


	A	B	C	D	E	F
1		<b>Organization Name:</b>	ORGANIZATION NAME REDACTED THROUGHOUT	<b>Organization Size:</b> Based on the # of staff in Canada	<b>Medium (11-29)</b>	<i>Other notes/comments? Put them here!</i>
2	 <b>MINIMUM STANDARDS FOR CANADIAN ORGANIZATIONS: SELF ASSESSMENT SUMMARY</b> <i>This page can serve as a reporting sheet for the organization's board of directors, as well as for sharing data with Digna. It provides a high level summary of how organizations are progressing on PSEA and the immediate needs/next steps.</i>					
3	There are a total of 21 statements. This 'score' demonstrates how much progress needs to be made to close overall capacity gaps in the Canadian office. <i>*These fill automatically upon completion of the assessment below.</i>		<b>Challenges &amp; Gaps</b>	<b>Progress &amp; Successes</b>	<b>Planning the way forward:</b> <i>How the organization will address the capacity gaps or what support is needed</i>	
4	<b>Fully implemented</b>		3/21	<ul style="list-style-type: none"> <li>There are several policies that include details that are relevant for PSEA, review and alignment of these policies is required to ensure clarity for staff</li> <li>Currently there is no PSEA specific training for staff</li> <li>Organization has not developed survivor and victim centered response and support mechanisms</li> <li>Currently there are no mechanisms in place for monitoring and evaluation of reporting and SEA response</li> <li>Currently there are no organizational benchmarks in place for PSEA</li> </ul>	<ul style="list-style-type: none"> <li>PSEA Code of Conduct and Respect in the Workplace Policy in place.</li> <li>PSEA Code of Conduct includes information on confidential reporting (email and phone number)</li> <li>Designated PSEA focal points to lead on PSEA efforts</li> <li>All ORGANIZATION staff must complete workplace safety training when they are onboarded which includes elements on Code of Conduct, Workplace Harassment and Discrimination, Whistleblowing, how to report, confidential investigations etc.</li> <li>ORGANIZATION has a framework for implementation of Child Safeguarding and PSEA is part of the plan</li> </ul>	<ul style="list-style-type: none"> <li><i>*If standards related to the CoC or Reporting Mechanisms (highlighted yellow) are 'not started', these take precedent in order to fulfill other standards.</i></li> <li><i>Need to outline detailed steps with timelines of PSEA work plan</i></li> <li><i>Complete other tabs in Organizational Assessment tool</i></li> <li><i>Review of policies to ensure alignment and clarity (including review of reporting and response systems)</i></li> <li><i>Review current training, identify gaps and create additional training as needed (review funding requirements for training)</i></li> <li><i>Review and identify onboarding steps for new partners related to PSEA</i></li> <li><i>Training on survivor and victim centered response and support mechanisms for PSEA focal points may be needed and then review of response/support mechanisms</i></li> <li><i>Mechanisms needed for monitoring and evaluation of reporting and SEA response</i></li> <li><i>Clarify best practice for organizational benchmarks</i></li> </ul>
5	<b>Some progress</b>		6/21			
6	<b>Started</b>		10/21			
7	<b>Not started</b>		2/21			
8	<b>Don't know</b>		0/21			
9	Overall progress: below are the minimum standards for a Canadian office to aspire to have in place for the effective prevention of sexual exploitation and abuse.					
10	<b>Cooperation Canada Leaders' Pledge</b>		<b>Self-assessed status</b> (use drop down in right corner to complete)	<b>Explanation/More Information/ or Best Practices</b>	<b>Support Needed</b>	<b>Results from detailed assessment</b>

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11	1. The organization supports partners to take all appropriate measures to prevent and address sexual misconduct of and by their staff, including by working with them to build their capacity to fulfill the above commitments within their own organizations and operations.	Started	<ul style="list-style-type: none"> <li>•The service contract agreement with partners includes a section titled "Prevention of Abuse." This section states that contractors are to commit to upholding the highest international standards for preventing abuse against any persons including persons under the age of 19 and carefully consider how they design and deliver their programs to reduce risks for such abuse.</li> <li>• The PSEA Code of Conduct states that all partners receive a copy and are required to agree or adopt their own policy</li> <li>• Currently ORGANIZATION does not provide any capacity building support to fulfill commitments</li> <li>• Partners can include Organizational Development activities as part of their annual plan/budget but these activities are not necessarily PSEA related (determined by partners)</li> </ul>	<ul style="list-style-type: none"> <li>•Identify what the onboarding steps are when we have a new partner to ensure they agree to ORGANIZATION's PSEA Code of Conduct or they have their own in place</li> <li>•Clarify if partner have to complete an annual attestation of policies</li> </ul>	0
12	2. The organization provides appropriate training to all staff to ensure shared understanding of policies, procedures and safeguarding mechanisms around sexual misconduct.	Started	<ul style="list-style-type: none"> <li>•All ORGANIZATION staff must complete workplace safety training when they are onboarded which includes elements on Code of Conduct, Workplace Harassment and Discrimination, Whistleblowing, how to report, confidential investigations etc.</li> <li>•Currently there is no PSEA specific training for staff</li> </ul>	<ul style="list-style-type: none"> <li>•Review current training and build additional training and refresher training.</li> </ul>	0
13	3. The organization ensures that all staff and volunteers accept and understand their responsibilities with respect to reporting all forms of inappropriate behaviour, even if they are not the target of the behaviour.	Some progress	<ul style="list-style-type: none"> <li>•Annual Attestation of policies includes PSEA code of conduct</li> <li>•Currently there is no PSEA specific training for staff</li> </ul>	<ul style="list-style-type: none"> <li>•There are several policies that include details about responsibilities with respect to reporting therefore review of policies for alignment may be needed to ensure clarity for staff</li> </ul>	0
14	4. The organization ensures that safeguarding mechanisms are properly resourced, including funding, time, and space.	Started	<ul style="list-style-type: none"> <li>•Designated PSEA focal points however not a role solely dedicated to this</li> <li>•ORGANIZATION participates in DIGNA activities to access resources for strengthening PSEA</li> <li>•Currently no funding specifically for PSEA mechanisms</li> </ul>	<ul style="list-style-type: none"> <li>•Review funding requirements for training</li> </ul>	0
15	<b>OECD-DAC Recommendations</b>	<b>Self-assessed status</b> (use drop down in right corner to complete)	<b>Explanation/More Information/ or Best Practices</b>	<b>Support Needed</b>	<b>Results from detailed assessment</b>
16	1. The organization developed policies and professional conduct standards and sought to foster organizational change and leadership on SEA.	Fully implemented	<ul style="list-style-type: none"> <li>•PSEA Code of Conduct in place</li> <li>•Designated PSEA focal points to lead on PSEA efforts</li> </ul>		0
17	2. The organization has developed supported survivor- and victim-centered response and support mechanisms.	Not started	<ul style="list-style-type: none"> <li>•No progress on this</li> </ul>	<ul style="list-style-type: none"> <li>•Potentially training required for some staff on survivor- and victim-centered response and support mechanisms</li> </ul>	0

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18	3. The organization has established organizational reporting and response systems and procedures for the prevention of SEA.	Some progress	<ul style="list-style-type: none"> <li>●PSEA Code of Conduct includes email and phone number for anonymous &amp; confidential reporting however further clarification required about responsibility for reporting response</li> </ul>	<ul style="list-style-type: none"> <li>●Separate email needs to be created for different types of reporting and ensure access is confidential to only those responsible for reporting.</li> </ul>	0
19	4. The organization has conducted training, raised awareness, and communicated on SEA prevention.	Started	<ul style="list-style-type: none"> <li>● Organization has raised awareness and communicated with staff on SEA prevention through the attestation of the PSEA Code of Conduct</li> <li>●All ORGANIZATION staff must complete workplace safety training when they are onboarded which includes elements on Code of Conduct, Workplace Harassment and Discrimination, Whistleblowing, how to report, confidential investigations etc.</li> <li>● Currently there is no PSEA specific training for staff</li> </ul>	<ul style="list-style-type: none"> <li>●Review current training and build additional training and refresher training.</li> </ul>	0
20	5. The organization has ensured international coordination of SEA prevention and response.	Started	<ul style="list-style-type: none"> <li>●PSEA Code of Conduct applies to all ORGANIZATION staff including Country Offices</li> </ul>	<ul style="list-style-type: none"> <li>●Review and alignment of policies may be needed and review of current training and identification of training needs (would apply to Country Offices as well)</li> </ul>	0
21	6. The organization developed mechanisms for monitoring, evaluating, and reporting of SEA prevention and response.	Not started	<ul style="list-style-type: none"> <li>●There are mechanisms in place for reporting however there are not for monitoring and evaluation of reporting and SEA response</li> </ul>	<ul style="list-style-type: none"> <li>●Mechanisms needed for monitoring and evaluation of reporting and SEA response</li> </ul>	0
22	<b>GAC requirements</b>	<b>Self-assessed status</b> <i>(use drop down in right corner to complete)</i>	<b>Explanation/More Information/ or Best Practices</b>	<b>Support Needed</b>	<b>Results from detailed assessment</b>
23	Does the organization have a CoC (the CoC) that includes provisions to prevent, investigate and respond to SEA?	Fully implemented	<ul style="list-style-type: none"> <li>●Yes both a PSEA Code of Conduct and Respect in the Workplace Policy are in place</li> <li>●The PSEA Code of Conduct is linked to the Respect in the Workplace Policy. Both policies include elements on prevention, however the investigation and response is outlined in Respect in the Workplace in the Policy.</li> </ul>	<ul style="list-style-type: none"> <li>●Clearer distinction or alignment between the two policies is needed. Including specific measures and support for prevention.</li> </ul>	0
24	a) Is the CoC publicly available (i.e. on the website)?	Fully implemented	<ul style="list-style-type: none"> <li>●Yes it is on the ORGANIZATION website</li> </ul>	<ul style="list-style-type: none"> <li>●Make the PSEA more visible on the website. It is on the website under Code of Conduct but not included in the overall list of policies at the beginning.</li> </ul>	0
25	Does the CoC include the following provisions:				
26	a) Accountability processes integrated throughout the Organization, including roles and responsibilities to ensure monitoring of, and compliance with, the CoC;	Some progress	<ul style="list-style-type: none"> <li>●The PSEA Code of Conduct and Respect in the Workplace policy are linked. The responsibilities are outlined in the Respect in the Workplace Policy.</li> </ul>	<ul style="list-style-type: none"> <li>●Review the Respect in the Workplace and PSEA Code of Conduct and either make it clearer how they interlink or include all the relevant information in PSEA separately.</li> </ul>	0

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27	b)	A mechanism for anonymous and confidential reporting and, fair and confidential investigative procedures to respond to all allegations of SEA;	Some progress	<ul style="list-style-type: none"> <li>●PSEA Code of Conduct and Respect in the Workplace Policy include information on confidential reporting.</li> <li>●PSEA Code of Conduct includes email and phone number for anonymous &amp; confidential reporting however further clarification required about responsibility for reporting and response.</li> </ul>	<ul style="list-style-type: none"> <li>●Separate email needs to be created for different types of reporting and ensure access is confidential to only those responsible for reporting. Ideally, the PSEA would have stand alone section on investigation and reporting.</li> </ul>	0
28	c)	Training on prevention of SEA and remedial measures;	Started	<ul style="list-style-type: none"> <li>●All ORGANIZATION staff must complete workplace safety training when they are onboarding which includes elements on Code of Conduct, Respect in the Workplace Policy, Workplace Harassment and Discrimination, Whistleblowing, how to report, confidential investigations etc.</li> <li>●Currently there is no PSEA specific training for staff.</li> </ul>	<ul style="list-style-type: none"> <li>●Review current training and build more specific training on PSEA.</li> </ul>	0
29	d)	Measures including disciplinary action in cases of serious misconduct.	Some progress	<ul style="list-style-type: none"> <li>●Outlined in ORGANIZATION's Respect in the Workplace Policy which is interlinked with the PSEA Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>●Review the Respect in the Workplace Policy and PSEA Code of Conduct and either make it clearer how they interlink or include all the relevant information in PSEA separately.</li> </ul>	0
30	<b>Overall organizational PSEA progress</b>		<b>Self-assessed status</b> (use drop down in right corner to complete)	<b>Explanation/More Information/ or Best Practices</b>	<b>Support Needed</b>	<b>Results from detailed assessment</b>
31	Has the organization:					
32	a)	Conducted an analysis of SEA prevention measures for the organization.	Some progress	<ul style="list-style-type: none"> <li>●Some progress done to date, including this assessment.</li> </ul>	<ul style="list-style-type: none"> <li>●Complete other tabs in Organizational Assessment tool</li> </ul>	<i>*This assessment would count as an analysis.</i>
33	b)	Elaborated a PSEA work plan.	Started	<ul style="list-style-type: none"> <li>●ORGANIZATION has a framework for implementation of Child Safeguarding, and PSEA is part of the plan.</li> </ul>	<ul style="list-style-type: none"> <li>●Need to outline detailed steps with timelines for implementation of the PSEA elements of the framework.</li> </ul>	
34	c)	Begun implementing their PSEA workplan.	Started	<ul style="list-style-type: none"> <li>●Elements of Child Safeguarding plan rolled out, which includes PSEA.</li> </ul>	<ul style="list-style-type: none"> <li>●Need to outline detailed steps with timelines for implementation of the PSEA elements of the framework.</li> </ul>	0
35	d)	Implemented gender-responsive PSEA practices and policies systematically (in a structured, regular and transparent manner).	Started	<ul style="list-style-type: none"> <li>●PSEA Code of Conduct and Respect in the Workplace policy are in place</li> <li>●Annual attestation of these policies for all staff</li> <li>●Some PSEA elements included in onboarding for all staff</li> </ul>	<ul style="list-style-type: none"> <li>●Review of implementation of PSEA practices and policies needed</li> <li>●Further clarity needed from DIGNA on what this criteria entails</li> </ul>	0
36	e)	Put organizational PSEA benchmarks in place.	Started	<ul style="list-style-type: none"> <li>●Organizational benchmarks are not in place for PSEA</li> </ul>	<ul style="list-style-type: none"> <li>●Further clarity needed on best practice for organizational benchmarks</li> </ul>	0