



Annual report 2016

President's report



At the end of October, 59 organisations welcomed more than a thousand visitors to the Forum cinfo 2016 in Bern. An array of workshops, round tables and individual meetings enabled participants to find out more about careers and discuss experiences in international cooperation (IC). And there was a constant hive of activity throughout the day at the side of the forum. It was a true success.

However, this should not distract us from the reality that, in many respects, 2016 was a sobering and disturbing year. The wars in Syria, Iraq and Yemen continued unabated, while cruel violence and natural catastrophes left millions suffering and unleashed new waves of migration in the Sahel region.

Despite the prolific violence and uncertainty, Europe and the USA failed to respond with a coherent strategy for collective security and cooperation. Instead, new walls were built, both politically and literally. Calls for law and order, and isolationism echoed loudly throughout the northern hemisphere.

This dynamic has strained international relations: multilateral cooperation, of crucial importance to the implementation of the Agenda 2030 for Sustainable Development, is under enormous pressure. In important donor countries, international cooperation budgets have been slashed due to austerity drives. Fortunately, the political logic of a sustainable commitment by Switzerland has been embedded in our national debate.

Against this backdrop, the challenges facing actors in international cooperation are becoming more complex. Although the urgent, and often dangerous nature of operational activities in the field has grown, donor countries, including Switzerland, have to be convinced once more of the relevance of international cooperation. This requires competent, motivated and flexible people who understand both the dynamic of donor countries and the complex world of multilateral institutions. At the same time, they have to be willing to take on the uncertainties of unsafe field postings.

As a competence centre for careers in international cooperation, cinfo will continue to support these people on their professional path with conviction and energy. With the help of new technology, cinfo has developed its online presence, allowing professionals in the field to undertake further training and manage their careers.

Redaction / Layout

cinfo

Photos

Frontpage, p. 10–11: cinfo / Jan Bolomey

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Illustration

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Grafics

cinfo

www.cinfo.ch

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Counselling and Training for
Profession relating to
International Cooperation**

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Editorial

Practical career advice and partnership-based networking of those responsible for human resources in organisations are central to the realisation of cinfo's strategy. In addition, cinfo will continue to research, document and highlight sector-specific issues, such as professional profiles in the future, and the globalisation of the labour market of international cooperation and its influence in Switzerland.

In the name of the Foundation Board, I would like to thank the cinfo team for their engagement in 2016 and congratulate them for their forward-looking strategy.

Angelo Gnädinger
Foundation Board President

«cinfo wants to support and guide professionals in every step of their career.»

Lisa Isler, Director, cinfo



2016 can be summarised as a year marked by numerous projects and challenges.

Everyone knows that cinfo prides itself on being the competence centre for careers in international cooperation. But did you know of our ambition to replace competence with excellence? This is

not simply a question of nicely reformatting our image and marketing.

With this new strategy we aim to optimise our services for both individuals and organisations working in international cooperation. As outlined on page four, cinfo wants to support and guide professionals in every step of their career. Whether one is 27 or 55 years old, a beginner or experienced professional, everyone should receive an answer at cinfo to their specific needs in an increasingly competitive and complex labour market.

With regard to the complexity of international cooperation, were you able to attend our successful event, Forum cinfo 2016 (page ten)? Current developments and future challenges were addressed throughout the event, both directly and indirectly during presentations and at stands. cinfo closely follows these developments and trends through specific surveys of organisations and experts, resulting in significant and relevant sectoral studies, such as the one on page seven.

One of cinfo's goals for 2016 was to keep pace with time. This we have done, as seen by the digitalisation of our services. Whether it is an information webinar about working for the United Nations, an exchange via Skype with a partnering financial institutions in Asia or a virtual course about cross-cultural management (page six ff), we have strengthened our on-line presence. And as result, we now have targeted and personalised ways to reach a broader public.

Lisa Isler
Director

Members of the Board

(per 31.12.2016)

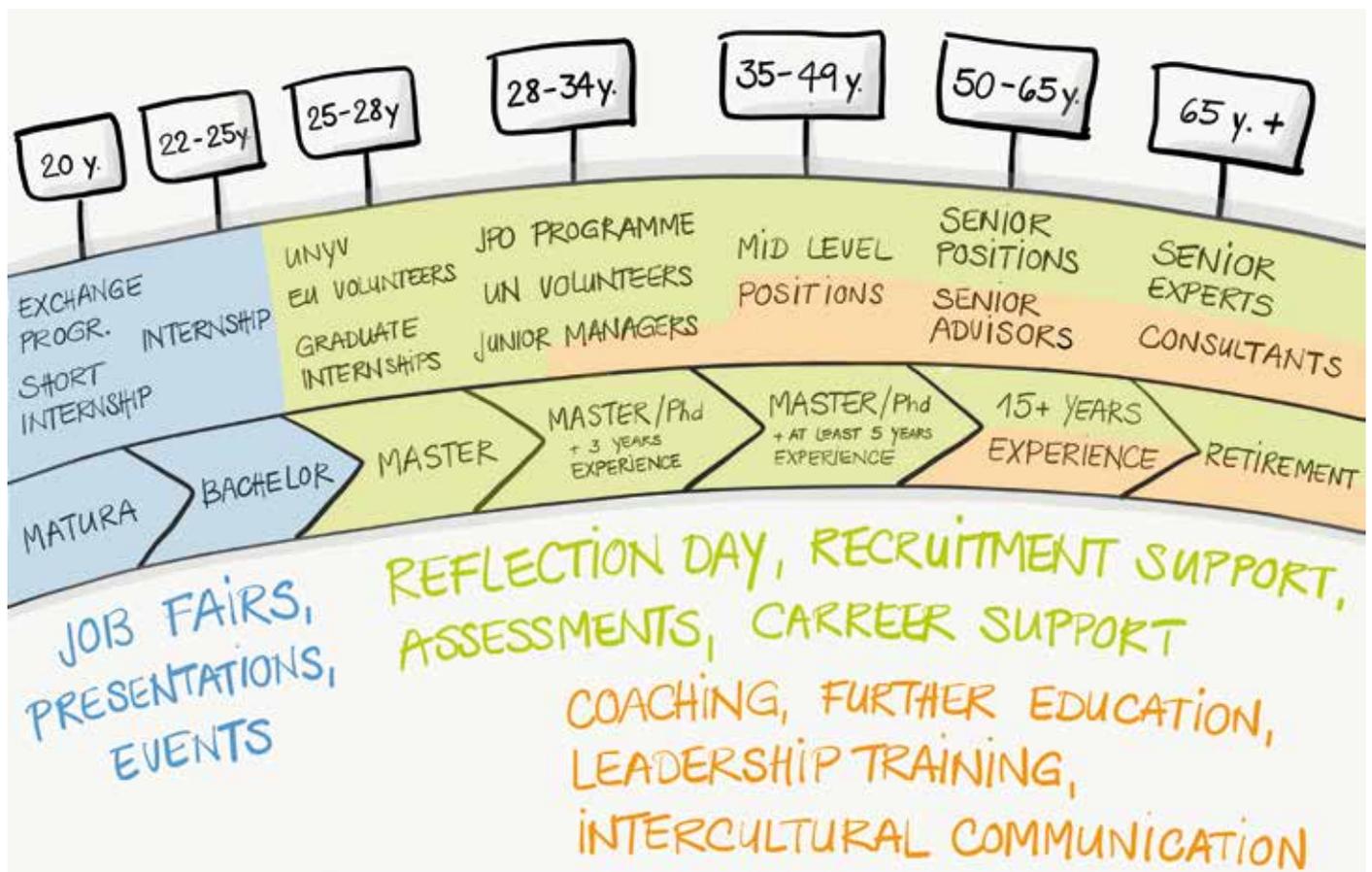
Angelo Gnädinger, President
Margrit Schenker, Vice President
Christine Beerli-Kopp
David Keller
Jean-Noël Wetterwald
Erich Wigger
Anne Zwahlen

In focus

cinfo provides guidance and support during various career phases

In a time of constant change, the same question arises again and again: how we, as specialists in human resource and career issues can guide and support individuals in international cooperation (IC), whether they are new entrants or experienced specialists. An unbroken career within one organisation is no longer common in IC. Increasingly people are moving between longer employment contracts and short-term engagements.

The graph below shows how cinfo supports organisations and individuals in a flexible way, according to their personal situation and needs, thanks to our sector-specific knowledge and wide range of services: from information events about careers in IC to career guidance in the various phases of the professional life to application support for specific positions. cinfo also provides advice on daily work issues such as stress and feeling overwhelmed, managing conflict, work-life balance and management questions. And it assists in developing competencies in the areas of leadership, managing long-distance teams and working in intercultural teams. In all these areas, cinfo is meeting the growing needs of organisations and individuals.



Typical situations – examples from 2016

Preparing for new challenges

Henri ist 50 und hat während über 7 Jahren im Landesbüro als lokal angestellter Projekt- und Programmverantwortlicher gearbeitet. Auf Grund seiner fundierten Kenntnisse des Programmes und auch der Schweizer Organisation, für die er arbeitete, wurde er für den in einem Jahr neu zu besetzenden Posten des Landeskoordinators (Country Director) gewählt. Um sich auf diese neue Rolle vorzubereiten, bezahlte ihm seine Arbeitgeberin ein Coaching bei cinfo.

Lateral transfers

Anne, 52, hat während 20 Jahren für ein multinationales Unternehmen in Afrika gearbeitet. Dabei kam sie punktuell mit verschiedenen Akteuren der Kakao-Wertschöpfungskette in Kontakt. Sie möchte nun die gewinnorientierte Unternehmenswelt verlassen und überprüfen, ob ein Wechsel in die Entwicklungszusammenarbeit möglich wäre.

Developing new competencies

Virginie, 36, has more than five years working experience in various cooperation development projects, mainly in Latin America. Six months ago, she took up a new position in South East Asia. She soon felt that something was wrong. She didn't know how she should get things done with the people around her. They were always polite, helpful and smiling but at the same time she had the impression they did not take her seriously. During the last two weeks she lost her temper twice, which made the whole thing even worse.

Application support

Marco ist 35 und arbeitet in der Schweiz für eine kleine Organisation, die international im Gesundheitswesen tätig ist. Nun hat er eine vergleichbare Stelle bei einer grösseren Organisation gesehen. Er sieht sie als die Gelegenheit, auf die er gewartet hat. Er merkt aber auch, dass es ihm trotzdem schwer fällt seine Motivation in Worte zu fassen. Ausserdem ist er verwirrt durch verschiedene Tipps, die er in Sachen CV Schreiben gehört hat. Er weiss, dass er sich für ein allfälliges Interview gut vorbereiten muss, um mit dem nötigen Selbstvertrauen aufzutreten. Aber wie?

Professional reorientation and situational assessment

Sébastien, 40 ans, a été délégué du CICR pendant 7 ans. Il est actuellement en congé sabbatique, étant donné qu'il attend avec sa partenaire un deuxième enfant. Jusqu'à aujourd'hui, il a su concilier ses engagements avec la vie de famille. Malgré tout, il se demande s'il doit continuer auprès du CICR ou s'il ferait mieux de retrouver un emploi en Suisse. Après toutes ces années dans l'aide humanitaire, il ne sait pas non plus comment se positionner sur le marché du travail.

Coaching for a first assignment

Eva, 26: her first three months as a United Nations Youth Volunteer were loaded with frustration. Two days after her arrival her immediate supervisor went on maternity leave and nobody knew exactly what her contribution to the agency's various projects should be. As a Youth Volunteer, who just arrived, she was often not invited to the coordination meetings. When she was, the national staff members spoke in their local language. After only 3 months, Eva wondered whether she should leave...

Our cooperation with multilateral organisations

cinfo continued to pursue the mission of the Swiss Agency for Development and Cooperation SDC, the State Secretariat for Economic Affairs SECO and the Human Security Division HSD to help jobseekers and experienced professionals to realise a career in multilateral organisations. The specific target groups were contacted through a tailored and individual approach.

Proactive support for junior staff

United Nations Youth Volunteers UNYV

- Information webinar about UNYV programmes (60 active participants and an audience of over 200)
- 143 advertisements, 53 interviews
- Preparation of 20 UNYVs for their mission

Junior Professional Officers JPO

- 24 Swiss JPOs selected
- Preparation of junior professionals for their field missions
- Mentoring of JPOs by cinfo during the mission abroad to support the absorption into the organisation at the end of the programme

Events for sought profiles from the private sector

cinfo organised information and networking events for specialists and new entrants from the private sector to present career options in international financial institutions and the UN, and to provide key advice for job applications.

- Participants met human resource managers from the European Bank for Reconstruction and Development EBRD, the Asian Development Bank AIIB and the International Finance Corporation IFC in Zurich and Geneva (58 participants)
- Numerous side events with multilateral organisations at the Forum cinfo 2016 increased the opportunities for information exchange and networking.

«Personal contact is a catalyst. The trust it creates has an enormous impact on achieving the goals of our mandate.»

Nora Landheer, Outreach and Recruitment Specialist, cinfo

Networking and community creation

Once again this year, cinfo actively promoted the exchange of information and networking between individuals and multilateral organisations.

- Visits to headquarters of partner organisations in Abidjan, Bonn, London, New York und Washington
- Networking events in New York and Washington to promote mutual support between Swiss professionals in multilateral organisations (40 participants)
- Webinar for all Swiss in the UN system (56 participants)

Study

Why do Swiss start, stay in and leave a career with the UN or an IFI?

What motivates Swiss professionals to work for a UN organisation or an international financial institution IFI? Why do people aspire to a career in a multinational organisation, and what makes them subsequently leave these same organisations? Which individual professional expectations are met by these organisations, and which aren't? These are the main questions addressed in the study «Reasons why Swiss professionals join, remain in, or exit multilateral organisations», based on a survey of 228 men and women.

Purpose and values are to professionals important

The same factors were identified in all three phases (join, remain, leave) as being most important to decision-making, including a personal identification with the activities and values of the organisation, career opportunities and meaningful work.

Surprisingly, financial reasons were the least decisive factor. A high percentage stated that their financial expectations had been met, or even exceeded. One explanation for this may be that experts from the private sector with an interest in a career in international cooperation (IC) finally decided not to join a multilateral organisation for financial reasons. However, because this study only surveyed people who had chosen an IC career, this hypothesis has not yet been tested.

As expected, issues related to salary, children and management responsibilities gained importance with age and length of experience with multilateral organisations.

Family-friendly men

Contrary to our expectations, women valued children as a less important in all phases than men. Instead, women gave more weight to personal issues and the institutional environment. This result requires further research. It may be that women who prioritise family choose not to follow an international career. Men, on the other hand, appear to assume traditional family roles, whereby their partners take over family duties, and as a result, they rated the factor of family more highly in this study.

General satisfaction

Fortunately, nine out of ten of the Swiss respondents believed that their work in a multilateral organisation was relevant or very relevant to their career. Further, the majority would like to pursue a career in these organisations.

At the same time, however, 40 percent stated that their expectations of the institutional environment and family-related conditions had been met only partially or not at all.

These findings highlight a need for further action in guiding Swiss IC professionals to ensure they are better supported according to their needs and are able to pursue careers in multilateral organisations.

Most important		Least important					
6 Areas	1. Job conditions	2. Financial aspects	3. Institutional framework	4. Quality of life	5. Family	6. Individual reasons	
30 Factors	A	Challenging job environment	Salary	Personal identification	Restrictions by organisations	Children	Non-conventional or adventurous task
	B	Multifaceted, interesting job content	Fringe benefits/ allowances	Professional development perspectives	Social situation	Career aspects	Cultural environment
	C	Travelling for the job	Pension schemes	Networking	Security situation/ freedom of movement	Social situation	Opportunity to live and work abroad
	D	Management responsibility	Tax exemptions	Prestige	Environmental situation	Travelling for the job	Personal career perspective
	E	Multicultural environment	Currency benefits	Contractual framework	Public services	Parents	Meaningful work

This table shows the framework used for the questionnaire and data analysis. The questions were divided into six thematic fields, with each containing five explanatory factors, which were assessed according to their importance in each of the three phases (join, remain, leave). Green shows the five factors rated as most important, orange the least important.

Various activities

Tailored services for members and organisations

Once again, cinfo put its expertise and know-how to the service of organisations of international cooperation (IC) and trialled new forms of cooperation.

- 25 service contracts for 12 courses and training sessions, and seven career support sessions. Five recruitment contracts and 16 pre-selections.

More online learning and services for specialists in the field

Increasingly, cinfo is focusing on training international cooperation specialists through e-learning. It provides new possibilities for self-defined and self-paced learning, which are particularly interesting to managers and employees working in the field.

- Installation and implementation of the online learning platform, OLAT
- Online course managing across cultures: design and implementation of mini-lectures, exercises and other learning resources
- Career advice: over a third of coaching sessions were conducted via Skype.

New building blocks for leadership competence

The second CAS Leadership for Sustainable Development integrated an additional module on «security resilience» into its curriculum, allowing specialists from international cooperation and other fields to extend their management competencies. cinfo offers CAS together with the ZHAW.

- 12 participants
- 16 completed course days, four of which were in Bienne

cinfo on-site

On behalf of a Swiss international development cooperation foundation, cinfo conducted a course on managing remote teams for senior managers in Latin America

- One-day on-site workshop in El Salvador
- Concluding webinar
- Individual online coaching

«It is only after having developed new skills and attitudes that you realise how clumsy you had been in the first place.»

Daniel Glinz, Senior Advisor and Trainer, cinfo

Increased security through cooperation amongst Swiss NGOs

International cooperation organisations are increasingly under pressure to integrate new legislation into their strategic and operational work, such as the «Swiss Abroad Act» and «Duty of Care». cinfo has launched a Community of Practice COP, where the security advisors of member organisations of Network cinfo meet regularly to develop joint solutions and guidelines.

- 15 active member organisations
- Creation and setting up the COP Swiss Security Network@cinfo
- Information exchange and planning by a working group to develop joint guidelines and position papers
- cinfo assumes the representative function of the Swiss Security Network@cinfo at the European Interagency Security Forum EISF

Online appearance

The new cinfo.ch is here

Since June, cinfo has a new online presence with revised content and improved navigation. The site can be accessed with the same quality on both smartphone and tablet.

- Site partition into five sections: Panorama of IC, For individuals, For organisations, Forum cinfo 2016 (retrospective) and Jobs portal cinfoPoste
- Over 430 visitors daily
- 500,000 pages were viewed between June and end of 2016

Panorama: Who is who? Who does what?

The world of work of international cooperation is very diverse. In «Panorama of IC», cinfo provides a separate rubric on the website to give an overview of employers and various career pathways of professionals in international cooperation, which is of great use in an increasingly complex labour market:

- Directory of organisations and a description of their activities and career opportunities
- 15 inspiring profiles of specialists from different branches of international cooperation, including Eva Mennel, HR Director at UNICEF; Jeremias Blaser, Deputy Country Director, UNDP; and Christelle Crot, Technical Advisor, MSF.

www.cinfo.ch/panorama

The new look of the newsletter

The cinfo Newsletter was redesigned and improved. Ten editions provided information about the labour market, focus topics, jobs, courses and training programmes.

- 5,250 registrations
- Loyal and participative readership: higher opening rate (37 percent) and click rate (12 percent) than the overall average in the sector

www.cinfo.ch/de/newsletter-anmelden

Stronger engagement in social networking

cinfo further expanded its use of social media (Facebook, Twitter, LinkedIn) to improve the targeted dissemination of relevant information on international cooperation and to extend its reach to potential users and current professionals. Messages were communicated according to specific target groups, encouraging valuable dialogue with each.

- Most popular information: job opportunities, news from the world of International Cooperation and recruitment processes
- Facebook: 1,628 page likes (82 percent more than in 2015)
- Twitter: 352 followers (137 percent more than in 2015)
- LinkedIn: 1,323 followers (55 percent more than in 2015)

www.facebook.com/cinfoCentre

www.twitter.com/cinfofeeds

www.linkedin.com/company/cinfo

«cinfo provides a tailored support to individuals and organisations. Communication with them has to follow the same logic.»

Jérôme Faivre, Communication and Marketing Manager, cinfo

Forum cinfo 2016

28 October 2016, Stade de Suisse Berne

«A journey in international cooperation» – the motto of the job fair Forum cinfo 2016 was chosen because journeys are a source of inspiration that help people to reorient their careers and reflect on their competencies. And journeys also allow us to meet new people and create new networks.

www.cinfo.ch/forum

59 exhibiting organisations

Forum cinfo 2016 was once again regarded as THE job fair for issues and trends in international cooperation. Thanks to the participation of 59 exhibitors from Switzerland and abroad, participants had an exceptional opportunity to meet with HR managers and expand their networks.

- 26 NGOs
- 8 government partners
- 10 training institutions
- 11 UN organisations
- 4 international financial institutions

«Thanks to the valuable contribution of exhibiting organisations, partners and speakers, we could fulfil the expectations of a broad range of visitors.»

Lisa Isler, Director, cinfo

Satisfied faces

Close cooperation with our stakeholders and motivated cinfo friends led to a significantly higher number of visitors than in 2014 (more than 1,100 participants, an increase of 65 percent). The event fulfilled the expectations of a diverse and engaged public – students, university graduates, junior and experienced specialists from international cooperation and other sectors.

Feedback from visitors

- 95 percent positive feedback
- 87 percent met relevant contact people at stands
- 55 percent extended their network
- 85 percent received relevant information about the IC labour market
- 79 percent felt they had gained new impetus for their career

Feedback from exhibitors

- 97 percent positive feedback
- 95 percent reached their target audience
- 92 percent extended their network
- 91 percent found the programme topical and relevant
- 97 percent appreciated the atmosphere

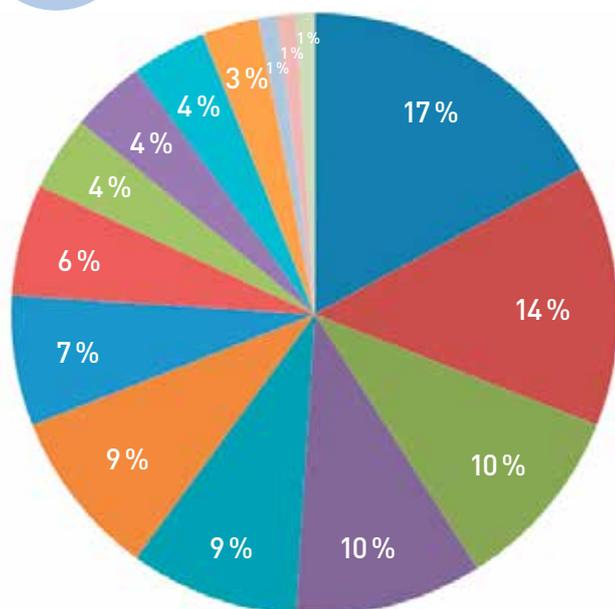


cinfoPoste 2016: who sought whom?

The Swiss jobs portal, cinfoPoste, brings together employers and job seekers in the field of international cooperation. Despite intense competition from abroad, the demand for and popularity of the service remained constant in comparison to the previous year.

Sought professions in advertisements

(Multiple choices possible)



- Humanities and social sciences 17%
- Law 14%
- Other 10%
- Leadership and management 10%
- Media and communication 9%
- HR and administration 9%
- Training and pedagogy 7%
- Health and medicine 6%
- Natural sciences 4%
- Social work 4%
- Agriculture and forestry 4%
- Technology and IT 3%
- Economics and finance 1%
- Logistics 1%
- Construction 1%

Number of advertising organisations

183

Number of advertisements

1,766

By function

Specialists	58%
Specialist volunteers	20%
Interns	10%
Managers	6%
Juniors	5%
Consultants	1%

By organisation type

NGOs	69%
Multilateral organisations	18%
State actors	12%
Training and research institutes	1%
Private actors	<1%

By Region

(Multiple answers possible)

Switzerland	32%
Africa (without North Africa)	28%
Asia (without Central Asia)	11%
Europe (without Switzerland)	10%
South America	7%
North America	4%
North Africa and Middle East	4%
Central America and Caribbean	3%
Central Asia	1%

Jobletter subscriptions

1,896

www.cinfo.ch/cinfoposte

Cooperation partners in the federal government and Network cinfo members

Federal government cooperation partners

- Swiss Agency for Development and Cooperation SDC, Federal Department of Foreign Affairs FDFA
- Economic Cooperation and Development, State Secretariat for Economic Affairs SECO
- Human Security Division HSD, Federal Department of Foreign Affairs FDFA
- Global Institutions Division SDC
- Directorate for Resources FDFA

Members of Network cinfo

6 organisations became members of Network cinfo in 2016. Today Network cinfo has a total of 37 member organisations (22 IC organisations and 15 training institutions). Thanks to their member status, these organisations have access to our Communities of Practice COP and benefit from preferential rates on a range of services.

IC organisations

- Brücke · Le pont
- Caritas Switzerland
- COMUNDO
- DM-échange et mission (joined in 2016)
- Enfants du Monde
- HEKS, Swiss Church Aid
- HELVETAS Swiss Intercooperation
- ICRC, International Committee of the Red Cross
- INTERTEAM
- Medair International
- Médecins du Monde
- Mission 21
- MSF, Doctors without Borders
- Pestalozzi Children's Foundation (joined in 2016)
- Save the Children Switzerland (joined in 2016)
- Solidar Suisse (joined in 2016)
- SRC, Swiss Red Cross
- SWISSAID
- Swisscontact
- Swiss TPH, Swiss Tropical and Public Health Institute
- Terre des hommes Foundation
- World Vision Switzerland

Educational institutions

- AGRIDEA, Developing Agriculture and Rural Areas
- CDC, Center for Development and Cooperation, University of Applied Sciences – Architecture, Wood and Civil Engineering
- CERAH, Geneva Centre for Education and Research in Humanitarian Action
- CFCF, Centre de compétences pour la formation continue et à distance, Université de Genève (joined in 2016; previous member IOMBA integrated in CFCF)
- Geneva Academy of International Humanitarian Law and Human Rights
- HAFL, School of Agricultural, Forest and Food Sciences, BFH, University of Applied Sciences
- ICFG, Interdisciplinary Centre for Gender Studies
- ICP, Institute for Conflict Transformation and Peacebuilding
- IHEID, Institut des hautes études internationales et du développement (Graduate Institute)
- IKF, Institut für Kommunikation & Führung
- NADEL, Center for Development and Cooperation, ETH Zurich
- NGO Management Association (joined in 2016)
- swisspeace, Swiss Peace Foundation
- USI, Università della Svizzera italiana
- ZHAW, Institute of Management and Social Policy

www.cinfo.ch/en/network-cinfo

About the team

In 2016 we welcomed five new employees to the cinfo team. A very warm welcome!



Sandra Rothböck
Head of IC Network

«I really appreciate being able to fully understand the increasingly complex needs of our clients and ensuring that they benefit from our services.»



Jérôme Faivre
Communication and Marketing Manager

«The labour market of international cooperation is constantly evolving. Proactive communication in this dynamic environment is an inspiring and challenging experience.»



André Geissmann
Knowledge Manager
Research Coordinator
ICT-Responsible

«I am very satisfied to be able to develop our analysis of the Swiss labour market in international cooperation. cinfo allows me to be at the heart of current themes and trends.»



Vittoria Groh
University Intern

«In my role, I help talented people to focus their dedication and find their way in the world of international cooperation.»



Mailys Chopard
Trainee

«I want to discover the world of international cooperation and support the team by putting into practice all the theory I have learnt at school.»

www.cinfo.ch/team

At a glance

Business areas/services/products	2015	2016	Remarks
Business area IC Network			
Web platform			
Webpage visits	212,306	187,384*	*) Lower amount due to an interruption of counting after the relaunch
cinfo newsletter subscribers	5,048	5,192	
cinfo Facebook followers	896	1,615	
cinfo LinkedIn followers	840	1,308	
LinkedIn group «Swiss with Multilaterals» members	344	381	
Twitter followers	202	347	
Career fair Forum cinfo			
Number of organisations	Not held	59	Held every 2 years
Number of participants		1,137	
Symposium			
Number of participants	40	Not held	Held every 2 years
Number of organisations	22*		*) 12 are Network cinfo member org.
Network cinfo			
Number of member organisations	32	37	
Communities of Practice			
COP Forum personnel and personnel development/number of workshops	2	2	HR specialists of Network cinfo member organisations
COP Security/number of workshops		2	Specialists Safety & Security
EduCOP/number of workshops	2	0	Training and further education organisations
Jobs portal cinfoPoste			
Organisations advertising	187	183	
Annual institutional subscriptions	29	32	
Paid single advertisements	103	130	
Job vacancy announcements	1,937	1,766	
cinfoPoste-jobletter subscribers	4,540	1,896	Due to relaunch in 2016, subscribers were asked to register again
Business area IC Careers			
Career advice sessions	160	278	
– of which on Skype	*	106	*) not recorded
– of which are follow-up sessions	53	146	
Support consultations for job applications	18	47	
Information events for multipliers (Career Centers, universities, professional associations)	0	4	
Reflection day – number/participants	6/74 pers.	8/88 pers.	

Business areas/services/products	2015	2016	Remarks
Information events (held externally) number of events/number of visitors	15/2,535 pers.	14/886 pers.	
Career orientation – I know my assets number of events/number of visitors	2/17 pers.	3/20 pers.	
Commissioned courses and workshops			
Number of clients	6	4	
Courses and workshops of which online courses	8 3	6 1	
Participants	92	114	
Coaching consultations according to commissions	94	54	
Intercultural cooperation			
Courses/workshops	7	4	
Training days	11.5	4	
Total participants	72	8	
Average number of participants (cumulative: total participants/total courses)	6	2	
Participants of Network cinfo member organisations	31	4	
Webinar	1/6 pers.	4/21 pers.	
Thematic coaching in accordance with courses	29	42	
Commissioned courses and workshops			
Clients	4	12	
Training days	22	34.5	
Thematic coachings		13	
Participants	154	327	
Business area IC Personnel			
Personnel marketing for international financial institutions and UN organisations			
SECO mandate Development Banks			
Information and networking events	2	5	
Participants	110	300	
Individual discussions/interviews held	0	37	
Senior positions in selected UN organisations			
Information and networking events	2	5	
Participants	n/a*	396	*Online event, no figures available
Individual discussions/interviews held	25	25	
Swiss employed in MO-mandate organisations (UNDP, UNICEF, UNFPA, UN WOMEN)	38	40	

Business areas/services/products	2015	2016	Remarks
UNV Outreach Mission			
Information and networking events	1	1	
Participants	28	36	
Interviews held	29	37	
Candidates that began a deployment	15	12	
HR services for UNV positions			
UN Volunteers specialists Fully Funded (FF)	1	0	Since mid-2015, no more UNV FF posts have been funded
UN Youth Volunteers Programme			
Number of funded positions	15	20	
Applications	114	142	
Interviews held	46	53	
JPO-Programme			
SwissJPOs4UN – SDC-funded positions	12	13	
SwissJPOs4UN – applications	213	291	
SwissJPOs4UN – interviews held	58	60	
SwissJPOs4IFIs – SECO-funded positions	5	4	
SwissJPOs4IFIs – applications	102	61	
SwissJPOs4IFIs – interviews held	23	14	
JPO HSD – HSD funded positions	2	7	
JPO HSD – applications	84	235	
JPO HSD – interviews held	10	34	
Recruitment commissions/assessments			
Clients	5	4	
Recruitment commissions	7	6	
Applications	830	786	
Interviews	11	27	
Assessments	3	0	
Personnel			
Full-time equivalents (excl. vocational trainees in business and administration / IT practitioners / interns)	1,550	1,432	
Number of employees (excl. interns) on 31 December 2016	21	17	
Number of vocational trainees / interns on 31 December 2016	1	2	

Annual financial statement

Balance at 31.12.2016

ASSETS	CHF	2016	2015
Working capital		1,209,623.02	2,330,206.04
Liquid assets		1,112,783.02	2,158,064.09
Securities		40,491.00	39,681.00
Receivables supplies and services		40,092.10	122,171.50
Other short-term receivables		13,066.90	10,289.45
Prepaid expenses		3,190.00	0.00
Fixed assets		41,650.00	31,576.00
Office furniture and appliances		4,800.00	1.00
Information technology		3,650.00	2,200.00
Building renovation		33,200.00	29,375.00
TOTAL ASSETS		1,251,273.02	2,361,782.04

LIABILITIES	CHF	2016	2015
Current liabilities		669,674.43	1,806,280.82
Supplies and services payable		275,033.95	150,691.60
Other short-term liabilities		61,419.30	46,708.94
Liabilities SDC		161,823.23	1,464,804.53
Accrued and deferred liabilities		171,397.95	144,075.75
Organisational capital		581,598.59	555,501.22
Foundation capital		202,000.00	202,000.00
Acquired free capital		84,399.65	85,706.40
Reserve fund cinfo		295,198.94	267,794.82
TOTAL LIABILITIES		1,251,273.02	2,361,782.04

Comments on 2016 annual financial statement

Financial statements were revised according to Swiss regular audit standards by the auditors BDO AG and subject to Swiss GAAP FER 21.

Operating statement 1 January – 31 December 2016

OPERATING INCOME	CHF	2016	2015
Income from deliverables and services			
Contributions SDC		2,803,243.23	2,509,441.28
Service agreements SDC		170,444.42	129,886.57
Expenses VAT SDC		- 18,936.06	0.00
Selective commissions		232,124.06	212,418.04
Diverse revenue		1,255.29	2,552.04
Reduction in earnings		- 4,903.46	- 1,746.54
Member contributions		42,649.31	35,634.99
TOTAL OPERATING INCOME		3,225,876.79	2,888,186.38

OPERATING EXPENSES	CHF	2016	2015
Direct project expenditure		2,348,827.53	2,100,142.78
Personnel expenditure		2,087,731.17	1,980,147.28
Rental / maintenance		68,089.16	10,998.25
Amortisations		30,867.30	23,875.00
Other operating expenses		162,139.90	85,122.25
Administrative expenditure		850,733.85	825,532.49
Personnel expenditure		579,595.58	569,706.41
Rental / maintenance		163,188.99	141,751.25
Amortisations		7,504.80	20,825.45
Other operating expenses		100,444.48	93,249.38
TOTAL OPERATING EXPENSES		3,199,561.38	2,925,675.27
Operating profit		26,315.41	- 37,488.89
Financial result		- 218.04	- 2,681.15
Financial income		934.45	684.10
Financial expenses		- 1,152.49	- 3,365.25
Operating result after net income		26,097.37	- 40,170.04
Annual result before organisational capital		26,097.37	- 40,170.04
Allocation / disposition		- 26,097.37	40,170.04
Allocation cinfo reserve fund		- 27,428.02	- 6.10
Debits from cinfo reserve fund		23.90	36,950.84
Debit / credit free capital		1,306.75	3,225.30
ANNUAL RESULT		0.00	0.00

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