

COUNTRY CHAMPION AGREEMENT

Role description and agreement – October 2021

ROLE

The role of Country Champions is to actively support and encourage the engagement of relevant stakeholders in their country with the development of International Financial Reporting Guidance for Non Profit Organisations through the IFR4NPO project.

1. Appear on the IFR4NPO project website Country Champions page
2. Sign up for project newsletters, connecting to the Project Director on LinkedIn and following / subscribing on LinkedIn, Twitter & Youtube (if you are active on those platforms). Read and engage with the newsletters and posts.
3. Attend project events during consultation periods, and submit responses as an individual or on behalf of your organisation.
4. Encourage other stakeholders in your network to do 2 & 3
5. Share or include relevant items or topics from newsletters or posts in your own organisation's newsletters and other communications, and/or your personal social media channels.
6. Host online Country Awareness Meetings as agreed in coordination with the IFR4NPO Project. These may be one or two over the life of the project.
7. Host webinars, in coordination with the IFR4NPO Project Team.
8. Receive and manage contact information about engaged stakeholders in your country
9. With support, develop and implement a stakeholder engagement strategy for your country.
10. Review (skim read) papers and outputs from PAG and TAG meetings.
11. Advocate for the IFR4NPO project including contributing to fundraising efforts as appropriate.

APPLICABILITY

Country Champions may be organisations, with nominated key-contacts, or individuals. National Accountancy Institutes and National Networks of Non-Profit Organisations or their leaders might be interested in taking on this role. Nominated individuals should be familiar with NPO accounting issues within their country and ideally affiliated with relevant networks where they exist. They should also have a significant interest in the project objectives and be committed to its overall success.

SIGN UPS, PRIVACY AND DATA PROTECTION

One of the key objectives for Project engagement is to have people sign up to register their interest in the project, so that they can be notified to share their views. On signing up they share their name,

organisation, country and stakeholder perspective. This enables us to track engagement and send targeted messages according to region or stakeholder group.

The Country Champion will be sent the contact details of those signed up in their country on a regular basis. Country Champions are encouraged to use these contact lists to engage those country contacts about the project and the issues being addressed through IFR4NPO and relate these to the specific country context. It would be ideal if Country Champions can do that in languages which will be accessible to the contact in their country.

As the Country Champions will be communicating directly with the contacts provided by Humentum and the IFR4NPO project, it is important that they comply with [Humentum's privacy policy](#). The aim of this policy is to respect individuals' privacy and protect their personal data, which is also our legal duty under the requirements of the European Union's General Data Protection Regulations. The Contact details that will be shared with the Country Champions by Humentum through the IFR4NPO project are referred to as 'IFR4NPO Contacts'. Country Champions make the following declared commitments:

- I will not add IFR4NPO contacts to my general contacts, eg in outlook or gmail.
- I will not send group mails to IFR4NPO contacts, which allow recipients to see the email addresses of other recipients.
- I will not send messages to IFR4NPO contacts about any subject not related to IFR4NPO without those recipients requesting me to do so or express permission from the IFR4NPO Project team.
- I will save IFR4NPO contacts data in a secure location, not readily accessible by other individuals or easily hacked.
- I will not share IFR4NPO contact data with any other individual or third party without the permission of the IFR4NPO Project team.

Signed: _____ Date: _____

Country Champions may use the contact list provided by IFR4NPO to connect with IFR4NPO contacts on LinkedIn, Facebook or other social media.

Country Champions are not expected and should not share their personal contacts or their organisation's contact lists with the IFR4NPO project team, unless authorised to do so by the contacts concerned.

STAKEHOLDER STRATEGY

The project has identified key stakeholder groups that it is important to engage with for the success of the initiative. Country Champions should discuss and agree country-specific strategies and approaches, and analyse the stakeholders list for their country to identify and fill gaps that exist.

LINKEDIN

The IFR4NPO LinkedIn page is a place where interested stakeholders can make comments or ask questions and interact with others who have an interest in this issue. Only admins may create new posts, but anyone can reply to a post. There is a [pinned post](#) where all stakeholders can comment on anything.

COUNTRY AWARENESS MEETINGS

The purpose of online Country Awareness meetings is to explain the project to relevant stakeholders in the country so that they can sign up, ask questions, and plan to engage with the consultations.

The IFR4NPO project will support the Country Awareness meeting with:

- Events logistics: online registration, information to attendees, setting up online meeting rooms
- Content for the meeting including a power point presentation, and other resources
- Online meetings with the Country Champion as needed to support readiness of the meeting

The role of the Country Champion is to:

- Identify the most appropriate date and time
- Invite guests, sharing links to the registration site in their networks
- Welcome and host guests
- Facilitate (or identify a facilitator for) the meeting

Further awareness sessions maybe organised later in the project to explain further developments. Materials would be provided by the IFR4NPO project team for these sessions.

WEBINARS

The IFR4NPO team would be glad to host webinars for any interested Country Champion, specifically targeted to stakeholders in that country. We would work with the Country Champion to identify the appropriate date and time, and design relevant content, including consideration of language etc. The IFR4NPO team could handle webinar hosting and registration, if needed. The Country Champion would co-present and encourage attendance.

VISIBILITY

Country Champions will appear on the www.ifr4npo.org project website, showing the following information: Name & photo, role & employer, email address (can be work or personal), LinkedIn profile (if relevant), and a quote: 'I am [excited/glad] to be involved with the IFR4NPO project because...'

REMUNERATION & REIMBURSEMENT

The expected time commitment for Country Champions is 5-10 hours per month, with more intense involvement planning for the Country Awareness Meetings. The project is funded through donations, and the Country Champion role is voluntary; there is no expectation to remunerate the

time of Country Champions. The IFR4NPO project will also not be in a position to reimburse the ongoing costs incurred in discharging the role, such as telephone or internet costs. Event costs associated with the Country Awareness meeting and Regional Consultation meeting will normally be paid directly to vendors. Country Champions will be able to claim for reasonable travel expenses to the Country Awareness meetings and Regional Roundtables, provided the costs of such travel can be estimated and agreed in advance with the IFR4NPO Project team, and the project has sufficient funds to cover these costs.

TERM

Country Champions are appointed for 2 years, renewable for a further 2 years by mutual agreement. Country Champions may choose to cease acting in this role for any reason, in which case they should contact the Project Director IFR4NPO, Humentum. Country Champions are encouraged not to step down within four weeks of a country awareness meeting. The IFR4NPO Project reserves the right to discontinue a Country Champion's role, without prejudice.

I hereby agree to carry out, to the best of my ability and time availability, the role of Country Champion.

Country: _____ Name: _____

Signature: _____ Date: _____

Email: _____

LinkedIn: _____

Quote: 'I am excited about the IFR4NPO project because.....

As applicable, where the Country Champion is supported by their employer / organisation:

The organisation gives permission for the Country Champion to send relevant information about the IFR4NPO Project to relevant individuals on its contacts list, subject to its own privacy policy.

The organisation is in support of the Country Champion taking on this role.

Organisation: _____

Name: _____ Role: _____



INTERNATIONAL FINANCIAL REPORTING
FOR NON PROFIT ORGANISATIONS

Signature:

Date:

Accepted by IFR4NPO Project

Name:

Role:

Signature:

Date: