

Charity Registration No. 1117088

Company Registration No. 05683997 (England and Wales)

**INTERNATIONAL P.E.N.
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

INTERNATIONAL P.E.N.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

John Ralston Saul
Jarkko Tontti
Mohammed Sheriff
Takeaki Hori
Yang Liang
Marketa Hejkalova
Anders Heger
Lee Gil-won
Antonio Della Rocca
Sylvestre Clancier

Secretary

Laura McVeigh

Charity number

1117088

Company number

05683997

Principal address & Registered Office

Brownlow House
50/51 High Holborn
London
WC1V 6ER

Auditors

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

Bankers

HSBC Plc
74 Goswell Road
London
EC1V 7DA

Natwest Bank
134 Aldergate Street Branch
P O Box 13309
London
EC1A 4LD

Solicitors

Bates, Wells & Braithwaite
2-6 Cannon Street
London
EC4M 6YH

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2013

For the year ended 31 December 2013 The Trustees, who are directors of the company for the purpose of the Companies Act, and Trustees for charity law purposes, submit their annual report and the financial statements of International P.E.N (known as PEN International) for the year ended 31 December 2013. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

Structure, governance and management

PEN International's governing document is the PEN Charter. PEN International's members are the PEN centres meeting once a year at the Assembly of Delegates. The organisation is managed by its board, which consists of the International President, International Secretary, the Treasurer and seven members elected from among PEN's worldwide membership. Day to day management of the organisation is the responsibility of the Chief Executive.

Recruitment and appointment of trustees

PEN International's Trustees have been elected at Congress (the annual meeting of the Assembly of Delegates). The responsibilities of the board of PEN International have been defined by its constitution. PEN International is a registered charity and its Chief Executive is responsible for the formal induction and training of the Trustees. In addition to updating the Trustees individually with any requirements from time to time, the Chief Executive will arrange that Trustees' meetings address changes in responsibilities on a twice yearly basis.

Objectives and activities

PEN International is a worldwide association of writers. It was founded in 1921 and is governed under the PEN Charter which was originally passed in 1979 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. PEN is strictly non-political, a Non-Governmental Organisation with special Consultative status at the United Nations. It is composed of centres each of which represents its members and not its country.

The objectives of 2013 were to roll-out year two of the 2012/14 three year strategic plan with a focus on supporting the membership. The organisation increased its membership base, and developed a new programme of centre development and support, working with members worldwide to ensure centres are thriving, open, transparent and growing. This focus ran alongside the delivery of an enhanced programme of work campaigning for freedom of expression, running international civil society and education programmes, delivering a dynamic programme of international literary and freedom of expression events and initiatives in line with the organisation's objectives of 'promoting literature, defending freedom of expression'.

Public Benefit

Article 19 of the Universal Declaration of Human Rights 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".

International PEN 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."

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Risk Identification

The Trustees are committed to a programme of risk management as an element of its strategy to preserve the charity's assets, ensure its continuity and to protect its employees. A key risk register for the charity has been prepared and has been reviewed by the Trustees. It identifies the potential impact of key risks and the measures that are in place to mitigate such risks.

ACHIEVEMENTS AND PERFORMANCE

"[International PEN 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 PEN International President**

OVERVIEW

PEN International, 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 International PEN's work. PEN's activities challenge restriction 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 2013 we rolled out the second year of our current three year Strategic Plan. The key focus was on developing the membership – for 2014 we will focus on the global voice of PEN.

2013 AT A GLANCE

- Campaigning on behalf of over 600 cases of writers in prison or at risk supported by a research team based in the International Secretariat
- Over 19,000 children and young people participating in education, library and community access to learning programmes across the PEN membership
- Major campaigning around the PEN International Declaration on Digital Freedom
- Write Against Impunity Anthology published – the second publication within the new PEN International Publishers Circle Series
- PEN International Publishers Circle Delegation to Burma to work with publishers and writers – leading to the creation of a new PEN Myanmar Centre
- Creation of a Delhi PEN Centre presented by Kiran Desai at 79th PEN Congress
- Continued growth of the PEN International Publishers Circle and the launch of the PEN International Writers Circle – international publishers and writers affirming their commitment and support to PEN International
- International Programme of Free the Word! festivals and events in partnership with PEN Centres and festival partners including Hay Festivals, Edinburgh Festival, Writers Unlimited
- Creation of the Bled Manifesto for Peace by the PEN International Writers for Peace Committee – approved at 79th PEN Congress in Iceland
- Celebration of the inaugural PEN International New Voices Award with winning young writers participating in the 79th PEN International Congress

International Programmes – Building stronger civil society worldwide

In 2013 we continued to grow our international programmes in partnership with PEN Centres around the world. With the support of SIDA, PEN International extended the *Civil Society Programme* and the *Beacon Centres programme*.

To date there are six Beacon Centres (centres that act as flagship PEN Centres for their innovative programming and development).

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PEN Afghanistan - *Transparent door
Literary TV show*

Central Asian PEN - *Human Rights
Summer School*

PEN Haiti - *Ateliers de littérature,
Soirée mensuelle de débat*

PEN Philippine - *For Love of the
Word: Workshops on Teaching Philippine
Literature in High School and College and
the Mindanao Peace Literature*

PEN Sierra Leone - *Social inclusion
and community access to reading and
writing in PEN School Clubs*

Zambian PEN - *Creating a Nation of Writers
and Readers*

Participating in the Beacon Centre programme includes building civil society in country and with PEN International's support building capacity and delivering mentoring on monitoring and evaluation (including reporting), strategic planning and financial management.

To disseminate the work of the Beacon Centres and foster skills exchange with other PEN Centres two of the Beacon Centres were asked to present their programmes during the Centre programmes training workshop at the 2013 PEN Congress.

While in 2012/2013 the first group of Beacon Centres consisted of Centres that were invited to participate in the programme based on their previous successful programme work, in 2013 the Beacon Centre programme was opened up to all interested Centres. Overall 17 Centres applied to participate in the Beacon Centre programme in 2014, out of which 6 further Centres were selected to receive this intensive support (PEN Bosnia-Herzegovina, Central Asian PEN, PEN Ghana, PEN Guinea, Malawi PEN and PEN Puerto Rico).

The new **Civil Society programme** was launched in November 2012. For the 2012-2013 Civil Society programmes funding period 18 proposals were received out of which 10 Civil Society PEN programmes were selected for funding:

Cambodia PEN – *Promoting freedom of
expression in Cambodia through fostering
literary activities*

Central Asian PEN – *Human Rights
Summer School 2013*

Ghana PEN - *PEN Youth Clubs*

PEN Guinea - *Extension de la bibliothèque
du Centre sur 10 nouveaux comités de lecture et
Renforcement de capacités des animateurs
pédagogiques*

Malawi PEN - *Promotion of Literature in
Tandem with the Country's Emerging Issues*

PEN Nepal - *Education through Literature :
A Sustainable Program on Linking Literature
with Education*

PEN Puerto Rico - *Educación alterna
comunitaria desde PEN Club Puerto Rico*

PEN South Africa- *Nal'ibali
Translation Project*

PEN Kenya - *Training and Supporting
Human Rights Defenders in Mombasa*

and **PEN Jordan**- *PEN Dialogue Online Project.*

Two additional civil society programmes were initially selected for 2013 (Egyptian PEN's Cultural activities and Somali Speaking PEN's Création d'une bibliothèque programmes) but could not be started due to the unstable political situation in Egypt and change of staff at Somali-speaking PEN. PEN Cambodia has also suffered delays in carrying out their activities due to the post-election political crisis in Cambodia, however, the programme there has resumed.

A monitoring visit was made to the Central Asian Human Rights summer school in July 2013. The summer school was organised jointly with the 5th PEN Ural-Altay Solidarity Network meeting in Kyrgyzstan, the visit included sessions on programme and network development. By organising the summer school and the network meeting jointly the summer school has gained more visibility. Several PEN Centre representatives who participated at the Network meeting took up the opportunity and visited the summer school and held guest lectures adding an international dimension to the already existing regional dimension of the summer school.

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The Beacon and Civil Society Centre programmes were highlighted through a photo exhibition organised at the 2013 PEN Congress in Reykjavik. In addition, the presidents of PEN Sierra Leone and PEN Haiti made presentations on the two Centres' Beacon Centre programmes at the Congress training workshop dedicated to discussing how to build and carry out successful programmes. The Centre programmes were also presented on the PEN International website and through the newsletter.

Centres with Beacon Centre and Civil Society programmes were also asked to share their programmes at relevant Committee and Network meetings at the PEN Congress.

Zeinab Koumanthio, president of PEN Guinea, shared the Centre's experiences at the Women Writers Committee meeting, Africa Network meeting and at the Civil society and Beacon Centres meeting

Sreang Heng, president of PEN Cambodia, shared the Centre's experiences at the Asia-Pacific Network meeting and at the Civil society and Beacon Centres meeting

The new call for Civil Society programmes was published in October 2013. PEN International received 20 Centre proposals for 2014 in the first call, out of which 7 Centres will receive Civil Society programme support (PEN Myanmar, PEN Sierra Leone, PEN South Africa, Zambian PEN, Tibetan Writers Abroad PEN, Philippine PEN and PEN Ethiopia).

Learning from the successes and challenges, identifying trends and introducing changes

Although PEN International has a long history of supporting PEN Centres and their programmes the new Beacon and Civil society programmes brought a **new way of working with PEN Centres**. For the first time in PEN's history PEN International sent out an open call to 80 PEN Centres (only those Centres are eligible for funding through these programmes that are based in countries outside the highest Human Development Index category) to submit ideas and proposals.

Asking PEN Centres to send us their programme plans has greatly helped us understand which areas and initiatives PEN Centres are most interested in developing in their countries and communities based on local needs identified by the Centres. What we found was that in 28 cases (74%) out of the 38 submitted proposals we received through the two open calls the planned programmes were in the field of **education and youth programmes**. The information from the proposal and the implemented programmes have greatly helped shaping PEN's Education policy work and strengthening the organisation's focus in the post 2015 Millennium Development Goals discussions (on non-formal education with emphasis on the quality of education). Collecting information on PEN Centres' education and youth programmes has also led to celebrating for the first time in PEN's history the International Youth Day (12 August 2013).

PEN International joins the world in celebrating Youth on 12 August 2013.

<http://www.pen-international.org/newsitems/pen-international-celebrates-international-youth-day/>

By identifying thematic clusters PEN has an opportunity to conduct **comparative research** in the field in the future. In addition, it is also our plan to conduct more **impact evaluation** and compare the impact of different education programme models.

In the case of those PEN Centres that joined the Beacon Centre and the Civil society programmes it has led to **new leadership roles** within the region and the PEN Network, results that we have not foreseen at the beginning of the programme. The president of PEN Sierra Leone, a Beacon Centre in 2013, has become a board member of PEN International in 2013 September with a three year mandate to help revive the PEN African Network and provide guidance and support in particular to PEN Centres in low income countries. The president of PEN Ghana, civil society programme grantee in 2013, has become the newly elected head of the PEN Africa Network. In addition, the Centres that participated in the programmes have become mentors and offered support to fledging new PEN Centres in their regions: PEN Sierra Leone and PEN Guinea met and offered support to Liberian writers with the aim to open a new PEN Centre in Liberia; PEN Puerto Rico initiated and offered their support to open a new PEN Centre in the Dominican Republic and Philippine PEN and Cambodian PEN both engaged in discussions with writers in Indonesia and Malaysia and would like to support the creation of new PEN Centres in the countries.

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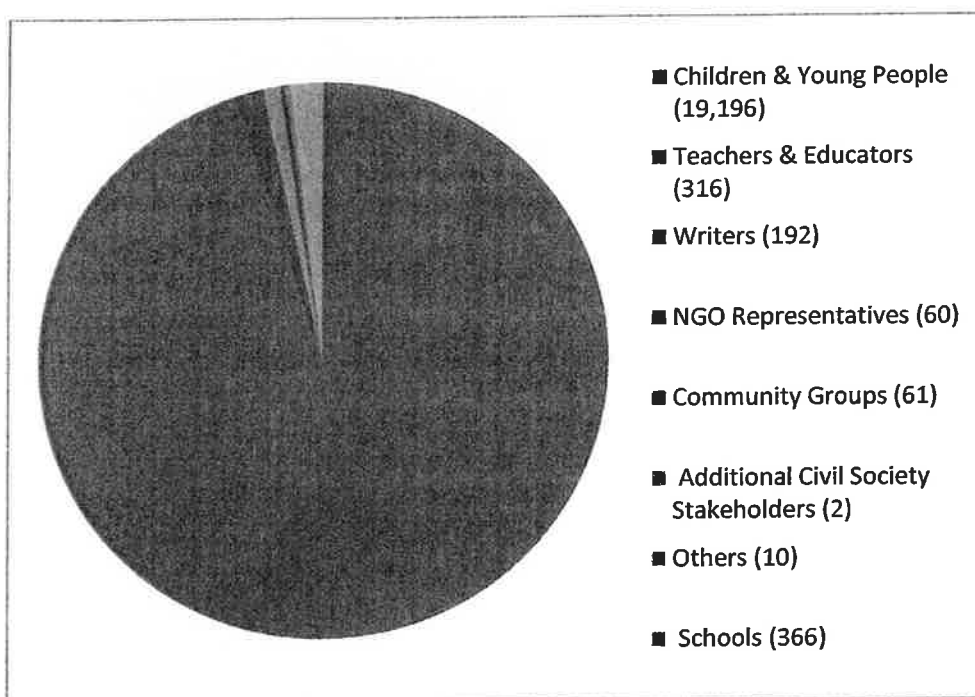
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The experiences of the past year show that the programmes had a positive impact on PEN's policy work, the PEN networks and committees. In the future PEN International needs to build further on the expertise of the programme participant Centres and create more links **between the Centres and the relevant PEN Committees, Networks and policy areas**. As part of this effort Beacon Centre Philippine PEN will be invited to the 2014 Writers for Peace Committee meeting to discuss their recent work in Mindanao and talk about the recently published Peace anthology. In 2013 the Central Asian human rights summer school (funded by the civil society programme) was organised jointly with the Ural-Altay Network, which provided a great opportunity for Network members to visit and participate at, hold guest lectures at the summer school. The Network has been a great supporter of the summer school programme and is a good example of the mutual benefit of Centre and Network partnership.

Statistics from 2013 Beacon Centre and Civil society programmes:

Reported number of direct beneficiaries



Centre Development – New approaches to developing the Membership

The recruitment of a Centres and Committees Officer in late 2012 to provide dedicated support to PEN Centres and our standing committees, enabled us to greatly strengthen our support to PEN centres worldwide and to help enhance the quality of programming and output of active centres.

In first 3 months we took forward a thorough evaluation of PEN's procedures for (i) Establishing New PEN Centres, (ii) Making Centres Dormant and Closing Centres, (iii) Allowing multiple Centres in one country, (iv) Working with language-based Centres, (v) Reactivation of Dormant Centres, (vi) Supporting New Centres.

→ This is the first year these policies have been implemented, resulting in:

- **Launch of two new PEN Centres: PEN Myanmar and PEN Delhi, dormancy and closure of problematic Centres in Cameroon, Israel and Greece. Ensuring that PEN Centres meet certain minimum standards, and there is improved oversight and monitoring of our network of Centres. Supporting new Centres in areas where there is an urgent need.**

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We are currently rolling out these updated procedures to work with more and more **Proposed Centres**. PEN International is currently advising proposed PEN Centres in:

Wales, Northern Ireland, Honduras, Greece, Israel, Indonesia, Mauritania, Democratic Republic of Congo, Malaysia, Calcutta

New procedures mean any new Centres will meet a high standard and be able to make a strong contribution to promoting literature and defending freedom of expression in their own country, and working in collaboration with their international colleagues in PEN.

"Our country is in the transition period from Military Regime to democratic society and the future of our country is in the hand of its citizens. How much we can do now will determine the destiny of our country... In the age of Military Regime, we didn't have the chance to form this kind of organization and to connect with international organizations. But now, we have a chance and we need to grab it firmly. So this is the time to start".

- Nay Phone Latt, speaking at the launch of the PEN Myanmar Centre at the PEN International Congress, September 2013

"A rising climate of censorship and the rise of the politics of offence has made it hard for writers to exercise basic freedoms: the freedom to think, to criticize, to write without fear of reprisal or even violence. The PEN Delhi Centre hopes to set against this India's long history of encouraging debate, enjoying argument, and tolerance for the written and spoken word. As the writer Vikram Seth [a founding member of PEN Delhi] said at the Kolkata Book Fair in 2012: "We cannot let them close our mouths and eyes and ears. We cannot let them break the pen or ration the ink. May the pen flourish."

- Kiran Desai, speaking at the launch of the PEN Delhi Centre at the PEN International Congress, September 2013

Strategic Focus on Latin America

Recognising the particular challenges faced by writers and journalists in many Latin American countries, and acknowledging that many of the PEN centres in the region would benefit from capacity building we held a strategic focus on the region through 2013. This also enabled us to build further on our work – begun in Mexico in 2011/12 – to raise awareness of impunity.

In 2013 we focused on Nicaragua, Chile and Colombia – working to bring leading writers in the region into our PEN Centres including Giaconda Belli, Luisa Valenzuela, Antonio Skármeta and Sergio Ramirez. With Free the Word! participation in Cartagena, Columbia and visits to Mexico, Nicaragua and Honduras we have worked to help strengthen and develop PEN activity in the region.

We launched Write Against Impunity – an anthology of writing in support of writers in the region affected by Impunity – early in 2013.

A collaborative research visit with PEN Canada and the University of Toronto Law School to Honduras has resulted in a major research report entitled 'Honduras: Journalism in the Shadow of Impunity' set for release in 2014.

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Improving Centre-to-Centre Support

This year we have been actively trying to encourage increased Centre to Centre support. For this year's international Congress the following Centres participated in twinning and provided funds for other Centres to attend:

Funding Centre	Partner Centre
Canadian PEN	Uyghur PEN
American PEN Centre	PEN Haiti
Norwegian PEN	Ethiopian PEN and Afghan PEN
Finnish PEN	Russian PEN
English PEN	Central Asian PEN
Korean PEN	North Korea in Exile PEN
Swedish PEN	PEN Myanmar
Quebec PEN and Melbourne PEN	Cambodian PEN

As well as providing funding we are encouraging mentoring: The All-India PEN Centre, Canadian PEN, English PEN, Norwegian PEN and American PEN Centre are amongst those who have agreed to be mentors to the newly launched PEN Centres, helping secure funding, provide training and support to newer centres. This builds on a long-standing PEN tradition of PEN centres supporting other centres.

By formalising this focus on centre engagement and support – through centre-to-centre partnerships and through an integrated centre development strategy driven out of the International Secretariat we have worked to enable all aspects of PEN's work to support the development of its international membership.

Free the Word! – Using literature to place freedom of expression at the heart of debates

We continued to increase the literary output and profile of the organisation focusing on reinforcing the literary credentials of PEN International by building more integrated links between our policy, campaign, programme and media activities. All such work has put the importance of ideas, literature and writing in the foreground while adhering to our 2013 Global Theme of digital freedom and defending freedom of expression generally. Aside from showcasing top-class literature for its own sake, our literary activity stays in step with our global campaigns and engages our Centres and membership across many regions.

In January we partnered with the Writers Unlimited festival in The Hague, where we presented Syrian writer and activist Samar Yazbek with our annual Oxfam Novib/PEN Award for Freedom of Expression. We continued to build our relationship as a global partner with Hay Festivals. International President John Ralston Saul and Literary Manager, James Tennant travelled to Colombia, late in January to participate in Hay Cartagena, to run successful events on impunity and to work on centre development with PEN Colombia. Interviews were conducted with major writers and published online, and meetings held with the local Centre in Cartagena (and later in Bogota); a closed meeting with young writers was set-up in the capital, to encourage them to join PEN. Photos and an overview report can be found below.

Hephzibah Anderson, Bibi Bakare-Yusuf, Carole Blake, Alain Mabanckou, Sjón, and Luisa Valenzuela formed the international jury for our first PEN International/New Voices Award, which opened for submissions from unpublished writers aged 18-30. At the 79th PEN Congress the three top shortlisted young writers took part in our Free the Word! festival in Iceland and the Award was presented to Masande Ntshanga.

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In early May we programmed a series of Free the Word! events at Hay Festival Beirut, in partnership with PEN Lebanon. PEN Egypt and PEN Jordan were invited to take part in these events where discussions were conducted, in Arabic, on freedom of expression issues in the region. Our presence in Lebanon helped to strengthen this new Centre and forge better links with other Centres in the region. Late-May we brought Syrian writer and PEN International Writers in Prison Committee main case Samar Yazbek to the Hay-on-Wye Festival in Wales for a Free the Word! event. John Ralston Saul, International President, participated in another PEN International Free the Word! event with the leading Turkish writer Elif Safak.

In August, we once again assisted Scottish PEN in staging a Free the Word! event at the Edinburgh International Book Festival chaired by Executive Director Laura McVeigh. In September, during the 79th International PEN Congress in Iceland, we programmed several FtW! events in conjunction with Icelandic PEN and the Reykjavík International Literary Festival. Participants included James Fenton, Antonio Skármeta, Sjón, Vigdís Finnbogadóttir and Svetlana Alexievich. Congolese-French novelist and jury member Alain Mabankou presented the first New Voices Award to Masande Ntshanga, nominated by South African PEN. Shortlisted writers from Mexico and Canada were also invited to Congress and participated in events, and the Publishers Circle supported their attendance.

As a follow on from our PEN Protest! delegation and campaign against impunity in the Americas throughout 2012, the first physical copies of the bilingual anthology *Write Against Impunity* were printed in the early summer 2013. This undertaking was also supported by the Publishers Circle and the book is the second in the PEN International Publishers Circle Series.

Burma and the Publishers Circle

In July a delegation from PEN International and the Publishers Circle travelled to Burma where we held several days of workshops with publishers and writers. We ran another FtW! event at Frankfurt Book Fair, focussing on the Burma delegation, and also hosted a Publishers Breakfast which included IB Tauris, who joined the Circle just before Frankfurt, and CH Beck, who joined just after. The Publishers Circle continues to expand. This year we also began recruitment of members to the Writers Circle which will launch in early 2014. Both of these Circles will enable PEN to maintain its financial independence and provide further unrestricted funding for the International Secretariat.

Focus on Russia

In November we sent a delegation to Moscow including International President John Ralston Saul, International Secretary Hori Takeaki, and senior representatives from Swedish and Finnish PEN. We held meetings with Russian PEN to discuss development of the Centre, and meetings with various young writers and dissidents to encourage them to be active in the Centre. We put on a high-profile Free the Word! event at the Moscow Non-fiction Book Fair, with the participation of Russian PEN President Andrei Bitov, Irina Prokhorova and leading Russian novelist Ludmila Ulitskaya. During the event we unveiled the jury for the New Voices Award 2014. The jury will be comprised of: Xi Chuan, Kiran Desai, Alberto Manguel, Alexandre Postel and Kamila Shamsie.

Case Study: PEN Myanmar

PEN International's work on Myanmar in 2014 is the perfect example of our new holistic approach to our work:

- **Supporting the Establishment of a new PEN Centre**
- **Training and Capacity Building with Writers and Publishers**
- **Advocacy and Freedom of Expression Campaigning**
- **Ongoing Centre Support and Twinning of Centres**

Supporting the Establishment of PEN Myanmar

PEN has had an active campaigning focus on Burma for many years. Our Writers in Prison Committee has campaigned at an international level for writers and bloggers who have been imprisoned for their work, including leading figures and founding members of the PEN Myanmar such as Zarganar, Ma Thida and Nay Phone Latt (the latter two are both recipients of the PEN American Centre's PEN/Barbara Goldsmith Freedom to Write Award).

However, due to the extreme restrictions on civil society and limitation to freedom of assembly, until now it has been impossible to open a local Centre working at a grassroots level in the country.

PEN Myanmar actually started as the result of our work in Literary Promotion.

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Following his release from prison Zarganar, one of the country's leading political activists was invited to speak as guest of honour at an event hosted by Executive Director Laura McVeigh in our Free the Word! festival programming as part of Poetry Parnassus in London. Zarganar spoke both of how the solidarity of the PEN community had been a source of comfort during the most dark periods of his detention and how there was now a unique opportunity to launch a PEN Centre in the country for the first time.

PEN International therefore began our work to create a new PEN Centre which would:

- A. Protect and promote freedom of expression in Myanmar**
- B. Help establish a new culture of literature in Myanmar**
- C. Build a bridge between school education and creative literature**

From the outset we have identified and worked with leading writers and activists in the country including *Dr Ma Thida, Nay Phone Latt, Moe Way, Pandora, Zarganar, Myay Hmonc Lwin, Zeyar Lynn, Ma Sandar, Su Mie Aung, Moc Wai, Khin Aung Aye, Ye Shan and Khin Mya Zin.*

Following our new procedures for establishing a PEN Centre has helped us support the group in forming a strong and sustainable Centre.

Training and Capacity Building with Writers and Publishers

To complement the establishment of the PEN Centre, PEN International set out to provide focused training and capacity building support for writers and publishers in Myanmar in 2013. From 29 – 31 July 2013, PEN International and leading publishers from our Publishers Circle led a unique international delegation to Yangon which helped:

- **Carry out research into the current state of the publishing industry in the country and investigate ways PEN can support Burmese writers and publishers**
- **Provide training and carry out knowledge-sharing workshops with Burmese and international publishers**
- **Provide further support to writers aiming to form a new PEN Myanmar Centre**

This is the first time such direct training and mentoring with Burmese publishers has been possible and was reflective of PEN's new innovative and holistic approach to working in priority countries.

Advocacy and Freedom of Expression Campaigning

The social and political changes which have allowed this Centre to be set up, although promising, are nonetheless incomplete and the situation in Myanmar remains in a fine balance.

PEN International therefore used our work in Myanmar this year as an opportunity to meet with key individuals and organisations involved in defending freedom of expression in the country, who we hope will be valuable partners in our future work in the country. **These included leading Burmese writers, representatives of the major Yangon cultural institutions, and human rights advocates, other international NGOs working the country, and key diplomatic contacts.**

Getting involved in this **primary research** is already helping develop our work on freedom of expression in in the country and allowed us to, for example, contribute to the UPR-info's mid-term monitoring report.

Ongoing Centre Support for the New Centre

Following our new approach to providing dedicated support to New Centres, PEN International has been highly involved in supporting PEN Myanmar. Already this year we have worked to:

- Twin the Centre with other 'mentor Centres' including Swedish PEN, English PEN, American PEN and Norwegian PEN. These Centres are providing advice, training services and sourcing funding for the Centre. Swedish PEN made it possible for PEN Myanmar to attend the PEN International Congress. Norwegian PEN is seeking to provide human rights training in the year ahead. American PEN have also found funding for the Centre and will be able to include writers from PEN Myanmar in the programme for their New Voices Festival in New York.

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- Consult the Centre's board on organizing an AGM, elections and publicizing their work. We have interviewed members of the Centre for our website and shared their work with other PEN Centres and partners
- PEN International is supporting the Centre to meet its funding requirements, holding meetings and making submissions to funders. We have worked closely with the Centre to identify their needs and make targeted submissions. We have also encouraged and consulted on their application to the SIDA-funded Civil Society Programme.

Our Work with Standing Committees

- o Through SIDA funding we have been able to fund an administrator for the Peace Committee and Translation and Linguistic Rights Committee. This has improved how PEN International has been able to work with both. We have also developed our support to the Women Writers' Committee. The Writers in Prison Committee continues to be resourced by a dedicated team of researchers.

PEN International Writers for Peace Committee

- o Development of Bled Manifesto of the **Writers for Peace Committee** – a primary policy document for the organisation. The Bled Manifesto outlines the key principles of the Peace Committee and is the culmination of an in-depth focus on the changing role of the Committee. Accepted by the Assembly of Delegates at the PEN International Congress in September 2013, the Manifesto will be officially launched at the Writers Unlimited Festival in The Hague in January 2014, and will join the Girona Manifesto on Linguistic Rights, and the PEN Declaration on Digital Freedom as key campaigning and policy documents for the organisation.
- o The Bled Manifesto outlines PEN's new focus on campaigning on the Right to Peace and Peace Education.

"All individuals and peoples have a right to peace and this right should be recognised by the United Nations as a universal human right."

Article 1 of the Bled Manifesto outlines the Committees demand for a recognized and clearly defined 'Right to Peace' to be adopted by the United Nations.

With PEN International's support members of the Committee attended the information consultation with The Chairperson-Rapporteur of the Working Group on a Draft United Nations Declaration on the Right to Peace. Following the launch of the Bled Manifesto, campaigning on these themes will be a key activity of the committee in 2014.

PEN International Women Writers Committee (WWC)

- o **The PEN International Women Writers Committee** has also been engaged with the PEN International Secretariat on a review of their Standing Orders, and other organisational principles.
- o Working with the International Policy and Advocacy Officer and Centres and Committees Officer the WWC partook in the 57th Session of the United Nations Committee on the Status of Women in March 2013, which focused on the theme *'Elimination of All Forms of Violence Against Women and Girls'*. Following submission of statements from PEN International and the Women Writers Committee, we were **one of a small number of NGOs invited to make an Oral Statement to the United Nations General Assembly on the subject.**

"Violence and intimidation against women writers is intended not only to silence them speaking out but to have a chilling effect on freedom of expression across society. Where such violence is tolerated, all of society suffers..."

"Fighting impunity is essential for the security of women writers"

PEN International Women Writers Committee Statement to the United Nations General Assembly at the

CSW 57th Session, March 2013

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- PEN International also helped the WWC to mark **International Women's Day** and the Writers in Prison Committee supported them throughout the year in campaigning on cases of violence targeting women across the world; from Russia, where justice remains long overdue for the murders of journalists Anna Politkovskaya and Natalia Estemirova; to Pakistan, where the shooting of 11 year old blogger and educational activist Malala Yousafzai shocked the world; to Liberia, where Mae Azango, reporting on Female Genital Mutilation received threats that she would be "cut" to make her "shut up"; to Mexico, where investigative journalist Lydia Cacho was attacked and forced into hiding for her work exposing child abuse and sex-trafficking.
- PEN International office **has increasingly been able to support the Committees on research and communications of campaign actions and statements**, such as the WWC campaigning in 2013 for Malala Yousafzai and recent Peace Committee calls for open dialogue between the government and pro-Europe protestors in the Ukraine.

PEN International Translation & Linguistic Rights Committee

- Key days marled by the Translation and Linguistic Rights Committee included **International Mother Language Day (Feb 2013)** and **International Translation Day (Sept 2013)**
- PEN International also supported the Translation and Linguistic Rights Committee in drafting Resolution on issues of particular concern to PEN Centres in 2013, ranging from:
 - *The international standardisation of written Portuguese;*
 - *Official recognition of the Arpitan language in Switzerland;*
 - *The right to mother-tongue education and engagement with public services for Kurdish-speaking communities;*
 - *Broadcasting rights for Basque-speakers in the Navarre region*
 - *Ratification of the European Charter for Regional and Minority Languages in France*

PEN International Writers in Prison Committee (WiPC)

"PEN's campaign – writing to protest the life of someone imprisoned somewhere in the Kazakh steppes, writing to express sympathy with his family – has touched all our hearts." Askar Aidarkhan, son of imprisoned Kazakh poet Aron Atabek, August 2013

In 2013, PEN International's Writers in Prison Committee – a network of members of PEN International's local centres supported by an expert research and campaign team in London – has been continuing its comprehensive global documentation, targeted campaigning and strategic advocacy for persecuted writers and more broadly promoting the right to free expression.

Highlights of the work in 2013 include:

- **Maintaining our expert research and documentation of persecuted writers worldwide:** working through our case list, rapid actions, calls to action and confidential activities we have used our research strategically to provide support and practical help to persecuted writers, as well as collaborating with local PEN Centres to research and document the situation in China, Honduras and Turkey
- **Successful outcomes for persecuted writers:** highlights were the campaign for Kazakh poet Aron Atabek, ending his solitary confinement imposed in reprisal for a book critical of the authorities he wrote in prison, the release of Chinese cyber activist and Independent Chinese PEN Centre member Shi Tao, the release on bail of Cambodian Land Rights activist and protest-song writer Yorm Bopha after a sustained campaign for her release in which PEN participated along with other FOE partners and a rising number of our expert assessments of applications to ICORN placements leading to around 20 writers being offered placements by the end of the year.
- **Shining a light on hidden problems:** The visit to South Korea by the Writers in Prison Committee Chair to speak at a conference on violations of freedom of expression in North Korea and the development of a strategy to engage in strengthening international attention to this most extreme of restrictive situations which the WiPC has been unable to address previously through its work on individual writers
- **Promoting literature, defending freedom of expression:** The delivery of a successful biannual Writers in Prison Conference in Krakow, Poland, in partnership with the International Cities of Refuge Network (ICORN), where PEN WiPC members came to together to discuss freedom of expression concerns around the world and to participate in literary events at the Krakow Literary festival
- **Rolling out our programme of work on digital freedom:** we have been highlighting our Declaration on Digital Freedom and using our case lists to analyse trends in digital repression as well as joining in advocacy on the need to limit surveillance and strengthen the right to privacy

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- **International advocacy:** Strengthening PEN's international advocacy engagement by collaborative working with the International Policy and Advocacy Officer and our local centres to improve our submissions to the Universal Periodic Review, and related advocacy
- **Strengthening the global PEN network:** Provision of political and other expert advice to the centre development team and the Publishers' Circle, and travel to countries including Honduras, Myanmar, Tunisia and Russia, allowed the organization to reach out to writers in those countries to build new PEN Centres or to strengthen existing ones
- **Partnership for greater impact:** Partnerships with other freedom of expression NGOs led to the successful delivery of side events around the UPR reviews of Russia and Azerbaijan and participation in the IFEX 17th General Meeting and Strategy Conference led to the WiPC being elected to the IFEX Council for the next two years.
- **Self-reflection for future impact:** The new Programme Director of the WiPC is moving forward with a review of internal procedures and campaigning techniques with a view to increasing our impact

Documentation and activism against Freedom of Expression violations

"If there were no international community, [I believe] that Atabek might have been killed in jail. That is why it is crucial to continue to write for my father... When a member of PEN writes for Atabek, he protects not only the poet, but dozens, hundreds of those in solidarity with Atabek... I am familiar with computer networks, where even the best protected servers can collapse when they receive thousands of requests at the same time. [In the same way,] the minds of those in power can be changed by your actions." **From a letter to PEN members from Aron Atabek's son in August 2013, thanking them for their campaigning on his father's behalf**

The PEN International Writers in Prison Committee (WiPC) expert research team based in London has continued its work documenting violations of the right to free expression around the world. As in previous years, the Asia and Mena regions were the regions with the highest recorded numbers of writers in prison overall, **Turkey** held the position of the country with the greatest number of known writers jailed or facing trial. Repressive laws were implemented in several countries, notably **Russia**, and impunity for killings of journalists and others continued in Latin America, including **Mexico, Honduras and Brazil**. Criminal defamation remained on the statute books in far too many countries, with writers imprisoned on such charges in **Italy** and **Slovenia**.

The quality of our research has been appreciated by diplomats. In September 2013, PEN Suisse Romand received a letter from the Swiss ambassador to Kazakhstan, to whom the centre had written on the basis of our call to action on Aron Atabek. The ambassador thanked the centre for the excellent research PEN had provided on Atabek's case and undertook to raise Atabek's case in future bilateral conversations between Switzerland and Kazakhstan.

The WiPC team documented 632 cases of attacks, arrests and imprisonment of writers across the globe between January and June 2013 and issued a total of 57 Rapid Action Network Appeals. This is a reduction over previous years, relating to greater diligence in obtaining informed consent from persecuted writers, their families or close associates. However, new ways of communicating PEN's concerns were introduced, such as through **blog articles, press releases, interviews** and statements, including joint statements with other organisations (6), **calls to action** (for strategic campaigning on longer term, less urgent cases), **letters to governments**, through **infographics** and through increased sharing of information on freedom of expression concerns on social media (eg FaceBook and Twitter). Many of our items are picked up by IFEX which reposts them on their own website, thereby increasing our exposure to the world and in particular the freedom of expression community.

The internet has been a great tool for me and many others. It has helped me to find out about human rights violations and to share information about them. It has also helped me to find out about the work of PEN and to get involved in their work. I have met many people from all over the world and we have been able to work together to make a difference. The internet has been a great tool for me and many others. It has helped me to find out about human rights violations and to share information about them. It has also helped me to find out about the work of PEN and to get involved in their work. I have met many people from all over the world and we have been able to work together to make a difference.

From a letter from prison by Yemeni journalist Abdulelah Haidar Shaea, May 2013. He was released in July.

Greater focus on our communications in 2013 has resulted in our website being much more up-to-date with relevant information on freedom of expression issues, and should further improve next year when we re-launch our website. In 13 cases, individuals featured in RANs or calls to action were later released or had positive developments in their cases (including some featured in previous years).

A further 10 confidential approaches to governments or UN mechanisms were made in cases where there was a risk that publicity would harm the individual concerned.

Support to writers seeking asylum

The WiPC wrote 7 letters of support to governments, including some in Europe, or UNHCR on behalf of writers seeking asylum or protection. Most were from Iran and Afghanistan, but they included one to the Finnish authorities relating to individuals from Russia.

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In several cases, PEN International's intervention resulted in a positive response.

Honorary Membership and other long-term campaigning by PEN centres

Inclusion as a "main case" (where PEN is certain that a writer has been persecuted solely on account of expressing their peaceful opinions) in the PEN case list opens up the opportunity for the writer to be adopted by one or more local PEN centres around the world as an honorary member.

Centres which adopt honorary members will develop a campaign strategy to advocate for their honorary member's release, as well as provide psychological and sometimes material support for the writer and their family. The WIPC team in London continues to monitor the case and will provide advice and updated information as appropriate to enable centres to carry out their work. In many cases, writers adopted as Honorary Members, and given awards by PEN centres, become interested in PEN after their release, and go on to be instrumental in the founding of new centres – a trajectory clearly shown in the recent establishment of a PEN centre in Myanmar this year, many of whose members were previously in prison and on whose behalf PEN worked.

We also used the opportunity of the fifth anniversary of the arrest of writer, political activist and former President of the Independent Chinese PEN Center Liu Xiaobo to renew our calls for his immediate and unconditional release, and to call for campaigning for the release from house arrest of his wife Liu Xia who is in poor health.

In other cases, long-standing relations between writers previously adopted as Honorary Members and the adopting PEN centre has led to the receipt of information concerning new human rights violations, allowing documentation and action in support.

Greeting Card Campaign

As in other years, we have launched our annual Greeting Card campaign. We collect addresses for writers around the world who are being persecuted and ask PEN members to send colourful, non-religious and non-political greetings cards to them. The list is not published, as it contains personal information, but we know that receiving cards gives a much needed sense of support and community to the recipients.

Message of thanks from the family of Kanchok Tsephel Gopey Tsang, imprisoned Tibetan online writer, included in the 2013 Greeting Card Campaign

I'm Buddha Kyab, younger brother of Kanchok Tsephel Gopey Tsang.

He would be very glad for he got many supports like you all over the world.

we all family members of him are very happy for receiving cards and letters of many supporters for him. All these really brings in us warm feeling. We will let him know your great support for his courage and strength in fighting freedom of expression. And your support would be a lot to him throughout his life.

Here, as I'm his younger brother, on behalf of him and all our family members, I would like to say thank you very much, thank you. Your words touched us.

with regards

Buddha Kyab

(younger brother of Kanchok Tsephel Gopey Tsang)

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Targeted campaigning

The WiPC has also used significant dates throughout the year to campaign on behalf of individual writers and more broadly on freedom of expression issues, such as International Women's Day, International Youth Day, and International Translation Day. The WiPC team worked with the International Programmes team to provide information on relevant cases to be highlighted on these days.

Day of the Dead

Since 2011, PEN International has celebrated the Day of the Dead on 2 November as a way of remembering colleagues killed over the past year, and to campaign against continuing impunity for the killings of writers in previous years.

Although this has largely focused on writers from the Americas, impunity for killings of writers and journalists is a growing problem in many other countries, including Europe – at least two journalists have been killed in Russia this year for example.

Several PEN centres marked the day with creative activities to highlight this problem.

We were delighted in November to hear that the UN General Assembly's Third Committee had passed a [resolution](#) adopting 2 November as the International Day To End Impunity For Crimes Against Journalists. We will continue to mark this day in future years, and to consider how we can use it to campaign for an end to impunity for all killings of writers.

Day of the Imprisoned Writer

The WiPC once again marked its [International Day of the Imprisoned Writer](#) on 15 November, to recognise and support writers who resist repression of the basic human right to freedom of expression and who stand up to attacks made against their right to impart information. In 2013, in line with our global campaign on digital freedom (see below), we selected cases of writers whose persecution was in some way related to their use of digital tools. We featured the case of Fazil Say, a Turkish writer and musician facing imprisonment for alleged blasphemy relating to a series of tweets he wrote, as well as Kunchok Tsepel Gopey Tsang, a writer sentenced to 15 years in prison in Tibet. We also featured Zahra Rahnavard, an author and political activist from Iran held under unofficial house arrest for almost three years, and Dina Meza, a journalist and human rights defender from Honduras who has received death threats. Working with our communications department, this year for the first time we featured information about the selected cases in an interactive Prezi presentation. We also worked with the PEN American Center to use their communications expertise to create infographics about three of the cases which we have also featured on our website.

Human Rights Day

We used the opportunity of World Human Rights Day on 10 December to highlight the continuing dire situation of freedom of expression in five countries recently elected to the UN Human Rights Council. Our [statement](#) and associated call to action circulated to our centres featured a case from each of China, Cuba, Russia, Saudi Arabia and Vietnam and was accompanied by an advocacy action in which we asked our centres to write to their own foreign ministries urging them to hold those five countries accountable to the human rights pledges they made prior to their election to the council. We included the case of the imprisoned Pussy Riot members from Russia, as part of our ongoing campaigning for them, and on restrictive laws in the country.

International Advocacy

Throughout 2013 we continued to:

- Build PEN's International Policy and Advocacy Strategy, translating the grassroots experiences and expertise of PEN Centres into concise policy positions and advocate for the implementation of these policies at the International Policy level
- Coordinate PEN's advocacy programmes with intergovernmental organisations
- Promote PEN globally in policy context fostering collaborations and partnerships
- Ensure PEN's policy voice is embedded in communications and social media activity
- Fundraise to support PEN's Public Policy Programmes

In 2013, PEN worked in particular to grow our International Policy and Advocacy work to promote the voice of PEN with intergovernmental organisations and to strengthen the memberships' capacity to advocate at the national and international level.

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Mapping and articulation of PEN International's Policy positions

A mapping exercise of PEN International and PEN Centres policy and advocacy work was undertaken. These activities were then analysed and three major areas of PEN policy were identified and articulated as policy positions.

- **Freedom of Expression;**
- **Cultural Diversity and Linguistic Rights;**
- **Education**

Cross-cutting each of these policy areas are six key themes: Promoting literature; Defending freedom of expression; PEN International Committees work; PEN International Centres & Networks work; Spaces for dialogue and Global campaigns - 2013: Digital Freedom; 2014: Cultural Diversity and Linguistic Rights; 2015: Education.

Developing PEN International's Intergovernmental Advocacy Strategy

- A three year advocacy strategy was written on how to develop PEN's relations to ensure PEN's voice and influence at the intergovernmental level on PEN's three policy positions is strengthened. The core element of this strategy in 2013 was a focus on building PEN's influence at the UN level.
- Human Rights Council
 - Increased representation of PEN International and PEN Centres Advocacy at the Universal Periodic Review (UPR)
- High Commissioner for Human Rights
 - Build on engagement with the UN Special Rapporteur on Freedom of Expression
 - Strengthen work with the UN Special Rapporteur on Cultural Rights
 - Strengthen work on the negotiations on the Right to Peace and relationship with the Independent Expert on the promotion of a democratic and equitable international order
- UNESCO
 - Build on PEN's relationship with UNESCO's Cultural Sector: Convention 2005 on Cultural Diversity with a view to applying for a grant on minority language publishing to the International Fund for Cultural Diversity (IFCD)
 - Freedom of Expression
 - Ensure inclusion as partner on the UN Plan of Action on the Safety of Journalists and the Issue of Impunity and build on this relationship.
 - Education
 - Develop PEN's position and advocacy on quality education; mother language education and human rights education in the post-2015 MDG agenda
- UN Commission on the Status of Women (CSW)
 - Increase participation with the UNCSW, especially on the theme of the prevention and elimination of violence against women.
- UN Internet Governance Forum (IGF)
 - 2013 Digital Freedom campaign culminated in the IGF with strong PEN presence to highlight Declaration and campaign for Declaration aims to be included in outcome policies and documents and advocacy conducted with States on key cases.

Regional Institutions

In 2013, PEN also engaged in advocacy more systematically with regional institutions, building our relationships at the Organisation of American States (OAS), the Organisation for Security and Cooperation in Europe, the Council of Europe and the Commonwealth Foundation. In 2014, PEN will consolidate this work at the UN and begin to engage PEN Centres on a more sustained level with regional institutions.

INTERNATIONAL P.E.N

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Review of 2013 Advocacy Activities

- A. UN Universal Periodic Review: We coordinated PEN's freedom of expression work for the UN UPR 16th, 17th, 18th sessions including planning and coordinating side events on freedom of expression in Russia and Azerbaijan at the UN in Geneva. We also set up and advocated for PEN positions in meetings with UN member States including Cameroon, Ireland, UK and Norway. We submitted on 6 States including leading the work on a coalition of 4 NGOs on the Vietnam submission.
- B. UN Committee on the Status of Women : Delivered oral statement to the UN CSW on Violence against Women Writers and organised advocacy meetings with relevant NGOs – CPJ, INSI, UN Women.
- C. Linguistic Rights and UNESCO Grant : In 2013, PEN continued to roll out the Girona Manifesto on Linguistic Rights. We co-ordinated PEN's **translation and linguistic rights** public policy programming and developed a programme to advocate around the Girona manifesto including initiating International Mother Language Day (IMLD) to highlight PEN's TLR work; promoted Girona at an International Cultural Diversity and Linguistic Rights Policy level including attending and strengthening PEN's UNESCO relationship at the Intergovernmental Meeting of the Convention on Cultural Diversity (Paris, December) and developed UNESCO research programme for minority languages with PEN Centres (May). We also organised panels on linguistic rights at Congress and co-ordinated development of partnerships .
- D. Education work
 - a. Attended UNESCO meeting
 - b. Development of policy priorities
 - c. Development of post-MDG agenda advocacy strategy
- E. Digital Freedom
We coordinated a policy and advocacy programme for the **PEN International Declaration on Digital Freedom** – we developed policy rollout strategy; conducted advocacy on the Declaration with the Special Rapporteur on Freedom of Expression at the OSCE (February); oversaw translation and publication of Declaration into 15 languages; developed website section on Declaration; and developed policy position for Internet Governance Forum (IGF) in November 2013.

In 2013, PEN International developed its advocacy engagement with the United Nations primary human rights mechanism, the Universal Periodic Review (UPR). While PEN International has submitted reports on the situation of freedom of expression in numerous states to the UPR since its inception in 2008, the hiring of the International Policy and Advocacy Officer position enabled PEN International and PEN Centres to develop its direct advocacy work at the UPR, bringing the voices of PEN Centres and our activists to Geneva and face to face with the States under Review (SuR).

This new way of working:

- Increases the participation of PEN Centres in the research and advocacy around the report and in the ongoing monitoring and implementation of the UPR in each country.
- Centres are strengthened in their capacity to conduct primary research and in how to structure the UPR report through expertise from the Writers in Prison Committee Research Team and the International Policy and Advocacy Officer (IPAO).
- Advocacy is carried out directly with UN Member States and in the State under Review (SuR) by the IPAO with the PEN Centres while PEN membership take action to ensure freedom of expression recommendations are made by their own governments.
- Through this training in undertaking advocacy with States through delivering statements at the UPR pre-sessions in Geneva, at PEN side events at the UN, and through meeting with states to push for the recommendations of the report PEN Centres are strengthened in their ability to conduct advocacy at the national and international level.
- Increased work in partnership with other international and national freedom of expression NGOs including CPJ, ARTICLE 19, Access on report research and writing, advocacy, events and communications and media.
- Increased exposure of PEN International and PEN Centres at the UN and in the international media.

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Digital Freedom

Digital Freedom was the thematic focus of PEN's work for 2013. As the revelations about mass surveillance emerged in June, this would prove to be a timely choice.

PEN's Digital Freedom work is premised on the PEN Declaration on Digital Freedom, a four-point document which summarises PEN's position on freedom of expression online, ratified by the Assembly of Delegates in South Korea in September 2012. The Declaration was the combined work of freedom of expression scholars from law, literature, technology and policy on four different continents. It acknowledges the potential for the internet to greatly advance freedom of expression across frontiers as elaborated in the 1921 PEN Charter. Based on the research from the PEN Writers in Prison Committee and other freedom of expression organisations, the Declaration addresses the emerging threats to freedom of expression online and categorises them under:

- Targeting Individuals
- Privacy
- Surveillance
- Business and Human Rights

The Declaration proved indispensable in PEN's work in 2013, enabling the organisation to respond to increased targeting of individuals online and allowed PEN to situate itself front and centre as experts on digital freedom in the response to the intense controversy that the surveillance revelations generated.

New ways of working

The roll-out of the Declaration on Digital Freedom took two streams; internally within PEN and externally in the international policy arena. Within PEN, the International Policy and Advocacy Officer and PEN American Center's Freedom to Write Fellow led on facilitating education and trainings on the Declaration within the PEN community.

These included:

- Translation of the Declaration on Digital Freedom into 17 languages by PEN Centres
- Development of case studies and an FAQ guide to the Declaration to illuminate its relevance in PEN Centres work
- Trainings on Digital Freedom and Digital Security with over 500 PEN members at the Writers for Peace Committee Conference in Bled, the Writers in Prison Committee Conference in Krakow and the PEN International Congress in Iceland.

Within PEN International, the IPAO worked closely with the WiPC and Communications team to develop a digital case stamp.

PEN International worked closely with PEN American Centre and English PEN on their study on surveillance and legal proceedings.

Externally we worked with OSCE, the Internet Governance Forum, and formed partnerships with other organisations and related coalitions including Tactical Tech, Internet Sans Frontier and Writers Against Surveillance. We will continue to develop this key strand of advocacy work in 2014.

PARTNERSHIPS

ICORN, PEN EMERGENCY FUND

We continue our key partnerships with ICORN, the International Cities for Refuge Network, which we advise and the PEN Emergency Fund which our researchers work closely to help support writers in need of emergency support.

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IBERIAN AMERICAN FOUNDATION

Iberian American Foundation

Founded in Panama in 1998, the Foundation encourages the connection of Spanish-speaking PEN Centres with the worldwide PEN community. This network includes Centres in Bolivia, Colombia, Galicia, Guadalajara, Guatemala, Mexico, Nicaragua, Panama, Paraguay, Peru, Salta, San Miguel de Allende, Spain and Venezuela, as well as the Cubans in Exile Centre. It has provided translation assistance to ensure that PEN International's messages and ideas are shared effectively, and that freedom of expression issues – particularly in Latin America – are brought to everyone's attention. It hosts a stall at the Guadalajara International Book Fair every year, and regularly works with other national and international organisations on projects and campaigns.

IFEX

We continue to be active members of IFEX, of which PEN International was a founding member. The PEN International Writers in Prison Committee Chair and Programme Director attended the IFEX meeting in Cambodia in June, which was an excellent opportunity to meet colleagues from around the world, to network and to campaign together. Among other things, we participated in working groups regarding the Journalists in Distress network (see below), enhancing our communications with partners on these issues.

PEN International was also elected to the Steering Committee of IFEX for the next two years, giving us an opportunity to shape the direction of this important network.

OXFAM NOVIB/PEN AWARD

On Thursday January 17 the Oxfam Novib/PEN Award was awarded to 5 writers in recognition of their continued work in the face of persecution. This year the recipients were the Syrian writer and journalist Samar Yazbek, the Cameroonian writer and co-founder of the Cameroon Writers Association Enoh Meyomesse, the Iranian activist, journalist and deputy director of the Defenders of Human Rights Centre (DHRC) Nargess Mohammadi, the Congolese journalist Deo Namujimbo, the Turkish academic and writer Busra Ersanli.

Both Enoh Meyomesse and Nargess Mohammadi are currently imprisoned.

The award ceremony was attended by Samar Yazbek who has been forced to flee her home in Syria with her young daughter

She has been a leading voice in her support and defence of human rights and women's rights in Syria. Facing continued threats for her support of the uprising against the Assad regime, Yazbek was forced to flee Syria with her young daughter.

The presentation of the Oxfam Novib / PEN Award took place as part of the Writers Unlimited Winter Nights Festival on Thursday 17 January in The Hague followed by a debate, in collaboration with PEN Netherlands on censorship.

FINANCIAL REVIEW

The Board continues to focus on building an unrestricted reserve fund in the medium term sufficient to ensure the continuity of the programmes and activities and to provide a minimum security in the event of contingencies including the possibility of the organisation needing to provide for a winding up. It is not intended to create any element of endowment but these requirements are considered to necessitate a target reserve of some £200,000. Fundraising to address this remains the policy of the Board.

The principal restricted funding sources for 2013 were the Swedish International Development Agency (SIDA), the Norwegian Ministry of Foreign Affairs, Fritt Ord Foundation, Sigrid Rausing Trust and Oxfam Novib. This funding supports programmes and research and enhances communications for the charity.

During the year, total income was £954,390, of which £938,240 was expended. At 31st December 2013, International P.E.N. had total unrestricted funds of £174,145, restricted funds of £299,880 and a designated fixed asset fund of £15,496.

INTERNATIONAL P.E.N

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FOR THE YEAR ENDED 31 DECEMBER 2013

Plans for future period

The organisation will focus in 2014 on enhancing the global voice of PEN, strengthening our media and communications outputs. It will also build on the consolidating work of 2012/13 to strengthen the organisation and to develop the membership. 2014 will also see a focus on developing the 2015 -17 three year Strategic Plan which will have education as an enabler at its heart.

Statement of disclosure of information to auditors

The Trustees have confirmed that, so far as they are aware, there is no relevant audit information of which the Company's auditors are unaware, and that they have taken all the steps they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the Company's auditors are aware of the information.

Auditors

H W Fisher have indicated their willingness to continue in office and offer themselves for reappointment as such, under Section 485 of the Companies Act 2006.

Preparation of the report

The report of the Board of Trustees has been prepared in accordance with the small company regime (section 419(2) of the Companies Act 2006).

The report was approved and authorised for issue by the Trustees on 26th March 2014 and signed on its behalf by:



26th March 2014

Jarkko Tontti, International Treasurer

INTERNATIONAL P.E.N.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

INTERNATIONAL P.E.N.

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF INTERNATIONAL P.E.N.

We have audited the accounts of International P.E.N. for the year ended 31 December 2013 set out on pages 22 to 32. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement on page 20, the Trustees, who are also the directors of the charitable company for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2013, and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where 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 accounts 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.

HW Fisher & Company

Andrew Rich (Senior Statutory Auditor)
for and on behalf of HW Fisher & Company

Chartered Accountants

Statutory Auditor

Acre House
11-15 William Road

London

NW1 3ER

Dated: *26/3/14*

INTERNATIONAL P.E.N.

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2013 £	Total 2012 £
<u>Incoming resources from generated funds</u>						
Donations and legacies	2	148,218	-	21,953	170,171	176,030
Activities for generating funds		118,143	-	24,514	142,657	132,581
Investment income	3	134	-	-	134	123
		<u>266,495</u>	<u>-</u>	<u>46,467</u>	<u>312,962</u>	<u>308,734</u>
Incoming resources from charitable activities	4	23,617	-	617,811	641,428	646,750
Total incoming resources		<u>290,112</u>	<u>-</u>	<u>664,278</u>	<u>954,390</u>	<u>955,484</u>
<u>Resources expended</u>						
Costs of generating funds	5					
Costs of generating donations and legacies		2,460	-	-	2,460	2,686
Charitable activities						
General advocacy and support		209,370	3,594	466,143	679,107	485,870
Writers in Prison		70,702	1,304	166,117	238,123	162,000
Total charitable expenditure		<u>280,072</u>	<u>4,898</u>	<u>632,260</u>	<u>917,230</u>	<u>647,870</u>
Governance costs		18,550	-	-	18,550	18,042
Total resources expended		<u>301,082</u>	<u>4,898</u>	<u>632,260</u>	<u>938,240</u>	<u>668,598</u>
Net (outgoing)/incoming resources before transfers		<u>(10,970)</u>	<u>(4,898)</u>	<u>32,018</u>	<u>16,150</u>	<u>286,886</u>
Gross transfers between funds	9	(7,313)	7,313	-	-	-
Net (expenditure)/income for the year/ Net movement in funds		<u>(18,283)</u>	<u>2,415</u>	<u>32,018</u>	<u>16,150</u>	<u>286,886</u>
Fund balances at 1 January 2013		192,428	13,081	267,862	473,371	186,485
Fund balances at 31 December 2013		<u>174,145</u>	<u>15,496</u>	<u>299,880</u>	<u>489,521</u>	<u>473,371</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

INTERNATIONAL P.E.N.**BALANCE SHEET****AS AT 31 DECEMBER 2013**

	Notes	2013 £	£	2012 £	£
Fixed assets					
Tangible assets	10		15,496		13,081
Current assets					
Debtors	11	158,046		135,126	
Cash at bank and in hand		372,357		428,040	
		<u>530,403</u>		<u>563,166</u>	
Creditors: amounts falling due within one year	12	<u>(56,378)</u>		<u>(102,876)</u>	
Net current assets			<u>474,025</u>		<u>460,290</u>
Total assets less current liabilities			<u>489,521</u>		<u>473,371</u>
Income funds					
Restricted funds	14		299,880		267,862
Unrestricted funds:					
Designated funds	15		15,496		13,081
Other charitable funds			174,145		192,428
			<u>489,521</u>		<u>473,371</u>

The accounts were approved by the Board on 25 March 2014



Jarkko Tontti
International Treasurer

26th March 2014

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2013

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Donated facilities are included as gifts in kind at the value to the Charity where this can be quantified and a third party is bearing the cost. These are included in both incoming and outgoing resources. No amounts are included in the financial statements for services donated by volunteers.

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.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Support costs, which cannot be directly attributed to particular activities, have been allocated proportionately to the direct staff costs relating to the activities.

Governance costs include the costs of servicing Trustees' meetings, audit and strategic planning.

The charity has irrecoverable VAT, arising from its partially exempt status, which is included within resources expended.

1.4 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

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:

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.

1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

1.6 Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.7 Foreign currency translation

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.

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

1 Accounting Policies

(Continued)

1.8 Funds

The accounts are prepared showing unrestricted, designated and restricted funds. Unrestricted funds are deployed for the general purposes of the charity but where there has been a decision of the Trustees to commit funds for a particular purpose e.g. for the purchase of fixed assets, these amounts are shown as designated funds and not currently available for general expenses.

Restricted funding is deployed in agreement with individual funders for agreed purposes and only available for those specified purposes. Where the expenditure on a project or programme exceeds the amount of the restricted funding available, the shortfall stands to be made up by a transfer from unrestricted funds.

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Donations and gifts	148,218	21,953	170,171	176,030
Donations and gifts				
Unrestricted funds:				
Individual contributions			14,237	10,687
PEN centre contributions			7,144	3,125
Due payments receivable			94,907	115,952
Gifts in kind			21,430	11,123
Other income			10,500	10,500
			148,218	151,387
Restricted funds:				
PEN centre contributions			1,500	-
Individual contributions			-	3,085
Writers In Prison Committee centre contribution			13,083	15,435
Gifts in kind			7,370	6,123
			21,953	24,643

Gifts in kind include £10,000 (2012: £5,000) for legal assistance, £4,058 (2012: £nil) for travel and £14,742 (2012: £12,246) for general advocacy.

3 Investment income

	2013 £	2012 £
Interest receivable	134	123

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Grants receivable	23,617	617,811	641,428	646,750
Unrestricted funds:				
Company donations			18,339	14,613
Islandsstofa			5,278	-
			<u>23,617</u>	<u>14,613</u>
Restricted funds:				
Norwegian Ministry of Foreign Affairs			66,679	8,118
ICORN			39,320	39,000
SIDA			436,329	452,804
NOVIB			23,970	39,365
Sigrid Rausing Trust			-	58,333
OIF			4,193	-
Fritt Ord Foundation			30,000	25,000
Swedish Writers Union			692	-
Other income			16,128	-
Prince Klaus Foundation			-	6,444
Company Donations			500	3,073
			<u>617,811</u>	<u>632,137</u>

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2013 £	Total 2012 £
Costs of generating funds					
Costs of generating donations and legacies	1,549	-	911	2,460	2,686
Charitable activities					
<u>General advocacy and support</u>					
Activities undertaken directly	307,275	-	175,277	482,552	361,599
Support costs	10,493	3,594	182,468	196,555	124,271
Total	317,768	3,594	357,745	679,107	485,870
<u>Writers in Prison</u>					
Activities undertaken directly	116,148	-	47,679	163,827	113,685
Support costs	3,807	1,304	69,185	74,296	48,315
Total	119,955	1,304	116,864	238,123	162,000
	437,723	4,898	474,609	917,230	647,870
Governance costs	11,685	-	6,865	18,550	18,042
	450,957	4,898	482,385	938,240	668,598

Governance costs includes payments to the auditors of £6,000 (2012: £6,000) for audit fees.

During the year, an employee was paid £5,999 as ex gratia compensation for the termination of employment.

6 Support costs

	General advocacy and support £	Writers in Prison £	Total 2013 £	Total 2012 £
Other costs	182,468	69,185	251,653	138,439
Staff costs	10,493	3,807	14,300	30,729
Depreciation	3,594	1,304	4,898	3,418
	196,555	74,296	270,851	172,586

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, but the Trustee Board was reimbursed a total of £6,626 travel and subsistence expenses (2012: five were reimbursed £5,237).

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2013 Number	2012 Number
Charitable activities	8.3	6.8
Fundraising	0.6	0.3
Governance	0.5	0.5
Support	2.6	2.4
	12	10

Employment costs

	2013 £	2012 £
Wages and salaries	404,813	346,346
Social security costs	38,708	33,836
Other pension costs	7,436	8,310
	450,957	388,492

There were no employees whose annual emoluments were £60,000 or more.

9 Transfers

Within restricted funds, there was a transfer of £20,771 from Norwegian Ministry of Foreign Affairs to Writers in Prison Committee to reflect the portion of the Norwegian Ministry of Foreign Affairs grant which was wholly used by the Writers in Prison Committee. There was a transfer within restricted funds in order to ensure correct carried forward balances. A transfer of £7,313 was also made from unrestricted funds to the fixed asset designated fund to represent the fixed asset additions in the year.

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

10 Tangible fixed assets

	Office equipment
	£
Cost	
At 1 January 2013	33,800
Additions	7,313
At 31 December 2013	41,113
Depreciation	
At 1 January 2013	20,719
Charge for the year	4,898
At 31 December 2013	25,617
Net book value	
At 31 December 2013	15,496
At 31 December 2012	13,081

11 Debtors

	2013	2012
	£	£
Centre contributions due	40,731	39,667
Other debtors	93,140	84,108
Prepayments and accrued income	24,175	11,351
	158,046	135,126

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

12 Creditors: amounts falling due within one year	2013	2012
	£	£
Trade creditors	20,574	22,270
Taxes and social security costs	11,801	25,028
Other creditors	7,003	11,157
Accruals	17,000	9,917
Deferred income	-	34,504
	<u>56,378</u>	<u>102,876</u>
 <u>Deferred income</u>		
Balance at 1 January 2013	34,504	58,231
Amount released to incoming resources	(34,504)	(58,231)
Amount deferred in the year	-	34,504
	<u>-</u>	<u>34,504</u>
Balance at 31 December 2013	<u>-</u>	<u>34,504</u>
13 Pension and other post-retirement benefit commitments	2013	2012
Defined contribution	£	£
Contributions payable by the company for the year	<u>7,436</u>	<u>8,310</u>

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2013	Movement in funds		Transfers	Balance at 31 December 2013
	£	Incoming resources £	Resources expended £	£	£
Writers in Prison Committee (WIPC)	17,750	149,704	(166,117)	20,771	22,108
Swedish International Development Cooperation Agency (SIDA)	223,962	436,329	(385,139)	-	275,152
Schools & Creativity	2,620	-	-	-	2,620
Centre Development	12,328	4,193	(4,193)	(12,328)	-
Staff support and website development	11,840	-	(24,168)	12,328	-
Norwegian Ministry of Foreign Affairs (NMFA)	(638)	66,679	(45,270)	(20,771)	-
	<u>267,862</u>	<u>656,905</u>	<u>(624,887)</u>	<u>-</u>	<u>299,880</u>

The purpose of the funds is indicated below:

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.

Schools & Creativity - Support for regional programmes for PEN centres in Africa.

Centre Development - Supporting exchanges mainly between the African centres.

Staff support and website development - Support for administration and improved communications for International PEN in London.

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

INTERNATIONAL P.E.N.

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 January 2013	Movement in funds		Transfers	Balance at 31 December 2013
	£	Incoming resources	Resources expended	£	£
Fixed Assets Fund	13,081	-	(4,898)	7,313	15,496
	13,081	-	(4,898)	7,313	15,496

16 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 December 2013 are represented by:				
Tangible fixed assets	-	15,496	-	15,496
Current assets	230,523	-	299,880	530,403
Creditors: amounts falling due within one year	(56,378)	-	-	(56,378)
	174,145	15,496	299,880	489,521

17 Commitments under operating leases

At 31 December 2013 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2013	2012	2013	2012
	£	£	£	£
Expiry date:				
Between two and five years	51,347	50,670	1,748	1,748