

Interim Reporting Framework INGO Accountability Charter

REVISED 05 September 2009

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.

- When answering questions, the organisation should specify whether they are reporting for the secretariat/global headquarters or the federation/confederation/network and/or both.
- 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 30 November 2009.

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:

Singobile Dube
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 Singobile Dube at CIVICUS.

Email: singobile.dube@civicus.org

Phone: +27 11 8335959

For the Board of the INGO Accountability Charter

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Date and signature

Field Code Changed

1. Profile of the Organisation

Name of the organisation	Greenpeace International
Name and title of Board Chair	Lalita Ramdas
Name and title of CEO	Kumi Naidoo
Vision	An earth able to nurture life in all its diversity.
Mission	Greenpeace is an independent global campaigning organisation that acts to change attitudes and behaviour, to protect and conserve the environment and to promote peace.
Values	<p>Greenpeace's cornerstone principles and core values are reflected in all our environmental campaign work, worldwide. These are:</p> <ul style="list-style-type: none"> - We 'bear witness' to environmental destruction in a peaceful, non-violent manner; - We use non-violent confrontation to raise the level and quality of public debate and to drive legislative, policy and behavioural change; - In exposing threats to the environment and finding solutions we have no permanent allies or adversaries; - We ensure our financial independence from political or commercial interests; - We seek solutions for, and promote open, informed debate about society's environmental choices. <p>In developing our campaign strategies and policies we take great care to reflect our fundamental respect for democratic principles and to seek solutions that will promote greater global social equity, accountability and justice.</p>
Primary brands	Greenpeace
Major programmes	Climate & Energy, Forests, Oceans, Toxics & GMO, Disarmament
Core activities	<ul style="list-style-type: none"> ▶ Catalysing an energy revolution to address the number one threat facing our planet: climate change. ▶ Defending our oceans by challenging wasteful and destructive fishing, and creating a global network of marine reserves. ▶ Protecting the world's ancient forests and the animals, plants and people that depend on them. ▶ Working for disarmament and peace by tackling the causes of conflict and calling for the elimination of all nuclear weapons. ▶ Creating a toxic free future with safer alternatives to hazardous chemicals in today's products and manufacturing. ▶ Campaigning for sustainable agriculture by rejecting genetically engineered organisms,

	protecting biodiversity and encouraging socially responsible farming.
Ownership and legal form	Not for Profit “Stichting” (Dutch Foundation)
Operational structure <i>Including roles and responsibilities of global and national entities</i>	<p>“Greenpeace” is a global environmental organisation, consisting of Greenpeace International (Stichting Greenpeace Council) in Amsterdam, and 28 national and regional offices around the world, providing a presence in over 40 countries (see below). These national/regional offices (NRO's) are largely autonomous in carrying out jointly agreed global campaign strategies within the local context they operate within, and in seeking the necessary financial support from donors to fund this work.</p> <p>The development and coordination of these global strategies is the task of Greenpeace International. Supported by a consultative international decision making process in which the National/Regional Offices are the main stakeholders, Greenpeace International coordinates worldwide campaigns and monitors the development and performance of Greenpeace offices.</p> <p>The Greenpeace National / Regional offices are firmly rooted within the local environmental communities around the globe in the countries where Greenpeace operates.</p> <p>Greenpeace International (Stichting Greenpeace Council) is the entity that maintains contacts with supporters and donors in countries where we do not have offices. It also provides a range of services to the national/regional offices such as maintenance of the Greenpeace ships, setting up new Greenpeace offices, drawing up combined financial forecasts and strategies for the worldwide organisation, providing fundraising support to national/regional offices, providing cost-efficient global IT services and Internet tools, and protecting the Greenpeace trademark.</p>
Location and address of global headquarters/ secretariat	Greenpeace International Ottho Heldringstraat 5 1066 AZ Amsterdam The Netherlands
Number of countries where the organisation operates <i>Please attach list of all countries where you operate</i>	<p>Greenpeace has National Regional Offices (NROs) in the following countries:</p> <p>Africa (Democratic Republic of the Congo, Senegal, South Africa) Argentina, Australia-Pacific (Australia, Fiji, Papua New Guinea)</p>

<p><u>Note on INGO AC membership:</u> <i>Not all Greenpeace NRO's have signed up as members of the INGO Accountability Charter at this point in time. The answers to the enclosed form therefore only cover the entity Greenpeace International (Stichting Greenpeace Council).</i></p> <p><i>Compliance with the clearly defined Greenpeace campaigning values, as well as good practice non-profit financial management and ethical fundraising standards (which includes an annual financial audit by a certified auditing firm) is a requirement for NRO's in order to carry the license to the Greenpeace name. It is also a requirement to receive Greenpeace programme, development and fundraising investment funding.</i></p> <p><i>At present, NRO's are strongly encouraged by Greenpeace International to sign up to the INGO Accountability Charter. INGO Charter implementation in Greenpeace globally, and achieving related global internal management policy and reporting harmonisation, will be a multi-year project for which the concrete foundations were laid in 2009.</i></p>	<ul style="list-style-type: none"> Belgium Brazil Canada Central & Eastern Europe (Hungary, Poland, Romania, Slovakia) Chile China Czech Republic France Germany Greece India Italy Japan Luxembourg Mediterranean (Israel, Lebanon, Malta, Turkey) Mexico Netherlands New Zealand Nordic (Denmark, Finland, Norway, Sweden) Portugal Russia Southeast Asia (Indonesia, Philippines, Thailand) Spain Switzerland United Kingdom USA
<p>Number of employees Greenpeace International</p>	<p>160</p>
<p>Number of employees Greenpeace globally</p>	<p>Approx. 2.000</p>

Finance	2006	2007	2008
Income from	Eur'000	Eur'000	Eur'000
- Individual donations	1,334	1,326	2,621
- Foundations	113	180	459
- Governments	-	-	-
- International Organisations <i>UN, EU, World Bank etc.</i>	-	-	-
- Business	-	-	-
- Others - <i>please specify</i>	41,193	48,399	47,580
TOTAL INCOME	42,640	49,905	50,660
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>	<p>The figures given here only represent the income for the global coordinating body Greenpeace International. National/Regional Offices that provide the biggest contributions (based on average local annual income): Germany (30%), The Netherlands (17%), Switzerland (8%), United Kingdom (6%), United States (6%). A consolidated income and expenditure account is provided in the GPI Annual Report. http://www.greenpeace.org/international/about/reports</p>		
Expenditure for			
- Programmes and activities directly addressing the organisation's purpose	23,749	24,213	25,823
- Fundraising	1,188	1,517	1,956
- Communications	3,488	3,383	3,212
- Administration	5,986	6,664	7,213
- Others - <i>please specify</i>	7,282	8,409	10,217
TOTAL EXPENDITURE	41,693	44,186	48,421
Total expenditure by country - for countries/regions that make up 5 percent or more of total expenditure	<p>The figures given here only represent the expenditure for the global coordinating body Greenpeace International. Individual country related subsidies and expenses from</p>		

<i>Please list countries and provide total expenditure for each one</i>	the GPI budget make up less than 5% of annual expenditure. A consolidated income and expenditure account is provided in the GPI Annual Report. http://www.greenpeace.org/international/about/reports		
Reserves	21,375	27,094	29,333
Significant changes during the reporting period regarding size, structure, or ownership of both liquid and property reserves including - <i>the location of operations, including opening of new offices, starting new major activities, and closings</i> - <i>legal status or ownership</i> - <i>global structure and governance</i>	No changes since 2008 interim report.		

2. Compliance with the principles of the INGO Accountability Charter

Respect for Universal Declaration of Human Rights

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 Declaration of Human Rights	The organisation's statutes and key programmatic documents.	X Yes <input type="radio"/> No <input type="radio"/> Not applicable	
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	X Yes <input type="radio"/> No	

		<p>Declaration of Human Rights and that it has resolved any formal written 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.</p> <p>The Organisation has a Board authorised system to deal with complaints.</p>	<ul style="list-style-type: none"> ○ Not applicable 	
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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 	<p>Documentation on</p> <ul style="list-style-type: none"> - ownership and - income 	<p>X Fully</p> <ul style="list-style-type: none"> ○ Partially ○ Not at all ○ Not applicable 	

Responsible Advocacy

	Best Practice	Evidence	Compliance	Action Plan if not/not fully
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				in Compliance
4	<p>The organisation has written policies ensuring that its public policy positions and advocacy are</p> <ul style="list-style-type: none"> - in line with its mission and strategy - accurate and - conform with applicable national law 	<p>The organisation's written advocacy policies</p> <ul style="list-style-type: none"> - describe the criteria or circumstances in which it will involve itself; - 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. 	<ul style="list-style-type: none"> o Fully X Partially o Not at all o Not applicable 	<p>Greenpeace International does not have a formal written policy for adopting and implementing its positions. Agreeing Greenpeace policy positions is a comprehensive international consultative exercise that happens as a matter of course in the process of our campaign work. To date we have followed a written internal policy and position statement approval guideline for our programme which we intend to continue to use.</p> <p>Greenpeace International does have written sign-off procedures to ensure legal compliance and fair public criticism.</p>
5	<p>The organisation's practice fully complies with its policies.</p>	<p>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.</p> <p>The Organisation has a Board</p>	<ul style="list-style-type: none"> X Fully o Partially o Not at all X Not applicable 	<p>GPI has Board and/or Executive-authorized policies to deal with issues such as fraud and negligence, fundraising ethics, as well as staff complaints.</p> <p>Note that the very point of many of the confrontational and peaceful campaigning</p>

		<p>authorised system to deal with complaints.</p>	<p>advocacies is to invoke strong public reactions of support as well as complaints. These are usually published in the media, and in a transparent manner in our web-site blogs and commentary. Evaluating and responding to these is part and parcel of ongoing campaign work and is done according to agreed campaign positions (see 4 above). This may involve responding to public complaints in a high profile manner through our websites and the media. One of the primary ways in which Greenpeace supporters can voice complaints about the organisations' advocacy activities, after learning about them from our own publications and the media, is by cancelling membership and related donations.</p> <p>Since Greenpeace is a movement and dependent on private donations as its <u>only</u> source of income (we do not accept government or corporate donations), this primary public check and balance interaction aspect of our core work does not need a specific policy. As part of implementing the INGO</p>
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				Charter we are in the process of reviewing our policy base and part of this is evaluating how to best capture this unique public campaigning interaction in an externally published description.
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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.	<ul style="list-style-type: none"> ○ Fully ○ Partially ○ Not at all X Not applicable 	These questions are in their current form not applicable to the Greenpeace International advocacy / campaigning programme. Greenpeace does not execute local development projects. There where we do interact and cooperate with local communities in the context of a campaign, this work is of a strategic coalition/alliance nature. As it is critically important to the potential success of a project, assessment of the potential impact of such work is carefully integrated in the project objective setting, research and development stage. Because of the incidental
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. 	<ul style="list-style-type: none"> ○ Fully ○ Partially ○ Not at all X Not applicable 	
8	The organisation's programmes are	The organisation's written programme strategy, evaluations of terminated	<ul style="list-style-type: none"> ○ Fully 	

	appropriate for the local needs and conditions.	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. 	<ul style="list-style-type: none"> o Partially o Not at all X Not applicable	and widely varying nature of such cooperations, it is not possible to define standard GP criteria for this. In the context of implementing the soon-to-be-finalised GRI Sector Supplement Evaluation & Monitoring guidelines we will be looking defining our modus operandi into such criteria.
9	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 cause have been used to further that cause.	X Fully <ul style="list-style-type: none"> o Partially o Not at all o Not applicable 	Most of the funds Greenpeace raises are general, unearmarked support donations. Funds raised for specific projects are allocated and traceable to the projects. This is reflected in all direct reporting to donors – including to major foundations who may request our books to be audited to check this. The organisations' annual report identifies major (transnational) donations but –to minimise administrative burden and costs– this is not at the level

				of detail where it reflects individual donations to projects.
10	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. The Organisation has a Board authorised system to deal with complaints.	<input type="radio"/> Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input checked="" type="radio"/> Not applicable	For the Board authorised system for dealing with complaints, please see response under 5..

Non-Discrimination

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
11	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 	<input checked="" type="radio"/> Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable	The present, original non-discrimination recruitment policy statement is being revisited, to review whether elaboration is required to better reflect the organisation's non discrimination principles and the INGO Interim Reporting standards. This is happening as part of our policy base review which

		and instructional material addressing non-discrimination.		was carried out during 2009 and will be completed in early 2010. Global (recruitment) training programmes for HR staff include non-discrimination.
12	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 policy and that it has resolved any formal written complaints it may have received concerning its alleged breach of these policies. The Organisation has a Board authorised system to deal with complaints.	X Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable	

Transparency

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
13	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. 	X Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable	

14	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; - Compliance with the INGO Accountability Charter and - Contact details. 	<p>X Yes</p> <ul style="list-style-type: none"> o No/not fully o Not applicable 	<p>- The GPI Annual Report mentions we are members of the INGO Charter but does not yet specify our performance against the individual elements. We are developing our reporting capacity along the range of INGO AC and GRI indicators. During the past years the GPI website and Annual Report has been expanded to reflect the draft GRI NGO Sector Supplement. We are aiming to finalise this process this year.</p> <p>- Still more work to be done on specifying indicators on Human rights impacts in the context of being an environmental advocacy organisation (as opposed to a development organisation), which will require an international consultative approach involving our NROs and other campaigning advocacy organisation. This will be undertaken in the course of developing overall campaigning programme effectiveness criteria. It is likely this will be a multi year exercise given the complexity and relative pioneering work that needs to be done and</p>
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				relatively limited capacity (in comparison to standards for humanitarian work which are relatively well developed).
15	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	X Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable	
16	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. The Organisation has a Board authorised system to deal with complaints.	X Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable	For our Board authorised system for dealing with complaints, please see response under 5.

Good Governance

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
17	The organisation has a governing body which has responsibility for the	The organisation's bylaws, terms of reference for the governing body, and relevant policies and procedures	X Fully <input type="radio"/> Partially	The GPI Board does not oversee the programme; it approves the global programme and changes to it.

	oversight of all aspects of the organisation.	<p>allocate ultimate authority to the organisation's governing body.</p> <p>These documents also state that the governing body</p> <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>	<ul style="list-style-type: none"> o Not at all X Not applicable 	<p>The monitoring function is fully delegated to the Executive level.</p> <p>The GPI Board does not define strategy and the mission. Top – line strategy and org. mission are defined and agreed by the joint executive directors of NROs, and approved by the Trustees at the AGM.</p> <p>This process is coordinated by GP International; the Board oversees this as part of their role of monitoring the Executive Director's performance</p>
18	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, 	<ul style="list-style-type: none"> X Fully o Partially o Not at all o Not applicable 	

		<ul style="list-style-type: none"> - specify adequate attendance by directors (at least a majority of <i>directors</i> on average), and - lay down voting requirements - 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>		
19	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 	<p>X Fully</p> <ul style="list-style-type: none"> <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	

		inappropriate gifts for personal use.		
20	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 formal written complaints it may have received concerning its governance system or members of its governing body. The Organisation has a Board authorised system to deal with complaints.	X Yes <input type="radio"/> No/not fully <input type="radio"/> Not applicable	

Ethical Fundraising

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
21	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.	X Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable	
22	The organisation respects the rights and wishes of donors.	The organisation's written policy confirms donors' rights - to be informed about causes for which the organisation is fundraising; - to be informed about how their donation is being used;	<input type="radio"/> Fully X Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable	GP's new global fundraising policy does not explicitly state the right of donors to be informed about the status and authority of fundraisers. However, the way GP fundraisers and/or

		<ul style="list-style-type: none"> - 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 communication are complying with donors' rights.</p>		<p>membership recruitment teams operate and identify themselves can not lead to any misunderstanding about their purpose and agenda. We will review if/how our policy could be amended to make this more explicit.</p> <p>All GP offices operate in compliance with local laws on data protection.</p>
23	<p>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>	<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</p>	<p>X Fully</p> <ul style="list-style-type: none"> <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	

		<p>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>		
24	<p>The organisation records and publishes details of all major institutional gifts and gifts-in-kind clearly describing the valuation and auditing methods used.</p>	<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 valuation and auditing of gifts-in-kind. <p>The organisation's documentation of all major institutional gifts and gifts-in-kind is complete and up-to-date.</p>	<ul style="list-style-type: none"> <input type="radio"/> Fully <input checked="" type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	<p>The policy states under which conditions and for which purposes gifts in kind are accepted. There is no description of validation method in the policy but this is something we will take on board in the next revision round.</p> <p>Gifts in kind are validated according to local day value in the country they have been received.</p> <p>A threshold of € 10K is set for disclosing gifts in kind in accounts.</p>
25	<p>The organisation ensures that donations sought indirectly, such as through third parties, are solicited and received in full conformity with its own practices.</p>	<p>The organisation's policy for the use of agents or other third parties for fundraising purposes states</p> <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> <input checked="" type="radio"/> Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	
26	<p>The organisation's</p>	<p>The organisation confirms for the</p>		<p>For our Board authorised</p>

	practice fully complies with its policies.	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. The Organisation has a Board authorised system to deal with complaints.	X Fully ○ Partially ○ Not at all ○ Not applicable	system for dealing with complaints, please see response under 5.
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Professional Management

No.	Best Practice	Evidence	Compliance	Action Plan if not/not fully in Compliance
27	The organisation's management is professional and effective and the organisation's policies and procedures seek to promote excellence in all respects.	The organisation's written management terms and conditions, policies and procedures contain <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</p>	X Fully ○ Partially ○ Not at all ○ Not applicable	

		policies lay down clear objectives and criteria defining excellence.		
28	Financial management and control ensure that all funds are effectively used and minimise the risk of funds being misused.	<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 accounting standards and legal requirements. 	<p>X Fully</p> <ul style="list-style-type: none"> ○ Partially ○ Not at all ○ Not applicable 	
29	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</p>	<ul style="list-style-type: none"> ○ Fully ○ Partially ○ Not at all ○ Not applicable 	<p>Evaluation procedures for the Board are in place and described in governance handbooks.</p> <p>Evaluation policy and system for staff is in place.</p>

		examine progress towards its goals and mission; and applies in its budget and work plans adequate financial and human resources for monitoring and evaluation.		Evaluation procedures of programmes and projects are in place. We are working at improving standards and consistency in execution of evaluations.
30	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. 	<ul style="list-style-type: none"> o Fully o Partially o Not at all <p>Not applicable</p>	<p>Greenpeace International does not have specific partnering policies, but does carefully scrutinise all its partnerships on a case-by-case basis to safeguard our reputation of political independence and sound financial management practice. We take developing a formal policy as an action point from the INGO Reporting Guidelines. Presently, criteria for cooperation are derived directly from our campaign objectives, strategies and plans, and may include financial contributions. These can be membership fees, one-off grants, or in-kind donations in terms of executing part of a joint project. Scrutiny is carried out through for example GPI staff taking a Board or steering committee position</p>

Comment [WR1]: If we don't have a policy for partnering we should say so, and either say we don't need it (I think we do) or that we will develop these. We also don't do ethical checks on partners do we? Do we have criteria for who is a partner or not? Unless I am misinformed about our policies (I have not checked), we ought to come out and be more clear about what we don't have and say that we will either develop it or won't.... In this case, we should have a policy and an approval procedure, it seems to me.

				in coalitions, and/or by having a formal signed grant agreement with an organisation which lays out funding conditions and reporting guidelines.
31	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 and retain the staff the organisation needs to fulfil its mission; - 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. 	<p>X Fully</p> <ul style="list-style-type: none"> <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	
32	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 	<p>X Fully</p> <ul style="list-style-type: none"> <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	

		bribery or corruption.		
33	The organisation respects sexual integrity in all its programmes and activities, and prohibits gender harassment, sexual exploitation and discrimination.	The organisation's relevant policies contain appropriate provisions <ul style="list-style-type: none"> - preventing sexual exploitation, abuse; - ensuring gender equality; - preventing discrimination in all its forms; - fostering ethnic and racial diversity. - 	<ul style="list-style-type: none"> <input type="radio"/> Fully <input checked="" type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	An updated version of the policy is in the process of being agreed. The 2009 approval process was delayed because of the leadership transition in GPI. A policy review process has been embarked on which will take the approval of several new policies in stages. This is one of them; it is expected to be approved in early 2010.
34	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.	<ul style="list-style-type: none"> <input type="radio"/> Fully <input checked="" type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	As above.
35	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. The Organisation has a Board authorised system to deal with	<ul style="list-style-type: none"> <input checked="" type="radio"/> Fully <input type="radio"/> Partially <input type="radio"/> Not at all <input type="radio"/> Not applicable 	For our Board authorised system for dealing with complaints, please see response under 5.

		complaints.		
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Date.....

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Chair of the Board

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Chief Executive Officer