

INTO-CPS

Review Process for Proposals of Members' In-kind Contributions

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In accordance with the statutes of the INTO-CPS Association (“the Association”), members may choose to contribute in cash or in-kind for a given year. Those members contributing in kind are required to outline their expected contributions in a **proposal** at the beginning of the year, and then to submit a **report** at the end of the year on the contribution actually made. This note proposes a process whereby the Association may evaluate **proposals** for the forthcoming year’s contributions at the annual General Assembly (GA) of the association.

Eight weeks before the GA the INTO-CPS Association Board (“the board”) nominates one member to be responsible for the good conduct of the process.

Six weeks before the GA, the responsible board member sends a request to all association members who opted for an in-kind contribution to deliver short proposals (max. 1 page in normal format) to the responsible board member.

Four weeks before the GA, all proposals are sent in their final form to the responsible board member, who will place them in the SVN.

All board members are able to read the proposals in the SVN, and may send comments / questions regarding single contributions to the responsible board member who should seek clarifications from proposal authors when required.

One week before the GA, the board will meet (online) to decide whether to recommend acceptance of each proposal to the Association. The responsible board member compiles the received comments and presents this information to the board. The vote on accepting or refusing a proposal shall be by simple majority of the board. Board members are required to declare any conflicts of interest, and refrain from discussing or voting on any cases with which they have a conflict.

In deciding whether to recommend acceptance of a proposal, the board will consider the proposal’s technical feasibility, its fit with the Association’s goals and priorities, and the extent to which the scale of the proposed contribution corresponds to the monetary contribution that would be payable for the same class of membership.

At the GA, there will be an agenda item for the board to present all the proposals and give its recommendations, allowing Association members to ask questions and comment. The final decision to accept or decline a proposal remains with the board. The consequences of a proposal being declined are determined by the board.