

CIVICUS

Interim Reporting Framework INGO Accountability Charter FINAL DRAFT

The Founding Signatories of the INGO Accountability Charter have entered into a process of creating reporting standards under which all signatories of the Accountability Charter will report on their compliance with the Charter. Developed in the framework of and in close cooperation with the Global Reporting Initiative these standards will be available in the course of the year 2009.

Until then all signatories of the Accountability Charter are being asked to provide their reports in this Interim Reporting Framework.

This Framework has been compiled following “grosso modo” the structure of the INGO Accountability Charter. It includes reporting items and text from the following sources:

- INGO Accountability Charter
- GRI, DRAFT G3 Integrated with NPOSS v1, 19 May 2008
- InterAction, 2008 Self-Certification Plus, Compliance Form

This Framework serves as a basis for a self-certification process in which each signatory provides information on whether over the last 12 months they have fulfilled the Charter criteria or not.

- In cases where an organisation has fulfilled a criterion (ticked “yes” under “**Compliance**”) they should collect respective evidence and be in a position to provide this evidence upon request.
- In cases where an organisation has NOT FULFILLED or PARTIALLY FULFILLED a criterion (ticked “no/not fully” under “**Compliance**”) they should explain under “Action Plan if not in Compliance” how they will make sure that they fulfil the criteria as soon as possible and in any case until the next report is due.
- Some provisions may not be applicable to certain organisations. In this case the organisation should tick “Not applicable” and briefly explain under “Action Plan if not in Compliance” why the criteria is not applicable in their case.

For signatories that have adopted the Charter prior to June 2007, the reporting date is 31 August 2008.

For those that have adopted the Charter after June 2007, the reports are due 15 months after the date of adoption.

By the respective deadline all signatories are being asked to provide CIVICUS with a filled in Interim Reporting Framework signed by both their Chair and CEO. The address the Framework should be sent to:

Peter Phiri
CIVICUS World Alliance for citizen Participation
PO box 933 Southdale
2135 Johannesburg
South Africa
For any requests or additional information:

Please DO NOT SEND additional material providing evidence for your statements. Nevertheless you should have complete evidence prepared in case the Board of the INGO Accountability Charter or other interested parties (e.g. donors, journalists etc.) ask for it.

In case reporting organisations have any questions and concerns they may get in touch with Peter Phiri at CIVICUS.

Email: peter.phiri@civicus.org
Phone: +27 11 8335959

For the Board of the INGO Accountability Charter

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Date and signature

1. Profile of the Organisation

Name of the organisation	CIVICUS: World Alliance for Citizen Participation
Vision	<p>A worldwide community of informed, inspired, committed citizens engaged in confronting the challenges facing humanity.</p> <p>CIVICUS seeks to amplify the voices and opinions of ordinary people. For effective and sustainable civic participation to occur, citizens must enjoy rights of free association and be able to engage all sectors of society.</p>
Mission	<p>CIVICUS is an international alliance dedicated to strengthening citizen action and civil society throughout the world.</p> <p>Three major objectives guide CIVICUS' work:</p> <ul style="list-style-type: none"> • Promoting Civic Existence – to promote the rights of citizens to organise and act collectively towards defined goals for the public good. • Promoting Civic Expression – to increase the effectiveness and improve the governance of civil society organisations, as well as their capacity to set and achieve their individual and collective goals. • Promoting Civic Engagement – to foster interaction between civil society and other institutions in order to increase the voice of citizens in public life.
Values	<ul style="list-style-type: none"> • Justice and Equity: We believe in the equality and dignity of every person. We seek to assure each is free to exercise his or her rights as a citizen as defined in the Universal Declaration of Human Rights. • Reciprocity: We will treat others and one another with the respect we desire for ourselves. Unless we all do that, civil society cannot flourish. • Knowledge: We will base and justify our actions on the most complete and relevant information we can assemble. We commit ourselves to work with our colleagues to

	<p>expand and make more accessible civil society's knowledge base.</p> <ul style="list-style-type: none"> • Transparency: We are accountable to our stakeholders and to civil society at large. We voluntarily make our work and records open to the scrutiny of those affected by our actions and to the general public. We do this in a manner consistent with proper regard for the confidentiality of private information. • Vision: We base our view of civil society's prospects on honest assessments of current realities, but with an enduring faith in the power of citizens, civil society • Organisations and our allies in the public and private sectors to greatly extend civil society's reach. • Principled Courage: We act boldly in support of civil society, especially where and when it is threatened. We do so in a manner that honours civil society's principles.
<p>Primary brands</p>	<p>CIVICUS, CIVICUS World Assembly, Civil Society Watch, CIVICUS Crisis Response Fund, e-CIVICUS, Civil Society Index,</p> <div style="text-align: center;">  </div>
<p>Major programmes</p>	<ul style="list-style-type: none"> • Civil Society Index (CSI) is an action-research project that aims to assess the state of civil society in countries around the world. • Civil Society Watch (CSW) aims to mobilise quick, principled and effective responses to events that threaten civil society's fundamental rights to collectively express, associate and assemble • Participatory Governance aims to enhance the capacity of southern civil society and government actors to promote and practise participatory governance at global, national and local levels.

	<ul style="list-style-type: none"> • Legitimacy, Transparency, and Accountability (LTA) aims to build the capacity of CSOs to respond to challenges to their authority and right to speak on behalf of constituencies by improving their accountability and transparency structure. • With Development Effectiveness & Cooperation, CIVICUS acts as a member of various post-Accra processes, and as a civil society convenor and member of various multi-stakeholder dialogue on international development. • Volunteerism and Activism promotes the value of volunteers and volunteering to civil society in partnership with IAVE (International Association for Volunteer Effort) and UNV (United Nations Volunteers) • CIVICUS also serves as the secretariat of two civil society networks, which are: • AGNA (Affinity Group of National Associations) with more than 54 national networks involved; and the International Advocacy NGOs (IANGO) group and its Accountability Charter, with more than 60 signatories • The World Assembly is CIVICUS's longest running programme. It serves as the key global convening event for civil society practitioners, researchers, activists, concerned business leaders, government representatives and media, from around the world to meet and discuss successful models and strategies for advancing agendas for justice and poverty eradication and the critical challenges they and their societies are facing;
<p>Core activities</p>	<p>There are four main approaches, which are present to varying degrees in all of CIVICUS' work; these are (1) knowledge generation and analysis; (2) communication; (3) convening and multi-stakeholder engagement; and (4) advocacy on issues either affecting or being affected by civil society. CIVICUS seeks to achieve its programmatic goals in an integrated manner that capitalises on its character as a global membership based organisation and position as secretariat/host to various networks.</p>
<p>Ownership and legal form</p>	<p>CIVICUS is a private not-for-profit organisation registered in the United States as a 501(c)(3)organisation and in South Africa as a Section 21(A) company. A Board of 13 Directors, elected by organisational members, provides oversight and guidance to all programmes as well as being responsible for approving the annual budget. Board members serve for 3 year terms and can hold their post for a maximum of 2 successive terms. Co-opted Board members are elected for the duration of the unexpired term of his or her predecessor in office</p>

<p>Operational structure <i>Including roles and responsibilities of global and national entities</i></p>	<p>CIVICUS staff is headed by a Secretary General/CEO who reports to the Board of Directors. The Senior Management Team consists of the SG/CEO, Deputy Secretary General - Programmes and Assistant Secretary General – Operations. The Management Team includes approximately 10 additional management staff members. The Management Team oversees the work of the organisation within the policy guidelines agreed by the Board of Directors and directs the work of the staff.</p> <p>The majority of staff are based in the Johannesburg office, with a finance team working from the US and a few other staff positions and advisors based elsewhere. CIVICUS does not have a country-office structure, and programmes are implemented through partner organisations.</p>		
<p>Location and address of global headquarters/ secretariat</p>	<p>CIVICUS House, 24 Gwigwi Mwrebi Street, Newtown 2001, Johannesburg, South Africa.</p>		
<p>Number of countries where the organisation operates <i>Please attach list of all countries where you operate</i></p>	<p>CIVICUS' programmes are global and all have partners drawn from multiple countries in multiple regions. Programmes have not traditionally been structured around specific geographical focuses, though a sub-set of activities may be developed to deal with a particular context. We currently have 411 members from 109 countries.</p> <p>Note on INGO Accountability Charter Membership: This report is only in relation to the activities of the CIVICUS Secretariat and not its membership.</p>		
<p>Number of employees</p>	<p>45-50 (including interns, volunteers and secondments)</p>		
<p>Finance</p>	<p>2005</p>	<p>2006</p>	<p>2007</p>
<p>Income from</p>			
<p>- Individual donations (small amount, inc in earned income)</p>	<p>0</p>	<p>0</p>	<p>0</p>
<p>- Foundations</p>	<p>\$527,600</p>	<p>\$237,808</p>	<p>\$435,189</p>
<p>- Governments</p>	<p>\$574,141</p>	<p>\$462,439</p>	<p>\$485,433</p>
<p>- International Organisations <i>UN, EU, World Bank etc.</i></p>	<p>\$99,208</p>	<p>\$58,540</p>	<p>\$90,000</p>

- Business	0	0	0
- Others: INGOs and academic institutions	\$1,595,480	\$1,150,903	\$1,473,914
- Others: earned income (interest, consulting etc)	\$178,998	\$89,510	\$102,610
- Others: membership fees	\$37,823	\$57,872	\$70,011
TOTAL INCOME	\$3,013,250	\$2,057,072	\$2,657,157
Total income by country - for countries/regions that make up 5 percent or more of total income			
<i>Please list countries and provide total income for each one</i>			
Expenditure for			
- Programmes and activities directly addressing the organisation's purpose	\$1,639,373	\$1,522,157	\$2,171,700
- Fundraising	\$20,003	\$56,157	\$81,521
- Administration (note: this inc governance, HR, Finance, Secretary General's office, IT expenses and is therefore not administration as the costs are normally thought of)	\$596,829	\$650,381	\$561,439
- Others: membership	\$46,906	\$59,150	\$110,768
TOTAL EXPENDITURE	\$2,303,111	\$2,287,845	\$2,925,428
Total expenditure by country - for countries/regions that make up 5 percent or more of total expenditure			
<i>Please list countries and provide total expenditure for each one</i>			
Reserves (inc liabilities)			
		\$1,629,188	\$1,903,867

<p>Significant changes during the reporting period regarding size, structure, or ownership of both liquid and property reserves including</p> <ul style="list-style-type: none"> - the location of operations, including opening of new offices, starting new major activities, and closings 	<p>In 2005, monies received from donors which should have been defined as deferred in the financial statements income (i.e. for use in a future period) were treated as income for that year and taken to the balance sheet as retained restricted income. This accounts for the large</p>
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<ul style="list-style-type: none"> - <i>legal status or ownership</i> - <i>global structure and governance</i> 	<p>net earnings showing in 2005 and the 'deficits' showing in 2006 and 2007.</p> <p>Income and expenditure figures include amounts relating to the Global Call to Action against Poverty (GCAP) global secretariat, for which CIVICUS acts as the host, and which represents a significant portion of the income from INGOs and related programme expenses.</p> <p>Reserves include liabilities and as such are working capital available to the organisation as opposed to ring-fenced emergency funds. The Board Finance and Audit Committee is in the process of determining the organisation's reserves policy.</p>
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2. Compliance with the principles of the INGO Accountability Charter

Respect for Universal Principles

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
1	Vision, mission, values and key documents position the organisation's work in the context of universal principles and relevant (e.g. UN) documents	The organisation's statutes and key programmatic documents.	✓ Fully	
2	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has been working in line with Universal Principles and that it has resolved any formal written	✓ Fully	

		complaints (<i>formal written complaints: either in email or letter through mail or in person with contactable complainant's correspondence. All formal complaints to be acknowledged within 1 month of receipt and complaints resolved within 6 months of receipt</i>) it may have received concerning its alleged breach of these Principles.		
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Independence

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
3	<ul style="list-style-type: none"> - Organisation receives less than 50% from one single source; - Organisation is not owned/controlled by government, political party or business 	Documentation on <ul style="list-style-type: none"> - ownership and - income 	✓ Fully	

Responsible Advocacy

	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
4	The organisation has written policies ensuring that its public policy positions and advocacy are <ul style="list-style-type: none"> - in line with its mission 	The organisation's written advocacy policies <ul style="list-style-type: none"> - describe the criteria or circumstances in which it will involve itself; 	✓ Partially	We currently do not have written organisational policy framework that guides our advocacy initiatives. Plans are currently underway

	<ul style="list-style-type: none"> - accurate and - conform with applicable national law 	<ul style="list-style-type: none"> - define the process for adopting and implementing its positions, involving partners, experts and other parties as appropriate; - contain due diligence provisions and sign off procedures ensuring legal compliance and avoiding unfair or irresponsible public criticism and undue harm to third parties. 		for formulate the organisational guidelines and these will be ready for adoption by end of August 2009 and will be reported on as part of the 2009/10 reporting cycle.
5	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has not been in breach of its own advocacy policies and that it has resolved any formal written complaint it may have received concerning its alleged breach of these policies.	✓ Partially	Our written advocacy policies are currently under development and will be ready for the 2009/10 reporting cycle.

Effective Programmes

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
6	The organisation's programmes are conducted in genuine partnership with local communities.	The organisation's written programme strategy, evaluations of terminated and ongoing programmes and other relevant documents provide evidence that the organisation's programmes strengthen self-reliance, self-help and popular participation by empowering individuals and communities and building capacities of local structures.	✓ Fully	

7	The organisation's programmes aim for sustainable development.	The organisation's written programme strategy, evaluations of terminated and ongoing programmes and other relevant documents provide evidence that the organisation's programmes <ul style="list-style-type: none"> - are based on the potential of local resources to sustain the activity - contribute to further strengthening sustainability at local level and - do not create or increase dependence on external support. 	✓ Fully	
8	The organisation's programmes are appropriate for the local needs and conditions.	The organisation's written programme strategy, evaluations of terminated and ongoing programmes and other relevant documents provide evidence that the organisation's programmes <ul style="list-style-type: none"> - take relevant local conditions into account, e.g. by involving local stakeholders in all stages of programme design and implementation - take appropriate care of relevant local gender, diversity, cultural and religious issues; - avoid negative environmental impact and, where possible, secure a positive impact. 	✓ Partially	The CIVICUS Strategic Directions complemented by the Impact Planning and Learning Framework will ensure organisational compliance in these regards. The IPLF will be ready for the 2009/10 reporting cycle.
	Funds raised for specific programmes reach the people or cause in whose name they were raised.	The organisation's fundraising and donor information materials, donor communication, programme reports and relevant finance statements provide evidence that funds raised for a specific	✓ Fully	

		cause have been used to further that cause.		
9	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has not been in breach of its own programme policies and that it has resolved any formal written complaints it may have received concerning its alleged breach of these policies.	✓ Fully	

Non-Discrimination

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
10	The organisation promotes diversity, gender equity and balance, impartiality and non-discrimination in all activities, both internal and external.	<ul style="list-style-type: none"> - The organisation's written non-discrimination policy affirming its commitment to gender equity, to non-discrimination for sexual orientation, to ethnic and racial diversity, to the inclusion of people with disabilities at staff and board levels; - The organization's plans and operations which fully reflect the non-discrimination policy; - The organisation's most recent personnel orientations, trainings and instructional material addressing non-discrimination. 	✓ Fully	
11	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has no knowledge of cases where it may have been in breach of its own non-discrimination	✓ Fully	

		policy and that it has resolved any formal written complaints it may have received concerning its alleged breach of these policies.		
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Transparency

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
12	The organisation is open, transparent and honest about its structures, mission, policies and activities.	<ul style="list-style-type: none"> - The organisation's reports which adhere to generally accepted standards of technical accuracy and honesty in presenting and interpreting data and research; - The organisation complies with relevant governance, financial accounting and reporting requirements in the countries where it is based and operates. 	✓ Fully	
13	The organisation reports publicly at least once a year about its activities and achievements.	<p>The organisation's annual report which contains:</p> <ul style="list-style-type: none"> - Mission and values; - Objectives and outcomes achieved in programme and advocacy; - Environmental impact; - Human rights impact; - Governance structure and processes, and main office bearers; - Main sources of funding from corporations, foundations, governments, and individuals; - Financial performance; 	✓ Partially	CIVICUS's annual report does not yet report adequately on Environmental impact Human rights impact. Plans are underway to formulate an organisational policy on the environmental and human rights impacts. This will be ready for reporting during the 2010/11 reporting cycle.

		<ul style="list-style-type: none"> - Compliance with the INGO Accountability Charter and - Contact details. 		
14	The organisation's annual financial report will conform to relevant laws and practices and be audited by a qualified independent public accountant whose statement will accompany the report.	Independently audited annual accounts	✓ Fully	
15	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has no knowledge of any complaints concerning the accuracy or relevance of its reporting and that it has resolved any formal written complaints it may have received concerning its alleged breach of its reporting provisions.	✓ Fully	

Good Governance

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
16	The organisation has a governing body which has responsibility for the oversight of all aspects of the organisation.	<p>The organisation's bylaws, terms of reference for the governing body, and relevant policies and procedures allocate ultimate authority to the organisation's governing body.</p> <p>These documents also state that the governing body</p>	✓ Fully	

		<ul style="list-style-type: none"> - selects, supervises and evaluates the chief executive, - oversees programme and budgetary matters - defines the overall strategy, consistent with the organisational mission, - verifies that resources are used efficiently and appropriately, - ensures that performance is measured, - secures financial integrity and - makes sure that public trust is maintained. <p>Documentation on the activities of the governing body shows that all the above tasks have been undertaken thoroughly and successfully.</p>		
17	The work of the organisation's governing body takes place in a clearly defined framework of rules and procedures covering the appointment, responsibilities and terms of members of the governing body.	<p>The organisation's bylaws, terms of reference for the governing body, and relevant policies and procedures</p> <ul style="list-style-type: none"> - identify required qualifications and expertise of the members of the governing body and the mix of skills across the group - specify the frequency of meetings of the governing body (at least two meetings per year), - specify adequate attendance by directors (at least a majority of <i>directors</i> on average), and - lay down voting requirements 	✓ Fully	

		<ul style="list-style-type: none"> - provide a process for evaluating the governance body's own performance. <p>Records of the meetings provide evidence that meetings were held and which decisions were taken.</p> <p>A regular general meeting takes place with authority to appoint and replace members of the governing body.</p>		
18	The organisation tries to prevent and, if they occur, actively manages conflicts of interest.	<p>The organisation's bylaws, terms of reference for the governing body, and relevant policies and procedures require that members of the governing body and employees:</p> <ul style="list-style-type: none"> - disclose any affiliation they have with an actual or potential supplier of goods and services, recipient of grant funds, or organisation with competing or conflicting objectives; - absent themselves from discussion and abstain from voting or otherwise participating in a decision on any issue in which there is a conflict of interest; and - refuse large or otherwise inappropriate gifts for personal use. 	✓ Fully	
19	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has no knowledge of any irregularities in its governance system and that it has resolved any	✓ Fully	

		formal written complaints it may have received concerning its governance system or members of its governing body.		
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Ethical Fundraising

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
20	In accepting funds the organisation ensures that it complies with its own ethical standards.	The organisation's written policy for accepting or refusing certain donations and subsidies clearly states which sources of funding are not acceptable to the organisation for ethical reasons.	✓ Fully	
21	The organisation respects the rights and wishes of donors.	<p>The organisation's written policy confirms donors' rights</p> <ul style="list-style-type: none"> - to be informed about causes for which the organisation is fundraising; - to be informed about how their donation is being used; - to have their names deleted from mailing lists; - to be informed of the status and authority of fundraisers and - to anonymity except in cases where the size of their donation is such that it might be relevant to the organisation's independence and - that donations accepted for a specific purpose, are used for that purpose. <p>The organisation's fundraising and donor information materials and donor</p>	✓ Fully	

		communication are complying with donors' rights.		
22	In raising funds, the organisation accurately describes its activities and needs. It uses donations in line with the information and assurances given to the donor.	<p>The organisation's fundraising materials and communication</p> <ul style="list-style-type: none"> - show how the donation will further the organisation's mission; - neither minimise nor overstate the size or urgency of the challenge the organisation wants to address; - do not contain any material omissions or exaggerations of facts, misleading photographs, nor create a false impression or misunderstanding; - show how organisation will handle any shortfall or excess of income raised for a specific project. <p>The organisation's donor information materials and communication provide detailed documentation on the use of donations.</p> <p>Follow-up with donors about clarity and quality of materials sent to them shows that the organisation's intended message is accurately getting through.</p>	✓ Fully	
23	The organisation records and publishes details of all major institutional gifts and gifts-in-kind clearly describing the valuation and auditing methods used.	<p>The organisation's written gifts-in-kind policy</p> <ul style="list-style-type: none"> - states under which conditions and for which purposes gifts-in-kind are being accepted; - provides clear parameters for 	✓ Not applicable	CIVICUS does not currently receive any in-kind support other than voluntary labour. Volunteers are noted in the Annual Report and documentation is kept.

		valuation and auditing of gifts-in-kind. The organisation's documentation of all major institutional gifts and gifts-in-kind is complete and up-to-date.		
24	The organisation ensures that donations sought indirectly, such as through third parties, are solicited and received in full conformity with its own practices.	The organisation's policy for the use of agents or other third parties for fundraising purposes states - that contracts between the organisation and a third party will be in writing and - that these contracts will oblige the third party to comply fully with the organisation's fundraising policy and ethical standards.	✓ Not applicable	CIVICUS does not currently do third-party fundraising.
25	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has no knowledge of any significant breaches of its fundraising and related policies and that it has resolved any formal written complaints it may have received concerning its own or its agents' fundraising materials and practice.	✓ Fully	

Professional Management

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
26	The organisation's management is professional and effective and the	The organisation's written management terms and conditions, policies and procedures contain	✓ Fully	

	<p>organisation's policies and procedures seek to promote excellence in all respects.</p>	<ul style="list-style-type: none"> - job specifications and personnel profiles for the CEO and Senior Management Team positions - annual work plans for the CEO and the Senior Management Team directly referring to the organisation's strategy - an appraisal system with the CEO being appraised by the governing body. <p>The organisation's strategy and key policies lay down clear objectives and criteria defining excellence.</p>		
27	<p>Financial management and control ensure that all funds are effectively used and minimise the risk of funds being misused.</p>	<p>The organisation operates according to a budget approved by its governing body.</p> <p>The organisation exercises adequate internal controls over disbursements to avoid unauthorised payments, prohibiting any un-auditable transactions or loans to members of its governing body or staff.</p> <p>The organisation's annual, audited financial statements</p> <ul style="list-style-type: none"> - are produced by a certified public accountant; - presented timely (normally not later than 6 months after the end of the financial year) and in line with the organisation's written finance policy; - comply with nationally accepted 	<p>✓ Fully</p>	

		accounting standards and legal requirements.		
28	The organisation has evaluation procedures for its governing body, staff, programmes and projects and conducts monitoring and evaluation on the basis of mutual accountability.	<p>The organisation incorporates appropriate monitoring and evaluation practices in all relevant policies and systems establishing mutual accountability as part of its culture.</p> <p>The organisation conducts regular and deliberate evaluative activities to examine progress towards its goals and mission; and applies in its budget and work plans adequate financial and human resources for monitoring and evaluation.</p>	✓ Partially	The Impact Planning Learning Framework being devised aims at evaluating and monitoring all aspects of organisational activities. This will be ready for reporting during the 2009/10 reporting cycle.
29	The organisation ensures that its partners meet the highest standards of probity and accountability.	<p>In its policies guiding the selection of and cooperation with partners the organisation</p> <ul style="list-style-type: none"> - identifies adequate criteria for the selection of effective, legitimate and reliable partners; - takes adequate provisions to exclude links with organisations or individuals involved in illegal or unethical practice. 	✓ Fully	
30	The organisation recognises the crucial role the quality and dedication of its staff play in the success of its work and is committed to investing in human resource development.	<p>The organisation's written human resources policies and procedures</p> <ul style="list-style-type: none"> - conform fully with relevant international and national labour regulations; - provide for remuneration and benefits levels which strike a balance between public expectations of not-for-profit organisations and the need to attract 	✓ Fully	

		<p>and retain the staff the organisation needs to fulfil its mission;</p> <ul style="list-style-type: none"> - apply the best voluntary sector practices in terms of employee and volunteer rights and health and safety at work. - include procedures for evaluating the performance of all staff on a regular basis. 		
31	The organisation takes all required provisions to exclude corruption and bribery from its work.	<p>The organisation's relevant policies</p> <ul style="list-style-type: none"> - specifically prohibit acts of bribery or corruption by staff or other persons working for, or on behalf of, the organisation; - identify appropriate steps to be undertaken in cases of suspected bribery or corruption. 	✓ Fully	
32	The organisation respects sexual integrity in all its programmes and activities, and prohibits gender harassment, sexual exploitation and discrimination.	<p>The organisation's relevant policies contain appropriate provisions</p> <ul style="list-style-type: none"> - preventing sexual exploitation, abuse; - ensuring gender equality; - preventing discrimination in all its forms; - fostering ethnic and racial diversity. - 	✓ Fully	
33	The organisation provides internal feed-back mechanisms making sure that the organisation consistently stays within its ethical and legal framework and follows its mission.	The organisation's written whistle-blowing policy enables and encourages staff to draw management's attention to activities that may not comply with the law or the organisation's mission and commitments, including the provisions of the INGO Accountability Charter.	✓ Partially	Whilst CIVICUS does not have explicit whistle-blower policy, concerns raised are dealt with the same manner as allegations of sexual harassment (described above) In the meantime, plans are

				underway to amend the human resources policies to incorporate explicit provisions for adoption at the end of 2009 and for reporting during the 2009/10 reporting cycle.
34	The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has no knowledge of any significant breaches of its management policies or related policies and procedures and that it has resolved any formal written complaints it may have received concerning its management provisions and practice.	✓ Fully	

Date.....



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Anabel Cruz
Chair of the Board


 SECRETARY GENERAL

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Ingrid Srinath
Chief Executive Officer