

CHARITIES GOVERNANCE CODE COMPLIANCE RECORD FORM

Charity Name	Association for Dental Eductaion in Europe (ADEE)
Registration Charity Number (RCN)	20058111
Annual Reporting Period	2025/2026
Date approved by the Board of Charity Trustees	24.08.2026

The following was presented to and approve by the board at its August 2026 meeting in Budapest
Signed:.

Prof Ivan Alajbeg
ADEE President 2026/27

Prof Katleen Vandamme
ADEE Treasurer 2026

Dr Denis Murphy
ADEE CAO& Sec Gen

Under the [Charities Governance Code](#) all registered charities are required to complete this Charities Governance Code Compliance Record Form every year.

Please fill in this form to record:

- the actions that your charity takes to meet each standard of the Charities Governance Code; and
- the evidence that backs this up.

You should approve the Compliance Record Form at a board meeting before you report on your compliance to us.

You are NOT required to file the Compliance Record Form with the Charities Regulator. However, you must keep your Compliance Record form as the Charities Regulator could ask you for it at any time.

What do we expect?

The type of evidence we expect depends on the complexity of your charity.

The minimum expected of all charities would be to discuss and agree at board meetings how they will meet the standards and document their decisions in the minutes. For volunteer-only charities this will be enough to meet many of the core standards.

We would expect a charity with paid staff to provide more documentation like workplans and written policies as evidence of the actions they have taken.

We would expect more complex charities to provide more extensive documentation than other charities.

You can add or delete columns as required.

Please use the glossary within the [Charities Governance Code](#) when filling in the form and include dates where appropriate.

Please click [here](#) for more information, guidance and templates.

Principle 1: Advancing Charitable Purpose **CORE STANDARDS**

1.1 Be clear about the purpose of your charity and be able to explain this in simple terms to anyone who asks.

Actions our charity takes to meet standards:	Evidence of our actions:
All members are inducted on the role and mission of ADEE	Induction folder
All board members are also shared with regular CRA guidance and materials as they become available	Various emails
Board review charitable purpose as part of the strategy review every cycle	Previous and Current strategy docs

1.2 Consider whether or not any private benefit arises ([see glossary](#)). If a private benefit arises, consider if it is reasonable, necessary and ancillary to the public benefit that your charity provides.

Actions our charity takes to meet standards:	Evidence of our actions:
No tangible private benefit accrue from ADEE to its board or staff. Ownership rests with the membership of the assembly. Board members may receive intangible reputational benefit from being recorded as a board member.	Constitution and bylaws Board roles Use of Board titles documents

1.3 Agree an achievable plan for at least the next year that sets out what you will do to advance your purpose.

Actions our charity takes to meet standards:	Evidence of our actions:
ADEE operates a three year rolling budget and action plan linked to the overarching strategy.	Treasurers reports ADEE annual work plan and key activities document

1.4 Make sure your charity has the resources it needs to do the activities you plan. If you don't have the resources, you need to show a plan for getting those resources.

Actions our charity takes to meet standards:	Evidence of our actions:
This is reviewed regularly through the presentation of management accounts and estimations of annual outcome.	Case of need for Quality staff member approved by the board. Staff Job Descriptions – roles and responsibilities
Review of membership fee and approval to increase fee in 2026	See minutes late 2025.

1.5 From time to time, review what you are doing to make sure you are still:

- acting in line with your charity's purpose; and
- providing public benefit.

Actions our charity takes to meet standards:	Evidence of our actions:
Carried out as part of the strategic planning cycle every 3 to 4 years.	Current cycle in train. New strategy to GA in Oct 2026.

Principle 1: Advancing Charitable Purpose **ADDITIONAL STANDARDS**

1.6 Develop your charity's strategic plan and associated operational plans.

Actions our charity takes to meet standards:	Evidence of our actions:
Regular strategy developed on a 3 to 5 year planning cycle.	https://adee.org/publications/corporate-publications Strategy process Doc

1.7 Make sure there is an appropriate system in place to:

- monitor progress against your plans; and
- evaluate the effectiveness of the work of your charity.

Actions our charity takes to meet standards:	Evidence of our actions:
CAO monthly report to board	CAO report to each meeting
Board designated directors with responsibility for area	Board roles doc

1.8 From time to time, consider the advantages and disadvantages of working in partnership with other charities, including merging or dissolving (winding up).

Actions our charity takes to meet standards:	Evidence of our actions:
Regular engagement with FEDCAR/CED/EDSA etc	GED stakeholder form
Work with ADEA	https://www.icohpea.org/

Principle 2: Behaving with Integrity **CORE STANDARDS**

- 2.1 Agree the basic values that matter to your charity and publicise these, so that everyone involved understands the way things should be done and how everyone is expected to behave.**

Actions our charity takes to meet standards:	Evidence of our actions:
Reviewed as part of the Strategic Planning Process	See current strategy for comment on same

- 2.2 Decide how you will deal with conflicts of interests and conflicts of loyalties. You should also decide how you will adhere to the Charities Regulator's guidelines on this topic.**

Actions our charity takes to meet standards:	Evidence of our actions:
Conflict of interest and loyalty policy in place	Policy – Code of conduct for board members

- 2.3 Have a code of conduct for your board that is signed by all charity trustees. It must make clear the standard of behaviour expected from charity trustees. This includes things like maintaining confidentiality and what to do in relation to:**

- gifts and hospitality; and
- out-of-pocket expenses.

Actions our charity takes to meet standards:	Evidence of our actions:
See above	Signed annually

Principle 3: Leading People **CORE STANDARDS**

3.1 Be clear about the roles of everyone working in and for your charity, both on a voluntary and paid-basis.

Actions our charity takes to meet standards:	Evidence of our actions:
Documents in place detailing roles and responsibility	Staff Job Descriptions Board roles and responsibilities

3.2 Make sure there are arrangements in place for the effective involvement of any volunteers, including what to do if any problems arise.

Actions our charity takes to meet standards:	Evidence of our actions:
Policy in place	Board policy on volunteers

3.3 Make sure there are arrangements in place that comply with employment legislation for all paid staff including:

- recruitment;
- training and development;
- support, supervision and appraisal;
- remuneration (money paid for work); and dismissal.

Actions our charity takes to meet standards:	Evidence of our actions:
Contracts in place for all staff. Recruitment by open call. Mandatory safety training with in DDH covering H&S, Fire, Dignity in workplace, DP & FOI	Staff certs etc

3.4 Agree operational policies where necessary, to guide the actions of everyone involved in your charity.

Actions our charity takes to meet standards:	Evidence of our actions:
Suite of policies in place	Policy Folder – 3 to 5 year review cycle

Principle 3: Leading People **ADDITIONAL STANDARDS**

3.5 Make sure to document the roles, legal duties and delegated responsibility for decision-making of:

- individual charity trustees and the board as a whole;
- any sub-committees or working groups;
- staff and volunteers.

Actions our charity takes to meet standards:	Evidence of our actions:
Documents in Constitution, Role of Board and CAO Job Descp	Relevant docs as listed

3.6 Make sure that there are written procedures in place which set out how volunteers are:

- recruited; supported and supervised while within your charity; and

- the conditions under which they exist.

Actions our charity takes to meet standards:	Evidence of our actions:
Policy in place	Policy folder

3.7 **Decide how you will develop operational policy in your charity. You also need to decide how your charity trustees will make sure that the policy is put in place and kept up-to-date.**

Actions our charity takes to meet standards:	Evidence of our actions:
Policy for policy creation document in place	Policy Folder

Principle 4: Exercising Control **CORE STANDARDS**

- 4.1** Decide if your charity's current legal form and governing document are fit for purpose. Make changes if necessary, telling the Charities Regulator in advance that you are doing so.

Actions our charity takes to meet standards:	Evidence of our actions:
Reviewed as part of strategic planning process	Current plan

- 4.2** Find out the laws and regulatory requirements that are relevant to your charity and comply with them.

Actions our charity takes to meet standards:	Evidence of our actions:
Role of CAO	Emails to board from CRA Ref planned trustee geography change etc

- 4.3** If your charity raises funds from the public, read the Charities Regulator's guidelines¹ on this topic and make sure that your charity adheres to them as they apply to your charity.

Actions our charity takes to meet standards:	Evidence of our actions:
No public fund raising carried out – funds only from membership and through activities such as congress	N/A

¹ See Guidelines for Charitable Organisations on Fundraising from the Public - available from: <https://www.charitiesregulator.ie/media/1083/guidance-for-fundraising-english.pdf>

4.4 Make sure you have appropriate financial controls in place to manage and account for your charity's money and other assets.

Actions our charity takes to meet standards:		Evidence of our actions:	
Segregation of duties with in office		Staff manual	
Annual external audit		Annual accounts auditor statements	
Meeting with auditor and treasurer		Last meeting Feb 2026	

4.5 Identify any risks your charity might face and how to manage these.

Actions our charity takes to meet standards:		Evidence of our actions:	
Regular review of risk register		Risk Register	

4.6 Make sure your charity has appropriate and adequate insurance cover.

Actions our charity takes to meet standards:		Evidence of our actions:	
Annual officers, directors and public liability in place		Current policy and invoice	
Annual meeting policy in place		Current policy and invoice	

Principle 4: Exercising Control **ADDITIONAL STANDARDS****4.7 You should have written procedures to make sure that you comply with all relevant legal and regulatory requirements.**

Actions our charity takes to meet standards:	Evidence of our actions:
Suite of policies in place to meet CRA compliance	Policy Folder

4.8 Make sure there is a formal risk register that your board regularly reviews.

Actions our charity takes to meet standards:	Evidence of our actions:
Yes register in place and formally reviewed in last meeting of year but treated a live document throughout the year	

4.9 Consider adopting additional good practice standards that are relevant to the particular work that your charity does.

Actions our charity takes to meet standards:	Evidence of our actions:
Membership of ESAE in place	Assess to best practice and ongoing legislative changes

Principle 5: Working Effectively **CORE STANDARDS****5.1 Identify charity trustees with the necessary skills to undertake:**

- any designated roles set out in your governing document; and
- other roles as appropriate within the board.

Actions our charity takes to meet standards:	Evidence of our actions:
Board roles document in place	Policy folder

5.2 Hold regular board meetings. Give enough notice before meetings and provide prepared agendas.

Actions our charity takes to meet standards:	Evidence of our actions:
At least 10 meetings per annum	Minutes folder

5.3 At a minimum, your board agendas should always include these items:

- reporting on activities;
- review of finances; and
- conflicts of interests and loyalties.

Actions our charity takes to meet standards:	Evidence of our actions:
Comply	Minutes and Agenda of any meeting will demonstrate this

5.4 Make sure that your charity trustees have the facts to make informed decisions at board meetings and that these decisions are recorded accurately in the minutes.

Actions our charity takes to meet standards:		Evidence of our actions:	
Board provided with up to date information at each meeting (usually to close of previous month)		Board minutes folder	

5.5 Consider introducing term limits for your charity trustees, with a suggested maximum of nine years in total.

Actions our charity takes to meet standards:		Evidence of our actions:	
Term limits in place		Constitution defines these	

5.6 Recruit suitable new charity trustees as necessary and make sure they receive an induction.

Actions our charity takes to meet standards:		Evidence of our actions:	
Regular recruitment cycle		Most recent April 2026 led to a number of suitable candidates being panelled for appt	

5.7 Make sure all of your trustees understand:

- their role as charity trustees;
- the charity's governing document; and
- this Code.

Actions our charity takes to meet standards:	Evidence of our actions:
Induction/Board roles Policy/ Code of Conduct	Afore mentioned docs

5.8 Commit to resolving problems and emerging issues as quickly as possible and in the best interests of your charity.

Actions our charity takes to meet the standards.

Actions our charity takes to meet standards:	Evidence of our actions:
Live action list reported at each meeting	Action list at end of each minute

5.9 From time to time, review how your Board operates and make any necessary improvements.

Actions our charity takes to meet standards:	Evidence of our actions:
Constitution updates	2016 to 2025

Principle 5: Working Effectively **ADDITIONAL STANDARDS**

5.10 Make sure you send out board packs with enough notice and include all relevant reports and explanatory papers to enable informed decision-making.

Actions our charity takes to meet standards:	Evidence of our actions:
7 days notice in general	Agenda, sharefile, CAO report with narrative

5.11 Make sure that you have a charity trustee succession plan in place and consider how you can maximise diversity among your charity trustees.

Actions our charity takes to meet standards:	Evidence of our actions:
Regular call for membership – plan for next update and a number of potential board members in train	

5.12 Put in place a comprehensive induction programme for new charity trustees.

Actions our charity takes to meet standards:	Evidence of our actions:
Induction pack in place	Induction folder

5.13 Conduct a regular review that includes an assessment of:

- the effectiveness of your board as a whole, office holders and individual charity trustees
- adherence to the board code of conduct; and
- the structure, size, membership and terms of reference of any sub-committees.

Actions our charity takes to meet standards:	Evidence of our actions:
Annual effectiveness and evaluation questionnaire	Questionnaire and reports

5.14 Do regular skills audits and provide appropriate training and development to charity trustees and staff. If necessary, recruit to fill any competency gaps on the board of your charity.

Actions our charity takes to meet standards:	Evidence of our actions:
See 5.13	

Principle 6: Being Accountable **CORE STANDARDS**

6.1 Make sure that the name and Registered Charity Number (RCN) of your charity is displayed on all of your written materials, including your:

- website;
- social media platforms; and
- email communications.

Actions our charity takes to meet standards:	Evidence of our actions:
Yes one web, letterhead, reports, returns email signatures etc	

6.2 Identify your stakeholders and decide how you will communicate with them.

Actions our charity takes to meet standards:	Evidence of our actions:
Carried out as part of strategic planning and through EU affairs officer	

6.3 Decide if and how you will involve your stakeholders in your:

- planning;
- decision-making; and
- review processes.

Actions our charity takes to meet standards:	Evidence of our actions:
General approach is one of collaboration and consensus making	Various publications

6.4 Make sure you have a procedure for dealing with:

- queries;
- comments; and
- complaints.

Actions our charity takes to meet standards:	Evidence of our actions:
Policy in place	Policy folder

6.5 Follow the reporting requirements of all of your funders and donors, both public and private.

Actions our charity takes to meet standards:	Evidence of our actions:
Where funding is secured for projects these have reporting criteria and are followed	

Principle 6: Being Accountable **ADDITIONAL STANDARDS**

6.6 Produce unabridged (full) financial accounts and make sure that these and your charity's annual report are widely available and easy for everyone to access.

Actions our charity takes to meet standards:	Evidence of our actions:
Published on adee.org	

6.7 Make sure all the codes and standards of practice to which your charity subscribes are publicly stated.

Actions our charity takes to meet standards:	Evidence of our actions:
Annual report and accounts	

6.8 Regularly review any complaints your charity receives and take action to improve organisational practice.

Actions our charity takes to meet standards:	Evidence of our actions:
All complains go through the board	

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