



15.01.2020

## NOTE FOR THE RECORD

### AWHHE internal operation principles

- A. AWHHE operates in full compliance with the Law of the Republic of Armenia about the State Non-profit Organizations (adopted on 19 November 2001 and amended on 29 December 2017). These provisions are reflected in the Statutes of our organization (approved by the Ministry of Justice of Armenia). We are not allowed to pursue commercial interests.
- B. AWHHE uses the relevant guidelines of donor organizations as appropriate.
- C. AWHHE uses the following internal procedures as agreed at the organization's Board Meeting:
  1. Principle of transparency:
    - financial transparency: documents that are written in common, easy-to-understand language; donors and national authorities receive accurate information in an expedient manner as per their regulations/ guidelines
    - openness to provide clear information to project partners and other stakeholders (via correspondence, Internet conferencing and communication tools, face-to-face meetings,
    - openness to external audiences: maintaining and updating organization website, provision of information as per requests
  2. Principle of four eyes:
    - decision, transaction, etc., is approved by at least two people (also facilitates delegation of authority and increases transparency), as stipulated by the organization Statutes
  3. Principle of functional separation:
    - two signatures on a cheque is strictly followed, among other measures of separation of executive, booking and administrative tasks.
  4. Principle of minimum information:
    - to ensure safety of our IT systems, we use licensed software; the amount of information to each of staff members is the decision of the organization's President.

Dr. Elena Manvelyan  
President  
Armenian Women for Health and Healthy Environment (AWHHE) NGO  
AWHHE