

TRAINING ON MONITORING AND DOCUMENTATION

LEDAP TEAM REPORT ON AMNESTY INTERNATIONAL TRAINING (DAY 2)

INTRODUCTION

Day two of the training on monitoring and documentation of human rights abuses was organized by the Stop Torture project group of Amnesty international Nigeria and held at Don Ritz Hotel, Awka, Anambra State on the 13th of September 2017. Lawyers and Para-legal staff from organizations involved in human rights issues were in attendance with LEDAP being represented by the trio of Pamela Okoroigwe, Abiola Popoola and Oliver Omoredia.

COMMENCEMENT

The training commenced at about 09:20am with the with Onyinye Onyemobi coordinating the recap of the training of the previous day (Day 1). Participants discussed what they had each learnt from the previous day's proceedings and how it would better their organization's work moving forward.

TRAINING.

After the recap session, Mr Adrew Maki took the training presentation on "**Recording and storing case information**". Highlighting the importance of proper management of the case filing system and using

**HELD AT DON
RITZ HOTEL,
AWKA ANAMBRA
STATE ON 13TH
SEPTEMBER 2017**

FACILITATORS

Onyinye Onyemobi

*Stop Torture project-
coordinator, Amnesty
International Nigeria.*

Andrew Maki

JEI

Iyogun Elizabeth

*Finance Manager,
Amnesty International
Nigeria*

his organization (JEI) to illustrate, Mr Andrew talked of the need for organizations to develop a case selection policy (to determine if the case falls under the scope of the organization), Case in-take form (to be given to clients before their matter is), case file (which is a folder where the documents relating to the case is properly kept), monthly reporting (which helps organizations monitor the progress on the cases), and Case tracking system (which is a way to follow up on events during and after the cases. He also highlighted the need for proper storage of case information to prevent loss and the need for electronic case tracking systems.

After Andrew's presentation, Onyinye Onyemobi presented on "**Principles of research on Human Rights, Torture & CIDT**". According to her, organizations must learn to ensure the accuracy of their research findings before making such findings public. Using her organization as a reference point she noted that accurate information would help organizations build a reputation of credibility. Onyinye also discussed extensively the need to maintain confidentiality, impartiality and gender sensitivity when carrying out research. She said that there is a need to be sensitivity to the environment and with the information being handled.

Elizabeth Iyogun was the third facilitator of the day with her presentation focusing on "**Financial Reporting**". Elizabeth introduced participants to the essence of financial reporting which she said is a vital aspect of an organization's work. According to her, proper accounting would make prospective a donor feel comfortable with entrusting their money to an organization. Elizabeth also gave participants scenarios with which robust discussion was generated. She also noted that any excess expenditure to be made must be first reported to the donors and approved failing which it may be difficult to recoup.

The final presentation was made again by Onyinye Onyemobi who presented on "**Narrative Reporting**". Using a template as example, Onyinye showed participants what information should be contained in a narrative report and what Amnesty standard expectation is. She noted that it is important for there to be aa synergy between what is contained in the financial report and what expenses are contained in the narrative report. Onyinye also noted that organizations should endeavor to communicate with the donors as failure to do so would leave room for assumptions which may be adverse to future requests by the organizations.

The training ended at about 6:00pm with Onyinye giving the vote of thanks to all participants.

