

The Swallows



India Bangladesh

Steering documents

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Abbreviations

Right Based Approach – RBA

The Swallows India Bangladesh – The Swallows IB

This publication is available on The Swallows website at:

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

1. INTRODUCTION

The Swallows India Bangladesh (The Swallows IB) is a non-profit non-governmental development organisation, with the head office in Lund, Sweden. The Swallows IB's vision is a just world, free from poverty where people with power to influence their own lives live in solidarity with each other and in a sustainable relationship with nature.

The Swallows IB works with disadvantaged groups, such as Dalits, landless and indigenous people to take control of their lives and claim their rights. While working in partnership with local organisations in India and Bangladesh, The Swallows IB support their struggle for a more sustainable and equitable development.

Together with our partners in India and Bangladesh we aim to enhance participation in democratic processes and believe that social mobilisation is crucial in building a sustainable future.

This document issued by the Swallows IB present our steering document: statutes, policies, papers. This document is the base of all our work in India, Bangladesh and Sweden.

2. REGULATIONS FOR THE SWALLOWS INDIA BANGLADESH

Adopted 2008-04-19

§ 1 THE ASSOCIATION

1.1 Name and Domicile

The name of the association is Swallows India Bangladesh¹. The association has its registered office in Lund, in the municipality of Lund [*Sweden*].

1.2 Symbol

Any decisions regarding changes to the symbol of the Swallows (see above) will be taken at the annual meeting.

1.3 Aims

The Swallows is a non-profit association, free from ties to political parties and religions, and has aims in the spirit of the Emmaus Movement:

To work towards a world without poverty for women and men alike;

To contribute to the achievement of social and economic justice in the world;

To work for a sustainable environment

§ 2 ORGANIZATION

2.1 The highest decision-making body of the association is the annual meeting. Between annual meetings, the organization is led by a board.

2.2 Financial year

The financial year for the association runs from 1 January to 31 December.

2.3 Auditing

An approved public accountant² and deputy will be appointed at the annual meeting. The accountant will examine the activities, accounts and administration of the association in accordance with generally accepted accounting principles.

The auditor's report, recommending discharge from liability or not, will be submitted to the annual meeting. It will also include a statement regarding the adoption of the income statement and balance sheet.

2.4 Authority to sign for the association

Authority to sign for the association is vested in any two of the chairman of the board, the vice-chairman and the treasurer acting together, or in one of these three elected representatives and another person appointed by the board acting together.

¹ The Swedish name of the association is 'Svalorna Indien Bangladesh'. Its former English name was 'Swallows Association for Social Voluntary Service' (corresponding to its former Swedish name of 'Föreningen Svalorna Indien- Bangladeshsektionen') – Translator's Note.

² 'Approved public accountant' is the second-highest level of government certification for accountants in Sweden – Translator's Note.

2.5 Nomination committee

The association's nomination committee will consist of at least three members and two deputies. The annual meeting will appoint its convening member. The nomination committee will be elected at the annual meeting for the period until the next meeting. During this period the nomination committee will consist of its ordinary members. Should any of these resign during the period, they will be replaced by deputies in the order of election.

If a member elected at the annual meeting is unable to perform his or her duties, the board may appoint a new member. The nomination committee will prepare the elections that must take place at the annual meeting by virtue of these regulations, with the exception of the election to the nomination committee. Individual members of the association have the right to propose candidates to the nomination committee.

Candidates proposed by the nomination committee must have already accepted their nomination.

§ 3 MEMBERSHIP

3.1 Becoming a member

A member is an individual who recognizes the association's regulations and who pays the membership fee.

The amount of the membership fee is decided at the annual meeting.

Fees for new members paid after October will cover membership for the following year.

3.2 Voting rights

Members who have paid the current year's membership fee not later than two months before the annual meeting have the right to vote. Voting rights for discharge from liability for the previous year are accorded only to those who have been members for all or part of the year to which the decision as to discharge from liability refers.

3.3 Voting

Decisions are made by open ballot.

Closed ballots will be used to elect persons if anybody so requests. Ballot papers with more or fewer names than the number to which the election applies are not valid.

3.4 Withdrawal

Membership is withdrawn if the membership fee is not paid.

3.5 Expulsion

A member may be expelled if he or she has worked against the activities of the association and clearly damaged the interests of the association. Decisions on expulsion will be taken by the board. A member may not be expelled without having been given the opportunity to defend him- or herself. The board's decision on expulsion must be by two-thirds majority and will come into force immediately. Decisions on expulsion may be appealed at the annual meeting or at an extra annual meeting, which must decide on the appeal with a two-thirds majority.

§ 4 ANNUAL MEETING

4.1 Summons

An ordinary annual meeting will be held yearly, before the end of April. Summons to the ordinary annual meeting must be sent at the latest 10 weeks before the meeting by the board.

4.2 The annual meeting will only decide the issues that caused its convening.

4.3 Participation

Every member has the right to be present, to express him- or herself and to put forward proposals.

4.4 Voting rights

Board members do not have voting rights regarding discharge from liability for the board.

4.5 Decisions

Decisions at the annual meeting are made by simple majority unless otherwise stated in the regulations.

4.6 Meeting documents

At least two weeks before the meeting, the following meeting documents must have been sent to registered participants: the agenda, annual report of activities, annual financial report, plan of activities, budget, motions with remarks by the board, proposals of the board and proposals of the nomination committee.

4.7 Motions

All members have the right to submit motions. Motions must be submitted to the board at the latest 8 weeks before the annual meeting.

4.8 Right to make propositions

The board has the right to make propositions.

4.8 Agenda at an ordinary annual meeting

- (1) Meeting declared open
- (2) Election of chairman for the meeting
- (3) Election of secretary for the meeting
- (4) Election of two members to verify the minutes with the chairman and count the votes
- (5) Consideration of the procedure for convening the meeting
- (6) Approval of the voting list
- (7) Approval of the agenda
- (8) Presentation and approval of the board's annual report of activities
- (9) Presentation and approval of the balance sheet and income statement
- (10) Auditor's report
- (11) Consideration of discharge from liability of the retiring board
- (12) Motions and proposals
- (13) Adoption of the activity plan for the current year
- (14) Adoption of the budget for the current year
- (15) Election of the board

- (a) election of chairman for one year
- (b) election of first vice-chairman for one year
- (c) election of second vice-chairman³ for one year
- (d) election of treasurer for one year
- (e) election of half the number of board members for two years and deputies for one year
- (16) Election of auditor and deputy auditor
- (17) Determination of membership fee for the coming year
- (18) Election of nomination committee and its convening member
- (19) Any other business
- (20) Closing of the meeting

§ 5 EXTRA ANNUAL MEETING

5.1 Summons

An extra annual meeting will be held when the board so decides or when requested by at least 30 members. A summons to the extra annual meeting must be sent at the latest four weeks before the meeting by the board.

5.2 An extra annual meeting will only deal with the issues that caused its convening.

5.3 Agenda at extra annual meetings

- (1) Meeting declared open
- (2) Election of chairman for the meeting
- (3) Election of secretary for the meeting
- (4) Election of two members to verify the minutes with the chairman and count the votes
- (5) Consideration of the procedure for convening the meeting
- (6) Approval of the voting list
- (7) Approval of the agenda
- (8) Issues registered
- (9) Closing of the meeting

§ 6 BOARD

6.1 Responsibilities

The board is the highest decision-making body of the association between annual meetings. The board is responsible for the activities of the association between annual meetings and takes on this responsibility when it is elected, retaining it until a new board is elected.

The board will run the association's activities in accordance with its regulations and decisions made at the annual meeting, and exercise the responsibilities of an employer on

³ The office of second vice-chairman has apparently been introduced by an amendment to the regulations (whereby 'vice-chairman' was also replaced by 'first vice-chairman' on the preceding line). Modifications consequent upon that amendment, however, do not seem to have been made in Points 2.4, 6.2, 6.3 and 6.4 of the regulations, where reference is made to 'vice-chairman' only. Since the Swedish word for 'chairman' is identical in the singular and the plural, the Swedish wordings could in some, but not all, cases be interpreted such that 'vice-chairman' refers to 'first vice-chairman and/or second vice-chairman', meaning that an alternative English translation could have been 'vice-chairmen'. However, because it seems less likely to reflect the sense of the original text and because it cannot be used throughout, that Alternative was not chosen for the translation, which uses 'vice-chairman' in all the above-mentioned Points – Translator's Note.

behalf of the association.

The responsibilities of the board include:

- planning, leading and distributing work in the association in accordance with its regulations and the guidelines drawn up in the budget and activity plan adopted at the annual meeting;
- establishing the organization and staffing needs of the secretariat;
- managing the assets of the association, submitting reports of activities and financial reports, and deciding on authorization rights;
- executing the decisions of the annual meeting;
- preparing matters for the annual meeting;
- deciding the association’s rules for the delegation of powers;
- managing cooperation with Emmaus International.

6.2 Elections/eligibility

Only paid-up members of the association may be elected as board members or deputies. Members of the association who are employed by the association may not be elected to positions of trust in the association. The board is elected at the annual meeting. The board will consist of at most nine board members and three deputies. The chairman, vice-chairman and treasurer are elected for one year, other members for two years, so that half the number of board members are elected at each ordinary annual meeting. The annual meeting will appoint the chairman, vice-chairman and treasurer. The board will appoint a secretary internally.

6.3 Decisions

The board forms a quorum when at least five board members, of whom one is the chairman or vice-chairman, participate in a decision. The board will meet at least six times per year at the summons of the chairman or, in his or her absence, at the summons of the vice-chairman or at the request of at least three of the board members. Minutes are to be taken at the board meetings.

The board meeting will appoint a deputy with voting rights in the absence of an ordinary board member.

The board has the right to/may when necessary call in persons with special expertise. Such persons have the right of initiation.

6.4 Working committee

The board may internally appoint a working committee consisting of at least three board members and two deputies. The chairman or vice-chairman must be included in the working committee. The presence of at least three members is required to form a quorum. Minutes are to be taken at the working committee’s meetings and reported to the following board meeting. The working committee is a preparatory body for the board. If so required, it may make decisions in questions and areas of responsibility delegated to it by the board.

The working committee has the right to/may when necessary call in persons with special expertise. Such persons have the right of initiation.

6.5 Working groups

The board may form different working groups whose tasks and authorities are decided by the board. The meetings of the groups are to be documented in the form of memoranda.

§ 7 CHANGES IN REGULATIONS

These regulations may be changed by identical two-thirds majority decisions at two consecutive annual meetings held at least six months apart. At least one of these must be an ordinary annual meeting.

To make any changes in the regulations, a proposal for such change must be presented to the members at least ten weeks in advance of the annual meeting.

§ 8 DISSOLUTION

The association may be dissolved by two-thirds majority decisions at two consecutive annual meetings held at least six months apart. At least one of these must be an ordinary annual meeting.

If the association is dissolved, its assets are to be distributed to organizations with similar goals. This decision will be taken at the last annual meeting.

3. POLICIES

3.1 THE SWALLOWS IB ANTI-CORRUPTION POLICY

Adopted 2010-04-17

Translated from Swedish to English 2010-10-16

Corruption harms and weakens the political system and democracy, and undermines the rule of law for the citizens.

The Swallows India Bangladesh (IB) is working right based for better living conditions, increased visibility and increased influence over political processes. The Swallows provides support to organizations in the civil society which work for a strong and active citizenship, where people has knowledge of their rights and obligations and furthermore has the right and possibility to organize themselves and to influence the political system.

Communities with widespread and chronic poverty are often subjected to systematic corruption, due to economic and social inequality.

Poor people suffer the most from corruption. It is their daily lives that become even more difficult when the society's services cost extra due to bribes. In a corrupt society there is a risk of permanent poverty since corruption makes the rich wealthier and the poor even poorer. Through the work against injustice and poverty, The Swallows prevents the breeding ground for corruption. The Swallows' vision is "... a just world, free from poverty, where people have the power to affect their own lives".

Corruption means both receiving a bribe, and giving a bribe. The Swallows is in relationships where there is a risk of corruption both when it comes to receiving and giving bribery. One cannot ignore the power relationship that characterize a partnership where one part is responsible for funding and support and the other is the implementer. The Swallows believes that awareness of this fundamental inequality is essential in achieving real partnership. The Swallows has clear codes of conduct and guidelines for how to act in cases of corruption.

The Swallows works in environments where corruption is an unfortunate but widespread phenomenon. The Swallows is fighting corruption within the organization, in the partner organizations and the relationships in-between them, and also in the societies where the organizations operate.

The demands The Swallows place on companies, governments and individuals in the countries we operate, are also demands placed upon Swedish companies, institutions and individuals active in these and other countries. Unless all these stringent requirements are met, it is The Swallows' duty as a democratic actor to highlight this. All in accordance with Sida's anti-corruption rule:

Never accept
Always act
Always inform

3.2 THE SWALLOWS IB COMMUNICATION POLICY

Adopted 2011-03-13

Translated from Swedish to English 2011-03-15

The Swallows India Bangladesh will convey a work that is characterized by credibility, engagement and competency. The Communication Policy will contribute for the strengthening of the confidence of The Swallows IB organization and activities. At the same time, it will facilitate the strengthening of The Swallow IB's capacity to promote its unique identity both within the organization and externally. The aim of this document is to create a shared position on the communication in The Swallows IB, to clarify the communication ways and strategies and routines for the internal as well as external communication and strategies of increasing The Swallows' visibility.

Communication is a management-related responsibility. Communication policy and guideline principles are established by The Swallows' board. The leader of the organization is responsible for a continuous review of the document. The board and the employees are responsible for the implementation of the policy and the guidelines.

Objective

According to the Swallow's core values, the goal setting for the communication work will be:

- The Swallow IB will be a natural choice for the politicians, media and other organizations and the general public when seeking the information about India and Bangladesh.
- To influence the decision-makers by providing the information about the sustainable development and how the global structures make an impact on the people's living conditions in the North and South.
- To influence the Swedish general public and to change their lifestyle by promoting a sustainable development, for example, recycling.
- To keep the members, potential members and other parties well informed about the development and planning of the organization.
- To increase the number of the members in the organization through an active communication work.
- To take care of the existing members and at the same time to act in a such way that the new persons become attracted by the organizations' values and activities.

The Standpoint

The Swallows India Bangladesh has a fundamental vision that each person is the most suitable to talk about his own situation and his own development and change. Therefore, the task for all engaged in the Swallows IB is to take the responsibility in creating an environment in which every person is visible, listened to and can take his rightful position in the common work for The Swallows IB's vision of a better world.

The Target Group

The target groups in the communication work are existing and the potential members, partner organisations in the South, partner organizations in Lund, Skane and the whole country, decision makers, the general public and politicians and other power holders.

The Media

The contacts with media should be open, accessible and objective. In case of contacting media, the

information given by The Swallows IB should be well reasoned and correct. When there is a need, the sources of the information should be indicated. The Swallows IB struggles to become an active participant in the relationship with the media, to be the party who takes up the initiative when contacting the media and not to be placed in the situation when one is on the passive or responsive side. See also The Swallows IB's Media Policy and other documents and the person who is responsible for the contacts in different situations.

Logos

The Loggos given below can be found at the organization's homepage (www.svalorna.org) and should be used in the following context:

1. In all printed and digital presentations in different than the Swedish language:



2. In all printed and digital presentations in the Swedish language:



3. In all electronic and regular mail with correspondence in other than the Swedish language:



4. In all electronic and regular mail with correspondence in the Swedish language:

The Public Space

The Swallows IB will participate in and encourage everyone to participate in the public space. It is important that all the statements, commentaries, participation in the public debates, actions, comments, etc. that are made on behalf of the The Swallows, are based on The Swallows IB's core values. All such contributions should be based and approved by the chair person of the board or the organization's leader.

INKOM

The board, employees and the active The Swallows IB's members are allocated with a svalorna.org email address. It is provided along with the INKOM logging in information.

INKOM is the Swallow's internal homepage. All the documents, relevant for working in The Swallows IB should be contained in the INKOM. Since The Swallows IB is an international organization, all the documents must have the Swedish as well as the English versions.

Correspondence

The templates that are available for downloading in the organizations's homepage should be used in all the correspondence. All the documents like regular mail, e-mail, internal policy documents, etc. - should clearly indicate the date. When sending a mail, one should think through who is the recipient. Is the information relevant for this person?

3.3 THE SWALLOWS IB ENVIRONMENTAL POLICY

Adopted 2010-12-16

The Swallows India Bangladesh (IB) has a long history of working with social, economic and environmental sustainability. Within the organization there is a strong belief that social justice, sustainable livelihood outcomes and environmental sustainability go hand in hand. Poor people pay the price and bear the consequences of environmental destruction and climate changes, while rich people of the world to a great extent have been responsible for the problems we have. The Swallows IB supports projects and programmes working for a sustainable development in South and North and constantly works to improve the internal environmental work. This policy is developed to be a guideline for the environmental work of The Swallows IB.

Environmental sustainability

For The Swallows IB, environmental sustainability contains of social, economical and ecological aspects. The social aspect stresses peoples' influence over their situation and everybody's right to take part of political processes. Here a gender analysis is essential since men globally have a bigger ecological footprint than women and a stronger control over natural resources. The economic aspect is defined as a fair use and division of resources. The ecological aspect of environmental sustainability stresses the importance of preservation of the eco system.

The world stands in front of enormous challenges. Climate change is already now affecting poor people in India, Bangladesh and all over the world. If profound changes do not occur in the narrow future, it might be too late. Other problems, such as water scarcity, pollution, use of agrochemicals in farming, deforestation, erosion and soil degradation etc are threatening eco systems in the world, the people depending on them and the lives of future generations.

The Swallows IB is dedicated to face the challenges and start acting to reduce the threats. By adopting the concept of environmental justice we recognize everybody's equal rights to use natural resources in a sustainable manner and everybody's responsibility not do so in a non-sustainable manner. The Swallows IB works close to the people who are worst affected by environmental destruction and climate change. Their reality is the point of departure for our work. We strongly recognize their knowledge and visions about how to live in a sustainable way. We work to exchange information and to reinforce and value these activities and ambitions.

Environmental work in South

The Swallows IB works to promote sustainable environmental work in India and Bangladesh in two ways:

- By direct support to initiatives/programmes in the forefront of an environmentally sustainable development, such as locally developed agricultural and forestry practices, as a result from strengthening the capacity of local people and local institutions.
- By adopting an environmental perspective on all projects/programmes. This is done by assessments of actual and possible outcomes/effects due to project/programme activities during both planning and evaluations.

2010-12-16

Environmental work in Sweden

In Sweden, The Swallows IB works for a change to sustainable lifestyles, which includes means of transport, food habits, consumption, housing etc. We do so by:

- Inspiring individuals to reduce their ecological footprints and work for changes at political levels.
- Recycling work in our secondhand shop in order to show people that there are alternatives to mass consumption.
- Raising the voices of the poor. We connect people in Sweden to people in India and Bangladesh who pay the highest price for environmental destruction and climate change. We point out the links between our lives and theirs and we value and disseminate poor people’s knowledge about environmentally sustainable development.
 - Being a resource for the environmental movement, providing expertise on the “South perspective” and for the social/development movement providing an environmental perspective.

Environmental work within The Swallows IB

Environmental concern has been a central theme throughout the history of The Swallows IB. Taking these issues seriously also means having deep and long-going ambitions and demands on ourselves. Each strategic decision in the organization should consider environmental consequences. The following guidelines should be followed within the organisation:

Consumption

- When buying items for consumption, such as coffee, tea, bread, cleaning items, soap etc, those with established environmental and ethical labels should be prioritized (in Sweden for example KRAV, Bra Miljoval, Svanen, Fair Trade). As far as possible and when available, organic food should always be chosen.
 - At Swallows activities organic food (vegetarian and non-vegetarian) should be prioritised.
 - When buying inventories, second hand items should be prioritised, when it does not mean violating a sound and healthy working environment. If it is not possible to buy second hand inventories, those with established environmental and working environmental labels should be chosen (TCO, FSC).
 - When buying computers and other electronic equipments, products with established environmental and working environment labels (TCO, Energy Star) should be prioritised.
 - Certain companies should generally be avoided, due to unethical dealing with natural resources (for example Coca Cola⁴) or spreading of chemicals (for example Dole⁵).
- 2010-12-16
- Products which could be suspected to contain GMO should be avoided as well as products from an unethical industry (for example chicken).
 - Recycling should take place at all offices and is the responsibility of all.

Electricity

- A dialogue with the house owner should take place so that the electricity used is the most environmental friendly. Electricity with environment labels should be used in Sweden, and when possible in India and Bangladesh.
- The Swallows IB should strive to reduce the use of electricity, by installing low energy lamps when possible and not to use stand-by when we leave the work placement.

⁴ Coca Cola has for example established several factories in India, which has reduced the ground water level to such extent that the local population does not access clean drinking water.

⁵ Dole is using big amounts of chemicals on their fruit plantations, harming the environment, the people working on the fields and the people living in the area.

- Environmental material should be used at renovations.

Travels

- Staff and other representatives from The Swallows IB should travel by train or bus within the countries where we work. In India and Bangladesh car could be used, when buses and trains are not available or safe. Trains and buses should preferably be used also for travels within Europe.
- All travels by flight should be climate compensated, which is the responsibility of the accountant.

Evaluation

The environmental policy should be evaluated once a year. The different programmes in South and North as well as the internal work should be analysed from an environmental perspective. Suggestions on how to improve should be developed and spread within the organization. The board of The Swallows IB is responsible for the evaluation of the policy.

3.4 THE SWALLOWS IB RE-USE POLICY

The pillar of The Swallows IB's governing values are sustainability and durability. The proper question that follows is: On whose terms? This can be seen in SIB's social, economic and environmental commitments. These components make up the groundwork for the bigger picture needed to make an active choice. In what kind of world do you wish to live your life? Global warming is the result of what and how should it be tackled?

SIB's environmental policy comprises among other things a hands-on application in our re-use policy. A durable re-use philosophy involves a notion of circulation which acts on global trends by the choices of every individual. An enlargement of the re-use economy wins market shares and creates greater independence of the traditional growth economy. Material standard is fulfilled while the less environmentally friendly alternative, new production, is restrained. A growing number of grass roots support such efforts.

The Swallows is one of the grass root organizations which stand ready to make use of the individual's will to contribute to such efforts. The Swallows' flea market in Sweden is an example of rising from word to action. The Swallow members act as environmental guardians at the Gastelyckan Recycling Centre in Lund. Worn out items are directed to the recycling containers while intact quality products are taken care of and sold to fund other activities.

In the long run, re-use is preferable to recycling. Re-use creates a longer circulation before used items are sent to the incinerator or buried. We are chained to a consumption economy which requires more growth with more stress on the ecosystem and depletes the planet's resources. Re-use is a step in a necessary development towards a balance between mankind and nature.

It is time to ask yourself who benefits from:

“spend(ing) money we don't have on things we don't want to make an impression that won't last on people we don't care about.” (Tim Jackson, 2010)

Future generations will grow a greater awareness of the importance of reinvesting in natural capital and, fortunately, this development has already started.

3.5 THE SWALLOWS IB GENDER POLICY

Adopted 2011-03-13

The Swallows India Bangladesh (The Swallows IB) Gender policy is developed to state our standpoint in the gender debate⁶ and to provide guidelines for the organization's work in Sweden, India and Bangladesh on the internal, partnership and activity level. A gender policy is important to adhere to in all parts of the organization, from the work performed at the offices and in the partner organizations, to the planning of the programmes and activities.

Gender is socially constructed and determined and it refers to the roles, responsibilities, needs, interests and capacities of both men and women. Gender should be separated from the term sex which is biologically determined. Prescribed gender roles dictate the status of men and women in the society and therefore often cause the marginalisation of women. Women usually do not participate in decision making processes to the same extent as men do, also, they do not access resources and opportunities as to the same extent as men, which affect their opportunity to lead a fulfilling life and contribute to the development of society. Gender equality means that the rights of the women and men are equally adhered to and that the status of men and women is equal. Further, it entails that women and men enjoy the same access to human development, including the freedom to make choices for themselves. Gender inequality is therefore one of the underlying causes of poverty and gender equality is crucial because women play an important role in society, empowerment of women strengthens the development of the society as a whole and is necessary for sustainable development.

The Swallows IB is primarily working with a rights based approach for better living conditions for marginalised groups and gender issues have a prominent role in our work. Women and girls are usually more vulnerable and marginalized than men and boys due to the patriarchic norms and values in the society and this is why a special focus should be put on women and girls in the work for development. Women and girls from the marginalized groups often experience intersectional discrimination because they are women and belong to a minority/poor/rural/migrant/racial/tribal or other group that is not recognized and discriminated.

The Swallows IB is a gender-sensitive organization in all respects. Our vision, mission, objectives and strategies adopt the concept of gender as it is described above and are liable to ensure and promote gender equality on the ideological and practical levels. The core values of The Swallows IB are solidarity and sustainability and gender equality is an intrinsic element of both of them. Whether within household, community, societal or transnational level, real solidarity is only possible when gender equality is prevalent. Development and democracy is sustainable and has long-term results only when all society members, men and women are equally participating, sharing responsibility and gaining equally from the processes.

The Swallows IB's mission is related to the work performed in Sweden, India and Bangladesh. Gender awareness is equally important in all our activities, from the information work in Sweden, to the programmes in South Asia. However, for the work with gender

⁶ The Swallows IB has also a sexual orientation policy and therefore this document does not emphasize separately the transsexual, gay and lesbian rights and equal opportunities.

issues to be effective, there is a need for taking the context into account. Whereas in Sweden the gender inequality manifests more in the statistics of employment positions and unequal salaries, commercialized images of femininity and immigrant women's issues, in India and Bangladesh these are added by problems like violence, rape, sexual harassment and limited access to education and livelihood. It is not to say, however, that North or South is more apt to particular gender problems, since they all stem from the problem of patriarchy itself. Rather, the Swallows IB is concerned with the mere sensitivity for the cultural, social, political, etc. context, which should be taken into account when fighting against gender inequality.

Guiding principles

- Gender equality and equity as well as the empowerment of women and girls are central aspects of The Swallows IB's work.
- Equal representation of women and men should be aimed for in all aspects of the organizational work.
- Men and women should benefit equally from all programme interventions.
- All Swallows IB's staff as well as people reached by the Swallows IB's interventions and partner organizations should be aware of and follow the Swallows IB's gender policy.
- The Swallows IB should be an organization known for applying gender equality in all aspects of its work.

Strategies

- Develop a gender policy and introduce it in all parts of the organization.
- Ensure that all people involved in the Swallows and its programmes are aware of and follows to the policy.
- Recognizing the empowerment of women and girls in all activities carried out by the organization.
- Ensure that men and women are equally involved in all activities carried out by the organization.
- Gender equality must be one of the criteria when choosing and working with the partner organizations.
- Men and boys should be included in the empowerment of women, since it is key to reach gender equality.

3.6 THE SWALLOWS IB POLICY ON HIV AND AIDS

Adopted 2010-06-17

HIV/AIDS is one of the big challenges of the world today. Over 30 million people live with HIV and every year more than 2,5 million people are infected. 45 percent of those infected are young people between the ages of 15 and 24, and the majority of them live in poverty stricken countries (UNAIDS: 08 Report on the Global AIDS epidemic, 2008).

Working to prevent the spreading of HIV is challenging. In countries like India and Bangladesh issues related to sex are taboo which makes it difficult to be detailed and nuanced about how HIV is spread. The Swallows is not working directly with HIV/AIDS, nor do our partners. Even so, for all organisations working with development issues it is crucial to have a HIV/AIDS perspective to be able to contribute to an open discussion about HIV/AIDS, break the stigmatisation of HIV positive and spread information crucial to combat HIV.

A world without poverty is not possible to achieve without social justice. Unequal power balances exist in different dimensions. In order to achieve a sound sustainable development there is a need to combat all kinds of unequal power balances. In this respect the combat against HIV/AIDS and the fight against poverty are interlinked. A condition for the fight against HIV/AIDS and poverty to become successful is that the unequal balance of power between women and men is changed, as well as unequal power balances between other groups of people. The Swallows shares the statements and recommendations given by The Swedish Association for Sexuality Education, RFSU, one of SIDA's frame organisations:

- Most people who live with HIV have been infected through sexual contact. Therefore, efforts to curb the HIV epidemic must include sexuality education, the use of condoms, and gender equality initiatives.
- The stigma that still surrounds HIV is demeaning for those living with the disease, which is a threat to prevention.
- Lack of gender equality, discrimination due to sexual orientation, poverty and difficulties to talk about sex are contributing to the problem.
- Use of condoms is crucial to put an end to the spreading. Married women should be able to demand usage of condoms.

The Swallows' recommendations to partners working with HIV and AIDS:

- To base the information about HIV and AIDS on facts and not moral.
- To make sure that the activities related to HIV/AIDS are nondiscriminating.
- This includes people of different sexual orientations. The Swallows believe that everyone has the right to decide their sexual preferences, have a private life and freely choose partner without being subjected to discrimination.
- To seek advice and support from organisations specialised in non-discriminating work with HIV/AIDS.

All activities conducted by The Swallows or financed by The Swallows should follow this policy.

3.7 THE SWALLOWS IB POLICY ON SEXUAL ORIENTATION AND GENDER IDENTITY

Adopted 2010-06-17

This policy is written to clarify The Swallows' position on sexual orientation and gender identity and the belief in the strong relation between sexual orientation/gender identity and human rights. This policy can be used in the collaboration with partners in South, at The Swallows' or partners' activities related to human rights and in the day-to-day work.

For The Swallows India Bangladesh solidarity is based on recognition of the equal worth of all, no matter ethnicity, caste, religion, ability, sexual orientation or gender identity. We work to promote human rights, with a special focus on marginalised groups.

The Swallows believes that people have the right to decide their sexual preferences, have a private life and freely choose partner without being subjected to discrimination. Discrimination due to sexual orientation or gender identity is prevalent around the world. This is something The Swallows strongly oppose on the basis of each person's fundamental human rights.

Sweden has an international policy on sexual and reproductive health and rights and this is something that all development aid partners should work towards. This policy states:

"all people, irrespective of sex, age, ethnicity, disability, gender identity or sexual orientation, have a right to their own body and sexuality." (Sweden's international Policy on sexual and reproductive health and rights, Government Offices of Sweden, 2006)

The Swedish international policy also states the importance of:

"the general human rights principle of non-discrimination on sexual or other grounds, such as sexual orientation or gender identity. This principle is fundamental to all human rights." (Sweden's international Policy on sexual and reproductive health and rights, Government Offices of Sweden, 2006)

The Swallows shares the statements and recommendations given by The Swedish Federation for Lesbian, Gay, Bisexual and Transgender Rights:

"The hetero norm restricts and infringes the rights of LGBT people. Infringing people's rights affects their health, their position in the labour market, their educational opportunities, their political participation and their access to social networks. All projects intended directly or indirectly to fight poverty should review whether their activities maintain or even reinforce prevailing heteronormative concepts of gender and sexuality. From an anti-poverty perspective, the long-term gains will be greater if heteronormativity is challenged." (RFSL, 2009)

The word heteronorm refers to when heterosexuality is being looked upon as the normal in a society and exclude other groups of people, which lead to discrimination. LGBT stands for Lesbian, Gay, Bisexual and Transgender.

To think about in the internal and external work:

- Not to focus on the negative aspects of sexuality (such as diseases and violence).
- That the conversations and written material should not reproduce heteronormativity.
- Not to take for granted that the person before you is heterosexual. Do also not take for granted a persons' gender identity or experiences. Ask open questions, for example if the person has a partner or what kind of relationship the person has.
- Do not express your opinions on another persons' sexuality or gender identity.

The Swallows' policy on sexual orientation is based on the fundamental values of The Swallows and also on the policies of Forum Syd and Sida/The Swedish government. All activities conducted by The Swallows or financed by The Swallows should follow this policy.

3.8 THE SWALLOWS IB MEDIA POLICY

Adopted 2010-12-16

The Swallows India Bangladesh (IB) is working in a rights-based manner for better living conditions for marginalised groups. In this work increased visibility, influence over political processes and advocacy are crucial components. Media is one of the most important tools. This media policy is developed in order for The Swallows IB to conduct an efficient and credible media work and to inform the staff and the members about how to use and respond to media. Even though the policy provides clear areas of responsibilities when it comes to media contacts, it is every person's legal right to express her/his opinion freely.

The media policy includes newspapers, web media, radio, television, external blogs and twitter.

Aims with the media work

- Make the work of The Swallows IB visible to the public.
- Influence the public debate on issues related to the work of The Swallows IB.
- Provide expertise on issues in the fields of work of The Swallows IB.
- Give a balanced view of the target groups The Swallows IB works with and provide a balanced view on the countries The Swallows IB operates in.

To think about in all contacts with media

First of all; as a member of, and staff at, The Swallows IB, you represent an organisation with the fundamental vision to work for "... a just world, free from poverty, where people have the power to affect their own lives, and live in solidarity with one another in a sustainable interface with the nature". The values and other policies of The Swallows IB are to be implemented in all our work and all communication with media should be in line with the vision.

Be yourself: Always be transparent about who you are and who you represent. Use your real name. Identify that you work for The Swallows IB and what your role is. To provide your own unique and individual perspective is important but it must not conflict with the values of The Swallows. It is important that you are familiar with the policies contained within the organisation.

Be responsible: Think about what you write, and exercise good judgment and common sense. Always demonstrate respect for others' points of view, even when they are not offering the same in return.

Be informed: Your answers to media should be based on facts. The organisations we support should be considered as experts and you can refer to them. In this way, you clearly show from where you gather your information.

Consider your audience: Adapt your message to the recipient you turn to.

16th December, 2010

Have the target group in mind: When you post articles in media (e.g newspapers),

remember that you represent The Swallows IB and do not publish anything that could harm the people we work with or alienate any of our target groups.

Have security in mind: The Swallows IB does sometimes work with sensitive issues. Therefore, generally we should not mention names of individuals working in projects, programmes, partner organisations or other organisations in India and Bangladesh, since we do not want to risk putting them in any kind of danger. Exceptions are leaders of organisations or reportages/interviews about individuals.

Respect copyrights: Give people proper credit for their work and make sure you have the right to use something with attribution before you publish.

If you have any doubts or do not know how to respond to media, always ask for time to prepare.

When contacted by media

The director of The Swallows IB is the main responsible for media contacts. Before giving information to media, the director should be informed and she/he will decide who should take up the contact. Ask for the contact details of the journalist in question and state that you will return as soon as possible with a reply to the request for information. If the matter is urgent, and the director is not to be reached, the board should be contacted.

It is important that The Swallows IB also responds to criticism. This should first be discussed with the director to determine who and how to respond. A key message should be formulated. Afterwards the incident should be evaluated – in order to learn from the experiences.

Proactive media contacts

The Swallows IB should contact media on its own, whenever the organization aims at bringing one of its issues to media or when an area of expertise of The Swallows IB is discussed in the media. The Swallows IB could then especially stress the organization's unique contacts with the target groups in India and Bangladesh, and communicate these groups' views to the public in Sweden or elsewhere.

General guidelines

Given coordination with, and permission from, the director, these are the mandates for the offices and positions at The Swallows IB:

- Dhaka office/India office could be contacted – or contact media themselves – on issues related to The Swallows IB's work/themes, the situation in the countries, the security situation, general information about the cooperation with partners etc. (but always ask partners if media requests detailed information).
- The communicator could be contacted – or contact media on her/his own – regarding the work of the organization in Sweden, such as recycling, sales of second hand clothes and items, cooperation with organic agriculturalists etc.

4. THE SWALLOWS PAPER ON PARTNERSHIP

Adopted 2011-08-09

The Swallows India Bangladesh has a long history of working in partnership with local organisations in India and Bangladesh. Our partnership is built on mutual trust and open communication with the aim to eradicate poverty, establish social justice, promote sustainable development and strengthen local organisations so that they can support the target groups to claim their rights. This paper is developed to strengthen the relation to partners in India and Bangladesh and to clarify different aspects of partnership.

What is a partnership?

For us partnership means working together in mutual trust and respect with other organisations towards achieving a common goal. The Swallows and the partner share the responsibility to reach this goal. All projects, programmes and other initiatives should be owned by the local partner in order to be sustainable. The partnership can include financial support, but this is not a precondition for partnership. We can for example work together with a partner regarding advocacy work or experience sharing without funds being involved. We also continue being partners with organisations that formerly received financial support from The Swallows. We may also enter a partnership for technical or strategic reasons. The Swallows has identified four types of partnerships: economic, social, technical and strategic.

- *Economic partnership*

An economic partnership means that funds are involved, usually that The Swallows provides financial support to a project or programme implemented by the partner organisation. The Swallows strives for being not only an economic partner. Therefore we are always facing the challenge of being a donor and a social partner at the same time. Engaging in partnerships where one gives funds to the other is always a challenge. A set of responsibilities comes with receiving funds, in order for The Swallows to report back to members and donors. When entering an economic partnership it is important to be clear about the conditions for economic support and the difference between economic and social partnership. There is always a risk of dependency in an economic partnership. The Swallows and partners need to be aware and discuss these risks. Generally The Swallows does not fund partners longer than 10 years.

- *Social partnership*

The Swallows is not only a donor and the non-economic cooperation should always be the base of the partnerships we engage in. This means that The Swallows and its partners identify common areas of concern and ways to work together towards a common goal. A common understanding of the issues and strategies to reach the goals are fundamental. The following principles are guiding in a social partnership:

1. Long term cooperation
2. Common ideology, priorities, values and goals
3. Common context analysis
4. Mutual initiatives from both partners
5. Mutual respect and open communication
6. Clear and well defined roles and areas of responsibility • Equal influence
7. Sharing of information, success stories and good practices. Both partners should

- have access to the same kind of information
8. Willingness to learn and change

In order to keep in contact with social partners the aim of The Swallows is to:

- invite social partners to common seminars/ workshops
- provide a partnership paper/ newsletter on regular basis to all partners
- communicate with partners on regular basis and on special occasions through an emailing list
- invite social partners to discussions on specific topics

- **Technical partnership**

The Swallows can enter a technical partnership with organisations which are expert in a specific area (advocacy, human rights, monitoring, sustainable agriculture, environment, action oriented research etc.). Their expertise can strengthen the capacity of The Swallows or our social and/or financial partners.

- **Strategic partnership**

Sometimes The Swallows enter a strategic partnership for example in order to ease the process of implementing the programmes when it comes to reaching out to the target group to gain credibility and trust. Some examples are clerics or religious leaders, upper cast groups etc. This needs to be discussed for every specific case and also the risks and disadvantages of cooperating with strategic partners must be considered.

Handling unequal power balance

Ideally all decisions regarding the common work should be taken by The Swallows and partners together, but since The Swallows has commitments to members and donors, some conditions are pre-set. In the Values and Guiding principles of The Swallows it is clearly stated that there should be an awareness of the unequal power balance. The following principles can help us handle the unequal power balance:

- Awareness of the fact that the contextual knowledge is with partners in India and Bangladesh
- Clearly state what preconditions that are non-negotiable (maybe because they come from our donors)
- Openness to feedback

Working in partnership

The agreement: In cases of economic partnership an agreement is always signed and is legally binding. In the agreement all parties' rights and responsibilities are stated. An agreement can be developed also for social, technical and strategic partnerships.

Memorandum of Understanding: Could be developed in economic, social, technical and strategic partnerships. A memorandum of Understanding could contain access to information and guidelines for communication.

Capacity building: It is important to identify the need for capacity building for all partners as well as for The Swallows in order to strengthen the common work.

Advocacy work: The Swallows supports advocacy work in India and Bangladesh. The partnership will be strengthened if we work with similar issues in Sweden.

Corruption: All parties must agree to combat corruption.

Exit strategy: The Swallows has a document called *Strategies on Exit and feedback on partnership*, which is mainly a guideline to exit economic partnership. A similar strategy can be developed also for social partnerships.

5. RIGHTS BASED APPROACH (RBA)

The Swallows India Bangladesh (IB) adopts a Rights Based Approach (RBA) in its work, to address the root cause of poverty and social injustice. Because the RBA has been defined and interpreted in different ways, the purpose of this paper is to describe how we look upon and work with the RBA.

Our view on RBA

“A rights based approach to development describes situations not simply in terms of human needs, or of development requirements, but in terms of society’s obligations to respond to the inalienable rights of individuals, empowers people to demand justice as a right, not as charity, and gives communities a moral basis from which to claim international assistance when needed.” (UN 1998)

The RBA emphasises not only physical needs but also political, cultural, economical, social and civil rights. A right triggers an obligation for someone to fulfil and it cannot be addressed without also raising the question of who has that obligation. It is therefore crucial to support groups or individuals (called rights holders in the RBA terminology) who are marginalised or discriminated against to claim their rights from relevant stakeholders (duty bearer).

The RBA is focused on empowerment processes in society rather than delivery of service and can therefore function as a reflection of power---relations and ethics, since talking about rights is to talk about power and the reflecting obligations. The Swallows agrees with Nyamu-Musembi and Cornwall (Institute of Development Studies at Sussex), that the core of a RBA is that it prioritizes agency for those living in poverty to drive the development process, that it integrates human rights in the heart of decision-making and that it focuses on underlying power relations when it deals with poverty and social injustice.

For us, adopting a RBA is a way to ensure that our interventions do not create dependency, that we address issues of justice and inequality, and that we therefore accomplish long term change. If the target groups are given charity, there is a risk that not much will change in the longer run. If they instead are strengthened to themselves claim their rights, they can put demands on duty bearers also in the future. Therefore, we see the RBA is a way to tackle the root causes of poverty, instead of its effects.

A major critique to the RBA is that it does not address issues of environmental sustainability. We acknowledge this as a limitation to the approach and thus we make sure that our interventions always include an environmental perspective.

Another critique is that the RBA relies too strongly on the state as the primary duty bearer. Thus the risk could be that the RBA is difficult to implement in weak states or states which do not have the proper resources to fulfill their obligations. In our view, this is only a short term problem and we see the RBA as having the potential to strengthen states and make them accountable to their citizens.

In our view, adopting a RBA to development has the following advantages in short or long term:

- All people whose human rights have been violated are able to take part in the development process (the principle of non-discrimination).
- The relationships of power between different groups, such as those based on class, gender, ethnicity or sexual orientation are made more visible (especially if one uses a so called intersectional approach).
- States, through the commitments undertaken through different human rights conventions, can be held responsible if individuals and groups do not enjoy the rights set in those conventions.
- Those individuals whose rights have been violated will, if made aware about their rights, have a better possibility to take part in their own development.
- Values and actions are changed fundamentally with RBA, which will strengthen the societal process of development.
- It provides a framework that questions the relationship of power between donors and partner organizations and stresses the necessity of finding the right balance.

How we work Rights Based

Our initiatives

For The Swallows, the key concepts when working with a RBA are empowerment, agency, transparency, non-discrimination, participation and equality. These are the concepts guiding all our interventions.

All interventions conducted by The Swallows and our partners should be performed in such a way that they lead to a greater respect for human rights. All projects and programmes supported by The Swallows should have a RBA, with specific focus on three key components:

- **Most marginalised groups-** The Swallows programme should ensure that the programmes are aimed at the most marginalised sections in the society. This can be ensured with a thorough analysis of the situation in the country or with respect to the problem. The situation or context analysis should focus on the violation of the various rights of the communities, the impact of these rights violations on the marginalised communities, existing power structures and the role of the duty bearers.
- **Root causes of poverty-** In order to be effective, the programme should specify the root or structural causes of poverty and social injustice. Spelling out the different stakeholders, strategies to address the root causes of poverty, and empowerment strategies to enable the marginalised communities in claiming their rights ensures that the programme works within the framework of the rights based approach.
- **Engaging the duty bearers-** Making the duty bearers accountable can facilitate a sustainable change and to reduce the dependency of the communities on external aid. Hence it is very imperative to clearly list down the right holders and duty bearers and strategies to engage the duty bearers in addressing the issues in all the Swallows supported programmes.

Working with a RBA translates into such initiatives as:

- Supporting marginalised groups, both materially and mentally, to claim their rights.
- Strengthening organizations of the poor and marginalised.

- Rights information and education to rights holders as well as duty bearers.
- Participatory planning that allows people to define their own priorities.
- Training for officials responsible for service delivery to ensure equity of treatment.
- Lobby for the implementation of the laws safeguarding people's rights where this is not happening.
- Advocating for reform of laws and policies when the existing ones do not safeguard the rights of individuals and groups.
- Legal representation to enable people to claim their rights.
- Monitoring by civil society organizations of the performance of public institutions.

6. GUIDELINES FOR INTERNAL AND EXTERNAL FUNDRAISING

These are guidelines for how The Swallows IB ethically and practically engaging in the internal and external fundraising activities. The aim is to provide greater transparency and openness for our members, donors and other stakeholders.

The Swallows IBs accounts

The Swallows IBs collection as regards to the public, as well as the handling of gifts, is always done through a 90 account.

What gifts are received or not received

The Swallows IB welcomes spontaneous donations from individuals and businesses. If one expects a return or to utilize information about the gift in its marketing, a contact with The Swallows IB happens before the gift is donated to discuss if a cooperation is possible. In cooperation with a company there is always a written agreement that clarifies the scope and responsibilities, etc.

Swallows IB does not accept gifts from companies engaged in activities contrary to The Swallows values that produce or sell such as weapons and military equipment, tobacco products, alcoholic beverages (more than 2.25% vol.) or pornographic activities.

Earmarking of gifts

In general The Swallows IB wish to receive so-called non-targeted gifts, which means that donor money can be used where they are needed and are most useful. If the donor has strong preferences about how the gift will be used there are possibilities to choose between a number of purposes. The Swallows IB likes to have a direct dialogue with donors on the purpose which can be up to date.

Repayment of grants

When a donor sends a gift to The Swallows IB in order to support something that is already fully funded or something that is not within the association's activities, The Swallows are in direct contact for a discussion on how the gift can be used. If it turns out that the donor does not find something that he or she wishes to support, the donation from the donor will be repaid to the donor's account.

If The Swallows IB receives a gift where it is unclear if the gift should fall within our work, a direct contact with the donor will be taken to ensure so that the donor's wishes are met.

When the Swallows IB receives bequests, a careful investigation of the bequeathed funds can be used according to the testator's last will. If it turns out that the Testament is written in such a way that The Swallows IB cannot meet the testator's wishes, a contact with the estate is taken to discuss the possibilities and if the gift can be used to similar activities. If this is not possible, we decline the gift out of respect to the last will of the donor.

When a donor has given a gift to The Swallows IB but shortly after and before the gift are used want a refund because of dissatisfaction, a repayment of the gift will occur immediately.

Homepage

The Swallows IBs fundraising guidelines for internal and external fundraising can be found in a flap on the website. In another tab on the homepage the following points are presented:

1. The Swallows IB has a 90-account. There it is explained what it means for the association.
2. The Swallows IB describes its membership in the Svensk Insamlingskontroll and what it is and stands for. Svensk Insamlingskontrolls logo can also be found there.
3. The Swallows IB describes its membership in FRII, what FRII is and what it means, and the form of accounting that Svensk Insamlingskontroll requires. In FRII it describes how much goes to administration and how much goes to the program. FRII's logo is included.

