

Annex A. POSSIBLE PRINCIPLES OF BEST PRACTICE

INTERNAL GOVERNANCE

Clarity About Principals

Managers and members: Disclosure of membership structures and relationship with managers. Identification of senior managers and role. Identification of principals.

Management duties and responsibilities: Definition of management duties, responsibilities and reporting lines.

Reporting

Financial disclosure: timely financial disclosure to cover sources and uses of funds, assets and liabilities.

Gatekeepers

Boards, trustees and advisers: Disclosure of board structures, including role of trustees and advisory bodies, their duties and responsibilities.

Auditors, accountants, and lawyers: Role and structuring to be disclosed. Relevant accounting standards to be specified. 'Reporting up' responsibilities to be identified.

Independent performance audit: Description of duties, responsibilities and reporting lines. Disclosure of reports.

EXTERNAL GOVERNANCE

Evidence based standards

Disclosure of submissions to official bodies and identification of sources of evidence (primary or secondary).

Due process

Disclosure of any formalised relationships with official bodies (eg membership of an advisory committee) incl. financial support.

Notification of contacts: disclosure of contacts that are material to the aims of the NGO.

Disclosure of any agreements or understandings with external parties (eg with multinationals).

BROADER RESPONSIBLE REPORTING

Statement of strategies, objectives and resources: Sufficient to inform third parties about principle aims of organisation, how implemented and who the stakeholders are.

Key performance indicators: Disclosure of what management looks at in measuring the organisation's progress and general condition.

Other 'Particular matters': Any other disclosures that an NGO may need to provide in order to offer a reliable, fair and balanced picture of the org