

# Annual Report

LEGAL ASSISTANCE TRUST  
HUMAN RIGHTS TRUST



July 1994 - June 1995

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## Map of advice offices

# Foreword

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In the sixth year of its independence Namibia has much to be proud of as a stable, peaceful society based on a non-racial multiparty democracy. This would not have been considered possible several years ago and is a credit to the determination of Namibians to make the future a success. It is in part a recognition of the need to ensure that the gains that have been made in the struggle for independence and democracy are nurtured and protected. The Namibian Constitution seeks to do this in the Bill of Rights which has been widely hailed as a model in the fight for human rights and democracy in Africa. Yet the formal entrenchment of rights provides little guarantee that they will have real meaning in the lives of Namibia's people.

The challenge then is to give effective content to the human rights clauses contained in the Constitution by looking beyond basic civil and political rights and assessing what needs to be achieved in the area of socio-economic development. Government has made significant strides in the upliftment of Namibians particularly in regard to the provision of educational and health services and the development of infrastructure, particularly in the rural areas. However, government can only meet some of the many development challenges that lie ahead and accordingly a heavy responsibility rests with NGOs to engage in areas where government cannot or will not venture. Limited budgetary support for the state legal aid programme means that the vast majority of litigants do not have access to legal representation. Moreover, the pressure to dismantle apartheid laws requires the input of persons outside of government to assist in legislative drafting, and education around law and human rights is not and should

not be the sole responsibility of the state. Through these activities the LAC supports the development programmes of government, but also is able to monitor the government's human rights record and oppose its actions through, for instance, litigation to ensure the fair and procedural treatment of refugees.

In the process of transition from working in an extremely repressive apartheid society to one based on the rule of law, the LAC has had to re-examine its role, find a new direction and reorientate its training to meet new challenges. The demands placed on the LAC are as numerous as they are diverse. They range from the concerns of remote rural communities trying to understand law and legal processes; to the struggles of trade unions and their members to improve their conditions at the workplace; to women battling to force the fathers of their children to pay maintenance; to diversion programmes for children to keep them out of prison; to the production of law reports, training of law students, candidate attorneys, magistrates and police; to lobbying for law reform and the drafting of legislation; to the legal representation of the poor and constitutional litigation to give content to the Bill of Rights, the mediation of land and labour disputes; to the treatment of refugees and prison rights; to educational programmes for parliament, women, youth, workers, community organisations and churches; to programmes around the environment - and even this long list is not complete.

What makes the LAC effective is that, *firstly*, it interacts with people at many different levels, from grassroots to parliament, giving its staff insight into the legal and social concerns of the broad range of people that make up our society;



The staff of the Legal Assistance Centre

## **Mission statement**

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We, the Legal Assistance Centre and its Advice Offices, being public interest law centres, collectively strive to make the law accessible to those with least access, through education, law reform, research, litigation, legal advice, representation and lobbying, with the ultimate aim of creating and maintaining a culture of human rights in Namibia.

*secondly*, the LAC through its regional advice offices has a national focus that keeps it in touch with the very different constituencies that constitute the Namibian nation; *thirdly*, the three broad areas of its work, being litigation and advice, education and training and advocacy and research, complement each other in a way that ensures a more effective use of resources and a better service to its clients; and *finally*, the LAC through its work since 1988 has developed a reputation for providing a professional service with good results.

An example of the cross-referencing between the three broad areas of work was the work done by the LAC on maintenance. In the process of interviewing court personnel the Research Department found that the maintenance courts lacked an understanding of court procedure and administration. They accordingly gave the personnel information in this regard and developed a reference manual for the courts. In the course of the research an educational booklet was produced and used by the LAC's Education Department to run community workshops on the subject. Partly as a result of this activity the LAC was approached by more clients seeking to litigate to enforce their right to maintenance. Information from these clients added insights to the research. The research results were then used as a basis to lobby for law reform and ultimately to draft amendments which would take care of the shortcomings experienced by the LAC's clients under the existing legislation.

In the year ahead the land question will in all likelihood occupy centre stage. Access to land and land tenure were among the most important concerns of Namibians in

the struggle for independence. However, government has been extremely slow to develop comprehensive policy and legislation to redress the injustices of the past. Thus the lack of access to land and tenure insecurity remains not only a serious obstacle to rural development but is also the source of much conflict. The LAC is already deeply involved in these issues, which are likely to demand more attention in the future as communities grapple with understanding policy choices and the implications of a new legal regime.

The LAC has over the past year grown in both expertise and size - to a staff complement of 40. The reason for this is the diversification of the LAC programmes in response to an increased demand for its services. The challenge for us all is to ensure the continued effective implementation of our programmes to meet Namibia's developmental needs and human rights priorities. A greater need for coordination and planning of the LAC's activities has been identified and structures have been put in place to give effect to this goal. The immediate priority is to actively promote leadership in the organisation to manage these activities.

I thank the trustees and the staff for their loyal and tireless efforts in support of the LAC's work over the past year. There can be no doubt that the LAC is fulfilling a unique and necessary role in society and that despite the best efforts of government to provide legal services to the people, the LAC's contribution to the development of human rights and the expansion of democracy will be valued for a long time to come.

ANDREW CORBETT  
Director: Legal Assistance Centre

# Trustees

## THE LEGAL ASSISTANCE TRUST

The Honourable Kenneth Bethune (chairperson)  
Hosea Angula  
Geoff Budlender  
Andrew Corbett  
Jeremy Gauntlett, SC  
Adv David Smuts  
Dr Teopolina Tueumuna  
The Honourable Ben Ulenga



Clockwise, from back left: Dr Teopolina Tueumuna, Hosea Angula, Dave Smuts, Andrew Corbett, Judge Kenneth Bethune, Geoff Budlender.



Jeremy Gauntlett



Ben Ulenga

## HUMAN RIGHTS TRUST

Andrew Corbett  
The Right Reverend Kleopas Dumeni  
The Right Reverend Benjamin Haushiku  
The Right Reverend James Kauluma  
Adv David Smuts



Andrew Corbett



Rev Dumeni



Rev Haushiku



Rev Kauluma



Dave Smuts

# Staff

## LITIGATION DEPARTMENT

- **Attorneys:** Andrew Corbett (director), Gail Super, Clinton Light.
- **Articled clerks:** Clement Daniels, Tousy Namiseb.

## EDUCATION DEPARTMENT

- **Legal Education Project:** Rosa Namises (coordinator).

## RESEARCH DEPARTMENT

- **Gender Research Project:** Dianne Hubbard (legal researcher), Doufi Namalambo (field researcher).
- **Labour Research Project:** Steve Katjuanjjo (researcher).

## SPECIAL PROJECTS DEPARTMENT

- **Namibian Law Reports:** Lynita Conradie (editor).
- **Juvenile Justice Project:** Nina Wessels (coordinator).

## ADVICE OFFICE DEPARTMENT

- **Paralegals:**  
*Legal Assistance Centre (Windhoek) - Ono Angula, George Mhoney, Pero Nampila; Human Rights Centre (Ongwediva) - Elli Shipiki (coordinator), Ben Ausiku, Erastus Utoni; Keetmanshoop Advice Office - Aloysius Katzao (coordinator); Rundu Advice Office - Ambrosius Makongwa (coordinator); Walvis Bay Advice Office - Lukas Johannes (coordinator).*
- **Gender officers:**  
*LAC - Laura Tjihero; HRC - Laina Shigwedha; Keetmanshoop - Trudy Bock; Rundu - Maria Kavanzee; Walvis Bay - Monica Kahuure.*

## ADMINISTRATION DEPARTMENT

- **Legal Assistance Centre:**  
Bisey Uirab (admin & personnel manager), Sarah Fischer (bookkeeper), Joy Bartlett (receptionist), Perri Caplan (projects assistant), Jacqueline Daniels (director's secretary), Stephanie Ebstein (legal secretary), Maggie van Rooi (legal secretary), Sophia James (office assistant), Absolom Andreas (caretaker).
- **Other offices:**  
*HRC - Tusnelde Nangolo (office assistant), Ruth Udjombala (secretary); Keetmanshoop - Wilma Isaacs (secretary); Rundu - Paulina Kalola (secretary), Matheus Sinonga (office assistant); Walvis Bay - Michelle Doëses (secretary).*

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## • KATUTURA ADVICE OFFICE

Katutura Community Centre  
PO Box 62053 Katutura  
Tel: (061) 264641  
Fax: 262297

## • KEETMANSHOOP ADVICE OFFICE

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## • RUNDU ADVICE OFFICE

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Fax: 608

## • WALVIS BAY ADVICE OFFICE

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# Overview

## THE LEGAL ASSISTANCE TRUST

The Legal Assistance Trust was formed in February 1988 to receive and control the funds donated for the establishment and funding of activities of the Legal Assistance Centre (LAC), founded in 1988.

The LAC is a non-profit public interest law centre based in Windhoek, with advice offices in Katutura, Ongwediva, Rundu, Walvis Bay and Keetmanshoop. The LAC and its advice offices provide legal advice and representation services in the public interest for people who would not otherwise have access to the legal system, as well as legal research and educational services. It is the only organisation of its kind in Namibia. The LAC was established and carries out its work with the approval of the Law Society of Namibia and the Society of Advocates of Namibia.

LAC clients are not charged fees. Consequently, in terms of the rules governing the legal profession in Namibia, the recovery of legal costs other than out-of-pocket expenses is not allowed, even where litigation is successful. The offices are accordingly entirely dependent on donation income. This is received through the Legal Assistance Trust for the Legal Assistance Centre, Walvis Bay Advice Office and Keetmanshoop Advice Office. (The Human Rights Centre and Rundu Advice Office are funded through the Human Rights Trust, as detailed below.)

The impetus for the trust's establishment came from various churches in Namibia, the National

Union of Namibian Workers, the Namibia National Students' Organisation, various community organisations and local practitioners, and colleagues associated with South Africa's Legal Resources Centre.

The trust is chaired by Kenneth Bethune, a retired Namibian judge. Other trustees are Geoff Budlender, national director of the Legal Resources Centre in South Africa; Jeremy Gauntlett, a senior advocate of the Cape Bar who has been active in human rights work in Namibia (but who resigned his trusteeship in February 1995); Ben Ulenga, Deputy Minister of Environment and Tourism and former General Secretary of the Mineworkers' Union of Namibia; Dr Teopolina Tueumuna, a medical doctor at Oshakati State Hospital; Hosea Angula, an



Representatives of the Ford Foundation Office in Namibia pictured with trustees Andrew Corbett and Dave Smuts.



Andrew Corbett bids farewell to a long-time friend of the LAC, SIDA director Sten Rylander, who left Namibia in 1995.

attorney of Windhoek; David Smuts, an advocate of the Windhoek Bar; and Andrew Corbett, present LAC director.

The work of the trust has been generously supported by funding from foreign governments, NGOs, churches and as from 1992, limited local donors.

Grants were received from the following organisations during the year under review: the African Development Foundation; CBDP; Catholic Commission for Peace and Justice; Christian Aid London; Church of Sweden Aid; COSEDA; Danchurchaid; Ford Foundation; Friedrich Naumann Foundation; Joseph Rowntree Charitable Trust; Miserior; National Democratic Institute for International Affairs; NORAD; Norwegian Church Aid; NOVIB; Oxfam UK & I; RSAA; Oxford University; Rhodes Trust; Swedish Embassy (SIDA); US Aid; and World Education.

## THE HUMAN RIGHTS TRUST

The Human Rights Trust funds and controls the Human Rights Centre (HRC) in Ongwediva and the Rundu Advice Office. The impetus for its establishment in 1987 came from various churches in Namibia and from individual church and community leaders.

At the commencement of HRC activities in 1988, northern Namibia had been subjected to many years of guerrilla war and with it, human rights abuses and oppression on a large scale, which included mass detentions, deaths, disappearances and the destruction of property. It was in this context that the

need for a law centre to assist the victims of widespread human rights abuses was identified and the HRC was established.

The nature of the work has changed dramatically since independence, with the focus now on development of the rural areas, rights promotion through litigation and education, and reform of the laws that impede development.

The need for a law centre in northern Namibia was and is compounded by the fact that there are no full-time practising attorneys based in the far northern region where more than half of the Namibian population resides. The HRC and Rundu Advice Office accordingly provide a service to people who would otherwise have to travel hundreds of kilometres to obtain legal assistance.

The trustees of the Human Rights Trust are David Smuts of the Windhoek Bar; the Right Reverend Benjamin Haushiku, Roman Catholic Bishop of Windhoek; the Right Reverend Kleopas Dumeni, Bishop of the Evangelical Lutheran Church in Namibia; and the Right Reverend James Kauluma, Anglican Bishop of Namibia.

The work of the Human Rights Trust has been generously supported by funding from foreign governments, NGOs and churches. During the year under review the Namibia Association of Norway funded the HRC, while NOVIB covered the costs of the Rundu Advice Office.

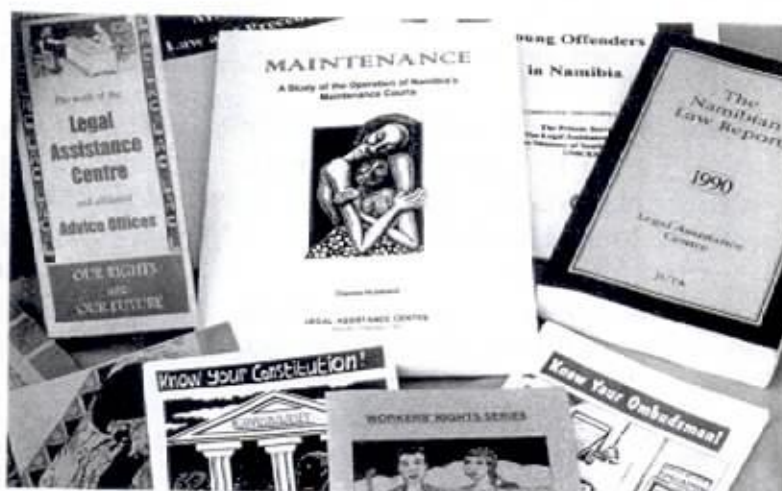
Although a separate trust, the work of the advice offices funded by the Human Rights Trust is supervised and controlled by the LAC director.

## THE LEGAL ASSISTANCE CENTRE AND ITS ADVICE OFFICES

During the year under review the staff of forty comprised three practising attorneys, two articled clerks, nine paralegals, five gender officer/paralegals, three full-time researchers, a community educator, two special projects personnel and fifteen administrative staff. New appointments included the full-time bookkeeper, the gender officers and the special projects staff. Elli Shipiki replaced Gabes Nepaya as

HRC coordinator, Stephanie Ebstein replaced Shirene Martin as a legal secretary at the LAC and Maggie van Rooi replaced Perri Caplan as a legal secretary when the latter was appointed as full-time projects assistant based at the LAC.

The general approach and policy of the LAC is to take on cases in the public interest, based on the criterion that their outcome will affect the rights of a number of people rather than only the individuals directly involved. Such cases pertain to any situation in which one or more individuals are subject to particular forms of abuse or exploitation which call for redress. Any interdict brought by the LAC on behalf of a community group is designed to benefit all communities by ensuring that all enjoy the free exercise of their rights in future. These are broad guidelines and only through experience are the staff able to identify the cases appropriate for legal action. In practice there has always been a tendency to err on the side of lenience, given the inevitable reluctance to turn away people in need.



Reports, manuals and educational materials currently being distributed by the LAC and advice offices.

The LAC attorneys provide a legal backup and advisory service to the advice offices, and cases are referred to them when legal action is required. The volume of work continues to be a source of pressure, but with ongoing formalised paralegal training, more and more cases are resolved by paralegals who are progressively more able to take the appropriate action without assistance. The role of paralegals is crucial to making the legal system more accessible and responsive to community needs, as there is a dire shortage of attorneys in Namibia, and in any event most Namibians are unable to afford their services. The LAC has also attempted to address the problem of a shortage of attorneys by inaugurating a scholarship programme to assist disadvantaged students to qualify as attorneys.

The Legal Education Project, Gender and Labour Research Projects, Juvenile Justice Project, Namibian Law Reports Project and other activities of the LAC during the year under review are discussed in subsequent sections of this report.

## GENERAL TRENDS, NEW DEVELOPMENTS AND PROBLEMS

The challenge of a public interest law firm with a human rights focus is to remain relevant within a rapidly changing social environment. To meet this challenge, the LAC established the Legal Education Project in 1990, the Gender Research Project in 1992, the Labour Research Project in 1994 and the Juvenile Justice Project and Law Reports Project in 1995. A number of other special projects were implemented or continued during the year under review, such as the production of new educational materials and involvement in policy and law reform initiatives.

The expanded range of activities necessitated appointing additional staff, which brought further challenges in terms of training, office space and funding. The LAC was also tested on its ability to implement and coordinate additional programmes, and this necessitated rethinking and implementing new organisational and management structures and procedures. This was achieved through a lengthy workshopping and sub-committee referral process - with the expert assistance of the Community Development Resources Association (CDRA) of South Africa.

The outcome of this process was the division of the organisation into distinct departments, each responsible for coordinating its own affairs. Each department is represented on the newly-established Policy and Planning Committee, which replaced the old Management Committee with considerably different terms of reference designed to improve policy formulation

and strategic planning in the organisation. The new structures and procedures have proved very effective, and will be reviewed on a regular basis.

The gender officers were appointed to deal with cases involving women, to do field research on request from the Gender Research Project and conduct gender workshops as part of the Legal Education Project. It was considered necessary to appoint women in this capacity when it became clear that women felt more comfortable confiding in other women rather than in male paralegals. Furthermore, the case workload at all advice offices was too large to accommodate sufficient educational outreach, and the gender officers would alleviate this problem.

It is a reality that Southern African NGOs must now compete with those in Eastern Europe and other regions for donor support. Nevertheless, the LAC was in a sound financial position throughout the year under review. Financial details are discussed in the relevant section of this report. As in the past, the other most serious problems experienced pertain to the inefficiency of some police officials and the lower courts in some towns, due to a lack of knowledge of legal procedure; the difficulty of communicating with many LAC clients who live in remote rural areas; and the high cost of travelling to other towns to consult and represent clients in court.

General trends in terms of litigation, education and law reform research are discussed on the following pages.

# Litigation department

## GENERAL TRENDS

The LAC was involved in a fair amount of litigation during the year under review, producing some good results and making legal history in a few cases.

LAC attorneys and the articled clerks were involved in 184 cases in all. Labour disputes continued to dominate the case load, followed by delictual claims, pension claims, claims against the Namibian Police, land disputes, citizenship disputes and criminal matters. The attorneys also provided assistance to other NGOs in drafting agreements and deeds of trust, and they provided an advice service to clients whose cases were not taken to court. A wide range of miscellaneous matters made up the remainder of the case load.

The labour work of the paralegals increased dramatically. A large portion of their cases involved unfair dismissal, and it is encouraging that paralegals have increasingly been able to handle labour cases without supervision, and in fact they are developing specialist expertise in this area. Other matters receiving a lot of paralegal attention include marital and maintenance disputes, pension claims, deceased estate claims and rights of citizenship. The work of the paralegals is discussed further in the section on the Advice Office Department (pages 24-28).

## LITIGATION HIGHLIGHTS

The LAC brought four constitutional test cases to court.

In the first case, involving the right to freedom of speech, the Namibian Police brought disciplinary proceedings against

a police officer for making "unfavourable" comments about white police officers on national television. The LAC applied to the High Court to declare unconstitutional the police regulation prohibiting an officer from commenting unfavourably about the police in public. The High Court held that the regulation was valid, but on appeal the Supreme Court declared it unconstitutional.

The Prosecutor-General withdrew a case involving the Namibian Broadcasting Corporation, relating to the Racial Discrimination Prohibition Amendment Act which the LAC regarded as 'over-broad', with the effect of unnecessarily restricting the individual's constitutional right to freedom of speech.

The third case concerned the validity of shorter prescription periods in favour of the State. The High Court held that a shorter period was not necessarily unconstitutional, although in certain circumstances it may be. On the facts the Court found against the LAC's client. The door thus remains open for further litigation around this issue.

In the fourth case, the Law Society of Namibia and the Bar Council requested the LAC to instruct counsel to argue before the Supreme Court as to whether the State had the right to refuse an accused in a criminal trial access to information contained in a police docket. The Court issued an order upholding the right of an accused or their legal representative to obtain information contained in the police docket, including witness statements, whether or not the prosecution intends to call any such witnesses at the trial. However, this right was restricted to the extent that the State could withhold such information if it could satisfy the Court

that disclosing such information might impede the ends of justice or act against the public interest.

Legal history was made when the LAC brought an application in the Labour Court to have the Minister of Health & Social Services jailed for contempt of court. The Minister had failed to comply with a court order reinstating a dismissed doctor, and had threatened to bring an interdict to keep the doctor out of the hospital where he worked. The doctor was eventually allowed to return to work and received his arrear wages.

Action was instituted on behalf of a four-year-old boy against the estate of his deceased father when the sole heir - the white father's mother - refused to recognise the claim because the boy was illegitimate and black. The matter was settled in the amount of N\$50 000,00 which was paid into a trust to be used for the boy's maintenance and his education up to university level.

The inquest into the death of Anton Lubowski ran for six weeks in the High Court and required an enormous amount of LAC time, effort and financial resources. Judge Harold Levy handed down a finding holding that *prima facie* Donald Acheson shot and killed Lubowski, while eight members of South Africa's Civil Cooperation Bureau (CCB) were involved as accomplices. Early in 1995 the inquest was reopened and the court is now awaiting further evidence concerning CCB involvement.

The LAC was involved in a case in which a former Rössing Uranium mine employee claimed for damages arising from



Clinton Light with three clients who were granted Namibian citizenship after a long period of detention on the grounds of illegal immigration.

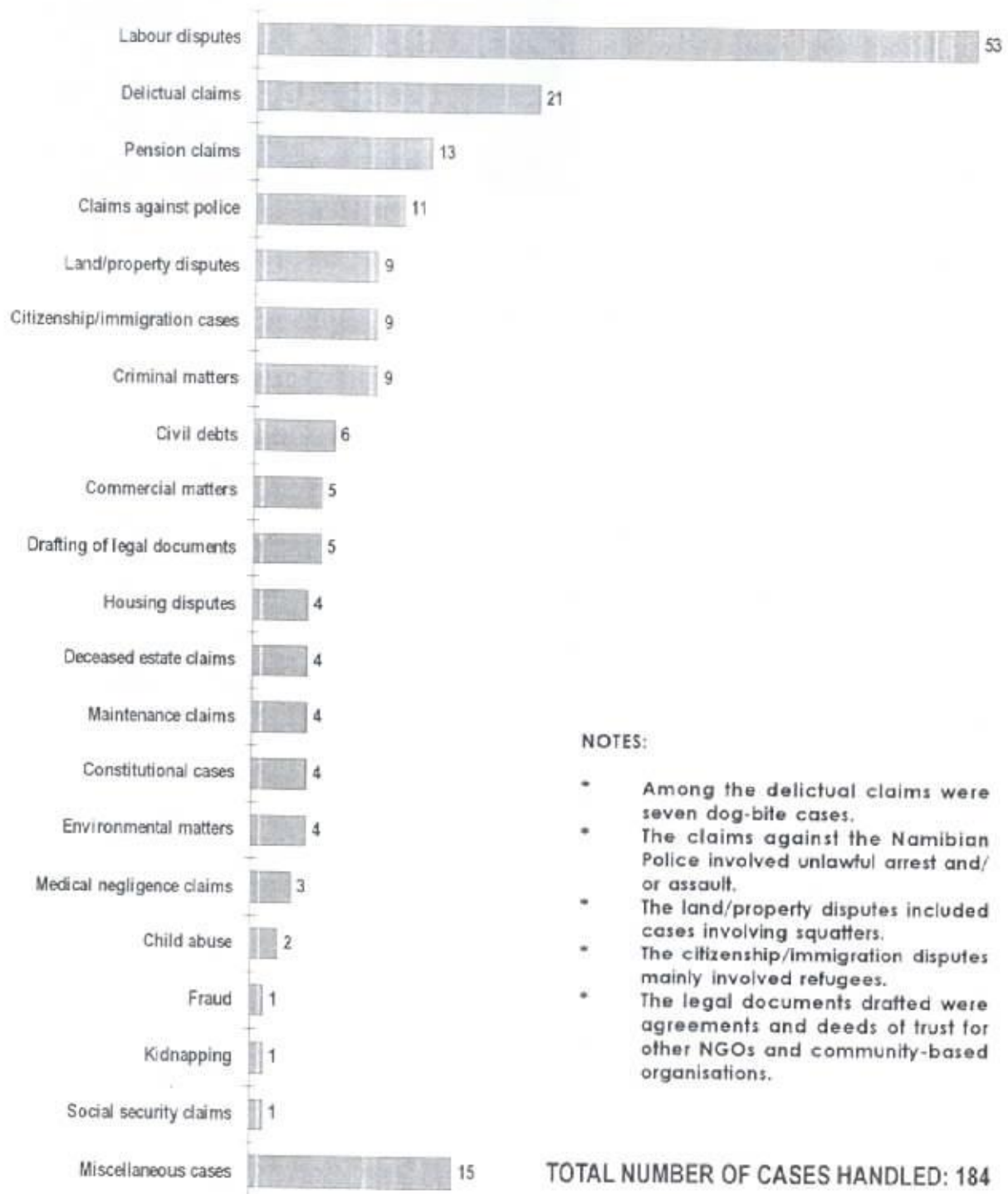
exposure to uranium dust. The claim was instituted in the London High Court and the LAC assisted extensively in preparing affidavits and conducting research on behalf of the English solicitors. The Defendant, RTZ Ltd, being the holding company of Rössing Uranium Ltd, successfully obtained a stay of proceedings on the basis that England was not the best forum for the hearing of the matter, which judgement is now being taken on appeal.

### THE ARTICLED CLERKS AND PARALEGALS

The articulated clerks achieved excellent results on the whole and were very instrumental in assisting the advice office paralegals with their case files and the education department with lectures.

Paralegals at all the advice offices represented clients in the District Labour Courts, with a very high success rate, particularly in Walvis Bay where the advice office has achieved an excellent reputation for its work in this area. LAC attorneys and the articulated clerk travelled to other towns to represent advice office clients in several cases, with considerable success.

BREAKDOWN OF LITIGATION DEPARTMENT CASES (See also p.25)



# Education department

## GENERAL TRENDS

This department presently comprises only the Legal Education Project (LEP), but certain special projects, e.g. the envisaged Legal Environmental Awareness Project (LEAP) and Human Rights Education Forum may be coordinated by the department in future. The department coordinator is assisted by paralegals and the gender officers in conducting workshops and delivering lectures countrywide to a wide range of community interest groups, either targeted by the LAC or upon request.

The LEP was initiated following political emancipation in 1990, to teach Namibian communities about the law and human rights and how to enforce their rights as part of the democratic process. Hundreds of Namibians have participated in the programme and the response has been extremely positive, with ever more frequent requests made for input.

At first the programme focused on raising awareness about human rights and their application in terms of the Namibian Constitution. The next step was to ensure that programme participants were critically aware, able to assert their rights, take practical steps to prevent abuse and mobilise for change. Many groups and individuals around the country have in fact applied the knowledge they have gained through the LEP.

Right: The group of Namibian men who participated in LEP workshops on women's and children's rights.



A selection of LEP booklets on the Constitution and the Ombudsman.

## NEW DEVELOPMENTS AND EDUCATIONAL MATERIALS

During the year under review the LEP concentrated heavily on women's, children's and workers' rights. Most participants were grassroots women's groups, which, assisted by the department coordinator, had organised themselves into a formal nationwide Women's Network by mid-1995. The LEP made a concerted effort to reach more men, with some workshops on women's and children's rights held exclusively for men.



## Education department

Early in 1995 the department launched a Volunteer Training Programme which seeks to train selected activists to continue the process of human rights education in their respective communities. The draft training manual developed by the LAC with a view to motivating for the inclusion of human rights education in the school curriculum was used to train the volunteers, who will each receive a copy of the published version and other educational materials to guide their efforts.



A Volunteer Training Programme workshop in progress.

The Ministry of Basic Education & Culture has expressed its willingness to cooperate and assist in publishing the manual as an official life skills textbook. To plan the curriculum, a Human Rights Education Forum will be convened by the LEP, comprising paralegals, ministry officials and representatives of other bodies with an interest in human rights education, such as the Centre for Applied Social Sciences of the University of Namibia. Simultaneously, the LEP and the ministry's National Literacy Programme have been planning to train about 32 district literacy organisers to use translations of LEP materials for literacy programmes countrywide.

The series of booklets and pamphlets on women's and children's rights, launched by the Namibian President in 1992, and the first booklet of the new workers' rights series which deals with the rights of farm workers,

Right: The women's and children's rights series.



will be translated into five indigenous languages by the National Association of Translators and Interpreters during 1995. It is hoped that the entire workers' rights series can be completed and translated during 1996. The next booklet in this series concerns the rights of domestic workers.

Other LEP materials being distributed are the booklets *Know Your Constitution* and *Know Your Ombudsman*, both available in six languages. The LEP printed T-shirts and posters in celebration of International Human Rights Day in December 1994, which have been sold to the public at a minimal cost and have proved very popular.

A new project being planned is the publication in a local newspaper of a

fortnightly legal column which will aim to give the wider community access to legal knowledge and provide information on request, i.e. it will follow a question and answer format.

### OTHER HIGHLIGHTS OF THE YEAR

A Human Rights Day workshop in Windhoek 1994 brought together all the regular LEP workshop participants to review the 1994 programme and plan the 1995 programme. This participatory approach ensures that the LEP addresses the real needs of individual communities, and the workshop was very successful. Unfortunately the LEP's public rally was poorly attended, probably due to its falling on a public holiday and general election results being broadcast on the same day.

The LEP organised a workshop and entertainment for children in celebration of the Day of the African Child in June 1995 and spearheaded the simultaneous media campaign focusing on children's rights.

LEP paralegals attended training workshops on juvenile justice organised by the Juvenile Justice Forum convened by the LAC in June 1994. The juvenile justice issue was then added to the LEP workshop and lecture agenda. LEP paralegals also received further training on gender awareness and training methodologies.

The department coordinator represented the LAC at a number of important meetings dealing with a range of issues, including: meetings with the Gobabis

community regarding LEP services and the possible establishment of an advice office in the town; meetings on maintenance; meetings with the UNHCR to discuss a draft Refugee Act; with UNICEF on its Family Life Empowerment Programme and the International Year of the Child; management meetings of the Women & Child Abuse Centre; preparatory meetings for the Beijing



Andrew Corbett receives UN teaching materials from the director of the UN Information Centre, Finjap Njinga, at the Human Rights Day public rally organised by the LAC in December 1994.



A group of children who attended the LEP workshop on the Day of the African Child.

Women's Conference; meetings with the Namibia Development Trust to discuss future collaboration around gender issues; and meetings with tribal authorities in the north to discuss the work of the LAC.

The department's challenge for next year will be to strengthen the LEP in the north, where due to staff changes and other minor problems the project has not functioned efficiently enough.

## Education department



Left One of the many women's church groups which have participated in LEP law and human rights workshops over the last three years.



Left A group of women visit a polluted site near the Windhoek suburb of Katutura to plan for a community clean-up operation. This was one of the community projects identified as urgent during an LEP workshop.



LEP workshop participants use puppets to tell their stories.



Department coordinator Rosa Namises in action.

# Research department

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## BACKGROUND INFORMATION

The Gender Research Project continued its work in a number of areas, completing some major projects and undertaking new work. Field researcher Kaveri Kavari was replaced by Doufi Namalambo, and Dianne Hubbard continued as full-time legal researcher. The gender officers appointed to the advice offices to deal with women's issues are also required to assist with field research.



Field researcher Doufi Namalambo and legal researcher Dianne Hubbard, both employed on the Gender Research Project.

The Labour Research Project was established in 1994 and Steve Katjuango was appointed as full-time researcher and project coordinator.

The two projects cooperate closely, and hence function as a single department. The research department has come to play a central role in the operation of the organisation as a whole, being regularly called upon to make resources available to other departments.

## THE GENDER RESEARCH PROJECT

The LAC was invited in 1994 to sit on a steering committee composed of government and NGO representatives, which had as one of its tasks a publicity campaign around children's issues. Subsequently the LAC helped to organise a Children's Act Workshop, out of which the Juvenile Justice Project was born (see p.17). The Ministry of Health & Social Services then commissioned the LAC and Human Rights & Documentation Centre of the University of Namibia to draft a new Children's Act. This process produced two

separate pieces of legislation - a draft Child Care and Protection Act and a draft Children's Status Act. Both were accompanied by comprehensive sets of regulations and detailed explanatory memoranda motivating the drafts, summarising the background research, highlighting the relevant provisions of the UN Convention on the Rights of the Child and Namibian Constitution and citing relevant international precedents. This undertaking occupied a major portion of the gender project's agenda and provided excellent opportunities for meaningful policy input and the opening up of the law reform process for public input.

Another crucial project completed was the report entitled *Maintenance: A Study of the Operation of Namibia's Maintenance Courts*, which took over two years to produce from the start of the field research to the final draft. The findings were widely publicised in the media and orders were received from key organisations and individuals both in and outside Namibia. Complimentary copies were also sent to all magistrates' courts and relevant government departments. The report

## Research department

included a draft Maintenance Act, which was forwarded to Cabinet by the Chief of the Lower Courts, who simultaneously commissioned the LAC to produce a *Maintenance Manual* for magistrates, comprising the chapter of the report dealing with legal procedures.

A first draft of the supplement to the LAC's affirmative action study was completed, incorporating the results of the Walvis Bay local elections in 1994.

The gender project produced a number of papers, one of which was entitled, "Should a minimum sentence for rape be imposed in Namibia?", which was published in *Acta Juridica* and a book entitled *Gender and the New South African Legal Order*.

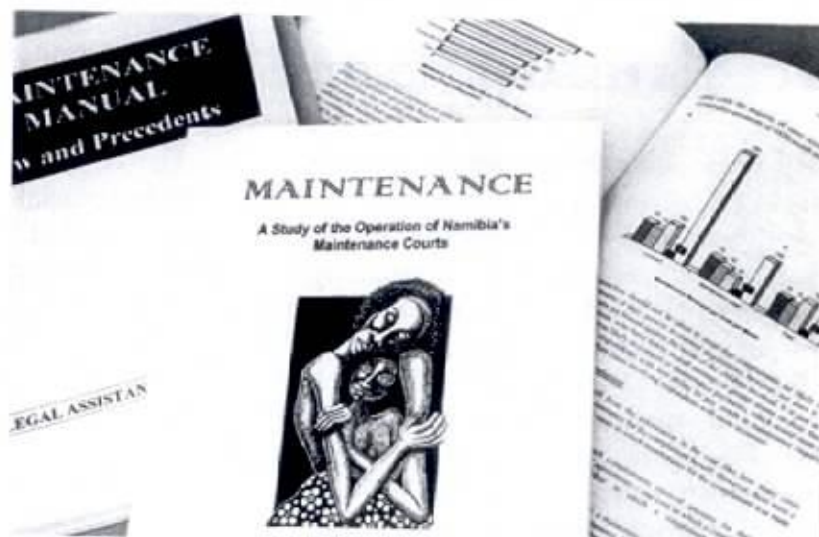
In response to the establishment of a presidential Commission of Enquiry into the Living and Working Conditions of Agricultural and Domestic Workers, the department implemented the Domestic Workers Project and Farm Workers Project, with a view to making recommendations to the commission. The domestic workers study began in June 1995. The recommendations on domestic workers will be submitted to the commission early in 1996. A booklet setting out the labour rights of domestic workers in simple terms will be published early in 1996 as part of the LAC's new *Workers' Rights Series*.

The LAC undertook to draft the country report on the Convention on the Elimination of All

Forms of Discrimination Against Women (CEDAW) on behalf of the Department of Women Affairs (DWA). A team of LAC staff from all departments began working on the draft in April 1995. The gender researchers have coordinated this undertaking.

Comments were submitted to the Women and Law Committee of the Law Reform & Development Commission regarding the proposal to abolish the marital power. Some were incorporated into the Married Persons Equality Bill tabled in 1995.

While preparing comments on the Agricultural (Commercial) Land Bill and consulting with NGOs lobbying on this issue, it came to the gender project's attention that there is a need for public education on how laws are made and what opportunities exist for public input. Parliamentarians were interviewed on the legislative process, and the information will be published in the LAC's newspaper column (see p.11) and compiled into a detailed manual for anyone wishing to lobby on law reform.



The report on maintenance and the operation of Namibia's maintenance courts, which took over two years to produce. The Maintenance Manual aimed at magistrates was compiled from relevant sections of the report.

The legal researcher prepared an explanatory document on aspects of the Social Security Act and was invited to join the Labour Advisory Council Sub-committee on Social Security.

The LAC is now represented on the DWA Sectoral Committee on Women and the Law. The gender researchers attended numerous workshops in this capacity, dealing with the Women & Child Abuse Centre, DWA Gender Strategy, abortion, women and the democratisation process in Africa and customary law.

The gender researchers were involved with several other special projects of the LAC, covered in a later section of this report.

### THE LABOUR RESEARCH PROJECT

The first task of the newly-established Labour Research Project is to conduct the study on farm workers that will enable the LAC to make recommendations to the Commission of Enquiry into the Living and Working Conditions of Agricultural and Domestic Workers in early 1996. The labour researcher was appointed to serve on this commission.

The LAC's Farm Workers Project, which will occupy the major portion of the labour project's agenda, was officially launched by the Swedish Ambassador in February 1995. The Farm Workers Project priorities are: socio-economic research; training workshops for workers and farmers; production of educational materials; and litigation work. The Farm Workers Project has thus far engaged the services of the



Labour Project researcher Steve Katjivanjo.

Social Sciences Division (SSD) of the University of Namibia, a private field researcher and student interns.

The survey on the living and working conditions of farm workers was conducted in collaboration with the SSD, and a report on workers in commercial farming districts will be released early in 1996. A qualitative (anthropological) assessment of the status of farm workers in both commercial and communal farming areas of the Omaheke District, entitled *In the Margins*, was published in May 1995. This report has been widely distributed and continues to be in demand.

The student interns conducted a study of the District Labour Courts on behalf of the labour project, with the main aim of evaluating the functioning of these courts.

The project also agreed to undertake a joint study with the Friedrich Ebert Foundation on collective agreements in order to produce a model to strengthen the hand of trade unions in negotiations.

Three chapters of Namibia's country report on CEDAW (see above) were contributed by the labour researcher.

## Research department

The researcher has networked extensively since the labour project's inception and has established sound working relations with, among others, the Labour Commissioner, the Central Statistics Office (CSO), the Namibia Farm Workers' Union, the Namibia Agricultural Union and the International Labour Organisation. In August 1994 the researcher visited a number of organisations servicing farm workers in the Western Cape, South Africa, to familiarise himself with specific issues and formalise working relations with these organisations.

The researcher attended a training seminar in the Transkei (SA) on Participatory Research Methodologies, as well as CSO workshops to review the CSO Household Income and Expenditure Survey and the Namibia Consumer Price Index.

Mr Katjuango also serves on the CSO advisory committee representing users and producers of statistics. This committee is tasked to determine, *inter alia*, areas and methods of research and the most suitable formats for data presentation.

The first booklet in the LAC's new workers' rights series, which deals with special labour conditions relating to farm workers, was published in May 1994 for use at Legal Education Project workshops and in future by workers and farmers. Two outreach workshops were conducted during the period under review, for farm workers in the south of the country.

Between January and July 1995 a total of 47 labour cases involving farm workers were being dealt with by LAC attorneys and paralegals.



The first booklet of the LAC's workers' rights series, dealing with special labour conditions relating to farm workers.

# Special projects department

## BACKGROUND INFORMATION

The projects of this department are coordinated by individuals or teams of staff members from different departments. They are distinguished from other LAC projects in that they cannot be slotted neatly into any particular department, or they are for a particular duration. From a structural and administrative point of view it therefore made sense to create a special department for these projects.

## THE NAMIBIAN LAW REPORTS

The LAC houses the editorial office of the *Namibian Law Reports*. Adv. Lynita Conradie was appointed in June 1994 to edit the reports. She is responsible for most of the work of producing the reports, but a management committee and editorial board both assist with various tasks. Board members, for example, read judgements to assess which of them are reportable.

The board is comprised of a judge of the High Court (chairperson), the judge president of the High Court (honorary consulting editor), the senior editor of the *South African Law Reports* (consulting editor), Adv. Conradie (editor), representatives of the Government Attorney, Prosecutor-General, Bar Council of Namibia and Law

Society of Namibia, and the director of the LAC.

Juta & Co (South Africa) were awarded the contract to publish the reports. The first volume, being 1990, was published in 1995 and the 1991 and 1992 reports will be out by mid-1996. The reports will appear bi-annually, with funding from SIDA.

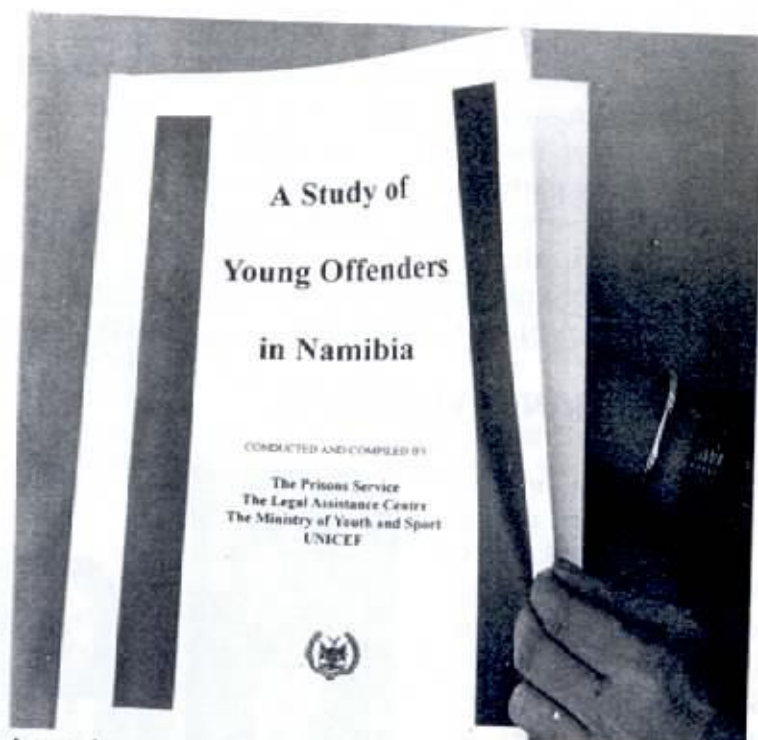
The first volume was highly praised in a review appearing in the *African Journal of International and Comparative Law*, Vol. 7, December 1995, p.4.



Top, from left: Pictured at the launch of the *Namibian Law Reports* in 1995 are the Attorney-General, Vekulil Rukoro; Andrew Corbett; the Minister of Justice, Ngarikutuke Tjiriange; and the director of Juta & Co, Richard Cook.

### THE JUVENILE JUSTICE PROJECT

A pilot project was implemented in June 1995, with funding from the American and Canadian governments and additional support from UNICEF. The project programmes and strategies were worked out by the Juvenile Justice Forum established at a Children's Act Workshop in June 1994 and chaired by LAC attorney Gail Super. The LAC is responsible for managing the project, and Nina Wessels of the National Institute for Crime Prevention and Rehabilitation (NICRO, Cape Town) was contracted to implement the pilot project which is based at the Katutura Advice Office.



A report on young offenders jointly produced by the LAC, Prisons Service, Ministry of Youth & Sport and UNICEF (see page 32).

The immediate priorities of the pilot project are: to speed up the process of getting children out of prison; ensure that children awaiting trial in prisons and police cells are attended to as a priority; and initiate and promote diversion programmes for children, i.e. diversion from arrest, court procedures and prison sentences.

The priorities of the diversion programmes are: to encourage young offenders to take responsibility and be accountable for their actions; provide an opportunity for reparation; identify underlying problems motivating offensive behaviour; open up the judicial process for educational and rehabilitative procedures; lessen the case load on the formal criminal justice system; implement community-based alternative

sentencing options; and address the concerns of victims.

### LEGISLATION PROJECT

The LAC was commissioned by the Washington-based National Democratic Institute to produce simple summaries of legislation tabled in the National Assembly. This project aims to improve the quality of debate in the National Assembly and National Council, and to increase the ability of NGOs and the public to participate in the political process. The work is undertaken by the LAC attorneys and Law Reports editor. The process will include taking key pieces of legislation affecting rural communities, such as the Traditional Authorities Bill, to workshops

in the regions for discussion and analysis. This project commenced in June 1995 with a commentary on the newly-tabled Commercial (Agricultural) Land Reform Bill.

### JUSTICE TRAINING CENTRE AND POLICE TRAINING COLLEGE

Clinton Light, Lynita Conradie, Andrew Corbett and Gail Super all lectured at the Justice Training Centre based at the University of Namibia. The lectures were on topics such as the law of evidence given to police and prison officials, and returnee lawyers attended lectures to equip themselves to be integrated into the local legal profession. Clinton Light continued to deliver lectures at the Police College in Windhoek for each intake of trainee detectives, on the protection of human rights and the role of the defence attorney.

### NAMIBIAN LABOUR MANUAL

The labour manual continued to sell well and nearly 500 copies had been sold by June 1995. The manual will be updated in 1996 to include sections on the Labour Court Rules, public service and possibly the fishing industry and Social Security Act.

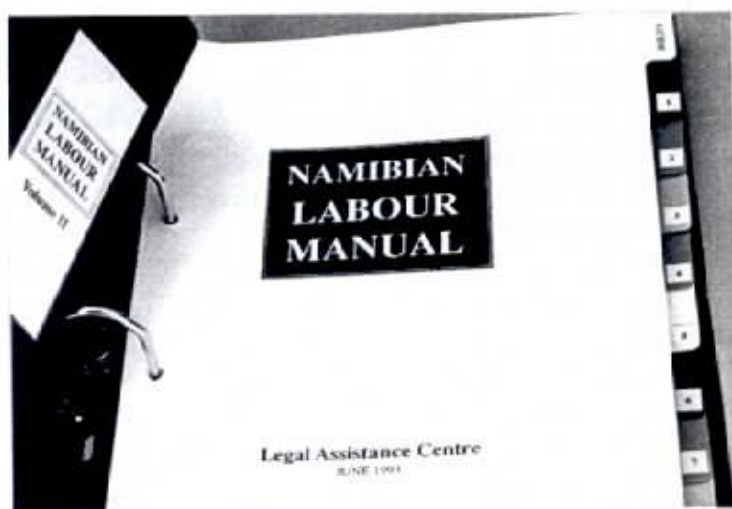
### TRADE UNIONS

The LAC continued to conduct training programmes for trade unions on a variety of issues. Clement Daniels facilitated several workshops on dispute resolution, and seminars were organised by the International Labour Organisation and Friedrich Ebert Foundation on

labour administration and tripartism. The National Union of Namibian Workers requested Mr Daniels to serve as their representative on the Labour Law Committee established to look at amendments to the Labour Act and Labour Court Rules. Andrew Corbett participated in a number of workshops on the Labour Act organised for trade unions and employers, and in a seminar on employment in the fishing industry. Discussions were held in April 1995 with the International Confederation of Free Trade Unions with a view to their providing financial support to the LAC for work done on behalf of the unions.

### FUTURE SPECIAL PROJECTS

The LAC has agreed to assist in amending the Police Act, drafting environmental legislation and monitoring the situation of refugees in Namibia. The Legal Environmental Awareness Programme (LEAP), to be run by the LAC in collaboration with Enviroteach, will get off the ground in early 1996.



The *Namibian Labour Manual* has been in constant demand since its release in 1992. Volume I sets out the provisions of the Labour Act in layperson's terms, while Volume II contains the relevant legislation and other useful data.

# Advice office department

## BACKGROUND INFORMATION

Although the Windhoek office is not referred to as an "advice office", the paralegals there provide the same services as do paralegals at the advice offices, so it effectively functions as an advice office. The Advice Office Department therefore comprises six advice offices, including the Katutura Advice Office established in 1995. The Gobabis community's request for an advice office was still being considered in June 1995.

The April 1995 AGM decided that the advice offices would henceforth operate more independently than in the past. Each coordinator would be responsible for drawing up budgets and managing funds and programmes according to their respective needs, although reporting procedures would continue to be standardised and strictly adhered to. Clement Daniels was appointed as acting department coordinator, to become coordinator on qualifying as an attorney.

Three week-long paralegal training workshops were held in Windhoek during the period under review, with sessions facilitated by senior paralegals of the organisation as well as attorneys.

LAC paralegals have also provided training for other legal advice NGOs in Southern Africa, and have attended workshops of other NGOs in and outside Namibia, focusing on a range of law-related issues. All these activities constitute part of the LAC's Human Resources Development Programme (discussed on page 32).



LAC paralegals and some administrative staff pictured during a writing skills workshop facilitated by a lecturer in English Literature at the University of Namibia. The main aim of the workshop was to upgrade the report-writing skills of advice office paralegals and gender officers.

On the whole, all offices achieved a high rate of success with their cases and their reliance on the attorneys for advice is decreasing more and more. All the offices experienced similar problems, such as persistent and unnecessary delays and postponements in the labour courts, which hindered work particularly in cases of unfair dismissal. It is hoped that the appointment of gender officers will help to solve problems relating to maintenance, such as the failure to enforce court orders.

## THE WINDHOEK AND KATUTURA ADVICE OFFICES

The Windhoek-based paralegals opened a total of 172 case files during the period under review (see case breakdown on pages 27-28). The LEP coordinator at the Windhoek office worked as a paralegal dealing with cases involving women until a gender officer was appointed in May 1995. By June 1995 the Katutura office was being run by the four paralegals on a rotational basis, and one of them would be appointed to work permanently in Katutura if this became necessary.

## Advice office department

The case load in Windhoek and Katutura was dominated by labour disputes, with pension and maintenance claims, other family-related matters and citizenship claims also commonly reported. The paralegals are regularly called upon to advise members of the public approaching the office on a range of issues for which case files are not opened.

If time allows, paralegals make themselves available to assist with other LAC activities, such as administrative tasks, special projects and representing the organisation at workshops or meetings held in the Windhoek region.

### HUMAN RIGHTS CENTRE (HRC)

The HRC is situated in Ongwediva in northern Namibia, close to the large municipal centre of Oshakati. The office was opened in 1988 and serves all communities of the region. During the year under review the HRC was staffed by a coordinator/paralegal, two more paralegals, a gender officer, a secretary and an administrative assistant. Elli Shipiki replaced Gabes Nepaya as office coordinator, and Laina Shigwheda was appointed as a gender officer.

The HRC opened 177 case files during this period (see p.22), with labour cases predominating, followed by maintenance and pension claims. It was encouraging to note the relatively low number of assault cases - which had always been rife in the region in the past - but the number of rape cases increased. The relatively large number of land disputes pointed to the need for a structured resolution

of these, and for further paralegal training in this area to enable them to mediate more effectively.

Staff changes and the lack of community structures in the region made it difficult to meet the LEP's workshopping goals, so few workshops and lectures were organised by the HRC. However, several meetings were held with local chiefs and councils to discuss the work of the HRC, and once the gender officer had received the necessary training she would regularly organise workshops and lectures for community groups.

### KEETMANSHOOP ADVICE OFFICE

Keetmanshoop is a town situated in the south of Namibia, and since opening in January 1992 the office has served the entire southern region. In the period under review 148 case files were opened (see p.22), mainly involving maintenance claims, civil debts, labour disputes, pension claims and family matters, e.g. divorce. The office was staffed by a



A satisfied client receives a cheque from Keetmanshoop Advice Office coordinator Aloysius Katzao (left).

## Advice office department

coordinator/paralegal and a secretary.

The coordinator travelled extensively in the region to consult with clients, introduce the work of the advice office and conduct LEP workshops, mainly dealing with labour law, workers' rights and local government. He and the LEP coordinator jointly facilitated several workshops on women's and children's rights all over the southern region. The LEP has been particularly successful in the south, although few human rights lectures were given at schools due to the coordinator's work load as well as difficulties for school principals in scheduling lectures.

As in the past, the most serious problems experienced by the office relate to maintenance cases, civil debts and labour disputes. Maintenance officers in the south have tended to protect fathers who fail to maintain their children, and women often fail to appear in court or refrain from claiming in the first place for fear of a long legal battle. Municipal attorneys in the south have shown indifference to people who fail to pay civil debts, many of whom are imprisoned. On the other hand, many people do not inform themselves about their rights and duties as rate-payers. It was pleasing to note that although unfair labour practices were still commonly reported to the office, the number of cases was significantly lower than in the past, and this may be due in part to the work of the LEP in educating employees and employers about labour law.

Opposite: Rundu Advice Office coordinator Ambrosius Makongwa (right) presents a cheque to his client for damages claimed in a labour dispute.

## THE RUNDU ADVICE OFFICE

Rundu is a town situated on the border with Angola in the north-east of Namibia. Since opening in 1989 the advice office has served an enormous area of more than 50 000 square kilometres with a population of over 120 000. The office was staffed by a paralegal/coordinator, a secretary, an office assistant, and as from mid-1995, a gender officer.

The office opened 101 files during the period under review (see p.22), most of which were labour-related, with pension and maintenance claims also commonly reported. The office was often very busy providing an advisory service on a range of matters which did not necessitate files being opened, e.g. helping people to fill in forms, or advising high school pupils about study options in the field of law.

The coordinator was very active with LEP work: besides conducting workshops for a number of community groups and lecturing school pupils on several occasions, he made regular use of the Kavango radio service to broadcast information on human rights, the law and the work of the advice office. These talk shows are proving very effective in the



region, where surveys have revealed that most households own radios and many are avid listeners of the office's programmes. The coordinator also held several meetings with local chiefs and councils regarding the advice office and some of the issues of special concern to the LAC.

### THE WALVIS BAY ADVICE OFFICE

Walvis Bay is the main harbour town in Namibia, situated close to another large coastal town, Swakopmund, and several smaller inland towns. The office opened in 1989 and serves the entire population of the west coast region, up to around 200km inland. The office was staffed by a coordinator/paralegal, a gender officer and a secretary.

The office opened 205 files (see p.22), with labour cases accounting for 169 of the total. The remainder involved pension and workman's compensation claims, housing disputes, assault cases and miscellaneous family matters. Most labour cases in this

region involve seamen and workers in the fishing industry, many of whom are employed on an informal or contract basis. The coordinator fared remarkably well in the District Labour Court, in most cases without engaging LAC attorneys.

The coordinator continued his involvement with the Committee Against Crime established by the Public Relations Office of the Namibian Police to combat the rising crime wave at the time of Walvis Bay's reintegration into Namibia in 1994.

The coordinator was very active with LEP work, and the gender officer appointment in April 1995 the gender officer had several opportunities to co-facilitate workshops with the LEP coordinator from Windhoek, which enabled her to acquire the necessary training skills quickly. The office coordinator conducted numerous workshops on the Labour Act all over the region, and gave many human rights lectures for school pupils and teachers. The gender officer took over responsibility for gender workshops early in 1995.

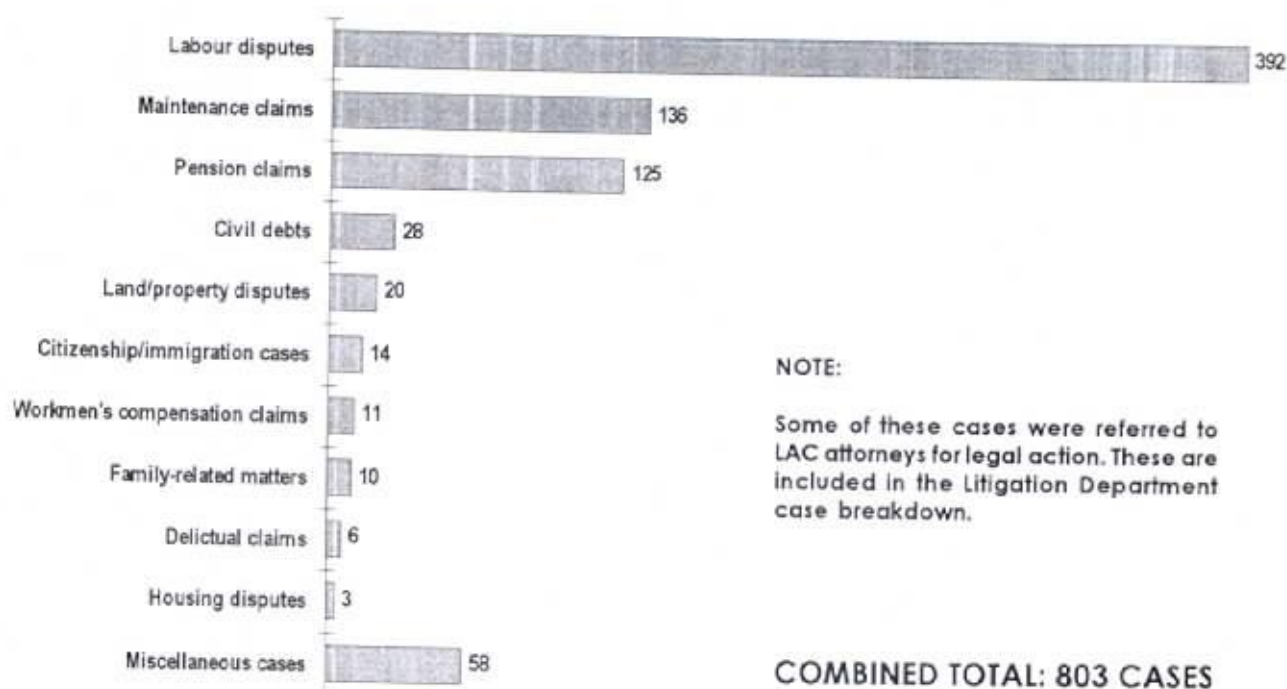
### STATISTICAL BREAKDOWN OF CASES: ADVICE OFFICES

•	<b>WINDHOEK AND KATUTURA ADVICE OFFICES</b>	
	Labour disputes .....	88
	Maintenance claims .....	26
	Pension claims .....	18
	Citizenship claims .....	14
	Family-related matters .....	8
	Miscellaneous cases .....	18
	<b>Total</b> .....	<b>172</b>
•	<b>HUMAN RIGHTS CENTRE</b>	
	Labour disputes .....	72
	Maintenance claims .....	38
	Pension claims .....	29
	Land disputes .....	16
	Assault .....	4
	Miscellaneous cases .....	18
	<b>Total</b> .....	<b>177</b>

## Advice office department

♦	<b>KEETMANSHOOP ADVICE OFFICE</b>	
	Maintenance claims .....	46
	Civil debts .....	28
	Labour disputes .....	32
	Pension claims .....	28
	Miscellaneous cases .....	14
	<b>Total .....</b>	<b>148</b>
♦	<b>RUNDU ADVICE OFFICE</b>	
	Labour disputes .....	31
	Pensions claims .....	34
	Maintenance claims .....	26
	Land disputes .....	4
	Miscellaneous cases .....	6
	<b>Total .....</b>	<b>101</b>
♦	<b>WALVIS BAY ADVICE OFFICE</b>	
	Labour disputes .....	169
	Pension claims .....	16
	Workmen's compensation claims .....	11
	Housing disputes .....	3
	Assault .....	2
	Family-related matters .....	2
	Miscellaneous cases .....	2
	<b>Total .....</b>	<b>205</b>

## COMBINED STATISTICAL BREAKDOWN OF ADVICE OFFICE CASES



# Administration department

## GENERAL TRENDS AND NEW DEVELOPMENTS

The Administration Department comprises an admin/personnel manager, a bookkeeper, a projects assistant, three legal secretaries, a receptionist, an office assistant/messenger and a caretaker. Bisey Uirab was promoted from the rank of administrator to that of manager to enable him to take over some managerial functions from the director; Sarah Fischer was appointed as a bookkeeper; Perri Caplan became a full-time projects assistant with Maggy van Rooi replacing her as a legal secretary; and Stephanie Ebstein replaced Shirene Martin as a legal secretary. The office assistant/messenger, Sophia James, will be promoted to the post of secretary at the new Katutura Advice Office once a permanent staff becomes necessary.

The period under review was characterised by a number of challenges for the LAC regarding administration, largely arising from the administrator's four-month absence while undergoing management training in Johannesburg, and the changeover from an external bookkeeping firm to a full-time internal bookkeeper. The new bookkeeping system allows for immediate accessibility to the bookkeeper and financial information - a welcome development, especially for the manager who can now deal with financial queries without delay.

Immediately after its establishment at the 1995 AGM, the department set about refining and formalising administrative systems and procedures to cater for the departmentalisation of the organisation and expansion of its activities. These systems and procedures have proved to



Bisey Uirab, administration and personnel manager for the LAC and all advice offices.

be efficient and extremely useful for accounting, planning and ensuring cost effectiveness. Part of this process involved standardising and streamlining departmental reporting procedures.

The increased work load of the organisation, and the necessity of keeping up with modern technology for networking purposes, led to a decision to upgrade the LAC's computer hardware and software. This process will be done in phases, the first phase being the upgrading of software and some computers at the Windhoek office and the purchase of laser printers for all the advice offices. A CD-Rom law reports listing, as well as multimedia and E-mail software were installed in the library of the Windhoek office for communal use.

Fewer visits to the advice offices were made by the director and manager due to commitments and new developments in Windhoek. Visits by the two to the HRC and Rundu Advice Office in September 1994 proved very constructive in terms of assisting the new office coordinators to establish themselves.

## Administration department

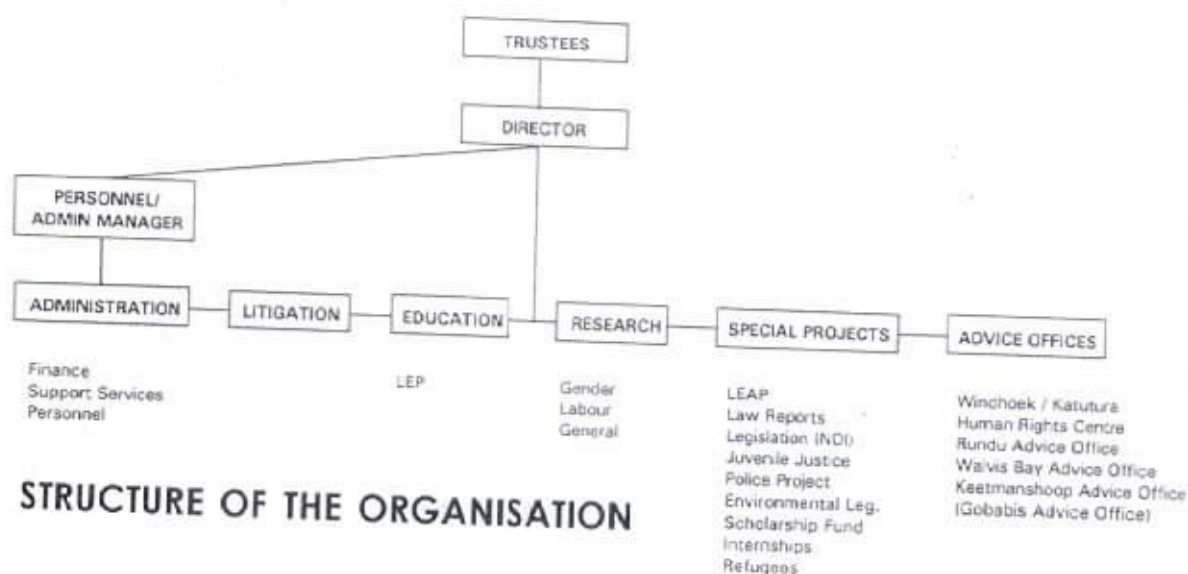
The director's secretary and the projects assistant took the occasional opportunity of travelling with the attorneys to advise offices to assist secretaries with any problems and provide some advanced computer training. Administrative visits are very important for keeping in touch with advice office staff and ought to be undertaken regularly as a rule.

The department plans to produce an office induction manual as well as a staff handbook comprising an assortment of informative reference materials which may prove useful to individuals, such as guides on budgeting, time-management, organisational and office skills, report- and letter-writing skills, basic paralegal and research skills, and so forth. This project will be carried out by the projects assistant on an ongoing basis using reference materials from various sources. The building of a comprehensive computer database for materials distribution, research purposes and correspondence is also the responsibility of the projects assistant, and this process will begin during 1995.



LAC caretaker Absalom Andreas wearing a human rights cap and T-shirt set produced by the LAC for Human Rights Day 1994. The T-shirts have been sold to the public at a minimal cost and have proved very popular countrywide. (The caps were made for staff only.)

Through the process of restructuring the organisation a number of problematic administrative issues were resolved and the department is now functioning far more efficiently than in the past.



# Management

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## STRUCTURE

The trustees determine overall organisational policy and are responsible for the trusts' finances. The director is appointed by the boards of trustees to take final responsibility for the operation of the organisation. The manager and department coordinators are appointed by the director to take immediate responsibility for the operation of the departments. (See organogram opposite.)

Although the management structure adopted in 1993 worked well, the organisation's expansion in 1994 necessitated a new structure which would ease the management load on the director and streamline decision-making and reporting procedures. Bisey Uirab was promoted to the post of manager for administration and personnel and distinct departments were created with coordinators at their helm to guide activities and represent the interests of staff in their departments.

## POLICY AND PLANNING

This committee, whose title is more or less self-explanatory, was established in place of the Management Committee. The terms of reference of the two committees differ mainly in the sense that the new committee deals strictly with global policy and planning issues, whereas the old committee was often bogged down with administrative detail which wasted an enormous amount of time.

The Policy and Planning Committee is chaired by the director, or in his absence,

the manager. Committee members are the department coordinators, and alternative representatives in the case of the Litigation and Administration Departments whose coordinators are the director and manager respectively. The committee meets every month, and departmental reports are presented at every second meeting. All staff are free to place items on the meeting agenda, and all staff receive their own copy of the minutes and any other relevant documentation.

Advice office coordinators report to the Advice Office Department coordinator on case work, and to the Education Department coordinator on LEP work. The Extended Management Committee meetings held every three months in the past, in which advice office coordinators also participated, have fallen away and the whole organisation meets only once per year at the Annual Review Meeting.\* Advice office coordinators have ample opportunity to meet with management on their trips to attend paralegal training courses in Windhoek three or four times annually, as well as during visits to advice offices undertaken by the director and manager at least once annually.

## STRATEGIC PLANNING

Two workshops attended by all staff were facilitated by the Community Resources Development Association (CDRA) of South Africa during the period under review, funded by the Ford Foundation as a condition for providing a substantial tying-off grant. The first took place over two days in October 1994, and a two-day follow-up was held in April 1995, directly

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\* This meeting was referred to as the Annual General Meeting until the 1995 AGM during which it was decided that the name did not accurately reflect the terms of reference of the meeting, hence the name change.

followed by the AGM.

Between these two dates the process of restructuring began and a few crucial organisational issues were debated, chiefly concerning conditions of service and structures, with sub-committees set up at the first workshop to make recommendations at the follow-up. There were mixed feelings about the success of the first workshop because it threw critical individual and organisational problems into the open, but at the follow-up most issues were resolved to everybody's satisfaction and the LAC seemed infused with new life.

The LAC is grateful to the CDRA and Ford Foundation for the opportunity to undergo this challenging and enlightening experience, and to learn about organisational self-evaluation, analysis and problem-solving. The workshopping skills learned from the CDRA were immediately put to use by the staff at a very successful AGM.

### THE HUMAN RESOURCES DEVELOPMENT PROGRAMME

Several training programmes are available to staff at different levels. During the year under review, the manager attended a four-month NGO management course at the University of the Witwatersrand in Johannesburg; all paralegals attended three internal training courses in Windhoek; several staff members represented the LAC at external workshops which enabled them to upgrade their skills (see list of workshops and conferences attended on page 35); two secretaries attended computer training



Clinton Light demonstrates the E-mail procedure to new users.

courses; and an introductory computer course was conducted by Clinton Light at the Windhoek office. Computer training in future will be provided by the more experienced users at the Windhoek office. Further secretarial training for LAC secretaries was not possible during this period due to the organisation's increased work load, but courses are being planned for 1996, to be facilitated by senior secretaries at the Windhoek office.

The programme for articled clerks initiated in 1993 is progressing well. The 1994/95 candidate, Clement Daniels, who worked as a paralegal at the Windhoek office prior to taking up his studies, will take his board exam in November 1995, and Tousy Namiseb joined the centre in March 1995.

The Scholarship Fund and Internship Programme continued, and the LAC is pleased to report that the first beneficiaries of the fund completed their undergraduate law degrees at the end of 1994. The LAC attorneys were all involved in training for justice and police officials at two institutions in Windhoek (see under Special Projects Department).

The Education Department's Volunteer Training Programme initiated in 1995 is discussed on page 14.

# Coordinating and networking

## NEW DEVELOPMENTS

Co-ordinating and networking within the organisation has greatly improved with the appointment of an (acting) Advice Office Department co-ordinator, and with the implementation of new structures and procedures after the April 1995 AGM.

The new structures have also helped the litigators, researchers and educators to coordinate their efforts more closely - a goal set at the 1994 AGM - the primary objectives being to take up more public interest cases in areas where reform is most urgently needed, to advocate for reform by way of research and to lobby for reform through community education.

## CURRENT INVOLVEMENTS

The LAC is increasingly networking with other NGOs and government on a wide range of reform initiatives, and an attempt is always made by the LAC to draw its own litigators, researchers and educators in to address a single issue on these multiple levels to achieve the maximum possible impact. Examples of this kind of cooperation have been given in the section on current LAC research, and other major involvements during the year under review were as follows:

### POLICE POWERS

The LAC obtained funding from US Aid to conduct research into the Police Act with a view to rewriting the act to meet the challenges of independent Namibia. In particular a new act will regulate the use of police powers, provide for a system of disciplining officers who abuse their powers and ensure generally that the act conforms with the letter and spirit of the Constitution. The project was initiated by

the LAC following a request from the Ministry of Home Affairs to make detailed proposals on a new act, and the drafting of a bill will be undertaken in full consultation with interested parties.

### LAND REFORM

Andrew Corbett has served on the NGO Committee on Land Reform which organised the People's Land Conference in Mariental in September 1994, which sought to canvass the views of community organisations, traditional leaders and local government structures regarding land reform. The conference followed the tabling of the Agricultural (Commercial) Land Reform Bill, and the LAC produced a commentary on the bill which was widely distributed to parliamentarians, government officials, NGOs, embassies and other interested parties. It is anticipated that the LAC will again play a valuable role in evaluating and educating communities about the Communal Land Bill currently being drafted.

### ENVIRONMENT AND TOURISM LEGISLATION

Andrew Corbett is assisting the Ministry of Environment & Tourism to draft legislation to provide the framework for wildlife conservancies and community-based tourism. He will also assist in drafting forestry legislation, focusing particularly on aspects relating to rural communities' use of forest resources.

### LEGAL PROFESSION

Clinton Light, in consultation with other LAC attorneys, prepared an extensive commentary on the Legal Practitioner's Bill introduced in the National Assembly in early 1995. The initial draft did not cater

## Coordinating and networking

for law centres and Mr Light's draft amendments were incorporated in the bill.

### JUVENILES IN PRISON

Gail Super participated in a study on young offenders jointly conducted by the LAC, the Prisons Service, the Ministry of Youth & Sport and UNICEF. The research team visited eight Namibian prisons to interview young offenders, and the findings were compiled into a report entitled *Young Offenders in Namibia*, which was widely publicised in the media. (See also Special Projects Department.)

### REFUGEES

Clement Daniels continued his involvement with the NGO/UNHCR Consultative Group. Rosa Namises and George Mhoney also occasionally representing the LAC at the group's monthly meetings. They also interviewed refugees in prison facing deportation, and a number of them were released as a result. Two workshops funded and facilitated by the LAC in Oshakati and Rundu dealt with international protection, Namibia's draft Refugee Act, the Immigration Act and regulations, the situation around border areas and possible ways to ensure maximum protection for refugees.

### CRIMINAL LAW REFORM

The LAC continued to serve as the secretariat for the Southern African Criminal Law Reform Network.

### REGIONAL LEGAL ADVICE NGO NETWORK

The LAC participated in a meeting of Southern African legal aid and legal advice NGOs to explore avenues for closer

regional cooperation. Exchanges of reports and educational materials followed the first meeting, and George Mhoney travelled to Botswana to conduct paralegal training workshops at the Botswana Centre for Human Rights. The meeting was sponsored by the Friedrich Naumann Foundation. The group envisages strengthening ties through bi-annual meetings and exchange programmes.

### NGO FORUM

The LAC continued its involvement in the programmes of the Namibian Non-Governmental Organisations Forum.

### LAW SOCIETY OF NAMIBIA

Andrew Corbett served on the committee of the Law Society of Namibia during the year under review.

### BEIJING PREPARATORY COMMITTEE

The LAC participated extensively in the activities of the NGO Preparatory Committee for the Fourth World Conference on Women to be held in Beijing in 1995, with Rosa Namises and Doufi Namalambo representing the interests of the LAC and grassroots women's groups involved in the LEP programme.

### OTHER LINKS

In general the LAC has a good relationship with government, despite the fact that legal action is often taken by the centre against government departments guilty of violating human rights. The centre cooperates with various ministries in several areas of common interest, and likewise with NGOs such as the Namibia Development Trust, Women's Solidarity, UN agencies and others.

### WORKSHOPS AND CONFERENCES ATTENDED

- *Refugee Programme: Protection Training Workshop*, UNHCR, Windhoek, January 1995.
- *Family Life Empowerment Programme: Determination of Activities for 1995/96*, Ministry of Health & Social Services, Windhoek, January 1995.
- *National Preparatory Committee Meeting (for 4th World Conference on Women in Beijing)*, Department of Women Affairs, Windhoek, February 1995.
- *Namibia Non-governmental Organisations Forum (NANGOF) Planning Workshop*, Windhoek, February 1995.
- *Eighth ICJ Workshop on NGO Participation in the African Commission on Human and Peoples' Rights*, International Commission of Jurists, Lomé, March 1995.
- *National Workshop on Gender Statistics on Women and Men in Namibia*, National Planning Commission of Namibia, Windhoek, April 1995.
- *African Development Foundation Researchers Workshop*, Harare, April 1995.
- *Workshop on Parliamentary Research and Information Needs in Southern Africa*, Parliamentary Centre of Canada, Harare, June 1995.
- *Beyond Vienna NGO Human Rights Congress*, Uppsala University NGO Human Rights Congress, Uppsala, June 1995.
- *Monitoring and Evaluation - NGO Capacity-Building Workshop*, World Education READ Project, Windhoek, June 1995.
- *Southern African Sub-regional Preparatory Workshop (for Beijing)*, Zimbabwe Women's Resource Centre and Network, Lusaka, June 1995.
- *NANGOF General Assembly*, Windhoek, June 1995.

# LAC in the news

## GENERAL TRENDS

The LAC featured regularly in the local print and broadcast media, with coverage of its newsworthy court cases, research and opinion papers and events at the Windhoek Centre to launch new projects.

Staff of the Research, Education and Litigation Departments were interviewed by the press or invited to join radio and television panel discussions on several occasions, on a wide range of topical issues relating mainly to women's and children's rights, labour law, land rights and various pieces of draft legislation. For example, the Juvenile Justice Forum convened by the LAC and the report on young offenders (see page 34) received particularly prominent coverage, as did the campaign on children's rights spearheaded by the LAC to commemorate the Day of the African Child (see page 15).

Activities of the Legal Education Project were regularly and widely publicised on all radio services through announcements communicating workshop arrangements to participants in the programme, and the

Rundu Advice Office made particularly good use of the Kavango radio service to educate the local community on human rights issues.

## NEW DEVELOPMENTS AND PLANS

A new development has been the daily National Radio talk show in which feedback to callers is given through live telephonic interviews with experts on particular issues, and LAC attorneys have been contacted on many occasions for feedback on legal issues.

It was unfortunately not possible to begin publishing the fortnightly legal education newspaper column in 1995 as planned due to the organisation's heavy work load, but the column will appear as from early 1996.

The LAC intends to use the media more regularly than in the past for educational purposes. The Education and Research Departments are planning strategies for the provision of legal and human rights education through both print and broadcast media in order to regularly reach the widest possible audience.



## Alarming conditions for young offenders

### Namibian prisons breaking UN rules

● LUCIENNE FILD

A UN-unreleased report on the state of young offenders held in Namibian prisons paints an alarming picture of the conditions for juvenile prisoners.

Thirty-one per cent of Youth and Spare and

## Meet Inspector Edwin



### Edwin gets promoted

**POLICE** spokesman Edwin Kangasijeri, has been appointed to the rank of Inspector with effect from the 1st of January.

Kangasijeri, a civilian until recently, was appointed as police spokesman in the Police Public Relations Department last year.

He was the first civilian ever to be appointed by the Police Force and the aim was to have an impartial person in the Public Relations Department who could deal with the media and the pub-

THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 1995



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 1995

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#### ADMINISTRATION

Trustees:	<p>Hon K. Bethune (Chairperson) H. Angula G. Budlender A.W. Corbett J.J. Gauntlett SC (resigned February 1995) Dr T. Tueumuna D.F. Smuts Hon B. Ulenga</p>
Director:	A.W. Corbett
Auditors:	Price Waterhouse

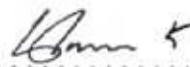
#### STATEMENT BY THE TRUSTEES

The financial statements set out on pages 3 to 11 have been approved by the Board of Trustees and are signed on their behalf by:



.....  
TRUSTEE

WINDHOEK  
4 October 1995



.....  
TRUSTEE



## *Price Waterhouse Meyernel*



### REPORT OF THE INDEPENDENT AUDITORS

To the trustees of

THE LEGAL ASSISTANCE TRUST OF NAMIBIA

We have audited the annual financial statements set out on pages 3 to 11. These financial statements are the responsibility of the Board of Trustees while our responsibility is to report thereon.

We conducted our audit in accordance with generally accepted auditing standards, which require that we plan and carry out the audit to obtain reasonable assurance that fair presentation is achieved in the financial statements in all material respects. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting policies used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We consider that our audit procedures were appropriate in the circumstances to express the opinion presented below.

In common with similar organisations, it is not feasible for the trust to institute accounting controls over cash collections prior to the initial entry of the collections in the accounting records. Accordingly, it was impracticable to extend our examination beyond the receipts actually recorded.

Except for the effects of any adjustments which might have been determined to be necessary had it been possible for us to examine the cash collections referred to in the preceding paragraph, in our opinion the financial statements referred to above fairly present the financial position of the trust at 30 June 1995 and the results of its operations for the year then ended in conformity with generally accepted accounting practice.

*Price Waterhouse*  
.....  
CHARTERED ACCOUNTANTS

WINDHOEK  
4 October 1995

THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 CONSOLIDATED BALANCE SHEET AT 30 JUNE 1995

	Notes	<u>1995</u>	<u>1994</u>
		NS	NS
<u>ACCUMULATED FUNDS</u>	2	<u>2 797 378</u>	<u>2 609 044</u>
 <u>EMPLOYMENT OF FUNDS</u>			
FIXED ASSETS	3	<u>1 370 066</u>	<u>1 161 050</u>
CURRENT ASSETS			
Accounts receivable		72 319	21 154
Bank balances and cash		887 129	1 962 835
Donations receivable	4	701 793	183 902
Owing by The Human Rights Trust of Namibia		<u>19 052</u>	<u>-</u>
		<u>1 680 293</u>	<u>2 167 891</u>
CURRENT LIABILITIES			
Accounts payable		209 682	221 406
Donations received in advance	5	43 299	387 707
Owing to The Human Rights Trust of Namibia		<u>-</u>	<u>110 784</u>
		<u>252 981</u>	<u>719 897</u>
NET CURRENT ASSETS		<u>1 427 312</u>	<u>1 447 994</u>
		<u>2 797 378</u>	<u>2 609 044</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 CONSOLIDATED INCOME STATEMENT  
 FOR THE YEAR ENDED 30 JUNE 1995

	Notes	<u>1995</u>	<u>1994</u>
		N\$	N\$
INCOME	6		
Windhoek Office		1 850 523	1 951 205
Walvis Bay Advice Office		222 523	166 497
Keetmanshoop Advice Office		1 641	96 741
Scholarship fund		259 599	227 647
Criminal Reform Conference		<u>4 018</u>	<u>18 519</u>
		<u>2 338 304</u>	<u>2 460 609</u>
EXPENDITURE			
Windhoek Office		1 687 708	1 438 822
Walvis Bay Advice Office		145 330	119 786
Katutura Advice Office		3 858	-
Keetmanshoop Advice Office		155 901	130 829
Scholarship Fund		172 793	175 159
Criminal Reform Conference		<u>1 035</u>	<u>36 014</u>
		<u>2 166 625</u>	<u>1 900 610</u>
SURPLUS FOR THE YEAR	7	171 679	559 999
ACCUMULATED FUNDS AT THE BEGINNING OF THE YEAR		<u>2 583 329</u>	<u>2 023 330</u>
		2 755 008	2 583 329
ACCUMULATED SURPLUS PROJECTS	8	183 548	25 715
EXTRAORDINARY ITEM	9	<u>(141 178)</u>	-
ACCUMULATED FUNDS AT THE END OF THE YEAR		<u>2 797 378</u>	<u>2 609 044</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 CONSOLIDATED CASH FLOW STATEMENT  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
<b>CASH RETAINED FROM OPERATING ACTIVITIES</b>		
Cash generated by operations	172 839	523 620
Net interest received	112 267	117 152
(Increase)/decrease in working capital	<u>(1 298 635)</u>	<u>244 374</u>
	<u>(1 013 530)</u>	<u>885 146</u>
<b>CASH UTILISED IN INVESTING ACTIVITIES</b>		
Acquisition of fixed assets	(312 573)	(177 531)
Proceeds on disposal of fixed assets	<u>20 900</u>	<u>49 007</u>
	<u>(291 673)</u>	<u>(128 524)</u>
<b>NET CASH (OUTFLOW)/INFLOW</b>	<u>(1 305 203)</u>	<u>756 622</u>
<b>CASH EFFECTS OF FINANCING ACTIVITIES:</b>		
Decrease in accumulated funds (refer note 9)	(141 178)	-
Decrease/(increase) in cash and bank balances	<u>1 446 381</u>	<u>(756 622)</u>
	<u>1 305 203</u>	<u>(756 622)</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 1995

1. ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis. The following are the principal accounting policies adopted by the trust, which are consistent with those applied in prior years.

Depreciation of fixed assets

With the exception of land and buildings, which are not depreciated, depreciation is calculated to write off the cost of fixed assets on the straight line basis over their expected useful lives. The depreciation rates are:

Motor vehicles	-	25%
Furniture and fittings	-	20%
Office equipment	-	20%
Computer equipment	-	20%
Library	-	10%

Cash flow statement

The consolidated cash flow statement excludes project funding as these funds are separately administered by the Trust. All cash flow items falling under the auspices of projects have been excluded.

Donations

Amounts received locally and from abroad are accounted for on a cash basis except where there is a positive commitment to fund a specific project. Such donations may be accrued or deferred.

Investment income

Interest on investments is accounted for on an accrual basis.

Projects

All project balance sheet items (inclusive of fixed assets / bank / liabilities) have been included in the consolidated balance sheet and their surpluses / deficits as a supplementary item in the income statement. Individual project income statements can be obtained directly from The Legal Assistance Centre - Windhoek, who acts as the administrator of these funds.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>	
	NS	NS	
<b>2. ACCUMULATED FUNDS</b>			
LAC - Projects	183 548	25 715	
Windhoek Office / Keetmanshoop Advice Office	2 261 399	2 394 021	
Walvis Bay Advice Office	164 811	87 618	
Scholarship Fund	188 438	101 631	
Katutura Advice Office	(3 858)	-	
Criminal Reform Conference	<u>3 040</u>	<u>59</u>	
	<u>2 797 378</u>	<u>2 609 044</u>	
<b>3. FIXED ASSETS</b>			
	<u>Cost</u>	<u>Accumulated depreciation</u>	<u>Net book value</u>
	NS	NS	NS                      NS
Land and buildings	1 041 064	-	1 041 064                      883 148
Motor vehicles	226 907	163 004	63 903                      68 139
Furniture and fittings	119 587	81 933	37 654                      12 930
Office equipment	205 793	135 299	70 494                      71 186
Computer equipment	208 841	128 322	80 519                      37 861
Library	<u>146 407</u>	<u>69 975</u>	<u>76 432</u> <u>87 786</u>
	<u>1 948 599</u>	<u>578 533</u>	<u>1 370 066</u> <u>1 161 050</u>
Land and buildings comprise erf no 74 situated in the municipal erven of Windhoek, 4 Körner Street.			
Cost 1993		709 621	709 621
Improvements at cost - 1993		167 736	167 736
Improvements at cost - 1994		5 791	5 791
Improvements at cost - 1995		<u>157 916</u>	<u>-</u>
		<u>1 041 064</u>	<u>883 148</u>
<b>4. DONATIONS RECEIVABLE</b>			
Church of Norway (250 000 NOK)		143 135	141 178
Ford Foundation (9 000 US\$)		32 490	-
Miserior (168 450 DM)		427 973	37 724
NORAD		-	5 000
NOVIB (42 980 DFL)		<u>98 195</u>	<u>-</u>
		<u>701 793</u>	<u>183 902</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)  
 FOR THE YEAR ENDED 30 JUNE 1995

4. DONATIONS RECEIVABLE (continued)

Donations receivable are accrued at the relevant exchange rate as at the year end date and this policy is consistent with that applied in the prior years. Management estimates the Miserior receivable based on a variable contractual commitment between the two parties and may be subject to an insignificant variation after this financial year end.

	<u>1995</u>	<u>1994</u>
	NS	NS
5. DONATIONS RECEIVED IN ADVANCE		
Embassy of Sweden - SIDA	-	220 107
Ford Foundation - Scholarship Fund	-	167 600
National Democratic Institute for International Affairs	<u>43 299</u>	-
	<u>43 299</u>	<u>387 707</u>
6. INCOME		
Christian Aid London	110 739	99 590
Norwegian Church Aid	299 106	286 152
Church of Sweden Aid	285 155	251 063
Miserior	390 248	229 884
Ford Foundation		475 625
- LAC Windhoek	32 490	167 600
- Scholarship Fund	167 600	-
US Aid	35 820	-
The Joseph Rowntree Charitable Trust	55 888	-
Danchurchaid	411 523	352 024
Friedrich Naumann Foundation	-	(1 667)
African Development Foundation	4 000	-
World Education	9 400	-
CBTP	5 000	-
COSEDA	300	-
Catholic Commission for peace and justice in Zimbabwe - Criminal Reform Conference	-	16 001
CDM	-	<u>35 000</u>
BALANCE CARRIED FORWARD	<u>1 807 269</u>	<u>1 911 272</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
6. INCOME (continued)		
BALANCE BROUGHT FORWARD	1 807 269	1 911 272
NORAD		
- LAC Windhoek	-	61 000
- Scholarship Fund	72 000	41 000
R Neaga	1 700	-
Novib	191 085	156 984
Oxfam - UK and Ireland	-	69 000
R.S.A.A.	-	6 860
The Rhodes Trust	54 852	-
Mrs Le Davis	-	511
AG Marie	200	-
Fishing Industry	650	-
Oxford University	<u>3 679</u>	<u>-</u>
	2 131 435	2 246 627
Sundry income	<u>206 869</u>	<u>213 982</u>
	<u>2 338 304</u>	<u>2 460 609</u>
7. SURPLUS FOR THE YEAR		
Is stated after charging/(crediting):		
Auditors' remuneration		
- audit fees - current year	19 000	12 000
- audit fees - prior year	<u>5 981</u>	<u>8 206</u>
	<u>24 981</u>	<u>20 206</u>
Depreciation	<u>134 326</u>	<u>112 755</u>
Interest received	(117 064)	(118 627)
Interest paid	<u>4 797</u>	<u>1 475</u>
	<u>(112 267)</u>	<u>(117 152)</u>
Profit on disposal of fixed assets	<u>(20 899)</u>	<u>(31 983)</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
8. ACCUMULATED SURPLUS/(DEFICIT) PROJECTS		
Farmworkers - SIDA	(77 825)	(2 318)
Farmworkers Survey - IBIS/US Aid/FES	(600)	-
Gender Research		
- SIDA	82 426	77 087
- Nord/Süd	132 461	-
- LAC Windhoek	(67 045)	-
Gender Training - NORAD	68 876	78 082
Juvenile Justice - Canada Fund/US Aid	99 001	-
Law Reports - SIDA	(18 270)	(8 951)
Lubowski Inquest - SIDA/Embassy of Finland	8 596	(70 644)
Legislation - NDI	11 644	-
Labour Manual - LAC Windhoek/FES	(44 845)	(36 670)
LAC Video - LAC Windhoek/US Aid	10 583	10 583
Woman and the Child - UNICEF	<u>(21 454)</u>	<u>(21 454)</u>
	<u>183 548</u>	<u>25 715</u>

The Legal Assistance Trust (via The Legal Assistance Centre - Windhoek) acts as an administrator to oversee and control the disbursements of these project funds. All surpluses may be subject to refund to donor subject to confirmation by management/donors in subsequent period.

9. EXTRAORDINARY ITEM

A fundamental error of disclosure occurred in the prior year in that a donation was adjusted as receivable for the year ended 30 June 1994 when in fact, the term of funding for the donation was for the period July to December 1994. It was accordingly been reflected in the current year donations and the correction against the accumulated reserve has been made.

The donation in question was the second instalment of Norwegian Church Aid which was accrued at NOK 300 000 at a spot rate at 30 June 1994 in the prior year.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 30 JUNE 1995

10. CONTINGENT LIABILITIES

The Trusts' Scholarship Fund is committed to disburse student allowances and tuition fees for the period July to December 1995. Management estimates (for disclosure purposes) the financial commitment to be at N\$ 68 970.

Subject to the provision of articles 1 and 4 of the contract entered into with the SSD (UNAM), The Legal Assistance Centre is contractually bound for a consultant fee not exceeding N\$ 118 116.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
WINDHOEK OFFICE  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
<b>DONATIONS</b>		
Norwegian Church Aid	299 106	286 153
Church of Sweden Aid	285 155	251 063
Christian Aid London	110 739	99 590
Danchurchaid	411 523	352 024
Miserior	390 248	229 884
Ford Foundation	32 490	475 625
Friedrich Naumann Foundation:		
- receivable 1993	-	(7 204)
- refunded current year	-	5 537
US Aid	35 820	-
The Joseph Rowntree Charitable Trust	55 888	-
NORAD	-	61 000
Oxfam (UK and Ireland)	-	9 000
R.S.A.A.	-	6 860
The Rhodes Trust	54 852	-
Oxford University	3 679	-
African Development Foundation	4 000	-
CBTP	5 000	-
World Education	9 400	-
AG Marie	200	-
Fishing Industry	650	-
R Neaga	1 700	-
COSEDA	300	-
Mrs Le Davis	<u>-</u>	<u>511</u>
	<u>1 700 750</u>	<u>1 770 043</u>
<b>SUNDRY INCOME</b>		
Bad debts recovered	-	4 260
Interest received	83 259	85 935
Legal fees recovered	58 637	6 391
Profit on disposal of fixed assets	-	31 983
Sundry income	<u>7 877</u>	<u>52 593</u>
	<u>149 773</u>	<u>181 162</u>
<b>TOTAL INCOME CARRIED FORWARD</b>	1 850 523	1 951 205



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
WINDHOEK OFFICE  
INCOME STATEMENT (continued)  
FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
TOTAL INCOME BROUGHT FORWARD	1 850 523	1 951 205
LESS EXPENDITURE (page 14)	<u>1 687 708</u>	<u>1 438 822</u>
SURPLUS FOR THE YEAR	162 815	512 383
SURPLUS AT THE BEGINNING OF THE YEAR	2 394 021	1 920 486
KEETMANSHOOP ADVICE OFFICE DEFICIT	(154 259)	(38 777)
CLOSURE OF ADVICE OFFICES AND OTHER VENTURES:		
Bursary Fund		(71)
EXTRAORDINARY ITEM (refer note 9)	<u>(141 178)</u>	-
	<u>2 261 399</u>	<u>2 394 021</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
WINDHOEK OFFICE  
SCHEDULE OF EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
Advertising	1 008	2 577
Accounting fees	13 512	21 287
Audit fees		
- current year	8 600	7 000
- prior year	5 981	8 206
Bank charges	9 574	6 171
Depreciation	105 116	98 602
Donations	100	1 620
Entertainment and refreshments	2 143	3 980
Insurance	36 776	31 241
Interest paid	4 096	346
Legal fees	162 986	38 155
Maintenance		
- other assets	19 610	23 446
- vehicles	23 938	18 436
Municipal expenses	20 060	19 351
Office expenses	7 621	9 874
Petrol	17 604	13 963
Projects - booklets	50 849	43 325
Recruiting of professional and administrative staff	11 038	32 442
Rent	-	450
Salaries and staff benefits	1 008 151	942 946
Seminars	550	230
Stationery and printing	40 730	29 252
Subscriptions to legal publications	19 635	4 703
Subsistence and travelling	24 312	21 344
Staff training including the training of para-legals at advice offices	34 013	13 479
Telephone, telefax and telex charges	57 793	44 916
Trustee meetings		
- travel and accommodation	<u>1 912</u>	<u>1 480</u>
	<u>1 687 708</u>	<u>1 438 822</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
WALVIS BAY ADVICE OFFICE  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
<b>INCOME</b>		
Donations: NOVIB	191 085	156 984
Interest received	9 179	9 513
Profit on disposal of fixed assets	20 899	-
Sundry sales	<u>1 360</u>	<u>-</u>
	<u>222 523</u>	<u>166 497</u>
<b>EXPENDITURE</b>		
Accounting fees	1 333	2 307
Audit fees	1 900	1 400
Bank charges	831	776
Depreciation	14 457	997
Insurance	5 238	4 593
Interest paid	78	185
Legal fees	580	67
Maintenance		
- equipment	70	3 486
- vehicle	1 916	6 922
Office expenses	1 035	566
Petrol	4 942	5 015
Rent	3 000	3 025
Salaries and wages	87 190	77 265
Subsistence and travelling	2 098	1 675
Staff training including the training of para-legals at advice office	2 112	375
Stationery	5 932	1 222
Telephone, telefax and telex charges	<u>12 618</u>	<u>9 910</u>
	<u>145 330</u>	<u>119 786</u>
<b>SURPLUS FOR THE YEAR</b>	77 193	46 711
<b>SURPLUS AT THE BEGINNING OF THE YEAR</b>	<u>87 618</u>	<u>40 907</u>
<b>SURPLUS AT THE END OF THE YEAR</b>	<u>164 811</u>	<u>87 618</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
KEETMANSHOOP ADVICE OFFICE  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
<b>INCOME</b>		
Donations	-	35 000
- C D M	-	60 000
- Oxfam - UK and Ireland	609	1 614
Interest received	<u>1 032</u>	<u>127</u>
Sundry sales		
	<u>1 641</u>	<u>96 741</u>
<b>EXPENDITURE</b>		
Accounting fees	1 286	1 836
Audit fees	1 900	1 400
Bank charges	1 156	860
Depreciation	13 392	13 156
Insurance	3 408	3 436
Interest paid	134	369
Legal fees	143	14
Office expenses	653	658
Petrol	5 443	6 306
Rent	5 520	5 520
Repairs and maintenance	4 583	4 852
Salaries and wages	102 950	79 750
Stationery and printing	3 287	1 918
Staff training	2 115	588
Seminars	-	240
Telephone, telefax and telex charges	7 500	7 406
Travel and accommodation	<u>2 430</u>	<u>2 520</u>
	<u>155 900</u>	<u>130 829</u>
DEFICIT FOR THE YEAR	154 259	34 088
DEFICIT AT THE BEGINNING OF THE YEAR	-	<u>4 689</u>
DEFICIT AT THE END OF THE YEAR	154 259	38 777
TRANSFER TO LAC-WINDHOEK SURPLUS	<u>154 259</u>	<u>38 777</u>
	<u>Nil</u>	<u>Nil</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
SCHOLARSHIP FUND  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
INCOME		
Donations		
- Ford Foundation	167 600	167 600
- Norad	72 000	41 000
Interest received	<u>19 999</u>	<u>19 047</u>
	<u>259 599</u>	<u>227 647</u>
EXPENDITURE		
Accounting fees	767	650
Audit fees	1 400	1 400
Interest paid	490	575
Bank charges	527	1 704
Bursaries	164 408	170 830
Contingency on unpaid tuition/residence fees	<u>5 200</u>	<u>-</u>
	<u>172 792</u>	<u>175 159</u>
SURPLUS FOR THE YEAR	86 807	52 488
SURPLUS AT THE BEGINNING OF THE YEAR	<u>101 631</u>	<u>49 143</u>
SURPLUS AT THE END OF THE YEAR	<u>188 438</u>	<u>101 631</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
 CRIMINAL REFORM CONFERENCE  
 INCOME STATEMENT  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
INCOME		
Donation		
- Catholic Commission for Justice and Peace in Zimbabwe		16 001
Interest received	<u>4 018</u>	<u>2 518</u>
	<u>4 018</u>	<u>18 519</u>
EXPENDITURE		
Accounting fees	126	333
Audit fees		800
Bank charges	-	22
Travelling expenses	<u>909</u>	<u>34 859</u>
	<u>1 035</u>	<u>36 014</u>
SURPLUS/(DEFICIT) FOR THE YEAR	2 983	(17 495)
SURPLUS AT THE BEGINNING OF THE YEAR	<u>59</u>	<u>17 554</u>
SURPLUS AT THE END OF THE YEAR	<u>3 042</u>	<u>59</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 1995

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#### ADMINISTRATION

Trustees:	A.W. Corbett R.T. Rev K Dumeni R.T. Rev B Haushiku RT Rev J H Kauluma D.F. Smuts
Director:	A.W. Corbett
Auditors:	Price Waterhouse

#### STATEMENT BY THE TRUSTEES

The financial statements set out on pages 3 to 8 have been approved by the Board of Trustees and are signed on their behalf by:



TRUSTEE



TRUSTEE

WINDHOEK  
4 October 1995



## *Price Waterhouse Meyernel*



### REPORT OF THE INDEPENDENT AUDITORS

To the trustees of

THE HUMAN RIGHTS TRUST OF NAMIBIA

We have audited the annual financial statements set out on pages 3 to 8. These financial statements are the responsibility of the Board of Trustees while our responsibility is to report thereon.

We conducted our audit in accordance with generally accepted auditing standards, which require that we plan and carry out the audit to obtain reasonable assurance that fair presentation is achieved in the financial statements in all material respects. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting policies used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We consider that our audit procedures were appropriate in the circumstances to express the opinion presented below.

In common with similar organisations, it is not feasible for the trust to institute accounting controls over cash collections prior to the initial entry of the collections in the accounting records. Accordingly, it was impracticable for us to extend our examination beyond the receipts actually recorded.

Except for the effects of any adjustments which might have been determined to be necessary had it been possible for us to examine the cash collections referred to in the preceding paragraph, in our opinion the financial statements referred to above fairly present the financial position of the trust at 30 June 1995 and the results of its operations for the year then ended in accordance with generally accepted accounting practice.

  
CHARTERED ACCOUNTANTS

WINDHOEK  
4 October 1995

THE HUMAN RIGHTS TRUST OF NAMIBIA  
 CONSOLIDATED BALANCE SHEET  
 AT 30 JUNE 1995

	Note	<u>1995</u>	<u>1994</u>
		N\$	N\$
<u>ACCUMULATED FUNDS</u>	2	<u>943 946</u>	<u>914 167</u>
 <u>EMPLOYMENT OF FUNDS</u>			
FIXED ASSETS	3	<u>399 723</u>	<u>352 336</u>
CURRENT ASSETS			
Accounts receivable		9 000	2 419
Owing by The Legal Assistance Trust		-	110 785
Donations receivable	4	114 910	29 425
Bank balances and cash		<u>458 963</u>	<u>435 339</u>
		<u>582 873</u>	<u>577 968</u>
CURRENT LIABILITIES			
Owing to The Legal Assistance Trust		19 053	-
Accounts payable		<u>19 597</u>	<u>16 137</u>
		<u>38 650</u>	<u>16 137</u>
NET CURRENT ASSETS		<u>544 223</u>	<u>561 831</u>
		<u>943 946</u>	<u>914 167</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
 CONSOLIDATED INCOME STATEMENT  
 FOR THE YEAR ENDED 30 JUNE 1995

	Notes	<u>1995</u>	<u>1994</u>
		NS	NS
INCOME	5		
Ongwediwa Human Rights Centre		377 542	553 930
Rundu Advice Office		<u>237 853</u>	<u>193 385</u>
		<u>615 395</u>	<u>747 315</u>
EXPENDITURE			
Ongwediwa Human Rights Centre		394 589	270 460
Rundu Advice Office		<u>191 027</u>	<u>154 238</u>
		<u>585 616</u>	<u>424 698</u>
SURPLUS FOR THE YEAR	6	29 779	322 617
ACCUMULATED FUNDS AT THE BEGINNING OF THE YEAR		<u>914 167</u>	<u>591 550</u>
ACCUMULATED FUNDS AT THE END OF THE YEAR		<u>943 946</u>	<u>914 167</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
 CONSOLIDATED CASH FLOW STATEMENT  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	NS	NS
<b>CASH RETAINED FROM/(ABSORBED BY) OPERATING ACTIVITIES</b>		
Cash generated by operations	3 804	330 904
Investment income	39 825	22 017
Utilised by working capital	<u>41 230</u>	<u>(79 430)</u>
	<u>84 859</u>	<u>273 491</u>
<b>CASH UTILISED IN INVESTING ACTIVITIES</b>		
Acquisition of fixed assets	(84 380)	(320)
Proceeds on disposal of fixed assets	<u>23 143</u>	-
	<u>23 622</u>	<u>273 171</u>
<b>CASH EFFECTS OF FINANCING ACTIVITIES</b>		
Increase in cash and bank balances	<u>(23 622)</u>	<u>(273 171)</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
 NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 JUNE 1995

1. ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis. The following are the principal accounting policies followed by the trust, which are consistent with those applied in prior years.

Depreciation of fixed assets

With the exception of leasehold improvements, which are not depreciated, depreciation is calculated to write off the cost of fixed assets on the straight line basis over their expected useful lives. The depreciation rates are:

Motor vehicles	-	25% per annum
Office equipment	-	20% per annum
Computer equipment	-	20% per annum
Furniture and fittings	-	20% per annum

Donations

Amounts received locally and from abroad are accounted for on a cash basis, except where there is a positive commitment to fund a specific project. Such donations may be accrued or deferred.

Investment income

Interest on investments is accounted for on an accrual basis.

2. ACCUMULATED FUNDS

	<u>1995</u>	<u>1994</u>
	N\$	N\$
Human Rights Centre	753 652	770 699
Rundu Advice Office	<u>190 294</u>	<u>143 468</u>
	<u>943 946</u>	<u>914 167</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
 NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)  
 FOR THE YEAR ENDED 30 JUNE 1995

3. FIXED ASSETS			<u>1995</u>	<u>1994</u>
	<u>Costs</u>	<u>Accumulated depreciation</u>	<u>Net book value</u>	
	N\$	N\$	N\$	N\$
Leasehold improvements				
- buildings	333 127	-	333 127	333 127
Motor vehicles	132 292	97 913	34 379	13 710
Furniture and fittings	36 004	33 678	2 326	2 929
Office equipment	45 774	26 262	19 512	1 943
Computer equipment	<u>31 750</u>	<u>21 371</u>	<u>10 379</u>	<u>627</u>
	<u>578 947</u>	<u>179 224</u>	<u>399 723</u>	<u>352 336</u>
4. DONATIONS RECEIVABLE				
E.Z.E.			-	29 425
NOVIB			<u>114 910</u>	<u>-</u>
			<u>114 910</u>	<u>29 425</u>
Donations receivable are accrued at the relevant exchange rate as at the year end date and this policy is consistent with that applied in the prior years.				
5. INCOME				
Donations income:				
E.Z.E.			(29 425)	337 876
Friedrich Naumann Foundation				
- prior year			-	(23 728)
- current year			-	2 961
Namibian Association of Norway			353 397	219 906
NOVIB			<u>223 609</u>	<u>183 741</u>
			547 581	720 756
Sundry income			<u>67 814</u>	<u>26 559</u>
			<u>615 395</u>	<u>747 315</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
 NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	N\$	N\$
6. SURPLUS/(DEFICIT) FOR THE YEAR		
Is stated after charging/(crediting):		
Auditors' remuneration - audit fees	<u>12 798</u>	<u>10 459</u>
Depreciation	<u>36 990</u>	<u>30 304</u>
Interest received	(41 493)	(23 984)
Interest paid	<u>1 668</u>	<u>1 967</u>
	<u>(39 825)</u>	<u>(22 017)</u>
Profit on disposal of fixed assets	<u>23 140</u>	<u>—</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
HUMAN RIGHTS CENTRE - ONGWEDIWA  
DETAILED INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	N\$	N\$
<b>INCOME</b>		
Profit on disposal of fixed assets	19 498	-
Donations:		-
E.Z.E.	(29 425)	337 876
Friedrich Naumann Foundation		
- brought forward prior year	-	(23 728)
- current year	-	2 961
Namibian Association of Norway	353 397	219 906
Interest received	30 891	14 340
Sundry sales	<u>3 181</u>	<u>2 575</u>
	<u>377 542</u>	<u>553 930</u>
<b>EXPENDITURE</b>		
Accounting fees	2 002	4 730
Audit fees	10 698	8 659
Bank charges	1 762	1 558
Booklets	25 447	-
Depreciation	19 402	14 984
Donations	200	-
Electricity	4 101	2 683
Entertainment and refreshments	40	-
Human rights' day expenses	21 551	-
Insurance	10 613	6 654
Interest paid	1 124	99
Legal fee	337	67
Office expenses	2 406	1 956
Petrol	23 553	12 370
Maintenance		
- other assets	35	336
- vehicles	<u>10 333</u>	<u>9 424</u>
BALANCE CARRIED FORWARD	133 604	63 520



THE HUMAN RIGHTS TRUST OF NAMIBIA  
 HUMAN RIGHTS CENTRE - ONGWEDIWA  
 DETAILED INCOME STATEMENT (continued)  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	N\$	N\$
BALANCE BROUGHT FORWARD	133 604	63 520
EXPENDITURE (continued)		
Salaries, wages and staff benefits	222 259	174 371
Stationery	4 941	6 234
Subscriptions	-	159
Subsistence and travelling	6 648	4 930
Staff training, including the training of paralegals of advice offices	3 188	1 419
Seminars	1 000	-
Telephone, telefax and telex charges	<u>22 949</u>	<u>19 827</u>
	<u>394 589</u>	<u>270 460</u>
(DEFICIT)/SURPLUS FOR THE YEAR	(17 047)	283 470
SURPLUS AT THE BEGINNING OF THE YEAR	<u>770 699</u>	<u>487 229</u>
SURPLUS AT THE END OF THE YEAR	<u>753 652</u>	<u>770 699</u>



THE HUMAN RIGHTS TRUST OF NAMIBIA  
 RUNDU ADVICE OFFICE  
 DETAILED INCOME STATEMENT  
 FOR THE YEAR ENDED 30 JUNE 1995

	<u>1995</u>	<u>1994</u>
	N\$	N\$
<b>INCOME</b>		
Profit on disposal of fixed assets	3 642	-
Donation: NOVIB	223 609	183 741
Interest received	<u>10 602</u>	<u>9 644</u>
	<u>237 853</u>	<u>193 385</u>
<b>EXPENDITURE</b>		
Accounting fees	1 314	666
Audit fees	2 100	1 800
Bank charges	1 130	1 633
Depreciation	17 588	15 320
Insurance	5 483	4 659
Interest paid	544	1 868
Legal fees	-	10
Maintenance - vehicles	17 169	8 581
Office expenses	1 274	611
Petrol	7 107	10 186
Rent	10 756	8 589
Salaries	99 828	80 780
Stationery	3 081	1 835
Seminars	11 881	2 230
Staff training	1 235	1 670
Telephone, telefax and telex charges	7 854	8 940
Travelling	<u>2 683</u>	<u>4 860</u>
	<u>191 027</u>	<u>154 238</u>
<b>SURPLUS FOR THE YEAR</b>	46 826	39 147
<b>SURPLUS AT THE BEGINNING OF THE YEAR</b>	<u>143 468</u>	<u>104 321</u>
<b>SURPLUS AT THE END OF THE YEAR</b>	<u>190 294</u>	<u>143 468</u>

