

GRC/HQ/ADM/57/2019

February 2019

## **GHANA RED CROSS SOCIETY**

### **PARTNERSHIP POLICY**

*Approved and Adopted at Central Council Meeting of November 2018, NASCO Hotel, Koforidus*

**Signed by**

**Nana Dr. Michael Agyekum Addo  
President**

**Signed by**

**Samuel Kofi Addo  
Secretary General**

# **POLICY DOCUMENT**

## **On Cooperation between**

### **GHANA RED CROSS SOCIETY AND**

#### **PARTNER NATIONAL SOCIETIES AND DEVELOPMENT**

#### **PARTNERS**

#### **1.0 INTRODUCTION**

Ghana Red Cross Society was established by an Act of Parliament (Act 10, 1958) to serve as an auxiliary to Government Ministries, Departments and Agencies in the delivery of Humanitarian and Relief services to the vulnerable in the country.

It is a body corporate; with the Headquarters situate at Plot No. 10, South Legon Extension; Center link Road, Accra and branches in all the ten (10) regions of the country. It can own property, sue and be sued in law.

With a Mission statement that states that “Ghana Red Cross seeks to prevent and alleviate human suffering by mobilizing the power of humanity” the Society makes use of its 56,000 volunteers for service delivery. Currently, it is the largest Volunteer-based humanitarian, Relief and community centered service organization in the country.

To expand its services, ensure quality delivery and meet the international obligations of the Red Cross movement in an increasingly complex humanitarian environment, the constitution guiding its operation encourages the Society to enter into partnerships at all levels guided by the seven (7) Red Cross Movement Fundamental Principles of Humanity, Independence, Neutrality, Universality, Unity, Volunteerism and Impartiality.

#### **2.0 POLICY GOAL**

The goal of this policy document is to ensure the building of a strong GRCS that delivers an enhanced qualitative service to the vulnerable.

#### **3.0 POLICY OBJECTIVES**

The Policy objectives of this cooperation are;

- I. To provide clear role clarification for all actors in the partnership
- II. To facilitate the institutional strengthening of Ghana Red Cross during the partnership
- III. To strengthen and showcase the partnership within the movement for efficient humanitarian work in the country

#### **4.0 PRINCIPLES AND RULES OF THE PARTNERSHIP**

All the programs and projects of PNSs shall be guided by the Principles and Values of the movement mentioned in paragraph (1) above.

Both parties shall ensure Transparency in every aspect of the partnership.

#### **4.1 Administrative and General Provisions**

##### **4.1.1 Memorandum of Understanding (MOU)**

- I. Before commencement of programs there shall be a jointly developed Memorandum of Understanding (MOU) which spells out the details of the partnership. This MOU is to be duly signed by the authorized representatives of both National Societies.
- II. Each partner shall agree to the contents of the MOU and implement it as such.

##### **4.1.2 Alignment of the partnership activities with GRCS Strategic plan**

- I. Any activities executed by PNSs shall be in alignment with the GRCS Strategic Plan
- II. There shall be a joint work plan development with the PNS on the activities to be undertaken.
- III. All the activities agreed upon shall be incorporated in the GRCS annual plan of action and should be planned with regard to the overall strategic framework which ensures ownership by GRCS.
- IV. There should be absolute transparency in the designing, development and implementation of programs and projects by both parties.

##### **4.1.3 Capacity Building and Sustainability**

- I. Every stage of the partnership program implementation process should have inbuilt capacity building and sustainability structures incorporated.

##### **4.1.4 Program Audits, Reviews and Monitoring**

- i. There shall be regular (quarterly) meetings between the GRCS represented by Management Committee and the Partner National Societies to discuss progress, share knowledge and experience and address challenges if any.
- ii. The focal department shall meet the PNS representative monthly to discuss progress while the Secretary General and Senior staff shall also meet the PNS representative quarterly to discuss operational details of the programs on the field.
- iii. Unscheduled meetings can however be requested by any of the parties mentioned in (i and ii)
- iv. Where there is more than one PNS, these meetings may be held together.
- v. The PNSs' Country Representative will have an observer status at the Central Council of the GRCS.

## **5.0 OPERATIONS MANAGEMENT OF THE PARTNERSHIP PROGRAMME**

### **5.1 Program design, Implementation and Reporting**

- i. All programs and projects agreed upon as per the MOU shall be executed through GRCS using its structures. The Program shall be jointly designed by both partners and GRCS would assume ownership of it.
- ii. A PNS or partner shall not independently execute programs or projects. The NS shall play a lead role program implementation and be the disburser of the allocated Program budget
- iii. A PNS or partner shall not bypass the NS to recruit its own staff or volunteers, pay them directly or finance projects directly in the field. All financing shall pass through headquarters to be captured in the NS accounts. Should the PNS need to recruit staff, it may do so with the collaboration, or in consultation with the NS.
- iv. A separate bank account shall be opened for the PNS transactions. All payments relating to the partnership program shall be made through the NS Accounts.
- v. Time frames for presentation of reports and funding justifications (receipts) shall be agreed with the PNS and shall be strictly adhered to by both partners.
- vi. Monitoring and evaluating plan shall be jointly developed by both NS and PNs to ensure regular progress tracking at all levels (community, district, regional and national).
- vii. There should be regular joint monitoring between designated GRCS officials and the PNSs.
- viii. The NS shall report according to reporting format presented to the NS by the PNs. Where there is none the PNs representative and NS shall jointly develop one that suit both parties.
- ix. The NS shall, wherever applicable, acknowledge the support or collaboration of the PNS in all communiqués, press releases or news articles. The PNS may not, independently, issue any of the above without input from the NS.

### **5.2 Administration and Project Related Costs**

- II. The NS shall receive not less than 7% of the Total Annual Program budget as administration cost.
- III. Besides the recruited personnel for the partnership program, other National Society staff performing some work relating to this partnership program shall be paid a remuneration based on the number of man-hours of their total office work schedule spent on it.

IV. Where Officers are travelling outside their duty station, Daily Subsistence Allowance (DSA), or per diem (whichever is applicable) at the rates payable by the National Society shall be used.

**5.3 Tenancy and User Facilities**

Where the PNS or Partner is going to make use of office accommodation and other facilities and properties owned and provided by the NS, a fee shall be charged to the PNS by the NS. A contract spelling out the terms and fees/rent charged shall be signed.

**6.0 Conclusion**

In all the above, the ultimate aim shall be to ensure a mutually beneficial partnership and an enhanced service delivery to the vulnerable in the country in accordance to the International Red Cross Red Crescent Movement Principles .

**SIGNED:**

Dr.....  
**President Ghana Red Cross Society**

**Date:**\_\_\_\_\_

**SIGNED:**

.....  
**Secretary General**

**Date:**\_\_\_\_\_

## **LIST OF ABBREVIATIONS**

<b>DSA</b>	<b>Daily Subsistence Allowance</b>
<b>GRCS</b>	<b>Ghana Red Cross Society</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>PNS</b>	<b>Partner National Society</b>
<b>NS</b>	<b>National Society</b>