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Service Œcuménique  
pour la Paix



*Ecumenical Service  
for Peace*

# ECUMENICAL SERVICE FOR PEACE ANNUAL NARRATIVE REPORT 2018

ANNUAL NARRATIVE REPORT 2018

**JANUARY 2019**

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# GENERAL INTRODUCTION

**T**he year 2018 was a smooth year at the Ecumenical Service for Peace. Some activities scheduled, presented and validated by the board of directors were implemented. The organisation participated actively in network activities. The Norbert Kenne Memorial Peace House continued to provide services to clients. However, the year came up with its own difficulties. Some projects written and presented to funders were not funded. In addition some activities scheduled in the 2018 work plan were not executed due to insufficient funds.

All these elements made 2018 a busy and challenging year.

## Message from the Chairman of the Board of Directors



On behalf of the Ecumenical Service for Peace (SeP) staff and Board of Directors, it is my pleasure to present to you the Annual Report of SeP, which demonstrates our achievement in 2018. The year witnessed positive operational developments. The recruitment of a new Director has assured our ability to help continue with the work for peace. We look forward to framing our strategic plan of intervention and execute it through partnership and networking. Our mission is to continue to move forward. This report tells you about some of the accomplishments of this year. May I also take this opportunity to wish everyone a peaceful and rewarding year 2019. May the good Lord renew the energies, devotion and inspiration of all workers of SeP.

**Rev. Prof. Anyambod Emmanuel Anya**

**Chairman of the Board of Directors**

## Message from the Director



We all have a duty to make change happen or to be part of the change process.

The Ecumenical Service for Peace (SeP) role is centered on contributing to a positive change of the Cameroonian society. We have continued to generate evidence to sensitize the public in accordance with pressing social issues. At the same time and in collaboration with a partner organisation, a capacity-building program was implemented in view of having a competent staff to respond to the organization's objectives. This report shares the work of the Ecumenical Service for Peace for the year 2018. Special thanks to the president of the World Dynamics of Young People, a partner organisation who accepted to give a technical support for the capacity-building program. Finally, we say thank you to SeP Board of Directors, members, staff and interns. We are together and hope to continue to rely on your support in the coming year.

**Fomekung Solomon Hope**

**Director**

# I.NGO Activities

**NGO** activities focused around the key axis of the organization spelt out in its 2018 work plan.

## I.1- Summary of the 2018 work plan

The implementation of this work plan derived from one general objective and four specific objectives, each of them having axis of intervention with identified activities to reach out the said objectives.

The objectives were

### GENERAL OBJECTIVE:

- Revamp SeP into a vibrant and responsive organisation

### SPECIFIC OBJECTIVES:

- Ameliorate SeP funding capacities
- Increase SeP visibility as an NGO
- Improve on the skills and productivity of SeP's workers
- Increase the organisation of workshop, conferences

Each specific objective had an intervention strategy (Axis of intervention) with identified activities as presented on the table below:

N°	Activity	Expected result	Indicator	Source of verification	Person in charge
1.1	Identification of the number of parish churches of the Eglise Evangelique du Cameroon (E.E.C) and the Presbyterian Church of Cameroon	The various churches are identified by SeP	Number of churches identified	Document presenting the mapping of churches	-Director -Volunteer

<b>N°</b>	<b>Activity</b>	<b>Expected result</b>	<b>Indicator</b>	<b>Source of verification</b>	<b>Person in charge</b>
<b>1.2</b>	<b>Transmission of letters to the head of each parish for rendezvous solicitation</b>	<b>Appointments are obtained in the various parishes</b>	<b>Number of letters transmitted</b>	<b>Minutes of meetings</b>	<b>-Director -Volunteer</b>
<b>1.3</b>	<b>Meeting with the heads of each parish to advertise SeP's services</b>	<b>SeP services advertised</b>	<b>Number of pastors met</b>	<b>Minutes of the meetings  Articles on website</b>	<b>-Director -Volunteer</b>
<b>2.1</b>	<b>Building of a new website for the organisation</b>	<b>SeP's website revamped</b>	<b>Number of visitors of the website</b>	<b>Website link</b>	<b>-Director -Webmaster</b>
<b>2.2</b>	<b>Production of a terms of reference document on SeP's new communication strategy</b>	<b>Terms of reference document elaborated</b>	<b>Number of terms of reference document</b>	<b>SeP's archives</b>	<b>-Director -Volunteer</b>
<b>2.3</b>	<b>Listing of current and past institutional and financial partners of SeP</b>	<b>List of partners elaborated</b>	<b>Document presenting the list of partner</b>	<b>SeP's archives</b>	<b>-Director</b>
<b>2.4</b>	<b>Inform institutional and financial partners about SeP actions and new initiatives</b>	<b>Financial partners informed about SeP's new initiatives</b>	<b>Number of financial partners informed</b>	<b>-Mail -Letters</b>	<b>-Director</b>
<b>2.5</b>	<b>Update attractive visuals reflecting SeP's vision</b>	<b>SeP's visuals updated</b>	<b>Number of visuals updated</b>	<b>-Leaflet</b>	<b>-Director</b>

<b>N°</b>	<b>Activity</b>	<b>Expected result</b>	<b>Indicator</b>	<b>Source of verification</b>	<b>Person in charge</b>
2.6	Portrait valorisation of the history of SeP (pictures of former directors)	Portraits available at SeP	Number of portraits hanged	SeP's offices	-Director
2.7	Representing the organisation in network meetings	SeP's visibility increased	Number of meetings attended	Pictures Activity reports	-Director
3.1	Training in project conception and elaboration	Knowledge and skills acquired in project conception and elaboration	Attendance list of the training	-Pictures Report of the training	-Website -Director
3.2	Training in writing reports, articles and taking of pictures for activities	Knowledge and skills acquired	Attendance list of the training	-Pictures Report of the training	-Website -Director
3.3	Training in the use of excel and PowerPoint	Knowledge and skills acquired	Attendance list of the training	-Pictures Report of the training	-Website -Director
3.4	Training in the monitoring and evaluation of projects	Knowledge and skills acquired	Attendance list of the training	-Pictures Report of the training	-Website -Director
3.5	Training in workshops and seminar animation techniques	Knowledge and skills acquired	Attendance list of the training	-Pictures Report of the training	-Website -Director

N°	Activity	Expected result	Indicator	Source of verification	Person in charge
3.6	Training in capitalisation of activities	Knowledge and skills acquired	Attendance list of the training	-Pictures Report of the training	-Website -Director
4.1	Organization of a conference on extractive industries	Participants sensitized the topics related to extractive industries	Attendance list	Pictures of the event Report of the conference	-Website -Director
4.2	Opening of a multimedia documentation center on peace, non-violence and human rights (library) Documentation center opened to the public	Number of visitors at the center	Number of books available	SeP's library	-Website article -Director
4.3	Working visit in the headquarters of the two churches (E.EC and P.C.C) Working visit done and SeP's new director and perspective presented to church heads	Mission order of the activity	Pictures of meetings	Report of the activity	-Website -Director
4.4	Workshop on the sharing of SeP's vision	Knowledge acquired on SeP's vision by SeP members	Attendance list of the workshop	-Pictures Report of the training	-Website -Director
4.5	Capacity building workshop of board members on mediation	Knowledge and skills acquired	Attendance list of the training	-Pictures Report of the training	-Website -Director

## I.2- Execution of the work plan

### *Axis 1- Amelioration of the communication strategy of the N.K.M.P.H*

**T**hree activities were planned following recommendations from the ad hoc group set up by the board president after the last General Assembly. The General Assembly was held in September 16<sup>th</sup> 2017, to work on finance and fundraising strategies. Concerning fundraising aspects, the committee recommendations to the Director were to advertise the Norbert Kenne House services to the two tutor churches of SeP, notably the Presbyterian Church of Cameroon and Eglise Evangelique du Cameroon as a means to raise income. Notwithstanding, the above mentioned activity scheduled was not implemented, reasons being that most clients of the Norbert Kenne Memorial Peace House are from the Said churches, and therefore already receiving information concerning Norbert Kenne Memorial Peace House Services. After thorough consultation with the house manager, the Director did not deem it necessary to implement the scheduled activity.

### *Axis 2– Reinforcement of SeP communication strategy*

**O**ut of six activities initially scheduled here, three have been implemented. They include the building of a new web site for the organisation, the update of SeP brochure and portrait valorisation with the availability of the pictures of the former directors in the director's office. The writing of the new communication strategy document for SeP necessitates the support of a consultant, expert in the domain of communication who will help produce a good document. The listing of the former financial and technical partners and informing them on new initiatives has been postponed to the 2019 plan of action.

### *Axis 3- Organisation of capacity building sessions*

**O**ut of the six capacity building and training sessions planned, five were effectively organised thanks to the help from the World Dynamics of young people, who were the main partners. Their help consisted mainly of providing material and resource persons for all five training sessions while SeP was in charge of coffee breaks and lunches to participants throughout the trainings. The only training session that failed to hold was that on monitoring and evaluation. It failed due to the fact that Mr. Zebaze Joseph who was to be the main resource person, could not be available at the time when the training was scheduled.



# Training on project conception and elaboration





**Training on report  
and article writing**





# Training on seminar animation techniques





## **Training on Excel and PowerPoint**



# Training on knowledge management



#### *Axis 4 – Administration and management of SeP activities and projects*

Five activities were programmed but only one implemented. The implemented activity was on the organisation of a conference on extractive industries held at SeP on July 21 2018; As for the other activities (opening of a library, working visit to the headquarters of SeP tutor churches, workshop on sharing SeP vision and workshop on mediation) they have been postponed to the 2019 plan of action

### **Conference on the extractive industries transparency initiative (EITI)**



## **I.3- Other outreach activities**

Beside the activities of the 2018 work plan, other activities were also carried out. They can be categorised into two groups: network activities and activities implemented in collaboration with other organisations.

### **I.3.1- Network activities**

They include activities carried out with the Cameroon Action Network on Small Arms (CANSa) and the new EITI civil society platform.

#### **(a) Cameroon Action Network on Small Arms**

The Cameroon Action Network on Small Arms (CANSa) is a network created in 2004 and works against the illicit proliferation of small arms and light weapons. A constituent General Assembly of the network was organised on November 2017 and SeP was elected at the vice presidency of the network. For the year 2018, the director participated and contributed at a three-day workshop in Mbalmayo organised in January on the role of the national administration in the internationalisation of the process of the Arms Trade Treaty. During this workshop, the first meeting of the new executive of the network was held. Other executive meetings were held and witnessed the participation of the director. From 11 till 13 June 2018, the director participated at the first conference of states parties to the Kinshasa convention under the theme 'Access to small arms and light weapons by non-state actors :A threat to peace and security in Central Africa.' An exposition on the works of SeP in the domain was done during the event.

#### **(b) Extractive Industry Transparency Initiative Civil Society Platform**

The Extractive Industry Transparency Initiative is an International norm on transparency in the extractive industries sector. It is a multi-stakeholder (Government, Companies and Civil Society) process that seeks to verify and publish company payments and government revenues from oil, gas and mining. Presently, we count fifty-one (51) countries implementing the initiative around the world amongst which Cameroon is a member. The director participated in its last committee session in the month of May before the decree of the Prime Minister reorganising the committee. In this decree, two seats are left for representatives of the civil society and some former civil society organisations like SeP are outgoing. Following the civil society protocol of the EITI standard, which stipulates that civil society organisations have the responsibility to designate their members, a new platform has been created known as platform of representation and accountability of civil society organisations working in the monitoring of governance in the extractive sector. The director has participated in a series of meetings held between the months of September till December and has been elected into the steering committee charged with organising the election of the new two civil society organisations which will sit as civil society representatives at the EITI committee as from the months of February following a protocol which has been adopted by organisation members of the platform.

### **I.3.2- Activities implemented in collaboration with other organisations**

On April 12 2018, the Ecumenical Service for Peace in partnership with the World Dynamic of Young People organised a workshop under the “Development Practice of active citizenship. The workshop was organised on Thursday the 12<sup>th</sup> at the Desmond Tutu hall of the Ecumenical Service for Peace. The workshop's main objective was to make known the book entitled 'Citoyenneté active au Cameroun : Enjeux, défis et perspectives' produced by Friedrich Ebert Stiftung Cameroon in collaboration with a reflection group. Every citizen has a center role to play for a better society. For this reason, it is important to acquire competences, which are fundamental, as well as attitudes linked to active citizenship. Twenty-eight participants attended the workshop and at the end, recommendations given to be implemented gradually. A copy of the book was distributed to each participants at the end of the activity.

### **Training workshop on active citizenship**



## The International Youth Fair

From July 10 till July 14 2018, the Ecumenical Service for Peace honoured an invitation to participate at the International Youth Fair organised by ACADER. SeP was given a booth where expositions of our publications were done. The Minister of Youth and Civic Education, his Excellency Mounouna Foutsou, appreciated our works while he visited our booth. SeP through its volunteers did two presentations during the conference on peace organised during the event.



### SeP Director greeting the Minister of Youth and Civic Education

Lastly, the director assisted the Ad Hoc committee set up during the last SeP General Assembly. The gathering was held in September 2017 to work on the improvement of the financial report and fundraising strategies of the Ecumenical Service for Peace. The committee met three times within the months of February, March and June 2017. The final report was delivered to the board and adopted during the board meeting, held in July 02 2018.

## II. Project Proposal Development

The year 2018 was not a fruitful one in terms of project funding. One project was written and submitted but was not funded. Below is a summary of the project:

N <sup>o</sup>	Project Title	Funding Partner	Amount	Remarks
01	Impulse of the effective political participation of women in the Bafia council, Centre I Region, Cameroon	The Africa Regional Democracy Fund	12 035 00 FCFA	No response

## III. Highlight

-In July 2018, a board meeting was summoned by the President of the Board of directors of the Ecumenical Service for Peace. During this meeting, the final report of the ad hoc committee in charge of the improvement of the financial reporting and fundraising strategies of the Ecumenical Service for Peace was adopted. Also at the session, a work plan for 2018 alongside its budget was presented by the Director and also endorsed by the board. Were also endorse by the board the work plan for 2018 presented by the director with its budget. The director presented the situation on the non-payment of rents by certain tenants and SeP's new website during the meeting in October 2018, the director did an International trip to Dakar, Senegal where he represented the organisation in a training and consultation meeting of Civil Society Organisations. This gathering was organised by the section of the World Bank involved in the governance of natural resources in general and in the implementation of the Extractive Industries Transparency Initiative in particular. the director took part in this training as a member of the Publish What You Pay Cameroonian branch and member of the EITI committee at the time. The training was very enriching and the director intends to share the knowledge gotten for the benefit of the organisation.



### **Family picture of the consultation meeting – Dakar**

The organisation offered opportunities to volunteers and students. The Director worked with a team of three volunteers from January until November 2018. They are Adelaide Kolokou, Tchouamou Dany and Tchoumegni Hugues. They greatly assisted the Director in the implementation of some activities of his work plan. Beside them, the Director admitted two students. They include Baalaane Grâce who worked for two months (July and August) and Tchocothe Stella who worked for six months (June till December)

# Conclusion

Generally, the year 2018 was a smooth year. Activities focusing on the visibility issues were organized and SeP is gradually but surely regaining lost grounds within the civil society family in Cameroon.

Visibility and credibility will be crucial to funder relations and much has been done in this direction this year. In the year 2019, more emphasis will be focused on promoting SeP image through the organisation of conferences, training sessions and debates. A particular attention shall be laid on writing project proposals for funding. Considering that it is increasingly difficult to attract external funding, more efforts will be made to secure local funding. Concepts will be developed and presented to bi-lateral partners and international NGOs for possible funding.

## SIGNATORIES

THE DIRECTOR

BOARD OF DIRECTOR'S REPRESENTATIVE