

CODE OF CONDUCT FOR PWYP COALITION

This Code of Conduct sets out standards and requirements to which signatories to the Code are bound and against which complaints and compliance is assessed.

1. Preamble

- 1.1 This Code of Conduct defines standards of governance, management, financial control and reporting with which PWYP Nigeria coalition members should comply. It identifies mechanisms to ensure accountability in PWYP use of public monies. The Code aims to maintain and enhance standards throughout the PWYP community, ensuring public confidence in: the integrity of individuals and Organisations comprising the PWYP community; and quality and effectiveness of PWYP programs.
- 1.2 Organisations which signatories to this Code aim to build creative and trusting relationships with each other and to meet program standards which:
 - 1.2.1 Give priority to the needs and interests of the people they serve;
 - 1.2.2 encourage self help and self-reliance among beneficiaries and thus avoid creating dependency;
 - 1.2.3 involve beneficiaries groups to the maximum extent possible in the design, implementation and evaluation of projects and programs;
 - 1.2.4 respect and foster internationally recognized human rights, both socio-economic and civil-political;
 - 1.2.5 seek to enhance gender equity; and
 - 1.2.6 are based on an understanding of the history and culture of the people served.

2. Organisation Integrity

- 2.1 In all of its activities and particularly its communications to the public, the organisation will accord due respect to the dignity, values, history, religion, and culture of the people with whom it works consistent with principles of basic human rights.
- 2.2 The Coalition will be formed voluntarily and not-for-profit.
- 2.3 The Coalition will oppose and not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any of its activities. It shall take prompt and firm corrective action whenever and wherever wrongdoing is found among its Governing Body, paid staff, contractors, volunteers and partner organisations.
- 2.4 The Coalition will have a policy to enable confidentially to bring to the attention of the Steering Committee evidence of misconduct on the part of anyone associated with the Coalition. All reports must be channeled through the National Coordinator unless it is an issue concerning the National Coordinator which should be taken directly to a member of the Steering Committee.
- 2.5 The Coalition will conduct itself in ways that do not denigrate other agencies, or make misleading or false public statements regarding other agencies.

3. Governance

- 3.1 The Coalition's governing instrument (constitution, articles of association, rules, bylaws or similar documents) will be consistent with legislative requirements and set forth the Coalition's basic goals and purposes, define membership, governance structure of the Coalition including the frequency/format of meetings and the size of quorum.
- 3.2 The Coalition will have a steering committee elected/appointed by members from within the membership/supporters. The Steering Committee will approve the annual budget and may delegate authority to staff of others but must accept ultimate responsibility for governance over all aspects of the Coalition. There should be clearly defined lines of authority between the Steering Committee and the Secretariat.
- 3.3 There will be written policies covering appointment, termination and, where applicable, remuneration of members of the Steering Committee.
- 3.4 Members of the Coalition, paid staff, and volunteers will make known to the Steering Committee any conflict of interest or any affiliation they might have with an actual or potential supplier of goods and services, recipient of grant funds or organisations with competing or conflicting objectives. Members of the Steering Committee and paid staff will absent themselves from discussion and abstain from voting or otherwise participating in the decision on any issue in which there is a conflict of interest. Large or otherwise inappropriate gifts to members of the Steering Committee or staff for personal use shall be forbidden.
- 3.5 The Steering Committee will commit the Coalition to open and accurate disclosure of information concerning its goals, programs, finances and governance. Due regard will be given to the human rights and personal safety of staff, partners and aid recipients, legal requirements regarding privacy and confidentiality, proprietary information and personnel matters.
- 3.6 The Coalition will hold an annual general meeting of its members as defined in its governing instrument and which meets the requirements of the legislation under which the coalition is incorporated. The AGM will receive the annual audited financial statements and appoint an independent auditor for the subsequent year(s).

4. Communication with the Public

- 4.1 An Annual Report is to be produced and made available to the coalition's own members, supporters and members of the public upon request.
- 4.2 All communications with the public, government offices and development partners and Fund raising solicitations will be truthful, will accurately describe the Coalition's identity, purpose, programs, and needs and will only make claims which the Coalition can fulfill. There will be no material omissions or exaggerations of fact, no use of misleading photographs, nor any other communication which would tend to create a false impression or misunderstanding.

5. Program Evaluation

- 5.1 The Coalition regularly reviews program effectiveness and has mechanism to incorporate lessons learned into future programs.

- 5.2 The Coalition is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field.
- 5.3 The Coalition is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

6. Finances

- 6.1 The Coalition will have internal control procedures which minimize the risk of misuse of funds. Reporting mechanisms which facilitate accountability to members, donors and the general public will be used. The Coalition will have adequate procedures for the review and monitoring of income and expenditure.
- 6.2 Notwithstanding any other legal requirements, the Coalition must publish in their Annual Report its financial statements.
- 6.3 Code of Conduct Summary Financial Reports and Full Financial Report must be audited by at least a qualified accountant who is a member of the Instituted of Chartered Accountants of Nigeria or by a Registered Company Auditor. The Auditors statement must accompany the financial report in the Annual Report.
- 6.4 Donations shall be used as promised or implied in fundraising appeals or as requested by the donor. The Coalition shall substantiate; upon request, that their application of funds is in accordance with donor intent or request.

7. Personnel and Management Practice

- 7.1 The Coalition's expectations of its employees' and volunteers' professional conduct shall be clearly communicated and consistent with the requirements of the PWYP Code of Conduct.
- 7.2 The Coalition will be committed to continuous improvement in its management practice including the provision of regular opportunity to employees for training and professional development.
- 7.3 The Coalition will have policies and strategies to promote gender equity especially in senior positions in the management and governance of the Coalition.

8. Complaints Handling and Compliance Monitoring Process

- 8.1 Complaints made against a signatory organisation must be in writing and must specify the section of this Code that the organisation is alleged to have breached. Complaints will be investigated by the PWYP Code of Conduct Committee according to the Complaints Handling Process. Information on how to make a complaint may be obtained from PWYP accessible the PWYP website.
- 8.2 In the event of a complaint being brought against an organisation under the terms of this Code, signatories of the Code shall co-operate with the Code of Conduct Committee's inquiry described in the Complaints Handling Process. Failure to cooperate with the inquiry and reconciliation process will constitute a breach of the Code.
- 8.3 Compliance to the reporting requirements in this Code is monitored by the PWYP Code of Conduct.

9. Amending the PWYP Code of Conduct

- 9.1 The PWYP Code of Conduct may only be amended by a simple majority of members of the Coalition provided such a notice for amendment is circulated amongst members at least seven days before the intended amendment will be put to vote.

ACTIVITIES OF THE COALITION SINCE ITS INCEPTION

- 1 It organizes a conference in 2004 in Port Harcourt, where the PWYP campaign in Nigeria was launched.
- 2 Monthly meeting of the Steering Committee with the NSWG - NEITI
- 3 Organisation of a one-year anniversary conference tagged: *NEITI - moving from secrecy to transparency 2005* in Abuja.
- 4 Mainstreaming CSOs contributions into the NEITI process.
- 5 Ensuring that the NEITI Bills is passed into law
- 6 Ensuring that the West Africa Gas Project is transparently executed
- 7 Ensure transparency in the Joint Development Zone (JDZ) between Nigeria and the Republic of Sao Tome
- 8 Facilitating CSOs engagement with International Financial Institution (IFIs) which include World Bank, Africa Development Bank and IMF on transparency on resource revenue.