

Canadian Rotary Collaboration for International Cooperation



Policy Manual

Version: 2008.01
Issue Date: March 21, 2008



Canadian Rotary Committee
for International Development

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Clauses amended in this Issue:

Clause 19. Reimbursement of Expenses

Partial reimbursement of current member's CRCID related travel expenses within his/her respective District.

Introduction

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The Canadian Rotary Collaboration for International Development (CRCID) is a Rotary International sanctioned Multi-District Activity with access to Canadian Government funding. The funds are utilized to provide additional matched funding for Canadian Rotary clubs that are partnered with international partners on International Service projects and programs.

CRCID believes very strongly in the Rotary model of club-to-club partnerships that build strong connections and fellowship. CRCID has made the transition to a program based approach (PBA) of international development without jeopardizing this key underlying principle of Rotary. The rationale for making this transition was to better utilize the limited financial and human resources available in the developing countries and to ensure that there was a more coordinated approach to poverty reduction.

CRCID's PBA is a unique "top down" and grassroots (bottom up) approach that fits the Rotary model. CRCID implements several "broad programs" under which many club driven projects can be bundled. Rotary club initiated projects will therefore be representative of a program because each of the projects is related to the overall goals and objectives of the program. These projects will be coordinated to ensure that they are not in conflict with each other or that there are duplications and/or gaps in the program coverage.

CRCID, as a uniquely Canadian Rotary organization, establishes policies that are consistent with Rotary International's policies for international development project/programs. CRCID has also established policies that are different than Rotary International's policies. Therefore, it is strongly recommended that Canadian Rotarians become familiar with the current CRCID policies prior to initiating an International development project or Rotary program.

CRCID maintains a network of experts in international development in each Canadian Rotary District who are familiar with current CRCID policies. These CRCID members are available to any club in his/her district who are planning an international development project or a Rotary program.

CRCID's strategic plan, updated regularly, assists the organization to develop a framework that will allow it, in conjunction with the worldwide network of Rotary International (RI) and the Canadian International Development Agency (CIDA), to continue as an effective partner in facilitating the development and implementation of sustainable international development programs. These programs will increase the capacity within developing countries to meet their expressed needs and will facilitate community development of a market economy and civil society.

1. Vision:

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CRCID champions sustainable international development initiatives that foster the alleviation of poverty and improve the quality of life in partner countries.

2. Mission and Key Results Areas:

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CRCID will support Canadian Rotarians in delivering sustainable international development programs by:

1. Participating actively in the development and implementation of effective programs that meet needs as identified and “owned” by partner communities;
2. Developing capacity in Canada and in partner countries;
3. Securing human and financial resources;
4. Ensuring sound governance within Canadian and partner organizations;
5. Creating and enhancing development awareness in Canada and abroad.

3. Strategic Plan:

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The CRCID Strategic Plan is in effect for three years between July 1st. and June 30th. The termination date of the current 2007-2010 Strategic Plan is June 30, 2010 with the approval of the new Strategic Plan on May 11, 2007. (BOD 11/05/07)

The CRCID Board of Directors will constitute the formation of a Strategic Planning ad hoc committee to review and revise, as needed, the CRCID 3-year Strategic Plan. The committee will consist of a minimum of 3 and maximum of 5 Canadian Rotarians who are familiar with the policies and program of CRCID. The committee will be created a minimum of 6 months prior to the termination of the current Strategic Plan.

4. Policy Manual:

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The Policy Manual, as approved by CRCID, will be regularly updated by the Secretariat to include or eliminate policy changes approved by the Board of Directors and/or the membership.

Revised policy manuals will be distributed to the membership within 10 business days of the approved amendments being made and include a note indicating what amendments were approved.

Each revised policy manual will be dated with an:

- Issue date, according to when the new policy (ies) were approved; and,
- Version number that shows the year (based on calendar year) and number of

revisions (e.g. 2006.02).

Each policy revision will include the following:

- Type of meeting
 - BOD for Board of Directors;
 - AGM for Annual General Meeting; or,
 - GM for General Meeting.
- Date the policy was approved (dd/mm/yr).

Outdated Policy Manuals will be archived indefinitely by the CRCID Secretariat in paper and/or electronic format.

A committee set by the Board of Directors will annually review the Policy Manual prior to the AGM to ensure that all CRCID policies are current and appropriate. The committee will submit a report with recommendations to the Outgoing Board of Directors and the membership at the AGM.

5. Fact Sheets:

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CRCID will, as required, develop and distribute “Factsheets”. These factsheets will provide CRCID Members and Canadian Rotarians with important information related to the policies and operation of the organization. The Factsheets will not in themselves constitute policy but be strictly informative. All CRCID policies will be maintained in the Policy Manual while non-policy factsheets will be maintained in Appendix 3 of the Policy Manual.

6. Governance

a. Incorporation:

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The Canadian Rotary Committee for International Development was incorporated with Consumers and Corporate Affairs Canada on January 8, 1986 (Film 542, Document 188).

i. Name Change:

As CRCID is a Rotary multi-district activity the term “committee” no longer applies. The new name for CRCID is: “Canadian Rotary *Collaboration* for International Development. (BOD 05/26/06)

b. Multi-District Activity:

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In decision 303, February 2000, the Board requested the General Secretary of Rotary International to review whether the CRCID was in compliance with its mandate as set out in decisions 47, June 1985, and 344, July 1988. The General Secretary observed that the policy on “Advisory Committees,” under which the operations of the CRCID were approved in 1988, no longer exists. Therefore, noting that the CRCID is currently functioning in compliance with RI

policy on multi-district activities, the General Secretary recommended that the RI Board recognize the CRCID as such an activity.

C. Bylaws:

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The CRCID Board of Directors will, as required, review and revise its bylaws. Any revisions to these bylaws must be approved by an affirmative vote by 2/3 of the current membership.

d. Membership:

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To qualify for membership in CRCID an individual must be a Canadian Rotarian appointed by the District Governor who is either the incoming, current or immediate past World Community Service District Committee Chairperson or District Grants Committee Chair. In an international district, where a Canadian does not hold one of those positions, the District Governor shall appoint a Rotarian member of a Canadian Club who is experienced in World community Service (Section 3 of Bylaw).

i. Equality:

No person can be refused membership or be excluded from participation in the Corporation, denied the benefits of membership in the Corporation, or be otherwise subjected to discrimination by the Corporation, on the basis of race, national or ethnic origin, colour, religion, gender, sexual orientation, age or mental or physical disability.

e. Board of Directors:

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A Board of Directors as outlined in Clause 8 of the Bylaw shall manage the affairs of the Corporation. The Board of Directors shall consist of the Chairperson, the President, a board appointed treasurer, and five (5) directors, each of whom shall be elected from one of the five (5) regions of Canada.

f. Committees:

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From time to time the Board of Directors will authorize the establishment of committees for the effective operation and/or oversight of the Corporation. The President is authorized to select the Committee Chairs (Clause 13c of CRCID Bylaw). The current committees are:

- Health Concerns Sectoral Committee (BOD 31/01/04);
- Literacy & Education Sectoral Committee (BOD 31/01/04);
- Water Management (BOD 31/01/04) and Micro Credit (BOD 08/12/06) Sectoral Committee;
- Capacity Development Committee;

- Development Education Committee;
- Finance Committee;
- Monitoring & Evaluation Committee; and,
- Nominating Committee (Section 8g of CRCID Bylaw)

i. Subcommittees:

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Each Sectoral Committee is authorized to create sub-committees (BOD 26/05/06).

Sub-Committee Constitution (BOD 08/12/06)

- The Sub-committee shall have a minimum of 6 and a maximum of 12 members, five of whom shall be regional representatives as per the CRCID By-Laws. The Chair of the Sectoral Committee shall be included as a member of the Sub-committee.
- The Chairperson shall be a member of CRCID, a Sectoral Committee Member and shall be appointed by the Sectoral Chair. With Board approval, and on the recommendation of the Sectoral chair, a Rotarian non-CRCID member may be appointed as the Sub-committee chair when a CRCID member is not willing to assume the position of Chair.
- Sub-committee members shall be Rotarians in good standing and have experience at Club or District level of the sub-committee concerns.
- With the approval of the Sectoral Committee Chair, the Sub-committee may co-opt representatives of affiliated Rotary organizations (eg Rotaract, RAG's) as members.
- The Sub-committee may, at its discretion, call upon non-Rotary organizations or non-Rotarians in an advisory "ex-officio" capacity. The Sectoral Chair shall approve such appointments.
- All decisions and recommendations of the Sub-committee shall be subject to approval by the Sectoral Committee and the CRCID Board.
- The CRCID Board shall review operation and membership of Sub-committees annually.

Sub-Committee Functions

- The Sub-committee shall review program proposals relevant to the Sectoral responsibilities to ensure that they are in line with CRCID's goals and objectives.
- Review, with the assistance of the Sectoral Committee Chair and the Secretariat, all proposals to ensure that they meet the needs of the beneficiaries, the reliability of data provided and that Rotary partners are in good standing with TRF and CRCID.
- Ensure that financial stewardship procedures are in place and those partners, whether they be Rotary partners or non-Rotary organizations, have the capacity and ability to successfully complete the program.

- Make recommendations to the Sectoral Committee Chair for programs to be submitted for Board approval following review.
- Ensure that reports are provided in good time and that meet the needs of TRF, CRCID and CIDA and other organizations where applicable.

g. Secretariat:

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1. CRCID Secretariat will consist of the following positions according to identified need and available funds:
 - a. Executive Director;
 - b. Chief Administrative Officer;
 - c. Program Development and Management Officer; and,
 - d. Administrative Coordinator

(BOD: 28/05/06)

2. Staff will receive salary increases of up to 3% per year effective April 1st. based upon annual performance reviews conducted by the Executive Director.

(BOD: 11/05/07)

7. Sectoral Priorities:

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CRCID has identified three (sectoral) priorities. These are:

1. Health concerns;
2. Literacy & Education;
3. Water management; and,
4. Micro-Credit.

All programs and related projects requesting funds from CRCID must qualify under one or more of these sectoral priorities. Examples of possible program/project in each sectoral priority that may be eligible for CRCID funding are provided in the table below:

<p>Health Concerns</p> <ul style="list-style-type: none"> • Polio eradication; • Health education; • Primary health care; • Regional Health clinics and Health Fairs; • Preventive health measures (e.g. vaccination programs); • Prenatal and maternity care • Infant health; • HIV/AIDS, Malaria, Tuberculosis; • Children at Risk (orphanage modelling); • Technical training of health trainers; • Specialist exchanges; • Long distance (teleconferencing) training; and • Tele-medicine. 	<p>Micro-Credit</p> <ul style="list-style-type: none"> • Small business and micro-credit initiatives, including training.
<p>Literacy and Education</p> <ul style="list-style-type: none"> • Education programs (e.g. Light House; Concentrated Language Encounter, etc.) • Primary schools; • Adult literacy; • Teacher training; • School equipment & furniture 	<p>Water Management</p> <ul style="list-style-type: none"> • Wells and pumps; • Toilets and septic tanks; • Sewage systems; • Rainwater harvesting; • Environmental Clean up; • Small business and micro-credit initiatives relating to water management; and • Training in Water Mgmt. Strategies including the development of related engineering skills

Note: CRCID funding is only available for those projects that are linked to the currently approved CRCID programs. For example, a Polio project will not receive CRCID funding if CRCID does not currently have an approved Polio project.

8. Geographic Focus:

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(Revised: 21/11/07BOD)

CRCID is subject to the Government of Canada requirement that the geographic focus for any program requesting Government of Canada funding must be identified in the organization's program funding proposal. Once the funding is approved, these countries cannot be changed without prior consultation and approval from the Government of Canada.

CRCID will accept program proposals for the next funding cycle from a Canadian Rotary club, District or other entity recognized by Rotary International by **September 15, 2008**. The program seeking funding support from CRCID must be located in a country identified as being eligible for "Official Development Assistance" by the Canadian Government and the Canadian Partnership Branch. The list of eligible countries can be found in [Appendix 3](#).

CRCID will review the proposals and select those programs that best match CRCID's funding criteria for inclusion in the program-funding proposal submitted to the Canadian Government by **October 31, 2008**. The number of countries receiving CRCID funding

support under a Government of Canada funding agreement is limited to a maximum of 10.

Programs approved for CRCID funding will be eligible to receive funds after **April 1, 2007** but only after authorized representatives of CRCID and CIDA have signed the Program Funding Agreement.

The countries identified for the **2006-2009 Contribution Agreement with CIDA** are as follows:

Belize	Kenya
Bolivia	Mozambique
Ghana	South Africa
Guatemala	Tanzania
Honduras	Uganda

(Revised: November 28, 2007- Amendment to CIDA Agreement)

9. Program/Project Eligibility¹:

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For a project/program to qualify for CRCID funding it must:

1. Originate with the beneficiaries, the host country Rotary club partner, or a host country non-Rotary NGO.
2. Be implemented in a host country that is eligible for Canadian Official Development Assistance and approved by CRCID - please see the CRCID website for the list of eligible countries for project/programs and the list of eligible countries for programs.
3. Address at least one of the following CRCID's 3 sector priorities that will benefit a community in need, in the context of Community Development:
 - a. Health Care;
 - b. Literacy and Education;
 - c. Water Management; and,
 - d. Micro-Credit.
4. Address each of the following cross-cutting thematic priorities:
 - a. Gender Equality;
 - b. Environmental Sustainability; and,
 - c. Public Engagement.

¹ Matching Grants Eligibility Criteria and Guidelines.

<http://www.rotary.org/newsroom/downloadcenter/foundation/humanitarian.html#hgeligible>.

5. The expected results of the project/program must comply with the poverty reduction goals and objectives established by the government and administration of the host country.
6. Have significant Rotarian involvement.
7. Have visible CRCID identification.
8. Benefit the recipient community as a whole. The project/program must not be designed to help any individual(s) to obtain an academic degree or professional advancement, or for any individual(s) to attend a seminar, conference or international exchange. Project/programs can involve educational training, but the training must be short-term in nature and provide for basic educational needs only.
9. CRCID will support salary and other administrative costs necessary for the successful implementation of a program that meets all other approval criteria in accordance with current policy. CRCID will not support salary and other personnel costs for projects (see Project/Program Ineligibility Section #2).
10. Not involve the establishment of a permanent foundation, trust, or permanent interest-bearing account. Contribution project/programs can involve the establishment of a revolving loan fund, but must include training and detailed information regarding recipient payback schedules.
11. Involve participation and monitoring by Rotarians of clubs/districts in at least 2 countries. One country will be the local, host or offshore project/program country (where the project/program is located and the host Rotary club is undertaking a community service project or Rotary program), and one will be the international sponsor country (where the Canadian Rotary club is undertaking a world community service project or Rotary program). Contribution applicants are partners in the service project/program and must work closely together to complete the project/program. To ensure this kind of cooperation, each participating club/district must establish a committee of at least 2 Rotarians to oversee and report both to each other every 6 months and to CRCID on the project/program/program's progress and completion.
12. Not directly benefit a Rotarian; an employee of a club, district or other Rotary entity, or of Rotary International; or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee.
13. Not duplicate any existing Foundation or other Rotary-sponsored program.
14. Exclude any liability to CRCID for the amount of the contribution.

15. Be received by CRCID between July 15th and March 31st.
16. Involve significant correspondence between the Canadian and host Rotary clubs.
17. If a TRF Matching Grant or 3-H Grant is being sought, the CRCID application must be accompanied by a copy of the submitted TRF application prior to it being approved by TRF (B.O.D 9/30/05).
18. Construction:
Project/programs that entail the construction of structures in which individuals live or work (including but not restricted to low cost shelters, schools and hospitals) are eligible for CRCID funding subject to compliance with CRCID Environmental sustainability policy (see section 13 on Environmental Sustainability).

10. Gender Equality:

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CRCID has, and continues to, stress a focus upon gender equality through the equal participation of women and men as decision makers in all phases of development initiatives, including: community needs assessment; planning; implementation; reporting; and, evaluation.

CRCID is committed to:

- Increasing women's participation as decision makers in the economic, political, social and environmental spheres;
- Improving women's economic conditions, basic health, education and human rights;
- Promoting activities aimed at eliminating discrimination against women; and
- Supporting developing country partners in voicing their concerns on gender issues in development; and,
- Reducing gender inequalities in accessing and controlling the resources and benefits of development.

CRCID will undertake the following, in order to ensure that its financially supported programs adhere to the gender equality policy:

- 1) Review on a regular basis, and revise where applicable, all documentation, including the Strategic Plan, Bylaws, Application form to meet gender equality standards; and
- 2) Educate CRCID members and Canadian Rotarians about the importance of gender equality through the development and ongoing revision of a CRCID training module and/or utilization of the CIDA online learning course.

Currently, gender equality is addressed in the CRCID funding application form, which contains the following questions related to gender equality:

- Describe the process used to plan the project and the involvement of the beneficiary community, men and women, in this process.
- Were the women of the community actually consulted regarding the program/project?
- Were they active participants rather than coincidental bystanders, assumed to be beneficiaries?
- Are women on the management committee, in Canada and/or in the developing country?

CRCID encourages female district representatives as members but CRCID is not involved in the selection process. Each member is appointed by the elected District Governor to represent the District (see Clause 5d).

Sensitivity to gender issues will ensure that, as Canadian Rotarians develop programs and projects, gender will be a key component of these initiatives. As part of this process of gender sensitivity, the CRCID applications for funding will explicitly request gender-related information. These applications will be screened by the CRCID Secretariat to ensure gender equality is addressed.

11. Environmental Sustainability:

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Environmental sustainability is defined² as ensuring Earth's natural wealth by:

- Maintaining the integrity of ecosystems and the continued health of the planet's life –support systems- which sustain the productivity, adaptability and renewal of all life;
- Maintaining biological diversity in the variety of life on which ecological processes depend – process that provide a stream of current a future benefits to humans; and,
- Ensuring sustainable population dynamics (size of population, growth rate and distribution), as population often puts pressures on the environment.

CRCID's mandate is "to support sustainable development in developing countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world." As such, CRCID has integrated environmental considerations into the following operational objectives:

1. To ensure that environmental considerations, including opportunities for enhancing environmental sustainability, are integrated into project planning and implementation, taking into account the needs and views of the beneficiaries and local communities.

²CIDA. "Our Commitment to Sustainable Development". December 1997, page 3-4. Also, http://www.acdi-cida.gc.ca/cida_ind.nsf/0/7931673388ca99b18525656b004d7890?OpenDocument#sec5 Accessed March 10, 2006.

2. To promote and support projects that directly address environmental issues;
3. To support those implementation measures that minimize negative environmental impacts and enhance environmental benefits of projects, or assist in the identification of alternatives;
4. To encourage and support Canadian and offshore Rotary Clubs and third party non-Rotary NGOs to develop projects that further the objectives of environmental sustainability;
5. To contribute to the development of knowledge and experience in Canada and in developing countries, on undertaking environmentally sustainable forms of development;
6. To promote education and awareness among Rotarians in Canada and in developing countries of the importance of environmentally sustainable approaches to development.

CRCID Guidelines:

When Canadian Rotary Clubs submit project applications to receive financial contributions from CRCID, the applications will be assessed according to the following environmental protection policies and regulations:

1. **Environmental Sustainability.** Environmental sustainability is an important component of sustainable development. CRCID will assess the environmental impact of each project application during the initial evaluation and at all stages of implementation.
2. **The Canadian Environmental Assessment Act (CEAA).** This federal legislation is applied whenever a federal authority (i.e. CIDA) exercises one or more of the following duties, powers or functions in relation to a project (Act, Section 5): proposes a project; sells, leases, or otherwise transfers control or administration of land to enable a project to be carried out; **contributes money or any other form of financial assistance to a project**; exercises in relation to the project a regulatory duty (such as issuing a license, permit and approvals) that is included in the Law List regulation.

CRCID Compliance:

For CRCID to be eligible for CIDA funding it must be in compliance with CIDA's environmental requirements. Any projects with potential environmental implications should conduct an environmental analysis during its planning stages and the results integrated into the submitted CRCID application. Any projects identified by CRCID as involving physical works (defined as A physical structure with a fixed location) that are

not on the exclusion list³ (see definitions) or if there is a significant environmental impact are required to conduct an environment assessment.

12. Environmental Assessment Procedures

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Introduction:

CRCID is committed to complying with the promotion of sustainable development through environmentally sound policies and projects as stipulated in CRCID's contribution agreement with CIDA and fact sheet E-5, Environmental Sustainability. The environmental tool that is being utilized to meet CIDA's and CRCID's goal of Sustainable Development is the environmental assessment. The Canadian Environment Assessment Act (CEAA) and its regulations have established the environmental assessment requirements and the procedures that apply to those projects defined by the Act as involving physical works.

CRCID Compliance:

With CRCID's commitment to comply with CIDA's environmental guidelines, CRCID has developed an implementation process that meets the requirements without dramatically increasing the burden upon those Rotarians planning and implementing the projects.

Process:

The environmental analysis report, which is required for those projects with potential environmental implications, is now integrated with the CRCID application form. By integrating it with the application form it eliminates the requirement of Rotarians submitting an additional document to CRCID.

During the application review process, the CRCID Secretariat will determine if the CEAA applies to the proposed project, i.e. if an Environmental Assessment must be conducted-

If an assessment is required, CRCID will **NOT** require the project partners to complete a new report. The Secretariat will only request the information that is still required to fulfill the Environment Assessment report requirements. The Secretariat will "build" the assessment according to the reporting guidelines (see below) from the information received from the Canadian contact that will have received this information from a reliable and credible source at the project site.

Once the Secretariat has completed building the assessment, one copy will be placed in the project file and another copy will be placed in a designated Environment Assessment File. The Environment Assessments that are on file will be subject to CIDA review and audit.

³ List of certain projects not requiring an environmental assessment because the environmental effects in relation to physical works are insignificant. (e.g. building construction less than 100m², less than 5m high & greater than 30m from water body).

Note: For the duration of the 2006/09 CIDA Contribution Agreement all Environmental Assessments will be submitted to CIDA for review and approval prior to project/program implementation.

Environment Assessment Reporting Guidelines:

The appropriate level of effort and detail in an environmental assessment report will depend on the project's nature, scope and location. It is anticipated that the majority of the reports required for CRCID funded projects will only be a few pages long. However, each report must include the following components:

- | | | |
|------------------------------------|-------------------------|----------------|
| 1. Project Description; | 4. Methodology | 7. Mitigation |
| 2. Host Country legislation; | 5. Analysis of effects; | 8. Follow-up; |
| 3. Description of the environment; | 6. Public concerns; | 9. Conclusion. |

The details for these 9 components can be found in the CIDA's [Handbook on Environmental Assessment of Non-Governmental Organizations and Institutions](#). 1997: Minister of Public Works and Government Services Canada, 12-16. (Updated – 2005)

Implementation & Monitoring:

During the implementation of a development project the interim reports submitted to CRCID must also report the results of any environmental mitigation measures being implemented. The final report must also report upon the success or failure of these mitigation measures in relation to the completed project.

When the project is monitored, the monitoring report will include an evaluation of the accuracy / effectiveness of the environmental assessment and its mitigation measures.

13. Program/Project Ineligibility:

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CRCID funds cannot be utilized:

1. For the purchase, maintenance of a motorized vehicle (BOD 02/01/04).

Exception:

All exceptions to the policy must be approved by majority of CRCID Directors.

- a. Vehicle must be owned by non-profit organization. Project partner that is responsible for all recurring costs including:
 - i) Operating;
 - ii) Maintenance;
 - iii) Licensing and insurance;
 - iv) Storage.
- b. Vehicle is essential for successful implementation of this Rotary initiated project.

- c. Vehicle can only be utilized for purposes identified in the project application and not for personal or other non-related activities.
(BOD 13/05/07)
2. CRCID will not financially support the payment of salaries or other personnel costs for projects. The only eligible personnel cost is for one time contracted expertise such as a workshop facilitator.
 - Note: CRCID does support the payment of salaries or other personnel costs for CRCID approved programs (see Project/Program Eligibility Section #9)
3. For international travel expenses of any kind unless the travel is essential and integral to the project/program's implementation. In such cases, only 10% of the project/program/program's budget may be used for individual travel expenses.
4. To support the operating/administrative expenses of any organization.
5. To reimburse individuals/clubs/districts for project/program already undertaken and in progress, or for project/programs that have already been completed. CRCID will only match the Canadian club/district and TRF funds for international development project/programs that have been reviewed and approved by CRCID prior to their initiation.

14. Non-Rotary Organizations:

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International development projects/programs that are conducted in cooperation with a third party that is a non-Rotary organization (e.g. Non-Governmental Organization or NGO) must meet the following conditions:

1. There must be significant Rotarian involvement that includes substantial numbers of Rotarians actively participating by giving their time, resources, and personal involvement in the project/program.
2. The Rotary sponsor(s) must clearly demonstrate that the project/program is initiated, controlled and conducted by Rotary clubs or districts involved, although non-Rotary participation is permitted.
3. The project/program must have clearly visible CRCID identification designed to make the public aware of Canadian Rotary involvement.
4. Both Rotary co-sponsors and local Rotary clubs (where appropriate) must have knowledge of and endorse the non-Rotary organization as being reputable and responsible, and have determined that the organization is registered and acts within the laws of the project/program/program country.

5. Matching Contribution funds will not be provided to an existing project/program or for activities primarily sponsored by a non-Rotary organization.
6. The non-Rotary organization cooperating in such project/program/programs must agree to participate and cooperate in all financial review activities connected with the project/program.

15. Application Submission:

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An application submission will be accepted by CRCID if the following criteria are met:

1. The funding request is submitted on the most recently revised CRCID application form or the application form that is currently available on the CRCID website or from the CRCID membership in accordance with the related guidelines.
2. All sections of the CRCID application are completed including the signature of the current President of the Canadian Rotary Club for club project/program and current District Governor for district project/program).
3. The following supporting documentation must be included in the application submission as applicable:
 - a. RBM Worksheet;
 - b. Pro-forma invoices/ estimates from suppliers, engineers, construction firms, etc...
 - c. Letters of support/understanding from Host Rotary Club, beneficiary community, and NGO (if applicable);
 - d. Agreement between host Rotary Club and non-Rotary organization if applicable;
 - e. Pre-intervention photographs (if available);
 - f. District Designated (SHARE) Funds refusal notice (if applicable); and,
 - g. Environmental Assessment, if required (see section 14: Environmental Assessment Procedures).
4. Programs that are developed as a result of a CRCID initiative shall, with the approval of the Board, be known as CRCID Initiated Programs (CIP) and CRCID shall be the Program Manager.
 - a. Rotary clubs that sponsor a project or part of a CRCID initiated program shall be required to enter into a Project Letter of Agreement with CRCID in order to obtain CRCID funding.

(BOD 11/05/07)

16. Program/Project Approval:

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CRCID approval of the project or program will occur if the following criteria are met:

1. Approval of any project/program is contingent upon the program proposal or the project application meeting all of CRCID's funding criteria and if TRF funding is being sought, the receipt of the official TRF notification of approval.
2. All information required by CRCID to complete the evaluation of the submitted project/program is received and after being reviewed is considered satisfactory by CRCID.
3. Offshore Rotary clubs partnering on a CRCID funded program and/or project are required to submit a single page acknowledgement that the club understands and will fulfill its obligations under the terms of the CRCID Agreement. The current President of the offshore Rotary club will sign this document. An example of this form is included as Appendix 2.

(BOD 11/05/07)

17. Funding Criteria:

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CRCID maintains two funding streams to accommodate the unique funding model implemented by CRCID. The criteria for receiving project and program funding are outlined below in the following two sections:

- A. Program Funding; and,
- B. Project Funding.

A. Program Funding Criteria:

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CRCID will advance funds based upon the following criteria:

1. CRCID funding is limited to the submitted and CRCID approved annual program budget due on or prior to the commencement of the CRCID fiscal year (April 1).
2. The amount approved in the annual budget represents the maximum annual contribution to the program by CRCID. However, less may be advanced if the quarterly financial reports indicate that not all funds were expended.
3. Funds will be advanced quarterly upon receipt and approval of the following documents by the CRCID Secretariat in consultation with the appropriate Sectoral Committee:
 - A funding request for the quarter with a list of anticipated expenditures (pro forma invoices should be included if possible);
 - Submission of a financial report showing the expenditure of funds in the previous quarter, preferably with invoices attached;
 - Submission of a progress (i.e. monitoring) report every 6 months.

4. CRCID will match 80% (0.8:1 match) of the Rotary funds requested from Canadian sources. These sources include the Canadian Rotary Club, the Canadian District SHARE funds, the Canadian WCS Committee and the Canadian portion of the TRF Matching Grant requested amount (BOD 02/14/05) (Revised: BOD 22/03/07).
5. All CRCID funds are advanced in Canadian dollars. CRCID utilizes the official Rotary International Exchange Rate that is in effect when the application is approved and a Letter of Agreement is drafted. Clubs are responsible for any funding shortfalls caused by declining exchange rates or any modifications of approved budgets.
6. CRCID is applying a \$100 non-refundable processing fee on all new applications received. This processing fee is included in the administration fee. This fee is due prior to CRCID processing the application. If the fee is not included, the application will be returned to the issuing Rotary Club (BOD 02/14/05).
7. CRCID shall charge a program management and monitoring fee of 10% of the funding request from CRCID. CRCID acknowledges that this administration expense is a legitimate expense of the project. This fee is due once the application is approved for funding by CRCID. If the fee is not received within 30 days of notification of approval or by a mutually agreed date, the application will be returned and must be resubmitted (BOD 02/14/05).
8. Any surplus funds realized upon the completion of the program must be refunded to the program stakeholders according to their percentage contribution to the program. The CRCID funds are due with the submission of the final report due 2 months after project/program completion.
9. Rotary development Programs will be approved for CRCID funding by the appropriate Sectoral Committee during the final year of the Contribution Agreement with CIDA. The approved programs will commence in the first year of a new Contribution Agreement with CIDA.
10. New programs may be approved by CRCID during a Contribution Agreement period if:
 - CRCID Has the financial capacity to support a new program;
 - The program is consistent with CRCID policies and approval criteria; and,
 - The program is consistent with the terms and conditions of the applicable Contribution Agreement.
11. CRCID will potentially support pilot projects financially, as a precursor to a CRCID approved program. A pilot project will only be considered if funds are available in the programming budget. A pilot project must be:
 - a. Linked to a submitted program proposal;

- b. Recommended and approved by the appropriate CRCID Sectoral Committee and the Board of Directors;
 - c. Be for a limited time, as specified by CRCID;
 - d. Located in one of the countries of focus identified in the current Contribution Agreement with CIDA's Canadian Partnership Branch or in a specific country approved by CRCID under a separate funding agreement.
12. It is the policy of CRCID that TRF involvement is no longer a requirement for CRCID funding approval (Sept. 30, 2005, pg. 9). However, if TRF funding is being requested, CRCID will require the receipt of a copy of the submitted TRF Matching Grant application prior to TRF approval. CRCID will also need to receive written notification of the approval and payment of the program by TRF.
13. It is the policy of CRCID that if TRF funding is being sought that it be maximized prior to applying for funds from CRCID.
14. It is the policy of CRCID that District Designated (SHARE) Funds be sought for each program. If these funds are not available for the program, a copy of the rejection notice must be submitted to CRCID.

B. Project Funding Criteria:

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CRCID will advance project funds based upon the following criteria:

1. CRCID funding for approved projects is limited to the annual budget allocated to the approved program to which the project is directly linked.
2. CRCID funding advances are "last in", subject to the following criteria:
 - CRCID funds are requested by the Canadian project contact;
 - Proof that the Canadian Rotary Club funds have been transferred to the project account or to TRF;
 - Proof that TRF funds have been transferred to the project account;
 - Submission of an accepted interim report (if applicable) (September 30, 2005 Minutes, page 12).
3. Only the amount required to complete the project will be advanced, up to the maximum amount contracted in the Letter of Agreement (Appendix 1).
4. CRCID is applying a \$100 non-refundable processing fee on all new applications received. This processing fee is included in the administration fee. This fee is due prior to CRCID processing the application. If the fee is not included, the application will be returned to the issuing Rotary Club (BOD 02/14/05).
5. CRCID shall charge a program management fee of 10% of the funding request from CRCID. CRCID acknowledges that this management expense is a

legitimate expense of the project. This fee is due once the application is approved for funding by CRCID. If the fee is not received within 30 days of notification of approval or a mutually agreed date, the application will be returned and must be resubmitted (BOD 02/14/05).

6. CRCID will match 80% (0.8:1 match) of the Rotary funds requested from Canadian sources. These sources include the Canadian Rotary Club, the Canadian District SHARE funds, the Canadian WCS Committee and the Canadian portion of the TRF Matching Grant requested amount (BOD 02/14/05); (Revised: BOD 22/03/07).
7. All CRCID funds are advanced in Canadian dollars. CRCID utilizes the official Rotary International Exchange Rate that is in effect when the application is approved and a Letter of Agreement is drafted. Clubs are responsible for any funding shortfalls caused by declining exchange rates or any modifications of approved budgets.
8. It is the policy of CRCID that all funding requests require the completion of the most recent version of the CRCID application form.
9. It is the policy of CRCID that TRF involvement is no longer a requirement for CRCID funding approval (Sept. 30, 2005, pg. 9). However, if TRF funding is being requested, the CRCID application submissions require the inclusion of a copy of the submitted TRF Matching Grant application prior to it being approved by TRF.
10. It is the policy of CRCID that if TRF funding is being sought that it be maximized prior to applying for funds from CRCID.
11. It is the policy of CRCID that District Designated (SHARE) Funds be sought for each project. If these funds are not available for the project, a copy of the rejection notice must be included in the application submission.
12. Any surplus funds realized upon the completion of the project must be refunded to the project/program stakeholders according to their percentage contribution to the project/program. The CRCID funds are due with the submission of the final report due 2 months after project/program completion.

18. Reporting Criteria:

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1. The responsibility of reporting and subsequent financial liability is with the Canadian Club or Canadian District receiving the contract from CRCID (see page one of your Letter of Agreement).

2. It is therefore the responsibility of the Canadian Club or District to effectively communicate to all other parties the documents needed to complete these reports. The person with delegated responsibility is the Canadian “contact Rotarian” listed on the application.
3. It is important for clubs/districts to report regularly to CRCID, not only to indicate that the project/program is moving forward once payment has been made, but also to assure CRCID that the funding put aside for your project/program is still needed.
4. The CRCID board, noting that failure to provide any interim or final report required (in terms of time and content) by the funding agreement constitutes a breach of the agreement, has put into place the following reporting policies for both “APPROVED” and “ACTIVE” project//programs:

Program Reports

1. Quarterly financial reports are due by:
 - July 31st. for Q1 expenditures;
 - October 31st. for Q2 expenditures;
 - January 31st. for Q3 expenditures; and,
 - April 30th. For Q4 expenditures.

The CRCID Secretariat and the appropriate Sectoral Committee review and approve each report prior to the next quarterly advance of funds.

2. Narrative monitoring months are due by:
 - October 31st. for activities and results between April 1 and September 30th.
 - April 30th.for activities and results between October 1st. and March 31st.

The CRCID Secretariat and the appropriate Sectoral Committee review and approve each report prior to the next quarterly advance of funds.

3. The Evaluation & Financial Program Report is due within 6 months after the completion of the CRCID funding commitment to the program.
4. CRCID reserves the right to independently monitor a program during its implementation and to evaluate a program within 7 years after CRCID’s funding commitment is completed. CRCID monitoring and evaluation reports will be shared with the program coordinators after being reviewed by the CRCID Secretariat and the Monitoring and Evaluation Committee.

Project Reports

Determining the starting date for the first and subsequent six-month reports:

On all CRCID Letters of Agreement, there are two dates:

1. *The approval date*: The date that the project/program was approved by CRCID,

Indicated by the signature of the Executive Director and the date the Agreement was posted.

2. *The **effective date***: The date that the Letter of Agreement was signed by either the Club President or District Governor. *Note*: If this date is not filled in, it will automatically default to the date the Letter of Agreement is received at the CRCID office.

Interim reports are due every six months starting with the **effective** date indicated in Item #2: Signature of Club President or District Governor (note that this date and policy are *different* than that of The Rotary Foundation).

Confirmation of next report dates:

Once the signed Letter of Agreement has been received at the CRCID office, a confirmation letter is sent out indicating what are the required next and when the first report is due. With each report received, a response is sent out that includes the next due date.

Consequences of overdue reports:

The CRCID Secretariat checks regularly for project/programs with reports due. If a report has not been received by the office by the current due date, a courtesy reminder notice is sent out. Once this notice has been sent, the Canadian project/program contact person, on behalf of the club or district, will have *one month* to submit a report satisfactory to CRCID.

1. *For **Approved Project/programs*** (having no monies advanced by CRCID to date):
If a satisfactory response has not been received within one month of the current due date, the project/program will be **CANCELLED**.
2. *For **Active Project/programs*** (project/programs which have received CRCID funding):
If **one month** has passed with no response received by the CRCID office, notification is sent out indicating that the funding is **TERMINATED** and that the club or district is obligated to immediately refund all monies advanced by CRCID.
3. If **twelve months** have passed with no response received by the CRCID office, notification is sent out indicating that the club or district is **SUSPENDED** from all future funding from CRCID, meaning:
 - Current project/programs approved by CRCID will not receive any funding;
 - Project/programs pending from CRCID will not be approved; and,
 - New applications will be automatically returned.

Copies of notices indicating either CANCELLATION or TERMINATION will be sent also to the current Club President or District Governor.

To re-establish good standing with CRCID:

1. The club or district must refund all monies requested, or;
2. Submit the required documentation to CRCID

CRCID will then notify the club or district regarding their status with CRCID.

Final reporting dates:

Final report dates are determined by the original timeline provided in the original application (the difference between the start and finish dates). The final report due date is determined by this timeline, with an additional two months added for report preparation and submission.

The final report date will appear on the *Letter of Agreement: Appendix I*.

1. CRCID must receive an interim report every 6 months after the project/program has been approved by CRCID.
2. The interim report must include a completed narrative and financial report and be accompanied by all appropriate supporting documents.
3. If a project/program is unavoidably delayed and no activity has occurred during previous 6 months a No Activity Interim Report (NAIR) must be submitted 6 months after CRCID approval.
4. CRCID requires the submission of a proof of transfer of CRCID funds to the project/program.
5. A final report is due 2 months after the completion of the project/program and must be accompanied by all of the required supporting documents.

19. Reimbursement of Expenses:

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CRCID operates as a multi-district activity for the benefit of all Canadian Rotary clubs' World Community Service activities. The District Governor for each District with Canadian Rotary clubs annually selects a District CRCID member to:

- Represent the District Governor and District at CRCID meetings; and,
- Assist Rotary clubs within the District access CRCID funding.

Canadian Rotary clubs have received many benefits from CRCID that include matched funding, individual project assistance, and education that were not available anywhere else. In order to ensure that Canadian Rotarians continue to receive these benefits, it has become necessary to request that each District contribute towards the expense of their District Governor representative attending the CRCID Annual General Meeting

(AGM)/Public Engagement Meeting (PEM). Previously these expenses were met from CIDA funds that are no longer available for this purpose

1. With the agreement of the preponderance of Governors in Zone 22, CRCID requests that each Canadian Rotary District contribute \$600 towards the expenses of the CRCID AGM/PEM that cover some of the following costs:
 - a. District member's travel to and from the meeting;
 - b. District member's Hotel Room;
 - c. District member's meals;
 - d. Training seminars and workshops.
2. For those Districts in Zone 22 not contributing towards the cost of the CRCID AGM/PEM, the members attending will be responsible for their own travel expenses, unless reimbursed directly from their district
3. Only travel expenditures approved by CRCID will be reimbursed to the CRCID members, Directors and staff attending the AGM/PEM.
4. CRCID will reimburse CRCID staff, Directors and members for travel expenses incurred while on CRCID related business upon the submission of a signed travel expense form with attached invoices and bills. The limitations on this reimbursement are as follows:
 - a. Mileage, while utilizing personal vehicle on CRCID business, at \$0.45/km. (October 1, 2005 Minutes, page 13);
 - b. Rental vehicle expense only for the period it was utilized for CRCID business;
 - c. Economy rate airfare only for air travel while on CRCID business;
 - d. Parking and taxi fare only while on CRCID business; and,
 - e. Maximum food allowance of CAD \$80.00 per day (December 13, 2005 Minutes, page 13) with the following restrictions:
 - a. Breakfast: CAD \$15.00
 - b. Lunch: CAD \$20.00
 - c. Dinner: CAD \$45.00.
5. CRCID will upon occasion reimburse non-CRCID members for expenses incurred while upon CRCID related business. Any reimbursements must be approved by:
 - a. Appropriate CRCID committee and be within its allocated budget; or,
 - b. Executive Director in consultation with the President.
6. CRCID will reimburse current CRCID members for development education related travel within their respective District at a rate of \$0.45 per kilometer. The reimbursement for each member shall not exceed \$125 per CRCID fiscal quarter nor exceed \$500 per fiscal year.

The Secretariat shall only reimburse the member upon the authorization of the Chair of the Development Education Committee after the receipt of an acceptable:

- a. Report submitted to the Secretariat and Development Education Committee that outlines his/her activities for the previous fiscal quarter; and,
- b. Travel expense claim (forms are available from the Secretariat).

Reports and accompanying travel expense claims are due by the 15th of the month following the fiscal quarter being reported. For example the report and travel expense claim for the fiscal quarter ending March 31st. is due April 15th.

(BOD 02/16/08)

20. Cooperative Partnerships: (BOD 01/22/05)

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The Board, acknowledging that CRCID can benefit from cooperation with other organizations, hereby adopts the following terms for acceptance of cooperative relationships with CRCID:

1. CRCID shall pursue and be receptive to appropriate cooperative relationships with reputable organizations where such relationships enhance the public image of and the development of membership in Rotary and meet one or more of the following criteria:
 - a. Assist in carrying out Rotary's Structured Programs, Menu of Service, Opportunities or programs of CRCID; or
 - b. Provide financial assistance or other support for the programs of RI or TRF; or
 - c. Promote a common program or goal; or
 - d. Where CRCID's and/or Rotary's intended goals or objectives could be better served by the participation and eventual assumption of the activity by another organization; or
 - e. Where CRCID's and/or Rotary's endorsement for a program or project is sought by an organization formed by Rotary clubs or districts; **or**
 - f. Extend the reach of a best practices program or project developed by an organization formed by Rotary clubs or districts.
2. CRCID shall **not** enter into a cooperative relationship that involves:
 - a. Alcoholic beverages or tobacco products;
 - b. Firearms or explosives;
 - c. The promotion of a political or religious entity;
 - d. Products containing habit forming or dangerous drugs;
 - e. Promotion of gambling or speculation;
 - f. Astrology, horoscopes or palmistry;
 - g. Any subject matter, which is not in accord with the Object of Rotary.
3. In the evaluation of any proposed relationship, the following factors shall be considered by the appropriate approving authority:
 - a. The financial impact on CRCID;

- b. The effect on the autonomy of clubs, and the operation of districts;
 - c. The reputation and financial health of the other organization and any associated organizations or relationships, as evidenced by annual audited accounts to be provided to CRCID;
 - d. The willingness of the proposed organization to make full and continuing financial and operational disclosure;
 - e. The effect on any existing program of CRCID, RI or TRF;
 - f. The duration of the proposed relationship;
 - g. The potential for CRCID and/or RI to obtain public recognition;
 - h. Compliance with existing CRCID, RI and TRF policy;
 - i. Potential conflicts of interest;
 - j. Size, scope and status of the proposed organization;
 - k. Record of service;
 - l. Risk of legal liability; and the
 - m. Level of participation expected of clubs, districts, CRCID, RI, TRF and individual Rotarians.
4. Cultural and legal variances in business practices among nations should be identified and honored whenever possible in matters of CRCID cooperative relationships. In realization that business practices are not universal, ethical guidelines appropriate to a given culture should be developed, published, and applied by those responsible for the solicitation and/or acceptance of CRCID cooperative relationships.

21. Information Privacy: (BOD 09/24/04)

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Version 2006-1

Effective Date: April 1, 2005

Most Recent Revision Date: February 17, 2006

CRCID Privacy of Information Policy:

The following statement regarding CRCID's Privacy of Information Policy is contained in correspondence with Rotarians:

“CRCID knows you value the security of your personal information and therefore treats it with the respect all Rotarians deserve. The information provided to CRCID is held securely in trust and made available only to those Rotarians who are members of CRCID or to other Rotarians or non-Rotarians with the permission of the individual, with an understanding it must not be shared without authorization from the individual. Selected information, as outlined below, is shared with Rotary International.”

Sharing of Personal Information:

The sharing of individual Rotarian's personal information, except age, with the members of CRCID and with RI is implied by membership in Rotary. Non-Rotarians personal

information will not be shared with the members of CRCID or with RI without the prior authorization of the individual.

Why Personal Information Collected:

CRCID collects names, pictures, spouse or partners name, birth date, employer's name, home and business addresses, home and business telephone numbers, fax number, email address, occupation, membership start date, membership classification, and hobbies, for the following purposes:

- For inclusion in the annual Zone 22 Directory;
- To identify members of CRCID;
- To identify project contacts for programs and/or projects where CRCID is a partner;
- Facilitation of easy communication among members as they fulfill committee and project assignments;
- Facilitation of social introductions when CRCID members, spouses or partners, and guests congregate at CRCID meetings and other activities
- For the distribution of CRCID related information, documents and cheques;
- To contact individuals, from time to time, as required by CRCID business (for example delivery of the CRCID Newsletter)
- To assist in the achieving of greater understanding in areas of responsibility and personal interest.

Length of Retention of Personal Information:

1. CRCID keeps the personal information of CRCID Members for the duration of their tenure as a member of CRCID.
 - Once a member leaves CRCID:
 - CRCID will keep the personal information for one year;
 - After one year, the personal information will be removed from the CRCID records, except the individual's name, District, and tenure dates;
 - The individual's name and District number will remain on file to facilitate his/her return to CRCID or to be used for historical archive purposes.
2. CRCID keeps the contact information of Project Contacts secure in its database and files for a minimum of 5 years after the completion of the project to facilitate the CRCID monitoring and evaluation of the project and project visitations by CIDA.
3. CRCID keeps the contact information of Zone 22 District Governors, Past District Governors, District Governor's Elect and District Governor Nominees in a secure database for the purpose of publishing the annual Zone 22 Directory.

We do not retain any personal banking information as part of the personal information.

Protection of Personal Information:

CRCID protects personal information so it cannot and will not be used as a commercial mailing list. CRCID believes it to be incumbent on all Rotarians to ensure it is not possible for anyone to use the CRCID, project contact, and Zone leadership Rosters inappropriately.

The CRCID web site collects no personal information and does not use cookies. Our web site does not show member personal information, but does provide contact information, as appropriate, for CRCID business.

Your personal information is not shared with any third party, except:

- Rotary International who receives your name, your spouse or partner name, membership start date and your home address
- With your permission;
- As required by law, government institutions, legal authorities or others who have asserted lawful authority to obtain the information

Review of Personal Information:

You can review your personal information by talking to the Executive Director of CRCID in person, or by writing to us. You may ask us to correct your personal information when it is required.

CRCID Privacy Officer:

CRCID has appointed a Privacy Officer who is the current Executive Director of CRCID as appointed by the Board of Directors and serves a 2-year term as determined by the Board. Any personal information privacy issue should be brought to the attention of the Privacy Officer who will facilitate a resolution to the issue. If a resolution cannot be found, an appeal can be made to the President of CRCID who will consult with the Board of Directors, to deal with and resolve the appeal. If a resolution cannot be found, an appeal to the Canadian Privacy Commissioner can be made.

Revising CRCID's Privacy of Information Policy:

From time to time CRCID may add, change, or remove portions of this Privacy Policy when it is appropriate to do so. Whenever this Policy is updated CRCID will change the date and the version number on the Policy to indicate when the changes were made, and communicate the changes to Canadian Rotarians at large through the CRCID website, CRCID Newsletter and District members.

Appendices:

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1. [RI Board of Directors Statement re. CRCID](#)
2. [Responsibilities of Rotary Co-Sponsor in Program Country](#)
3. [List of Countries and Territories Eligible for Canadian Official Development Assistance](#)

142. Report on the Canadian Rotary Committee for International Development (CRCID)

Statement: In decision 303, February 2000, the Board requested the General Secretary to review whether the CRCID was in compliance with its mandate as set out in decisions 47, June 1985, and 344, July 1988.

The General Secretary observed that the policy on “Advisory Committees,” under which the operations of the CRCID were approved in 1988, no longer exists.

Therefore, noting that the CRCID is currently functioning in compliance with RI policy on multi-district activities, the General Secretary recommended that the Board recognize the CRCID as such an activity.

DECISION: The Board

1. Thanks the General Secretary for his report on the CRCID (Canadian Rotary Committee for International Development);
2. Agrees to allow the CRCID to continue operating under current RI policy governing multi-district activities as outlined in the *Rotary Code of Policies* section 16.040.
3. Agrees that the chairperson of the CRCID shall be the Director elected from Canada (Zone 22) from the start of his service as a Director until the next Director elected from Canada takes office;
4. Requests the chairperson of the CRCID to report annually to the General Secretary on the operations of the CRCID;
5. Agrees that the chairperson of the CRCID shall, from time to time, appoint the President of the CRCID for such term(s) of office as are prescribed in the CRCID bylaws;
6. Agrees that the respective governors of Rotary districts containing Canadian Rotary clubs shall appoint the chairperson of the district World Community Service Committee (or a Canadian alternate where such chairperson is not a Canadian citizen) to serve as the CRCID member during the term of the governor;
7. Agrees that the bylaws of the CRCID shall reflect, where permissible, all pertinent parts of this decision.

APPENDIX 2:

Responsibilities of Rotary Co-Sponsor in Program Country

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Re: CRCID Program/Project# _____

The Rotary Club of (off-shore club) has adopted the above-named Program/Project as Community Service. As such, it has agreed to provide its Canadian Rotary Club partner, the Rotary Club of (Canadian Rotary Club) detailed narrative and financial updates as requested as well as copies of all paid invoices for the program/project.

Dated at _____, this _____ day of _____, 200__

President, Rotary Club of (offshore Club)

Program/Project Contact, Rotary Club of (offshore club)

Appendix 3:

List of Countries and Territories Eligible for Canadian Official Development Assistance

Last Updated: 2007-08-09

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Here is a list of countries and territories eligible for some form of development assistance from the Canadian Government as segregated into the following regions:

1. [Sub Saharan Africa](#);
2. [North Africa and Middle East](#);
3. [The Americas](#); and,
4. [Asia](#).

This list is established by the Minister of International Cooperation and is subject to change. To verify that your program country is still eligible for Canadian development assistance click on the link to access the current list found on the [CIDA website](#).

Each country in the list is hyperlinked to the dedicated country page on the CIDA website. This webpage provides additional information regarding Canadian assistance to the country.

Sub Saharan Africa:

Angola	Benin	Botswana	Burkina Faso
Burundi	Cameroon	Cape Verde	Central African Republic
Chad	Comoros	Congo	Congo, Democratic Republic of
Côte d'Ivoire	Djibouti	Equatorial Guinea	Eritrea
Ethiopia	Gabon	Gambia	Ghana
Guinea	Guinea-Bissau	Kenya	Lesotho
Liberia	Madagascar	Malawi	Mali
Mauritius	Mozambique	Namibia	Niger
Nigeria	Rwanda	Sao Tome and Principe	Senegal
Seychelles	Sierra Leone	Somalia	South Africa
Sudan	Swaziland	Tanzania	Togo

[Uganda](#)

[Zambia](#)

[Zimbabwe](#)

North Africa & Middle East:

[Algeria](#)

[Egypt](#)

[Iraq](#)

[Jordan](#)

[Lebanon](#)

[Mauritania](#)

[Morocco](#)

[Syria](#)

[Tunisia](#)

[West Bank and Gaza](#)

[Yemen](#)

The Americas:

[Anguilla](#)

[Antigua and Barbuda](#)

[Argentina](#)

[Barbados](#)

[Belize](#)

[Bolivia](#)

[Brazil](#)

[Chile](#)

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[Ecuador](#)

[El Salvador](#)

[Grenada](#)

[Guatemala](#)

[Guyana](#)

[Haiti](#)

[Honduras](#)

[Jamaica](#)

[Mexico](#)

[Montserrat](#)

[Nicaragua](#)

[Panama](#)

[Paraguay](#)

[Peru](#)

[Saint Kitts and Nevis](#)

[Saint Lucia](#)

[Saint Vincent and the
Grenadines](#)

[Suriname](#)

[Trinidad and Tobago](#)

[Turks and Caicos
Islands](#)

[Uruguay](#)

[Venezuela](#)

Asia:

[Afghanistan](#)

[Bangladesh](#)

[Bhutan](#)

[Cambodia](#)

[China](#)

[Cook Islands](#)

[Fiji](#)

[India](#)

[Indonesia](#)

[Kazakhstan](#)

[Kiribati](#)

[Korea, Democratic
People's Republic of](#)

[Kyrgyzstan](#)

[Laos](#)

[Malaysia](#)

[Maldives](#)

[Marshall Islands](#)

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[Mongolia](#)

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[Timor-Leste](#)

[Tonga](#)

[Turkmenistan](#)

[Tuvalu](#)

[Uzbekistan](#)

[Vanuatu](#)

[Vietnam](#)

Note: The fact that a country or territory is eligible for Canadian development assistance does not mean that it automatically receives such assistance every year, or is eligible for all Canadian International Development Agency (CIDA) programs. Some countries receive Canadian development assistance only in emergencies, or via regional or multilateral initiatives in which Canada takes part.