

# 2013 Annual Report

From January 1, 2013 to December 31, 2013



Non-Profit Organization  
Bridge Asia Japan

## TABLE OF CONTENTS

---

We present the annual report for 2013: .....	1
I. ACTIVITIES IN MYANMAR .....	2
SUMMARY .....	2
1. Northern Rakhine State Community Development Program .....	2
2. Daily life water supply project in the Central Dry Zone .....	5
3. Water Supply Projects in the South Eastern Boarder .....	8
4. Yangon Office .....	10
II. ACTIVITIES IN VIETNAM .....	11
SUMMARY .....	11
1. Activities in Ho Chi Minh .....	11
2. Life Improvement Project in Hue City .....	12
III. Domestic Activities/ Tokyo Headquarters .....	15
1. Fundraising .....	15
2. Public Relations .....	19
3. General Affairs and Administration .....	21
4. Support for Overseas Activities .....	22
IV. FINANCIAL REPORT (January 1, 2013 – December 31, 2013) .....	23

## **We present the annual report for 2013:**

We are thankful for all of the support given by BAJ members and other supporters for our various activities. BAJ celebrated its 20th establishment anniversary in November, 2013.

In 2013, the Tokyo headquarters implemented some works regarding to our basic administration, including preparing for changes within our articles of association and other additional regulations. In February 2014, we were renewed as the authorized non-profit organization without any issues.

In our foreign operations, we closed our activities in Ho Chi Minh City, Vietnam. We continued the projects of recycling agriculture and income improvement for low-income farmers in Hue City and it went quite well. We also started a new project, agricultural reinforcement and animal husbandry, which will run from 2014 to 2018.

In Myanmar, which has attracted much attention recently, we proceeded preparation for the opening of a technical training school in Hpa-An, Karen state. In January 2014, we successfully started On the Job Training with 30 trainees. In addition, school construction project is going smoothly in Sittwe, West Rkhine. Currently, we are on the 2nd year of school construction and are building 20 schools, as well as processing research for the 3rd year of the project.

The age of adulthood in Japan is 20 years. We become independent and part of society at this age. At this turning point in 2013, we have reconsidered and renewed our commitment for the future and will always try our best for the local people.

Any guidance and encouragement for us would be highly appreciated always.

Bridge Asia Japan  
President  
Etsuko Nemoto

### **Our Mission**

1. Providing opportunities for skill acquirement and ability enhancement
2. Assisting in income improvement
3. Setting environmental foundations for local development
4. Preserving the environment and increasing awareness

### **Our Programs**

1. Providing vocational training to youth without access to educational opportunities
2. Settling the infrastructure by OJT, and encouraging and accepting active local participation
3. Providing technical training for women in low-income households
4. Excavating new tube-wells and maintaining old tube-wells to acquire stable water supplies for daily life
5. Building schools where children can play and learn safely
6. Practicing health and environmental education for life improvement
7. Encouraging out-of-school children to attend school, and assisting in their learning
8. Supporting low-income farmers to improve their household income
9. Practicing recycle farming techniques between cities and farm villages
10. Recycling second-hand clothes and books

## I. ACTIVITIES IN MYANMAR

---

### SUMMARY

Myanmar Government is making steady progress on the reform and hosted South East Asian Games successfully in December 2013. Myanmar is also chairing Association of Southeast Asian Nations (ASEAN) in 2014 and has been able to show its presence as a member of international society.

BAJ signed MoU with the counterpart, Ministry of Border Affairs (Department of Rural Development; DRD), to carry out Water Supply Programmes, but after the reorganization of government ministries, BAJ has signed new MoUs with two ministries, namely Ministry of Livestock-Fisheries for Water Supply Programmes and with Department of Education and Training (DET), Ministry of Border Affairs for School Construction Project.

In Rakhine State, we have constructed 227 permanent shelters for the affected people who lost their homes, and created jobs for more than 300 people, which contributed to the stabilisation of the community. In the Primary School Construction Project with the funding from Nippon Foundation, we have constructed 10 schools which were planned for the first year and in 2014, we are planning to construct 20 schools which have already been started.

In the Central Dry Zone, we excavated 7 new deep wells and repaired 12 existing wells, and also provided trainings for long-term maintenance and management of wells. We arranged 11 coordination meetings with the central government and local governments, mainly focussing on determining the detailed needs and smooth communications. We also constructed one primary school with the donation from Dears Brain Corporation and supported the travel arrangements for 22 employees who participated in the trip as part of their trainings.

In the South Eastern borders, we completed 10 new water supply facilities, and repaired existing wells at 15 sites. 7,084 people benefited from trainings and information sessions, allowing 35 litres of clean water per day. For the knowledge related to water and sanitation, the level of understanding was about 58% before the training, but increased to 80% after the training. This helped in maintaining hygienic environment in villages.

In our new project of Hpa-an Technical Training School, we opened the Construction Course in January 2014. 30 youths mainly from Karen backgrounds who had no previous educational opportunities attended the classes.

### 1. Northern Rakhine State Community Development Program

Rakhine State is located on the westernmost coastal area of Myanmar, stretching from north to south along the Bay of Bengal and sharing its northern border with Bangladesh. About one million out of the total three million state populations are Muslims and live in the border area near Bangladesh. Having no citizenship and restricted freedom of movement, they live precarious lives. The region of today's Rakhine State was homes of former Rakhine kingdoms. Buddhists, called ethnic Rakhine, and Muslims have a long history of conflicts. This is why a small incident can easily trigger and develop into unrest and riots there. Plenty of Muslims had fled the area as refugees in the past.

There was a widespread unrest in 2012, which left some hundreds of people dead and thousands of houses burnt down, making 6000 families homeless. Responding to the situation, BAJ temporarily closed its workshop while providing emergency relief and constructed shelters.

BAJ resumed the maintenance service of vehicles and other machineries in its workshop in early 2013. We also provided a training course on single-cylinder engine and welding skills in July, 2013.

### 1-1. Programs around Maungdaw 【Funding: UNHCR and Nippon Foundation】

#### (1) Maintenance of Machineries such as Vehicles

BAJ workshop in Maungdaw has been providing maintenance service of machineries such as vehicles, generators and outboard motors for UN organizations, international NGOs and Myanmar government institutions operating in the region, supporting their activities. In addition to the workshop in Maungdaw, another workshop was opened in Sittwe in January 2013.

#### (2) Training for Single-Cylinder Engine Maintenance and Welding Skills

A training course on single-cylinder engine maintenance and welding skills was launched. In response to the advertisement in July, more than 70 people applied for 20 positions available, showing a strong demand for this kind of training. 15 out of 20 trainees successfully finished the two-month course from September and received graduate certificates.

#### (3) Infrastructure Construction Projects

Construction of community centers has been suspended due to the 2012 unrest but was resumed in May, 2013. Two centers among the three, which originally planned, were completed. Building of the last one was not permitted to resume and halted.

Construction of shelters for those who lost their homes created fixed-term employment for more than 300 people. Local residents who participated could gain construction skills.

### 1-2. School Construction 【Funding: Nippon Foundation】

In Nippon Foundation School Construction Project, which started in October 2012, we completed the construction of 10 schools planned in the first year in November 2011. In each school, we also provided 10 sets of desks and chairs. During construction, we encouraged residents in villages to participate such as building fences around the school site.

At construction sites, under the instruction of the site manager and skilled workers such as carpenters and plasterers, around 10 local youths participated to gain skills through OJT (on-the-job training). Among the participants, those who excelled in these skills could also participate in the second year of the project.

In September 2013, we began our second year of planned construction of 20 schools, and as of December 2013, we have started constructing 8 more schools. Along with the expansion of the project, we set up an office in Toungup. We have also relocated our Sittwe office due to high rental fees. The new office accommodates staff staying overnights.

The tables below show the progress of each school's construction per year:

First Year (from October 1, 2012 to August 31, 2013)

	Township	Area	Size and construction type	Start date	% of completion
1	Sittwe	Kywaee Village	60ft × 30ft, reinforced concrete construction	2012/10/6	100%
2	Sittwe	Tin Taung Village	110 ft × 30 ft, reinforced concrete construction	2012/10/7	100%
3	Pauktaw	Ward 1	90 ft × 30 ft, reinforced concrete construction with evacuation center functions	2012/11/8	100%
4	Pauktaw	Yuwa Chaung Gi Village	90 ft × 30 ft, reinforced concrete construction with evacuation center functions	2012/12/8	100%
5	Ponnagyun	Che Tow Village	60 ft × 30 ft, reinforced concrete	2013/1/17	100%

			construction with evacuation center functions		
6	Ponnagyun	Aung Mya Lay Village	60 ft × 30 ft, reinforced concrete construction with evacuation center functions	2013/2/13	100%
7	Mrauk-U	Taung Oo Village	110 ft × 30 ft, reinforced concrete construction	2013/5/13	100%
8	Mrauk-U	Kyat Zay Village	120 ft × 30 ft, reinforced concrete construction	2013/5/27	100%
9	Kyauktaw	Pyin Hla Village	90 ft × 30 ft, reinforced concrete construction	2013/5/21	100%
10	Kyauktaw	Daung Taw Yoe Village	60 ft × 30 ft, reinforced concrete construction	2013/5/21	100%

Second Year (from September 1, 2013 to December 31, 2013)

	Township	Area	Size and construction type	Start date	%of completion
1	Toungup	King Taung Village	90 ft × 30 ft, reinforced concrete construction	2013/9/1	95%
2	Toungup	Than Pu Yar Kine Village	40 ft × 30 ft, reinforced concrete construction	2013/9/2	100%
3	Thandwe	Gone Min Chaung Village	60 ft × 30 ft, reinforced concrete construction	2013/9/9	95%
4	Gwa	Ale Chaung Village	40 ft × 30 ft, reinforced concrete construction	2013/9/9	95%
5	Gwa	Laung Kyo Village	60 ft × 30 ft, reinforced concrete construction with evacuation center functions	2013/10/22	75%
6	Sittwe	Pyar Lay Chaung Village	60 ft × 30 ft, reinforced concrete construction	2013/9/11	78%
7	Maungdaw	Pyar Thar Village	60 ft × 30 ft, reinforced concrete construction	2013/10/8	75%
8	Gwa	Tha Phyu Chaung Village	60 ft × 30 ft, reinforced concrete construction	2013/12/16	15%

## 2. Daily life water supply project in the Central Dry Zone

Various projects were implemented in the Central Dry Zone throughout 2013. Over the dry season, we received an increased number of requests from local administrative agencies to conduct geological surveys and lend crane vehicles. In order to accommodate such requests, we managed to adjust our original implementation plan. Due to the replacement of project staff at the BAJ Magway Office, the BAJ Yangon Office assisted in delivering the “Water and Good Hygiene Practice Project” (Plan Fund) and the “New Deep Tube Well Drilling Project” (Watabe Fund). Meanwhile, under the Ministry of Foreign Affairs of Japan Grant Assistance for Japanese NGO Projects (NAG8), we launched the “New Tube Well Drilling Project” in May, and completed installation of five tube wells in December. Furthermore, various training sessions on long-term well maintenance and operation management took place in December. Under these projects, a total of seven new deep tube wells were installed, and 10 existing tube wells were repaired.

### 2-1. New deep tube well drilling projects

【Funding: Plan International; Mr. Takao Watabe; Ministry of Foreign Affairs of Japan Grant Assistance for Japanese NGO Projects】

The table below lists details of tube wells that were drilled and constructed in 2013:

No.	Village	Township	Donor	Drilling		Pump capacity (in gal/hr)	Water tank capacity (in gal)	Status
				Start date	End date			
114	San Pya	Nyang-U	Plan International	1/19	2/17	2,250	5,000	Complete
115	U Yin (West)	Chauk	Mr. Takao Watabe	2/21	4/8	2,250	5,000	Complete
116	Su Pyit San	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	5/3	6/1	2,200	5,000	Complete
117	Shar Saung Kan	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	6/13	6/30	2,500	5,000	Complete
118	Nyaung Pin	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	8/4	8/29	2,250	5,000	Complete
119	Da Hat Kan	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	9/12	10/4	2,500	5,000	Complete
120	Wet Toe	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	11/7	12/11	2,250	5,000	Complete

In August, the board chairperson and four board members of Plan Japan inspected the tube well that was constructed in the San Pya Village in February. Tube well drilling in the Su Pyit San Village faced challenges due to a phenomenon called “fluid loss”. While a borehole is being drilled, water-based mud (a type of drilling fluid) is circulated within the borehole to aid the drilling process. When fluid loss (leakage of the water-based mud) occurs, it impedes fluid pumping and eventually halts circulation. Because frequent fluid loss occurred during borehole drilling in the Su Pyit San Village, a large volume of mud was thrown into the borehole to solve this problem. Additionally, a tube well drilling plan for another village was cancelled due to a lack of unanimous agreement on the plan among residents in the village. This led us to drill a well in another village while consulting with administrative agencies of former village.

## 2-2. Existing deep tube well repair projects

【Funding: Ministry of Foreign Affairs of Japan Grant Assistance for Japanese NGO Projects; etc.】

The table below lists details of tube well repairing activities in 2013:

Village	Township	Funding	Pump capacity (in gal/hr)		End date	Repair method
			Before repair	After repair		
Gway Kone	Yenangyaung	Ministry of Foreign Affairs of Japan (NGO cooperation)	0	2,000	4/10	MONO pump parts replacement
Tha Pyay San	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	0	Unrestored	5/31	Well hole cleaning and brushing
Hpa Yar Pyo	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	0	1,400	5/24	Pump replacement; engine and dynamo inspection
Tet Wun	Natmauk	Ministry of Foreign Affairs of Japan (NGO cooperation)	0	1,300	7/10	MONO pump parts replacement
Kan Thit	Magway	Ministry of Foreign Affairs of Japan (NGO cooperation)	1,600	2,500	7/5	MONO pump parts replacement; engine replacement
Kyauk Khwet	Natmauk	Self-funded preliminary inspection	0	Unrestored	8/29	Borehole photo inspection
Lin Ka Toe	Natmauk	Ministry of Foreign Affairs of Japan (NGO cooperation)	0	Unrestored	8/29	Pump and pipe removal
Gyoe Gyar Kan	Chauk	Self-funded	Unspecified	2,250	8/20	Pump removal and inspection
Lei Kyin Yoe	Yenangyaung	Ministry of Foreign Affairs of Japan (NGO cooperation)	100	2,000	10/26	MONO pump parts replacement
Hpa Lan Pin	Natmauk	Ministry of Foreign Affairs of Japan (NGO cooperation)	1,000	2,250	11/9	MONO pump parts replacement
Chaug Boet	Chauk	Ministry of Foreign Affairs of Japan (NGO cooperation)	1,800	2,250	11/13	MONO pump parts replacement; engine replacement
Se Kan	Chauk	Ministry of Foreign Affairs of Japan (NGO cooperation)	0	Unrestored	12/13	Pump removal; borehole photo inspection

Restoration of four tube wells was unsuccessful, as is indicated in the table above. We determined in April that repair work was unnecessary for the tube well in the Chaug Boet Village. However, re-inspection of the well after six months revealed defects that required repair. The efficacy of BAJ's borehole camera was well demonstrated in performing inspection tasks.



### **2-3. Long-term tube well maintenance and operation management project**

**【Funding: Plan International】**

In March, we implemented a tube well operation management and basic technical training program over seven days for the San Pya Village Water Management Committee. In addition, all members of the committee carried out an information sharing workshop and received good hygiene practice training that was offered by Plan's expert staff.

**【Funding: Watabe Wedding Corporation; Mr. Takao Watabe】**

We offered basic training on pump and engine operations over three days in March for nine villages where we drilled and constructed tube wells. In addition, we carried out an information sharing workshop on tube well operation management for village water management committees.

**【Funding: Ministry of Foreign Affairs of Japan Grant Assistance for Japanese NGO Projects】**

In November, we offered the "Workshop on Water and Good Hygiene Practices" for 13 villages (this workshop took place in each of the villages). In addition, three members from each village's water management committee (a total of 39 members) attended an information sharing workshop, an operation management training session, and a lecture on engine and lifting pump operation techniques. These events took place at the BAJ Magway Office.

### **2-4. Elementary school building construction and international exchange**

**【Funding: Dears BRAIN Corporation; Shared Smile Japan】**

Due to funds donated by the Dears BRAIN Corporation, we completed construction of a new elementary school building in the Hlyaw Taw Village. In order to celebrate handing over the new building to villagers, 22 students from Japan, who had been guaranteed a job at the Dears BRAIN Corporation after graduation, planned and hosted an event in the building. This was also a great opportunity for the villagers to learn more about Japan and its people.

### **2-5. Little Library Project 【Funding: Individual supporters】**

A number of individual supporters kindly made donations for the "Little Library 100 Project" that was launched in December 2012. Due to these donations, approximately 2,000 books (240 per school) and book shelves were donated to elementary schools in nine villages in the Central Dry Zone. Also, teachers at these schools received training to familiarize themselves with book lending procedures. We were impressed with the children's keen interest in book reading at each of the schools and touched by their and villagers' deep gratitude.

### **2-6. Coordination with governmental and administrative agencies**

In delivering our water supply projects, we operated in tandem with our counterpart, the Department of Rural Development (DRD), and also received a number of service requests from Magway Regional Development Affairs (RDA) and Township Development Affairs (TDA). The requested services included lending crane vehicles and dispatching crane operators, conducting electric exploration of groundwater, lending well repair equipment, conducting electric logging of aquifers, and inspecting wells with our borehole camera. We accommodated as many of the agencies' requests as possible.

### **3. Water Supply Projects in the South Eastern Boarder**

In January 2012, the Union of Myanmar reached a historical cease-fire agreement with Kayin National Union (KNU). Since then, access to the state of Kayin has been eased and support from overseas has dramatically increased. Japan Platform (JPF) signed an MOU with newly established Myanmar Peace Center (MPC). NGOs operating in Japan as members of JPF have began their activities in Kayin State.

BAJ, as one of the partnering organizations to UNHCR, has implemented water supply projects in Kayin and Mon states from 2004. However in 2013, local offices in Taungoo and Myeik were forced to close down due to a large budget cut, leaving only Mawlamyine office to operate. In 2013, BAJ completed 10 new water supply facilities, 15 repairs for existing wells and various training sessions. As a result, 7,084 local residents can now access more than 35L of safe water on average per day throughout the year. The number of local residents who access one water supply facility reduced from 304 to 46. The distance from home to water supply facility also reduced from 754 meters to 26 meters on average. Women and children who used to spend time and effort to obtain water are freed from such work and now spend their time to do more productive work or study.

As a new project, BAJ has been preparing to open the vocational school in Hpa-An, Kayin State, which targets youths who do not have educational opportunities. We selected a potential construction site and prepared for fundraising, as well as negotiated with our counterpart, DET (Department of Education Planning and Training, Ministry of Border Affairs) and signed MOU.

#### **3-1. Water Supply and Hygiene Projects**

##### **【Funding : UNHCR】**

##### **(1) Construction of New Water Supply Facilities**

We completed 10 new water supply facilities, 5 facilities each in Kayin and Mon states, including 3 open wells, 5 tube-wells (one features solar panel) and 2 gravity flow pipe systems.

##### **(2) Geological Survey**

We completed geological studies and data analysis at 78 sites and selected water supply systems best suited to each area.

##### **(3) Repairs of Existing Wells**

We repaired wells with problems, originally constructed by BAJ, at 15 places in total; 9 places in Kayin State, 6 in Mon State.

##### **(4) Water Supply Committee Revitalization Training Program**

Causes of water facilities not being properly managed can sometimes be attributed to water management committees not functioning as they should be. In some cases, committees have ceased to exist as members migrated overseas for work. BAJ provided trainings to revitalize water management committees in 10 villages where we made repairs.

##### **(5) Maintenance Program for Water Supply Facility and Hygiene Training Sessions**

Targeting villages where new water supply facilities were constructed, BAJ asked villages to discuss engine and pump operations and maintenance, and roles of water management committee, as a part of maintenance and management training. Furthermore in hygiene training sessions, we chose 20 highly motivated residents to deepened their understanding of the importance of keeping “water, cooking, toilets and hands” clean. 5 individuals from those residents were also selected to act as hygiene promoters to entrench hygiene knowledge in the village.

### 3-2. Emergency rescue

【Funding: funds for initial response to an emergency , emergency donation】

The Mawlamyaing division has delivered relief goods to 3073 people (371 families) from 3 villages that had the biggest damage caused by flooding in late July to the beginning of August.

### 3-3. Arrangement for opening the Hpa-An Engineering Training Academy

【Funding: Japan NGO charge-free financial assistance】

The Karen area is 30,000 square km, bordered by Thailand, and with a population about 1,500,000. After Myanmar attained independence, the conflict between the national army and Karen National Union (KIU) continued, until they signed a cease-fire agreement in 2012.

This conflict resulted in a large number of displaced persons within the country (about 230,000 people), and their repatriation and resettlement is one of the area's main problems.

Also, Karen is expected to develop economically on its own as a key point of East-West Economic Corridor.

Since the beginning of 2014, BAJ started to inspect the planned site for the construction of a school as we preceded the dialogue with DET (Department of Education Planning and Training, Ministry of Border Affairs). After being supplied with 6ha of land, which is located in industrial development area of Karen, we signed a note with DET (Department of Education Planning and Training, Ministry of Border Affairs) and started construction in January 2014.

The course plan up to 2015 is below:

Course	Period	Starting season	Candidate
① Building (plastering, carpentry)	6 months	First year (2014) ~	N/A
② Automobile Engineering	6 months	Second year (2015) ~	Finished 8 <sup>th</sup> grade
③ Electric Engineering	6 months	Second year (2015) ~	Finished 10 <sup>th</sup> grade
④ Welding Engineering	3 months	Second year (2015) ~	Finished 8 <sup>th</sup> grade
⑤ Electronic Gasoline Injection	1 month	Second year (2015) ~	Students with good grades from the automobile engineering course

This is a boarding school with 30 students in each course. English and Computer classes are also planned, as well as field trips and lectures by visiting professors.

Students will listen to advanced lectures and acquire high-level skills (for example, the construction curriculum will include 375 hours of classroom lectures, and 285 hours of practical skills) equal to the level of qualified architect of the second class, automobile mechanic of the third class, or electrical engineers (Japanese national certification). OJT trainees will construct their Engineering Training Center's building by themselves together with instructors. We will also have a Workshop for students who finished the electric and automobile engineering courses to help them find a job on the outside. The students who finished the course will get a diplomat certificate from the government.

#### **4. Yangon Office**

Yangon office is in charge of liaising with each local office, negotiating with our counterparts on Myanmar side, and communicating with JICA and the Ministry of Foreign Affairs in Japan, as well as BAJ Tokyo Office. Furthermore, it follows up on South Eastern Border Project, attends to visitors from Japan, and consolidates accounting of all Myanmar operations.

Up until 2013, local staff members were claiming their own tax returns individually. In 2013, responding to the request from our donor, UNHCR, we began incorporating tax payment by employer and started using online accounting software. We have delays inputting data in the system due to poor network connections at local offices, however, we expect to see increased speed on this task and improvements in accountability.

Through coordination with local offices, Yangon office proceeded with following work:

- ① Received the donation of solar operated compact lights
- ② Supported the Small Library Project
- ③ Documentations for receiving prospective employees from Dears BRAIN Corporation
- ④ Supported registration for International NGOs
- ⑤ Supported Chin State school construction

## II. ACTIVITIES IN VIETNAM

---

### SUMMARY

A Government Decree on Registration and Operation of Foreign Non-Governmental Organizations (NGOs) in Vietnam was promulgated in March 2012 and enforced in June 2012. Accordingly, the BAJ Tokyo Head Office and Vietnam (Hue) Office carried out administrative procedures and submitted paperwork to apply for an “operation registration certificate”, which replaces our “operating permit” issued under an earlier regulation. The operation registration certificate, granted in July 2013, authorizes us to continue our operations in Vietnam until July 3rd, 2016. Such governmental authorization for foreign NGO operations influences visa issuance and bank account management for our Japanese staff. An operation registration certificate is valid for three years, which is two years longer than the one-year validity period of an operating permit, required under previous regulation (this regulation was replaced by the Government Decree). Furthermore, administrative procedures in granting operation authorization have become somewhat simplified under this Decree.

We completed environmental improvement projects in the An Khanh Ward in August after relocating residents in the ward and local staff’s resignation at our liaison office in Ho Chi Minh. We had conducted these projects for 10 years since the office was established in March 2003. Since 2011, we have been implementing environmental projects in areas within the Thua Thien Hue Province from the BAJ Hue Office.

We installed a total of 29 biogas digesters, which process livestock manure, for underprivileged farming households in the Thuy Xuan Ward, Hue, between 2011 and 2013 under our biogas digester promotion project. In September, five representatives from a bio-farmer group in the Thuy Xuan Ward visited organic farmers in the Khon Kaen Province, Thailand, and gained knowledge of organic farming methods.

We formulated a project plan to enhance agriculture and livestock industry management for farmers in three rural districts on the outskirts of Hue. As this project was approved for implementation by JICA, under the JICA Partnership Program (Partner Type), we have been carrying out administrative procedures in order to gain official approval from the Thua Thien Hue Province, and plan to commence our project activities from April 2014.

### 1. Activities in Ho Chi Minh

The BAJ Ho Chi Minh Office conducted the “Bajiko Class for Children Project”, the “Environmental Education and Science & Craft Activities at Ngoi Sao School Project”, and the “Support for Thien An Warm House for Visually Impaired Children Project”. Upon our local staff’s resignation at our Ho Chi Minh office, we completed these projects and closed the office in August 2013. We want to thank you all for your support for these projects, which helped us offer valuable educational opportunities for children. Supported by “Shine! Children of Asia” Fund, we are continuing our educational support for children from underprivileged families and children with disabilities in the Thuy Xuan Ward, Hue, as well as areas surrounding the ward. Projects completed in August 2013 are as follows:

#### 1-1. Bajiko Class for Children 【Funding: Takeda Fund】

Since 2012, we conducted Bajiko Class in the late afternoon every Tuesday, Wednesday, and Friday, as well as every Saturday morning and afternoon. Twenty-two children, ranging from second to fifth grade, participated in the classes.

## 1-2. Environmental Education and Science & Craft Activities at Ngoi Sao School

【Funding: Takeda Fund; LIXIL Corporation】

We offered environmental studies as well as science and craft activities at the Ngoi Sao School (an unified lower and upper secondary school) until mid-May. Students attending university and graduate school in Ho Chi Minh took a leading role in teaching 18 classes in Grades 6 to 11 every Monday through Friday. Topics and activities covered in class included discovering local areas and drawing maps, learning about water use in our daily lives, waste issues, environmental pollution issues in Japan, as well as conducting electric field experiments and light and sound experiments.

## 2. Life Improvement Project in Hue City

Hue City is an ancient city known as “Kyoto of Vietnam”, where the Royal Palace, the Royal Tombs and ancient temples scatter around the region. It is a city that focuses on tourism, but it has a high percentage of the impoverished. BAJ has been working with the Hue City People’s Committee and the People’s Committee in the Phu Binh Ward and Huong Long Ward since 2002 to implement Life Improvement projects.

### 2-1. Education Assistance and Scholarships

【Funding: “Shine! Children of Asia” Fund, LIXIL Corporation, Canon Inc., Japan Fund for Global Environment, Eco Point Program】

We provided Environmental drawing classes in the Thuy Bieu and Thuy Xuan wards (until June 2013) and An Gia Hamlet, Sia Town, Quang Dien District in Thua Thien Hue Province (until April 2013).

The details of drawing classes for each area are shown below:

Place	Student subject	Class Day
Thuy Bieu Ward, Hue City	20 Children from Grades 2 to 8	Every Sunday
Thuy Xuon Ward, Hue City	15 children from Grades 1 to 9	Every Saturday
An Gia Hamlet, Sia Town, Quang Dien District	8 children from Grades 1 to 4	Every other Friday

The details of Environmental Education activities in each area (Thuy Bieu ward, Thuy Xuan ward, An Gia Hamlet in Sia Town) are outlined below:

Activities
Calculating the amount of Carbon sinks in trees planted in home gardens
Making Bahn Nam (Traditional Hue dish of steamed rice powders wrapped in banana leaves)
Hunting for farmers who practice natural farming methods through a game and mapping the findings
Water quality tests, making composts, observations of wells
Visiting farmers who practice natural farming methods
Observation of gardens, fields, vegetables and insects at farms
Observations and hearing of how to harvest chili
Investigations of “sounds” in the area
Interactive sessions of children from the Thuy Bieu and Thuy Xuan wards

Underprivileged households in coastal regions of the Thua Thien Hue Province (Phu Loc District and Phu Vang District) earn their livelihoods by farming and fishing. They are forced to live on an unstable income due to natural disasters, such as annual flooding, which regularly strike the regions. Moreover, well water that these families use in their daily lives contains a large amount of iron and thus requires purification for

drinking. Despite residents' concerns about health impacts of the water pollution, they continue to use the unpurified water because they are unable to afford water purification systems.

To resolve this issue, BAJ installed water purification systems for 40 underprivileged households in the districts. The system installation was partially funded by BAJ, and the remaining cost was covered via funds raised through online cloud-funding website.

In addition, we offered water education classes for children in Anzer Village. The table below shows topics covered in class:

Topic
Water circulation
Ways to keep water clean
Surveying commercial waste
Local products made using water
Exploring local water sources; studying water quality
Surveying water quality

In November 2013, we launched an environmental education activity program for an elementary school in the Thuy Xuan Ward, Hue City and a middle school in Vinh My Commune, Phu Loc District, Thua Thien Hue Province. The program was offered as part of the school's regular curriculum for each class at Thuy Xuan Elementary School and as an extracurricular activity at Lam Mong Quang Middle School. Topics covered in this program (including topics to be covered in the future) are water, soil, plant, waste, energy, toilet, agriculture and food.

The implementation status of the program is shown in the table below:

Place	Participants	Days
• Thuy Xuan Elementary School, (Thuy Xuan Ward, Hue City)	116, Grade 1 students (3 classes) 75, Grade 2 students (3 classes) 85, Grade 3 students (3 classes) Total: 276 students	Monday through Thursday in the first and third weeks; 2 sessions for each class per month
• Lam Mong Quang Middle School (Vinh My Village, Phu Loc District)	21, Grade 6 students (1 group)	The second and fourth Tuesdays

## 2-2. Livelihood improvement for livestock farmers

【Funding: “Shine! Children of Asia” Fund; LIXIL Corporation; Canon Inc.; Japan Fund for Global Environment; Eco Point Program; etc.】

We have been carrying out a project to promote biogas digester use for processing livestock manure in the Thuy Xuan Ward. Twenty-nine biogas digesters have been installed since we launched this project in 2011, including 10 that were installed for a total of 11 farming households in 2013. Livestock farmers who have the biogas digesters formed a group and have continued to engage in information exchange and workshops. Furthermore, the group has been carrying out business tie-ups for pork and processed food development sales. The farmers are currently considering starting a cooperative association in order to increase the stability of their business organization.

From September 16 through 21, 2013, five representatives from the farmer group visited farmers who employ organic farming methods for crop cultivation in the Khon Kaen Province, Thailand. During this visit, the group representatives from the Thuy Xuan Ward gained knowledge in soil improvement and sales channel development.

### Visit to Organic Farmers in Thailand

Date	Visit details	Stop
September 16	Travelled from Hue, Vietnam to Savannakhet, Laos by land.	Savannakhet, Laos
September 17	Travelled from Savannakhet to Khon Kaen, Thailand. Observed joint marketing activities by a farmer group in Khon Kaen Province.	Khon Kaen Province, Thailand
September 18 - 19	Observed two of the farmer group's activities: 1) soil improvement that utilizes compost made by indigenous bacteria 2) organic vegetable cultivation.	Khon Kaen Province, Thailand
September 20	Travelled from Khon Kaen Province to Savannakhet, Laos by land.	Savannakhet, Laos
September 21	Travelled from Savannakhet, Laos to Hue, Vietnam by land.	

### 2-3. Installation of simple septic tanks

We installed simple septic tanks at a public washing place, which had been discharging domestic wastewater, and a slaughterhouse in the Thuy Xuan Ward.



### III. Domestic Activities/ Tokyo Headquarters

Along with the transfer of competent authorities to BAJ from the National Tax Agency to the Metropolis of Tokyo, BAJ began preparations for renewing acknowledgement by the Metropolis of Tokyo in order to sustain its status as a certified organization. To be specific, we went through and confirmed the accuracy of the annual reports that had been submitted to the Metropolis of Tokyo as well as the activities mentioned in the Articles of Organization. Necessary amendments to the Articles were approved at the extraordinary meeting of the board of directors and extraordinary general meeting. After that, BAJ submitted its acknowledgement renewal application to the Metropolis of Tokyo, and it was approved on January 8, 2014. All of the procedures are now completed.

In order to make an estimate of the financial perspective of the second half of 2013, we relocated the Head Office in order to reduce administration costs. BAJ also implemented a new transparent payment system and a new wage structure based on Management by Objectives (MBO).

Because of labor cost reductions, the Tokyo Office did not supply the resigned staff members with new staff members, and as the result, events were not held as actively as usual. This situation will be recovered gradually in 2014.

#### 1. Fundraising

##### 1-1. Subsidy, membership fees, donations, etc.

In the second half of 2013, application procedures for each project went smoothly. As a result, our applications for two projects in Myanmar were accepted, namely, the funding (60 million yen) of the new project to build and operate Hpa-An Technical Training School in Karen state and the funding (150 million yen) for School Construction Project in Sittwe, Rakhine State.

In 2013, donations from organizations were as follows:

Project	Organizations and Groups
Myanmar	Ministry of Foreign Affairs Grant Assistance for Japanese NGOs; UNHCR; The Nippon Foundation; Watabe Wedding Corp.; Shared Smile Japan; Plan International; Urayasu Foreign Residents Association; Birotas Co.; Bridgers Co. Ltd.; WAVE; Mr Takao Watabe; Yahoo Japan Corporation; Sowa Consultants Inc.; Loyalty Marketing, Inc.; Dears BRAIN Cooperation, JANIC
Vietnam	INAX/LIXIL Group Corporation; Environmental Restoration and Conservation Agency of Japan/Global Environment Facility; Council of Local Authorities for International Relations; Ready For?; Canon Inc.; Eco Japan Cup operations office; H.I.S. Co., Ltd.; Club Kansai; The Takeda Fund; Surugaya; JANIC Environmental Partnership Council; Katayama Giken Ltd.
Tokyo	Tokyo Jingu Lions Club; Ohki-gumi; Watabe Wedding Corp.; Japan Development Service Co., Ltd.; Peace In Tour; Josai International University; Gifu Nagaragawa Rotary Club; WAVE; Birotasu Co.; Dynax Corp.; NPO Care Center YAWARAGI; N.L.C. Co. Ltd.; Shuho Kogyo; Sowa Consultants Inc.; Bridgers Co. Ltd.; Capital Industry Co., Ltd.; Japan Development Service; Shimane Prefectural Matsue Minami High School; Polyglu International Co. Ltd.; The Kamenori Foundation; Fuji Xerox Co., Ltd.; The Toyota Foundation; Yutaka Day Care Center; Rikkyo University; Rakuten Auction; Shanti Volunteer Association; Septeni Ventures; JANIC
Iwate, Northeast Japan	Give2Asia; Yahoo Japan Corporation; Staff Alpha Communications

Specified donations and membership fees were as follows:

	Membership fees, donations, 'BAJ All Round Supporter'	Myanmar	Vietnam	Northeast Japan	Total
Domestic	8,902,406	6,309,974	3,320,316	140,264	18,672,960
Overseas	1,691,633	50,000	26,824	186,707	1,955,164
Total	10,594,039	6,359,974	3,347,140	326,971	20,281,124

## 1-2. Fundraising Campaigns

In 2013, we promoted the following campaigns. We sincerely thank all the supporters involved.

Title	Campaign summary	Total Amount
Small Library Project (Dec 2012 – Nov 2013)	As the 20 <sup>th</sup> Anniversary project, we fund-raised a program (one lot for 50,000 yen, two lots as one set) to provide libraries and special library shelves to 9 primary schools in Myanmar.	900,000 yen
Relief Funds for Flooding in Mon State (Aug – Oct 2013)	We fund-raised relief funds for flooding in the north of Myanmar in August. We used the left over relief funds from Northeast Japan for the initial response.	327,000 yen
Safe water for coastal areas in Hue (Oct – Dec 2013)	A campaign was ran on an online donation website, READY FOR?, to raise funds for setting up water purifier systems in the disadvantaged areas of Phu Vang District, Phu Loc District, Thua Thien Hue Province	424,000 yen
Winter Campaign (Dec 2013 – Feb 2014) 'New Year Gifts for Children in the World'	We ran a winter campaign to call for donations to support overall BAJ activities. Focusing on existing donors, we also campaigned through our website, blog and Facebook page.	362,000 yen

## 1-3. Activities in Tokyo

In 2013, we boosted our activities for the clothes recycling project, 'Furu-Kuru'. We also started 'HAPPY BOOK' project with the partnership with the second-hand book store, Bookoff Corporation Limited.

Our application to the special funding program under the Toyota Foundation's Asian Neighbors Program 'Proposals for the Future' was granted and we organized workshops and symposium, inviting Myanmar and Vietnamese staff. In November 2013 for the commemoration of the 20<sup>th</sup> Anniversary of BAJ, we held a special commemoration program.

### (1) Furu-Kuru Project/ HAPPY BOOK Project

Furu-Kuru project, which started from 2011 with the help from Nikko Bussan, has marked 2 years into the project and is now well-established. In the months when the project was featured in magazines, we had great responses, resulting in a dramatic increase in boxes donated. We are also seeing promotional events for collecting second-hand clothes at large department stores, where buyback amounts for clothes are donated to BAJ. There was an increase in users for discounted postal service through Rakuten Auction.

The number of boxes accepted at BAJ warehouse and the amount earned in 2013 are indicated below:

Jan - Dec	No. of Boxes	Weight (Kg)	Amount (Yen)
Total	8,115	62,112.80	646,497

For HAPPY BOOK Project (donations of books, CDs, DVDs and games), we will continue our efforts to promote and expand the project.

(2) Proposals for the Future

BAJ has been implementing international cooperation projects in Vietnam, Myanmar and Sri Lanka. Taking the opportunity of the commemoration of the 20<sup>th</sup> anniversary of BAJ’s establishment, the application to the special funding program under the Toyota Foundation’s Asian Neighbors Program ‘Proposals for the Future’ was submitted and granted. The topic of the application was ‘Grassroots activities in Asia: Leading the visions for the future from successes and failures’.

Specifically, based on the discussions of our working experiences at each office in Vietnam, Myanmar and Tokyo, local staff from Vietnam and Myanmar, Japanese staff, and staff from NPO in Tohoku area whom BAJ supported, visited affected sites in Tohoku during April 8<sup>th</sup> to 13<sup>th</sup>. We also organized exchange sessions as workshops and presented our results at the debrief session (forum) to further expand our discussions. Moreover, things learned through exchange activities were summarized into a booklet titled ‘Proposals for the Future’ and these booklets were distributed to our supporters and related persons in development industry. On Friday, December 13<sup>th</sup>, in the 20<sup>th</sup> anniversary event, we incorporated the book as a textbook for the symposium to deepen our discussions.

Operations and projects held are listed below:

1. Site visits of disaster affected areas and exchange session in Otsuchi, Iwate Prefecture	Day 1 April 8 <sup>th</sup>	Exchange with local organizations Introduction of staff from ‘Oraga Otsuchi Yumehiroba’ and BAJ, and orientation; tasting session of the new menu development at ‘Fukko Shokudo (reconstruction cafeteria)’; visiting and doing exchange with the local farmers in the affected areas; site visit of disaster affected areas; appreciation of traditional culture ‘Tramai (Dancing Tiger)’
	Day 2 April 9 <sup>th</sup>	Visited ‘Warabi Gakuen’, a facility for people with disabilities. The personnel in charge of reconstruction from Otsuchi town office gave an explanation of the reconstruction planning framework and implementation, as well as the current situation and challenges. As a workshop, we separated into two groups and exchanged views on a) reviewing site visits; and b) reconstructions involving children and importance of infrastructure and soft components.
2. Exchange Workshops at Bunkyo Ward Residents Center and Bunkyo Civic Hall, Tokyo	Day 1 April 10 <sup>th</sup>	Presentation of activities in Myanmar and Vietnam, challenges and future approaches. The following group works were held: 1. Brainstorming strength of activities in each country and presenting the ideas as a group 2. BAJ’s trends from strength in each country Through these activities we found 7 common topics among the countries we work in, namely a) long-term approach; b) approaching from the same viewpoint as local residents; c) needs-based approach; d) utilizing technologies and experiences from Japan; e) human resource development; f) learning from each other (children/local residents/staff); g) building trust and cooperation with local governments.
	Day 2 April 11 <sup>th</sup>	Presentations by two NPO organizations in Tohoku on their activities, challenges and future approaches. A workshop ‘Finding common grounds between Japan and Asia’ was held where staff were separated into two groups to discuss 7 topics from Day 1, and reviewed conditions and approaches necessary to achieve goals, as well as their merits and demerits.
3. Forum ‘Connect Asia with Grassroots –	April 13 <sup>th</sup> Part 1 Tohoku	In ‘Learning from the Disaster’, a discussion was held among staff from Oraga Otsuchi Yumehiroba, San-san no kai and BAJ. <u>Panel members:</u> Mr. Shoji Araishi (in charge of BAJ Tohoku), Mr. Toru Hiji

Assistance needed from here on' held at JICA Global Plaza Conference room Total: 48 participants		and Mr. Masamichi Tanaka (Oraga Yumehiroba), Mr. Shingo Kikuchi and Ms. Sachiyo Sato (San san no kai)
	Part 2 Asia	On the topic of 'Achievements and Challenges Ahead', BAJ Myanmar and BAJ Vietnam staff presented their activities and challenges.
	Part 3 Panel Discussion	On the general topic of 'Assistance needed in Asia from here on', we discussed following topics: 1) long-term approach; 2) cooperation with local governments and residents; 3) nurturing people; 4) as a third-party <u>Panel members:</u> Ms. Etsuko Nemoto (Chairman, BAJ), Ms. Akiko Mori (Country Representative, BAJ Myanmar), Ms. Emiko Katayama (BAJ Vietnam Liaison Officer), Mr. Shoji Nakamura (Research Fellow, Ryukoku University)

### (3) Reconstruction Assistance after the Great East Japan Earthquake

Reconstruction Assistance projects commenced in April 2011 and ended in May 2013 with the final assistance to Otsuchi-cho, Iwate Prefecture 'Oraga Otsuchi Yume Hiroba' funded by Give2Asia. However, provision of assistance to 'San San no Kai' in Ofunato City, Iwate Prefecture, has been continuing such as donor relations and management of annual general meeting and board meetings.

#### Activities in Year 2013 at 'Machikata Dome' by Oraga Otuchi Yume Hiroba:

Month	Activities at 'Machikata Dome' Community Center
Jan	PC Workshop (40)
	Photo Workshop(6)
	Buckwheat Noodle Making Workshop (7)
Feb	Tea Ceremony Workshop (10)
	PC Workshop (36)
	Handcraft Workshop (35)
	Buckwheat Noodle Making Workshop (7)
Mar	Paper Flower Workshop (14)
	Buckwheat Noodle Making Workshop (7)
	Aroma Therapy Event (13)
	Facebook Seminar (5)
Apr	PC Workshop (39)
	Buckwheat Noodle Making Workshop (7)
	Aroma Therapy Salon (8)
	Paper Cutout Workshop (5)
May	Paper Flower Workshop (16)
	Wool Felting Workshop (9)
	Nail Art Workshop (24)
	Handcraft Workshop (21)

※( ) represents number of attendees

### (4) BAJ 20th Anniversary Project

In November 1993, BAJ began post-war reconstruction assistance in Vietnam by establishing a voluntary organization, 'Indochina Civic Cooperation Center'. From 1995, we started providing assistance to the returnees in Rakhine Sate, Myanmar, and in January 2003, we began providing reconstruction assistance to the area under LTTE in North Sri Lanka. In March 2003, we provided full-scale assistance in Vietnam by allocating a liaison officer in Ho Chi Minh City. To show our appreciations to our supporters who have supported BAJ over the past 20 years, we held a symposium and presentation sessions of our activities at The

Nippon Foundation Hall on December 13th. At this symposium, we reviewed our activities in the last 20 years and presented new projects, using ‘Proposals for the future’ as our textbook.

Anniversary Event Program:

	Program Contents	Presented by
1	Opening Speech	Nemoto
2	Slide show of 20 year history of BAJ activities	Nemoto
3	Anniversary Symposium 'From 8 Proposals (Toyota Foundation's Asian Neighbors Program)' Panel: Prof. Hidetoshi Kitawaki, Mr. Akio Takahashi, Mr. Shoji Nakamura, Ms. Akiko Mori, Ms. Emiko Katayama, Ms. Etsuko Nemoto	
4	Presentation from BAJ: - Kayin State Hpa-An Vocational Training School Opening; Rakhine State Local School Handover Ceremony; Joining ICVA, - Farm and Livestock Management Support Project in Hue City - Furu-Kuru Project and Happy Book	Mori Katayama Naomi
5	Reception Party (at The Nippon Foundation Hall 8F): Message from participants; display of traditional Myanmar fabrics; string quartet music performance	

## 2. Public Relations

### 2-1. Sharing Information

#### (1) Publishing BAJ Newsletters and BAJ E-mail Magazines

From 2013, we issued “BAJ Newsletters” four times a year, which is a crucial tool to connect our supporters and donors to our activities in Myanmar and Vietnam. In this way, we could update our activities more frequently through the use of e-mail magazines and blogs in between the paper issues. In 2013, we issued four newsletters, No. 107 – 110, with No. 110 being a special edition to celebrate the 20<sup>th</sup> anniversary of the establishment of BAJ.

For BAJ e-mail magazines, we aimed to send it fortnightly, and as a result, we sent 19 issues in total this year, from No. 21 (sent during Jan 18<sup>th</sup>-20<sup>th</sup>) to No. 39 (during Dec 25<sup>th</sup>-27<sup>th</sup>). As of February 2014, the registered emails reached over 2,400 addresses, so we sent it across three days.

#### (2) Meetings, events, lectures and seminars

Prior to celebrating 20<sup>th</sup> anniversary of BAJ in November, we organized a series of pre-celebration events funded by the Toyota Foundation’s International Grant Program (former “Asian Neighbours Program”). To make our best efforts in public relations, we arranged exchange programs and site visits to the affected areas in Tohoku, and hosted symposiums, debrief sessions and events.

The contents of major events are as follows:

Date	Event	Participant	Location
Jan. 28	Meeting with visiting researchers from Toyo University	Katayama	Hakusan Main Campus, Toyo University
Feb. 1	Debrief session for activities in Vietnam 'Active Farmers Create the Community'	Katayama	Chikyu Kankyo Partnership Plaza
Feb. 6	Informal Meeting with UNHCR	Hara	Wesley Centre
Feb. 16	Show booth at Event for PAL System members	Takahashi /Ito	Seikatsu Club Seikyo
Mar. 3	Terra People Act Kanagawa Regular Meeting – BAJ Activities	Nemoto	JICA Yokohama
Mar. 9	1. Debrief session for Tohoku 'Two years with the locals' 2. Debrief session for Myanmar 'Aiming for stability in Rakhine State'	Shoji/Yoshioka	Hatsudai Town Hall, Shibuya
Mar. 20	Let's make Papier-Mache of Burmese Animals	Sekiguchi/Takahashi	Tokyo Toy Museum
Apr. 9-10	Toyota Foundation Asian Neighbors Program: Visiting Otsuchi in Iwate Prefecture	Takahashi	Oraga Otsuchi Yume Hiroba
Apr. 11-12	Toyota Foundation Asian Neighbors Program: Exchange workshop	Takahashi	Bunkyo Town Hall
Apr. 13	BAJ Commemoration Forum 'Bringing Asia Together through Grass Roots Activities'	Takahashi	JICA Chikyuu Hiroba
May. 18	Show booth at Myanmar Japan Festival 2013	Takahashi	ASEAN Center
May. 24	Debrief session: JANIC Long-term Study Program	Yamaki	JANIC
Jun. 6	Introduction of BAJ to Dears Brain	Nemoto/Yamaki	Dears Brain
Jun. 22	People's Forum on Burma – BAJ's Activities	Nemoto	Ikebukuro Seikatu Sangyo Plaza
Jul. 12	Debrief session: Council of Local Authorities for International Relations 2013	Ito	The Nippon Foundation Building
Jul. 19	Toyota Foundation Asian Neighbours Program – Mid-term Workshop	Yamaki	JANIC
Jul. 24	Mitsubishi Corporation's Charity Bazaar	Sekiguchi	Mitsubishi Corporation
Jul. 25	Debrief session on Myanmar 'Management of Technical Training School Program'	Mori	Mitsubishi CSR Station
Sep. 10	Lecturing at PARC – BAJ Activities in Myanmar	Nemoto	PARC
Sep. 13	Lecturing at Institute of Developing Economies 'Post Military Government Research'	Nemoto	Institute of Developing Economies, Makuhari
Oct. 16	Canon Inc's Book Fair – Introducing BAJ Activities	Ito	Canon Inc.
Oct. 19	Yokohama Festival (Cancelled due to rain on Oct 20)	Sekiguchi	Zou-No-Hana Terrace, Yokohama
Oct. 30	Teaching at The Metropolitan High School of Chihaya 'BAJ NGO Activities'	Yamaki	The Metropolitan High School of Chihaya
Nov. 9	Utsunomiya Fair Trade Festival (Mr. and Mrs. Hirata)	Ito	Utsunomiya Chamber of Commerce and Industries
Dec. 3	Lecturing at JANIC Conference 'BAJ Activities in Myanmar'	Nemoto	JICA Chikyuu Hiroba
Dec. 4	Informal Meeting with Mr. Guterres from UNHCR	Yoshida	Lower House Diet Member's Office
Dec. 13	BAJ 20th Anniversary Commemoration Event 'Proposals for the Future'	Nemoto	The Nippon Foundation Building
Dec. 16	Waseda University Daimon Seminar – BAJ Activities in Myanmar	Nemoto	Waseda University
Dec. 19	Mitsubishi Corporation's Charity Bazaar	Ito/Matsuguchi	Mitsubishi Corporation

### (3) Publications

Here is the book published this year:

"Civil Societies in Asia and NGO" by Tatsuya Hata (Editor), Koyo Shobo (Publisher), 3000 yen

For the last 10 to 20 years, there have been growing numbers of diverse civil societies in the Asian countries. The book captures this trend from perspectives of Japanese NGOs and local NGOs. Besides Thailand, Cambodia, the Philippines and Indonesia, our president, Ms. Nemoto, reports on the realities of human resource development in Myanmar, based on BAJ's activities.

### (4) Acceptance of Interns and Volunteers

For prospective volunteers and interns, we held "BAJ café" meetings to introduce BAJ activities and asked them to volunteer in simple tasks while having tea and snacks. In 2013, we held five such café meetings and a total of 53 people attended.

### 3. General Affairs and Administration

Due to financial conditions, new personnel and wage systems were provided in April. At the same time, we started to prepare for the unification of these systems. We also amended our office regulations, for example, separating vacations from childcare leave, and looking over wordings.

To reduce administration costs in Tokyo, our office was moved on August 1<sup>st</sup> to Room 303 at the Shintoshin-Mansion, which had previously been used as a warehouse as well as accommodations. Thereafter, we used a rental warehouse to keep documents and a rental office for meetings.

#### 3-1. Staff Trainings

Staff members had information collecting and network building training according to their needs. Under the “Long-term Study Program on NGO” of the Ministry of Foreign Affairs, Hiromi Sekiguchi of the Tokyo Office participated in the training course held in Thailand run by “The Population and Community Development Association (PDA),” from December 14 through March 10, 2014.

This table shows a list of other trainings.

Date	Program	Person in charge	Place
Jan. 26, 27	PCM Training	Ito	JICA at Ichigaya
Jan. 30	NPO Support Center: Making an application for a subsidy.	Katayama	TKP Shinbashi
Feb. 3, 13, 20	NPO Support Center: Persistent Supporting Project	Sekiguchi	NPO Support Center
Feb. 7	JANIC: Lectures on Mental Health	Nemoto	Waseda Hoshien
Feb. 9	Special Report on Human Rights in Myanmar by the United Nations	Hara	Human Rights Now
Apr. 24	MOFA’s briefing on ‘Cooperation with NGOs’	Yamamoto	Ministry of Foreign Affairs
May 23	Study meeting by diet members caucus on NPO/NGOs	Sekiguchi	The Members Hall
June 18	Briefing on Plan Japan’s Activities	Yamaki	MC Forest
June 24	Tourism industry of the Katu Tribe in Vietnam	Ito	Arts Chiyoda
Aug. 2	Cultivation of JANIC trainers: International Standard for the Humanitarian Support	Mori	Waseda Hoshien
Nov. 5	20 <sup>th</sup> Anniversary Event of the NPO Ayus	Nemoto	Honryuji Temple
Nov. 14	Briefing session on JICA’s Grass-Roots Accounts Processing	Kasahara, Ito	JICA at Ichigaya
Nov. 9, 10	Training for PCM Monitoring	Kasahara	IC Net Training Center
Nov. 20	Briefing by Rikkyo Univ. interns	Sekiguchi	Rikkyo Univ. at Niiza
Dec.14~ Mar. 9	Training at the PDA of Tai NGO under the ‘Overseas Study Program in the fiscal year 2013’ by the Ministry of Foreign Affairs	Sekiguchi	Thai PDA

#### **4. Support for Overseas Activities**

(1) Procurement of machinery and materials

Both in Myanmar and Vietnam, we supplied machinery and materials needed on the spot, made quotations, and addressed acquisition requests, and requests for mending equipment. In addition to estimating prices of spare-parts for the well drilling machine, measuring tape for geological survey and water quality test kits, we estimated the price of materials for the Technical Training School in Hpa-An, Kayin State in Myanmar.

(2) Business trips and invitations

Various staff members conducted essential business trips. Three staff members from Vietnam and four members from Myanmar were invited to Japan under the Toyota's Neighborhood Program. Please refer to the "Proposal for the future" of the activities in Tokyo for details.

(3) Sending specialists

Two specialists (Mr. Hiroshi Kita and Mr. Toshikatsu Kiuchi) from Tokyo were dispatched to Sitwe, Rakhine State, for ten days from May 10<sup>th</sup> to 20<sup>th</sup> to supervise school building construction, which was started in September 2011.



## IV. FINANCIAL REPORT (January 1, 2013 – December 31, 2013)

### INCOME AND EXPENDITURE (January 1, 2013 – December 31, 2013)

ITEM	MYANMAR						TOTAL
	Northern Rakhine State Regional Development Project	School Building Construction and Community Development in Rakhine State	Scarcia Water Supply Programme in the Central Dry Zone	Southeastern Border Project	Project in Har-an, Karen State	VIETNAM OPERATIONS	
<b>I INCOME</b>							
1 Membership Fees	0	0	0	0	0	0	1,880,000
2 Donations	2,179,684	286,966	10,270,617	58,458	13,308	15,888,589	27,880,548
3 Grants etc.							
Grants	0	107,573,896	5,638,475	0	0	3,285,192	117,490,256
Public Funding	109,387,805	0	47,059,429	21,913,812	4,988,716	1,981,985	185,331,747
4 Project Earnings	280,984	23,055	984,553	4,697	1,069	1,085,946	954,869
5 Foreign Exchange Profit	0	0	0	0	0	0	3,315,173
6 Other Income	36	0	0	45	0	19,506	13,702,702
<b>Total Income</b>	<b>111,848,510</b>	<b>107,883,917</b>	<b>64,133,073</b>	<b>21,977,011</b>	<b>5,003,083</b>	<b>6,789,117</b>	<b>29,593,894</b>
<b>II EXPENDITURE</b>							
(1) Personnel Cost							
Salaries and allowances	33,414,536	11,317,066	15,682,685	6,572,583	12,178	1,994,489	69,788,517
Compulsory fringe benefits	0	0	0	0	0	0	4,744,891
Severance benefits/mutual aid premium	0	0	0	0	0	0	757,690
Subtotal for Personnel Cost	33,414,536	11,317,066	15,682,685	6,572,583	12,178	1,994,489	815,000
(2) Other expenses							
Equipment	141,145,229	467,985	40,247,998	9,473,771	98,314	1,819,243	195,485,021
Public relations and printing	5,164	4,981	2,961	1,015	231	19,570	2,197,280
Travel expense	4,464,329	1,047,907	1,854,877	2,050,560	98,287	1,611,764	12,037,685
Communication and shipment	2,231,890	12,859	1,270,722	396,334	930	1,091,102	4,346,084
Consumable goods	2,039,898	32,231	1,170,628	501,671	1,912	254,806	4,033,530
Repairs	19,899,001	40,972	2,897,096	5,853,075	1,900	0	28,692,044
Rental fees	7,688,508	0	2,704,650	2,306,704	0	1,36,374	12,816,176
Depreciation	0	0	154,221	0	0	170,948	325,169
Insurance	481,784	717,941	414,276	352,256	3,526	268,466	2,046,209
Research and training	89,620	3,914	418,382	5,410	182	206,873	1,00,885
Accounting	0	0	0	0	0	0	0
Tax and public charge	0	0	0	0	0	0	0
Corporate tax etc.	0	0	0	0	0	0	0
Commission paid	381,072	37,725	1,107,111	36,709	9,361	76,327	8,114
Miscellaneous	109,234	9,068	380,953	255,485	421	1	414,910
Subtotal for Other expenses	178,495,729	2,375,583	51,626,815	21,232,970	215,063	4,501,526	6,166,848
<b>Total Expenditure</b>	<b>211,910,265</b>	<b>13,692,650</b>	<b>67,289,500</b>	<b>27,805,593</b>	<b>227,241</b>	<b>6,496,016</b>	<b>334,402,252</b>
<b>Balance for 2012</b>	<b>-100,061,755</b>	<b>94,191,267</b>	<b>-3,158,427</b>	<b>-5,828,522</b>	<b>4,775,892</b>	<b>273,102</b>	<b>-12,346,710</b>
							<b>19,872,073</b>
							<b>354,274,325</b>
							<b>-2,624,889</b>

# NOTES ON FINANCIAL REPORT

## 1. Notes on Financial Statement

### 1. Key accounting policies

The financial statement is prepared according to NPO Accounting Standard (by NPO Accounting Standard Committee on 20th July 2010) In this standard, Income and Expenditure Account Statement in Article 28 of Paragraph 1 of the Act to Promote Specified Nonprofit Activities is called Activities Account Statement.

#### (1) Depreciation method of fixed assets

Tangible fixed assets are depreciated using the straight-line method based on regulations of corporate tax.

#### (2) Reserve account recording standard

• Severance benefits reserve amount

To be prepared for the severance benefits for staff, estimated amount of contribution by the organization is shown, of which mutual aid premium is excluded from term-end necessary payments for voluntary resignation based on work regulation.

#### (3) Accounting method of GST

All accounts are GST inclusive.

## 2. Breakdown on donations constrained on usage

Project detail	Balance brought forward from previous period	received in the current period used in the current period	Term-end balance	Notes		Project Period
				Deferred public funds & grants	and accrued grants	
Repairs of Community Centers in Rakhine State, Myanmar / UNHCR	0	31,893,333	31,464,266	0	429,067	2013/1/1~2013/12/31
Constructions of Shelters in Rakhine State, Myanmar / UNHCR	0	78,146,906	77,503,154	0	643,752	2013/1/1~2013/12/31
Reconstruction Projects and Constructions of Water Supply Facilities in South Eastern Border / UNHCR	0	22,463,102	19,291,458	0	3,171,644	Project period
Secure Water Supply Program in Magway, the Central Dry Zone, Myanmar / Ministry of Foreign Affairs	0	47,059,429	47,059,429	0	0	2012/12/25~2013/12/24
Management of Technical Training School in Hpa-an City, Karen State, Myanmar / Ministry of Foreign Affairs	0	59,864,592	4,988,716	0	54,875,876	2013/12/1~2014/11/30
Environmental Education in Vietnam / LIXL Corporation	192,225	1,500,000	792,693	0	899,532	2012/4/1~2013/3/31
School Constructions in the Central Dry Zone / Authorized NPO Shared Smile Japan	0	4,500,000	4,500,000	0	0	2013/4/1~2014/3/31
Secure Water Supply Programme in the Central Dry Zone, Myanmar / Watabe Wedding Corporation	0	3,500,000	3,500,000	0	0	2013/4/1~2014/3/31
Secure Water Supply Programme in the Central Dry Zone (2013) / Mr. Takao Watabe	3,750,000	0	3,750,000	0	0	2013/1/1~2013/6/30
School Constructions and Community Development Project in Rakhine State / Nippon Foundation	52,594,933	153,248,343	107,573,896	0	98,269,380	2012/9/1~2013/8/31
Secure Water Supply Project in the Central Dry Zone / Plan Japan	6,369,810	0	6,369,810	0	0	2013/9/1~2014/8/31
"Community Spaces" Management for residents in temporary housing in Iwate Prefecture / Give 2 Asia	924,252	0	924,252	0	0	2012/12/6~2013/6/30
Distribution of Emergency Supplies for Flood Affected Victims in Saik Phyu, Magway, Myanmar/Japan Platform	633,646	0	633,646	0	0	2012/4/15~2013/12/31
Management of Multi-purpose Community Center and Cooking and Distribution of Balanced Nutritious Meals for Residents Living in Temporary Housing in Oofunato City, Iwate Prefecture/Japan Platform	506,733	0	506,733	0	190,922	2012/1/18~2012/3/3
International Grant Program "Building bridges of hope in Asia - Outlook for the future" / The Toyoda Foundation	1,220,000	1,070,000	2,097,649	0	192,351	2012/2/11~2012/10/12
Overseas Study Program / Ministry of Foreign Affairs	0	209,033	81,291	0	127,742	2012/11/1~2013/10/31

## 3. Details on transactions with directors and close relatives

Item	Amount shown in the financial statement	Transaction amount of directors and close relatives
(Account Statement)		
Membership Fees	1,880,000	100,000
Donations	27,890,548	492,000
Management - Rental fees	13,738,616	480,000
	43,509,164	1,072,000

## 4. Balance details for fixed assets

Item	Initial value	Acquired	Depreciation	Term-end value	Accumulated Depreciation	Term-end book value
(Tangible fixed assets)						
Machinery and equipment	15,422,173	0	0	15,422,173	14,805,285	616,888
Drilling machine for wells						
Vehicle	2,051,385	0	1,116,510	0	934,875	0
Great East Japan Earthquake	17,473,558	0	1,116,510	15,422,173	1,574,160	616,888

## BALANCE SHEET

Balance Sheet (As of December 31st, 2013)

<b>ASSETS</b>		(Unit: Yen)		
Current Assets	Cash	Cash	580,271	
		Deposits	57,527,868	
		Cash and Deposits in Myanmar	154,534,304	
		Cash and Deposits in Vietnam	4,671,746	217,967,906
		Advance	47,196	
	Current Assets	Accounts Due	106,521	
	Temporary Payment	500,000		
Fixed Assets	Tangible Fixed Assets	Machinery	616,888	
		Vehicle	0	616,888
	Investments	Rental Deposit	0	
<b>Total Assets</b>			<b>218,584,794</b>	
<b>LIABILITIES</b>				
Current Liabilities		Accrued Amount Payable	29,743	
		Accrued Corporate Tax Payable	70,000	
		Deferred Membership Fees	70,000	
		Deferred Donations	3,000	159,763,613
		Deferred Grants	99,552,255	
		Deferred Public Funding	59,248,081	
		Deposits Payable	648,334	
	Temporary Receipt	142,200		
Fixed Liabilities	Accrued Retirement Benefits	3,820,815	3,820,815	
<b>Total Liabilities</b>			<b>163,584,428</b>	
<b>Net Assets</b>		(Unit: Yen)		
Balance brought forward from Previous Year			57,625,255	
Balance for Current Year			-2,624,889	
<b>Total Net Assets</b>			<b>55,000,366</b>	
<b>Total Liabilities and Net Assets</b>			<b>218,584,794</b>	

## ACTIVITIES ACCOUNT STATEMENT FOR 2013

### ACTIVITIES ACCOUNT STATEMENT FOR 2013 (From January 1st, 2013 to December 31st, 2013)

	(Unit: Yen)
<b>INCOME</b>	
1. Membership Fees *1	1,880,000
2. Donations *2	27,890,548
	<u>1,880,000</u>
3. Grants	117,490,296
	<u>187,025,038</u>
4. Project Earnings	3,528,430
5. Other profits	13,835,164
<b>Total Income (A)</b>	<u>351,649,436</u>
<b>EXPENDITURE</b>	
1. Project Cost	69,788,517
	<u>264,613,735</u>
2. Management Cost	10,578,827
	<u>9,293,246</u>
<b>Total Expenditure (B)</b>	<u>354,274,325</u>
<b>Balance for 2012 (A) - (B)</b>	<b>-2,624,889</b>
<b>Balance Brought Forward from 2011 (C)</b>	57,625,255
<b>Balance Brought Forward to 2013 (A) - (B) + (C)</b>	<u>55,000,366</u>

	(Unit: Yen)
<b>*1. Breakdown of Membership Fees</b>	
1. Individuals	1,280,000
2. Corporations	600,000
<b>Total Membership Fees</b>	<u>1,880,000</u>
<b>*2. Breakdown of Donations/Grants</b>	
1. BAJ Donation	10,040,208
2. All Round Supporter	1,682,000
3. Myanmar Donation	127,750,375
4. Vietnam Donation	3,434,009
5. "Shine! Children of Asia" Fund	1,128,000
6. East Japan Earthquake Donation	1,346,212
<b>Total Donations/Grants</b>	<u>145,380,804</u>
<b>*3. Breakdown of Public Funding</b>	
<b>1. United Nations High Commissioner for Refugees (UNHCR)</b>	
Myanmar Rakhine State: Mechanical Workshop and Infrastructure Project	31,884,651
Myanmar Rakhine State: Constructions of Shelters	77,503,154
Myanmar Southeastern Region: Rehabilitation and Construction of Water Supply Project	21,913,812
<b>2. Environmental Restoration and Conservation Agency</b>	
Vietnam Hue City: Biogas Digester Popularization for Small Scale Farmers	1,981,985
<b>3. Ministry of Foreign Affairs, Japan</b>	
Myanmar Magway, the Central Dry Zone: Secure Water Supply Program	47,059,429
Myanmar Hpa-an City, Karen State: Management of Technical Training School Long-term Study Program	4,988,716
	<u>801,291</u>
<b>4. The Metropolis of Tokyo</b>	
Support for Work-Life Balance Scheme for Small and Medium sized Enterprises	192,000
Support for Raising Children Scheme for Small and Medium sized Enterprises	700,000
<b>Total Public Funding</b>	<u>187,025,038</u>

Authorized Non-profit Organization

## Bridge Asia Japan

---

Address: Shintoshin Mansion 303, 3-48-21  
Honmachi, Shibuya-ku, Tokyo 151-0071  
Phone: + 81-(0)3-3372-9777  
Fax: + 81-(0)3-5351-2395  
E-mail: [info@baj-npo.org](mailto:info@baj-npo.org)  
Website: <http://www.baj-npo.org>  
Postal Transfer Account Number: 00130-1-739924  
Account Holder: Bridge Asia Japan

(Special Thanks to Ms. Anne McGovern and Ms. Kyoko Numata)

Translated by: BAJ Volunteers

Edited by: Yuri Oshimura, Ai Shigematsu