

Public Transparency Policy

Commitment

Conciliation Resources is committed to being transparent in our work and accountable to our stakeholders and to the wider community. We share information in many ways and with many people and the aim of this policy is to provide guidance on where and how information is published and how it may be requested from Conciliation Resources. We are committed to disclosing timely, relevant and accurate information in an accessible format.

Conciliation Resources and Freedom of Information Acts

Conciliation Resources is a charity registered in various locations, but is not a public body and as such is not directly subject to the various Freedom of Information / Access to Information Acts in many locations. However, in framing this policy we have retained the general operating assumption of such Acts, that information should be disclosed unless there is a compelling reason for non-disclosure or the cost of disclosure is disproportionate.

Financial Management

Conciliation Resources is committed to transparency and integrity in our financial management. This is demonstrated by external auditing of Conciliation Resources's finances by a registered company auditor on a project and organisational basis. The resulting annual financial report is reviewed by the Board and made available to all stakeholders on Conciliation Resources's website.

Governance Structure

Conciliation Resources publicly shares information regarding our governance structure, legal status and organisational purpose in locations where we work via our website as well as through government registration websites as required in the locations we work.

Descriptions of significant programs, research and reports

Conciliation Resources disseminates information about impact, results and lessons to stakeholders including partners and donors. We share summaries of this publicly through our Annual Accounts and the Annual Report which are both shared on our website.

Conciliation Resources will proactively publish information under the International Aid Transparency Initiative or on request or give reasons for any decision not to disclose.

Partnerships

Where the partner has agreed and where there are no safety, legal or political sensitivity implications, Conciliation Resources shares information of formal partnerships with other organisations through an up to date list on our website.

Organisational policies

Conciliation Resources has a page on our website where external stakeholders can find all policies that may need to be immediately accessible to them. Conciliation Resources shares organisational policies that are relevant to stakeholders external to the organisation on request.

Personal Information

If you are seeking information about yourself, please refer to the Privacy Policy on our Website.

Can the disclosed information be used?

Many of Conciliation Resources' publications are copyright; they may be used for advocacy and non-commercial teaching without fee, but should not be used for resale. Any request to reproduce copyright material (except as allowed under any applicable legal exceptions to copyright law) should be referred to cr@c-r.org

Request Procedure

A request for information can be made by emailing us at cr@c-r.org

We will:

1. Acknowledge your request for information once received within two weeks.
2. Confirm internally that the information requested is on the approved list for distribution.
3. We will collate the information and send it to you within a total of one month.

What information is not disclosed?

Conciliation Resources does not disclose everything. The following are categories where information will not be disclosed:

Personal Information

Conciliation Resources will not disclose information that is private to the individuals concerned.

Security and Safety

Conciliation Resources will not disclose information where we consider such disclosure could jeopardise our ability to operate or the safety of our trustees, staff, consultants, partners or participants in our programmes.

Confidential and Commercially Sensitive Information

Conciliation Resources will not disclose information that may be considered confidential because of legal, commercial or contractual reasons or where early disclosure may negatively impact work Conciliation Resources is planning to carry out.

Any information or materials that are provided to Conciliation Resources and are subject to a Non Disclosure Agreement will not be disclosed unless we have prior permission to release such information or materials from the other parties to that Non Disclosure Agreement.

Harm to Conciliation Resources

Conciliation Resources will not disclose anything that could be used to threaten the safety of the partners and people with whom we work or seriously damage the organisation's reputation, charitable interests or that could compromise its ability to raise funds.

Cost of Preparation and Disbursement Costs

Conciliation Resources has to monitor costs and operate within its capacity to respond to requests. This may limit the answers we are able to provide.

Appeals Process

A review of a non-disclosure decision under this policy can be made to the Company Secretary of Conciliation Resources who will, along with the Executive Director, review the decision and communicate the outcome of the review to the person or organisation making the appeal request. If you are not satisfied with the outcome please refer to our Complaints Policy on our website.

Version 1.0

Tim Hansen, Chief Operating Officer

January 2022