## Organisational descripTion for partnership

### Introduction

Partnership for the Olof Palme International Center (OPC) is key to reach a mutual objective with partner organisations (PO). A good partnership is built on shared values, solidarity, joint ownership, transparency, long-term engagement, clarity of roles, mutual benefits, effective and accountable management.

**Organisational description for partnership** is filled in by a PO that is interested in a partnership with OPC or one of its Swedish member organisations (MO). The requested information in these documents constitute the initial information needed for starting a partnership.

The information given in these forms is used to assess some of the basic organisational strengths and weaknesses in relation to capacities, relevance and internal democracy. It provides a basis for discussion and dialogue about potential organisational development during the cooperation period.

### Contact information

|  |  |
| --- | --- |
| *Date and place:* |       |
| *Name of the organisation:* |       |
| Address: |       |
| Telephone: |       |
| E-mail: |       |
| Website: |       |
| *Contact person:* |       |
| Telephone/mobile: |       |
| E-mail: |       |
| List the persons responsible for the information in this form, name and title |       |

## part 1

This document shall not exceed 4 pages.

### History and Values

1. Describe the history of your organisation; when, why and by whom was it founded?
2. Describe how your organisation has developed since it was founded?
3. Describe your organisation’s vision and core values?

### Strategy and Focus of Work

1. Describe how your organisation is structured
2. What are the most important results you have achieved in recent years?
3. Describe how you work; what are your strategies to achieve your goals?
4. How do you develop your strategies, who is involved?
5. Describe whom you work with (target group)
6. Describe your networks with other organisations, decision makers and others
7. How do you involve members, target groups and/or other relevant stake holders in your work?
8. How do you work with gender equality in your organisation and in your activities?

### Additional Information

1. What do you consider to be the three most decisive external factors that effects your work?
2. Describe the core strengths and weaknesses of your organisation
3. What do you expect from the partnership with the Palme Center and the Swedish labour movement?
4. What previous experience does your organisation have of international development cooperation?
5. Any other information you would like to share related to the work of your organisation that might be relevant for the cooperation?

## Part 2

### Organisational Status and Structure

1. Do you have an organogram of your organisation? [ ]  Yes [ ]  No
2. Does your organisation have by-laws (statues)? [ ]  Yes [ ]  No
	1. *If no, why not?*
3. Do you have a written strategic plan?[ ]  Yes [ ]  No
	1. *If no, why not?*
4. Is your organisation registered with the authorities? [ ]  Yes [ ]  No
	1. *If yes, since when?*
	2. *If no, why not?*
5. Do you have a written order of delegation? [ ]  Yes [ ]  No
	1. *If no, why not?*
6. What policies have you adopted for the organization (discrimination, environment etc.)?

### Internal Democracy and Membership

1. Do you have an elected board? [ ]  Yes [ ]  No
	1. *If yes, how many board members do you have (men/women)?*
		1. *How is the board elected and how often (selection criteria)?*
		2. *What is the role of the board?*
		3. *How often does the board meet*?
	2. *If no, why not?*
2. Do you have a policy for how management/leadership is appointed and removed? [ ]  Yes [ ]  No
	1. *If no, why not?*
3. Do you have members? [ ]  Yes [ ]  No
	1. *If yes,*
		1. *How many members (men/women)?*
		2. *Do you have a list of the members that you keep updated? [ ]  Yes [ ]  No*
		3. *Do the members pay a membership fee? [ ]  Yes [ ]  No*
	2. *If no, why not, what prevents people from joining?*
4. Do you have a general assembly? [ ]  Yes [ ]  No
	1. *If yes*,
		1. *How is it constituted?*
		2. *How often does it assemble?*
		3. *What is the main responsibilities of the general assembly?*
	2. *If no, why not?*
5. Do you have annual general meetings (AGM)? [ ]  Yes [ ]  No
	1. *If yes*,
		1. *Who has voting rights at the AGM*?
		2. *Are the minutes of the AGM documented?* [ ]  Yes [ ]  No
		3. *Are the minutes of the AGM shared with members?* [ ]  Yes [ ]  No
	2. *If no, why not?*

### Human Resources

1. How many paid employees do you have (men/women)?
2. Do you pay taxes for your employees? [ ]  Yes [ ]  No
	1. *If no, why not?*
3. Do you have any social security schemes for its employees? [ ]  Yes [ ]  No
	1. *If yes,*
		1. *Pensions?* [ ]  Yes [ ]  No
		2. *Maternity/paternity leave?* [ ]  Yes [ ]  No
		3. *Sick leave?* [ ]  Yes [ ]  No
	2. *If no, why not?*
4. Are people involved in voluntary work in your organisation? [ ]  Yes [ ]  No
	1. *If yes,*
		1. *How many (men/women)?*
		2. *In what ways are they involved?*
	2. *If no, why not?*

### Financial Resources and Administration

1. What is the total annual budget of your organisation?
2. How is the organisation financed? State all financial supporters and forms of support
3. Do you have one or several registered bank accounts?
4. Do you have a budget for the current and incoming year? [ ]  Yes [ ]  No
5. Do you produce an annual financial report for the whole organisation? [ ]  Yes [ ]  No
	1. If yes, is it audited by an external, independent and qualified auditor? [ ]  Yes [ ]  No
6. Does the organisation produce an annual narrative report? [ ]  Yes [ ]  No
	1. *If yes, are the annual financial and narrative reports shared with the members and/or target group?*
	2. *If no, why not?*
7. Please state the level of financial education and/or relevant experience of the financial manager?
8. Has any external evaluation been carried out of your organisation? [ ]  Yes [ ]  No
	1. *If yes, by whom and when?*