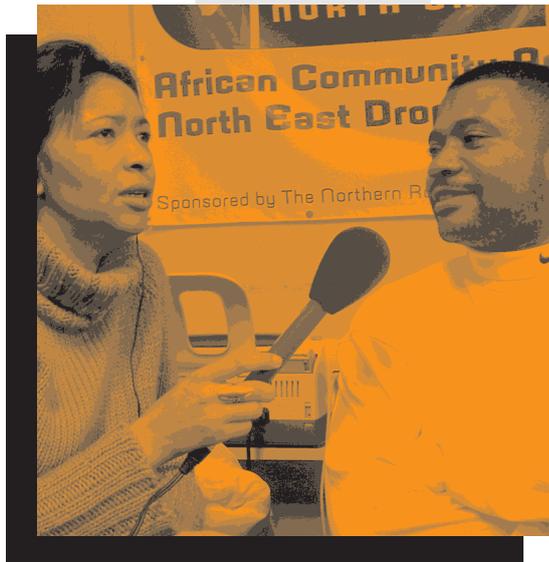


# ORRF

north east

**REGIONAL REFUGEE FORUM**  
The Collective Voice Of The Region's Refugee Community



**REPORT FEBRUARY > 05**



# WHAT IS THE FORUM ?

## A Brief History

The Forum is a membership organisation composed of community organisations that have been set up by refugees and asylum seekers to support the settlement and integration of their communities in the North East region. This region covers Tyne & Wear and the Tees Valley - which includes the cities of Newcastle, Gateshead, Sunderland, Stockton-on-Tees, Middlesbrough, Darlington and Hartlepool. Member organisations include communities from South America, Africa, Eastern Europe, South East Asia, and the Middle East.

This Forum was the first of its kind in the UK. It began in 2000 as a project developed within the North of England Refugee Service, anticipating the formation of entirely new refugee communities as a consequence of the Government's policy of Dispersal which began in April 2000. It was also founded in a project NERS lead for the European Commission, which worked with groups of refugees from the North East, Ireland and Italy to understand how refugee voices could be included in the development of policy and practice around integration. The Forum was supported by a 3-year grant from the Community Fund. Its first meeting was held in February 2001. At that time there were 7 existing Refugee-led community organisations (RCOs) in the North East region. With the help of the Forum, the arriving communities quickly organised themselves into new RCOs, and so membership now numbers nearly 40 refugee-led community organisations.

The aims and actions of the Forum were drafted by the membership itself, along with its own unique Constitution, which was signed in March 2003. It elected its first Executive Committee in October 2003. The Action Plan for 2004-2007 was approved by the General Membership on 14th January 2004. In July 2004 the Forum became a fully independent organisation, supported through a 3-year grant from the Big Lottery for core costs, whilst project costs are covered by a variety of small grants funding. It is managed by the Executive Committee and directly employs 2 full-time staff members, the Co-ordinator and the Information and Communications Officer.

During its transition to a fully independent organisation in 2004, the Forum has focussed on developing the necessary structure and processes, and securing the necessary funding, to enable the organisation to run most effectively and be successful in implementing its Action Plan.

## Summary of the Forum's Aims and Objectives

The Forum's members are working hard to create the opportunity for their communities to achieve secure, full and active lives. Economic independence and positive relationships within the local community are key aspects to ensure that these new communities can participate in and contribute to regeneration in the NE region on a full and equal basis, for the good of the whole North East community.

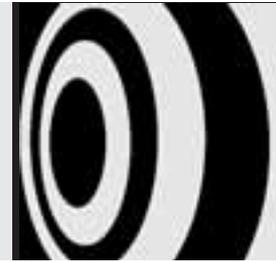
The Forum recognises that refugees and refugee self-organisation have a unique, vital and complimentary role to play in promoting this social, economic and cultural integration of their communities. The region's refugees bring with them a wide range of skills, knowledge and experiences, which represent a valuable resource for integration and they have the motivation and commitment to use these skills to achieve this for the whole community of refugees. They know what works and what does not. They know the problems and they are creative about solutions. However too often they are consulted on the problems but not asked for their views on the solutions. Nor are they seen as key partners in designing and directly delivering solutions. This is because the role of RCOs is often seen as Adding Value to other agency's work, rather than as central to Best Value. Too often they are seen as performing a pastoral or crisis intervention role, rather than a more strategic role. In order to achieve their real potential, RCOs need a wider understanding of and recognition of their role, which would create the foundation for genuine and effective partnerships with key agencies in the region. For as long as RCOs remain marginalised their potential cannot be fully achieved, and integration will take longer.

The Forum gives the region's refugee community a structure for producing their collective voice and for that strong and confident voice to be heard by a wide range of agencies and organisations in the region. This provides a valuable resource for agencies seeking to engage with a 'hard to reach' group. In this way genuine and effective partnerships can be formed and Forum can contribute effectively to progressing key targets of Community Cohesion, Diversity, Enterprise and Equality of Opportunity for the good of the whole community of the North East.

The Forum is a platform that empowers its members. It reduces the isolation that individual RCOs experience as single units. It offers the unique opportunity for RCOs to meet together, talk to and listen to each other, and to jointly plan a strategy of action. It also ensures that RCOs understand the structures of policy making in the UK, are kept informed of significant changes to policy and have access to training and capacity building opportunities so that they can serve their communities more effectively. It is about refugees speaking for and by themselves, with the confidence that their voice reflects collective experience, expertise and aims. It is driven by an agenda established by consensus and shared by the whole community of refugees in the region

The Forum has achieved national recognition for its work and representatives have been invited to speak at regional and national conferences. We hope that it provides a successful model for other areas of the UK and Europe. Representatives of the Forum have been invited to speak to groups of RCOs in other areas of the UK and Ireland to encourage them about what can be achieved through collective action.





## To achieve its aims the Forum organises the following actions:

- Meetings of the Forum membership.
- Interface meetings with other bodies.
- Circulation and Exchange of wide range of information, to and between Forum members, and between the Forum and other agencies.
- Learning exchange visits to other refugee led forums and projects throughout the UK and Europe. to share best practice and strengthen links.
- Training to and by Forum members.
- Presentations and public speaking by Forum members.
- Participation in Research project and production of reports of Forum's findings and recommendations.
- Development and Capacity building support for newly emerging and existing RCOs.
- Strengthen links with key partner agencies in particular GONE (Government Office North East), One North East (Regional Economic Development Agency), NECARS (North East Consortium for Asylum and Refugee Support), so that the Forum's voice is heard in regional social, cultural and economic inclusion strategies.

Through promoting Diversity and inclusion in the region, the Forum can help more refugees to feel positive and confident about choosing to make the North East their permanent home, rather than migrate to other major cities of the UK. That they can feel confident they can truly belong here and have full and active lives. The region as a whole will benefit from retaining their skills, experiences and networks of international contacts, and the relationships they have established as members of the community. The host community itself will have a positive experience of Diversity and benefit from the contribution to regeneration that refugees can make. Through contributing to a process of transformation in the region, the Forum's work can benefit not just those arriving and settling as refugees, but all future migrants to the region, for the good of the whole community.

## Examples of the Forum's achievements

(before Oct 2003)

### Learning exchange visits

- Five Forum representatives attend the national RCO exchange meeting in London Feb 2004, including visits to the House of Parliament and Channel 4 News.
- Three Forum members participate in a national exchange learning series with the European Council for Refugees and Exile SHARE initiative on strengthening Refugee Participation in European Asylum Politics and Programmes. One Forum member was chosen to participate in European Seminar in Brussels.

### Advocating the role of a collective voice

- 2 members present to the Initiatives for Change international conference in Caux, Switzerland.
- Consultants engaged by the Refugee Council to develop capacity of East of England RCOs examine Forum work and structure. Forum representatives invited to speak at conference in Cambridge.
- Forum representative invited to present on Forum to gathering of RCOs in South Yorkshire, wishing to form similar structure.
- Praxis (inter-agency partnership national RCO development programme) consulted the Forum on promotion of the capacity of RCOs nationally. Forum members advocate networking of forums / regional community organisations networks across the UK.
- Forum presentation at London's Evelyn Oldfield National Conference on the development and role of RCOs.

### Participation in working groups on integration

- invitation to join the National Refugee Integration Forum Community Development sub-group.
- invitation to join The National Refugee Integration Forum Positive Images Sub-Group.
- Membership of Home Office research working group on integration.

### Interface meetings

- Northumberland, Durham and Cleveland Police forces.
- One North East Regional Economic Strategy Team.
- NECARS.
- Community Enterprise Direct.
- Praxis.
- Refugee Employment and Education Group.
- Arts Council North East.



# WHAT IS THE FORUM ?

## Presentations

- One North East Summer School.
- GONE (Government Office North East) Race Equality Workshop.
- European Social Research Council National Seminar Series.
- Community Cohesion planning groups in Newcastle and Sunderland.
- JRF and hact national fact finding tour to report to House of Lords.
- Multi-agency planning groups in Stockton, Sunderland, Newcastle, and Gateshead.
- Student Community Action for Refugees.
- GONE (Government Office North East) included communities .

## Training

- Signposting and referral (NERS).
- Immigration and Asylum law (OISC - Office of Immigration Services Commissioner).
- Quality Assurance QASRO Refugee Council.
- NASS Systems and Procedures (NERS).
- Dealing with the Media (Amnesty International / NUJ - National Union of Journalists).
- Effective Management Committees (NERS).
- Business Skills Development Course (CED - Community Enterprise Direct).

## Participation in Research

- "Barriers and Opportunities for Refugee Business Start up and Self-Employment" Angier Griffin for One North East.
- "Accessing Health Services for New Arrivals: The Refugee Perspective" Newcastle Primary Care Trust: PMS Pilot project.
- "Refugee Aspirations on Move-on Housing Needs in the North East" Banks of the Wear Community Projects (JRF- Joseph Rowntree Foundation / hact - Housing Association Charitable Trust).
- "Learning and Skills Needs of Refugees and Asylum Seekers in Tyne & Wear" Banks of the Wear Community Projects for the Learning and Skills Council.
- "Refugees: Opportunities and Barriers to Training & Employment" Goldsmiths College, University of London for Department of Work & Pensions.
- "Practical Help Manual for Volunteering for Refugees and Asylum Seekers" Tandem Communications.
- "Practical Help manual for Sexual Health Issues relating to Refugees and Asylum Seekers" Tandem Communications.
- "Investigating access to and appropriateness of North East museums and libraries for Refugees" NEMLAC (North East Museums, Libraries and Archives Commission).
- "Participatory Methods in Research with Refugees and Asylum Seekers" ESRC (European Social Research Council).
- "Investigating RCOs in the North East of England dispersal region and community based integration initiatives" Home Office IRSS Immigration Research & Statistics Service.

## Development and Capacity Building

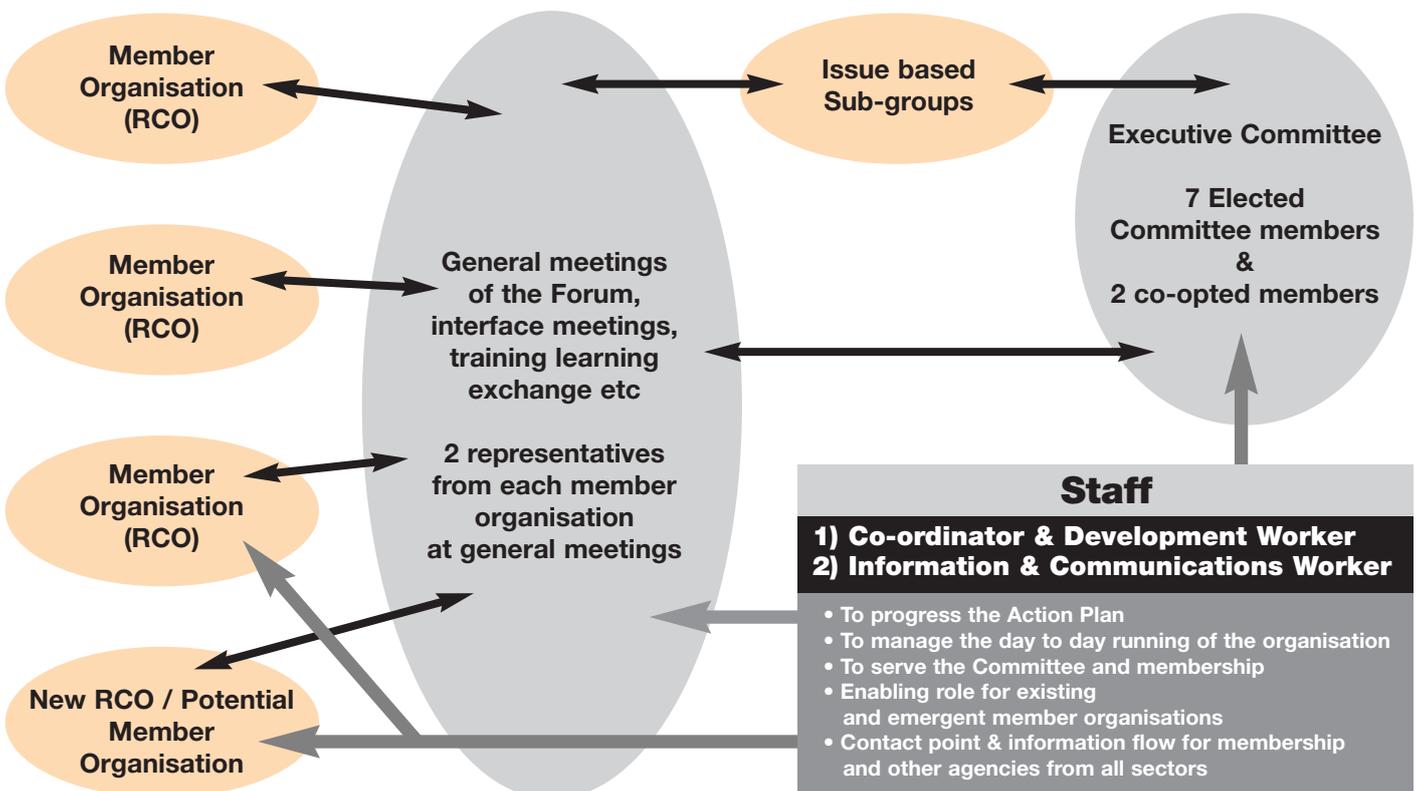
- One to one support to member organisations with forming Constitutions, Action planning and writing Funding application forms, finding premises, Event organisation.
- Liase with and advise Funders, Voluntary Organisations Development Agencies, BECON (Black, Ethnic Minorities Community Organisations Network) VONNE (Voluntary Organisations Network North East), Refugee Council.
- Referral to local development and capacity building agencies and opportunities.
- Referral to local mutli-agency working groups.
- Referral to Local Authority support structures, such as Sports Development officers.
- At the first meeting of the Forum held in February 2001 there were 7 existing RCOs in the North East region, only 4 of which were Constituted and the total funding between them was only £5000. By end of June 2002, through the direct support of Forum, there were 19 RCOs, 15 of which had Constitutions, with approximately £100,000 of funding sourced for start up costs and diverse range of project activities.

# HOW ARE WE STRUCTURED ?



## RCOs Participating in the Forum February 2005

- Abogida (Ethiopian arts and culture)
- ACANE (African Community Advice North East)
- Afghan British Association
- North East Afghan Community Association
- African Women's Group
- Albanian Community
- ASINEE (African Solidarity for Integration in the NE England)
- Association for the Promotion of African Women
- Baobab
- Bosnia & Herzegovina Society
- Central African Community Group
- CHAPS (Comunidad Hispano Americana de Pennywell en Sunderland)
- North East Chadian Community Association
- North East Eritrean Community Association
- North East Ethiopian Community Association
- The Farsi Group
- GAFRICOM (Gateshead African Community Association)
- Iranian Centre North East
- ICANE (Iraqi Community Association North East)
- Ivorian Community Association
- Kurdish Community Association North East
- Kurdistan Community for the Kurds (Tees Valley)
- LACSA (Latin American Community Support Association)
- Le Camer
- NEACA (North East Angolan Community Association)
- NEST (Portuguese speakers women's project)
- Newcastle African Association
- Newcastle Congolese Support Project
- Notre Voix
- Palestinian Community Association
- ReACT (Refugee Advisory Committee on Tyneside)
- Roma North East
- Sri Lankan Society
- Stockton Afro Caribbean Association
- Sudanese Society
- Sunderland African Association
- Sunderland Farsi Speakers Support Group
- Sunderland Great Lakes Community
- ZICONE (Zimbabwe Community Organisation in the North East)



# WHAT DO WE DO ?

## Activities of the Forum

**1**

**Meetings of the Forum membership**  
to collectively identify needs, gaps, what works and what doesn't, identify solutions.  
Includes issue based sub-groups.

**2**

**Interface meetings**  
with other agencies and organisations – so they can directly hear the voice of refugees, to promote policies and services that work, and to promote partnership working with RCOs.

**3**

**Learning exchange visits**  
to other refugee-led projects in the UK and Europe, for exchange of ideas on what works and to develop network of contacts to promote a stronger collective voice of refugees in UK & Europe.

**4**

**Training**  
Members identify training needs to develop their capacity and knowledge and so promote effective support for their communities. Also training by Forum members to other agencies.

**5**

**Flow of information**  
constant flow of a wide range of information to and between members, between the Forum and other agencies in the region and nationally, and to other forums in UK and Europe.

**6**

**Research**  
Forum initiates research, participates in research projects, and has research commissioned from it. This serves to identify needs, barriers and solutions.

**7**

**Management**  
The Executive Committee ensures the running of the Forum, staff supervision, implementation of the agreed action plan, and fundraising strategy. A 'House Keeping' role.

**8**

**Community Development Work**  
with emerging and existing RCOs to help build their capacity to support their members and contribute their voice to the Forum.

# HOW ARE WE MANAGED ?



## The Executive Committee

The Executive Committee was elected by the General Membership on October 15th 2003. The Forum's Constitution allows for 7 directly elected members. The elected Committee elects the officers, and may also co-opt up to 2 other members onto the Committee. The Committee can also invite advisors to attend Committee meetings if it thinks this appropriate. Committee members do not represent their member organisation, but are elected on their personal qualities, skills, knowledge and experience that will serve the best interests of the whole membership. All Committee members serve in an entirely voluntary capacity. The Committee manages the running of the Forum (a 'house keeping' role) and supervises the staff. It is not a higher representative body of the Forum. The Committee can make recommendations to the Forum, but important decisions are decided on by the General Membership.

### The Forum's first Executive Committee, serving from October 2003- February 2005, were:

<b>Chairperson:</b>	<b>Amir Nakash</b>	(ICANE Iraqi Community Association NE)
<b>Vice-Chair</b>	<b>Dr Mohammed Nasreldin</b>	(Sudanese Society)
<b>Treasurer:</b>	<b>Gaby Kitoko</b>	(ACANE – African Community Advice North East)
<b>Secretary:</b>	<b>Caridad Galbraith</b>	(LACSANE – Latin American Community Support Association NE)
<b>Members:</b>	<b>Dr Rajendran Candasamy</b>	(Sri Lankan Society)
	<b>Ben Chisanga</b>	(ZICONE – Zimbabwe Community Organisation NE)
<b>Co-opted (advisor):</b>	<b>Simon Underwood</b>	(MD Banks of the Wear Community Projects)

This Committee met 12 times, with members of the Committee also being involved in progressing certain tasks throughout their term of office. They are sincerely thanked for the commitment, time and energy they dedicated to managing the development of the Forum during its transition from a project to a fully independent organisation employing 2 full time staff. Details of their work can be seen on pages 8 and 9.

## Staff

From July 2000 – July 2005, the Forum was served by the Co-ordinator, Georgina Fletcher, who was employed by the North of England Refugee Service. As from 25th July 2005, the Co-ordinator is now directly employed by the Forum itself, and is supervised by the Executive Committee. The Co-ordinator reports directly to the Committee and it is the committee that sets the tasks for the co-ordinator to implement. The Co-ordinator works mainly on the Learning Exchange, Meetings and Training programmes. She also provides community development support to existing and emerging RCOs (member organisations).

The Forum's membership has grown over 400% since we began, so its communications needs have grown enormously. In October 2004 the Forum advertised for the new post of Information and Communications Officer and carried out a full recruitment and selection process. 40 applications were received. The post was offered to Kelly Paterson, and she began working for the Forum on 10th January 2005.

Kelly's role is to identify information needs and produce an appropriate range of communications suitable for Forum members. Such information includes: changes to relevant legislation, developments in social policy, and available opportunities for regional community organisations. Kelly will work to strengthen the unity of the Forum by delivering communications that inform and allow members to share best practice, as well as encouraging debate. Kelly's current priority is to establish a comprehensive website. Extensive research and development work is already underway.

Additionally, Kelly will also produce information for stakeholder groups such as refugees, partner organisations, prospective funding agencies, the local community and local media. In catering for their information needs, the Forum will:

- **Through raised profile have its voice heard by more policy-makers, and therefore increase its influence**
- **Encourage recognition of the role of refugee self-organisation and therefore promote more genuine and effective partnerships**
- **Expand its links with other forums across Britain and the rest of Europe to further share best practice and build a confident collective voice**
- **Empower refugees and asylum seekers by signposting to available resources, and legislation that effects them**
- **Challenge preconceptions about refugees within the local community**

To ensure that the necessary information is available and accessible to all, she will produce a variety of formats, including electronic and hard-copy media.

## Forum Office

Current office headquarters remains 2 Jesmond Road West, Newcastle upon Tyne. The search for suitable office premises that offers good transport access to the members is ongoing. We aim to have a meeting/training room and access to IT equipment for members' use. Staff will be based in the Forum office, but will provide a service across the whole region.

# WHAT HAVE WE BEEN DOING SINCE OCTOBER 2003 ?

	<b>Main work of Executive Committee</b>	<b>Work on Funding for the Forum</b>	<b>Main Work of Forum Staff</b>	<b>Main activities involving Forum members</b>
<b>OCT &gt; 03</b>	15th Executive Committee Elected at General Meeting	Funding continues from Community Fund grant to NERS to develop RRF to independence	Networking with GONE (Government Office North East) ONE NE research project partnership on Refugee Business start up	On-going: circulation of wide range of information  Presentation to ACPO (Association of Chief Police Officers) national conference
<b>NOV</b>	Committee elects officers  Meets to develop draft 3 year Action Plan 2004-2007 and to identify funding needs	Community Fund grant	Drafting Action Plan and costing out the plans  GONE presentation Race Relations JRF Immigration and Inclusion Committee consultations	3 representatives to Brussels to participate in the ECRE (European Council for Refugees and Exile) SHARE initiative strengthening the role of RCOs in influencing policy and practice at the European level.
<b>DEC</b>	continued	Community Fund grant	continued	Representatives participate in 2 of the National Integration Forum sub-groups (Community Development and Positive Images)
<b>JAN &gt; 04</b>	14th - Present draft Action Plan 2004-2007 and costs for its implementation to General Membership for approval. Approved	Community Fund grant	Join NEMLAC multi-culture research Steering Group (on-going)  Continue to participate in Move-on Housing Project steering group (Bonvenon)	One NE Refugee Business Start Up seminar  Representatives meet PM Tony Blair at Ippr launch event  Development / capacity building work with NAFRA, ASINEE, Le Camer
<b>FEB</b>	Overseeing development of Business Plan document and fundraising strategy	Community Fund grant	Writing end of 3-year grant report for Community Fund  writing Business Plan 2004-2007 and identifying funding sources  Final report published on Refugee Business Start up, One NE	5 representatives to London to participate in Praxis Exchange Learning programme - met with other RCOs from all regions of UK. Visit the House of Commons, RETAS (Refugee Education and Training Advisory Service), and Channel 4 News  Members recruited as NEMLAC project researchers  Development / capacity building work with LIBERIAN
<b>MAR</b>	Continued  Approve End of Grant Report to Community Fund	Community Fund grant finishes	Writing Business Plan and funding applications  Meet Home Secretary and Home Office Ministerial visit to NE region	15th – Forum General meeting  Representatives deliver Diversity training to Sunderland Residents Groups  Members recruited as researchers for Bonvenon Housing project
<b>APR</b>	Approving funding applications	Forum's running costs now sustained by NERS	Writing funding applications  Join JRF national Immigration and Inclusion Committee  Ippr (Institute of Public Policy Research) Human Rights seminar	Forum Housing sub-group meeting  Consultation with Newcastle members on the Newcastle plan  Representatives participate in Home office review of Dispersal  Development / capacity building work with GAFFRICOM
<b>MAY</b>	Meetings with Big Lottery Fund  Additional submissions	NERS	Open Forum Bank Account  Funding applications submitted  Prepare Charities Commission registration	Training for members in Community Consultation Techniques  IND visit to ACANE community centre  ACANE – Recruitment process training  Development / Capacity building work with Sudanese Society, Le Camer



	<b>Main work of Executive Committee</b>	<b>Work on Funding for the Forum</b>	<b>Main Work of Forum Staff</b>	<b>Main activities involving Forum members</b>
<b>JUN</b>	Invited to Home Office UK National Integration Conference, London	NERS	Discussions with Funders	Training for members with Praxis – tool kit for RCO development ODPM (Office of Deputy Prime Minister) meet representatives
<b>JUL</b>	Co-ordinator now supervised by Committee	July 25th Funding begins from Big Lottery Fund Large Grant and other smaller grants programmes	25th Co-ordinator now directly employed by Forum Join BME reference group for Community Fund TUC (Trades Union Congress) consultation	Community Enterprise Direct offer training to members (on-going) Development / Capacity building work with SAA Roma NE, Notre Voix
<b>AUG</b>		Big Lottery Fund		Development / Capacity building work with SAA, ASINEE, NCSP, Chadian Community
<b>SEPT</b>	Begin recruitment process for new post of Information and Communications Officer. Agree procedures and panel. Approve job description and advertisements	Big Lottery Fund	Support recruitment process  Prepare training seminar on Community Buildings	Training event on Community Buildings Development / Capacity building work with ASINEE
<b>OCT</b>	Advertise in NE regional press	Big Lottery Fund	Implement Recruitment procedures Search for independent premises begins	African Member organisations deliver workshops / performances and participate in L'Afrique a Newcastle Festival 2004 Development / Capacity building work with Chadian, Icaane, SAA, Afghan British Association
<b>NOV</b>	Selection of candidates for interview. Interviews held 24th and 25th Nov (6 interviewees)	Big Lottery Fund	Recruitment panel Gateshead housing ALMO Customs & Excise	Development / Capacity building work with Roma NE, NCSP, ASINEE
<b>DEC</b>	Appoint Kelly Paterson to post of Information and Communications Officer Draft employment contracts for Forum	Big Lottery Fund	NECARS Executive Meeting	Development / capacity building work with ASINEE
<b>JAN &gt; 05</b>	10th – Induction of new staff member Kelly Paterson, Information and Communications Officer.	Big Lottery Fund	Induction for Kelly Paterson  Both staff prepare for AGM. Liase with Dublin, London and South Yorkshire refugee forums  Kelly: Observing one stop service Brief designer for logo. Draft website designs.	Training on Housing issues begins as part of BONVENON (hact/JRF/BoW) project Development / capacity building work with SAA, Roma NE, Chadian Community, Kurdistan Community for Kurds BBC TV – Iraqi community voting in Iraq's national elections
<b>FEB</b>		Big Lottery Fund	AGM preparation. Arrange visits from emerging refugee forums in Dublin (Ireland) and South Yorkshire to AGM	Business start up seminars ODPM (Office of Deputy Prime Minister) meet with representatives in Middlesbrough Representative makes presentation to South Yorkshire Refugee Forum



# HOW DO WE USE OUR FUNDING ?

## 3 Year Running Costs July 2004 › June 2007

Expenditure item	Cost in £ Year 1	Cost in £ Year 2	Cost in £ Year 3	Further detail of costs
	<b>07/04 - 06/05</b>	<b>07/05 - 06/06</b>	<b>07/06 - 06/07</b>	
		plus 3% on Year 1	plus 3% on Year 2	
Salaries 2 full time staff	53280	54878.4	56525	1) Co-ordinator 2) Information and Communications Officer
Recruitment costs	2500	0	0	For new post of Information and Communications Officer Sept-Dec 2004
General running costs (rent, light, heat, etc)	8900	9167	9442	and rates, insurance, professional fees, cleaning, water, maintenance
Stationary / Postage Telephone	2200	2266	2334	
Office equipment furniture	4350	0	0	IT, fax, telephones, printers, camera, office
Project costs	22320	22989.6	23679	Exchange Visits, Training, Meetings, Newsletters etc
<b>Total costs each year</b>	<b>93550</b>	<b>89301</b>	<b>91980</b>	

## Confirmed Funding Recieved For Year 1 July 2004 › June 2005

Expenditure item	Funding in £	Name of Funder	Name of fund	% of total required for Y1
Salaries 2 full time staff	53280	Big Lottery Fund	Large Grant	100%
Recruitment costs	2500	Big Lottery Fund	Large Grant	100%
General running costs (rent, light, heat, etc)	8900	Big Lottery Fund	Large Grant	100%
Telephone Stationary / Postage	2200	Big Lottery Fund	Large Grant	100%
Office equipment	4350	Big Lottery Fund	Large Grant	100%
Project costs: of which	10856			49%
Learning Exchange Visits	2036	Tyne & Wear Community Foundation	Community Learning Chest	
	500	Tees Valley Community Foundation	Community Learning Chest	
Training Programme	2964	Tyne & Wear Community Foundation	Community Chest	
	1496	Tees Valley Community Foundation	Community Chest	
Meetings of the Forum	3860	Newcastle City Council	Asylum Seekers Fund	
<b>Total funding secured at February 2005</b>	<b>82086</b>			
Target spending for Year 1	93550			
Funding still required for Year 1	11464			

# HOW DO WE USE OUR FUNDING ?



## Income July 2004 › Feb 2005

Income from	£	Paid in	By	Fund	For
Tees Valley Community Foundation	500	28-Jul	chq	Community Learning Chest	Learning Exchange Visits
Tees Valley Community Foundation	1496	28-Jul	chq	Community Chest	Training programme
Tyne & Wear Community Foundation	5000	5-Aug	chq	Community Learning Chest	Learning Exchange Visits
					Training programme
Big Lottery Fund	20553	6-Aug	BACS	MK/1/010117243	Core costs
Newcastle City Council	1000	20-Aug	chq	Asylum seeker grant	Forum Meetings
Big Lottery Fund	16203	29-Oct	BACS	MK/1/010117243	Core costs
Big Lottery Fund	16203	4-Feb	BACS	MK/1/010117243	Core Costs
<b>Total income recieved to Feb 05</b>	<b>60955</b>				

## Expenditure July 2004 › Feb 2005

Payment to	£	Datepaid	Chq No	Invoice date	Expenditure on	Period
Amir Nakash	60.25	1-Oct-04	1	15-Sep-04	Travel refund to UK Refugee Integration Conference London	18-Jun-04
North of England Refugee Service Ltd	1156	1-Oct-04	2	3-Sep-04	General running costs (rent etc)	26 July 04 - end Aug 04
	2572.75	1-Oct-04	4	10-Sep-04	Co-ordinator salary	26 July 04 - end Aug 04
	3993.55	1-Oct-04	3	1-Oct-04	General running costs £925 Co-ordinator salary £3068 including salary adjustment from 26 July 04	September 04
Royal Station Hotel	310	24-Nov-04	6	11-Nov-04	Venue hire and refreshments Training event Community spaces	20-Sep-04
North of England	3412.44	24-Nov-04	7	19-Nov-04	General running costs £925 Co-ordinator salary £2487.44	October 04 October 04
Refugee Service Ltd	772.7	24-Nov-04	8	4-Oct-04	Job advertisement Info/Comm Officer The Journal & Chronicle	6-Oct-04
	1391.46	24-Nov-04	9	15-Oct-04	Job advertisement Sunderland Echo Evening Gazette, South Shields Gazette	6-Oct-04
Amir Nakash	90.9	24-Nov-04	10		Travel refunds Recruitment panel x 3 mtgs	November 04
Banks of the Wear Community Projects	429.76	12-Jan-05	11	9-Dec-04	Trainers fee, training event and travel refunds to participants	20-Sep-04
NERS Ltd	6824.88	12-Jan-05	12	10-Jan-05	General running costs £1850 (2 months)	Nov and Dec 04
					Co-ordinator salary £4974.88 (2 months)	Nov and Dec 04
Newcastle Arts Centre	186	2-Feb-05	13	21-Jan-05	Venue hire for AGM	16-Feb-05
Cash	55	27-Jan-05	5	27-Jan-05	Hotel, Sheffield - One night	27-Jan-05
	20	27-Jan-05	5	27-Jan-05	Subsistence	
	97	27-Jan-05	5	27-Jan-05	Travel costs representative to South Yorkshire Refugee Forum	27 & 28 Jan 05
<b>Total Spent to Feb 05</b>	<b>21372.69</b>					



# HOW DO WE USE OUR FUNDING ?

## Forum Finances

The Forum's finances are divided into time periods representing successive developmental stages of the Forum.

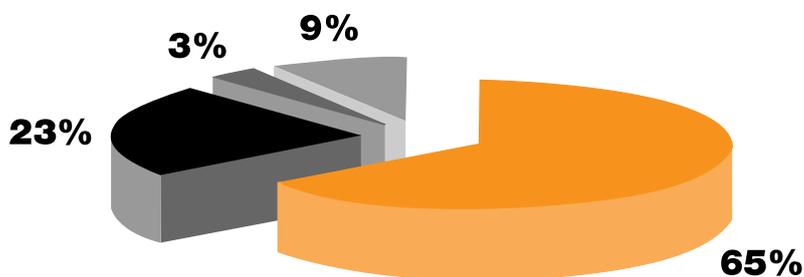
Please refer to tables and charts for full details.

### 1 1st April 2003 > 31st March 2004

From the signing of the Forum's Constitution to the end of the grant from the Community Fund.

The Forum cost £38,638, which was covered by a grant from the Community Fund to the North of England Refugee Service, as the Forum was a project developed within NERS. This grant covered the salary of the Co-ordinator, general running costs and some direct project costs.

Expenditure item	Cost year 1 in £	% of total costs	Further detail of costs
Salary 1 full time staff	25016	65%	Co-ordinator and rates, insurance, professional fees, cleaning, water, maintenance
General running costs (rent,light,heat,etc)	9048	23%	
Telephone / stationary / postage	1152	3%	
Project costs	3422	9%	Training, Meetings, costs, visits
<b>Total costs</b>	<b>38638</b>		



65%	Salaries 1 fill time staff
23%	General running costs ( Rent, light, heat, etc)
3%	Telephone > Stationary > Postage
9%	Project costs

### 2 1st April 2004 > 25th July 2004

From the end of the Community Fund grant to the start of the Big Lottery Fund grant.

- During these 4 months, the Forum was sustained by the North of England Refugee Service as this was a period for which the Forum had no dedicated funding of its own. The Forum is grateful to NERS for covering the costs of the Co-ordinator's salary and the general running costs of the Forum so as to ensure its continuity.



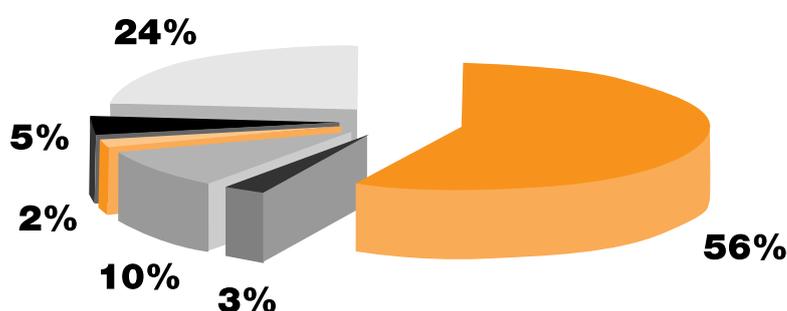
# HOW DO WE USE OUR FUNDING ?



## 3 25th July 2004 > present

From the start of the Big Lottery Fund grant.

- The Forum is now funded directly as an independent organisation.
- Its total costs per year are projected to be around £90,000.
- The increase in annual costs compared to the first period is primarily accounted for by an additional staff member, a more comprehensive communications strategy, and a more extensive learning exchange programme.
- It has opened a bank account with Lloyds TSB.
- Its accounts will be independently examined by accountants chosen by the Forum's membership.
- The Forum has secured a total of £82,086 for the period 25 July 2004 – 24 July 2005, which represents 100% of core costs and 50% of project costs required to implement the Forum's Action Plan.
- Core costs of the Forum until July 2007 are covered by the large grant awarded from the Big Lottery Fund, which totals £205,124. This covers 2 full time staff members (the Co-ordinator and the Information and Communications Officer), general running costs such as rent, lighting, heat, rates, insurance, stationary, postage and the purchase of office equipment.
- Project costs cover the costs of the training programme, meetings, learning exchange visits and the production of a range of information materials. Funding for these costs comes from a variety of smaller grants programmes (see page 10).
- We are seeking to raise a further £11,464 to cover projected costs for this period.
- Project costs will be applied for each year from a variety of funding sources.
- The Forum is seeking its own office. For the period whilst the Forum is still housed within NERS, its staff continue to be paid through NERS's payroll. Therefore the Forum is refunding NERS for the salaries and general running costs until we move to independent premises.



56%	Salaries 2 fill time staff
3%	Recruitment
10%	General running costs (rent, light, heat, etc)
2%	Telephone > Stationary > Postage
5%	Office equipment
24%	Project Costs

Expenditure item	Cost year 1 in £	% of total costs	Further detail of costs
Salaries 2 full time staff	53280	56%	1) Co-ordinator 2) Information and Communications Officer
Recruitment costs	2500	3%	For new post of Information & Communications Officer Sept-Dec 2004
General running costs (rent,light,heat,etc)	8900	10%	and rates, insurance, professional fees, cleaning, water, maintenance
Telephone / stationary / postage	2200	2%	
Office equipment	4350	5%	IT, fax, telephones, printers, camera, office furniture
Project costs	22320	24%	Exchange Visits, Training, Meetings, Newsletters, etc
<b>Total costs</b>	<b>93550</b>	<b>100%</b>	



# WHAT ARE OUR PLANS TO 2007 ?

## Commencing 2004

Objective	Actions	Sub-actions
<p><b>1</b> <b>Consolidate and sustain the RRF</b> as an independent structure in the North East</p>	<p>1. Fundraise for resources to sustain the existence and activities of the RRF 2. Register with the Charities Commission</p>	<p>1. Recruit Co-ordinator Development Worker and Information and Communications Worker 2. Secure appropriate premises</p>
<p><b>2</b> <b>Ensure appropriate membership of the RRF</b> (the reputation/credibility of the RRF depends on the integrity of its membership) (the RRF must be seen to be genuinely inclusive)</p>	<p>1. Recruit Co-ordinator Development Worker and Information and Communications Worker 2. Secure appropriate premises</p>	<p>1. Develop membership criteria and procedure 2. Develop a member organisation 'quality test/threshold' 3. Develop a tool for funders to assess the integrity / genuineness of the applicant if they are a member of the RRF</p>
<p><b>3</b> <b>Influence policy and practice</b> Proactive and reactive</p>	<p>1. Establish a membership sub-committee 2. Develop links/signposting system with Community Development Work agencies to ensure inclusion of new members</p> <p>1. Raise the profile of RRF to ensure that it is known by all prospective partners and by new membership, and its achievements acknowledged 2. Organise interface meetings of RRF with other organisations/bodies from all sectors 3. Initiate and participate in research that will highlight needs and self-identify solutions to inform evidence based policy development and practice 4. Develop and utilise a panel of members who will speak on behalf of the RRF (on range of subjects) 5. Establish task / issue – orientated sub-committees as appropriate to progress issues (RRF to identify issues and agree on priorities) 6. To co-opt/invite expertise and specialist knowledge into committee and sub-committees 7. Secure membership of policy making bodies to add voice to 8. Effective and on-going communications and dialogue mechanism between RRF and regional players such as the Regional Refugee Council (NERS), NECASS, NASS and regional government bodies/agencies (One NE, Regional Assembly, GONE, LA's, Culture NE, NECDARE etc) in order to influence policy in the region, and with Home Office and others to influence policy nationally 9. Identify good practice initiatives from other areas of the UK and Europe and explore potential for application in the North East 10. Ensure that the potential of refugees to contribute to and participate in regional social, economic and cultural regeneration is explicitly recognised in regional strategies (One NE, GONE, Regional Assembly etc). Help those agencies to identify barriers to equal opportunity to contribute / participate and to identify solutions which will help realise the potential of refugees and asylum seekers</p>	<p>1. Design logo for clear corporate identity 2. Print information leaflets 3. Print appropriate stationary 4. Website 5. Produce &amp; disseminate newsletter 6. Develop and disseminate database of RRF member organisations so as to promote the awareness of these groups and their activities amongst the wider voluntary and statutory sector, promote accessibility to new members and promote partnership working across and within sectors 7. Participate in Refugee Week 8. To identify regional research issues through a survey of member organisations activities and concerns 9. To produce data from member organisations which would support action research (such as X number of teachers need skills recognition /routes to use skills) 10. Secure participation in regional and national research agenda, via partnerships or direct tendering 11. Developing &amp; promoting participatory methodology as good practice model 12. Ensure findings are acted upon through dissemination via presentations to regional and national structures 13. Empower refugees to conduct their own social research through training in research methods</p>



# WHAT ARE OUR PLANS TO 2007?



As approved by General Membership 14th Jan 2004

Objective	Actions	Sub-actions
<p><b>4</b>  <b>Raise awareness and understanding &amp; Lessen antagonism and antipathy to refugees and asylum seekers</b>                      Proactive and reactive</p>	<ol style="list-style-type: none"> <li>1. Develop and utilise a panel of members who will speak on behalf of the RRF</li> <li>2. Identify diary of awareness raising activities</li> <li>3. Identify appropriate platforms and audiences</li> <li>4. Undertake and support initiatives to promote positive images of refugees and asylum seekers through the media</li> <li>5. Advocate for protection of and support for international conventions that protect the rights of refugees (the Geneva Convention and Human Rights legislation)</li> <li>6. Add RRF voice to regional and national campaigns</li> </ol>	
<p><b>5</b>  <b>Encourage partnership working</b>                      Proactive and reactive</p>	<ol style="list-style-type: none"> <li>1. Develop and utilise a panel of members who will speak on behalf of the RRF</li> <li>2. Identify a 'genuine' model of partnership and criteria for judging this / system for certifying what is genuine so as to tackle opportunism and hijacking by other organisations and continued marginalisation of RCOs</li> </ol>	<ol style="list-style-type: none"> <li>1. Promote awareness amongst funders of the effective routes of empowering the RCO sector by developing an RRF 'quality standard' criteria for genuine partnerships and disseminate to key bodies.</li> <li>2. Monitor what is being developed in the 'name of refugees'</li> <li>3. Promoting networking and partnerships within the wider community and voluntary sector</li> </ol>
<p><b>6</b>  <b>Promote the capacity of its membership / RCOs to deliver effective support and quality services to their communities and to take action to promote Settlement, Integration, Regeneration, Community Cohesion and Diversity</b></p>	<ol style="list-style-type: none"> <li>1. Identify training needs of membership and facilitate provision of training from appropriate training sources</li> <li>2. Develop system of knowledge transfer / briefings with NERS staff</li> <li>3. Promote access to effective community development support and capacity building support for Refugee lead community organisations</li> <li>4. Promote awareness amongst funders of the effective routes of empowering the RCO sector by developing an RRF 'quality standard' and disseminate to key bodies and partners and funders so that funders have criteria to assess whether an application is genuinely 'partnership'</li> <li>5. Monitor what is being developed in the 'name of refugees'</li> <li>6. Promoting networking and partnerships within the wider community and voluntary sector.</li> </ol>	<ol style="list-style-type: none"> <li>1. Training such as NASS system, Briefings on new UK &amp; EU legislation , OISC Level 1 and 2 training, QASRO (Quality Assurance system, effective management) The Media, Campaigning and advocacy, Fundraising, Research methods, Structures of LSP, Regional Government, Culture &amp; Arts strategies, Economic strategies etc and how to participate</li> <li>2. Start up packs for emerging RCOs</li> <li>3. Signposting</li> <li>4. Advice to capacity building organisations and to funders on RCO development support needs</li> <li>5. Ensure that a regional resource guide /database exists to inform member organisations about services in other sectors that could include asylum seekers and refugees</li> <li>6. To identify capacity building support needs / priorities through member organisation survey</li> <li>7. To advise on best routes for empowering the refugee lead sector – comment on successful routes, critique less successful</li> </ol>
<p><b>7</b>  <b>Monitor initiatives being developed in 'the name of refugees'</b>                      (recognise that there is much funding available to support settlement and integration of refugees &amp; AS)</p>	<ol style="list-style-type: none"> <li>1. Develop criteria and quality standards for funders and other organisations to apply to applications from organisations that will discern what is genuinely empowering work</li> </ol>	
<p><b>8</b>  <b>Strengthen the position of the RRF NE</b>                      by helping to develop the capacity of other refugee lead Fora around the UK</p>	<ol style="list-style-type: none"> <li>1. Mapping of Refugee Fora nationally</li> <li>2. Exchange visits</li> <li>3. Ongoing communications link/info exchange / promote networking between fora and exchange of ideas and good practice</li> <li>4. Presentations about RRF / publicise the achievements and aims of the RRF to national audience</li> </ol>	



# LETTER FROM THE CHAIR 2003-05

## Dear colleagues and friends. Greetings to you all.

It has been a long trip for the Forum, slow but sure. In the end we arrived at the beginning of our new chapter as a fully independent organisation. As you are aware we were successful in securing funding for three years until July 2007, and a transfer of employment for Georgina, our Co-ordinator, from the North of England Refugee Service, to the Forum. Also in January 2005 Kelly Paterson joined us as our Information and Communications Officer, and I would like to welcome them both. We are also hoping to have our new premises in the near future.

Already we have started to implement a programme to serve the aims of the Forum in the North East: information, training, and exchange visits have started.

On your behalf I would like to thank Daoud Zaaroura, Chief Executive of the North of England Refugee Service for his vision for the Forum and his belief in its role, and for NERS's continued support during our transition to independence. Many thanks to Simon Underwood for his time, support and valuable advice from the very start of the Forum. Thanks also to Georgina for her hard work and commitment to the Forum's development. And of course, thanks to our committee members who gave up much of their time to serve the Forum. Finally, thanks to you, the membership, for your contribution to the Forum's strong and informed voice.

I believe that during the next three years the Forum will achieve its fullest potential. **Amir Nakash 16th February 2005**

## GETTING IN CONTACT

**Regional Refugee Forum North East  
2 Jesmond Road West Newcastle Upon Tyne NE2 4PQ Fax 0191 245 7320**

**Georgina Fletcher • Co-ordinator  
Tel: 0191 245 7311 Mobile: 07932384251 Email: gf@refugee.org.uk**

**Kelly Paterson • Information and Communications Officer  
Tel: 0191 245 7311 Email: kp@refugee.org.uk**

