



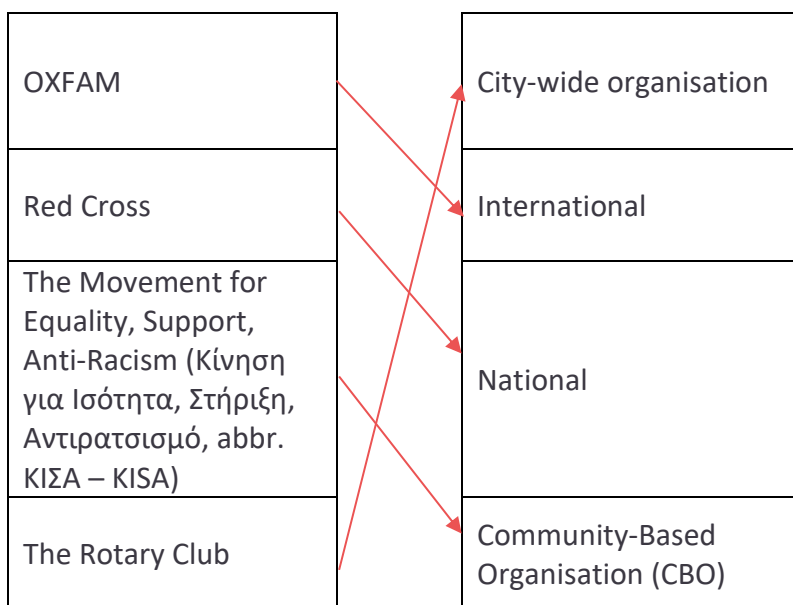
Capacity Building Training Programme

Module 1 | Assessment Exercise



Answer the following questions

1. Match the below NGOs with the classification (International, National, Community-Based Organisations (CBOs) NGOs and City Wide Organisations) you think best defines them.



Explanation:

OXFAM – International – It has operations in different parts of the world, they work with local NGOs and governments.

Red Cross – National – Within the umbrella of the International Red Cross and Red Crescent Movement, the so called “National Societies” and their operations are restricted to the country where they are based, even though they may liaise with other branches.

The Movement for Equality, Support, Anti-Racism (Κίνηση για Ισότητα, Στήριξη, Αντιρατσισμό, abbr. ΚΙΣΑ – ΚΙΣΑ) – Community-Based Organisation (CBO) – It is a small scale organisation, which operates within the community. CBOs are mostly formed to address specific needs deal with issues affecting a particular demographic. In the case of KISA is to “*promote an all-inclusive, multicultural society, free of racism, xenophobia and discrimination and where, through the interaction and mutual respect of diverse cultures, there will be equality and respect for the rights of all individuals*”.

The Rotary – City-wide organisation – Almost every city has this type of NGO. They engage in different activities every year.

2. Read the below statements and classify them by indicating in the appropriate box whether they are either a vision or a mission statement.

- *“We empower individuals to save money while saving the planet by intersecting creative, sustainable packaging with wearable technology that educates, inspires, and drives Earth-friendly action.”*

Vision Statement	
Mission Statement	✓

Explanation:

It is a mission statement

The **mission statement** describes the “what”, “how” and “who”. It is an action-based statement which outlines the Organisation’s purpose and how it addresses the problem it is trying to solve.

The above is a mission statement because it clearly indicates:

What: We empower individuals to save money while saving the planet

How: By intersecting creative, sustainable packaging with wearable technology that educates, inspires, and drives Earth-friendly action.

Who: Individuals

- *“A future where all young women and women-identifying persons have the opportunity to leverage their unique experiences and values to flex their political power and shape policies that benefit our communities.”.*

Vision Statement	✓
Mission Statement	

Explanation:

It is a vision statement

The **vision statement** describes the “why,” and it is the summary of changes/impact the Organisation would bring, through its operation, into the lives of the community it works in.

The above is a vision statement because it clearly indicates the changes the Organisation wants to make in the political scene with the empowerment of women and women-identifying persons.

3. Is the below statement True or False? Indicate by checking on the appropriate box “[...] *Transparent companies share information relating to performance, small business revenue, internal processes, sourcing, pricing, and business values*”.

True	✓
False	

Explanation:

It is True

According to Forbes “*Business transparency is the process of being open, honest, and straightforward about various company operations. Transparent companies share information relating to performance, small business revenue, internal processes, sourcing, pricing, and business values. When something goes wrong in business, transparent companies don’t try to hide it. Instead, they’re upfront about the issue*”.

NGOs should reveal information about the funding it receives, the beneficiaries reached and the activities undertaken. This information should be easily accessible and available to all relevant stakeholders, including the donors, suppliers, partners, employees, volunteers in projects and the government. Achieving high levels of transparency will increase the trust between the NGO and the stakeholders and ultimately will facilitate the development of collaborations and attract donors.

4. NGOs could adopt different measures in order to ensure accountability and transparency. Which ones of the below are possible measures? Select all that apply.

Registration	✓
Annual Reports and financial reports	✓
Self-regulation procedures:	✓
Due diligence	✓

Explanation:

All of them are correct

- **Registration:** In order to enhance the process of funds acquisition as well as interact with government agencies and donors more effectively, it would be wise to obtain a legal status and register under a relevant legal framework.

- **Annual Reports and financial reports:** These reports provide all stakeholders and readers of the reports with details about all the activities, and associated monetary values, that the NGO undertook in a particular year. Therefore, publishing annual reports regularly is an important tool to confirm to the readers that the required activities of the NGO are fulfilled responsibly. This contributes to the sense of accountability for regularly updating and compiling the financial reports. It is wise that these reports are reviewed and signed off following an external audit, in order to increase their professional validity.
- **Self-regulation procedures:** One of the most important tools to enhance accountability is the introduction of policies and procedures with the organisation. All involved parties will have guidance on why, how and when to perform an activity and will increase, not only accountability, but also transparency and fairness.
- **Due diligence:** Conducting in- depth research of a new partner before entering in a partnership is important for the long-term reputation and sustainability of the organisation. This process will allow the NGO to ensure that it selects reliable partners with a clean background (not involved into any fraudulent or anti-social activities).



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