



Turkish Integrity Center of Excellence by © TEID

STATUTE

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Introduction

Turkish Integrity Center of Excellence - TICE has been established on November the 6th 2014 under the auspices of Ethics and Reputation Society (TEID) with a view to raise the ethical standards in the business world both in Turkey and in the neighbouring countries and regions.

Establishing TICE is TEID's project to be implemented in the coming three years, which has been awarded as part of the Siemens Integrity Initiative project call on Integrity. TICE was established by Ethics and Reputation Society of Turkey in 2014 with the mission of leveling the playing field, by inclusion of the private sector into combatting corruption.

TICE statute and the implementation principles stemming thereof constitute the annexes to this statute. All the activities of TICE will be implemented in line with the principles and rules defined under this Statute and the accompanying task and process definitions. The statute of TICE has been prepared in line with the statute of TEID under whose auspices the TICE has been established as well as the good governance principles. In the case of a conflict, the relevant issues and processes will be informed by the principles and relevant provisions of TEID Statute which is the main point of reference.

Main Principles

1. TICE accepts the corporate governance principles (transparency, fairness, responsibility and accountability) and all its activities are informed by these principles. The global quality standards are taken as a basis of reference for process management.
2. TICE is established to provide sustainable support to capacity building for enhancement of integrity in the business world in Turkey and in neighbouring countries and regions through holistic design of training activities; and to raise awareness regarding the implementation of global ethics principles in the business world.

Objectives

The specific objectives of the TICE are as follows:

1. To provide a platform called INplatform for discussion, knowledge and experience sharing in order to develop individual skills of the business professionals in the field of good governance and integrity implementations.

2. To contribute to the sustainability of global good governance and ethics standards in the companies through provision of world class training through the certification program INschola and resources (publications of INmagazine and INbook) to the compliance professionals in line with their training and knowledge needs.
3. To establish and manage a sustainable communications platform for the compliance officers towards enhancement of their experience and best practice sharing called INCases.
4. With a view to ensure sustainability of the capacity building activities, organisation of Training of the Trainers programmes within TICE framework for those who received the basic training on compliance and integrity to provide advanced education and formation towards extending the trainings to their fellow colleagues in their individual companies.
5. In order to raise awareness on the global ethical standards and compliance as well as to enhance the trainings, development of contemporary training materials accessible through the internet environment, and to establish and develop an E-Library called INexlibris.
6. To establish sustainable cooperation with international organisations such as World Bank, OECD, and the EU which work towards enhancement of ethics principles in the democratic free markets with a view to sustain raising standards and best practices through programme, knowledge and technical support cooperation; called INaction.

Governance of TICE

Institutional Structure

The institutional structure of TICE is as follows:

1. *TICE Executive Board*: is made up of TEiD General Secretary who presides over the Executive Board and the TEiD staff members who take part in the project and the TICE management, as well as external advisors who support implementation and representatives of the business world.
2. The formation of the Executive Board is under the authority of TEiD Secretary General. TICE Executive Committee prepares the roadmap of TICE activities, convenes quarterly evaluate the roadmap and related activities and identify improvements that can be made in the implementation. As the TICE Executive Board President, the TEiD Secretary General controls all activities of the TICE, monitors, and acts as a liaison between the TICE management and the relevant stakeholders.
3. *TICE Steering Committee*: TEiD Executive Board is the natural TICE Advisory Board since it is established under the auspices of TEiD, and presided by the TEiD

President. The activities of the TICE are regularly monitored by the Advisory Board and when necessary the recommendations of the Advisory Board are received to do process optimizations. Advisory Board simultaneously oversees the activities of the TICE Executive Board. The Advisory Board meets every three months.

4. Those who serve as staff of TICE are all accountable to TEID Secretary General and regularly report to him about the workflow; job descriptions and workflows of all staff of TICE are decided and approved by TEID Secretary General.
5. *TICE International Advisory Board*: is the board set up to be composed of people who can contribute to and support the institutional development and operations at the international level. The TICE International Advisory Board is authorized by the TEID Secretary General.
6. *TICE Coordinator*: is responsible for daily work flow of TICE and for completing all the tasks given by the TEID Secretary General and submit regular reports.
7. *TICE Research Specialist*: is responsible of written publications like INmagazine, INbooks and also leads the field researchs like several surveys included in the project through years.
8. *TICE Communications Expert*: is responsible from implementation of all the communications activities, and reports to TEID Secretary General.
9. *TICE Financial Expert*: is responsible from financial tracking of TICE activities and their reporting and reports to TEID Secretary General.
10. *TICE – Other Staff*: to perform duties under TICE and to support project tasks, project assistants, interns, and other staff may be employed during the project duration. These will be regulated through individual contracts to be made between the relevant staff and TEID; however, these contracts are not to be considered permanent contracts and will be limited to project only.
11. *TICE External Advisors and Service Providing Firms*: are appointed in accordance with the requirements of the project and TEID rules; and they continue to serve until mutual agreement finishes. They regularly report to the TEID Secretary General. Their payments (if any) are made once they complete the required tasks and the quality of the required outputs is approved by TEID Secretary General.

For TICE to create training, promotion, awareness raising, networking and management, training materials and updating those, further operational principles have been defined for each process and these process definitions have become a guide. The guide is a component of this statute and presented as its annexes. These are as follows:

- Annex 1 INschola Training and Capacity Building Process Management Guide
- Annex 2 INschola Institutional Identity and Communications
- Annex 3 INschola External Stakeholders Process Management

Annex 1 INschola Training and Capacity Building Process Management Guide

Our Vision

To become an internationally and nationally reputable centre of excellence, innovative, result-oriented, and effective in policy processes, and providing value for the business world.

Our Mission

To support the capacity development through combining the best practices of compliance officers and the international ethic values and standards as well as raising awareness in the field through to be established communications channels, thus adding value to the business world.

Our Targets

To become a leading centre of excellence;

- adopting international standards,
- open to all disciplines and sectors,
- supporting both theory and practice,
- based on the sustainability of capacity development.

Activities and Process Management

Capacity Building and Training Activities:

- Capacity building process is made up of several different components. It not only includes training activities but also activities other than training. In this framework, content development, workshops, simulations and similar activities can be considered as different components. The main issue is the sustainability of innovation.
- INschola methodology refers to a specific effective process; the Impact as indicated in the figure below:



- Among the first activities to be implemented under INSchola is a training needs analysis (TNA). The TNA will be conducted through surveys and interviews among the target groups. The resulting TNA report will be the reference document for all the capacity building activities as well as the development of training content. This report will be written by the INSchola director.
- INSchola training content will be world class and will be subject to quality audits.
- All the capacity building activities will be subject to regular impact assessment and the relevant results of these assessments will be used for optimisations.
- Within the framework of INSchola, Basic Ethics and Compliance Officer Certificate Programmes will be organized. These trainings will be supported simultaneously by theory and practice and will last 5 days. These trainings can be redefined again but cannot be less than 3 days.
- In order to follow up the quality standards the participants will be required to fill in training evaluation forms and these will be reported at the end of each training session.
- The participant performances will be evaluated by the trainers in line with the relevant quality standards, and the certificates will be issued as “Participant Certificate” and “Success Certificate” at two levels.
- All the training material will be presented prior to the training, and these will be updated at the end of training sessions when necessary. And an Alumni network will be established thus the capacity building will be supported continuously.
- Each Certificate programme will be joined by 25 participants to sustain quality.
- Those who receive Success Certificate in the basic training sessions can only join the Training of the Trainers (ToT). Thus completing the basic training will be the pre-requisite.

- During the ToT Certificate Programme; the participants will be equipped with adult training techniques, and training material preparation and presentation skills which are geared to sustain the trainer needs of the business world while combining theory with practice. ToT alone indicates the importance of capacity building, and sustainability of training for INschola.
- The ToT will last for 5 days and while the participants are receiving training on different skills and techniques, they will also receive advanced training on compliance. Trainings will be supported by real life case studies.
- The trainers of the ToT will evaluate the performances of each participant and will provide feedback to them regarding their individual strengths and weaknesses as trainer candidates.
- There will be a special section at the INportal for the trainers to sustain sharing best practices and new training material among the graduates of ToT programme.
- All the training content will be reviewed regularly and will be updated when necessary. During the updates, contemporary issues and problems in the business world will be given a priority and the number of case studies will be increased.
- Capacity building and training activities will also be continued outside the scope of INschola whereby courses in different universities will be opened up nationally and internationally to sustain wider outreach towards the future business leaders. However, this will not be arbitrary. Special attention will be given to compliance of the content to be provided by the universities with that of the international quality standards.

Content and Training Support Materials Development and Management

- Content development and management is an important component of all types of capacity building activities. In this context, publications such as INmagazine and INbooks are of special importance for informing the business world in electronic environment.
- Apart from these, all types of relevant update information and publication will be included on ad hoc basis in INexlibris, which will be the online library of INschola.
- Updated training materials will be presented to the trainers through INportal.

Awareness Raising and Communications Activities

- Through organisation of regular information exchange platforms and through sharing case studies and best practices, awareness raising will continuously be supported and sustained. Awareness raising will be institutionalised within the

context of INforum, the content of which will be used extensively for this purpose.

- Within the framework of awareness raising and communication activities, development of new tools has been foreseen for the private sector to be interacting based on ethics and compliance principles such as Dilemma Game, INtube (Web TV), ethics drama, ethics olympics.

Lobbying

- Lobbying within the framework of integrity is among the activities of INschola. Participation in B20 summits and meetings, and organisation of joint activities will form the basis of lobbying for enhancement of business ethics and good governance implementations in the business world.
- The draft legislation to be prepared will also be included within the lobbying activities and concrete steps will be taken in relation to policy makers and relevant institutions in this context.

Monitoring and Evaluation

- Monitoring and Evaluation (hereinafter M&E) framework includes holistic monitoring of planned activities and their evaluation. M&E activities will regularly take place both internally and externally (independent).
- LFA framework of the overall project will inform the M&E activities and processes.
- As such these processes will support our vision and mission and will reflect good governance principles.

Annex 2 INSchola Institutional Identity and Communications

Institutional Identity Formation

- INSchola has an institutional identity as part of its institutionalisation process. The first step will be the regulatory framework for the process complemented by the formation of institutional identity, i.e. logo design, etc.
- For the formation of institutional identity, a service provider is to be hired with a competitive bid process and the winner of this process will provide the relevant services.
- Following the setup of the institutional identity, the vectored versions of the visual material and other similar technical details will be presented to the INSchola management including the guidelines for their usage.
- The institutional identity and the relevant material thereof will be used systematically in all the activities and visuals of INSchola.
- In media relations, INSchola institutional identity will be highlighted; and when necessary and relevant the visual material will be presented to the media sustaining quality standards of institutional identity.

Communications

- In communications, correctly defining the target group, the message and the timing of the message to be communicated to the target groups are basic principles.
- The principles to sustain highest quality standards in communications will be reflected on the processes outside the usage of institutional identity as well. The visual and social media standards will also reflect the overall communications standards and principles of INSchola.
- It is also foreseen that in the wide spectrum from design to implementation of all types of communications activities, professional services could be pursued when necessary.
- Among the communications activities organisation of events such as conferences, seminars, etc. are important components. While such events are

organized participant profile and the event specific communications strategy will also be pre-defined to sustain the best results.

- Although each communications activity is a component of overall communications strategy, a differentiation process could be pursued to enhance the effect of communications with reference to individual specific activities and events.

Annex 3 INschola Process Management with External Stakeholders

- All the capacity building, training, lobbying or communications activities to be jointly realized with external stakeholders will be managed in line with good governance principles.
- The relations with external stakeholders will be defined according to the presence and weight of these in the relevant processes. In this context, the contracts to be made with service providers will be in line with the general contractual provisions thereof as well as the requirements of the task in question. The final payments of the service providers will be processed in line with the quality of the final outputs.
- The relationships with target groups of trainings will be defined on the basis of sustainability and continuity. Therefore, establishment of an Alumni network is foreseen.
- Further, a database is to be formed to follow up and update the communications details of the target groups participating in capacity building activities such as conferences and seminars.