

The CODE-NGO Covenant on Philippine Development

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Preamble

Bearing in mind that the right to development is an inherent, inalienable, and universal human right granted by the Creator and upheld by the community of nations in the Universal Declaration of Human Rights, and the International Covenant on Economic, Social and Cultural Rights, and the UN Declaration on the Right to Development;

Aware that the Philippine Government is a signatory to these laws and international instruments and that consistent with these, the Philippine Constitution and the Civil Code recognize the need to protect human rights and fundamental freedoms without distinction as to age, race, color, gender, language, religion, political belief, class or social status;

Mindful that by virtue of the Philippine Government's vote for the UN Declaration on the Right to Development, the ratification of the 1987 Constitution and the trust reposed in it by the people, the State has the primary responsibility for providing the conditions favorable to national development;

Concerned that the nation still finds itself confronted with serious obstacles to development;

Aware of the broad people's initiatives, through organizations, to respond to the challenges of development and change;

We, the Philippine Development Non-Governmental Organizations therefore proclaim this Covenant on Philippine Development, hereinafter referred to as the Covenant, to unite us in a common effort to promote, protect and assert the right to development of the people.

Part I

Development Principles

We stand by the following fundamental principles of development:

1. The primary goal of development is the empowerment of the people and the satisfaction of their basic needs.
2. Development should be integrated and holistic, taking into account both the material and non-material needs of individuals and communities.
3. The people are the primary force of development. Development should lead to full participation of women, youth and all other vulnerable sectors in all facets of national life.
4. The people are the primary beneficiary of development. Government policies and programs should be geared toward the enhancement of their potentials and well-being and ensure the equitable distribution of wealth, power and access to resources.
5. Development should ensure a harmonious relationship between people and their natural environment. Development should be an exercise of responsible utilization and stewardship of natural wealth and resources benefiting present and future generations.
6. Development requires recognition and enhancement of religious and cultural diversity in Philippine society.
7. In the pursuit of the desired goal of development, the cooperative spirit should prevail.
8. Development involves cooperation among peoples of different nations on the basis of peaceful coexistence and respect for each nation's sovereignty and national integrity.

Part II

Goals for Philippine Development

Philippine development is predicated on the attainment of the following goals:

THE PRESERVATION OF NATIONAL SOVEREIGNTY

- Categorical rejection of all forms of foreign intervention in the nation's affairs and impositions of multilateral institutions and foreign governments contrary to the national interest.
- Critical engagement with global market that opens further avenues for genuine economic development. Rejection of all trade agreements and economic arrangements that compromise the interests of the poor and the marginalized.

ENVIRONMENTAL PROTECTION/CONSERVATION

- Effective implementation of a strategic education and information campaign on environmental protection and conservation.
- Strict enforcement of environmental laws, prohibition of environmentally destructive practices, continuing ecological research and community-based resource management.

EQUITABLE ACCESS TO RESOURCES AND EMPLOYMENT GENERATION

- Protection of ancestral domains, implementation of genuine agrarian, aquatic and urban land reform and sustainable industrialization.
- Creation of opportunities for gainful employment and continuing improvements upon the skills of the country's labor force.
- Promotion of labor security and just compensation.
- Promotion of alternative economic schemes such as microfinance organizations and savings-based autonomous cooperatives.

EFFECTIVE, DEMOCRATIC AND PARTICIPATORY GOVERNANCE

- Promotion of accountability, transparency and efficiency among public officials.

- Effective provision of basic services to the people particularly in the areas of healthcare, education, shelter and information.
- Institutionalization of mechanisms for meaningful participation of NGOs and People's Organizations (POs) in decision-making with regard to development policies and programs and their enforcement.
- Full implementation of local autonomy and decentralization.

THE PEACEFUL RESOLUTION OF ALL ARMED CONFLICTS

- The peaceful and democratic resolution of all armed conflicts based on critical examination of the roots of the problems.
- Promotion of dialogue and consensus-building among all armed groups.

THE SAFEGUARDING OF FUNDAMENTAL FREEDOMS AND RIGHTS

- The safeguarding of fundamental freedoms and human rights as enshrined in the Philippine Constitution, the Universal Declaration on Human Rights and all other international laws and legal instruments to which the Philippine Government is signatory to, particularly those concerning women, children and other vulnerable groups.

FOSTERING A CULTURE OF INVOLVEMENT

- Growth of an informed citizenry involved in national and local issues and committed to democratic reform and addressing the problems of injustice, poverty and marginalization.
- Cultivation of commitment to and compassion for the poor and the marginalized and a spirit of service and volunteerism in the pursuit of development work.

FOSTERING INDIGENOUS CULTURES

- Recognition, respect, and protection of the right of all indigenous peoples to self-determination.
- Promotion of people's traditions and indigenous knowledge, skills and practices.
- Initiating of avenues and opportunities for the preservation and creative flourishing of indigenous and Filipino culture.

Part III

Responsibilities of Development NGOs

Consistent with our development principles and the pursuit of our development goals, we shall maintain the soundness and integrity of our organizations by ensuring that:

- A.** Our organizations serve clear development objectives consistent with our vision-mission and understood by all our board members, staff and partners
- B.** We acknowledge accountability to our various publics and stakeholders. We shall manage our organizations with the highest standards of competence, integrity and professionalism, making full and responsible use of our resources. We will ensure that our governance structures are designed to facilitate the implementation of our objectives and that these mechanisms are not compromised by conflicting interests.

Specifically, each of our organizations will ensure:

- That the composition of its highest governing body is in accord with criteria set under the organization's by-laws, and that the members of this body shall serve limited terms of office.
- That this body holds regular meetings and elections of officers in accordance with the organization's by-laws.
- That this body is involved in policy and program formulation, thereby giving the organization necessary guidance and assistance.
- That regular policy reviews are conducted involving both board and staff; and that such reviews shall become occasions for candid and fruitful discussions, and therefore instruments for strengthening the organization and its development interventions.
- That there are clearly-stated policies on conflicts of interest that cover members of the governing body, members of the staff, and volunteers.
- That there are regular meetings between the chief executive officer and the staff, and that such meetings facilitate fruitful communication among all program implementers and effective program implementation.

- That our performance indicators, time tables, financial plans and systems for monitoring, evaluation and documentation are established, clearly defined and implemented.
- C.** Our organizations will ensure that our financial policies, systems and practices comply with existing laws, generally accepted accounting principles, and agreements reached with our donors and fund sources. We shall also endeavor to grow as financially sustainable organizations, utilizing resource generation strategies that are consistent with development values, and with our organization's vision-mission-goal statements.
- D. To remain relevant and responsive amidst constantly changing environments, we shall endeavor to:**
1. Conduct regular analysis of the global and local socio-political environment to discern implications on development work and develop creative responses to emerging challenges.
 2. Strive to infuse into our work at the community level an understanding of the wider contexts of development; and constantly relate our interventions with the endeavors of other groups who share similar values and development principles in the areas where we operate.
 3. Continually root our work in the principles and praxis of community organizing, such that our interventions remain faithful to the needs and problems of the constituencies we work with.
 4. Work in increasing collaboration with fellow NGOs and People's Organizations (POs), Government Organizations (GOs), and other stakeholders, promoting dialogue and consensus building so as to widen the reach, eliminate overlaps and competition and, in the process, increase the impact of our efforts in behalf of the marginalized.
 5. Continue to innovate programs and projects that immediately and strategically address the needs of the poor, building upon past experiences, successes and current initiatives of fellow NGOs and POs in different parts of the country.
 6. Strive to acquire the necessary competencies and attitudes that will imbue increasing relevance and impact in our interventions.
 7. Reinvent our roles, organizational structures and processes, attitudes and modes of intervention in response to the demands of change and always in the context of reaffirming, strengthening and promoting the core values and principles espoused by this Covenant. Strive to create venues for serious reflection on the role, identity and direction of NGOs in particular conjunctures.
 8. Continue to look for ways to encourage among the young and among members of different professions an interest and a commitment to development work, so as to

harness fresh energies, new perspectives and relevant competencies for the challenges that lie ahead. Continue to nurture “successor generations” – future leaders from the NGO/PO community who shall keep both the principles and practice of development work alive and flourishing across generations.

E. To help the CAUCUS OF DEVELOPMENT NGO NETWORKS (CODE-NGO) sustain its vital work of consensus-building, innovation, leadership and advocacy – both within the NGO community and outside it, within policy-making circles as well as the larger community of the general public—we shall:

1. Strive to align our programs to achieve the goals and objectives that we have set for this network.
2. Demonstrate our accountability by regularly submitting annual and financial reports, organizational profiles and other information that may be required of us—this to help CODE-NGO develop a comprehensive and current perspective of development work.
3. Actively participate in CODE-NGO activities and, wherever it is within our capacity, initiate these activities in our respective areas.
4. Regularly contribute resources to enable CODE-NGO to continuously serve our needs as members and serve as a catalyst and leading light in the NGO community.
5. Strengthen and improve decision-making processes and consensus building mechanisms within the network.

F. In relation to our STAFF, we shall:

1. Design and ensure adequate resources for human resource for development programs that emphasize both skills and developmental values.
2. Address issues faced by development practitioners as they grow in their profession.
3. Adopt gender-sensitive and non-discriminatory practices in dealing with our staff.
4. Provide just compensation and benefits to promote staff welfare.
5. Encourage a lifestyle consistent with our solidarity with the disadvantaged communities we serve.

G. In relation to the COMMUNITIES we work with, we shall:

1. Protect and enhance the integrity and autonomy of POs.
2. Respect and enhance the culture, structures and initiatives.
3. Provide access to all forms of relevant information and appropriate technology.

4. Promote democratic, participative and shared leadership in the community.
5. Facilitate linkages and cooperation among POs and communities and among POs with Local Government Units (LGUs), funding agencies and other support mechanisms.
6. Translate experiences in program implementation into policy recommendation.
7. Support empowering economic structures founded on members' democratic control and equitable distribution of benefit.

H. In relation to our FELLOW NGOs, we shall:

1. Promote greater cooperation and solidarity, through constant dialogue, sharing of resources, information, expertise and experiences, and enhance mutual development based upon the premise that we are partners, not competitors in people's development.
2. Maintain a high standard of professionalism based on honesty and dedication in the service of the people.
3. Strive for gradual self-reliance by developing skills and generating resources.
4. Strive towards unity while upholding pluralism in the interpretation and expression of development work.
5. Ensure that inter-NGO relations are based on mutual respect and independence such that the work of others is acknowledged, conflict among agencies found in the same communities is resolved, and the integrity of each agency is enhanced and its personnel developed.
6. Promote the rights, welfare and development of NGO personnel.

I. In relation to our partner FUNDING AGENCIES, we shall:

1. Nurture transparency, mutual respect and mutual accountability with our partners.
2. Strive toward a two-way sharing and appreciation of development frameworks, areas of priority and procedures.
3. Agree upon the parameters of success through evaluations that are participatory in nature.
4. Comply with all mutually agreed upon grant, loan or partnership provisions.

5. Strive to diversify partners so that our organizations do not become mere extensions of particular funding agencies.

J. In relation to the GOVERNMENT, we shall:

1. Strive to create an atmosphere of openness, mutual respect and critical engagement based on the perspective that people's organizations and non-government organizations perform an important role in a democratic society.
2. Foster genuine dialogue especially in areas and programs where both GOs and NGOs are involved.
3. Promote common or complementing objectives and methodologies for program projects, while maintaining the autonomy of NGOs.
4. Act as fiscalizers of the government especially in relation to the implementation of policies and programs and the performance of government officials in which we are involved.
5. Strive to deal with government in more creative and strategic ways:
 - Direct our advocacy efforts toward obtaining policies that will promote strategic reforms.
 - Find ways to direct public resources to where they are more appropriately suited.
 - Formulate and propose concrete alternatives to policies and programs that we find inimical to the interests of the poor and marginalized.
 - Offer our services in performing some of government's functions especially if it will be of benefit to our partner communities and if it will increase our leverage for negotiation.

K. In relation to the BUSINESS SECTOR, we shall:

1. Strive to create an atmosphere of openness, mutual respect based on the principle that development is a trisectoral concern and engagement of government, civil society and business.
2. Endeavor to widen the common ground between social development and corporate philanthropy through dialogues, joint programs for development, sharing of resources, and advocacies for the common good.
3. Contribute to the growth of good corporate citizenship in the country by recognizing models of good business practices.

4. Promote corporate social awareness and social responsibilities of business sector and translate this into meaningful services and programs that are both beneficial to beneficiaries and the business sector.

Part IV

Urgent Calls and Challenges

1. We call on the Philippine development NGO community to adopt the principles, goals, and provisions embodied in this Covenant.
2. We enjoin the Philippine Government and the business sector to respect this Covenant and use this as basis for relating with the development NGO community.
3. We urge the government and the armed groups to respect the neutrality and unhampered rights of NGOs in the performance of their work.
4. We call on foreign governments, multi-lateral agencies and international NGOs to demonstrate their commitment to development by using the Covenant and the United Nations' Declaration on the Right to Development as the general framework for development assistance to the Philippines.

Part V

Ratification of the Covenant

1. This Covenant shall enter into force upon its ratification by the National Congress of CODE-NGO.
2. The National Assembly of CODE-NGO may propose amendments to this Covenant or any provision thereof. Amendments shall come into force upon approval by the National Congress of CODE-NGO in its regular or special meeting duly held for the purpose.
3. The National Assembly of CODE-NGO shall establish the appropriate mechanisms to ensure the enforceability of this Covenant.

Implementing Guidelines of the Code of Conduct for Development NGOs

Prepared by the Commission on Internal Reform Initiatives
and National Secretariat
Ratified by the 7TH CODE-NGO National Assembly
November 20-21, 2003

Introduction

Why Internal Reform?

In 1991, the CODE-NGO member networks ratified the Code of Conduct for Development NGOs. The Code sought to establish rigorous standards that would set development NGOs apart and that would enable them to police their own ranks at a time when numerous fly-by-night organizations were proliferating.

In 2000, the National Board created the Commission on Internal Reform Initiatives (CIRI) to oversee the process of creating the mechanism for the enforcement of transparency and accountability among its member Networks and member Organizations.

Purpose of the Code of Conduct

The Code of Conduct aims to:

- Improve the quality of services provided by NGOs by setting standards of conduct;
- Ensure transparency and accountability in the operation of NGOs; and
- Improve relationship between the NGO community and the various stakeholders.

It is hoped that ultimately, the Code of conduct shall contribute to an enabling environment for all sectors towards a sustainable development of the Philippines and its people.

Structure and Functions

I. CODE OF CONDUCT OBSERVANCE

1. Committee

The following are mandated to ensure the implementation of the Code of Conduct:

- 1.1. The National Board
- 1.2. The Commission of Internal Reform Initiatives (CIRI)
- 1.3. CODE-NGO Member Networks

2. The National Board (Caucus of Development NGO Networks)

- 2.1. **Membership** – Each Member Network shall be represented in the National Board, as stipulated in the Constitution and By-Laws of CODE-NGO
- 2.2. **Quorum and Voting** – In accordance with the Constitution and By-Laws of CODE-NGO, a quorum for any meeting of the National Board shall consist of a simple majority of the members, with each member entitled to one vote.
- 2.3. **Functions and duties**
 - 2.3.1. The National Board shall designate their respective Network Representative to constitute the Commission on Internal Reform Initiatives. The CIRI is a mechanism to ensure observance of the Code of Conduct.
 - 2.3.2. The National Board shall review and render final decision on all cases and appeals, which shall be taken up during the regular quarterly board meetings. However, when deemed necessary, the National Board may call for special meetings to facilitate resolution of cases.
 - 2.3.3. Where the penalty is expulsion or termination, the affirmative vote of two-thirds (2/3) of all members of the National Board shall be necessary to expel a member. However, the affirmative vote of a majority of all the members of the National Board shall be necessary for any other sanctions.
 - 2.3.4. However, all cases and appeals ratified by the National Board shall be presented for ratification at the next National Assembly.

3. The Commission on Internal Reform Initiatives

Role and Composition – The Commission on Internal Reform Initiatives hereinafter referred to as the Commission, is a mechanism to ensure observance of the Code of Conduct. The Commission is specifically tasked to oversee the implementation and observance of the Code of Conduct within CODE-NGO.

The Commission on Internal Reform Initiatives shall be composed of one (1) representative each from the full member networks of the organization, and the National Coordinator of CODE-NGO.

Each full member network of good standing shall nominate its representative to the Commission. The Network nominee to the Commission should not be the Board representative of the network.

The Secretary of the CODE-NGO shall be an ex-officio member of the Commission. The Secretary shall provide legal advice to the Commission as necessary.

The Commission by a simple majority shall appoint a Commission Chair whose term of office shall be set by the Commission. The Associate Coordinator shall serve as the Commission Secretary.

Term of Office – All members of the Commission shall serve for a period of three (3) years. A member can only serve for three (3) consecutive terms.

Resignation – In case of resignation of a Commission member, the network that such member represents shall again nominate a new representative to the Commission. The new member will serve the unexpired portion of three (3) years.

Functions of the Commission

A. Regular Functions

The Commission may from time to time review the Code of Conduct and recommend changes to the National Assembly.

The Commission shall ensure and monitor the implementation of and compliance with the Code of Conduct among member networks and organizations.

The Commission shall closely coordinate with the Commission on Institution and Capacity Building to ensure that capability interventions are given to members to meet the governance standard of CODE-NGO.

The Commission shall oversee the process of PCNC certification of CODE-NGO members, in line with the objective of 100% PCNC certification at the end of ten (10) years for all member networks and member organizations (starting February 2003).

In coordination with the National Secretariat, the Commission shall manage the information and education campaign and other awareness raising activities on the Code of Conduct.

B. Adjudication Functions

The Commission shall consider and determine complaints or petitions related to the non-observance of the Code of Conduct from staff and member signatories, government, donors, community partners, the public and member NGOs and organizations.

The Commission shall hear, and make recommendations on all complaints involving violations or breach of the Code of Conduct.

When a complaint is made under Procedure 1 (Procedure on Filing a Complaint), the Committee may either dismiss the case where no breach of the Code is established, or notify the organization or person(s) who is the subject of complaint.

In instances when further investigation is required, the Commission shall:

Call a meeting of the complainant party/parties and the accused party/parties; and/or

Request any signatory to the complaint to provide evidence on the case under consideration; and/or

Conduct its own inquiry on the supposed breach or violation of the Code of Conduct.

The Commission must ensure that the accused party is informed of the alleged breach or violation of the Code of Conduct.

When the Commission finds and establishes that a violation of the Code of Conduct has been committed, it shall refer to the Regime of Penalties of the Implementing Guidelines of the Code of Conduct as a guide for recommendation.

The Commission shall forward its recommendation together with all relevant case files to the National Board.

Procedure

1. PROCEDURE FOR FILING A COMPLAINT

Any group of persons or organization may file a complaint or petition in writing, supported by evidence. Complaints should be filed with the CODE-NGO National Secretariat.

A written complaint should include the following:

- 1.2.1 The name, signature and address of the complainant;
- 1.2.2 The name and address of the NGO or official who is the subject of the complaint;
- 1.2.3 The circumstances in which the breach or violation of the Code is alleged to have been committed; and
- 1.2.4 Where possible, identification of the particular principle in the Code of Conduct that was allegedly breached.
- 1.2.5 All complaints shall be addressed to the Secretary of the Corporation or the Chair of the Commission through the National Secretariat. The National Secretariat shall then open a case file should the requirements under 1.1. and 1.2 be met.

2. ADJUDICATION PROCEDURE

A. Procedure when case is filed against a Member Network

The Commission shall meet semi-annually and consider petitions by prospective persons or groups of persons who lodge complaints presented to the Chair of the Commission. However, the Chair of the Commission may call for special meetings if deemed necessary.

The National Secretariat shall endorse all open case files to the Commission.

The Commission shall form a team composed of three (3) members, one of whom shall be the National Coordinator of the network while the other two shall be neutral Commission members. The team shall then conduct an investigation and forward its recommendation to the Commission for deliberation.

The Commission shall forward its final decision and recommendation to the National Board for ratification.

All cases and appeals shall be taken up during the regular quarterly board meeting. However, when deemed necessary, the National Board may call for special meetings to facilitate the resolution of cases.

Where the penalty is expulsion or termination, the affirmative vote of two-thirds (2/3) of all members of the National Board shall be necessary to expel a member. For any other violations, the affirmative vote of a majority of all the members of the National Board shall be necessary.

B. Procedure when case is filed against a Member Organization

Single Network Membership

Should a complaint against a member organization be presented to the Commission, the CIRI Chair through the National Secretariat shall endorse the complaint to the Network concerned.

The rules and regulations of the concerned network shall govern the disposition of the petition or complaint.

CODE-NGO shall abide by the action and decision of the network.

The network shall inform CODE-NGO in writing of the actions/decisions taken.

However, should there be no action on the part of the network concerned within three (3) months from the time the complaint was forwarded to the network (Adjudication Procedure), 2.1 – 2.6 will be followed.

Multiple Network Membership

Should a complaint against a member organization with multiple network memberships be presented to the Commission, the CIRI Chair through the National Secretariat shall endorse the complaint to the networks concerned.

The networks concerned shall collectively decide on the manner by which the complaint shall be dealt with.

CODE-NGO shall abide by the action and decision of the networks.

The networks shall furnish CODE-NGO of the actions/decisions taken.

However, should there be no action on the part of the networks concerned within three (3) months from the time the complaint was forwarded to the network (Adjudication Procedure), 2.1 – 2.6 will be followed.

3. APPEAL

The respondent or complainant may appeal the decision within one (1) month of the receipt of a copy of the decision. The appeal should be filed with the National Secretariat, which shall forward it to the National Board.

The National Board, may, after considering the decision of the Commission, the memorandum of appeal and the available evidence, confirm, reverse or modify the decision.

Provided that the penalty is expulsion or termination, the affirmative vote of two-thirds (2/3) of all members of the National Board shall be necessary to expel a member. Meanwhile, the affirmative vote of a majority of all the members of the National Board shall be necessary for any other sanctions.

4. CONFLICT OF INTEREST

A Commission member shall not take part in any deliberation or decision-making process where he or she has an interest in the case presented to the Commission.

A Commission team member shall inhibit himself/herself from discussing the case with any party other than the Commission members and other members of the investigating team while the case is still pending.

5. SCOPE OF APPLICATION

The Code of Conduct shall apply to all Member Networks and Organizations of the CODE-NGO.

The Code of Conduct shall also apply to all officials and employees of Member Networks and Organizations.

6. REVISION OF THE CODE

Revisions of the Code and its Implementing Guidelines will require majority approval of the National Assembly.

Summary Matrix of Mechanisms for Monitoring of Compliance and Actions on Violations

Mechanism	Subject Areas	Process	Sanctions
PCNC Certification	Vision-Mission-Goals (VMG), Operations, Finance, Networking and Administration	"Proactive": CODE-NGO target of 100% PCNC Certification at the end of 10 years for member networks and member organizations; 50% PCNC Certification at the end of 4 years for all member organizations, and 100% PCNC Certification for member-networks at the end of 2 years.	To be determined.
National Secretariat Monitoring Network Strengthening Fund Guidelines / Technical and Criteria Appraisal	CODE-NGO Requirements a. Annual Narrative Report b. Annual Financial Report c. Attendance in Board Meetings d. Attendance in Adhoc Committee Meetings e. Other reports/ documents that may be required	"Proactive": Secretariat monitors compliance; NSF guidelines (Technical and Criteria Appraisal) automatically applied	1 st Offense: Notice 2 nd Offense: Warning 3 rd Offense: Suspension of benefits and meeting between CIRI and Network 4 th Offense: Ground for termination
CIRI	Serious offenses: offenses not covered by PCNC	"Reactive": only when there is a complaint. "Proactive": information education campaign Party files complaint with CIRI CIRI investigates and recommends to National Board Decision ratified by National Board Aggrieved party may appeal to National Board	To be determined: Case to case basis

Principles and Violations

Responsibilities of Development NGOs

PRINCIPLES	VIOLATIONS
<p>Consistent with the development principles and the pursuit of development goals, we shall maintain the soundness and integrity of our organizations by ensuring that:</p> <p>PRINCIPLE A</p> <p>Our organization serves clear development objectives consistent with our vision-mission and understood by all our board members, staff and partners.</p>	<ul style="list-style-type: none"> • NGO has no written Vision-Mission-Goals (VMG) Statement • VMG is not understood by board, staff & partners
<p>PRINCIPLE B</p> <p>We acknowledge accountability to our various publics and stakeholders. We shall manage our organizations with the highest competence, integrity and professionalism, making full and responsible use of our resources. We will ensure that our governance structures are designed to facilitate the implementation of our objectives and that these mechanisms are not compromised by conflicting interests. Specifically, each of our organizations will ensure:</p> <ul style="list-style-type: none"> • That the composition of its highest governing body is in accord with criteria set under the organization's by-laws, and that the members of this body serve limited terms of office. • That this body holds regular meetings and elections of officers in accordance with the organization's by-laws. • That this body is involved in policy and program formulation, thereby giving the organization necessary guidance and assistance. • That regular policy reviews are conducted-involving both board and staff; that such reviews become occasions for candid and fruitful discussion, and therefore instruments for strengthening the organization and its development interventions. • That there are clearly stated policies on conflicts of interest that cover members of governing body, members of the staff, and volunteers. • That there are regular meetings between the chief executive officer and the staff; and that such meetings facilitate fruitful communication among all program implementers and effective program implementation. • That our performance indicators, time tables, financial plans and systems for monitoring, evaluation and documentation are established, clearly defined and implemented. 	<ul style="list-style-type: none"> • NGO has no constitution & by- laws • Composition & election of governing body is not in accordance with constitution & by-laws • Governing body with no defined term of office • NGO has no regular board and staff meetings and elections • Conflicts of interest involving board, officers and staff
<p>PRINCIPLE C</p> <p><i>Consistent with the principle of stewardship, we will ensure that our financial policies, systems and practices comply with existing laws, generally accepted accounting principles, and agreements reached with our donors, fund sources and partner communities. We shall also endeavor to grow as financially sustainable organizations, utilizing resource generation strategies that are consistent with development values, and with our organization's vision-mission-goals statements.</i></p>	<ul style="list-style-type: none"> • NGO has no written financial policies • Financial policies that are contrary to law & generally accepted accounting principles & agreements reached with donors & fund sources

Principles and Violations

Responsibilities of Development NGOs

PRINCIPLES	VIOLATIONS
	<ul style="list-style-type: none"> • Any act in violation of the Development Agenda (Parts 1 & 2 of the Code of Conduct) • Any act in violation of the Penal Code
<p>PRINCIPLE D</p> <p>To remain relevant and responsive amid constantly changing environments, we shall endeavor to:</p> <ul style="list-style-type: none"> ▪ Regularly analyze the global and local socio-political environment to discern implications on development work and develop creative responses to emerging challenges. ▪ Strive to infuse into our work at the community level an understanding of the wider contexts in which we move; and to strive to constantly relate our interventions with the endeavors of other groups who share similar values and development principles in the areas where we operate. ▪ Continually root our work in the principles and praxis of community organizing, such that our interventions remain responsive to the needs and problems of the constituencies we work with. ▪ Work in increasing collaboration with fellow NGOs and POs, Government organizations and other stakeholders, promoting dialogue and consensus-building, so as to widen the reach, eliminate overlaps and competition, and in the process, increase the impact of our efforts in behalf of the marginalized. ▪ Continue to innovate programs and projects that immediately and strategically address the needs of the poor, building upon past experiences, successes, and current initiatives of fellow NGOs and POs in different parts of the country. ▪ Strive to acquire the necessary competencies and attitudes that will imbue our interventions with increasing relevance and impact. ▪ Reinvent our roles, organizational structures and processes, attitudes and modes of intervention in response to the demands of change and always in the context of reaffirming, strengthening and promoting the core values and principles espoused by this Covenant. Strive to create venues for serious reflection on the role, identity and direction of NGOs in particular conjunctures. ▪ Continue to look for ways to encourage among the young and among members of different professions an interest and a commitment to development work, so as to harness fresh energies, new perspectives and relevant competencies for the challenges that lie ahead. Continue, as well, to nurture “successor generations”—leaders from the NGO/PO community who will keep both the principles and the practice of development work alive and flourishing across generations. 	

Principles and Violations

Responsibilities of Development NGOs

PRINCIPLES	VIOLATIONS
<p>PRINCIPLE E</p> <p>To help the Caucus of Development NGO Networks (CODE-NGO) sustain its vital work of consensus-building, innovation, leadership and advocacy—both within the NGO community and outside it, within policymaking circles as well as the larger community of the general public, we shall:</p> <ul style="list-style-type: none"> • Strive to align our programs to achieve the goals and objectives that we have set for this network. • Demonstrate our accountability by regularly submitting annual and financial reports, organizational profiles and other information that may be required of us to help CODE-NGO develop a comprehensive and current perspective of development work. • Actively participate in CODE-NGO activities and, wherever it is within our capacity, initiate these activities in our respective areas. • Regularly contribute resources to enable CODE NGO to continuously serve our needs as members and serve as a catalyst and leading light in the NGO community. • Strengthen and improve decision-making processes and consensus-building mechanisms within the network. 	<ul style="list-style-type: none"> • Non-submission of annual & financial reports to CODE-NGO (Deadline for submission is 4 months after the close of the books of the Network/fiscal year) • Non-submission of organizational profile • Failure to submit documents/ reports required by CODE-NGO, donors and other stakeholders • Non-payment of membership dues, annual dues, etc. (Deadline is within the current year) • Non-attendance in National Board Meeting • Non-participation in Adhoc Committee/Commission Meetings (where the Network has committed to be a part of)
<p>PRINCIPLE F</p> <p>In relation to our STAFF, we shall:</p> <ul style="list-style-type: none"> • <i>Develop</i> & ensure adequate resources for human resource for development programs that emphasize both skills and development values. • Address issues faced by development practitioners as they grow in their profession • Adopt gender-sensitive and non-discriminatory practices in dealing with our staff. • Provide just compensation and benefits to promote their welfare. • Encourage a lifestyle consistent with our solidarity with the poor communities we serve. 	<ul style="list-style-type: none"> • Violation of provisions of the Labor Code and similar legislation
<p>PRINCIPLE G</p> <p>In relation to the COMMUNITIES we work with, we shall:</p> <ul style="list-style-type: none"> • Protect and enhance the integrity and autonomy of POs. • Respect and enhance local culture, structure and initiatives. • <i>Promote</i> access to all forms of relevant information and appropriate technology. • Promote democratic, participative and shared leadership in the community. • Facilitate linkages and cooperation among POs and communities with Local 	<ul style="list-style-type: none"> • NGO programs / decisions in conflict with PO/CBO interests • Lack of disclosure / misrepresentation of relevant information to the POs.

Principles and Violations

Responsibilities of Development NGOs

PRINCIPLES	VIOLATIONS
<p>Government Units (LGUs), funding agencies and other support mechanisms.</p> <ul style="list-style-type: none"> • Raise experiences in program implementation to the level of policy recommendation. • Support empowering economic structures founded on members' democratic control and equitable distribution of benefits. 	
<p>PRINCIPLE H</p> <p>In relation to our FELLOW NGOs, we shall:</p> <ul style="list-style-type: none"> • Promote greater cooperation and solidarity, through constant dialogue, sharing of resources, information, expertise and experiences, and enhance mutual development based upon the premise that we are partners, not competitors in people's development. • Maintain a high standard of professionalism based on honesty and dedication in the service of the people. • Strive for gradual self-reliance by developing skills and generating resources. • Strive towards unity while upholding pluralism in the interpretation and expression of development work. • Ensure that inter-NGO relations are based on mutual respect and independence such that the work of others is acknowledged, the integrity of each agency is enhanced, its personnel developed, and conflict among agencies found in the same communities resolved. • Promote the rights, welfare and development of NGO personnel. 	<ul style="list-style-type: none"> • Misrepresentation • Refusal to coordinate with other NGOs working in the same area • Appropriating of project idea of another NGOs as one's own
<p>PRINCIPLE I</p> <p>In Relation to the FUNDING AGENCIES, we shall:</p> <ul style="list-style-type: none"> • Nurture transparency, mutual respect and mutual accountability with our partners. • Strive toward a two-way sharing and appreciation of development frameworks, areas of priority and procedures. • Agree upon the parameters of success through evaluations that are participatory in nature. • Comply with all mutually agreed upon grant, loan or partnership provisions. • Strive to diversify partners so that our organizations do not become mere extension of particular funding agencies. 	<ul style="list-style-type: none"> • Double funding • Malversation • Diversion of funds • Non-submission of required reports / submission of fraudulent reports
<p>PRINCIPLE J</p> <p>In relation to GOVERNMENT, we shall:</p> <ul style="list-style-type: none"> ▪ Strive to create an atmosphere of openness, mutual respect and critical engagement based on the perspective that POs and NGOs perform an important role in a democratic society. ▪ Foster genuine dialogue especially in areas and programs where both GOs and NGOs are involved. ▪ Promote common or complementing objectives & methodologies for program 	<ul style="list-style-type: none"> • Misrepresentation <p>In case funds were received:</p> <ul style="list-style-type: none"> • Double funding • Malversation • Diversion of funds • Non-submission of required reports • Submission of fraudulent reports

Principles and Violations

Responsibilities of Development NGOs

PRINCIPLES	VIOLATIONS
<p>projects, while maintaining the autonomy of NGOs.</p> <ul style="list-style-type: none"> ▪ Act as fiscalizers of the government especially in relation to the implementation of policies & programs & the performance of government officials in which we are involved. ▪ Strive to deal with government in more creative & strategic ways: <ul style="list-style-type: none"> ○ Direct our advocacy efforts toward obtaining policies that will promote strategic reforms. ○ Find ways to direct public resources to where they are more appropriately suited. ○ Formulate and propose concrete alternatives to policies & programs that we find inimical to the interests of the poor & marginalized. ○ Offer our services in performing some of government's functions especially if it will be of benefit to our partner communities & if it will increase our leverage for negotiation. 	
<p>PRINCIPLE K In relation to the BUSINESS SECTOR, we shall:</p> <ul style="list-style-type: none"> • Strive to create an atmosphere of openness, mutual respect based on the principle that development is a tri-sectoral concern and engagement of government, civil society and business. • Endeavor to widen the common ground between social development and corporate philanthropy through dialogues, joint programs for development, sharing of resources, and advocacies for the common good. • Contribute to the growth of good corporate citizenship in the country by recognizing models of good business practices. • Promote corporate social awareness and social responsibilities of the business sector and translate this into meaningful services and programs that are both beneficial to the beneficiaries and the business sector. 	<ul style="list-style-type: none"> • Misrepresentation <p>In case funds were received:</p> <ul style="list-style-type: none"> • Double funding • Malversation • Diversion of funds • Non-submission of required reports • Submission of fraudulent reports

Sanctions and Penalties

OFFENSE	PROCEDURE	PENALTY
CATEGORY 1: PCNC Covered		
No written VMG (Principle A)	<p>The regime of sanctions will not be implemented until after the 10th year. Instead, as agreed upon during the February 7, 2003 Board Meeting, the Code-NGO Member Networks and Organizations shall work towards the following targets:</p> <p>For Networks and Organizations</p> <p>1. 100% PCNC Certification at the end of 10 years</p> <p>For Networks:</p> <p>1. 100% PCNC Certification at the end of 2 years</p> <p>For Organizations:</p> <p>1. 100% PCNC Certification at the end of 10 years 2. 50% PCNC Certification at the end of 4 years</p> <p>Assumption: An NGO/Network once certified will continue to maintain its certification throughout the 10-year period.</p>	TO BE DETERMINED.
No Constitution and by-laws (Principle B)		
Composition & election not in accordance with constitution and by-laws (Principle B)		
Governing body with no defined term of office (Principle B)		
Conflict of interest involving the board, officers and staff (Principle B)		
No regular board and staff meetings and elections (Principle B)		
No organizational profile (Principle E)		
No written financial policies (Principle C)		
Financial policies contrary to law and generally accepted accounting principles and agreements reached with donors and fund sources (Principle C)		
VMG not understood by board, staff and partners (Principle A)		

Sanctions and Penalties

OFFENSE	PROCEDURE	PENALTY
CATEGORY 2. Member Network Obligations		
No written annual and financial reports submitted to Code-NGO (Principle E)	In the event that a violation against a Network is established by the National Secretariat, the procedure detailed in the Implementing Guidelines of the Code of Conduct shall be followed.	1 st offense: warning 2 nd offense: suspension of benefits and meeting with Commission and Network 3 rd offense: grounds for termination
Non-payment of membership dues, annual dues, etc. (Principle E)		
Absence in National Board Meetings (with no alternate representative sent) *Note: A network may file a leave of absence indicating its reason(s) for being absent in NBMs (Principle E)		
Absence in Adhoc Committee/ Commission Meetings where the Network has committed to participate in (Principle E)		
CATEGORY 3. Non-PCNC Covered/Grave Offenses		
OFFENSE	PROCEDURE	PENALTY
Any act in violation of the Penal Code (Principle C)	When a complaint is received on an alleged violation, the procedure detailed in the Implementing Guidelines of the Code of Conduct shall be followed.	To be determined by the CIRI Commission. Case to case basis.
Any act in violation of the Development Agenda (Parts 1 & 2 of the Covenant on Philippine Development) (Principle C)		

Sanctions and Penalties

OFFENSE	PROCEDURE	PENALTY
Failure to submit required reports to CODE-NGO, donors and other stakeholders (Principle E)	When a complaint is received on an alleged violation, the procedure detailed in the Implementing Guidelines of the Code of Conduct shall be followed.	To be determined by the CIRI Commission. Case to case basis.
NGO programs/ decisions in conflict with PO/CBO interests (Principle G)		
Lack of disclosure/ misrepresentation of relevant information to the POs (Principle G)		
Misrepresentation (Principle H, J, K,)		
Refusal to coordinate with other NGOs working in the same area (Principle H)		
Appropriating of project idea of another NGO as one's own (Principle H)		
Double funding (Principle I, J, K)		
Required report not submitted/ Submission of fraudulent reports (Principle I, J, K)		
Violation of provisions of the Labor Code and similar legislation (Principle F)		
Malversation (Principle I, J, K)		
Diversion of funds (Principle I, J, K)		

The Caucus of Development NGO Networks

The Caucus of Development NGO Networks (CODE-NGO), is an umbrella network composed of ten (10) of the largest non-government organization networks in the Philippines. It was established in 1991 and currently counts as members six (6) national NGO networks and (4) regional networks. These are:

National Networks

1. Association of Foundations (AF)
2. National Confederation of Cooperatives (NATCCO)
3. National Council for Social Development (NCSD)
4. Partnership of Philippine Support Service Agencies (PHILSSA)
5. Philippine Business for Social Progress (PBSP)
6. Philippine Partnership for Development of Human Resources in Rural Areas (PhilDHRRA)

Regional Networks

7. Coalition for Bicol Development (CBD)
8. Cordillera Network of Development NGOs and POs (CORDNET)
9. Mindanao Coalition of Development NGOs (MINCODE)
10. Visayas Network of Development NGOs (VISNET)



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