



Review Process for Reports of Members' In-kind Contributions

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C Koenig, TWT GmbH

J S Fitzgerald, Newcastle University

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 the **reports** of contributions made in the preceding year 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 reports (max. 1 page in normal format) to the responsible board member.

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

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

One week before the GA, the board will meet (online) to decide whether or not each contribution reported for the previous year is accepted. The responsible board member compiles all the received comments and presents this information to the board. The vote on accepting or refusing a contribution 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 evaluating the report of a given year’s contribution, the board will consider the report’s accuracy, and the delivered contribution’s alignment to the proposal that was accepted at the previous GA, taking account of any reasonable deviations.

At the GA, there will be an agenda item for the board to present and explain its decisions, and allow Association members to ask questions and comment. The final decision to accept or decline a contribution report remains with the board. The consequences of a report being declined are determined by the board.