

# END HUNGER >>> GROW FARMING FARM AFRICA

---

<b>Subject</b>	<b>Transparency Policy</b>		
<b>Responsibility</b>	Head of Programme Support	<b>Date</b>	15 February 2016
<b>Sponsor</b>	Director of Resources	<b>Page</b>	Page 1 of 3

---

## 1. Introduction – what does Transparency mean to Farm Africa?

Transparency is not about providing reams of impenetrable data. Instead, it is about providing usable information in a manner which makes us accountable for the funds and resources we commit and utilise to deliver our projects, for the impacts of our actions in the communities we work in, and in order to support effective communication.

Such information may change over time dependent on what stakeholders are asking. However, the primary function of Farm Africa's transparency policy will be to support and promote full accountability and accessibility. Transparency is not limited to an open information policy, rather it is a process, a set of structures, and a willingness to support open engagement.

## 2. What is the driver for having a transparency policy?

There are a number of drivers for having a transparency policy, apart from being the right thing to do, which include:

- To enhance learning (internal and external)
  - To learn from what works and what doesn't, to promote dialogue about successes, and to promote learning in the sector
- To ensure we are open and accountable to the communities we work in
  - Including the people we work with and the wider communities they belong to
- To improve donor relationships
  - To build trust and effective communication with existing and potential supporters, and to engage the wider public on what development entails
- To adhere to Government and sector regulatory bodies' compliance regulations and guidelines on transparency
  - For example, maintaining our data records on the International Aid Transparency Initiative (IATI) platform, and ensuring we adhere to the Fundraising Standard Board's Fundraising Promise
- To align understanding amongst all stakeholders
  - To ensure all staff and partners have a common understanding of what we mean by transparency, why we value it, and our commitments to it

## 3. Who are the key stakeholders to whom we should be transparent?

Local communities – ensuring openness and accountability to the communities we work in, particularly around participation in the different stages of development, delivery and evaluation

of our projects, by enabling appropriate access to information and communication (e.g. use of local languages, accessibility for people with low literacy), and by communicating impact.

Our donors – our website is our primary tool for communicating information to our donors in the public domain. For contractual or corporate donors, transparency is a key component of the relationship we have with them, which is managed by the account managers at Farm Africa.

Influencers and indirect donors – this includes the taxpayers in the UK and beyond who support our work indirectly through their contribution to government funding, and individuals who have an interest and/or influence over spending relating to Farm Africa's work – whether it's MPs, lobbyists, companies, employees, prospective donors, researchers or other NGOs.

#### **4. Our overall position**

The purpose of a transparency policy is to ensure the necessary tools and practices are in place to enable us to be accountable to identified stakeholders. Firstly, we will guarantee minimum standards across our projects to allow all communities affected by our work to access appropriate information from Farm Africa and to provide feedback.

Expanding this strategy to other stakeholders, we endeavour to follow good industry practice. We recognise that too much data can be of as little use as not providing any data at all. Our donor relationships, and that of prospective donors, are managed through the relevant departments within Farm Africa and we endeavour to provide basic, openly accessible information (i.e. information on the website), and deal with and monitor specific requests on a case-by-case basis (i.e. requests for information from donors, individual supporters, corporate companies, and members of the public).

#### **5. What we provide**

##### Governance and organisation

- Vision, mission and values
- Biographies of our trustees and leadership
- Core policies
- Remuneration policy including disclosure of chief executive's pay in the last financial year

##### Financials

- Annual report and accounts
- Details of our funders
- A high level breakdown of how our funds are spent

##### Projects

- A short summary of each project including major funders and number of people we work with
- Annual impact reports
- Project publications
- Link to the IATI website for detailed project data
- Technical briefings and reports

**6. What we do not provide**

We do not provide information where it could cause an issue with security, where we have been asked to keep information confidential (either contractually or by law, for example due to data protection) or where we believe it to be commercially sensitive. We also do not release information should the request be deemed unreasonable and require higher commitment of internal resources to source the information.

**7. Monitoring of compliance**

On an annual basis, Farm Africa's Transparency Working Group will review all feedback and will undertake the BOND transparency survey to identify any missing information on the website, providing recommendations where pertinent. The Director of Resources has overall responsibility for all complaints that come into the organisation.

**8. Procedure and timing for the review of this policy**

The Head of Programme Support (HoPS) is ultimately responsible for monitoring industry best practice and for reviewing the Farm Africa transparency policy, with oversight from the Director of Resources. The policy review will be conducted regularly; no more than two years from the previous review date.