

MSH UK charity no. 1123830 ('MSH')

Approach to partnering with overseas charities

Updated – 2 September 2018

1. MSH's role

a. Who are we?

MSH is a UK based charity that works to improve the welfare and education of disabled and disadvantaged children and young adults and their families in the developing world, especially Nepal, Peru and Mexico. The charity was founded by Leander Hollings in 2008 and the beneficiaries helped and the locations where MSH works reflect her personal journey and passionate concern to change young lives for the better.

b. Who runs the charity?

Leander is our Founder Trustee and she is supported by four other Trustees with wide ranging business and governance experience as well as many other donors, fundraisers and volunteers that share her vision.

The charity is regulated by the Charity Commission in the UK. We produce an annual report to explain our work, achievements, income and expenditure. This is all published on our website.

c. How do we work?

We achieve our goals by forming partnerships with overseas charities that operate in areas of need, understand their local communities and can deliver great programmes directly to the people that need help most. We provide funding to these partners in line with the specified wishes of MSH donors and our policies.

Although Leander played a role in helping to found two of the partner charities in the developing world, they are not controlled by MSH and they run their own programmes according to local governance standards and needs. We always encourage these partner charities to work develop their own third party network of supporters and donors in addition to MSH to provide the best service to their beneficiaries.

2. Liaison with partner charities

The MSH Trustee Board will appoint one Trustee to liaise directly with the partner charity operating in country ('Liaison Trustee'). The MSH Liaison Trustee role is intended to ensure effective communication between MSH UK and our partner organisation to assist in:

- setting specific in-country objectives
- raising funds to meet these objectives in the UK/abroad
- establishing appropriate governance and reporting arrangements for donations made by MSH UK to partner organisations

3. Governance

Governance for partner charities has to be organised in line with local regulation and best practice, however, MSH asks each partner charity for a short summary of governance arrangements in place for each period of the local regulatory reporting cycle. This will be reviewed by the Trustees to confirm that it continues to meet a minimum acceptable standard for continuation of the working relationship with the partner charity.

4. Financial management, reporting and planning

Partner organisations are requested to work with MSH to achieve the following basic requirements for financial management, reporting and planning:

- Maintain accurate and up to date books and records that show all income and expenditure, including that received from MSH.
- Collaborate to maintain accurate and up to date donor lists for UK sourced income collected through MSH.
- Prepare fit for purpose project plans and budgets for all funding initiatives where MSH is acting as a fundraiser
- Identify and manage separately 'restricted funds' for significant individual appeals.
- Summarise regulatory filings required in country for MSH so that MSH Trustees remain properly informed.
- Provide an appropriate section for MSH annual report to the Charity Commission that sets out how funds donated by MSH have been used in country.

5. Donor communication and progress reports

It is MSH's responsibility to provide relevant and timely updates to donors on programmes that they have contributed to. It is generally not practical for MSH to provide bespoke feedback to each donor on each individual contribution, so e mail updates will be general in nature and be sent to all identified donors at the same time. Updates will also be provided through the charity's website and social media channels such as Facebook etc.

In order to protect the privacy of individual beneficiaries, full names will not be used in MSH's communications and beneficiaries always have the right to opt out of communication programmes.

Partner charities may supplement MSH's communication programme in whatever way they consider appropriate and in line with what is agreed with individual donors from time to time. Management of this aspect of the communication programme is entirely the responsibility of the partner charity and is not reviewed or supervised by MSH.

Partner charities also operate their own websites and communication programmes to keep their third-party supporters and donors informed on their activities.

6. Volunteer programmes

MSH does not operate programmes to send volunteers to work in partner charities. Any volunteer programmes are managed and supervised locally by partner charities according to local regulatory requirements.

7. Policies and procedures

MSH has approved a set of policies that apply to its own operation in the UK. Partner charities operate their own governance and policies that are appropriate for their local operating environment.

We request partner charities to keep us informed of any material inconsistencies with the policy framework adopted in the UK and any serious breaches of local policies and procedures should they occur.