

Dear partner,

A warm welcome from Bregenz, Austria!

We are delighted to welcome you as a partner of the Austrian Leprosy Relief Association (ALRA).

ALRA (Aussätzigen-Hilfswerk Österreich) was founded in Bregenz, Austria, in 1958. In December 2013, we experienced significant organisational changes: ALRA was legally transformed into a foundation, and programmes and projects were thoroughly reviewed.

Please take some time to look through the attached agreements and forms. Although this appears to involve quite some reading, the documents are meant to ease our future cooperation. Please also note that we are happy to provide training in person, via telephone or using Skype as an online collaboration tool. **You are not alone!**

Fundamentals: As shown in the table below, the first category of documents is numbered with a three-digit number starting with 'zero' in the form of '0xy-xyz'. These '0xy' documents specify the general principles, values, standards or rules of behaviour that shall guide our cooperation, our decisions, and the operational procedures that shape the very form of our cooperation. These fundamental documents seek to ensure that our work contributes to the welfare of key stakeholders, and that it respects the rights of all constituents affected by our operations.

Forms: The second group of documents is numbered with a three-digit number starting with a 'one' in the form of '1xy-xyz'. These documents entail more specific contracts or forms that we shall use in the course of our cooperation. This shall ensure good and reliable communication.

The table below briefly indicates the purpose of each document and what you should do with it. Note that there is a "X" indicating if the document is relevant for you.

Documents:

Name of document	Purpose	What to do with it?	Relevant for you
<i>Fundamentals: '0xy-xyz'</i>			
000-Read-me-first	Allows for immediate understanding of all documents	Please read and come back to us if anything remains unclear	x
001-Statutes-English-translation	Sharing of statutes is a prerequisite for cooperation	For your information; in turn, please share your statutes/registration	x



Name of document	Purpose	What to do with it?	Relevant for you
002-General-Conditions-Partnership	Establishing rules for our cooperation	Read, evaluate, discuss, sign and return	x
003-Guideline-Corruption-Prevention	Prevent corruption	Read, evaluate, discuss	x
004-Corruption-Prevention-Statement	Documents baseline of your situation in regard to anti-corruption measures; ensures joint understanding and commitment;	Fill in, sign and return	x
005-Child-Protection-Policy	Child protection and quality assurance; gaining a joint understanding of values	Read, evaluate, discuss and contribute to further development	x
006-Child-Protection-Declaration	Documents baseline of your situation in regard to child protection measures; ensures joint understanding and commitment	Fill in, sign and return	x
007-CoC-on-Images-Messages	Ensuring alignment of development cooperation work and development education	Read, evaluate, discuss	x
008-Declaration-Images	Documents baseline of your situation in regard to communication (images + messages); ensures joint understanding and commitment	Fill in, sign and return	x
Forms: '1xy-xyz'			
100-Project-Application		Write, discuss, sign, send, discuss ... – let us make a sustainable impact.	x
101-Cooperation Agreement	Lays the legal foundation of our cooperation	Discuss, fill in, sign and return	x
102-Cooperation Agreement-Sponsorship	Lays the legal foundation of our	Discuss, fill in, sign and return	

Name of document	Purpose	What to do with it?	Relevant for you
	cooperation in sponsorship projects		
103-Identity-Form	Exchange information concerning sponsored individuals	Void! Fill in for each sponsored individual <u>only</u> if you cannot compute the XLS master file.	
104-Identity-Form-Master-File	Exchange information concerning sponsored individuals in a more efficient way	Fill in table for all sponsored individuals after familiarising yourself with the file, and after briefing by ALRA staff.	
105-Request-for-Disbursement	Proper accounting	Sign and return together with reporting	
106-Remittance-Sheet	Proper accounting	Discuss, sign and return	
107-Quarterly-Narrative-Report	Facilitating joint understanding as part of proper knowledge management	Please let us know if you prefer a different reporting template.	
108-Quarterly Financial Report	Proper accounting	Please let us know if you prefer a different reporting template.	
109-Final-Narrative-Report	Facilitating joint understanding as part of proper knowledge management	Please let us know if you prefer a different reporting template.	
110-Final Financial Report			
111-ToR-Auditor	ToR for chartered accountant	Discuss, sign and return	

Some of the documents shown above require your formal signature: our joint approval of fundamental policy documents and the joint agreement to use well-defined forms, which we will use in administration, are necessary for establishing a good partnership.

If these fundamentals are not acceptable to you because they contain errors, because you want the conditions to reflect further specifics that may relate to your country situation only, or because you prefer to use other tools, we would be happy discuss and resolve the issue. Please note that we seek to establish a partnership of equals! The file names therefore contain a date, offering plenty of opportunity to further develop the documents that regulate our cooperation.

Please do not hesitate to contact us should you have any questions concerning the above-mentioned and attached documents. We will gladly use your recommendations to make our processes as efficient and effective as possible.

However, we need to be uncompromising when it comes to fulfilling all legal requirements and to avoiding doing harm. Therefore, we apply high-quality criteria and base our interventions on a rights-based approach.

Should you experience any difficulties when reviewing the documents, please contact ALRA at program@aussaetzigen-hilfswerk.at. We will get back to you as soon as possible. We would also be happy to arrange a telephone conference using Skype.

Thank you very much!
We look forward to working with you.

Yours sincerely,



Silvia Feuerstein
Aussätzigen Hilfswerk Österreich
Austrian Leprosy Relief Association (ALRA)
Sponsorship Programme