



YIAD

**الوكالة اليمنية
الدولية للتنمية**

**Yemen International
Agency for Development**

**TRANSPARENCY AND
ACCOUNTABILITY POLICY**



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INTRODUCTION:

Yemen International Development Agency (YIDA) values its relationship with its clients, members, donors, volunteers, and other contracted stakeholders, as these relationships enable it to achieve its objectives. It recognizes that transparency and accountability build trust and help relationships flourish and hold together.

Accountability, transparency and openness are the criteria for good governance that enhance stakeholder confidence. They are achieved through the adoption by the agency of certain measures to ensure that, as far as possible, all activities and services are implemented through clear mechanisms, accessible to stakeholders. In addition, the agency will - Where possible-involve stakeholders throughout the decision - making process.

The purpose of this policy:

The purpose of this document is to recognize the importance of transparency and accountability as well as to facilitate the development and implementation of procedures by the board and staff of the Yemen International Development Agency.

Policy requirements:

The principles of accountability and transparency apply equally to the administrative and decision-making processes and to the daily functioning of the Yemen International Development Agency (YIDA) employees.

Definitions:

1. **Accountability:** is the principle that the agency be accountable to stakeholders for decisions and policies that are taken, as well as about their strategies and principles.



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2. Transparency: is the principle that encourages the involvement of stakeholders in decision-making processes. By being open in the performance of its operations, and allowing access to its records and reports.



SCOPE OF THE POLICY

YIDA adopts a policy of transparency in all its administrative processes, through the following actions:

I. Reports

1. The board of Directors shall ensure that it complies with legal and contractual reporting obligations. These obligations include, but are not limited to, the following:
 - Providing annual reports to stakeholders (official bodies, Board of trustees, donors, beneficiaries) about YIDA's activities in the previous year, and providing an opportunity to ask questions.
 - Preparing the financial reports as required by law.
2. YIDA shall examine whether there are any others who could benefit from receiving such reports on the activities and performance of YIDA, to provide them with it (e.g., the press.)
3. YIDA's annual performance disclosure should include:
 - The purpose of the Yemen International Development Agency: this report contains the purposes that make the Yemen International Development Agency an important Association. This report contains the agency's vision and mission, in addition to its values and strategic directions, with emphasis on the "Yemen international development" in the current environment.
 - Reports on the stakeholders of the Yemen International Development Agency, including how to manage stakeholder relations, how to recruit,



train, reward, retain and assess staff and volunteers, how to fund the agency, and what follows.

- Investments and fund-raising: this report includes an explanation of the sources of funds; the mechanism of their collection; their investment and disbursements. This aspect of the report includes additional accountability aspects:
 - Accountability mechanisms adopted by the agency at the disbursement stage.
 - Assess the agency's ability to maintain current levels of funding in the future. And a presentation of the expected risks.
 - A presentation of the plan drawn up by the agency in the event of difficulties in raising, investing or disbursing funds.
 - Detailed reports on the agency's investments, those responsible for them, and their experience in investment management in general, with an appendix to the expected risks of the agency's investments.
- YIDA's business strategy: this aspect of the report includes the following:
 - Clarifying the agency's future strategy and the structures that enable the Yemen International Development Agency to achieve.
 - Determining the priorities and budgets associated with this strategy.
 - Mechanism of self-assessment and disclosure of performance with the determination of the method of overcoming shortcomings.
- Activities and performance:
 - It includes reporting on outputs, results, and impacts.
 - It also includes reporting on key performance indicators.



Records

1. Customer records:

Yemen International Development Agency will handle customer records and data in accordance with the obligations of the laws governing this task, and in accordance with the methodology of data collection and storage.

2. Personnel records:

Yemen International Development Agency will handle employee records in accordance with labor law, Privacy Policy, and data collection and storage methodology.

3. Member and donors' records:

Yemen International Development Agency will handle customer records in accordance with our Privacy Policy and privacy law obligations.

Publication and disclosure

1. YIDA asserts that it is accountable to stakeholders by implementing processes that determine how, when and under what rules meetings will be held. The records of YIDA's meetings will be open to stakeholders.
2. YIDA's publishing and disclosure mechanism is represented by the following principles:
 - Following the procedures prescribed by law in this field.
 - Keeping records of meetings, tasks, and everything related to the work of YIDA.
 - Public declarations by law.
 - The agenda published on the website.
 - Records posted on the website.
 - Posting notifications on the website and communication platforms.



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3. If disclosure is subjected to the Privacy Policy, the agency undertakes not to publish disclosure, except within the listed policy.