



INTERNATIONAL OMBUDSMAN INSTITUTE CRISIS FUND GUIDELINE

1. PURPOSE

The purpose of this Guideline is to establish guidelines for granting International Ombudsman Institute (**IOI**) funds to members who request financial support in times of crisis, in line with the IOI's purposes and principles.¹

2. BACKGROUND

At its meeting of 11 to 12 May 2022, the Board decided:

Board Decision: The Board endorsed a proposal from the Secretary General to introduce a crisis fund with a view to provide quick and flexible support to members who operate on the ground in a crisis and are in need of financial support. Every year, unclaimed funds from the regional subsidies program will be moved to this crisis fund, instead of being returned to the IOI's general budget (starting with unclaimed subsidies for 2021/2022). The Board further agreed that this fund must be steered based on guidelines, which define specifically what the IOI will consider a crisis, the type of expense, as well as when and how the money from this fund will come into effect.

3. THE CRISIS FUND

3.1 What is a crisis?

For the purpose of this Guideline, a crisis is any event or period that is extremely unstable, troubling or dangerous, including severe impacts on human rights or the independence of an Ombudsman institution, which necessitates immediate and material action by an office of the Ombudsman and/or the International Ombudsman Institute.

¹ See Article 2, IOI By Laws

3.2 What type of expense will the IOI fund?

The IOI will fund work arising from a crisis. The IOI will not fund work undertaken either in the ordinary course of their business or where there is an appropriation from Parliament or the Government of the day that would cover the expenditure.

3.3 How will money from the fund come into effect?

On an annual basis, unclaimed funds from the Regional Subsidies Program will be moved to the Crisis Fund, instead of being returned to the IOI's general budget, commencing in 2021/22.

4. GUIDELINES

4.1 Application

4.1.1 Applications for crisis funding may be made by IOI Members both in good standing and those IOI Members who have been exempted from paying membership fees in accordance with Article 13(8) of the IOI By Laws.

4.1.2 All applications must be submitted to the IOI Secretariat via email. The application should contain sufficiently detailed information on the necessity of the work to be undertaken and the proposed expenditure.

4.1.3 An evaluation is performed by the IOI Secretariat in consultation with the relevant Regional President (or where the Regional President is the applicant, in consultation with the President). The evaluation will take into account:

- The eligibility of the proposed expenditure (as set out in section 3.2); and
- The IOI By Laws and particularly the purposes and principles of the IOI under Article 2 of the IOI By Laws.

4.1.4 The application should also set out:

- How the proposed funding will positively improve the crisis;
- That alternative funding sources are not available; and
- The particular needs of the respective region and other regions.

4.2 Approval

4.2.1 The application can either be: (1) approved; (2) approved in part or subject to change; or (3) not be approved.

4.2.2 Approval of applications will be made by the Board of Directors.

4.2.3 All applicants will receive a letter from the IOI Secretariat informing them of the decision of the Board of Directors and the reasons for approval or rejection of an application. Any conditions for the approval will be included in the letter from the IOI Secretariat.

4.2.4 If approved, the applicant will become the Beneficiary of the granted funds and will receive such funds as soon as practicable, or as otherwise agreed and stipulated in the letter from the IOI Secretariat.

4.3 Reporting

4.3.1 As soon as practicable after the total depletion of the granted funds (but no later than 12 months after the granting of funds), the Beneficiary is obliged to submit a final report to the IOI Secretariat via email. The final report should set out a summary of the work undertaken, including information regarding its outcome on the crisis and either invoices or other evidence for the funds expended.

4.3.2 The final report will be submitted by the IOI Secretariat to the Board for approval. Should further information be required, the IOI Secretariat will contact the Beneficiary and ask for clarification.