

Internal Rules of the Association

EU-CORD asbl

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Introduction

These Internal Rules support the day to day running of EU-CORD. They are to be read in conjunction with the Statutes of the Association, revised and approved on November 9, 2021. The Internal Regulations are binding and must be approved by the General Assembly. These rules were approved by the General Assembly on *November 9, 2021*.

Admission of new members

Further to the Statutes Article 4 and 6

Full membership criteria

Full Members need to fulfil the following membership criteria:

1. A Christian organisation which clearly articulates its Christians basis and values.
2. Has a good reputation and can demonstrate a commitment to quality and accountability in the delivery of its activities.

3. Has an international agenda whose primary aim concerns at least one of the following: the eradication of poverty, reduction of inequality, and ending social exclusion through activities relating to international development and/or peacebuilding and/or emergency relief, and /or advocacy and/or human rights and/or development education.
4. Is legally established in a European country.
5. Has an independent governance structure (Board of Trustees or Directors).
6. Maintains its own operations to address its aim rather than simply acting as a fundraising subsidiary of a parent organisation.
7. An organisation that has other affiliations must accept that membership of the Association is exclusive to itself and does not confer any rights on any affiliates. If any affiliated agency wishes to benefit from membership of the Association, they must apply in their own right.

Procedure for application

Step 1 – application

- The applicant applies in writing to the Secretariat by completing the published application form and submitting:
 - Articles of association/statutes
 - Most recent annual report
 - In case of application as an affiliate, the family Memorandum of Understanding or partnership agreement and a supporting letter from the full Member who will be in the lead
- The Secretariat shares the application with the Membership Taskforce.
- The General Assembly is informed that an application has been submitted and are given the opportunity to comment on any points that should be considered as part of the due diligence process.

Step 2 – first meeting

- Membership Taskforce meets the applicant to present EU-CORD; to gain a better understanding of the applicant and to follow-up on any due diligence questions from members.
- A next-step recommendation is made to the Administrative Council.

Step 3 – presentation

- The applicant makes a formal presentation to the Administrative Council.

Step 4 – decision point

- The Admin Council agrees on a proposal to be shared with the General Assembly.

Step 5 – General Assembly vote

- The applicant is presented by the AC at the General Assembly, and voting takes place.
- The applicant is accepted as a member (or associate or observer) in the network and presents themselves in that capacity at the next General Assembly.

Change of Status – current members

Further to the Statutes Article 6

Changes in an existing members status must be submitted in writing to the CEO no less than 3-months prior to the General Assembly. If approved by the General Assembly, a change of status from associate or affiliate to full Member can take place with immediate effect. Status changes from Member to affiliate can take effect from the next budgetary year.

Guiding statements and criteria Observer/Associate Member

Associate or observer status can be given where:

- The applicant is willing to contribute recognisable added value to the network through its own core competencies.
- The applicant is willing to share knowledge and can contribute to the learning agenda of the network members.
- The applicant is accountable and transparent in working with partners, staff and other stakeholders.
- The applicant is manifesting quality and integrity to ensure the reputation and the brand of the network.
- The applicant is capable and shows a willingness to engage in cooperative structures with other EU-CORD members.
- The General Assembly decides about the admittance to the status of Observer / Associate Membership of the applicant.

Membership Fees

Further to the Statutes Article 7

The annual membership fee of Full and Associate Members will not exceed 30,000 euro per annum.

For Affiliate Members, if the Member contributes 500-999 euros then the affiliate rate will be €250 per annum. If the Member contributes 1,000 euros or more, the affiliate rate will be 500 euro per annum. Affiliates may be requested to share their annual turnover, but this is not taken into consideration for fee calculation.

Full and associate members submit their annual turnover for the previous financial year when requested via the submission form. If not received by the deadline, the calculation is based on an increase of 2% on the previous year's figure. Gifts-in-kind are included at 30% of their value.

For income not in euro, the exchange rate is used as of January 1 for the calculation.

Based on an average of 3-year turnover, the first calculation for all members against the total budget is made. In the second calculation, the minimum and maximum subscriptions are identified and subtracted from the total budget. The membership fee of the remaining members is then calculated against the remaining budget, proportional to their turnover.

Affiliates

Affiliates contribute €250 where the full member contribution is <€1,000 and €500 where the full member contribution is >1,000.

The General Assembly

Further to the Statutes Articles 5, 10, 11,12 and 13

Representation

Further to Article 5, the Secretary maintains a list of the named representatives. Supposed the named representative cannot be present at a General Assembly. In that case, the Secretary will allocate the voting right to the alternative representative (taken to be the person from the same organisation attending on behalf of the Member). Where there are two or more attendees, the Secretary will confirm who holds the voting right. Where a member is unable to attend the General Assembly, they can exercise their vote by proxy as per Article 11.

Voting

Further to Article 12, for the Governance Session of the General Assembly, the Administrative Council will specify the voting method in the agenda. This will normally be by a show of hands or secret ballot.

Article 12 allows for a decision to be taken between meetings by unanimous written consent. This can be through certified electronic signature, email transmission or electronic vote. These votes will be sent to the person on the Secretary's list of named representatives. The decision is only legal where all vote holders agree to the resolution. If one person abstains or fails to vote, then the vote is not valid.

Frequency

The General Assembly is convened twice a year, either in Brussels or hosted by a member.

Format

The General Assembly will comprise of a 'Governance Session' where all governance and business matters are concluded. All issues relating to the establishment of the quorum and voting are relevant to this session.

The Administrative Council (AC)

Further to the Statutes Articles 14 - 21

Election Procedure

Pre-Work

- The Secretariat and Administrative Council update the Admin Council Prospectus for the forthcoming election round.
- The process is managed by a Nominations Committee who are formed from the General Assembly, or which can comprise of serving Admin Council members who are not up for renewal.

Announcement

- 1) The Nomination Committee launches an open call amongst the membership and can directly approach persons for nomination.
- 2) Candidates confirm their willingness to stand on submission of a letter of motivation.

- 3) Admin Council reviews the list to assess whether the range of candidates fulfils the 'composition requirements.' The AC may request the Nomination Committee to identify additional candidates with specific competencies.
- 4) The list of nominees and statement of motivation is shared as part of the General Assembly document package.

Presentation & vote at the General Assembly

- 5) All candidates will have the opportunity to present themselves at the General Assembly.
- 6) Voting takes place in line with the Internal Rules of the Association.

The Administrative Council

The Admin Council is drawn from the General Assembly and is generally comprised of persons who hold the CEO position in their respective organisations or are persons who hold senior management positions. Flexibility can be allowed if there is specific expertise or gender requirement. In any case, all candidates for the Admin Council must be able to show that they have been participating in the network at the level of the General Assembly.

The Admin Council should be balanced in terms of gender, sector experience – humanitarian, development, peacebuilding, advocacy; a geographic spread of membership; and organisational size (small, medium, large).

To facilitate succession planning, the broader General Assembly should also actively identify and invest in potential leaders, giving them opportunities to develop the perspectives and skills to assume future leadership positions.

Knowledge, Skills and Expertise

The Admin Council will identify the competencies and skills desired by the Admin Council to fulfil its role. These include:

Financial literacy	Communications	Technology/IT	Sustainable Development
Human Resources	Organisational	Membership	Human Rights
Leadership	Management	Engagement	Disability inclusion
Legal	Risk Management	Knowledge of EU	Peacebuilding
	Strategic Planning	Institution (policy, process)	Gender

Meetings

The AC typically holds four meetings per year. In recent years this has included a full day in January, July and ½ day meetings before the General Assembly. Other meetings are convened as required. If the AC member has a specific function or takes part in a particular piece of work, then there will be additional time requirements linked to the role.

Financial Commitment

AC members are generally cover their own travel costs for face-to-face meetings. There is a budget to cover the costs of meeting itself. Cost, however, should not be a barrier to participation, and additional support can be considered on a case-by-case basis with the Chairperson and Board Treasurer.

Priorities and Work Plan

The Chairperson, in consultation with the CEO and Admin Council members, is responsible for the preparation of an annual work plan guided by the strategic plan, the risk framework and relevant matters arising.

Communication

Decisions and outcomes from Admin Council meetings will be communicated verbally by the Chair as a standing item at the General Assembly.

Roles and Responsibilities

The Admin Council currently support the following roles and responsibilities. This is subject to change depending on AC composition and experience.

<i>Roles</i>	<i>Responsibilities</i>
All board members	<ul style="list-style-type: none"> Working according to the values of the network to fulfil its vision and goal Understand and fulfil legal obligations as an AC member in accordance with the Articles of Association and Statutes Set and work on board priorities Available, in terms of time, to attend meetings and help carry the business of the AC Giving of expertise Cognizant of the operating environment and its risks Supporting the Secretariat on matters arising Review the performance and progress of the network towards priorities/results Accountability towards the General Assembly Input to the AC meeting agenda Input to General Assembly Agenda and facilitation role during the assembly
Chairperson	<ul style="list-style-type: none"> Convey the AC's vision to the Secretariat and the General Assembly Convening meetings and ensuring that information needs are met Approve Board priorities and specific responsibilities Setting the agenda, with the Director Reporting to the General Assembly (decisions taken, AC priorities etc.,) On-boarding of AC members Monitoring of AC performance, skills and competencies Regular 1:1 meeting with the CEO & annual performance assessment
Vice-Chair	<ul style="list-style-type: none"> Convening meetings in the absence of the Chairperson Ensure that Secretariat priorities are in line with AC and network priorities Define the CEO responsibilities, performance monitoring and remuneration
Treasurer	<ul style="list-style-type: none"> Approval of Membership Subscriptions Presentation of Annual Budget and Accounts Support the Vice-Chair in HR responsibilities Monitoring of the risk management framework
Advocacy	<ul style="list-style-type: none"> Liaison with the Advocacy Officer & Advocacy Steering Group on priorities and direction of advocacy work Liaison with EU-CORD members to ensure that their needs are being met in terms of advocacy actions

<i>Roles</i>	<i>Responsibilities</i>
Membership Growth & Development	Lead the Membership Task Force: screening and opinion to the Administrative Council on applicants
Secretary	Acts as the Secretary of the Administrative Council Executes the work of the Admin Council Support the Chairperson in convening meetings Produce information required in a timely and meaningful way to support the Board agenda

Financial Administration

Further to the Statutes Article 23

Accounts

The network administers two accounts. The main account is managed by Woord en Daad to receive income, administer payroll and transfer working capital to the Secretariat. Woord en Daad supports the Secretariat by taking on payroll and accounting functions.

Budget Philosophy

As a network, we seek to develop a budget that appropriately support Secretariat costs, and which contributes to the activities of the network.

In principle, this means that:

- The core budget covers meeting costs for the Administrative Council. There is also a provision to cover travel and accommodation costs for Admin Council members in cases where a lack of finance is a barrier to participation.
- Costs for meeting events (venue hire, refreshments, speakers) can be subsidised from the core budget depending on the event and budget availability. Otherwise, costs are shared by meeting participants.
- Participants cover their own travel, accommodation and meals costs.
- In specific circumstances, Secretariat travel costs will be additionally charged to an event participation fee or requested from specific Members.

Reserves Policy

An operational reserve of 50% of core costs (against the year budget) is maintained to cover any financial liabilities arising from redundancies or labour conflicts, especially in the form of compensation payments and to ensure that EU-CORD's core activities could continue during a period of unforeseen financial difficulty.

It is at the discretion of the General Assembly to agree on the use of any remaining available reserve.

In case of critical unforeseen expenditures, the Administrative Council can call on a maximum €20.000 of the available reserve without recourse to the General Assembly provided that the Reserve Policy is met.

Financial Accountability

At the Spring General Assembly, the Treasurer presents the accounting statement for the previous financial year and the budget for the next financial year. The General Assembly votes on these documents, including any proposed use of the reserve.

The Administrative Council retains budgetary oversight and approves adjustments to the implementing budget

The network is not obligated to produce audited accounts but currently chooses to do so. The audited account statement is signed by the Administrative Council and shared with the General Assembly when available.

The membership fee calculation for the next financial year is presented during the autumn General Assembly.

Conflict Resolution

Further to the Statutes Articles 26

1. When there are disagreements between members organisations of EU-CORD who:
 - Cannot resolve them satisfactorily even after mutual consideration between the two organisations
 - Can show that their complaint is related to EU-CORD's work activities and objectives
 - Agree to binding arbitration and submit a request to the Administrative Council

2. The following procedure is followed if there is a decision to take to arbitration.

The AC assembles an Arbitration Committee consisting of three AC members, none of whom are formed an agency involved in the complaint. If this is not possible, an independent external person is invited to participate with the agreement of both parties to the complaint.

- a. The Arbitration Committee hears the representatives of each of the involved parties separately
- b. The Arbitration Committee reaches a verdict within four weeks. This substantiated decision is conveyed to the involved parties and to the full EU-CORD Administrative Council
- c. The parties involved are given two weeks to submit a plea if they can give well-founded reasons why they disagree with the verdict
- d. The Arbitration Committee weighs up the verdict taking into account the objections, and reaches their final verdict
- e. The result of the verdict is accepted by the parties involved as binding

Sign Off Procedures

Advocacy actions require the development of positions, statements, campaign materials or letters that bear the EU-CORD name or which we 'speak into' in the name of the network. We also receive requests from other organisations to join with their positions which we can support even if it is not

an issue where we have given input. To manage this, it is good practice to have a sign-off procedure.

When a consultation is sought in the network, a 'silence means consent' principle is followed.

Type of document	Sign-on Procedure	Logo/branding
EU-CORD position to be sent to advocacy targets. May also be publicised.	<ul style="list-style-type: none"> - Working group sign-off - Approval by Advocacy Coordinator - Sign-off by EU-CORD CEO 	EU-CORD
Public position to which EU-CORD has contributed: produced with other organisations working on the same issue.	<p><i>Depending on the nature of the collaboration:</i></p> <ul style="list-style-type: none"> - Sign-off by the lead agency or network. - Sign-off by the EU-CORD representative, if appropriate 	Co-branding / branding of an affiliated network
Public position EU-CORD working group has not contributed to, but which is similar to EU-CORD's position	<ul style="list-style-type: none"> - Review and approved by Advocacy Coordinator - Sign-off by EU-CORD CEO 	Co-branding
Public position on a topic outside of our normal advocacy framing produced by another organisation	<ul style="list-style-type: none"> - Reviewed and approved by the Advocacy Coordinator - Shared with the Advocacy Hub steering group - Sign-off by EU-CORD CEO <p><i>If sensitive, then the CEO may share with the Administrative Council for advice.</i></p>	Co-branding or branding of an affiliated network

Data Policy

Website Privacy Notice

EU-CORD fully respects users and clients right to privacy and will not collect any personal data about you through this website or other means that you do not give voluntarily. Any personal data that you volunteer to EU-CORD will be treated securely and confidentiality. Where information is shared to facilitate the legitimate interest of the network this will be explicitly requested.

We fully respect the law of 8 December 1992 of 08.12.1992 for the protection of privacy, modified by the law of 11.12.1998 transposing the directive 95/46 / EC of 24.10.1995 of the European Parliament and Council on the protection of natural persons the processing of personal data, the free movement of such data and the requirements of the European General Data Protection Regulation. Your data will in no case be used for commercial purposes. You have the right to inspect the personal details that concern you and you can have them corrected, if applicable.

We use cookies to collect non-personal information about how visitors use our website. These cookies are used as part of Google Analytics, a web analytics service that enables us to track how

visitors use our website. The goal of this application is to help us improve the quality of our site. Google Analytics uses first-party cookies.

Technical details in connection with visits to this website are logged for statistical purposes. No information is collected that could be used by us to identify website visitors. EU-CORD will make no attempt to identify individual visitors, or to associate the technical details with any individual.

EU-CORD is not responsible for the content or privacy practices of other websites that are/may be linked to the EU-CORD site. Any external links to other websites are clearly identifiable as such.

Privacy Policy

This privacy statement relates to the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

This privacy statement concerns information shared with the EU-CORD secretariat through engagement in network activities including: meeting/event registrations; mailing lists; surveys and other media platforms, including website.

EU-CORD is not responsible for the content or privacy practices of other websites that are/may be linked to the EU-CORD site. Any external links to other websites are clearly identifiable as such.

General Statement

EU-CORD fully respects users and clients right to privacy and will not collect any personal data about you through our website or other means that you do not give voluntarily. Any personal data that you volunteer to EU-CORD will be treated securely and confidentiality. Where information is shared to facilitate the legitimate interest of the network this will be explicitly requested.

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Legitimate Interest

The EU-CORD Secretariat (referred hereafter as Administrator) is responsible for data control and collects information from clients to facilitate the core work (legitimate interest) of the network including, but not limited to:

- Transmission of personal data within a group of undertakings for internal administrative purposes, including client and employee data
- Communication activities
- Linking members together for common work
- Responding to public enquiries
- Facilitation and administration of network events
- Secretariat recruitment, consultancies and engagement of service providers

For illustrative purposes, information shared - such as email address, your position in a member organisation, contribution to a consultation exercise might be shared by the Administrator with other EU-CORD members or their partners. Some information might be shared with a wider audience through channels such as a web page, publication, social media, speeches or policy statements.

When information is shared with a wider audience, this will be done anonymously unless the contributing person (hereafter the "data subject") has explicitly agreed to the use of his/her personal data together with the (extract of the) contribution after an explicit individual request by the Administrator.

Collection and Use of Personal Data

EU-CORD does not collect any personal data about you on from its website, apart from information which you volunteer (for example by emailing us, by using our online feedback form, or subscribing to our newsletter). Any information which you provide in this way is not made available to any third parties and is used by EU-CORD only for the purpose for which you provided it.

Only data necessary to enable the legitimate interest of the network can be collected and processed typically name, contact information and organisational information. Additional information may be required from specific people to fulfil legal obligations; to facilitate participation in network activities; for recruitment or contracting purposes, or to enable access to bodies such as the European institutions.

Consent

General consent is given via approval of the Internal Rules and further explicit consent to the use your data is given in your membership profile or formal sign-up forms.

Our mailing lists are held on the Mailchimp platform. People on these lists must give their explicit consent to a) EU-CORD holding their personal data 2) Receiving information from us via the mailing list 3) where appropriate, agreement for EU-CORD to share their information with other EU-CORD members 4) where appropriate, agreement for EU-CORD individual members to be added to the working group platforms.

The data are given by data subjects on a voluntary basis.

Collection and Use of Technical Information

We use cookies to collect non-personal information about how visitors use our website. These cookies are used as part of Google Analytics, a web analytics service that enables us to track how visitors use our website. The goal of this application is to help us improve the quality of our site. Google Analytics uses first-party cookies.

Technical details in connection with visits to this website are logged for statistical purposes. No information is collected that could be used by us to identify website visitors. EU-CORD will make no attempt to identify individual visitors, or to associate the technical details with any individual.

Data Retention

The Administrator only keeps the data for as long as follow-up actions remain valid or are necessary regarding the purpose(s) of the processing of personal data or as required by law.

Clients subscribed to mailing lists and other communication tools can review, subscribe/unsubscribe at any time.

How do we protect your data?

All data in electronic format (emails, documents, uploaded batches of data etc.) are stored either on the servers of the EU-CORD secretariat or held by third-parties such as Mailchimp, SurveyMonkey, Google. EU-CORD uses Microsoft (Office365) for electronic document storage and mail processing. Hard copies of sensitive information are kept in a secure location only accessible to the Administrator.

Data access and disclosure

The Secretariat and the external processor, if any.

Personal data collected in this context may be integrated into different communication systems with the purpose of facilitating the interaction between EU-CORD members and its stakeholders in their areas of interest.

Data related to the country, age or gender, name, e-mail address could be transmitted to other EU-CORD members for collaboration purposes.

If data subjects do not wish to be included in system, they can unilaterally amend their profile or address themselves to the Administrator.

Processing of payroll data is managed by Woord en Daad and is managed in line with their data protection policy. This is only relevant for staff employed by the network.

Your data rights

According to Regulation (EC) n°45/2001, you are entitled to access your personal data and rectify, block or delete it in case the data is inaccurate or incomplete. You can exercise your rights by first contacting the Administrator. To escalate your rights, you can contact the supervisory board in the form of the Administrative Council using the contact information given below. If you still not satisfied you can contact the Commission for the Protection of Privacy /

<https://www.privacycommission.be/en>.

Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the Administrator, using the following contact information:

Administrator responsible for data policy implementation 'data controller': Ruth Faber /
ruth.faber@eu-cord.org / +32 2 48060174

Membership Agreement

As a network, we seek to build connections and mobilise on issues that matter to us. In how we do that, we look to our values:

Relationship: at the heart of the network lies the quality of the relationship between us and those with whom we partner and the degree to which we co-operate.

Servanthood: we strive to achieve our mutual goals in a spirit of servanthood, supporting each other while respecting each agency's specific identity.

Compassion: through our actions, we show that Christian organisations can bring a professional standard of work that embraces humanity and promotes dignity.

As members of the network we agree to participate in the life of the network through:

- Giving input to the development and outworking of EU-CORD's strategic direction and programme portfolio, recognising that each organisation has its unique perception and role to play.
- Participation in the General Assembly as a forum for strategic engagement and partnership forming, as well as governance matters.
- Openly sharing knowledge and expertise with network members and their national implementing partners.
- Abiding the Articles of Association and Internal Rules
- Upholding each other in prayer and offering mutual support

Principles of Conduct

Those engaging with the network also agree to follow certain principles with regards safeguarding, representation and information sharing.

Safeguarding: all members of the EU-CORD network are committed to the safeguarding and protection of people from sexual exploitation, abuse or harassment whether they are staff, volunteers, project partners or participants. We expect all members to have suitable safeguarding policies and procedures in place. Members will also inform the Administrative Council Chair if there are safeguarding breaches which could impact the reputational risk of the network.

Representation: anyone acting on behalf of the network in an external fora is de facto an ambassador for the network. Their general conduct should be in line with the network values and the standards expected by their own organisation. This principle extends to use of social media and the use of EU-CORD's name in the public space.

Information sharing: EU-CORD is known for its openness and the degree to which members are willing to share information. As a general principle, information shared within the network is for use by network members only unless that document is publicly available. If in doubt, please check with the relevant organisation before sharing.

Professional Standard

Our value of compassion includes recognition of our responsibility to work according to professional standards relevant to our areas of interest. We therefore look to our members to take responsibility for demonstrating a quality approach in all areas of work and we support each other in this process. There are, however, a number of frameworks that are fundamental to the network:

Development Effectiveness

EU-CORD aligns with the *CSO Istanbul Development Effectiveness Principles* which recognise civil society organisations as a vibrant and essential part of democratic life in countries across the globe. The effectiveness principles commit us to:

1. Respect and promote human rights and social justice
2. Embody gender equality and equity while promoting women's and girls rights
3. Focus on people's empowerment, democratic ownership and participation
4. Promote environmental sustainability
5. Practice transparency and accountability
6. Pursue equitable partnerships and solidarity
7. Create and share knowledge and commit to mutual understanding
8. Commit to realizing positive sustainable change.

Aid Transparency

Members are encouraged to participate in the *International Aid Transparency Initiative* (IATI) which is a global initiative to improve the transparency of development and humanitarian resources and their results to address poverty and crises. Information relating to EU-CORD members is published on the EU-CORD website.

Humanitarian Standards

EU-CORD members engaged in humanitarian action as a core part of their mandate are signatories to the *Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief*. Members are also encouraged to follow the *Core Humanitarian Standard on Quality and Accountability*.

Disability Inclusion

EU-CORD is a signatory to the *Humanitarian Disability Charter* and the *Charter for Change*.

Images and Messages

This *Code of Conduct on Images and Messages* offers a framework for network-level communication and individual members are encouraged to apply these principles in their work.

We are acutely aware of the many challenges and difficulties entailed in conveying the scandal and injustice of poverty while striving to meet the ideals of the Code. It is a reality of our world today that many of the images of extreme poverty and humanitarian distress are negative and cannot be ignored. To ignore them would run counter to the spirit of this Code which is to portray the reality of the lives of people with sensitivity and respect for their dignity.

Images and messages should seek to represent a complete picture of both internal and external assistance and the partnership that often results between local and international NGOs.

The values of human dignity, respect and truthfulness as outlined in the Code, must underlie all communications. We are committed to these principles and will translate them into internal policies and procedures. They are also committed to working constructively with others whose work involves communicating on issues of global poverty, to explore ways of reflecting these principles in other fields of communications.

In promoting this Code, we will continue to keep the development agenda very much in the public eye and to look beyond the sound bite or single image to reflect the values espoused in this Code.

Choices of images and messages will be made based on the paramount principles of:

- Respect for the dignity and safety of the people concerned
- Belief in the equality of all people
- Acceptance of the need to promote fairness, solidarity, and justice

Accordingly in all our communications and where practical and reasonable within the need to reflect reality, we strive to:

- Choose images and related messages based on values of respect equality, solidarity, and justice.
- Truthfully represent any image or depicted situation both in its immediate and in its wider context to improve public understanding of the realities and complexities of development.
- Avoid images and messages that potentially stereotype, sensationalise, or discriminate against people, situations, or places.
- Use images, messages and case studies with the full understanding, participation, and permission (or subjects' parents/guardian) of the subjects.
- Ensure those whose situation is being represented can communicate their stories themselves.
- Establish and record whether the subjects wish to be named or identifiable and always act accordingly.
- Conform to the highest standards in relation to human rights and protection of the vulnerable people.
- Conform to the highest standards in relation to children's rights according to the Convention on the Rights of the Child (CRC); as children are the subjects most frequently portrayed.

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