

Accountability Agent Recognition Criteria Checklist

✔ Conflicts of Interest

- Maintain independence by avoiding actual or potential conflicts of interest that could affect professional judgment, objectivity, or integrity in certification and monitoring activities.
- Implement and document internal safeguards, including conflict disclosure and withdrawal policies, separation of certification from sales or consulting functions, published program requirements, and regular reporting and case publication mechanisms to ensure transparency and accountability



✔ Program Requirements

State if you will use the official Global CBPR/PRP Intake Questionnaires and Program Requirements or map your existing intake and review processes to the Program Requirements

✔ Certification Process

Describe your full process for reviewing and certifying organizations, including:

- Initial compliance checks (questionnaires, interviews, inspections).
- Reporting findings and required improvements.
- Verifying improvements and granting certification.
- Publishing certification details in the Forum's directory.

✔ Ongoing Monitoring & Compliance

Provide written procedures to ensure certification integrity and continuous compliance monitoring of certified organizations



Describe the review process in the event of suspected breaches of the Program Requirements.



✔ Re-Certification & Annual Review

Outline your process for re-certifying organizations and review process



✔ Dispute Resolution

- Describe how you receive and investigate complaints
- Explain your dispute resolution process, including cooperation with other Accountability Agents and use of third-party services if applicable.



✔ Mechanism for Enforcing Program Requirements

- Explain your authority to enforce program requirements against certified organizations
- Describe policies and procedures for notifying certified organizations of non-compliance and ensuring they remedy the non-compliance
- Provide policies and procedures for imposing penalties
- Describe policies and procedures for referring cases to Privacy Enforcement Authorities (PEAs) and relevant government entities, and responding to potential requests from them