

General Guideline for the participation and cooperation of the full members, parity and other relief organisations and Germany's Relief Coalition office

1. Field of Application

This guideline represents the binding regulation of the cooperation of all relief organisations and all organs and staff of Germany's Relief Coalition (Coalition hereafter). All registered legal entities are described as relief organisations, which can receive donation means from the Coalition for the realisation of mutual campaigns within the sphere of humanitarian aid in an affected crisis area. Humanitarian aid, in respect of this guideline, is all those activities that benefit the victims of natural disasters in the sphere of immediate relief, reconstruction- and reintegration aid and other humanitarian crises.

2. Aims of the Cooperation

2.1 The aim of the Coalition is the establishment of a uniform donation account number for all German relief organisations relevant to humanitarian aid in all supraregional media outlets. In respect of this guideline, the media is seen in as being supraregional when its area of distribution clearly extends beyond a city administered as an independent district or rural district.

2.2 The aims of the cooperation within the framework of the Coalition are as follows:

- The provision of information to the public and individual persons about the general situation and condition in the lives of the injured, ill, handicapped, dying and persons otherwise hit by need and disaster conditions, as well as information of the planned and rendered relief measures provided by the Coalition and the relief organisations for mastering or improving this situation and circumstances of life, and
- the provision of means for the mutual campaigns of other public bodies to support people affected by disaster or humanitarian emergency situations who are generally outside of Germany.
- Mutual coordination of measures within a mutual campaign through the participating relief organisations in advance of execution.
- The further development and execution of a mutual quality management of the aid projects (co-) financed from mutual donation means.
- The integration of further associations for support of the Coalition's aims.

2.3 The Coalition operates in the spirit of solidarity, tolerance and partnership.

3. Members

3.1 Members in terms of this guideline are full members of the Coalition.

3.2 The Coalition principally implements its members for the realisation of its aims and purposes. The independence of the individual legal persons within the Coalition – independent of the activities within the Coalition – is not affected.

3.3 Members of the Coalition can only become tax-favoured bodies who pursue direct and exclusively public welfare, charitable or churchly endeavours and fulfil the admission criteria. Admission is decided by the body of members with a majority of two-thirds of the full members present.

3.4 The alliance is open to all organisations that fulfil the following admission criteria. Charitable organisations with a headquarters in Germany can be members when they

- a) have been active in humanitarian aid abroad for more than five years,
- b) decide through their own responsibility at a national level about the measures to be financed, as well as ensure objective and calculative execution and reporting,
- c) they acknowledge the established principles of the Coalition, especially the regulations of mutual quality management,
- d) are non-governmental organisations independent of governmental- and UN organisations and also do not have the aim of providing support to UN- or governmental organisations,
- e) are not obligated to the general surrender of donations to international umbrella organisations and
- f) have membership in the “Humanitarian Aid Coordination Committee” or the “Federal Workers’ Coalition of Non-governmental Welfare Work”.

3.5 A well-founded exception among the members is the Deutscher Paritätischer Wohlfahrtsverband – Gesamtverband e.V., which as an association itself does not fulfil all admission criteria under Par. 3.4. Through it, however, smaller organisations, which are members of the Deutscher Paritätischer Wohlfahrtsverband – Gesamtverband e.V., are also enabled to share in donated incomes when they fulfil the admission criteria under Par. 3.4 a) to e).

3.6 Membership terminates through resignation, loss of charitable status, or when the statutes of membership are no longer in accord with legal charitable demands. The body of members can also terminate membership with the submission of a convincing reason. Termination is to be given to the executive board in writing with a deadline of three months before the end of the year.

3.7 Members are obligated to pay membership subscriptions. They are calculated from a percentage share in the economic plan of the Coalition for the following calendar year, which corresponds to the

percentage share of the net donation proceeds under Par. 14.4.

3.8 Associations, societies, organisations and institutions, which support the purpose of the Coalition and do not wish to be active in humanitarian aid abroad, can be accepted by the body of members as associate members. Associate members have no active and passive right to vote. A written agreement is drawn up pertinent to the cooperation between the associate member and the Coalition. The body of members decide concerning this agreement and acceptance with a majority of two-thirds of the full members present. Associate membership exists for the duration stated in the written agreement.

4. Body of Members

4.1 The body of members is the supervisory organ of the Coalition and decides on the basic principles of the Coalition's work.

4.2 Each member should send a representative with voting rights to the body of members. Written authorisation is permissible.

4.3 From among the members' representatives, the body of members elects a speaker and his or her two deputies; these persons may not be members of the executive board; at least one of these persons should have expert qualifications and knowledge in the field of finance. Election is valid for the duration of two years; re-election is permissible. Election takes place during a regular members' meeting, which takes place in the calendar year following the election of the executive board and is about one year after. Dismissal by the body of members for an important reason is at all times possible.

The tasks of the speaker at the body of members and his or her two deputies are especially

- a) supervision of the body of members.
- b) continual supervision throughout the year of the work undertaken by the executive board as designated by the body of members.
- c) consultation given to the executive board.

4.4 In agreement with the speaker of the body of members and with announcement of the agenda, the chairman of the executive board is to submit an open invitation for a full members' meeting at least once each year in writing with a deadline of three weeks.

4.5 The body of members constitute a quorum with the presence of two-thirds of those with the right to vote. The resolutions – with the exception of the cases named under Par. 4.9 and 4.7n) – are passed with a majority of valid votes.

4.6 An exceptional members' meeting is to be called under the conditions named in Par. 4.4 when

proposed by at least one-third of the members.

4.7 Among the tasks of the body of members are especially:

- a) decision of the guidelines for financially supported activities,
- b) the election and dismissal of the chairman of the executive board,
- c) the election and dismissal of two further board members,
- d) resolution of the criteria for the acceptance of full members,
- e) resolution of the acceptance and exclusion of full members,
- f) resolution of the agreement with associate members and their acceptance,
- g) authorisation of the economic plan,
- h) appointment of the auditor for the annual statement of accounts,
- i) acceptance of the executive board report, the audited annual financial statement and the speaker's report of the body of members,
- j) formal approval of the actions of the executive board,
- k) confirmation of the executive board agenda,
- l) election and dismissal of the speaker of the body of members and his or her two deputies,
- m) resolution of a General Guideline for the participation and cooperation of full members and the Coalition office,
- n) decision concerning the amount and calculation of the membership subscription for full members.

4.8 The body of members give election regulations for election of the chairman of the executive board and further members of the board.

4.9 Resolutions of the distribution key, changes of purpose, statute changes and the dissolving of the Coalition require a two-thirds majority of all members present.

5. Executive Board

5.1 The executive board comprises the chairman and two further board members. They constitute an executive board under Article 26 of the Civil Code and two of them are authorised to represent the executive board.

5.2 The term of office of the executive board members is two years. Re-election is permissible. The elected executive board members can be dismissed at all times by the body of members for important reasons. The executive board remains in office until the election of a new executive board.

5.3 The executive board directs the business of the Coalition within the sphere of the valid legality and statutes of the Coalition.

5.4 Among its further tasks are especially:

- a) administration of the Coalition's assets, including the bookkeeping and the drawing up of the annual statement of accounts for introduction at the members' meeting,
- b) the drawing up of an economic plan for introduction to the members' meeting,
- c) the drawing up of the annual programme of tasks for introduction to the members' meeting,
- d) the drafting of the annual report of accounts and report during the members' meeting,
- e) the execution of the resolutions passed by the body of members,
- f) the engagement of the project auditor,
- g) the decision for the appeal for mutual campaigns,
- h) the presentation of an audited annual statement of accounts to the body of members,
- i) the further development of the conception of mutual donation appeals,
- j) the decision concerning financial support of projects of non-members,
- k) the decision concerning the extended use of the donation means remaining unplanned up to three months before the end of the mutual campaign,
- l) the decision concerning the exclusion of a member organisation from the distribution of donation means,
- m) the decision concerning mutual PR campaigns outside of the period of a mutual appeal for donations,
- n) establishment of work groups for consultation of mutual points in question,
- o) the decision of the resolution for agreements with banks, media partners, advertising partners and sponsors.

5.5 The executive board can appoint a full-time management, which it has to appoint as a special representative under Article 30 of the Civil Code. The management performs duties within the sphere of an agenda to be resolved by the executive board.

5.6 The executive board resolves an agenda that is to be confirmed by the body of members, which also controls cooperation with the management and its responsibility.

5.7 The speakers of the working teams can participate on invitation with a consultative voice in a board meeting.

5.8 The executive board passes its resolutions in meetings, which take place, as required, at least four times annually. The passing of a resolution can also take place through a vote given by telephone or in writing if this procedure finds no objection by a board member. The transcriptions are to be sent to executive board members. The entry of minutes in the internal part of the Coalition web site (intranet) in combination with an appropriate message per email is considered to be delivered.

5.9 The executive board constitutes a quorum when more than half of its members participate in the passing of a resolution. Resolutions are passed through a majority of the body of members. A proposal with equal votes has no majority and can therefore not be realised.

5.10 The chairman of the executive board is to extend invitations to executive board meetings, but if impeded the invitation is to be made by the management. An invitation must take place when requested by a board member when the issue is stated. The invitation generally takes place 14 days before the meeting with the giving of the agenda and enclosure of the necessary consultative documentation. In urgent cases, the deadline for an invitation can be less than 14 days. Time, place and agenda of the executive board meetings are essential parts of the invitation. The chairman draws up the agenda for the meeting in agreement with the Coalition office.

6. Coordination Committee

6.1 For consultation of the executive board a representative of the members is to be chosen for a coordination committee; the representative sent to the coordination committee by the members must not be the same person sent as a representative by the members to the body of members. The committee meets on invitation of the executive board, which must demand a committee meeting when at least one-third of the members request it. The tasks and competences of the coordination committee are laid down individually in this guideline.

6.2 Following consultation with the coordination committee, the executive board can pass binding rules of implementation for this guideline or a part of the same.

6.3 Every member generally nominates to the Coalition office for the duration of the election period of the executive board a representative or his or her deputy as a Coalition contact partner who is authorised to receive messages to members of the Coalition, for passing on binding members' declarations to the Coalition, and to represent the member of the coordination committee. The nomination takes place following notification of accessibility of their named workers within and outside of the business times of the member organisation.

6.4 The speaker for the work groups can participate with a consultative voice upon invitation in the meetings of the coordination committee.

6.5 For changes of a member's deputy in the coordination committee or in a working team, respectively, in their representation and changes in the accessibility of the same, the Coalition office must be immediately informed by the members, and not later than the 20th of each month for the month following, to ensure internal communication and functional capacity of the Coalition in mutual campaigns.

7. Working Team for Projects

7.1 The task of the working team for projects and its members is to guarantee an up-to-date flow of information from the members' relief projects for the entire public relations necessary within a mutual campaign, the voluntary exchange of information concerning current relief activities abroad among the relief organisations, coordination of the projects financed with Coalition donation means, the processing of recommendations for the development of mutual standards for project execution, coordination of mutual offers of further training for the project work, the recommendation of an assessor and the processing of suggestions of approval for project-promotion applications by non-members for the executive board.

7.2 For the further regulation of the tasks and working methods of the working team for projects, the executive board can pass a binding rule of implementation following consultation with the working team for projects and the coordination committee.

7.3 Every member organisation sends an expert representative to the working team for projects and nominates in each case a deputy to the Coalition office with notification of the accessibility of their named workers within and outside of the business hours of the member organisation.

7.4 The working team chooses a speaker and a representative from among its members for the duration of two years. The speaker extends invitations to meetings, and moderates them, through the Coalition office.

7.5 The working team meets as required, however, at least once each calendar quarter.

8. Working Team for Media

8.1 The tasks of the working team for media and its members is to guarantee an up-to-date flow of information from the members' relief projects for the entire public relations necessary within a mutual campaign, further development of basic principles for the mutual press- and public relations work and the processing of proposals for resolutions for mutual public-relations campaigns, among other things, with the aim of achieving public awareness (purpose of statutes: information) of the Coalition for the executive board.

8.2 Following consultation with the working team for media and the coordination committee, the executive board can pass a binding rule of implementation for the further regulation of tasks and methods of the working team for media.

8.3 Every member organisation sends an expert representative to the working team for media and

nominates a representative to the Coalition office with notification of accessibility of their named workers within and outside of the business hours of the member organisation.

8.4 The working team chooses a speaker and a deputy from its members for the duration of two years. The speaker extends invitations to the meetings through the Coalition office, and moderates them.

8.5 The working team meets as required, but at least once every calendar quarter.

9. Working Team for Fundraising

9.1 The task of the working team for fund raising is the mutual and voluntary exchange of information of the relief organisations and consultation and further development of mutual Coalition fund-raising activities as instructed by the executive board.

9.2 The executive board can pass a binding rule of implementation following consultation with the working team for fund raising and the coordination committee for the further regulation of tasks and methods of the working team for fund raising.

9.3 Every member organisation should send an expert representative to the working team for fund raising with notification of accessibility of their nominated workers for the Coalition office within and outside of the working hours of the member organisation.

9.4 The working team selects a speaker, and his or her deputy, from among its members for a period of two years. The speaker extends invitations to the meetings through the Coalition office and moderates them.

9.5 The working team meets as required, but at least twice every calendar year.

10. Board of Trustees and Ambassadors

10.1 A board of trustees can be set up for the consultation and support of the Coalition through a resolution passed by the body of members. The members of the board of trustees are appointed by the board in agreement with the speakers' council. Appointment is limited to a period of three years. Renewed appointment is possible.

10.2 The board of trustees is to strengthen the Coalition's incorporation in society. For this reason the board of trustees endeavours to win the representatives of many social groups and associations from the spheres of politics, the church, labour unions, science, economy, media, art and culture.

10.3 The members of the board of trustees should, as required, represent and/or help the Coalition in the public sphere to create contacts/relationships to other persons and institutions that help to enhance the public image of the Coalition. The tasks of the individual members of the board of trustees are individually agreed upon with the board. These can be public presentations, public appeals for donations, signing of mailings, participation in national press conferences, appearances at galas and events (TV). The tasks generally comprise support of the work and the image of the Coalition and its members.

10.4 The executive board appoints well-known personalities as Coalition “ambassadors”. The duration of appointment is agreed individually with the ambassador and coordinated to the actions or campaigns as agreed. The task of the ambassadors is to offer support in the presentation of the Coalition to the public. If an ambassador is available for only a specific campaign, he or she is known as a campaign ambassador.

10.5 Among the tasks of an ambassador is obtaining a personal impression of the current situation of people hit by disaster through a visit locally and to report in Germany. The ambassadors’ journeys are prepared and carried out by the Coalition office in close coordination with the members. The costs for project journeys undertaken by an ambassador are assumed by the Coalition. To be considered for the organisation of journeys is that as far as possible every member receives the opportunity to present his or her project to the ambassador.

10.6 For the engagement of an ambassador, the executive board can pass a rule of implementation following consultation with the working teams for media and projects.

11. Coalition Office

11.1 The Coalition office is the official office of the Coalition with its full-time workers. The Coalition office executes the ongoing business of the Coalition.

11.2 The Coalition office is occupied regularly from Monday to Friday from 9am to 5pm. In individual cases, up to three persons can be reached around the clock. Accessibility is ensured through a binding telephone number and an email address.

11.3 In the case of commitment, the Coalition office is responsible for the organisation and execution of a mutual donation campaign. Among other things its tasks are alerting the Coalition committee and the members relative to the possibility of a new mutual appeal for donations through email and SMS and the regular updating of the alert list.

11.4 In the case of commitment, the Coalition office can call on the member organisations for personnel to cover any need in current work during peak periods. This generally affects one person from each member organisation who is sufficiently qualified to undertake media work, internal communication or fund raising. A duty plan is to be drawn up in this respect. The executive board can pass a rule of implementation (commitment manual) for cooperation of the members with the Coalition office during a mutual campaign.

11.5 The Coalition office ensures communication between the Coalition committees (coordination committee, executive board, board of trustees, working teams) and the member organisations. One Coalition office worker is allocated to a working team. They assume the organisation, execution and reporting of the meetings of the respective working team.

11.6 The Coalition office is responsible for all tasks in the spheres of fundraising, donation administration and donator service, which also incorporates the writing of donation receipts for tax purposes. It is also active in the winning of unbound and bound donations, permanent donations and fines. The Coalition office undertakes, among other things, direct-mail activities and telephone marketing. For the purposes of binding donors and enhancing the Coalition's corporate image, the Coalition office organises events for donors (e.g. large donors, firms).

11.7 The Coalition office is responsible for cooperation with firms that have donated to the Coalition during a donation campaign. The Coalition office includes the member organisations in the cooperation.

11.8 The Coalition office is responsible for the construction and further development of the mutual Internet appearance.

11.9 The Coalition office is responsible for the construction and further development of the intranet to be used internally, which has the function of providing the members, the executive board and the working teams with the most comprehensive information. The Coalition office lays down access authorisation. An electronic newsletter, in which the latest events, dates and activities are reported, is sent at irregular intervals to provide current information to the members, the executive board and the working teams.

11.10 The Coalition office is responsible for the determination of the distribution key, and processes of calling and invoicing of means. The following focal tasks are especially relevant in this respect:

- Preparation and communication of the country lists under Article 14 of the General Guidelines to the member organisations
- Determination of the distribution key according to the values given by the member organisations and communication of the key to the member organisations.
- Acceptance of the call for means (with log frames and budgets) and control of completeness- and allocation of relief campaigns, including the still available means per member organisation.
- Transfer of donation means for relief campaigns based upon the call for means, as given.



- Receipt of intermediate reports and final reports (including invoicing of the donation means) and control of completeness according to the current valid procedure.

The Coalition office creates an electronic database for the control of the above-given tasks in respect of the procedure for calling and invoicing means for the purpose of recording all flow of means to the member organisations per relief campaign and an overview of all of member-organisation projects promoted by Germany' Relief Coalition. Furthermore, for any controls and evaluation project files are created for all projects according to a defined archiving system.

12. Mutual Public Relations

12.1 An essential success factor for Germany's Relief Coalition as a donation coalition is a convincing and stringent public appearance free of contradiction. For this purpose, Germany's Relief Coalition must increase its degree of public awareness in the medium term and at the same time be clearly differentiated from the other existing coalitions. Germany's Relief Coalition pursues a trademark strategy to achieve these aims. The core elements of this "Germany's Relief Coalition" trademark are:

- the claim to represent the whole of Germany,
- as a coalition of ten very different organisations, to incorporate the strengths of each individual organisation within the Coalition,
- to be very powerful, capable and efficient,
- to give transparent account of the use of the monies implemented.

The external appearance of Germany's Relief Coalition orientates on these trademark values; this positioning should also find visible expression in an appropriate image and in the linking of Germany's Relief Coalition and its member organisations.

After consultation with the working team for media, the working team for fund raising and the coordination committee, the executive board can pass further binding rules of implementation for trademark communication.

12.2 At the heart of public relations is the mutual appeal for donations in connection with the depiction of the activities of the members within the sphere of mutual campaigns. The public relations should also highlight the strengths of the Coalition in the individual phases of humanitarian relief and the transparency of procedure undertaken by the Coalition and its members in the use of mutual donation means and to create awareness among the German people for further theme areas of humanitarian relief (e.g. "forgotten disasters", cause and prevention of disasters). Also to be incorporated is the documented depiction of relief campaigns following a disaster (e.g. campaign reports).

12.3 Without immediate information given by the members to the Coalition office of their current and



planned activities within the sphere of a mutual campaign, mutual public relations is support of a mutual appeal for donations is not possible. It is the member's obligation to promptly provide reports to the Coalition.

12.4 On the following day, at the latest after the start of the general waiting period, under Par. 13.6 Clause 3, the participating relief organisations inform of accessibility of contact partners for project-related information in Germany – in case this cannot be guaranteed by their representatives in the working teams for projects – from those responsible for projects in the operational area, respectively, local project partners and possible interview partners for the media (in crisis areas). The project-related information given by the participating relief organisations should be as expressive as necessary and as brief as possible. If possible, information delivered in a standard way (messages concerning rules given at specific times) is to be sent from the field to the coalition office per email.

12.5 Dependent on the situation, telephone conferences by the working team for projects, the working team for media and the coalition office take place during a mutual campaign for the creation of a summarised depiction of the situation in disaster areas and the relief measures already provided by the relief organisations. Participation of the representatives of the relief organisations in the mutual campaign is obligatory.

12.6 As the mutual contact partner for the coordination of public relations among the relief organisations in crisis areas in respect of the German media, and for the assurance of the visibility of the Coalition in the activities of the relief organisations, the Coalition office can send a representative to the crisis area. The representatives of the relief organisations in a crisis area are obligated to provide appropriate information under Par. 12.3 and Par. 12.4 to the Coalition's representative. The tasks of the representative can be transferred to the liaison office through a resolution passed by the executive board. Following consultation with the working teams for projects and media, the executive board can pass binding rules of implementation for the activities of the representative.

12.7 The executive board can set up a mutual liaison office in a crisis area on recommendation of the coordination committee. Together with the tasks of the representative under Par. 12.6 Clause 1 these are to support the relief organisations in crisis areas in the coordination of their project activities, in the representation of their interests with local governments and the German Embassy and the public relations with the local media. Following consultation with working teams for projects and media, the executive board can pass binding rules of implementation for the liaison office.

12.8 For guaranteeing the necessary timely flow of information from the members' relief projects for mutual public relations during a mutual campaign, following consultation with the coordination committee and the working teams for project and media, the executive board can pass further binding rules of implementation.

12.9 The relief organisations are obligated to maintain visibility of their membership, respectively, (co-)

financing of their relief projects. For a more exact definition in this respect, following consultation with the coordination committee working teams for projects and media, the executive board can pass further binding rules of implementation. Until the passing of such a rule of implementation, the agreement applies that organisations are obligated to indicate in their publications their membership of Germany's Relief Coalition and the mutual donation account.

12.10 Fundamentally, press releases for a mutual donation campaign carried out by the Coalition office or a relief organisation are to be sent close to the time of publication per email to all members of the executive board, the coordination committee and the working teams for projects and media and their deputies. The Coalition office informs about its press releases per SMS.

12.11 Press releases and other Coalition publications, which are relevant to the (security-) policy framework conditions of a mutual donation campaign, are to be published if possible following consultation with the working teams for media and projects in a telephone conference. Insofar this is not possible for technical reasons applicable to the media, the first draft of the publication is to be sent per email at least half an hour beforehand to the members of the coordination committee, about which a message is sent per SMS. Publication is to be relinquished following an objection by a member of the coordination committee insofar the executive board has not expressly passed the publication.

12.12 The Coalition office management decides on the execution of Coalition press conferences following consultation with the working team for media.

12.13 Among other things, the executive board decides on the realisation of the Coalition corporate design, the execution of donation events and special donation dispatches.

13. Mutual Appeal for Donations

13.1 The executive board decides on the execution of a mutual donation appeal. Prerequisite for a positive resolution is that at least two members have already declared their willingness to be active immediately on the spot within a maximum of 48 hours. All members of the coordination committee and the working teams for projects-, media- and fund raising, as well as their respective deputies, are informed of decisions per SMS and email.

13.2 If a member organisation does not declare its intention to participate in a mutual appeal for donations within 48 hours of notification by the Coalition office, this is considered a declaration of non-participation.

13.3 A special regulation for member organisations of the DPWV, with a focus on reconstruction: the declaration of participation must take place for these member organisations of the DPWV within 120

hours following notification of a mutual donation appeal.

13.4 Donation appeals made by the Coalition within a mutual campaign take place exclusively for the purposes of humanitarian relief, thus for immediate relief, reconstruction aid and reintegration relief for the inhabitants affected by disasters.

13.5 The mutual donation appeal takes place principally through reference to the mutual donation account, 10 20 30, the Coalition's online website donation module, the donation hotline and other Coalition donation marketing instruments

- in the TV-station programmes with a supraregional and national transmission range,
- in the supraregional broadcasting stations and newspapers,
- in the mutual web site as a portal for depiction of the members' activities,
- in web banners and search-engine advertisements,
- if applicable through special mutual TV programmes with an included donation call centre,
- if applicable on supporting placards,
- in advertisements, preferably gratis advertisements,
- in publications of the associate members and partners from business and the media,
- in emailings and telephone campaigns,
- in donation letters to the Coalition donors' addresses and
- if applicable, further communication channels still to be developed.

13.6 The Coalition appeals for donations in the name of all participating members. The members indicate in their supraregional publications the current mutual campaign, respectively, their participation in the same to their membership in the Coalition and their mutual donation account, the online website donation module, the donation hotline and other new Coalition donation marketing instruments.

13.7 Without a resolution to reject or terminate the mutual donation appeal, public donation appeals made by the relief organisations at a supraregional or national level during the waiting period of a mutual donation appeal are excluded. The general waiting period of a mutual donation appeal begins with the alerting by the Coalition office under Par. 11.3 Clause 2. The general waiting period for every mutual donation appeal last fundamentally two weeks, but the coordination committee resolution, proposed by at least three members, can be shortened, terminated or lengthened. In case of violation of this waiting period through the targeted supraregional publication of an organisation's own donation account, the executive board can exclude the respective member organisation for this mutual campaign in full or in part from further distribution of donation means under Par. 14.3.

13.8 The relief organisations, however, may also make internal appeals within the duration of the mutual donation appeal and undertake the acquisition of new donors per letter and email and, as applicable, per SMS or telephone, as well as

- other appropriate donation appeals in their own Internet web sites,
- donation appeals in the messages to other members or donors to promote their own organisation's



- donation channels and
- carry out their own press work in content in the supraregional media insofar it is linked to a donation appeal to benefit the mutual donation account, the online website donation module, the donation hotline and other new Coalition donation marketing instruments.

The offer of interview partners, who stay in crisis areas on commission by a relief organisation, or have recently returned from the same, is to take place if possible through the broader media contact base of the Coalition office. The parallel mediation of interview dates through the relief organisation itself is to be undertaken in such a way that no overlapping occurs with the dates arranged by the Coalition office. The relief organisations are to constantly communicate with “Germany’s Relief Coalition – the alliance of relief organisations” in respect of interview partners.

13.9 Relief organisations not participating in a mutual campaign are obligated to indicate the mutual donation appeal on their web sites, together with a link to the Coalition web site. The indication is to be made in the same place as the indication of membership in the Coalition.

13.10 After the end of the waiting period, further donation appeals can be made in the Coalition web site for the mutual campaign. The executive board decides concerning the end of a mutual donation appeal.

13.11 The donors’ addresses remain with the Coalition. The Coalition office has the task of updating donors’ addresses so that the donors can be regularly informed and to be asked for donations. The Coalition office uses external services for donation administration. The allocation rule authorised by the executive board is used in the choice of services providers. The choice of services providers is resolved by the executive board after consultation with the working team for fund raising.

14. Use of Mutually Collected Donation Means

14.1 A mutual donation appeal following a concrete humanitarian crisis or disaster is in each respect the basis of a mutual campaign. The incoming donation monies to benefit a mutual campaign are to be allocated for the development of the respective mutual campaigns. Quality management is financed with one percent of the entire donation income, and the general Coalition campaign costs are financed with five percent of the entire donation income. The remaining net donation incomes of a mutual campaign are the basis for the distribution of donation means to the participating relief organisations under Par. 14.4 to 14.6.

14.2 To enable rapid and efficient relief, the distribution of net donation incomes takes place under Par. 14.1 Clause 3 to the participating relief organisations’ projects according to exclusively objective, measurable criteria of the available sustainable operative capacities of the members for humanitarian relief. The classification of humanitarian relief projects in contrast to development cooperation takes

place through a limitation of the project countries assessed as crisis areas in connection with the limitation of project financing possibilities used predominantly in humanitarian relief. Thus in the calculation of the distribution list, only considered is the expenditure for projects abroad that during a calendar year has arisen within the sphere of projects in the countries, which in the same calendar year received humanitarian relief from the Foreign Office, ECHO, UNHCR, OCHA or the Coalition as crisis countries (reference documents: annual lists of the Foreign Office working team for humanitarian relief, ECHO, UNHCR, OCHA and the Coalition) and financed from donations and membership contributions from Germany, from allocations from the Foreign Office working team for humanitarian relief, the BMZ department for emergency- and refugee aid or ECHO. Contributions can also be counted as financing means originating from a source named in Clause 3, but indirectly transferred via other institutions not named in Clause 3. Written declarations from the interconnected institutions are also to be acquired and presented as proof that the transferred means originate exclusively from the financing sources named. The sustainability of the capacity assessment of the members providing humanitarian relief is thus guaranteed, and that the calculation of their average capacity takes place annually based on their so defined project expenditures in the three calendar years immediately before the previous year for the following calendar year.

14.3 The members are to notify the Coalition office of expenditures at the latest by the end of April each year, which they have used in the penultimate calendar year for relief projects in respect of Par. 14.2 Clause 3. With federally structured members, only immediate expenditures of the federal associations (not the subdivisions) can be included in this statement. With the Deutscher Paritätischer Wohlfahrtsverband - Gesamtverband e.V., only expenditures can be charged that arise from its member organisations, which fulfil the prerequisites of Par. 3.5 Clause 2. Project expenditures are to be indicated in a named reference document created by the Coalition office based on Par. 14.2 Clause 3 and proved by a form sent by the end of February. The correctness of the details is to be confirmed by a chartered accountant or a sworn auditor. For the content and form of the indication of expenditures and their auditing, the executive board can pass a binding rule of implementation following consultation with the working team for projects and the coordination committee.

14.4 The percentage share for individual members of the so-called total calculated expenditure used by all members participating in a mutual donation appeal under Par. 13.2 for humanitarian relief is the basis of the distribution key. This distribution key guarantees to those members participating in the mutual campaign the right to an appropriate share of the sum, which in the mutual donation account to benefit the mutual campaigns started in a calendar year, for use in their aid projects. The respective share in individual cases can be somewhat modified due to the use of emergency relief funds under Par. 14.6. The participating members generally withdraw "their" donation means through a budgeted and content-described appeal for means in part payments. For the form and content of the appeal for project means, the executive board resolves a binding rule of implementation after consultation with the coordination committee and the working team for projects. (Formats for withdrawing means and reporting, according to the executive board resolution of 1.12.2006, see inclusion 1a – f).

14.5 Divergent from Par. 14.4 Clause 1, in respect of the share of the net donation incomes of the relief organisations under Par. 3.5 Clause 2, the body of members has no influence in their share of mutual Coalition donation incomes and is limited to a mutual share of a maximum of 10 percent of the mutual net donation amounts.

14.6 To maintain the diversity of aid capacity among the Coalition members, no member receives less than two percent or more than one-third of the net donation incomes.

14.7 To promote the rapid provision of immediate aid in humanitarian relief, the executive board can arrange an immediate relief fund for individual mutual campaigns to benefit the members, which with their concrete relief measures are created within 24 hours after the start of the waiting period, or with concrete relief activities in a current crisis area within 48 hours, show proof of the possibility of providing a photographic report as a mutual Coalition campaign. This serves the financing of all immediate aid measures given by the participating members within one week after the waiting period. Insofar this fund is insufficient for financing activities under Clause 2, appropriate use is to be found by the participating members in the distribution key under Par. 14.3. In case the fund is not exhausted by activities under Clause 2, the remaining financial means is to be implemented by all relief organisations according to the distribution key under Par. 14.3 for the benefit of all of the relief organisations participating in the mutual campaign. The immediate-aid fund is limited to a maximum of € 500,000 and is financed in advance from the operational means of the Coalition. A refinancing of the immediate-aid fund takes place through the net donation incomes under Par. 14.1 Clause 3. The subsequently remaining net donation incomes are made available under Par. 14.4 for distribution among all members participating in the mutual donation appeal. For use of the immediate-aid fund, the executive board can pass a binding rule of implementation after consultation with the working team for projects and the coordination committee.

14.8 The use of donation means has to take place as soon as possible after the occurrence of suffering, but at the latest by the end of the following year after the start of the waiting period for the respective mutual donation appeal (end of the mutual campaign). In case within this period reconstruction- and reintegration relief for the crisis victims cannot be predominantly concluded, the Coalition office will publish an appropriately founded reference as information for the donors. Up to three months before the end of the campaign, the participating members are to report concrete project plans if they go beyond the date of the end of the campaign.

14.9 Use of the net donation incomes available for distribution under Par. 14.4 can take place by the member organisations only within the sphere of the earmarking of such means under Par. 13.3 and the respective donation grounds, respectively, donation entry.

14.10 The Coalition office is to send a first concrete plan to members participating in a mutual campaign within four weeks after the start of the waiting period. Six months after the start of the waiting period of the respective mutual donation appeal, the members are to present a report for the public of the interim balance of the immediate-aid measures (co-)financed from the mutual donation incomes of the first five

months. The contents of the report must satisfy the demands of the press reports. After consultation with the working team for projects and the coordination committee, the executive board can pass a binding rule of implementation for the content and form of the project documentation. (Format press report according to the executive board resolution of 1.12.2006, see enclosure 2).

14.11 In case the project proposals submitted by the participating members do not exhaust the mutual donation incomes within three months before the end of the campaign, the executive board decides whether the remaining donation means will also be made available to the Coalition members that did not participate in the mutual appeal for funds for project financing, respectively, the Deutscher Paritätischer Wohlfahrtsverband – Gesamtverband e.V. or other relief organisations that fulfil the acceptance criteria under 3.4 a) to e). After consultation with the working team for projects, the executive board can pass binding rules of implementation for the transfer of project means to other relief organisations.

14.12 The relief organisations can use up to seven percent of the project means withdrawn under Par. 14.3 to Par. 14.6 to cover administration costs. For the further purpose of these costs covered by administration costs, the executive board can pass rules of implementations after consultation with the working teams for projects, fund-raising and media.

14.13 Donations other than those based on a mutual donation appeal to benefit a mutual campaign, but those gained, for example, within the sphere of mailings or campaigns carried out by the Coalition to foster public awareness and cultivate contact with the donors, and not fines related concretely to a donation appeal, can be used for financing the operational costs of the Coalition.

14.14 Interest gained from the donation means still not withdrawn by the relief organisations for their projects for a mutual campaign are allocated to an extent of two-thirds for the mutual campaign and one third for the financing of the operational costs of the Coalition.

14.15 After consultation with the working team for projects, the executive board can pass binding rules of implementations for the forming of mutual investigation and coordination of the relief projects.

15. Mutual Quality Management of the Project Measures

15.1 The Coalition is obliged to the public and donors to implement a quality management for the use of donation means acquired through mutual donation appeals. To enhance trust in the donors and to hinder damage to the Coalition, the relief organisations are obligated to implement mutual quality management for mutual public relations and the use of the donation means made available by the Coalition.

15.2 The instruments of the mutual quality management are international, national and mutually developed binding given standards, mutual further-training offers, consultation among colleagues within

the working teams and evaluations. Evaluations serve the identification of potential improvement as equally as the application control of this Guideline and those binding rules of implementation to the Guideline passed by the relief organisations, the organs of the Coalition and the Coalition office. Following a tender resolved by the executive board, the evaluators are appointed in each case to projects following a mutual appeal for donations. The external evaluation report is to be based on audits undertaken within the duration of the project and the concluding report of the participating organisations is to be drawn up and, as the case may be, published. For selection of the evaluators and execution of evaluations, the executive board can pass binding rules of implementation following consultation with the working team for projects and the coordination committee. (Guidelines for evaluations according to the executive board resolution of 3.5.2007, see enclosure 3).

15.3 The execution and proof of the utilisation of means, which is for projects (co-)financed by members from mutual donation means, are fundamentally subject to an independent external control (audit). Project audits are to be implemented as a standard according the extent of the budget. These project audits can be commissioned by the members and financed by project means within the sphere of the project budget, insofar they are in accord with the Coalition auditing guidelines and given to independent external auditors. Additionally, the Coalition can undertake sample project audits among the members, which are commissioned either externally or financed by available donation incomes under Par. 14.1 Clause 2 for quality management, or internally by members of the Coalition office. The relief organisations are obligated with their appeal for Coalition project means to guarantee unlimited examination to the Coalition for external auditors in respect of use of the project means requested. On proposal of the working team for projects, the executive board can pass binding rules of implementation for the execution of audits following consultation with the coordination committee. (Guidelines for external auditing according to the executive board resolution of 14.2.2007, see enclosure 4).

15.4 The relief organisations orientate in their work on the following basic principles and standards:

- VENRO Code of Conduct to maintain clear and objective advertising in word and pictures (www.venro.org/publikationen/archiv/manual-venro-kodex.pdf)
- "Code of Conduct for the international movement of the Red Cross and Red Crescent and non-governmental relief organisations for disaster aid" (www.ifrc.org/publicat/conduct/code.asp)
- "Twelve basic rules for German humanitarian relief abroad" (www.auswaertiges-amt.de/diplo/de/Aussenpolitik/HumanitaereHilfe/Grandregeln.html)
- "SPHERE Project" – Humanitarian Charter and Minimum Standards in Disaster Response (www.sphereproject.org)
- "NGDO Charter", Basic Principles of Development and Humanitarian Aid NGOs in the European Union (www.ec.europa.eu/europeaid/projects/ong_cd/fichiers/rapp_charte_en.pdf)
- "Criteria for Engagement of Personnel for Humanitarian Relief" of the humanitarian relief coordination committee (www.auswaertiges-amt.de/diplo/de/Aussenpolitik/HumanitaereHilfe/downloads/Personalkriterien.pdf)
- WHO "Guidelines for Drug Donations", among others (www.drugdonations.org/de/richtlijnen/leitlinien_fur_arzneimittelspenden.pdf)

- FAKT "Guidelines for Device Donors", among others (www.drugdonations.org/de/richtlijnen/leitlinien_fur_geratespenden.pdf)
- Minimum standards for personnel safety in VENRO humanitarian relief (www.venro.org/publikationen/archiv/personalsicherheit.pdf)
- VENRO sustainability of humanitarian relief (www.venro.org/publikationen/archiv/arbeitspapier_8.pdf)
- Linking relief, rehabilitation and development, VENRO working paper No. 17 (www.venro.org/publikationen/archiv/Arbeitspapier%20Nr.%2017%20LRRD.pdf)
- Humanitarian Accountability Project International (HAP-I) (www.hapinternational.org/en/page.php?IDpage=3&IDcat=10)
- The People in Aid Code – Statement of Principles (<http://www.peopleinaid.org/files/code/code.pdf>)
- Self obligation of the member organisations of the German Donation Council (www.spendenrat.de/content/selbstverpflichtung/25DE86F6D3854F2B892611876A0931E0.htm)
- Proposal prerequisites and self obligation of the organisations for recognition of the German Central Institute Donation Seal (www.dzi.de)

15.5 On proposal of the working teams for media or projects, the executive board can resolve further standards as binding rules of implementation for the execution of mutual public relations and the use of the project-promotion means withdrawn by the Coalition in the projects of the relief organisations (Purchase guidelines for projects according to the executive board resolution of 3.5.2007, see enclosure 5).

16. General Regulations

16.1 Decisions made and consultation with the coordination committee, the working teams and the executive board take place in meetings, telephone conferences or per email voting. In all cases the invitation to participate is to be sent simultaneously per email, naming the subjects to be resolved, to all committee members and their respective deputies. In the case of telephone conferences and voting per email, the circle of recipients is to be informed on time by SMS according to urgency, but at least one hour before voting via the invitation email.

16.2 Minutes are to be written about resolutions made in meetings of the body of members, executive board, coordination committee and working teams, and to be signed by the meeting chairman and the keeper of the minutes. The written minutes are to be sent through the Coalition office to the meeting participants and the members' business offices.

16.3 Internal correspondence, including invitations and minutes of the committee meetings, takes place exclusively per email for the reduction of costs and simplification of administration. With the exception of messages concerning dates, linking is to be made to the appropriate document in the Coalition's intranet. The originals of invitations and minutes are kept at the Coalition office.



16.4 The activity of the staff within the relief organisations in the above-named committees takes place without payment by the Coalition. Travel costs of the participants to the meetings of the above-named committees are borne by each of the members sent. The elected organ members are active voluntarily. Due to their Coalition activities, they have the right of appropriate reimbursement for material expenditure arising.

16.5 The business year is the calendar year.