 January we submitted the ledger for 1 January to 30 September to the auditors so that they could start the interim audit.

3.2.3 Financial reports and budgets

While we finalise the automated financial reports, we have been producing manual reports for projects as needed:

- Un-audited financial statements for 2007 for the board and management
- Consolidated and detailed budgets for 2008
- Cashflow forecast for 2008
- First annual financial report to IDRC for GEM II project
- Financial report and budget update for the BCO coordination project.
- Audit for BCO coordination (for the period 1 December 2006 to 30 November 2007) completed and submitted to the funder before the deadline of 14 December
- Kictanet financial report for the project manager and funder
- IGF Rio financial report draft for manager
- Preparation for, and audit of, the National ICT Policy Portals Project
- 2008 management systems budget revision with Anriette.

3.3   Network Development

3.3.1 Participation in global policy spaces

See Section 2.2.5 'Global CIPP activities'.

3.3.2 Membership Working Group (MWG)

APC removed the membership application form from the public website in October 2007, informing interested applicants that the form would be back online in the New Year. The new form is scheduled to go online by 17 March 17 2008. In the interim, APC has received twenty applications from organisations that appear to be serious and sixteen applications from individuals.

Concurrently, the MWG is processing applications from KICTANet (Kenya), Sula Batsu (Costa Rica), BNNRC (Bangladesh), and Open Institute (Cambodia) based on existing criteria.

The MWG began a review of APC's membership development strategy and criteria in late 2007, which was put on hold during preparations for the council meeting and will be reconvened in March 2008. Part of this review will include consideration of how to respond to interest from individuals and staff and colleagues of former members.

3.3.3 Member meetings

Nothing to report at this time.

3.3.4 Member Travel Fund (MTF)

The MTF fund was frozen at the end of August 2007 as per discussions with the board at the May meeting in Barcelona. USD 10,000 of the total fund of USD 20,000 was allocated to the council meeting budget. Member will however be able to participate in some events with support through programme budgets.

3.3.5 Member Exchange Fund (MEF)

Please see section 2.1.4.

3.3.6 Member collaborative initiatives

The network development system supports the development of new initiatives between and amongst members, working closely with all programmes but particularly SUP. Two collaborative projects (Global Information Society Watch 2008 and the national portals initiative) were handed over to Strategic Management and CIPP and updates can be found in the relevant section of the CIPP programme report. New collaborative proposals being supported by the network development system include:

- Alternatives (Canada) proposal to La Francophonie
- CICEWA (with opportunities for members from the region to participate)
- ItforChange research call for proposals (three members have expressed interested in joining the research initiative)
- Privacy International 'Privacy in Asia' project (IDRC funded) – FMA (Philippines) and Bytesforall (Pakistan) are partners
- European Data Retention workshop and initiative co-organised by the Center for Media and Communication Studies (CMCS) at the Central European University (CEU), together with the Association for Progressive Communications (APC), will provide opportunities for all interested members in Europe

In the next board report, all programmes and systems will prepare a summary of member collaboration and participation in APC activities which will be included in the Network Development report.

In January, francophone networking was done at four levels:

1) Joint APC-Alternatives proposal writing to get an internship exchange and two ICT strategic use training sessions under way with APC's francophone members and

Alternatives partners in francophone Africa. The proposal was sent to the Francophonie office in early February.

2) Communication and guidance[23] offered to Alternatives' interns placed with APC francophone members, especially to those placed with partner organisation SeneLogic (Dakar).

3) The APC.francophone list was set up in late 2007, as a follow-up to the fruitful talks in Rio with all francophone members and staff. The list has been since used to provide information about funding opportunities, the Francophonie project, recent articles and activities of three members (Metamorphosis, Funredes and PROTEGE QV).

4) Frederic attended a Communautique Open Forum with all ICT groups in Montréal, Québec, Canada. APC promotional material was distributed and Frederic took part in break-away discussion groups looking into the creation of a new general agenda for ICT development/policy in Québec. This was a good opportunity to meet new people and give APC a presence and a voice in French. Outside of APC hours, Frederic wrote an article about internet access in rural areas of Québec for Alternatives. This is part of a trial partnership between APCNouvelles and the Alternatives monthly journal.

3.3.7 Partnerships

APC is collaborating with the Council of Europe and UNECE on research on public participation mechanisms in internet governance, building on our work on exploring the Aarhus convention as a working example. See strategic management section below for more on partnerships.

3.3.8 Internship programmes

The Alternatives internship programme has provided three interns to two APC members in LAC (LaNeta and ITeM) for a five month period (November 2007 to February 2008) and two interns to each of Voice (Bangladesh) and Protege Qv (Cameroon) for a four month period (December 2007 to March 2008).

3.3.9 Staffing issues

Due to current management systems financial situation, two of the network development staff, Vanessa Purper and Mylene Soto, will reduce their time from 100% to 75% FTE from 1 April 2008.

3.3.10 Finance and fundraising

Due to the current management systems financial situation, we have had to suspend two activities which directly involve members – the Member Travel Fund and member meetings - until such time that new resources can be found. This will impact on our capacity to involve members in our policy and other work in regional and global spaces, and we are therefore prioritising securing of scholarships wherever possible.
If the Alternatives proposal is successful there will be some funding to contribute to network development administrative costs generally and the MEF specifically.

3.4 Human Resources

This management system is 'staffed' by Anriette Esterhuysen who manages it with the assistance of Fatima Bhyat.

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[23] Website development guidance, presentation of promotional material, preparation for a field study, organisation of work, planning articles, and blog entries for APC's websites.

The APC annual staff meeting took place in Ithala in the first week of February. During this meeting an intensive discussion on HR issues took place. Based on the HR manual will be updated to make certain conditions of employment clearer.

Salaries: Staff requested a review of salaries based on what appears to be a reduction in actual income as a result of the falling rate of the US dollar. We hope to complete this exercise by the end of April, even if APC is not in a position to give increases at this point.

Performance management: Performance assessments for 2007 took place from December 2007 to February 2008. The results were good with 11 people qualifying for a performance bonus. The bonus payments were quite small, but people still appreciates the recognition.

Staff consulting rates: We have produced draft calculations that reflect staff members' costs to APC, taking into account overheads and payroll costs. This will help us to charge accurately for staff time for internal and external consulting. The calculations will be finalised and circulated to managers for comment during February and March.

Staff development: A year ago we planned for the final capacity development activity supported by the IDRC institutional strengthening project to focus on building research skills. The process started in February and included a needs assessment and a 2 day training workshop in Johannesburg after the staff meeting. The results have been very positive and have already fed into a successful proposal submitted to the Ford Foundation by the WNSP.

3.5   Strategic Management and Fundraising

3.5.1 Management and planning:

APC staff and strategic planning meetings: During January Anriette worked with Riff Fullan and input from management and the board to prepare a strategic planning outline for the next stage in APC's action planning for 2008-12. Chat stepped in to help facilitate.

The process had mixed success. It was quite difficult to combine all the elements of the strategic plan we work on in Rio with the more concrete phase of Ithala. On reflection we feel that 'outcome mapping' might not have been the best method for us, particularly not without a skilled facilitator. Having discussed this with various outcome mapping experts we think that we should have used elements of outcome mapping rather than try to do the entire process using outcome mapping.

Nevertheless we have a very rough document outlining strategic priorities. The next phase of development is to include more detail and some key activities. We do need a comprehensive plan by April to share with members.

APC internal information management meeting: From 29-31 January, an internal information management meeting was held in Johannesburg, South Africa. The meeting preceded the staff meeting and was co-organised by SUP working with the executive director. The main goal was to develop a plan for future internal information management. The main discussions focused on the tools that APC currently uses, access to sensitive information, document file naming and formats, migrating away from old spaces that will no longer be used (such as the current apc.org and intranet), workflow for new collaboration space creation, and integrating numerous APC wikis. The outcome of the meeting is a work-plan for the near future related to new APC.org development, PMSpace development, and the rationalisation of current wiki spaces.

3.5.2 Partnerships

Building Communication Opportunities (BCO) meeting: Chat and Anriette attended the BCO meeting in Delhi, India during the week of 11 February, where BCO partners decided to become a more outward-looking network rather than an internal learning space. A full report from Lauren Fok, BCO coordinator is expected.

Anriette spent a fair amount of time during this period on supporting Lauren Fok, BCO coordinator, in preparing for the strategic planning and for the BCO impact workshop to take place in London in March. She also had to deal complete reporting for DFID.

One World South Asia: With financial support from BCO we organisd for Shazad Ahmad, APC council member from BytesForAll in Pakistan, to attend a conference on ICT and climate change in New Delhi in early February.

GKP: APC made itself available to nomination to the executive committee of GK3 and will make a statement of intent by 15 March.

Burkeman Centre: APC was invited by the Burkeman Centre to attend training on e-advocacy in Istanbul in February. Al Alegre attended in his FMA capacity and Anna Feldman represented APC as all staff were in the staff meeting and APC will have an ongoing relationship with Anna in advocacy training.

Giswatch: GISWatch went through a difficult budgeting process as we did not have enough funds to start implementation based on the original budget. After much consultation between ITeM, Hivos and APC a balanced budget was developed but unfortunately at this time there is not enough funds to produce a printed edition. We believe that we will be able to raise more fund in the course of the year. IDRC hope to make a contribution for a 2009 edition on Access to Knowledge.

Unfortunately APC had to reduce its planned contribution of $45,000 to $25,000 because the grant we draw this from (from the Ford Foundation) is the only grant we can use to support global networking and advocacy which is one of the areas in Management Systems which does not have other sources of funding.

Fortunately one of our partners, Bread for the World, increased their contribution from $9,000 to $29,000.

3.5.3 Governance

The new APC board had its first meeting in Ithala from 2-4 February. The meeting went well and the board worked hard on planning, organisational structure, and on the APC governance manual (among other tasks). Following the meeting Anriette followed up with APC's lawyers on some elements of the new bylaws that were not entirely clear. The minutes were available in less than three weeks after the meeting due to the efforts of Kat Walraven and APC's secretary, Andrew Garton.

3.5.4 Fundraising

Most of Anriette's time during January and February was spent on fundraising. This included:
- Proposal development with the WNSP and CIPP with submissions to ICA, SIDA and Google
- Meeting with SDC in Geneva in late February
- Ongoing relationship building with SIDA (Swedish) and Google.
- Contact with existing funders to pursue further support focused on IDRC, DGIS and the Ford Foundation.
- A potential new funder, Finnish Foreign Affairs, was approached in February.

Much has been reported on in the programme sections. Both CIPP and WNSP are actively raising funds and SUCB has produced two proposals.

Fundraising results in January and February: SDC has once again declared their interest in supporting APC but not towards core expenses. They want to discuss support in three areas: global policy spaces, particularly WSIS follow up and IGF; climate change and ICTs; and awareness raising and skill building in ICTs with SDC country offices. Next steps are for APC to present them with more concrete ideas. They can only start funding in mid-2008 and will consider a 2-year grant for a relatively small amount of $50-100,000.

Positive results and significant contributions to the management systems deficit emerged from the CIPP negotiations with IDRC which will produce a large grant (>$200,000) for CIPP work in Latin America (Andean region) and the CIPP media piracy grant.

The EB will be presented with updated budgets in the last week of March. Short and medium term prospects are looking good, but the longer term (2009) is still a major challenge.

END

Appendix: Events APC participated in from January to February 2008

January 2008

12-16	Harambee Workshop	Kampala, Uganda
23	Media Piracy workshop	Johannesburg, South Africa
29-31	APC Content planning workshop	Johannesburg, South Africa
29-30	APC CICEWA planning meeting	Johannesburg, South Africa
30-31	WNSP feminist tech camp meeting	Johannesburg, South Africa

February 2008

1-7	APC board and staff meeting	Ithala, South Africa
9-10	APC Research training workshop	Johannesburg, South Africa
4-5	GAID, IADB, IDRC-ICA and ECLAC LAC Seminar on ICT for D	San Salvador, El Salvador
6-8	2nd Ministerial Conference on the Information Society eLAC2007	San Salvador, El Salvador
8-9	OneWorld South Asia 7th Annual meeting: ICT and climate change	New Delhi, India
9-10	APC Research workshop	Johannesburg, South Africa
12-14	BCO partner meeting	Delhi, India
20-22	OSIWA et al Regulators Capacity Building workshop	Accra, Ghana
23-24	SSRC/Annenberg Media research workshop	Pennsylvania, USA
25-7 Mar	52nd Session of the UN Commission on the Status of Women	New York, USA
26	IGF Open Consultation	Geneva, Switzerland
28–1 Mar	CONGO Board meeting	New York, USA