ORGANISATIONAL RISK AND INTEGRITY ASSESSMENT (ORIA) INTEGRITY UPDATE FORM

Introduction

The Organisational Risk and Integrity Assessment (ORIA) is an essential instrument when assessing the organisational capacity of an organisation. In principle, such an assessment is required for all new commitments of € 1.000.000 or more.

The ORIA consists of four parts:

- Part A: Organisational Information. This part contains relevant information related to the organisation. Besides the general information, this part of the ORIA describes the organisational motivation, capacity and environment.
- Part B: Appendices. Information which supports the description in Part A or can be helpful with the assessment in Part C can be attached. It can be useful to only list the appendices in part B with links or a separate (digital) location to the actual appendices.
- Part C: Assessment. This part reflects the actual assessment of the organisation. This will be done mainly on the information acquired in Part A & B.
- Part D: Signature. The assessment is formalized by the signatures of the assessor and approver.

This document is:

- **targeted only to co-applicants of a consortium requesting funding for their activities from the Dutch Ministry of Foreign Affairs.**
- **necessary to demonstrate their integrity policy and procedures.**
- **only used in cases where co-applicants are unable to provide a valid 2018 version of the Partos ISO-9001:2015 certificate or a valid ORIA.**
- **NOT to be used by applicants/lead parties. They must use a full ORIA to demonstrate their organisational capacity and integrity policy.**

Note: which party has to use what documents to demonstrate its organisational capacity or integrity policy is presented in the figure below.
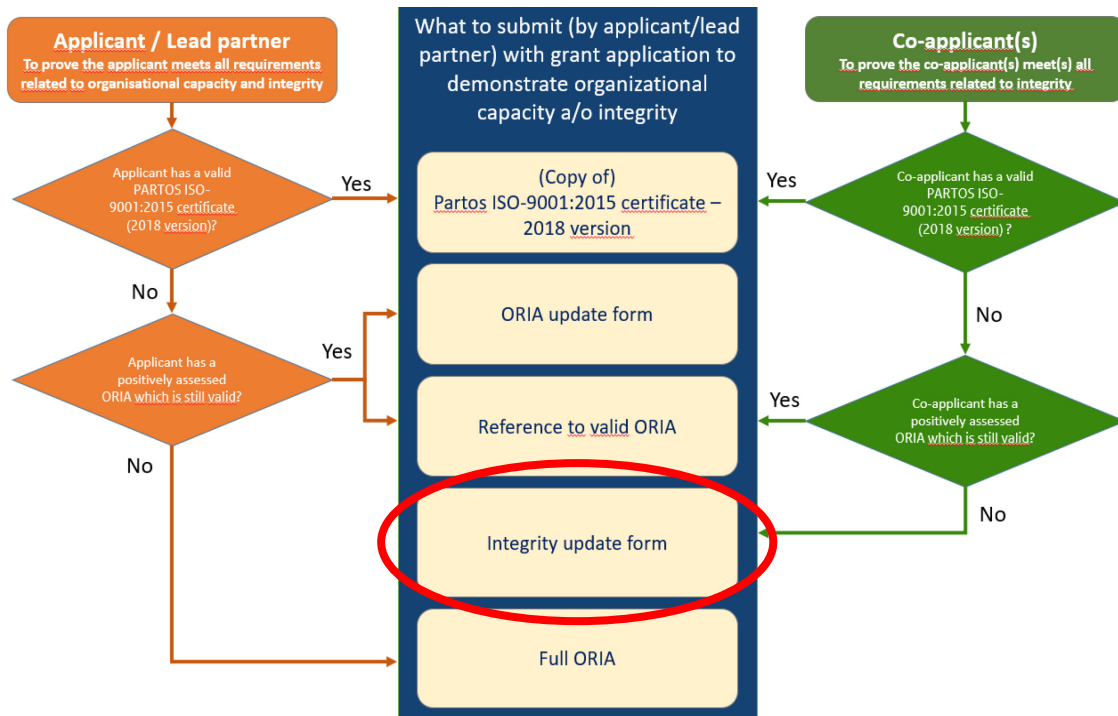
Assessment executed by a third party

Budgetholders can opt to hire external expertise (such as an auditor or management consulting firm, etc.) to carry out the organisational capacity assessment. However, the ORIA should always be approved by an authorized representative of the Ministry's budgetholder.

Important

If the organisation itself will be invited to fill in this form, only parts A and B can be provided.
If an external assessor will be hired, parts A, B and C can be provided.

> ## Important
> Please note that for some questions included in part A you are obliged to provide documentation in part B of this document. A list with the required documents can be found in part B. Additional documentation in support of answers on other questions is optional, suggestions for supporting documents can also be found in part B.

1.1.1   Integrity management

- Does the organisation have a code of conduct?
- Does the code of conduct define inappropriate behavior and set out what procedures are to be followed in the case of such behavior?
- Does the code of conduct clearly describe proportionate sanctions for inappropriate behavior?
- Which actions are taken by the organisation in case there is a report of inappropriate behavior.
- Does the organisation have one or more integrity advisers?
- Does the organisation have regulations protecting whistleblowers or another, comparable notification procedure?
- Does the organisation report on the way it deals with inappropriate behavior? (for instance, in its annual report or a separate social annual report)
- To what extent is the code of conduct integrated the organisation culture?
- Was the code of conduct breached in the last two years? In which ways and how did management respond?

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Important

Please provide requested and additional documentation in support of the answers in part A. A link can suffice for this purpose. If the documents are not available online, the original documents must be appended.

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1. OBLIGATORY ATTACHMENTS

Question 1.1.1: Code of Conduct

Question 1.1.1: Policy document regarding whistle blowers and integrity advisers

Question 1.1.1.: Report regarding social behaviour in the organisation like a social report.

Any other document which supports the answers of the integrity assessment.