

**Accreditation assessment checklist: Membership**

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| **To be completed by secretariat** | |
| Applicant contact |  |
| Name of Authority and country/economy |  |
| Description of Authority |  |

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| **To be completed by principal assessor** *(Insert name of ExCo member)* | |
| *Recommendation (select appropriate recommendation):*  *Applicant meets criteria, or Applicant does not meet criteria* | |
| 1. Is the applicant a public entity created by an appropriate legal instrument?  Yes No | *Brief comments* |
| 2. Does the applicant have the supervision of the implementation of the legislation on the protection of personal data or privacy as one of its principal regulatory mandates?  Yes No | *Brief comments* |
| 3. Is the legislation under which the applicant operates compatible with the principal international instruments dealing with data protection or privacy?  Yes No | *Brief comments* |
| 4. Does the applicant have an appropriate range of legal powers to perform its functions?  Yes No | *Brief comments* |
| Does the applicant have appropriate autonomy and independence?  Yes No | *Brief comments* |

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| **To be completed by ExCo member other than principal assessor** | | |
| I agree with the principal assessor’s evaluation that the applicant (**tick the statements that apply**) | | |
| 1. is a public entity created by an appropriate legal instrument | |  |
| 1. has the supervision of the implementation of the legislation on the protection of personal data or privacy as one of its principal regulatory mandates | |  |
| 1. has a legislation under which it operates is compatible with the principal international instruments dealing with data protection or privacy | |  |
| 1. has an appropriate range of legal powers to perform its functions | |  |
| 1. has appropriate autonomy and independence | |  |
| Brief comments |  | |
| Name of ExCo member |  | |

*If a member of the ExCo disagrees with the assessment, please complete the section below.*

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| **To be completed by ExCo member other than principal assessor** | | |
| I disagree with the principal assessor’s evaluation that the applicant (**tick the statements that apply**) | | |
| 1. is a public entity created by an appropriate legal instrument | |  |
| 1. has the supervision of the implementation of the legislation on the protection of personal data or privacy as one of its principal regulatory mandates | |  |
| 1. has a legislation under which it operates is compatible with the principal international instruments dealing with data protection or privacy | |  |
| 1. has an appropriate range of legal powers to perform its functions | |  |
| 1. has appropriate autonomy and independence | |  |
| Brief comments |  | |
| Name of ExCo member |  | |

Notes:

1. Where more information is required from the applicant, the principal assessor should liaise with the Secretariat to get the relevant information from the applicant.
2. Principal assessor’s recommendation will be circulated via email to ExCo members. Where the ExCo agrees with the principal assessor’s recommendation, the Secretariat will notify the applicant of the ExCo’s recommendation and clarify that this is subject to the final decision of the Closed Session during the Annual Meeting.
3. If any member of the ExCo disagrees with the principal assessor’s recommendation the relevant application/s will be discussed at the first available ExCo meeting, unless the matter is resolved between the ExCo member objecting and the Accreditation Sub-Committee beforehand.