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Code: DO 06 v01 Approval date: Dec-16-2016 Effective date: Jan-01-2017	Scope: All Avina/external associates Prepared by: DCE Approved by: CEO		

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1. OBJECTIVE

This Policy on Transparency in Institutional Communication on Grant aims to establish the basic parameters within which information should be provided to the external public on Fundación Avina's grants, as well as information on grant management, evaluation, and results


2. ACTION AREAS OF THE POLICY

The guidelines herein apply to all operational units of Fundación Avina that manage grants, for all programs and in all countries where Avina operates.

3. GENERAL CONSIDERATIONS

The Strategic Communication Division (SCD) is responsible for compliance with the guidelines established in this Policy and is authorized to direct and guide communication activities within the institutional environment.

The SCD is responsible for dissemination of this policy via the institution's website.

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All staff should be aware of the Policy herein. In addition, staff members will interact with their contacts in outside groups, as means of ensuring compliance with transparency as defined by these guidelines.

Anyone needing assistance to validate communication activities developed in their operational unit should contact the SCD by way of the staff member assigned to their departmental leadership or management.

4. INSTITUTIONAL TRANSPARENCY ON GRANTS

Transparency is a key element to ensure Fundación Avina's institutional positioning and demonstrate consistency between our messaging and organizational practices.

By transparency, Fundación Avina means: the dissemination of information promoting organizational credibility and mutual trust in relationships with allies and investors, as well as creating opportunities for dialogue for the greater empowerment of outside groups, especially those Fundación Avina seeks to benefit.

Information to be disseminated, the subject of this Policy, includes:


- Institutional policies for grant management;
- Internal monitoring and evaluation systems for grant;
- Profile of grants equivalent to or exceeding fifty-thousand U.S. dollars, or the equivalent in the grant currency;
- Profile of partner organizations that implement grants;
- Progress in the implementation of grants;
- Results achieved.

In Fundación Avina, grants include the goods and/or financial resources we donate to allies for project development.

5. SPECIFIC CONTENT, TIMING, AND MEANS OF DISSEMINATION

The criteria for the information to be disseminated as defined by this Policy are based on the operational management of grants. The protocols, criteria, and functioning dynamics of these grants determine the timeframes for information transparency.

On this basis, we define the following programming for transparency:


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Specific nature of the information	Timing of dissemination/update(s)	Means of dissemination
Policies, protocols, and formats for grant management	Immediate dissemination; ongoing updates	Fundación Avina's website
Policy, protocols, and formats for monitoring and evaluation of grants	Immediate dissemination; ongoing updates	Fundación Avina's website
List of grants equivalent to or exceeding \$50,000 dollars	Immediate dissemination; updates every six months	Fundación Avina's website
Progress reports on grants equivalent to or exceeding fifty-thousand dollars.	Dissemination at close of each fiscal year; updates every six months	Fundación Avina's website
Profile of allied organizations that implement grants, including name, address, country. Dates of grant: objective, starting and ending date (estimated) of the grant, total amount, amount disbursed to date, counterpart contributed by the partner	Disseminated at close of each fiscal year; updates every six months	Fundación Avina's website Fundación Avina's Annual Report
Report on results achieved by Fundación Avina.	Dissemination at close of each fiscal year; updates every six months	Fundación Avina's website Fundación Avina's Annual Report

6. BASIC ACTION PROTOCOLS FOR TRANSPARENCY IN GRANT INFORMATION

Fundación Avina works in close collaboration and respects the institutional characteristics of all partners that develop Projects. For Fundación Avina, transformation also happens within organizational cultures and practices. Based on this principal, we define the following action protocol for transparency in Fundación Avina's grants:

- 6.1. In creating the grant agreement, Fundación Avina staff must share this Policy with the organization that will manage financial resources and implement planned activities. The


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organization must formally accept Fundación Avina's Transparency Policy with the inclusion of a specific clause in the legal grant document.

- 6.2. Once the grant is formalized, the information contained in the Item 4 table of this Policy will be disseminated according to the guidelines established herein in terms of the nature, timing, and means of dissemination;
- 6.3. At the request of the partner organization, Fundación Avina may agree to a reasonable time period for the partner organization to adopt the necessary measures to implement the actions defined in Fundación Avina's Transparency Policy. Fundación Avina and the partner organization may negotiate solutions which respect the policies, practices, and institutional cultures of both organizations.
- 6.4. Partner organizations will provide Fundación Avina staff with the institutional information to be disseminated according to Policy guidelines established on the nature, timing, and means of dissemination;
- 6.5. Financial information on the grant will be disseminated upon validation according to Fundación Avina's internal protocol;
- 6.6. Information on results and achievements will be disseminated upon validation as prescribed by Fundación Avina's monitoring systems;
- 6.7. Partner organizations may require adjustment or revision of the disseminated information. Partners may directly request this of the Avina staff member designated as their program contact person. However, the adjusted and/or revised information must fall within the guidelines defined in this Policy in terms of its nature, timing, and means of dissemination.

7. TRANSPARENCY POLICY MANAGEMENT - CLARIFICATIONS, REVISIONS, AND UPDATES

- 7.1. This Policy may be updated based on improvements to Fundación Avina's transparency practices and channels and/or in response to feedback provided by external groups, allies, and investors to Fundación Avina staff or through the organization's communication channels.

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7.2. All measures to manage organizational transparency-- whether to update, adjust, clarify, mediate or refine this Policy and related events-- will be undertaken by an internal committee to be formed by at least one representative of the leadership from Strategic Communication; Impact; and Administration and Finance divisions. The committee will be under the Strategic Communication Division.

Note that, while the masculine word form may be used generally throughout this document, it should be understood that, for all intents and purposes, the female gender is also taken into consideration.