

## **INGO Accountability Charter Reporting Requirements**

*Last update: June 2011*

### **The very first report**

The very first report for new Charter Members will be due after the end of the Member's financial year following the financial year in which the Member Organisation joined the Charter Company.

### **Format:**

- 1) In order to ease the work of the Independent Review Panel, the reports should be submitted in a format in which the text is easy to access/read (eg. black on white background, easily readable font size etc.). The report should be submitted in pdf. format. Please note that you don't have to work in the excel document in which the Reporting Template has been provided by GRI.
- 2) There are two ways of setting up your report:
  - a. The Profile Section components and the indicators are listed one after another, each followed by the disclosing information.
  - b. A narrative report is produced, in which the parts referring to the GRI reporting template are clearly marked and a table is attached to the report, including *exact page references* to where the information can be found.

### **Content:**

- 3) Charter Member Organisations are asked to report on all Profile Section components and the 18 indicators included in the GRI NGO Reporting Template. If a member organisation wishes not to report on all parts of the Reporting Template, it is asked to explain the reasons why.
- 4) In order to secure the appropriateness of our reporting framework, the Reporting Template will be reviewed in the end of 2012, with regards to whether it includes the most relevant indicators to satisfy the Charter standard.

### **Time-frame:**

- 5) The Panel will review reports twice a year and consequently, there will be two reporting deadlines per year, each a number of weeks before the Panel's meetings. This is to allow the Secretariat to prepare the reports according to the Panel's wishes. Reports which are submitted late will be postponed to the next meeting.
- 6) Member Organisations are required to submit their reports no later than twelve months after the end of their financial year. Member Organisations are required to report annually.