

Annual Performance Review Procedure

Participants: All members of the FOS Board of Directors and Advisory Board. If necessary, FOS staff can attend the meetings.

Frequency: The meetings shall be held at least once a year. Date-matching efforts shall be made to allow the widest participation. Meeting alerts shall be sent at least two weeks in advance.

How it is done: The meetings can be virtual and/or in person.

- Virtual meetings shall be held through online platforms and recorded as an internal evidence.
- In-person meetings shall be held with the participation of a FOS staff member, who has the task of recording all the topics covered and the conclusions reached as an internal evidence. At the end of the meetings, all participants shall sign the documents for approval.
- When a participant cannot attend in-person meetings, but is available for virtual meetings, online platforms can be used in a complementary way to allow the widest participation. When it is the case, both methods of internal evidence shall be applied.

Essential topics

- General assessment of the findings of the previous period;
- Definition of actions for the subsequent period.

Evidence

- Within 15 working days of the meetings, Friend of the Sea shall create an official document summarizing the annual performance meetings and shall make it publicly available on the official website (“About, Governance” page);
- Evidence of the last two meetings shall be publicly available.

Titling documents: The official document with the summary of the annual performance meetings shall be identified as “Annual Performance Review_day.month.year” (e.g. Annual Performance Review_29.01.2019).