



CARE Österreich
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CARE Österreich Program Department

Public Disclosure Policy & Guidelines

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1. Introduction

As part of CARE Österreich's Quality & Accountability Policy Framework (QAPF, current version September 2008), CARE Österreich's Program Department committed itself to make detailed project information and programmatic policies publicly available, using CARE Österreich's public website (www.care.at).

The purpose of doing so is twofold:

- a) CARE Österreich is foremost accountable to its primary stakeholders ("beneficiaries") in the projects, but also to its partners, supporters, allies, staff, to its institutional, corporate and individual donors. This accountability includes, *inter alia*, the right of all stakeholders to have access to specific project-related and organizational information. While the former stakeholders shall participate at all levels of project implementation, the latter are the financiers of our activities, including EU taxpayers, and thus the public at large. All our stakeholders,

- therefore, have a right to access detailed information which goes beyond general public relations and fundraising-related information.
- b) CARE Österreich is interested in providing access to more detailed project-related information, policies and guidelines to “expert users” such as e.g. donor representatives, partners, peer agencies, researchers, academics, special interest groups and any other interested individuals.

Unlike the information provided on the main body of CARE Österreich’s website, the focus of this expert sub site (linked from the start page) is on contents and not on a sophisticated graphical user interface. Secondly, the offered content is almost exclusively in English (unless no English version of a key document exists).

2. Published Content

2.1. Project-related information and documents

As currently recommended by the Program Department and approved by CARE Österreich’s Senior Management Team, the following **project-related information and documents** shall be provided **for every active project** on the English section of our website, where it shall stay for 3 years after the end of the project:

- project description (executive summary excerpted from proposal) for approved and implemented projects
- official interim and final narrative project reports submitted to donors
- interim and final evaluation reports submitted to donors
- signed audit statement of interim and final audit reports submitted to donors (*suspended until further notice*).

The following documents and information shall **not be published** on the website:

- any information described above for projects not officially approved by the donor or where the implementation has not started; it is also important that no information is published before the respective documents were received by the donor(s) or where the documents exist only in draft versions
- full proposals
- project budgets and financial reports
- full audit reports
- any other report annexes (such as photos, videos etc.) in order to keep the number of documents and web space manageable

Under certain circumstances, it might be necessary not to publish project-related information and documents, because e.g. publication of such information raises security concerns for CARE staff and/or stakeholders or threatens its interests, or because the

donor or CARE classify certain project documents as confidential upon mutual agreement.

2.2. Programmatic information and documents

Apart from project-specific information and documents, the following **programmatic information shall be provided**, this being a non-exhaustive list:

- CARE Österreich Annual Report including Audit Statement (English version)
- CARE International Vision & Mission Statement, Humanitarian Mandate
- CARE International Program Principles and Project Standards
- CARE International approved Policies and Guidelines
- basic information and reference to important international accountability initiatives where CARE International participates (SPHERE, HAP, ALNAP, ECB etc.)
- CARE Österreich Program and Sector Strategies
- CARE-internal and external (non-CARE) Good Practice Guidelines, Manuals, position papers (drafts shall be avoided since they are by definition not approved), web links etc. relevant to CARE Österreich's sectors of expertise; for external docs, Copyright issues have to be clarified or publication shall be limited to a weblink.

Note: it is not intended to establish and maintain a large library of documents similar to CARE Österreich's server or duplicating CARE intranet sites. The English webpage shall only offer important CARE policies and key documents for public download. Therefore, a procedure is established to ensure a consistent and manageable approach.

3. Roles & Responsibilities concerning the publication of project-related information and documents

For every active project, it is the responsibility of the designated project officer that the required information and documents as described and defined in para 2.1. above are provided to the CARE Österreich Webmaster for web publishing as follows:

- a) All documents for the webpage have to be stored in the folder:
S:\AUT500_PGRM\Program management\Projects English Homepage
where folders are created for each PN by the POs. All files for publication have to be stored in the respective PN subfolders by the responsible PO in PDF format only! The PO has to make sure that the document is a final version (not a draft), was already sent to the donor, and that any "track-change" mode or comments were deactivated prior to PDF conversion. The **document name shall follow the following nomenclature:** [PN]_CARE_[clear document description].pdf (e.g. NPL061_CARE_Final Evaluation.pdf).
- b) Whenever a new document shall be published on the website, the Excel file "English Homepage Publication.xls" (Worksheet: "Projects") shall be updated by the POs with the required information (PO, PN, New Document(s) to be

- published, Date informed, Comments). The column “published on website” is filled in by the webmaster when the documents have been published. The webmaster will check the Excel file in periodic intervals in order to look for necessary updates.
- c) After official project approval (signed donor contract or equivalent), the Executive Summary from the Proposal is converted into a PDF file and stored in the respective PN subfolder
 - d) Whenever a new official donor interim or final narrative report, an evaluation or an audit was submitted to the donor, a PDF version of the full report (but without annexes; in case of audit reports: only the signed audit statement and not the full report) will be stored as PDF file by the PO in its respective PN subfolder, and the Excel file has to be updated accordingly.
 - e) Approximately three years after the project has ended, the webmaster will eliminate project information and documents from the CÖ English webpage.
 - f) In case of any doubts (e.g. serious concerns as of the appropriateness of contents to be published), please consult with the Program Director!

4. Roles & Responsibilities concerning the publication of programmatic information and documents

Key resources and documents as specified in para 2.2. above shall be made publicly accessible using the following procedure:

- a) While it will primarily be the responsibility of the TAs to select and suggest certain key documents or web links concerning their area of expertise, anybody can suggest key documents for publishing, but shall do so in consultation with TAs and the respective RC/EC only.
- b) TAs, RCs/EC seek approval from the PD; approved documents and web links will be announced in the Excel file “English Homepage publication” (Worksheet: “Resources”) by the responsible TA, RC/EC (to be filled in: Announced by – Topic – New Document(s) to be published – Resources Subfolder – Date Informed – Comments (if any) and stored in the appropriate resources subfolder in PDF format. Location of Excel file and Resources folder:
S:\AUT500_PGRM\Program management\Projects English Homepage
- c) The webmaster will check the Excel file in periodic intervals in order to look for necessary updates.
- d) After publication, the webmaster will fill in the column “published on website” in this Excel sheet.
- e) PD, TAs, RC/EC are responsible for informing the webmaster to remove or replace outdated documents or web links, using the same procedure as outlined under b) above.
- f) In case of any doubts, please consult with your Program Director!