



ANNUAL REPORT Fiscal Year 2017 April 1, 2017 -March 31, 2018

ASIAN HEALTH INSTITUTE (AHI)

A Public Interest Incorporated Foundation, Established December 1980

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I. Activities

I.A Training Activities

I.A.1 International Course

Period: 27 Aug. – 9 Oct. 2017

Place: Asian Health Institute (AHI)

Participants: 12 (Bangladesh 1, Cambodia 2, India 1, Indonesia 1, Mongolia 1, Myanmar 1, Nepal 1, Sri Lanka 1, Thailand 2, Vietnam 1)

Under the common theme, “People’s Participation in Local governance in Health,” this course called on participants to share their experiences, challenges and ideas.

While based mainly on group discussion, to understand the Japanese context, the course included exposure visits to Achi village of Nagano prefecture, where people’s organizations and local government are collaborating. The course also included a trip to Hiroshima to meet and exchange with persons involved in promoting peace.

I.A.2 Post-Course Follow-up

1) English Newsletter

The newsletter comprises mainly articles by former participants and collaborators. The July 2017 issue focused on Universal Health Coverage with the theme “The path to Universal Health Coverage”, and the February 2018 issue compiled the articles by former participants with the theme “Youth Leadership Development”. Each issue was produced 1,000 copies.

2) Reunion Seminar

Reunion Seminars were held in Sri Lanka and Bangladesh jointly organized by AHI and its alumni groups.

① Sri Lanka

Period: December 3 – 6, 2017

Theme: People’s participation in Local governance – Opportunities, challenges and impacts on life

Place: Trincomalee (North East)

Participants: 18 former ILDC participants and their colleagues

② Bangladesh

Period: March 15 – 18, 2018

Theme: Positive leadership to build a peaceful inclusive world

Place: Savar Upazila (Dhaka District)

Participants: 29 former ILDC participants and their colleagues

I.A.3 Collaboration for Community Health Promotion

AHI collaborated with former participants in the following local projects.

① **Philippines: Healthy Lifestyle Promotion Project (with ANAK-NC, ILDC alumni group)**

Supported health promotion activities run collaboratively by local residents and the local government of Barangay(Villages) in Municipality of New Corella, Davao del Norte, Mindanao. Health promotion activities included “Healthy Lifestyle Festa”, trainings for health volunteers and others, awareness raising to the residents on prevention of lifestyle diseases, and public health education on healthy diet.

② **Philippines: Health Volunteer Training and Alternative Health Care Promotion, with Integrative Medicine for Alternative Health Care Systems, Philippines Inc. (INAM), (sending organization of several former participants)**

Collaborated with INAM on two projects in separate municipalities in Rizal Province and Quezon Province, Luzon. In those two places, INAM work to develop community health volunteers among indigenous people in collaboration with local governments. In Tanay, Rizal, the community health volunteers have formed their own organization.

③ **Participatory Community Leadership Development Course**

AIDS Awareness Society (AAS) led by an AHI former participant in 2013, organized the 4th Participatory Community Leadership Development Course (PCLDC) for community activists and community development workers to improve their leadership. Some of former PCLDC participants collaborated in its implementation.

Period: March 31 – April 9, 2017

Place: Lahore, Pakistan

Participants: 15

I.B Domestic Activities

I.B.1 Activities to Promote Understanding of Asia and AHI

1) Open House

AHI holds its Open House festival annually as an opportunity for supporting members and local residents to drop by and enjoy. The festival is planned and organized by a volunteer organizing committee, staffed by approximately 120 volunteers and 25 external

groups/organizations.

Date: October 9, 2017

Place: AHI, Nisshin

Approximate number of visitors: 700

2) Orientation for Newcomers to AHI

Once in every month AHI offers an orientation for newcomers to AHI and its work, and encourages them to get involved by volunteering or participating in other AHI programs.

Number of participants (for one year): 40

3) AHI Lectures and Workshops

Lecture meetings and workshops were organized with different themes and contents, as below.

a) Report by university students who visited Nepal and Bangladesh

Two university students who worked as an intern shared their experiences and learnings during their visits to AHI former participants and their organizations in Nepal and Bangladesh

Date: July 16, 2017

Place: Nagoya Chuou Church, Nagoya

Participants: 24

b) Report from the former intern

The former AHI intern who used to work as a public health nurse in the local government of Japan, talked about her experiences when she was involved in a CBR project in Luzon, Philippines.

Date: January 20, 2018

Place: AHI, Nissin

Participants: 18

4) Speaking tour by a former Participant

Mr. Murugan Kalirathnam , a participant in 1994 from India, has been actively engaged in human rights activities for Dalits, who have been long discriminated under the caste system. He shared his long experiences and achievement with different groups in Japan

Date: November 21 – December 4. 2017

Place: 23 sessions in Tokyo, Osaka, Aichi, Shiga, Kumamoto.

Participants: approx. 800

5) Study Tour

With the cooperation of former participants and their organizations, AHI organized a study tour to Sri Lanka on March 20-30, 2018. The tour participants learned about the situation of multi-ethnic society as well as development works through visiting rural areas of different socio-economic background and experiencing home stays.

Number of participants: 15 including 5 high school students

I.B.2 Information Sharing and Opportunities to Learn by Experience

1) *Ajia no Kenko* (Health of Asia) Newsletter for AHI Supporting Members

Covering current situations and activities of NGOs/POs for community development, the newsletter aims to bring Asian grassroots issues closer to AHI supporters and other Japanese people. The editorial committee is comprised of AHI supporting members. Four issues of 12-pages and one issue of short-page newsletter were published with a circulation of 3500 copies/issue.

2) *Ajia no Kodomo* (Children of Asia)

With the target readership of upper grades in elementary school, this newsletter aims to inform Japanese children about everyday lives of the same generation living in other parts of Asia. In cooperation with former participants, who provide information of children and their families in their working areas, the editorial committee of AHI supporting members work on the stories. It was published in August in 2017 and in February in 2018 with 4,000 copies each time.

3) Website Management

To reach a broad and open range of readers, AHI has developed its website, as well as other SNS media to activate communications among AHI-related people including former participants, supporting member and volunteers. The website, which can also be an active tool for fund-raising, has been equipped with the system to accept one-time online donation.

4) Internships and Volunteer Mobilization

AHI offers internships as an opportunity for people to learn firsthand about NGO works. AHI also actively accepts volunteers in many areas of works.

I.B.3 Cooperation with Other Organizations

1) Resources Provided

In responding to requests, AHI provided speakers to schools and other organizations, for a

total of 29 times in 2017. Development education sessions at elementary schools were conducted for a total of 13 times. The participant of International Course 2017 from Myanmar gave speech at lecture meetings in elementary school, universities and churches for another one week after the course. AHI also accepted the visits of different groups and students and introduced its activities or organized workshops on concerned themes.

2) Network Membership

AHI participates in relevant network organizations and policy advocacy. Membership includes: Nagoya NGO Center, Nagoya Council of Churches, People's Forum on Cambodia, Japan. Through Nagoya NGO center, AHI is involved in policy recommendations for Japan International Cooperation Agency(JICA) and others.

I.C Organizational Management

I.C.1 Board Meetings

Board of Directors (10 members)

Met in June, September and November of 2017, and March of 2018

Main points of discussion:

- ◆ Report on activities and financial statement for FY2016
- ◆ Barrier-free Renovation plan of the AHI building
- ◆ Proposed plan and budget for FY2018

Board of Trustees (11 members)

Met in June 2017 and March 2018.

I.C.2 Fundraising (Membership and Campaigns)

As of March 31, 2018

Number of supporting members: 2,711

Among this, Hitotsukami Supporters=Monthly supporters 177

Contributors: 684

◆Hitotsukami (“Handful of Rice”) Supporters

“Hitotsukami (one handful) is a new type of financial support system using monthly credit card or bank account transfers from supporters (¥1000/month/unit). We sent 350 Hitotsukami campaign letters to the volunteers and participants of different programs organized by AH, having 3 responses out of those.

◆Guidance for Writing a Living Will

A large proportion of AHI supporters are now elderly and thinking seriously about how to communicate their feelings through their wills. In this context, a former AHI staff member, now a solicitor, gave two guidance sessions in May and November, 2017 on writing a will, as part of AHI's range of programs for supporters. 32 persons participated in total.

◆Donation through Sales of Used Books

With the collaboration of "Book Off", which is the used book store being found nationwide in Japan, one can donate buying prices of his/her books to AHI. Book Off add the 10% of buying prices for its donation. There were 11 persons who gave donation through this system.

◆Collaboration by "Pro bono" team

"Pro bono" means assistance and collaboration using professional skills and capability. The pro bono team of 5 persons frequently had meetings to think of new strategies for public relations and fund raising.

II. Financial Report

There has been sharp decline of supporting members due to their aging. It was yet very fortunate that the decrease of revenue by membership donation was quite limited, compared with the one of FY2016.

The renovation project was started, having the preparatory works including the basic design plan and the ground survey in the latter half of FY2017.

II Financial Report Net Assets Variation Statement

	FY2017 Actual	FY2016 Actual	Notes	FY2018 Budget
I. Change in General Net Assets				
A. Change in Ordinary Profit				
(1) Ordinary Profit				
Basic asset interest received	3,728,642	3,668,642	Interest on capital funds	3,670,000
Interest received on specified assets	2,524,849	2,398,269	Interest on specified assets	2,280,000
Membership fees received	13,610,016	13,665,687	17.7% from Hitotsukami(monthly) supporters	14,000,000
Project Income	3,133,948	2,797,628	Sales of handicrafts, program fees, etc.	3,000,000
Grants received	-	-		-
Donation received	23,491,647	25,726,877	¥ 14,984,635 from Christmas & New Year campaign	30,000,000
Donation transferred from designated net asset	7,528,780	6,425,028		13,000,000
Interest received	187,379	23,861	Interest from non-capital funds savings, etc.	20,000
Exchange rate gain	-	2,149		-
Miscellaneous income	1,455,339	183,653	Insurance coverage for telephone system damaged	160,000
Total ordinary profit (B)	55,660,600	54,891,794		66,130,000
(2) Ordinary Expenses				
Expenses primarily related to project operation				
1. Operating Expenses				
Wage and allowance	29,538,343	24,809,694	Salaries for project based staff	32,430,000
Retirement benefit expenses	1,748,400	1,534,080	Mutual fund retirement scheme premiums	1,990,000
Welfare expenses	3,693,921	3,973,726	Social insurance for project based staff	5,440,000
Travel and transportation expenses	5,585,910	5,117,759	Travel costs for staff and course participants	6,000,000
Communications	2,493,645	2,522,656	Of this, Japanese newsletter mailing cost ¥1.15million	2,800,000
Depreciation expenses	1,925,288	1,879,130	Depreciation expenses of buildings, structures and fixtures	1,886,000
Consumable equipments and fixtures	-	202,176		80,000
Consumables expenses	1,016,608	926,048	Stationery, paper, etc.	1,600,000
Upkeep expenses	1,157,859	4,094,652	Computer maintenance, floor waxing, etc.	1,000,000
Printing and binding expenses	2,515,595	2,786,073	Copy and printing costs of Japanese newsletter, etc.	2,500,000
Utility expenses	812,721	1,068,664	Gas, water, electricity, heating	1,000,000
Leasing expenses	306,458	315,616	Accounting software , hall rental etc.	330,000
Property and casualty insurance	363,540	527,439	Insurance for course participants, events, etc.	370,000
Gratuity expenses	832,903	284,021	Honoraria for resource persons for courses, speaking tours	1,500,000
Tax expenses	42,676	42,676	Van tax	50,000
Membership fees	241,894	215,100	Network membership, training participation, etc.	280,000
Donation payment	34,020	113,583	Payment amount of the deposit donations	-
Course participants' living costs	507,687	548,635	Food and accommodation for ILDC course participants	550,000
Direct remittances for overseas courses	2,895,686	2,886,693	Costs for projects/courses in various Asian countries	2,558,000
Meeting expenses	5,863	15,709	Refreshments at meetings with former participants	10,000
Exchange rate loss	325,088	21,692	At exchange rate of 106.24 yen/US\$1	-
Miscellaneous expenses	720,837	790,565	Bank transfer fees, etc.	740,000
SUBTOTAL of operating expenses	56,764,942	54,676,387		63,114,000
2. Management Expenses			Expenses related to Board of Directors and Trustees	
Wages and allowances	1,885,424	1,583,593	Salaries for staff supporting the Board	2,070,000
Retirement benefit expenses	111,600	97,920	Mutual fund retirement scheme premiums	140,000
Welfare expenses	234,637	253,644	Social insurance for the above staff	320,000
Travel and transportation expenses	56,341	52,243	Commuting costs for the above staff members	100,000
Communications	15,110	35,456	Postage, telephone and fax costs	30,000
Depreciation expenses	118,891	119,944	6% of the total	128,000
Consumable equipment and fixtures	-	4,788		-
Consumables expenses	21,220	24,957	Stationery, paper, etc.	30,000
Upkeep expenses	69,396	259,958	Computer maintenance, floor waxing, etc.	90,000
Printing and binding expenses	24,003	13,933	Copy and printing costs, etc.	25,000
Utility expenses	51,017	67,321	Gas, water, electricity, heating	100,000
Leasing expenses	10,313	10,608	Lease of accounting software	10,000
Insurance	14,152	10,114	Fire insurance, vehicle insurance	15,000
Gratuity expenses	-	34,115		35,000
Tax expenses	2,724	2,724	6% of the total	3,000
Meeting expenses	-	-		5,000
Miscellaneous expenses	17,415	-	Bank transfer fees	10,000
SUBTOTAL of management expenses	2,632,243	2,571,318		3,111,000
Total ordinary expenses	59,397,185	57,247,705		66,225,000
Current change in ordinary profit without appraisal	-3,736,585	-2,355,911		-95,000
Profit and loss on appraisal in designated assets	-2,864,437	-412,883	At exchange rate of 106.24 yen/US\$1	
Total of profit and loss on appraisal	-2,864,437	-412,883		
Current change in ordinary profit	-6,601,022	-2,768,794		
B. Change in Extraordinary Profit				
(1) Extraordinary Profit				
Gain on donation of noncurrent assets(land)	-	-		-
Total extraordinary profit	-	-		-
(2) Extraordinary Expenses				
Total extraordinary expenses	-	-		-
Current change in extraordinary profit	-	-		-
Transfer to designated net assets	-6,601,022	-2,768,794		
Current change in general net assets	-6,601,022	-2,768,794		
Balance at beginning of year in general net assets	347,897,088	350,665,882		341,296,066
Balance at end of year in general net assets	341,296,066	347,897,088		341,201,066
II. Change in Designated Net Assets				
Designated assets invest received	655,320	367,182		400,000
Interest income on invest securities	-	28,025		
Total of designated asset investment profit	655,320	395,207		400,000
Subsidy received	130,000	-		
Donations received	7,886,873	22,544,707		
Porfit on Appraisal in Basic Assets	4,770,000	4,710,000		
Porfit on Appraisal in Designated Assets	-	306,490		
Loss on Appraisal in Basic Assets	-	-		
Loss on Appraisal in Designated Assets	3,327,451	356,844	At exchange rate of 106.24 yen/US\$1	
Transfer to general net assets	-8,184,100	-6,792,210		13,000,000
Current change in designated net assets	1,930,642	20,807,350		-12,600,000
Balance at beginning of year in designated net assets	528,271,485	507,464,135		530,202,127
Balance at end of year in designated net assets	530,202,127	528,271,485		517,602,127
III. Year-end Total Net Assets	871,498,193	876,168,573		858,803,193

Asian Health Institute

**987-30, Minamiyama, Komenoki,
Nisshin, Aichi, 470-0111 JAPAN**

Tel : 81-561-73-1950

Fax : 81-561-73-1990

E-mail: info@ahi-japan.jp

URL : <http://ahi-japan.sakura.ne.jp/english/html/>

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