

FUNDRAISING PROCEDURE

Background: At the General Assembly 2021, as part of discussions to update the description in the Statutes of sponsors, the members gave the assignment to establish fundraising rules which would support the ethical and transparent selection of organisations to accept funding from.

Scope: This procedure shall apply to private companies and individuals.

Procedure: The Steering Group reviews potential sponsors before agreements and/or payments are finalised according to the following procedure.

Development: The Secretariat or another delegated Steering Group member cultivates opportunities to work with sponsors and develops the relevant concept notes and other materials.

Proposal: A member may prepare a proposal for working with a specific sponsor. The proposal shall include:

- A concept note about the donation and expected results.
- An explanation of how this donation contributes to fulfilling the Vision, Strategy, or other key guiding documents of the Network.
- The most recent annual report from the Sponsor.
- A short evaluation of the sponsor including:
 - What their core and tangential businesses are.
 - Their standing – including from independent sources when available – in terms of human rights and other ethical considerations in their business practices.
 - How sponsoring the Network is relevant to their development goals.
 - Recent news about the sponsor written by 3rd parties.
 - Statements about the organisation from trusted local colleagues, if available.

Consultation: Secretariat confirms proposals meet the criteria and distributes the materials to the Steering Group. Members are asked to review the documents and submit comments and questions to the Secretariat. We will especially take note of any questions that require research, reference checking, or other follow-up actions.

Steering group meeting: At the next meeting of the Steering Group, the Secretariat will distribute any updated materials, along with a summary of comments received. The proposing member will present the results, then open the floor for discussions and decision.

Principles for decision making: Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, or other entities – including anonymous donors - provided that the Steering Group determines that such a donation would not compromise any of the following:

- Values— acceptance of the gift should not compromise any of the core values of the Network as presented in the PROMISE Vision, the Network's Strategy, and other key guidance documents.
- Conflict of interest – the donation should not call in to question a conflict of interest.

- Public Relationships— acceptance of the donations or other forms of support should not risk the reputation of the Network.
- Primary Benefit— the primary benefit of the donation should be the Network, rather than the donor.
- Consistency— acceptance of the donations or other forms of support should be consistent with prior practice, if any.
- Form of Gift— donations or other forms of support should be offered in a form that the Network can use without incurring substantial expense or difficulty.
- Policies – donations or other forms of support must follow any relevant policies of the Council of the Baltic Sea States, as the host of the Network, or of the Government of Sweden, the where the host of the Network is established.

Rejection/delay: Shall be duly justified. Will be notified shortly after the decision is taken, including a justification. Delayed decisions may request that the donor attend an extraordinary meeting of the Steering Group to discuss the proposal.

Approval: Approval will be notified shortly after the decision taken, first privately then publicly.

Sponsor rights: Approved Sponsors will be informed that they have these rights as donors of the Network:

- I. To be informed of the Network's mission, of the way the network intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the the network's Steering Group, and to expect the Steering Group to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the network's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing the network will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors of the network.
- IX. To have the opportunity for their names to be deleted from mailing lists that the network may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.