

## Caritas Internationalis Management Standards - Accountability Framework

The Accountability Framework (AF) presents the four Management Standards as well as the Safeguarding Standard, each with eight articles.

The aim of this document is to facilitate the communication of the Member Organisation with the CI General Secretariat and the assessor around an assessment.

For each of the articles, the Member Organisation is requested to enumerate the evidence of implementation (usually one or more documents, web pages or links). The resource person who can further inform the assessor is indicated for information, but the assessor is recommended to always communicate through the MO's CIMS coordinator.

In order to avoid duplication, the Member Organisation is advised to first complete the page for the Safeguarding Standard, where the articles are at the same time located under the four Standards. Where applicable in the other pages, reference can be made to the evidences for the Safeguarding Standard.

The Caritas Confederation is an expression of the Mission of the Catholic Church which operates within the framework established by canon law and the national legislation where an individual Caritas is established. The option for the poor and marginalised urges us to create the maximum benefit for the people we serve. In this respect the stewardship of God's creation and our resources as well as our Catholic Social Teaching ethical principles, such as the principles of compassion, solidarity, partnership and subsidiarity, will guide us in our choices and decisions.

MS 1	Laws and Ethical Codes	Evidence <i>(see scoring guidelines for examples)</i>	Resource person
1.1	Catholic identity		
1.2	Law of the land		
1.3	Ethics and staff conduct		
1.4	Humanitarian Ethics		
1.5	Environmental Ethics		
1.6	Partnership Principles		
1.7	Complaints Procedure		
1.8	Implementing level		

The Holy Father asks us to professionalise the work of Caritas, saying "individuals who care for those in need must first be professionally competent: they should be properly trained in what they do and how to do it, and committed to continuing care. Consequently, in addition to their necessary professional training, these charity workers need a 'formation of the heart'. Our Governance and organisational structures should reflect this and equip the organisation to be efficient and effective in our humanitarian assistance. " (*Deus Caritas Est*, 31 [2005])

MS 2	Governance and Organisation	Evidence <i>(see scoring guidelines for examples)</i>	Resource person
2.1	Constitution		
2.2	Governance Structure		
2.3	Leadership and General Management		
2.4	Human Resource Management		
2.5	Strategic Plan		
2.6	Fundraising strategy		
2.7	Risk Management		
2.8	Organisational Learning		

The Holy Father encouraged the bishops in Benin: "The good administration of your dioceses requires your presence. To make your message credible, see to it that your dioceses become models in the conduct of personnel, in transparency and good financial management. Do not hesitate to seek help from experts in auditing, so as to give example to the faithful and to society at large." (*Africae Munus*, 104 [2011])

MS 3	Programme and Finance Accountability	Evidence <i>(see scoring guidelines for examples)</i>	Resource person
3.1	Project Management		
3.2	Project Quality		
3.3	Financial Planning		
3.4	Financial Management		
3.5	Procurement Policy		
3.6	Assets Management		
3.7	Fund Management		
3.8	Auditing		

"The Church provides a service of great charity by protecting the real needs of the beneficiary. Defending the rights of the needy and those who have no voice, and in the name of respect and solidarity that they deserve", she asks that "international agencies and non-governmental organisations commit themselves to complete transparency" in their work. (*Africae Munus*, 87 [2011] - *Caritas in Veritate*, 47 [2009])

MS 4	Stakeholder involvement	Evidence <i>(see scoring guidelines for examples)</i>	Resource person
4.1	Safeguarding policy and systems		
4.2	Transparency & Accountability		
4.3	Advocacy		
4.4	Interacting with constituency		
4.5	Networking		
4.6	Information sharing		
4.7	Data protection		
4.8	Information Disclosure Policy		

“The Church loves all her children like a loving mother, but cares for all and protects with a special affection those who are smallest and defenceless. This is the duty that Christ himself entrusted to the entire Christian community as a whole. Aware of this, the Church is especially vigilant in protecting children and vulnerable adults”. (Pope Francis, Apostolic Letter “As a loving mother”, 4 June 2016)

Articles/ Good Practices	Standard Safeguarding	Evidence <i>(see scoring guidelines for examples)</i>	Resource person
1.3 (1.3.1)	Ethics		
1.7 (1.7.1; 1.7.2)	Complaints Handling		
2.4 (2.4.3; 2.4.4; 2.4.5)	Human Resource Management		
2.7 (2.7.1)	Risk Management		
3.1 (3.1.6)	Community Engagement		
4.1 (4.1.1; 4.1.2; 4.1.3; 4.1.4)	Safeguarding policy and systems		
4.2 (4.2.2)	Meaningful Access		
4.7 (4.7.1)	Data Protection		

Date .....  
 Place .....  
 Signature President .....  
 Name President .....  
 Name Organisation .....