The APTLD Accountability and Transparency Framework

I. Objective/Application
The APTLD Strategic Plan for 2019-2021 requires that APTLD adopt and maintain a Framework for APTLD to be accountable to the Membership for its actions, and to ensure that its actions are transparent to the Membership. The objective of this Framework is to guide the delivery of the APTLD’s activities and services in accordance with the principles defined in this document.

II. Definition(s): Accountability; Transparency
i. Accountability - means that APTLD will be responsible to its Membership for decisions made and policies implemented, as well as its actions or inactions.
ii. Transparency - the principle that APTLD actively encourages and fosters Members’ participation and openness in its decision making processes. Additionally, transparency means that APTLD’s decision making process is open and clear to the Membership and that Members have a decisive role by actively participating in it.

III. Framework Statement
APTLD is responsible for good governance for its Members in an accountable, transparent and open way by:
• Encouraging both Members’ access and participation to ensure that decision making is responsive to the Membership and receptive to their opinions;
• Delivering quality services to the Members; and
• Efficient use of its resources.
Accountability and transparency enhance Members’ trust. Wherever possible, APTLD will engage the Members throughout its decision making process which will be open, inclusive and participatory.

IV. Fundamental Requirements
The principles of accountability and transparency shall apply equally to the policy and decision making, and to the administration of APTLD.

i. Financial Matters
APTLD will be accountable and transparent to its Members in its financial dealings as required under its Constitution. Some examples of how APTLD provides such accountability and transparency are as follows:
1. internal/external audit
2. reporting/statements
3. long term financial planning
4. asset management
5. purchasing/procurement
6. budgeting
7. fellowship management

ii. Internal Governance
APTLD’s administration will ensure accountability through the following activities:
1. performance management
2. recruitment
3. orientation/continuing education
4. health and safety
5. compensation/benefit
6. conflict of interest management
7. document management

iii. Public Participation and Information Sharing
APTLD’s activities will be open to the Members when and as required under the Constitution. Members will always have an opportunity to make delegations or comments in writing. In addition, APTLD will ensure that Members’ participation can be meaningful and effective, through timely disclosure of information by various means including its Website, social media, mailing lists and instant messaging.

V. Exclusions
APTLD considers data to be open unless it falls within one or more of the following categories that are excluded from publication:
- security information: Information that might affect the safety or security of an individual APTLD Member, Board Member, staff, or their operations
- in line with common Personal Data Protection principles: Private information that could be traceable to individual Member, Board Members, staff or partners is not published unless a prior permission is granted.
commercially-sensitive information: Examples include (but are not limited to) individual Members’ fees, supplier contracts, staff salary information, consultant fees, and resource mobilization plans.
· confidential internal documents: This includes legal documents as well as information that is subject to confidentiality or non-disclosure agreements with partners or donors.

VI. Review and Continuous Improvement

The framework will be reviewed every three years from the date of commencement or more frequently if appropriate.