SELF REGULATION MECHANISM CHECKLIST

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An Initiative of

Association of International NGOs in Nepal

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This Self- Regulation Mechanism checklist has been designed as a tool to help AIN Member INGOs assess whether their policies and practices are currently in alignment with the AIN '*Code of Conduct*'.

AIN *Code of Conduct* is a set of fundamental & operational principles and standards to guide the actions and management of member organizations for improving the ethical values of its membership. All AIN Members benefit from the code of conduct as it systematically identifies ethical practices and acceptable standards. The adoption and internal enforcement of this Self- Regulation Mechanism not only provides an ethical check for AIN Members, it also serves as a statement to the beneficiaries, government, donors and the public that the INGO takes seriously the importance of maintaining high standards and it also forms the basis for self-certification of the INGOs.

Evaluation checklist

1. Does the organization have SWC documents (General and Project Agreement, either up to date or actively in the process of renewal) for remaining registered with the government of Nepal as an INGO? □ Yes □ No

2. Does the organization pay annual AIN membership fee on time? □ Yes □ No

3. Does the organization continue to fully subscribe to the principles, mission, and objectives of the Association as contained in AIN's Articles of Association and Strategic Plan? □ Yes □ No

4. Does the head of the organization/senior personnel attend AIN Plenary meetings and General Assembly on a regular basis, adhering to membership requirement as per AIN's Articles? □ Yes □ No

5. Does the organization conduct an annual Financial Audit done by an independent, qualified accountant, as required by law in Nepal? □ Yes □ No Is the Audit publicly available on either AIN's website or the organization's website? □ Yes   □ No

6. Does the organization conduct Social/Public Audits at least annually? Yes □ No Is the report of the Social/Public Audit easily available online for the public to review? □ Yes □ No

7. Has it enrolled in the Ministry of Finance's AMP (Aid Management Platform) as required by law?   □ Yes □ No Are the organization's current projects accurately documented on the AMP? □Yes □No

8. Does the organization regularly seek feedback on its activities from beneficiaries and stakeholders? □ Yes □ No

9. Does the organisation adopt and fully adhere to the Basic Operating Guidelines (BOGs) that AIN is signatory to? □ Yes □ No

10. Does the Organization have its own safeguarding policy, guidelines and enforcement mechanisms in line with global civil society standards? □ Yes □ No

11. Does the Organization engage in peer review with other AIN members to maintain ethical, cooperative relationships with other INGOs, share information and partner where possible and appropriate for the sake of the greater public good? □ Yes □ No

NAME OF THE ORGANIZATION:_____ **DATE:**_____