

# Accountability in Action



annual report 09-10



Sustainable Environment and Ecological Development Society



# MESSAGE

Halfway through the Hyogo Framework for Action timeline and just five years away from the deadline for the UN Millennium goals, disaster management and risk reduction is only gaining criticality. Coupled with global recessionary trends, humanitarian organisations worldwide have struggled to keep their agenda alive with communities at risk. Within SEEDS, it has led us to maximise our efficiency with regard to our operations and use of funds. We have strived to become even more accountable to all our various stakeholders – donors, partners and especially the communities we work with.

A major step in this process is our interest in joining HAP. The Human Accountability Partnership (HAP) is an international standard launched in 2007 which lays out a set of benchmarks to ensure accountability of humanitarian organisations to their stakeholders. SEEDS has made major strides towards achieving HAP certification. Some examples of our practices in accountability and transparency are highlighted in this report.

This year, we have also reclassified the bulk of our work into four distinct categories: School and hospital safety, humanitarian response, climate change adaptation and sustainable housing. Our programmes have continued to advocate the need for knowledge sharing and strong implementation at the local level.

School and hospital safety remains at the heart of these initiatives with projects in Shimla, Orissa, Bihar, Andaman and Nicobar Islands among others. New strategies of integrated community-based DRR were also attempted this year.

We responded to floods in Bihar and began an 'owner driven reconstruction' project in three districts of the state. Knowledge sharing, analysis and education were strengthened with GOLFRE, Views from the Frontline (a local level analysis of HFA implementation) and piloting the Community Resilience Fund.

Our climate change initiatives moved forward through our bio-shield project, The Virtual Knowledge Center for Community Based Disaster Management and extensive outreach work around the climate change talks in Copenhagen.

We thank our donors, partners, volunteers and friends who have extended their generous support. It is their support and the overwhelming response from the communities that we serve that allows us to continue to further our efforts towards creating a safer and more sustainable world.

*Manu Gupta*  
*Executive Director, SEEDS*  
*(2010)*

# CONTENTS

3	<b>Vision/Mission</b>
3	<b>Humanitarian Accountability Partnership</b>
4	<b>Climate Change Adaptation</b>
8	<b>Humanitarian Response</b>
10	<b>Sustainable Housing</b>
12	<b>School &amp; Hospital Safety</b>
16	<b>Training</b>
17	<b>Regional and International Cooperation</b>
18	<b>Administration and Finance</b>
20	<b>Our Partners</b>
20	<b>Financial Details</b>
22	<b>Balance Sheet</b>
24	<b>Annexure - Humanitarian Accountability Framework</b>





## VISION

Resilient Communities

## MISSION

Equipping the most vulnerable with appropriate tools and technologies, sharing knowledge and skills, and promoting linkages among stakeholders to prevent life, loss and suffering.

## GUIDING PRINCIPLES

- Prompt in our action
- Identify and reach out to the most vulnerable
- Facilitate community participation in decision making
- Adapt to local and cultural environment
- Non-discriminatory in our approach
- Focus on individual
- Promote excellence

## Humanitarian Accountability Partnership

The Humanitarian Accountability Partnership (HAP) is an international standard of accountability for humanitarian organisations. Originally launched in 2003, the HAP 2007 Standard in Humanitarian Accountability and Quality Management was developed through extensive consultation and field tests. It is based on six main benchmarks:

1. Humanitarian quality management
2. Transparency
3. Beneficiary participation
4. Staff competencies
5. Complaints handling
6. Continual improvement

SEEDS has committed itself to HAP's general principles for humanitarian work and is working towards complying with all HAP benchmarks.

# CLIMATE CHANGE ADAPTATION

Climate change is clearly one of the world's worst impending disasters. There is a critical need to understand its impact on disaster management and address the related problems before they become unmanageable. SEEDS is committed to empowering local communities for adaptive solutions and conveying the voices of people most affected to key stakeholders. While still in its initial stages, SEEDS has made forays into this arena with research and education projects, awareness raising concerts and on-ground local solutions to maintain ecological security.



The unique geography of the 1,076 km Tamil Nadu coastline makes it one of the most vulnerable regions in the world. This ecosystem faces the risk of natural disasters ranging from cyclones, heavy rainfall flooding and water stagnation to freshwater depletion and shore line erosion, among others.

SEEDS' bio-shield project in this region, which began in 2008, is designed as a holistic approach to unanticipated disasters and protects the ecology of coastal communities. The bio-shield has successfully developed, now covering an area of 35,651 square metres with healthy trees. What's more, there has been a noticeable change in the perception of the communities towards bio-shields; an understanding that their presence is key to protecting the settlements from natural disasters.

However, SEEDS also perceived a critical need for better information management. Regular updates on weather forecasting and early warnings in case of floods, tsunamis or cyclones could improve disaster risk reduction learning and optimise livelihood enhancement.

This year, an innovative initiative was added to the project that engages the community at a knowledge level. This is being implemented in the 13 hamlets of the Light House panchayat, Thiruvallur district, Tamil Nadu. Leveraging the increased penetration of cell phones, ICT is being used to facilitate need based learning and capacity building of the fishermen and women. Mobile telephony has already proved to be very beneficial in coastal India during cyclones, storms and high tides. Now, however, improvements in communication have also helped address the issue of illiteracy. These rural communities are now sent voice rather than text messages. These

messages provide information on topics varying from wind or wave direction and height to the prices of fish procurement in Chennai's major markets to enable informed negotiations with agents.

In a wider engagement, SEEDS developed The Virtual Knowledge Center for Community Based Disaster Management. This three-year initiative in partnership with Christian Aid examines climate change at the micro-level. This year focused on regional climate change issues and adaptation strategies, with an aim to raise awareness among key stakeholders.

The project had three main facets: research and advocacy; community awareness building; and ongoing knowledge resource activities. Four community-level consultative workshops were held in Ahmedabad, Bhubaneswar, Shimla and Chennai, while climate change issues were researched cross India. Special informative posters were distributed to 10,000 schools across various states. Seven modules on "Climate Change" were added to the GOLFRE curriculum. A multi-media package 'Small Acts, Big Impacts' including an animated film, card games, quiz and activity books gave children an insight into the problem and ways to combat it at their level. The project also strengthened ongoing activities through knowledge and research. This varied from studying the design and strategy of traditional buildings in Chamoli to adapting urban 'town watching' risk management tools to the rural scenario.

This year also saw the 2009 United Nations Climate Conference (COP15) in Copenhagen which was hailed as a critical break-or-make meeting. Leveraging the opportunity to educate Indian youth and campaign for more ambitious outcomes, a sustained

## COMMUNITY PARTICIPATION

Enabling beneficiaries to actively participate in programme decisions has always been an intergral part of SEEDS policy. Our bioshield project is a good example of how local communities are encouraged to take the lead.

- **Informed consent:** Clear roles and commitments for all parties were well defined in advance.
- Where needed, alternative livelihood options were put in place prior to the start of the project.

### Active Community Participation

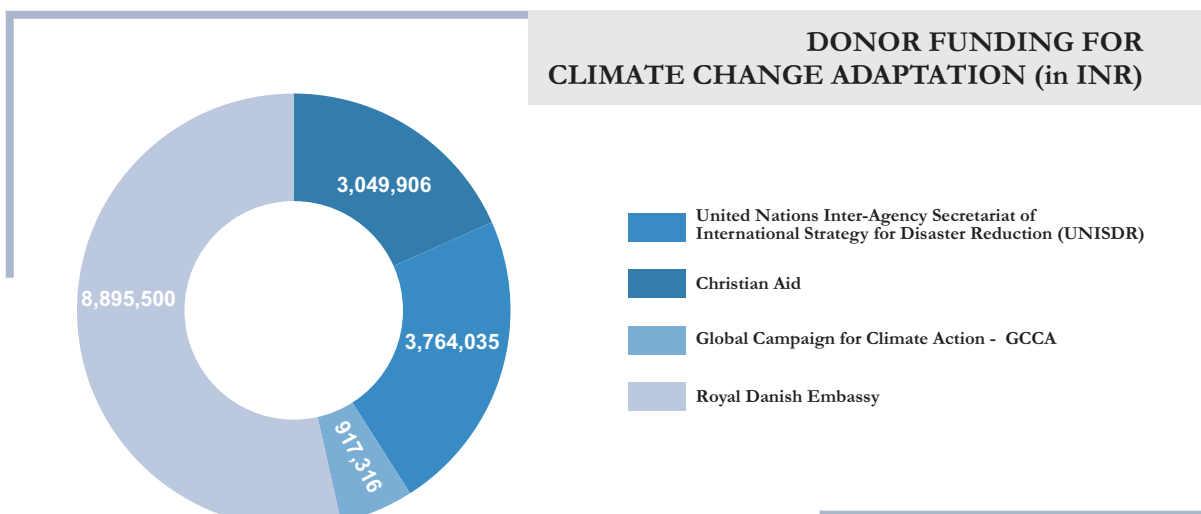
- The selection of the species for bio-shield development was done in consultation with the local men and women, ensuring a mix of economically important and ecologically suitable plants.
- Periodical reviews take place with the members of the traditional panchayat to address issues and carry out identified project activities.
- It was the panchayat that identified the care takers and fixed the labour wage. The panchayat also ensured community support in cash and kind from the common fund.

climate change awareness campaign was implemented in partnership with Indian Youth Climate Network (IYCN) and Greenpeace. The two-week event, from 5<sup>th</sup> to 18<sup>th</sup> December, 2009, was entitled 'Summit 2 Summit: Himalayas to Copenhagen'.

Summit 2 Summit kick-started with a large open-air music concert – Climate

Ke Liye Bajao (play for the climate) - at Qila Rai Pithora in Delhi. Popular Indian bands and singers such as Advaita, Indian Ocean, Mohit Chauhan and X mantra played at the two-night event. The artists were selected for their environmental consciousness and link to the Himalayas. Supporting activities were implemented in Delhi, Chennai

and Hyderabad. These included street theatre to take COP15 developments to the public, photo exhibitions, an inter-school competition on climate change and the environment, as well as a 'hot seat' where various panelists were questioned on climate change issues by the audience.



## CASE STUDY

### Bio-Shield

“I am Radhaya, a resident of Palli Kuppam situated about 800 metres south of TM Nagar. TM Nagar is situated on the sea side of Pulicat Lake. There are 360 Patinavar (traditional fishermen) families living here. In August 2009, the village leaders of TM Nagar and SEEDS staff approached me to safeguard and manage their bio-shield plots. At the time, I used to do manual fishing (groping) in the Pulicat Lake, earning an average of Rs. 50 per day.

For the past one and odd years, the casuarinas, pungamia, thespesia, neem and coconut trees have grown well. With the support and encouragement of the village leaders, three banyan trees, four drumstick trees and five pineapple trees have also been raised in the plots. My work has encouraged the village leaders to hike my salary from Rs. 2000 to Rs. 3000. The villagers' concern is to grow trees which can safe guard their village at times of seaborne calamities. This in turn has provided my family a secured livelihood.”

*Radhaya, Yanadbi tribe, Resident of Palli Kuppam*





# HUMANITARIAN RESPONSE

Asia, the most disaster prone continent in the world, experienced more than half of the world's major disasters in the last half century. In response to the increasing number of disasters, SEEDS reaches out to families affected by earthquakes, floods, cyclones and tsunamis. This response and rehabilitation work is carried out in complete compliance with the SPHERE standards and the Code of Conduct of the International Red Cross and Red Crescent Movement.



In August 2008, a breach in the Eastern Kosi embankment in Nepal released more than 3.7 million litres of water into Northern Bihar, flooding hundreds of villages in one of the worst humanitarian disasters the area has ever seen. Three million people were affected. SEEDS, in partnership with MERCY Malaysia and Doctors For You (DFY) reached out to the residents of Madhepura district, one of the worst hit, with static and mobile health clinics. This year, the project

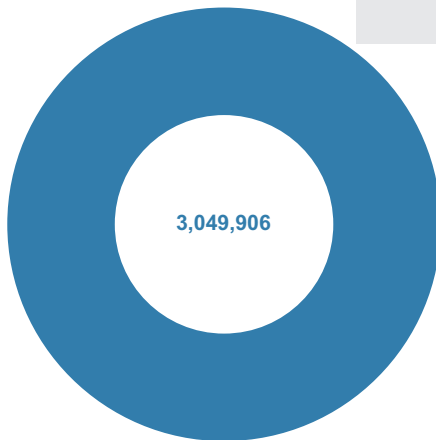
continued in Saharsa, where a health centre was set up in Sonbarsa block. In a district that has an extremely high number of malnourished children and communicable diseases, there was only one (and that too non-functional) health centre in the entire block. This new building will serve the 176,546 strong population with basic health facilities, hoping to reduce maternal and infant mortality rates and promote hygiene and health education.

## COMPLAINTS HANDLING SYSTEM

Having a process in place to deal with complaints from the community on the project is an essential aspect of the humanitarian process.

- SEEDS has taken strides forward to create such a system in its health clinic in Madhepura. The clinic has a complaint box where all members of the community are free to drop their grievances.
- In one specific case, a grievance was received regarding staff. The complainant was notified that their grievance would be addressed within 30 days. An investigation officer was appointed to look into the matter and the case was closed within the stipulated time period.

## DONOR FUNDING FOR HUMANITARIAN RESPONSE (in INR)



Mercy Malaysia

## IN THEIR VOICES

We thank you from the core of our heart for opening a health centre in our area. Earlier quacks used to do the treatment. They used to charge poor patients 50-60 rupees for injections and the quality of treatment was not so good. We are very happy with the behavior of the staff and the treatment provided here. These people are always ready to help us.

*Ravindra Pran Singh, Teacher*

I am a resident of Jalseema village. My son has been ill for the last few years. I was tired of the treatment he received in the government hospitals. I spent thousands of rupees in private hospitals, but he was not getting well. When I came to know about this health centre, I brought my son here for treatment. After the checkup, the doctors gave him some medicine from the centre. My son has now recovered.

*Congresi Mukhiya*

# SUSTAINABLE HOUSING

At the centre of the safe construction crisis lies the vast gap between knowledge and practice. Local masons and construction workers lack the skills and know-how to build safe houses. Unsafe houses also continue to be the norm for people living in disaster prone regions. SEEDS, along with its team of engineers, provides hands-on training to masons on retrofitting and safe construction practices. It is also involved in sensitising citizens on building safety and promoting action-based research on traditional construction technologies.



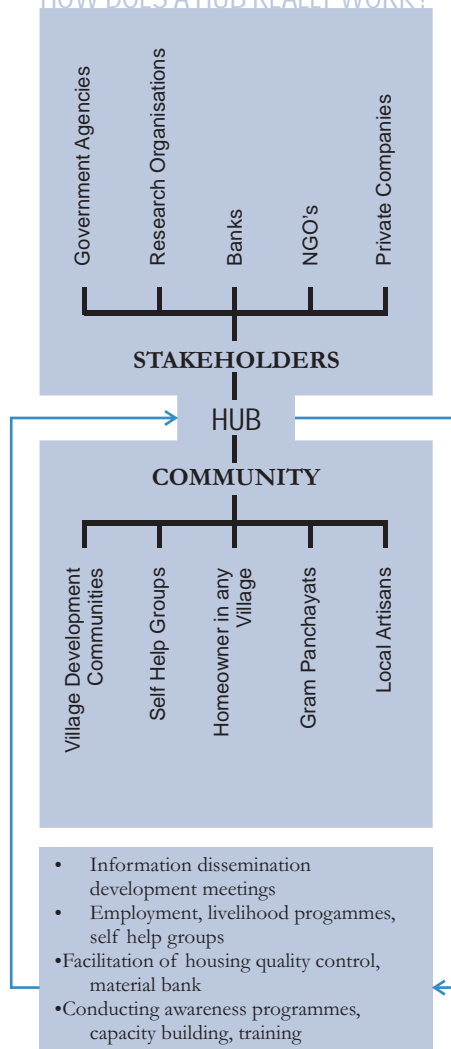
Sustainable housing is about more than just constructing shelters. In post-disaster situations as grim as the 2008 Bihar floods, the built environment scenarios should also attempt to provide safety, quality and equal living and incomes. Instituted correctly, sustainable housing can be a path to helping eliminate the problems of debt and compromised living conditions.

The “Owner Driven Reconstruction” strategy is at the core of this approach. It actively involves all stakeholders including the local government in the process, placing responsibility on them as well. This helps to achieve better results than the conventional shelter reconstruction approach. The process is strengthened by the creation of facilities at a village or block level. Acting as a vital link, these 'reconstruction facilitation hubs' cater to the technical, social and information needs of a community.

This was the approach adopted by SEEDS in partnership with United Nations Development Programme (UNDP) in Supaul, Madhepura and Saharsa, three of Bihar's worst affected districts. The hubs serve to deliver safe and sustainable housing in the region by promoting safe structures, monitoring construction work, supplying materials and training masons and artisans. In addition, they conduct trainings, build links to government and other hubs, as well as encourage livelihood activity.

This essence of sustainable construction expanded into other areas of community life, such as sanitation units in schools. Kari Anant Ucchh Madhyamik Vidyalaya in Madhepura district, Bihar, had 722 students in 9th and 10th standards none of whom had access to proper facilities. Supported by Honeywell, SEEDS built sanitation units for girls and staff, refurbishing and extending the boys toilets as well.

## HOW DOES A HUB REALLY WORK?

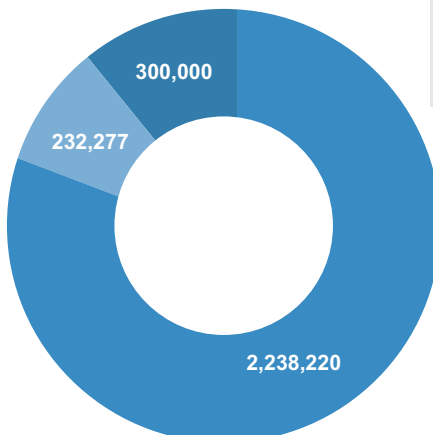


## QUALITY COMMITMENT

SEEDS is committed to maintaining humanitarian quality standards in each one of its housing projects.

- SEEDS is a signatory to Sphere. Launched in 1997 by NGOs, the Red Cross and Red Crescent movement, the Sphere Project is an effort to improve the quality of assistance and enhance accountability of humanitarians in disaster response.
- Sphere is based on two core beliefs. First, to take all possible steps to alleviate human suffering arising out of calamity and conflict. Second, that those affected by disaster have a right to life with dignity and therefore a right to assistance.
- SEEDS follows Sphere guidelines set for shelter and settlements. This includes standards of strategic and physical planning, covered living space, design, construction and environmental impacts. Our Bihar shelter projects, for example, all adhere to the minimum planning guidelines of 45 square metres of space per person.

## DONOR FUNDING FOR SUSTAINABLE HOUSING (in INR)



- Christian Aid
- Honeywell International
- Kutch Nav Nirman Abhiyan/UNDP

# SCHOOL & HOSPITAL SAFETY

SEEDS recognises the seminal role of schools and hospitals within a community and their importance in disasters. Over the years, tens of thousands of children have perished simply because their schools were not safe. Improper structures, built on the wrong kind of land or not high enough, or simply a lack of knowledge of how to protect themselves has spelt death. Innumerable more people have lost their lives because hospitals were rendered dysfunctional. SEEDS' School and Hospital Safety initiatives endeavour to create a safer environment, especially for children, and use these hubs to bring about larger transformations in the community.



Arming builders with the right knowledge to build safer schools is at the heart of our school safety programme. This year, in partnership with Nanyang Technological University, Singapore, a training and capacity building initiative on seismic strengthening was conducted for master and local builders in India. Six schools (two each in Patan, Guwahati and Shimla) were retrofitted. This process trained 120 local masons in construction practices and strengthening techniques through experiential learning. The advocacy work around the project began building a culture of retrofitting in the local area.

In June and September 2008, 19 districts in Orissa were ravaged by heavy rains and cyclonic conditions, leading to the worst floods the region has ever seen. Puri was one of the worst hit districts, with infrastructure destroyed and life at a total standstill. Widespread damage to the schools severely impeded the process of normalising life for the children. SEEDS, under its 'Ankur' programme and with the support of ICICI Foundation and CSO Partner aimed to restore educational facilities for these survivors. Eight schools in the worst affected block of Puri were converted into emergency refuge shelters with disaster resilient features. Incorporating a water harvesting system, disabled-friendly ramps, an additional first floor to be used during floods and a huge open veranda, these schools are now more than traditional learning spaces. They have also emerged as strong emergency shelters for local residents. Construction aside, 2,000 students and 60 teachers were trained on disaster preparedness activities, while 40 masons were given hands-on training.

Participatory retrofitting was also done in five schools in Shimla as part of the United Nations Centre for Regional Development's (UNCRD) 'Reducing

Vulnerability of School Children to Earthquakes' project in the Asia-Pacific region. 'Participatory' means that local communities, governments and resource institutions were actively involved in the process. Seminars, teachers' trainings, earthquake drills and public awareness programmes helped reach out to the broadest possible base. The project included putting in place simple guidelines on earthquake resistant construction, seismic retrofitting and the rehabilitation of residential buildings. Training manuals for masons/technicians, as well as educational booklets and posters for schools helped spread the message.

The Andaman and Nicobar Islands constitute nearly one-fourth of India's coastline. A seismic zone V area, the communities are highly vulnerable to natural hazards such as tsunamis, cyclones and particularly earthquakes. This year, two school safety programmes were implemented in that region.

The first, supported by Save the Children, covered 40 Schools in South Andaman including the Port Blair Municipal area. This included structural and non-structural mitigation; the creation of school safety clubs; quarterly newsletters and exhibitions on risk reduction themes; training for teachers and masons; and advocacy work that included reviewing state disaster management policies from a child rights perspective. It has directly benefited 25,606 children, 416 teachers and 40 masons, indirectly benefitting over 40,000 households.

The second was focused on Baratang Island, an area that faces exacerbated risk due to limited infrastructure, socio-economic hardship and isolation from the mainland. Following the 2004 tsunami, a series of community based disaster preparedness activities have been carried out here. Yet, there was one major gap. No project had focused specifically on teaching school children

## BUILDING TRANSPARENCY

SEEDS strives to make financial details of our projects available to disaster affected communities, agency staff and other stakeholders.

- During Project Ankur in Puri, SEEDS ensured funding and expenses were made clear to the affected population. Initial consultations were held with the Village Education Council (VEC) to share the proposal. The financial information was then put up in the Panchayat offices and community centre.
- Internally, SEEDS has developed a Finance and Accounts Manual to standardise each procedure. This includes documented policies for areas such as purchase and travel.

and teachers how to cope with earthquakes, the single biggest disaster on the island. SEEDS, in partnership with Terre des Hommes (TDH) added a school safety component to complement the existing strategy. The project covered non-structural mitigation and school disaster management plans across eight schools, reaching out to 1,600 children.

A project in Madhepura, Bihar (affected by the 2008 Kosi floods) focused on building ICT capacities. Partnered by OpUSA, the idea was to reinstate hubs. Here, school communities would be trained to use computers to increase overall resilience and capacity. A computer lab was installed in Kanya Uchch Vidyalaya Kumarkhand girls' school, running theory and practical courses for 180

students. ICT material is also being used to teach science, mathematics and computers. At the same time, community meetings linked the hub and schools to the general population. The idea is to create a larger database, sharing information relevant to livelihoods, education and employment schemes.

Perhaps the most ambitious of our school and hospital safety initiatives this year was 'Localizing the HFA: Integrated community-based DRR through school and hospital safety'. Implemented in partnership with Emmanuel Hospital Association (EHA), this project was a first attempt to link three different entities in an integrated DRR model.

Uttarakhand, where the project took

place, is located on the Indo-Australian tectonic plate and is highly prone to devastating natural disasters. The project was implemented in two blocks across Dehradun, covering ten villages, ten schools and two well-known hospitals in the area. While the schools became a hub for disaster reduction activities such as village watching, the hospitals served as centres for disaster response and preparedness. On-site and off-site activities in both locations created horizontal linkages with the neighbouring communities. This outreach included public officials at the block, panchayat and state level on incorporating the DRR approach into ongoing health and education programmes. Vulnerable groups such as women and the differently-abled were paid special attention in the

## CASE STUDY

In Buraskhanda village on the Mussoorie –Dhanaulti road, the sensitisation to DRR has begun paying off. 26 year-old Mamta Joshi is a spunky community leader who runs a women's Self-Help Group (SHG). She has been an instrumental partner in empowering women in the community, rallying nearly 25 women to attend the workshops of the organisation. "In these meetings held every month, I teach them about disaster risks and threats in my own style," says Mamta. She adds, "thanks to the GOLFRE course and workshops that I attended, I also make use of charts and maps to make the learning as easy as possible". The group has sent a proposal to Uttarakhand's Department of Disaster seeking a community hall (to serve as a shelter during disasters) and an afforestation scheme to arrest landslides in the area. In Mamta's words, "As a group, we are learning to use advocacy with the government to build disaster resilience in our villages".

We have realised that hospitals have to become safe, disaster-resistant institutions first to provide quality health care and emergency services to its patients.

*Dr. Daniel Rajkumar, Medical Doctor, Herbertpur Christian Hospital (HCH)*

We are not waiting for a disaster to change mindsets. Our girls can do that better by continuing to educate people about DRR by taking the message to the community and the rest of society.

*Abba Saili, Principal, Mussoorie Girls Inter-College (MGIC)*

Getting the youth interested in such issues is tough, but I will try and pull as many of them into DRR as I can. A person like me could probably be successful in creating awareness among them, since I belong to the younger generation.

*Feroze Ali Khan, Youth Volunteer, Jharipani Village, Mussoorie*

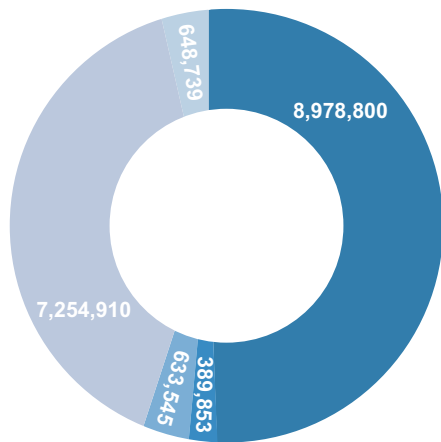


structural designs and disaster management plans.

The project covered advocacy for 5,300 government officials, policy level stakeholders, civil society and DRR practitioners. Awareness activities educated 12,350 students, teachers and school staff. 280 locals, volunteers and field practitioners from local NGOs and CBOs were involved. 200 doctors, nurses and community health workers were also trained. It was a beginning for a culture of safety to be born.



### DONOR FUNDING FOR SCHOOL & HOSPITAL SAFETY (in INR)



- Give India
- Operation USA
- United Nations Inter-Agency Secretariat of International Strategy for Disaster Reduction (UNISDR)
- Christian Aid/ECHO
- Terre des hommes foundation



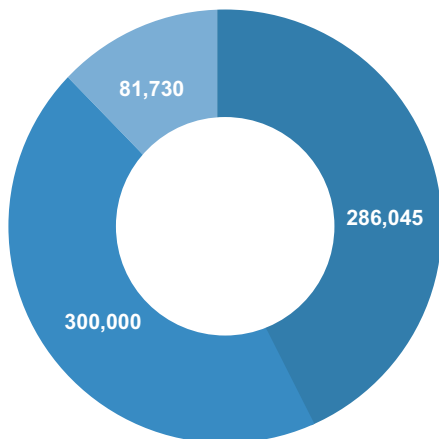
# TRAINING

SEEDS is committed to furthering risk reduction behavior and education. To this end, we hold and attend trainings with various organisations.

**G**lobal Open Learning Forum on Risk Education (GOLFRE) is a pedagogy that integrates knowledge from frontline workers (NGO workers, school teachers, community workers) and academic research. Its mandate is to build knowledge resources and human capital in an institutional approach to risk reduction. Under the

GOLFRE umbrella, SEEDS offers a Certificate Course in Disaster Management (in affiliation with CENDEP at Oxford Brookes University) as well as conducts various workshops across India. This year, GOLFRE courses formed part of several of our school education programmes, from Shimla to Baratang Island.

An engagement with the Lutheran World Service India (LWSI) saw SEEDS experts training staff on SWOT analysis. Across all field offices, SWOT was deployed to identify their strengths, weaknesses, threats and opportunities. An analysis of this data, keeping in mind the prevailing social, economic and political climate, helped create LWSI's Country Strategy for 2009-2015.



## DONOR FUNDING FOR TRAINING (in INR)

- Asian Disaster Preparedness Centre
- Lutheran World service India Trust
- Mercy Malaysia

# REGIONAL AND INTERNATIONAL COOPERATION

**Cooperation and networking among disaster management practitioners is essential for knowledge transfer and to reach out to the largest number of people possible. Experiences need to be shared within and among nations, especially in South and South-East Asia. This combination of local knowledge and broader trends is vital to apply fresh inputs and learning to on-ground projects. SEEDS is committed to increased collaboration among NGOs and other stakeholders in the Asia-Pacific region.**

As the Secretariat for Alliance for Adaptation and Disaster Risk Reduction (AADRR), SEEDS promoted various innovative initiatives during 2009-10. 'Views from the Frontline' was part of a global effort

led by Global Network for Disaster Reduction (GNDR). Its aim was to carry out a reality check on the implementation of the Hyogo Framework for Action. Ten NADRR member organisations carried out extensive surveys at the grassroots level, interacting with local government officials, community leaders and civil society organisations. The result strongly endorsed the common view that DRR has yet to percolate to the grassroots and become part of our daily lives. This national report contributed to a 40 nation study that was released in Geneva in June 2009.

Community Disaster Resilience Fund (CDRF) was a grassroots level initiative introduced to provide funds directly to risk communities, supporting them in local level DRR and adaptation practices. The initiative was shared and well appreciated at global forums such as UNISDR Global Forum, Geneva 2009, COP 15 and the UNFCCC

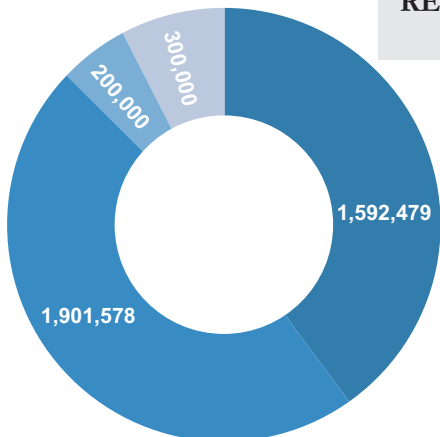


Climate Change talks in Copenhagen, as well as at national events.

At the same time, AADRR's advocacy work continued. Through a series of queries run on the UNDP Solution Exchange network, feedback was collected on possible ways to integrate DRR with ongoing national schemes such as Jawaharlal Nehru National Urban Renewal Mission (JNNURM), Sarva Shiksha Abhiyaan (SSA) & National Rural Health Mission (NRHM).

SEEDS also continues to be an active member of the Asian Disaster Reduction and Response Network (ADRRN). This year, as part of the capacity building programme, ADRRN members conducted national workshops in Afghanistan, Philippines and Indonesia. It continued its advocacy work in the region, participating in Global Platform 2009 and the Asian Ministerial meeting in Malaysia, where we chaired a technical session in DRR education. With this active presence, ADRRN is now recognised as one of Asia's most important civil society networks.

**DONOR FUNDING FOR REGIONAL AND INTERNATIONAL COOPERATION (in INR)**



- Mercy Malaysia
- Embassy of Switzerland -SDC
- National Disaster Management Authority
- Save the Children

## ADMINISTRATION AND FINANCE

### LEGAL STATUS

Sustainable Environment and Ecological Development Society is registered under society act XXI of 1860. Registration No. S/25405 of 1994.

Sustainable Environment and Ecological Development Society is registered U/s 12A (A) of income Tax act. 1961. DIR (Exemption) /94-95/S1680/94/380.

Registration under Foreign Contribution (Regulation) Act.1976. Registration Number 231660080.

Registered Address: 315, Tower-I Mount Kailash New Delhi – 110 065



### BANK DETAILS

Standard Chartered Bank. Main FCRA a/c No. 52810017829

Standard Chartered Bank (Local) A/c No. 52810165100



### BOARD OF GOVERNORS

The present members of the Governing body are academicians and practitioners from the development sector. They provide overall guidance and direction to various initiatives of the organisation.

### MEMBERS

Prof. V.K Sharma

Prof. J.H. Ansari

Prof. B. Mishra

Prof. Rajib Shaw

Prof. Rajesh Bheda

Manu Gupta

Anshu Sharma



### PROJECT MANAGEMENT



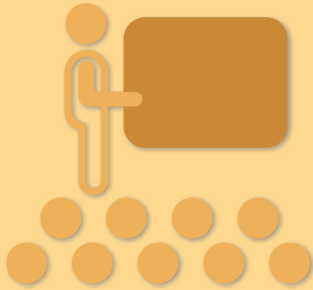
All projects are managed by a full-time Executive Director who also chairs the management committee. This management committee comprises of the National Coordinator (Programme Implementation), National Coordinator (Programme Support), a representative of the SEEDS board, Account Managers and a Senior Advisor to SEEDS. All projects are centrally managed from the headquarters by a dedicated Project Manager. In addition to the above, there are specialist teams at the headquarters who provide need based support to all ongoing projects: the Safer World Communication team; the Structured Mitigation and Response team; the Training and Education Research team; and the Project Monitoring team. .

## ESTABLISHMENT

SEEDS is headquartered in New Delhi with regional offices in Gujarat, Andaman and Nicobar Islands, Himachal Pradesh, Orissa and Tamil Nadu. It has a strength of 63 employees across six offices.



## TRAINING AND CAPACITY BUILDING



As an organisation, SEEDS takes particular interest in enhancing the capacity of its personnel and encourages staff to undergo special training through national and international workshops. Over the last year, SEEDS has undergone training on Humanitarian Accountability Partnership (HAP). A special workshop on gender inclusion helped clarify terms and concepts to be implemented on ground and in the office, as well as facilitating the drafting of our gender policy.

SEEDS also follows the IFRC code of conduct. Every new staff member is introduced to the code during orientation and strictly adheres to the stated principles.

## INFRASTRUCTURE AND FACILITIES

For effective programme implementation, knowledge resources and infrastructure are consistently updated across SEEDS' offices. A library was introduced at the Head Office in 2005 and today has a vast collection of books, journals, development reports, films and interactive CDs.

SEEDS has set up a centralised data base (intranet) that is a single point stop for staff. All official requests (leave, travel, purchase, etc.) can be filled and approved with ease. Project communication and reports are uploaded to the site, allowing everyone to access this information. With a unique name and password for every user, security is also maintained.

SEEDS continues to maintain and increase its collection of shake tables, wind tunnels and GPS equipment to reach out to a wider audience and ensure ease of operation.



## ACCOUNTING SYSTEM

The accounting period followed is from 1st April, 2009 to 31st March, 2010. The software Tally.ERP 9 is used for the accounting system. SEEDS has a centralised accounting system that is operated from our head office. The system is maintained on an accrual basis in accordance with generally accepted accounting principles.

Books of accounts are maintained project-wise with dedicated cost centres through an integrated accounting system. The depreciation on fixed assets is provided through the written-down value method in accordance with Income Tax Act, 1961

All grants and donations are recognised with a receipt. Expenses not directly related to any specific project have been allocated to various projects on a predetermined basis.

Our auditors are Rakesh B. Lal & Co. New Delhi.

# OUR PARTNERS

SEEDS is a member of and signatory to:



International Red Cross & Red Crescent Movement



Sphere India

SPHERE Standard in Humanitarian Aid



Alliance for Adaptation & Disaster Risk Reduction



Humanitarian Accountability Partnership



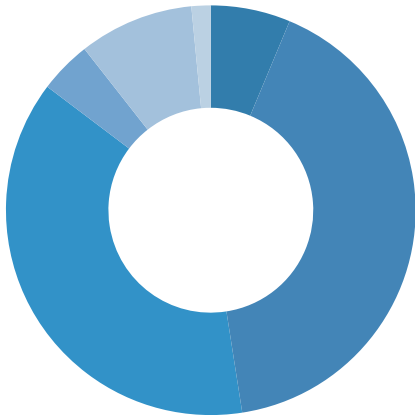
The International Council of Voluntary Agencies



Asian Disaster Reduction and Response Network.

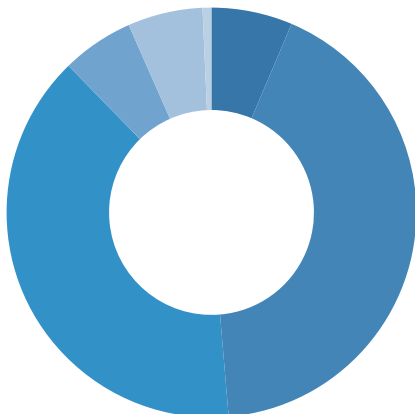
## FINANCIAL DETAILS

### DETAILS OF GRANTS & DONATIONS 2009-2010 (in INR)

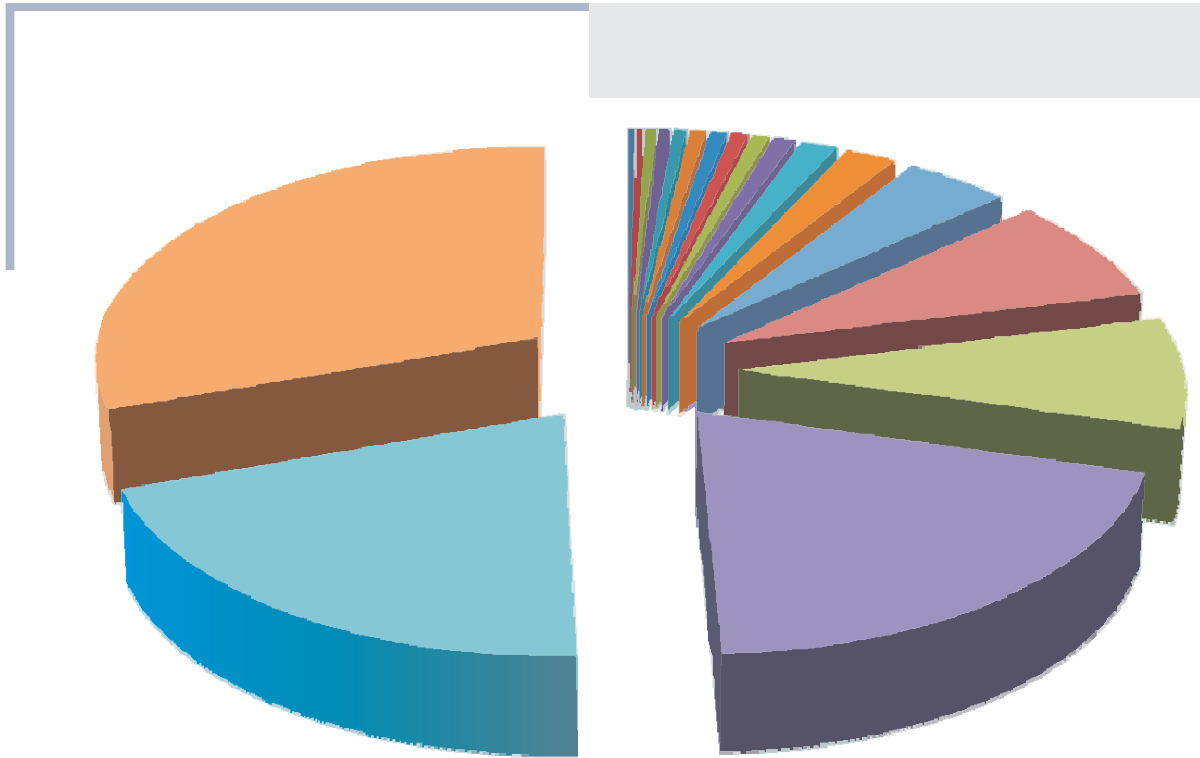


2,770,497	SUSTAINBLE HOUSING
18,175,847	SCHOOL & HOSPITAL SAFETY
16,626,757	CLIMATE CHANGE ADAPTATION
1,815,640	HUMAINTARIAN RESPONSE
3,994,057	REGIONAL AND INTERNATIONAL CO.
667,775	TRAINING

### DETAILS OF EXPENDITURE 2009-2010 (in INR)



2,913,829	SUSTAINBLE HOUSING
19,233,732	SCHOOL & HOSPITAL SAFETY
17,775,308	CLIMATE CHANGE ADAPTATION
2,581,815	HUMAINTARIAN RESPONSE
2,695,397	REGIONAL AND INTERNATIONAL CO.
318,830	TRAINING



118,500	Global Network for Disaster Reduction	300,000	LWSIT	1,901,578	SDC
120,293	SEEDS ASIA	300,000	Honeywell International	3,489,849	Mercy Malaysia
195,500	Donation-(others)	300,000	Save the Children-"SC BR"	3,683,451	UNISDR
200,000	NDMA	389,854	Operation USA	8,895,500	Royal Danish Embassy
232,277	KNNA	648,739	TDH Foundation	8,978,800	Give India
286,045	ADPC	917,316	GCCA	13,527,165	Chirstian Aid

#### DISTRIBUTION OF STAFF ACCORDING TO SALARY LEVELS AS ON MARCH 31<sup>ST</sup>, 2010

Gross Salary (in INR)	Male Staff	Female Staff	Total
< 25,000	34	10	44
25,000 - 50,000	12	4	16
50,000 - 75,000	1	2	3

Dr. Anshu Sharma & Dr. Manu Gupta are full time active board members. Their position in the organisation is honorary.

**SUSTAINABLE ENVIRONMENT AND ECOLOGICAL DEVELOPMENT SOCIETY**  
(Registered under the Societies Registration Act, 1860, Delhi)

**BALANCE SHEET AS ON 31ST MARCH 2010**

	Schedule	As at 31.03.10 Amount (Rs.)	As at 31.03.09 Amount (Rs.)
<b><u>SOURCES OF FUNDS</u></b>			
Funds	1	25,197,023	25,632,524
Secured Loans	2	21,427	260,336
<b>TOTAL</b>		<b><u>25,218,450</u></b>	<b><u>25,792,860</u></b>
<b><u>APPLICATION OF FUNDS</u></b>			
<b>Fixed Assets</b>	<b>3</b>		
Gross Block		13,080,844	13,044,571
Less : Depreciation		7,491,953	6,367,784
Net Block		<u>5,588,892</u>	<u>6,676,786</u>
<b>Investments</b>	<b>4</b>	<u>3,588,089</u>	<u>4,194,800</u>
<b>Current Assets, Loans &amp; Advances</b>			
Cash and Bank Balances	5	16,109,664	13,353,940
Other Current Assets	6	1,853,246	2,073,644
Loans and Advances	7	69,824	-
		<u>18,032,734</u>	<u>15,427,583</u>
<b>Less: Current Liabilities &amp; Provisions</b>	<b>8</b>		
Expenses Payable		101,530	36,745
Other Liabilities		1,889,734	469,565
			-
<b>Net Current Assets</b>		<u>16,041,469</u>	<u>14,921,273</u>
<b>TOTAL</b>		<b><u>25,218,450</u></b>	<b><u>25,792,859</u></b>

Significant Accounting Policies and Notes forming an integral part of accounts


11

As per our report of even date  
For Rakesh B. Lal & Co.  
Chartered Accountants

For SUSTAINABLE ENVIRONMENT AND ECOLOGICAL  
DEVELOPMENT SOCIETY

  
(RAJAT BEHARI LAL)  
Partner  
M. No. 82412

  
MANU GUPTA  
Vice President

  
ANSHU SHARMA  
Secretary

Place : New Delhi

Date : 27th September 2010



**SUSTAINABLE ENVIRONMENT & ECOLOGICAL DEVELOPMENT SOCIETY**  
(Registered under the Societies Registration Act. 1860, Delhi)

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2010**


	Schedule	As at 31.03.10 Amount (Rs.)	As at 31.03.09 Amount (Rs.)
<b><u>A. INCOME</u></b>			
Grants & Donations Received	9	44,484,865	46,115,996
Interest & Other Income		698,543	2,511,613
		<u>45,183,408</u>	<u>48,627,609</u>
<b><u>B. EXPENDITURE</u></b>			
Detail of Expenditure	10	45,518,911	55,792,362
Less: Expenses transferred to Specific Funds		2,293,989	-
		<u>43,224,922</u>	<u>55,792,362</u>
Unspent / (Overspent) during the year transferred to Grant Account		1,958,487	(7,164,753)

Significant Accounting Policies and Notes forming an integral part of accounts

11

As per our report of even date

For Rakesh B. Lal & Co.  
Chartered Accountants

  
(RAJAT BEHARI LAL)  
Partner  
M. No. 82412

For SUSTAINABLE ENVIRONMENT & ECOLOGICAL DEVELOPMENT SOCIETY

  
MANU GUPTA  
Vice President

  
ANSHU SHARMA  
Secretary

Place : New Delhi

Date : 27th September 2010

# SUSTAINABLE ENVIRONMENT AND ECOLOGICAL DEVELOPMENT SOCIETY

## HUMANITARIAN ACCOUNTABILITY FRAMEWORK

Quality & Accountability Commitments			
Commitments	Authority	Obligation	Status
SEEDS Vision, Mission & Guiding Principles	Board of Directors	Imperative	SEEDS' Vision/Mission & guiding principles exist. majority of staff are aware. published in website, annual report, organisation profile, email signatures, proposals, MoU, etc.
SEEDS Code of Conduct	Executive Director	Imperative	SEEDS is a signatory to IFRC Code of Conduct since 1998. However, individual staff are yet to be oriented. SEEDS Code of Conduct is being developed.
HAP Accountability Principles	Executive Director	Imperative	SEEDS is a HAP member since July 2009. HAP training for senior headquarter staff held in November 2009.
SPHERE Humanitarian charter & minimum standards	Executive Director	Guidelines	SPHERE standards are followed in design & implementation of humanitarian shelter projects.
Financial Accountability	Executive Director	Imperative	SEEDS Finance & Accounts Manual
Transparency	Executive Director	Imperative	Project details and beneficiary selection criteria provided to stakeholders through information boards displayed at site and through Community Workshops. Working towards more transparency.
Gender, Disability & Inclusion	Executive Director	Imperative	Draft Gender Policy exists. School DRR activity considers the requirements of differently abled students. Basic framework for inclusion exists. Headquarter staff training on Gender & Inclusion held in July 2009.
Human Resource Accountability	Executive Director	Imperative	Draft Human Resource manual exists.
Participation	Management Committee	Guidelines	Beneficiary participation is practised in project implementation. Described in project process documents.
Risk Assessment	Management Committee	Guidelines	Project proposals contain risk analysis according to Donor requirements.

### Quality & Accountability Commitments

Commitments	Authority	Obligation	Status
Project M&E	Management Committee	Guidelines	Donor format is used for project monitoring and evaluation.
Redress Grievances	Executive Director	Imperative	Mechanism exists for redressal of staff grievances as described in draft HR manual. Comprehensive system needs to be developed that would include beneficiaries.
Partnership	Executive Director	Guidelines	Partnership mode is practised in project implementation. Described in project process documents.
Operational Plan	Executive Director	Imperative	Work plan exists for each project.
Monitoring & Evaluation of HAP Compliance	Executive Director	Imperative	SEEDS is a HAP member since July 2009. HAF prepared for submission to HAP International.

SEEDS

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15/A, Institutional Area, R.K.Puram, Sector IV, New Delhi - 110022, INDIA

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Email: [info@seedsindia.org](mailto:info@seedsindia.org)

Web: [www.seedsindia.org](http://www.seedsindia.org)