



IPPF STANDARDS AND RESPONSIBILITIES OF MEMBERSHIP

(Adopted by IPPF Governing Council in November 2001,
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CONTENTS

Introduction	i
Mandate	ii
Values	ii
Success Factors	ii
A Membership Principles and Standards	1
1. Open and Democratic	2
2. Well Governed	3
3. Strategic and Progressive	4
4. Transparent and Accountable	5
5. Well Managed	6
6. Financially Healthy	7
7. Good Employer	8
8. Committed to Results	9
9. Committed to Quality	10
10. A Leading SRHR Organization	11
B Procedure for Adherence to IPPF Standards and Responsibilities of Membership	12
1. Procedures Applicable to all Member Associations	12
2. Accreditation Review Procedures	13
3. Monitoring of the Accreditation System by the Membership Committee	15
4. Confidentiality and Openness	15
5. IPPF Policy	16
6. Organizations Applying for Associate Membership of IPPF	16
Annex A	
Governance and Constitutional Checklist for Organizations Applying for Associate Membership of IPPF	18
Annex B	22
Annual Declaration of Interests for Volunteers and Staff	

Introduction

As a global sexual and reproductive health and rights movement, IPPF is proud of its vision for the 21st century. Based on this vision and its core values and policies, this document outlines in **Section A** the Federation's essential standards and responsibilities of membership.

IPPF expects all Member Associations who wish to be a part of the Federation to uphold and promote ten principles of membership and to comply with the standards associated with each principle.

The accreditation process, based on these principles and standards, is a tool for Member Association self-reflection and improvement. It is also a means of improving communication between Member Associations and the IPPF Secretariat and a useful mechanism for ensuring accountability to clients and donors. Specifically, the exercise of attaining accreditation will ensure that:

1. Member Associations are better equipped to assess and improve their own role and performance;
2. There is increased national public confidence in the work of Member Associations;
3. There is increased international confidence that IPPF is an effective Federation committed to results, quality and accountability.

Responsibility for ensuring compliance with IPPF's standards and responsibilities lies with each Member Association. Instances in which a Member Association fails to meet IPPF's standards will normally be resolved through action taken at the regional level, as outlined in **Section B**. Member Associations will be given ample opportunity to identify why in their situation it may not be possible to comply with certain standards. Reasonable time will be provided following an accreditation review to enable the Member Association to attend to any issues they and the region feel need to be addressed. Any remaining unresolved issues will be referred to the Director-General and the IPPF Membership Committee acting on behalf of the Board of Trustees.

As a last resort, failing to adhere to IPPF's standards and responsibilities of membership, may lead to withholding the IPPF grant, suspension, or expulsion from the Federation. IPPF, however, is determined that its accreditation system will be implemented in a way that will respect and empower Member Association volunteers and staff and enable the Federation to continue to be proud of its important and radical vision for the 21st century and the millions of clients it serves to a high standard all over the world.

Mandate

The IPPF Accreditation system will build a stronger Federation of locally-owned civil society organizations that champions and advances sexual and reproductive health and rights.

Values

INTEGRITY

- We respect the diversity of Associations while upholding our principles and the Standards of the Federation as a whole.
- We believe that accreditation must remain objective, impartial and free from any form of bias.

COLLABORATION

- We believe that the accreditation process is a collaborative effort between Member Associations and the Federation, which is mutually beneficial for the larger purpose of learning and sharing.
- We uphold the spirit of accreditation in order to foster confidence and trust among our Member Associations, clients, partners and donors.

ACCOUNTABILITY

- We believe in the triangle of accountability (ourselves, public and donors)
- We uphold the principle of accountability and transparency in our self-evaluation and self-renewal which improves and strengthens the MAs, the accreditation process and the Federation.
- We believe that information and data gathered for assessment during the review must be treated as confidential and cannot be shared externally without the consent of the MAs.

QUALITY

- We are committed to striving for quality, as stated in our Principles and Standards, in all realms of our work.

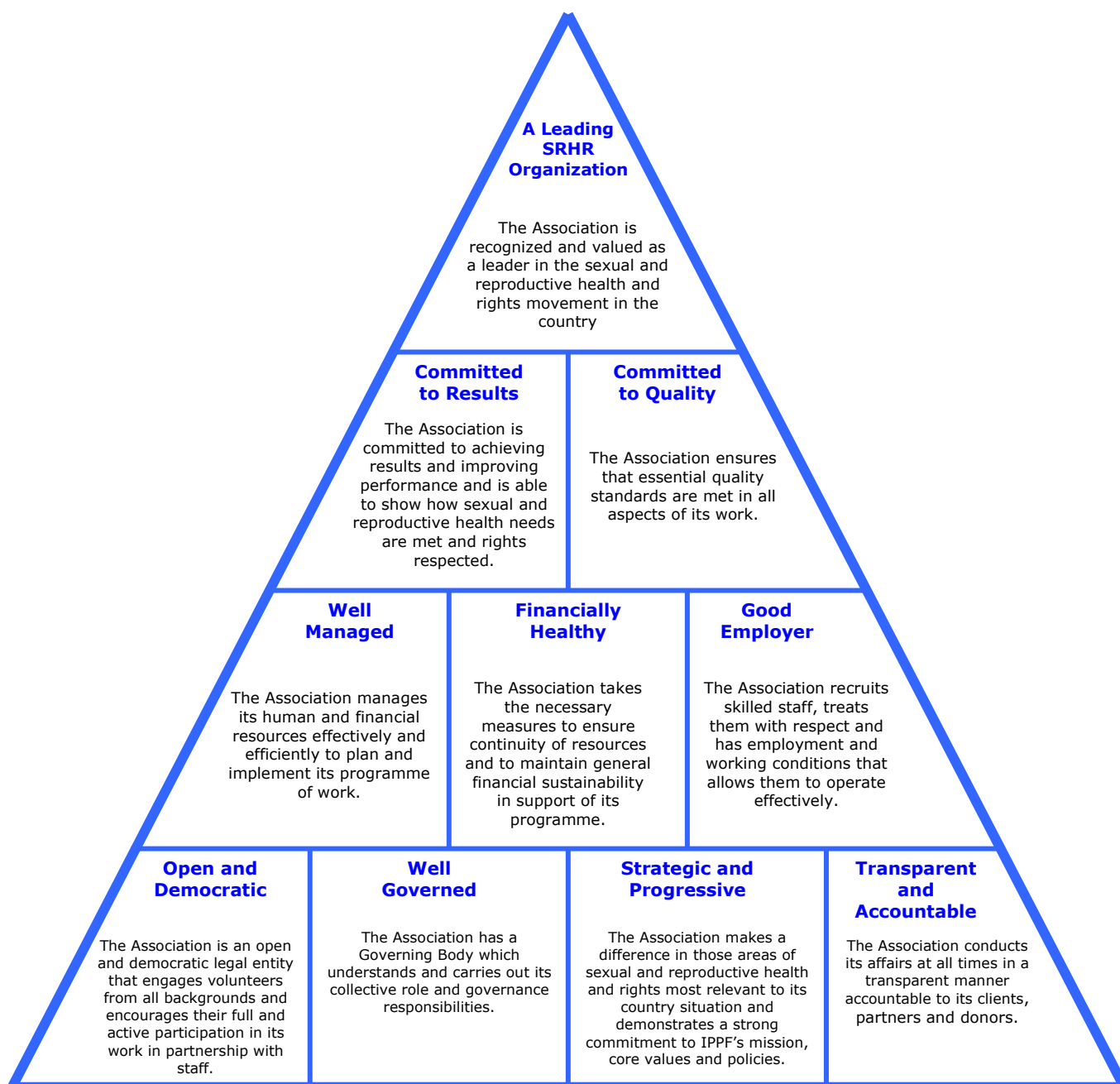
Success Factors

The success criteria for the third phase of accreditation were identified as follows not in any order:

- Leading to stronger MAs
- Learning and evidence-based
- Clarity in standards, process, evidence, and language
- Building on a successful process
- Provides value and fit for all IPPF MAs
- Communication of the process to all involved parties
- Implementation tools with regard to technology and resources
- Adequate resources (financial, human, etc.) to achieve the desired results

A. MEMBERSHIP PRINCIPLES AND STANDARDS

The Membership Standards are organized under ten principles which all of IPPF's members work towards fulfilling. These are the building blocks of the accreditation system. Each principle is essential and they are related to each other as shown below:



Principle 1: Open and democratic

The Association is an open and democratic legal entity that engages volunteers from all backgrounds and encourages their full and active participation in its work in partnership with staff.

Standard 1.1

The Association is a civil society organization, such as a charitable trust, social enterprise, philanthropic organization, etc. working in the field of sexual and reproductive health and rights, and bases its work on a statutory document that conforms to relevant legislation and requirements.

Standard 1.2

The Association encourages all people who are committed to IPPF's and the Association's vision, mission and values, from all walks of life, to volunteer their services and ensures that these individual contributions are used effectively and recognized.

Standard 1.3

The Association's individual membership is open to all who are committed to IPPF's Vision, Mission and Values irrespective of their age, relationship status, ethnic origin, race, political belief, religious conviction, sexual orientation, sex characteristics, gender identity or expression, pregnancy or parental status, disability, health status or any other analogous personal status that could make an individual the object of discrimination.

Standard 1.4

The Association's constitution shall state the conditions applying to each category of membership, their voting rights and how and when those rights can be exercised, including fair and effective conduct of business of Governing Bodies at all levels of the organization.

Standard 1.5

The Association's constitution provides a clear provision for regular rotation of Governing Body members, including Honorary Officers, by limiting consecutive terms and defining maximum tenure in any capacity, and that this is being implemented through nomination, election, or appointment.

Principle 2: Well governed

The Association has a Governing Body which understands and carries out its collective role and governance responsibilities.

Standard 2.1

The Association's Governing Body is composed of at least 50% women and 20% young people and of individuals with a diverse set of skills and backgrounds drawn from its membership and externally in accordance with IPPF policy.

Standard 2.2

The Association's Governing Body ensures member integrity and collective responsibility in the interests of the Member Association.

Standard 2.3

The Association's Governing Body determines the Association's strategic direction and policies.

Standard 2.4

The Association's Governing Board appoints, supports and transparently appraises the Executive Director, respecting the division of roles and responsibilities between governance and management.

Standard 2.5

The Association's Governing Body provides effective oversight of the Association's performance and financial health.

Standard 2.6

The Association ensures that its Governing Body undertakes its own review and renewal.

Principle 3: Strategic and Progressive

The Association makes a difference in those areas of sexual and reproductive health and rights most relevant to its country situation and demonstrates a strong commitment to IPPF's mission, core values and policies.

Standard 3.1

The Association has an up-to-date Strategic Plan that is derived through a consultative process involving volunteers - including young people, staff, clients and partners, and informed by an in-depth country context analysis and aligned to IPPF's Strategic Framework.

Standard 3.2

The Strategy promotes sexual and reproductive health and rights for all regardless of age, relationship status, ethnicity, nationality, origin, race, political belief, religious conviction, sexual orientation, sex characteristics, gender identity or expression, pregnancy or parental status, disability, health status, ability to pay or any other analogous personal status that could make an individual the object of discrimination.

Principle 4: Transparent and Accountable

The Association conducts its affairs at all times in a transparent manner accountable to its clients, partners and donors.

Standard 4.1

The Association ensures that the requirements of any funding agreement with donors, including IPPF, are met in full and on time, and that periodic reports are submitted according to the guidelines laid down by each funding agency.

Standard 4.2

The Association provides programmatic, organizational and financial information to its stakeholders, including its members, clients, donors and the public about its work.

Principle 5: Well Managed

The Association manages its human and financial resources effectively and efficiently to plan and implement its programme of work.

Standard 5.1

The Executive Director provides effective and efficient management of the Association, that includes implementation of programmes, performance and operations as per the strategic direction approved by the Governing Body.

Standard 5.2

The Executive Director ensures that the risks facing the continuity of the Association's activities are identified and prioritised, and that appropriate action is taken to manage them.

Principle 6: Financially Healthy

The Association takes the necessary measures to ensure continuity of resources and to maintain general financial sustainability in support of its programme.

Standard 6.1

The Association has and effectively implements appropriate regulations covering its financial affairs and has adequate checks and balances in place to protect its reputation, finances and assets from loss of any kind arising from internal or external risks, financial mismanagement, fraud, waste or corruption.

Standard 6.2

The Association has good budgeting, accounting and reporting systems that adequately identify the costs of its operations and attribute the various donor funds/projects and report back to management and the board on a periodic basis.

Standard 6.3

The Association's accounts are independently audited and filed as statutorily required.

Standard 6.4

The Association mobilises appropriate resources to support its annual programme of work and takes the necessary steps to ensure longer term financial sustainability and solvency.

Principle 7: Good Employer

The Association recruits skilled staff, treats them with respect and has employment and working conditions that allow them to operate effectively.

Standard 7.1

The Association's recruitment and selection procedures are transparent, aligned with safe recruitment standards, non-discriminatory and ensure that staff are recruited on merit only and have the required qualifications, skills and experience to perform the duties of the position.

Standard 7.2

The Association has and effectively implements written Human Resource policies and procedures that are in line with IPPF policies and national laws, including safeguarding and prohibiting the appointment to any position within the organization or consultancies of persons related (spouses, partners and co-habitees, parents, grandparents, siblings, children, grandchildren, cousins, in-laws) to Governing Body members and staff, and staff and volunteers have access to these policies.

Standard 7.3

The Association manages, appraises, and develops its staff, ensures their psychological well-being and ensure they have the resources needed to carry out their work in a satisfactory physical environment.

Principle 8: Committed to Results

The Association is committed to achieving results and improving performance and is able to show how sexual and reproductive health needs are met and rights respected.

Standard 8.1

The Association has a results framework and effective data management systems (electronic or manual) to regularly monitor and evaluate its programme, and to demonstrate whether it is achieving its objectives and expected results over time.

Standard 8.2

The Association uses validated data to inform decision making, to adjust its programme where necessary and to continuously improve performance.

Principle 9: Committed to Quality

The Association ensures that essential quality standards are met in all aspects of its work.

Standard 9.1

The Association facilitates access to a comprehensive and integrated package of quality sexual and reproductive health services based on voluntary acceptance and informed choice, either by provision or referral, without regard to the age, relationship status, ethnicity, nationality, origin, race, political belief, religious conviction, sexual orientation, sex characteristics, gender identity or expression, pregnancy or parental status, disability, health status, ability to pay or any other analogous personal status that could make an individual the object of discrimination.

Standard 9.2

The Association assesses and cares for the rights and needs of providers to enable them to provide quality services and promote client's rights. Provider rights and needs include training, information, adequate physical and organizational infrastructure, supplies, guidance, safety, respect from clients, support and respect from supervisors, and duty of care from the Association.

Standard 9.3

The Association's service delivery has effective and continuous quality improvement systems in place that meet recognised Quality of Care standards.

Standard 9.4

The Association has well-functioning supply management processes that ensure provision of optimal quality, range and quantity of commodities when and where required.

Standard 9.5

The Association ensures high quality in all its information and services throughout a person's life cycle, and pays special attention to those services for young people and adolescents and people who are vulnerable and marginalized, including but not limited to LGBTI, people living with HIV, low-income, sex workers, immigrants and refugees, youth with conflicts with the law, and people with disabilities.

Principle 10: A Leading SRHR Organization

The Association is recognized and valued as a leader in the sexual and reproductive health and rights movement in the country.

Standard 10.1

The Association advocates for policies, laws and budget allocations that advance the the sexual and reproductive health and rights agenda by engaging with the public, the media, government departments and other bodies.

Standard 10.2

The Association is an active civil society organization within the country and has built effective partnerships with other organizations, including donors, to pursue its mission.

B. PROCEDURE FOR ADHERENCE TO IPPF STANDARDS AND RESPONSIBILITIES OF MEMBERSHIP

1. Procedures applicable to all Member Associations

- 1.1. Accreditation is the system through which a Member Association's level of compliance with IPPF Standards and Responsibilities of Membership is determined. It is the mechanism for gaining and maintaining full membership of IPPF.
- 1.2. The first line of responsibility for the promotion and ongoing compliance of IPPF standards and procedures lies with each Member Association. Each member of the Federation, irrespective of whether they receive an IPPF grant, is scheduled for a periodic review (once every four years) to ensure compliance with IPPF Standards and Responsibilities of Membership. This is called an Accreditation Review and is the means through which IPPF's Governing Bodies, Secretariat and Member Associations ensure that Member Associations comply with the Federation's standards. The process includes a self-assessment, a desk review, and an accreditation team review that will be conducted virtually. Based on a risk assessment, the accreditation team review may be conducted with a combination of onsite and virtual reviews.

The accreditation team review will consist of meetings and interviews with the Member Association's volunteers (including young people), staff and partners and may, in some cases, include an onsite assessment, resulting in an action plan and follow up support and reporting where areas of non-compliance are identified.
- 1.3. It is the responsibility of the accreditation review team members to record evidence of the extent to which a Member Association complies with all of the Standards.
- 1.4. It is the responsibility of all individuals and parties involved to ensure that the accreditation review is conducted in such a manner as to respect everyone's skills, time, opinions and roles in the process.
- 1.5. To monitor ongoing compliance, accredited Member Associations will undergo a midterm review at 24 months as determined by the Secretariat based on the assessment of the accreditation outcomes.

Regional Directors have a responsibility to monitor the compliance of all Member Associations in their region with IPPF's Standards on an on-going basis and to keep the Director-General regularly informed.

The Director-General will keep the IPPF Board of Trustees informed, through the IPPF Membership Committee.

2. Accreditation Review Procedures

In terms of the formal accreditation of a Member Association, the following procedure applies:

- 2.1 For each Member Association undergoing accreditation, a written self-assessment will be reviewed and submitted by the Member Association's President and Executive Director on behalf of the Governing Body. This self-assessment is completed using the form provided by the IPPF Secretariat. The Member Association is also required to submit supporting documents, including information of other certification procedures and/or quality controls to be taken into account in the accreditation review. This is then shared with the Regional Director indicating the extent to which the Member Association complies with IPPF Standards.

Accredited Member Associations may provide peer-to-peer support to assist other Member Associations in preparing to undergo an accreditation review.

- 2.2 A desk review of the submitted self-assessment and supporting evidence will be carried out by a trained secretariat team and may include trained Member Association representatives. At this stage, further clarification may be sought from the Association under review but also from other secretariat colleagues.

The desk review will record those Standards with which it is clear that the Member Association complies. For the remaining Standards, a specific Terms of Reference will be developed for how these will be verified during the next stage of the Accreditation Review. The Terms of Reference will identify which issues will be further explored with the Member Association and will include a programme for the online meeting and interview or visit identifying who the review team needs to meet and when. These Terms of Reference will be shared with the Member Association at least three weeks in advance of the online meeting and interview or onsite visit to be conducted by the review team.

- 2.3 Regional Office staff responsible for accreditation will convene a review team, from across the Federation (secretariat and Member Associations), that is properly trained and has suitable skills, (including local consultants and other resources), and will include a trained volunteer with suitable skills for the issues identified in the Terms of Reference.

- 2.4 Every Accreditation Review will be conducted either virtually or as a combination of onsite and virtual meeting and interview as determined by the review team. The specific team composition, length and focus of the review will depend upon an up-to-date team assessment of the Association's needs and activities (including size and geographic spread) carried out in advance of the visit or online meeting and interview, and on the issues identified in the Terms of Reference. The aim will be to make the Accreditation Review effective and beneficial for all parties involved, especially for the Member Association. The Member Association will be required to complete a post-review evaluation form and submit it to the Governance and Accreditation unit in IPPF London Office.
- 2.5 The names of those Member Associations that comply with IPPF's standards or can provide an acceptable explanation for those instances when they cannot comply (as for example if complying with the IPPF requirements produces a conflict with local law then the local requirements will take precedence) are passed to the Director-General for forwarding to the Membership Committee.

In instances of non-compliance and no adequate explanation, as identified either by the Member Association or Regional Office:

- 2.6 The Regional Director will discuss and attempt to resolve these issues with the Member Association. The issues of non-compliance must be resolved within 12 months of the completion of the review team assessment unless very exceptional circumstances make this impossible.
- 2.7 The secretariat may facilitate MA to MA peer engagement or other strategies to provide the necessary technical support to resolve the non-compliance.
- 2.8 If the issue is not resolved within the aforementioned period, the Regional Director is responsible for bringing it to the attention of the Director General.
- 2.9 If the Director General is unable to resolve the matter, the Director General needs to consider one of the following three options:
- (i) Referral to Membership Committee for an opinion on non-compliance under the policy on Terms of Reference of the Membership Committee; or
 - (ii) Referral to Membership Committee for arbitration under the policy on the Terms of Reference of the Membership Committee; or
 - (iii) Recommendation that the Board of Trustees suspend or expel the Member Association.

2.10

- i. While MAs can provide explanations as to why they consider a particular Standard should not apply in their case, it is mandatory that in case of non-compliance by an Association of the requirement to have 20% youth representation within the Board, the MA should provide a detailed rationale for such non-compliance that must include an explanation on the demography of the country and of the community the MA serves, and highlight the mechanism in place to ensure meaningful young people participation.
- ii. The Membership Committee to consider each rationale provided and make the appropriate recommendation to the Board of Trustees on a case-by-case basis.
- iii. The Board of Trustees, following the recommendation by the Membership Committee will make the appropriate decision.

3. Monitoring of the Accreditation System by the Membership Committee

- 3.1 As preparation for the May and November Membership Committee meetings, Regional Directors will report to the Director-General end-February (for period July-December) and end-August (for period January to June) on:
 - Member Associations reviewed during this period
 - Outcome of the accreditation reviews
 - Actions proposed or taken by Regional Office in cases of Member Association non-compliance
 - Update of progress of previous accreditation reviews involving non-compliance.
- 3.2 The Membership Committee will make recommendations to Board of Trustees about actions necessary to ensure compliance with Membership Standards.
- 3.3 To assist Membership Committee monitoring, the Director-General may conduct, as necessary, independent reviews of Member Association compliance with standards.
- 3.4 If any of the parties involved in the Accreditation Review have a concern that the Accreditation Review procedures were not followed or if the behaviour of any of the parties involved has been considered unprofessional or disrespectful, it can submit a complaint to the Regional Director who will inform the Director-General. The complaint should be specific and also state which part of the procedure is considered not to have been followed. Disagreements

about the team's assessment of compliance or non-compliance do not fall under this procedure.

- 3.5 The complaint will be recorded, and it is the responsibility of the Director-General, in consultation with the Regional Director, to ensure that any necessary investigations are carried out and that all parties involved receive a report within 60 days of receipt of the complaint by the Regional Director.
- 3.6 The Membership Committee will receive an update every May meeting on the results of the post-review evaluations and in particular of the content of any submitted complaints and information about actions taken in each case.

4. Confidentiality and openness

- 4.1 Information obtained or created during the Accreditation Review shall be considered confidential to those parties involved in the Accreditation Review (see 2.1 and 2.3 above). IPPF shall inform the Member Association in advance of any information it would like to make accessible to parties other than those involved in the Accreditation Review.
- 4.2 IPPF will maintain and provide public access to appropriate information about the Accreditation System, and about the accreditation status of any Member Association.

5. IPPF Policy

The IPPF Standards and Responsibilities of Membership as adopted by the IPPF Board of Trustees form a part of the IPPF Policy Handbook and may be amended by a majority of the Board of Trustees at subsequent meetings.

6. Organizations applying for Associate Membership of IPPF

- 6.1 Organizations wishing to become members of IPPF must demonstrate their adherence to IPPF's vision, mission and core values and their ability and commitments to solvency and financial, programmatic and governance capability.
In order to ensure these conditions are met, the applicants must comply with the following requirements:
 - a) Evidence of existence or operation or relevant activities for at least two (2) years before application.
 - b) Compliance with at least 80% of key governance and constitutional provisions, at the time of application, as per **Annex A** Template (in line with IPPF's Standards and

Responsibilities of Membership). The remaining items must be complied with within two years following the approval of Associate Membership.

- c) Evidence of legal registration at country level as a civil society organization such as a charitable trust, social enterprise, philanthropic organization, etc. working in the area of SRHR; Assessment of the organization's relevance at country level through a review of the views and work of others working in the field of SRHR within the country (UN, Government, other NGOs);
- d) Review of the organization's relevant audit reports, financial reports and/or statement, annual reports and project reports submitted to various stakeholders during the past two (2) years; and
- e) A check on the organization's Governing Body and senior staff to assess their commitments to IPPF's vision, mission and core values.

- 6.2 In accordance with these procedures, the Regional Office will take necessary steps to conduct a review of the organizations seeking to become Associate Members of IPPF and those Member Associations wishing to amend their existing constitutions and make recommendations to the IPPF Membership Committee as appropriate.

**GOVERNANCE AND CONSTITUTIONAL CHECKLIST
FOR ORGANIZATIONS APPLYING FOR ASSOCIATE MEMBERSHIP OF IPPF**

NAME OF ORGANIZATION:

COUNTRY:

DATE:

Items to be checked	Yes/No (1)	Evidence (2)
1. Is the organization a voluntary, civil society organization such as a charitable trust, social enterprise, philanthropic organization, etc. working in the field of sexual and reproductive health and rights, and bases its work on a statutory document that conforms to relevant legislation and requirements (national legislation and IPPF requirements)?		
2. Does the organization's constitution state that it is not and shall not be controlled by commercial interests and that all of its income, including from social enterprises, commodities, property and other assets shall be applied solely towards the promotion of its objects?		
3. Is the organization's membership open to all who are committed to IPPF's Vision, Mission and Values irrespective of their age, relationship status, ethnic origin, race, political belief, religious conviction, sexual orientation characteristics, gender identity or expression, pregnancy or parental status, disability, health status or any other analogous personal status, that could make an individual the object of discrimination?		
4. Does the organization's constitution state the conditions applying to each category of membership; their voting rights and how and when those rights can be exercised - including fair and effective conduct of business of Governing Bodies at all levels of the organization; and that staff do not have voting rights?		

Items to be checked	Yes/No (1)	Evidence (2)
5. Does the organization's constitution state that all sexual and reproductive health services including contraceptive information and services shall be provided strictly on the basis of voluntary acceptance and informed choice with no coercion?		
6. Does the organization have an agreed policy and/or procedures that volunteers volunteering their services to the organization shall not receive any payment for those services except for expenses incurred in line with IPPF Policy on volunteers' reimbursement?		
7. Do the organization's statutory documents clearly stipulate: frequency of meetings; procedure for calling meetings; timely dissemination of meeting documents; when a meeting is quorate; how decisions are taken and define when a simple or qualified majority of vote is needed and are these being implemented following the organization's statutory provisions and relevant national laws?		
8. Is the organization's membership record complete and up to date at all levels (if applicable local, regional, national, etc.)?		
9. Does the organization's constitution provide clear provision for regular rotation of Governing Body members, including Honorary Officers, by limiting consecutive terms and defining maximum tenure in any capacity, and is this being implemented through nomination, election or appointment?		
10. Is there a provision in the organization's constitution or byelaws on how its assets will be handled in the event of the dissolution of the organization?		
11. Do Governing Body Members and senior staff complete a conflict of interest and role declaration annually and at any time a change affects their previous declared status and are these reviewed by the Governing Body regularly? (See Annex B for sample).		

Items to be checked	Yes/No (1)	Evidence (2)
12. Is the organization's Governing Body composed of at least 50% women and 20% young people (under the age of 25 at the time of being elected or appointed) and of individuals with a diverse set of skills and backgrounds drawn from its membership and externally in accordance with IPPF policy?		
13. Does the organization have a written policy on the responsibilities and obligations of volunteers serving on the Governing Body including a Safeguarding Lead with clear responsibilities?		
14. Are the organization's accounts independently audited annually and filed as statutorily required?		
15. Do the organization's statutory documents clearly define the Governing Body's responsibility to appoint, support and appraise the Executive Director, respecting the division of roles and responsibilities between governance and management?		
16. Do the organization's statutory documents and/or the job description of the Executive Director define the powers and responsibilities of the Executive Director, which includes operational management, implementation of policies, including safety, security and safeguarding as well as the recruitment and dismissal of staff?		
17. Do Governing Body members have a common understanding of how their role and responsibilities are distinct from the role and responsibilities of management and does the Executive Director inform them of relevant executive actions?		
18. Do minutes of Governing Body meetings reflect the review, discussion and approval of the organization's annual programme and budget (business plan) as well as regular (at least quarterly) review of the implementation of the organization's programmes and financial reports and any actions to be taken according to agreed timeline and which is consistent with its strategic plan and include updates on safeguarding, safety and security?		

Items to be checked	Yes/No (1)	Evidence (2)
19. Does the Governing Body or a committee (e.g. Nomination and Governance Committee, Board Development Committee, etc.) regularly (at least annually) assess the Board performance according to its mandate and work plan and take necessary steps to improve its work?		
20. Does the organization have and effectively implement written Human Resource policies and procedures that are in line with IPPF policies and national laws, including safeguarding and prohibiting the appointment to any position within the organization of persons related (spouses, partners and co-habitees, parents, grandparents, siblings, children, grandchildren, cousins, in-laws) to Governing Body members and staff, and staff and volunteers have access to these policies?		

Notes:

- (1) If there is a provision in the constitution, bye-laws or regulations that meets the requirement of the check, enter "Yes", if not, enter "No".
- (2) Enter the relevant constitutional article or bye-law or regulation that provides the written evidence that the requirements of the check are met in cases where the constitution has a general provision which is amplified by a bye law or regulation both references should be quoted. Or quote the necessary evidence from any source.

ANNUAL DECLARATION OF MATERIAL TRANSACTIONS AND INTERESTS/ROLES FORM

(to be completed by each Governing Body and senior staff member)

Name:

Position held in the Association or Governing Body:

Please answer all questions fully and use a separate sheet of paper if necessary

QUESTION	ANSWER
1. Do you hold a position within your Member Association? If so, please give details.	
2. Do you hold a position within any other organization that receives funds from your Member Association? If so, please provide details.	
3. Do you hold a position with a donor that provides funding to your Member Association? If so, please provide details.	
4. Do you hold a position, paid or unpaid, with a supplier of goods and/or services to your Member Association or any other organization receiving funds from your Member Association? If so, please give details.	
5. Please list all public roles that you hold, whether voluntary or paid.	
6. If you have received any of the following benefits as a result of your position in your Member Association, or an organisation funded by your Member Association, please provide details of: <ul style="list-style-type: none"> a. a salary, honorarium, fee or allowance. b. a loan of any kind*; c. provision of accommodation. d. free or discounted travel (except exclusively when on Member Association business); e. gifts of goods or services. f. goods or services supplied below market value. g. any other benefit. 	

**If a loan of any kind, please provide the current balance and the highest balance in the previous 12 months.*

QUESTION	ANSWER
<p>7. Please provide details of the following:</p> <p>a. Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to, or be seen to contribute to, a conflict of interest and or role:</p> <p>b. Any possibility, connection, or potential conflict with any of the work items of the Governing Body (e.g., work plan, etc.) regarding your role and responsibility at your Member Association.</p> <p><i>(A Governing Body or senior staff member is expected to report proactively on point 'b' whenever it is applicable, and share the form with governance authorities)</i></p>	
<p>8. Does any relative, (spouses, partners and co-habitees, parents, grandparents, siblings, children, grandchildren, cousins and in-laws), have any interests (financial or non-financial) in your Member Association that may cause a senior staff or Governing Body member to have, or be perceived to have, conflict of interest and/or role?</p> <p>If so, please provide details.</p>	
<p>9. Is any <i>relative (as defined above)</i> employed by an organization receiving funds from your Member Association, either as a staff member or as a consultant?</p> <p>If so, please provide details including position held.</p>	

I certify that the information given above is complete and correct, to the best of my knowledge and belief.

Signature

Name (Printed)

Place (Country)

Date

*This should be completed by Governing Body members and senior staff and a record of all declarations kept on file.