

CLASSES OF INFORMATION AVAILABLE UNDER OXFAM GB'S OPEN INFORMATION POLICY

Class 1 - Oxfam Corporate Governance

Material defining Oxfam's legal status in the United Kingdom. Overall purpose and top-level governance and details of current members of the Board of Trustees, understanding OGB's role in Oxfam International.

Class 2 - Current Activities and significant Programmes Worldwide

Basic details of current significant programmes; items listing and describing current projects.

Class 3 – External Communications and Policy Briefings

Oxfam's policy papers, reports and press releases.

Class 4 – Partnerships

Formal agreements with other organisations.

Class 5 – Strategic Planning Material

Internal documents, both universal and sector-specific, establishing Oxfam's strategic objectives including prioritisation and the allocation of resources.

Class 6 – Accounts, Financial Information

Financial records published in accordance with Oxfam's charitable status.

Class 7 – Guidance

Rules according to which we operate. Internal guidance relating to our public functions and external guidance specific to Oxfam.

Class 8 – Impact of our work

The research and reports by which we measure our own success and communicate our achievements.

Class 9 – Working for Oxfam

Policies that govern the creation and recruitment to Oxfam posts and the rights and responsibilities of post-holders.

Class 10 – Environmental Information

Information about Oxfam's environmental policy, accountability reports sections (class 8), and annual GRI (Global Reporting Initiative) reports on activities to responsibly manage Oxfam's carbon footprint. This class comprises items that would be appropriate to several other classes, but are grouped together because they cover an area of particular interest.

Glossary of acronyms frequently used by Oxfam

Useful links to other organisations

Bodleian Library

Oxfam donated its Archive to the Bodleian Library in 2012, and, with generous support from the Wellcome Trust, a four-and-a-half-year project is currently underway to catalogue this extensive collection and make it more accessible. The cataloguing is being approached in three 18-month phases, with a tranche of the archive becoming available to researchers at the completion of each stage. The first selection of material will be accessible by June 2014, with the entire historic archive becoming available to researchers in June 2017. For more information about what will become available in each phase, please see <http://www.bodleian.ox.ac.uk/bodley/finding-resources/special/projects/saving-oxford-medicine/cataloguing-the-oxfam-archive> . The archivists are happy to receive external enquiries outside this release schedule but cannot guarantee they will be able to help. If you have a specific enquiry please contact archive@oxfam.org.uk

Classes of information with current contents listed:

Class 1 - Oxfam Corporate Governance

Material defining Oxfam's legal status in the United Kingdom, overall purpose and top-level governance and details of current members of the Board of Trustees.

Constitution

Legal documents establishing Oxfam and defining its rights and responsibilities. (Français, Español, Português)

Constitution of Oxfam Activities Ltd. - Oxfam's trading subsidiary.

CEO's biography - brief biography of Mark Goldring Chief Executive Officer of Oxfam.

How appointments to Oxfam are made - description of the selection process.

Membership of Oxfam's Board of Trustees

Trustee Code of Conduct.

List of Directors

Reports of the meetings of Oxfam's Council of Trustees since April 2005.

Membership of Committees of the Board of Trustees.

Note: expenses paid to trustees are set out in the Annual Report and Accounts (see Class 6)

Organogram

The most recent organisational chart.

Annual Return to Charity Commission for England and Wales

Note on Oxfam's registration as a charity in Scotland.

Oxfam International

Class 2 - Current Activities and significant Programmes Worldwide

Basic details of current significant programmes; items listing and describing current projects.

We publish all of our project activities to the transparency standards of the International Aid Transparency Initiative (IATI) for non-sensitive projects active since 2010. Details include a description, dates, location, budget, money spent, link to our strategic aims, and in many cases which donors are funding and which partners are delivering the projects.

<http://policy-practice.oxfam.org.uk/our-work/methods-approaches/open-information>

Also the document refers to **Partner Grants** (which is partially covered) and **Partnership Policy**.

Class 3 – External Communications and Policy Briefings

Oxfam's policy papers, reports and press releases.

Oxfam Policy & Practice

Oxfam is proud to be an authority on international development and humanitarian response. The Policy & Practice website offers free access to over 3,300 publications – training manuals, research reports and policy briefs – based on our 70 years in the field, as well as programme overviews, staff profiles and our practitioner blog.

<http://policy-practice.oxfam.org.uk/publications>

Gender & Development

Gender & Development is the only journal published to focus specifically on international gender and development issues. It aims to debate best practice and new ideas, and to make the links between theoretical and practical gender and development work. Insights from development initiatives across the world are shared and analysed, and lessons identified. Innovative theoretical concepts are explored by key academic writers, and the uses of these concepts for policy and practice are explored. Academically rigorous material is presented in clear English, making it accessible to the widest possible readership.

<http://www.genderanddevelopment.org/>

Class 4 – Partnerships and Relationships

Formal agreements with other organisations; networks and coalitions, organisations

List of key memberships with links to organisations websites:

International List

(includes DEC, SPHERE, ALNAP, CaLP, Bond, BOAG, SCHR, IVCA, People in Aid, Start Network, HAP, Voice, INGO Accountability Charter)

<http://www.dec.org.uk/>

<http://www.sphereproject.org/> (Français, Español, Português)

<http://www.alnap.org/>

<http://www.bond.org.uk>

[http:// www.cashlearning.org/](http://www.cashlearning.org/)

[http://www. schr.info](http://www.schr.info)

<https://www.icvanetwork.org/>

<http://www.helios-foundation.org/>

<http://www.peopleinaid.org/>

<http://www.hapinternational.org/>

<http://www.voiceyp.org/>

www.ingoaccountabilitycharter.org

UK List

(Includes National Council for Voluntary Organisations, Institute of Fundraising, Public Fundraising Regulatory Agency, Association of Charity Shops, Fundraising Standards Board)

<http://www.ncvo-vol.org.uk/>

<http://www.institute-of-fundraising.org.uk/>

<http://www.epolitix.com/EN/Forums/Public+Fundraising+Regulatory+Association/>

<http://www.charityshops.org.uk/>

<http://www.frsb.org.uk/>

List of Accreditations to International Bodies

(Including UN, World Bank)

<http://www.un.org/english/> (Français, Español, Português)

<http://www.worldbank.org/> (Français, Español, Português)

Class 5 – Strategic Planning

Internal documents, both universal and sector-specific, establishing Oxfam's strategic objectives including prioritisation and the allocation of resources.

Oxfam Strategic Plan 2013-2019

Long-term definition of key strategic aims (Français, Español, Português) linked to the Trustee's Annual Report.

Oxfam Delivery Plan 2013-2019

Class 6 – Accounts, Financial Information

Financial records published in accordance with Oxfam's charitable status.

Trustees' Annual Report and Accounts for years 2000-01 to date

Full statutory accounts presented to the Charities Commission. These include our Reserves Policy, Investment Policy and a list of top grants received from Donors, includes DFID Programme Partnership funding, European Community Humanitarian Office and others.

Class 7 – Guidance

Rules according to which we operate. Internal guidance relating to our public functions and external guidance specific to Oxfam. We describe these as our organisational policies, as distinct from our public policies (which are under Class 3).

Oxfam’s organisational policies:

In each case our policy statement is public, whereas the procedures by which the policies are implemented are generally not public. These policy statements include:

	Policy Title	
1	Acceptable use Policy	
2	Accounting Policy	
3	A-Z of Human Resources Policies	
4	Anti Bribery Policy	
5	Approval of and compliance with External Codes	
6	Brand Policy Statement	
7	Complaints Policy	
8	Delegated Duties	
9	Email Policy	Jul '12 (W)
10	Enterprise Governance	
11	Ethical and Environmental Policy	
12	Programme Evaluation Policy	
13	Expenditure Authorisation Policy	
14	Expenses Policy	
15	Export of Second-hand Clothing	Apr '09(W)
16	Fairtrade Policy	Mar '08(UK)
17	Funding from Host Governments Policy	Apr '09(W)
18	Funding Towards the World Bank	Jan '12 (UK)
19	Gender Equality Policy	
20	Health & Safety Policy Statement - Corporate	
21	Internal Policy Database: Policy and Procedures for Approving and Presenting Internal Policies for Oxfam GB	
22	Investment Policy	
23	Information Security Policy	
24	Limits on Government Funding to Oxfam	
25	Minimum requirements for First-Phase Humanitarian Programme Responses	Feb '12(W)
26	Mobile Phone Policy	Sept '12(W)
27	Open Information	
28	Partnership Policy	
29	Prevention of Sexual Exploitation and Abuse Policy	Dec '11(W)
30	Private Sector Policy	Dec '11(W)
31	Risk Assessment	
32	Security Policy	May '13(W)
33	Skype	Jul '13(W)
34	Terrorism Policy and Money Laundering Regs	
35	Translation Policy (for all internal and external Oxfam GB Products)	Jul '12(W)
36	Travel Policy	
37	Use of Contractors	
38	Volunteering Policy	

Notes:

- Listing excludes all confidential (internal only) policies
- Includes reference to a HR A-Z in a similar fashion to the previous listing
- Includes those policies which are currently out of date awaiting revision but still available on the Internal policy database.
- Public access is to the statement of intent only.

Class 8 – Reports and Evaluations of Oxfam’s Activities

The research and reports by which we measure our own success and communicate our achievements.

Year 1 General PPA report to DFID

Year 1 CSH PPA report to DFID

Year 2 General PPA report to DFID

Year 2 CHS PPA report to DFID

Independent Progress review of DFID's PPA with Oxfam

PPA Review

Independent Progress review of DFID's PPA with Oxfam on Conflict, Security and Humanitarian issues

Oxfam GB's Global Performance Framework on P+P

Caroline Foster leads on this work, so please do get in touch with her if you have any queries. Additionally, from 20 January 2014 the following will also be available:

Coffey International Mid-Term Performance Assessment of Oxfam's CSH PPA with DFID

Coffey International Mid-Term Performance Assessment of Oxfam's General PPA with DFID

Oxfam Annual Reports for all years from 2000-01 to date

Annual Report containing overview of activities, summary accounts, corporate performance indicators.

Accountability Reports

Oxfam's Accountability Report for current financial year including statements of our accountability priorities for the next financial year.

Coffey International Mid-Term Performance Assessment of Oxfam's CSH PPA with DFID

Coffey International Mid-Term Performance Assessment of Oxfam's General PPA with DFID

Class 9 – Working for Oxfam

Policies that govern the creation and recruitment to Oxfam posts and the rights and responsibilities of post-holders.

Competency Framework

Equal Opportunities Policy

(See Class 7)

Health and Safety Policy

(See Class 7)

Policy on HIV & AIDS

(See Class 7)

Remuneration Policy

Class 10 – Environmental Information

Information about Oxfam's environmental policies and records of the environmental impact of Oxfam's activities. This class comprises items that would be appropriate to several other classes, but are grouped together because they cover an area of particular interest.

Oxfam Green

Is Oxfam's response to the need to be accountable for our own environmental impact, not least because we take a strong position on the disproportionate impact of climate change on people living in poverty.

Oxfam GB recognises the importance of sustainable development for people living in poverty, and the long term benefits of becoming a more sustainable organisation.

Oxfam GB takes responsibility for and is committed to managing the labour and environmental standards in its operations and supply chains. This means that we must balance the environmental impacts against the social and economic impacts in making management decisions on how best to use our resources to further Oxfam's work to overcome poverty and suffering.

Carbon Footprint

Our UK Carbon Footprint is set out in the Accountability Report in Class 8.

Glossary of acronyms frequently used by Oxfam

Oxfam has a policy of avoiding acronyms in all public facing information. However, some publications within this scheme that were not originally intended for public consumption may contain acronyms. Due to the dynamic nature of Oxfam's work new acronyms are being added all the time. We will make every effort to keep this list up-to-date. Acronyms unique to Oxfam are indicated by an asterisk (*).

ADB – Asian Development Bank
Agri ici - Oxfam France
CHR* - Central Human Resources
CPD* - Campaigns and Policy Division
DEC - Disasters Emergency Committee
DFID – Department for International Development
DiP - Development in Practice Journal
EC – European Commission (executive branch of the European Union)
ECHO – European Community Humanitarian Aid Department
EU – European Union
FCO - Foreign and Commonwealth Office
Fol - Freedom of Information
FOIA – UK Freedom of Information Act (2000)
F&IS* - Finance and Information Systems
HECA* - Horn, East and Central Africa
ID* – International Division
Intermon - Oxfam Spain
LT* - Leadership Team
LoI – Letter of Intent
MECIS* - Middle East and Commonwealth of Independent States
MOU – Memorandum of Understanding
NGO – Non-governmental Organisation
Novib - Oxfam Netherlands
OI - Oxfam International
PS - Private Sector
RADG* - Recruitment and Development Group
Rostros y Voces - Oxfam Mexico
SMT* - Senior Management Team
SLA – Service Level Agreement
TAFG* - Trustee Audit and Finance Group
UKP* - UK Poverty
UN – United Nations
UNESCO – United Nations Educational, Scientific and Cultural Organisation
WB – World Bank
WTO – World Trade Organisation

Useful Links

The Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP) - www.alnap.org

BOND - www.bond.org.uk

The Charity Commission of England and Wales - www.charity-commission.gov.uk

The Code of Conduct: Principles of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Response Programmes - www.icrc.org/web/eng/siteeng0.nsf/htmlall/57JMNB#a3

Disasters Emergency Committee - www.dec.org.uk

Ethical Trading Initiative - www.ethicaltrade.org/

The Fundraising Standards Board - www.fsboard.org.uk

Global Reporting Initiative - www.globalreporting.org/Home

The Humanitarian Accountability Partnership International (HAP-I) - www.hapinternational.org

INGO Charter - www.ingoaccountabilitycharter.org/q-and-a.php

MANGO checklist - www.mango.org.uk/guide/introduction.aspx

Oxfam Publishing - <http://publications.oxfam.org.uk/>

People in Aid Code of Best Practice - www.peopleinaid.org/code/

SPHERE - www.sphereproject.org

UK Code of Governance - www.governancehub.org.uk/

WWF-UK Forest and Trade Network - www.wwf.org.uk/ftn/