

**Company number: SC294378**

**Charity number: SC037048**

**THE SCOTLAND MALAWI PARTNERSHIP**

**Report of the Trustees**

**And**

**Unaudited Financial Statements**

**For the year ended 31 March 2020**

## **Report of the Trustees for the year ended 31 March 2020**

The Trustees are pleased to present their annual Trustees' Report together with the financial statements of the charity for the year ended 31 March 2020 which are also prepared to meet the requirements for a directors' report and accounts for the Companies Act (2006).

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice in accordance with FRS 102 (effective Jan 2015 revised September 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 and Companies Act 2006

### **Objectives and activities**

The Scotland Malawi Partnership (SMP), per its Articles of Association, exists to coordinate, represent and support the many civic links between Scotland and Malawi. It is the national umbrella network for Scottish organisations and individuals involved with Malawi. The membership is diverse, consisting of schools, colleges, universities, churches, hospitals, international development organisations, businesses, charities, community organisations and individuals.

### **Objectives**

**a) Our Vision:**

**The SMP exists to inspire the people and organisations of Scotland to be involved with Malawi in an informed, respectful, dignified, coordinated and effective way to the benefit of both nations.**

The Scotland Malawi Partnership promotes a people-to-people model of development, rooted in the shared history between our two countries. It focuses on active relationships between people to foster a shared understanding of the development challenges facing Malawi and to support the formation of practical, sustainable solutions. It is through this friendship, trust and shared understanding that the people of Scotland and Malawi will be able to effect real and lasting change, both through their own activity and by influencing the policies and actions of governments, parliaments and national institutions. The model is predicated on mutuality of benefit, enabling both nations to overcome social challenges and meet the aspirations of the United Nations' Sustainable Development Goals.

**Report of the Trustees for the year ended 31 March 2020 (continued)**

**b) Our Mission:**

We aim to foster links, consistent with our Partnership Principles, between the two nations, and encourage the advance of sustainable development in Malawi by:

- Informing and inspiring civil society in Scotland about the work of the Partnership, the unique shared history between Scotland and Malawi, and the development challenges facing Malawi, in order to increase public support for extending and enriching the relationship between the two nations.
- Seeking to employ an alternative model of international development, based on mutually beneficial civil society partnerships and links, and advocating its wider employment elsewhere.
- Acting as a forum for encouraging best practice amongst members through the provision of training and the sharing of ideas, processes and information.
- Encouraging a reduction in the duplication of effort in Malawi by facilitating networking, cultivating collaboration, promoting shared learning and raising awareness of existing initiatives.
- Developing support mechanisms which can lead to an exchange of people and/or advance cultural, political or economic understanding between Scotland and Malawi.
- Providing a platform that informs our members of activities, opportunities or items of significance arising in either Scotland or Malawi.
- Demonstrating the relevance of Scotland's civil society contribution to the attainment of the Government of Malawi's Growth and Development Strategy III, the Scottish Government's International Development Strategy and the UN Sustainable Development Goals.

**c) Our Values:**

Our Values describe our approach; our Vision and Mission can only be achieved if staff, Directors, member organisations and associate members hold these values:

- Mutual respect – We recognise that the historic bilateral civil society relationship between Scotland and Malawi is built on trust and mutual respect and we celebrate its inherent reciprocity.
- Cooperation - We foster a spirit of cooperation, building partnerships and alliances in pursuit of our objectives, avoiding duplication and forging creative ways to work together.
- Internationalism - We stand in the tradition of Scottish internationalism, resisting isolationism and xenophobia, believing that Scotland's strength lies in building strong relationships with nations elsewhere in the world.
- Member-led – We seek to be keenly attentive to the needs and aims of our members, allowing their priorities to shape our direction. Paramount in all our work is provision of the highest possible quality of service to our members.
- Continuous improvement – We continuously strive to improve the quality of our service, as perceived by our members, to encourage viable, ethical development activity between our members and their Malawian counterparts.

**Report of the Trustees for the year ended 31 March 2020 (continued)**

- Visible collaboration – We understand the sector(s) in which our members are operating, both in Scotland and Malawi, and foster collaboration in order to maximise impact.
- Social Justice – Staff, Directors and members are committed to encouraging links between Scotland and Malawi, to reduce poverty, promote justice and relieve suffering in Malawi. To achieve that, we all have a role to play in managing our own development and in being supportive of others.

**Operational Activity:**

SMP events:

In 2019/20 the SMP hosted 35 events attended by 1,118 people:

Date	Event	Venue	No.s	Summary
1 <sup>st</sup> May 2019	<a href="#">Cross Party Group on Malawi</a>	The Scottish Parliament	58	Update on Malawi floods by Prof Bob Kalin. Focusing on Global Health - presentations by Angus Loudon, St John Scotland and Mike McKirdy, Professional Advisor, Scottish Global Health Co-ordination Unit at the Scottish Government
1 <sup>st</sup> May 2019	<a href="#">Further and Higher Education led health projects</a>	Edinburgh City Chambers	24	Coordination & collaboration between Scotland's Further and Higher Education led health projects with Malawi. Built on outcomes from Health Forum and Further and Higher Education Forum.
11 <sup>th</sup> May 2019	<a href="#">Rosemary Argente's Book Launch</a>	Edinburgh City Chambers	32	Networking event around publication of important historical and cultural record.
14 <sup>th</sup> & 21 <sup>st</sup> May 2019	<a href="#">Malawian Language and Culture Workshops</a>	Glasgow	9	Responding to member requests, cultural introduction and Chichewa classes preparing members for time in Malawi.
15 <sup>th</sup> May 2019	<a href="#">Malawian Congress of Trade Unions (MCTU)</a>	Edinburgh City Chambers	9	Working with SMP Member Heriot-Watt University on their research and collaboration with President and Research Officer of one of Malawi's largest Trade Union and connecting with Scottish counterparts on workers' rights.
16 <sup>th</sup> & 27 <sup>th</sup> June 2019	<a href="#">Malawian Language and Culture Workshops</a>	Edinburgh City Chambers	9	Responding to member requests, cultural introduction and Chichewa classes preparing members for time in Malawi.

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18 <sup>th</sup> July 2019	Meeting with Youth Committee & DLT	Edinburgh City Chambers	9	Connecting SMP Youth Committee with David Livingstone Trust education projects and Birthplace project
28 <sup>th</sup> August 2019	<a href="#">Glasgow Schools' Forum</a>	Knightswood Secondary School, Glasgow	12	Forum bringing together a range of schools across greater Glasgow area, with links to Malawi
29 <sup>th</sup> August 2019	<a href="#">Edinburgh Schools' Forum</a>	Edinburgh City Chambers	14	Education practitioners shared and gather experience of working in school partnerships and Learning for Sustainability. Discussion of the SDGs & Learning for Sustainability and the Connecting Classrooms through Global Learning programme.
5 <sup>th</sup> September 2019	<a href="#">SMP Member Awards with HRH The Princess Royal</a>	Edinburgh City Chambers	152	HRH The Princess Royal presented Member Awards and Cyclone Idai responses to SMP members, with networking opportunities for over 150 people.
11 <sup>th</sup> September 2019	<a href="#">Cross Party Group on Malawi</a>	The Scottish Parliament	32	Malawi's first ever home-trained Vets presented in the Scottish parliament with their Head of Department. Animal healthcare being hugely significant to sustainable agriculture and food security and a nation lacking Vets..
11 <sup>th</sup> September 2019	<a href="#">Malawian Vet Reception</a>	Edinburgh City Chambers	25	Networking opportunity where Malawi's new Vets met with members working in Agriculture & Food Security
5 <sup>th</sup> October 2019	<a href="#">AGM with Ben Macpherson MSP &amp; Lazarus Chigwandali</a>	Royal College of Physicians, Edinburgh	196	Malawian human rights activist and world music star Lazarus Chigwandali spoke to members about issues facing those with albinism. There was strong engagement in the SMP's future strategy and the SG Minister of Int Dev Ben Macpherson MSP addressed almost 200 Members.
20 <sup>th</sup> November 2019	Roundtable with Dundee University elective Medical Students	Edinburgh City Chambers	13	Twelve of the 3 <sup>rd</sup> and 4 <sup>th</sup> year medical students visiting the SMP from Dundee University were going to Malawi for studies and practical work in a broad range of topics. They met with David Hope-Jones and Stuart Brown.
3 <sup>rd</sup> December 2019	<a href="#">William Kamkwamba Meeting with MSPs</a>	The Scottish Parliament	7	The real-life inspiration of the book and Netflix film: 'The Boy Who Harnessed the Wind', William Kamkwamba met with Cross Party MSPs.'
3 <sup>rd</sup> December 2019	<a href="#">William Kamkwamba Meeting with Presiding Officer</a>	The Scottish Parliament	5	William Kamkwamba of 'The Boy Who Harnessed the Wind' met with The Presiding Officer and Deputy Presiding Officer of the Scottish parliament.

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3 <sup>rd</sup> December 2019	<a href="#">Renewable Energy Forum with William Kamkwamba</a>	Edinburgh City Chambers	33	William Kamkwamba met with leading renewable energy sector industry practitioners and academics to share his story and take part in discussion on their projects.
4 <sup>th</sup> December 2019	<a href="#">William Kamkwamba meeting with then Minister Ben Macpherson MSP</a>	The Scottish Parliament	5	Then Minister for International Development, Ben MacPherson MSP met with William Kamkwamba sharing perspectives on relations between Scotland and Malawi
5 <sup>th</sup> December 2019	<a href="#">School Partnership Awards,</a>	Edinburgh City Chambers	95	The first ever SMP event of this type, it aimed to celebrate the variety of school partnerships with Malawi across Scotland. Co-designed by the SMP's Youth Committee and secretariat, it focused on the theme of sustainability. William Kamkwamba presented the awards and there was a welcome from Edinburgh's Lord Provost.
18 <sup>th</sup> December 2019	Christmas Networking Organisations Networking	Edinburgh	13	The SMP, Alliance and Scottish Fairtrade Forum staff had its annual all-staff gathering to support networking and sharing between peers at every level.
8 <sup>th</sup> January 2020	Networks Forum	Edinburgh	3	Meeting of the Scottish Fair Trade Forum, SMP and Alliance Chief Execs, to share information and plan together.
15 <sup>th</sup> January 2020	<a href="#">Roundtable with the UK's Development Finance Institution - CDC</a>	Edinburgh City Chambers	33	The Chair of CDC, the UK's Finance Development Institution Graham Wrigley and Director of Global Affairs Andrew Palmer met practitioners in Scotland with key business, investment, trade and tourism links. The meeting provided an opportunity for dialogue on CDC and Members' priorities.
15 <sup>th</sup> January 2020	<a href="#">CDC Cross Party Dinner</a>	Edinburgh	8	An opportunity for CDC, the UK's Finance development Institution to network informally with cross party MSPs.
30 <sup>th</sup> January 2020	<a href="#">Cross Party MSPs' meeting with Deputy Speakers of Malawi Parliament</a>	The Scottish Parliament	7	The First and Second Deputy Speakers of the Malawian Parliament met with cross-party MSPs including two CPG Co-Convenors and the Deputy Presiding Officer
30 <sup>th</sup> January 2020	<a href="#">Roundtable Event with Deputy Speakers of Malawi Parliament</a>	Edinburgh City Chambers	18	The First and Second Deputy Speakers of the Malawian Parliament met with SMP members to share their vision and to hear from members.

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7 <sup>th</sup> February 2020	<a href="#">Malawi at COP26 Planning Meeting</a>	Edinburgh City Chambers	20	Members and partners fed edits into the proposed SMP COP26 engagement plans and unanimously agreed a final strategy, giving a strong mandate for the Partnership to advance these plans.
14 <sup>th</sup> February 2020	<a href="#">Further &amp; Higher Education Forum</a>	Edinburgh City Chambers	21	At this meeting of the Further & Higher Education (FE/HE) Forum, the 2020 edition of the FE/HE Directory was launched. There was strong input from FE/HE practitioners from around Scotland.
19 <sup>th</sup> February 2020	<a href="#">Cross Party Group on Malawi</a>	The Scottish Parliament	36	An education-themed CPG in which MSPs and CPG Members heard from Link Community Development's Malawi Country Director, Harold Kuombola and International Programme Manager, Kate Sykes as well as the CEO of Classrooms for Malawi, Amy Blake.
25 <sup>th</sup> February 2020	<a href="#">Online Schools Forum</a>	Online	16	With input from Oban High School and the Community School of Auchterarder, the online Forum shared information about the benefits of a school partnership, lessons learned and experience.
26 <sup>th</sup> February 2020	<a href="#">Governance Forum</a>	Edinburgh City Chambers	21	This meeting focused specifically on the SMP's plans for the 2020 Year of Governance Strengthening across three spheres: 1) Within the SMP; 2) Amongst the SMP membership 3) In wider contexts across our two nations.
5 <sup>th</sup> March 2020	<a href="#">Roundtable with Speaker and visiting MPs</a>	Edinburgh City Chambers	27	Roundtable for MSP members with a key locus in Governance with The Hon. Catherine Gotani Hara, the (first female) Speaker of the Malawian Parliament and two delegations of visiting Malawian MPs.
5 <sup>th</sup> March 2020	<a href="#">Civic Reception Speaker and visiting MPs</a>	Edinburgh City Chambers	71	Networking opportunity for SMP Members and The Hon. Catherine Gotani Hara and two delegations of visiting Malawian MPs.
6 <sup>th</sup> March 2020	<a href="#">Agriculture &amp; Food Security Forum with SFTF</a>	Edinburgh City Chambers	23	Co-hosted with Scottish Fair Trade Forum as part of Fair Trade Fortnight, this gathering was part of the 'She Deserves' campaign foregrounding Women's roles & rights in Agriculture. The meeting heard from visiting Malawian representatives of the Kasinthula Sugar Growers Association.
12 <sup>th</sup> March 2020	<a href="#">Agriculture and Food Security Forum with Challenges</a>	Edinburgh City Chambers	12	Agriculture & Food Security Forum timed to provide a platform for visiting Malawian Challenges Worldwide Manager of the current SG-funded Agriculture project (165 S), Phillip Chidawati.
31 <sup>st</sup> March 2020	<a href="#">Online Health Forum</a>	Online	50	The SMP held an online forum on Malawi's COVID-19 preparedness. Almost 50 members and key partners participated including the Scottish Government's Joanna Keating joined to share the SG's perspective.

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<b>Total:</b>			<b>1,118</b>	
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Partner events:

In addition, through 2019/20 the SMP co-hosted or supported a further 50 events attended by 3,119 people.

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>No.</b>	<b>Summary</b>
30 <sup>th</sup> April 2019	Joint APPG meeting with Independent Chief Inspector		18	Partnered with the Migration APPG and Africa APPG, the SMP supported the Malawi APPG to meet with the UK Independent Chief Inspector for Immigration, as part of the joint-all party inquiry on UK visas for those visiting from Africa.
2 <sup>nd</sup> May 2019	Strathclyde Uni/Low Carbon Energy	University of Strathclyde	58	David Hope-Jones gave the opening address in this major conference, with this UK-wide networking looking to emulate and learn from the SMP's model.
3 <sup>rd</sup> May 2019	Workshop with Global Citizenship Group	Flora Stevenson Primary School, Edinburgh	45	Workshop on Malawi with school's Global Citizenship group.
24 <sup>th</sup> May 2019	<a href="#">Malawian Post-Grad Students Studying in Scotland Meeting</a>	University of Strathclyde	14	Meeting with 11 Malawian Post-Grad Students studying in universities across Scotland to listen to their wishes and needs in gaining hands-on work experience to complement their studies.
28 <sup>th</sup> May 2019	<a href="#">Malawi Celebration Day at the Ninewells Community Garden</a>	Dundee Ninewells Hospital, Dundee	40	Winners of SMP Youth Committee Competition. Event jointly organised by students from the University of Dundee's Global Health Partnerships society and NHS Tayside, local school pupils helped help plant seeds in the new garden and learn more about their new school partnerships. Drumming, Malawian food and much more!
29 <sup>th</sup> May 2019	Malawi Trip Meeting	St Margaret's Academy, Livingston	31	Meeting to prepare group of pupils who were travelling to Malawi and their parents/guardians.
30 <sup>th</sup> May 2019	<a href="#">Beath High School Malawi lunch</a>	Beath HS Fife	50	Winners of SMP Youth Committee Competition. Students and teachers in the school's Malawi partnership group shared Malawian culture and food with 50 participants including local councillors, parents, teachers and pupils.



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5th June 2019	School Fayre	St Ronan's Primary School, Innerleithen	261	Supported the school's Malawi group at their school fayre to talk to members of the local community about Malawi and the school's partnership.
18 <sup>th</sup> June 2019	St John Festival	Inverness	185	SG-funded St John's Trust who support health and community projects through their partner in Malawi's festival at which SMP CEO, David-Hope-Jones spoke, sharing news of the bilateral relationship.
20 <sup>th</sup> June 2019	<a href="#">St Roch's Secondary School Malawi Day</a>	St Roch's High School, Glasgow	170	Support for High School 'Malawi Day when the SMP collaborated with Malawian performer Brave Mnyayi,, the David Livingstone Trust, Mary's Meals, Classrooms for Malawi, Strathclyde University, Malawi Leaders of Learning and Chichewa language tutor, Enock Bamusi
26 <sup>th</sup> June 2019	<a href="#">Climate Justice Fund Info Day</a>	Methodist Church, Edinburgh	28	David Hope-Jones and Douglas Coulter supported colleagues at the Scottish Government and Corra Foundation in this info day.
6 <sup>th</sup> July 2019	<a href="#">Malawi Independence Day Celebrations</a>	Ibrox Community Hall, Glasgow	80	The Association of Malawians in Scotland's Independence Day Celebration when the (then) SG Minister for International Development Ben Macpherson MSP gave the opening address. The supported in the event in a variety of ways, including through funding and providing speakers.
13 <sup>th</sup> July 2019	Malawi UK Business Group	London (joined by teleconf)	16	SMP-supported meeting of the Group, supporting Malawi-UK trade
16 <sup>th</sup> July 2019	<a href="#">APPG Visa Report Launch</a>	Westminster	81	The Malawi All Party Parliamentary Group (APPG) partnered with the Africa APPG and the Migration APPG to undertake a major parliamentary inquiry into the handling of UK visa applications from Africa. This event launched the report and it parliamentary inquiry recommendations. SMP CEO contributed to report and attended launch..
11 <sup>th</sup> September 2019	Small Grants Info Day	Edinburgh Methodist Church	20	The SMP promoted the SG's Small Grants programme in its online bulletin and social media platform and joined the SG, Corra and Alliance in speaking at this event, offering advice and support for prospective applicants.
16 <sup>th</sup> September 2019	George Watson's College Lunchtime Club Meeting	George Watson's College, Edinburgh	14	Youth & Schools Manager Gemma Burnside presented at this workshop on school partnerships.
17 <sup>th</sup> September 2019	P6/P7 Workshop	Heriot Primary School, Paisley	43	Workshop introducing Malawi to P6/7 pupils.

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9 <sup>th</sup> October 2019	Dinner with visiting Parliamentarians	Edinburgh	12	Opportunity through the Commonwealth parliamentary Association for informal networking amongst visiting Malawian parliamentarians and MSPs
17 <sup>th</sup> October 2019	<a href="#">MaSP's AGM</a>	Lilongwe	71	Encouraged attendance at MaSP's AGM, the theme of which was 'Achieving sustainable socio-economic development through partnerships'. Speakers included SMP Chair, Prof Heather Cubie, Youth & Schools Manager, Gemma Burnside and the SG's Nicola Cogan.
29 <sup>th</sup> October 2019	St Stephen's High School & Classrooms for Malawi	St Stephen's High School, Port Glasgow	160	Co-presented with Classrooms for Malawi and Orbis to prospective S4s about Malawi ahead of pupils applying to join a school trip.
7 <sup>th</sup> November 2019	<a href="#">UK Malawi business Group: A Taste of Malawi</a>	Scotland House, London	83	The SMP connected the Malawi-UK Business Group with the SG to have their Malawi tourism promotion showcase: A Taste of Malawi hosted at the SG's Scotland House in London. 80 organisations came together to discuss Malawi business trade investment and tourism.
11 <sup>th</sup> November 2019	British Council Connecting Classrooms Webinar	Online	4	Supporting the British Council's Connecting Classrooms programme which aims to help pupils understand the big issues that shape our world and equip them with the knowledge, skills and attitudes they need to make a positive contribution.
20 <sup>th</sup> November 2019	Bannerman High School & David Livingstone Trust	Glasgow	16	Co-delivered workshop looking at the story of David Livingstone and the imagery used compared to imagery of Malawi used in Scotland today.
20 <sup>th</sup> November 2019	St Roch's High School & David Livingstone Trust	Glasgow	10	Co-delivered workshop looking at the story of David Livingstone and the imagery used compared to imagery of Malawi used in Scotland today.
20 <sup>th</sup> November 2019	<a href="#">School themed Cross Party Group on Malawi</a>	The Scottish Parliament	44	SG-funded projects were amongst those whose work was showcased in this education-themed CPG. Presentations by visiting Malawians speaking on behalf of Step Kids Awareness (STEKA) and STEKASkills, WaterAid, Centre for Youth and Development and a presentation from a Scotland-based Director of Mary's Meals
22 <sup>nd</sup> November 2019	Biggar High School Coffee Morning	Biggar	656	Loaned Malawi decorations to Biggar High School for their Malawi-themed coffee morning for over 650 participants.
27 <sup>th</sup> November 2019	Mary Erskine School Workshop	Mary Erskine School	13	Workshop to prepare group of pupils travelling to Malawi.

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28 <sup>th</sup> November 2019	St Maurice's High School & David Livingstone Trust	St Maurice's High School	15	Co-delivered workshop looking at the story of David Livingstone and the imagery used compared to imagery of Malawi used in Scotland today.
28 <sup>th</sup> November 2019	Williamwood High School & David Livingstone Trust	Williamwood High School	31	Co-delivered workshop looking at the story of David Livingstone and the imagery used compared to imagery of Malawi used in Scotland today.
4 <sup>th</sup> December 2019	Knightswood Secondary School and David Livingstone Trust	Glasgow	14	Co-delivered workshop looking at the story of David Livingstone and the imagery used compared to imagery of Malawi used in Scotland today.
6 <sup>th</sup> December 2019	<a href="#">International School of Aberdeen and Aberdeen for a Fairer World MDEC School Talk...</a>	Aberdeen	220	Over 200 pupils who had studied "The Boy Who Harnessed the Wind" participated, in this event with William Kamkwamba and the SMP's Gemma Burnside.
6 <sup>th</sup> December 2019	<a href="#">Bridge of Don Academy &amp; Aberdeen for a Fairer World talk with William Kamkwamba</a>	Bridge of Don	110	In Bridge of Don Academy over 100 pupils from S1, S2 and S6 gathered for a session with the inspirational William Kamkwamba.
6 <sup>th</sup> December 2019	<a href="#">Oil &amp; Gas Tech Centre and Aberdeen for a Fairer World Talk with William Kamkwamba</a>	Aberdeen	20	In this Centre which focuses on innovative approaches working towards a net zero carbon future, William spoke to an audience of teachers, STEM practitioners and members of the public
23 <sup>rd</sup> January 2020	St Matthew's Academy Tumbuka workshop	Ayrshire	21	Building on the success of the SMP's Chichewa language and culture workshops, this workshop offered an intro to culture and a Tumbuka language class
28 <sup>th</sup> January 2020	Largs Academy Chichewa Workshop	Largs	15	Providing an introduction to Malawian culture and elementary Chichewa language.
31 <sup>st</sup> January 2020	Inverness Royal Academy Chichewa workshop	Inverness	17	Providing an introduction to Malawian culture and elementary Chichewa language.
3 <sup>rd</sup> February 2020	ESMS Junior School workshop	Edinburgh	8	Stimulating encouragement and information from the SMP's Youth & Schools Manager Gemma Burnside on developing successful school partnership with Malawi

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4 <sup>th</sup> February 2020	Gleniffer High School talent show	Glasgow	110	Gift for raffle
6 <sup>th</sup> February 2020	Co-delivery of British Council partnerships CPD with Scotdec	Edinburgh	9	Co-delivered CPD training on building successful international school partnerships with Scotdec.
10 <sup>th</sup> February 2020	APPG (AGM)	Westminster	12	SMP secretariat support for the Malawi All Party Parliamentary Committee
17 <sup>th</sup> February 2020	COP26 Planning Meeting with Alliance	Edinburgh City Chambers	19	Gave use of the City Chambers Mandela Room for the Cop26 planning meeting
18 <sup>th</sup> February 2020	<a href="#">MaSP Symposium</a>	Lilongwe	62	Organisations funded by the Scottish Government (SG) were encouraged to attend, or invite their partners in Malawi to attend, the Malawi Scotland Partnership Annual Symposium for SG-funded projects. This year's theme was Result-based reporting: Telling the Truth.
19 <sup>th</sup> February 2020	George Watson's College Workshop	Edinburgh	17	Gemma Burnside, SMP Youth & Schools Manager supported George Watson's ongoing partnership with Malawi with a workshop
20 <sup>th</sup> February 2020	New Monklands Primary School Workshop x4	North Lanarkshire	91	Workshop introducing Malawi to 4 classes across the school.
26 <sup>th</sup> February 2020	Co-delivery of British Council partnership with Scotdec		8	Co-delivered CPD training on building successful international school partnerships with Scotdec.
27 <sup>th</sup> February 2020	Holy Cross RC Primary School workshop	Edinburgh	22	Workshop introducing Malawi to Diversity group in school ahead of the school establishing a new partnership with a school in Malawi.
27 <sup>th</sup> February 2020	CBBC Filming on SDG17	Edinburgh City Chambers	6	Co-ordination with Youth Committee member Gift Thomson and Inde TV production company to contribute to BBC Scotland features on SDGs
28 <sup>th</sup> February 2020	Malawi-UK Business Group	London (joined by teleconf)	12	SMP-supported meeting of the Group, supporting Malawi-UK trade
28 <sup>th</sup> February 2020	Capacity-strengthening in Africa Symposium,	Glasgow	70	The SMP gave its 17 SDGs banners and SMP CEO David Hope-Jones participated in this University of Glasgow pulling together of Scotland-Malawi research and projects

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	University of Glasgow			
11 <sup>th</sup> March 2020	Co-delivery of British Council Partnerships with Scotdec		7	Co-delivered CPD training on building successful international school partnerships with Scotdec.
<b>Total:</b>			<b>3,139</b>	

### Summary of 2019-20:

The SMP undoubtedly achieved a great deal in 2019-20. The autumn of 2019 was an especially busy and productive period, with the [Members Awards Ceremony](#), hosted by HRH The Princess Royal, in September to raise awareness, celebrate and reward members' work and impact. In October, our [AGM](#) included a special interview with, and live performance by, the world renowned performer and albinism human rights campaigner Lazarus, and the Scottish premiere of his [award-winning film](#). And in December, the [Schools Awards Ceremony](#), with William Kamkwamba (*The Boy Who Harnessed the Wind*), celebrating school links and supporting sharing between groups.

The SMP is proud of all it has achieved in this last 12 months and is grateful to all the Members, supporters and funders who made this possible. We are especially grateful to: the Scottish Government, who have confirmed SMP core funding for 2020-23; our Board of 16 fantastic volunteer Directors; and to our incredible 5.6FTE staff who made it all happen.

We look forward to continuing to work to strengthen the bonds of friendship between our two nations.

### Activity and Impact Report:

The SMP has published ([www.tinyurl.com/SMP201920](http://www.tinyurl.com/SMP201920)) a detailed 189-page 2019-20 Activity and Impact Report which has full details key events and activities, and assessing impact against the network's agreed outcomes and outputs.

This Activity and Impact Report draws on the SMP's formal reporting to the Scottish Government for the core funding it receives but also significantly expands on this. The Partnership chooses to exceed the grant reporting requirements of the Scottish Government as we believe it is vital to communicate the breadth, depth and impact of all the Partnership's working, and that this must include both quantitative and qualitative data. Given the core funding the SMP receives from the public purse, we are keen to publicly share the significant positive impact achieved, and the value for money offered by the SMP, as well as remaining accountable to our 1,200+ members.

**Report of the Trustees for the year ended 31 March 2020 (continued)**

Included within the 2019-20 Activity and Impact Report is:

- Progress against 2017-20 Outcomes and Outputs
- Reporting to the Scottish Government (Core Funders)
- 2017-20 Logframe results
- External Expert Review (The Corra Foundation)
- Member Impact Statements 2019-20
- Results of Member Needs and Impact Survey 2019-20
- SMP Diversity Review
- Agriculture and Food Security Progress and Impact Report
- Business, Trade, Investment and Tourism Progress and Impact Report:
- Lobbying and Advocacy Progress and Impact Report
- Youth and Schools Progress and Impact Report
- Media review:

**Member Feedback:**

Our annual Member Needs and Impact Survey, conducted in April 2020 and completed by 77 SMP members tells us:

91% of respondents felt that membership of the SMP in 2019-20 *“helped strengthen, support or develop their links with Malawi”*.

The top five most useful SMP services in 2019-20 were:

1. Events (78% of users rated “extremely useful” and 22% “quite useful”)
2. Networking opportunities (65% of users rated “extremely useful” and 35% “quite useful”)
3. Disseminating news/bulletin (57% of users rated “extremely useful” and 43% “quite useful”)
4. Publications (38% of users rated “extremely useful” and 59% “quite useful”)
5. Website & online database (35% of users rated “extremely useful” and 65% “quite useful”)

The 2019 Activity and Impact Report ([www.tinyurl.com/SMP201920](http://www.tinyurl.com/SMP201920)) includes 170 member impact statements. For example:

- *“We found the Scotland Malawi Partnership invaluable in making our vet exchange happen and the experience was fantastic with a fully loaded programme making connections which will transform the veterinary careers of our students.” Adam Tjolle BVetMed (London) MRCVS, Trustee - Chair LSPCA (UK) Malawi, Honorary Fellow - Royal (Dick) School of Veterinary Studies*

**Report of the Trustees for the year ended 31 March 2020 (continued)**

- *“We have greatly appreciated the support of the Scotland Malawi Partnership and its members over the past year. Classrooms for Malawi is a small NGO with a very small administrative base both in Scotland and Malawi, we only operate with one full time staff member based in Scotland and one part time employee in Malawi therefore having access a package of support is crucial for us to carry out the aims of our charity. The SMP has enabled us to link up with other organisations carrying out similar work in Malawi to share our experiences which we hope, in turn will lead to more focused partnerships and ultimately more young people being supported into education.”*  
**Amy Blake, Chief Executive, Classrooms for Malawi**
- *“At the outset when we decided we wanted to try and work with some communities in Malawi it was quite a daunting task... The SMP was our first port of call and, from the initial meeting onwards, they have been nothing but supportive. We benefited tremendously from the depth of experience; the contacts; the networks; the forums; the processes and the patient listening and advice we have received from the SMP. Using SMP's expertise allowed us to undertake the targeted and extensive research we wanted to do over a 2 month period. Without this assistance we would have taken at least 6 months to complete this work. In addition, the insights and introductions meant that we were greeted as potential colleagues and friends rather than as 'outsiders'. Having come from the private sector we recognise the value of these kinds of services. If we were a company seeking to enter a new market we knew little about then we would usually have recruited a specialist consultancy to help. In my previous role I would have budgeted around £50,000 for these services, and would probably have expected to pay more. The value of both SMP and MASP as a helpful and pro-active resource base has been significantly beneficial and have allowed us to understand and enter into the Malawi development sector within an incredibly short time scale.”*  
**Mick James, Treasurer, Fighting Poverty in Zambia**

**Support and development:**

The SMP was successful in offering support for a wide range of new member initiatives and partnerships in 2019/20. For example, we supported new links between the Scottish Football Supporters Association and the Malawi Football Association, and between the upcoming STAR festival in Malawi and the Edinburgh Science Festival. We supported five major celebrity-led Scotland-Malawi sports challenges and we supported book launches by [Rose Argente](#) and [John Lwanda](#). We also successfully supported dozens of [UK visa applications](#) (100% success rate) and helped supervise a St Andrews University PhD on policy implications of Cyclone Idai in Malawi. In Agriculture and Food Security, the SMP supported the visit to Scotland (through visas, appearance at Malawi CPG, networking reception and industry introductions) of the first home-trained Malawi Vets. Two SMP Agriculture and Food Security Forums were timed to provide a platform for the visit to Scotland of Malawian [sugar cane farmers](#) (part of Fair Trade Fortnight) and [Challenges Malawi staff](#).

**Media and publications:**

We worked with a range of media outlets to help disseminate our narrative, including with a weekly 1,000-word Scotsman column on Scotland-Malawi links for six months, which profiled many of our members. This has culminated in a book which will be published later in 2020. In total there were 173 articles about Malawi in the Scottish media in 2019-20, with 19.5 million opportunities to view, 98% of which were positive in tone.

## **Report of the Trustees for the year ended 31 March 2020 (continued)**

We filmed a special feature for Children's BBC looking at UN Sustainable Development Goal 17, with the SMP as a case study. On social media, we had over 1.4 million impressions across Facebook and Twitter. New publications like our [Further and Higher Education Directory](#) were published and well received. We produced and published eight major [feature videos](#) in 2019-20, five teaser promotional videos and one Zoom meeting video.

- [Member Awards with HRH The Princess Royal](#)
- [Annual General Meeting](#)
- [School Partnership Awards](#)
- [St Roch's Secondary School Malawi Day](#)
- [Ninewells Malawi Community garden](#)
- [Beath High School Malawi Lunch](#)
- [Lord Provost SMP Malawi floods appeal](#)
- [International Women's Day video with Malawi Speaker](#)

### **Member Awards:**

The SMP hosted its first standalone [Members Awards Ceremony](#), with HRH The Princess Royal, in September to raise awareness, celebrate and reward members' work and impact. In December, we had our first [Schools Awards Ceremony](#), with William Kamkwamba (*The Boy Who Harnessed the Wind*), celebrating school links and supporting sharing between groups.

### **Advocacy:**

As outlined in the Advocacy Progress and Impact Review ([www.tinyurl.com/SMP201920](http://www.tinyurl.com/SMP201920)), the SMP had significant success in this area in 2019-20, with 43 key events and interactions resulting in 190 actions taken by MPs, MSPs and Ministers and Secretaries of State.

### **Youth and Schools:**

As outlined in the Youth and Schools Progress and Impact Review, the SMP had 56 points of engagements/support for school partnerships, three school newsletters, 20 school visits, three school forums, 19 school with visits and workshops, six Youth Committee meetings and 12 youth events, with over 46,000 young Scots benefitting from this work.

### **Diversity and Inclusion:**

The SMP undertook a Diversity Review in 2019/20 ([www.tinyurl.com/SMP201920](http://www.tinyurl.com/SMP201920)) it found that:

Of all our event attendees in 2019-20: 53% were female and 47% were male; and 75% were British and 25% were Malawian (or other nationality).

Of all our event *speakers* in 2019-20: 41% were female and 59% were male; and 60% were British and 40% were Malawian (or other nationality).



**Report of the Trustees for the year ended 31 March 2020 (continued)**

Our Board of Directors started the year with five female trustees (33%) and ten male (67%), and ended with nine female trustees (56%) and seven were male (44%). The Board started and ended the year with 13 Scottish Directors (78%), and three Directors from the Malawian Diaspora community (22%).

We work to ensure that our events and engagements are open to a diverse range of participants and that we are accessible, welcoming and transparent in all we do.

When inviting the popular musician, and human rights campaigner, Lazarus to Scotland for our AGM and the Scottish Premiere of his [award-winning film](#). We offered additional support for him, recognising his severe visual impairments. This extended to an extra airfare so a guide and translator could travel with him.

This also ensured he was always accompanied as he travelled in and out of Malawi, given the serious personal security threats against people with albinism. We also gave extra financial support to ensure his family and young children were not left alone while he was out of the country, for security reasons.

We supported the September 2019 [Disability Inclusion conference](#) with the Scottish TUC, the Malawian TUC and Herriot Watt university.

We work to ensure all venues in which we host events are fully accessible.

We also offer member fee exemptions for organisations, potentially representing vulnerable and marginalised groups, who struggle to pay these fees.

We will continue to ensure that our events and activities are as accessible as possible, especially to groups that might be considered marginalised or vulnerable. We will also continue to monitor diversity and inclusion data through the year, making adjustments in our work as required.

**Report of the Trustees for the year ended 31 March 2020 (continued)**

**Member Consultation:**

The Partnership is accountable to our members and looks to listen to our members and, wherever possible, be responsive to their needs and priorities. We are proud to be a member-led network. For example, we have:

- Annual Member Needs and Impact Survey: Completed by 77 members in 2020, giving a detailed picture of how members value our work.
- Member Impact Statements: 170 collated statements from named members, giving rich qualitative data about how the SMP has supported and added value to their Malawi links.
- Event feedback data: 14 individual reports collating the feedback we have received from our larger events in 2019-20.
- AGM feedback: An interactive session at the October 2019 AGM in which members could vote on their most useful service and help design the SMP's future work.
- Youth Committee: Ten young Scots and Malawian help lead our work, with a direct role in co-design and delivery of youth and member facing events, campaigns and workshops

**Covid-19:**

At the end of the 2019-20 year, like all organisations, the SMP faced a number of challenges relating to the global Covid-19 pandemic. We have moved quickly from mid-March 2020 to disseminate news and information to Members and to prepare ourselves for a period of home-working. Our systems are working well, with all staff supported to work from home and face-to-face meetings and engagements successfully moved to digital platforms.

We are confident that the SMP remains a going concern and is able to continue to deliver its Scottish Government funded work through the pandemic.

We recognize that the sheer scale of the crisis, the fact that there is currently no Scotland-Malawi travel, and the fact we will likely not be able to convene face-to-face meetings for a number of months, all means that we need to think strategically about how we as a national network respond. It is not enough to simply move our existing plans to digital platforms. Instead, we have thought afresh about what support, services and advice we should most usefully be offering our members in this challenging new reality, in order to deliver the agreed SG outcomes.

We have published our [Covid-19 Response Strategy](#), [Covid-19 Risk Register](#) and developed a full Implementation Plan. Our Covid-19 Response Strategy outlines four key strategic priorities which will underpin our work through the coming year:

**Report of the Trustees for the year ended 31 March 2020 (continued)**

- **CONTINUITY:** We will adapt and evolve our current work and plans to ensure business continuity, wherever this desirable, appropriate and possible.
- **SUPPORT:** We will deliver additional, tailored support to those affected by the crisis, including: members, those in Malawi, travel partners, and our staff.
- **INNOVATION:** We recognise that there are many challenges but also opportunities, including to develop innovative new digital modes of support and sharing. We will specifically look to develop innovative new services and support for school and youth groups who have had to cancel long-planned Malawi trips.
- **INSPIRATION:** We will look to inspire our members, the public and the media with stories of Scotland-Malawi collaboration, to keep members' spirits up and ensure we remain an outward-looking country, investing in the future of our 160-year old friendship with Malawi.

We have: established a [Covid-19 web-hub \(www.scotland-malawipartnership.org/covid-19\)](http://www.scotland-malawipartnership.org/covid-19), with details of [our own response](#); are disseminating news, information and resources for [Malawi](#) and [Scotland](#); hosting [regular Zoom meetings](#) for 50-100 members; [supporting 17 appeals](#); and sharing [members' perspectives](#).

**Key Partnerships:**

The SMP is committed to partnership working in all it does, and continues to be accountable to our 11 [Partnership Principles](#).

**MaSP:**

We work most closely with our sister and partner network, the Malawi Scotland Partnership (MaSP), including on a day-to-day basis.

**Co-hosting events:**

In 2019-20, the SMP worked with more than 30 different partners to co-host and support 50 events attended by 4,122 people (see Appendix 7). Our two pop-up exhibitions (one 17-banner exhibition on the SDGs and an 11-banner exhibition on our Partnership Principles), continue to be popular, used in events the across the length and breadth of Scotland.

**David Livingstone Centre:**

The SMP has a longstanding partnership and Memorandum Of Understanding with the David Livingstone Birthplace Centre in Blantyre, Scotland. In 2019-20 we were commissioned by the Centre to deliver the multimedia content for the final and largest room of the fully updated exhibition, looking at Livingstone's living legacy.

**Report of the Trustees for the year ended 31 March 2020 (continued)**

**Alexander McCall Smith:**

The SMP has been working with Edinburgh-based author Alexander McCall Smith since 2016 when we developed together the '[Scotland Street Mzuzu Coffee](#)'. In 2019-20 Alexander McCall Smith wrote an operetta for the SMP about David Livingstone, to be performed as a fund-raiser for the Partnership. This was due to take place in May 2020 but has been moved to the autumn due to Covid-19.

**The Scotsman Newspaper:**

The SMP continued to be a 'Friend of the Scotsman' with five 750-word articles in 2019-20. In addition, we also developed a new partnership with journalist and former SMP Board Member, Susan Dalgety and the paper. Susan spent six months in Malawi writing a [weekly 1,000-word column](#) about the Scotland-Malawi relationship, for which the SMP generated content ideas from its membership. Much of this material will also feature in a forthcoming book which the SMP will help launch.

**Trade Unions:**

We worked closely with Heriot-Watt University's School of Social Sciences, the Scottish Trades Union Congress and the Malawian Congress of Trade Unions, to support new Scotland-Malawi trade union links. We hosted a roundtable meeting for key stakeholders in May 2019 and supported a [conference at the STUC in September](#)

**Orbis Expeditions/ Responsible Safari Company:**

In November we agreed a [new corporate partnership](#) with travel operator Orbis Expeditions (/Responsible Safari Company) **which will see two per cent of all their gross Scotland-Malawi travel income donated to the Partnership.**

**Networks Forum:**

The SMP continues to work in active partnership with the Alliance and the Scottish Fair Trade Forum. The SMP hosts regular Networks Forum meetings support sharing and collaboration between our networks.

**IDEAS:**

The SMP Youth and Schools Manager now sits on the Executive Committee of IDEAS (International Development Education Association of Scotland) – working with multiple members of the network on events, workshops and campaigns.

**Connecting Classrooms Consortium:**

The Youth and Schools Manager sits on consortium of organisations leading on Connecting Classrooms through Global Learning project from British Council in Scotland.

**Report of the Trustees for the year ended 31 March 2020 (continued)**

**Independent Expert Review:**

Included in the Activity and Impact Report ([www.tinyurl.com/SMP201920](http://www.tinyurl.com/SMP201920)) is the 2019-20 independent expert review of the SMP's impact, conducted by the Corra Foundation. This includes a thorough written assessment of each of the SMP's four major outcomes for this year, including their the assessor's priorities going forwards. There is a detailed assessment of all 36 Outcome and Output indicators, with 32 categorised by the assessor as 'green' (achieved or exceeded), four categorised 'amber' (slightly below target in some way – but for each of these Corra makes the case for why it feels the SMP has not significantly underachieved), and zero 'red' (not achieved).

The reports conclude that the: *“SMP has achieved all of its four Outcomes, meeting original targets for some Outputs and far exceeding others”,* indeed that the SMP also undertook *“work in several areas not captured by this reporting framework”,* and *“this progress has required a very wide range of activities, tasks and audiences as SMP has responded to diverse member needs, sector developments and its responsibilities under this Scottish Government grant”.*

**2020-23 Scottish Government Core Funding:**

2019-20 was the final year in the Scotland Malawi Partnership's 2017-20 Core Funding grant from the Scottish Government. Before the year was concluded, a new 2020-23 core funding agreement was reached with the Scottish Government, continuing at the same level of funding (£242,536pa). This funding will deliver the below, agreed objectives:

Impact: Increased knowledge of, participation in, and impact of Scotland's civic links with Malawi

Outcome 1: Maintain mutual understanding, coordination, effectiveness and impact as a result of SMP-hosted activities

- Programme of Member Forums delivered to support the coordination of effort, reduced duplication and shared learning.
- Total Programme of SMP and SMP-partnered events and activities for the delivery of this Outcome

Outcome 2: Maintain awareness and understanding amongst key stakeholders of governmental and civil society work with Malawi

- Dedicated webpages, within the SMP website, hosted raising awareness of SG funded projects in Malawi
- Announcements and information sharing regarding SG funded projects and SG funding opportunities through the SMP's bulletin and social media
- Members receive regular SMP e-bulletins with updates and information about Scotland-Malawi links
- SMP website developed and maintained as national hub for Scotland-Malawi interactions
- Member and public enquiries and requests responded to helpfully
- Members' experience and learning is shared between members in innovative and useful ways

## **Report of the Trustees for the year ended 31 March 2020 (continued)**

Outcome 3: Public awareness and engagement across Scotland of the bilateral relationship, the role of government and civil society, and the impact of this work

- Social media used effectively to: raise awareness of Scotland's links with Malawi, engage key stakeholders, disseminate core messaging and raise awareness of the SG's work
- Videos produced and shared by the SMP to raise awareness of the SMP, its members, the SG, and our core messaging
- Local and national media used to raise awareness of Scotland-Malawi links, and SMP/SG core messaging

Outcome 4: Continued visible and meaningful youth engagement and youth leadership in the bilateral relationship.

- Scotland-Malawi school partnerships supported by the SMP
- Schools Forum hosted by the SMP for the sharing of learning
- Youth Congress hosted by the SMP, bringing together Scottish schools with Malawi links
- Youth Committee used to inform SMP decision-making
- SMP Youth membership used to support direct youth engagement

Outcome 5: A coordinated and confident sector with strong collaborations, clear mutual understanding, effective two-way assistance and common objectives, if any, identified

- Bi-annual Network Forum hosted with the Alliance and Fair Trade Forum to coordinate activities
- Collaboration and sharing between the three core-funded networks
- Support for Scottish Government International Development Strategy: assisting constructive synergy between governmental and non-governmental efforts

The SMP has signed a renewed rental agreement with the City of Edinburgh Council, which extends the Partnership's rental of its offices in the City Chambers to 2023.

### **Financial review**

The charity's work is largely dependent on grants from the Scottish Government. Other grants and donations are received from time to time, mostly for specific restricted purposes.

In 2019-20, we succeeded in diversifying our income, with new corporate partnerships, grant funding and project income. The total unrestricted reserves at the year-end amounted to £78,998 (2019: £74,114). Restricted reserves show a surplus of £29,725 (2019: £43,237).

We are indebted to successive Scottish Governments for the support the SMP has received. While we have succeeded in diversifying our income to a significant degree, it would not be possible for the SMP to achieve all it does without this far-sighted and long-term support from the Scottish Government.

### **Risk management**

The Trustees consider the risks associated with the work of the Trust on a regular basis. A risk register has been drawn up; this considered by the Audit and Finance Committee which at least annually and recommendations made to the Board. The risks fall into these main headings: reputational, staff issues, non-delivery and failure of programmes, failure to comply with legal and governmental obligations, financial issues, failures of partner organisations and IT matters. These can be further split between UK

**Report of the Trustees for the year ended 31 March 2020 (continued)**

issues and Malawi issues. At the end of the 2019-20 year we also developed and published an additional, Covid-19 specific organisational risk register.

For each risk, policies and practices have been identified which will mitigate the risk. Risks are dealt with by ensuring that Trustees and staff are aware of the policies and operate within the framework set out by the register.

Some risks are outwith the control of the Trustees. These include items such as potential loss of funding due to changes resultant on withdrawal of the UK from the European Union or of Scotland from the UK. There are also risks due to the fluctuation of exchange rates between the pound sterling and the Malawi kwacha, which strengthens and weakens at certain times of the year.

The Malawi Scotland Partnership (MaSP) is a sister organisation, which is a separate legal entity and is Malawi-led with its own constitution, board and secretariat. The SMP received grant funding from the Scottish Government for the development of MaSP. The SMP is accountable to the Scottish Government for all funding allocated under the grant and for the delivery of the objectives and outcomes associated with the projects.

Detailed budgets are prepared both for Scotland-based operations and for Malawi-based operations, including the programmes which we operate. These are disseminated to the appropriate staff, who are required to operate within these constraints.

**Reserves policy**

The charity has considered the reserves required and has taken into account the current and future liabilities. The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The amount maintained includes expenditure which would be incurred in Malawi.

From time to time, part of this expenditure will be funded from restricted grants.

The requirement to wind up the charity is most likely to occur if the grant from the Scottish Government is not renewed at the end of a 3-year period; the requirement might also come into play should the intimation of renewal of the grant be delayed beyond 31 December 2023 in the final year of the 3-year period.

The Audit and Finance Committee is presently reviewing the level of funding which would be required as there are several models which would meet the requirements; these mainly depend on whether all the staff are retained or whether a reduced level might be retained.

## **Report of the Trustees for the year ended 31 March 2020 (continued)**

The level which the AFC is currently recommending is £80,000. However, this is under regular review and subject to change.

In the event that the Scottish Government grant ended early, the Trustees and staff would use the 3-month period to source alternative funds. This might entail the Charity operating at a different level thereafter.

The Trustees are aware of the difficulties of reaching this level of reserve as almost all of the funding is for restricted amounts and not available to transfer to unrestricted reserves.

The amount held at the year-end in unrestricted reserves is £78,998 (2018-19: £74,114)

## **Structure, governance and management**

### Governing document

The Scotland Malawi Partnership is a company limited by guarantee registered in Scotland, number SC294378; and registered as a Scottish charity, number SC037048. It is governed by its Memorandum and Articles of Association.

### Recruitment and Appointment of Trustees

New Trustees are appointed at the Annual General Meeting. All Trustees take policy decisions at regular Trustees' meetings. Within that framework, day-to-day operations are carried out by the staff under the direction of the CEO.

### Trustee Induction and Training

When new Trustees are appointed they are provided with a handbook. Where appropriate, ongoing training is provided on relevant topics.

### Related parties

None of the Trustees have any interest in any contract or dealing with the Charity. From time to time, trustees may purchase services from the Charity, either on a personal basis, or through a charity or organisation with which they are associated. The effects of these are minimal.

### Organisational structure

The Charity is under the control of the Trustees who meet six times a year; there is also an Audit and Finance Committee, a Human Resources Committee and a Policy and Strategy Committee which meet regularly.

The Charity is under the day to day control of the Chief Executive, David Hope-Jones OBE, who reports to the Board.



**Report of the Trustees for the year ended 31 March 2020 (continued)**

**Reference and administrative information**

**Charity Name:**

The Scotland Malawi Partnership

**Registered office:**

Room 3/1, City Chambers, High Street, Edinburgh, EH1 1YJ

**Operational address:**

Room 3/1, City Chambers, High Street, Edinburgh, EH1 1YJ

**Charity registration number:**

Charity number: SC037048

**Directors**

Directors serve on a three-year rotation and can stand for re-election at the expiry of the three year period

Heather Cubie [Chair]	<i>(Elected chair 4<sup>th</sup> June 2019)</i>
Claire Martin [Co-Vice Chair]	
Jeremaya Phiri [Co-Vice Chair]	
Douglas Young [Co-Vice Chair]	<i>(Re-elected to Board 5<sup>th</sup> October 2019)</i>
Fiona Anderson	<i>(Elected to Board 5<sup>th</sup> October 2019)</i>
Charlotte Bevan	<i>(Elected to Board 5<sup>th</sup> October 2019)</i>
Isabel Bruce	
Chimwemwe Dorey	<i>(Elected to Board 5<sup>th</sup> October 2019)</i>
Moira Dunworth	<i>(Elected to Board 5<sup>th</sup> October 2019)</i>
Andrew Goudie	
Nicholas Gubbins	
Gillian McMahon	<i>(Re-elected to Board 5<sup>th</sup> October 2019)</i>
Tione Mtalimanja	
Rachel Philips	<i>(Elected to Board 5<sup>th</sup> October 2019)</i>
Denis Robson	
Kenneth Ross	<i>(Stood down as Chair 4<sup>th</sup> June 2019 but continued on Board)</i>
Ben Wilson	<i>(Stood down from Board 5<sup>th</sup> October 2019)</i>
Malcolm Fleming	<i>(Stood down from Board 5<sup>th</sup> October 2019)</i>

**Report of the Trustees for the year ended 31 March 2020 (continued)**

Lilian Haire

*(Stood down from Board 31 July 2019)*

**Co-Presidents**

Frank Ross, Lord Provost of the City of Edinburgh *(ex officio)*

Eva Bolander, Lord Provost of the City of Glasgow *(ex officio)* *(Stood down October 2019)*

Philip Braat, Lord Provost of the City of Glasgow *(ex officio)* *(With effect from January 2020)*

**Co-Patrons**

His Excellency Dr Lazarus Chakwera, President of Malawi *(ex officio)* *(With effect from June 2020)*

His Excellency Prof. Peter Mutharika, President of Malawi *(ex officio)* *(Stood down June 2020)*

Her Royal Highness Princess Anne, The Princess Royal

**Company Secretary and Chief Executive**

David Hope-Jones

**Independent Examiner**

Martin Aitken & Co Ltd, Chartered Accountants, Caledonia House, 89 Seaward Street, Glasgow  
G41 1HJ

**Bankers**

Bank of Scotland, 167-201 Argyle Street, Glasgow G2 8BU

**Report of the Trustees for the year ended 31 March 2020 (continued)**

**Trustees' responsibilities in relation to the financial statements**

The Trustees (who are also directors of the Scotland Malawi Partnership for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees and signed on their behalf by:

Date:

**Independent Examiners' report to the Members of the Scotland Malawi Partnership**

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 28 to 38.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (d) only of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ewen Dyer CA FCIE  
Martin Aitken & Co Ltd  
Chartered Accountants  
Caledonia House  
89 Seaward Street  
Glasgow  
G41 1HJ

Date:

The Scotland Malawi Partnership  
Statement of financial activities, incorporating Income and Expenditure Account  
For the year ended 31 March 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Income from:</b>					
Grants and donations	3	29,332	462,313	491,645	483,949
Investment income	4	50	0	50	42
		<b>29,382</b>	<b>462,313</b>	<b>491,695</b>	<b>483,991</b>
<b>Expenditure on:</b>					
<i>Charitable activities:</i>					
Member engagements	6	17,696	240,316	258,012	254,229
MaSP grants and costs	6	3,133	216,631	219,764	190,763
Other grants and donations	6	0	20,000	20,000	0
Depreciation	6	0	2,547	2,547	2,099
		<b>20,829</b>	<b>479,494</b>	<b>500,323</b>	<b>447,091</b>
<b>Net income/(expenditure) and net movement in funds</b>		8,553	(17,181)	(8,628)	36,900
<b>Transfers between funds</b>		(3,669)	3,669	0	0
		<b>4,884</b>	<b>(13,512)</b>	<b>(8,628)</b>	<b>36,900</b>
<b>Funds reconciliation</b>					
Total funds brought forward		74,114	43,237	117,351	<b>80,451</b>
<b>Total funds carried forward</b>		<b>78,998</b>	<b>29,725</b>	<b>108,723</b>	<b>117,351</b>

The Scotland Malawi Partnership  
Balance Sheet  
As at 31 March 2020

	Note	Unrestricted funds	Restricted funds	Total Funds 2020	Total Funds 2019
		£	£	£	£
<b>Fixed assets:</b>					
Tangible fixed assets	9	0	1,072	1,072	2,345
<b>Current assets:</b>					
Debtors	10	2,495	0	2,495	8,493
Cash at bank and in hand	10	106,361	28,653	135,014	124,788
<b>Total current assets</b>		<b>108,856</b>	<b>28,653</b>	<b>137,509</b>	<b>133,281</b>
<b>Liabilities:</b>					
Creditors falling due within one year	11	29,858	0	29,858	18,275
<b>Net current assets</b>		<b>78,998</b>	<b>28,653</b>	<b>107,651</b>	<b>115,006</b>
<b>Total assets less current liabilities</b>		<b>78,998</b>	<b>29,725</b>	<b>108,723</b>	<b>117,351</b>
<b>Creditors, amounts falling due after more than one year</b>	11	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net assets</b>		<b>78,998</b>	<b>29,725</b>	<b>108,723</b>	<b>117,351</b>
<b>The funds of the charity:</b>					
Unrestricted income funds	12	78,998	0	78,998	74,117
Restricted income funds	12	0	29,725	29,725	43,237
		<b>78,998</b>	<b>29,725</b>	<b>108,723</b>	<b>117,351</b>

The notes on pages 31 to 38 form part of these accounts.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

**The Scotland Malawi Partnership  
Balance Sheet (Continued)  
As at 31 March 2020**

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 29<sup>th</sup> October 2019 and were signed on its behalf by:

Professor Lady Heather Cubie (elected Chair June 2019)  
Chairman of the Board

Charity number: SC037048

These financial statements have been prepared in accordance with the special provisions of part 15 of The Companies Act 2006 relating to small charitable companies.

## **Notes to the financial statements**

### **1. Accounting policies**

#### **(a) Basis of preparation and assessment of going concern**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective January 2015 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2016 (as amended).

The Charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in Sterling (£)

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

#### **(b) Funds structure**

Unrestricted income funds comprise funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. The main restricted funds are created by grants separately from the Scottish Government and other donors disclosed in note 12.

Further details of each restricted fund are disclosed in note 12.

#### **(c) Income recognition**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. In the case of smaller donations, these are recognised when they are received. In the event that a donation is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either these conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable by the Charity; this is normally upon notification of the interest paid or payable by the bank.



**Notes to the financial statements (continued)**

**(d) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings. For more information on this attribution, refer to note (f) below.

**(e) Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was included.

**(f) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on the time spent on those activities by the Chief Executive and Trustees. The allocation of support and governance costs is analysed in note 5.

**(g) Charitable activities**

Costs of charitable activities includes amounts transferred to Malawi Scotland Partnership, other direct costs, an allocation of support costs and governance costs.

**(h) Tangible fixed assets and depreciation**

All assets intended to last for more than a year and which cost over £400 are capitalised and carried in the financial statements at historical cost. Depreciation is charged to write off the assets on a straight line basis over their useful lives, which is considered to be 3 years.

**(i) Pensions**

The charity operates a defined contribution “money purchase” scheme for its UK-based employees. The charity contribution is restricted to the contributions disclosed in note 7. The costs of the scheme are included within support costs and charged according to the methodology set out in note (f) above.

The money purchase plan is managed by The Pensions Trust and the plan invests the contributions made by the employees and the Charity in an investment fund to build up over the term of the plan. The pension fund is then converted into a pension upon the employee’s normal retirement age which is defined as when they are eligible for a state pension. The Charity has no liability beyond making its contribution and paying across the deductions for the employee’s contributions.

Notes to the financial statements (continued)

2. Related party transactions and trustees' expenses and remuneration

No Trustee had any beneficial interest in any contract of the charity.

Travelling and subsistence expenses of £169 (2019: £119) were repaid to 2 Trustees during the year.

3. Income from grants and donations

	2020 £	2019 £
<b>Restricted grants</b>		
Scottish Government, core grant	242,536	236,861
Scottish Government, MaSP grant	210,250	117,402
Other Restricted Grants	9,527	97,703
<b>Unrestricted grants and donations</b>	29,332	31,983
	<b>491,645</b>	<b>483,949</b>

4. Investment income

	2020 £	2019 £
Bank interest	50	42

5. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table below:

<i>Cost type</i>	Total allocated £	Governance related £	Other support costs	Basis of Apportionment
Staff costs	173,376	17,338	156,038	Staff time
Other staff related costs	26,800	2,680	24,120	Staff time
Office rental and costs	26,028	7,910	18,117	Direct
	<b>226,204</b>	<b>27,928</b>	<b>198,276</b>	

Notes to the financial statements (continued)

Allocation on staff time is based on an analysis of the time spent by the Chief Executive. Direct is where certain expenses are paid direct from a specific fund.

<b>Governance costs</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trustee expenses (note 2)	169	119
Independent examiner's fee	1,585	1,585
Costs of meetings	888	1,279
Support costs (see above)	27,928	27,302
	<b>30,570</b>	<b>30,285</b>

The total support cost attributable to charitable expenditure is then apportioned to the various categories of charitable expenditure. As most of the support costs are funded from the Scottish Government core grant, they are allocated mainly to that grant, as follows:

<b>Allocation of governance and other support costs</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Member engagements	258,012	228,760
	<b>258,012</b>	<b>228,760</b>

**6. Analysis of charitable expenditure**

In 2020, the expenditure on charitable activities was £500,323 (2019: £447,091), of which £20,829 (2019: £16,559) was from unrestricted funds and £479,494 (2019: £430,532) was from restricted funds.

	<b>Direct</b>	<b>Support and governance costs</b>	<b>Total 2020</b>	<b>Total 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Funded from unrestricted funds:</b>				
Member engagements	6,417	30,570	<b>36,987</b>	<b>8,986</b>
MaSP grants and costs	3,373	0	<b>3,373</b>	<b>7,573</b>
Other grants and donations	0	0	<b>0</b>	<b>0</b>

**Notes to the financial statements (continued)**

***Funded from restricted funds:***

Member engagements	22,749	198,276	<b>221,025</b>	<b>245,243</b>
MaSP grants and costs	216,391	0	<b>216,391</b>	<b>183,190</b>
Other grants and donations	20,000	0	<b>20,000</b>	<b>0</b>
Depreciation	2,547	0	<b>2,547</b>	<b>2,099</b>
	<b>271,477</b>	<b>228,846</b>	<b>500,323</b>	<b>447,091</b>

**7. Analysis of staff costs and remuneration of key management personnel**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Salaries and wages	173,376	169,239
Social security costs	16,225	15,337
Other pension costs	8,825	7,984
	<b>198,426</b>	<b>192,560</b>

The average number of full-time equivalent employees during the year was 6 (2019: 6) with all employee time involved in providing either support to the governance of the charity or support services to charitable activities.

The charity considers its key management personnel to comprise the Trustees and the Chief Executive. The total employment benefits including employer pension contributions of the key management personnel were £46,978 (2019: £46,513). No employee had employee benefits in excess of £60,000 (2019: none).

**8. Remuneration of the independent examiner**

The independent examiner's remuneration constituted an examination fee of £1,585 (2019: £1585).

Report of the Trustees for the year ended 31 March 2020 (continued)

**9. Tangible fixed assets**

	<b>Office Equipment £</b>
<b>Cost</b>	
At 31 March 2019	18,684
Additions	1,274
At 31 March 2020	<u>19,958</u>
<b>Aggregate depreciation</b>	
At 31 March 2019	16,339
Charge for the year	2,547
At 31 March 2020	<u>18,886</u>
<b>Net book amount</b>	
At 31 March 2020	<u>1,072</u>
At 31 March 2019	<u>2,345</u>

**10. Analysis of current assets**

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Prepayments and accrued income	1,800	2,160
Receivables	695	6,333
Cash at bank and in hand	<u>135,015</u>	<u>124,788</u>
	<b><u>137,510</u></b>	<b><u>133,281</u></b>

All prepayments and receivables in 2020 refer to unrestricted funds (2019: restricted).

Cash at bank and on hand were as follows: unrestricted funds £106,361 (2019: £74,197) and restricted funds £28,653 (2019: £50,591).

Report of the Trustees for the year ended 31 March 2020 (continued)

11. Analysis of current liabilities and long-term creditors

	Total 2020 £	Total 2019 £
<b>Creditors under one year</b>		
Payables	278	5,009
Social security and other taxes	3,156	4,051
Pension fund payable	15,525	5,448
Other creditors	514	939
Accruals and deferred income	10,385	2,828
	<b>29,858</b>	<b>18,275</b>
 <b>Creditors falling due after one year</b>		
	<b>0</b>	<b>0</b>

All creditors in 2020 refer to unrestricted funds (2019: restricted).

12. Analysis of charitable funds

Analysis of fund movements	Balance Brought forward £	Income £	Expenditure £	Transfers £	Balance carried forward £
Unrestricted funds	<b>74,114</b>	29,382	20,829	(3,669)	<b>78,998</b>
<i>Restricted funds:</i>					
Scottish Government core	<b>14,334</b>	242,536	247,116	0	<b>9,754</b>
Scottish Government MaSP	<b>(75,364)</b>	190,250	189,559	79,273	<b>4,600</b>
Global goals	<b>947</b>	0	0	0	<b>947</b>
Other grants	<b>98,897</b>	9,527	22,819	(75,604)	<b>10,001</b>
Scholarships	<b>4,423</b>	0	0	0	<b>4,423</b>
Safeguarding	<b>0</b>	20,000	20,000	0	<b>0</b>
	<b>117,351</b>	<b>491,695</b>	<b>500,323</b>	<b>0</b>	<b>108,723</b>

Year ended 31 March 2019:

Unrestricted funds	58,648	32,025	-16,559	0	<b>74,114</b>
<i>Restricted funds:</i>					
Scottish Government core	22,716	236,861	-245,243	0	<b>14,334</b>
Scottish Government MaSP	(9,576)	117,402	-183,190	0	<b>(75,364)</b>
Global goals	947	0	0	0	<b>947</b>
Other grants	3,293	97,703	2,099	0	<b>98,897</b>
Scholarships	4,423	0	0	0	<b>4,423</b>
	<b>80,451</b>	<b>483,991</b>	<b>-447,091</b>	<b>0</b>	<b>117,351</b>

Unrestricted income funds comprise funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. The main restricted funds are created by grants separately from the Scottish Government and other donors disclosed in note 12.

The Scottish Government core grant represents funds received from the Scottish Government for the running of the charity.

The Scottish Government MaSP grant represents funds from the Scottish Government restricted to specific costs of the Malawi Scottish Partnership.

The Safeguarding grant represents funds provided by the Scottish Government to allow MaSP to carry out safeguarding training amongst its members.

The transfers in the year ended 31 March 2020 between restricted funds represent items which were sent to MaSP during the previous financial year. The transfer between unrestricted and restricted funds represents an amount which was due to be sent to MaSP after the year end.

### **13. Pension commitments**

The company pays into the personal pension plans of certain staff members. The assets of the schemes are held separately from those of the company in independently administered funds. Contributions paid during the year amounted to £8,825 (2019: £7,741). At the balance sheet date unpaid contributions of £15,525 (2019: £5,448) were due.





