



GOVERNANCE STRUCTURE

Note: This document is an extract from the official internal documents of SmartUp – Social Innovation Lab, as approved by the Executive Board. It reproduces selected provisions verbatim and does not constitute the complete document. Provisions relating solely to internal procedures have been omitted. Where provisions from more than one source document are combined, each part is identified by its source.

Source documents: SmartUp Personnel and Operations Manual (2026); SmartUp Employee Handbook (2026).

From: SmartUp Personnel and Operations Manual (2026) – Section 1.2: Governance Structure of SmartUp

Governance Structure of SmartUp

SmartUp operates under a multi-level governance framework designed to ensure accountability, transparency, and effective decision-making.

The governance bodies of SmartUp are:

- **General Assembly**
- **Executive Board**
- **President**

General Assembly

The General Assembly is the highest governing body of SmartUp. It:

- appoints and dismisses the President and the Executive Board members;
- provides overall strategic direction;
- adopts and amends internal acts in accordance with the Statute.

Executive Board

The Executive Board provides strategic oversight and supervision. It:

- evaluates the performance of the President;
- reviews organizational, financial, and programmatic reports;
- supports long-term sustainability and compliance.

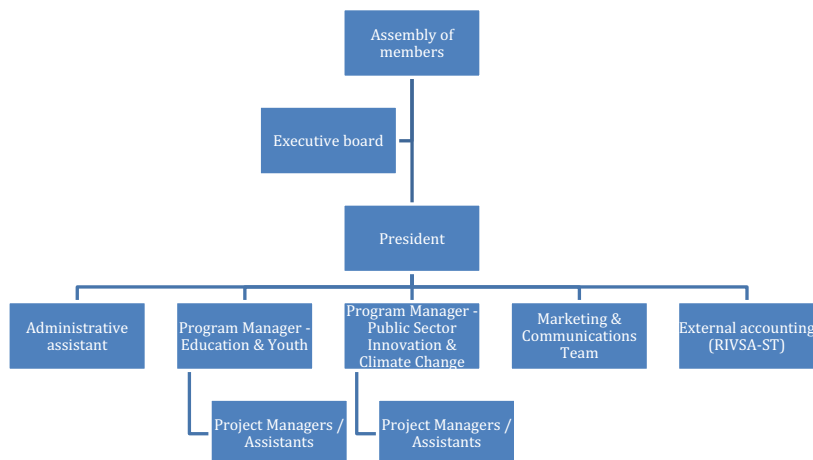
President

The President is the legal representative and executive head of SmartUp. The President:

- manages day-to-day operations;
- represents SmartUp before authorities, donors, and partners;
- signs legally binding documents;
- exercises employer's rights;
- approves financial transactions in accordance with internal procedures;
- ensures implementation of policies and procedures.

From: SmartUp Employee Handbook (2026) – Section 1.2: Organizational structure and functioning (organisational chart)

Organizational structure and functioning



From: SmartUp Personnel and Operations Manual (2026) – Section 1.3: Operational Roles and Functional Responsibilities (Executive Board operational oversight)

Executive Board (Operational Oversight)

- Acts as approving authority where the President is the subject of approval.
- Reviews serious compliance issues, audit findings, and fraud investigations.
- Provides oversight without direct involvement in daily operations.

From: SmartUp Personnel and Operations Manual (2026) – Section 1.5: Organizational Functions

Organizational Functions

SmartUp's internal organization is structured around the following functions:

- **Management Function**

(General Assembly, Executive Board, President)

- **Program Function**

Program Departments, Projects, Project Managers

- **Support Function**

Finance, Administration, PR and Communication

- **External Functions**

External experts, subcontractors, capacity-building and communication services

Each function operates under clearly defined responsibilities and reporting lines, as further detailed in subsequent sections of this Manual.