

# Interim Reporting Framework

## INGO Accountability Charter

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 criteria they should collect respective evidence and be in a position to provide this evidence upon request.
- In cases where an organisation has NOT FULFILLED a criterion 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 (address etc) with a filled in Interim Reporting Framework signed by both their Chair and CEO.**

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 (include address)

For the Board of the INGO Accountability Charter

.....  
Date and signature

## 1. Profile of the Organisation

<b>Name of the organisation</b>	<b>Greenpeace International (Stichting Greenpeace Council)</b>
<b>Vision</b>	<b>An earth able to nurture life in all its diversity.</b>
<b>Mission</b>	Greenpeace is an independent global campaigning organisation that acts to change attitudes and behaviour, to protect and conserve the environment and to promote peace.
<b>Values</b>	<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"> <li>- We 'bear witness' to environmental destruction in a peaceful, non-violent manner;</li> <li>- We use non-violent confrontation to raise the level and quality of public debate and to drive legislative, policy and behavioural change;</li> <li>- In exposing threats to the environment and finding solutions we have no permanent allies or adversaries;</li> <li>- We ensure our financial independence from political or commercial interests;</li> <li>- We seek solutions for, and promote open, informed debate about society's environmental choices.</li> </ul> <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>
<b>Primary brands</b>	<b>Greenpeace</b>
<b>Major programmes</b>	<b>Climate &amp; Energy, Forests, Oceans, Toxics &amp; GMO, Disarmament</b>
<b>Core activities</b>	<ul style="list-style-type: none"> <li>▶ <a href="#">Catalysing an energy revolution</a> to address the number one threat facing our planet: climate change.</li> <li>▶ <a href="#">Defending our oceans</a> by challenging wasteful and destructive fishing, and creating a global network of marine reserves.</li> <li>▶ <a href="#">Protecting the world's ancient forests</a> and the animals, plants and people that depend on them.</li> <li>▶ <a href="#">Working for disarmament and peace</a> by tackling the causes of conflict and calling for the elimination of all nuclear weapons.</li> <li>▶ <a href="#">Creating a toxic free future</a> with safer alternatives to hazardous chemicals in today's products and manufacturing.</li> <li>▶ <a href="#">Campaigning for sustainable agriculture</a> by rejecting genetically engineered organisms,</li> </ul>

	protecting biodiversity and encouraging socially responsible farming.
<b>Ownership and legal form</b>	<b>Not for Profit “Stichting” (Dutch Foundation)</b>
<b>Operational structure</b> <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 co-ordinates 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>
<b>Location and address of global headquarters/ secretariat</b>	<b>Greenpeace International Ottho Heldringstraat 5 1066 AZ Amsterdam The Netherlands</b>
<b>Number of countries where the organisation operates</b> <i>Please attach list of all countries where</i>	<p>Greenpeace has National Regional Offices (NROs) in the following countries:</p> <p>Africa (Democratic Republic of the Congo, Senegal, South Africa) Argentina,</p>

<p><i>you operate.</i></p> <p><b>Note on INGO AC membership:</b>  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).</p> <p>Compliance with a set of clearly defined best practice non-profit management 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.</p> <p>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 which during 2009 we will be developing and getting on the rails.</p>	Australia-Pacific (Australia, Fiji, Papua New Guinea) 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
<b>Number of employees Greenpeace International</b>	<b>175</b>
<b>Number of employees Greenpeace globally</b>	<b>Approx. 2.000</b>

<b>Finance</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Income from	Eur'000	Eur'000	Eur'000
- <b>Individual donations</b>	<b>6,103</b>	<b>1,334</b>	<b>1,326</b>
- <b>Foundations</b>	<b>48</b>	<b>113</b>	<b>180</b>
- <b>Governments</b>	-	-	-
- <b>International Organisations UN, EU, World Bank etc.</b>	-	-	-
- <b>Business</b>	-	-	-
- <b>Others – mainly <i>contributions from National and Regional Offices but also merchandising and licensing and interest</i></b>	<b>39,534</b>	<b>41,193</b>	<b>48,399</b>
<b>TOTAL INCOME</b>	<b>45,685</b>	<b>42,640</b>	<b>49,905</b>
<b>Total income by country - for countries/regions that make up 5 percent or more of total income</b> <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.  <a href="http://www.greenpeace.org/international/about/reports">http://www.greenpeace.org/international/about/reports</a></p>		
Expenditure for			
- <b>Programmes and activities directly addressing the organisation's purpose</b>	<b>24,134</b>	<b>23,749</b>	<b>24,213</b>
- <b>Fundraising</b>	<b>1,116</b>	<b>1,188</b>	<b>1,517</b>
- <b>Communications</b>	<b>3,121</b>	<b>3,488</b>	<b>3,383</b>
- <b>Administration (including interest)</b>	<b>6,482</b>	<b>5,986</b>	<b>6,664</b>
- <b>Others – mainly <i>grants to National and Regional Offices but also foreign exchange differences</i></b>	<b>6,775</b>	<b>7,282</b>	<b>7,574</b>
<b>TOTAL EXPENDITURE</b>	<b>41,628</b>	<b>41,693</b>	<b>43,351</b>

<p><b>Total expenditure by country</b> - <i>for countries/regions that make up 5 percent or more of total expenditure</i>  <i>Please list countries and provide total expenditure for each one</i></p>	<p>The figures given here only represent the expenditure for the global coordinating body Greenpeace International. Individual country related subsidies and expenses from the GPI budget make up less than 5% of annual expenditure.  A consolidated income and expenditure account is provided in the GPI Annual Report.  <a href="http://www.greenpeace.org/international/about/reports">http://www.greenpeace.org/international/about/reports</a></p>		
<b>Reserves</b>	<b>20,428</b>	<b>21,375</b>	<b>27,929</b>

<p><b>Significant changes during the reporting period regarding size, structure, or ownership</b>  <i>including</i></p> <ul style="list-style-type: none"> <li>- <i>the location of operations, including opening of new offices, starting new major activities, and closings</i></li> <li>- <i>legal status or ownership</i></li> <li>- <i>global structure and governance</i></li> </ul>	<p><b>In November 2008, Greenpeace opened a new office with three presences in Africa: (Johannesburg, South Africa; Kinshasa, DRC; Dakar, Senegal)</b></p>		
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## 2. Compliance with the principles of the INGO Accountability Charter

### Respect for Universal Principles

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
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.	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	
The organisation's practice fully complies with its policies.	The organisation confirms for the reporting period that it has not been in breach of Universal Principles and that it has not received any complaints concerning its alleged breach of these Principles.	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	

### Independence

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
<ul style="list-style-type: none"> <li>- Organisation receives less than 50% from one single source;</li> <li>- Organisation is not owned/controlled by government, political party or business</li> </ul>	Documentation on <ul style="list-style-type: none"> <li>- ownership and</li> <li>- income</li> </ul>	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	



## Responsible Advocacy

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
<p>The organisation has written policies ensuring that its public policy positions and advocacy are</p> <ul style="list-style-type: none"> <li>- in line with its mission</li> <li>- accurate and</li> <li>- conform with applicable national law</li> </ul>	<p>The organisation's written advocacy policies</p> <ul style="list-style-type: none"> <li>- describe the criteria or circumstances in which it will involve itself;</li> <li>- define the process for adopting and implementing its positions, involving partners, experts and other parties as appropriate;</li> <li>- contain due diligence provisions and sign off procedures ensuring legal compliance and avoiding unfair or irresponsible public criticism and undue harm to third parties.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	<p>Greenpeace International does not have a formal policy describing circumstances in which we will involve ourselves. Because we engage in nothing but advocacy the circumstances in which we involve ourselves are described in the strategic programme planning documents that guide our work.</p>
<p>The organisation's practice fully complies with its policies.</p>	<p>Confirmation that no cases are known to the organisation where it may have been in breach.</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 not received</p>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	

	any complaints concerning its alleged breach of these policies.		
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## Effective Programmes

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
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.	<input type="radio"/> Yes <input type="radio"/> No <b>X Not applicable</b>	These questions are in their current form not applicable to the Greenpeace International advocacy / campaigning programme.
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"> <li>- are based on the potential of local resources to sustain the activity</li> <li>- contribute to further strengthening sustainability at local level and</li> <li>- do not create or increase dependence on external support.</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No <b>X Not applicable</b>	
The organisation's programmes are	The organisation's written programme strategy, evaluations of terminated and	<input type="radio"/> Yes <input type="radio"/> No	

<p>appropriate for the local needs and conditions.</p>	<p>ongoing programmes and other relevant documents provide evidence that the organisation's programmes</p> <ul style="list-style-type: none"> <li>- take all relevant local conditions into account, e.g. by involving local stakeholders in all stages of programme design and implementation</li> <li>- take appropriate care of relevant local gender, diversity, cultural and religious issues;</li> <li>- avoid negative environmental impact and, where possible, secure a positive impact.</li> </ul>	<p><b>X Not applicable</b></p>	<p>These questions are in their current form not applicable to the Greenpeace International advocacy / campaigning programme.</p>
<p>The organisation's practice fully complies with its policies.</p>	<p>Confirmation that no cases are known to the organisation where it may have been in breach. The organisation confirms for the reporting period that it has not been in breach of its own programme policies and that it has not received any complaints concerning its alleged breach of these policies.</p>	<p><input type="radio"/> Yes <input type="radio"/> No <b>X Not applicable</b></p>	

## Non-Discrimination

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
<p>The organisation promotes diversity, gender equity and balance, impartiality and non-discrimination in all activities, both internal and external.</p>	<ul style="list-style-type: none"> <li>- The organisation’s written non-discrimination policy affirming its commitment to gender equity, to ethnic and racial diversity, to the inclusion of people with disabilities at staff and board levels;</li> <li>- The organization’s plans and operations which fully reflect the non-discrimination policy;</li> <li>- The organisation's most recent personnel orientations, trainings and instructional material addressing non-discrimination.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	
<p>The organisation’s practice fully complies with its policies.</p>	<p>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 not received any complaints concerning its alleged breach of these policies.</p>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	

## Transparency

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
<p>The organisation is open, transparent and honest about its structures, mission, policies and activities.</p>	<ul style="list-style-type: none"> <li>- The organisation's reports which adhere to generally accepted standards of technical accuracy and honesty in presenting and interpreting data and research;</li> <li>- The organisation complies with relevant governance, financial accounting and reporting requirements in the countries where it is based and operates.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	
<p>The organisation reports publicly at least once a year about its activities and achievements.</p>	<p>The organisation's annual report which contains:</p> <ul style="list-style-type: none"> <li>- Mission and values;</li> <li>- Objectives and outcomes achieved in programme and advocacy;</li> <li>- Environmental impact;</li> <li>- Human rights impact;</li> <li>- Governance structure and processes, and main office bearers;</li> <li>- Main sources of funding from corporations, foundations, governments, and individuals;</li> <li>- Financial performance;</li> <li>- Compliance with the INGO Accountability Charter and</li> <li>- Contact details.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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).</li> </ul>

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	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	
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 not received any complaints concerning its alleged breach of its reporting provisions.	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	

## Good Governance

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
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> <ul style="list-style-type: none"> <li>- selects, supervises and evaluates the chief executive,</li> </ul>	<b>X Yes</b> <b>X No</b> <input type="radio"/> Not applicable	<p>The GPI Board does not oversee the programme; it approves the global programme and changes to it. 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</p>

	<ul style="list-style-type: none"> <li>- oversees programme and budgetary matters</li> <li>- defines the overall strategy, consistent with the organisational mission,</li> <li>- verifies that resources are used efficiently and appropriately,</li> <li>- ensures that performance is measured,</li> <li>- secures financial integrity and</li> <li>- makes sure that public trust is maintained.</li> </ul> <p>Documentation on the activities of the governing body shows that all the above tasks have been undertaken thoroughly and successfully.</p>		<p>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>
<p>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>	<p>The organisation's bylaws, terms of reference for the governing body, and relevant policies and procedures</p> <ul style="list-style-type: none"> <li>- identify required qualifications and expertise of the members of the governing body and the mix of skills across the group</li> <li>- specify the frequency of meetings of the governing body (at least two meetings per year),</li> <li>- specify adequate attendance by directors (at least a majority of</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	

	<p><i>directors</i> on average), and</p> <ul style="list-style-type: none"> <li>- lay down voting requirements</li> <li>- provide a process for evaluating the governance body's own performance.</li> </ul> <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>		
<p>The organisation tries to prevent and, if they occur, actively manages conflicts of interest.</p>	<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"> <li>- 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;</li> <li>- absent themselves from discussion and abstain from voting or otherwise participating in a decision on any issue in which there is a conflict of</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	



	<p>interest; and</p> <ul style="list-style-type: none"> <li>- refuse large or otherwise inappropriate gifts for personal use.</li> </ul>		
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 not received any complaints against its governance system or members of its governing body.	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li>o No</li> <li>o Not applicable</li> </ul>	

## Ethical Fundraising

Best Practice	Evidence	Compliance	Action Plan if not in Compliance
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"> <li>- to be informed about causes for which the organisation is fundraising;</li> <li>- to be informed about how their donation is being used;</li> <li>- to have their names deleted from mailing lists;</li> <li>- to be informed of the status and authority of fundraisers and</li> <li>- to anonymity except in cases where the size of their donation</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li>o No</li> <li>o Not applicable</li> </ul>	<p>Greenpeace's fundraising policies have recently been updated. The updated policy will be submitted for approval to the joint NRO ED's in March 2009, making it compulsory for all Greenpeace entities to comply.</p>

	<p>is such that it might be relevant to the organisation's independence and</p> <ul style="list-style-type: none"> <li>- that donations accepted for a specific purpose, are used for that purpose.</li> </ul> <p>The organisation's fundraising and donor information materials and donor communication are complying with donors' rights.</p>		
<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"> <li>- show how the donation will further the organisation's mission;</li> <li>- neither minimise nor overstate the size or urgency of the challenge the organisation wants to address;</li> <li>- do not contain any material omissions or exaggerations of facts, misleading photographs, nor create a false impression or misunderstanding;</li> <li>- show how organisation will handle any shortfall or excess of income raised for a specific project.</li> </ul> <p>The organisation's donor</p>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	

	<p>information materials and communication provide detailed documentation on the use of donations.</p> <p>Donors' surveys show that the organisation's intended message is accurately getting through.</p>		
<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"> <li>- states under which conditions and for which purposes gifts-in-kind are being accepted;</li> <li>- provides clear parameters for valuation and auditing of gifts-in-kind.</li> </ul> <p>The organisation's documentation of all major institutional gifts and gifts-in-kind is complete and up-to-date.</p>	<p><b>X Yes</b> <b>X No</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Not applicable</li> </ul>	<p>The policy states under which conditions and for which purposes gifts in kind are accepted. There is no description of validation method. Gifts in kind are by default validated according to local day value in the country they have been received. A threshold of € 10K is set for disclosing gifts in kind in accounts.</p>
<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"> <li>- that contracts between the organisation and a third party will be in writing and</li> <li>- that these contracts will oblige the third party to comply fully with the organisation's fundraising policy and ethical</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	

	standards.		
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 not received any complaints concerning its own or its agents' fundraising materials and practice.	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	

## Professional Management

The organisation's management is professional and effective and the organisation's policies and procedures seek to promote excellence in all respects.	<p>The organisation's written management terms and conditions, policies and procedures contain</p> <ul style="list-style-type: none"> <li>- job specifications and personnel profiles for the CEO and Senior Management Team positions</li> <li>- annual work plans for the CEO and the Senior Management Team directly referring to the organisation's strategy</li> <li>- an appraisal system with the CEO being appraised by the governing body.</li> </ul> <p>The organisation's strategy and key policies lay down clear objectives and criteria defining excellence.</p>	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	
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<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"> <li>- are produced by a certified public accountant;</li> <li>- 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;</li> <li>- comply with nationally accepted accounting standards and legal requirements.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	
<p>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>	<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><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	

	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.		
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"> <li>- identifies adequate criteria for the selection of effective, legitimate and reliable partners;</li> <li>- takes adequate provisions to exclude links with organisations or individuals involved in illegal or unethical practice.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	
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"> <li>- conform fully with relevant international and national labour regulations;</li> <li>- 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</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	

	<p>mission;</p> <ul style="list-style-type: none"> <li>- apply the best voluntary sector practices in terms of employee and volunteer rights and health and safety at work.</li> <li>- include procedures for evaluating the performance of all staff on a regular basis.</li> </ul>		
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"> <li>- specifically prohibit acts of bribery or corruption by staff or other persons working for, or on behalf of, the organisation;</li> <li>- identify appropriate steps to be undertaken in cases of suspected bribery or corruption.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	
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"> <li>- preventing sexual exploitation, abuse;</li> <li>- ensuring gender equality;</li> <li>- preventing discrimination in all its forms;</li> <li>- fostering ethnic and racial diversity.</li> </ul>	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	An updated version of this policy is in the process of being agreed
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	<p><b>X Yes</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Not applicable</li> </ul>	This policy is finalised and is in the process of being agreed.

	commitments, including the provisions of the INGO Accountability Charter.		
	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 not received any major complaints concerning its management provisions and practice.	<b>X Yes</b> <input type="radio"/> No <input type="radio"/> Not applicable	

February 19, 2009

*Lalita Raudas*

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Chair of the Board

*J. Lipold*

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Chief Executive Officer