

CPGC-OPEN INFORMATION-POLICY

Introduction

As an Organisation Coalition for Peace and Gender Champions (CPGC) includes transparency and mutual accountability, trust and openness to listen, share and learn from each other to build consensus and mutual understanding.

CPGC is committed to transparency and accountability in our work and relationships. We believe information is power, and that transparency empowers the members on whose behalf the secretariat and the board work.

This improves collaboration, as members understand our work better and how it can best contribute to their efforts, and accountability, as with proper information stakeholders can hold CPGC to account for their performance.

We believe that our members, supporters, partners, and the other individuals and organisations with whom and on behalf of whom we work, have a right to know about what we are doing. In turn, being open and honest promotes our own learning and continual improvement, helping us to build and strengthen our work and fight any perception of inappropriate activity.

Being transparent and accountable is also important for us since we campaign for policy makers and governments to be more open and transparent with their information, so that they in turn can be held accountable.

The Open Information Policy sets out what information we make publicly available, how we decide what information to share, and how this information can be accessed.

Scope

Our role as a network informs how we respond to requests for information and what types of information we actively prioritise to make available. Key in this process of prioritisation is for us to ask: Will making this information available help CPGC fulfil its purpose of collaboration and engagement between stakeholders.

The response to this question underlies our broader approach to information sharing. The Information which is subject to this policy can be divided into six classes:

1. Statutory documents (eg Memorandum and Articles of Association or annual audited accounts)
2. Information which explains how the organisation is run (eg Governance Manual, CPGC strategy, and membership guidelines)
3. Information about members and partners
4. Policies which show our commitment to good practice (eg anti-fraud, safeguarding, privacy notices)
5. Documents and information which accurately reflects the performance of the organisation (eg annual report; members' surveys; evaluations)
6. Reports, or other evidence, which show that the secretariat, trustees, board members and network are working effectively to achieve disaster reduction

In this policy "information" refers to documents including manuals, reports, and policies, (either electronic or hardcopy), as well as images, videos, voice recordings, and datasets drawn from research, many of which are found on our website.

Audience

The primary accountability of the trustees, global board and secretariat is to the members of CPGC. We reach these organisations and individuals directly.

Other stakeholders include donors and other partners. With this policy we wish to:

1. Ensure our members know the organisation and how it is performing
2. Prove our credibility to donors, partners, and wider civil society
3. Ensure staff recognise the integrity of their employer and that they are empowered by the information available to work more effectively

Implementing the policy

Means of disclosure

CPGC aims to ensure audiences can easily access the information they require. Most of our stakeholders have access to the internet so the majority of information will be posted on our website or the Community Platform for members. CPGC runs events in most regions of the world, and information will also be shared during these.

We are committed to producing all materials in English translations for most materials can be produced and will continue to be produced where resources and pragmatism justify this. Where the project or audience requires it, materials may be produced in other widely-spoken languages such as Swahili or in a national language.

Non-disclosure

CPGC has a presumption of transparency, rather than privacy. The organisation's key criterion for the decision not to disclose any information will be the impact on our mission.

Specific reasons include:

1. Confidentiality: because of legal, commercial or contractual reasons
2. Data protection: if it relates to the compromises the privacy of individuals as set out in our Data Protection Policy
3. Harm to operations: if we judge it might compromise our ability to carry out our mission or our obligations to our members
4. Cost and resources: if the costs or resources involved in obtaining or disclosing it are excessive

Re-use of information

Part of the CPGC mandate is to promote the sharing of information and knowledge on risk-informed development. As such we encourage the sharing and re-use of our information.

CPGC publications are copyrighted and where content is reproduced in part or whole, or translated into national languages, then recognition should be given to CPGC as the author.