

Trustees' Annual Report for the period								
From		Period start date			To		Period end date	
		1st	Jan	2020			31st	December

## Section A Reference and administration details

Charity name	Arab Innovation Network		
Other names charity is known by	AIN		
Registered charity number (if any)	1155087		
Charity's principal address	97 Chadwick Place		
	Surbiton		
Postcode	KT6 5RG		

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ghadir Siyam	Chairperson		
2	Tariq Saeed	Treasurer		
3	Mohammed Atari	Secretary		
4				
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15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 19 <sup>th</sup> December 2013
How the charity is constituted (eg. trust, association, company)	Charity Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are selected based on performance as a voluntary coordinator, and are invited by the existing trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

#### Values

**Our five core values** give us the principles that ensure we deliver our services in a way that is consistent with our philosophy. They are:

- (1) Respect
- (2) Excellence
- (3) One team
- (4) Courage
- (5) Listening, learning and adapting

#### Overview of Positions

1. Board of Trustees
2. Coordinators
3. Volunteers

#### Prerequisite for joining the AIN team

Prerequisite for AIN family (Advisors, Trustees, Executives, Coordinators, and Volunteers):

- Should not be politically associated with any organization.
- Have an interest in advancing education in the Arab World.
- Have experience and qualification to assist AIN in achieving its objectives.
- Work to achieve objectives and have excellent communication skills.

#### Appointment of trustees, voluntary coordinators and volunteers

This section summarises the main stages in the recruitment process.

##### Trustees

- (1) AIN identifies the need for new trustees. This may be because

vacancies have arisen through resignations, or it may be that existing trustees have decided that one or more new trustees with specific skills are needed to help run the charity more effectively.

(2) The trustees agree what skills, experience and knowledge are needed, and write it down in the form of a short job description and person specification.

(3) The trustees agree responsibilities and a process for recruitment.

#### *Finding potential voluntary coordinators and volunteers*

(4) The trustees consider the best methods of attracting a diverse range of voluntary candidates with the skills the charity needs. This may include advertising in the local and/or specialist press and holding recruitment events.

(5) Short-listing and interviews take place against agreed criteria. Interviews are carried out by a small panel of trustees, and each candidate is asked similar questions to ensure a fair and objective approach. Notes are kept of each interview.

(6) Preferred candidates are identified and invited to join the team. Unsuccessful candidates are notified and thanked for their interest.

#### **Resignation of trustees**

Trustees can choose to retire or they can be removed from the board of a charity, if there is good reason. Reasons for removal:

- (1) Campaigning or be part of political activity that can directly or indirectly harm the charity.
- (2) The trustee does not contribute to achieving the objectives of the Charity.

#### **Managing Finance**

AIN as a registered charity in England and Wales must prepare an Annual Report and make it available on request.

- (1) All transaction are made from/to AIN bank account and are filed by the treasurer. The Annual Report and accounts is filed online.
- (2) At least two signatures are needed to make changes to the bank account
- (3) Money transfers are made based on the receipt of an official invoice.

## **Section C**

## **Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

THE CHARITY WORKS TO ADVANCE EDUCATION OF YOUNG PEOPLE THROUGH DEVELOPING THE INNOVATION AND ENTREPRENEURIAL SKILLS OF STUDENTS, PARTICULARLY BUT NOT EXCLUSIVELY IN DEVELOPING COUNTRIES, IN THE ARAB REGION.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**The trustees have had regard to the guidance issued by the Charity Commission on public benefit**

We nurture innovation at a grassroots level. To meet this, we have helped students to set up branches on their university campus. A student of any university, regardless of region, can set up a branch and ask us for guidance on activities that will help foster their innovative skills.

The next thing we do is celebrating innovation in the region. Each year we have a new set of volunteers organising the conference. They provide a fresh and creative approach and gain new skills regarding organisation and interacting with people, which is great for their own personal development. At the conference we host a student competition, inspirational talks and provide workshops. We do this by working with world leading institutions such as the University of Cambridge Judge Business School, DMZ Ryerson in Toronto, Canada, and other partners. Students with financial hardship do not have to pay to attend the event, as we work to secure funding by applying for various CSR (corporate social responsibility) schemes and fundraising.

Finally, we encourage industry-relevant innovation, by working directly with industrial partners to set challenges for youth to address. The AIN challenge will help organisation realise its CSR in a worthwhile investment in motivating youth to generate creative solutions to industrial problems. This in return support youth in their transition from university to employment.

The organisation benefits the public in a number of ways:

- we bring together people from very diverse backgrounds, regardless of religion or race, to share experiences and exchange knowledge pertaining to innovation and entrepreneurship.
- we are helping the youth in these developing countries to focus their energies on gaining new skills and experiences that will directly benefit themselves, their families and their communities
- the diversity of our team, partners and members provides cultural exchange
- provide a unique transition for youth from university to employment, by working with partners to offer internships, networking opportunities, and training.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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**Summary of the main achievements of the charity during the year**

### **Throughout the year:**

Due to the pandemic, we cancelled our annual Arab Innovation Annual Conference and the students activities at universities. We remained active in social media and some of our student societies hosted virtual events, such as talks and workshops in health, environment and engineering. We also took part in a couple of international virtual conferences as partners and provided judges to support competitions.

We plan to re-organise our next annual conference in 2022, subject to the Covid rules.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

At present we have available as unrestricted funds approximately £11708. This money will be used to contribute to our upcoming events. We aim to hold a minimum of £3000; at present we don't have a policy on upper reserve limits.

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Not applicable.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F



## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Tariq Saeed	Ghadir Siyam
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	31.10.2021	



Arab Innovation Network	1155087
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## Receipts and payments accounts

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For the period from	1st January 2020	To	31st December 2020
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### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted funds to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Sponsorship	-	-	-	-	16,751
Online donations	4,050	-	-	4,050	-
Conference ticket sales	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for	4,050	-	-	4,050	16,751
<b>A2 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	4,050	-	-	4,050	16,751
<b>A3 Payments</b>					
Postal address	-	-	-	-	-
Conference venue	4,000	-	-	4,000	10,115
Conference travel	-	-	-	-	2,035
Account audit	-	-	-	-	-
Stationary	5	-	-	5	-
Website	30	-	-	30	30
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	4,035	-	-	4,035	12,180
<b>A4 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	4,035	-	-	4,035	12,180
<b>Net of receipts/(payments)</b>	15	-	-	15	4,571
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	11,693	-	-	11,693	7,122
<b>Cash funds this year end</b>	11,708	-	-	11,708	11,693

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted funds to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>				
	Cash in Bank Account at end of 2020	11,708	-	-
		-	-	-
		-	-	-



<b>Total cash funds</b>		<b>11,708</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
		<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>	<b>Details</b>			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset</b>	<b>Cost (optional)</b>	<b>Current value</b>
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset</b>	<b>Cost (optional)</b>	<b>Current value</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which</b>	<b>Amount due</b>	<b>When due</b>
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	
		Tariq Saeed	31/10/2021	
		Ghadir Siyam	31/10/2021	