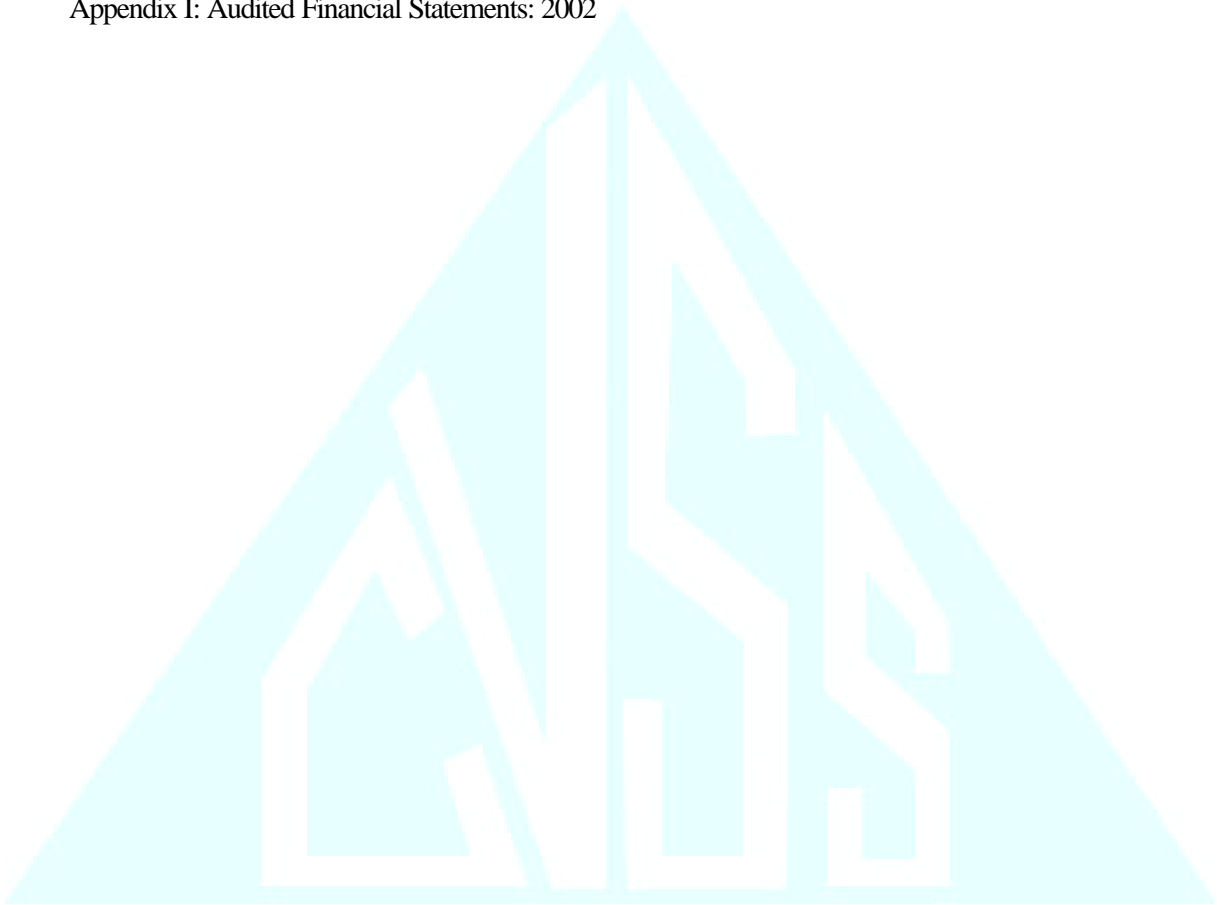




CONTENTS

Report to Stakeholders	1-10
CVSS Membership Listing	11-13
Appendix I: Audited Financial Statements: 2002	



REPORT TO STAKEHOLDERS



*Professor the Hon.
Errol Morrison OJ, Chairman*

OVERVIEW

The Council of Voluntary Social Services was an active participant in public and private sector and civil society consultations on the promotion of volunteerism, inner-city renewal, HIV/AIDS, crime and violence, CARICOM and Single Market Economy (CSME), Youth Policy and other activities of national significance during the period under review.

Dialogue was maintained with the international and local donor community for resources to implement development programmes. CVSS played a key role in the provision of relief and rehabilitation assistance to those affected by disastrous flood rains.

At this juncture, we wish to commend the membership of the Council, the Executive and staff for their commitment and determination in keeping the CVSS at the helm of the NGO sector. Our goal is to build the capacity of members, create sustainable alliances, facilitate mutual support and joint action and to represent the concerns of the sector at the national and international levels.

PARTNERS IN DISASTER RELIEF AND REHABILITATION PROGRAMME

In response to the devastating floods of May 2002, the Council of Voluntary Social Services and the United Way of Jamaica partnered with the National Commercial Bank to establish the CVSS/United Way/NCB Challenge Fund. The fund which was seeded by the United Way of Jamaica, saw the NCB matching the \$11.6 million dollars contributed by corporate and individual donors, making a pool of \$23.2 million dollars available to effect emergency relief and rehabilitation programmes.

The partners in the emergency and rehabilitation activities were Council members: Jamaica Red Cross, Salvation Army, Jamaica Agricultural Society and the Jamaica 4-H Clubs.

Reports from partner agencies indicate that over 10,000 persons received assistance.



Partners in relief effort: Colonel Clinton Burrowes, Salvation Army (2nd right); Mr. Winston Smith, Jamaica Red Cross and Mr. Desmond Thompson of Jamaica 4-H Clubs are all smiles as former Managing Director of National Commercial Bank, Mr. Christopher Lowe (right) presents a replica of a cheque of \$1 million to help with relief efforts in the aftermath of May/June 2002 floods. (l-r) CEO Mrs. Winsome Wilkins and Chairman, Professor Errol Morrison look on.

NGO Management Training Programme

The two-year training programme done in collaboration with the University of the West Indies through funding from the Caribbean Development Bank was in its second year and making steady progress. A total of fourteen students were enrolled in the programme.

Project Writing Workshops

The Embassy of Japan financed two Project Writing Workshops in 2002. The workshops were held during the period September 2-5 and 16-19, 2002 at the University of the West Indies Social Welfare Training Centre. Eighty-two persons from forty-nine organizations participated in the Capacity Building for Project Cycle Management Level I Workshop and fifty-six persons from thirty-eight organizations participated in the Level II Workshop.



The Ambassador of Japan, His Excellency Isao Otsuka, hands over grant agreement Documents to the Chairman, Professor Errol Morrison. Vice Chairman, Mr. Carlton Levy, looks on.

Institutional Strengthening Project

Dialogue was maintained with the Inter-American Development Bank to refine the project proposal. This 3-year project proposal, which is expected to be finalized in the first quarter of 2003, will have three components:

- i. Institutional Strengthening for CVSS and affiliates
- ii. Training of NGO professionals and volunteers
- iii. Establishment of Information and Documentation Centre

Camp Road Facilities

In November 2002, a delegation comprising Professor Errol Morrison, Carlton Levy, Carlton Stephen, Beverley Lewis and Winsome Wilkins met with the Executive Director of JSIF to discuss a proposal to develop facilities at 2b Camp Road to allow the Council to undertake specialized training programmes and for the Secretariat to better serve its stakeholders.

National Registry of Volunteers

Following on the International Year of Volunteers (IYV) in 2001, The Council is firm on its commitment to have established a National Registry of Volunteers. Assistance is being sought from the Environmental Foundation of Jamaica to provide a Technical Assistance grant to prepare the proposal. When established, the National Registry of Volunteers will develop and maintain a network of volunteer service providers by identifying and registering volunteers;

facilitating access to volunteer programmes for persons wanting to give service; matching the right volunteer to the right programmes based on the available skills and stated needs; facilitating international organizations wishing to give voluntary service in Jamaica and expanding Jamaica's volunteer corps.

Vice-Chairman, Mrs. Beverley Lewis, chaired a follow-up IYV consultation on October 29, 2002 at the Alhambra Inn, Kingston. The purpose of the consultation was to ensure the continuation of efforts to promote an enabling environment for volunteer activity. In attendance were the Ambassador of Japan, His Excellency, Isao Otsuka, UNDP's Deputy Resident Representative, Mrs. Blanche de Bonneval and 40 representatives from Civil Society organizations.



Mrs. Mary Clarke, PIOJ's representative on the National IYV Committee discusses issues related to a Policy for Volunteering in Jamaica at IYV Workshop. Looking on (l - r) are: Ms. Laila Khan, UNICEF, His Excellency, Ambassador Isao Otsuka, Embassy of Japan; and the Rev. Canon, the Hon. Weeville Gordon, Custos of Kingston.

INTERNATIONAL VOLUNTEERS DAY

A post International Year of Volunteer (IYV) consultation was held in Bonn on June 12-14, 2002 and the CEO was invited to make a presentation on Jamaica's involvement in IYV celebrations.

The Council continued to be the lead local counterpart with the United Nations Volunteer Programme in Jamaica in the observance of International Volunteers Day. On December 5, 2002 projects were undertaken at the regional level and the focus was on early childhood education and environmental sustainability. Volunteers were engaged at the Citizen's Advice Bureau Basic School in Kingston, Hugh Sherlock Basic School in May Pen and the Hope Basic School in Falmouth.

MEMBERSHIP

Despite efforts to improve membership fee collections, less than 50% of the membership paid their annual fees.

SECTOR ACTIVITIES

- **Youth Sector**

The CVSS was designated the national lead agency for Global Youth Service Day celebrations during April 22-28, 2002. Youth Sector members collaborated with the National Centre for Youth Development and with support from Ms. Adenike Stephenson, National United Nations Volunteer



planned and implemented activities under the theme: "Youth Volunteering for a Better Jamaica." The launch ceremony held at the Kingston YMCA, was attended by Professor Rex Nettleford, Minister of State in the Ministry of Education, the Honourable Fitz Jackson, the Custos of St. Andrew, the Honourable Carmen Stewart, Mrs. Gillian Lindsay-Nanton of UNDP and Mrs. Laila Khan of UNICEF.

The week of activities included a Thanksgiving Service at Meadowbrook United Church, volunteer recruitment drives within schools, panel discussions involving youth club members, secondary school and tertiary students at the Kingston YMCA auditorium, and a reading exposition hosted by the Jamaica Association for Children with Learning Disabilities at the Tony Spaldings Sports Club in Trench Town.

Youth Sector members were active participants in the Jamaica Social Policy Evaluation discussions, Draft Youth Policy Document, UNICEF's presentation of findings on adolescence in Jamaica, as well as, Child Month activities. Among the members hosting Summer Camps were Hope for Children and 3Cs. They camped 170 youngsters in the 9-14 age groups under the theme: Rehabilitating and Equipping Youths with Coping Skills.

Three persons from Hope for Children Development Company attended the United Nations Children's Conference held in the USA during May 4-10, 2002. The CVSS was elected Deputy Chair of the Coalition on the Rights of

the Child through its representative Mr. Joslin Chambers and Mr. Phillip Downer was the CVSS representative on the Elimination of Child Labour Committee of the Ministry of Labour and Social Security and the Juvenile Advisory Council.

Ms. Georgia Scott of Youth Opportunities Unlimited participated in the Inter-American Development Bank's sponsored Design and Management of Social Policies Programme held in Washington D.C. in June 2002.

Nine member agencies received grants in excess of \$26 million under the USAID's Uplifting Adolescent Project, managed by People's Action for Community Transformation (PACT). Their programmes have had direct impact on more than 5,000 youngsters.



Students from VOUCH/Sylvia Foote Basic School in action.

A further seven agencies received grant funds in excess of \$16 million dollars from the Environmental Foundation of Jamaica for capacity building and child survival programmes. Through the United



Way's Citizens Review Process and Donor Designation Programme, twenty-three agencies received grants totalling \$19,595,880.

- **Health Sector**

The major focus of the Health Sector member agencies is on training, health care, education, awareness programmes and counselling. The goal for the sector was to create greater awareness of the work of the agencies using the various media houses. A 15-minute slot on radio was initiated but this was not sustained, as it required agencies to develop a profile prior to the presentations and time was often limited. Members participated in the KRC/PIOJ Luncheon discussions on Inner-city Culture and Activities as well as the Green Exposition.

Members observed their respective focus days during 2002. The Diabetes Association celebrated 'World Diabetes Day' under the theme: Diabetes and Obesity. The Jamaica Cancer Society's observed April as 'Cancer Awareness Month' while the Heart Foundation had its 'Fun Run' to mobilize resources and create greater public awareness of the work of the organization in the prevention of heart diseases.

Findings on children who were orphaned by HIV/AIDS done by the Centre for HIV/AIDS Research and Education Services (CHARES) and the National Aids Committee report on HIV/STI control programmes were presented at meetings of the Health Sector.

The Jamaica Association for Persons with Mental Retardation expanded their facilities on 7 Golding Avenue, Kingston. It was officially opened by the Prime Minister, the Honourable P.J. Patterson on April 18, 2002

- **Gender and Community Sector**

Arising from the recommendation of the President, Professor the Honorable Rex Nettleford, the name of the Women and Community Sector was changed to Gender and Community Sector. The Sector, under the leadership of Ms. Gerlin Bean, met regularly throughout the year. Ms. Michelle Davis from the Centre of Gender Studies at the University of the West Indies facilitated a dialogue with members on Gender Issues. Members had concerns about the influence of crime and violence on their programmes and the harsh economic conditions under which they had to function. They began the process of planning a national consultation for 2003.

The CVSS participated in the planning sessions for Helpage's "Older People's Forum" held in preparation for the United Nations World Assembly for Older People held in Madrid in April 2002. Mrs. Sybil Francis from the Council for the Aged was among Jamaica's delegation.

Many agencies had anniversary celebrations. The Moravian Women's Fellowship celebrated their Diamond Jubilee and the Baptist Women's Federation celebrated their 80th year.

NETWORKING AND COLLABORATION

- The Chairman was at the forefront of efforts to consolidate the work of the Voluntary Sector. During the year, the CVSS facilitated several meetings with umbrella NGOs with a view to developing a framework for greater and more effective collaboration.

Chancellor of the University of the West Indies, Sir Shridath Ramphal met with thirty-eight representatives of the NGO community at a Business Luncheon hosted by CVSS/United Way and the University of the West Indies at the Courtleigh Hotel on September 4, 2002. The theme of the Chancellor's presentation was "The Role of Civil Society Nationally, Regionally and Globally".



Sir Shridath Ramphal (left), Chancellor of the University of the West Indies, in dialogue with members of Civil Society Organizations. Seated beside him from left to right are: Mr. Elon Beckford, United Way of Jamaica, Miss Elsie Sayle, Vice-President of CVSS and Mrs. Winsome Wilkins, CEO.

- The Chairman, Professor the Honourable Errol Morrison, was the United Way of Jamaica's nominee for the Outstanding Volunteer Award, at the Global Assembly in Cape Town South Africa in May 2002. He was

specially recognised throughout the Assembly.

- The Chief Executive Officer, Mrs. Winsome Wilkins and Mrs. Beverley Lewis attended and participated in the Caribbean Civil Society Forum in Guyana on July 1-2, 2002.

- The Chief Executive Officer participated in meetings of the Core Committee of the Inner City Renewal Programme facilitated by the Office of the Prime Minister.

- The CVSS participated in the evaluation of the Ministry of Labour and Social Security's Disaster Relief Policy, the World Bank's Caribbean Youth and Adolescent Development study and the Stakeholders Consultation Meeting on the United Nations Development Assistance Framework (UNDAF).

- The Medical Association of Jamaica selected the CVSS for its 2002 President's Award for service to community.

- At the request of the Ministry of Labour and Social Security, the CVSS nominated Mr. William McLeod to sit on the Steering Committee established to monitor the implementation of the Programme of Advancement through Health and Education (PATH).

- 700 books related to Non-profit management were received through United Way International to improve the stock at the Carlton Alexander Resource Centre.

- The CVSS maintained its relationship with International



Development Partners, Government Ministries and Departments, Umbrella Organizations and other key stakeholders. These included:

- ? Inter-American Development Bank/Civil Society Advisory Committee
- ? United Nations Development Programmes/United Nations Volunteers
- ? World Bank
- ? Jamaica Social Investment Fund
- ? Environmental Foundation of Jamaica
- ? Embassy of Japan
- ? Office of the Prime Minister
- ? Ministry of Finance
- ? Ministry of Labour and Social Security
- ? Ministry of Education, Youth and Culture
- ? Ministry of Health
- ? Planning Institute of Jamaica
- ? University of the West Indies
- ? University of Technology
- ? United States Peace Corps
- ? United States Embassy.

ADMINISTRATION

• Finance

The audited accounts for the year ended December 31, 2002 are detailed at the end of the report. Highlights of the out-turn for the year may be noted as follows:

- o A deficit of \$103,784 was recorded in 2002, as compared to a deficit of \$511,240 in 2001. Accordingly, the accumulated deficit rose by 4.53% to

\$2,394,258 as at December 31, 2002.

- o On the balance sheet, net current liabilities at year-end stood at \$3,215,128 as opposed to a figure of \$4,124,499 in 2001.
- o Cash and cash equivalent balances stood at \$59,453 on December 31, 2002 representing a decrease of \$274,622 over the previous year.

As will be seen in the detailed statements, income increased by \$1,088,936 or 20.56% over 2001 levels, notably in the areas of Government subventions and projects. Administrative expenses, on the other hand, rose by \$799,276 or 14.05% over prior year levels.

• The Carlton Alexander Resource Centre

The Centre, which is jointly owned by the CVSS and the United Way of Jamaica, houses the joint Secretariat and seven (7) tenants. The lease agreement with McDonalds was re-assigned to Sunsil Daswani of Caribbean Jewellers. The centre met all its operational obligations. The balance on the mortgage owing to Victoria Mutual Building Society at December 2002 totalled \$5,297,810.

• Pension Fund

The Manager of the Fund is Life of Jamaica and the Trustees at December 2002 were: Mr. Rolf Lanigan – Chairman, Mr. Larklin Hall, Mr. Elon Beckford, Mr. John Beman, Mrs.



Marilyn Beckford, Mrs. Winsome Wilkins, Mrs. Mavis Llewellyn and Mrs. Gerlin Bean.

At December 31, 2002 the fund stood at \$10,372,907

- **Health Scheme**

Blue Cross continues to be the provider.

- **Personnel**

The joint Secretariat continued to provide administrative support to the Council as stipulated in the Memorandum of Understanding signed with the United Way of Jamaica. Staff members were:

- ? Mrs. Winsome Wilkins, Chief Executive Officer
- ? Mr. Eric Knight, Manager, Finance and Administration (Resigned Nov. 2002)
- ? Mrs. Dorothy Cunningham, Manager, Campaign and Communications
- ? Miss Doret Crawford, Manager, Programmes and Projects
- ? Ms. Ronica Duffus, Project Co-ordinator
- ? Mrs. Hope Spence, Administrative Assistant
- ? Ms. Angela Riley, Secretary, Campaign
- ? Ms. Jackie Crole, Secretary, Programmes and Projects
- ? Ms. September Allen, Accounting Clerk
- ? Ms. Genieve Gordon, Computer Operator
- ? Ms. Verna Lewis, Receptionist

- ? Mrs. Joyce Harding, Office Attendant

The City of Kingston Co-operative Credit Union Limited and Jamaica National Building Society sponsored two HEART trainees and a total of nine (9) Summer workers were sponsored by Grace Kennedy and Company Limited and the National Youth Services. The services of National United Nations Volunteer (NUNV) Miss Adenike Stephenson were extended to May 2002.

Mrs. Dorothy Cunningham successfully completed the Diploma in NGO Management Training Programme offered by the CVSS in collaboration with the University of the West Indies School of Continuing Studies.

- **Governance**

At the Annual General Meeting held on December 10, 2002, the Council elected the following persons to serve on the Executive Committee:

- ? Professor, the Honourable Rex Nettleford, O.J., Honorary President
- ? Ms. Elsie Sayle, C.D., Honorary Vice-President
- ? Professor, the Honourable Errol Morrison, O.J., Chairman
- ? Mrs. Beverley Sutherland-Lewis, Vice-Chairman (Resigned February 2003)
- ? Mr. John Beman, Treasurer
- ? Ms. Joan Browne, Secretary
- ? Dr. Michael Witter – UWI Representative



- ? Mrs. Pauline Knight – PIOJ Representative
- ? Mr. Carlton Stephen – UWJ Representative
- ? Mr. Carlton Levy – UWJ Representative
- ? Mr. Keton Morgan – UWJ Representative
- ? Mrs. Joyce Allen
- ? Mrs. Pearl Earle
- ? Mr. William McLeod
- ? Mrs. Sarah Newland-Martin
- ? Mr. Gregory Shirley
- ? Mrs. Wyvolyn Gager
- ? Mrs. Gerlin Bean – Chair, Gender and Community Sector
- ? Mr. Phillip Downer – Chair, Youth Sector
- ? Mr. Owen Bernard. – Chair, Health Sector

In addition to the three Sector Committees of Youth, Health, Gender and Community, there were five joint Committees with the United Way of Jamaica:

- Finance and Administration chaired by Mr. John Beman, who also chairs the Personnel Sub-Committee
- Programmes and Technical Assistance Committee chaired by Mrs. Maureen Allgrove
- Government and International Relations Committee chaired by Dr. Henley Morgan
- Planning and Research Committee chaired by Mr. John Small
- Communications Committee chaired by Mr. Aldo Smith (resigned September 2003)

Memorandum and Articles of Association

The certified copy of amended Memorandum of Association which was amended at the Annual General Meeting held on December 10, 2002 was received from the Registrar of Companies and forwarded to the Income Tax Department to effect Tax Exemption from interest earnings.

The Articles of Association is also to be revised in keeping with the amended Memorandum of Association.



Dr. Elizabeth Ward has the full attention of members of the CVSS Executive Committee at the Annual general Meeting held on December 10, 2002. Standing from (l-r) are CEO, Mrs. Winsome Wilkins; President, Professor the Hon. Rex Nettleford, Chairman, Professor the Hon. Errol Morrison and Secretary, Mrs. Joan Browne.



CONCLUSION

The year 2002 was filled with challenges and opportunities for the organization. We were able to make major inroads and lay the foundation for a vibrant partnership in the NGO community. The CVSS is committed to its mandate of building the capacity of its members

The institutionalization of the NGO Management Training Programme, the establishment of the National Registry of Volunteers and the development of

training facilities at Camp Road are but three of the major projects being pursued by the organization for the benefit of the membership and the wider voluntary sector.

Sincere appreciation to the membership of the Council, the Executive Committee and the staff of the joint-Secretariat, for their outstanding commitment and support during the period under review.

**Professor the Honourable
Errol Morrison O.J
Chairman
Executive Committee**

April 15, 2004

**Winsome Wilkins J.P.
Chief Executive Officer
Joint Secretariat**