



'Affordable, sustainable energy for all'

Switched On Gambia Annual Report APRIL 2019 TO MARCH 2020

Reference and administrative details

Registered Charity Number: 1172051

Charity's principle address: 49 High Street, Bewdley, Worcestershire, UK, DY122DJ

Names of trustees who manage the charity

Ben Ballin	Secretary
Kevin Bailey	Chair/Treasurer
John Rhymer	
Malcolm Garner	
Nigel Rayment	

Structure, governance and management

Type of governing document	Constitution
How the charity is constituted	Charitable Incorporated Organisation
Trustees selection methods	Trustees are normally selected by recommendation and appointed by existing trustees

Additional governance issues

Trustees form a close group that meet at least 3 times a year and in addition communicate electronically.

The trustees contain members with a wide spread of experiences and expertise relevant to the aims of the charity.

Trustees take on formal roles such as chair, secretary and treasurer but also advise on issues relevant to their field of expertise. An example of this would be technical advice on solar energy relevant to solar lights or project management in relation to the charities work.

During the year Switched On Gambia has mainly worked with Intouch Gambia supporting through donations of funds and by regular communication and advice when requested. Regular annual visits are also made by a trustee and friend of the trustees in order to support, advise and monitor progress.

Switched On - Gambia also works with other charities when appropriate such as Book Aid International and Riders for Health who work closely as partners providing books and expertise to our project in The Gambia.

Operations During the year

- Setting up of new office, store room and shop was a major part of the work load as the new year began. Expansion of project and support from Intouch Global Foundation enabled much needed improvement in accommodation.
- Recruitment of 2 new staff, One Field Officer and One Administrator now means 5 members of staff
 - Michael Mendy - Director
 - Jambai Jobarteh - Sales
 - Alagie Fatty - Field Officer
 - Sainabou Saine - Administrator
 - Musa Jallow - General support
- Purchase of a second-hand pick-up vehicle for work. This was sponsored by Intouch Games and employees . It is used for deliveries of books and solar lamps to schools and from the coast to Jan Jan Bureh. Michael was Kindly given driving instruction from Riders for Health, a Gambia based NGO.





- Publication of vacancies and selection of staff with the support of Intouch Gambia trustees.
- Orientation and training of new staff
- Meeting with the Regional Education Director, to introduce new staff and discuss our projects and work.



- Meeting with the Governor of Central River Region to introduce new staff and discuss our projects and activities in the region



- New staff commenced full operations. (The Field Coordinator commenced his visits to schools to monitor our projects, and the Administrative Assistant commenced her administrative duties at the office)

- Regular visits were made to 16 active schools in the Solar Library Project, to inspect, monitor and support. Regular phone connections to motivate and deal with issues as they arise. 4 schools were released from the project as they were judged not to be fulfilling their commitments to a high standard. They will be replaced by new schools recommended by the regional education office.

- meetings with head-teachers, teachers and Solar Library Committees in all beneficiary schools. Pupils were also included in evaluation visits.

Administration

- Opening of savings and current accounts for all staff

- Handing over of formal employment letters to all staff

- Opening of Social Security Accounts and payment of taxes for all staff (Pension scheme). The National Provident Fund and the Injuries Compensation Fund

- Sorted and paid the Remuneration taxes for all staff at the Gambia Revenue Authority (GRA)

Trustees



- Held a Board meeting (24th -07-2019), to strategize and plan.

Pioneer Book Box Scheme

Book Aid International invited Intouch Gambia to assist with the introduction of the 'Pioneer Box' Scheme.

- Transportation of materials to Office in JJB
- Sorting of materials and stamping of all books



- Implementation of the Pioneer Book Box Project sponsored by Book Aid International in: Banni Lower Basic School, Faraba Lower Basic School, Barajally Lower Basic School and Genjie Lower Basic School

COVID-19 CAME INTO PLAY AND DISRUPTED ALL OPERATIONAL PLANS. SCHOOLS WERE CLOSED FOR SIX MONTHS WHICH LIMITED OUR WORK AND RESULTED TO THE EVENTUAL CLOSURE OF OFFICE FOR FEW MONTHS BEFORE FINALLY RESUMING.

Policy on reserves

Signatures