



WOMEN & INFORMATION TECHNOLOGY
(WOMEN in IT)

GENERAL ASSEMBLY
April 2007

YEARLY REPORT 2006

Mission Statement

WIT serves as a platform for professional women to share and exchange information, toggle issues of concern, implement strategies and search for opportunities with the purpose of strengthening the capacity of all women through the usage of Information and Communications Technology

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Executive Summary by Salam Yamout: WIT President

Dear WIT members and fellow colleagues,

As we close our first year of operations, it is my pleasure to share with you the highlights of the first year accomplishments and the outlook to the years beyond. WIT board has prepared a detailed report for your information, and I hope that you will take the time to review it and share with us your feedback, insights, praise, and critique. It is only by working together, and by learning from our mistakes that we become a stronger organization.

The highlights of the first year can be summarized as follows.

We were able to secure our first grant from AMIDEAST/USAID who funded our web site development effort. The website hosts all information about our organization as well as information related to working women such as “working women rights”, “working woman tips”, etc. The web site was launched on June 14, in a ceremony attended by Raouf Youssef, Waleed Maalouf from USAID, and other donors, members, and friends. Updating the web site is an ongoing activity, a huge effort has gone into it but still needs improvement. Maya Jajeh, head of the website committee, is leading this process.

Israel’s war against Lebanon in July 2006, brought a brutal halt to our starting momentum. WIT found itself helping with the relief efforts as Zico House is only meters away from the Sanayeh public garden which hosted the first refugees from South Lebanon. Whereas, relief work is very far from WIT’s mission and objectives, WIT learned a great deal in terms of women needs and in need of empowerment. It was clear working with the refugees, that women and children were the most vulnerable in the perpetual cycle of violence. Unfortunately, WIT did not recover its momentum until late September due to the members’ temporary relocation outside Lebanon until then. Also, a debate took place within WIT: “Should we follow the refugees to their villages and create activities for them?” or continue our mission?. At the end, WIT was better off coming back to its original vision and mission... and that’s what we did.

Our membership grew from 12 to 26 members in the first year. We held our first general assembly meeting in October. During that meeting, we formed the following committees: Advocacy (headed by Hala Makarem), Schools (headed by Mahassen Ajam), Job Fair (headed by Lama Sawma), Governance (headed by Hiam Khachen), and Website (headed by Maya Jajeh).

During this first year, the majority of the work accomplished was “a-behind-the-scenes” work i.e. visioning, aligning, and governance. In its mission

statement, WIT wishes to “improve the lives of all women through the usage of ICT technology”. While this is our long-term goal, we realized that it will be necessary to work on “a women segment” in order to ensure success. We developed a three-year plan around IT awareness for young girls (15-17 years old). The main WIT activities will hence be related to visiting schools, youth camps, and other NGOs where we can meet young girls and educate them. At the end of the day, WIT’s added value and competitive differentiating factor is the ability of its members to inspire young girls by saying “I have been there and I have done that!”. WIT members are the role models and the living examples of empowered women who come from various backgrounds, have numerous likes and various aspirations.

As we are proceeding slowly but surely, we are careful to build the processes to insure transparency, accountability, and good governance. Believe me, this is not a piece of cake. Saying is one thing and ensuring that our internal and external processes are set up to naturally align with our objectives, is completely different. To date, all WIT members are professionals in the field of Information Technology, a field very remote from social work. Running an NGO, implementing social programs, and insuring a sound governance process at the same time is a skill that we as board members are still learning. We are updating our constitution and this is why you will be asked during the General Assembly to vote on the changes we are introducing to the constitution. Hiam Khachen, head of governance committee, is leading this process.

You will find in this report WIT’s vision for the remaining two years. My personal objectives for WIT are to set the wheels in motion and in automatic drive. Within the first three years, WIT should have a sound operational model, and a limited number of core activities. Once we master the core, we can then expand to new dimensions.

I hope you enjoy reading the yearly report and I look forward to seeing you all in the coming General Assembly.

WIT Profile

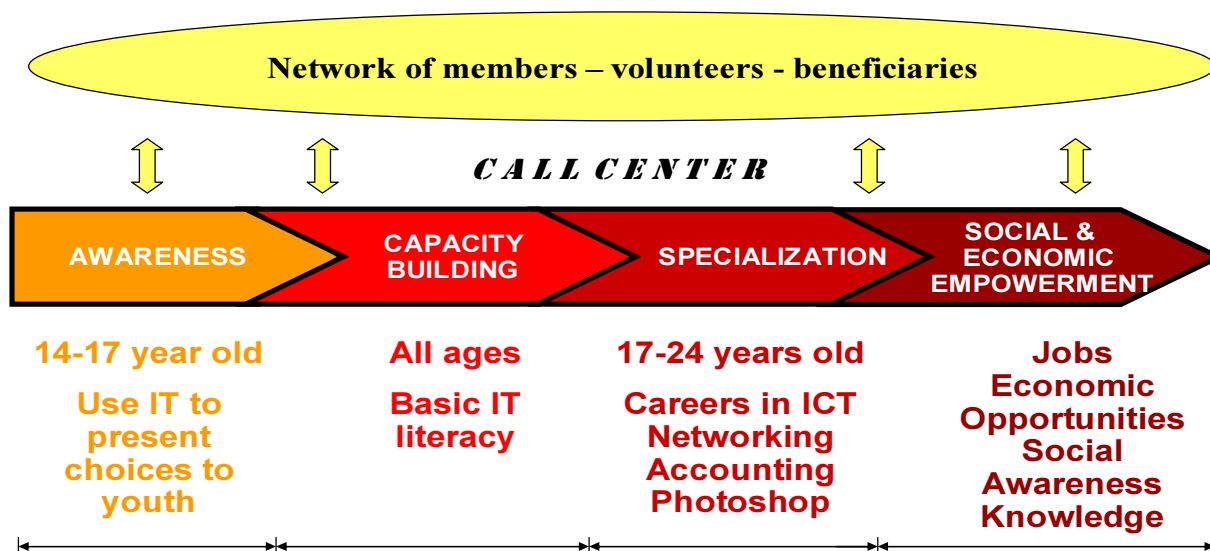
About WIT

Women in Information Technology (WIT) is a Lebanese non-profit association, a platform for professional women to share and exchange information. It was established in 1 July 2005 and launched in 14 June 2006. It is dedicated to inspire more women to be willing and able to use the new technologies as a tool for their empowerment. In particular, WIT aims at:

- ENCOURAGING more young women and girls to choose and prepare for ICT careers
- IMPROVING the LIVES of all women, their families and communities through the usage of ICT

WIT is a non-political non-sectarian organization governed by its constitution that is based on transparency, integrity, and social advancement.

WIT Areas of Engagement



WIT Executive Board 2006-2009

President:	Salam Yamout
Vice President:	Raymonde Warde
Treasurer:	Paulette Assaf
Secretary:	Maya Jajeh
Officers:	Tania Zaroubi
	Hanan Abi Chakra
	Rita Bourgy
	Maha Sibli

WIT New Members

It is our pleasure, as board members and founders of WIT “Women in Information Technology”, to welcome our new members and to offer thanks for their enthusiasm and interest in our aims.

We want you to know how happy we are that you have decided to join us, and we extend our warmest welcome to you. Remember, you are important to the group. Don't hold back! We want your advice, so don't hesitate to bring your ideas to the attention of any board member. Once again, WELCOME!!!!

Number of members by end of 2006: 26

1	Salam Yamout	14	Loay Sayah
2	Tania Zaroubi	15	Hala Makarem Saab
3	Raymonde Warde	16	Melissa Stockman
4	Raghda Jaber	17	Lina Garrana
5	Maya Jajeh	18	Lama Sawma
6	Hiam Al Khachen	19	Aya Yamout
7	Rita Bourgy	20	Bachar Dib
8	Hanan Abi Chakra	21	Samia Bahsoun
9	Paulette Assaf	22	Katia Boueiri
10	Maha Sibli	23	Colette Sfeir
11	Sabah Corm	24	Mahasen Ajam
12	Jackline Saad	25	Maya Karanouh
13	Diana Bou Ghanem	26	Leila Serhan

WIT Activities & Projects

WIT Board Meetings during 2006

Friday	20 th of January
Wednesday	15 th of February
Wednesday	15 th of March
Wednesday	10 th of May
Wednesday	7 th of June
Monday	19 th of June
Thursday	31 st of August
Wednesday	20 th of September
Wednesday	22 nd of September
Saturday	14 th of October
Wednesday	25 th of October
Wednesday	29 th of November
Monday	27 th of December
General Assembly	20 th of October

WIT Board Main Decisions voted during 2006

- WIT Website Design (27th of March 2006)
- WIT brochure (voted in May 2006)
- Launch ceremony of the Women in IT association (14th of June 2006)
- Hiring of Julia Abou Karoum as WIT director (27 June 2006)
- Association Elections to the posts of President, Vice President, Treasurer, Secretary, and 4 officers (Voted in July 2006)
- Formulation of Committees: schools visits, job fair, advocacy, governance, website (10 October 2006)
- Selection of Web marketing company (October 2006)
- Relief Center (November and December 2006)
- Acceptance of the WIT website (December 2006)
- Membership requirements
- Involvement of Board members in Committees

WIT 2006 Events & Projects

- WIT was represented by Mrs. Raghda Jaber, one of its founders, in Techleb06 Boston USA from May 20 to May 21 2006. Mrs. Jaber

moderated a roundtable discussion around “Women’s Role in Technology Development”.

- WIT, was officially launched on June 14, 2006 at the UNESCO Palace. This event was attended by Raouf Youssef and Waleed Maalouf from USAID, and other donors, members, and friends. In total, 130 persons and activists attended from Lebanese and International NGOs, donors, representatives of the public sector such as MOSA, OMSAR, MEHE, as well as, the private sector such as CISCO Systems, Microsoft, Clear tag, Software Design, different universities. During this ceremony, new members joined WIT. Also during the ceremony, the WIT web site who has been under construction for the past six months, was revealed.
- In July 2006, the military escalation reached a critical level due to the Israeli war on Lebanon. The infrastructure of the country, particularly in South Lebanon and Bekaa was heavily destroyed. Moreover, Israel imposed an embargo on Lebanon cutting it off from the rest of the world. The Civil Campaign Relief started by the civil society organizations .WIT participated actively in the relief efforts, which operated from the Zico House. WIT office was one of the offices that incubated the operations.
- In December 2006, Women in IT organized an IFTAR dinner at Rotana Gefinor. Members and friends gathered in an enjoyable ambiance to strengthen the fellowship ties amongst each other; the IFTAR was followed by a General Assembly. Members exchanged ideas and discussed the WIT 3 year plan. The main outcome of the General Assembly was 6 committees: Advocacy, Youth Activities, Job Fair, Computer Mania Day, Web Site and Content. These committees were formed from active members and board members.
- Also in December 2006, WIT becomes a partner in the PCA ICT academies initiative (PICTA) by providing training of the trainers on women empowerment curriculum.

WIT 2007 & Future Projects

For the next year, WIT wishes to remain within the scope of the 3 year plan which focuses on IT awareness and targets young girls (and boys) 14-17 years of age. The full program encompasses 4 complementary projects (visits to schools, computer mania day, and scholarships and awards). Together, these projects create interest in IT and entice the youth to further explore IT, even resulting in girls selecting the IT profession as their main topic of specialization.



The next two figures summarize our current projects, as well as the projects that are currently under formulation.

2007 Projects

AWARENESS	Youth Camps Aid Lebanon – CCR	February 07
AWARENESS	Visits to Schools Self-funded (partner with other NGOs as necessary)	February 07
AWARENESS	PICTA Academies PCA – IJMA3	ASAP

Projects Cooking

JOBS	Job Fair	Concept Phase
CAPACITY BUILDING	Women in Technology MEPI – MICROSOFT	Engagement Phase
AWARENESS	Youth Information Center	Writing proposal
AWARENESS	e-content development UNESCO, PICTA, ?	Engagement Phase
AWARENESS	Citizenship FAQ for Youth UNDP - ICTDAR	Engagement Phase

WIT FINANCIAL STATEMENTS

2006 Profit & Loss statement

You can see from the report below that WIT received 38,286,000 LL from Amideast (major contributor) and 2,225,500 from its members (foundation and annual fees).

This income was spent on developing the website, paying the fees of the executive director, licenses and taxes, advertising, rent, equipments and other miscellaneous running expenses of the office.

Our net income by the 31st December 2006 was 234,200 LL only.

Profit and Loss Statement 6/1/2005 Through 12/31/2006	
Lebanese Pounds	

Ordinary Income	
Contributions	
From Amideast	38,286,000.00
From Members	2,175,500.00
Contributions - Unassigned	50,000.00
Total Contributions	40,511,500.00
Fees	3,100,000.00
Total Ordinary Income	43,611,500.00

Ordinary Expenses	
Advertising	3,315,000.00
Business Taxes - Unassigned	451,500.00
Total Business Taxes	451,500.00
Internet Service	3,452,000.00
Licenses and fees	957,000.00
Miscellaneous (Business)	17,844,000.00
Office equipment	700,000.00
Office Maintenance	780,500.00
Office Phone	442,000.00
Office Supplies	435,300.00
Salaries	15,000,000.00
Total Ordinary Expenses	43,377,300.00

Net Income	234,200.00
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2007 Financial Budget

W IT 2007 BUDGET

Expenses	Unit	Unit Price	Quantity	Total in US\$
Human Resources				
Executive Director/Project Manager	month	1,100	12	13,200
Youth Information Center	month	700	24	16,800
Other	month	600	12	7,200
Rent				
Youth Information Center	month	1,000	12	12,000
Offices at Zico House	month	300	12	3,600
Printing & Graphic Design				
Brochure	unit	1	10,000	5,000
Poster	unit	3	200	600
Booklet	unit	5	2,000	10,000
Graphic Design	day	250	8	2,000
Equipments for Youth Info Center				
Computers	unit	1,200	11	13,200
Overhead projector	unit	2,000	1	2,000
Color laser printer	unit	1,500	2	3,000
Network	unit	3,000	1	3,000
Furniture for Youth Info Center				
Training Room	chair	40	20	800
Internet Room	station	200	8	1,600
Other	desks			
Development of Content				
Training	session	200	60	12,000
Computer Mania Day	event	10,000	1	10,000
Visits to Schools	school	60	50	3,000
WIT Awards				
Price	unit	8,000	1	8,000
Logistics	event	5,000	1	5,000
Subtotal				172,000
Operating expenses	percentage	10%	172,000	17,200
Total Expenses				189,200
Total Expenses LBP				283,800,000

Revenues				
Memberships	member	67	50	3,350
Renewal Memberships	member	34	20	680
Gala Dinner and Events	person	30	200	6,000
Subtotal				10,030
Donations			10,030	179,170
Total Revenues				189,200
Total Revenues LBP				283,800,000

Conclusion

In summary, we would like to emphasize the importance of team work and personal commitment. One Person can never do what WE can do together. This is why we have joined together to try to make a difference in our own lives and the lives of other less fortunate women.. We all have demanding full time jobs and family obligations. Nevertheless, we must find the will, the energy and the time to give WIT its fair share from our time and life.

In return for the time and efforts spent on volunteering, you will be developing leadership skills that are not usually available at the work place, yet they are necessary for career development and advancement. If you can make things happen in a volunteer / social environment, you can make things work in any other setting.

So we urge you to volunteer and to stick with us as we build together this great organization.

END OF REPORT