Further reading and resources

USEFUL WEBSITE ADDRESSES

Accountability: www.accountability.org.uk
Action Aid: www.actionaid.org/resources
Charities Commission for England and Wales: www.charity-commission.gov.uk/supportingcharities
CIIR: www.ciir.org
CIVICUS (World Alliance for Citizen Participation): www.civicus.org
International IDEA: www.idea.int
INTRAC (International NGO Training and Research Centre): www.intrac.org/Intrac
NOVIB (OXFAM Netherlands): www.novib.nl/
OXFAM (GB): www.oxfam.org.uk
OXFAM International: www.oxfam.org
World Bank – Civil Society:

TOOLKITS AND TRAINING MANUALS

Accountability
- Accountability Primer: Social and Ethical Accounting
- Accountability Primer: Governance and Accountability
- Accountability Primer: Sustainability

CIVICUS
The following toolkits are available in MS Word and PDF formats on the CIVICUS website.
- Action Planning
- Budgeting: Part 1 and Part 2
- Developing a Financing Strategy
- Financial Controls and Accountability
- Handling the Media
- Monitoring and Evaluation
- Planning Overview
- Producing Your Own Media
- Promoting Your Organisation
- Strategic Planning
- Writing a Funding Proposal
- Writing Effectively and Powerfully

International IDEA
Democracy at the Local Level: The International IDEA Handbook on Participation, Representation, Conflict Management and Governance
**Further reading and resources**

**NOVIB**  
Citizens’ Participation in Local Governance Toolkit (under development)

**OXFAM**  
Williams, Suzanne, Seed, Janet and Mwau, Adelina (1995) *The Oxfam Gender Training Manual*  

**PUBLICATIONS (by organisation/publisher)**

**Action Aid**  
ActionAid (2000) *ALPS – accountability, learning and planning system*.  

**Charity Commission for England and Wales**  
CC1 – Charity Commission Publications August 2003  
CC3 – Responsibilities of Charity Trustees March 2002  
CC3a – Responsibilities of Charity Trustees: A Summary January 2002  
CC8 – Internal Financial Controls for Charities May 2001  
CC20a – Charities and Fundraising – A summary March 2002  
CC22 – Choosing and Preparing a Governing Document August 2002  
CC24 – Users on Board: Beneficiaries who become trustees March 2000  
CC48 – Charities and Meetings May 2003  
CC 60 – The Hallmarks of a Well-Run Charity January 2002  
CC 61 – Charity Accounts: The framework October 2002  
CC64 – Receipts And Payments Accounts Pack 2001 November 2001  
CC65 – Accruals Accounts Pack August 2001  
RS1 – Trustee Recruitment, Selection and Induction March 2002  
VA 5/01– Internal Financial Controls: Self Checklist for Charities

**CIVICUS**  
‘Olive Publications’  
Planning for Implementation, 2001  
Planning for Monitoring and Evaluation, 2002  
Project Planning for Development, 1998  
Evaluation: Judgement Day or Management Tool? 1996
Further reading and resources

INTRAC
NGOMPS No.16, November 2003 *Changing Expectations? The Concept and Practice of Civil Society in International Development*.
NGOMPS No.5, 1996, Andrew Clayton (ed.) *NGOs, Civil Society and the State: Building Democracies in Transitional Countries*.

ONTRAC Newsletter (published by INTRAC)
Ontrac No. 25, August 2003, Special Edition: *Communication and Information Flows*.
Ontrac No. 24, May 2003, *NGOs as Part of Civil Society in Central Asia*.
Ontrac No. 23, January 2003, *The Rights-Based Approach to Development: Fashion or Future?*
Ontrac No. 21, May 2002, *NGO Autonomy or Dependence?*
Ontrac No. 19, September 2001, *Advocacy from the Grassroots*.
Ontrac No. 18, May 2001, *Civil Society Strengthening*.

Occasional papers series (published by INTRAC)
OPS No.41, 2004, *NGOs and the Implications of Adopting a Rights-Based Approach*.

Capacity building for local NGOs: A guidance manual for good practice 221
OXFAM (GB)