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# Appendix One to DFID/TUC Strategic Grant Agreement Final Report

Development Education Mini Learning Fund

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## Section one

# Introduction

Ten unions put in successful bids for Mini Learning Fund projects. Of these, nine unions implemented the projects broadly as envisaged and one union managed only a very limited programme. In some cases, mainly due to personnel changes, the programme was more limited than planned and expenditure less than budget. Full narrative and financial reports have been submitted to the TUC and unions have carried out a self-evaluation exercise. All reports are held by the TUC. The results are summarised here

Section two

# MLF projects – summarised results

Union	Project outcomes
Amicus	The union developed paper-based and online education materials to further the union's Africa Matters Campaign, a joint initiative with Action for Southern Africa. It organised two national seminars and six regional workshops, attracting a total of 390 participants, against a target of 360. There was good co-operation between the union's education and international departments and both are working hard to ensure that international solidarity work becomes part of the union's wider educational provision. The project has been widely publicised within the union and further dissemination is continuing. It was efficiently administered and the union has presented some ideas regarding further work. The final expenditure was in line with the budget.
ASLEF	The union held an international development school at Wortley Hall, Sheffield, followed by a series of regional seminars. It was an example of good co-operation between the union education officer and the national organiser and the Global Union, the ITF, was also involved. Unfortunately, the education officer left the union before the completion of the programme and it was not continued due to staff shortages. The union reports a sustained impact on the education courses run by the union, all of which now cover the issue of the impact of globalisation on developing countries. Final expenditure was approximately 75% of the budget.
AUT/Natfhe	The project sought to raise the profile of international development with AUT and Natfhe members through examining the impact of the 'brain drain' on higher education in developing countries. There was a speaking tour by a Zimbabwean university lecturer and the issues were examined at the two unions conferences and in a one-day conference. The project focused mainly on Africa and union members from the African Diaspora were very much involved in the debate about the need to develop a holistic approach to the issue. The project has been widely publicised within the union, in the Global Union Education International and in the media. The two unions will merge on 1 June 2006 to form the UCU and there ideas about how the issues could be followed up in the new union. The links established with developing country academics will be sustained. The project was effectively administered and came in under budget.
CWU	The project was developed in co-operation with One World Action and Solihull College Trade Union Education Centre. It was designed to raise awareness of development issues through the core education programme and began with an awareness-raising visit by a trade unionist from the Philippines. Following the visit, a DVD and education materials were developed and were launched at the CWU Union Learning Conference. There is now a structured international session on some union skills and health and safety courses. The project was publicised in the union journal and on the website and in the Morning Star newspaper. There was good co-operation with the international department of the union and the project was effectively administered within budget.
FBU	The union developed its proposal in consultation with the College of NorthEast London and ICTUR. Its aim was to educate members by linking global issues with current issues affecting firefighters and other public sector workers in the UK. The implementation of the project was delayed because of national issues affecting the fire service so that it has not been possible to conduct the follow-up survey of course participants within the timescale of the agreement. The union is committed to doing this and the results will inform future work on the development education agenda. The project was delivered on budget.
NUT	The project was developed in co-operation with NGOs Education Action International, Oxfam, VSO and the Global Union Federation, Education International. It aimed to raise the members' awareness of international development through residential workshops, events at annual conferences and culminated in a one-day forum to share examples of good practice and draw up a guide for members on how to promote international development. All of the aims were fulfilled. An extra residential workshop was organised to meet the demands of members and additional copies of the good practice guide were printed. The additional expenditure took place with the agreement of DFID and the TUC, when it was clear than some other union projects were under-spent.

Prospect	It was not possible for the project to be implemented as envisaged because of internal restructuring. After consultations with the TUC, two pilot membership workshops were held in February 2006 to gauge the interest of Prospect members in developing future work on international development and the results are promising. The union has learned lessons about how to plan future work on a cross-departmental basis and there is a committed team in place to manage future work on international development.
TGWU	The project was developed as a joint initiative between the Education and International departments of the TGWU. It focused on two sectoral groups – public services and the car industry but the latter was replaced with the logistics sector as a result of other issues dominating the car industry in the planning period for the workshop. Both residential workshops had participation from the relevant Global Union Federations and from developing country trade unionists and IFWEA. The participants (40 in total) were shop stewards and senior workplace representatives from the industry. Feedback from participants was very positive and they felt that they had been given the confidence and competence to understand the international dimension in their sectors and educate their members in the workplace. The project was effectively administered and the union is committed to doing further work on international development. The project was slightly over-budget because of international travel costs and the union will be reimbursed because of under-spending on other MLF projects.
TSSA	The project was planned to have four weekend courses for young members examining different aspects of international development and the transport industry. The union experienced in attracting sufficient numbers of young members to the courses and, by agreement with the TUC, the age limit was removed. In line with the proposal, it was also agreed to extend invitations to participants from other transport unions but this did not lead to any recruitment. Only two courses were held, one on HIV and AIDS and the other on Women in Transport. The total number of participants was 22, with some students failing to attend without notifying the union in advance. The union officer concluded that more work needs to be done to build up the members' interest in international development issues and she is attempting to do this in her work as a result of her experience with this project. The union wishes to continue working with the TUC to further the international development agenda. The project was effectively administered, with expenditure lower than the budget due to the reduced programme.
UNISON	The Unison project was developed in co-operation with IFWEA. It was run by the Learning and Organising Services Department of the union with good co-operation from the International Unit. Recruitment proved to be challenging because of domestic issues on the union agenda and two pilot programmes were organised instead of three. In addition, international development issues were promoted at a seminar for Branch International Officers. Unison would like to continue a programme of development education and service groups, young members' groups and new representatives have been identified as possible targets. The project was effectively administered and came in under budget because of the reduction in activities.

## Section three

# TUC experience

## Role of the SGA Project Officer and Administrator

There was very positive feedback about Gemma Freedman's role, both in assisting with the development of project proposals and in their implementation. Many of the officers dealing with the programmes were new to this kind of work and there were sometimes problems achieving co-operation across a number of departments within unions. Gemma also assisted with identifying suitable partners and education materials.

The administration of the process was more demanding on TUC resources than envisaged at the outset. Because the administrative payment by DFID was set at 8%, under-spending by some unions means that the income to the TUC was less than envisaged but there was no consequent reduction in the amount of administrative work involved.

## Reporting

Most unions submitted narrative reports at the intervals specified although this was more difficult where there had been personnel changes. Many unions sought guidance on the format for the presentation of reports. Many of the union officers were inexperienced in providing the simple financial reports required and needed guidance from TUC personnel.

## Union capacity issues

All of the officers implementing the projects were carrying out this work in addition to their 'normal' workload. It was clear that this sometimes caused stresses and could be overtaken by work that had to take priority at a particular time – because of a particular union campaign or industrial action. In general, the projects led to successful cross-departmental working but in some instances there were problems in this area. Buy-in from union leadership is essential to ensure continuity if there are personnel changes within the union during the term of a project.

## Section four

# Lessons for the future

The TUC should draw up a guidance booklet covering the project process from start to finish, similar but on a smaller scale to the DFID CSCF or DAF guidance. This should include interim reporting, final reporting, financial reporting and evaluation in one document. The format should be concise, with additional information and materials provided as appendices. The timetable should ensure that all reporting to the TUC is completed at least two months before the end of the project.

The Unions should be asked to estimate their total financial expenditure mid-way through their projects so that the TUC will be aware if there is going to be significant under-spending.

The TUC should think through and make provision for the level of administrative support required so that the Project Officer is free to focus more on professional support. TUC should discuss with DFID how the administrative income for a project can be guaranteed, regardless of the final expenditure. TUC Finance Section should be involved from the outset in devising a systematic way of monitoring income and expenditure.

The unions should be required to specify how much time their officers will be expected to allocate to the programme implementation. They also need to think about how the programme will be managed if there are changes in personnel during the course of the project. Unions also need to think about the cross-departmental co-operation that will be required to implement a project successfully and involve all relevant departments from the outset.

Section five

# MLF financial statement, May 2006

<b>Union</b>	<b>Budget £</b>	<b>Expenditure £</b>
Amicus	20,000	20,000
ASLEF	19,900	10,988
AUT/Natfhe	20,000	11,953
CWU	18,650	18,650
FBU	8,350	8,662
NUT	18,800	24,253
Prospect	13,100	775
TGWU	19,514	21,530
TSSA	20,000	10,342
UNISON	19,450	8,969
Totals	177,764	136,122
TUC admin	14,221	10,890
Grand total	191,985	147,012

Income received from DFID    £191,985

Expenditure                            £147,012

Balance due to DFID                £44,973





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