



The Swiss Centre of Competence  
for International Cooperation

# 2021



Annual report

Career  
development

Labour market  
monitoring

**cinfo**

**The Swiss Centre of  
Competence for  
International Cooperation**



HR strategic  
positioning & HR  
marketing

Job portal &  
recruitment

Networking



**“How would you define cinfo?”** This is a good question, and one I always enjoy answering. Of course, there is the official description that can be found in our strategy documents and communication material. But parallel to this, I have my personal definition derived from my own impressions and intuition. So what does cinfo mean from this perspective?

cinfo can be illustrated using the scientific concept of “communicating vessels”. By this principle, the different vessels are not separated, distinct areas; instead, all activities influence each other. For me, cinfo means exactly that.

A competence centre is a place where knowledge is constantly evolving and enriching experiences take place. Take the labour market report, for example (SEE PAGES 4-7), which forms the basis of all our activities at cinfo. Without the findings contained in this report, we would not be in the position to understand today’s international cooperation, let alone communicate about it to our clients and partners, be they organisations or individuals.

Further examples are the events we participate in or organise ourselves (SEE PAGES 10-11), the coaching (SEE PAGES 8-9), and recruitment activities. These personal interactions allow us to understand people and their expectations. In such moments, the raw, quantitative data of the above mentioned report gain a new, human dimension.

By connecting the dots between this information and, above all, by sharing it with the whole cinfo team, we act as communicating vessels. We provide every employee with the essential tools to incorporate innovation into their work, innovation that is useful for the sector: a brand-new job portal (SEE PAGES 18-19), an immersion day focused on a topical issue (SEE PAGES 12-13), or recruitment support utilising avantgarde methods (SEE PAGES 20-21). These various activities in turn provide valuable sources of information, thereby enclosing the circle.

I wish you an interesting read.

# The latest trends in the professional world of international cooperation

Jobs in international cooperation have changed and developed considerably in recent years. Through monitoring the labour market, cinfo analyses the behaviour of job seekers and employers in order to identify changes in a timely manner.

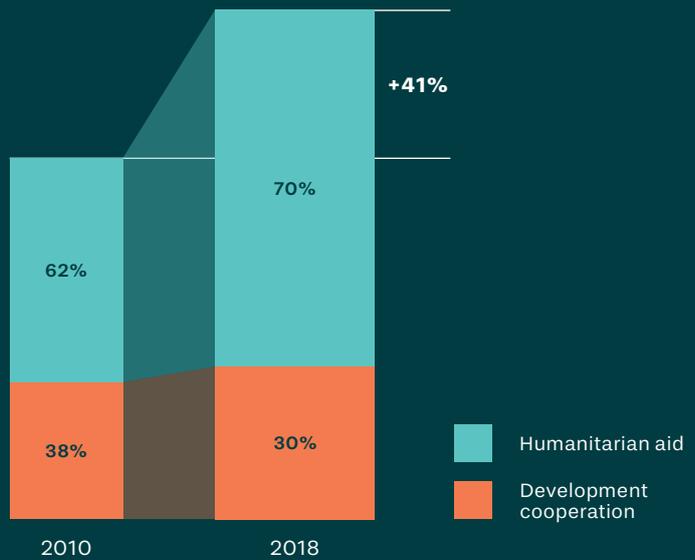
The labour market report was first published in 2010. The last monitoring was conducted in 2018 and, for the first time, allows for comparisons over a period of up to 10 years. The data are based on the following 4 studies:

- Survey of employers (government actors, Swiss NGOs, and international NGOs headquartered in Switzerland, ICRC, foundations).
- Survey of job seekers who use cinfoPoste.
- Analysis of job vacancies published on cinfoPoste and organisations' websites.
- Survey of education and training institutions.

## The Sustainable Development Goals are the current trend

The labour market includes all work done internationally to improve people's living conditions, or help people living in difficult conditions. The common denominator of these activities is the 17 Sustainable Development Goals (SDGs). The number of jobs in the sector in Switzerland has increased by 41% since 2010. The humanitarian aid sector has more than doubled to date and currently accounts for 70% of the labour market. The development cooperation sector has also grown, although not as rapidly.

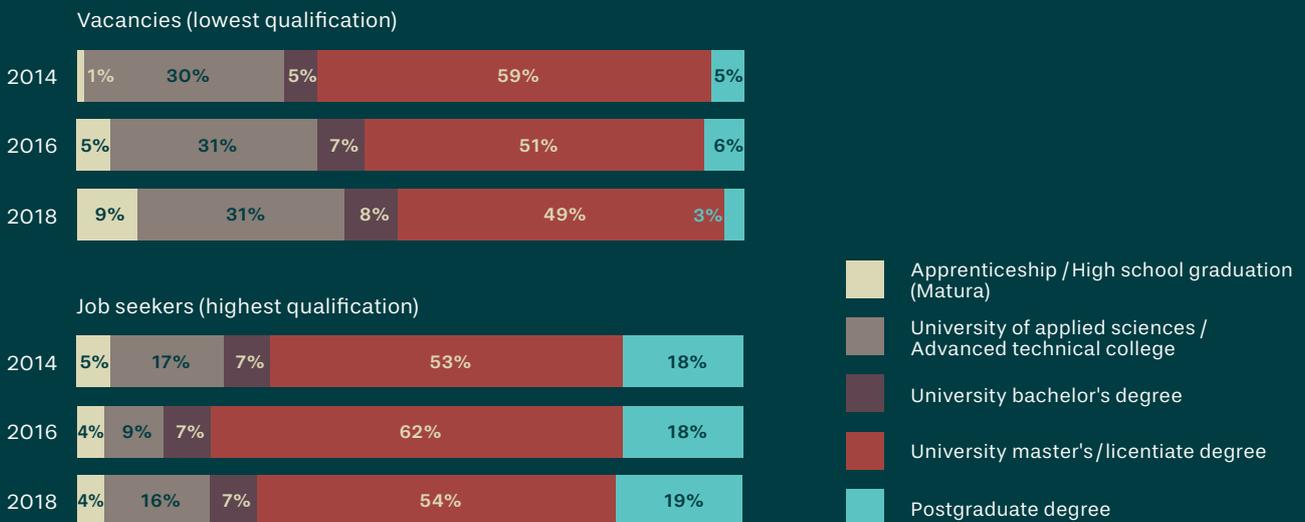
LABOUR MARKET, COMPARISON BETWEEN 2010 AND 2018



## A high level of qualifications and specific expertise is required

Goodwill and the desire for meaningful work are not enough for a job in this field. A large proportion of advertised jobs (91% in 2018) require a tertiary degree (from higher education institutions, technical colleges or universities). The field of international cooperation therefore shows a high degree of professionalisation, on both the supply and demand sides. Moreover, 44% of advertised positions require initial work experience in the sector.

### LEVEL OF QUALIFICATIONS

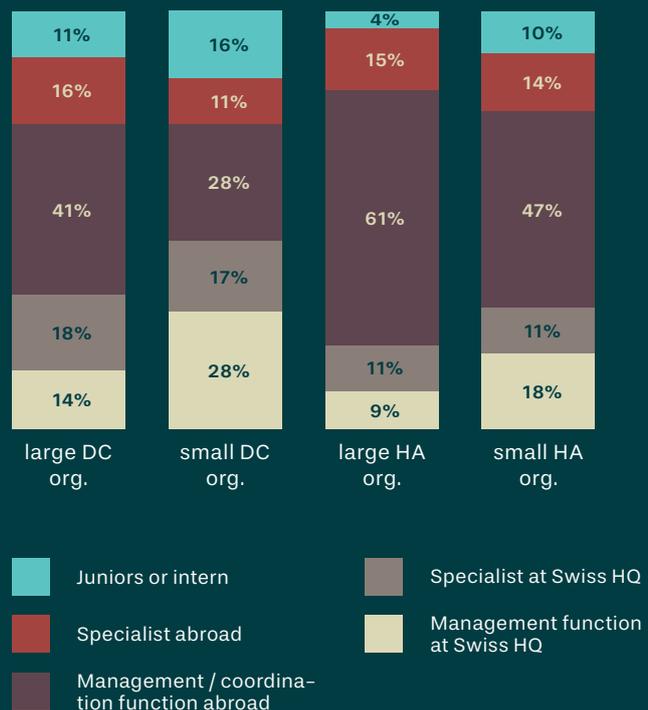


## But how do people gain experience in this sector?

Internships and entry-level positions are not spread evenly between the two sectors. Getting into development cooperation, of which 14% of the positions are entry-level positions, is easier than humanitarian aid with only 5%, although it can be assumed that numerous jobs in this sector are not advertised. In other words, it tends to be more difficult to enter the humanitarian aid sector without professional experience.

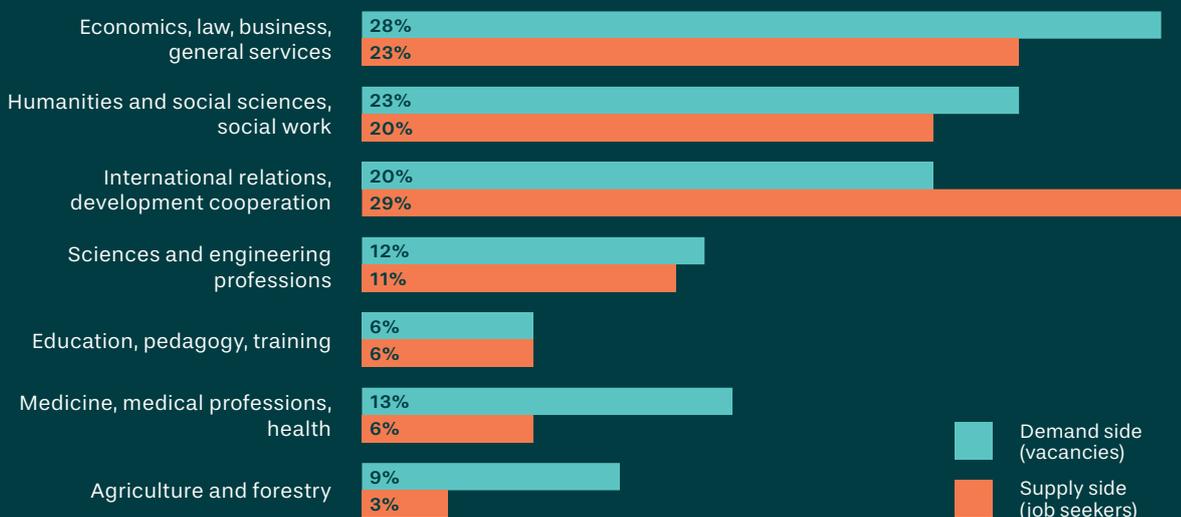
The willingness to work abroad increases a job seeker's chances, as about two-thirds of advertised positions are focused on activities in operational countries. The majority of positions are in the region of Africa, followed closely by postings in Asia.

## TYPES OF VACANCIES IN DEVELOPMENT COOPERATION (DC) AND HUMANITARIAN AID (HA)



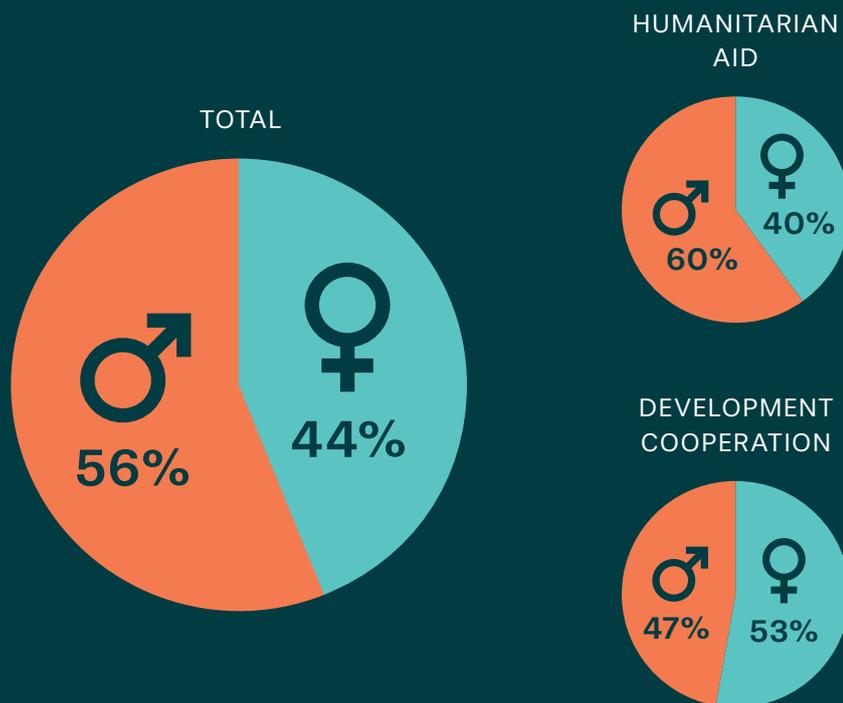
## Which profiles are sought?

In international cooperation there is no uniform profile and careers rarely follow a linear path. However, it has been possible to observe a certain consistency in the specialisations being sought. The fields most in demand are: economics, law and business administration; social sciences, humanities and social work; and international relations and development cooperation. Also in great demand, if not quite as high, are the branches of natural sciences, engineering professions, medicine and health, and agriculture and forestry. The profiles sought usually reflect the availability of jobseekers. However, the demand in some areas is higher than can be filled by a lower supply of job seekers.



## And what is the position of women in international cooperation?

The proportion of women on the supply side is remarkably high (approx. 60%), as they make up the majority of students and cinfoPoste users; women are clearly interested in a career in international cooperation. However, this ratio is not yet reflected in the job market, where women make up only 44% of the workforce in this field. The proportion is strikingly small in humanitarian aid, at only 40%, while women make up 53% of the workforce in development cooperation. Does this make humanitarian aid a male domain? One explanation for the low proportion of women could be that the opportunities for part-time work in international cooperation are quite low at 14%. Whether this pattern continues remains to be seen in the coming years.



# "Coaching or advice, what do you need?"

Our experts, Beat Geiser and Daniel Glinz, answer your questions.

## ON ITS WEBSITE, CINFO OFFERS BOTH ADVICE AND COACHING. WHAT IS THE DIFFERENCE?

**BG:** Advice sessions are used in those areas where cinfo has an advantage in terms of information and experience and, as a result, can take a clear position. Coaching, on the other hand, provides support in situations where we are not more knowledgeable than the person we are talking to. Of course, this balance of experience is also important in career advice, but to a lesser extent. Coaching and advice can never be clearly separated.

**DG:** In terms of coaching, it can also be said that we are very often prisoners of our own perspectives; our pre-conceived opinions and convictions restrict us. The task of the coach is to help people to question their convictions and find new perspectives. After this change of perspective has happened, the second step is to help the person harness their own resources to deal with their new situation. This can be achieved, for example, by taking up a new position.



BEAT GEISER



DANIEL GLINZ

### YOU OFFER DIFFERENT PACKAGES OF ONE, TWO OR SIX SESSIONS. CAN AN ISSUE REALLY BE DEALT WITH IN SUCH A SHORT TIME?

**BG:** And I answer with a counter question: what exactly is the issue?

**DG:** Imagine that you want to repaint a room. Sometimes it is enough to simply sand the walls and apply a new coat of paint to achieve the desired result. But often, under the paint, you find old wallpaper, or realise that the plaster is flaking off the wall. And then you need more time. Perhaps the process even leads to a complete renovation.

**BG:** And most of the time, it is beneficial to look very carefully before the renovation to find out exactly what is required. This is what we do at the beginning of every process: together with our clients, we find out what it is all about – in depth.

### **IF I UNDERSTAND YOU CORRECTLY, ADVICE CAN BECOME COACHING?**

DG: Exactly – and vice versa! Some people already have a fairly clear idea about the advice they need. For example, they ask, "I would like to work in a cooperation project in Africa. Is that possible with my CV?" In the course of our consultation, however, they realise that their idea does not stem from a comprehensive analysis of the situation. Then the process can turn into coaching. It often happens, however, that after a few hours of coaching a person needs specific advice and wants to know, for example, what kind of organisation they can offer their services to.

BG: The content and method of our sessions always depend on the issues, questions, concerns, etc. that clients bring to the table. For example, a person comes to us with the question of how to get a job with SDC or UNICEF. As an advisor and coach, I am there to provide structure and to work out or clarify questions. In this case, it can mean drawing attention to the details of the person's ideas, clarifying whether they have a realistic understanding of everyday life in the organisation in question. Or I can change the perspective by asking what they would like to do at SDC.

Regardless of whether a person originally signed up for coaching or career advice, the rule of thumb is that we work together to find the best way forward. We find ways for the person to free themselves of conflicts that are blocking them and become capable of acting again.

### **SHOULD I INFORM MY EMPLOYER WHEN I TAKE THE INITIATIVE TO UNDERTAKE CAREER ADVICE OR COACHING?**

BG: I don't know. You can ask yourself the following questions: What do you expect from it? What is the relationship with your superiors, what is the culture of the organisation? What do you fear? What could be the advantages or opportunities of being open about it?

DG: Some employers seem to fear that employees only do coaching because they want to quit their jobs. But coaching can also lead the person to reposition themselves in their organisation, for example by taking on a role that better suits their skills and personal goals.

BG: Or even by better fulfilling the current role!

### **SO WHY DOES MY EMPLOYER NOT INFORM ME ABOUT THIS KIND OF SERVICE? SHOULD THEY?**

DG: It is clear that every good employer wants to attract and retain motivated, productive employees. For this reason, some organisations – including those involved in international cooperation – already offer coaching sessions for their employees.

BG: Employers may not be aware of the full range of services available at cinfo, and that they can be useful to employees before reaching the end of their contract. Or they may not yet be aware of our coaching on everyday work issues. There are situations that can easily be discussed and clarified internally. Sometimes, however, an outside view and a different perspective is useful.

### **SHOULD INDIVIDUAL ADVICE AND COACHING BE ONE OF THE SERVICES OFFERED TO STAFF?**

BG: I would like that.

DG: Any measure that leads to professional development and skills enhancement is welcome!

### **ARE THERE ALTERNATIVES IF IT IS NOT POSSIBLE TO PROVIDE INDIVIDUAL ADVICE OR COACHING?**

DG: We also offer group workshops for joint reflection, for example when there are major changes, transformations, crisis situations or reorganisation needs in an organisation. It is often advantageous to involve employees in identifying solutions.

BG: It is also about how best to use limited resources. Advice and coaching, like other investments, deliver returns over time and their beneficial results often come to light in unexpected or indirect ways. For example, our services can help build mutual trust within an organisation, or improve the work or satisfaction of employees – and therefore be worthwhile, even if it initially seems (too) expensive.



THE SECTOR'S VISIBILITY AND JOB OPPORTUNITIES

## **Events must not be overlooked!**

"I am neither a doctor nor an engineer, so international cooperation is not for me." As an employer in this sector, how often have you heard such comments?

While these comments may be frustrating, they highlight the reality that the profiles being sought by the humanitarian aid and development cooperation sectors are not widely known among students and professionals, and job opportunities are misunderstood. As a result, cinfo provides information and clarity about job opportunities on a daily basis to correct these misperceptions.

"Among the various information activities, from social media presence to public relations, we place particular emphasis on events," says Irenka Krone-Germann, co-Head of networks at cinfo. "By events, we mean the organisation of face-to-face and virtual meetings, as well as active participation in partner events," she clarifies.

## Who do we target?

These events are designed or selected to reach different target groups. "On the one hand, we target students who are still studying or have just graduated", says Natacha Wicht, Junior HR Consultant at cinfo. "Many are not aware that their degree in law, economics, finance or human resources is an advantage in entering international cooperation, and may provide them with an opportunity to contribute professionally to achieving the Sustainable Development Goals," she says, "Our aim is to raise awareness that international cooperation is a career that should be considered seriously."

"At the same time, we target people who are experienced in sector x or y, whose expertise is transferrable to positions in international cooperation." And, finally, those already working in the sector are not left out – quite the contrary. cinfo provides information and advice to people who want to develop professionally, meet human resources managers of organisations, and exchange ideas with other professionals.

## From job fairs to individual consultations

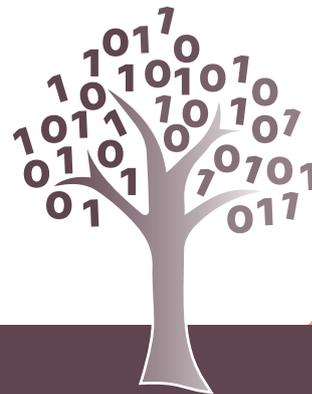
Concretely, how does cinfo go about meeting the expectations of these target groups? "We choose different forms of interaction that allow access to different people," answers Irenka-Krone Germann. "We take part in job fairs such as the Absolventenmesse Schweiz." We tend to share a stand with an employer and organise a joint presentation. "We have recently tested this concept with the ICRC; it not only allows us to position the sector, but also to put organisations, their activities and recruitment processes in the spotlight," she says. In collaboration with the career guidance offices of universities, cinfo also organises "lunch talks" where students and alumni can meet in a more personal, relaxed atmosphere.

We also achieve this atmosphere at events organised by cinfo for Swiss professionals who are considering a career in the multilateral system (United Nations and international financial institutions). "We have a specific mandate from the Swiss government which aims to strengthen Switzerland's presence in several organisations. Our task is to find talented individuals who can successfully position themselves in this highly competitive environment," says Natal Donnalioia, Senior HR Advisor. "We organise these meetings in the major cities of Europe, Asia and North America, such as Boston and New York in 2019." It may seem odd to approach Swiss people abroad, "but we find that 'expats' are more mobile, both professionally and geographically," he explains.

In addition, cinfo also organises events, both online (webinars) and in Switzerland. The best example is the Forum cinfo, which will take place next year in Berne on 12 November 2021. With a variety of more than 60 organisations and around 1,000 visitors from various fields of experience, it is the event par excellence for all those interested in international cooperation. Save the date!

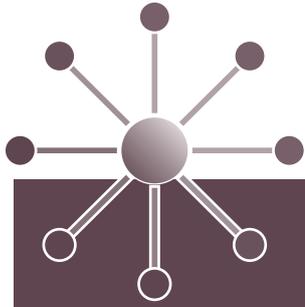
# Shaping the organisation of the future

Digital transformation has and will have a profound impact on the mindset, skills and framework conditions of those working in international cooperation. cinfo has made it a thematic priority for the Immersion Day 2019 and beyond.



## Background

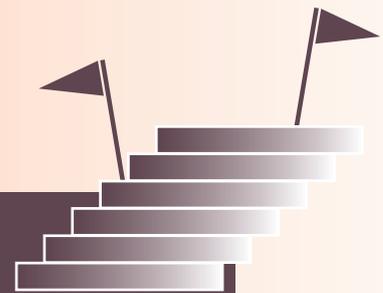
The Sustainable Development Goals (SDGs) call for the transformation of existing solutions and operational models to address today's growing humanitarian and development challenges. Switzerland may be one of the most innovative countries; the level of investment in innovation in the development sector remains chronically low. Innovation skills are inadequate and the organisational culture remains risk-averse. Therefore, cinfo proposed the issue of digital transformation, agility and innovation for the Immersion Day 2019.



## The Immersion Day

cinfo wanted an event which inspires participants with stories, and provides an overview of tools and methods, as well as a space to discuss and create a support network of peers and partners. The event brought together more than 60 participants, and almost as many roles: from project managers, to HR managers, to innovation enablers, to knowledge management specialists, to digital transformation experts.

Four thematic workshops took place during the day based on the topics of user-centred projects, new HR, digital tools and leadership. Professionals from a variety of organisations, active in international cooperation and elsewhere, told why and how they have taken the path of transformation. Afterwards, participants gave their imagination free reign: they shaped the organisation of tomorrow and, this is essential, designed their own takeaways consisting of concrete actions that they can implement in the office from the day after.



## Key messages and next steps

The Immersion Day showed that many Swiss-based organisations are actively tackling the issue and are involved in a large number of digital transformation, agility and innovation initiatives. However, innovation in the sector remains a cultural and structural challenge. The usual tools, such as long-term planning and fixed budgets, are often not agile enough to enable innovation.

Crucial for successful transformation are the alignment between field and headquarters, the early involvement of partners and staff, and the commitment of the management. Moreover, a mindset that allows for a trial and error approach is essential. Yet, experimentation and room for mistakes need to be carefully embedded in the organisations' risk management.

cinfo will work with the organisations to co-create and develop future-oriented services – for example, developing skills for field staff or providing tools to attract new employees. And, of course, we will continue to offer a space for learning and reflection on personal and organisational development.



Prototyping  
exercise during  
the Immersion Day  
2019.

# "The SDGs significantly expand the scope of international cooperation"

In 2019, cinfo's Foundation Board, together with the management, carried out a strategic review of its orientation and positioning in the face of shifting challenges and needs. While no fundamental repositioning was deemed necessary, the 2017 – 2020 strategic goals, formulated three years ago, need to be slightly revised to adapt to today's circumstances.

An important conclusion of the workshop discussions was that the systematic focus on the Sustainable Development Goals (SDGs) has significantly expanded the scope of international cooperation, bringing with it the need for new competencies. A further challenge will be to counter the dual trends of increasingly fewer young Swiss people actively deciding to take up a position abroad and of Swiss aid agencies, especially in the humanitarian sector, recruiting more and more foreign personnel.

The cinfo Strategy 2022 was approved by the Foundation Board in September 2019 and forms the basis for the new three-year programme contract with the Swiss Agency for Development and Cooperation (SDC).

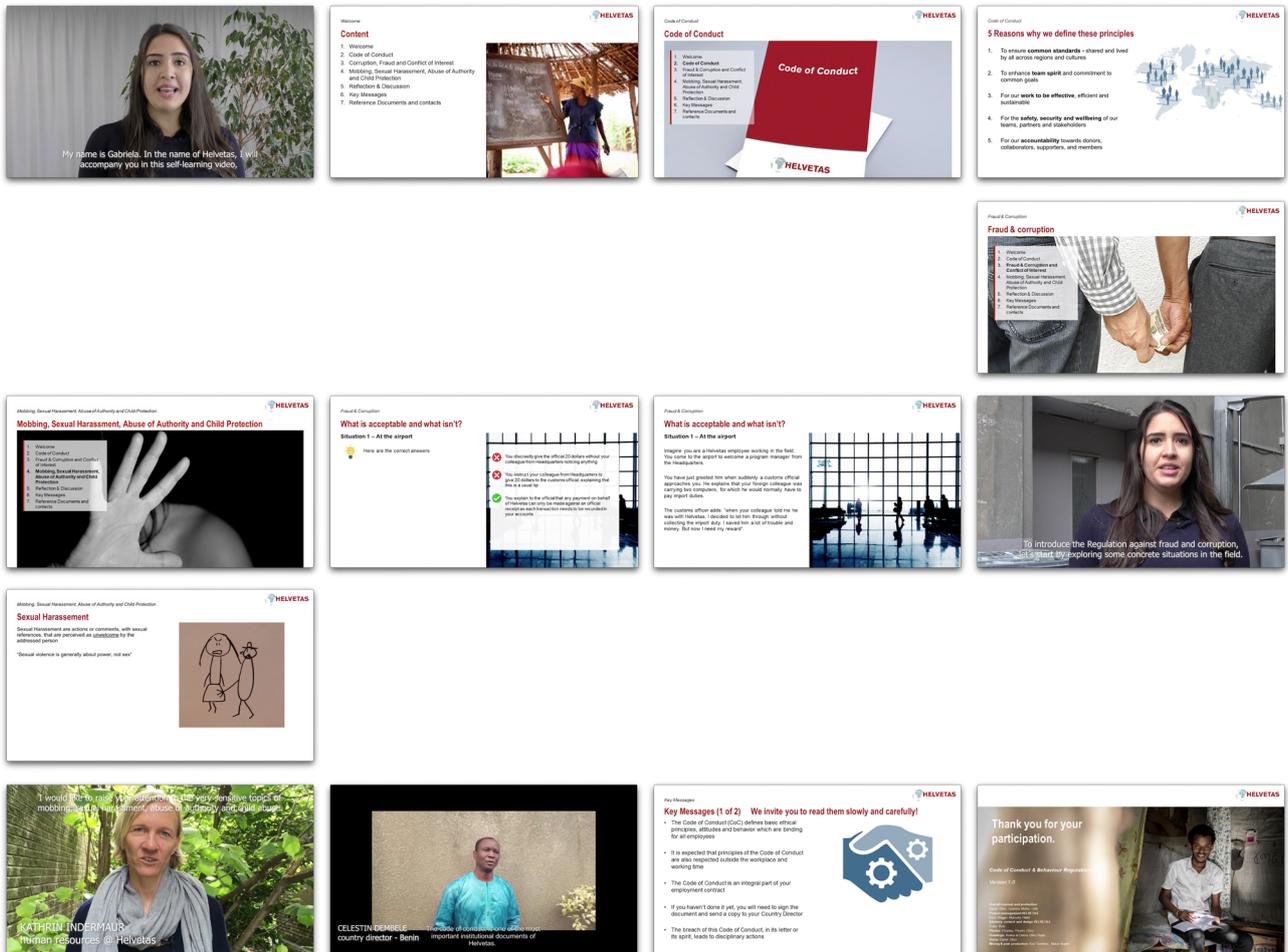
In the course of 2019, four distinguished members stepped down from cinfo's Foundation Board: Angelo Gnädinger, my predecessor as president; Margrit Schenker, long-time vice-president of the Foundation; Anne Zwahlen and Jean-Noël Wetterwald. We owe them all a great deal of gratitude. We are pleased to be able to replace with three new, competent members: Barbara Hintermann, Director Terre des hommes; Prof. Dr. Isabelle Günther, Director NADEL; and Daniel Endres, former Director for External Relations at UNHCR.

We warmly welcome them and look forward to working with them!



# An internally produced video to raise awareness

Why did Helvetas turn to cinfo in 2019? And how did we respond to their request?



## Helvetas

"We call upon our employees around the world to inform themselves of the rules of conduct and to adhere to them."

Helvetas employs about 1,400 employees, of which about 1,250 work in Africa, Asia, Middle and South America, and Eastern Europe. At the beginning of last year, we completely revised our code of conduct. This process was part of a general effort to update our various standards and regulations, ranging from corruption, fraud and conflict of interest, to bullying, sexual harassment and abuse of power, to child protection and our policy on whistle-blowing.

While these documents are indispensable, they can also be seen as just a 'pile of paper'. Rather than having them gathering dust in the back of drawers, we wanted all Helvetas staff to take note of them and stick to them. But how to proceed? That's how we came up with the idea of contacting cinfo.

In 2018 cinfo organised a series of webinars for us, with the goal of informing employees at headquarters and in the field about the new personnel development policy. After this outstanding cooperation, choosing cinfo to implement our new awareness campaign was a natural decision.

After the first meeting in March, cinfo suggested producing an informative, participatory video, in which employees are invited to do some exercises while watching. cinfo produced this practical video in a short period of time. It includes interviews with employees, both at headquarters and in the field, in which they explain the meaning of the Code of Conduct and regulations, and how they apply these in their daily work.

Today, the video is not only available on the Helvetas intranet in English, Spanish and French, it is also used in introductory courses for new employees in our organisation. In addition, the video helps us to ask the right questions, which are then discussed in special workshops on the Code of Conduct and regulations.

## cinfo, Daniel Glinz

"Realising Helvetas' goal of raising employee awareness of the Code of Conduct."

Things developed very quickly. At the end of February 2019, Erich Wigger from Helvetas called me with the question: "How can we inform our 1,400 employees about the new Code and Rules of Conduct? And above all, how do we ensure that employees understand and follow the rules?" Since Helvetas does not have its own learning platform, producing an awareness raising video was a possible solution.

A week later we met in Bern to clarify the Helvetas' needs and discuss cinfo's proposal: Helvetas is interested in a tutorial! The video should be no longer than 40 minutes and include explanations on applying the regulations, statements from field staff, and recordings of exercises and reflections. I insisted that the case studies came from Helvetas staff – information is much better processed when it comes from colleagues. At the same time, these inputs were not intended as a lecture for those watching the video.

The deadline for delivery was 15 May and the project budget was modest. Despite these limitations, I was well aware that my counterparts at Helvetas expected a certain quality; if not carefully crafted, there was little chance that the staff would believe in the video's messages.

My colleague, Gabriela, was the ideal person for the role of moderator. She is very communicative and speaks good English, without a British accent, which is incomprehensible for most local staff in the field. She is also fluent in Spanish and French – the languages in which the video would be translated.

It was time for me to start writing the script and visual aids – a PowerPoint presentation summarising the most important messages. After that, the content would be adapted to the corporate design of Helvetas, which they were revising at the same time. This timeframe required a certain amount of flexibility on our part, and on the part of Maud Aspart – a freelancer I hired to edit the video.

In mid-May we gave Helvetas a prototype in English, which they were very satisfied with. This initial experience allowed us to fine-tune the process and distribution of tasks between Helvetas and ourselves. We could then continue with the subtitles and production of the French and Spanish versions.

All in all, this was a very worthwhile project, and we can be proud of the results.



## **Beyond the approach of tendering a CV and motivation letter**

cinfo is launching version 2.0 of its job portal for international cooperation very soon – it's an innovative, new platform.



## Background

The job market is in a state of flux, with new job-seeking practices, and more demanding and better-informed candidates. HR and management are having to adapt and innovate; the field of international cooperation, in direct competition with other employment sectors, is no exception. In order to identify and successfully recruit people with the right profiles, employers must pursue an increasingly proactive and digital strategy.

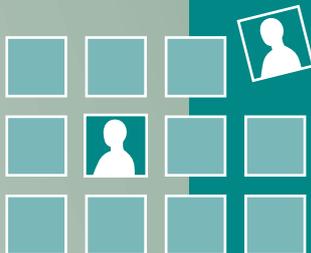
This is the reality within which we have developed the new cinfoPoste.

## The new job portal

"With the new cinfoPoste we have not completely discarded the traditional practice of tendering a CV and motivation letter", says Natal Donnaloia, Senior HR Advisor at cinfo. "A CV-based procedure is and will continue to be useful in the coming years to quickly assess professional experience and hard skills". People who create a profile on the platform are invited to upload their CV, which will be extracted and interpreted by the programme, allowing for a comparison with the jobs advertised.

"However, we are now going far beyond this approach," he adds. For example, the new cinfoPoste includes a talent pool for international cooperation. An employer looking for a specific profile can draw from this talent pool through cinfo.

In addition, new functions – from the automated publication of job offers to their simultaneous distribution on several platforms – will optimise and facilitate the work of recruiters. Practical HR tools such as video interviews and language tests complete the range of new functions.



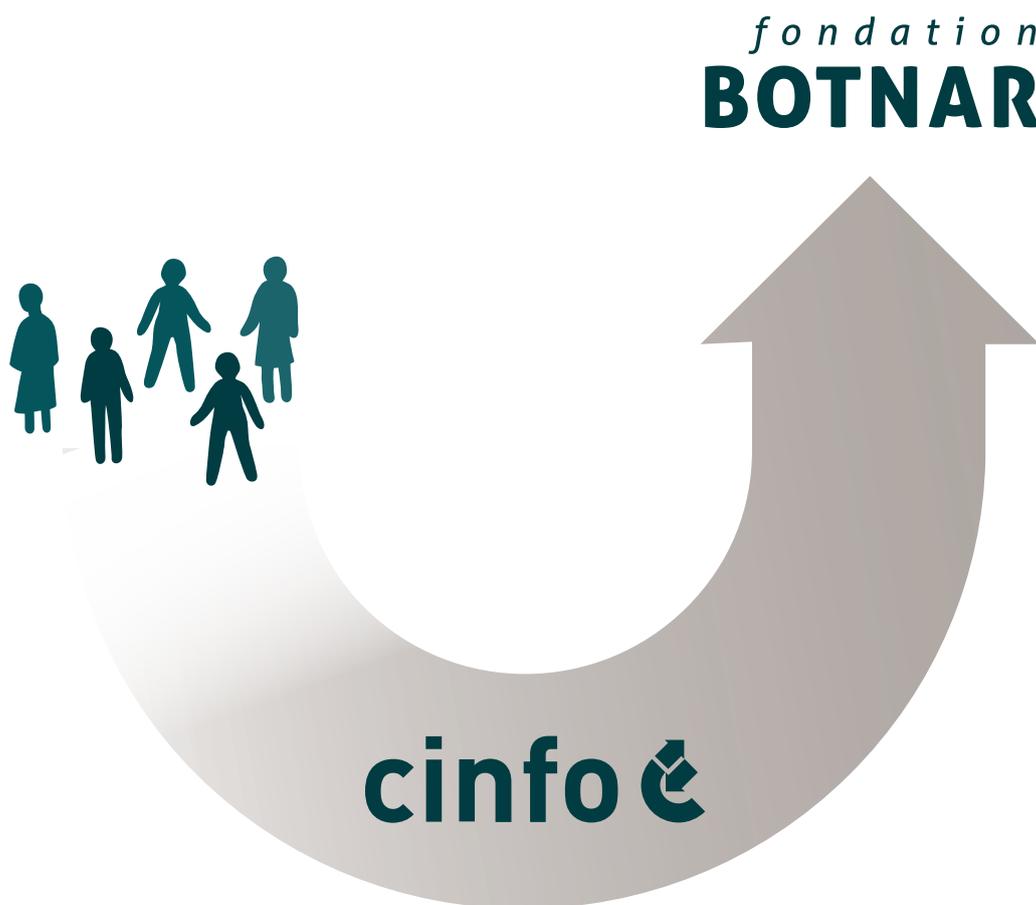
## What is required beyond the job portal?

As can be seen, the new cinfoPoste has adapted to the times. But is that enough in an increasingly competitive labour market? The answer is no. Recruiting rare talent is a tightrope walk. Relying solely on technology can therefore be risky.

Digital marketing, active sourcing, employer branding – recruiters should seriously consider these approaches and the skills required to use them, regardless of the organisation's size. Our HR marketing and recruitment specialists not only know the market for international cooperation, but have also mastered these approaches and use them in their daily work. Take advantage of their expertise, whether it be for a consultancy or training course, or to support a recruitment process.

# Recruitment of experts: a new challenge

Why did Fondation Botnar turn to cinfo in 2019? And how did we respond to their request?



## Fondation Botnar

### "Experts wanted!"

Our foundation is dedicated to improving the health and wellbeing of young people around the world. We provide a range of funding opportunities to enable pioneering research and innovation, and to help realise ground-breaking initiatives.

We approached cinfo, because we intended to create a new advisory Expert Group to assess applications for funding. cinfo's role was to support us in the process of appointing five external experts in the following areas: cities, artificial intelligence (AI) & digital health, global research & solutions, changemakers & capacity building, and entrepreneurship & innovative financing. We were looking for people whose expertise would be key to the foundation's grant selection, and who could support work in urban contexts, with a specific focus on leveraging digital and AI innovations for young people.

We chose cinfo because we'd had the opportunity to work with their team before and have long valued their experience in international cooperation. cinfo supported us in the many phases of the process, from writing and publishing the advertisements to conducting online interviews with candidates.

We particularly appreciated the tailor-made approach offered by cinfo to fit our special context.

In June 2019, we were proud to welcome Alice, Kelechi, Max, Ramesh and Michele – five renowned international experts in the areas mentioned above – and to start activities shortly thereafter. There is no doubt that cinfo's support was instrumental in finding these very specific expert profiles, as we strive to ensure high impact investments to improve young people's wellbeing.

## cinfo, Adrian Marti

### "Challenging new assignment from a dynamic Swiss foundation."

cinfo has been extending its active sourcing activities to respond to organisation/client requests for executive search support for senior and middle management functions.

In 2018 cinfo successfully assisted Fondation Botnar in recruiting for three positions in Basel. This led to cinfo being asked to support the recruitment of five members of the high-level Expert Committee, which started its work in mid-2019.

Fondation Botnar was looking for leaders in their field who could dedicate around 20 days a year to the organisation as it ramped up its programme around the world. This included positions in cutting edge fields like artificial intelligence/social entrepreneurship and digital health.

Our services included: finalising the job advertisement; international recruitment outreach; active sourcing, primarily using LinkedIn but also directly contacting candidates suggested by the Botnar ecosystem; the management and triage of applicants; holding first interviews and setting up a short list; doing reference checks on the final candidates.

After a worldwide search we were able to find excellent candidates, allowing Fondation Botnar to hire an innovative group of specialists. Constructive, responsive communication with the senior management of Fondation Botnar allowed us to respond quickly to new needs and was crucial in successfully completing this executive search.

One of the challenges was employer branding: Fondation Botnar is quite a new player, so convincing some excellent candidates to apply was one of the executive search functions we were involved in.

At cinfo we showed that we can recruit internationally for positions with new exciting skillsets, and that our mix of channels for reaching candidates ensures we have results.

All in all, an exciting experience which was a win-win for both sides. cinfo is looking forward to future cooperation with Fondation Botnar.

Eva Mennel, HR Director  
UNICEF, explains what it's  
like to work with UNICEF,  
and what the career  
opportunities are.

unicef  
for every child

© UNICEF/UNICEF/UNICEF





The Forum cinfo also provides an opportunity to share knowledge and experiences with peers.



New ideas to better anticipate the rapid change in the sector, as here during the Immersion Day.

Initiatives from outside  
the sector, a source of  
inspiration for interna-  
tional cooperation.



## Impressum

REDACTION:  
cinfo

GRAPHIC DESIGN:  
moxi ltd.

PHOTOS:  
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Susanne Goldschmid,  
die bildmacher gmbh

[www.cinfo.ch](http://www.cinfo.ch)

May 2020

# Annual financial statement 2019

## Balance at 31.12.2019

### Assets

Amounts in CHF	2019	2018
<b>WORKING CAPITAL</b>	<b>1'194'759.15</b>	<b>1'606'952.60</b>
Liquid assets	966'541.77	1'439'919.70
Securities	49'088.00	41'738.00
Receivables supplies and services	137'713.75	119'275.40
Other short-term receivables	1'351.85	576.50
Prepaid expenses	40'063.78	5'443.00
<b>FIXED ASSETS</b>	<b>17'746.00</b>	<b>45'875.00</b>
<b>Tangible assets</b>		
Office furniture and appliances	10'820.00	18'275.00
Building renovation	6'925.00	13'850.00
<b>Intangible assets</b>		
Information technology	1.00	13'750.00
<b>TOTAL ASSETS</b>	<b>1'212'505.15</b>	<b>1'652'827.60</b>

### Liabilities

Amounts in CHF	2019	2018
<b>CURRENT LIABILITIES</b>	<b>460'596.68</b>	<b>971'742.27</b>
Supplies and services payable	123'793.75	180'888.76
Other short-term liabilities	55'170.40	50'482.20
Liabilities SDC/SECO/HSD	193'810.82	635'440.17
Accrued and deferred liabilities	8'821.71	104'931.14
<b>EQUITY CAPITAL</b>	<b>751'908.47</b>	<b>681'085.33</b>
Foundation capital	202'000.00	202'000.00
Freehold: Acquired free capital	61'789.26	68'269.61
Freehold: Reserve fund cinfo	488'119.21	410'815.72
<b>TOTAL LIABILITIES</b>	<b>1'212'505.15</b>	<b>1'652'827.60</b>

#### COMMENTS ON 2019 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 2019

### Operating income

Amounts in CHF	2019	2018
<b>INCOME FROM DELIVERABLES AND SERVICES</b>		
Contributions SDC	3'038'995.35	2'460'569.30
Income from service agreements SDC	130'898.09	195'518.25
Expenses VAT SDC	-28'468.30	-19'626.90
Selective commissions	286'176.18	330'928.85
Diverse revenue	291.71	301.12
Reduction in earnings	370.62	-1'107.66
Member contributions	43'044.97	43'551.71
<b>TOTAL OPERATING INCOME</b>	<b>3'471'308.62</b>	<b>3'010'134.67</b>

### Operating expenses

Amounts in CHF	2019	2018
<b>DIRECT PROJECT EXPENDITURE</b>	<b>2'597'909.93</b>	<b>2'227'647.46</b>
Personnel expenditure	1'838'548.46	1'675'054.62
Rental/maintenance	23'702.00	47'905.45
Amortisations	4'104.15	23'150.15
Other operating expenses	731'555.32	481'537.24
<b>ADMINISTRATIVE EXPENDITURE</b>	<b>806'889.94</b>	<b>707'384.87</b>
Personnel expenditure	392'210.90	395'559.57
Rental/maintenance	137'815.55	157'255.45
Amortisations	24'024.85	5'233.45
Other operating expenses	252'838.64	149'336.40
<b>TOTAL OPERATING EXPENSES</b>	<b>3'404'799.87</b>	<b>2'935'032.33</b>
Operating profit	66'508.75	75'102.34
<b>FINANCIAL RESULT</b>	<b>4'338.29</b>	<b>-9'592.79</b>
Financial income	7'465.70	120.65
Financial expenses	-3'127.41	-9'713.44
Operating result after net income	70'847.04	65'509.55
Annual result before organisational capital	70'847.04	65'509.55
<b>ALLOCATION / DISPOSITION</b>	<b>-70'847.04</b>	<b>-65'509.55</b>
Allocation cinfo reserve fund	-77'351.29	-78'118.61
Debits from cinfo reserve fund	23.90	23.90
Debit/credit free capital	6'480.35	12'585.16
<b>ANNUAL RESULT</b>	<b>0.00</b>	<b>0.00</b>



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