

Giro555 Organisational Regulations

15 juni 2022

These Organisational Regulations were adopted at the Board meeting of 15 juni 2022. The Regulations are consistent with the constitution, the Board regulations and the campaign regulations of Giro555.

The regulations mentioned are mutually supplementary and are not incompatible with each other.

1. Giro555 general

1.1 Giro555 wants to be *the* partner for the Dutch public in the event of major humanitarian disasters outside the Netherlands.

1.2 Giro555 considers contributing via its participants to providing as much adequate aid to victims of a humanitarian disaster as possible as its most important role.

1.3 Giro555 imposes basic requirements on its participants in order to guarantee the quality of the aid as much as possible.

1.4 The participants of Giro555 work on the basis of the agreements included in the constitution and the adopted Giro555 regulations.

1.5 Giro555 does not spend any aid funds, but distributes the collected funds among the participants in a National Campaign. The participant is responsible for how it spends its financial share in the National Campaign, within the scope and limitations applicable for the relevant organisation, and in accordance with the agreements set out in the Giro555 constitution and regulations.

1.6 Professional private Dutch organisations with aid and emergency aid capacity that can contribute to the core tasks of Giro555 can cooperate in Giro555. Section 3 below describes the criteria organisations have to meet to qualify for participation.

1.7 Giro555 cooperates with other parties in Dutch society involved in emergency aid in any manner. Cooperation with the media is of essential importance in terms of organising National Campaigns.

1.8 Cooperation with the Ministry of Foreign Affairs takes place within the context of support for emergency aid and contributions by the Ministry to a National Campaign.

Quality

1.9 A national Giro555 campaign enables participants to provide emergency aid and reconstruction aid to victims of a humanitarian disaster. Emergency aid is defined as the temporary aid, following immediately after a major disaster or crisis, aimed at removing the life-threatening situation of those immediately affected: people whose life is under threat and who have completely or partially lost their living and working environment and their dignity. The purpose of emergency aid is to provide those affected with basic necessities such as temporary accommodation, water, food, sanitary facilities, education, healthcare and protection. The period for the emergency aid phase has been set in principle by Giro555 at six months following the start of the disaster or crisis. Reconstruction aid is the aid following immediately after emergency aid, aimed at reducing the vulnerability of the victims in non-life-threatening situations (such as the recovery of houses and other amenities, facilities and economic activities) and the reduction of risks of a repeat, for example by means of capacity building. It is not always possible in practice to make a strict division between emergency aid and reconstruction.

1.10 The implementation quality of both emergency aid and reconstruction programmes is of great importance to Giro555. Giro555 therefore enables the participants to improve the quality of aid by learning from each other and by challenging each other about that quality. In addition to quality aspects that apply in particular to the implementation of humanitarian programmes, such as working in accordance with the principles of the Code of Conduct, Giro555 has defined the following more general quality requirements:

- i) Effectiveness and efficiency. The Giro555 funds are used to provide direct aid to people who have been affected by a disaster or crisis. Giro555 acknowledges explicitly that those affected are entitled to direct, immediate aid, as described when the money was raised. This is done effectively: the aid reaches the right people and is efficient, without incurring unnecessary costs.
- ii) Speed. Aid in an emergency situation must reach people who have been affected as quickly as possible. Participants are able to report timely and properly on the programmes' progress.
- iii) Learning. Participants demonstrate that they are able to adapt and update their humanitarian programmes on the basis of their own learning experience. They are prepared to share their experience and insights with the other Giro555 participants.

Quality requirements and instruments

1.11 Giro555 operates on the basis that the participants use their existing policy and practice (including their quality criteria, working principles and instruments) when spending SHO funds, in order to guarantee the quality of the aid. This means that each participating organisation has a vision for the quality of the humanitarian efforts and has developed instruments for this purpose aimed at safeguarding, measuring and guaranteeing the quality. After all, this is a condition for participating in Giro555. The instruments used enable Giro555 to properly monitor the quality of implementation among the participants and render account for this to the press and the general public. Giro555 also asks its participants to demonstrate their ability to evaluate their implemented actions individually and jointly, and on that basis improve their aid provision.

1.12 The developed instruments are aimed at monitoring the quality of the implementation and evaluating the results of the programmes for emergency aid and reconstruction aid that have been financed or partly financed with Giro555 funds. Also a risk register has also been introduced to identify and reduce risks. The risk register provides insight to the emergency aid coordinators and the Board into the risk management of other organisations, with the possibility to challenge organisations if their risk management is inadequate and to learn from each other.

1.13 In accordance with the guiding principles, the participants take responsibility for the quality of their own project proposals, and the proposals of their international umbrella organisation and/or the implementing partners. Participants use their own monitoring system for monitoring the programmes financed and partly financed by Giro555. Such monitoring also provides the basis for the reports to SHO. Specific forms have been drawn up for these reports. The organisations must supply the requested information based on those forms to the Giro555 office timely, properly and conscientiously. The Board will decide on the reporting frequency on the basis of a proposal by the Giro555 office. Where necessary, problems between Giro555 and the participants will be solved directly.

Evaluation and learning

1.14 Evaluations have the purpose to provide organisations with a good resource for learning from each other and constantly improving the quality of aid provision.

1.15 Giro555 works on the assumption that participants have their own evaluation policy and practice and apply these. Giro555 is aware of that policy. Giro555 encourages the participants to evaluate humanitarian programmes or get others to do so. These evaluations do not have to focus specifically on Giro555-financed programmes. Many evaluations are about projects or programmes that are only partly financed with Giro555 funds.

2. Organisational structure

2.1 Giro555 consists of a Governing Board, an Agenda Commission and a Giro555 office. Tasks and powers of the Governing Board and the Agenda Commission have been included in the constitution and the Board regulations. The tasks and procedure of the Giro555 office are set out from Article 2.3 below.

2.2 One of the affiliated organisations is the campaign chair. The post of campaign chair rotates after each campaign on the basis of a schedule adopted by the Governing Board. It rotates when the bank account of the campaign closes, usually three months after the start of the campaign. The campaign chair is also the vice-chair of the Governing Board during this period. The campaign chair is responsible for coordinating a National Campaign. The candidates for this post must demonstrate to the Board that their organisation is able to coordinate a National Campaign on the basis of the tasks described in the Giro555 Framework for National Campaigns.

The associated tasks are:

- i) setting up and coordinating a sound national fundraising campaign as described in the Giro555 Framework for National Campaigns;
- ii) keeping the Governing Board informed about the progress of the National Campaign;
- iii) communications about the relevant National Campaign.
- iv) Fill a number of fixed roles in the campaign team, among which the Service Desk, Press officer, director/CEO as spokesperson and a facility and facility manager to host the campaign team.

Giro555 office

2.3 A Giro555 office, which is part of Oxfam Novib and is managed by a Giro555 office manager (0,89 fte) has been set up to guarantee continuity and safeguard knowledge. This is a manager who organises the office, is responsible for the organisation's budget and manages the office. The office encompasses the following posts: manager/ content coordinator (0.89 FTE), a (senior) financial expert (0,22 FTE), an accountant (0.11 FTE), a communication adviser (0.67 FTE) and an online coordinator (0.67 FTE).

2.4 The Giro555 office manager is authorised to manage the office and take decisions independently within the adopted budget and annual plan and in accordance with the agreements made with the Governing Board and the Executive Board. The coordinator is authorised to incur expenses up to a maximum of 10,000 euro, provided these are within the approved budget. Expenses in excess of this amount require approval from the treasurer or the Board (depending on the amount, see Article 5.8 and 5.9).

2.5 The Giro555 office supports the (process) chair in the preparation and elaboration of specific agenda items, the organisation (preparing the agenda, sending documents, reporting) of Board meetings and monitors the implementation of decisions. It also supports the treasurer in preparing the budget, the financial statements, the contribution scheme, the distribution key and other financial advice. The Giro555 office also coordinates the handling of questions about concluded National Campaigns and it can perform activities for Giro555 as instructed by the Board.

2.6 The Giro555 office keeps up with the deadlines of reports and other agreements and keeps the participants informed, it prepares, collects and checks the individual reports, consolidates the reports and writes the technical joint report (in terms of both narrative and financial data). It presents the reports to the participants and the Governing Board. It also gives advice to the Board about a realistic timetable, the process for quarterly and other reports and the Giro555 procedures and it reports on progress. The Giro555 office is responsible for managing the different emergency aid coordinators and press officers.

2.7 The Giro555 office is responsible for managing and maintaining a digital archive of the SHO foundation. The Giro555 archive is managed by the Netherlands Red Cross.

2.8 The Giro555 office is responsible for maintaining and facilitating communication objectives for Giro555. The Giro555 office's tasks include general communication, assist the press officers, online communication and information for the general public.

2.9 The Giro555 office is also responsible for coordinating on a regular basis the different press officers, communication and online staff and emergency aid coordinators of the SHO participants with regard to media matters and external communication and programme-related matters that have an impact on Giro555's functioning.

2.10 In terms of external contacts it is mainly developing / maintaining the media contacts with the Netherlands Broadcasting Corporation (NOS), radio and TV people and public/commercial broadcasting stations that is essential. The Giro555 office will use the existing networks of participants for this purpose. Th Giro555 offices also manages the relations with suppliers, banks and other parties that contribute to a National Campaign.

2.11 The Giro555 office is also responsible for producing and coordinating public reports about Giro555 and current campaigns, and distributing these reports among stakeholders.

2.12 During and after a campaign, the Giro555 office maintains contacts with the media and informs the general public about the disaster, the campaign undertaken, accountability to the general public regarding the aid provided and the spending of a campaign's proceeds (via website and publications).

2.13 Finally, the tasks of the Giro555 office include the development of a press policy and communication protocols and responsibility for liaising with Giro555 participants. The communication strategy approved on 23 January 2015 serves as a guideline for all communications of Giro555 and the participants. The participants, Board / press officers, etc. are approached where necessary. The Giro555 office has a working budget that is determined in advance.

2.14 During a campaign, the Giro555 office operates directly under the responsibility of the campaign chair. During campaigns, staff of the Giro555 office will work at the location where the National Campaign is coordinated where necessary.

3. Participation

Criteria for participation

3.1 All organisations wishing to be admitted to Giro555 must meet criteria 3.2 to 3.9:

3.2 The organisation is a legal entity established in the Netherlands, which carries out humanitarian programmes or does so via its local and national partner and/or via an international network and it can demonstrate that it actively takes part in this. Within that network, the organisation has a mandate to decide independently in the Netherlands about the destination of allocated funds, how these are spent, how this is monitored and how this is financially and substantively reported on and accounted for.

3.3 The organisation meets the threshold conditions, which can be verified by means of annual reports and/or auditors reports:

- i) average provided emergency aid and reconstruction aid over the past three years: more than one million euro (€ 1,000,000) per year (excluding Giro555 contributions and the funds passed on to other organisations as administrative coordinator / horizontal lead, as in the case, for example, of a DRA lead role).
- ii) whereof financing from own fundraising accounts for more than two hundred thousand euro (€ 200,000) per year;

- iii) own fundraising (excluding Giro555 funds and in accordance with the RJ650 categories for income: A. Income from private individuals; B. Income from businesses; F. Income from other not-for-profit organisations, and G. Income as a consideration for the supply of products and/or services), average over the past three years: more than two million euro (€ 2,000,000) per year;
- iv) the number of donors¹, average over the past three years: more than twenty thousand (20,000).

3.4 The organisation has the CBF quality mark and ISO certification.

3.5 Furthermore, the organisation has signed the “Code of Conduct of the Red Cross and Red Crescent Movement and Non-Governmental Organisations in Disaster Relief” and applies the advice issued by the committee on the code of good governance for charities. The Sphere standards, a series of minimum standards in core areas for humanitarian aid, are also being observed.

3.6 The organisation applies an evaluation policy, in which it is laid down that the activities are evaluated independently for results, including satisfaction of the aid recipients, and publicises these evaluations.

3.7 The organisation is able to formulate an initial decision about how it wishes and can participate in any Giro555 campaign, both in the Netherlands and on location, within twenty-four hours after a disaster takes place, on the basis of direct contacts with the region affected.

3.8 The organisation subscribes to Giro555’s goal and complies with agreements within SHO, as included in the constitution and regulations.

3.9 An exception to the abovementioned criteria can be made on historical grounds if it can be demonstrated that this situation already existed at the time when the organisation joined Giro555 or its predecessor.

Admission procedure

3.10 A candidate participant that is of the opinion that it meets the set admission requirements must send a written application to the Giro555 office. The candidate demonstrates in the application that it meets the set criteria, accompanied by an unqualified auditors report or approved financial statements as proof of the requested information. The Giro555 office presents the application to the chair, who reviews the application and makes a recommendation to the Governing Board.

3.11 The Governing Board decides whether or not the candidate participant will be accepted.

3.12 A rejection will be substantiated by the Governing Board in writing.

3.13 As soon as a positive decision about admitting a participant has been taken by the Governing Board, the decision will take effect.

Cancellation and termination

3.14 Participation terminates:

- i) When the participant ceases to exist;
- ii) When a participant is declared bankrupt or applies for a suspension of payments;
- iii) Through cancellation by the participant;
- iv) Through cancellation by the Governing Board.

3.15 The Governing Board can only terminate participation if it is of the opinion that:

¹ legal entity or person that has made a donation to the organisation at least once and can demonstrate registration.

- i) A participant no longer meets the set criteria;
- ii) A participant does not observe the agreements laid down in the constitution and regulations of Giro555;
- iii) A participant has acted towards Giro555 or another participant in such a way that SHO cannot reasonably be expected to allow participation to continue.

3.16 The Governing Board can only take the decision to cancel with a two-third majority vote in a meeting where at least three quarters of all Board members are present or represented.

3.17 As soon as a positive decision about terminating participation has been taken by the Governing Board, the decision will take effect.

Enforcement

3.18 A participant that no longer meets the set criteria reports this to the Governing Board immediately. The Governing Board will take a decision about its participation.

3.19 The Board has a test done once every four years to assess whether all participants still meet the criteria mentioned in these Regulations. On the basis of this test, the Agenda Commission advises the Board about the continued participation of each organisation. The advice to continue or terminate participation on the basis of this test is submitted to the Governing Board for approval.

3.20 The participant has rights, which have been laid down in the constitution, the regulations and other resolutions of Giro555. The participant may not alienate or pledge those rights to third parties in full or in part or encumber them with security rights or other rights in any other manner for the benefit of third parties, unless Giro555 has granted permission to that effect.

3.21 The participant will meet the obligations stated in the constitution, regulations and other resolutions of Giro555. The participant may not transfer its obligations to a third party in full or in part, in whatever form, unless Giro555 has granted permission to that effect. If a participant does not meet its obligations with regard to expenditure, reports, evaluations, or the general participation criteria of Giro555, the following measures will be taken:

- A formal warning (letter) follows after a 1st mistake. The decision to do so is taken by the chairman and a second external director.
- in the event of a 2nd mistake on the same theme: a 10% discount on the share in the active campaign, in accordance with the distribution key, if feasible within the spending period of that campaign (otherwise for the next campaign). This decision is taken by the 3 external board members
- for a 3rd mistake on the same theme: exclusion. Decision to do so is taken by the General Board.

In the above procedure, we make an exception for the agreement to spend 50% of the proceeds within six months: in that case step 2 immediately goes into effect - without prior warning. All these mistakes are subject to a limitation period of 5 years. In the event of non-compliance with other obligations then the obligations mentioned above, the board strives to find a solution in the Agenda Committee (AC) or an AB meeting. If the AC or the AB sees reason to do so, it can decide to start the above procedure after all.

4. Communication

4.1 The Giro555 office is responsible for maintaining and facilitating communication objectives for SHO. In concrete terms, this means that the Giro555 office ensures that the website functions properly and is up to date, that all those concerned are aware of existing agreements, contacts, protocols and methods relating to communication activities (media, the press, reports for the general public, social media, etc.) and which are important for the functioning of SHO and creating an appropriate image. This applies both during and between campaigns.

4.2 The Giro555 office coordinates Giro555 communications, on the basis that the chair responds to general Giro555 questions from the media, while the campaign chair speaks to the media about a specific campaign.

4.3 All Giro555 participants refer Giro555 questions from the press and the general public

to the press officer of the campaign chair, which deals with the question (by itself or via a participant), unless questions are about the participant's own aid provision on location. In that case, the participant will always liaise with the press officer of the campaign chair.

4.4 Information for the general public includes the properly functioning and up-to-date website and social media, as well as handling post, email and questions asked by telephone.

4.5 Communications about Giro555 must focus first of all on inspiring trust. Of course they must also be modest, balanced, transparent and honest.

4.6 Any possible *brand risks* are reported to the chair (when Giro555 in general is concerned) or the campaign chair (when a specific National Campaign is concerned). Given their nature, the chair or vice-chair will draw up a communication strategy with the Giro555 office and inform the Board. If a major risk is involved, the Agenda Commission and the Governing Board will be informed by the chair or vice-chair.

5. Finance

5.1 Giro555's finances are the responsibility of the treasurer. The treasurer is accountable to the Agenda Commission and the Governing Board. The tasks and responsibilities have been defined in the Board regulations.

5.2 The agreements about the financial and organisational relations between Giro555 and its participants, as well as the distribution of acquired funds and the contribution arrangement, have been laid down in the campaign regulations. Section 6 of the campaign regulations (Rules on spending Giro555 funds) is based on the principle that participants in a National Campaign are themselves responsible for how the money is spent, but they observe the agreements adopted within Giro555.

Tasks and responsibilities

The Board is responsible for the financial policy pursued, and has a monitoring role.

5.3 The treasurer is responsible for the implementation of the financial policy. He/she has a monitoring and authorisation task and is responsible for drawing up or ensuring the following is drawn up:

- The financial statements;
- The annual plan, including the budget and financing plan;
- The contribution scheme;
- The distribution key;
- Management information for the Governing Board, including a quarterly budget report.

5.4 Budgets for the Giro555 office and, in the event of a National Campaign, a campaign budget, form part of the overall budget. The Giro555 office manager is also the budget holder. The campaign coordinator is the budget holder of the National Campaign taking place during his/her term as campaign chair. The tasks of the budget holder are:

- Preparing, implementing and monitoring the budget;
- Preparing the financing plan;
- Authorising amounts within the budget of less than € 10,000.

The budget and financing plan are discussed with the finance officer of the Giro555 office and presented to the Governing Board for approval.

5.5 The Giro555 office has the following tasks:

- Supporting the treasurer;
- Drawing up the financial statements; preparing, initiating and facilitating the annual audit.
- Preparing the annual distribution key;
- Preparing the annual plan, budget and contribution scheme;
- Coordinating and drawing up management information;
- Making transfers and processing payments;

The administrative tasks during a National Campaign are described in the Giro555 Framework for National Campaigns.

5.6 The participants annually supply data to the Giro555 office for the distribution key before August 1. The form (see Appendix 1) is preferably included in the financial statements, which include an unqualified auditors report (the form may not be added as an appendix to the financial statements and must have been explicitly assessed and approved by the auditor). As an alternative, the completed form can also be submitted separately, accompanied by an auditors report or a report of factual findings.

Financial management

5.7 Budgets are prepared for the Giro555 office on the basis of annual plans and proposals for campaigns. Budget holders can authorise payments within the budget, provided that the amounts are below € 10,000. Contracts and invoices of over € 10,000 must always be approved by the treasurer. Contracts with a duration beyond the final date of the adopted budget are regarded as contracts outside the budget and will be handled according to 5.8 and 5.9.

5.8 If the budget is exceeded, the responsible Board member and the treasurer will be alerted by the relevant budget holder. The treasurer has a mandate to authorise amounts up to € 5,000 outside the budget.

5.9 With the exception of the campaign budget, payments are authorised as follows:

- Amounts/contracts within the budget and below € 10,000: by the budget holder;
- Amounts/contracts within the budget and above € 10,000: by the treasurer;
- Amounts/contracts outside the budget and below € 5,000: by the treasurer;
- Amounts/contracts outside the budget and between € 5,000 and € 50,000: by the Agenda Commission;
- Amounts/contracts outside the budget and above € 50,000: by the Governing Board.

5.10 The campaign coordinator can authorise amounts within the adopted campaign budget. If these are outside the budget, the same rules apply as above. Financial commitments to be assumed for a period longer than the campaign period must always be submitted to the treasurer.

5.11 An exception applies to allocating campaign proceeds. As soon as the Board has approved the distribution key and the amount to be allocated, the treasurer can authorise the payments to the Giro555 participants.

5.12 All invoices are sent to admin@giro555.nl, attn Giro555, where they are processed. The accountant processes the invoices in the accounting system and asks approval from the relevant budget holder.

5.13 The treasurer reports to the Board about the financial situation quarterly. The Giro555 office supports the treasurer in this respect.

Distribution key

5.14 The allocation in percentage terms of the proceeds of a National Campaign is calculated annually on the basis of an distribution key. This distribution key is prepared annually before 1 August, before the start of the next financial year.

5.15 Each participant submits the data for preparing the distribution key on the basis of the form drawn up for this purpose (see Appendix 1) to the Giro555 office before August 1. The form is preferably included in the financial statements, which include an unqualified auditors report (the form must be an integral part of the financial statements and must have been explicitly assessed and approved as such

by the auditor). As an alternative, the completed form can also be submitted separately, accompanied by an auditors report or a report of factual findings.

5.16 The distribution key provides the basis for the contribution scheme and the allocation in percentage terms of the proceeds of a National Campaign.

5.17 The distribution key is determined by two factors: the emergency aid and reconstruction aid provided, on average over the last three financial years and own fundraising, also on average over the last three years. The amounts stated are evidenced by the financial statements with an unqualified auditors report, by the audit or by the report of factual findings. The amounts stated for supplied emergency aid and reconstruction aid are exclusive of Giro555 contributions and any funds passed on to other organisations as administrative coordinator / horizontal lead. (DRA is explicitly mentioned as an example where DRA lead funds passed on to others may not be taken into account for the Giro555 distribution key.) The amounts from own fundraising stated are exclusive of Giro555 funds and in accordance with the RJ650 categories for income: A. Income from private individuals; B. Income from businesses; F. Income from other not-for-profit organisations, and G. Income as a consideration for the supply of products and/or services. The weighting criteria are 60% for supplied emergency aid and reconstruction and 40% for fundraising.

5.18 The Giro555 office prepares the distribution key on the basis of the agreements as included in Article 5.17 of these Regulations and on the basis of the submitted documents of the participants, in accordance with Article 5.16. The Board adopts the distribution key.

5.19 As soon as the Giro555 funds have been distributed among the participants, responsibility for spending the funds lies the relevant participant, with due regard to the Giro555 agreements. These are set out in the campaign regulations.

Contribution scheme

5.20 A contribution scheme applies, with the aim to cover the overheads for Giro555 (the Giro555 office when there is no campaign, administration and auditor's costs).

5.21 The Board decides the amount of the contribution by the participants on the basis of the budget for the coming year. The contribution per participant is calculated annually on the basis of the distribution key in August of the preceding year. The Giro555 office is responsible for collecting the contribution.

6. Miscellaneous

6.1 The Governing Board can derogate from the rules on the basis of a written justification.

Appendix 1. Form for supplying data for the distribution key

RECORD OF DATA FROM FINANCIAL STATEMENTS FOR THE CALCULATION OF THE SHO DISTRIBUTION KEY

Name of organisation:

	20XX	20XX	20XX	
1. the amount of the emergency aid and reconstruction aid offered				x € 1,000
2. amount from own fundraising				x € 1,000

In our opinion, the statement for <name of organisation> for the period 20XX, 20XX and 20XX correctly shows the following in all aspects of material importance:

- The amount of the emergency aid and reconstruction aid offered, exclusive of Giro555 funds and any funds passed on to other organisations as administrative coordinator / horizontal lead (as in the case of a DRA lead role).
- The proceeds from own fundraising in 20xx and thereafter, exclusive of Giro555 funds and in accordance with the RJ650 categories for income: income from private individuals, income from businesses, income from other not-for-profit organisations and income as a consideration for the supply of products and/or services.

<Name of organisation> has presented the following cases of doubt for <last year 20XX> to Giro555, which were included in the Record after approval by Giro555:

.....

Auditor's name:.....
 Signature:

 Date:

Auditor's stamp: