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| **Secretariat Report** |
| **2015** |
| January 2016 |

Contents

[Introduction 3](#_Toc441161166)

[Chapter I- Administration 4](#_Toc441161167)

[1. Human Resource and Administration 4](#_Toc441161168)

[Chapter II- Programmes 5](#_Toc441161169)

[1. OAFLA Meetings 5](#_Toc441161170)

[1.1 OAFLA General Assembly 5](#_Toc441161171)

[1.2 OAFLA Presidency Handover 6](#_Toc441161172)

[1.3 70th United Nations General Assembly (UNGA) 6](#_Toc441161173)

[1.4 ICASA 2015 7](#_Toc441161174)

[1.4 Africa-China HIV Advocacy Event 8](#_Toc441161175)

[1.5 REC Ambassadors’ Briefing 8](#_Toc441161176)

[2. Partnerships 9](#_Toc441161177)

[2.1 Current partners 9](#_Toc441161178)

[2.2 New Partners 12](#_Toc441161179)

[2.3 Potential Partners 13](#_Toc441161180)

[3. OAFLA Working Documents 14](#_Toc441161181)

[3.1 The Framework of Action 14](#_Toc441161182)

[3.2 Others 15](#_Toc441161183)

[Chapter III - COMMUNICATIONS 15](#_Toc441161184)

[1. Publications 15](#_Toc441161185)

[OAFLA Update 15](#_Toc441161186)

[OAFLA Gala Toolkit 15](#_Toc441161187)

[Members Directory 15](#_Toc441161188)

[2. Web Based Communication 16](#_Toc441161189)

[3. Documentation 16](#_Toc441161190)

[4. Media 16](#_Toc441161191)

[Chapter IV - FINANCE 17](#_Toc441161192)

[1. Income 17](#_Toc441161193)

[2. Year 2015 annual membership fees 18](#_Toc441161194)

[3. 2004-2015 annual membership fees 19](#_Toc441161195)

[4. 2016 19](#_Toc441161196)

[5. Partner’s Donations 20](#_Toc441161197)

[6. Expenditure 21](#_Toc441161198)

[7. Surplus / (Deficit) 22](#_Toc441161199)

[8. Cash at bank 22](#_Toc441161200)

[9. Fund balance 22](#_Toc441161201)

[10. Budget 22](#_Toc441161202)

[Receipt 22](#_Toc441161203)

[Expenses 23](#_Toc441161204)

[Available funds 23](#_Toc441161205)

[11. Audit report 23](#_Toc441161206)

[2015 Audit Report 23](#_Toc441161207)

[12. Recommendations 23](#_Toc441161208)

[Conclusion 23](#_Toc441161209)

# Introduction

This annual report compiles the activities undertaken in the different departments within the Secretariat of the Organisation of African First Ladies against HIV/AIDS (OAFLA) in the year 2015. The year was one in which a number of OAFLA meetings took place within the Region and outside, in the margins of major meetings such as the African Union Summit, United Nations General Assembly and Forum of China-Africa Forum. Communiqués expressing First Ladies commitment towards the Post 2015 Agenda, ending AIDS and insuring women and adolescent health. The visibility of the organisation was greatly enhanced, resulting in partnerships either being initiated with organisations such as Merck (MSD) Int, IGAD, Plan International, Johnson and Johnson and more concretised partnerships include MoUs to be signed with AMREF and WHO. The total contribution of partners to the activities of OAFLA during the year in cash amounts to USD 90,892 USD.

The year also saw the election of H.E Dr Nana Lordina Dramani Mahama, First Lady of the Republic of Ghana as President of OAFLA and H.E Madam Gertrude Mutharika, First Lady of the Republic of Malawi, as vice president for the coming two years.

The report is organised in a manner that gives a detailed account of the activities undertaken within the OAFLA Secretariat under Administration, Programme, Communication and Finance.

# Chapter I- Administration

This chapter focuses on the Secretariat’s administrative activities that were undertaken during the year. Events such as OAFLA regular meetings, side meetings and handover ceremony all required administrative support as well as the day to day office operations including human resources are also reported upon.

## Human Resource and Administration

All staff salaries are paid on the 25 of each month, during this reporting period, all staff salaries have been paid according to the approved 2015 budget, including all taxes owed to the government of FDR of Ethiopia and to the compulsory pension scheme.

Since the Finance and Admin Officer Position was vacant and it was difficult to find a bilingual finance and administration officer and to fill the position, it has been divided into, positions of part time accountant, Mr Seifemichael Shewangizaw Zeleke and a bilingual Administration Assistant Ms Azeb Hailu.

The role of the part time accountant is purely financial and ensures all payments (salaries, taxes, etc.) are made on time; he prepares the books for the annual audit and the 2016 budget. The administration assistant ensures all HR and administrative issues as well as petty cash and other smaller finance issues are dealt with, she reports directly to the Finance Officer. This change has had no influence on the budget as they divided the salary which was originally allocated for Finance and Admin Officer.

Regarding the Secretariat manuals, the only manual pending which is the Human Resource (HR) manual has been amended as per the comments of the English working group and shared with the French working group for final comments. The group chaired by the Rep of Congo have shared their comments with the secretariat; this document will be presented for approval at the 16th GA.

In the effort of reducing OAFLA Secretariats costs, the Secretariat will meet with the legal department of the Ministry of Foreign Affairs of the FDR of Ethiopia, to discuss about the organizations status in Ethiopia in order for staff members to be exempted from income tax .

# Chapter II- **Programmes**

As per Goals 4 & 5 of the OAFLA strategic plan, partnerships and visibility of OAFLA are key areas identified to help grow the organisation and increase resource mobilisation. This chapter will include reporting on current partners as well new partnerships being developed.

Annexed to this report is the 2012-2015 partnership activity report.

## OAFLA Meetings

### OAFLA General Assembly

**14th Ordinary General Assembly**

The 14th ordinary General Assembly took place from 30-31 January in Addis Ababa, Ethiopia. Present at the meeting were African First Ladies coming from thirteen countries and fourteen countries send official representatives to the assembly. Interventions were made by First Ladies and messages from UNFPA, UNAIDS, IPPF, Alere were also read. Reports of the meeting were compiled both in English and French and shared with member states.

**15th Ordinary General Assembly**

Following the set of OAFLA meetings that took place from 11- 15 June in South Africa, the Secretariat compiled minutes of all the meetings including Technical Advisors meeting (June 11-12), Steering Committee meeting (June 13) and General Assembly (GA) meetings (June 14-15). Minutes were translated into French and were distributed to member states via email. The 15th OAFLA GA took place in Johannesburg, South Africa and was financially supported by UNAIDS and the Global Fund, while the First Lady of South Africa hosted the First Ladies lunch after the GA open session. The Steering Committee and presidential elections took place during the closed session and the First Lady of Ghana was voted as president with the First Lady of Malawi as vice. Members of the Steering Committee for 2015-2017 are:

* West: Ghana and Niger
* North: Algeria
* East: Ethiopia and Kenya
* Central: Congo and Chad
* South: Malawi and Zambia

### OAFLA Presidency Handover

The ceremony of the OAFLA Presidency handover took place in Addis Ababa on the 15 August 2015. It was attended by 5 First Ladies and 3 official representatives, namely the First Ladies of Chad, Ethiopia, Kenya, Ghana and South Africa with the First Ladies of Gambia, Malawi and Rwanda being officially represented.

The morning session at the secretariat offices was a closed session with only member states present, at which time the outgoing president’s report was presented and the incoming and outgoing presidents shared their experiences and advice. The official bank signatures were also changed and the host First Lady led a tour of the secretariat offices.

The closed session was proceeded by an open lunch session at which occasion the incoming and outgoing presidents and vice-presidents made statements. The lunch took place at the Sheraton Hotel in Addis Ababa and was supported by the presidency handover budget line as per the approved 2015 budget. Invited guests included the diplomatic corps in Addis Ababa, partners from the UN and other agencies and H.E Dr Mustapha Sidiki Kaloko Commissioner for Social Affairs at the Africa Union Commission made remarks on behalf of all partners present.

### 70th United Nations General Assembly (UNGA)

As planned, OAFLA held its side event in the margins of the 70th UNGA on the 28 September 2015 under the theme of “Building on MDG’s to invest in the Post 2015 Development Agenda’’. In total 30 member states were represented including nine (9), First Ladies. Present at the event were also the First Lady of the Republic of Panama and the representative of the First Lady of Cameroon (also representing Synergy Afrique). The event was well attended by partners including Executive Directors of UNAIDS and UNFPA, the heads of PEPFAR and Global Fund as well the Commissioner for Social Affairs at the AUC, friends of OAFLA and the media. It was co-organized and was supported by IPPF, UNAIDS, UNFPA, Alere Inc and Fashion for Development (details in financial section). The outcome document which is the ‘’*Communiqué from OAFLA High Level UNGA Side Event‘* Building on MDG’s to invest in the Post 2015 Development Agenda ‘’was presented by the First Lady of Kenya H.E Mrs Margaret Kenyatta. Minutes of the side event as well as the communiqué are available in English and French on the OAFLA website and have been shared with member states.

The major lesson learned from this year’s event is to ensure the timing of the event does not have any other potential clashes with major UNGA events.

OAFLA was also invited to the launch of the Global Strategy by the Every Woman Every Child (EWEC) campaign in the office of the United Nations Secretary General (UNSG). At this occasion, the OAFLA Vice-president H.E Mrs Gertrude Mutharika read the OAFLA commitments to work together with EWEC. In this regard the OAFLA President addressed an official letter to the UNSG in which these commitments were reiterated.

In the margins of UNGA, bilateral meetings were also held with the Global Fund, IPPF, Fashion for Development, First Ladies Alliance and the American Centre for Disease Control (CDC).

### 1.4 ICASA 2015

During the 18th International Conference on AIDS and STIs in Africa (ICASA) which was held in Zimbabwe Harare on 30th November 2015, OAFLA and the High Level Task Force for Women, Girls and Gender Equality and HIV for Eastern and Southern Africa (HLTF) co-organized an ICASA non-abstract session, a panel on - Transformative leadership: The role of African Women in sustaining the AIDS response in the post 2015 era – The session brought together powerful women leaders gathered, from African First Ladies, members of the High Level Task Force for Women, Girls, Gender Equality and AIDS, Queens, Ministers, young people and traditional chiefs. OAFLA members present were H.E Mme Thobeka Zuma First Lady of the Republic of South Africa, Representatives of the First Lady of Ghana, the Gambia, Comoros and Congo. The ICASA session was an opportunity for OAFLA members to increase the visibility of OAFLA on an international platform and reiterate their commitment to the implementation of SDG’s and to be transformative leaders.

### Africa-China HIV Advocacy Event

The Africa-China HIV Advocacy Event took place in Johannesburg, South Africa on 5 December 2015. Present at the meeting were the First Ladies of Angola, Congo, Ghana, Guinea Bissau, Kenya, Lesotho, Malawi, Mali, Namibia, Niger, South Africa and China, while the First Ladies of Burundi and The Gambia were officially represented. The meeting is a beginning of a new partnership between Africa and China, which will lead to future collaborations in matters of child health and HIV prevention. Prof PengLiyuan, First Lady of the People’s Republic of China expressed her delight in joining African First Ladies in the fight against HIV. She expressed the readiness of China to provide technical as well as financial support to African First Ladies activities. On the occasion, African First Ladies addressed the participants with a brief description of the activities that are being undertaken in the different sub regions. The meeting was marked with a symbolic act of commitment to an AIDS free Generation by all First Ladies of Africa present and the First Lady of China who attached red ribbons to a backdrop.

One of the outcomes of the event is a financial donation of 100,000 USD to member states to be used for activities with regards to HIV counseling and testing for mothers and children, orphans and vulnerable children programme, information and counseling on PMTCT, advocacy and capacity building initiatives against HIV/AIDS for mother and children.

### 1.5 REC Ambassadors’ Briefing

The OAFLA Secretariat with the financial support of UNAIDS organised a briefing to Regional Economic Communities (REC) chair countries Ambassadors on November 19, 2015, at a luncheon held at Radisson Blu Hotel Addis Ababa, Ethiopia. The purpose of the briefing was to introduce RECs to the priorities of African First Ladies under OAFLA. The meeting aimed at informing and soliciting support from the countries’ chairing the RECs about OAFLAs interest to organize First Ladies sub regional events in the margins of RECs meetings.

The Executive Secretary of OAFLA presented the priorities and the UNAIDS representative to AU and ECA supplemented on the presentation by emphasising on the various contributions of First Ladies. The Ambassadors expressed their appreciation of the work done by the First Ladies. They expressed their commitment to support OAFLA’s initiatives within their respective countries and regions.

## Partnerships

### 2.1 Current partners

#### UNAIDS

As reported in June 2015, the secretariat received the funds for the 2015 Program Funding Agreement. 80% of the fund was received which equals a total of USD 30 000, the remaining 20% is expected as the secretariat has submitted the full financial and narrative report expected in December 2015. (Ref Annex financial and 2012-2015 Activity report on partnerships)

The Executive Director of UNAIDS and his team participated in the OAFLA side event on the 28 September 2015in NYC. The team formed part of the HIV discussion and contributed to the outcome document.

Since UNAIDS has agreed to give technical support for the drafting of the M&E framework, the UNAIDS regional office for eastern and southern Africa along with the OAFLA secretariat have been working on the document. In the meeting between OAFLA secretariat and UNAIDS which was held in the margins of FOCAC in December 2015 in Johannesburg, it was agreed that the focal point for M&E from the UNAIDS regional office for eastern and southern Africa will present the document at TA meeting in January 2016.

#### The African Union Commission (AUC)

The Commissioner for Social Affairs was the moderator for the HIV/AIDS roundtable during the OAFLA side event on 28 September in UNGA. The OAFLA secretariat continues to participate in the Ending Child Marriage (ECM) Campaign work by sharing information with member states concerning trainings related to ECM and by creating links between the AUC and some member states including the Republic of Sudan which launched the campaign under the auspices of the First Lady H.E MrsMrs Widad Babikerin early December 2015. The OAFLA Executive Secretary who was invited by the Office of the First Lady attended the event.

The African Girl Summit took place from November 27 -28 in Lusaka, Zambia and the OAFLA secretariat ensured that the Zambia OAFLA Chapter is connected to the AUC team on the ground preparing the event.

OAFLA members present at the African Girls Summit included the First Ladies of Zambia, South Africa, Ethiopia , Kenya and representatives from Gambia.

At the First Ladies side meetings, African First Ladies declared child marriage a human rights violation and a crime against girls. This led to a specific outcome statement calling for more engagement among partners. (Ref Annex Outcome statement of the First African Girls’ Summit on Ending Child Marriage in Africa)

The Government of Kenya and the AUC, in collaboration with UN agencies and key partners organized the CARMMA week celebrations which took place from 18- 19 November in Nairobi, Kenya. The OAFLA Secretariat facilitated the communication between the AUC and the Office of the First Lady of Kenya. The latter who delivered the keynote address on the occasion, urged African countries that have not embraced CARMMA to do so to enable the continent to move forward together and called for joint efforts to en preventable maternal and child deaths in Africa.

#### UNFPA

The Secretariat has been provided with funding to organise the high level event that took place in the margins of the 70th UNGA in September 2015. (Ref Annex Activity report on partnerships) The Executive Director of UNFPA addressed the participants of the event on issues of concern such as women health and adolescent girls’ empowerment. UNFPA regional Director for South and East with the UNFPA Representative to ECA and AU attended the roundtable discussion on MNCH, while the Regional Director for West and Central attended the roundtable discussions on HIV.

UNFPA will be making a presentation at the TA meeting in January 2016 on the role of the African First Ladies as champions in MNCH issues as part of the Demographic Dividend.

#### International Planned Parenthood Federation (IPPF)

The OAFLA Secretariat has shared the contact information of IPPF Member Associations in country with the member states. This aims to strengthen the national level partnership, with IPPF Member Associations (MAs) working on MNCH and Cervical Cancer in country. Their partnership with OAFLA members on the national level adds leverage to both their efforts and the IPPF / OAFLA partnership in general.

IPPFAR formed part of the September 2015 UNGA side event, they provided financial and technical support for the event including inputs to the outcome document. (Ref: Report on partnerships). The African Regional Director of IPPF moderated the roundtable on MNCH.

IPPF will be presenting the revised Maputo Plan of Action document to the TAs in January 2016, emphasising on the role of OAFLA members as key advocates. They will also be introducing the ‘Joining Voices’ Campaign to the TAs for their information and further action.

#### The High Level Task Force for Women, Girls, Gender Equality and HIV and AIDS (HLTF)

As indicated in the OAFLA meeting section above, The HLTF has collaborated with OAFLA for the ICASA -abstract session, on **-** *Transformative leadership: The role of African Women in sustaining the AIDS response in the post 2015 era*

#### Alere Inc.

It is recalled that Alere Inc doubled its initial donation of the HIV/Syphilis test kits (Ref Activity report on partnerships). So far the status of the donation is as follows:



Alere has provided financial support for the organization of UNGA side event in September 2015, and its representative contributed to the meeting by expressing its stance on its social corporate responsibilities pertaining to HIV/AIDS. At this juncture an increase and diversification of its contribution to OAFLA was mentioned.

#### Fashion for Development

Fashion for development (F4D) made possible the venue for the high level event organised at the margins of the 70th UNGA available for OAFLA in addition to the reception that was made available for all participants that had attended the event. OAFLA also invited its key partners to the subsequent fashion show which was sponsored by F4D.

#### Elisabeth Glazer, Paediatric AIDS Foundation (EGPAF)

Elisabeth Glazer, Paediatric AIDS Foundation, will organize a capacity building session at the TA January 2016 meeting on paediatric AIDS. On the occasion an advocacy tool kit on paediatric HIV treatment for OAFLA member states will be launched.

### 2.2 New Partners

#### WHO

The MoU between OAFLA and WHO as well as the work plan was sent to member states and will be reviewed at the January 2016 GA.

#### AMREF

As per the recommendations of the June 2015 GA to materialize the partnership with AMREF, the MoU between AMREF and OAFLA as well as the work plan will be reviewed at the January 2016 GA

#### IGAD

Following IGAD’s Economic Cooperation & Social Development Division meeting with the OAFLA secretariat with regards to the partnership between IGAD and OAFLA on sexual reproductive health and MNCAH, an MoU has been drafted and will be reviewed by the January 2016 TA meeting.

Bilateral meetings between IGAD Representatives and First Ladies from IGAD member states will be arranged in the margins of the OAFLA GA.

### 2.3 Potential Partners

#### Global Fund to Fight AIDS, TB and Malaria

The Global Fund Executive Director participated in the OAFLA high level event on the margins of the 70th UNGA and pledged to continue to support the OAFLA on the regional as well as national level.

The Global Fund / OAFLA work plan for 2016 with possible collaborated events is currently being drafted and will be shared with member states in due course.

#### GAVI Alliance

GAVI Alliance will be co-hosting the First Ladies lunch after the 16th GA, this lunch will be themed “Unfinished business with child health in Africa” and will take the form of an interactive discussion with participating First Ladies. This event will have an outcome document which forms part of the endorsed outcomes of the GA.

GAVI has also identified the Immunization week as areas of collaboration going forward.

#### Merck Inc

The OAFLA secretariat met and introduced the work of OAFLA to the Director, Public Policy and Corporate Responsibility for Merck (MSD) International in April 2014. After sharing the OAFLA Members Directory and other information during the meeting, the secretariat subsequently continued to share the OAFLA Proposal for funds based on the information received from member states. Merck attended and participated in the OAFLA side event on the 28 September in NYC and made interventions on behalf of the private sector in MNCH.

On the national level the colleagues from Merck explained the two approaches used, namely the commercial approach or the access to health care approach. For interventions in countries they use one of these approaches and work in a public private partnership (PPP) framework, they cited their current work in Kenya with the Beyond Zero Campaign as an example. They will be able to report on this at the end of the first quarter in 2016 and deliberate on how to use Kenya as a sample for other countries going forward. Other countries identified for the access to health care approach include Ethiopia, Nigeria and Tanzania, however it is not limited to these countries

Merck has been invited to attend the 16th OAFLA General Assembly.

#### Johnson and Johnson (J&J)

The OAFLA Secretariat had a meeting with the Head of the Africa Operations & Partnerships in the margins of ICASA session in Harare. J&J has shown interest in partnering with OAFLA concerning its community work in Africa. J&J representative has been invited to the January 2016 General Assembly.

#### Economic Community of Central African States (CEEAC)

In the effort of establishing partnerships with RECs, discussion is being held with the gender division of the Secretariat of the CEEAC to organize First Ladies event in the margins of the upcoming Heads of State meeting of the CEEAC in May 2016 in Gabon.

#### Plan International

A discussion on a partnership between OAFLA and Plan International was held with Plan International liaison office to the AU and the Pan Africa Program Office. Since they are implementing partners on the ground, of the charter of the Rights and Welfare of the Child , the OAFLA Secretariat agreed with them and the AUC as a first step,  for the  African Committee of Experts  On the Rights and Welfare of the Child (ACERWC) to make a presentation pertaining to the charter at the January 2016 TA meeting.

Plan International has also submitted a concept note on a collaboration with OAFLA to screen the film He named me Malala in the margins of the January 2016 GA. However given the tight programs, it was decided to reschedule the screening for another OAFLA meeting.

#### Center for Disease Control (CDC)

CDC has invited First Ladies of Ghana and Chad to be keynote speakers at the Ministerial conference on immunization in Africa which will take place on 24-25 February 2016. The CDC teams are drafting a work plan or activities OAFLA members and the secretariat can participate in, under the framework of the Polio Communiqué adopted during the 15th Ordinary GA**.**

## OAFLA Working Documents

### 3.1 The Framework of Action

The revised Framework of Action was signed by member states present during the 14th and 15th OAFLA GA open session in January and June 2015 respectively. This document will be signed every January GA going forward by new members as a renewal of their countries commitment.

### Others

The Communication Strategy, Partnership Guideline and Resource Mobilisation documents have all been completed and shared with member states. As these are working documents, the secretariat is requesting member states to feel free to make additions and comments anytime to these documents which can be shared with the other members. All documents have been uploaded onto the OAFLA website for ease of reference.

# Chapter III - COMMUNICATIONS

As part of the secretariats efforts to increase the organisations visibility on both the regional and international levels, the following communication activities have taken place.

## Publications

### OAFLA Update

The quarterly newsletter OAFLA Update is prepared including stories and reports on major events that took place during the quarter. The newsletter is shared with member states, partners the media and friends of OALFA via email. Hard copies are made available for visitors who come to the OAFLA secretariat. 2015 saw the production of four OAFLA Updates.

### OAFLA Gala Toolkit

With the technical support of UNAIDS, the OAFLA gala toolkit was printed both in English and French languages for the consumption of member states. Those who were represented at the OAFLA high level event organised in the margin of the 70th UNGA received copies of the toolkit and further distribution will take place at the 16th GA. This toolkit is expected to enhance the efficiency of member states and the OAFLA secretary in organising events including fund raising. A soft copy of this publication has been shared with member states.

### Members Directory

The fourth edition of the OAFLA Members Directory 2015 was launched during the year. The directory featured the profiles and activities of African First ladies members of OAFLA under prevention of HIV, maternal and child health and cervical and breast cancer. The print of the directory was made possible thanks to the financial and technical support of UNAIDS. In addition, one of the local business companies, Ethiopian Airlines, advertised in the magazine. This is the result of an effort to raise funds from profit making companied, from operating locally and regionally.

## Web Based Communication

The secretariat regularly updates its website and using the social media to reach out to people who are interested to know more about the organisation. OAFLA Facebook, and Twitter accounts have followers who are being provided with updated information on the latest activities that took place in OAFLA. The secretariat requests member states to feed these social media pages with updates of activities taking place in country.

The secretariat plans to double the number of followers on OAFLA Facebook and Twitter by actively engaging with the member states, partners and OAFLA friends.

## Documentation

The OAFLA events including the Presidency Handover and high level events were documented in photographs. Most of the photos have been uploaded on the website and others shared on the social media. In addition, activity videos of member states have been uploaded on the website for documentation and promotion purposes.

## Media

Both the local and international media have been invited to cover the events that were organised by the Secretariat. The local media including the Ethiopian Broadcasting Corporation has covered the OAFLA presidency handover, which was aired on Ethiopian Television. In addition, members of the other press including radio stations and news agencies also covered the story.

At the high level event held in New York, members of the media coming from member states and present locally were invited to the event in collaboration with Alere Inc. Media Advisories and Press releases of both events were prepared and distributed to the members of the media for their attention and publishing.

In addition, in collaboration with the AUC communications division the information such as press releases and communiqués of events have been distributed to media contacts of the AUC.

# Chapter IV - FINANCE

This chapter covers activities undertaken within the financial section. It includes finance related activities for the year ended 31st December, 2015, bank account reports and the membership contribution.

The annexed auditor’s report shows the financial position of the Organisation as at 31st December 2015.

In summary, the report shows the following:

## Income

|  |  |  |  |
| --- | --- | --- | --- |
|  | 31 December, 2015 | 31 December, 2014 |  31 December, 2013 |
| RECEIPT |  |  |  |
| Annual membership fee | 173,357 | 301,325 |  184,866  |
| Members Donation | 8,500 |  6,500  |  68,076  |
| Partner Donations & other | 90,892 | 97,500 |  240,000  |
| Other Receipt |  | 10,000 |  |
|  | **272,749** | **415,325** | **492,942**  |

The annual membership contributions and donations received during the year are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OAFLA Membre States  | Annual Membership | Annual Donations | Total  | Receipt No.  |
|  Chad  | 8,700.00  | 3,500.00  | **12,200**  | **0138,0139,0159** |
| R. Congo |  | 5,000.00 |  **5,000** | **0160** |
|  Cote D'Ivoire  |  24,964.00  |   | **24,964**  | **0147,0151** |
| Gabon | 4,763.00 |  | **4,763** | **0154** |
|  Gambia  |  5,000.00  |   |  **5,000**  | **0144** |
|  Ghana  |  10,000.00  |   |  **10,000**  | **0143** |
| Kenya | 4,985 |  | **4,985** | **0166** |
| Malawi | 60,000.00 |  | **60,000** | **0155** |
|  Mali  |  5,000.00  |   |  **5,000**  | **0146** |
| Mozambique | 5,000 |  |  **5,000** | **0158** |
|  Namibia  |  10,000.00  |   |  **10,000**  | **0142** |
|  Rwanda  |  4,975.00  |   |  **4,975**  | **0148** |
|  South Sudan  |  10,000.00  |   |  **10,000**  | **0153** |
|  Sudan  |  5,000.00  |   |  **5,000**  | **0140** |
| Tanzania | 5,000.00 |  |  **5,000** |  **0161** |
|  Uganda  |  4,970.00  |   |  **4,970**  | **0149** |
|  Zambia  |  5,000.00  |   |  **5,000**  | **0141** |
|  TOTAL  | **173,357.00** | **8,500.00** | **181,857** |  |

As per Article 10 of the Constitution, the membership fees expected from each member of the organisation is USD 5,000 per year. As at 31 December 2015, the list of OAFLA member states as per the records of the Secretariat is 42 African countries.

During the year 2015, in addition to the annual membership fees, Chad donated USD 7,200 out of which 3,500 USD related to Chad’s contribution for the 14th General Assembly Technical Advisors’ lunch catering service. In June 2015, The Republic of Congo also donate USD 5,000 during the 15th General Assembly at Johannesburg.

In April 2015, Malawi paid a sum of USD 60,000 in full settlement of its annual membership fees since 2004.

### Year 2015 annual membership fees

|  |  |  |  |
| --- | --- | --- | --- |
|  | No. of member states | Total annual contribution for 2015 | Percentage |
| Total  | 42 | 210,000 | 100% |
|  |  |  |  |
| Unpaid | 23 | 115,000 | 54.77% |
|  |  |  |  |
| Paid | 19 | 95,000 | 45.23% |

Despite the fact that total annual contribution collections in the year amounts to USD 173,357, the total *Unpaid Year 2015* membership fees amounts to USD 115,000 i.e. 54.77% compared to expected figure of USD 210,000 (42 member states x USD 5,000).

19 members have settled their 2015 annual contributions. The remaining collections of USD 78,357 received during the year relates to members’ arrears or advance settlement.

### 2004-2015 annual membership fees

The Secretariat appreciates the exemplary act of the members that paid in full their annual contribution for the year 2004 to 2015, especially in consideration of the Secretariat’s financial status namely:

* Chad,
* Comoros,
* Congo (Brazzaville),
* Gabon,
* Gambia,
* Ghana,
* Kenya,
* Malawi,
* Mali,
* Mozambique,
* Namibia,
* Niger,
* Rwanda,
* South Sudan,
* Sudan,
* Uganda, and
* Zambia

### 2016

The Secretariat appreciates also the exemplary act of the following members who paid over and above their annual contributions of 2004-2015 by paying their membership fees of the year 2016 in advance. These members are:

* Congo (Brazzaville)
* Chad
* Ghana
* Kenya
* South Sudan

The Secretariat encourages the following member states that only have one or two years’ arrears to settle, namely: Ethiopia (1), Senegal (1) and Tanzania (1).

The arrears outstanding as at 31st December 2015, if all member states pay in full all annual contribution since 2004 (with the exception of Cote d’Ivore, Niger and South Sudan starting from 2011 and 2012, respectively) amounts to USD 1,025,572.92

On December 2015, all member states received individual Contribution letters Request as well as a statement of accounts indicating arrears to OAFLA.

### Partner’s Donations

During the Period, the Secretariat received the following Program Funding from IPPFARO of USD 10,000, CDC/Rotary International and UNICEF of USD 11,975 and UNAIDS USD 10,008 to cover the costs the 14th General Assembly. In addition, the Secretariat received USD 9,887.87, USD 30,592, USD 12,000 and USD 6,470 from The Global Fund, UNAIDS, UNFPA and Alere to partially cover the costs the 15th General Assembly, OAFLA’s Directory and UNGA side event, respectively.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Global Fund | UNAIDS | Alere | UNFPA | IPPF | CDC | ROTARY/UNICEF\* |
| RECEIPT |  |  |  |  |  |  |  |
| Donation | 9,890 | 40,600 | 6,470 | 12,000 | 9,980 | 5,975 | 5,978 |
| Total Receipt | **9,890** | **40,600** | **6,470** | **12,000** | **9,980** | **5,975** | **5,978** |
|  |  |  |  |  |  |  |  |
| EXPENDITURE |  |  |  |  |  |  |  |
| Per-diem | 4,707 | - | - |  | - | - | - |
| Meeting costs | 5,183 | 19,806 | 6,470 | 12,000 | 9,980 | 5,238 | - |
| Directory | **-** | **10786** | **-** |  **-**  | **-** | **-** | **-** |
| Total Expenses | **9,890** | **30,592** | **6,470** | **12,000** | **9,980** | **5,238** | **-** |
|  |  |  |  |  |  |  |  |
| SURPLUS OF RECEIPT OVER EXPENDITURE | **-** | **10,008** | **-** | **-** | **-** | **737** | **5,978** |
|  |  |  |  |  |  |  |  |

During the year, final settlement of USD 10,008 was received relating to 2014 Program Funding Agreement with UNAIDS as final reports was submitted in 2015.

## Expenditure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 12-months to December2015(USD) | 12-months to December 2014 (USD) | 12- months to December 2013 (USD) | 19-months to December 2012 (USD) | 11-months to 31 May 2011(USD) |
| Salaries & employee benefits | 227,821 | 222,327 | 178,326 | 137,571 | - |
| Professional fees | 3,351 | 3,524 | 15,902 | - | - |
| Fixed assets | 278 | 784 | 58,527 | 11,643 | - |
| Transfers to regions | - | 10,000 | 432,556 | - | 20,000 |
| Meeting costs | 81,175 | 34,782 | 40,274 | 11,989 | 4,340 |
| Travel and per-diem | 25,602 | 17,506 | 2,862 | 24,338 | - |
| Directory | 10,717 | 15,662 | - |  |  |
| Other expenditures | 26,877 | 34,201 | 21,350 | 52,231 | 3,178 |
| Total | 375,821 | 338,786 | 749,797 | 237,772 | 27,518 |

The major expenses comprise:

* ***Salaries & Benefits*** of employees for the year;
* ***Meeting*** costs amounting to USD 81,175 include costs of the 14th & 15th General Assembly and UNGA side event.
* ***Lawyer Retention fees*** for the year USD 3,351;
* **Travel and per-die** amounting to USD 25,602 include air ticket, DSA and Visa fees of OAFLA staffs for 15th General Assembly at Johannesburg, UNGA side event at New York and ICASA meeting at Harare.
* ***Other expenditures*** includes mainly ***Audit fees*** of USD 1,414, ***Printing &Stationery*** of USD 1,786, ***Office Security*** of USD 4,003, ***Vehicle running expense*** of USD 4,547, ***Translati*on** of USD 1,659 and ***Staff Retreat*** costs of USD 833; (Full details of costs are presented in the auditor’s report).

## Surplus / (Deficit)

The deficit for the year amounting to USD (103,071.35). This is as a result of total receipts of the Secretariat from all its sources are USD 272,749.45. However, the expenditures incurred during the year are USD 375,820.80

## Cash at bank

During the year, the Secretariat has opened a new foreign currency (USD) account at the Commercial Bank of Ethiopia and transferred USD 200,000 from the National Bank account. The details of the new account are:

**Account holder**: Organization of African First Ladies Against HIV/AIDS (OAFLA)

**Account No**.: 1000132759093

**Swift Code**: CBETETAA

**Currency**: USD

## Fund balance

OAFLA’s fund balance for the year amounts to USD 189,378.07 and is mainly represented by ***Cash and Cash equivalents*** of USD 197,126.95 ***Receivables*** of USD 180.38 and ***Payables*** of USD 7,931.26

The fund balance has decreased to USD 189,376.07 i.e. 32.98% from a balance of USD 282,560 in 2014. The fund balance in previous years was USD 206,021 in 31 December 2013, USD 453,162 in 31 December 2012 and USD 495,896 in 31 May 2011.

A ***Prior period Adjustment*** was accounted for USD 9,887 in reimbursement of non-utilised fund received from Senegal which was transferred for the purpose of PMTCT in 2013 from Secretariat fund.

## Budget

### Receipt

The Secretariat total budget to be received in 2015 was USD 175,484 cash. However, the amount received during the year was USD 272,749.45. The Secretariat has met the budgeted figure for the whole year during the second quarter of 2015. This is mainly as a result of contribution and donation from members collected greater than that of the expected by USD 46,857 and total funds received from Partners amounting to USD 90,893 including USD 10,008 from UNAIDS committed from 2014 PFA despite an under budget from Selling advertising space and Administration of USD 10,000 that is still not carried.

### Expenses

The Secretariat has utilized USD 301,651 of own funds (=Actual expense of USD 375,821 less Partners’ contributions of USD 74,170) out of the budgeted expense of USD 386,029. In an overall view, the Secretariat is within the budget compared to the 2015 budget.

### Available funds

The Secretariat encourages members to continue, as in the current year, to settle their annual membership fees because unless further contributions are collected the available fund balance of USD 189,376.07 will not be sustainable in the coming years as the year 2015 budgeted deficit was expected to be USD 210,545.

## Audit report

### 2015 Audit Report

The year 2015 audited report which has *Unqualified Opinion is* finalized on 13 January 2016 and was presented to the General Assembly.

## Recommendations

The secretariat has assessed the payment pattern for the membership fees and therefore recommends that the 25 active members of the organisation pledge to increase the payable fee by 100% to USD 10 000.00 (ten thousand dollars) per year and amend art. 10 of the constitution accordingly. This recommendation is accompanied by the secretariats on-going efforts to have all OAFLA staff members except from TAX. These two efforts will increase the income of the organisation and ensure the secretariat is feasible while sourcing funds for programs.

The active paying members are reflected in the revised membership fee spread sheet.

# Conclusion

The year 2015 has seen the growth in interest to partner with OAFLA and individual African First Ladies on specific activities. The Secretariat is aiming to strengthen existing partnerships and formalise partnership agreements with organisations that have been accepted as having a common area of interest with OAFLA. On the overall, the year has been a successful year in enhancing the visibility of OAFLA and building new partnerships. Financial support has been obtained from Global Fund, UAIDS, Alere, UNFPA, IPPF, CDC, Rotary/UNICEF, particularly when organising OAFLA events.

As reported during 2015, OAFLA co-hosted quite a few events with partners. Although there are always benefits of partnering on events the secretariat has noted the following challenges. Firstly the timing of the event, this needs to be conducive to OAFLA members in order for them to participate in the OAFLA event while supporting their spouses’ events, for example UNGA. Secondly is the preparation time given to an event, especially for ad hoc events which were not endorsed by the GA. If an event is less than two months away and in a different country (outside Addis Ababa) the effectiveness of the secretariat is greatly affected, which was the case of the event in the margins of Africa- China summit. Partners need to share information of possible events as soon as possible with more than 2 months’ notice to ensure better coordination. It is also noticed that this affects the work plan of the secretariat in its activities to implement the OAFLA Strategic Plan.

The OAFLA secretariat is facing a challenge with regard to communication with protocol and security officers of First Ladies. We have noticed that prior to an even the protocol officer request agendas and programs of the events which have been shared with member states in advance. As we prepare packs for the First Ladies at any particular event, the issue of last minute requests at the venues has become problematic. We therefore strongly request member states to provide us with the contact details of their protocol departments in order for us to share the final agendas in advance and therefore all colleagues will be prepared. In addition we request all TAs to provide this information to their respective protocol officers in order to facilitate the information sharing from all possible angles.

The OAFLA secretariat reports a productive year 2015 and looks forward to working closely with member states in 2016 to curb challenges and enhance OAFLA’s contribution to the betterment of the African people’s lives.