

PROLINNOVA Guidelines 2:

Mechanisms for financial transparency and accountability

Transparency

- Country Platform (CP) plans and budgets will be discussed between the CP partners and the host organisation of the specific project under the PROLINNOVA umbrella, which may be the International Secretariat or may be a southern-based host organisation. If the CP agrees, these plans and budgets may be shared with other partner organisations in the network to give them some guidance and ideas in the form of an example.
- With regard to funds that are channelled through the PROLINNOVA International Secretariat or another host organisation of a project, all CPs involved in the project will be given full information about amounts allocated each year to each CP, and explanations will be given why one CP receives more or less than another. The allocation can be challenged, at the first level, by raising the issue to the PROLINNOVA International Secretariat or other host organisation. If a CP is not satisfied with the explanation, it can move up to the next level and make a complaint to the PROLINNOVA Oversight Group (POG), which will have the final word on fair allocation of available funds. The POG would also make decisions with regard to any concerns that the donor organisation may have about including or excluding specific CPs or CP member organisations and allocation of funds to them.
- In all cases in which external funding is provided for a project encompassing more than one CP, the budget for the activities will be presented to all CPs involved, reasons for the allocation of funding to the CPs and to external backstoppers, e.g. (sub)regional coordinators or advisors or members of the International Support Team (IST), will be discussed and agreement on the allocation will be reached.
- The financial report for each year will be presented in the annual report of the project, to which each CP involved will contribute, and which will be distributed to all CPs concerned, the donor organisation, the International Secretariat and the POG.
- The coordinators of the CPs will share among the national partners (e.g. within the National Steering Committee) all information about funds received from external sources and make financial reports that clearly show the internal and external contributions.
- At national and international level, all contributions in kind (in the form of time, transport, use of office space, meeting facilities etc) could be quantified and included separately in the financial overviews.

Accountability

- An annual external audit according to international standards will be made of the PROLINNOVA accounts in the organisation hosting an externally funded project. As a part of regular procedure, the host organisation will check the financial reports from the CPs against the regular periodic reports on activities, as well as the outputs received, e.g. workshop proceedings, training reports, inventories of PID activities and/or local innovations.
- The accounts for PROLINNOVA at country level will be audited according to international standards in the course of annual auditing of the accounts of the organisation hosting the CP or of any other organisation that is hosting a project under the PROLINNOVA umbrella.
- In an annual internal evaluation organised by the IST, the CP partners will evaluate the work of the IST and International Secretariat, taking into account the funds made available to them to support the CPs (backstopping) and the international PROLINNOVA work.