

Work Program SKP Jayapura 2005

No.	Program	Objective	Place	Date	Coordinator
1.	JPIC workshop for the Franciscan students	Animation and socialisation of JPIC spirituality	Sentani	3-7 January	Budi, Rika, Olof, Rosa
2.	SKP strategic planning and budget 2005	Setting up annual program and priorities	Jayapura	January, Week II	Director & all staf
3.	Meeting with PBHI	Strengthening the network of lobby and advocacy in Jakarta level.	Jayapura	20 January	Budi, Rika, Olof
4.	Negotiations with WITNESS, USA	Initiating media advocacy program for SKPs Papua	Jayapura	January, Week II	Budi, Rosa
5.	SKP annual program and financial report of 2004	Summarising all activities and expenses of SKP in 2004	Jayapura	January, Week III	Budi, Rika, Agnes
6.	Coordination with CIIR	Developing the network of advocacy and campaign	Jayapura	January, Week II	Budi
7.	Establishing the catalogue of SKP human rights' library	Establishing an accessible system of the library	Jayapura	January, Week III	Veni, KKRS
8.	Follow-up monitoring of the Mulia case	Monitoring the process of investigation & advocacy	Jayapura	January, Week III	Olof
9.	Follow up of the Abepura court case	Monitoring the legal proceedings and consolidating with partners in the coalition	Jayapura	January, Week III	Olof, Rosa
10.	Coordination with Inter-faith network Eropa in preparation	Preparing the intervention to the 61 st UN Commission on	Jayapura, Geneva	January, Week II	Budi, Rika

	for the 61 st UN Commission on Human Rights	Human Rights			
11.	Monitoring of the case of eviction of street vendors in Jayapura	Coordinating with LP3AP in doing advocacy work for the evicted	Jayapura	January, Week III	Budi
12.	Follow-up the Wamena & Bolakme cases of 2003	Evaluation of the joint advocacy work with ALDP	Jayapura	January, Week IV	Budi, Rika, Agnes
13.	Updating Website	Providing updated data and information	Jayapura	January, Week III	Budi
14.	Reorganising SKP's archive	Providing reliable, organised and accessible archive	Jayapura	January, Week III	Veni, KKRS
15.	Assessing the possibility to send SKP staff to English language courses in Jayapura	Developing staff capacity in English language proficiency	Jayapura	January	Budi, Agnes
16.	Meeting with human rights NGOs Jayapura	Coordination with the local NGOs	Jayapura	January, Week IV	Budi, Rika, all staf
17.	Investigation of the Assue case in Mappi (Southern Papua)	Fact finding	Assue	16 Jan-Feb, Week II	Rosa
18.	Three monthly report I, January - March (analysis, focussed group discussion)	Research and documentation on current events in Papua	Jayapura	January – March	Rika, Franciscan Students
19.	Human Right report 2004: editing & publishing	Research and documentation on current events in Papua	Jayapura & Jakarta	February-June	Rika, Agnes

20.	Research on the role of the church in the conflict of Papua in 1960s	Research and documentation on the critical history of the role of the church in Papua	Jayapura & Amsterdam	February - July	Rika, Franciscan Students
21.	Visit of Caritas & Pax Christi New Zealand to Merauke	Assessment of the current situation in Merauke	Merauke	1 - 4 February	Rika
22..	Peace campaign of 5 February	Animation of the religious leaders	Jayapura	5 February	Olof
23.	Investigation training for KKRS	Strengthening students capacity and networking	Jayapura	9/10 February	Olof & Agnes
24.	Visit of Caritas & Pax Christi New Zealand to Timika	Assessment of the current situation in Timika and assisting the initial work of SKP Timika	Timika	February, Week II	Budi
25.	Join annual meeting of SKPs Papua	Evaluation and consolidation of SKPs Papua	Sentani	15 – 21 February	Rika
26.	Writing report of the annual meeting	Documentation of the proceedings of the joint meeting	Jayapura	February, Week IV	Rika & other SKPs
27.	Investigation into the land rights case of Holtekamp	Gathering information and data in relation to the case	Holtekamp	February, Week IV	Olof & KKRS
28.	Spiritual reflection through the local TVRI	Socialisation of peace culture in Papua	Jayapura	February, Week IV	Rosa
29.	Follow up of the Lent season on peace 2005	Monitoring the socialisation of Papua as a Land of Peace among the congregations	Parishes in Jayapura	March, Week I	Olof, KKRS, Franciscan Students

30.	Presentation of annual program and budget of 2005 to Bishop & Custos OFM	Regular consultation with the co-founders of SKP	Jayapura	3 March	Budi, Rika
31.	Follow up of humanitarian intervention in Kwiyawage	Medical intervention and organising the victims	Jayapura & Kwiyawage	March, Week II	Rika, Olof, Dian Harapan Hospital, Tandaki Tabuni
32.	Intervention during the 61 st UN Commission on Human Rights	Lobby and advocacy work for Papua	Jenewa	13 March – 9 April	Budi
33.	Three-monthly report II, April-June	Research and documentation on current events in Papua	Jayapura	April – June	Budi, Franciscan Students
34.	Custody Chapter of the Franciscans in Papua	Discussion the role of the Franciscans in strengthening SKP	Jayapura	11 - 16 April	Budi, Olof
35.	Socialisation of the lobby and advocacy work in Geneva	Strengthening the advocacy network in Jayapura	Jayapura	11 April/Week II	Budi, Rika
36.	Social-pastoral reflection in Pugima/Baliem	Public awareness of the people in the parish level	Wamena	April, Week III	Olof
37.	Day of reflection for SKP	Reflection on the work of SKP	Jayapura	30 April	Olof
38.	Strengthening Tribal Council of Timeepa	Strengthening local capacity	Timeepa	May, Week II	Budi
39.	Field work in Paniai area	Assessment and documentation on current events in Paniai	Paniai	May, Week III	Budi
40.	Strengthening local capacity	Follow up program: medical	Jayapura	May, Week IV-June,	Rosa, Dian Harapan

	of the people in Iwur	intervention and programs for women	& Iwur	Week I	Hospital,
41.	Distribution of the annual report of 2004	Dissemination of the analysis on human rights information	Jayapura/ Papua	June, Week I	Veni, Agnes
42.	Fieldwork in Arso/Keerom	Assessment of the situation in the border area	Arso	June, Week II	Olof, Rika
43.	Training on media advocacy for SKPs Papua	Strengthening local capacity to use the media in advocacy work	Jayapura	June, Week III	Budi, Rosa
44.	Fieldwork in Yuruf/Keerom	Assessment of the situation in the border area	Yuruf	Juli, Week I	Rika, Olof
45.	Day of reflection for SKP	Reflection on the work of SKP and strengthening the personal relationships between staff	Jayapura	30 Juli	Budi
46.	Three-monthly report III, July - September	Research and documentation on current events in Papua	Jayapura	Juli-September	Olof, Franciscan Students
47.	Fieldwork in Vanimo/ Kiunga	Assessment of the situation of refugees in PNG	Vanimo & Kiunga	August, Week I	Budi
48.	Final report of research on the role of the church during the conflict of Papua in 1960s and the human rights situation in the border area	Documentation of the history of 1960s and the human rightst situation in the border area	Jayapura	September	Rika, Olof, Rosa
49.	Week of peace	Animation and public awareness	Jayapura	14-21 September	Olof, KKRS

50.	Three-monthly report IV, October - December	Research and documentation on current events in Papua	Jayapura	October-December	Rika, Franciscan Students
51.	Day of Internasional Ecology	Animation and public awareness	Jayapura	4 October	Olof, Rosa, Veni
52.	Day of reflection for SKP	Reflection on the work of SKP and strengthening the personal relationships between staff	Jayapura	29 October	Rika
53.	Women's day	Campaign and networking	Jayapura	25 November	Veni, Agnes
54.	Human rights day	Campaign and networking	Jayapura	10 December	Rosa, Rika
55.	Annual report on program and financial account 2005	Ensuring the performance of SKP	Jayapura	December, Week II-IV	Budi, Agnes
56.	Day of reflection for SKP	Concluding reflection of SKP annual work	Jayapura	19 December	Olof

Routine activities

1.	News items for the diocesan bulletin	Dissemination of current events in Papua and animating pastoral workers	Jayapura	Januari-Desember	Olof
2.	Distribution of SKP's publications and relevant materials for pastoral workers	Animation of pastoral workers	Jayapura	Januari - Desember	Olof, Veni, Rosa
3.	Statements of religious leaders	Animation of the religious leaders in Papua	Jayapura	Januari - Desember	Olof

4.	Regular Communication with Franciscans International	Strengthening the lobby and advocacy network in the UN level	Jayapura & Geneva	Januari - Desember	Budi
5.	Course on the UN human rights mechanisms	Capacity building for SKP staff	Jayapura	Saturday, Feb-July	Budi
6.	Recruitment of volunteers	Networking	Jayapura	January - December	Olof
7.	Peace-building campaign	Campaign and socialisation of "building peace culture"	Jayapura	January – December	Olof
8.	Administration	Ensuring the function of supporting system for SKP	Jayapura	January – December	Veni, Agnes
	a. daily bookkeeping	idem	Idem	Idem	Veni
	b. annual bookkeeping	idem	Idem	Idem	Agnes
	c. stationery	idem	Idem	Idem	Veni
	d. phone and internet bills	idem	Idem	Idem	Veni
	e. vehicles: maintance	idem	idem	idem	Veni, Olof
	f. computer	idem	idem	idem	Veni
	g. audio-visual equipment	idem	idem	idem	Veni
	h. furniture	idem	idem	idem	Veni
	i. mailing list news	idem	idem	idem	Rosa