

Women of Hako Development and establishing with love for Hako.

Secretary’s Report – 27th August 2018 AGM by Clara Omi

In 2015 AGM on August 27th there was an election of the new HWC executives. The secretary elect at that time was Miss Sahulin Lagom. Soon after the election the secretary elect, Sahulin Lagom failed to take up her responsibility as the secretary. Seeing that it was taking the HWC some time without a secretary our AVI mentor Mrs Marilyn Havini on advice from the executive asked me if I could be the HWC Secretary. I accepted the call and started working as the Secretary in November 2015.

My responsibilities being a secretary during the term of three (3) years were:

* To take all meeting minutes and correspondences out and in to HWC members.
* To maintain correctly and up to date all records, papers and registers of HWC.
* To perform all duties entrusted to me by the HWC.
* To keep an inventory of property belonging to the HWC.
* To be a signatory of the HWC through correspondences and Bank Accounts.

Because I cannot operate computers, all minutes and correspondences I recorded were typed and printed by HWC Secretariat Team; Elizabeth Muta and Melisa Sassin (Assistant Secretary Elect).

The records are then signed and filed in the filing cabinet in the office.

In all international correspondence Marilyn Havini our mentor uses her own email due to technical and financial constraints over the past 3 years. Secretarial duties have changed significantly with the dependence on internet for tests and email correspondence, blog sites and websites.

HWC now operates its own blog site and this is maintained at present from Sydney Australia by Helen Dakin (Registered HWC member for 3yrs) supported with Facebook sent by HWC Media Team C/-Sakoi Gano through the internet method of communication.

HWC is networking and making new international partners. The web site [www.hakowomen.org](http://www.hakowomen.org) contains all key documents for HWC along with latest news and photos.

The secretary’s responsibilities were challenging but I enjoyed the job especially in writing a lot. I also tried to do the best of my ability as secretary over the past three years; I wish the incoming Secretary and Vice Secretary and all the elected leaders the best in their next term of office. I am willing to stand for election in whatever capacity I am called to serve.

HWC Communication Strategy 2018 – 2020

INTERNAL

EMAIL

* Very active with our AVI mentor Mrs Marilyn Havini
* Uses her own email
* Cause secretary not access to email
* Lauta funded project – Disability
* HWC common shield ordered and now to purchase

VERBAL

* Face to face
* Mobile phone/text
* Contact members

OMS

* 5 years strategic action plan
* Building plan
* MAP – annual co-ordinator action plan
* Tanamolo Resource Centre land taken back by landowners.

PUBLICATION

* HWC Brochure after 3 years to print more
* Project programs
* Limited funds sent by email
* Websites
* Project Reports
* Project registers
* AGM annual report

FORUMS

Women Human Rights Defenders Network (WHRDn)

* Tunuru 2017 - 6th – 10th March
* Chabai – 6th-10th November 2017
* Siwai
* UN Young Women – Malasang
* B.W.F Buin
* Disability – HWC
* U.C Fellowship – HWC
* Good Shepard Youth – HWC
* Nazareth Centre (NCFR)

PICCA

* LONTIS - Steve/ Warren visit to Gela’s Tsuhana
* LEMANKOA – Clara’s Tsuhana
* LEMANMANU – Judy’s residence
* HANPAN – Sapur’s residence
* ELTUPAN – Tahei

APT9

* Project APT9
* Artist from Bougainville gathered at Kohea – HWC

MEETINGS

* Executive Minutes
* Format meeting – once a month

SOCIAL MEDIA

* Media unit – Taloi shut down media unit in 2016
* Equipment batteries down
* 2017 new video camera
* Jasmaine Sakoe trained in filming in Brisbane
* Workshop participants to report to HWC

IN – SERVICE

* Agriculture training with NCFR – HWC
* Mentoring – M.Havini
* Youth training with PICCA in Building
* Workshop – ENVAC
* Graduation – SPLP – 5 Teams ENVAC

SOCIAL INTERACTION

* Lotu Programs
* World Prayer Day
* Bookings resource centre
* 10 Bougainvillian Artists to Australia – November
* Main Link to gallery of Modern Art
* 1 Buin - 3 HWC
* 2 Siwai - 4 Solomon
* 2 Kieta - 1 Toress Strait
* 1 Banoi - 1 Aborogine
* 1 Selau - 1 Australia
* 1 Tasman

FORMS

* Created forms – finance system
* ABV – Fiona
* ABV – Tim Barker

EXTERNAL

* Website – [www.hakowomen.org](http://www.hakowomen.org)
* Overseas training : 2 Librarians, Cindy and Marina Australian Certificate
* Certificate II TAFE
* South Australia 2 years
* Content material received and sent through
* HWC partnership with Unity Library

MAIL

* Overseas correspondence
* Resources digital media presentation
* Funding Submission
* Picca
* C3 Church
* Website – Helen Daiken- Sydney
* Facebook – Helen Daiken

VERBAL

* Face to Face
* Skype
* Radio Interviews

MEETINGS

* Membership Meetings
* Unity Library Board- Mrs Marilyn Havini
* Probation Parole --- Ms Anna Sapur
* BWHRD Defenders Board
* BDPO
* FSVAC—Mrs Dorcas Gano
* ABG disability Technical Working Group
* Partnership with BWF,BBWF, Youth, Young Women
* Consultation

PUBLICATION

* OIMS Newsletter
* Goma quarterly magazine
* UNICEF
* DEFAT
* AGB Media Unit
* Pacific Women Network

TRAINING COURSES

* IPA Certificate –Selau Munlus
* SIL HWC Resource centre

MEDIA

* Social Media Website
* HWC DVD for APT9-Australia
* Camera Postage
* Sydney University School of Medicine
* Disability

CONSULTATION PARTNERS

* UN Women
* International Foundation Electoral System
* BWF
* NCFR
* BDPO
* RED CROSS
* Para Sports
* Halia Rehabilitation
* Family Support Centre
* PICCA
* FSVAC

INFORMATION SITES

* Women’s Fellowship
* International Women’s Day
* PNG National Women’s Day
* International World Day of Pray
* Environmental Days

MARKETING

* Online updates and events on website

ADVERTISING

* Library course for our two librarians – Cindy & Marina.

PRESENTATION