



GRI Level C reporting template for NGOs



ICAE 2010 Global Reporting Initiative

Name of organization: **International Council for Adult Education (ICAE)**

Filled in by:

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1 Strategy and Analysis

1.1 Statement from the most senior decision-maker of the organization.

The ICAE It is a strategic network that promotes adult learning as a tool for active citizenship and informed participation of people.

- **ICAE overall vision** is reflected in the document "Final declaration from the VIII ICAE World Assembly" that express:
" A world worth living in is one where all women and men can live in dignity, where they can exercise citizenship, and their right to create, to learn and to think and act critically. It is a world where everyone can express and voice their opinion in a context that understands and celebrates plurality and the peaceful resolution of conflict as the cornerstones of democracy. A world, too, where all can learn from our differences, strengthen solidarity and community building, and where everyone can participate on equal terms in public life.

A world worth living in is one where the world economy is at the service of the well being of women and men, where all can participate freely and with dignity, develop their full potential and enjoy the benefits of this shared achievement.

A world worth living in is aware of the need to change radically the ways we produce and consume, a planet where nature is not taken as a capital to be exploited for furthering economic growth, where citizens become more vigilant and proactive at both global and local level, and where clean and safe energy is secured for all. So, a world worth living in includes a holistic view that recognizes the interdependence of environmental, social, cultural and economic perspectives, and poses challenges that demand collective sharing of responsibility – both at local, regional, national and global level.

A world worth living in is a world where the Universal Declaration of Human Rights must apply to all men and women living in one country or migrating around our planet. It is a world where equality and social justice prevails, overcoming all forms of discrimination, and where patriarchy is overcome. It is a world where, in achieving real equality, recognition and redistribution go hand in hand. A world worth living in is a multicultural world whose splendor and richness resides in the celebration of its diversity, and one which recognizes the linguistic rights of peoples.

A world worth living in is a world where everyone children and adults enjoys the right to read and write. Since we now have a world where seventy million children, mostly girls, do not have a place in school and where nearly one billion adults, overwhelmingly women, have no chance of learning to read and write we need a commitment for urgent transformation.

A world worth living in is a world economy that includes, values and recognizes the informal economy where women in great numbers are active in care work and in subsistence production and as informal educators. It is a world where care work is a shared responsibility of government, enterprises and families, and where educational programmes and plans help to overcome stereotyping and the sexual division of labour.

A world worth living in is a multilateral world complying with United Nations' rules and a world governance strengthened by meaningful participation from a globally and locally informed civil society.

A world worth living in needs high quality learning experiences, skilled educators enjoying better work conditions, drawing on rich practices from all parts of the world, including popular education, feminist education and education for transformation.

Such an active learning world, enriched by mutual learning across boundaries of all sorts is today a necessity more than ever. Yet it cannot become a reality without the full participation and mobilization of a learning civil society.

We, the participants, declare that education and learning is a fundamental human right that enables the realisation of other human rights. We are committed to working to make sure that this right can be a reality enjoyed by adults and youth out of school throughout the world"

See the complete declaration in: <http://aworldworthlivingin.se/final-declaration-from-the-viii-icae-world-assembly-in-malmo>

- **ICAE Strategic priorities and key topics** for the short/ medium-term are reflected in the strategic plan:
<http://www.icae2.org/?q=en/node/1450>

- **ICAE Key events, achievements, and failures during the reporting period** can be found:
<http://www.icae2.org/?q=en/node/1435>

(This statement was prepared for the General Assembly, one of the major organs of ICAE and was endorsed by the Executive Committee and the ICAE's President, Mr. Alan Tuckett)

2. Organizational Profile

2.1 Name of the organization.

International Council for Adult Education (ICAE)

2.2 Primary activities (e.g., advocacy, social marketing, research, service provision, capacity building, humanitarian assistance, etc.). Indicate how these activities relate to the organization's mission and primary strategic goals (e.g., on poverty reduction, environment, human rights, etc.).

ICAE's mission is "to promote lifelong learning as a necessary component for people to contribute creatively to their communities and to live in independent and democratic societies. Adult and lifelong learning are deeply linked to social and economic justice; equality of gender relations; the universal right to learn; living in harmony with the environment; respect for human rights; recognition of cultural diversity; peace; and the active involvement of women and men in decisions affecting their lives."

ICAE's strategy for the period 2009-2010 was guided by the overall goal of promoting lifelong learning as a necessary component for people to contribute creatively to their communities and to live in independent and democratic societies. To work towards this aim four clear programmes were identified: (i) Advocacy for the Right to Education and Lifelong Learning in the Global Agenda; (ii) Network Consolidation and Global Networking; (iii) Training ICAE members and other stakeholders; (iv) Communication and Information.

More information about **ICAE's Strategic and Action Plan** can be found at <http://www.icae2.org/?q=en/node/1450>

2.3 Operational structure of the organization, including national offices, sections, branches, field offices, main divisions, operating companies, subsidiaries, and joint ventures. [GRI NGOSS: p. 26]

The major organs to control the affairs and activities of ICAE are: the General Assembly and the Executive Committee. The Executive Committee (the board) is formed by the President, the former President, the Treasurer, the Secretary General, 7 Vice-Presidents representing 7 regions (Africa, Arab region, Asia and the Pacific, Caribbean, Europe, Latin America and North America) and 3 ordinary members, elected by the General Assembly. The Finance Committee is a sub-committee of the Executive Committee, integrated by the Treasurer, the President and the Secretary General plus two members that can be appointed by the General Assembly or by the Executive Committee.

2.4 Location of organization's headquarters. [GRI NGOSS: p. 26]

ICAE General Secretariat is located in: Av. 18 de Julio 2095 / 301 Montevideo - Uruguay. Tel/fax: (598) 2 409 79 82

2.5 Number of countries where the organization operates. [GRI NGOSS: p. 26]

The International Council for Adult Education (ICAE) is a global network created in 1973, composed of non-governmental organizations, regional, national and sectoral networks in more than 75 countries.

Geographical Representation: 15 Regional Members (Africa, Asia, Latin America, Arab Region, Europe, North America) and National Members: Africa: 28; Arab States: 4; Asia and Pacific: 25; Europe: 21; North America: 10; Latin America: 8; Caribbean: 6

The ICAE Member list can be found at <http://www.icae2.org/?q=en/members>

2.6 Nature of ownership and legal form. [GRI NGOSS: p. 26]

ICAE is a global network created in 1973, composed of non-governmental organizations, regional, national and sectoral networks. ICAE is a Non-profit organization. The Council was incorporated as a corporation without share capital pursuant to the Corporation Act (Ontario), by granting of Letters Patent on February, 14, 1973. The activities of the Council shall be carried on without purpose of financial profit or gain for its Members; and any income, grants donations or other assets accruing the council shall be used solely for the promotion of the Aims and Objects (ICAE By-Laws and ICAE Constitution). ICAE has consultative status with ECOSOC (United Nations Economic and Social Council), is in formal consultative relations with UNESCO and is an admitted observer organization at the UNFCCC (United Nations Framework Convention on Climate Change).

2.7 Target audience and affected stakeholders. [GRI NGOSS: p. 26]

Target audience and affected stakeholders: our members, social movements, networks, coalitions and alliances, governments, funders, academic institutions, peer organizations, communities, civil society organizations, United Nations.

2.8 Scale of the reporting organization. [GRI NGOSS: p. 26]

In 2010 ICAE had 9 employees, 1 volunteer and 117 members. The total income in 2010 was 470.245 (USD).

2.9 Significant changes during the reporting period regarding size, structure, or ownership. [GRI NGOSS: p. 26]

In 2010 ICAE received 15 new applications including individuals, national organisations and continental networks such as CLADE. This is the Latin American Campaign for the Right to Education, which has its own membership and international recognition, and its application to become part of ICAE shows the added value that so many organisations see in becoming part of our network. Important African networks have also joined such as PAMOJA Guinea and the Association of African Women for Research and Development (AAWORD) from Senegal.

2.10 Awards received in the reporting period. [GRI NGOSS: p. 26]

None

3. Report Parameters

Report Profile

3.1 Reporting period (e.g., fiscal/calendar year) for information provided. [GRI NGOSS: p. 26]

Calendar year 2010

3.2 Date of most recent previous report (if any). [GRI NGOSS: p. 26]

Date of most recent previous report: 2009

3.3 Reporting cycle (annual, biennial, etc.). [GRI NGOSS: p. 26]

Annual

3.4 Contact point for questions regarding the report or its contents. [GRI NGOSS: p. 26]

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Report Scope and Boundary

3.5 Process for defining report content. [GRI NGOSS: p. 26]

The content is based on the following considerations: ICAE Strategic Plan; the INGO Accountability Charter instructions and Sustainability Reporting Guidelines (GRI Level C template for NGOs)

3.6 Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance. [GRI NGOSS: p. 26]

This report covers the activities of ICAE's strategic plan.

3.7 State any specific limitations on the scope or boundary of the report. [GRI NGOSS: p. 26]

None

3.8 Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations. [GRI NGOSS: p. 27]

N/A

3.10 Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods). [GRI NGOSS: p. 27]

N/A

3.11 Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report. [GRI NGOSS: p. 27]

None

GRI Content Index

3.12 Table identifying the location of the Standard Disclosures in the report. [GRI NGOSS: p. 27]

This report is based on the GRI content index for Level C reporting.

4. Governance, Commitments, and Engagement Governance

4.1 Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight. [GRI NGOSS: p. 27]

The structure of ICAE network is:

- **General Assembly**, defined as the gathering of the whole membership of ICAE. It considers, evaluates and delineates the broad lines of policy and development of the Council.
- **Executive Committee** is the responsible governing body accountable to the General Assembly. It administers through by-laws and resolutions the implementation of the broad policy lines indicated by the General Assembly. The Executive Committee appoints a Secretary General who acts as the Executive Officer of the Council administering the affairs and activities along the broad policy lines laid down by the General Assembly.
- **ICAE members**: regional, national and sectoral members, associated members (non-voting) and individual members (non-voting). Each member has an autonomous legal form.
- **General Secretariat** led by the Secretary General, is formed by a team responsible for the implementation of the strategic plan and the coordination with members. The Secretary General reports directly to the Executive Committee, and to the General Assembly.

4.2 Indicate whether the Chair of the highest governance body is also an executive officer (and, if so, their function within the organization's management and the reasons for this arrangement). Describe the division of responsibility between the highest governance body and the management and/or executives. [GRI NGOSS: p. 27]

The President of the Executive Committee (elected by the general assembly) is not an executive officer.

4.3 For organizations that have a unitary board structure, state the number of members of the and/or non-executive members highest governance body that are independent and/or non-executive members. [GRI NGOSS: p. 27]

All the members of ICAE Executive Committee are unpaid non-executive members.

4.4 Mechanisms for internal stakeholders (e.g., members), shareholders and employees to provide recommendations or direction to the highest governance body. [GRI NGOSS: p. 27]

According to ICAE's Constitution, the affairs and activities of the Council are governed by the Executive Committee within the broad policy lines indicated by the General Assembly. The General Assembly is the body with the overall decision capacity. It meets every three years and it defines the working strategic lines for the coming years. It also approves the financial statements and reports of the period.

The Council provides its members with a variety of options to receive information and participate actively (e.g. regular communication and exchange among ICAE members through ICAE communication tools: website, on line bulletin, virtual seminars, listserves, communication team, etc.) specially the membership list. All members can make proposals to ICAE directly to the Executive Committee or through the General Secretary.

Stakeholder Engagement

4.14 List of stakeholder groups engaged by the organization. [GRI NGOSS: p. 29]

Members and supporters, non-governmental organizations and coalitions, social movements, activists, Individuals, governments, international organizations such as UN

4.15 Basis for identification and selection of stakeholders with whom to engage. [GRI NGOSS: p. 29]

Organizations apply to become a member. ICAE also actively joins networks that are in line with our vision.

Data on Performance

Data on Performance. Please check the Indicator Protocols before completing this box.

Indicator 1: NGO1 Involvement of affected stakeholder groups in the design, implementation, monitoring and evaluation of policies and programs.

NGO1: The main arena for involvement is at the general assembly. This is where the guidelines for the strategic plan are decided. ICAE also has consultations throughout the year. As well as virtual seminars leading up to certain events. As for example the general assembly.

Indicator 2: NGO2 Mechanisms for feedback and complaints in relation to programs and policies and for determining actions to take in response to breaches of policies.

NGO2: We have an ICAE members "list serve" which is a kind of forum, where our members can send feedback. We also do surveys from time to time, to ensure that feedback reaches us, so we can take the appropriate measures to improve the organization.

Indicator 3: NGO3 System for program monitoring, evaluation and learning, (including measuring program effectiveness and impact), resulting changes to programs, and how they are communicated.

NGO3: The secretariat is responsible for monitoring, evaluating and measuring the impact of the programmes in ICAE Strategic and Action Plan. Our evaluation is based in the inputs, outputs and indicators that we agree with our donors and ICAE Executive Committee. Besides, each activity that ICAE implements is evaluated by the participants for further improvement of the activity or course.

Indicator 4: NGO4 Measures to integrate gender and diversity into program design, implementation, and the monitoring, evaluation, and learning cycle.

NGO4: All ICAE actions are mainstreamed by gender and take into account diversity through an intersectional perspective. There is an office within the organization (GEO: Gender and Education Office) working to ensure gender mainstreaming throughout all of ICAE activities and programs, and gender sensitive language in all ICAE documents. ICAE and its Gender and Education Office (GEO) have organized several training activities addressed to women at national and global levels to strengthen their skills and capabilities so that they can play an active role in the definition, implementation and follow up of public policies particularly those related to women's rights.

Indicator 5: NGO5 Processes to formulate, communicate, implement, and change advocacy positions and public awareness campaigns. Identify how the organization ensures consistency, fairness and accuracy.

NGO5: ICAE participates in campaigns which are formulated collectively with organizations and networks that work in the same advocacy field and that enshrine the same values and position of ICAE. In this sense, advocacy and position documents are agreed through a participatory process and further used throughout the campaign. ICAE communicates and disseminates information to all its members, partners and campaign supporters through different listserves.

Indicator 6: NGO6 Processes to take into account and coordinate with the activities of other actors. How do you ensure that your organization is not duplicating efforts?

NGO6: ICAE works in alliance and in close relation with other civil society organizations and social movements. We are very active in networking and we do this on a regular basis through full participation in coalitions, movements and global alliances, articulating and coordinating with other organizations and actors.

Indicator 7: NGO7 Resource allocation.

NGO7: Resource allocation is made according to the strategic plan, the resource allocation is contained in the Annual Report (narrative and financial).

Indicator 8: NGO8 Sources of funding by category and five largest donors and monetary value of their contribution.

NGO8: The two main sources of funds are from donors and from our members (member's contributions).

2010 Income Source	U\$S (dollars)
Funders - Donors	366.563
Member Contributions	69.715
Total Income	470.245

2010 Largest Donors	U\$S (dollars)
Swiss Agency for Development and Cooperation (SDC)	173.940
Norwegian Agency for Development Cooperation (NORAD)	121.634
OXFAM Novib	67.758
ONU Mujeres	28.000

Indicator 9: EC7: Procedures for local hiring and proportion of senior management hired from the local community at locations of significant operation. Do you have a policy or practice for local hiring? If so, report on the proportion of senior management hired from the local community at locations of significant operation.

EC7: None

Indicator 10: EN16: Total direct and indirect greenhouse gas emissions by weight. As a minimum, report on indirect greenhouse gas emissions related to buying gas, electricity or steam. You may also report on business travel related greenhouse gas emissions.

Environmental(EN16): The staff of the Secretariat is particularly sensitive to environmental issues, so the power consumption of the office is reduced to a maximum, promoting a rational and responsible use of all resources. As an example, we can mention the following as concrete measures aimed at reducing energy consumption:

- Light bulbs have been replaced by low consumption light bulbs.
- We promote the printing of documents only where necessary, and reusing and recycling paper.
- All computers and other electrical devices (printers, photocopiers, scanners, faxes) are turned off when not in use.
- Water saving is encouraged.

ICAE uses regularly Skype for teleconferences to connect people in different regions, bringing to a minimum the face to face events and reducing as a result the greenhouse gas emissions from travelling.

Indicator 11: EN18 Initiatives to reduce greenhouse gas emissions and reductions achieved. What are you doing to reduce and how much have you reduced?

Environmental(EN18): ICAE uses regularly Skype for teleconferences to connect people in different regions, bringing to a minimum the face to face events and reducing as a result the greenhouse gas emissions from travelling.

Indicator 12: LA1: Total workforce, including volunteers, by type, contract and region.

LA1: ICAE in 2010 had a workforce of 9 employees on contract, and 1 volunteer based at the headquarters (ICAE General Secretariat) in Montevideo (Uruguay).

Indicator 13: LA10: Average hours of training per year per employee category. If you can't report on average hours of training, report on training programs in place

LA10: Every year staff members participate in different training activities such as the ICAE Academy of Lifelong Learning Advocacy which is an intensive course on advocacy that takes place every year, during 3 weeks.

Indicator 14: LA12 Percentage of employees receiving regular performance and career development reviews.

LA12: All members of ICAE staff received regular performance and evaluation reviews in 2010.

Indicator 15: LA13: Composition of governance bodies and breakdown of staff per category according to gender, age group, minority group membership, and other indicators of diversity.

LA13: The current ICAE Executive Committee is composed of 12 members: 6 females and 6 males from 12 countries (Algérie, Australia, Brazil, Canada, India, Jamaica, Norway, Perú, Senegal, Switzerland, United Kingdom, Zambia)

Executive Committee: 12 board members : 50% women; 50% aged 45-60, 50% aged 60+

ICAE General Secretariat: 100% women; 30% aged <30, 40% aged 30-44, 30% aged 45-65

Indicator 16: SO1 Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting. This indicator was designed to talk about the positive/negative side effects of what you do, not about your main purpose.

SO1: Each program has specific strategies and all activities are planned according to a previous context mapping and situational analysis, outputs, effectiveness indicators, monitoring processes, and final evaluation.


Indicator 17: SO3: Percentage of staff trained in organization's anti-corruption policies and procedures

SO3: None

Indicator 18: PR6: Programs for adherence to laws, standards, and voluntary codes related to ethical fundraising and marketing communications, including advertising, promotion, and sponsorship.

PR6: Commitment with institutional transparency, reflected in the signing of the Transparency Charter agreed upon by International NGOs around the world. This transparency practice is widely recognised by ICAE members who value the openness with which ICAE shares it audited statements, annual plans and other documents.

GRI Self-Assesment Application Level

Report Application Level		C	C+	B	B+	A	A+
Standard Disclosures	G3 Profile Disclosures OUTPUT	Report on: 1.1 2.1 - 2.10 3.1 - 3.8, 3.10 - 3.12 4.1 - 4.4, 4.14 - 4.15	Report Externally Assured	Report on all criteria listed for Level C plus: 1.2 3.9, 3.13 4.5 - 4.13, 4.16 - 4.17	Report Externally Assured	Same as requirement for Level B	Report Externally Assured
	G3 Management Approach Disclosures OUTPUT	Not Required		Management Approach Disclosures for each Indicator Category		Management Approach Disclosures for each Indicator Category	
	G3 Performance Indicators & Sector Supplement Performance Indicators OUTPUT	Report on a minimum of 10 Performance Indicators, including at least one from each of: Economic, Social and Environmental.		Report on a minimum of 20 Performance Indicators, at least one from each of Economic, Environmental, Human rights, Labor, Society, Product Reponsibility.		Report on each core G3 and Sector Supplement* Indicator with due regard to the Materiality Principle by either: a) reporting on the Indicator or b) explaining the reason for its omission.	
							

*Sector supplement in final version

GRI Application Level C

*Sector supplement in final version

GRI Application Level C

I hereby declare that to the best of my understanding this report fulfills the requirements for a GRI G3 Application Level C.

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Position: ICAE Program Assistant

Date: September 19, 2011

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