IoF Compliance Directorate
Doorstep Voluntary Management System

Management Statement 2017

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1 Purpose

The purpose of this document is to outline the method by which Professional Fundraising Organisations (PFO’s) can declare which sites they wish to conduct Door-to-Door Collections and by doing so avoid instances of clashes with other PFO’s.

2 Management & Administration:

2.1 Information required by all participating PFO’s:
- their name
- contact details
- postcode district to be worked
- start date
- proposed finish date
- charity represented

All participating PFO’s to provide agreed information by e-mail using the appropriate DVMS Postcode Request Form (available on the website or on request to the Compliance Directorate) and send to dvms@institute-of-fundraising.org.uk

2.2 Clash Handling

If clashes are identified, all PFO’s concerned will be contacted by the IoF Compliance Directorate and provided with the following information:
- Name of member contact, telephone number & email address
- Postcode involved
- Dates involved

2.3 DVMS deadlines

The IoF Compliance Directorate will compile each participating members fundraising intentions; identifying all instances where members fundraising plans coincide.

We are currently running DVMS every fortnight. The deadline for submissions is 11am every other Tuesday.

In order to request the postcodes you want, you need to put an ‘X’ in the column next to the postcodes you wish to request. Feel free to call 020 7401 8452 if you have any questions.

11am every other Tuesday – the deadline for requesting postcodes. The IoF Compliance Directorate will aim to publish the clash report as soon as possible after this time.

12pm on Wednesday – this is the deadline for engaging with the process. A member achieves full engagement by responding by email, using the reply to all function, to all clash reports that member is involved in, either by starting the thread or responding to the thread. If a member fails to engage with a particular postcode prior to this deadline it will be assumed that they are no longer interested in it and are happy to be removed. When this happens they will not be permitted to re-enter the negotiations at a later time. Once a postcode is resolved there is no need to comment if you are happy with it, as your silence will be considered to be consent.
In the event of a clash, if one of the parties to that clash does not respond to any suggested resolutions to that clash before the deadline of 12pm on Wednesday, then that member will be removed from the clash report. For example:

- Member “A” has clashes with member “B”.
- A emails B with suggested resolutions.
- B does not respond to A by the engagement deadline of 12pm on Wednesday.
- Member B is removed from the clash report and loses all postcodes in that clash report.

Additionally:

- Members “A” “B” and “C” have clashes with each other.
- A and B email each other and C with suggested resolutions.
- A and B attempt to sort out the clashes but C does not get involved in the negotiations by the engagement deadline of 12pm on Wednesday.
- Member C is removed from the clash report and loses all postcodes in that clash report, and members A and B continue to sort out the clashes without member C.

11am on Friday – deadline for resolving clashes.

5pm on Friday – this is for declaring the results of the negotiations to the IoF Compliance Directorate, by resending the original request form with the results in column D, (keep, drop, share), which is a new column. Please note that if a postcode is to be shared the details of the agreement must be supplied. Emails should be sent to dvms@institute-of-fundraising.org.uk.

Members may negotiate both exclusive access to a given postcode area; or if they wish, they can share access with their fellow members provided that caution is taken to ensure that their individual fundraising campaigns do not overlap.

Once the IoF Compliance Directorate clash reports have been produced and circulated members may request access for additional or substituting postcodes by contacting the Head of Standards and Allocations who will confirm whether or not such additional or substituting postcodes remain available.

If you have any questions please contact the IoF Compliance Directorate by email dvms@institute-of-fundraising.org.uk or phone 020 7401 8452.