

ISCOS' Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy

ISCOS is a non-governmental organization (NGO) founded in 1983 by CISL. Our mission is to promote international cooperation actions and projects based on the principles of solidarity, social justice, human dignity, and peace. Our focus is promoting decent work and access to health and education, so we work to prevent child labour and to promote the children's rights. It is also our responsibility to minimize any inadvertent harm caused by our organizational activities.

This policy aims to address the safeguarding of adults (individuals aged 18 and above) from sexual exploitation, abuse and harassment (PSEAH). It covers individuals who directly or indirectly benefit from our programs, adults in the communities where we operate, as well as individuals who interact with ISCOS or our representatives.

This policy is directly derived from the ISCOS Code of Ethics, which identifies the values on which the organization's activities are based. It establishes requirements to ensure good staff conduct, including reporting misconduct and referring individuals who violate ISCOS' values or require support.

Our organization's governing body has approved this policy. It applies to both staff members and individuals external to ISCOS. This policy extends to all ISCOS personnel, including consultants, volunteers, suppliers, partners, and service providers, both within Italy and abroad. It is applicable during and outside of working hours. It also applies to visitors, journalists, the press, and any other person/entity who, for any reason, encounters ISCOS staff or any person connected to ISCOS. Therefore, all individuals and entities mentioned above are required, without exceptions, to take all necessary measures and conduct thorough checks to prevent and deal with any suspected or proven cases of SEAH.

This policy applies exclusively to the protection and management of cases regarding staff, beneficiaries, and community members over the age of 18, while the 'Child Protection Policy' applies to all cases involving children, as it sets out the various types of abuse against children and establishes the methodology for prevention and risk management. This policy must be followed and applied wherever ISCOS operates, regardless of any fewer binding regulations. We integrate child protection measures into our organization's systems and processes to suit the diverse national and local contexts in which we operate.

Any form of sexual exploitation, abuse and harassment represents a failure of protection systems. It causes harm to the people that ISCOS aims to serve and protect. Any misconduct by ISCOS staff, members and partners represents a risk to the organisation's reputation. These phenomena are not new and, together with other forms of misuse of resources and power entrusted to specific actors, represent a constant challenge for international cooperation organisations. Since sexual exploitation, abuse and harassment affect the accountability and integrity of civil society organisations, PSEAH should not only be seen as a problem tied to sexual and gender-based violence but also as an ethical and organizational concern.

ISCOS has adopted a firm stance of "Zero Tolerance" towards Sexual Exploitation, Abuse and Harassment. We prohibit any partner, supplier, sub-contractor, agent, or any individual associated with ISCOS from participating in any kind of sexual abuse or exploitation involving vulnerable adults or any other adults connected to our work. ISCOS believes in the right of every individual to live a life free from sexual violence

and abuse of power. We believe that all adults, regardless of their age, gender, ability, culture, racial origin, religious belief, or sexual identity, should be equally protected and respected.

ISCOS is committed to supporting victims and improving its ability to safeguard, report, investigate, respond to, and prevent sexual harassment, exploitation, and abuse. ISCOS will use this policy in conjunction with relevant employment/labour, duty of care, and criminal laws to make decisions about how to respond to any complaints and concerns raised.

ISCOS acknowledges and accepts the standards of conduct outlined in section 3 of the ST/SGB/2003/13 document. We are fully committed to upholding these standards, which include promoting a safe and respectful environment, preventing sexual exploitation and abuse, fostering inclusivity, and responsibly managing resources.

Key definitions

Sexual exploitation¹: any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.

Sexual abuse²: the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual harassment³: any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Victim or survivor: for the purposes of this policy, any person who has experienced sexual abuse, exploitation, or harassment, regardless of their sexual orientation or gender identity.

Zero tolerance is an approach that involves the strict punishment of any individual or entity, regardless of their sexual orientation or gender identity, who commits a sexual offense against colleagues, beneficiaries, or community members. This approach is taken due to the unacceptable nature of such acts, whether they occur within the context of ISCOS activities or in private settings.

¹ UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13), 9 October 2003.

² UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13), 9 October 2003.

³ UN Secretary-General's Bulletin on Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority (ST/SGB/2008/5), 11 February 2008.

Principles and values

Sexual exploitation, abuse and harassment violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for ISCOS staff.

ISCOS is committed to achieving the full implementation of the Six Core Principles Relating to Sexual Exploitation and Abuse of the IASC Inter-Agency Standing Committee established by the United Nations in 1991 with Resolution 46/182:

- 1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment. Sexual harassment, exploitation and abuse by staff, consultants, volunteers, suppliers, partners, service providers, in Italy and abroad - both during and outside working hours - visitors, journalists, the press and any other person/entity who for any reason comes into contact with ISCOS staff or beneficiaries constitute acts of serious misconduct and are therefore grounds for termination of any contract, agreement, memorandum of understanding or any other form of collaboration and commitment.*
- 2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence. The prevention of and response to any SEAH case involving a minor is governed by the ISCOS Child Protection Policy*
- 3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries. This prohibition applies to all individuals/entities listed above.*
- 4. Any sexual relationship between those providing humanitarian assistance and protection and a person benefitting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work. Any sexual relationship between the individuals/entities listed above and beneficiaries is prohibited. Such relationships have the potential to undermine the credibility and integrity of ISCOS. Employees and related personnel, as listed above, are required to promptly disclose any existing relationship with beneficiaries to their supervisor.*
- 5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms. Consensual sexual relationships between ISCOS staff are not prohibited. However, it is crucial that any individual or entity listed above who has concerns or suspicions about sexual abuse or sexual exploitation by a colleague, whether from ISCOS or not, immediately reports such concerns verbally or in writing through established reporting mechanisms.*
- 6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment. ISCOS employees, consultants, volunteers, and partners are obliged to create and maintain an environment that prevents sexual exploitation, abuse and harassment and promotes the implementation of this policy, the ISCOS Code of Ethics, and Child Protection Policy.*

ISCOS has a responsibility to implement necessary measures to foster a harmonious work environment and safeguard its staff against any form of prohibited conduct. These measures include both preventive actions and the provision of effective remedies in cases where prevention proves insufficient.

All staff members are expected to uphold the values of tolerance, sensitivity, and respect for differences in their interactions with others. Engaging in any form of prohibited conduct within the workplace or related to work activities violates these principles. Such misconduct can lead to disciplinary action, regardless of whether it occurs within the physical workplace, during official travel or missions, or in any other context that may impact the workplace.

Our approach to preventing the abuse and exploitation of adults

ISCOS is committed to the following commitments to prevent and respond to sexual exploitation, abuse, and harassment, as outlined in the six core principles above.

To prevent and manage cases of SEAH and ensure the effectiveness of the reporting process, ISCOS bases its approach on the following:

1. Involvement and responsibility of communities and partners towards beneficiaries

To enhance understanding of the challenges and specificities of the contexts in which ISCOS operates and to develop appropriate tools and communication means, it is important for ISCOS staff to be able to identify stakeholders and key entities that may play a community-level role in the prevention, reporting, and management of SEAH offenses.

Awareness of SEAH risks should be integrated into all ISCOS programs. Communities, activity beneficiaries, and all stakeholders should be sensitized to the importance of reporting any requests for sexual favours, abuse, or pressure and should be aware of the strict prohibition for ISCOS staff to engage in such behaviour, as well as the available mechanisms to report any misconduct. ISCOS' zero-tolerance approach must be clearly communicated to communities, activity beneficiaries, and all stakeholders. Finding the best way to communicate with beneficiaries and communities using language suitable for the local and cultural context is crucial. Additionally, to facilitate reporting by communities, the reporting mechanism can be adapted to the field reality, such as providing country office phone numbers and/or appointing qualified staff to serve as a liaison between the community and ISCOS' governing bodies. Furthermore, ISCOS is committed to promoting its accountability to beneficiaries and the communities in which it operates. This includes regularly seeking feedback from communities regarding ISCOS' work, individual behaviours, and complaints, as well as sharing changes made in response to received feedback.

National and international partners (e.g., NGOs, associations, etc.) can play a crucial role in ensuring PSEAH in the field. ISCOS staff should conduct a risk analysis before formalizing any new collaboration. The assessment should at least verify whether partners have policies, documentation, and practices related to PSEAH. If a policy exists, it should include a clear statement of zero tolerance and explicit reference to the six core IASC principles on sexual exploitation and abuse. If no policy exists, partners should be willing to adopt ISCOS' policy and receive training from ISCOS for their staff.

ISCOS must ensure that when engaging in partnerships, sub-grant agreements, or subcontracting agreements, these agreements: (i) incorporate a clause committing to comply with this policy; (ii) explicitly state that the failure of such entities or individuals, as applicable, to take preventive measures against sexual exploitation, abuse, and harassment, investigate and report allegations, or take corrective action when a case of SEAH occurs, will constitute grounds for ISCOS to terminate such agreements.

Additionally, ISCOS is committed to organizing training courses or updates (for already trained personnel) on this policy and the responsibility of partners to implement it. If necessary, additional assistance should be provided to partners in line with this policy. Training courses can be organized as both in-person and online sessions, utilizing interactive online platforms (such as Skype, Zoom, Teams, etc.).

2. Staff (including volunteers and consultants) and suppliers

Personnel Selection

In accordance with applicable laws, ISCOS is committed to preventing individuals who have engaged in SEAH from being (re)hired or (re)employed. Therefore, job offers must include a mention of ISCOS' zero-tolerance policy towards all forms of SEAH and a clear statement of unwillingness to hire any individual who has been found guilty of sexual exploitation, sexual abuse, or sexual harassment. Job offers should also highlight that ethics are part of the staff's annual performance evaluation. In compliance with applicable laws in Italy/Europe and/or the countries in which it operates, ISCOS must ensure a safe personnel selection process. Therefore, whenever possible, during the personnel selection process, preselected candidates must provide a written response to the following questions:

- A. Have you ever been convicted of criminal/civil offenses? Have you ever been accused of violence, Sexual Exploitation, Abuse and Harassment? If yes, provide details.
- B. Have you ever been subject to an internal investigation by any of your former employers? If yes, provide details about the reasons for the investigation, the outcomes, and the contact details of your direct supervisor at the time of the investigation.

If the received answers are positive or unclear, the ISCOS staff responsible for hiring will exclude the candidate from the process.

Note: Asking these questions violates personal privacy according to the Italian/European legal system and should not be applied to hiring processes in Italy. In Italy the candidates should submit a declaration of not being convicted of criminal /civil offenses, id est anything that should be reported in the “Casellario giudiziale”

ISCOS will always ensure robust selection/hiring processes for all staff, including employees, volunteers, consultants, and other representatives. Therefore, the reference forms used must include the following:

"In compliance with relevant laws in the countries where ISCOS operates, whenever possible, during the hiring process, ISCOS must receive a written response from the candidate's previous employers to the following questions:

- A. Has it been determined that the candidate has engaged in misconduct (sexual exploitation, sexual abuse, or sexual harassment) during their employment with your organization/company? If yes,

please specify the nature of the misconduct or the legal/regulatory requirements that prevent disclosing this information.

- B. If the answer is yes, has a disciplinary measure been imposed on the candidate?

The disciplinary sanction was:

Date of the disciplinary sanction:

If unable to provide a response, please indicate here the legal/regulatory requirements preventing disclosure.

- C. Is the candidate currently under investigation for allegations of sexual exploitation, abuse, or harassment?"

If the received answers are positive or unclear, the ISCOS staff responsible for reference checks will NOT hire the candidate.

Note: Asking these questions violates personal privacy according to the Italian/European legal system and should not be applied to hiring processes in Italy.

Whenever the above is prohibited by applicable laws, a general question should be included in the reference request as follows:

Identify all areas where you believe the person can improve personally or professionally.

Procurement Process for Works, Goods, and Supplies

During the procurement process for works, goods, or supplies, ISCOS will verify whether candidates or participants have declared through the Vendor Form or through public corporate presentation methods (printed or online) that they respect social rights and basic working conditions and do not exploit child labour. Otherwise, their application will be considered inadmissible. During the contractual phase, they must also formally acknowledge that the failure to comply with ISCOS' ethical principles constitutes grounds for ISCOS to terminate any valid agreement with them.

Contracts and Agreements

All contracts and collaboration and/or volunteering agreements must include a standard clause that requires contractors, suppliers, consultants, staff, volunteers, etc., to commit to complying with this policy. Contracts must explicitly state that the failure of such entities or individuals, as appropriate, to take preventive measures against exploitation, abuse, and sexual harassment, to investigate and report allegations, or to take corrective action when a case of SEAH occurs, will constitute grounds for ISCOS to terminate such agreements. All staff, consultants, volunteers, journalists, the press, and any other person who, for any reason, may encounter ISCOS' staff or beneficiaries must also sign a commitment to comply with this policy. Roles and responsibilities of staff with specific responsibilities related to PSEAH must be clearly stated in their contracts and/or Terms of Reference. Staff performance evaluation forms must include a question about adherence to ISCOS' procedures and relevant training, including on PSEAH, as well as include a question about their adherence to the commitment to creating and maintaining an environment that prevents sexual exploitation, abuse, and harassment, and promotes the implementation of ISCOS' procedures, including on PSEAH.

Suppliers

All contracts with suppliers must include the zero-tolerance clause, and SEAH must be listed among the reasons for immediate termination of the contract by ISCOS, unless prohibited by local laws.

Staff Training

All staff and volunteers must receive at least one training session on this policy. Training courses can be organized as either face-to-face or remote sessions, using interactive online platforms (such as Skype, Zoom, Teams, etc.). These training should, at a minimum include:

- 1) a definition of SEAH;
- 2) an explanation on prohibition of SEAH;
- 3) actions that personnel are required to take (i.e., prompt reporting of allegations and referral of victims).

At the end of the training, staff and volunteers should be able to understand the meaning of SEAH and be aware of the actions they are required to take in case of allegations/investigations. Training materials should be stored at the headquarters. Anyone working directly with beneficiaries on behalf of ISCOS must receive additional annual training/update course on how to safely and confidentially receive and handle complaints (which can also be conducted individually in the form of brainstorming for staff employed for more than 1 year).

3. Policy dissemination and preventive measures for safer programming

The definitions included in this policy, ISCOS' principles, and the relevant communication channels must be translated into the local language and displayed in all ISCOS offices and project sites. All project managers at ISCOS should set an example by behaving impeccably. ISCOS staff are required to take proactive measures to prevent unintentional harm to civilians, actively contribute to reducing existing threats, and ensure that programs consider conflict situations. This includes incorporating good practices and preventive measures for all forms of SEAH throughout the program and project cycle, including project design, needs analysis, budgeting, and project monitoring and evaluation. Specifically:

- **Project Design:** An analysis of SEAH risks should be available prior to developing any project. The risk analysis should include a comprehensive profile of the community/beneficiaries (e.g., number of people disaggregated by age and gender, availability of services - health, education, protection, etc.) and may take the form of a standalone written document or be incorporated into the project proposal.
- **Needs Analysis:** Needs analyses should include detailed information (and, if possible, first-hand information) on the community's awareness of different forms of SEAH. As part of any needs analysis, it is recommended to identify the most marginalized and at-risk groups for experiencing SEAH to ensure that intervention strategies are as targeted and effective as possible.
- **Budget:** Where permitted by the donor and deemed useful for project implementation, resources should be allocated for conducting training/awareness sessions on PSEAH, including dedicated staff with specific responsibilities (both in terms of prevention and response), and ensuring proper dissemination of the policy.

- **Monitoring and Evaluation:** The monitoring and evaluation component of projects should consider routine monitoring of identified SEAH risks, the implementation of appropriate protection measures (in line with international laws and standards), collecting beneficiary feedback, and tracking referral cases. Consultations with beneficiaries must be safe and culturally appropriate.

Reporting, investigation, and support to victims

ISCOS will make every effort to create and maintain a safe organizational culture for all those working for and with ISCOS, as well as for members of the communities in which ISCOS operates, through robust prevention and response actions, providing support to victims, and ensuring that those responsible for sexual harassment, exploitation, or abuse are held accountable for their actions.

Reporting and Investigations

Any violation of the contents of this policy must be reported for competence to the Controlling Body and for information to the ISCOS Board of Directors. The key mechanisms and procedures for reporting any complaints (including those related to cases of SEAH) and ISCOS' investigation mechanisms may involve internal investigations (involving an expert lawyer if necessary - and/or involvement of the police) and include tracking allegations and response measures. Regarding complaints concerning cases of SEAH, especially if coming from individuals external to ISCOS (including beneficiaries), it is of utmost importance to ensure safety, confidentiality, transparency, and accessibility, as these individuals may be more vulnerable to the risk of retaliation compared to ISCOS staff. ISCOS will act against anyone, whether the subject of a complaint, who attempts or engages in retaliation against whistle-blowers, victims, or other witnesses.

Responsibilities

Key staff members are designated at different levels as "focal points" for the implementation of this Policy. The responsibilities are as follows:

1. *Management Level:*
 - a. The President ensures that all personnel understand and comply with this Policy and its Principles. He/she retain overall responsibility for the Policy and its progressive implementation.
2. *Operational Level:*
 - a. A Focal Point is appointed at the headquarters to manage the measures and procedures outlined in this policy in Italy.
 - b. Desk Officers in Italy and Country Representatives abroad are responsible for ensuring the integration of these measures into local procedures and ensuring compliance by all staff. Country Representatives play a crucial role in minimizing risks, addressing concerns, and handling incidents that may arise. Additionally, Desk Officers provide advice and support in case of doubts or incidents.

Reporting abuse procedure

In the event of a concern or complaint, the Focal Point should establish a reporting process, seeking advice and guidance to ensure the safety and well-being of victims and their families. The general procedure for reporting and handling suspected abuse is as follows:

1. If the concern involves **abuse outside the organization**:
 - a. The Country Representative/ISCOS President will report the case to the appropriate formal authorities or, if they are weak or corrupt, to organizations that can handle such cases appropriately.
 - b. The Country Representative/Focal Point in Italy/ISCOS President monitor the activities undertaken by the authorities.
2. If the concern relates to the **behaviour of staff, associates, or partners**:
 - a. If the concern needs to be reported to local/national authorities, the Representative/ISCOS President will report the case to the appropriate formal authorities or, if they are weak or corrupt, to organizations that can handle such cases appropriately;
 - b. The Country Representative/Focal Point in Italy/ISCOS President monitor the activities undertaken by the authorities;

Any breach of the contents of this Policy by a staff member must be reported to the Desk Officers, the ISCOS President and the Executive Board. ISCOS reserves the right to take necessary measures, both legal and in terms of sanctions, as provided for in the ISCOS regulations on labour relations, in order to protect its image and assets.

Support to Victims

Victims of SEAH may require specialized support services. If necessary, ISCOS is committed to referring victims to competent support services based on the circumstances and availability, and in accordance with the victim's wishes and needs. ISCOS commits to obtaining consent before facilitating assistance, respecting the right of individuals, including minors, to freely choose which type of support services to access or whether to refuse services altogether. ISCOS is committed to always respecting confidentiality and protecting the identifying information of all individuals involved in the alleged incident/crime.

Monitoring

We regularly monitor the implementation of this policy and its procedures. National focal points oversee the monitoring at the operational level, while the President handles the management-level monitoring. Any criticism or feedback regarding the abuse reporting procedure can be reported to the Focal Point at any time. Active monitoring involves routine examination to ensure compliance with this Policy and the proper functioning of protection measures. Lessons learned from practical experience inform the review and improvement of this policy's protection measures.

Rome, 23 June 2023

Annex I: Suggested training agenda and forms

Note: training courses can be organised either as face-to-face courses or as distance learning meetings, using interactive online platforms (such as Skype, Zoom, Teams, etc.).

ACTIVITY	DURATION	RESOURCES
INTRODUCTION		
<p>Welcome and introduction</p> <p>Introduction of trainer(s) and presenters</p> <p>Overview of the training programme</p>	10 minutes	<ul style="list-style-type: none"> • Handout: training programme
SESSION 1: UNDERSTANDING SEXUAL EXPLOITATION, ABUSE AND HARASSMENT		
<p>Presentation: definitions and key concepts</p> <p>Definition of SEAH</p> <p>Zero tolerance policy on all forms of SEAH</p> <p>Staff roles and responsibilities in preventing and responding to SEAH cases</p>	15 minutes	<ul style="list-style-type: none"> • Handouts: PSEAH policy, child protection policy, code of ethics
<p>Core principles and ISCOS' commitment against all forms of SEAH</p> <p>Present the principles and commitments and discuss with participants situations that may expose ISCOS staff and beneficiaries to SEAH risks</p>	30 minutes	
<p>Group exercise: impact of SEAH</p> <p>Divide participants into small groups (try to create groups that are diverse in terms of gender, age, background, and role within the organisation).</p> <p>Ask the groups to identify the (potential) consequences of SEAH on a) the victims, b) the community, c) the organisation and d) others.</p> <p>Present the results in plenary</p>	<p>45 minutes</p> <p>(Exercise 30 minutes, presentation 15 minutes)</p>	
SESSION 2: TAKING ACTION AGAINST SEAH		
<p>Presentation: overview</p> <p>Overview of responses to SEAH (prevention, reporting, investigation) and guiding principles</p>	10 minutes	<ul style="list-style-type: none"> • Handouts: PSEAH policy, child protection policy, code of ethics
<p>Group discussion: prevention</p>	20 minutes	

Discuss how to identify and mitigate SEAH risks in each context (What are the alarm bells? Why are they ignored? What else can the organisation do to prevent SEAH?)		
Presentation: reports and investigations Duty to Report How to report SEAH allegations Overview of the investigation process Consequences for staff if allegations are substantiated	20 minutes	<ul style="list-style-type: none"> • Handout with contact information
Presentation: Victim Support Basic principles and minimum standards	20 minutes	<ul style="list-style-type: none"> • Handout with minimum standards
CONCLUSIONS		
Conclusions Ask participants to fill in the attendance sheet and feedback on the training	10 minutes	<ul style="list-style-type: none"> • Feedback forms, attendance sheet

Date, time, and place

Name of facilitator(s)

Annex II. Attendance sheet

N.	Name and Surname	Role	E-mail address	Training	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Annex III. Training feedback form

The learning objectives of the training are:

Upon completion of the training, you should be able to

- Describe SEAH and the basic principles of ISCOS in this regard
- Describe the roles and responsibilities of staff in preventing and responding to SEAH
- Identify situations that could expose ISCOS staff and beneficiaries to SEAH risks
- Understand the potential consequences of SEAH on victims, the community, the organisation and others
- Describe and apply ISCOS commitments and standards according to your role in the organisation
- Understand the consequences on ISCOS staff if SEAH allegations are substantiated

Do you think the learning objectives were achieved?

- Very little
- A little
- Quite a lot
- Completely

How interesting was the topic for your work?

- Very little
- A little
- Quite a lot
- Completely

Mention 3 skills/new concepts you acquired during the training.

- 1.
- 2.
- 3.

Any other comments or feedback you would like to share:

Annex IV. Example of commitment

Declaration

I, the undersigned,

Employed by ISCOS in

Project/program manager of the following project/programme

I declare

that I have received, read and understood all the rules and regulations established by ISCOS and included in the following documents:

and that I am contractually obligated to adhere to them.

Sincerely,

Date and place

Signature