



Restoring Dignity, Inspiring Change.

Policy Title	<u>ICMC Global Policy- and Procedure-Setting Process</u>
In Country Approver	N/A
Approval Date	
Review Date	11 October 2028
HQ Approver	Robert J. Vitillo, Secretary General
HQ Approval Date	11 October 2023

ICMC Global Policy- and Procedure-Setting Process Final Draft

Rationale:

Organisational policies and procedures are essential for effective and consistent control within ICMC. The provision of clear, written policies and procedures that reflect legal standards, current practice, and ICMC's expectations, assists in both accountability and risk management. Written policies and procedures provide effective guidance and tangible evidence of intended practices that are consistent with ICMC's values, mission, and mandate, and should be regularly reviewed, evaluated, and updated. Policies are also important to the efficient and effective operation of ICMC.

Policy Aims:

This policy details the process of ICMC's global and local policy setting and formulation of Standard Operating Procedures at all levels of the organisation. The key elements for ICMC's policy setting policy are:

- Policy hierarchy** – Providing clarity on the documentation that defines and governs the organisation's activities, listed in order of precedence.
- Policy and procedure development process** – Defines the requirements for creating policies and procedures.
- Roles and responsibilities** – Explains clearly who is involved in the process of developing policies, as well as who has the authority to approve policies and procedures for distribution.

Policy Hierarchy:

ICMC has two categories of policy:

Governance – policy with governance level risk, strategic implications, or with governance-level statutory or regulatory requirements. Relates to the processes of decision making and the controls and behaviours that support effective accountability and performance outcomes (e.g., code of conduct).

Operational – policies other than those which are decided by the ICMC Governance Bodies. These may be at global, Headquarters, or field/affiliate office or programmatic levels local as per the categories outlined in this document:

- an organisation-wide operational policy, which refers to practices across a range of activities (e.g., travel policy); or
- an organisation wide specific operational policy, which refers to matters in respect of a specific activity and relevant to all staff (e.g., human resource policy).

ICMC's policy framework is guided and regulated by both the legal structures within the respective countries of operation (HQ and Global Policy set according to the Law of Switzerland) and the overall statutory framework within which the organisation operates.

Statutes – The highest level of policy, rule, or procedure that the organisation must follow. ICMC strives to operate with the highest levels of integrity therefore operations are guided by the most robust policy, rule, or procedure. These ensure that local legislation is followed but do not limit ICMC from working to the highest global standards.

Global Policies and Procedures – Set by headquarters, according to the highest global operating standards and good practice for humanitarian agencies such as ICMC. Local or donor driven requirements are accounted for as addenda to policies, where required, and implemented if such policies exceed ICMC's existing standards. Global policies are designed to exceed minimum in country requirements.

Country Specific Policies and Procedures –applicable at country or local levels and takes into account ICMC global policy, local legislation, and specific donor requirements.

Policy Development:

ICMC recognizes that a wide range of factors may necessitate for the development of a new policy and/or procedure; these include: changes to the external operating environment, new donor requirements, a review of the strategic direction of the organisation, or changes to government policy or legislation.

The development and revision of policy documents will comprise of the following process:

Policy development process –

1. Needs analysis for the development of a new policy/procedure or a review
2. Appointment of a policy drafter, policy approver, and creation of a list of consulted stakeholders
3. Research and data gathering
4. Draft document and circulation of draft document
5. Consultation with stakeholders and circulation of redrafted document
6. Policy approval at stated level
7. Communication and implementation

This process can happen at a global or country level, ensuring that appropriate approvals and sign off occur.

Roles and Responsibilities:

The development and approval of policies and procedures:

Statutes – These policies can be developed by any assigned staff or consultant with sufficient expertise. The stakeholder review should consider the nature of the policy and include at least one member from ICMC’s Governing Committee. Drafts of Statute driven policies will involve preliminary review by the Secretary General and then be referred to ICMC’s Council/Governing Committee for ratification at the next scheduled meeting.

Global Policies and Procedures – These policies can be developed by any assigned staff or consultant with sufficient expertise. The stakeholder review should consider the global nature of the policy and at least two non-headquarters staff should be included. These require approval by the Secretary General.

Country- and/or Programme-Specific Policies and Procedures – Local policies can be developed by any assigned staff or consultant with sufficient expertise. The stakeholder review should consider the local nature of the policy; review should be undertaken by predominantly local staff, as well as include at least one senior stakeholder from headquarters. Local policies are to be approved by the Country Director (or highest local representative) and reviewed and approved by the Secretary General. They are to be maintained in ICMC’s policy files at both Headquarters and local levels.