



Policy plan 2020 -2023
Firefighters without Borders



Content

Preface

3



Policy plan Firefighters without Borders 2020 -2023

Contact	3
Board	4
Partners	4
Mission	4
Goal	4
Strategy	5
Mode of operation	5
Terms of reference	6
Code of conduct	6
Administration	6
Communication	7
Integrity	8
Human resource management	8
Health and safety	8
Planning	9

Preface

This plan is written for people who are active within the foundation or work for the foundation. It can be used as a guideline. The plan is also available for people who want to know how we work and for those people who want to collaborate with us. The policy plan will be updated every four years by the management and presented to the board.

This policy plan will also act as a set of rules and regulations for the foundation.



Contact

Fire fighters without Borders

Fabriekstraat 34

5038EN Tilburg

Tel. +31 – (0)88-2250100

PO BOX 3208

5003DE TILBURG

www.firefighterswithoutborders.nl

info@brandweertzondergrenzen.nl



<https://www.facebook.com/BrandweerZonderGrenzen>

Founded on:	16-04-2007
Chamber of commerce number:	1808.8271
RSIN	817872439
IBAN	NL48 RABO 0132187299
ANBI Certified	2007
CBF certified	2016



Board

The board is set up in accordance with the Centraal Bureau Fondsenwerving (CBF) guidelines. A board members serves for a period of three years. After being reelected for another three year period, the board member will resign and will be replaced by a new board member, unless we are not able to find suitable candidates to replace the member.

Name	Position	Start	End (prognoses)
Peter Bos	Chairman	2013	2020
Clemens Kamp	Treasury / management	2007	N.a.
Lonneke van Heeswijk	Secretary	2013	2020
Jan Otten	Member	2018	2024
Huib Fransen	Member	2013	2020
Thorsten Hackl	Member / management	2007	N.a.
Alfred Hamers	Member / management	2007	N.a.

Partners

Foundation Help the children of Ukraine
Foundation Kötél Hungary
Firefighter United Netherlands

Mission

“Help others to help”

Goal

We help fire departments around the world in the countries that need our help in order to make the world a safer place. We do this by providing the fire departments with one or more of the following products:

1. Advice / consultancy
2. Training
3. Equipment
4. Fire safety awareness

The strategy of Firefighters without Borders is to continue to work target driven and efficiently. The volunteers working for the foundation do this in their free time and without any financial compensation (except travelling allowance).



Strategy

The foundation is a relatively small organization and this enables the management to maintain a clear overview of the activities, the money and the people involved. This way the money can be spent efficiently without losing too much on overhead and other costs that do not directly improve the situation of our customers i.e. the firefighters around the world. Working like this has given us an efficiency of more than 85% of our money being spent on the missions. Firefighters without Borders want stay flexible and be able to adjust to changes and trends in the field quickly.

To achieve our goals we focus on:

1. Maximizing our impact
2. Optimize self-support of fire department
3. Increase the broad support

Mode of operation

The foundation is an organization of volunteers. We work with fire departments in development countries.

We work with fire departments for at least 3 to 5 years to gain a substantial improvement in the capacity of their fire department. In steps the process we follow looks like this:

A. Project Start

1. A project starts with a request from a fire department.
2. After filling out the request form, we will ask our pool of instructors who is available for a possible new project.
3. One of our instructors will analyze the needs and always contact the contact person for additional information and start to build a relationship.
4. If the outcome of the analysis is that FwB can make a contribution an assessment trip is organized.
5. During this first trip an assessment will determine the needs and necessary steps that have to be taken. Next to that, the assessment trip is meant to strengthen the relationship between the FwB and fire department.
6. On return the instructor will present the outcome to the FwB management and will propose a long term plan if applicable.
7. The management will determine if there are enough funds available and finalize the Go of No Go for the project.

B. Project Continuation

1. During the project, the instructor will frequently report on the progress of the project to the management and the other instructors.
2. The instructors will gather the necessary equipment and support with the shipments of the equipment.
3. The instructors will communicate on a regular base with the fire department about progress of the project.



C. Project End

1. The aid of FwB is final and will end after a certain period. The exit strategy is to set up a local team who will continue the monitoring of the progress and if necessary contact FwB for additional support.
2. The instructors will prepare this 'warm' and humane exit together with the local counterparts as soon as possible.
3. The instructors will stay on single point of contact for the local teams and report on the exit to the management and the other instructors.

Terms of reference

To make this process run smoothly there are some requirements for the requesting fire department:

The local fire department will:

1. Provide FwB with the necessary information in time;
2. Be honest;
3. Support our instructors when they are visiting the fire department;
4. Continue a good communication.

If these requirements are not met, it is possible that FwB will terminate its support.

Code of conduct

1. We act with impartiality, integrity and tact;
2. We are transparent;
3. We do not discriminate on the basis of race, color, religion, national origin, gender, age, disability, or any other status protected by law or regulation.;
4. Respect local laws, customs and practices;
5. Treat host country inhabitants with respect, courtesy and consideration;
6. We work as safe as possible;
7. We work with volunteers only.



Administration

Investments

There are no investments planned for the period of 2020-2023.

Funding

Although we totally depend on funding and grants from donors and companies, we maintain our independence. The foundation attained the CBF quality label in 2016. The goal is to raise at least € 25.000 a year through fundraising activities. We maintain a resistivity of €10.000.

Treasury

One of the board members is the treasurer. This person is also part of the management. The management is able to spend the money and will inform the board accordingly. The management has access to the foundation funds. No other person than the treasurer is responsible for executing finance. In the four board member meetings every year, the management will inform the board about the current financial situation.

Foundation capital

By producing an annual financial account, the management enables people that are interested to give a transparent overview of our spending and income. In the annual account we divide the costs on overhead and missions. Our goal is to spend a minimum of 85% on missions.

Donations

Next to financial aid, the foundation also accepts material fire equipment donations.

Costs

The funding costs will be less than 30% of the revenue.

Salaries

Within the foundation no one is paid for services that they do for the foundation. Everything should be done voluntary. This also goes for the management and the members of the board.

Board meetings

In accordance with the foundation statute, the board meets every quarter (four times a year) to discuss the progress and other issues. The secretary plans the meeting, and the chairman is responsible for heading the meeting.



Instructor meetings

Twice a year we will have instructors meetings. During these meeting, the instructors will provide information on the progress in a certain country. During the meetings the instructors are briefed on the current development when it comes to management or board aspects. Finance, Integrity, trends etc. are also on the agenda.

Communication

Firefighters without Borders uses the social media extensively to inform the public and followers on our doings. For special events we will use the written media like regional newspapers, flyers etc.

The foundation is registered online at: www.geefgratis.nl www.allegoededoelen.nl, www.independer.nl, www.kennisbankfilantropie.nl, www.youbedo.com , www.cbf.nl

Integrity

We observe applicable laws and regulations in regard of wages, working conditions etc. To prevent indecent behavior and improve integrity of our instructors, once a year, we address this topic during our instructors meeting.

If we receive complaints we take them very seriously. Within 24 hours, our foundation will reply to all written complaints. The goal is to settle an agreement with the plaintiff within 2 weeks. Either by writing or arranging a meeting between the parties.

Human resource management

The foundation only deploys qualified and certified instructors on missions. Before we deploy an instructor he or she takes a integrity test. Instructors are prepared for a different culture and environment by giving them a briefing before deployment. During the preparation phase instructors also receive a safety briefing on the country they are going to visit. This training also includes cultural awareness.

Health and safety

Before going on mission, our instructors have to take an online BSAFE course from the United Nations. This will raise their awareness on safety and security issues. Prior to their mission the instructors will be provided with specific safety briefing on the country or region. For safety reasons it is obligatory for instructors to travel in pairs.



Planning 2020-2023

Country	City/region	Start	End	Result
Benin	Kandi	2013		Several trainings conducted, including a train the trainer program. Provided several fire departments with equipment and one fire truck.
Paraguay	Asuncion, Villa del Esta, Cdte Franco	2018		Provided the three departments with rescue and medical equipment with the necessary training.
Indonesia	Sulawesi	2019		Initial assessment phase
Dominican Republic	Samana	2019		Initial assessment phase
Bosnia	Bosanska Krupa	2019		Initial assessment phase
Philippines	Ministry	2019		Initial assessment phase