



**Approved**  
By Order No. 4-D dated July 15, 2025

**Approved**  
By the Decision of the Extraordinary General  
Meeting No. 3-P dated July 15, 2025

**INTERNAL CONTROL  
INSTRUCTION  
ON THE OVERSIGHT OF  
EXPERTS  
PROVIDING SERVICES UNDER  
CONSULTING CONTRACTS**

- 1.** The Internal Control Instruction on the Oversight of Experts Providing Services under Consulting Contracts (hereinafter – the Instruction) is adopted and developed by the NGO “Technologies of Progress” (hereinafter – the Organization).
- 2.** This Instruction is developed for the purpose of establishing systematic control over the scope, quality, and other aspects of services provided by experts engaged under the Organization’s consulting contracts.
- 3.** An expert is obliged to participate in all regular weekly project team meetings (in person or online), unless otherwise stipulated by the terms of the contract or agreed with the Project Coordinator and/or the Executive Director of the Organization.
- 4.** The expert is also obliged to participate in status meetings regarding the project implementation process, which are organized at the initiative of the Executive Director, the Project Coordinator, or another authorized representative of the Organization.
- 5.** The official communication channels between the expert and the Organization’s team are corporate email and/or Slack. All work-related communication concerning the project must be conducted through these channels.
- 6.** An expert’s absence without a valid reason from three (3) regular meetings or status meetings constitutes grounds for early termination of the consulting contract. Valid reasons include circumstances documented and objectively preventing participation in meetings (for example, illness, force majeure circumstances, etc.). In all other cases, absence shall be considered unjustified.
- 7.** The Organization conducts regular monitoring of experts’ participation in meetings, compliance with task deadlines, activity in internal communication channels, and the quality of delivered outputs or services.
- 8.** Control over compliance with the terms of the contract and this Instruction is carried out by the relevant Project Coordinator or another responsible person appointed by the Executive Director.
- 9.** The results of an expert’s work may be assessed according to the following criteria:
  - timeliness of delivering work results in accordance with the schedule or terms of reference;
  - compliance of the content of the work with the Organization’s expectations and standards;
  - compliance with confidentiality requirements and ethical conduct;
  - effectiveness of interaction with the team;
  - responsibility regarding participation in work processes and communication.
- 10.** In the event of violations or non-compliance with the terms of the contract and/or this Instruction, the Organization reserves the right to:
  - issue an official warning;
  - initiate corrective actions or modify assigned tasks;
  - revise the terms of cooperation or terminate it, taking into account the provisions of the signed consulting contract.
- 11.** This Instruction is mandatory for review and compliance by all experts who have entered into consulting contracts with the Organization. Experts confirm their ознакомлення (acknowledgement) by signing a contract containing a clause confirming familiarity with this

Instruction, or by signing a separate document (for experts whose contracts were concluded prior to the approval of this Instruction).

**12.** This Instruction may be updated by decision of the Executive Director of the Organization, taking into account changes in internal procedures or the regulatory environment.

**13.** This Instruction enters into force on the date of its approval by the Executive Director of the Organization.