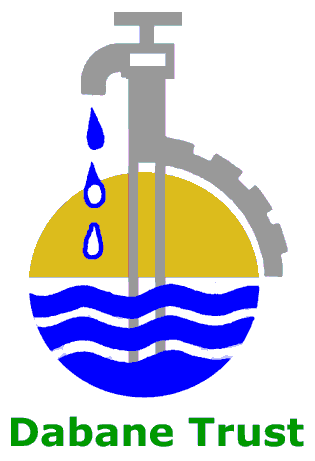
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Dabane Water Workshops

Information Sharing Policy

*30 April 2015*

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1. **Introduction**

Dabane Trust continuously works to improve both the effectiveness of its assistance and its accountability to all its stakeholders through ensuring that in developing and implementing its programmes, beneficiary communities and other key stakeholders receive adequate and appropriate information about the projects we support. We believe that all programme participants have a right to right and appropriate information. Greater transparency with our key stakeholders strengthens our relationship with them and enables us to improve what we do. The right information provision strategies can build trust with relevant stakeholders and are the foundation for greater accountability in our programmes. Dabane Water Workshops encourages partners to make information available to the communities they work with.

This policy has been developed to ensure that information is shared adequately and appropriately as having the right information enables programme participant and stakeholders to make informed decisions that contribute to increased participation and sustainable development. Dabane Trust acknowledges its duty to provide adequate and relevant information and its staff will endeavor to share information systematically with all programme participants regardless of whether they are children, young people and adult men and women.

**Programme Participants**: Refers to any individual associated with Dabane Trusts programmes and includes:

* Beneficiaries of programmes delivered by Dabane Trust
* People employed or engaged by Dabane, whether consultants , interns, contractors, volunteers or any person actively involved in the Dabane Programme
* Partner Organizations that work with Dabane, their staff or anyone working on their behalf



## 

## Purpose

The purpose of this policy is to guide and support staff and partners in developing and implementing project information provision strategies within their projects. Stakeholders have the right to be informed of what we do and how we do it, including projects, programmes, activities, services, feedback and decision-making mechanisms in a manner that is accessible. Effective information provision can strengthen trust, build community ownership and encourage participation. People cannot be involved in a project or service if they are not adequately informed. Dabane Trust believes that lack of information about a project is an instant block to community participation, ownership and empowerment.

## Scope

This policy shall apply to all Dabane Programme Staff, Partners, Consultants, Contractors and all official visitors to the Dabane Trust project areas. The acceptance of this policy is a pre-condition to the employment contract and any partnership or contractual agreement that one might engage in with Dabane Trust. This policy is developed in line with existing Dabane Trust policies such as the:

* The Dabane Mission, Values and Mandate
* Staff employment contract
* Dabane Code of Conduct
* Child Protection policy
* Participation policy
* Complaints Handling & Response Mechanism Policy
* Security, Risk Management and Safeguarding Policy
* Whistle Blowing Policy

Dabane Trust will make every effort to ensure that all employees, partners, consultants, contractors and all relevant stakeholders adhere to and comply with the statutes of the policy.

**What information to provide**

Dabane Water Workshops expects its employees and partners to make the following information publicly available to intended beneficiaries, agency staff and other stakeholders:

* + organizational background and mandate
  + the objectives and timeframes of the projects we support/implement
  + beneficiary selection criteria and deliverables
  + contact details for each project
  + regular reports on project progress
  + basic financial information and regular financial reports
  + dates and locations of key events open to community participation
  + complaints-handling procedures

**What information not to provide**

Information that is determined to be too sensitive or harmful to Dabane Trust, the partner, or its stakeholders, or information likely to be misused, should not be shared.

**How to provide the information**

**Accessible, understandable and appropriate:** Information is accessible to everyone who needs it, including vulnerable and marginalized groups. It will be presented in languages and means that are appropriate for the audience. It will not include ‘relief jargon’ or acronyms. Where possible, an effort will be made to make the information provision methods engaging.

**Timely:** The information should be current and updated regularly.

**Safe**: Information shall be double checked to endure that it does not mislead or can bring harm to the agency or the targeted community, and that it respects the dignity of all.

**Verifiable:** Information should be accurate, consistent, and validated. The information to be shared should first verified though the internal information sharing structure and M & E unit

**Accountable:** Dabane Trust shall strive to give information users an opportunity to feedback on what kind of information they want and how they want it as well as evaluate whether the information provided met both their needs and the above criteria. This will be done through stakeholder and community review meetings.

**Strategies for designing appropriate information provision mechanisms for projects**

Dabane Trust shall undertake the following with the community, ideally at the assessment or project design stage:

* Identify stakeholders and then plan an information provision strategy
* For each stakeholder group, Dabane Trust staff and partners shall identify stakeholder and participants’ information needs; what they need to know about the projects.
* Identify appropriate formats for communicating each of the messages to each stakeholder group.
* Stakeholder groups should be asked how they prefer to receive information. This could include community meetings, community notice boards, loudspeaker, drama, brochures, posters, personal meetings, phone calls or other methods.
* Ensure that the particular information requirements of vulnerable and marginalized groups are met
* Design an information sharing action plan for each activity or project as required
* Develop materials, and check them first with the community through focus groups or informal interviews to make sure the intended message is clearly understood and the formats are appropriate.
* Ensure information provision plans are implemented.
* Ensure that appropriate information sharing tools are used and these may include: community meetings, local radio, notice boards or posters, house to house visits, information on ration cards, leaflets, information desks, loud speakers/megaphones and theatre groups.

**Strategies to monitor the effectiveness of information provisions**

* Talk to project staff and have a look at the project site. What mechanisms have been put in place? Is the information up to date, does it cover the key information requirements and does it appear to be accessible to all community members?
* Talk to members of the community – can they tell you key bits of information about the project as identified in the key information requirements, indicating that these have been effectively communicated to them?
* Talk to members of the community – do they feel they have the information necessary to actively participate in the project?

Through this policy Dabane Trust shall strive for:

* Full programme and financial information is published which is fully accessible to everyone throughout the life of the project
* Projects and programmes are defined by the community
* Information is accessible to all members of the community
* Information is regularly monitored and revised throughout the life of the project
* A variety of information tools are devised as a result of community consultation
* The majority of the community are aware of basic information as per Dabane Trust guidelines
* Full and on-going dialogue between Dabane and the community
* Strong trusting relationship between the organization and the community

## Dabane Trust Information sharing stages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder: Donor** | **Frequency** | **How to provide** | **Feedback** | **Monitoring** | **At what stage** |
| **Project activities, outputs and outcomes** | As per donor requirement  (Monthly, quarterly, midterm and annually, end of project ) | Compile narrative and financial reports | Reviews, lessons learnt, activities | Log frame, budget, output tracker, paper trail (audit) | Monthly, quarterly, semi-annually, annually, mid-term and end of project |
| **Impact** | Once at the end of the project | End-line study report | Reviews | Impact monitoring and MSC stories | End of the project |
| **Project progress and donor support**  **Community needs** | At every meeting convened by Dabane  Whenever soliciting funding | Community meeting  Needs assessment reports | reviews  Feedback sessions - | Evaluation  Community articulation of their needs in line with the assessments - | Quarterly review meetings  proposal |

## Policy Monitoring and revisions

The Policy will be reviewed annually during the Dabane Operational Planning Meeting and at any other designated time. At this time training and refresher sessions on the policy will be conducted for staff.

## Policy Declaration

**Policy Declaration**

I have read carefully and understand the Dabane Information Sharing Policy and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Dabane’s core values and mission.

I understand that failure to comply with any principles of this policy may result in disciplinary action.

Name………………………………………………………………………………………………..

Position…………………………………………………………………………………………

Date…………………………………………………………………………………………………

Signed……………………………………………………………………………………………….

Signed on Behalf of Dabane Trust……………………………………………………….……..

Position……………………………………………………………………………………

Date…………………………………………………………………………………………………