



GOOD PRACTICES OF PARTICIPATORY ACTION FOR SUSTAINABLE DEVELOPMENT ORGANISATION (PASDO)

Brief Introduction about PASDO:

Participatory Action for Sustainable Development Organization (PASDO) is a Not for Profit Organization, registered under Societies Registration Act (1989) Manipur in the year 1997 and under FCRA (1976). With a strong belief in the power of the People's Participatory Action, PASDO was formed by committed social activists, experienced community leaders and grassroots workers to facilitate and support participatory actions for sustainable development. It is an offshoot of analysis of experiences of the members with the existing development approaches and process which have rather made people dependent and powerless. PASDO was formed to respond to this issue and is the initiative and effort to facilitate empowering community development process.

Vision:

PASDO's vision is "A self-sustained, empowered, humane and peaceful society."

Mission:

PASDO's mission is to support and strengthen people's action for achieving sustainable development through awareness campaign, workshop, training & exposure, networking, lobby & advocacy and supporting implementation of related project.

Good Practices:

We pledge to be a transparent and accountable by following the highest standards of code of conduct in the organization.

We affirm to the principles of internal governance mechanism by ensuring:

1. Organisational Governance and Administrative Standards we have operational Policy and procedure to maintain well-governed decision making process. The presence of an independent and active board to prevent any conflict of interest. As well as, proper written policies and procedures to protect the rights of the employees.

- For conducting affairs of the organisation with integrity and transparency. The organisation has written Operational policies and procedure Provide reference material to management and staff on standard accounting procedures.
- Provide a clear direction for internal control procedures.
- Provide a clear guidance for handling and reporting of financial transactions and thereby improving accountability.

II. Financial Resource Management Standards: We have well defined Financial Policy and Procedure with high standards of financial practices, including ethical standards of fundraising and appropriate allocation of funds.

The purposes of establishing policies and procedures for PASDO's Finance Operations are as follows:

- To ensure that the best possible controls and procedures are in place to protect assets of the project whilst at the same time that the Project is properly supported in order to achieve overall Project Objectives;
- Ensuring compliance to systems and procedures consistent across all its project
- Effective and efficient management of Funds;
- Donor Funds are used in accordance with the relevant agreements and the extant laws of the land ; and
- Minimize risk of occurrence and perpetration of fraudulent and other criminal acts.

III. Human Resource Management Standards:

Recognising that development can be brought through self help initiative and only where there is equal opportunity for every member of the society to develop his/her potential fully, social justice and equality in access to and

control over resources, equal opportunity to participate in any social process and decision making bodies,

Accepting that the greatest challenges of our times is to facilitate the process of empowering to make them participate and decide their own development which is sustainable, We have well defined Human Resource policy and procedure is as follows:

- To ensure that the best possible controls and procedures of the project are in place whilst at the same time the Project is properly supported in order to achieve overall Project Objectives;
- To have consistency with the systems and procedures laid down by the State and Central Government for NPOs and Voluntary Agencies;
- Effective and efficient management of Project Human Resource;
- Minimise risk of fraudulent and other criminal behaviour in PASDO ;

IV .Well defined / standard on Conflict of Interest Policy ,Gender policy and Child Protection policy.

V.Commtted and Experienced Board Members and staff

VI. Communication Standard to the Public is honest and accurate about the organisation's goals, programmes, finances and governance structure. Organisation's communication respects dignity, values, religion, history and culture of all its stakeholders.

VII.Programme Standards and activities follow the basic standards of sustainable development. The organisation is committed to improving the efficacy of its programmes by regular monitoring and evaluation process.

Basic and Verifiable Indicators

I. Organisational Commitment Standards

Copies of pertinent sections of documents such as:

- i. Bylaws, charter, policies and procedures that clearly confer the mission, vision of the organisation;
- ii. Legal documents
 - a) Society Registration Certificate,

- b) FCRA certificate
- c) 12A, 80G and TAN Registration Certificate
- iii. Annual report;
- iv. Audit report
- v. Office Seal

II. Governance and Administrative Standards

Copies of pertinent sections of documents such as:

a) Role and responsibility of the Board —

- i. Bylaws, charter, policies and procedures related to the election/selection procedure of the board members;
- ii. Conflict of interest policy;
- iii. Minutes of the board meetings;
- iv. Practices and procedures of appointment in the Board;

b) Management and Human Resources (HR)—

- i. HR policy exclusively mentioning equal opportunity employment;
- ii. HR policy and procedures related to appointment, appraisal and termination;
- iii. Gender policy, Anti-sexual harassment policy, Maternity and Paternity leave Policy ;
- iv. Non-discrimination policy

III. Financial Resource Management

Copies of pertinent sections of documents such as:

- i. Financial manual/policy;
- ii. Financial statement;
- iii. Statutory audit;
- iv. Internal audit;
- v. Compliance of legal procedures like FCRA, service tax and income tax;
- vi. Policy to display and disclose income expenditure.

IV. Communication to the Public

Copies of pertinent sections of documents such as:

- i. Use of website or any other social media;
- ii. Proactive sharing of information procedures;
- iii. Periodic publications which share information on the public domain.

V. Programme Standards

Copies of pertinent sections of documents such as:

- i. Procedures for implementation and review of programmes;

- ii. Minutes and reports of programmes conducted;
- iii. A list of activities in which the organisation is engaged, like advocacy, capacity building, etc;
- iv. Monitoring and evaluation report of programmes/projects submitted to the donor.

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