

Labour Resource and Research Institute (LaRRI)

Annual Report 2004

"Our mission is to empower workers and their trade unions to influence policy-making in favour of the poor. LaRRI's work shall promote critical thinking and debate from a pro-labour perspective."

"Our vision is to help build a society based on social justice and equality with a strong and vibrant labour movement that is democratic, accountable to its members, and capable of promoting and defending the rights and interests of working people."

Foreword

The past year has been characterised by frequent industrial action, especially in the fishing industry. We have seen how vulnerable many workers still are and how fragile the working environment is in which workers and their trade union have to operate. As a result, LaRRI was frequently called to assist which confirms the importance of our work for the struggle to achieve better working conditions and social justice. LaRRI 's close contacts with its constituency and its partners have enabled us to once again increase the scope and significance of our work.

The activities, programs and project run by LaRRI are testimony of the unwavering commitment to serve the entire labour movement in Namibia and elsewhere in Africa. Some of the highlights worth mentioning include the third Labour Diploma Course attended by a record number of 34 students, the completion of the Affirmative Action impact assessment study and our participation in the project on Alternatives to Neo-Liberalism in Southern Africa (ANLiSA).

I am proud to state that our reputation and credibility have allowed us to attract partners beyond the labour movement and we are grateful for the excellent co-operation received from the Employment Equity Commission during the year under review.

There is no doubt that the financial contribution from our international partners has played a significant role in realising LaRRI's ambitions and plans. Although the ever-increasing reporting and application requirements place a strain on our administrative capacities, we are truly grateful for their generous support towards our work. They share our vision and outlook, and we hope to co-operate with them for years to come. At the same time, we will continue our drive towards self-reliance through commissioned work, keeping in mind that some of the workers and unions we serve simply do not have the resources to pay us enough to cover our costs. We will therefore strike a balance between financial self-reliance and accessibility to those workers and organisations who need our services most.

Part of the success of LaRRI can be attributed to the commitment and sense of focus shown by the director of LaRRI and his team who have achieved excellent co-operation with each other, unity of purpose and a great team spirit. I would like to thank all staff members for their reliability and dedication.

I would also like to recognise the LaRRI trustees for providing the necessary support and guidance to make LaRRI's operations so successful. The loyalty of the trustees over the years gave our institute a sense of stability and enabled it to grow.

Finally, I want to convey special thanks to all who worked with LaRRI and thus contributed to a very busy and exciting year. May God bless you all.

Doufi Namalambo
Chairperson, LaRRI Board of Trustees

Abbreviations

ALRN	African Labour Research Network
ANLiSA	Alternatives to Neo-Liberalism in Southern Africa
ARLAC	African Regional Labour Administration Centre
ASO	African Social Observatory
ATN	African Trade Network
AWARD	Actual Wage Rate Database
CIIR	Catholic Institute for International Relations
CPI	Consumer Price Index
CSO	Civil Society Organisation
CUTS	Consumer Unity and trust Society
DGB	Deutscher Gewerkschaftsbund (German Trade Union Federation)
EEC	Employment Equity Commission
EPA	Economic Partnership Agreement
EPZ	Export Processing Zone
ERO	European Research Office
EU	European Union
FES	Friedrich Ebert Stiftung
FNV	Federatie Nederlandse Vakbeweging (Netherlands Trade Union Federation)
FOS	Fonds voor Ontwikkelingssamenwerking (Belgian Fund for Development Co-operation)
IFWEA	International Federation of Worker Education Associations
ILO	International Labour Organisation
ILRIG	International Labour Resource and Information Group
ITGLWF	International Textile, Garment and Leather Workers Federation
KCR	Katutura Community Radio
JCC	Joint Consultative Committee
LAC	Legal Assistance Centre
LaRRI	Labour Resource and Research Institute
LEDRIZ	Labour and Economic Development Research Institute of Zimbabwe
LRS	Labour Research Service
MANWU	Metal and Allied Namibia Workers Union
MP	Member of Parliament
MTI	Ministry of Trade and Industry
MUN	Mineworkers Union of Namibia
MRC	Multidisciplinary Research Centre
NAFAU	Namibia Food and Allied Workers Union
NAFTU	Namibia Federation of Trade Unions
NAFWU	Namibia Farmworkers Union
NALEDI	National Labour and Economic Development Institute
NANTU	Namibia National Teachers Union
NAPWU	Namibia Public Workers Union

NATAU	Namibia Transport and Allied Workers Union
NBC	Namibian Broadcasting Corporation
NEF	Namibia Employers Federation
NEPAD	New Partnership for Africa's Development
NES	Namibia Economic Society
NGO	Non-Governmental Organisation
NID	Namibia Institute for Democracy
NNFU	Namibia National farmers Union
NUNW	National Union of Namibian Workers
RLS	Rosa Luxemburg Stiftung
SACP	South African Communist Party
SASK	Suomen Ammattiliittojen Solidaarisuuskeskus (Trade Union Solidarity Centre of Finland)
SATUCC	Southern Africa Trade Union Co-ordination Council
SATULA	Southern African Trade Union Labour Academy
SEATINI	Southern and Eastern African Trade and Negotiations Institute
TNC	Transnational Corporation
UK	United Kingdom
USA	United States of America
UNAM	University of Namibia
UNCTAD	United Nations Conference on Trade and Development
UNI	Union Network International
VAT	Value Added Tax
WTO	World Trade Organisation

1. Introduction

2004 was an extremely challenging year as LaRRI had to cope with the growing demand for the institute's services and the increasing popularity of its labour diploma course. The course was designed to accommodate a maximum of 25 students per year but in 2004 we had a record number of 37 students – without even advertising the course!

The highlights of the year included the launch of our labour market study, an affirmative action impact assessment study and the project on Alternatives to Neo-Liberalism in Southern Africa. We also continued to contribute to the African Social Observatory, published a new booklet on trade unions in Namibia and started to set up the first wage database in Namibia. These varied and ever increasing activities meant, however, that the administrative burden on our small institute became too heavy. Coupled with the diverse requirements for financial reporting by our various partner organisations, we had to make internal adjustments and created a new post namely for the head of finance and administration.

Our second group of labour diploma students graduated in May 2004. As in 2003, the graduation took place in Durban, South Africa, and was held jointly with our sister organisation, the Workers College.

Towards the end of the year, one of our partner organisations (FOS) sent an evaluator from the Labour Institute of Catholic Institute of Leuven, Ignace Pollet, to Namibia. After discussions with LaRRI staff, trade unions, NGOs and government representatives, the evaluator found that:

“LaRRI is well known in Namibia and the whole region (through the ALR Network)...LaRRI is often mentioned in the newspapers and the audio-visual media. LaRRI does not have to search for clients. Whenever a study (even remotely related to labour topics) on or in Namibia is wanted, LaRRI is approached.

Unions tend to highly appreciate LaRRI's way of working. One client (NAFWU) put forward as strong points:

- *the quality of the work*
- *the sympathetic attitude towards the labour movement*
- *the hands-on support (e.g. on helping to make a strategic plan)*
- *the easy access due to the location and the 'low threshold'*

Another client (NAFAU) echoed more or less the same elements and added that

- *the quality of the Labour Diploma course with regard to enhanced human capital, social capital (getting acquainted with a lot of people) and self-esteem and confidence.*
- *the usefulness of the Labour Diploma courses for education work within the trade union*
- *the pro-active role of LaRRI, e.g. in the Ramatex-case”.*

The report concluded that “LaRRI is operating close to optimal” and that the institute should continue working in line with its mission and strategy. The report advised LaRRI to “remain focussed on the quality of work and the selection of issues” and to continue approaching issues that are directly and indirectly affecting the labour movement such as globalisation, gender and privatisation.

We are determined to do just that in the years to come.

2. The LaRRI Board

During the year under review, the LaRRI Board of Trustees consisted of **Doufi Namalambo** - former vice-president of NANTU and founder member, **Cuana Angula** - former general secretary of the Namibia Food and Allied Workers Union (NAFAU), Adv. **Andrew Corbett** - legal practitioner and former director of the Legal Assistance Centre (LAC), **Ranga Haikali** - former secretary general of the National Union of Namibian Workers (NUNW), **Markus Kampungu** - former secretary general of the Namibia National Teachers Union (NANTU) and founder member, and **Peter Naholo** - acting secretary general of the National Union of Namibian Workers (NUNW). Gender activist **Nepeti Nicanor** went for studies overseas and thus could not retain her position on the board. The board did not yet find suitable replacements but hopes to appoint 2 additional trustees in 2005.

The board held two full meetings during the year, on 30 March and 18 November 2004. In addition, the Board’s **Management Committee** consisting of Doufi Namalambo (chairperson), Markus Kampungu (vice-chairperson), Cuana Angula (treasurer) and Herbert Jauch (director- ex officio) met on 24 February and 16 June 2004. The board decided that LaRRI should expand its offices and create the position of head of finance and administration to deal with the increasingly complex administrative and financial tasks of the organisation. The board also supported the idea of LaRRI acquiring an off-road vehicle in 2005 to carry out research on farm workers. LaRRI staff was also encouraged to continue raising LaRRI’s own income through commissioned work.

3. Staffing

We are happy to report that LaRRI managed to retain all staff members and to recruit **Albertina Erastus** as our new head of finance and administration. Her appointment was necessitated by the increasing number of projects that LaRRI is engaged in and by the increasingly complicated financial reporting requirements of our partner organisations.

LaRRI’s other staff members during 2004 were **Ndinelago Shipiki-Shaanika** (administrator), **Herbert Jauch** (director), **Selma Amwele** (administrative assistant), **Cons Karamata** (researcher) and **Ntwala Mwilima** (researcher).

We also worked with several researcher and lecturers on a contract basis and wish to extend a special word of thanks to the following persons:

- **Jade McClune** for his in-depth study of local and global water politics.
- **Lucky Uiseb and JEP Support** for servicing and maintaining our computers, Internet and website.
- **Jerry Mameja** for his assistance with data processing and the creation of a database for our affirmative action study.
- **Tate Japhet Shapama Hellao** and his son **Mervin** from **Spatzi's Catering** for looking after our well-being during many workshops and diploma classes
- **Alfred Angula, Ruusa Shipiki, Doufi Namalambo, Volker Winterfeldt, Phaniel Kaapama, Clement Daniels and Sackey Aipinge** for their enthusiasm and dedication as lecturers in our labour diploma course.
- **Naita Kamho, Inyemba Kamwi, Selma Karuumbe, Ngurimuje Mize, Meriam Tjaimi and Bertus van Wyk** for their excellent field work during our affirmative action study.
- **Naita Kamho** for her contribution to setting up the AWARD database.
- **Muinjovina Katjimune** and **Mainga Namakau** for their assistance with data entry.

4. Research

During the period under review, we managed to finalise the **labour market study**, which LaRRI had been engaged with since early 2002. On 23 June, the report was officially launched by Namibia's Minister of Labour, Marlene Mungunda, who praised LaRRI for having produced a report that provided many important insights into the dynamics of the Namibian labour market.

LaRRI's groundbreaking study on **water privatisation** in Namibia was finalised and launched in March 2003. This study linked global trends and politics with local events and was reproduced in an edited version as a chapter in a book on water privatisation in Southern Africa. The Municipal Services Project launched this book in South Africa in November.

We also carried out a research project on **gender and labour market liberalization in Namibia** for the African Labour Research Network (ALRN). A first draft was presented for discussion at an ALRN meeting in April while the final draft report was submitted in May 2004. The various country papers were compiled into book form.

We conducted a study into labour and social conditions at the **Navachab gold mine**. This formed part of the **African Social Observatory**, which investigates the behaviour, and practices of Transnational Corporations (TNCs) in Africa. The first draft of the paper was presented at a workshop of the African Labour research network (ALRN) in Accra, Ghana in October. The paper was then finalised and submitted for publication to the project co-ordinator. This project receives financial support from SASK and the FNV.

We commenced work on the **Actual Wage Rate Database (AWARD)** project in collaboration with the Labour Research Service (LRS) in South Africa. This 2-year project examines trends in the economy and wage rates and will provide useful up to date information for trade union negotiators. A database was designed and set up and the process of collecting data has started. The unions that we targeted initially are MANWU, NANTU, NAPWU, NAFAU and the MUN. They operate in the mining, fishing, hospitality, wholesale and retail, building & construction, energy and public sectors. Over time, this project will be extended to other unions who are interested to participate. LaRRI's researcher Cons Karamata received training from Beaula Dicks (LRS) on how to use the database. Cons in turn trained 2 research assistants who worked for LaRRI on a contract basis. By the end of the year, data collection, entry and rectification was completed and we started to work on the first Namibian wage bargaining report.

An AWARD conference, which was envisaged to take place in Namibia in November had to be postponed due to the elections that were held in Namibia at that time. The conference is now scheduled for April 2005. The AWARD project receives financial support from the FNV.

A paper on **globalisation, NEPAD and social clauses** was prepared for a partners' meeting of LO Norway in Maputo, Mozambique in March 2004. Trade union leaders from all over Africa attended this meeting.

LaRRI conducted an impact assessment study on **affirmative action** in Namibia for the Employment Equity Commission (EEC). The study was sponsored by the Friedrich Ebert Foundation (FES) and launched in December. The EEC was pleased with the quality of LaRRI's work and decided to publish the study in a printed form.

We also participated in an ALRN project on "**Alternatives to Neo-Liberalism in Southern Africa**" which is co-ordinated by the Labour and Economic Development Research Institute of Zimbabwe (LEDRIZ). The project aims to develop an alternative development strategy for Southern Africa in close collaboration with the labour movement and later on other progressive organisations. LaRRI contributed the chapter on labour markets in Southern Africa.

A research project on **Asian Ramatex workers** was conducted in September/October in collaboration with the International Textile, Garment and Leather Workers Federation (ITGLWF) - Africa Office, the International Labour Rights Fund and the Namibia Food and Allied Workers Union (NAFAU). A Chinese researcher assisted LaRRI and the findings will be published in early 2005.

We prepared a paper on the **informal sector in Namibia**, which was presented at a workshop of the International Labour Organisation (ILO) and the National Union of Namibian Workers (NUNW) in October.

We prepared a booklet on the **struggle for workers rights** in Namibia for the American Centre for International Labor Solidarity (Solidarity Centre).

5. Education

During the year, we concluded the third **labour diploma** class with a record number of 37 students. This is an indication of the popularity of the course. Tragically, two of our students passed away during the year.

After the disappointing results in 2003, the class of 2004 took their studies very seriously and most will graduate in March 2005. In future, applicants will be screened before they can register for the labour diploma. Module 1 on trade union history took place in March, followed by Module 2 on health and safety in May, Module 3 on Namibia's political economy in July; Module 4 on affirmative action and gender in August, Module 5 on labour law in October and Module 6 on globalisation in November. In addition, LaRRI offered writing skills classes in July and computer classes in September/October. The writing skills classes were judged to be very important and will become compulsory as from 2005.

We have also explored the possibilities for **further studies** for our students. The Workers College in Durban has prepared a proposal for a regional labour diploma involving Zimbabwe, Namibia, South Africa and possibly Zambia and Tanzania. In addition, negotiations with the Polytechnic and the University of Namibia will continue regarding accreditation and further studies for our labour diploma graduates.

Our 9 Labour diploma graduates of 2003 attended their **graduation** in Durban in May 2004.

LaRRI, jointly with the Namibia Economic Society (NES) organised a **trade seminar** on the implications of the current negotiations for African countries on 11 March. Speakers at the seminar included Hameeda Dedat from the International Labour Resource and Information Group (ILRIG), Riaz Tayob from the Southern and East African Trade Information and Negotiations Institute (SEATINI) and Nokokure Murangi from the Ministry of Trade and Industry (MTI). During the seminar a new book, called 'Behind the scenes at the WTO' was launched. Several NGOs, trade unions and government officials attended the seminar although the attendance was lower than anticipated.

We facilitated an **education planning meeting** of the NUNW and FES on 15 March as well as an NUNW **seminar on the new labour bill** on 2 April.

We facilitated a meeting on 29 April with unions affiliated to NUNW and the Trade Union Congress of Namibia (TUCNA) to discuss the **draft booklet on trade unions** in Namibia.

We co-facilitated at the **"rain school" of the Nigeria Labour Congress (NLC)** from 28 June – 2 July in Calabar. This leadership training school attracted over 100 participants from all over Nigeria. LaRRI facilitated sessions on globalisation and on policy influencing in favour of the poor.

LaRRI facilitated a one-day session on globalisation at a **SATUCC women leadership seminar** in Windhoek on 24 June.

As in previous years, LaRRI facilitated several **workshops for the NUNW** and its affiliates. These included workshops on sexual harassment in Katima Mulilo in July; on affirmative action in Swakopmund in September; and on “women in trade unions” in Tsumeb in September.

We facilitated an **organising workshop** for the International Transport Workers Federation (ITF) in September.

In addition, LaRRI facilitated the **NUNW winter school** in Windhoek in August and the **NUNW summer school** in Walvis Bay in October. These trade union schools were attended by some of our labour diploma graduates who developed training manuals on health & safety and on globalisation. The graduates were also trained in facilitation methods to enable them to run workshops in their respective unions. The training manuals will be published in 2005.

LaRRI facilitated a **strategic planning workshop for the Namibia Farmworkers Union (NAFWU)** in Tsumeb from 15-17 December to review the union’s programmes, to assess its strength and weaknesses and to develop a plan of action for the years ahead.

We also facilitated sessions on globalisation at a leadership course organised by the **Southern African Trade Union Labour Academy (SATULA)** in Johannesburg in July and we co-facilitated a **strategic planning workshop of SATUCC** in Johannesburg, South Africa from 14-16 December.

LaRRI was approached by the **Katutura Community Radio (KCR)** to produce a weekly programme on labour issues. This programme, initially known as “workers’ world” started in September and is screened every Monday evening at 18h00 on FM 106.2.

6. Publications

A paper entitled “**Is Africa for Sale?**” was written for The Namibian and appeared in the edition of 20 February, shortly before the 4th round of the SACU-US negotiations over a free trade agreement. The paper provided a critical analysis of the current strategies of entering economic partnership agreements as pursued by the EU and USA.

We prepared **articles on water privatisation** in Namibia for Umsebebzi (newsletter of the South African Communist Party), the African Communist (SACP journal) as well as a chapter for a book of the Municipal Services project in South Africa and Canada.

We published a booklet on **trade unions in Namibia**, which was launched by Namibia’s Minister of Education, John Mutorwa, on 4 August. This booklet was commissioned by

the Friedrich Ebert Foundation and covers the Namibian labour movement, the socio-economic environment in which it operates as well as the challenges unions currently face.

We prepared papers on **land reform** in Namibia as well as on the **effects of trade liberalisation on the agricultural sector** for a workshop of farm workers rights hosted by Khanya College, Johannesburg, in February.

A paper on **Ramatex** was published in the trade union journal “International Union Rights”.

A paper entitled “**No justice for the poor**” was published in The Namibian as an opinion piece on 17 September and appeared as a reader’s letter in New Era and Allgemeine Zeitung. It was also reprinted in the Namibian Worker.

A paper on “**WTO, NEPAD and Social Clauses: Challenges for Africa**” was presented at a seminar of the African Regional Labour Administration Centre (ARLAC) in Windhoek in August.

We contributed the Namibian chapter to the book on **Gender and Labour Market Liberalisation in Africa**, which was published by the African Labour Research Network

The LaRRI booklet (guide) on the new **Namibian Labour Act** was finalised and will be published in February 2005.

7. Networking

We attended the **World Social Forum** in Mumbai, India in January, which brought together organisations from all over the world in order to share experiences regarding the struggle to shape a better world. LaRRI presented a paper on foreign investment in Africa and presented it at an event hosted by the **African Labour Research Network (ALRN)**.

Throughout the year, LaRRI continued to be an active member of the **ALRN** and has attended its meetings in India, Ghana, Zimbabwe and South Africa. As mentioned above, we prepared papers for the project on “Alternatives to Neo-Liberalism in Southern Africa” as well as for the African Social Observatory (ASO).

We attended a workshop hosted by the Workers College in South Africa, attended by trade union representatives from Zambia, Tanzania, Swaziland, Namibia and Lesotho to discuss the possibilities of developing a joint **regional labour diploma** course. The workshop also examined possible areas of co-operation between African unions regarding education programmes.

LaRRI attended the “**Equator School**” in Entebbe, Uganda from 22-31 March. This is a joint project between the Southern and Eastern African Trade Information and Negotiations Institute (SEATINI) and “The Other Canon”. This project brings together NGOs and trade unions in search for alternative economic models to the dominant neo-liberal agenda.

We also attended seminar on the role of civil society in the **international trading system**, hosted by the Consumer Unity and Trust Society (CUTS) in New Delhi, India, from 13-15 April. The seminar brought together various civil society organisations (CSOs), government representatives as well as officials from the United Nations Conference on Trade and Development (UNCTAD) and the World Trade Organisation (WTO) to evaluate the role played by civil society in shaping developments around the global trading system.

LaRRI participated in a trip to London and Brussels organised by One World Action with a view of raising awareness on the Cotonou Agreement and other **trade issues**. Civil society organisations from Southern Africa engaged their counterparts (e.g. ERO, CONCORD, SOLIDAR, EURO STEP, CHRISTIAN AID) as well as policy makers (e.g. parliamentarians, ministers, EC officials) in Europe on trade and development issues arising out of the ongoing negotiations around Economic Partnership Agreements (EPAs). As a follow-up, LaRRI might play a central role in raising awareness on trade issues not only among trade unions but also among Namibian NGOs.

LaRRI also attended the annual **SATUCC labour symposium** in Johannesburg, SA.

We joined the **International Federation of Workers Education Associations (IFWEA)** in 2004.

A meeting was held with outgoing assistant general secretary of **Union Network International (UNI)**, Hans Schwass, on 3 February to discuss trade union developments in Namibia.

A meeting with Willem Odendaal from the **Legal Assistance Centre (LAC)** was held on 4 February to discuss the current situation of farm workers and possible co-operation between NAFWU, the LAC and LaRRI.

Assistance was rendered to Simona Gallo from the **University of Cape Town** with preparing a report on the implementation of ILO conventions and tripartism in Namibia.

A meeting was held with Selma Nangula from the **Multidisciplinary Research and Consultancy Centre (MRCC)** at the University of Namibia on 19 February to discuss privatisation in Namibia.

We met with visiting **Swedish researchers** to discuss the state of trade unions in Namibia on 20 February.

LaRRI made a presentation on trade unions in Southern Africa to a **FOS staff meeting** in Harare on 4 March.

A meeting was held with **MP Ellen Kamanya** on 23 March to discuss the new labour bill.

A meeting was held with visiting researcher Colin Fenwick from the **University of Melbourne, Australia**, to discuss labour relations in Namibia.

A meeting was held with Ms Ilonga from the **Ministry of Labour** on 18 May to provide information on Namibian unions and the Namibian labour market.

A meeting was held with **Pastor Klopper** on 19 May to discuss possible campaigns to force Ramatex to improve its working conditions.

A meeting was held with Justine Hunter from the Namibia Institute for Democracy (NID) on 26 May to discuss labour relations in Namibia.

Meetings were held with visiting delegations of the “**DGB Bildungswerk**” (education institution of the German trade unions federation) in July to discuss future co-operation. The organisation has indicated its interest to support the labour diploma course should LaRRI require additional funding.

We participated in a meeting of the **National Planning Commission** to discuss improved statistics regarding the consumer price index (CPI) in Namibia on 19 August.

We attended a workshop hosted by the **ILO and the Ministry of Labour** on International Labour Standards in Southern Africa in September.

LaRRI held discussions with members of the government’s **technical team on land reform** on 22 September.

We presented papers on Export Processing Zones at a workshop of the **African Regional Labour Administration Centre (ARLAC)**, which brought together African governments, employers and trade unions in Swaziland on 5-6 October.

We held of meeting with representatives of the **Catholic Institute for International Relations (CIIR)**, Steve Kibble and Nathaniel Araseb, to discuss developments relating to farm workers in Namibia on 25 October.

We held a meeting on 5 November with a **Canadian researcher**, David McDonald, to discuss the possibility of a research project on accessibility of energy in Southern Africa.

We held meetings on 7/8 November with representatives of the **Southern African Labour Academy (SATULA)** to discuss joint activities in 2005.

We hosted a visiting delegation of the **Rosa Luxemburg Foundation** from 8-11 November.

We attended the award ceremony of the **Employment Equity Commission (EEC)** on 12 November.

A meeting was held on 25 November with Angela Mickley from a **peace centre** in Germany to discuss possible needs of the labour movement in terms of conflict resolution and mediation. LaRRI mentioned the possibility of training trade unionists in that field to prepare them for the implementation of the new Labour Act.

A meeting was held on 6 December with Norbert Huess from the **German trade union federation DGB** to discuss the progress of the “Namibian Worker” newspaper and possible improvements.

8. Resource centre, finance and administration

The continuous expansion of LaRRI’s activities over the years, covered with highly diverse reporting requirements from our various partner organisations created a few challenges for us. Our administrative capacity could no longer cope with the many and varied tasks and as a result the further computerisation of our resource centre could not proceed as planned. In addition, some of our partner organisations indicated that they required more detailed financial reports. As a result, LaRRI cancelled its plans of appointing another researcher in 2005 and instead created a new position for a head of finance and administration.

Major progress has been made since the appointment of a qualified person in that position in September. The financial statements have been computerised on the pastel programme, all our invoices are generated there and monthly statements of income and expenditure are prepared. All LaRRI accounts were reconciled at the end of the year and will be ready for external auditing by the end of January 2005.

The accounting system (Pastel) was set-up and all financial information for 2004 was entered. The Internet banking system was installed and most payments are being made electronically. Financial reports were prepared for all our partner organisations in line with their different criteria and expectations.

A new financial documentation (filing) system was introduced and the LaRRI housing scheme was registered, allowing the tax deductions for staff members. LaRRI has now also registered for VAT as requested by our auditors.

After experiencing Internet problems over several years, we changed our server and also obtained a leased line for Internet use. Our website also had to be redone but the progress was much slower than anticipated and the work was still not completed at the end of the year.

9. Advocacy, advice, information and more...

- Interviews for NBC radio were given on the topics of land reform, affirmative action, May Day, Ramatex and labour relations.
- A meeting was held with Red Cross staff members on 23 February to provide advice on labour matters.
- A meeting was held with the NUNW on 27 February to discuss LaRRI's contribution to a project on organising informal sector workers.
- A meeting was held with "Potentia Namibia" on 29 March to discuss restructuring plans at Air Namibia.
- We attended an arbitration/mediation seminar on 1-2 April 2004.
- A meeting with M-Web staff members was held on 15 April to discuss labour problems at the company.
- LaRRI assisted NATAU with advice regarding an "empowerment proposal" presented to the union by a local company.
- Meetings were held with UNAM students to provide information on labour issues.
- We made a presentation on the conditions of farm workers in Namibia at an FES panel discussion on 5 May 2004. This panel discussion was attended by farm workers organisations from Zimbabwe, Namibia and South Africa as well as Namibian farmers' organisations.
- A meeting was held between the NUNW, LaRRI and UK parliamentarians on 8 June to discuss labour issues and the land question.
- LaRRI participated in the NUNW delegation that presented the labour movement's demands regarding the new labour bill to the National Council on 10 June .
- LaRRI made a presentation on affirmative action to members of the management cadre of the civil service on 26 July.
- We met a visiting delegation from FOS in Windhoek in July.
- LaRRI participated in the civil society meeting with the German Minister of Development Co-operation, Heidemarie Wieszorek-Zeul on 13 August. The meeting urged her to apologise for the genocide committed during Germany's colonial rule in Namibia.
- LaRRI assisted the NUNW to prepare a statement on the situation of Bangladeshi Ramatex workers in August/September. LaRRI also made a successful appeal for humanitarian assistance for these workers and was able to donate N\$ 10 000 for food (jointly sponsored by Workers College Durban, FOS and LaRRI). In addition, LaRRI consulted the Legal Assistance Centre (LAC) regarding possible legal action against Ramatex for human rights violations.
- LaRRI made a presentation on the Namibian labour movement to a group of visiting students from the University of Linz in Austria on 20 August.
- We assisted NAPWU to finalise the amendments to its constitution in August.
- We attended a roundtable discussion on water privatisation in Namibia, organised by FES on 23 August.

- We facilitated the evaluation of LaRRI by Ignace Pollet from the Labour Institute of the Catholic University of Leuven (Belgium) in November/December. He was asked by FOS to evaluate LaRRI and the Namibia National Farmers Union (NNFU).
- In December, advise was given to the women's organisation Sister Namibia regarding the calculation of overtime payment and travel per diems.
- LaRRI also advised several students regarding their studies, thesis outlines and research proposals.

10. Financial Statement, January – December 2004 (in N\$)

Income received in 2004:

Balance as at 1 January 2004	357,202.97¹
Services rendered to:	
NALEDI	25,000.00
Hesperian Foundation	2,467.14
Khanya College	5,000.00
NUNW	7,806.85
NUNW/FES	43,200.00
EEC/FES	198,000.00
LEDRITZ	25,228.47
International Labor Rights Fund	49,665.56
NAPWU	1,200.00
Labour Diploma fees	20,710.30
International Transport Workers Federation	1,511.38
International Labour Solidarity	13,400.00
Labour Research Service/FNV	125,661.17
LO Norway	12,685.19
Book sales and other services	47,296.55
Total: services rendered	578,832.61
Donation for Bangladeshi workers	4,367.01
FNV	92,440.08
SASK	191,280.80
RLS	476,381.22
FOS	149,044.41
TOTAL INCOME:	1,849,549.10

	Expenditure
1. Administration Costs	416,798.25
Auditor's remuneration	22,915.87
Bank charges	16,710.55
Lease & Hire	5,373.00
Office Expenses/Catering/Entertainment	12,862.49
Fax, Telephone & Postage	85,889.14
Insurance	6,934.39
Advertisements	4,917.81
Office extension	25,000.00
Security Costs	435.00
Stationery, Copy & Printing	53,950.75
Field work (S&T) (local travel)	44,059.89
Travel (regional & international)	114,806.77
Books & Subscription	795.00
Repair & Maintenance	18,370.16

¹ Part of the FNV support for 2004 (N\$ 164 824.00) was paid in advance (December 2003) and is included in the balance of 1 January 2004.

Courier Services	3,777.43
2. Furniture & Equipment	116,262.83
Maintenance expenses	26,728.95
Computer hardware & software	62,812.50
Office furniture	14,652.91
Copier machine	12,068.47
3. Education Activities	121,913.31
Seminars & workshops	45,326.82
Labour Diploma Course	71,371.49
Staff Development	5,215.00
4. Personnel Costs	954,610.09
<i>Salaries & Benefits</i>	
Permanent Staff	772,351.19
Contract Staff	176,144.50
Trustee's Allowances	4,250.00
Social Security Commission	1,864.40
5. Transport	11,862.21
Maintenance	2,370.48
Petrol	9,491.73
6. Miscellaneous	3,101.89
Donations	3,101.89
TOTAL	1,624,548.58
Balance (income minus expenditure)	225,000.52