



Ondernemers voor Ondernemers

Team Monitoring and Evaluation – Compliance

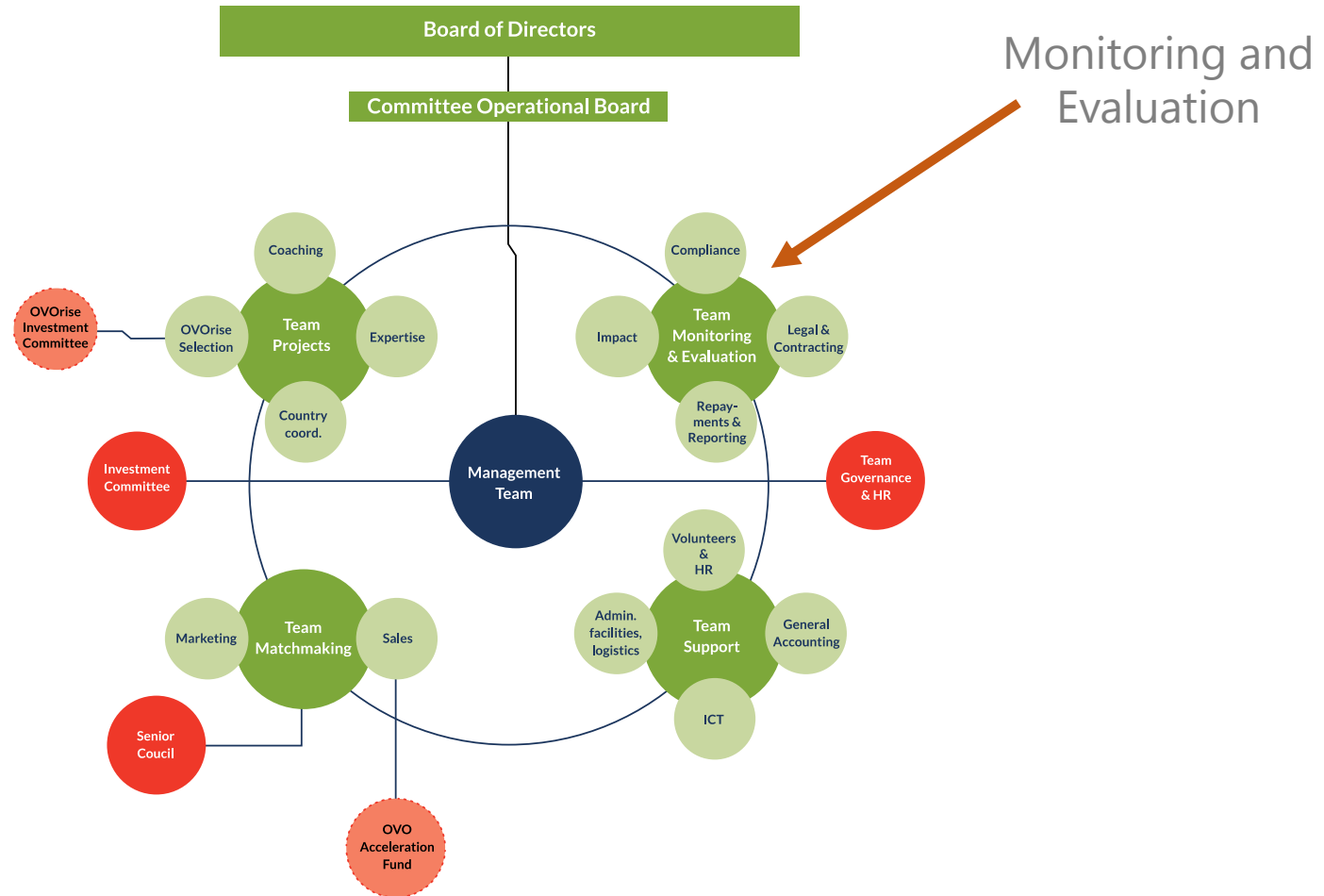


Organisation Chart



Matyas Boyen

Team Monitoring & Evaluation





Compliance Cell



*The Cell Compliance is in charge of enabling informed and fact-based decision making by means of thorough investigation to confirm facts and details surrounding a prospective investment opportunity or related to an emerging issue or risk in an ongoing investment. Cell Compliance hosts a pool of (volunteering) **Compliance Officers** who safeguard legal, financial, ethical and risk aspects of projects.*



Compliance Officer

Key Role Objectives

Key objective of the Compliance Officer role is to guarantee respect of legal and formal obligations for investment by a ST4A project.

The Compliance Officer is an independent role, not permanently assigned to a specific entrepreneurial investment or an individual Business Coach. Independence is key from an audit perspective.

Why?

Our experience of the current OVO-projects who have been given a loan is that the repayment rate is insufficient. To improve the quality of the inflow of new project, we have to look at the first stages of the OVO-pipeline. The better the quality of the inflow, the better the OVO-project will perform.



Compliance Officer

Competence Profile

The role is executed by an incumbent in a volunteer status.

Compliance Officer has expertise in one or more of the following fields:

- Accounting, financial & investment planning know-how
- Business & contract law
- Business ethics
- Sustainability assessment and SDG
- Risk analysis & Mitigation



Compliance Officer

Responsibilities

The Compliance Officer only intervenes at specific discretionary moments in the life cycle of an entrepreneurial investment project or on call in case of an emergency:

Outcomes & KPI's

- Timely delivery of compliance reports
- Number of resolved issues & recommendations

Tools

- Compliance Document List
- Financial plan
- SDG assessment tool
- Business plan
- Entrepreneurship Assessment



Compliance Document List

- Overview of all needed documentation
- Not a checklist but a guideline
 - Project Description
 - Financial Documentation
 - Legal Documentation
 - Intellectual Property (if applicable)
 - Social & Environmental
 - HR & Other
 - Insurance policies



Compliance Document List

STAGE	CALL FOR APPLICATION	PRE-BOOST CAMP	PRE INVESTMENT COMMITTEE (ST4A)	
Project Description				
Description of the company, process, product/service, target customers, commercial strategy				Submit through Jotform
Some images of the achievements and or installations of the company				Administrative processing by OVO
Required amount of financial investment as per OvO intervention				Submit through Jotform
Recent pitch deck				Administrative processing by OVO
Signed Cooperation Charter OVO				Not yet asked during Boostcamp
OVO Business Coach Report				OVO Format mandatory



Compliance Document List

Financial documentation				
Current Yearly Budget				
Financial statements for the last 3 years				Except start-ups - tax discharge if available - Audited if required by law - URSB for Uganda
Tax returns for the last 3 years				URA For Uganda
Debt situation with the administration (Tax, contributions, etc.)				
List and lenders of outstanding loans and credits				With official documentation as proof
Collateral security granted or received by the Company and any Guarantees granted or received by the Company				If applicable
Detail of OvO intervention's Needs and Coverings				Part of the OVO Business Coach Report
Detailed Financial Plan				OVO Format mandatory
Business Plan				We strongly recommend following the OVO manual



Compliance Document List

Legal documentation				
Deed of incorporation and registration number in the commercial register				Should include the register of shareholders - URSB for Uganda
3. Bylaws & Company Regulations				And Company Statute
Name of Ultimate Beneficial Owner - UBO				
Trading license				As required by law depending on the industry
Process, technology or industry related permissions, clearance or licenses				As required by law depending on the industry and/or by the customer class (private, public)
Criminal record of the entrepreneur				Administrative processing by OVO
List of Office leases				If pertinent and applicable
List of Other leases for facilities				If pertinent and applicable
List of Equipment leases				If pertinent and applicable
Any current litigation and disputes the company is involved in				



Compliance Document List

Protection of Intellectual property				
Web domain name				Submit through Jotform
Patents				If relevant for the project
Trademarks				If relevant for the project
Copyrights				If relevant for the project
Utility Models				If relevant for the project
Design patents				If relevant for the project
Social & Environmental				
SDG assessment including Impact Indicators				OVO Format mandatory

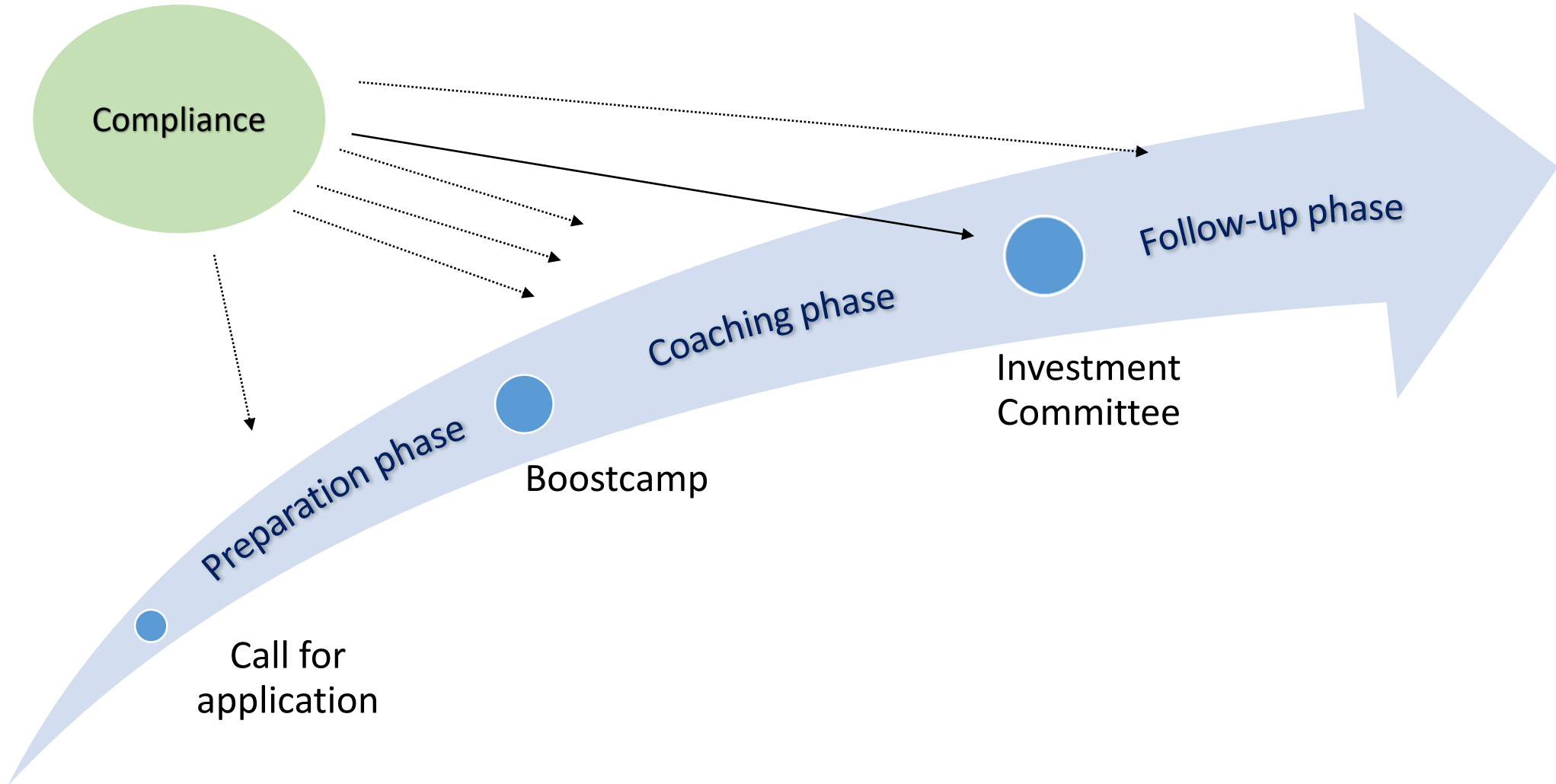


Compliance Document List

HR & Other				
Pre-screening assesment of the promotor				Einstein Rising did a pre-screening interview with the entrepreneur but didn't make a report.
Entrepreneurship Assessment				Not done by OVO during Boostcamp Uganda
Adhesion to OVO ethic principles (Children work, Equal Opportunities, etc)				Not yet developed by OVO - but if available
Insurance policies				
Third-party Liability				If available
Fire and natural disaster - premises, equipment, inventory				If available
Occupational accident insurance				If not covered by public insurance system
Health coverage				If not covered by public insurance system
Product Liability				If available



OVO - Process





Pre-Assessment Phase

- During the pre-assessment phase, companies are selected that take part in the BoostCamp.
 - By team of experts: Team Lead Projects, Country Coordinators & Local representatives
- Compliance Officers can possibly join the team of experts (depending on available expertise) to assist in project selection.



One-on-One Coaching Phase

- After BoostCamp Compliance procedure is explained to Business Coaches in monthly meeting
- OVO supports Business Coaches by providing essential guidelines
 - Personalized Compliance Document list
 - With country or project specific remarks
 - Structured documentation database
 - Train-the-trainer sessions



One-on-One Coaching Phase

- Compliance Document List serves as a guiding framework
- Part of the learning process a project has to go through to professionalize and be investment ready
- Business Coaches can call upon Onboarding facilitators, Country Coordinators, Compliance Officers to ask for support in various aspects, including preparing financial plans, business plans, and SDG Assessments



IC Submission

1. All documentation must be submitted through the Jotform platform (<https://form.jotform.com/230373738966064>) .
 - a. North-based Country Coordinator aid in ensuring the completeness of documentation. The Team Lead of Team Monitoring and Evaluation appoints a team of Compliance Officers for each project.
2. Compliance Officers assess the submitted documentation:
 - a. Approval: Proceed to the next step.
 - b. Denial (supported by a Compliance Report):
 - i. Small adaptations: Project has to make minor adjustments.
 - ii. Major adaptations: Project must resubmit for the next Investment Committee.
 - iii. The Manager of Team Monitoring and Evaluation appoints a team of Compliance Officers for each project.



IC Submission

4. Final documentation approved by the Compliance Cell will be submitted by the Compliance Cell for the Investment Committee 10 days before the scheduled meeting.
 - a. The documentation will include the Compliance Report and applicable answers from the Business Coach & Entrepreneur
5. Investment Committee Meeting:
 - a. OVO Certified Label awarded : Move to the Investment & Implementation phase.
 - b. Denial:
 - i. No 'OVO Certified' label awarded, and thus the project will not be presented to OVO's network as an investment opportunity.
 - ii. Additional conditions must be fulfilled before the next Investment Committee meeting.



What actions has OVO taken previously?

Developed templates to aid during coaching and selection process

- *Financial plan*
- *Business Coach Report*
- *SDG Assessment*
- *Entrepreneurship Assessment*

Compliance Document List

- *List of all necessary documents per OVO-phase*
- *Brought together all existing documents*
- *Helps structuring Compliance process throughout whole organisation*



What is OVO's objective?

Structural analysis of projects before IC

- The better the quality of projects at the start, the better their performance and repayments
- Whenever a project gets submitted before the IC or even a Boostcamp, our experts can be put up for the task and every expert can do a Compliance check in his expertise field.

Improve existing templates

- Make documents complementary
- Control and update existing documents
 - Financial plan, business coach report, business plan, SDG-Assessment,...
- Develop new templates
 - Risk Mitigation Analysis, Ethical Charter,...



Questions?

