GRI Level C reporting

ITeM 2011 - Global Reporting Initiative

Name of organization: Instituto del Tercer Mundo (ITeM)

Filled in by
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GRI Content Index

1 Strategy and Analysis

1.1 Statement from the most senior decision-maker of the organization. [**GRI NGOSS**: p. 25]

ITeM is a small organization that acts as host and secretariat of important informal global or regional civil society advocacy initiatives. ITeM currently hosts the international secretariat of Social Watch (with member coalitions in 85 countries) and the Latin American secretariat of Third World Network. In the past it hosted the secretariats of the World Rainforest Movement (and led its establishment as an independent formal organization), of the IFI Network and of the Latin American network on multilateral development banks (RedBancos) and other initiatives and projects.

The capacity of ITeM to provide hosting services to non-formalized networks derives from the trust of the governance bodies of these vibrant alliances in the efficiency and integrity of ITeM's management and governance systems. At the same time, the availability of these secretariat and hosting services allows networks to concentrate on their roles without having to set up costly bureaucracies. They can grow and experiment their own policy making and, eventually, establish their own institutional framework if needed. This flexibility is essential for alliances to be able to form and deliver without delay, as is badly needed in the current context of concurrent global crises that challenge civil society to find new forms of articulation and mobilization.

From the point of view of governance and, therefore, of the IANGO reporting requirements, this arrangements between ITeM and international advocacy netoworks such as Social Watch present a variety of challenges that this report attempts to deal with creatively, as there are no guidelines that we know of for our specific situation. In summary the dilemmas can be explained as follows. While Social Watch does the advocacy, according to strategies defined by its own governance mechanisms, explained below, it is not an incorporated organization and therefore its decision making bodies do not have legal responsibility. On the other hand, ITeM hosts the secretariat of the network, meaning that it hires personnel, receives grants, contracts debts and makes payments on behalf of Social atch and thus the ITeM governance mechanisms have the legal responsibility and contractual obligations, but they do that with due respect to the orientation and guidance of the Social Watch governance bodies. Without that mutual respect and recognition of each others' obligations and responsibilities, the whole arrangement would not work. At every Global Assembly of Social Watch the question has been formulated whether it would be convenient for the network to have its own incorporation and the answer so far has always been that the current arrangements work well and need not be changed. On the other hand, in terms of reporting, ITeM can only report for the activities of the secretariat that it controls and is legally responsible for and cannot be accountable for other activities of the Social Watch network over which it has no authority or control. In particular this includes the national activities of its 85 member coalitions and the regional activities carried out by other members of the coalitions.

2. Organizational Profile

2.1 Name of the organization. [**GRI NGOSS**: p. 26]

Instituto del Tercer Mundo (ITeM) (Third World Institute)

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.). [**GRI NGOSS**: p. 26]

The Third World Institute performs research, information, communication, education and advocacy activities on development and environment-related activities, on behalf of its members and of the non-formalized civil society networks that chose ITeM as a host. ITeM promotes and encourages citizen involvement in global decision-making processes. ITeM's initial activities were a) the publication of the The World Guide (formerly the "Third World Guide"), a reference book on development, and b) the research and development of electronic communication tools for civil society that led to the establishment of Chasque, the first Internet service provider in Uruguay, and of NGONET, an information sharing mechanism that allowed for distant participation in the process leading to the Earth Summit in Rio 1992. All other initiatives launched since then have revolved, in one way or another, around information and communications as the basis of education, democracy and civil society participation in decision-making. The Social Watch activities hosted by ITeM include representation of the SW network at international fora, such as the UN, fundraising and carrying out of capAcity building activities, editing and publishing of the Social Watch reports. Neither ITeM nor any of the governing bodies of Social Watch (such as its Coordinating Committee) fund the national activities of its member coalitions. This is a conscious decision aimed at preserving the autonomy and independence of the national coalitions, that raise their own funds and join the network because of the many non-monetary benefits that they derive from belonging to this global network. Thus, the member coalitions at national level do not report to the secretariat or the Coordinating Committee but accountability works the other way around and both the secretariat and the CC regularly report to members.

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]

See Apendix A - Page 9

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

ITeM has one office that is located in Montevideo, Uruguay.

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

ITeM's office is in Montevideo, Uruguay. ITeM hosts the secretariats of Third World Network for Latin America and of Social Watch which currently has member coalitions in 85 countries.

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

ITeM is a Non-Governmental Organization (NGO), not affiliated to any religious group or political party. ITeM was formally created as a non-profit Civil Association on July 7, 1989, recognized as a legal person by Uruguay's Ministry of Education and Culture (MEC) and exempted from national taxes by a 1994 Presidential decree. As of 1996, ITeM is a Non-Governmental Organization in special consultative status with the United Nations Economic and Social Council (ECOSOC). Social Watch is a structured but not incorporated network that has national coalitions of civil society organizations (currently in 85 countries) as its fundamental units, which regularly gather in a Global Assembly that elects the Coordinating Committee that will oversee the activities of the secretariat (hosted by ITeM).

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

The networks of which ITeM is secretariat address their messages to social movements, academic institutions, other civil society organizations, international organizations and governments,. The basic stakeholders of Social Watch are its members networks in 85 countries, which in turn comprise around 1,500 organizations. Each national coalition attempts to hold its own government accountable to their commitments to eradicate poverty and achieve gender equality.

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

In the period ending on July 31st, 2011 ITeM had 15 employees and 2 volunteers. The operating revenues in this period were € 843.019.

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

None

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]

August 1st, 2010 - July 31st, 2011

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

N/A

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]

This report was ellaborated by ITeM's management and executive director, based on ITeM's annual report to its member's assembly and on the secretariat's report to the Social Watch Global Assembly (Manila, July 2011) as well as on the Social Watch strategy documents. It follows the instructions and format of the INGO Accountability Charter and Sustainability Reporting Guidelindes (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 all the activities carried out by ITeM during the reporting period. It does not cover Social Watch activities not carried out by ITeM. Since the Social Watch Coordinating Committee decided to adhere to the terms of the IANGO charter, it is expected that all organizations carrying out activities on behalf of the Social Watch network do so in accordance with the principles of the charter.

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]

N/A

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 ITeM is: as follows

A General Meeting of members (Asamblea General) is the sovereign body. It is composed of the whole of its members. It is held annually within the 120 days ensuing the close of the fiscal year in order to consider the financial and narrative reports of the Executive Committee, the general balance sheet, accounts, distribution of surpluses, financing of losses, the report to the Supervisory Committee, and the appointment of the members who shall participate in the different bodies. The General Meeting, in extraordinary session, can also amend ITeM's bylaws and convene the dissolution and winding-up of the association.

Executive Committee: it has the fullest power in the management, disposition and encumbrance of the ITeM assets and the accomplishment of the acts and contracts leading to the fulfillment of the purposes of ITeM. The direction and the management of ITeM will be in charge of the Executive Committtee.

Supervisory Committee: It is empowered to: supervise at any time the funds of the association and its investments, to control at any time the accountancy records or any other aspects of the functioning of the institution, to verify the annual balance sheet, to assist the Executive Committee upon its enquirement, to accomplish any other supervision or inspective duty which it may deem convenient or that may be entrusted to said committee by the General Meeting.

The structure of Social Watch is as follows: The Global Assembly is the highest governing body of the network. Policy discussion and medium- to long-term strategic planning happens in its realm, which serves as a decision-making forum. In addition, it is also a space for reinforcing the sense of belonging and strengthening the network's identity and unity. The Assembly takes place every two to three years. Up to now General Assemblies took place in Rome 2000, Beirut 2003, Sofia 2006, Accra 2009 and Philippines in 2011. Each national coalition can nominate two delegates to participate in the Assembly. The participation of coalitions in the Assembly is guided by several principles. In addition to setting medium and long term priorities and strategies and identifying potential alliances in advocacy, the Assembly elects members of the Coordinating Committee to whom co-ordination and political leadership between the assemblies are delegated.

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 ITeM's Executive Committee are unpaid and 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]

The General Assembly is the Social Watch network's highest governing body. Policy discussion and medium- to long-term strategic planning happens in its realm, which serves as a decision-making forum. In addition, it is also a space for reinforcing the sense of belonging and strengthening the network's identity and unity. The Assembly takes place every two to three years. Up to now General Assemblies took place in Rome 2000, Beirut 2003, Sofia 2006, Accra 2009 and Philippines in 2011. Each national coalition can nominate two delegates to participate in the Assembly. The participation of coalitions in the Assembly is guided by several principles. In addition to setting medium- and long-term priorities and strategies and identifying potential alliances in advocacy, the Assembly elects members of the Coordinating Committee to whom co-ordination and political leadership between the assemblies are delegated. The Coordinating Committee includes the secretariat as an ex-officio member with voice but no vote.

ITeM members are individuals and they participate with voice and vote in the Asamblea General, which is the main decision-making mechanism. Employees and other stakeholders can address the meetings of the Asamblea General, which are publicly announced with anticipation. On a regular basis employees and other stakeholders can address the Executive committee of the management that it oversees. While legally responsible for the functioning of the Institute, the members of the Asamblea General and the Executive Committee that it elects understand that policy and strategic guidance to the activities of the management are provided by the civil society networks that ITeM hosts through their own governance mechanisms. In the case of Social Watch, which is in terms of size and budget the most important network hosted by ITeM, even when not incorporated it has elaborated governance mechanisms, that include a Global Assembly of member coalitions (currently active in 85 countries) that decides on strategies and appoints a Coordinating Committee (CC). The CC is the key decision-making body for the regular work of the network and directly supervises the secretariat. With 15 members from all continents, the CC works through email lists, face-to-face meetings and regular telephone conferences. Feedback and input from members happens at the Assembly and through transparent e-mail discussion lists. Input is also regularly requested by the secretariat and interaction through informal contact also happens.

Stakeholder Engagement

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

The complete list of the Social Watch member coalitions in 85 countries and their 1,500 member organizations is available at: http://www.socialwatch.org/orgpart

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

In order to become a member of the network, a coalition has to sign the Memorandum of Understanding with the Social Watch network (represented by the Coordinating Committee and the International Secretariat). It frames the relationship between the coalition and the network and defines responsibilities in order to protect the integrity and functioning of the network as a whole. The MoU is included in the Governance Structure document approved by the General Assembly.

Indicator 1:

The activities of ITeM are legally monitored, as with all NGOs in Uruguay, by a specific branch of the Education and Culture Ministry which has the power to withdraw legal status or to intervene any association if it is deemed to act in violation of the law or for profit making purposes. Any citizen can formulate complaints, included anonymously, which would trigger an inspection. Further, as an NGO in special consultative status with ECOSOC, ITeM has to report regularly, every four years, to the NGO committee of the ECOSOC. As a grant receiver, ITeM has to report to its donors. ITeM accounts are regularly audited by PWC according to international standards. In the case of Social Watch, 143 participants from 70 countries participated in the last Global Assembly of Social Watch, held in Manila in July 2011. Participation in previous Assemblies was as follows: 111 participants from 57 countries in Ghana 2009, 90 participants from 62 countries in Bulgaria 2006, 70 participants from 43 countries in Lebanon 2003 and 55 participants from 41 countries in Rome 2000. Each national coalition can nominate two delegates to participate in the Assembly. The participation of coalitions in the Assembly, but there is only one vote per country. Social Watch national coalitions participate in the global reporting processes through their submission of national reports. This participation has evolved as follows: 2012 Social Watch Report included 66 national reports, 2010 SW Report included 64 national reports, 2009 SW Report included 61 national reports, 2008 SW Report included 59 national reports, 2007 SW Report included 48 national reports, 2006 SW Report included 42 national reports, 2005 SW Report included 51 national reports, 2004 SW Report included 49 national reports, 2003 SW Report included 52 national reports, 2002 SW Report included 48 national reports, 2001 SW Report included 47 national reports, 2000 SW Report included 45 national reports, 1999 SW Report included 32 national reports, 1998 SW Report included 36 national reports, 1997 SW Report included 25 national reports, 1996 SW Report included 13 national reports.

Indicator 2:

ITeM members (individuals) oversee the activities and define strategies at the Asamblea General. SW member groups influence the design and implementation of the programme through the Global Assembly of Social Watch and, indirectly, through the Coordinating Committee that the Assembly elects. There are several mailing lists through which members of Social Watch can raise concerns and share them with all other members. Concerns can also be expressed anonymously through the website.

Indicator 3:

The executive director of ITeM reports yearly to the Asamblea General with an assessment of progress and full accounts. Individual performance of staff members is evaluated yearly. The secretariat of Social Watch is responsible of implementing, monitoring, evaluating and measuring the impact of programmes according to the Social Watch Strategy and Framework of Activities approved by the Assembly. There are regular external evaluations, which are made publicly available through the website. Besides, each activity is evaluated by the participants for further improvement of the activity. An independent external evaluation started in the period reported.

Indicator 4:

Gender justice is one of the explicit obhectives and advocacy issues, both of ITeM and of Social Watch. There is an explicit goal to aim for gender equality in all of ITeM and Social Watch activities. Social Watch also attempts to have regional balance in its different organs and gender and regional balance in the Coordinating Committee is ensured by the election procedures. There is a gender group within the Social Watch network and a gender team in the Coordinating Committee working to ensure gender mainstreaming throughout all of programs, activities, etc. Gender sensitive language in all materials is also followed by the editorial team. Since 2007 Social Watch has developed and computes the Gender Equity Index (GEI) to make gender inequities more visible and to monitor the evolution of the gender gap in the different countries of the world. The GEI is based on information available that can be compared internationally, and it makes it possible to classify countries and rank them in accordance with a selection of gender inequity indicators in three dimensions: education, economic participation and empowerment.

Indicator 5:

ITeM and Social Watch promote and participate in campaigns which are formulated collectively by the network and with other organizations and networks that work in a similar advocacy field and that enshrine the same values and positions of ITeM and Social Watch. Advocacy materials and position papers are drafted through participatory processes and used throughout the campaigns and advocacy work. The documents in different languages are disseminated to all its members, partners, etc, through different lists servers, newsletters, and website.

Indicator 6:

ITeM and Social Watch work in alliance and in close relation with other civil society organizations. Social Watch has a known record of actively promoting common positions among different NGOs in networking and advocacy on social justice.

Indicator 7:

Resource allocation is made according to the strategic plan, the resource allocations is included in the Annual Report (narrative and financial)

Indicator 8:

The following donors were the main sources of funds in the period reported:
European Commission: €413,888
OxfamNovib: €200,925
Third Word Network: €71,810
11.11.11: €33,037

Indicator 9:

All of the current management positions are based in Uruguay and held by Uruguayans. Yet, recruitment processes are open and transparent and there is no restriction to foreigners applying.

Indicator 10:

Due to the small scale of its operations, ITeM is in no condition to estimate its ecological or carbon footprints. The organization is sensitive to environmental issues and power consumption of the office is reduced, promoting a rational and responsible use of all resources.
- We promote the printing of documents only when necessary, and reuse and recycle paper,
- Light bulbs have been replaced by low consumption light bulbs.
- All computers and other electrical devices are turned off when not in use.

Indicator 11:

ITeM and Social Watch use electronic communication tools for conferences to connect people in different regions, reducing to a minimum the face-to-face events and reducing as a result the greenhouse gas emissions from travel.

Indicator 12:

In the period ending on July 31st, 2011 ITeM had 15 employees, 2 volunteers.

Indicator 13:

Every year staff members participate in several training activities. Five Social Watch regional capacity building workshops where held during this period. More than 20 worshops took place during the Global Assembly and more activities were organized in the framework of other meetings (such us, the World Social Forum, etc.)

Indicator 14:

All members of ITeM staff received regular performance and evaluation reviews.

Indicator 15:

The following chart resumes the structure according to position and gender.

	Female	**Male**
Coordinators and managers	1	2
Middle management	1	2
Staff	5	4
Volunteers	-	2
Total	**7**	**10**

Indicator 16:

ITeM and Social Watch do not "enter" into any community and our local level presence is through local and national organizations in 85 countries that self-organize in national coalitions, define their own priorities and voluntarily choose to link to the global network as a channel of their findings of their own monitoring of social policies.
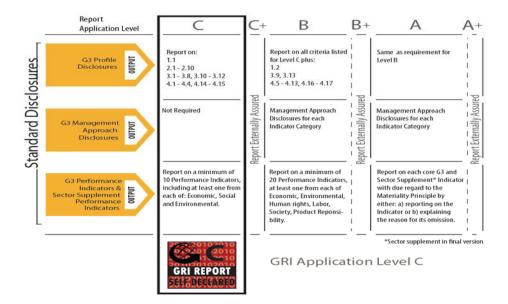
Indicator 17:

During the reporting period ITeM did not have a specific anti-corruption polices and procedures. However, ITeM follows good management and audit practices aimed at ensuring proper control and there are several oversight mechanisms, including transparency policies towards stakeholders. With participation of the Union of its employees, ITeM hired PriceWaterhouseCooper as consultants to carry out an extensive review of its human resource policies, which includes a chapter on expected behavior.

Indicator 18:

In terms of communication and marketing, ITeM does not formally adhere to any standards or voluntary codes related to advertising, marketing communication or promotions activities. Promotional activities are undertaken in line with ITeM's values regarding knowledge, reciprocity, etc. During the period under review ITeM did not undertake any paid advertising. ITeM sells publications and most of the materials it produces are available for free via its website.

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

Name: Daniel Zabaleta
Position: Financial and Administrative Manager
Date: April 2012

ITeM

General Meeting of Members

Executive Committee

Executive Director

Planning and Production Manager

Administrative and Financial Manager

Project
Project
Project Coordinator

Senior
Senior
Senior Editor

Investigation / Education

Advocacy / Networking

IT Senior Sistem

Junio
Junior
Junior Editor

Investigation / Education

Advocacy / Networking

Web Designer

Sistem Developer

Help Desk

Accounting Analist

Administrative Analist

Project Assistant

Assistant
Assistant
Assistant Editor

Investigation / Education

Advocacy / Networking

Manteinance Assitant