

Accountability statement SPARK

April 2014

Introduction

The Supervisory Board and the Board of Directors of SPARK endorse the “Goed Bestuur voor Goede Doelen (“Code Wijffels”) and act in accordance.

In-line with the Centraal Bureau Fondsenwerving (CBF) regulations, the Supervisory Board has signed this Supervisory Board Accountability Declaration

The accountability statement will be part of the annual report conform “Richtlijn 650 Fondsenwervende Instellingen”.

The Supervisory Board and the Board of Directors endorse the following principles:

1. The “supervisory” role (approving plans and monitoring of organization and results) has to be separated from the “steering” role.
2. An continuous attention for the relation between costs and impact attained, that is cost-efficiency and effectiveness of activities
3. Transparent communication and the provision of information by the organization to its main target group and stakeholders, including the implementation of recommendations and handling of complaints, with the purpose of developing optimal relations with partners, donors and target groups.

1. Separation of supervising role and steering/management role

Organization and execution of internal monitoring on steering/management tasks

In the statutes of SPARK a distinction between supervising and steering/managing is made. SPARK is managed by the Board of Directors and the Supervisory Board supervises the Board of Directors and ensures that SPARK’s activities are in-line with its mission statement. The Supervisory Board functions according to the “Code Wijffels”, the SPARK Statutes and the regulations rules of SPARK

The Supervisory Board monitors the execution of policy by the Board of Directors and provides advice if needed. The approval of the Supervisory Board will be required for Board of Directors meeting to adopt the annual plan, the annual budget, the annual accounts and the annual report, the multi annual policy plan and the financial multi-annual forecast.

The Supervisory Board and the Board of Directors will meet a least three times a year at a joint meeting to discuss the outlines of the policies pursued and to be pursued.

The Board of Directors is responsible for organizational planning, policy making, project development and fundraising, daily management including quality management of projects and the organization as a whole within the framework of statutes and policy as translated into (multi) year policy, plan and budget. The Board of Directors will provide the Supervisory Board in time with all the information that it needs to exercise its duties and authorities and will further provide each member of the Supervisory Board all information that he or she may require with respects to the affairs of the Foundation.

Composition of Board of Directors and Supervisory Board

The Board of Directors consists of one or more natural persons. The members of the Board of Directors have an employment relationship with the Foundation for an indefinite period of time.

The members of the Board of Directors are appointed by the Supervisory Board.

The Supervisory Board will consist of at least three natural persons. The Supervisory Board will appoint a chairperson, a secretary and a treasurer from its midst. The members of the Supervisory Board will be appointed for a period of up to four years. Retiring members will be eligible for reappointment for a period of up to four years after their retirement, not more than once.

The members of the Supervisory Board will not be paid any compensation directly or indirectly. "Compensation" will not be deemed to include a reasonable allowance at the expenses that they occur on behalf of the Foundation and the work that they carry out for the Foundation.

The members of the Supervisory Board will be appointed by the Supervisory Board upon a non-binding nomination to be prepared by the Board of Directors, all in accordance with the policy "Filling of Vacancies on the Supervisory Board" applicable at the time, adopted by the Supervisory Board and approved by the Board of Directors.

Conflict of interest between Board of Directors and Supervisory Board

Members of the Supervisory Board cannot sit on the Board of Directors

Within the Supervisory Board, within Board of Directors and between members of Supervisory Board and members of Board of Directors no close family or similar relations will be allowed.

Other positions of Members of Supervisory Board and Members of Board of Directors are published in the annual report and should not be contrary with the interests of the Foundation.

Evaluation of performance of Board of Directors and Supervisory Board

The members of the Board of Directors will bi-annually be evaluated by two representatives of the Supervisory Board. These assessments will address performance on organizational targets as well as personal ambitions, management style etc.

Once a year a self-evaluation of the Supervisory Board takes place.

2. Optimal resource allocation

The Foundation's object as stated in the statutes is: to develop higher education and entrepreneurship so that young ambitious people are empowered to lead their conflict-affected societies into prosperity. It does so by building the capacity of local economic and educational organisations and institutions.

In doing so, it seeks active support within the Dutch community and among economics and educational institutions in particular.

In the (multi) year plan key performance indicators are adopted. Every quarter the results are compared with these expectations. The quarterly report will be discussed with the Supervisory Board and based on this discussion policy adjustments take place if needed.

Besides this, results of the Foundation are evaluated by:

- Evaluation of every course (teachers and participants) (all can be found on the website)
- External audit of Ministry of Foreign Affairs and other donors
- Two times per year audit by accountant of the financial and administrative processes
- ISO 9001 yearly internal and external audit.

By connecting financial information with evaluation results, costs per indicator are visible on the website.

3. Optimal relations with stakeholders

For SPARK the following are considered the main stakeholders:

- Entrepreneurs/students
- Partners
- Donors
- Media
- Staff
- Supervisory Board
- General public

Communication with stakeholders takes place via:

- SPARK website / TranSPARKency
- Quarterly newsletter
- Annual report
- Quarterly reports

SPARK does the utmost to ensure that the information it provides is true and reliable. SPARK's external communications is guided by its communications policy. Overall the organization ensures that essential information regarding its functioning, such as the annual and program reports are available on the website (www.spark.org).

In general, publications are made available electronically for free on the website. The communications department ensures the relevance, accessibility and readability of information through the website.

The organization has established an official complaints procedure, which is available on the website.

Signed on behalf of SPARK Supervisory Board,

Erik Dirksen, date ~~28-04-2014~~

A handwritten signature in black ink, appearing to be 'Erik Dirksen', written over a dotted horizontal line. The signature is stylized and somewhat abstract.

