



**INTERNATIONAL P.E.N.**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**CHARITY NUMBER: 1117088**

**COMPANY NUMBER: 05683997**

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## REPORT OF THE BOARD OF TRUSTEES

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*The report incorporates the Directors' Report for Companies Act purposes.*

This year, to ensure our reporting of activity and finances over the year is accessible to all, we have produced four documents:

- International P.E.N. Impact Report;
- PEN in Numbers explains some of our activity using statistics, including a simple guide to our finances;
- PEN Focus details what our aims are, and will be going forward, at a strategic level; and
- This Annual Report, which is the statutory report charities have to produce and features the audited financial statements in detail.

The Trustees of International P.E.N. present their Annual Report for the year ended 31 December 2019 under the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods from 1 January 2016), including the Directors' Report under the 2006 Act, together with the audited financial statements for the year.

## OBJECTIVES AND ACTIVITIES

International P.E.N. is a worldwide association of writers. It was founded in 1921 and is governed under the PEN Charter which was originally passed in 1948 and subsequently amended. It exists to promote friendship, fellowship and intellectual co-operation among writers everywhere, regardless of their political or other views; to fight for freedom of expression and to defend vigorously writers suffering from oppressive regimes. International P.E.N. connects an international community of writers from its Secretariat in London. It is a forum where writers meet freely to discuss their work; it is also a voice speaking out for writers, silenced in their own countries. Through Centres in over 100 countries, PEN operates on five continents. International P.E.N. is a non-political organisation which holds Special Consultative Status at the UN and Associate Status at UNESCO.

The objectives for 2019 were in continuity with PEN's strategic plan 2015 – 2018, as the year was envisaged as an extension of that strategy. The strategic plan was developed through consultations with staff and its membership and adopted at Congress in October 2014 in Bishkek, Kyrgyzstan. In order to pursue our goals of promoting freedom of expression, languages and literatures PEN's three overarching objectives are:

- To increase **support to writers at risk**, to those who are detained or otherwise persecuted for their opinions expressed in writing – PEN does this by monitoring and reporting on cases, advocacy and campaigning, solidarity actions and through the provision of assistance for securing financial, relocation and asylum support to writers at risk

In 2019, a major space for reflection and campaigning was created with the preparation, celebration and follow-up of a major conference organized by International P.E.N. Writers In Prison Committee and the International Cities of Refuge Network. The meeting had a special emphasis on developing the links between PEN Centres and Cities of Refuge across the network by providing spaces for refugee and exiled writers to be heard through debates, readings and translations. The narratives of exile were explored and several initiatives promoted in resonance with civil society in the city of Rotterdam, who was hosting the conference.

- **To promote and defend freedom of expression by challenging and exposing threats and barriers** – PEN does this through research, supporting legal actions and through targeted advocacy and campaigning before national governments and international human rights bodies;

In 2019, a major breakthrough took place in the identification of barriers affecting freedom of expression of Indigenous languages and literatures. In Chiapas, a major gathering of all PEN Centres—from Argentina, Chile and Bolivia to Guatemala, Mexico and Canada, from the Philippines to the Adivasi literatures of India and the Aboriginal languages of Australia—committed to the defence of linguistic rights of indigenous peoples was able to develop a common vision for PEN to campaign in this area: «Writing the future in indigenous languages.» The conference started a process of creation of PEN Centres of indigenous languages in the Americas. The International P.E.N. Congress taking place in Manila made this issue central to the global PEN community's commitment to freedom of expression and, with the active participation of the UN Special Rapporteur on Minority Issues, identified avenues for advocacy at the international level.

2019 also saw a major step in the development of PEN Women Manifesto, a set of principles which aim to protect free expression for women by combating and eliminating the silencing of women worldwide, whether through censorship, harassment, or violence. The Manifesto has been a rallying point for both PEN Centres and other organisations to progress the rights of women whether in education, publishing and literature or free expression. After signing a partnership with VIDA Women in Literary Arts in 2018 VIDA, in 2019 several PEN Centres

engaged in this new collaboration – the PEN VIDA Count – to monitor gender disparities in literature through PEN Centres across the globe. An agreement was signed with UNESCO to develop together the PEN VIDA Count in six Latin American countries.

- **To support its global network of Centres and provide platforms for civil society** to creatively and critically assert its right to freedom of expression – PEN does this by promoting literature as an essential avenue for dialogue and exchange of ideas; through strengthening our sub granting programme for Centres in the Global South to run projects which enhance creative and critical thinking skills and give a platform for diverse and often excluded voices, leading to expression and action within civil society.

More information is provided in PEN's Memorandum and Articles of Association, including restrictions applicable to PEN. This can be viewed on our website <https://pen-international.org/who-we-are/governance> or is available by request.

## PUBLIC BENEFIT

Article 19 of the Universal Declaration of Human Rights (UDHR) addresses freedom of expression as follows:

"Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers".

The trustees have paid due regard to the guidance issued by the Charity Commission in deciding what activities the charity should undertake, to further its charitable purposes for the public benefit.

International P.E.N. coordinates the activities of PEN Centres across the world in defence of freedom of expression and provides international support, research, policy development and programming to further this aim. The Charity Commission's RR12 declares: "there is an obvious public benefit in promoting human rights. For individuals whose human rights are thereby secured, the benefit is immediate and tangible. There is also a less tangible, but nonetheless significant, benefit to the whole community that arises from our perception that the fundamental rights of all members of the community are being protected."

### CRITERIA FOR MEASURING SUCCESS

International P.E.N. has a diverse framework for measuring its impact effectiveness. Linked to the organisational log frame, qualitative and quantitative indicators are recorded through tracking tables, case studies, focus groups and questionnaires are used to determine the effectiveness and appropriateness of activities. Our approach aims to be participatory and adaptable in order to understand the impact of PEN's work across the organisation by bringing the voices of writers and members working in a variety of contexts together, to build a comprehensive picture of PEN's work. Lessons learnt, including from achievements and challenges, are fed into planning and to strengthen the work going forward. Meaningful feedback and honest analysis is at the core of our system, as is our means of capturing data which harnesses the strength of PEN as an organisation of writers who can tell stories of change. Programmes are subject to external and independent evaluations when required by funders.

### TRANSFORMING INTERNATIONAL P.E.N.

While PEN's Strategic Plan 2020-2023 represents an evolutionary development, rather than a radical shift in organisational direction, it also contains five important transformations in the management of International P.E.N. Those transformations are based on the independent evaluation of the previous Strategic Plan and cover the areas of strategic direction by the board of International P.E.N.; refocusing PEN's action to maximise impact and ensure that efforts of staff and members are not diffused by overstressing the organisation's modest resources; build on the experience of the Civil Society Programme in previous years by aiming for longer-term policy or institutional impacts; celebrate PEN Centenary by developing a 'scan of the landscape' to identify the big-picture contextual challenges to PEN's relevance and reflect on how to face them through the 100 years' memory of PEN's commitment; use the Centenary as a focus for fundraising over the next two years by redefining PEN's fundraising strategy in both the short and long term.

### STRATEGIC DIRECTION OF THE ORGANISATION BY INTERNATIONAL P.E.N.'S BOARD

The evaluation recommended a much clearer strategic direction of the organisation by its Board, who represents the membership. The Secretariat is to support this strategic direction.

During 2019, the Strategic Plan has been developed with the lead of the board. It started by a PEN board and staff retreat in which the organisation's vision and plan for the years ahead was developed. Centres were involved also in the strategic planning and the assembly of delegates meeting at the

## REPORT OF THE BOARD OF TRUSTEES

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international congress in Manila had the final debate and approved the Strategic Plan 2020-2023. New board members elected at the congress were given an introductory pack at their start of tenure.

Following the new Strategic Plan, at the board meeting in January 2020 job descriptions for board members were developed. In collaboration with Clifford Chance, board members Board received a governance training that has continued as an ongoing advice to the board since then.

### STREAMLINING THE ACTIVITIES OF THE LONDON SECRETARIAT

The new PEN Strategy has cut number of activities and programmes to lighten the load on the Secretariat.

Some advocacy activities and central campaigning have been cut. Organisation's advocacy priorities were reviewed at the Oxford retreat and since then a better planning of campaigning and advocacy has been done by the Secretariat.

There has been a reduction in PEN campaigns (key dates, RANs, individual cases and global campaign, country reports). The domain decided to be deprioritised – was that of policy change and advocacy at international level that from now onwards will be significantly reduced as an area of intervention led by the Secretariat. Instead the Secretariat will strengthen participation of members to undertake international advocacy and shall pursue its collaboration with other Free Expression organisations around international debates to ensure PEN's views are heard. Policy change will be refocused to support Centres with strict criteria to ensure alignment with PEN's strategic objectives. Wherever possible advocacy will be Centre driven and have clear outcomes. In the process of drafting and implementing the new strategy, the board decided that the number of UPRs and submissions to international human rights bodies should be significantly reduced, where possible we will continue to join sister free expression organisations. Submissions have been Centre initiated and led; the Secretariat will assume an advisory function.

A committee led by board members had in 2019 a key role in reducing the number of resolutions coming before Congress and set forth criteria – that resolutions should only be put forward which align with the PEN Charter and goals of the organisation and importantly that Centres submitting resolutions will need to demonstrate they have a plan to take forward recommendations adopted by the Assembly. As a result, the number of resolutions presented at the Manila congress 2019 was a third of those presented at the Pune congress 2018, reducing considerably the role of the London secretariat in that process.

## REPORT OF THE BOARD OF TRUSTEES

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The evaluation stressed the need to stick to the core focus of defence and protection of writers and promotion of literature and linguistic rights. International P.E.N.'s case list has avoided stretching the definition of 'writers' too much. The Case List model was redesigned and refocused (new criteria for cases monitored) in 2016 and has been confirmed at PEN's Writers in Prison Committee (WiPC) meeting in Rotterdam in May 2019 as the model to follow in coming 2020-2023 period. The celebration of the centenary will insist in the traditional definition of PEN in defence of freedom of expression, linguistic right and the promotion of literature.

### CIVIL SOCIETY PROGRAMME AIMING FOR LONGER-TERM POLICY AND INSTITUTIONAL IMPACT

The new Strategic Plan 2020-2023 is a full confirmation of the Civil Society Program as a backbone of PEN activity, as well as a central mean of communication and collaboration between PEN Centres, the PEN board and the International Secretariat.

The Civil Society Programme (CSP) has been strengthened to align with PEN strategic objectives as expressed in the 2020-2023. It has been acknowledged as an important vehicle enabling Centres particularly in Africa, Asia and Latin America to promote the vision and mission of PEN. Training at PEN congresses through specific workshops and at Regional Network Meetings have been develop, understanding them as capacity building of PEN Centres and its leadership. Trainings promote the effectiveness, visibility and sustainability of PEN Centres - this area is a priority and will be enhanced in the years ahead.

Specific training and support is offered to centres by the Learning and Accountability Coordinator, the Regional Coordinators as well as the Administration and Finance department at the London secretariat, acknowledging the burden placed on Centres in relation to reporting requirements. The secretariat has compiled a lessons' learned document in order to develop the next civil society strategy and design and encourages learning between centres and regional programming as part of the new strategic plan.

### CELEBRATION OF PEN CENTENARY HIGHLIGHTING PEN'S MISSION TODAY

The Centenary preparations, in light of the new Strategic Plan, have 'scanned the landscape' to identify the big-picture contextual challenges to PEN's relevance. The rise in hate speech both on and off line as well as linguistic rights were deemed the most important global issues on which the organisation should focus. Combating the rise of hate speech online and off line is central to PEN's mission and an area where PEN can bring its expertise and influence to bear: this will be the main focus of the reflection, debates and campaigning for the PEN congress 2020 in Sweden. 2019 as International Year

of Indigenous Languages guided the action of PEN, with a main international gathering in Chiapas under the slogan “Writing the future in indigenous languages”, as well as being the main focus of the Manila International Congress. The development of Indigenous literatures within PEN opens the organization to a new horizon in the defence of freedom of expression.

The PEN Centenary Online Archive, developed in the period 2018-2020, will portray the diversity of narratives within PEN’s history, multiplying the knowledge of historical debates and their relevance to face today’s challenges to freedom of expression and the promotion of literatures worldwide.

### FUNDRAISING STRATEGY FOR THE CENTENARY BUILDING PEN SUSTAINABILITY IN THE LONG TERM

The development of the 2020-2023 is an opportunity for the research of new partners to support the mission of International P.E.N. The celebration of the centenary by focusing on today’s main challenges to freedom of expression and the promotion of literature worldwide is creating a new landscape for PEN fundraising strategy.

PEN is hiring a fulltime fundraiser in 2020 and a three person’s team devoted to donor care, with the idea of multiplying the members of PEN Circles and other individual and corporate donors. The area of Finance and Administration has been also adapted to be at the service of a new Fundraising Committee led by the President and working on philanthropic institutions and high net worth individuals. The committee has invited PEN Vice-presidents and traditional donors to participate in the Centenary Fundraising Strategy. PEN Executive Director is exploring new bilateral aid donors and other institutional funding able to match-fund PEN main initiatives around the Civil Society Program, Regional Networks and other PEN major events and campaigns.

The Centenary celebrations and the Oxford Congress 2021 have therefore been the occasion of developing a very ambitious fundraising plan for the period 2020-2023 with the aim of providing PEN with a solid funding ground to support its mission in the next decade.

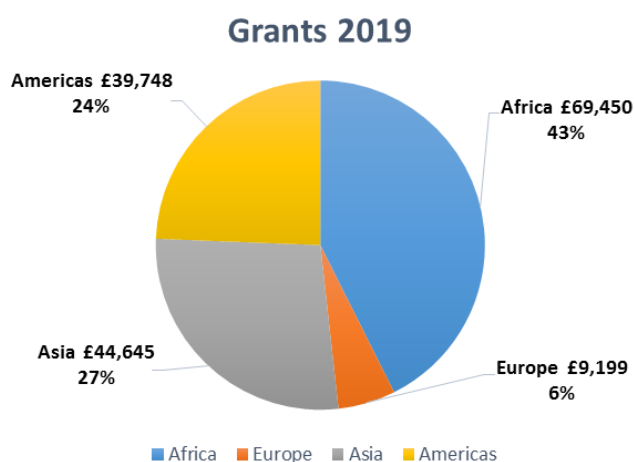
## ACHIEVEMENTS AND PERFORMANCE

### GRANT-MAKING

**Grant-making** is a core aspect of our charitable work and this continues to grow. During the year we awarded a total of £163,000 in grants through our civil society programme (CSP) (up from £157,000 in 2018).

Grants-making allocated by continent:

- Africa - £69,000.
- Asia - £45,000.
- Americas – £40,000.
- Europe - £9,000.



International P.E.N.'s Civil Society Programme (CSP) has created space for literature, language, debate and dialogue in all of its projects, creating opportunities and platforms for young and diverse people to write and share their ideas and opinions through workshops, events, awards and online.

### AFRICA

#### In 2019, PEN supported seven PEN Centres

In 2019, **PEN Eritrea in Exile**, **PEN Uganda** and **PEN Togo** increased their capacity to reach and attract diverse audiences leading to greater participation in activities and events. All three PEN Centres and their project participants have increased their confidence to speak up in public forums on issues facing communities locally and nationally.

**PEN Uganda** is running creative workshops for prisoners in some of the highest security male and female prisons in the country. Through the project the Centre supports inmates to produce high quality creative work as part of their rehabilitation

**PEN Eritrea in Exile** has been running a project called 'breaking the silence' focused on supporting exiled Eritrean writers to tell their stories. The Centre has held workshops in Israel and Uganda, has mentored the project participants following the workshops and has given a platform to their stories

through their website and social media, competitions and their new Freedom of Expression award. The inaugural award was presented at the PEN/ ICORN Network meeting in May 2019. The impact achieved through the project can be highly attributable to the work of the PEN Centre and to the civil society programme, as the widely visited website, funded by CSP seed grant in 2015, is seen as a resource by many human rights organisations such as Amnesty and CPJ. The Centre has brought about wider public understanding of the issues of freedom of expression in Eritrea and diversified the voices and stories that are heard.

**PEN Togo** has created many opportunities for young and diverse voices to express themselves and have a platform. They have deliberately reached outside of the capital and have focused on ensuring the project is accessible for women and girls, having identified this as a weakness in their first round of CSP funding. The Centre established PEN clubs in remote areas to reach out to diverse, young demographics and report seeing the power of spoken word and slam poetry. The Centre reported that they feel more grounded, having developed a strategy and set themselves up with a permanent office.

**The Gambia PEN, PEN Nigeria and PEN Guinea Bissau** ran seed project to build their capacity, visibility and partnerships to enable them to run strong projects in the future. All three Centres created spaces in schools and at book fairs, introducing PEN to a variety of people and beginning to build networks of local organisations working towards similar goals. The Gambia PEN held five induction activities targeting young and aspiring writers. They organised four literacy events. The Centre welcomed two hundred new members with over a hundred people attending events, about half of whom were women. They established clubs in three schools with two further in formation. PEN Guinea Bissau held events with high school and university student associations and took part in a book fair. They also held various workshops in institutions and universities in the capital city. PEN Nigeria has been successfully re-established as a voice on literature and freedom of expression issues through literary festivals, events and partnerships

**PEN Sierra Leone** incorporated learning from the last 10 years of its school clubs and used it to strengthen their project. They set up the mobile library in four hard to reach areas and ran a series of outreach and engagement opportunities such as performances and debates.

## ASIA

**Afghan PEN** has been supporting and promoting girls and women literature by publishing an anthology of women's poetry and holding public events and readings to promote these female voices. More than 100 people participated in one of these events, 45 percent of which were girls and women. Afghan PEN note 'this is a huge number of women participating in an event in Afghanistan where a lot

of restriction and limitation have existed for girls and women’. Feedback from female writer Dr Sarwe Rasa was that she ‘appreciated the publishing of Afghan women poetry collection...it is a great job by Afghanistan PEN Centre which publish a collection of Afghan female poetry in three languages...[This has] rarely happened in Afghanistan and it is the best decision to gather all Afghan female authors and increase unity of Afghan nation’.

## AMERICAS AND THE CARIBBEAN

**PEN Argentina** ran two projects one aimed at indigenous language promotion in schools and another focused-on sharing literature across communities through series of workshops that take place in a different space with a different group of people each time. They reached large numbers of people through the project, creating spaces for literature and increasing the visibility of the Centre.

**PEN Haiti** created a website for the PEN Centre, having carried out extensive research in advance to ensure the website was geared to all its membership and to attracting new, young membership.

PEN Centres mark **Day of the Dead** with a range of activities, remembering journalists who have been killed and calling on their governments to bring an end to impunity, violence and persecution of writers and journalists, as well as to protect freedom of expression. In 2019, Seven PEN Centres from six countries participated in the campaign: **Cuban Writers in Exile PEN Centre (USA-Cuba), PEN San Miguel de Allende (Mexico), PEN Guadalajara (Mexico), PEN Nicaragua, PEN Guatemala, PEN Haiti and PEN Paraguay, running series of panel events, publishing brochures and creating a public alter.**

## HUMAN RIGHTS DAY: GLOBAL

In December 2019, to mark Human Rights Day, **fifteen** PEN Centres from the global south wrote a series of articles on the freedom of expression situation in their respective countries. Several then held public panel events to explore these issues and mark the day.

The approach proved an effective way to engage Centres, with some participating that have been traditionally less vocal on Freedom of Expression issues. Participating PEN Centres were: **Afghan PEN, PEN Argentina, PEN Bolivia, PEN Eritrea in Exile, PEN Gambia, PEN Guinea, PEN Haiti, PEN Malawi, PEN Malaysia, PEN Nicaragua, PEN Nigeria, PEN Sierra Leone, PEN Togo, PEN Uganda and PEN Zimbabwe.** International P.E.N. showcased the work produced by PEN members on its website and on social media.

## OVERVIEW

'[International P.E.N. is]...a fellowship moved by the hope that one day the work it tries and often manages to do will no longer be necessary'. - Arthur Miller, Former International P.E.N. President

International P.E.N., established in 1921, is the world's oldest literary and human rights based organisation. The freedom to read and write rests at the heart of all of PEN's work. PEN's activities challenge restrictions to freedom of expression, whether by campaigning for a writer who is imprisoned, promoting translation and exchange between languages, or ensuring young people have access to reading and writing — the tools they need to exercise their freedom of expression and to hold those in power to account.

In 2019 PEN implemented an extended version of its fourth year Strategic Plan undertaking research and advocacy work promoting and defending the right to freedom of expression, around the world. We have continued to monitor and document violations in countries which have some of the most serious freedom of expression restrictions. We have campaigned on behalf of persecuted writers mainly from the creative sector (e.g. novelists, poets, playwrights) and we have advocated for systemic change to improve the framework for freedom of expression with governments and international human rights mechanisms, especially through the UN mechanisms. We have overhauled and improved our Civil Society sub-granting programme and increased support to our network of PEN of Centres running projects extending platforms for expression and dialogue.

## 2019 KEY ACHIEVEMENTS

- The lives of **96** writers at risk have markedly improved through a range of initiatives including solidarity actions and campaigning, legal interventions and humanitarian assistance
- Assessment of over **116** applications to the International Cities of Refuge Network (ICORN) led to successful residency placements for **22** writers
- **32** PEN Emergency Fund (PEF) grants were given to writers facing immediate risk, supporting 10 writers with medical treatment, **5** with accommodation and living costs and a further **17** with relocation, travel and subsistence.
- PEN's research and advocacy successfully supported **5** asylum applications from writers threatened with deportation or stranded in refugee camps
- Solidarity is at the core of International P.E.N.'s work. In 2019, **79** per cent of writers who saw positive changes in their situation said that the solidarity provided was important to them.
- **14 writers released** from prison in part as a result of PEN's campaigning. In addition, **4** writers were acquitted or charges were dropped following international campaigns and **8 Rapid**

**Action Network Alerts and 13 Statements** calling on **20,000 PEN members** to take action on behalf of persecuted writers, involved more than **53** PEN Centres lobbying government officials, writing letters of solidarity and organising vigils and protests

- **18** indigenous language writers were joined by 13 PEN Centres in Chiapas, Mexico for the Translation and Linguistic Rights Committee Meeting, creating new platforms to amplify the voices of indigenous language writers and promote their voices at local, regional and international level.
- **7,055** young people, writers, journalists, academics, teachers, parents, community members and human rights activists have been engaged in spaces created by PEN Centres around the world, of which **3,416** are female and **3,639** are male.
- **14** PEN Centre projects have opened spaces for young people to express themselves creatively and critically
- **PEN/Opp**, previously named the Dissident Blog, was re-launched during International P.E.N. Congress Manila, Philippines. Since the launch of the new website in October 2019, PEN/Opp has increased the number of readers by **19.78 per cent**

## IMPACT

- 14 writers released from prison following PEN campaigns, of which 4 face remaining charges.
- Kurdish journalist, painter and poet, Zehra Doğan, is released after spending more than 500 days behind bars and warmly thanks PEN for its solidarity campaign: *"I was stronger than I ever was on the outside. I thank you for the attention you paid to each sentence that I wrote and to your support which allowed my voice to be heard in the outside world."*
- A PEN delegation presents the report *Russia's strident stifling* of free speech 2012-2018 to Russia's Presidential Council for Civil Society and Human Rights, which pledges to cooperate with the organisation.
- Ukrainian writer and filmmaker Oleg Sentsov is released from prison after spending five years behind bars. He joined PEN on 15 November, Day of the Imprisoned Writer, for a panel event, during which he was presented with hundreds of solidarity letters written by PEN supporters when he was on hunger strike, which had been rejected and returned by the Siberian prison where he had been held. When asked what people could do to best support prisoners, Sentsov answered: *It's very important - I'm pleading with you - please write letters to political prisoners. It means a lot and it's a massive support to us.*

- A long-advocated for public inquiry into the circumstances surrounding the killing of Maltese journalist Daphne Caruana Galizia opens in December amid a string of high-profile resignations, including that of the Prime Minister.
- Yirgalem Fisseha Mebrhatu receives the inaugural PEN Eritrea Freedom of Expression Award at the International P.E.N./ICORN network meeting, where she says: 'I received honour, recognition, and overall support thanks to PEN network.'
- 7,055 young people writers, journalists, academics, teachers, parents, community members and human rights activists are supported through the Civil Society Programme.

## ACTIVITIES

- The Dissident Blog is rebranded as PEN/Opp at Congress Manila, Philippines
- 26 PEN Centres take action on Day of the Imprisoned Writer, 15 November 2019
- 16 PEN Centres from the global south publish op-eds and hold panel events on the freedom of expression situation in their country on Human Rights Day, 10 December 2019
- PEN Uganda Make Space project is initiated, creating a space in Kampala for refugee writers from the region to meet. From 2020 the project will grow the space into a base from which refugee writers can access professional development opportunities and protection support.
- International P.E.N. takes part in a joint advocacy mission to Turkey in September. The report is launched during a public discussion in Brussels in November, where mission members present their findings to EU leaders and policy makers and hold discussions on how the EU can best engage to support the plight of Turkey's journalists
- Consultation and planning results in International P.E.N.'s strategy 2020 to 2023, an evolutionary development that will bring PEN through its centenary year.



## SUPPORTING WRITERS AT RISK

International P.E.N. is a solidarity network. It defends freedom of expression and supports persecuted writers globally.

International P.E.N. provides protection in the form of emergency grants, asylum support and advice on appropriate protection options and mechanisms, as well as working closely with its partner, the International Cities of Refuge Network (ICORN) to provide temporary long-term residencies to writers and artists at risk. International P.E.N. sends Rapid Action Network Alerts (RANs) calling on 20,000 PEN members to take action on behalf of persecuted writers, write letters of solidarity, organise vigils and protests and advocate with local embassies and regional bodies alongside publishing articles to raise public awareness. International P.E.N. coordinates solidarity actions such as sending letters to those in prison and marking their absence at public events with an empty chair. PEN promotes the voices of these persecuted writers by granting them awards, sharing their literature and twinning them with well-known writers as part of letter writing campaigns.

In 2019, the situation of **96** writers at risk was improved by International P.E.N.'s solidarity, support, advocacy and campaigning.

Solidarity is at the core of International P.E.N.'s work. In 2019, **79 per cent** of writers who saw positive changes in their situation said that the solidarity provided was important to them.

Rapid Action Network Alerts calling on **20,000** PEN members to take action on behalf of persecuted writers, involved more than **53** PEN Centres lobbying government officials, writing letters of solidarity, organising vigils and protests

**32** PEN Emergency Fund (PEF) grants were given to writers facing immediate risk, supporting **10** writers with medical treatment, **5** with accommodation and living costs and a further **17** with relocation, travel and subsistence.

**12** asylum support letters resulted in successful asylum claims for **4** writers

Assessment of over **116** applications to the International Cities of Refuge Network (ICORN) led to successful residency placements for **22** writers

*I thank you immensely for giving me a place in the campaign you are running with a thousand efforts and labour. Just as yesterday, your support and solidarity continues to be respite for me. I am grateful! Don't go missing, please. Your efforts are invaluable in being the voice of the voiceless[...] If I didn't hereby reiterate my thanks to PEN's efforts as the primary liberating locomotive of literature and arts, I wouldn't be able to rest my head on my "pillow" on this iron bunkbed with ease. On this iron bunkbed, your solidarity will continue to be beside me, I believe this wholeheartedly. - Nedim Türfent, Turkish journalist and poet, Van High Security Prison/Turkey*

## EFFECTIVE CAMPAIGNING: WRITERS RELEASED 2019

Fourteen writers were released in 2019, following International P.E.N. campaigns. These writers include Ukrainian writer and filmmaker, **Oleg Sentsov**, who was freed on 7 September 2019 as part of a prisoner exchange between Russia and Ukraine. Hundreds of PEN members across the world had actively campaigned for his release by sending appeals to the Russian authorities, taking part in solidarity campaigns and protests, organising film screenings, coordinating petitions, translating, publishing and promoting his short stories, and taking part in social media actions, amongst other actions.



Mauritanian blogger **Mohamed Cheikh Ould Mkhaitir** was finally released in July 2019 after more than five years in detention, all of them spent in solitary confinement. He was convicted of apostasy and sentenced to death in 2014 for posting an article online denouncing the use of religion to legitimize discriminatory practices against the blacksmith caste in Mauritania with which he identifies. The article was taken down the day after it was posted. His sentence was later commuted and [reduced](#) by an appeals court in November 2017 and he was therefore eligible for release due to time served; however, he remained in [detention](#) for almost two more years.

Between 2015 and 2019, International P.E.N. carried out advocacy calling for his release, including a meeting with the Minister of Justice, as well as public campaigning as part of a broad coalition of NGOs. PEN also carried out solidarity work and a number of PEN Centres were involved in campaigning and advocacy on his behalf.

Mkhaitir told PEN that the efforts of PEN members *"are very important, even if they do not see their results directly. For prisoners, the presence of people like "PEN" represents psychological support which leads them to bear the bitterness of the prison."*

Mkhaitir thanked PEN upon his release:

*"I am Mohamed Cheikh Ould Mokhitir, I was released from jail on July 29, 2019, and since that day I am looking for a way to communicate with you, and today I find myself lucky to have finally found your addresses. Thank you very much for the efforts you have made for my freedom, and for the wonderful and tremendous work you are doing every day to establish the principles of freedom of opinion and expression. For the five years and seven months I spent in prison, I held out the hope of freedom, because I am sure that having such wonderful people as you and an organization like PEN-INTERNATIONAL is a source of hope for me and everyone who aspires to freedom of opinion, thought, expression and writing. I am now in France and I hope to communicate continuously, and accept my deepest appreciation, respect and gratitude. With all heart ... A thousand thanks to PEN-INTERNATIONAL"*

### SOLIDARITY: THE CORE OF PEN'S WORK

In 2019, **79 per cent** of writers who saw changes in their situation thanked International P.E.N. for its solidarity during the time of their incarceration and following their release. International P.E.N. was one of the first international organisations to take action for award-winning Sri Lankan writer **Shakthika Sathkumara**, when he was arrested and detained in April 2019, charged with inciting religious hatred and violating international human rights law. PEN released two RANs (Rapid Action Network alerts) calling for the authorities to drop its investigation and for his reinstatement to his job and featured his case for Day of the Imprisoned Writer, with nine Centres reporting taking action on his behalf. International P.E.N. also nominated him for the International P.E.N./ Oxfam Novib Award and included him on the Season's Greetings list, an annual letter writing campaign in December. PEN has also been working to coordinate financial support to him as a result of his suspension. His absence was acknowledged with an empty chair during the opening of the International P.E.N. Congress in Manila, Philippines and during the Day of the Imprisoned Writer panel event with Oleg Sentsov in London on 15 November.

*It was on this very day, on PEN's Day of the Imprisoned Writer, on the 100<sup>th</sup> day I was behind bars, when I heard through the deafening shouts of other prisoners also trying to hear and be heard, that Arundhati Roy had written to me. That letter made a world of difference to me and to my fellow prisoners. It meant that despite what governments might do to us, despite their hope that we shall just curl up and be quiet, despite the many ways through which they try to buy our silence, we continue to speak, through words, photographs, cartoons and poems. I was strengthened, as I hope you will be, by the knowledge that there are countless others out there who continue to stand by our side. Come what may.*

- **Bangladeshi photographer and writer Shahidul Alam writes to Shakthika Sathkumara on the Day of the Imprisoned Writer 2019**

Shortly after Day of the Imprisoned Writer, Shakthika Sathkumara was reinstated in his job, however, the investigation had yet to be dropped at the time of writing. Sathkumara and his lawyer have both thanked PEN for its work.

Ugandan academic, writer and activist **Dr. Stella Nyanzi** was convicted of 'cyber harassment' in August 2019 and sentenced to 18 months in prison in relation to a poem she wrote on Facebook in September 2018 criticising Uganda's President Yoweri Museveni (and his mother). Nyanzi's conviction under the Computer Misuse Act of 2011 is illustrative of the authorities' increasing intolerance of criticism and takes place against a wider context of suppression of freedom of expression in Uganda, and in particular a crackdown on dissent online. In 2019, PEN released two statements and two RANs on her prosecution and conviction. She was also featured for PEN's Day of Imprisoned Writer in November and nine PEN Centres around the world took action on her behalf. Nyanzi's absence at the International P.E.N. Congress was marked with an empty chair and in late 2019 she was nominated for the International P.E.N./ Oxfam Novib award, which she won in February 2020. Her release in February 2020 followed shortly after the award was presented in a ceremony in The Hague, Netherlands. PEN continues to provide support to Stella Nyanzi.

*"I thank PEN Uganda, International P.E.N. and the other national chapters of PEN for the sustained solidarity with me. Although I am detained by a repressive dictatorship, I am not isolated. Although I am punished for my writing, I am not ashamed of my crime. Your support and good will have consoled and enthused me during this difficult season of my life. Your advocacy and publicity ensured that my story firmly remained in the limelight and on the agenda, even when my country instituted a public media blackout about my imprisonment. I will continue to boldly exercise my freedom to write, although I am still locked up inside Luzira Women Prison. Aluta continua"*

- Ugandan academic, writer and activist, Dr. Stella Nyanzi

International P.E.N. and PEN Uganda had earlier [advocated](#) for Dr. Nyanzi's right to freedom of expression when she was charged with the same offenses in 2017.

In a [2017 interview](#), Dr. Nyanzi told International P.E.N.:

- *'For those of us whose articulations criticise the government and its actors, those of us who question the status quo, those of us who expose the numerous everyday violations of citizens' rights, those of us who resist and defy the system, their spaces for freedom of expression are shutting down fast. Gags, censors, intimidation, fines, threats, arrests, beatings, detention, raids, confiscation of materials, bans of our works, are increasing vices that the government metes out against us.'*

### Writers for Peace and in defence of migrants

The Writers for Peace Committee met in Bled, Slovenia, and followed up in the concern of PEN for the situation of migrants in the European Union and the United States. Balkan PEN Centres shared their initiatives in support of refugees and public campaigns to challenge government policies as well as the residencies for writers in exile in Croatia and Slovenia. Panel discussions developed campaigns in support to the Rohingya people in front of the pattern of massive human right violations in Myanmar. Uighur PEN in Exile received the support of the committee for their campaigning denouncing the extreme conditions of mass incarceration in the so-called re-education camps: Chinese concentration camps for the Uighur people in Xinjiang.

### Zehra Dogan: Solidarity and Support Beyond Release

International P.E.N. has seen increased member and Centre participation in solidarity and advocacy efforts on behalf of writers at risk. A change in approach, with fewer actions in order to focus on sustained long-term campaigning has strengthened International P.E.N.'s campaigning and the movement-wide support provided to writers.



The case of Kurdish journalist, painter and poet, Zehra Doğan is emblematic of the way in which PEN's solidarity continues beyond a writer's long-advocated release.

Zehra Doğan was charged with 'propagandising for a terrorist organisation' and membership of a terrorist organisation in July 2016. She spent four-and-a-half months in pre-trial detention, prior to her release pending trial on the first of these charges, the latter having been dismissed.

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The criminal charges against her related to a painting, a news article and her social media activity (the painting is her recreation of a photograph taken by the Turkish military and disseminated by social media accounts linked to the Turkish security forces. The picture was taken during the five-month curfew imposed on the town of Nusaybin, which was a site of the conflict between the Turkish army and the Kurdistan Worker's Party – PKK). On 24 March 2017, she was convicted of 'propagandising for a terrorist organisation' by the Second-High Criminal Court of Mardin province, south eastern Turkey, and sentenced to two years, nine months and 22 days in prison. She was taken into custody on 12 June 2017, while she was on her way to visit her family. She was released on 24 February 2019 after serving her sentence in full.

Zehra Doğan is a symbol of resistance – to quote Doğan herself 'every act of oppression creates its own act of resistance' – who found creative ways to keep expressing herself in prison when prevented from accessing painting materials. In a letter to a family member in October 2017, she wrote:

*'During my previous detention, I had commented "They imprisoned me for my writings and drawings but I still have my brush and pen". This time round they're not giving me my brush. But to provoke or prevent me from producing my art is nobody's business. I learned within these walls to mix drawing colours from food and drink - I continue to paint and write. A person's imagination expands when imprisoned. I paint the women here and write about their stories. You can imprison an artist but you can't stop her productivity.'*

Zehra Doğan's case further shows how PEN's solidarity continues beyond a writer's long-advocated release. Freed in February 2019, she arrived in London in March to become English PEN's Writer in Residence. In May, she hosted an installation – E Li Dû Man (Left behind) – at the Tate Modern in London, co-sponsored by International P.E.N. and English PEN. She travelled to France, Germany and Italy for exhibitions of her work and meetings with publishers, with the support of some of the PEN Centres. In November, she penned a moving letter to imprisoned Kurdish writer Nedim Türfent to mark International P.E.N.'s Day of the Imprisoned Writer – exactly two years after PEN featured her in the campaign.

## BACKGROUND

More than three years since Turkey's 2016 failed coup and one year after its state of emergency was lifted, its government continues its relentless and pervasive crackdown on civic space, media freedom and dissenting voices. Independent media has been all but wiped out. Turkey is the world's most prolific jailor of journalists with at least 113 were languishing behind bars at the end of 2019, including scores of Kurdish journalists. Hundreds more are on trial.

International P.E.N. and PEN Centres around the world have been an effective voice for change in Turkey for decades. In these challenging circumstances, International P.E.N. is undertaking a host of activities in close collaboration with PEN Centres and partner organisations, including: country visits, advocacy meetings and events, statements, submissions, trial monitoring, protection as well as solidarity actions.

International P.E.N. started campaigning for Zehra Doğan's immediate and unconditional release in August 2017. Solidarity quickly became a key component of the campaign, with PEN members encouraged to send her messages of support and give visibility to her writings and art. She notably featured in International P.E.N.'s 2017 Day of the Imprisoned Writer campaign, becoming a priority case for the organisation. The letter that artist and activist Ai Weiwei wrote in solidarity with Zehra as part of the campaign generated strong media coverage and helped raise her profile globally. In March 2018, street artist Banksy unveiled a mural in New York City dedicated to Zehra, also well covered in the press.

Scores of PEN Centres campaigned for Zehra Doğan's release, including PEN Turkey, Kurdish PEN, English PEN, German PEN, Belgian PEN (French-Speaking), PEN America, PEN South Africa, PEN Melbourne, PEN Argentina and Swedish PEN as well as International P.E.N.'s Women Writers' Committee.

Solidarity actions by PEN members around the world meant a lot to Doğan. She wrote the following letter to International P.E.N. on 29 January 2018:

*I have been receiving your letters for a while. Each letter day, I get so many letters from PEN members and I am engulfed by very beautiful feelings. I suppose in places such as these where everything is banned, only the strength of a single pen they cannot resist and hence give up. However, they are also aware that this is a great force. It is because they know that writing is a magical force that they are left hopeless against it. And I, in your person, enjoy the defeat that those who have jailed me have demonstrated. I can feel myself with you, always and perhaps this is why I never feel helpless. This is thanks to you.*

*Thank you very much for the membership you have granted me. With best wishes and in the hope that we meet very soon.*

*Warm regards, Zehra*

*Diyarbakır E Type Prison*

She wrote the following message to International P.E.N. following her release:

*Dear friends,*

*Every moment you spend in this place where you are imprisoned for having freely expressed your thoughts, for having written or drawn, you search for a possible escape on every wall. You know that moment will come when the rays of light will make their way inside, and you wait for it impatiently. In that box locking you in, stoned in on four sides, every message of support that finds its way inside helps the light to break out on these grey walls and brings your life. In this space where I was walled in, your support surrounded me, embraced me. I felt as if at the heart of green branches of ivy. Living with such a sensation, in such a place, is the finest feeling in the world.*

*Thanks to this, I was stronger than I ever was on the outside. I thank you for the attention you paid to each sentence that I wrote and to your support which allowed my voice to be heard in the outside world.*

*[...]*

*It is thanks to your support that I am now a new Zehra, more insistent in her words, and who manages to transmit her own dynamic in the struggle.*

*I thank International P.E.N. infinitely, the entire PEN family scattered across the world, all the organizations, associations and individuals, the artists and authors, for their precious support. To them I make the promise that I will hold my pencil with a hand even more assured.*

*Zehra Doğan, Istanbul, 2 March 2019*

As Zehra's letters show, PEN's campaign and solidarity lifted her spirit while she was in prison. She said she was 'engulfed by very beautiful feelings', 'never (felt) helpless' and 'stronger than (she) ever was on the outside'. The sheer number of imprisoned writers and journalists in Turkey means that it is very difficult to highlight the plight of every single one of them. Although Zehra's case was mentioned by partner organisations, International P.E.N. was the one who made her a priority case and was very much at the forefront of the campaign.

It has proven very difficult to apply pressure on the Turkish authorities. The migration agreement between the European Union and Turkey makes bilateral and institutional lobbying particularly tricky. Although the EU External Action Service has at times condemned the detention of journalists and academics, continuing the migration deal remains the EU's main objective. The chances of securing Zehra's early release were always small, and solidarity the only realistically achievable goal.

### PROTECTION: SUPPORTING WRITERS AT RISK

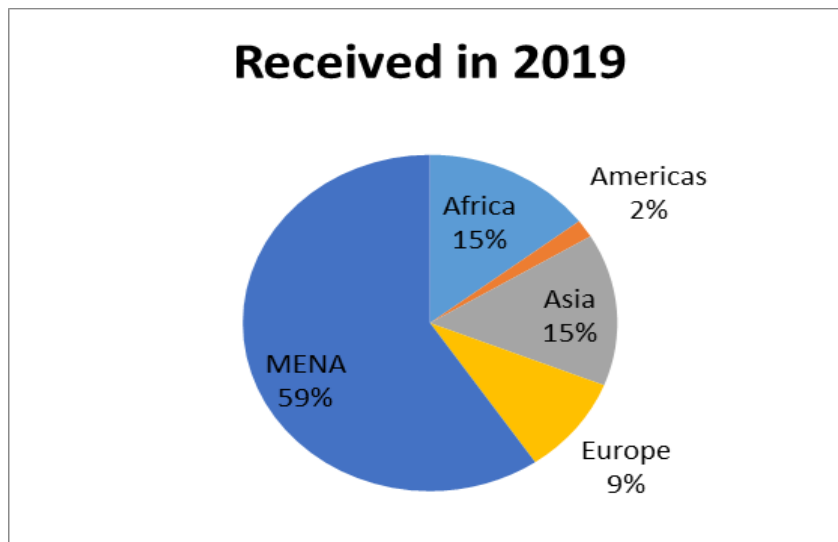
In the face of intractable and growing conflicts and an ever-decreasing space for freedom of expression, the long-term needs of writers at risk and in exile is growing. Throughout the last five years, International P.E.N. has been continuing to support writers through its network of PEN centres. PEN's research on individual cases provides crucial evidence in **asylum applications** and is the basis for Resolutions and other government communications, as well as campaigns and advocacy.

#### **Providing Assessments to the International Cities of Refuge Network (ICORN)**

International P.E.N. provides expert assessment on the suitability of writers for residencies with ICORN. All individual casework is undertaken in the context of PEN's wider research documenting freedom of expression violations worldwide, and is grounded in the principle of informed consent. Writers apply to ICORN for two-year temporary residencies, to allow them a period of respite to gather strength while continuing to write and share their work.

Over the course of the past four years, the numbers of cases of writers seeking assistance through International P.E.N.'s partnership with the ICORN has increased steadily year on year. International P.E.N. has been contracted to provide 100 assessments a year to ICORN; a target exceeded in 2019. Applications from MENA still account for 59 per cent of all those received for assessment in 2019. Within this, Iran accounts for 24 per cent. International P.E.N.'s capacity to assess cases from the MENA region, where demand has been consistently high, has increased over the last five years, following the appointment of an Arabic speaker and a part-time Farsi speaker.

Writers in the MENA region are particularly at risk for reporting on conflict, human rights violations and political turmoil, and writers from Yemen, Libya, Iraq and Syria continue to seek protection in large numbers. Many Egyptian writers have been imprisoned solely for exercising their right to freedom of expression and their human rights work, and exiled writers in Egypt face considerable problems and little protection. During 2019, International P.E.N. registered a continuation of the steadily increasing trend of Egyptian applicants, as well as a notable increase in applications from Yemen and Palestine. Political protests in Iraq and Lebanon in the second half of 2019 exacerbated the situation for writers and journalists in these countries, and we can expect more applications from these countries in the coming months.



### PEN EMERGENCY FUND

The PEN Emergency Fund (PEF) was set up by Dutch PEN in 1971. It is an international fund for writers at risk in need of immediate support. The fund provides assistance to persecuted writers and writers in exile by way of a one-off grant which grants them, and sometimes their families, support to manage their lives and their risk in emergency situations.

In 2019, PEF supported **32** writers. Often grants are given while a writer is awaiting an ICORN residency or following their release from prison. Money can quickly be transferred to the writer in need, sometimes on the day of application. The financial support provided by PEF has contributed to saving lives.

### BANGLADESHI BLOGGERS: PROVIDING PROTECTION

Since blogger-led protests broke out in 2013 demanding capital punishment for war crimes committed during Bangladesh's liberation war and calling for a ban on religious politics, radical Islamist groups have claimed the killings of nine bloggers, free thinkers and a publisher since February 2015. Reports of threats, attacks and harassment against secular bloggers, minority and LGBTI rights activists and academics are widespread, and evidence of collusion between the police and some religious extremist groups has created a fear of reporting such incidents.

In addition, over-broad legislation, poor law enforcement, lack of governmental support for the principle of freedom of expression, attempts to undermine independent media and a justice system under-resourced and ill equipped to provide recourse to victims of rights violations have all contributed to the silencing of dissenting voices, through murder, imprisonment, self-censorship or exile.

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International P.E.N. has taken a multi-pronged approach to our work to address both the immediate effects on individuals at risk and the wider systemic challenges that perpetuate the country's stifling climate for free expression. Working with partners (including ICORN, PEN Centres, embassies and other NGOs), our protection team has provided direct assistance to 51 writers, bloggers and publishers since 2015.

Several of these individuals have received multiple kinds of support, which has included combinations of any of the following:

- Emergency grants;
- Relocation (both short and long term);
- Asylum support letters;
- Psychosocial support and medical treatment
- Professional networking and development
- Security training
- Advocacy (local, regional and international)

PEN Centres can provide letters of invitation and short-term support for writers at risk to enable them to access protection and respite outside their country for a short period. This can include being met at the airport, arranging accommodation, ensuring funds are available for immediate subsistence costs, access to medical help and legal advice if required; moral support and solidarity; local networking; invitations to attend and speak at their public events.

In addition, we have successfully campaigned for the release of individuals such as world-renowned photographer Shahidul Alam, and conducted high-level advocacy at the UN Human Rights Council.

### WHAT HAS BEEN ACHIEVED?

ICORN reports having been able to place eight of the applicants (four men and four women) through its network of cities. Only two of the cases that were assessed were deemed wholly unsuitable.

International P.E.N. is also aware of at least two individuals being placed through the PEN network.

The in-depth research that PEN has conducted on behalf of Bangladeshi writers at risk has formed the basis of successful asylum claims, and International P.E.N. has become a trusted source of information on cases with diplomatic representatives in the country and government officials overseas. PEN supported **11** individuals with letters of support, either to support their asylum claims or applications to relocation programmes, **73** per cent of which were successful. Just over half of these letters were provided to ICORN applicants.

Furthermore, International P.E.N. made **10** applications to the PEN Emergency Fund, nine of which were approved. Fifty-six percent of grants were made to support ICORN applicants. Thirty-three percent of grants were made to female applicants, who were often at acute risk because of their gender.

In addition to working through ICORN, we have worked closely with PEN Centres and the PEN Emergency Fund to support Bangladeshi writers at risk. In 2016, we profiled the case of **poet and blogger, Choity Ahmed**, detailing how International P.E.N., Swedish PEN and the Swedish embassy in Dhaka coordinated to relocate her to Sweden. Swedish PEN have continued to play a vital supporting role to Ahmed during her time in Sweden, offering both solidarity and moral support, as well as practical support. Owing to special circumstances, International P.E.N. was able to secure an additional grant of 500€ in early 2019 and continues to maintain contact with both Ahmed and Swedish PEN to provide ongoing support.

PEN has arguably had less impact in its work to challenge structural barriers to freedom of expression in Bangladesh, through lobbying efforts at the United Nations. Despite accepting 24 recommendations made by States on freedom of expression, little progress has been made in terms of implementation. Indeed, despite committing to review and amend the Digital Security Act 2018 (DSA) in line with Bangladesh's obligations under international law, the DSA, adopted in October 2018, continues to include several provisions that are in breach of international human rights law. While the government did make good on its commitment to repeal Section 57 of the Information and Communication Technology Act, the DSA represents an expansion of the provisions that Section 57 contained, according to a detailed legal analysis conducted by ARTICLE 19.

Furthermore, while the state made commitments to promote a safe and enabling environment for journalists and human rights defenders and to continue its efforts to protect them and their right to freedom of expression without fear of reprisal, the sustained number of applications that we have seen from writers and bloggers in Bangladesh in recent years and their verifiable accounts of persecution would suggest otherwise.

Several Bangladeshi bloggers at less acute risk have testified to the need for short-term relocation and a period of respite to reduce their risk. During the period in question, and through its membership of the EU Temporary Relocation Platform, PEN has cooperated with a number of organisations running short-term relocation programmes, both locally and internationally, including Forum Asia, York Protective Fellowship Scheme (Centre for Applied Human Rights), Justice and Peace Shelter City programme and most recently The Martin Roth Foundation. Through such programmes, human rights

defenders receive skills training, rest and respite, and psycho-social support which can help them manage their risk when they return home. PEN has referred a number of cases to these programmes.

## CHALLENGING STRUCTURAL THREATS

International P.E.N. and its Centres challenge structural threats to freedom of expression through coordinated advocacy, joining national and regional coalitions to call for the repeal of laws that infringe on the right to free speech. PEN members carry out trial observations, conduct research and lobby duty bearers for change. Our members speak on public panels and at high-level institutions, harnessing their strength as storytellers to communicate the impact of laws that curtail free expression on the everyday lives of writers and on democracy, communicating PEN's demands and recommendations.

### International P.E.N. Protecting and Enhancing Translation and Linguistic Rights

*"PEN is an international organisation with a wide network around the world that has done a lot of work in this area. PEN has developed declarations and other documents in this field and therefore has increased awareness in terms of the rights of minorities - particularly linguistic rights - that I find helpful in my work as UN Special Rapporteur on Minority Issues."*

### Fernand de Varennes United Nations Special Rapporteur on minority issues

*"I'm deeply thankful the PEN/Opp, for the opportunity to publish the feeling-thinking from the Mayan Tsotsil culture, write and declare to readers and listeners of different cultures, it is an opportunity and a struggle for linguistic, cultural survival and the urgency to produce a change in behaviour in intercultural relations between peoples and nations in friction"*

**– Manuel Bolom Pale, Tsotsil writer from Chiapas, Mexico**

*[PEN's Culture is Oxygen] report, in its analyses and recommendations...should be read by writers, policy makers, translators and publishers and financial institutions with a stake in equitable global development.*

### Ngũgĩ wa Thiong'o, Kenyan writer and academic

International P.E.N. has been working to ensure that translation and linguistic rights is protected and upheld at local, national and international levels, working towards the goal: **All linguistic communities are respected and recognised so that they feel connected and can grow.**

### Centres

- 8 PEN Centre projects working on indigenous language rights and literature promotion including PEN South Africa's work, in partnership, to translate children's books into isiXhosa and isiZulu and PEN Sierra Leone's work, in partnership, to create local language children's literature in Mende, Temne and Krio, as a resource for teachers and to enhance learning. PEN Zambia ran workshops in schools that celebrated the many different languages spoken by the students.
- 12 linguistic PEN Centres exist, promoting the rights and literature of indigenous language people, including Kurdish PEN, Uyghur PEN, PEN Tibet, PEN South India, Basque PEN and PEN Catalan.
- Campaigning for an end to the persecution of writers imprisoned for their defence of indigenous literatures, including Uighur writer and professor, Ilham Tohti, and Tibetan writer and editor, Kunchok Tsephel Gopey Tsang.
- PEN/Opp published an issue on linguistic rights, exploring the issues and the "struggle for linguistic, cultural survival" with 11 texts written by 6 women and 5 men.

### Committee

- Creating platforms for indigenous language writers through panel events, including Mayan writer Ruperta Bautista who was invited to attend International P.E.N.'s Congress following the 2019 Translation and Linguistic Rights Committee meeting in Chiapas, Mexico. She spoke on a panel along with Fernand de Varennes, the United Nations Special Rapporteur on Minority Issues.
- Advocating for PEN's position at high level meeting, such as #ProtectLinguists Event at UN Headquarters to raise awareness of the pressing need for greater legal protection of local civilian translators and interpreters in conflict and post-conflict settings.
- Campaigning for persecuted writers, including presenting an empty chair at all committee meetings to mark the absence of writers such as Uighur writer and professor, Ilham Tohti, and Tibetan writer and editor, Kunchok Tsephel Gopey Tsang.
- Holding Translation and Linguistic Rights Committee Meetings outside of Europe for the first time, to increase diverse participation. The meeting was held in Mexico in 2019.

**Secretariat**

- **Supporting 8 Centre-led projects and initiatives** on indigenous language rights and promotion
- **Coordinating and disseminating reports and resolutions** including around the promotion of language justice and the protection of the cultural Integrity and other rights of the indigenous peoples of the Philippines; protection of the Belarusian language and culture; barriers to establishing and sustaining strong minority-language publishing.
- **Coordinating the thematic focus of Translation and Linguistic Rights at events** such as Congress Manila, Philippines (2019)
- **Working with Indigenous language ambassadors and influencers** to promote the message, including Ngũgĩ wa Thiong'o and Fernand de Varennes United Nations Special Rapporteur on minority issues.
- **Developing partnerships** with organisations that share International P.E.N.'s goals in relation to translation and linguistic rights including UNESCO, the Institute for Indigenous Languages (INALI) and the University of Science and Arts of Chiapas (UNICACH).
- **Connecting Indigenous language writers with duty bearers \***

**\*Connecting Indigenous Language Writers with duty bearers and international networks**

In 2019, International P.E.N.'s Translation and Linguistic Rights Committee Meeting, 'Writing the future in Indigenous Languages', was held in Chiapas, Mexico, with the aim of creating new platforms to amplify the voices of indigenous language writers and promote their voices at local, regional and international level.

Local Mayan writers were joined by PEN members from 13 Centres. New local partnerships were formed with UNESCO and INALI, to build bridges between indigenous language communities and local institutions. During and following the meeting, a large amount of local and national media attention gave a platform to the writers and the importance of protection and preservation of indigenous language and culture. A short film about the meeting is available [here](#). Following the meeting a number of indigenous language writers voiced their desire to become part of the International P.E.N. network.

One of these writers is Ruperta Bautista who was invited to take part in the International P.E.N. Congress in Manila in September 2019, which was themed "Speaking in Tongues. Literary Freedom and the Indigenous Languages", in line with the UN's International Year of Indigenous Languages. Ruperta Bautista participated as a guest under the banner 'Aspiring Maya PEN' and represented Mayan writers on a panel together with two writers in indigenous languages of the Philippines, the chair of the Committee of Writers in Indigenous Languages of PEN Argentina, and the United Nations Special Rapporteur in Minority Issues Fernand de Varennes.

Following the panel, Fernand de Varennes offered his office to support and channel concerns and demands of indigenous communities in Chiapas and the Philippines. Ruperta and others continue to work with International P.E.N. towards setting up Mayan PEN Centre in 2020.

A report compiling the debates, speeches and articles shared during the Chiapas meeting is due to be launched in April, titled: Memory of the Meeting "Writing the Future in Indigenous Languages". The report contains contributions from 27 authors from 14 countries and 17 languages, many of them are indigenous writers. Each author provides a perspective on what is happening in their countries, cities, cultures or languages in relation to literature, journalism, traditions, human rights and freedom of expression.

The report highlights the challenges faced by writers in indigenous languages and communities and proposes steps to be taken in the future in order to open spaces for indigenous languages. In addition, it publishes the Declaration of San Cristóbal de las Casas, regarding the rights of writers in indigenous languages. This report will be freely downloadable from PEN and UNESCO websites from April 2020.

**\*\*PEN Centre projects working on indigenous language rights and literature promotion**

Since 2015, PEN Philippines has been running a project working to support and motivate language teachers to teach local language literatures.

The Centre is an active and important part of a coalition and has become the go to place on regional languages and diversity of literatures. Having been invited to join a technical committee to advise the commission of higher education (CHED), they have developed a Literature Programme focused on regional representation and diversity and managed to bring about a change in provision meaning that library holdings of Philippine higher education institutions should have Filipino books and publications, especially on Philippine literature and cultures, equivalent to 20 per cent of the total collection, instead of 10 per cent. They believe that being able to influence higher education policy – with four Philippine PEN members on the CHED Technical Committee – is the most significant change they have seen through the project as it will impact thousands of beneficiaries including students, teachers and writers in the coming years.

### **Looking to the future: Translation and Linguistic Rights**

Promoting translation and linguistic rights and indigenous language writers is a core focus of International P.E.N.'s strategic plan 2020 to 2023. International P.E.N. will pursue its work with linguistic communities to ensure their participation in world literature and to enable them to raise their concerns in wider society.

International P.E.N. will work for the recognition of the indisputable links between linguistic rights and other fundamental rights such as the right to participation, the right to information and free expression, women rights, health rights, right to fair trial and land rights and fundamentally the right to equality. Development of advocacy strategies at the local and regional level will draw attention to the interconnectedness of these rights and the barriers to their enjoyment.

## **CREATING SPACES FOR LITERATURE**

### **Strengthening Civil Society: Increased space for freedom of expression**

International P.E.N. creates spaces for literature and language around the world, running access to education and empowerment through literature projects for those marginalised in terms of literature and language. PEN Centres build the confidence of young and new writers and give them a platform to speak, promoting their voices across communities and cultures, beyond prison walls and up through power structures.

International P.E.N.'s Civil Society Programme (CSP) aims to contribute to a dynamic and informed civil society, by creating spaces for creativity and dialogue, where ideas can be shared and challenged and where expression in all its forms can flourish. The CSP offers a flexible framework for PEN Centres to identify and propose locally relevant projects that promote and strengthen civic spaces for expression through access to literatures, and linguistic and cultural rights. The programme aims to strengthen

initiatives that enhance the participation of women and minorities in asserting and claiming their rights, these include through campaigns and advocacy, literary events, festivals and community outreach; educational support programmes, literary and research initiatives.

### CIVIL SOCIETY PROGRAMME

International P.E.N.'s CSP has created space for literature, language, debate and dialogue in all of its projects, creating opportunities and platforms for young and diverse people to write and share their ideas and opinions through workshops, events, awards and online.



In 2019, **PEN Eritrea in Exile**, **Afghan PEN**, **PEN Uganda** and **PEN Togo** increased their capacity to reach and attract diverse audiences leading to greater participation in activities and events. Both the PEN Centres and their project participants have increased their confidence to speak up in public forums on issues facing communities locally and nationally. **PEN Eritrea in Exile** has been running a project called 'breaking the silence' focused on supporting exiled Eritrean writers to tell their stories. The Centre has held workshops in Israel and Uganda, has mentored the project participants following the workshops and has given a platform to their stories through their website and social media, competitions and their new Freedom of Expression award. The inaugural award was presented at the PEN/ ICORN Biennial Conference in May 2019. The impact achieved through the project can be highly attributable to the work of the PEN Centre and to the civil society programme, as the widely visited website, funded by CSP seed grant in 2015, is seen as a resource by many human rights organisations such as Amnesty International and the Committee to Protect Journalists. The Centre has bought about wider public understanding of the issues of freedom of expression in Eritrea and diversified the voices and stories that are heard.



**Afghan PEN** has been supporting and promoting girls and women literature by publishing an anthology of women's poetry and holding public events and readings to promote these female voices. More than 100 people participated in one of these events, 45 per cent of which were girls and women. Afghan PEN note 'this is a huge number of women participating in an event in Afghanistan where a lot of restriction and limitation have existed for girls and women'. Feedback from female writer Dr Sarwe Rasa was that she 'appreciated the publishing of Afghan women poetry collection...it is a great job by Afghanistan PEN Centre which publish a collection of Afghan female poetry in three languages...[This has] rarely happened in Afghanistan and it is the best decision to gather all Afghan female authors and increase unity of Afghan nation'.

**PEN Togo** has created many opportunities for young and diverse voices to express themselves and have a platform. They have deliberately reached outside of the capital and have focused on ensuring the project is accessible for women and girls, having identified this as a weakness in their first round of CSP funding. The Centre established PEN clubs in remote areas to reach out to diverse, young demographics and report seeing the power of spoken word and slam poetry. The Centre reported that they feel more grounded, having developed a strategy and set themselves up with a permanent office.

**The Gambia PEN, PEN Sierra Leone, PEN Haiti, PEN Guinea Bissau and PEN Argentina** all ran short projects, between two months and a year. All five of them created opportunities for young voices to express themselves and have a platform.

**The Gambia PEN** and **PEN Guinea Bissau** ran seed projects to build their capacity, visibility and partnerships to enable them to run strong projects in the future. Both Centres created spaces in schools and at book fairs, introducing PEN to a variety of people and beginning to build networks of local organisations working towards similar goals. **The Gambia PEN** held five induction activities

## REPORT OF THE BOARD OF TRUSTEES

targeting young and aspiring writers. They organised four literary events. The Centre welcomed two hundred new members with over a hundred people attending events, about half of whom were women. They established clubs in three schools with two further in formation. **PEN Guinea Bissau** held events with high school and university student associations and took part in a book fair. They also held various workshops in institutions and universities in the capital city.



**PEN Sierra Leone** incorporated learning from the last 10 years of its school clubs and used it to strengthen their project. They set up a mobile library in four hard to reach areas and ran a series of outreach and engagement opportunities such as performances and debates. **PEN Argentina** ran two projects one aimed at indigenous language promotion in schools and another focused-on sharing literature across communities through series of workshops that take place in a different space with a different group of people each time. They reached large numbers of people through the project, creating spaces for literature and increasing the visibility of the Centre.

**PEN Haiti** created a website for the PEN Centre, having carried out extensive research in advance to ensure the website was geared to all its membership and tailored to attracting new, young membership.

## GENDER

Since 2017, International P.E.N. has been incorporating gender analysis into its Civil Society Development Workshops and into its application process to mainstream gender across the work. Over the last three years, 35 PEN members from 18 PEN Centres have participated in gender and diversity trainings.

In the last few years, International P.E.N. has seen an increase in awareness and articulation of the challenges faced by women and girls in terms of access and representation. In some cases, this has been actively applied into project planning and delivery. In their final reports, many PEN Centres reported that they had realised, through delivering their project, the importance of incorporating gender analysis in order to make their projects accessible for girls and women from the beginning of the planning process.

In 2019, 11 PEN Centres acknowledged the different needs of women and men in their projects with two taking steps to recognise these differences within their project activities. Indeed, PEN Togo planned many of its workshops and events with the focus of attracting women and diverse audiences. Nine PEN Centres were 'Gender neutral', acknowledging differences but not addressing the barriers to access in planning and delivery of activities.

With the groundwork laid for growth, International P.E.N. will work closely with PEN Centres during the planning phase of their projects to ensure this awareness translates practically into project design and management going forward, to ensure that the obstacles for women and girls are challenged and that power imbalances are addressed through all civil society projects.

### **PEN Uganda 'Harnessing Rare Voices'**

- **500** pieces written by inmates in the highest security male and female prisons in Uganda
- **42** women and **140** men have participated in creative writing workshops
- **1** anthology and **2** newsletters featuring over **100** literary pieces by male and female inmates
- **15** social care workers and prison guards took part in workshops led by the Centre, requested by the prison authorities following the success of the workshops. All social workers resolved that creative writing is one of the most effective ways of rehabilitating offenders.
- **2** anthology launches in the male and female prisons, during which the inmates in the male prison took the opportunity to successfully advocate for sufficient writing materials to continue with their creative writing.
- **1** of the poems written was turned into a recorded song, complete with studio sound mixing, the female inmates composed and performed a special song in acknowledgment of the role creative writing has impacted on their lives.

For the last five years, PEN Uganda has been running creative workshops for prisoners in some of the highest security male and female prisons in the country, supporting inmates to produce high quality creative work as a form of rehabilitation. Through poetry, theatre and creative writing, many inmates

have said they have been given hope of a second chance, in a country that often disregards people in prisons as 'without value'.

Many prison social workers and welfare officers have observed that inmates who take part in the workshops have a renewed sense of self-worth and motivation. Christine Naigaga, Rehabilitation and Integration Officer at Luzira Prison said: *You can see in their poetry they are remorseful and they had regret. They found it harder to express this regret to us before the workshops, but after they had started writing it down, they could come to us and say, this is what we've written, that's how we feel. It takes time for people to open up, especially after some serious crimes, so this writing project has really helped them to share what they really feel. As social workers, we have to work out how best to help them. Before the creative writing project, it was like guess work. After they started pouring out their hearts we could help, we could come up with a plan.*

*We have seen a lot of changes within the project participants, because as they have been able to pour out their hearts, they have been trying to heal within themselves. Here, as rehabilitation officers, you can't do much until someone has started trying to heal from within. Through getting in touch with, and pouring out, their feelings they are starting to realise, yes, we have committed these crimes, but life doesn't end there. We are human beings, we have feelings, we have friends.*

Seeing the impact of the creative writing workshops in Luzira and Jinja prison, authorities have requested that PEN Uganda continue to replicate and roll out this programme to other prisons around the country. Prison officials see the potential impact of the workshops being, ultimately, that participants are less likely to reoffend.

PEN Uganda held a launch of the anthology in the prisons in February 2020. Danson Kahyana, President of PEN Uganda said: Four former inmates, whose work appears in the book, were present at the launch. I am glad I followed up on their coming, for the Chief Guest, the Director of Correctional Services, Mr Samuel Akena, presented them to the inmates with so much enthusiasm, telling them that writing poetry, short stories and drama was one of the activities that had contributed to their rehabilitation and integration into the society. This was humbling.

In her speeches in both prisons, the Commissioner of Rehabilitation and Reintegration, Madam Elizabeth Nanfuka, informed the inmates that when we proposed the project, she doubted if anything worthwhile would come out of it, for this kind of work had never been done in prison before. When she saw the work coming out - the one we published in the first newsletter - she doubted that it was inmates' work, until she saw the raw writing, and matched it with the published work. She was grateful to International P.E.N. and Sida for funding of the project, which has given her and her staff an

opportunity to know what goes on in the inner lives of the inmates, for their writing are unspoken thoughts and emotions.

During the launch, the inmates in the male prison took the opportunity to successfully advocate for sufficient writing materials to continue with their creative writing outside of the workshops. Danson Kahyana continued:

*Madam Nanfuka told us, as we bid farewell to each other, that the project has been transformational. For this reason, we should roll it to all Ugandan prisons. She said we should find a way of following up the writers who are still in prison, so that they continue writing. She promised to give us permission to access the prisons whenever we wanted, and to follow up on the Director's promise of providing writing materials.*

Alongside the anthology 'As I stood dead before the world': Voices from Luzira Prison, PEN Uganda have created a newsletter of literature from Jinja prison featuring more than 50 pieces. They are working towards their second anthology, to be launched in Summer 2020.

### **PEN/Opp: a platform for freedom of expression**

- Published 17 issues containing 196 texts written by writers in exile, censored texts, confiscated texts that have shaken those in power, texts that have been smuggled out of prisons, or that have barely been imagined due to self-censorship
- Articles featured on PEN/Opp have been read by 1,121,200 unique visitors
- Today, PEN/Opp is read in approximately 150 countries, including where censorship prevails and freedom of expression is dire such as in China, Iran, Russia, Turkey, Uganda, Saudi Arabia, Belarus, Bangladesh and Hungary.
- Awarded the Swedish Cultural Magazine of the year twice in 2015 and 2018.
- Since the launch of the new website in October 2019, PEN/Opp has increased the number of readers by 19.78 percent

PEN/Opp, formally called The Dissident Blog, is an online magazine that publishes the writing of dissident writers, writers in exile, writers at risk and censored texts that challenge those in power and assert the right to free speech. In the last five years, the magazine has published texts focused on a wide variety of issues and countries. In 2019 the magazine covered: The Unsung Heroes of Ethiopia; Hong Kong Voices with China in View; Linguistic Rights; Battle of the Internet.

The new/revamped magazine was officially launched at the 2019 International P.E.N. Congress in Manila, Philippines, with a Linguistic Rights edition strategically planned to match its theme. The development of the website combined feedback from Sida, International P.E.N., the board of Swedish

## REPORT OF THE BOARD OF TRUSTEES

PEN, PEN/Opp contributors and collaborators in order to present a new site with a more modern, clearer and more accessible approach in October 2019.

*"The fear. The way in which certain words can no longer be used aloud, or in polite conversation.*

*PEN/Opp gave me room to talk about this, about how we shape our environment and fight to protect it through the words we do not want to cancel. Being able to voice this keeps our hopes alive."* – [Ilaria](#)

[Maria Sala, author and journalist from Hong Kong](#)

*"Working amid siege, without any means of communication is the worst a journalist can face in the current times. For over 5 months, there was no internet in Kashmir as the Indian government, after stripping contentious region's semi-autonomous status, tried to put an iron-curtain on all sort of protests and especially news from the region. Writing in PEN/Opp about how reporting in these times is an extraordinary task was most needed. In the times of constant news flow from conflict-ridden places, like Kashmir, putting on record the gags journalists are facing is most important work. PEN/Opp has been a reliable means of expression amid the voice-choking governments, media spaces."* – [Aakash Hassan,](#)

[journalist from Kashmir](#)

### STRENGTHENING PEN CENTRES TO BE EFFECTIVE CIVIL SOCIETY ACTORS

In the last five years, International P.E.N. has expanded its civil society programme reaching a total of 30 Centres and introducing a capacity building component, in the form of **three** Civil Society Programme Development Workshops and one Learning Exchange.

The Civil Society Development Workshops bring PEN members together for a week's training in programme management, including theory of change, monitoring and evaluation, budgeting and financial reporting, and governance. They have been described as '**transformative**' and have led to an improvement in compliance with International P.E.N.'s policies, as well as in the quality of project planning, management and reporting. Furthermore, the workshops resulted in new partnerships between PEN Centres and a sharing of methodologies and best practices.

International P.E.N.'s pilot Learning Exchange took place in 2018. Five PEN Centres – **PEN Malawi, PEN Togo, The Gambia PEN, PEN Nigeria and PEN Zimbabwe** – carried out a collaborative evaluation of PEN Sierra Leone's school club project. The purpose of this trip was for visiting partners to feedback strengths and lessons learned to Sierra Leone, as well as feeding this into their own project planning and delivery. Simultaneously, the exchange aimed to build the capacity of the PEN Centres to carry out peer-to-peer reviews and evaluations. Research questions guided daily discussions and resources on evaluation methodologies including focus groups, and key informant interviews were available to participating Centres. Learning garnered has since been reflected in new

projects, including in PEN Sierra Leone's 2019 mobile library project. Based on recommendations, the Centre reduced the number of its activities and the range of participants to focus consistently on working with a few communities and better incorporating existing resources, such as the community library it created in 2015.

### STRENGTHENING THE NETWORK THROUGH COORDINATED CAMPAIGNING

#### **Day of the Dead: Americas**

For the last three years, PEN Centres in Latin America have come together on Day of the Dead (1 November) to campaign for an end to impunity. Coordinated campaigning across the region has increased PEN's presence in the Americas and increased the strength of the network, with increased collaboration including from new and revitalised Centres. Between 2018 and 2019, the campaign has contributed to an increase in collaborative work between the network of PEN Centres in North and Latin American countries, with Centres developing actions together on a range of issues.

PEN Centres mark the day with a range of activities, remembering writers and journalists who have been killed and calling on their governments to bring an end to impunity, violence and persecution of writers and journalists, as well as to protect freedom of expression. In 2019, seven PEN Centres from six countries participated in the campaign: Cuban Writers in Exile PEN Centre (USA-Cuba), PEN San Miguel de Allende (Mexico), PEN Guadalajara (Mexico), PEN Nicaragua, PEN Guatemala, PEN Haiti and PEN Paraguay, running series of panel events, publishing brochures and creating a public alter.

#### **Human Rights Day: Global**

In December 2019, to mark Human Rights Day, **fifteen** PEN Centres from the global south wrote a series of articles on the freedom of expression situation in their respective countries. Several then held public panel events to explore these issues and mark the day.

The approach proved an effective way to engage Centres, with some participating that have been traditionally less vocal on freedom of expression issues. Participating PEN Centres were: Afghan PEN, PEN Argentina, PEN Bolivia, PEN Eritrea in Exile, PEN Gambia, PEN Ghana, PEN Guinea, PEN Haiti, PEN Malawi, PEN Malaysia, PEN Nicaragua, PEN Nigeria, PEN Sierra Leone, PEN Togo, PEN Uganda and PEN Zimbabwe. International P.E.N. showcased the work produced by PEN members on its website and on social media so far reaching more than 284,000 people through Twitter, Facebook and Instagram.

## PLANS FOR THE FUTURE AS ENVISIONED BY THE STRATEGIC PLAN 2020-23

The main goal of International P.E.N. for the period 2020-2023 has been defined in our new Strategic Plan:

### **TO PROMOTE AND DEFEND FREEDOM OF EXPRESSION, LITERATURES, LINGUISTIC DIVERSITY, AND MUTUAL RESPECT AND TOLERANCE ACROSS BORDERS**

As it nears its 100th anniversary, PEN remains a unique and often singularly effective voice for the change it promotes: through combining literary events with freedom of expression concerns. As writers we are uniquely placed to use our stories to open minds and encourage dialogue. Our influence enables us to reach leaders and communities – engage them through our creative voices and experience, we can unite writers of influence globally to press for a world where writers and freedom of expression are fully protected; where languages and literatures are respected and celebrated; and where the free exchange of literatures and ideas build tolerance and understanding within and across borders. Our main goal will be developed through four domains of change:

#### **1: Creating new spaces for literature, language, debate, dialogue ideas and opinions**

**PEN's Free the Word event series will be enhanced** by the provision of materials and resources for Centres to run events using literature as the gateway to explore and spread understanding around fundamental rights and particularly those related to equality and expression.

**PEN's sub granting Civil Society Programme** aims to contribute to a dynamic and informed civil society, by creating spaces for creativity and dialogue, where ideas can be shared and challenged and where expression in all its forms can flourish.

**Increased platforms for marginalised language writers**, particularly from indigenous communities will be provided at Congress and other PEN events. Led by PEN's Translation and Linguistic Rights Committee (TLRC), which will meet each year in the global south, the focus will be to highlight indigenous languages and develop strategies to amplify the concerns of indigenous writers.

#### **Strengthened communication strategies and resources to share and showcase Centres' work.**

The Secretariat's approach will be to develop a range of communication tools and resources which Centres can use to strengthen their campaigning and show case their work.

### 2: Improving the situation of writers at risk who are displaced, imprisoned or otherwise persecuted

**Direct assistance, solidarity and campaigning** International P.E.N. will continue to provide direct assistance and solidarity to individual writers in prison or at risk of persecution and will work with strategic partners such as ICORN, the PEN Emergency Fund (PEF), the Journalists in Distress network and IFEX members, to meaningfully improve their situation.

#### **Displaced writers are connected with new audiences, allowing them to continue with their work**

Writers, journalists, and translators are on the front-line of critical reporting and storytelling on issues such as conflict, corruption or human rights violations and face increased persecution as a result.

**The voices of displaced writers are heard in local and global migration debates.** As cultural actors, our approach is to empower displaced writers and refugee communities as producers of culture, not passive victims or vulnerable recipients.

### 3: Addressing structural threats and barriers to freedom of expression

**Development of advocacy at the local and regional level on PEN's key themes** International P.E.N. advocates for structural change by empowering and enabling writers to fully play out their role as influential cultural actors.

**Towards gender equality** PEN declares is committed to women's words and stories, and, to women's equality. PEN's approach shall be to use its Women's Manifesto as the basis to champion the free expression of women with a special focus on assuring the participation and voices of minority women.

**Hate speech** forms a double threat to freedom of speech. Firstly, intimidation and threats frequently lead to self-censorship and silencing. Hate speech can have a chilling effect for example where writers and journalists chose, or sub consciously avoid covering certain subjects and areas, leading to a decline of in-depth and investigative journalism, the absence of dissenting or critical voices or those outside the cultural mainstream. At the same time, hate speech is becoming an obvious threat to freedom of speech everywhere, targeting and dehumanizing individuals and groups, and strengthening notions of stereotypes and 'risks' posed to dominant groups.

### 4: Strengthening the institutional capacity and sustainability of PEN, so that the movement is fully representative and relevant

**The Board** is committed to taking a stronger leadership role in guiding the institutional development of the PEN movement, delivering its strategic vision and providing oversight and direction for the work of the Secretariat.

## REPORT OF THE BOARD OF TRUSTEES

**Committees** new leadership and a reinvigorated membership within PEN's standing committees will enable the Committees to take on greater leadership and coordinating roles in their respective fields with closer collaboration between Committees on common theme.

**Centres have increased capacity to be strong civil society actors and advocates for freedom of expression** The Board will lead on developing a Centre to Centre twinning strategy to maximise support, knowledge sharing, the development of expertise and good governance throughout the PEN movement.

### Building capacity at the Secretariat to support the membership

The Secretariat will increase its support to Centres through a range of resources including training, development of strategies (advocacy and comms) and through supporting Centre twinning.

**The Board considers fundraising an urgent priority** to support the growing demands from writers at risk and for PEN's programmatic work. The overarching goal is simple: to achieve an organisational step change in which PEN has the capacity to coordinate and sustain effective campaigns and programmes throughout the PEN network, and in which the scale and impact of PEN's programmes attracts ongoing, support from a variety of funding sources at both the local and international level.

## FINANCIAL REVIEW

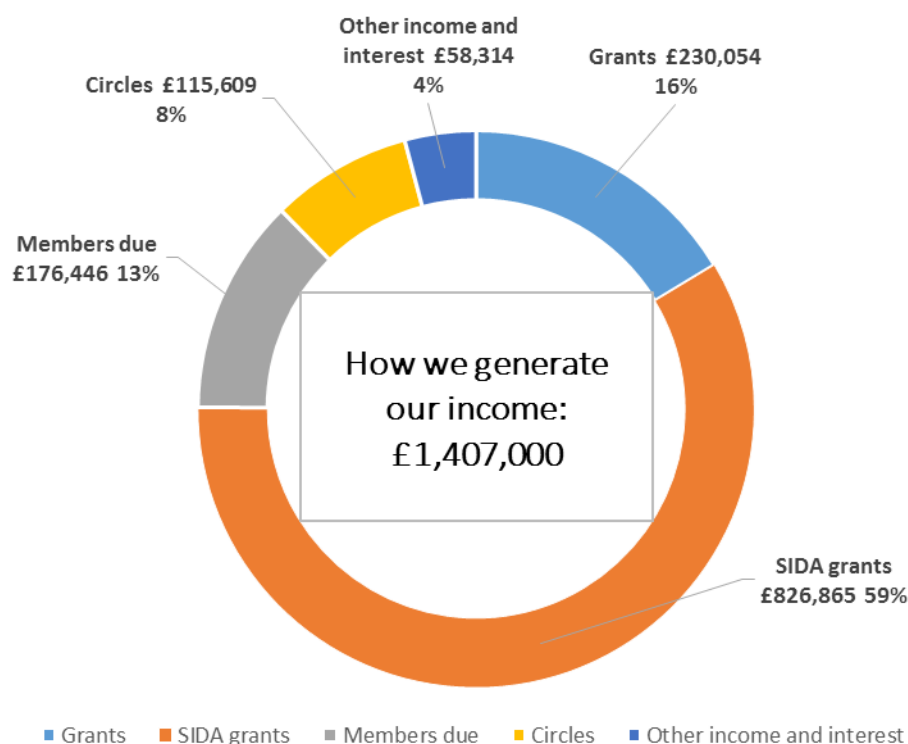
We generated nil reserves in the year to 31 December 2019 due to the deficit of £285,336 (*including impairment of £39,000 from investments*) (2018: £556,150 surplus) and is made up as follows:

	<b>2019</b>	<b>2018</b>
	<b>£'000</b>	<b>£'000</b>
Recognised income	1,407	2,220
<b>Total income</b>	<b>1,407</b>	<b>2,220</b>
Grants	(163)	(157)
Expenditure on charitable activities	(1,453)	(1,491)
Cost of raising funds	(37)	(43)
<b>Total expenditure</b>	<b>(1,653)</b>	<b>(1,691)</b>
<b>Net cash operating deficit</b>	<b>(246)</b>	<b>529</b>
Other gains / losses	(39)	27
<b>Free reserves generated in the year - deficit</b>	<b>(285)</b>	<b>556</b>

## RECOGNISED INCOME

Recognised income for the year was £1,407,000 (2018: £2,220,000). The largest proportion of our income is from SIDA (*Swedish International Development Cooperation Agency*) (2019: £827,000; 2018: £871,000). We also received, as well as £580,000 in grants, donations and earned income (2018: £1,349,000).

### Cash income: January 2019 to December 2019



International P.E.N. is grateful to its donors for their generous support in assuring its income of £1,407,000 during 2019 (2017: £2,220,079) to allow it to pursue its aim. The unrestricted income in 2019 was £350,370, a decrease of 37% on 2018, while the restricted income was £1,056,920, a decrease of 37% in 2018. The decrease is due to the one-off individual donation received in 2018.

Other principal restricted funding sources for 2019 include Sida, the Norwegian Ministry of Foreign Affairs, the International Cities of Refuge Network (ICORN), Evan Cornish Foundation, and the Banyan Trust amongst others. The funds from these donors go towards our research and policy work, civil society projects and the defence of writers at risk.

Our main sources of unrestricted income are the membership dues and the subscriptions to our Circles.

## MEMBER DUES

Membership dues are paid by centres and individuals, the dues contribution of our centres to the work of International P.E.N. is essential – it not only helps support PEN's work internationally but demonstrates the commitment of PEN members to support its important work world-wide. It is therefore vital for all our centres to pay their dues promptly to enable the secretariat to perform its charitable activities. At present, the community of PEN, through the dues collected by centres and the publishers, writers and readers circle contributes 25% of the annual budget of International P.E.N. Centres pay their membership dues on a yearly basis to International P.E.N. according to the numbers within their own membership. Each individual member of PEN pays dues both to the local centre and to International P.E.N. The contribution of Centre dues is made according to the GDP of the country, in according to four categories: £19, £14.5, £8 and £5 respectively per member per year.

## CIRCLES

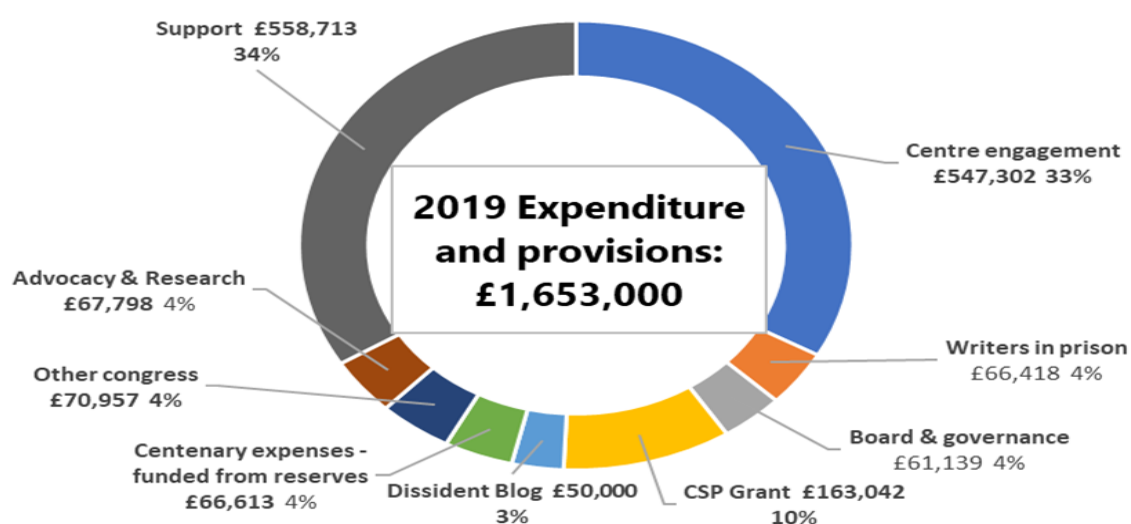
These are the Publishers, Writers, Readers and Screen Circles. The Publishers and Screen Circle income decreased in 2019. However, there was an increase in the Writers Circle's income. The Trustees recognise the need to grow this basis of unrestricted income and have put plans in place to grow the Circles in 2020

## EXPENDITURE

Total expenditure was £1,653,000 (2018: £1,690,000). We spent £39,000 less in 2019 compared to 2018. The main areas of underspend includes:

- total staffing costs (including recruitment and training);
- Fundraising activities;
- Overall support costs, including HR, finance, governance, communications (core costs).

**Expenditure: January 2019 to December 2019**



### STRUCTURE OF GOVERNANCE AND MANAGEMENT

PEN is a charity that was first set up in 1931. Since 2006, the activities of PEN have been undertaken through a charitable company, limited by guarantee. International P.E.N.'s governing document is the PEN Charter and its Constitution; International P.E.N.'s members are the PEN Centres meeting once a year as the Assembly of Delegates at PEN's annual Congress.

We have a Board of up to 10 Trustees which includes the International President, International Secretary, and the Treasurer:

- elected officials of International P.E.N. are nominated by at least 2 Centres;
- nominations and the election process is managed by the Search Committee; and
- two additional co-opted members are openly recruited by the other Trustees against a skills-needs audit.

The Board is responsible for setting the organisation's strategy, reviewing and adopting the budget and financial reports.

The Search sub-committee of the Board oversees trustee recruitment.

Candidates are provided with a job description and are required to submit in writing a biography and a signed letter of acceptance of nomination, with a statement of intent. The deadline for submission of nominations is 3 months in advance of Congress. Centres eligible to vote must have paid their membership dues to International P.E.N. and each Centre has one vote. The secret ballot is managed and overseen by the Search Committee.

International P.E.N.'s Trustees have been elected at Congress (the annual meeting of the Assembly of Delegates). The responsibilities of the Board of International P.E.N. have been defined by its constitution. Trustees can serve up to two, three-year terms of office.

Trustees are not paid.

New Trustees are introduced to PEN with a formal induction programme. We also provide ongoing training, based on periodic skill assessments.

The names of all those who are currently Trustees or who served as a trustee during the year to 31 December 2019 is set out in the section on "Reference and administrative information" at the end of this report. Further information on our current Trustees is available on our website (<https://pen-international.org/who-we-are/our-people/board>).

## REPORT OF THE BOARD OF TRUSTEES

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The Trustees delegate the day-to-day running of PEN to the Executive Director, Carles Torner. His work is guided by three sub-committees of the Board, each one chaired by a Trustee:

- **Finance Committee:** oversees the management of risk and finance and supervises the appointment of independent auditors; and
- **Fundraising Committee:** develops and monitors the fundraising strategy of the organisation, partnership building and long-term sustainability
- **Centres Committee:** analyses the situation of all PEN Centres, intervenes in centre disputes, prepares new PEN Centres' candidatures to be presented at the assembly of delegates for approval, proposes dormancies and closures of centres to the assembly, and registering centres who have ceased to exist.

As part of our Human resource development and staff remuneration, PEN is committed to ensuring that we pay our staff fairly and in a way that ensures we attract and retain the right skills in order to have the greatest impact in delivering our charitable objectives. Delivery of our charitable vision and purpose is primarily dependent on the performance and efforts of our staff, which is the largest single element of charitable expenditure. We aim to recruit, subject to experience, towards the lower point within a salary band, providing scope to be rewarded for excellence and growth within the role. We do not employ interns without pay. We pay at least the London Living Wage for all our staff and are committed to encouraging our suppliers do the same. PEN evaluates each post against other posts in PEN and market comparators to arrive at salary rates based on a consistent and transparent process, designed to offer a fair pay framework for all salary assessments and decisions. The pay structure is reassessed on an annual basis. All staff confirmed in post are subject to regular performance conversations, at least annually but quarterly is strongly encouraged.

We are currently reviewing our governance structure as a basis to develop and monitor our governance framework, Trustees recruitment, Trustees induction, Code of Conduct and succession planning.

Our **Centres** are legal members of our limited company, playing an important legal formal and informal role in our work. PEN Centres are voices for literature and freedom of expression in their respective countries. A full list of current Centres is available on our website (<https://pen-international.org/centres>) or by request.

## REPORT OF THE BOARD OF TRUSTEES

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International P.E.N. is committed to upholding its organisational culture in line with the seven overarching principles of the Charity Governance Code 2017: Organisational Purpose; Leadership; Integrity; Decision Making and Controls; Board Effectiveness; Diversity; and Openness and Accountability.

Over the next year, the Trustees will take further steps to embed the code across PEN, particularly with regard to setting the foundations for the governance objectives and outcomes in its future strategy.

The Executive Director, Carles Torner manages the office supported by a Senior Management team comprised of Finance, HR and Administration Director; and Director of International Programmes. The Senior Management Team is responsible for and provides oversight of the delivery of PEN's strategy and programmes, human resources functions and ensuring compliance with Charity Commission guidelines, good governance, budgetary and funding requirements.

### KEY MANAGEMENT PERSONNEL

The President, International Secretary and Treasurer meet confidentially to discuss the performance and achievements of the charity during the year in order to determine suitable remuneration for key management personnel. Their recommendations are then put forward to the Trustees for discussion and approval.

### RISK AND INTERNAL CONTROLS

The Trustees continue to review the risks facing PEN, the controls in place and the effectiveness of mitigating actions. International P.E.N. has a risk register which records risks and how they are mitigated, including (but not limited to) our income, assets, management, staff, partners and beneficiaries, reputation, financial controls and governance. The Trustees delegate risk management to the Executive Director and Finance, HR and Administration Director. The risk register is reviewed regularly by the Finance Committee and at least annually by the Board.

The Trust has a comprehensive insurance policy, reviewed annually, and currently provided by Aston Lark Insurance.

The Trustees have considered the nature and extent of any risks and uncertainties that arise as a result of Brexit and COVID-19. Any material concerns have been included in the following table, which set out the specific areas that give rise to the potential major risks for the next financial year:

Risk	Current mitigating actions
Unrestricted fundraising targets not met.	<ul style="list-style-type: none"> <li>• Board take strong lead in fundraising and new fundraising strategy</li> <li>• Continued outreach to publishers to increase membership of Publishers' including at Frankfurt 2019 and London Book fair 2020; Writers and Screenwriters Circles</li> <li>• New funding streams legacy and crowd funding explored</li> <li>• Hiring a new Fundraising and Partnerships Consultant (including corporate giving)</li> </ul>
Effectiveness of Senior Management Team (SMT)	<ul style="list-style-type: none"> <li>• SMT review of roles and responsibilities review of JD as untenable workloads and weak organisational processes reasons for departures of Directors with support from INTRAC</li> <li>• Consultations with the Union</li> <li>• Board approve process for recruitment and their involvement</li> <li>• Board to discuss its role and communications with Staff at Board March 2019</li> <li>• Additional support from Board members to support staff</li> </ul>
Mismanagement of disbursed project funds to centres	<ul style="list-style-type: none"> <li>• Improved disbursement of funds authorisation processes</li> <li>• Quarterly skype calls with Centres on project delivery and to build centre relationships over time</li> <li>• 3 - 6 monthly reporting on projects</li> <li>• Bribery and corruption policy shared, whistle-blower and procurement particularly for those involved in Civil Society programme</li> <li>• Centres in the process of auditing their projects</li> </ul>
Politicisation or intolerant positions of centres	<ul style="list-style-type: none"> <li>• Centre Development strategy for problematic PEN Centres</li> <li>• Board/SMT take action/missions to engage with Centres whose messages is out of line with PEN Charter and human rights norms (i.e. on LGBTI) Several centres closed or made dormant</li> <li>• Hate Speech Working group – main subject congress Uppsala in 2020</li> </ul>
Persecution of PEN members and writers we assist for their work in the organisation or for support provided	<ul style="list-style-type: none"> <li>• We always obtain consent before we carry out any campaigning or advocacy on behalf of members or writers</li> <li>• We carry out a risk assessment before a mission and have developed a comprehensive risk assessment policy</li> </ul>

## REPORT OF THE BOARD OF TRUSTEES

Risk	Current mitigating actions
The impact of COVID-19 on our operations can affect our going concern	<ul style="list-style-type: none"> <li>Continuous risk assessment in the countries affected by the pandemic and dialogues with our funders</li> </ul>
Dramatic change in international support for freedom of expression demotivation and slows the Trust's ability to deliver its goals.	<ul style="list-style-type: none"> <li>Campaigns and advocacy are more focused and underpinned by robust research</li> <li>Ensure that individual writers/Centres can advocate on issues of concern to them both at national and international levels – dialogue and debate need more than ever – role of the writer as thought leader to counter extreme positions</li> <li>Build relations with key actors in international freedom of expression field</li> </ul>
Lack of resources needed to pursue step change in capacity - i.e. timely recruitment of staff; training of International Secretariat and Centre development	<ul style="list-style-type: none"> <li>Staff training received and ongoing on project management; M&amp;E programme fully developed with ongoing support from INTRAC on developing learning framework – impact grid applied in all reports for civil society programme</li> <li>Staff training support from INTRAC M&amp;E</li> <li>Independent coordination for the Americas and Asia</li> <li>Communications overhaul needed</li> </ul>
Effectiveness of International Board and Committees	<ul style="list-style-type: none"> <li>Board now taking lead in strategy setting including the process</li> <li>Board positions under 3 year election cycle</li> <li>At least two in person Board meetings per year</li> <li>Co-opt members (2) of the Board under review</li> <li>2 co-opted positions remain open</li> </ul>
Injury/kidnapping of staff or consultant on overseas assignment	<ul style="list-style-type: none"> <li>Organisational travel security assessment strengthened – we use these regularly last risk assessment done for High level Turkey mission</li> <li>Work with local centres with good knowledge of situation and risks in country being visited</li> <li>Full cover travel insurance</li> <li>Security protocols in development</li> </ul>

## OTHER MATTERS

### INVESTMENT POLICY

The Trustees commissioned Swissquote as our broker during the year. At present, we have investment of £231,000 (market value £270,000) held with the company. Trustees are currently updating our investment policy to comply with this activity.

## GOING CONCERN

The Trustees have reviewed our financial position and financial forecasts, taking into account the level of reserves and cash, and our systems of financial control and risk management. As a result of this review, the Trustees believe that we are well placed to manage operational and financial risks successfully. The Trustees continue to believe it is appropriate to adopt the going concern basis of accounting in preparing the financial statements. As a charity, we are aware of the potential impact of coronavirus on our regional committee meetings, board meetings and our centenary in 2021. Strategic funding has already been secured for the next four years. In addition, we will continue to carry out risk assessment to mitigate any potential impact of coronavirus.

## RESERVES POLICY

The Trustees recognise the need to hold sufficient reserves to allow protection of core activities in the event of any income shortfalls to implement long-term strategic programmes and enable International P.E.N. to carry out its essential projects.

The policy aims to have sufficient free reserves to enable International P.E.N. to cope with fluctuations and to hold at least the equivalent of three months' operating cost expenditure (£475,000).

Total reserves at 31 December 2019 were £743,000 (2018: £1,028,394) Restricted reserves held in 2019 were £606,000 (2017: £656,436) and unrestricted reserves were £137,000. Of this £31,000 were designated reserves while the free reserves were £106,000 (2018: £356,368).

Restricted reserves are those funds that have been received for particular purposes and projects, and are shown in detail in note 16. Even though, the year ended with a deficit we are still able to meet our free reserves target level implied by the current reserves policy, which seeks to build reserves up to three months' operating expenditure. The Finance Subcommittee of the board will continue to monitor closely the reserves position with quarterly reviews during 2020.

This policy is reviewed every year.

## VOLUNTEERS

International P.E.N. is immensely grateful to the volunteers who contribute to our campaigns and communications work as well supporting our International programmes team with media monitoring on freedom of expression issues. Their skill, time and dedication helps us achieve our goals while offering them an opportunity to learn and gain experience in a field of work that has growing relevance in our world today.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

### AUDITORS

Our auditor, HW Fisher, have indicated their willingness to continue in office and it is proposed that they be re-appointed as auditors for the ensuing year. However, we are aware of their rotation period and this will be exercised to maintain objectivity.

The Trustees (who are also directors of International P.E.N. for the purpose of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires Trustees to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and regulations made thereunder. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as each of the Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements may differ from legislation in other jurisdictions.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Signed on behalf of the Trustees



Jennifer Clement  
President

31 March 2020



Eric Lax  
Treasurer

31 March 2020

## OPINION

We have audited the financial statements of International P.E.N. (the 'charity') for the year ended 31st December 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the notes to the financial statements including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to

adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **OTHER INFORMATION**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the report of the board of trustees' for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the report of the board of trustees' have been prepared in accordance with applicable legal requirements.

## **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report

## REPRESENTATIVES OF TRUSTEES

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

## AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

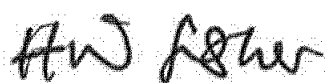
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at:

<http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**USE OF OUR REPORT**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Andrew Rich (Senior Statutory Auditor)**



For and behalf of HW Fisher

Chartered Accountants

Statutory Auditor

Acre House

11-15 William Road

London, NW1 3ER

2 April 2019

	Note	General funds	Designated funds	Restricted funds	Total 2019	Total 2018 (note 24)
		£'000	£'000	£'000	£'000	£'000
<b>Income</b>						
<b>Income from charitable activities</b>						
Donations and legacies	3	224	-	-	224	989
Charitable activities	4	126		1,057	1,183	1,231
		350	-	1,057	1,407	2,220
<b>Total income</b>		<b>350</b>	<b>-</b>	<b>1,057</b>	<b>1,407</b>	<b>2,220</b>
<b>Expenditure</b>						
<b>Expenditure on</b>						
Cost of raising funds						
Expenditure on fundraising and publicity		37	-	-	37	43
		<b>37</b>			<b>37</b>	<b>43</b>
Expenditure on charitable activities						
General advocacy and support	5	379	5	955	1,339	1,343
Writers in prison	5	144	2	131	277	304
Total expenditure on charitable activities		<b>523</b>	<b>7</b>	<b>1,086</b>	<b>1,616</b>	<b>1,690</b>
<b>Total expenditure</b>		<b>597</b>	<b>7</b>	<b>1,086</b>	<b>1,653</b>	<b>1,690</b>
<b>Total net income (expenditure) before transfers</b>		<b>(210)</b>	<b>(7)</b>	<b>(29)</b>	<b>(246)</b>	<b>530</b>
Transfers between funds	17	(1)	22	(21)	-	-
<b>Net income after transfers</b>		<b>(211)</b>	<b>15</b>	<b>(50)</b>	<b>(246)</b>	<b>530</b>
Other gains / (losses)	13b	(39)	-	-	(39)	26
<b>Net movement in funds</b>		<b>(250)</b>	<b>15</b>	<b>(50)</b>	<b>(285)</b>	<b>556</b>
<i>Reconciliation of funds</i>						
Balances brought forward at 1 January 2019		356	16	656	1,028	472
<b>Balances carried forward at 31 December 2019</b>	19	<b>106</b>	<b>31</b>	<b>606</b>	<b>743</b>	<b>1,028</b>

All gains and losses recognised in the year are included on the Statement of Financial Activities.  
The accompanying notes form part of these financial statements.

# CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 £'000	2018 £'000
<b>Non-current assets</b>			
Tangible assets	13a	18	16
Investment	13b	231	
		<b>249</b>	<b>16</b>
<b>Current assets</b>			
Debtors	14	148	233
Cash at bank and in hand		486	899
		634	1,132
<b>Liabilities:</b>			
amounts falling due within one year	15	(140)	(120)
<b>Net current assets</b>		<b>494</b>	<b>1,012</b>
<b>Total assets less current liabilities</b>		<b>743</b>	<b>1,028</b>
<b>Net assets</b>		<b>743</b>	<b>1,028</b>
<b>The funds of the charity</b>			
Unrestricted funds			
Other charitable funds	19	106	356
Designated funds	18	31	16
		<b>137</b>	<b>372</b>
<b>Restricted funds</b>	17	<b>606</b>	<b>656</b>
		<b>743</b>	<b>1,028</b>

Approved by the Trustees on 31 March 2020 and signed on their behalf



Eric Lax, Treasurer



Jennifer Clement, president

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019		2018	
		£'000	£'000	£'000	£'000
<b>Net cash outflow from operating activities</b>	20		(134)		419
<b>Cash flows from investing activities</b>					
Payments to acquire fixed assets	13a	(9)		(7)	
Purchase of investment	13b	(270)			
<b>Total capital expenditure</b>			(279)		(7)
<b>Change in cash and cash equivalents in the reporting period</b>			(413)		412
<b>Cash and cash equivalents at the beginning of the reporting period</b>			899		487
<b>Cash and cash equivalents at the end of the reporting period</b>			486		899
<b>Cash at bank and in hand:</b>					
Increase (decrease) in cash			486		899
	21		486		899

## 1. ACCOUNTING POLICIES

### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102. The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £. The financial statements have been prepared under the historical cost convention, modified to include the revaluation of investments at fair value. The principal accounting policies adopted are set out below.

### 1.2 Going concern

These financial statements are prepared on the going concern basis. The Trustees have a reasonable expectation that International P.E.N. will continue in operational existence for the foreseeable future. We have set out in the Trustees' report a review of financial performance and the charity's reserves position. We believe there are no material uncertainties that call into doubt the charity's ability to continue as a going concern.

Given the emergence and spread of the Covid-19 virus, the Trustees have considered the effect on the charity. The Trustees continue to believe that there is no material uncertainty over the ability of the charity to continue as a going concern.

### 1.3 Critical estimates and judgements

International P.E.N.'s significant accounting policies are stated in this note. Not all of these significant accounting policies require the Trustees to make difficult, subjective or complex judgements or estimates. The assets and liabilities of PEN that are subject to a significant degree of estimation or judgement are: the fair value of PEN's investment; the assets and liabilities; and the recoverability of trade debt.

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The trustees do not believe there to be any judgements or estimates critical to the financial statements.

Other estimates that affect the Statement of Financial Activities comprise the allocation of support costs as detailed in the policy.

### 1.4 Income

Income other than grant income is recognised at the fair value of the consideration received or receivable for goods and services provided. Fair value takes into account settlement discounts allowed on services.

Income from donations and grants is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

The value of services provided by volunteers has not been included in these financial statements. Gifts in kind are included where the sum can be accurately estimated.

Unrestricted income is deferred when this is received and relates to a period following the year end. Restricted income is deferred only when this relates wholly to a future period, as specified by the funder.

### 1.5 Grants received

Where grants are received for specific purposes they are credited to the restricted funds of International P.E.N. Grants that are awarded for a specific period are recognised in the SOFA in that period.

**1.6 Grants payable**

Grants payable as cash are accounted for in the period in which they are approved. Grants awarded to centres of International P.E.N. are accounted for upon approval or payment date.

**1.7 Basis of allocation of support costs**

Staff and other support costs are allocated to the various activities of International P.E.N. based upon the direct staff costs involved in delivering direct charitable activities and on the estimated time devoted to the governance of PEN.

**1.8 Defined contributions pension scheme**

Employer contributions to PEN's defined contribution Pension Scheme are charged to the SOFA on an accruals basis.

**1.9 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity.

Designated funds are donations where the donor has not specified a use, but the trustees have allocated these donations to specific projects being undertaken by the Charity.

Restricted funds are donations where the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

**1.10 Expenditure and irrecoverable Value Added Tax**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of attracting voluntary income and the costs of fundraising.
- Expenditure on charitable activities includes the costs of the delivery of its activities and services for its beneficiaries.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Rental costs under operating leases are charged against income on a straight-line basis over the term of the lease.

**1.11 Volunteers**

International P.E.N. provides volunteering opportunities in a number of its activities. The work performed by the volunteers is well-appreciated and is explained in the Trustees' Report. No financial appraisal of the value of volunteering is included within these financial statements.

**1.12 Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

**Asset Category**

Office equipment 25% reducing balance

The policy with respect to impairment reviews of fixed assets is that these assets are inspected regularly for any impairment and any defect remedied so as to maintain the current value.

All assets costing more than £500 are capitalised.

### 1.13 Investment

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year. Gains and losses on the disposal of investment assets are calculated as the difference between historical and market values. Investments intended to be held for a period of more than one year are disclosed as a fixed asset on the Balance Sheet. Investments that are expected to be drawn down and utilised within the year are disclosed as a short term deposit on the Balance Sheet.

### 1.14 Bad debts

Provisions are made against monies due to International P.E.N. where the debt is overdue and recovery is in doubt. Debts are written-off according to procedures agreed by the Trustees.

### 1.15 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered and provision for bad and doubtful debts.

Prepayments are valued at the amount prepaid net of any trade discounts due.

### 1.16 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account

**1.17 Creditors and provisions:** Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### 1.18 Other financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Except for fixed asset, investments, basic financial instruments are recognised as the amount payable or receivable when the instrument is first recognised together with any subsequent transaction costs but modified in respect of trade debtors for an assessment of potential bad debt.

**1.19 Foreign exchange:** Transactions denominated in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. All differences are included in net outgoing resources.

**1.20 PEN Centres:** PEN Centres are not treated as branches of International P.E.N. They are independently governed organisations.

**1.21 Restricted funds:** Project grants: Grants that are received for specified purposes are credited to a restricted fund. Expenditure that is attributable to such grants is charged directly to the fund in the statement of financial activities.

**1.22 Designated funds:** Fixed Assets: The balances on the funds represent our fixed asset portfolio. The capital costs of asset that are met from PEN's own resources are represented by designated funds. Depreciation is charged directly against the fund in the statement of financial activities.

## 1a. POST BALANCE SHEET EVENT

The Trustees have considered the effect of the Covid-19 outbreak, that has been spreading throughout the world in early 2020, on the company's activities. It is not clear what the impact on the charity's operations will be. However, the Trustees will continue to monitor and measure any likely impact as events develop.

## **2. LEGAL STATUS OF THE CHARITY**

International P.E.N. (or “the Charity”) is a company limited by guarantee incorporated in England and Wales. The registered office is 162-164 Abbey Street, Koops Mill Mews, Unit A, London, SE1 2AN.

## NOTES TO THE FINANCIAL STATEMENTS YEAR END 31 DECEMBER 2019

### 3. INCOME FROM DONATIONS & LEGACIES

Source	2019				2018			
	Unrestricted funds £'000	Designated funds £'000	Restricted funds £'000	Total £'000	Unrestricted funds £'000	Designated funds £'000	Restricted funds £'000	Total £'000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Donations and legacies	224	-	-	224	379	-	610	989
	<b>224</b>	<b>-</b>	<b>-</b>	<b>224</b>	<b>379</b>	<b>-</b>	<b>610</b>	<b>989</b>

#### Donations to unrestricted funds:

Individual contributions  
PEN centre contributions  
Gifts in kind  
Other income

2019 £'000	2018 £'000
36	215
176	153
-	2
12	9
<b>224</b>	<b>379</b>

#### Donations to restricted funds:

Individual contributions

2019 £	2018 £
-	610
<b>-</b>	<b>610</b>

## 4. INCOME FROM CHARITABLE ACTIVITIES

	<b>Unrestricted funds 2019 £'000</b>	<b>Restricted funds 2019 £'000</b>	<b>Total funds 2019 £'000</b>	<i>Total funds 2018 £'000</i>
Grants receivable	10	1,057	1,067	1,059
Publishers Circle	90	-	90	137
Writers Circle	17	-	17	15
Readers Circle	5	-	5	5
Screen Circle	4	-	4	15
Other charitable activity income	-	-	-	-
	<b>126</b>	<b>1,057</b>	<b>1,183</b>	<b>1,231</b>

Restricted funds:	<b>2019 £'000</b>	<i>2018 £'000</i>
Norwegian Ministry of Foreign Affairs	93	55
ICORN	88	88
SIDA	827	871
Commonwealth Foundation	-	-
Other Income	-	14
Fritt Ord Foundation	29	-
Open Society Foundation (OSF)	-	-
Natur and Kultur	-	-
Evan Cornish Foundation	-	7
Banyan Tree Foundation	20	20
UNDEF	-	-
	<b>1,057</b>	<b>1,055</b>

## 5. ANALYSIS OF EXPENDITURE RELATING TO GENERAL ADVOCACY AND SUPPORT

	<b>2019 £'000</b>	<i>2018 £'000</i>
Staff costs	434	553
Sub-grants to PEN Centres	163	157
Other centre development costs	449	452
Support costs (note 6)	293	181
	<b>1,339</b>	<b>1,343</b>

Continued overleaf

**5. ANALYSIS OF EXPENDITURE RELATING TO GENERAL ADVOCACY AND SUPPORT (Continued)****Analysis of expenditure relating to writers in prison**

	<b>2019</b>	<i>2018</i>
	<b>£'000</b>	<i>£'000</i>
Staff costs	104	180
Other costs	79	9
Support costs (note 6)	94	115
	<b>277</b>	<i>304</i>

Expenditure was £1,653,000 (2018: £1,690,000) of which £560,000 was unrestricted (2018: £525,000), £1,086,000 was restricted (2018: £1,159,000) and £7,000 was designated (2017: £6,000).

Expenditure on raising funds includes staff costs of £8,934 (2018: £6,457), consultancy fees of £25,174 (2018: £36,750) and other costs of £2,587 (2018: £214).

**6. ANALYSIS OF SUPPORT COSTS AND GOVERNANCE COSTS**

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs include payments to the Auditors of £13,000 (2018: £13,200) and other financial services of £1,395 (2018: £1,560).

Having identified its governance costs, the remaining support costs together with the governance costs are all allocated against the charitable activities based on the time spent on those activities.

**Support costs**

	<b>General advocacy and support</b>	<b>Writers in prison</b>	<b>Total</b>	<i>Total</i>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<i>2018</i>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<i>£'000</i>
Staff costs	62	21	83	74
Depreciation	5	2	7	6
Rent and occupancy	79	26	105	110
Office supplies and equipment	15	4	19	13
Other Costs	65	22	87	33
Governance costs (see below)	67	19	86	60
	<b>293</b>	<b>94</b>	<b>387</b>	<i>296</i>

*Continued overleaf*

**6. ANALYSIS OF SUPPORT COSTS AND GOVERNANCE COSTS (Continued)****Governance costs**

	<b>General advocacy and support 2019 £'000</b>	<b>Writers in prison 2019 £'000</b>	<b>Total 2019 £'000</b>	<b>Total 2018 £'000</b>
Staff costs	21	5	26	16
Audit fees	10	3	13	13
Board meetings	16	5	21	16
Other costs	20	6	26	15
	<b>67</b>	<b>19</b>	<b>86</b>	<b>60</b>

**Auditor's remuneration:**

	<b>2019 £'000</b>	<b>2018 £'000</b>
Statutory audit	13	13
Non audit service	1	-
	<b>14</b>	<b>13</b>

**7. NET (EXPENDITURE) FOR THE YEAR****This is stated after charging:**

	<b>2019 £'000</b>	<b>2018 £'000</b>
Operating lease rentals	85	84
	<b>85</b>	<b>84</b>

**8. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT**

	<b>2019 £'000</b>	<b>2018 £'000</b>
Wages and salaries	692	715
Social security costs	67	77
Pension	34	37
	<b>793</b>	<b>829</b>

**Number of employees whose emoluments during the year fell between:**

	<b>2019</b>	<b>2018</b>
£60,000 and £69,999	-	1
£80,000 and £89,999	-	1
£90,000 and £99,999	1	-

Continued overleaf

## 8. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT

The key management personnel of the Charity comprise the Trustees, the Executive Director, the Director of Finance and Administration and the Director of International Programmes. Remuneration of key management personnel was £246,862 (2018: £289,821).

Trustee Expenses: None of the trustees received any remuneration during the year, but the Trustee Board (Five members) were reimbursed a total of £6,678 (2018: £2,703) travel and subsistence expenses.

The total expenses incurred by the Trustees in the discharge of their duties and paid to third parties was £29,654 (2018: £27,743).

However, two Trustees from our board contributed £10,000 towards board meeting travels and subsistence.

Number of volunteers was 3 (2018: 4). Volunteers assist with centenary project, supporting the International programmes team with media monitoring on freedom of expression issues.

## 9. STAFF NUMBERS

The average monthly head count was 17 staff (2018: 20) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year were as follows:

	<b>2019</b>	<b>2018</b>
	Number	Number
Charitable activities	15	18
Fundraising	-	-
Governance	2	2
Support	-	-
	<b>17</b>	<b>20</b>

## 10. PENSION AND OTHER POST-RETIREMENT BENEFIT COMMITMENTS

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

	<b>2019</b>	<b>2018</b>
	£'000	£'000
Contributions payable by the company for the year	<b>34</b>	<b>37</b>

The expense has been allocated to restricted and unrestricted expenditure on the same basis as wages and salaries.

**11. RELATED PARTY TRANSACTIONS**

At the year-end, the charity had given 2019: £5,000 (2018: 10,000) to a centre where the president (KAHYANA, Danson Sylvester) is also a board member through our CSP project. The charity's CSP grant-making process follows a criteria which is independent, transparent and solely managed by the secretariat with no influence from the board.

**12. CORPORATION TAX**

As a charity, International P.E.N. is exempt from UK tax on income and gains to the extent that these are applied to its charitable objects. No UK tax charges have arisen in the Charity, during the year or the previous year.

**13a. TANGIBLE FIXED ASSETS**

	<b>Office Equipment</b> £,000	<b>Fixtures &amp; Fittings</b> £,000	<b>Computer Equipment</b> £,000	<b>Total</b> £,000
<b>Cost:</b>				
As at 1 January 2019	16	-	33	49
Additions	4	2	3	9
Disposals	-	-	(7)	(7)
<b>As at 31 December 2019</b>	<b>20</b>	<b>2</b>	<b>29</b>	<b>51</b>
<b>Depreciation:</b>				
As at 1 January 2019	10	-	23	33
On disposals	-	-	(7)	(7)
Charge for year	3	-	4	7
<b>As at 31 December 2019</b>	<b>13</b>	<b>-</b>	<b>20</b>	<b>33</b>
<b>Net book value</b>				
<b>As 31 December 2019</b>	<b>7</b>	<b>2</b>	<b>9</b>	<b>18</b>
<b>As at 31 December 2018</b>	<b>6</b>	<b>-</b>	<b>10</b>	<b>16</b>

All assets are used for charitable purposes.

## 13b. INVESTMENTS

	£,000
<b>Valuation</b>	
<b>At 1 January 2019</b>	-
Additions	270
Impairment	(39)
<b>Net book value</b>	
<b>As at 31 December 2019</b>	<b>231</b>
<i>As at 31 December 2018</i>	<i>-</i>

## 14. DEBTORS

	<b>2019</b> £'000	<b>2018</b> £'000
Trade debtors	3	3
Grants receivable	44	44
Bad debts provision	(41)	-
Other debtors	102	174
Prepayments and accrued income	40	11
	<b>148</b>	<b>232</b>

<b>Bad debt provision</b>	<b>Opening provision at 1 January 2019</b> £'000	<b>Additional provisions</b> £'000	<b>Closing provision at 31 December 2019</b> £'000	<b>Closing provision at 31 December 2018</b> £'000
Circles	-	41	41	-
	-	41	41	-

Bad debt provisions are based upon the debtor balances on individual accounts.

There has been no change in the basis of calculation during the year.

**15. LIABILITIES: AMOUNTS DUE WITHIN ONE YEAR**

	<b>2019</b>	<b>2018</b>
	£'000	£'000
Trade creditors	40	37
Grants awarded	28	11
Taxation and social security costs	29	22
Other creditors	23	16
Accruals and deferred income	20	34
	<b>140</b>	<b>120</b>

There was £18,172 of deferred income brought forward, released during the year was £15,172. Deferred income at the balance sheet date was £3,430, including £2,460 of the brought forward.

**16. FINANCIAL INSTRUMENTS**

	<b>2019</b>	<b>2018</b>
	£'000	£'000
Financial assets that are debt instruments measured at amortised cost	55	221
Financial liabilities that are measured at amortised cost	91	64

**17. ANALYSIS OF RESTRICTED FUNDS**

	<b>Balance as at 1 January 2019</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers Unrestricted Funds</b>	<b>Funds as at 31 December 2019</b>	<b>Funds as at 31 December 2018</b>
	£,000	£,000	£,000	£,000	£,000	£,000
Writers in Prison Committee (WIPC)	34	137	(131)	-	40	34
Swedish International Development Cooperation Agency (SIDA)	-	827	(806)	(21)	-	-
Centre Development	22	-	(14)	-	8	22
Norwegian Ministry of Foreign Affairs (NMFA)	12	93	(68)	-	37	12
Individual Donation (£610,200 towards the following 3 Areas) :						
(i) International P.E.N. Centenary	182	-	(67)	-	115	182
(ii) Defence of Writers & Literature	203	-	-	-	203	203
(iii) Long Term Reserves	203	-	-	-	203	203
	<b>656</b>	<b>1,057</b>	<b>(1,086)</b>	<b>(21)</b>	<b>606</b>	<b>656</b>

## 17a. TRANSFERS BETWEEN FUNDS

	General funds to(from) £'000	Designated funds to(from) £'000
<b>Transfers to reflect activities during the year</b>		
Transfers to cover capital expenditure during the year funded from reserves	(10)	10
<b>Transfers to provide for future activities</b>		
Funds allocated centenary	(12)	12
	<b>(22)</b>	<b>22</b>

## 17. ANALYSIS OF FUNDS (Continued)

**WIPC** - The mobilisation of communication and support in opposition to the infringement of freedom of expression.

**SIDA** - Support for regional programmes for PEN centres and support for capacity and outreach in London.  
The transfer (£20,995) relates to board costs included in support costs but actually charged to SIDA in the year- hence the transfer of the same from SIDA (restricted funds) to unrestricted funds.

**Centre Development** - Supporting exchanges mainly between the African centres.

**NMFA** - Support for the work of the Writers in Prison Committee in the Middle East, Asia and North Africa.

**Individual donation** – Support of the defence of writers and literature, PEN Centenary work, and to strengthen PEN's long term reserves

## 18. ANALYSIS OF MOVEMENT IN DESIGNATED FUNDS

	Balance as at 1 January 2019 £'000	Incoming resources £'000	Resources expended £'000	Transfers £'000	Funds as at 31 December 2019 £'000	Funds as at 31 December 2018 £'000
Fixed Assets	16	-	(7)	10	19	16
Fund Centenary Donation	-	-	-	12	12	
	<b>16</b>	<b>-</b>	<b>(7)</b>	<b>22</b>	<b>31</b>	<b>16</b>

**19. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted funds 2019 £'000</b>	<b>Designated funds 2019 £'000</b>	<b>Restricted funds 2019 £'000</b>	<b>Total 2019 £'000</b>	<b>Total 2018 £'000</b>
Tangible fixed assets	-	18	231	249	16
Current assets	161	13	460	634	1,132
Creditors of less than one year	(55)	-	(85)	(140)	(120)
	<b>106</b>	<b>31</b>	<b>606</b>	<b>743</b>	<b>1,028</b>

**20. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2019 £'000</b>	<b>2018 £'000</b>
Net movement in funds	(285)	556
Add back depreciation charge	7	6
Decrease (Increase) in debtors	84	(69)
Increase (Decrease) in creditors	21	(74)
Impairment	39	-
Net cash used in operating activities	<b>(134)</b>	<b>419</b>

**21. ANALYSIS OF CHANGES IN NET DEBT**

	<b>At 1 January 2019 £'000</b>	<b>Cash flow £'000</b>	<b>At 31 December 2019 £'000</b>	<b>At 31 December 2018 £'000</b>
Cash at bank and in hand	899	(413)	<b>486</b>	899
Net cash used in operating activities	<b>899</b>	<b>(413)</b>	<b>486</b>	<b>899</b>

**22. COMMITMENTS UNDER OPERATING LEASES**

	<b>2019 £'000</b>	<b>2018 £'000</b>
Within one year - property	63	84
Between two and five years - property	-	63
Within one year - other	2	2
Between two and five years - other	-	2
	<b>65</b>	<b>151</b>

**23. OTHER GAINS / (LOSSES)**

This is Currency Exchange Gain from translating monetary assets denominated in foreign currencies at the exchange rate ruling at the balance sheet date.

## 24. COMPARATIVE FIGURES: STATEMENT OF FINANCIAL ACTIVITIES 2018

*Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 December 2018*

	<b>Note</b>	<b>Unrestricted funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total funds 2018</b>	<b>Total funds 2017</b>
		<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
<b>Income</b>						
Donations and legacies	3	379	-	610	<b>989</b>	207
Charitable activities	4	176	-	1,055	<b>1,231</b>	1,374
<b>Total income</b>		<b>555</b>	<b>-</b>	<b>1,665</b>	<b>2,220</b>	<b>1,581</b>
<b>Expenditure on:</b>						
Cost of raising funds:						
Fundraising and publicity		43	-	-	<b>43</b>	6
<b>Expenditure on charitable activities:</b>	5					
General advocacy and support		294	4	1,045	<b>1,343</b>	1,306
Writers in prison		188	2	114	<b>304</b>	256
<b>Total expenditure</b>		<b>525</b>	<b>6</b>	<b>1,159</b>	<b>1,690</b>	<b>1,569</b>
<b>Net income/ (expenditure)</b>		<b>30</b>	<b>(6)</b>	<b>506</b>	<b>530</b>	<b>13</b>
Gross transfers between funds	16/17	9	7	(16)	-	-
<b>Other gains / (Losses)</b>	21	<b>26</b>			<b>276</b>	<b>(20)</b>
<b>Net movement in funds</b>		<b>65</b>	<b>1</b>	<b>490</b>	<b>556</b>	<b>(7)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		291	15	166	<b>472</b>	480
<b>Total funds carried forward</b>		<b>356</b>	<b>16</b>	<b>656</b>	<b>1,028</b>	<b>472</b>

## 25. COMPARATIVE FIGURES: EXPENDITURE - 2018

<b>Support costs</b>	<b>General advocacy and support</b>	<b>Writers in prison</b>	<b>Total</b>	<b>Total</b>
	<b>2018</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>
	£'000	£'000	£'000	£'000
Staff costs	45	29	74	57
Depreciation	4	2	6	7
Rent and occupancy	67	43	110	93
Office supplies and equipment	8	5	13	9
Other Costs	20	13	33	22
Governance costs (see below)	37	23	60	60
	<b>181</b>	<b>115</b>	<b>296</b>	<b>247</b>

<b>Governance costs</b>	<b>General advocacy and support</b>	<b>Writers in prison</b>	<b>Total</b>	<b>Total</b>
	<b>2018</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>
	£'000	£'000	£'000	£'000
Staff costs	10	6	16	14
Audit fees	8	5	13	13
Board meetings	10	6	16	19
Other costs	9	6	15	14
	<b>37</b>	<b>23</b>	<b>60</b>	<b>60</b>

## Analysis of movements in restricted funds

	<b>Balance as at 1 January 2018</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers to Unrestricted Funds</b>	<b>Funds as at 31 December 2018</b>
	£'000	£'000	£'000	£'000	£'000
Writers in Prison Committee (WIPC)	33	115	(114)	-	34
Swedish International Development Cooperation Agency (SIDA)	23	871	(878)	(16)	-
Centre Development	102	14	(94)	-	22
Norwegian Ministry of Foreign Affairs (NMFA)	8	55	(51)	-	12
Individual Donation (£610,200 towards the following 3 Areas) :					
(i) International P.E.N. Centenary	-	204	(22)	-	182
(ii) Defence of Writers & Literature	-	203	-	-	203
(iii) Long Term Reserves	-	203	-	-	203
	<b>166</b>	<b>1,665</b>	<b>(1,159)</b>	<b>(16)</b>	<b>656</b>

## 25. COMPARATIVE FIGURES: EXPENDITURE - 2018

*Analysis of movements in designated funds*

	<b>Balance as at 1 January 2018</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Funds as at 31 December 2018</b>
	£'000	£'000	£'000	£'000	£'000
<i>Fixed Assets Fund</i>	15	-	(6)	7	16
	<b>15</b>	<b>-</b>	<b>(6)</b>	<b>7</b>	<b>16</b>

*Analysis of net assets between funds*

	<b>Unrestricted funds 2018</b>	<b>Designated funds 2018</b>	<b>Restricted funds 2018</b>	<b>Total 2018</b>
	£'000	£'000	£'000	£'000
<i>Tangible fixed assets</i>	-	16	-	16
<i>Current assets</i>	385	-	746	1,131
<i>Creditors of less than one year</i>	(29)	-	(90)	(119)
	<b>356</b>	<b>16</b>	<b>656</b>	<b>1,028</b>

## REFERENCE AND ADMINISTRATIVE INFORMATION

## Governance and management

## Trustees

Jennifer Clement, president/chair (appointed 15 Oct 2015)

## Trustees:

Jarkko Tontti (resigned 4 August 2019)

Mohamed Sheriff (term ended 4 October 2019)

Ma Thida (appointed 28 December 2016)

Regula Venske (appointed 15 Oct 2015)

Kätlin Kaldmaa (appointed 28 Dec 2016)

Iman Humaydan (appointed 30 Sept 2017)

Burhan Sönmez (appointed 27 Sept 2018)

Ola Larsmo (appointed 27 Sept 2018)

Eric Lax (appointed 19 August 2019)

## Newly Elected Trustees

FRANCIS, David Warwick (appointed 2 October 2019)

KAHYANA, Danson Sylvester (appointed 2 October 2019)

## Executive Director

Carles Torner PhD

## Company Secretary

Carles Torner PhD

## Senior Management Team

Emmanuel Asamoah MSc/ACCA/MBA

Aaliya Ahmed

## Administrative information

## Charity number

1117088

## Company number

05683997

## Registered office

162-164 Abbey Street,  
Koops Mill Mews,  
Unit A,  
London, SE1 2AN

## Independent auditors

HW Fisher  
Acre House  
11-15 William Road  
London, NW1 3ER

## Bankers

HSBC Plc  
74 Goswell Road  
London, EC1V 7DA

## Principal solicitors

Bates Wells and Braithwaite  
2-6 Cannon Street  
London EC4M 6YH

## Official social media

[Website](https://pen-international.org/)[Facebook](#)[Twitter](#)

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