

2015 Annual Report

From January 1, 2015 to December 31, 2015



Non-Profit Organization
Bridge Asia Japan

TABLE OF CONTENTS

Greetings from Etsuko Nemoto, Chairperson of Bridge Asia Japan	1
I. ACTIVITIES IN MYANMAR	3
1. Activities in Rakhine State	3
2. Daily life water supply project in the Central Dry Zone.....	5
3. Water Supply Facilities Projects in the South Eastern Border	6
4. Hpa-An Technical Training School Operation Project	7
5. Yangon Office.....	8
II. ACTIVITIES IN VIETNAM	10
1. Thinking about environmental issues.....	10
2. Education Support	12
3. Agriculture Livestock Industry Management Strengthening Support Project.....	12
III. ACTIVITIES IN TOKYO HEADQUARTERS	14
1. Projects in Tokyo.....	14
2. Public Relations	15
IV. FINANCIAL REPORT (January 1, 2015 – December 31, 2015)	19

Greetings from Etsuko Nemoto, Chairperson of Bridge Asia Japan

No problem arising in the global society, such as climate change and displacement of refugees, is irrelevant to Japan. The United Nations adopted the “Millennium Development Goals (MDGs)” in 2000 in response to these borderless issues. Coming on to the achievements in 2015, many discussions have taken place for several years, one result being that the “Sustainable Development Goals (SDGs)” was adopted as the new goal until 2030, and each nation is actively participating. To make the three aspects of economy, society, and environment sustainable, along with the UN and NGOs who go without saying, every government, enterprise, municipality, and we ourselves, are required to take action regarding the SDGs. Against challenges such as “economic inequality and poverty”, “mass-production, mass-consumption”, “climate change”, “world population fluctuation”, everyone, including our advanced nation, needs to consider them as the problems at hand that they are, and make an effort to solve them. We feel NGOs in particular play a large role, and so we are intentionally promoting SDGs in our activities in the future.

Having received the continuous support of numerous people in 2015, we are able to face 2016 with a new, deep sense of emotion.

We would like to express our sincerest gratitude to all the people who are always supporting, cooperating and guiding us.

BAJ's Four Missions

We are facing borderless and global difficulties such as poverty, displacement of refugees, environmental destruction, and terrorism nowadays. BAJ is exploring solutions by initiating region-oriented thoughts and actions for these problems considered to be impossible to settle.

In order to live together (coexist) with other Asian people, who have a deep relationship with Japan, we have formulated four missions, and promote our activities in our hope to create a bridge of mutual understanding beyond whatever differences in politics, ethnicity, religion, language, or culture there may be.

1. Providing opportunities for skill acquisition and ability improvement

We provide skill acquisition and ability improvement opportunities to underprivileged people such as repatriates, domestic refugees, the disabled, youth without educational opportunities, and women with limited job opportunities. To this end, we utilize conventional technology relevant to the local area while also acquiring the latest technologies.

- 1-1. Implementing technical training for underprivileged local youth
(in electronics, auto, welding, and sewing)
- 1-2. Assisting in school attendance for children who are impoverished or have disability.

2. Assisting in income improvement

We help individuals become independent by providing the knowledge and tangible opportunities needed to link their acquired skills with an income.

- 2-1. Assisting in the employment of youth who have acquired (these) skills

2-2. Restoring traditional crops and cultivating channels for sales

3. Setting environmental foundations for local development

We promote construction of schools, bridges, and wells to vitalize the local economy with the local residents' participation. We train and support residents through OJT (On-the-Job-Training) on-site to support them in taking responsibility for the maintenance and management thereof by themselves.

3-1. Constructing schools based on the local residents' participation

3-2. Installing Biogas Digesters for low income farmers

3-3. Constructing and maintaining wells in order to secure safe water for daily use

4. Preserving the environment and raising awareness

We promote environmentally friendly agricultural technologies and safe foods.

In addition, we also carry out activities for children by providing environmental education.

4-1. Health and hygiene training for local residents where we have constructed wells and schools

4-2. Investigation of river water quality with children

4-3. Implementing disaster risk prevention training

I. ACTIVITIES IN MYANMAR

SUMMARY

BAJ started activities in 1995 in Rakhine State, which is in the northwest part of Myanmar, and expanded activities to the central dry area, southeast border area, and delta areas. In 2015 BAJ made efforts to promote a school construction project which began in Rakhine State, and to enrich the technical training school which is in progress in Hpa-An, Karen State.

In 2015 there was a big movement in Myanmar. After a long negotiation, 8 ethnic minority groups out of 15 signed a ceasefire agreement with the Myanmar government in October and took a step forward in a country-wide ceasefire. Accordingly, distribution of food, buildup of community infrastructure, and cultivation of manpower training will proceed in sequence in these areas. A general election was held on November 8th. The National League for Democracy won by a great majority against the government party (USDP), and the transfer of political power started.

Legislation is also in progress. The minimum wage law defined daily wages to be 3,600 kyat. As a result, some garment factories with many workers began to close down. The Thilawa Special Economic Zone opened, as well as stock exchange with support from Japan.

There was also a disaster in which 1.3 million people in Myanmar experienced flood due to heavy rain throughout July. BAJ reconstructed and repaired elementary schools destroyed in the northern Rakhine State. The issue here is that BAJ's local staff flowed out because of an increase in support groups from international society and inside Myanmar.

1. Activities in Rakhine State

After the heavy rain in July, Cyclone Komen hit, and Rakhine State had a lot of damage. More than 700 schools were closed because of the damage. In addition, landslides occurred on major roads in the northern part. Distribution that was at a complete standstill caused a dramatic climb in goods prices and influenced people's lives greatly.

1-1. Maintenance of Machineries such as vehicles **【Funding : UNHCR】**

BAJ performed maintenance and repair on vehicles, electric generators, and outboard motors for international organizations such as UNHCR and the Myanmar government, and provided logistical support for individual groups through fuel filtration services.

1-2. Agricultural machine training [Funding : UNHCR]

Trainings on how to use agricultural machines, such as tractors and pumps which were supplied in 2014, were implemented 41 times and 218 people participated in total. We asked 16 villages where ethnic dispute was most severe in 2012 to form agricultural committees for the trainings that included an equal number of Muslims and Buddhists.

1-3. Infrastructure improvement [Funding : UNHCR]

Continued from 2014, we constructed two 50-meter-long bridges (footpath bridge) that connect Muslim villages. Both constructions were completed in April 2015.

1-4. Sewing training [Funding : UNHCR]

Sewing training for women restarted in October. It had been suspended for a long time due to strife in 2012. The target was a group that included 20 Muslim and 20 Rakhine women at two different locations. It was 45 days long and participants learned Burmese language, math, health and sanitation, and sewing.

1-5. Re-construction and repairing of school buildings [Funding: JPF, Shwe Bagyi Co., Ltd., and own funds]

BAJ reconstructed and repaired 15 schools that were hit by flood in July. As a result, approximately 7,000 or more children were able to go back to school and attend classes safely.

1-6. School construction [Funding : Nippon Foundation]

This project funded by Nippon Foundation started in 2012 went on the 4th year in September 2015. We are aiming to build 100 schools in five years and achieve the goal by August of 2017. Currently, about half of the schools we planned to build were completed.

On each construction site, approximately 20 villagers were recruited and we provide on-the-job-training to pass on construction skills. However, due to skilled staff’s resignation, we were required to review the contract of all the skilled workers and reinforce the team by adding new engineers for a better working environment and construction sites.

We plan to have some opportunities with Japanese skilled specialists to implement monitoring and skill trainings to obtain a higher completion degree of construction.

School Construction List, Rakhine State

No	Township	Village	Construction Start Date
1	Kyauk Phyu	Maw Gyi	Jan. 4
2		Sai Chone	Jan. 30
3		Ka Nyan Taw	Mar. 14

4		Kaing Chaung	Mar. 22
5		Wut San	Sep. 16
6		Ah Wa Pyin	Dc. 28
7	Ramree	Lat Pan Ah Nyar	Feb. 6
8		Aung Si Thar	May 23
9		Ram Thit Chay	June 4
10		Far Lar Taw	Nov 2
11	Minbya	Kay Chaung Phya	Jun. 2
12		Kyin Chaung	Jul 2
13	Myebone	Kan Thar Htut Wa	Jul 11
14		Kant Kaw Chaung	Sep. 28
15	Ann	Zay Ward	Jun. 11
16		Kha Maung Chaung	Sep. 28
17		Tan Tin	Sep. 28
18		Ywar Thit	Sep. 28

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

Since the funding from Ministry of Foreign Affairs of Japan Grant Aid for Japanese NGO's projects ended in March 2015, we returned our Japanese expatriate staff in Magway office back to Japan in May. The project was managed locally using funds from new donors and our own. With a possibility of having the localization of management which we had been planning earlier, we proceeded with the project mainly focusing on repairing wells and handling requests from the local development offices for villages.

We had an internal review on Magway projects in October and acknowledged that the income from three to four repairs on average per month is becoming stable, however, this was still not enough to become independent. It is necessary to reconsider our policies on activities in the near future.

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】**

During 2014 and 2015, new deep tube wells were constructed in the villages below:

No.	Village name	Township	Donor	Drilling		Depth (m)	Water Yield (gallon/h)	Water tank (gallon)
				Start	End			
123	Byi Pin	Chauk	MOFA	7/17	8/2	171	2,500	5,000
124	Tel Pin Sa khan	Yenangyaung	MOFA	9/4	10/4	248	1,800	3,000
125	San Kone	Natmauk	MOFA	12/25	2/3	226	2,000	5,000
N/A	Pi Tauk Ngoke	Natmauk	Tun Dagon company	6/3	7/5	245	1,600	N/A

2-2. Existing Tube Well Repair Projects 【Funding: Shunko Konwa Kai and own funds】

With the funding from Shunko Konwa Kai, a group of Japanese owned companies in Myanmar, and our own, 64 wells were repaired. Repairs included washing boreholes, building storages, fishing, and replacements of pump parts, lifting pipes, filters, submersible pumps and cables. It seems likely that repairs and replacements will increase from now on.

2-3. Long-term Tube Well Operation and Maintenance 【Funding: Plan International, Ministry of Foreign Affairs of Japan Grant Assistance for Japanese NGO projects】

Five-day training workshops were held twice in BAJ Magway office site for 39 villages with repaired tube wells. A total of 304 people, a few from each village, participated. Training contents were “Engine and Technician Training”, “Workshop for Sharing Information of Water Management Committee” and “Workshop for Running Water Management Committee”.

In addition, primary school students in three villages with newly constructed wells and 75 villages with repaired wells were called for hygiene training, in which many of them participated. The program was held for children for three hours, including enjoyable quizzes. More than 4,500 students participated from 78 villages.

3. Water Supply Facilities Projects in the South Eastern Border 【Funding: UNHCR】

Our donor, UNHCR, provided fewer budgets for projects in Myanmar, due to continuous conflicts and natural disasters worldwide. We had to start off with a half-yearly budget and thus our project operations were kept to a minimum.

3-1. Installation of New Water Supply Facilities

New water supply facilities were constructed in 11 villages among five divisions in Mon and Karen states. Types of water supply facilities were five gravitational flow pipelines, three bore wells, a tube well, two pumping systems using river flow. 3,149 people are now able to use water throughout seasons as a result of new facilities. The distance to access water facilities was reduced from 461 meters on average to just 41 meters. Villagers are now able to use those spare time for productive activities or studies.

3-2. GP Survey (Geological Survey)

To confirm the underground water sources in the target villages, electrical survey was conducted 24 times to increase the accuracy of new water supply facilities.

3-3. Maintenance and Operations Management Trainings for Water Supply Facilities and Hygiene Training Sessions

Maintenance and operations management course was held in 11 villages and 193 people participated.

Among the participants, however, only 30% was female, so we need to increase this percentage. A total of 220 people participated in the hygiene training and female participation was at a high rate of 58%. We continue to monitor the progress.

4. Hpa-an Technical Training School Operation Project 【Funding: Ministry of Foreign Affairs of Japan Grant Assistance for Japanese NGO projects, own fund】

Operation activity in the second year (December 2014 - November 2015): Technical training for construction course in the third term, auto mechanics course in the first and second terms, electric course in the first and second terms, welding course in the first term, and Electric Fuel Injection (EFI) course in the first term were performed and a total of 166 students graduated.

Among 206 graduates from the first and second years (excluding 10 students from the second term in EFI course), 161 graduates were able to find jobs after graduation. The employment rate is 78%.

4-1. Technical Training

A. Construction course (third term: 29 students entered, 25 graduated/ 6-month term)

Aiming to acquire foundation construction skills concerning Myanmar's typical structures which are wooden, brick, and reinforced concrete, on-the-job training (OJT) was implemented for three topics: wooden, stone, and reinforced process. OJT was also implemented for the construction of an electric generator building for school facilities.

B. Electric course (first and second terms: 60 students entered, 59 graduated/ 3 months each term)

Documents were created according to domestic technical requirements and equipment was purchased. OJT students performed electric wiring and repair of school facilities.

C. Automobile maintenance course (first and second terms: 60 students entered, 52 graduated/6 months in each term)

Technical training was implemented on single-cylinder engine and all vehicle systems (engine, chassis, and electric equipment). Also, a curriculum that suits domestic technical requirements was created.

Documentation was created accordingly, and equipment was also purchased. Moreover, specialists from Japan were invited for short-term and long-term periods in order to guide Myanmar instructors on the optimization of the curriculum, as well as the contents to be taught and the teaching method.

D. Welding course (first term: 30 students entered, 30 graduated/ 6-month period)

Technical skills centered on arc and gas welding, gas cutting, and other cutting regarding metal processing were taught. Specialists from Japan were invited for a short time, and they guided Myanmar instructors on

the optimization of the curriculum, the contents to be taught, and the teaching method. Furthermore, the students created benches, tables, and shelves during OJT.

E. Automobile maintenance course, special class "support for electronic control fuel injection device" (EFI course) (first term: 13 students attended, 13 completed/ 1-month period)

Training on principles, structure and repair methods of EFI, which has become mainstream within Japan, was done towards 13 students with good academic results among the first-term graduates of automobile maintenance course. Also, BAJ technical officers gave technical training for Myanmar local instructors on EFI course curriculum and creating textbooks.

4-2. Investigation on Job Seekers and Employment Status

Support for job seekers who graduated from the course were done by growing Japanese firms and companies in Hpa-An and Yangon, etc.

Employment situation as of February 11, 2016, of second-year graduates are shown below.

Item	No. of Graduates	No. of Employees
Construction course (third term)	25	17
Electric course (first and second terms)	59	49
Automobile maintenance course (first and second terms) Note: 10 EFI second-term graduates are excluded	42	34
Welding course (first term)	30	21
Total	156	121 (Employment rate: 77%)

4-3. School Operation

The school operation committee, including the Education and Training Department (ETD), aims to determine the intentions of operation policy and issues. The trainees all live in the dormitory as a principle, and discipline is conducted according to school rules. As for the health of trainees, hospital visits and family contact are done as needed.

5. Yangon Office

Human affairs, movement of staff, visa application and issuance, procurement, insurance, gathering accounting materials from each office in Myanmar, and negotiations with and reporting to the central government were implemented.

5-1. Holding a Conference

Since it is easy for the overseas resident staff to gather in Yangon office, overall conferences are held in Yangon. For the Myanmar annual meeting, which was held on March 25 to 27 in 2015, three leaders were invited from individual offices in Myanmar, and a total of 25 onsite staff participated. They discussed the issues and goals of the year.

On the 8th and 9th of October, a BAJ management conference was held and included participants from the Tokyo office. The progress of the issues was confirmed and discussion was held about the future plan along with the midterm schedule.

On the 10th and 11th of October, the Japanese overall meeting was held at Yangon office. Staff from individual offices reported operation progress and discussed how to resolve the issues.

5-2. Irrawaddy Delta Disaster Risk Prevention Project 【Funding: Kokusai Kogyo Co., Ltd.】

BAJ took part in the disaster-prevention program "Mangrove tree-planting project for strengthening the disaster-prevention feature of the coastal area" executed in the delta area by Kokusai Kogyo Co., Ltd. BAJ performed a training program on disaster prevention targeted at residents.

In 2015, which is the second year, a temporary office opened in September. Description was made to related persons, materials to be used at the curriculum and training were created, and workshop was held in November and December. Training in 2015 was held as follows.

The details of training in November 2015 is shown below:

No.	Schedule	Implemented Area/Target	Training Name
1	November 21 - 23	Kyein Chaung Gyi Village / 30 elementary and junior high school students (PTA included)	Children disaster prevention program
2	November 25 - 27	Ta Yaw Chaung Village / 30 elementary school students (PTA included)	Children disaster prevention program
3	November 29 - December 1	Gway Chaung Gyi Village / 30 elementary school students (PTA included)	Children disaster prevention program
4	December 3 - 5	Ta Yaw Chaung Village / 30 adults	Community disaster prevention program
5	December 7 - 9	Gway chung Gyi Village / 30 adults	Community disaster prevention program
6	December 11 - 13	Kyein CHaung Gyi Village / 30 adults	Community disaster prevention program

II. ACTIVITIES IN VIETNAM

In Vietnam where we initiated our activities in 1993, we shifted our activities from Ho Chi Minh City to Thua Thien Hue Province in 2012 and have been promoting the life improvement project there. In 2015 as a conclusion to our steady implementation of governmental procedures in accordance with Vietnamese compliance to the Ministry of Foreign Affairs Bureau, the Ministry of Planning and Investment Bureau, the Ministry of Labour, Invalids and Social Affairs Bureau, and the Ministry of Social Security, BAJ obtained great evaluations from these agencies. We were able to establish a relationship of trust for future projects.

BAJ initiated the environmental and educational supporting projects for children in Phu Binh Ward in 2004. The palace in Phu Binh is known as a tourism spot; however, many migrant workers are living in the modest houses along the palace walls, which are hidden and unseen by tourists. In addition, there are some under-privileged people who live on boats along tributaries of the Huong River. They make their living by collecting and selling sand on the bottom of the river. BAJ had implemented activities such as micro credit, literacy, and hygienic educations. For children, we have also been carrying out learning support and trash separations/collections in order to improve their living environment.

Nowadays, BAJ has extended environmental activity operations for primary and middle schools and income improvement projects for low-income farmers in suburban areas around Hue City. The installation of Biogas Digesters enables livestock breeding farmers to solve their problems. At the same time, BAJ has promoted our linkage between producers and consumers. Meanwhile the Farmers' Direct Sales Store, which sells safe and trusted fresh vegetables and meats provided by local farmers, has launched.

BAJ has promoted these activities for the sake of linkage between producers and consumers.

1. Thinking about environmental issues 【Funding: LIXIL Corporation, Canon Inc., “Shine! Children of Asia” Fund】

We provided opportunities to think about environmental issues through classes and activities for children at each school and district.

1-1. Thuy Xuan Primary School

As a part of school curriculum, “Activities to extend the power of living”, 3rd and 4th grade students from 6 classes joined the environmental studies hosted by BAJ. The main topics were “Impact on human bodies by polluted water”, “Washing hands”, “Destination of drain water from home”, “Restroom” and so on. After the classes, students wrote reflective reports on these environmental studies.

1-2. Thuy Xuan Ward Environment Group

The environment group composed of 2 groups of 15 children in the district carried out activities during the summer vacation in June and July. The topics were “Learning about Biogas Digester and pollutions by livestock excretion” and “Reporting and conducting water quality survey of the Huong River”. At the same time, they also experienced hands-on farming with local farmers.

Name of Group	Grade	The Number of participants
Ca Hat (Singing) Group	3rd to 8th	8
Tu Hieu (Name of the famous temple) Group	3rd to 4th	7

1-3. Lam Mong Quang Junior High School

“Environmental Activities Club” was held as extracurricular activities for 36 students in 6th and 7th grades (equivalent to 1st and 2nd grade of junior high school in Japan) who participated voluntarily. The main topics were “Research on waste oil”, “Mechanism of simple grey water filtration devices”, “Separating garbage and making garbage cans”, “Study and practice of the amount of CO₂ absorbed by trees” and so on. The students made presentations on their findings at the end.

1-4. Environmental Workshop with LIXIL Corporation 【Funding: LIXIL Co.】

Staff from LIXIL Corporation, who is one of our donors, visited and carried out workshops for a group of students who had been participating in BAJ’s environmental activities.

The topics were as follows:

Date	Topic	Students
March 3rd	- Lesson on water using textbook - Presentation by children on their activities - Experiment and presentation on simple filtration equipment	- Thuy Xuan Primary School 3rd grade class 1 to 3
March 4th	- Presentation by children on their activities - Making rebatch soap	- Thuy Xuan Primary School 4th grade class 1 to 3
March 5th	- Presentation by children on their activities - Making rebatch soap and soap from waste oil	- Lam Mong Quang Junior High School Environmental Activities Club
July 27th	- Presentation by children on their activities	- Ca Hat/ Tu Hieu Group
	- Presentation by children on their activities	- Lam Mong Quang Junior High School Environmental Activities Club
July 28th	- Nature observations at Bach Ma National Park and understanding the sources of the river water	- Ca Hat/ Tu Hieu Group - Lam Mong Quang Junior High School Environmental Activities Club

2. Education Support 【Funding: "Shine! Children of Asia" Fund】

The fund launched in 2004 has been supported by 44 accounts from 35 monthly donors as at the end of 2015. BAJ has utilized it as scholarships for children in Vietnam. We discussed with Thuy Xuan Ward People's Committee, Thuy Xuan Primary School and Lam Mong Quang Junior High School to decide students for the scholarships. The ceremony for granting scholarships was held in December. The details are as follows:

Group	Area	Targeted Grade	Number of Scholarship Students
Lam Mong Quang Group	Vinh My Village, Phu Loc District	6th to 9 th	61
Huong Long Group	Huong Long Ward, Hue City	9th	1
Thuy Xuan Group	Thuy Xuan	4th to 9th	16
Total			78

3. Agriculture Livestock Industry Management Strengthening Support Project 【Funding: JICA Grassroots Technical Cooperation program (Partnership), LIXIL Corporation】

“Agriculture and Livestock Strengthening Support Project for Small Scale Farmers in Hue City” was adopted as a five-year project from May 2014 to April 2019.

In 2015, BAJ implemented a project for income improvement in the following three areas, Thuy Xuan Ward, Thuy Bieu Ward, and Huong Long Ward, by installing Biogas Digesters (BDs) and selling agricultural and livestock products.

3-1. Expansion of Biogas Digester (BD) installations

BAJ installed Biogas Digesters (BDs) at selected 18 households after surveying candidate livestock breeding farmers in the assigned area. In addition, Bio Group was formed among farmers who installed BDs and meetings were held to exchange information and expand sales.

Construction cost for BD is approximately JPY 50,000 but it is a huge cost for farmers. Due to this reason, the cost of BD installation is 90% covered by BAJ and 10% by subsidies from Hue City. Around two months after the installation, farmers repay VND 7,000 (equivalent to JPY 34) per day and the accumulated amount is allocated to “BD Fund” used as installation costs for other farmers who wish to install BDs.

As of September 2015, 23 BDs have been installed with funding from JICA. Including the numbers of BDs we installed before 2014, the total number of BDs installed reaches 60.

3-2. Direct Sales “Hue Farmers’ Store” Operation Project

”Hue Farmers’ Store” which is a direct sales store opened in December 2014 on Hai Ba Trung street, the main street of Hue City, has been operating smoothly with the support from nine farming households. In June and July, sales declined drastically due to limited varieties of harvest in season. However, as a result of strengthening promotions such as posting and using SNS, sales boosted dramatically, especially in November and December.

3-3. Training for Farmers and Government Officials in Japan

Month/Date	Itinerary
August 21st	Orientation
22nd	Site visit to Udon restaurant “Ichimonji” and their rice paddy fields, Wakahime-no-Sato and Meito-Miso (Okayama)
23rd	Site visit to Bizen-Fukuoka-no-Ichi (Market), travel to Kyoto
24th	Site visits to restaurant “Miyakoyasai Kamo” and three contracted farmers (in Kyoto City)
25th	Site visits to Nantan City branch office, Seminar on Miyama Produce Certification System, and neighboring direct sales stores (in Kyoto rural area)
26th	Courtesy call to Kyoto city council and opinion exchange session, travel to Tokyo and dinner with Mr. Ooe (President of Commons)
27th	Site visits to Natural Harmony store and their contracted organic farmers (in Chiba, Yokohama)
28th	Site visit to Miyaji pig farm (in Kanagawa)
29th	Preparation and delivery of reporting presentation

III. ACTIVITIES IN TOKYO HEADQUARTERS

In 2015 BAJ embarked on several new projects in cooperation with third parties. The Book & Toy project, a joint project with Tokyo Toy Museum, is going well. We also dispatched some technical expert volunteers to the Hpa-An Technical Training School with valuable assistance and cooperation from the Nippon Skilled Volunteers Association. In addition, “Furu-Kuru”, a second-hand clothes recycling project, was launched in 2011 with help from Nikko Bussan and is on a stable track.

We also succeeded in starting joint projects with help from companies such as The Shunko Konwa Kai, which is an association of Japanese companies doing business in Myanmar, as well as Kumagai Gumi Co., Ltd.

In November, we went through a “Self-check 2012” review conducted by the Japan NGO Center for International Cooperation. This gave us an opportunity to review our operations as well as policies and procedures. As a result, we made improvements that we hope will enhance our supporters’ and donors’ confidence and trust in us and our operations.

1. Projects in Tokyo

The Tokyo Office has been implementing several projects on its own in order to seek more funds, increase the number of supporters, and further publicize BAJ activities.

1-1. Furu-Kuru Project 【Supporter: Nikko Bussan】

In this project, which we launched in 2011, we receive used clothes from individual donations. Nikko Bussan then buys these clothes and donates the money to BAJ. There was an increase in donors who sent clothes to us multiple times over the years. In addition, some shopping malls like LUMINE Co., Ltd. hold events such as the “Used Clothing Donation Campaign” on a regular basis.

This is one of our key projects in Tokyo and we will try our best to expand it much further. Donated used clothes are bundled in large one-ton blocks and shipped overseas.

1-2. Happy Book Project 【Supporter: BOOKOFF Online Co., Ltd.】

In this project, BOOKOFF Online Co., Ltd. buys donated books, CDs, and DVDs. They then add 10% on top of the total amount and pay this amount as their donation to BAJ.

You can find more details on this project at the BAJ website. This program has not been going too well as there are many other competitors who operate similar programs. We will continue and pour more effort into promoting this program more effectively.

1-3. Book & Toy Project 【Supporters: Tokyo Toy Museum, ANA HOLDINGS INC., Jodoshu Tomoiki Foundation, individual donors】

Through this project that we launched in 2015, BAJ donates shelves filled with children's books and traditional Japanese toys such as cup-and-balls (Kendama) and quoits (Wanage) to some elementary schools in Myanmar. These schools are located in the dry zone where BAJ had installed wells in the past. We are aiming to cover 100 schools in three years. So far, we have secured the necessary funds for this project through crowd funding as well as donations from individuals.

There is a small plate on each bookshelf with the names of the donors. The donors can actually visit these schools and meet the children upon request.

2. Public Relations

2-1. Sharing Information

To promote BAJ in general, we publish "BAJ Newsletter" four times a year, which includes reporting activities from expatriate staff. We also continuously update BAJ website.

We issue E-mail Magazine two times a month to report on the latest project activities, introduce events and seminars organized by BAJ, and call for volunteers. We also organize "BAJ Café" before sending "BAJ Newsletter", where those who wish to volunteer or become an intern are introduced to BAJ activities and they help in simple tasks while having tea and refreshments.

Expatriate staffs write blogs on local daily life and we also promote through social media such as Facebook to inform our activities promptly. After our Annual General Meeting, we publish our annual report which is sent to our members and supporters.

2-2. Organizing Debrief Sessions and Events

Whenever our expatriate staffs return to Japan, we organize "Debrief sessions" to present progress on local projects. We also participate by putting up a stall in events such "Global Festa" and "Myanmar Festival". We promoted BAJ by participating proactively on occasions where we could present our project activities.

3. Support for Overseas Activities

We supported our overseas activities upon requests from projects sites to carry out activities smoothly by procuring necessary supplies and sending technical specialists, as well as carrying out administrative tasks for customs and travel documentations.

3-1. Sending Specialists

With the development of the Hpa-An Engineering Training Academy, we need technical guidance for our instructors. We dispatched specialists appropriate for the Academy and as we operate on a full-scale going into the second year, our instructors were advised on necessary manuals and textbooks for the Automobile Mechanics Training Course.

Specialists dispatched in 2015 are outlined below:

Period	Specialists*	Contents
2014/12/21 – 2015/1/4	Shoji Ando	Hpa-an Office, Karen State, Myanmar Automobile maintenance technical guidance
3/3 – 6/2	Yumi Hisa	Maung Daw Office, Rakhine State, Myanmar Automobile maintenance technical guidance
2015/ 3/31 - 2016/ 3/31	Masaichi Kanazawa	Hpa-an Office, Karen State, Myanmar Automobile maintenance technical guidance
5/4 – 5/14 8/2 – 8/16	Takanori Nishida	Hpa-an Office, Karen State, Myanmar Advice on welding techniques guidance

*titles abbreviated

3-2. Procurement of Supplies

For projects in Myanmar, we procured mud pump parts in Water Supply Projects, and made requests to repair borehole cameras to the U.S. which took a long time to arrange. Under the guidance of our technical specialists at the Hpa-An Engineering Training Academy, we continued to obtain necessary manuals and textbooks.

For projects in Vietnam, we opened a farmer’s shop, where we procured eco-bags, kitchen consumables and ice packs, and we also procured water testing kits and coliform testing kits for our environmental education classes.

3-3. Accepting Visitors

In 2015 as part of the project in Vietnam, “Support for Strengthening Management of Agriculture and Livestock Industry for Small-sized Farmers in Hue city”, we accepted a total of 11 visitors in Japan including farmers from Hue city, representatives of local authorities and BAJ Vietnamese staff. We negotiated with visiting sites, arranged schedule and attended to our visitors.

4. Administrative Operations

BAJ managed decision-making bodies such as Annual General Meeting and board meetings, and carried out additional meetings to share information among offices in each country. To fundraise for operational activities, we are developing new donor acquisitions, planning for new projects, calling for donations, and increasing number of members. Organizations, corporations, and funding programs that supported our activities in 2015 were as follows. Due to privacy of personal information, names of individual supporters are not mentioned here.

	Organizations and Corporations (in no particular order)
Myanmar	Ministry of Foreign Affairs Grant Assistance for Japanese NGOs, UNHCR, The Nippon Foundation, Kokusai Kogyo Co., Ltd., Bridgers Co., Ltd., Loyalty Marketing Inc., Aphyu, WAVE, Mitsubishi Corporation, Myanmar Shunko Konwa-kai
Vietnam	JICA Technical Cooperation Program (Partnership), Environmental Arena Research Agency, Canon Inc., Environmental Partnership Council, Midori-no-kai, LIXIL Group Corporation, Azbil Corporation, "Shine! Children of Asia" Fund
Other	Tokyo Jingu Lions Club, Ohki-gumi, Japan Development Service, Nikko Bussan Co., Ltd., Peace In Tour Co., IdoSeal Co., Ltd., Birotasu Co., Dynax Corporation, NPO Care Center YAWARAGI, Shuho Kogyo, Bridgers Co. Ltd., Capital Industry Co., Ltd., Kokusai Kogyo Co. Ltd., Sowa Consultants Inc., Tokyo Tachikawa Kobushi Rotary Club, Rikkyo University, FUKUDA AND PARTNERS CO., LTD

4-1. Accepting Volunteers and Interns

Volunteers and interns are always welcome at BAJ. You can access our website for more information. "BAJ Café" is held every three months and participants volunteer, for example, to pack and send BAJ Newsletters. In Hue office, we accepted Japanese university intern students.

4-2. Support in Project Site Visits

When visits to projects sites in Myanmar or Vietnam are requested, Tokyo Headquarters is contacted in advance so that we can manage expenses and schedules. Particularly for Myanmar, it took a longer time to obtain permissions to visit and obtain visa. In 2015, we supported 26 people in total for visiting the project sites, four times to Vietnam and one time to Myanmar.

4-3. Participation in Networks

We participated proactively in network meetings organized by international organizations, local authorities and NGO/NPO alliances to exchange information and to engage in dialogues.

The meetings we attended in 2015 are listed below:

Organization/Groups	Contents
Ugoku→Ugokasu	Aims to strengthen advocacy by NGOs and NPOs
J-FUN	Opinion exchange and information sharing among NGOs in alliances with UNHCR.
JPF	Three types of meetings: for emergency aid funding recipient organizations, general meetings, and Myanmar working group
NGO-MOFA Regular Consultative Meeting	Partnership Promotion Council which formed from Consultative Meeting
NGO-JICA Consultative Meeting	Opinion exchange and information sharing between JICA and NGOs
JANIC	An association for NGO partnerships; participated in Corporate-NGOs Partnership Promotion Network

4-4. Staff Training

Seminars, trainings and information sessions that BAJ staff attended in 2015 for improvement of individual skills are as follows:

Date	Program Contents
1/19	Salesforce seminar
1/21	Disaster risk reduction workshop for NGO
1/26	Report session of new Core Humanitarian Standard (CHS) in humanitarian aid
2/2	Symposium: International comparative study on NGO's safety measures
2/5	International education cooperation Japan forum
2/11 -12	International standard training for humanitarian and emergency aids
3/24	Seminar at Gakushuin University "The current situation of the Rohingya"
4/24	Symposium: Project progress management and performance information
8/4	Salesforce user group NPO session
8/14 - 16	PCM training/planning projects
8/22 - 30	PCM training/monitoring assessments
11/20	Report session for Yu-cho Foundation
11/26	Lecture by Guterres, the High Commissioner, UNHCR
11/29 - 12/5	JPF Emergency aid seminar
12/4	Study group of "My Number" system by Seeds

IV. FINANCIAL REPORT (January 1, 2015 – December 31, 2015)

INCOME AND EXPENDITURE

(Unit: Yen)

ITEM	MYANMAR OPERATIONS						VIETNAM OPERATIONS	DOMESTIC OPERATIONS	PROJECT TOTAL	MANAGEMENT	TOTAL
	Northern Rakhine State Regional Development Project	School Building Construction and Community Development in Rakhine State	Secure Water Supply Program in the Central Dry Zone	Southeastern Border Project	Project in Hpa-an Karen State						
I INCOME											
1 Membership Fees	0	0	0	0	0	0	0	0	0	1,390,000	1,390,000
2 Donations	1,328,336	1,647,210	11,892,103	175,856	263,674	1,621,392	0	16,928,571	4,641,009	21,569,580	
3 Grants etc.											
Grants	9,884,669	175,103,863	0	0	0	1,160,714	0	186,149,246	192,946	186,342,192	
Public funding	32,478,455	0	17,491,313	31,935,038	47,898,463	13,511,819	0	143,315,088	0	143,315,088	
4 Project Earnings	85,177	339,683	1,570,644	37,689	40,529	35,550	5,263,281	7,372,553	239,000	7,611,554	
5 Foreign Exchange Profit	0	0	0	0	0	0	0	0	0	0	
6 Other Income	259,744	119,853	18,414	19,125	28,675	17,562	0	463,373	228,566	691,939	
Total Income	44,036,381	177,210,610	30,972,475	32,167,708	48,231,341	16,347,037	5,263,281	354,228,833	6,691,521	360,920,353	
II EXPENDITURE											
1 Personnel Cost											
Salaries and allowances	25,138,433	25,271,957	8,386,384	9,962,456	22,942,870	4,096,365	124,083	95,922,548	7,823,679	103,746,227	
Compulsory fringe benefits	0	0	0	0	0	0	0	0	4,231,102	4,231,102	
Severance benefits/mutual aid premium	0	0	0	0	0	0	0	0	481,800	481,800	
Subtotal for Personnel Cost	25,138,433	25,271,957	8,386,384	9,962,456	22,942,870	4,096,365	124,083	95,922,548	12,536,581	108,459,129	
2 Other Expenses											
Equipment	14,439,678	122,451,737	11,655,558	14,530,369	27,600,256	4,700,295	82,564	195,460,457	0	195,460,457	
Public relations and printing	2,492	10,028	1,753	1,820	81,509	34,779	1,010,860	1,143,241	130,974	1,274,216	
Travel expense	1,942,626	5,428,459	1,153,760	2,743,010	1,832,891	3,271,724	715,454	17,087,924	1,065,691	18,153,615	
Communication and shipment	1,043,032	1,118,374	637,896	271,894	443,546	114,638	262,084	3,891,464	418,911	4,310,375	
Consumable goods	425,328	1,058,493	303,663	453,765	545,049	258,231	298,320	3,342,849	1,303,164	4,646,013	
Repairs	1,968,110	6,868,617	969,544	1,161,115	815,770	0	37,080	11,820,236	0	11,820,237	
Rental fees	1,436,379	3,104,709	1,063,751	2,441,646	2,174,217	356,580	8,524	10,585,506	612,520	11,198,326	
Depreciation	0	0	154,221	0	0	0	0	154,221	0	154,221	
Insurance	681,540	514,063	260,807	248,111	304,252	31,880	0	2,040,653	1,588,153	3,628,806	
Research and Training	36,928	11,326	1,286,981	401,122	204,177	275,590	0	2,216,124	27,041	2,243,165	
Accounting fees	0	0	0	0	0	0	0	0	356,150	356,150	
Tax and public charges	0	0	0	0	0	0	0	0	4,900	4,900	
Corporate tax etc.	0	0	0	0	0	0	0	0	157,800	157,800	
Commission paid	54,619	101,267	25,531	25,420	47,384	9,168	4,175	267,564	404,089	671,653	
Foreign exchange loss	0	0	0	0	0	0	0	0	2,093,586	2,093,586	
Miscellaneous	304,071	178,036	765,453	33,410	224,858	41,417	0	1,547,245	1,431,310	2,978,555	
Subtotal for Other Expenses	22,334,803	140,845,108	18,278,919	22,311,683	34,273,910	9,094,302	2,419,061	249,557,786	9,594,289	259,152,075	
Total Expenditure	47,473,236	166,117,065	26,665,303	32,274,139	57,216,780	13,190,667	2,543,144	345,480,334	22,130,870	367,611,204	
Balance for 2015	-3,436,855	11,093,545	4,307,171	-106,431	-8,985,439	3,156,370	2,720,137	8,748,498	-15,439,349	-6,690,851	

NOTES ON FINANCIAL STATEMENT

Notes on Financial Statement

1. Key accounting policies

The financial statement is prepared according to NPO Accounting Standard (by NPO Accounting Standard Committee on July 20th, 2010). In this standard, Income and Expenditure Account Statement in Article 28 of Paragraph 1. of the Act to Promote Specified Non-profit 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 term	Amount received in the current term	Amount used in the current term	Notes		
				Closing Balance	Advances Received	Project Period
School Building Reconstruction and Repair Works Project in Maung Daw Region, Rakhine State, Myanmar / Japan Platform	0	9,884,669	9,884,669	0	0	2015/9/15-2015/12/31
Repairs and Maintenance of Machines including Vehicles and Training for Sawing Skills in Rakhine State, Myanmar / UNHCR	0	32,855,993	31,125,548	0	1,730,445	2015/1/1-2015/12/31
School Building Constructions and Community Development Project in Rakhine State / Nippon Foundation	110,705,733	218,221,391	175,103,863	0	153,823,261	2014/9/1-2015/8/31 2015/9/1-2016/8/31
Secure Water Supply Program Support in the Central Dry Zone, Myanmar / Shunko Konwa-Kai	0	2,540,370	2,020,340	0	520,030	2015/7-2015/12
Secure Water Supply Program in Magway, the Central Dry Zone, Myanmar / Ministry of Foreign Affairs, Japan	17,491,313	0	17,491,313	0	0	2014/3/21-2015/3/20
New Constructions and Rehabilitations of Secure Water Supply Facilities in Southeastern Region, Myanmar / UNHCR	0	31,610,566	24,501,309	0	7,109,257	2015/1/1-2015/12/31
Management of Technical Training School in Hpa-an City, Karen State, Myanmar / Ministry of Foreign Affairs, Japan	107,905	47,971,713	48,006,368	0	73,250	2015/3/1-2015/11/30 2015/12/14-2016/12/13
Support for Strengthening Management of Agriculture and Livestock Industry for Small-Sized Farmers in Hue City, Vietnam / Japan International Cooperation Agency	652,271	11,135,291	10,693,964	0	1,093,598	2015/4/1-2016/3/31
Environmental Education in Vietnam / LIXIL Corporation	0	1,500,000	1,144,374	0	355,626	2015/4/1-2016/3/31
Asian Students Internship Program, Grants for Asian Exchange Students / Asian Community Trust	0	220,000	192,946	0	27,054	2015/8/3-2015/10/4

3. Details on transactions with directors and close relatives

Item	Amount shown in the financial statement	Transaction amount of directors and close relatives
(Activities Account Statement)		
Membership Fees	1,390,000	100,000
Donations	21,569,580	459,000
Management - Rental Fees	612,520	480,000
	23,572,100	1,039,000

4. Balance details for fixed assets

Item	Initial Value	Acquired	Depreciation	Term-end value	Accumulated Depreciation	Term-end book value
(Tangible fixed assets) Machinery & equipment Drilling machines for wells	15,422,173	0	0	154,221	15,113,727	308,446

BALANCE SHEET

Balance Sheet (As at December 31st, 2015)

ASSETS		(Unit: Yen)	
	Cash	447,007	
	Deposits	67,004,752	
	Cash and Deposits in Myanmar	166,084,605	
	Cash and Deposits in Vietnam	2,535,121	
Current Assets	Advances	172,161	237,982,047
	Accounts Due	0	
Current Assets	Advance Payment	0	
	Temporary Payment	38,368	
	Contribution for Incomplete Construction	1,700,033	
Fixed Assets	Tangible Fixed Assets		
	Machinery	308,446	308,446
	Investments and Other Assets	Rental Deposit	0
Total Assets			238,290,493
LIABILITIES			
	Accrued Corporate Tax Payable	157,800	
	Accrued Amount Payable	900	
	Deferred Membership Fees	30,000	
	Deferred Donations	0	
Current Liabilities	Deferred Grants	154,205,941	166,230,746
	Deferred Public Funding	10,006,550	
	Other Deferred Payable	0	
	Deposits Payable	1,112,175	
	Temporary Receipts	717,380	
Fixed Liabilities	Accrued Retirement Benefits	3,820,815	3,820,815
Total Liabilities			170,051,561
Net Assets			
	Balance brought forward from Previous Year		74,929,783
	Balance for Current Year		-6,690,851
Total Net Assets			68,238,932
Total Liabilities and Net Assets			238,290,493

ACTIVITIES ACCOUNT STATEMENT FOR 2015

ACTIVITIES ACCOUNT STATEMENT FOR FY 2015
(From January 1st, 2015 to December 31st, 2015)

	(Unit: Yen)
INCOME	
1. Membership Fees *1	1,390,000
2. Donations *2	21,569,580
3. Grants	329,657,280
Grants *2	186,342,192
Public Funding *3	143,315,088
4. Project Earnings	7,611,554
5. Other Profits	691,939
Total Income (A)	360,920,353
EXPENDITURE	
1. Project Cost	345,480,334
Personnel Cost	95,922,548
Other Cost	249,557,786
2. Management Cost	22,130,870
Personnel Cost	12,536,581
Other Cost	9,594,289
Total Expenditure (B)	367,611,204
Balance for 2015 (A) - (B)	-6,690,851
Balance Brought Forward from 2014 (C)	74,929,783
Balance Brought Forward to 2015 (A) - (B) + (C)	68,238,932

	(Unit: Yen)	(Unit: Yen)
*1 Breakdown of Membership Fee		
1. Individuals	1,090,000	
2. Corporations	300,000	
Total Membership Fees	1,390,000	
*2 Breakdown of Donations and ((Unit: Yen)	
1. BAJ Donation	3,012,955	
2. All Round Supporter	1,821,000	
3. Myanmar Donation	200,295,711	
4. Vietnam Donation	1,722,106	
5. "Shine! Children of Asia" Fund	1,060,000	
Total Donations and Grants	207,911,772	
NB: For all major donors, please refer to the table in "Domestic Activities Report - 1. NPO Authorization Status and Fundraising (1) Fundraising"		
*3. Breakdown of Public Funding		(Unit: Yen)
1. United Nations High Commissioner for Refugees (UNHCR)		
Myanmar Rakhine State: Repairs and Maintenance of Machineries including Vehicles and Agricultural Machineries, and Trainings for Sawing Skills		32,478,455
Myanmar Southeastern Region: New Constructions and Rehabilitations of Water Supply Facilities		31,935,038
2. Japan International Cooperation Agency (JICA)		
Vietnam Hue City: Support for Strengthening Management of Agriculture and Livestock Industry for Small-Sized Farmers		13,511,819
3. Ministry of Foreign Affairs, Japan		
Mayanmar Magway, the Central Dry Zone: Secure Water Supply Program		17,491,313
Myanmar Hpa-an City, Karen State: Management of Technical Training School		47,898,463
Total Public Funding		143,315,088

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
Website: <http://www.baj-npo.org>
Postal Transfer Account Number: 00130-1-739924
Account Holder: Bridge Asia Japan

(Special Thanks to Ms. Anne McGovern, Ms. Kyoko Numata, Ms. Naomi Kinno, and Mr. Yoshinori Metori)

Translated by: BAJ Volunteers

Edited by: Yuri Oshimura