

ANNUAL ACTIVITY AND FINANCIAL REPORT

1998

1. Introduction

The first year of LaRRI's existence has been very challenging. A wide range of tasks had to be performed ranging from carrying out research, preparing and conducting workshops, writing discussion papers and advising trade unions to drafting funding proposals, setting up offices and financial accounting. Due to financial constraints, LaRRI employed only one full-time staff in 1998 and utilised contract staff to assist with research, administration and with the setting up of the resource centre. As soon as additional funding is secured, LaRRI will employ an additional researcher as well as an office and resource centre administrator. This will be essential to cope with the increasing requests for LaRRI's research, education and information services.

Based on the preparatory work carried out by the Working Group and the LaRRI Board of Trustees in 1997, LaRRI became fully operational in 1998. Offices and a resource centre were established at the NUNW head office in Katutura. Contacts and working relationships were established with several trade unions and Namibian NGOs. As shown by the numerous requests received in 1998, there is an obvious need for an institute that is specially dedicated to servicing the Namibian labour movement. LaRRI also established several international contacts to trade unions and labour research organisations in Brazil, Austria, Germany, Zimbabwe, Zambia and South Africa.

LaRRI facilitated several workshops for trade unions during the year and carried out 2 major research projects. One was a survey of trade unions, women's organisations, communal farmers organisations and rural NGOs in Namibia. The other one was an in-depth study of the National Union of Namibian Workers (NUNW) and its affiliates. In April 1998, LaRRI tried to recruit Jephta Nguherimo as a second researcher. However, LaRRI's financial offer did not meet his requirements. LaRRI was therefore forced to make use of outside researchers to assist with its research projects. Alfons Mosimane and Gert Van Rooyen from the University of Namibia as well as Nepeti Nicanor and Sima Luipert were hired on a consultancy basis. This enabled LaRRI to conclude both projects.

However, several problems were experienced with this arrangement. Hiring outside researchers is costly and due to other commitments, these researchers usually do not submit their reports on time. In addition, some reports were not suitable for LaRRI's constituency and had to be subjected to major editing. It is therefore essential to increase LaRRI's internal research capacity in 1999. The services of outside researchers should only be utilised for specific projects and in areas where LaRRI lacks 'in-house' capacity.

2. Research

2.1 *NUNW - FNV Project: Understanding the present – mapping the future*

LaRRI's major research project in 1998 was funded by the FNV through the NUNW. It examined the history, present operations and future challenges of the NUNW and its affiliates. Besides conducting a literature survey about industrial relations and trade unions in Namibia, LaRRI carried out extensive interviews among national union leaders as well as union officials in the regions. The NUNW and its affiliates were consulted throughout the research process. An initial workshop was held on 24 February 1998 to determine the focus of the project. This workshop reached agreement on the issues to be covered by the survey. All unions fully co-operated and supplied LaRRI with the required information.

The report was completed in January 1999 and will be presented to the NUNW and its affiliates during a seminar in February or March 1999. Thereafter, an edited version of the report will be published as a book.

2.2 *FOS project: Survey of membership-based NGOs*

Between August and October, LaRRI carried out a survey of membership-based NGOs like trade unions, communal farmers unions and women's organisations in Namibia. This activity was funded by the Fund for Development Co-operation (FOS) in Belgium. The survey report was then presented to a NGO seminar in October. Thereafter final amendments were made before the final document was printed in November. Copies were made available to all organisations covered in the survey.

2.3 *Short-term research activities*

a) A brief research on **Rossing's** operations in Namibia with special reference to health and safety standards and labour relations was undertaken at the request of the International Labour Resource and Information Group (ILRIG) in Cape Town.

b) A research trip to the **Walvis Bay EPZ** was undertaken on 29 April 1998 to investigate the textile company 'Global Manufacturers' and to learn about the dispute between the trade unions and Labour Hire companies. Meetings were held with the manager of 'Global Manufacturers' and the management of African Labour Hire. LaRRI also met with the NUNW local in Walvis Bay and workers in the fishing industry.

c) The Namibia National Teachers Union (NANTU) commissioned LaRRI to prepare a paper on '**Teachers' Organisations and Quality Education in Namibia**' for a conference of Education International (EI) in July 1998.

c) The National Union of Namibian Workers (NUNW) commissioned LaRRI to prepare discussion papers on **union investments and on associate membership** for its CEC meeting in May 1998.

d) The Mineworkers Union of Namibia (MUN) commissioned LaRRI to prepare a briefing **paper on small business development in Namibia** in July 98.

e) A union booklet on the new **affirmative action** law was prepared for the NUNW in November.

3. Education and Training

During 1998 the following educational activities were carried out by LaRRI:

- 3.1 A 5 day **workshop on Equal Opportunities and Affirmative Action** for the NUNW and its affiliates was conducted in collaboration with a tutor of the TUC (UK). The participants received intensive training to equip them to run workshops within their unions and in the regions. It is envisaged that the TUC will support the NUNW to hold further workshops on the topic.
- 3.2 A 2 hour **presentation on globalisation** and its impact in Southern Africa was given at a national negotiators seminar of the Namibia National Teachers Union (NANTU) on 24 March 1998.
- 3.3 A 2 day **workshop on 'Basic Economics for Trade Unions'** for the national leadership of the NUNW and its affiliates was conducted on 2 and 3 April 1998. This was done in collaboration with the Friedrich Ebert Stiftung (FES) who sponsored the event.
- 3.4 A 2 day **workshop on globalisation** for the NUNW was facilitated on 9/10 May 1998 as part of the NUNW-FES education programme.
- 3.5 Another 2 day workshop under this programme provided **training in basic research** for trade unionists and was conducted on 11/12 May 1998.
- 3.6 A 1 hour **presentation on affirmative action in Namibia** was given at a women leadership seminar of the Namibia Food and Allied Workers Union (NAFAU).
- 3.7 **Research assistance** and advice was rendered to Marianne Erastus (Deputy Secretary General of the NUNW) who was conducting research on the status of women in trade unions. Advice was also given to Sackey Aipinge (deputy Secretary general of the Mineworkers Union of Namibia) who is engaged in a research project on the impact of union rivalry on industrial relations.
- 3.8 A small **reading pack on the Namibian economy** before and after independence was compiled for the MUN.
- 3.9 A **discussion paper** on the implications of Namibia's 1998-99 budget was prepared for the Executive Committee meeting of the NUNW (held on 4 April 1998).

- 3.10 Information on **international experiences with privatisation** was provided to the Namibia Public Workers Union (NAPWU).
- 3.11 An **analysis of 'Emerge 2001'** was undertaken for the Secretary General of the NUNW with a view of assessing a possible involvement of the NUNW with this newly established organisation.
- 3.12 Assistance was rendered to NAFAU with **editing** of the union's education and activity report. Likewise, assistance was rendered with editing the activities report and the constitution of the Namibia Domestic and Allied Workers Union (NDAWU).
- 3.13 Assistance with drafting a response to an attack on the unions in the Namibian's '**Economic eye**' column was rendered to the NUNW in May.
- 3.14 The MUN was assisted with the formulation of a response to the '**Competitiveness Report**' and with the drafting of a submission to the parliamentary standing committee on economics.
- 3.15 A 2-hour presentation on Namibia's **political economy** was given at a NAFAU leadership workshop on 6 July.
- 3.16 A 1-hour presentation on the effects of **structural adjustment programmes** on education and women was given to the women leadership seminar of NANTU on 25 September.
- 3.17 A 1-hour presentation on **development strategies** of labour movements was given at the NUNW consultative conference on 2 October.
- 3.18 LaRRI participated in the FES/NUNW 'training the trainers' workshop from, 9 – 13 November.
- 3.19 Jointly with trade union educators from South Africa, Brazil and Germany, LaRRI participated in a '**future workshop**' on globalisation from 6 – 13 September.
- 3.20 Assistance was rendered to the NUNW deputy secretary general regarding a paper on **union rights** in Namibia.
- 3.21 Assistance was rendered to the NAFAU educator with planning for the production of a **shopsteward manual**.
- 3.22 Assistance was rendered to the NUNW secretary general regarding a paper on **globalisation and EPZs**.

- 3.23 LaRRI facilitated sessions on trade union co-operation and the political dynamics in SADC at the **SATUCC Regional Labour Symposium**, Johannesburg, 23 –25 November 1998.

4. Fundraising

During 1998, LaRRI received financial support from the **Friedrich Ebert Stiftung (FES)** which donated N\$ 15 000 to acquire a computer system and a fax/printer. The Belgian donor agency **Entraide et Fraternite** made N\$ 25 000,- available to set up LaRRI's resource centre. The Belgian **Fund for Development Co-operation (FOS)** provided financial support to carry out the NGO survey and to conduct the NGO seminar. The **Netherlands Trade Union Federation (FNV)** sponsored LaRRI's main research project through the NUNW. The NUNW also provided LaRRI with office space, furniture and a vehicle free of charge. We are very grateful for the support rendered by these organisations.

During 1998 a comprehensive 3-year funding application was prepared and sent to a variety of funding organisations in Namibia and abroad. These included:

- Embassy of the Netherlands, Namibia
- Swedish International Development Agency (SIDA), Namibia
- Ford Foundation, Namibia
- Ministry of Labour, Namibia
- Heinrich Boell Stiftung, South Africa
- Friedrich Ebert Stiftung (FES), Namibia
- Hans Boeckler Stiftung, Germany
- Stiftung Menschenwuerde und Arbeitswelt, Germany
- DGB Bildungswerk, Germany
- Solifonds, Switzerland
- Arbeenas Bildingsfoerbund, Sweden
- Foundation for Peace and Solidarity, Spain
- Open Society Initiative, Namibia
- Norwegian trade union federation (LO)

Meetings were held with the Netherlands Embassy and the European Union to explore funding possibilities. In addition, discussions were held with Inkota Netzwerk (Germany), and the Fund for Development Co-operation (FOS), Belgium. **FOS** has responded positively and granted N\$ 45 000 in support of LaRRI's activities for 1999. Following consultations with LaRRI, FOS will also sponsor educational activities of the farmworkers union (NAFWU).

However, none of the other organisations have committed themselves to date. The Heinrich Boell Stiftung, the FES, SIDA, Stiftung Menschenwuerde und Arbeitswelt, Hans Boeckler Stiftung and the DGB Bildungswerk indicated that they are unable to provide funding for LaRRI. The Heinrich Boell Stiftung, however, might provide some funding for specific projects while the FES presently finances workshops only. However,

the FES might be open to finance research projects submitted by the NUNW. The Poen Society Initiative in Namibia (OSINA) has recommended the LARRI proposal for approval by the regional office in Johannesburg.

The Ministry of Labour submitted the LaRRI funding proposal to the National Planning Commission (NPC) and suggested that funds could be made available under the development budget. This was however rejected by the NPC permanent secretary who argued that LaRRI should be covered under the Ministry's current expenditure. The PS of labour then suggested that a funding proposal should be sent to the ILO.

5. Resource Centre

Vesta Conde has been employed on a contract basis to set up the LaRRI resource centre. She has almost completed the task and the centre will be fully operational as from February 1999. All documents have been marked and placed in colour-coded boxes for easy access. Provided that LaRRI will have sufficient funds to employ a resource centre administrator, all documents will be computerised in 1999.

Subscriptions have been taken out with various international periodicals dealing with labour, politics and development issues and the resource centre is now ready to be officially opened.

6. Administration

A host of administrative tasks had to be performed during the year. This was very time-consuming and at times hampered LaRRI's research work. The administrative work included:

- Correspondence with the members of the board of trustees;
- Attendance and minuting of LaRRI board meetings as well as management committee meetings;
- Correspondence and consultations with trade unions, labour service organisations and other NGOs;
- Registering LaRRI as an employer, deducting tax and corresponding with the Ministry of Finance;
- Registering the LaRRI deed in collaboration with the LAC;
- Applying for telephone lines and conducting extensive follow-up work with Telecom;
- Identifying a suitable medical aid and pension scheme for LaRRI;
- Writing progress and financial reports on the research project for the NUNW and FNV;
- Selecting a LaRRI logo;
- Obtaining educational materials from labour service organisation in South Africa and NGOs in Namibia;
- Purchasing LaRRI equipment and stationery;

- Payment of all LaRRI accounts;
- Subscription of journals for the LaRRI resource centre;
- Maintaining the LaRRI vehicle on loan from the NUNW;
- Taking out insurance for LaRRI computers;
- Preparing financial and work reports on the activities carried out.

As LaRRI became better known, the number of meetings, requests and correspondence was increasing significantly. Networking with organisations in Namibia (e.g. NANGOF), Southern Africa (e.g. Workers College, TURP, ILRIG, FAFO), and overseas (e.g. FOS) was becoming time-consuming and cut into the time available for research work.

During 1998, the NUNW administrators were contracted on an hourly basis to render some assistance with photocopying, typing, faxing and preparing financial statements. This arrangement has relieved the burden of the senior researcher.

7. Other activities

- Assistance with the minuting of the NUNW congress;
- Attendance of a tripartite seminar on affirmative action on 27-28 January;
- Meeting with Affirmative Action Officer of the NNCCI on 6 February;
- Meeting with the Austrian North-South Institute for Development Co-operation, a donor of the Namibia Domestic and Allied Workers Union (NDAWU) on 8 February;
- Participating in FES-NUNW education planning workshop, 10 February;
- Meeting with FNV international secretary on 18 February;
- Attendance of round table on labour relations on 19 February;
- Meeting with a delegation of the German parliament on 20 February;
- Evaluating the Equal Opportunities Project with the TUC and NUNW on 16 March;
- Meeting with Equal Opportunities Project trainers to design regional workshops on 17 and 18 March;
- Meeting with the Ministry of Labour to discuss the Ministry's 'Establishment Survey' on 8 April;
- Meeting with 'Global Training for Development' (GTD) and USAID on 21 April 1998;
- Meetings with students to discuss trade unions in Namibia, April and June;
- Meeting with representatives of the Young Christian Workers on 12 May and 16 November;
- Meetings with a Norwegian researcher who is conducting research on the Namibian EPZs were held in since May 98;
- Response to an 'Economic Eye' column in The Namibian, published in May;
- An article on Affirmative Action was written for the 'Allgemeine Zeitung' in June.
- Attendance of a conference on EU –SADC co-operation in a globalising world, Vienna, 10 – 15 October;
- Attendance of Emerge 2000 meetings on privatisation (ongoing)

- Attendance of FES roundtable discussions, 24 July and 21 October
- Attendance of workshop on an 'Integrated Communication System' in Namibia, 4-5 August;
- Facilitation of a meeting to discuss union investments, July;
- Attendance of a NNCCI meeting to discuss affirmative action, 8 July;
- Meetings with South African labour researchers, July and October;
- Information on labour issues was provided to researchers from Bank Windhoek and NEPRU, August and September;
- Information from the Internet was provided for NUNW, NAFAU and MUN;
- Meetings were held with NAPWU and PSUN to prepare for a visit by the PSI researcher. LaRRI assisted with logistical arrangements and briefed the PSI researcher on developments in Namibia;
- LaRRI provided information on the Namibian labour movement to FAFO which is publishing a book on unions in Southern Africa;
- LaRRI provided information on the economy and unions in Namibia for the ICFTU Arica office;
- Meeting with an ICFTU delegation to Namibia, 23 September;
- Meeting with a delegation of Japanese trade unions, 21 September;
- Meetings with Norwegian researcher regarding EPZ project in Walvis Bay (ongoing);
- Meetings with TUC evaluator regarding NUNW-TUC equal opportunity project, 23 October and 5 November;
- Meeting with South African labour researchers, 28 October;
- An article on trade unions in Southern Africa was written for the DGB North-South Network in December.

8. Evaluation and future plans: The judgement of the unions

At the end of 1998, LaRRI sent a questionnaire to those unions that we worked with during the year. Eleven questionnaires were completed and returned by union officials from the NUNW, NANTU, NDAWU, NATAU, NAFAU, MUN and NAPWU. The results were as follows:

1. Services rendered

The most common LaRRI services rendered during 1998 were the facilitation of workshops (11x), the provision of information (9x), and the writing of discussion papers (9x). Eight respondents indicated that LaRRI had given advice to union officials; six indicated that LaRRI carried out research for their union, six indicated that they received assistance with editing of reports; four indicated that they received assistance with the production of education materials; and one indicated that LaRRI assisted the union to get funding.

2. Quality of LaRRI's services

Eight respondents found LaRRI's services very useful while three judged the services to be useful. Ten respondents indicated that the LaRRI staff is helpful, eight found the staff friendly and six indicated that the staff is competent. No respondent found the LaRRI staff to be unfriendly, ignorant or incompetent.

3. *Work in 1999*

All respondents indicated that their unions want to work with LaRRI in 1999. Nine indicated that they want assistance with education programmes; eight indicated that they want LaRRI to carry out research for them. The proposed areas of research are:

- outsourcing, retrenchments, globalisation, privatisation;
- working conditions in the retail, fishing and commercial sectors;
- membership needs;
- access in education;
- fisheries policies.

Six respondents indicated that they want LaRRI to provide them with information on:

- EPZs and multinational companies;
- The relevance of the Namibian education system;
- Structural adjustment and economic issues;
- Namibia's political economy;
- Living standards;
- How to gather and disburse information;

Seven respondents want LaRRI to train union staff in the following areas:

- Research and report writing
- Basic economics
- Managerial skills
- Case handling (dispute resolution)
- Globalisation
- Leadership skills
- Project management and budgeting

4. *LaRRI's fees*

Nine respondents indicated that they are prepared to pay for LaRRI's services while two indicated that they are not. Six respondents agreed with LaRRI's fees of N\$ 60 –80 per hour and N\$ 450 – 600 per day. The other five respondents found the fees too high. They suggested that the fees should be negotiated, that they should be N\$ 20 per hour and N\$ 50 per day. One respondent proposed an annual subscription fee should be negotiated. Such a fee should be paid by all unions to LaRRI and in return LaRRI's hourly and daily fees should be reduced.

9. Income and expenditure

1. Income

a) NUNW-FNV Project: Understanding the present – mapping the future

115 870,95	(08.10.97)
60 541,91	(28.08.98)
58 616,25	(02.12.98)

Sub-total: 235 029,11

b) General Account

1.	2 423,00	(18.05.98, FES payment for workshop facilitation)
2.	25 635,55	(20.05.98, Entraide donoation for resource centre)
3.	1 660,00	(09.06.98, NAFAU and FES payment for facilitation)
4.	240,00	(28.05.98, NANTU payment for presentation)
5.	22 477,55	(15.07.98, FOS first payment for NGO survey)
6.	5 347,05	(11.09.98 DGB travel refund)
7.	2 200,00	(18.09.98, NUNW payment for discussion paper)
8.	450,00	(21.10.98, NANTU payment for presentation)
9.	4 392,06	(28.10.98, SADOc travel refund)
10.	17 648,00	(24.11.98, FOS second payment for NGO survey)
11.	13 849,40	(27.11.98 FOS payment for NGO workshop in 1999)
12.	44 750,50	(16.12.98, FOS donation)

Sub-total: 141 073,11

TOTAL INCOME: 376 102,22

2. Expenditure

a) NUNW – FNV Project

1.	Stationery	115,88
2.	Salaries and consultancy fees	124 484,53
3.	Petty Cash	2761,77
4.	Equipment and repairs	1701,85
5.	Telephone, Fax, Internet	4 276,92
6.	Workshops	1743,00
7.	Registration of LaRRI Trust	206,00
8.	Income Tax	15532,30
9.	Vehicle maintenance	5055,31
10	Bank fees	29,60

Sub-total: 155 243,91

b) General Account

1.	Shelves	4348,34
2.	Computer	7051,00
3.	Cellphone and Telephone	1577,00
4.	Stationery	2311,63
5.	Insurance	515,00
6.	Business cards	467,31
7.	Periodicals and resource centre materials	1616,65
8.	Travel costs	11992,00
9.	Resource centre staff	10410,00
10.	Research consultants	15500,00
11.	Printing	2708,80
12.	NGO workshop	5267,00
Subtotal:		63 764,73
TOTAL EXPENDITURE:		219 008,64
Balance carried over:		157 093,58

Plan of Activities 1999

1. Research

- 1.1 Privatisation and Subcontracting in Namibia:
What does it mean for workers and how can unions respond?
April – August 1999
- 1.2 Working towards an alternative:
Macro-economic strategy options for the Namibian labour movement
July – November 1999
- 1.3 EPZs and labour hire companies in Namibia: an attack on the labour movement?
April – August 1999

2. Education and Training

- 2.1 Basic research training for trade unionists
- 2.2 Participatory training methods in union education
- 2.3 Basic economics for trade unionists
- 2.4 Globalisation and possible trade union responses
- 2.5 Affirmative action: how can workers benefit?

3. Publications

- 3.1 Assisting the Namibia Food and Allied Workers Union (NAFAU) with the publication of a shopsteward manual
February 1999
- 3.2 Assisting the Namibia Public Workers Union (NAPWU) with the publication of a booklet on the union's history
February – March 1999
- 3.3 Article on the Southern African Labour Symposium for the SA Labour Bulletin,
January 1999
- 3.4 Publishing a booklet on the Namibian labour movement with particular emphasis on the NUNW
March – April 1999
- 3.5 Discussion papers as requested
- 3.6 Education booklets as requested

4. Resource Centre

The resource centre will be expanded to provide Namibian unions with up to date information on economic, social and political issues. All information will be computerised and updated to provide easy and immediate access.

5. Networking

- a) SATUCC strategic planning workshop, Johannesburg: 25 –27 February 1999
- b) Southern African NGO workshop, Harare: Lobbying and influencing policy: 23 –25 February
- c) Local NGO follow-up workshop: March 99
- d) Networking with local organisations like NANDOF, NEPRU, LAC etc.
- e) Networking with local EPZ researchers

6. Possible additional activities

- 1. Participation in the APADEP Worker Participation Programme
- 2. Research for NANTU on access to education
- 3. Research for NEPRU and the National Planning Commission on black business ownership and black management in Namibia.