



## PARC GUIDELINES: Information sharing



### What this sharing information policy means?

Sharing information policy in PARC is defined as all the procedures determined by PARC or designed to ensure accessing and disseminating, the information for stakeholders during the intervention cycle

#### Policy scope:

The policy is applied in PARC at all levels according to its applied structure including all its offices.

#### Responsibility:

PARC's general assembly, board of directors and staff are responsible for the full implementation of the policy

#### Goals

1. Increase the legal legitimacy of PARC.
2. Increase PARC's communal legitimacy
3. Strengthen the relationships with the communities
4. Improve the coordination and networking
5. Increase the documentation level in the organization.
6. Promote and protect PARC's reputation in all levels.

### What information to provide?

#### Unprotected information:

- 1- Organization background and contact details, and office addresses.
- 2- The strategic plan for the organization.
- 3- Annual plans, reports and manuals (progress and appropriate financial reports)
- 4- Job vacancies, tenders, prints.
- 5- Programs and projects activities
- 6- Structure of the organization.
- 7- Criteria of locations and beneficiaries selections
- 8- Donor and funder details

#### Protected information:

Any information that could be misuse or create a potential security issue for the organization, employees or stakeholders.

## Who to share the information with?

- 1- Government, legislative council, private sector and local councils.
- 2- CBO's and cooperatives
- 3- The beneficiaries, media sector, agronomists and decision makers
- 4- The Palestinian universities
- 5- Staff of the organization
- 6- Donor and funding agencies.
- 7- Other key stakeholders

## When to share the information?

We are committed to sharing information at all stages including but not limited to:

- 1- In need assessment stage or during PVCA process, during the carrying out of the projects and programs, evaluation outcomes, exiting the projects, publishing the annual reports, studies and researches.
- 2- For people mobilization and lobbying advocacy
- 3- To impact policy making.

## How to share?

Step-by-step as outlined below:

PARC make sure you have the correct, accurate, simple information that published by the organization

The information is accessible to everyone who needs it and accessible to his capacity, and whether the information met their needs (through the website, conference, seminars, workshops, lectures, reports, images)

Give information users the opportunity to feedback what kind of information they want and how they want it as well as evaluate whether the information provide met their need

## **Monitoring and evaluation sharing**

All PARC's administrative levels have to save and implement a copy of this policy  
PME department will develop a monitoring and evaluation sharing policy.

### **Suggestions for modifying the policy:**

Any suggestions for modifying the policy will be sending to planning, monitoring, evaluation, and information department.

### **Documentation and saving the information:**

Each department in the organization will save a copy of this policy in addition to another one from the boards of director achieve.

### **Periodic Review:**

Our information sharing policy will be reviewed annually aiming at enhancing its efficient, deliverables and outcomes.