

## **New standard implementation procedure**

Following the Code Annual General Meeting in March 2006 in Berlin, and the subsequent Executive Committee Meeting held in May 2006 in Zurich, the Code partners agreed on a organization logo and a standardized implementation and monitoring procedure to be used in all countries. The procedure and supporting documents were drafted by Karolina Frischkopf of ECPAT Switzerland, revised by Luc Ferran of ECPAT International and approved by the Code Executive Committee. The standard implementation procedure to be promoted in the future for the implementation of the Code includes the following steps:

- 1. Information:** will be available from the Code Secretariat, the Code website and the Code national partners. The **Information Sheet** includes detailed information about the expected steps and the framework of collaboration for the implementation and monitoring of the Code.
- 2. Application:** An **Application Form** will be provided to the interested companies by the Code international Secretariat. The Code national partners will be informed upon receiving the form completed by the company.
- 3. Action Plan and Signing:** An Action Plan of the actions envisaged for successful implementation of the Code will be prepared by the company in consultation with and upon advice of the Code supporting national partner.
- 4. Signature:** Upon approval of the Action Plan by the Executive Committee, the Code Agreement may be signed between the company, the local partner and the Code international Executive Committee.
- 5. Implementation:** The Company will nominate a person responsible for the Code implementation, to be the contact for the local partner and for the Executive Committee and Secretariat.
- 6. Monitoring:** The purpose of the monitoring is to allow sharing of experience and improvement of the skills on implementing the Code, by providing
- 7. Annual Reports** on the implementation. If public, the reports are used to encourage adoption of the Code by tourism businesses which have not joined the project, and to help the Code organization to monitor and to continuously improve the project. It is aimed that this procedure will be used in the future when the Code will be implemented by an interested company. In the last couple of months, several companies interested in the Code have been successfully testing out the procedure and are in the process of preparing the signature of the Code in Switzerland and Spain.

**CODE SECRETARIAT**

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