

## APPENDIX I. NGO GOOD GOVERNANCE STANDARDS

In the fall of 2010, a group of Bulgarian NGOs adopted a charter for good governance of NGOs:<sup>40</sup>

*Organizations which are registered under the Non-Profit Legal Entities Act and which signed these standards declare that:*

- *They support, stand for, and promote civil society values; they are tolerant of differences and would not accept any form of discrimination; they encourage the active participation of civil society in the public, political, and economic life in Bulgaria;*
- *They respect the rule of law and comply with Bulgarian legislation;*
- *The activities of the organization would facilitate the accomplishment of its mission;*
- *They comply with the requirements of their Statutes and of their other internal documents and regulations;*
- *They respect human rights and freedoms, including the freedom of religious affiliation, and stand against any attempt to use the legal framework of non-governmental organizations as an instrument for promoting the influence of destructive, manipulative, and totalitarian cults and sects;*
- *They work for strengthening the role of the non-governmental sector within Bulgarian society, as a politically neutral defender and a representative of the public interest, an equal and responsible partner of the state, the local authorities, business, and the media;*
- *They do not pursue and do not advocate partisan goals, do not finance and do not raise funds on behalf of political parties;*
- *They do not participate in money laundering schemes, corruption practices, financial frauds, and terrorist actions, and pledge to inform the respective institutions about any attempts/offers to become involved in such activities;*
- *They respect intellectual property rights on the products they use (studies, papers, etc.) and do not publish such materials without permission, or comply with the copyright requirement to quote sources.*

*Organizations which signed these standards declare that they will comply with them along with the provisions of their own Statutes.*

### STANDARDS

#### *Transparency*

*1. The organization **updates its website** and provides detailed and correct contact information, as well as information about its team, the managing bodies and their members, its annual financial and program reports, including sources of financing. Organizations, which*

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<sup>40</sup> For further details see <http://www.ngostandarti.net> (in Bulgarian).

finance other persons or organizations, publicly announce the recipients and the respective amounts on their websites and through other appropriate means.

The organization maintains a website with:

- contact information
- information about the team
- information about the managing bodies
- information about the activities of the organization
- annual financial and program reports
- a list of approved projects and financial support provided during the past two years (if the organization is a donor)
- publicly announced information about donors and financing organizations

### **Organizational structure**

2. The rights and responsibilities at all levels within the organization are clearly outlined. The information about the structure of management (statutes, membership of the governing and the managing body) is open to the public. The organization has a clear managing system consisting of at least two levels. The organization holds annually at least two meetings of the managing body and at least one meeting of the governing body.

- Clearly presented structure
- Statutes
- Statutes clearly regulate the mandate of the managing body

### **Oversight and accountability**

3. The organization has a clear system of internal control, including financial control. The organization makes efforts to have persons on its governing and managing bodies in addition to those employed by the organization. Donations are spent in accordance with grant agreements or contracts.

- Legal status certificate to verify the participation of people who are not part of the operational team, governing, or managing bodies;
- Contracts for donations received and expenditures made / contracts for grants given to demonstrate the relevant use of the funding.

### **4. Fundraising**

- Fundraising campaigns should present to the public correct information about the organizations carrying out such campaigns, as well as the designation of the funds.
- Organizations are to announce publicly the amount of money collected through the campaigns, the costs of the campaigns, the spending of the funds, and the results achieved.

### **Conflict of interests**

5. Organizations seek in all their actions to avoid situations of conflicts of interests; general assembly members should abstain from voting on issues of personal interest (e.g., re-elec-

tion or remuneration); general assembly members and employees should disclose any existing or potential situation of possible conflicts of interest;

- Minutes from meetings
- Statements of disclosure of conflicts of interests (incl. possible or existing situations, etc.)

6. In cases where members of the management of the organization, or individuals related to them, are employed by programs financing the organization or by departments of local or central government, the organization would receive no funds from the respective programs or departments.

- Statements of disclosure of employment of members at managing and operational level, as well as people related to them.