

# How to approve a CSA resubmission - CEO

17 Steps [View most recent version on Tango.us](#) 

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Created by

Emily Moreton

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June 7, 2023

Last Updated

June 7, 2023

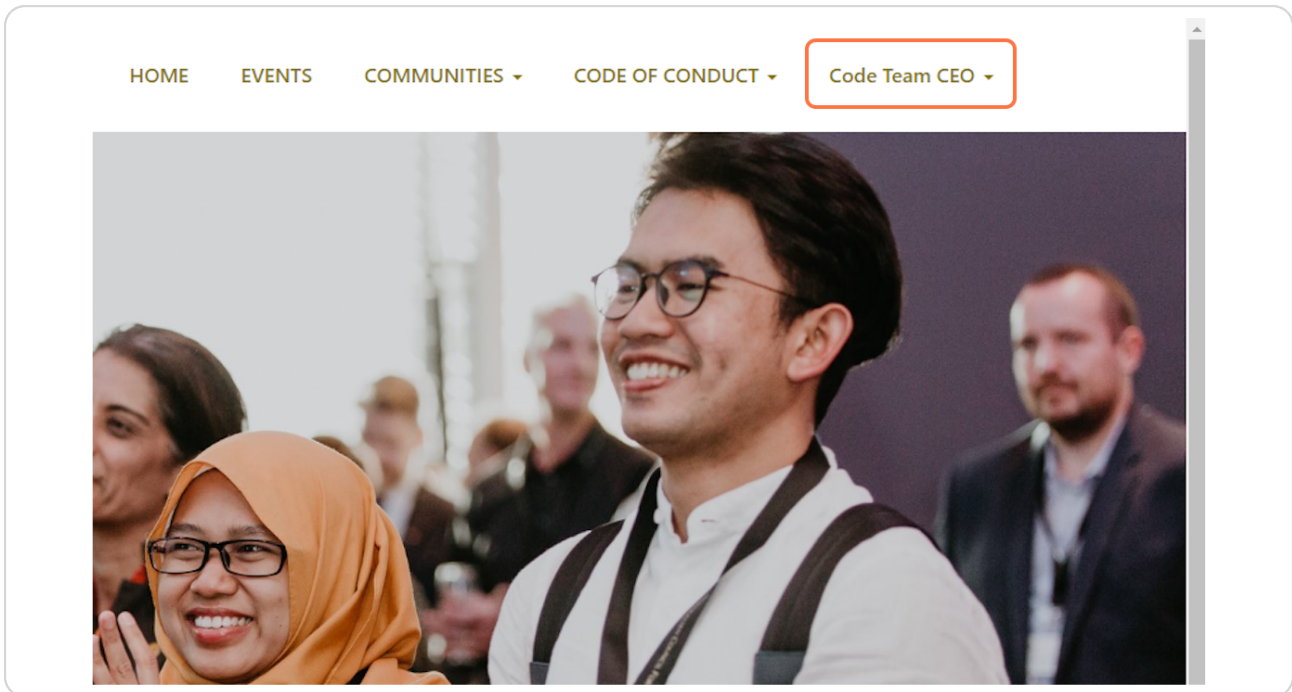


Go to <https://acfid.powerappsportals.com/>

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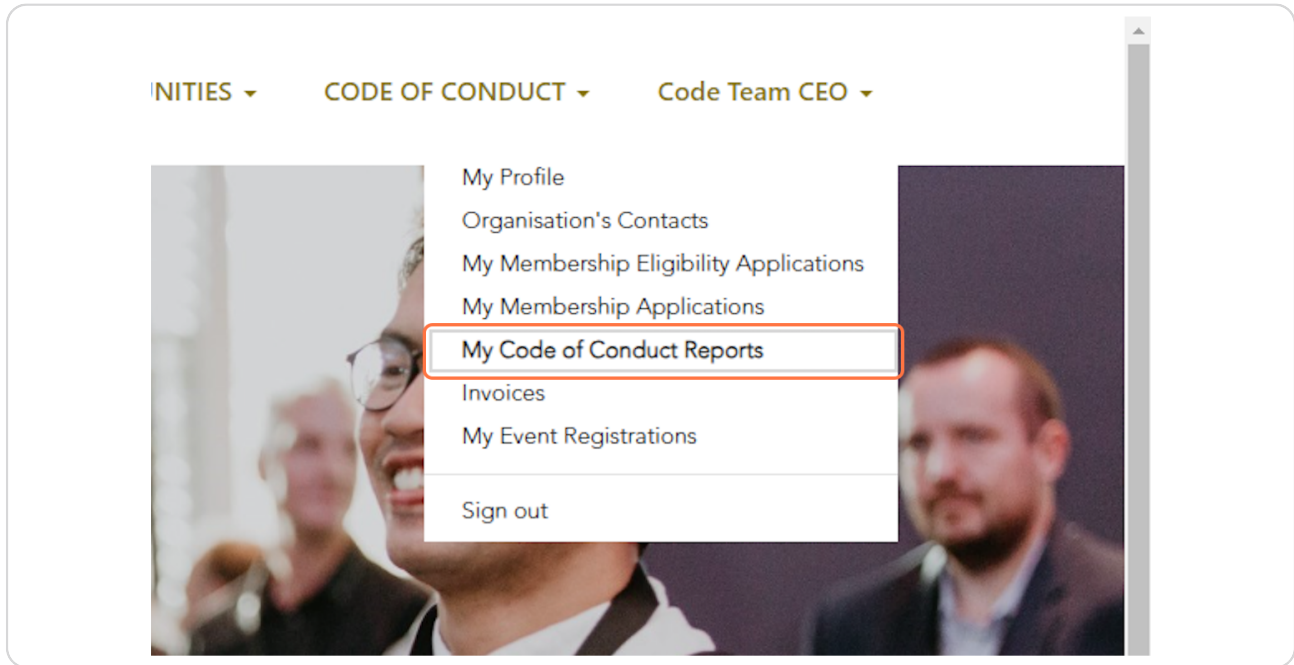
## STEP 1

**Click on your profile name.**



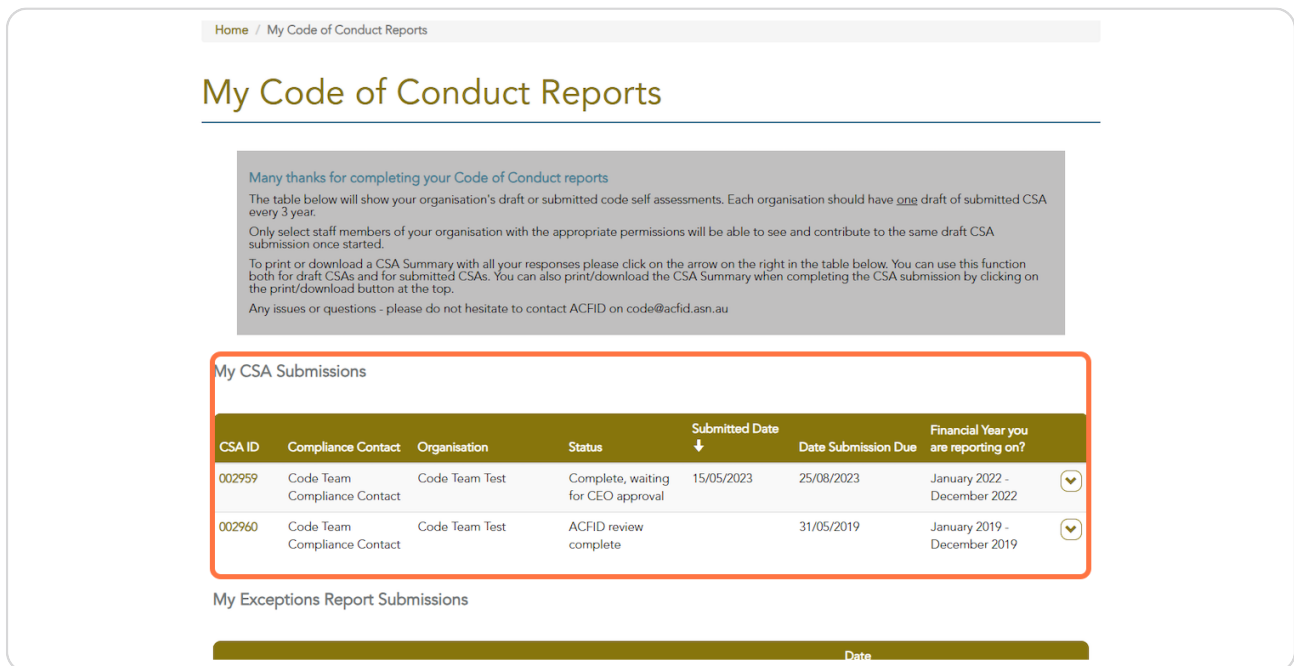
## STEP 2

### Click on My Code of Conduct Reports



## STEP 3

### Go to My CSA Submissions



#### STEP 4

Find the CSA with a status of 'Complete, waiting for CEO approval'


Project	Organisation	Status	Submitted Date ↓	Date Submitted
act	Code Team Test	Complete, waiting for CEO approval	15/05/2023	25/08/2023
act	Code Team Test	ACFID review complete		31/05/2019

submissions


#### STEP 5

Click on the arrow and View.

Financial Year you are reporting on?

January 2022 - December 2022 

View

January 2019 - December 2019 

## STEP 6

Quality Principles which required resubmission can be identified by the status 'Resubmission complete'.

**Due Date**  
25/08/2023

**Status**  
Complete, waiting for CEO approval

Quality Principle #	Quality Principle Name	All Commitments Completed?	Feedback provided?	Status	
1	RIGHTS, PROTECTION AND INCLUSION	Yes	Yes	Resubmission complete	>
2	PARTICIPATION, EMPOWERMENT AND LOCAL OWNERSHIP	Yes	No	Complete	>
3	SUSTAINABLE CHANGE	Yes	No	Complete	>
4	QUALITY AND EFFECTIVENESS	Yes	Yes	Resubmission complete	>
5	COLLABORATION	Yes	No	Complete	>
6	COMMUNICATION	Yes	No	Complete	>
7	GOVERNANCE	Yes	Yes	Resubmission complete	>
8	RESOURCE MANAGEMENT	Yes	No	Complete	>
9	PEOPLE AND CULTURE	Yes	No	Complete	>

Annual Report & Audited Financial Statements

- Please address each document requirement in the list below.
- You may either upload a document or select the non applicable clause where available.

## STEP 7

To review, click on the Quality Principle # or arrow.

Complete, waiting for CEO approval

Quality Principle #	Quality Principle Name
<a href="#">1</a>	RIGHTS, PROTECTION A
<a href="#">2</a>	PARTICIPATION, EMPOV OWNERSHIP
<a href="#">3</a>	SUSTAINABLE CHANGE

STEP 8

Commitments which required resubmission will have a status of 'Resubmission Complete'.

	No	Complete	>
ulnerable	No	Complete	>
	No	Complete	>
	Yes	Resubmission Complete	>
on and	No	Complete	>

STEP 9

To view, click on the Commitment ID or arrow.

1.1	We respect and protect hu
1.2	We respect and respond to and those who are affecte
1.3	We support people affecte
1.4	We advance the safeguar
1.5	We advance the safeguar abuse.

## STEP 10

### ACFID's feedback and your organisation's response is visible on the Overview page.

Explain how your organisation is compliant with this Commitment.

- Provide information which demonstrates **how** your organisation is compliant, **what** policies and processes are put in place to ensure continued compliance, **and any additional evidence**, supporting information or examples that illustrate compliance to this commitment.
- Please address each of the Compliance Indicators and their Verifiers in the response.
- Resources and additional guidance about this Commitment are found in the [Good Practice Toolkit](#).
- Your organisation may have responded to this Commitment before as part of a previous submission. You may choose to use that response as a starting point for this submission by clicking the 'Copy response' button below. Please review and update this response as needed.


**Compliance Indicators**

1.4.1 Members demonstrate their organisational commitment to the safeguarding of children.


1.4.2 Members have a code of conduct that advances child safeguarding behaviours and applies to all personnel, partners and project visitors.

1.4.3 Members have a documented child safeguarding incident reporting procedure and complaints handling procedure that aligns with principles of privacy and promotes safety and dignity.

ACFID Feedback Add comment

 about 2 hours ago  
Modified on 07/06/2023 9:33 AM

Code Team Compliance Contact  
We can confirm that our code of conduct has been updated to cover gifts to children.

 about 2 hours ago  
Modified on 07/06/2023 9:19 AM

**ACFID Feedback**  
Thank you for providing this information.  
The Code requires that your child safeguarding code of conduct covers gifts to children. Please update and confirm that this is complete as part of your resubmission.

[Previous response](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus pellentesque enim ac ultricies pulvinar. Etiam venenatis nunc dui, sit amet suscipit nisi varius ut. Vestibulum auctor non arcu in rutrum. Nam turpis lorem, sodales ac ultrices vel, varius ac sem. Etiam pharetra nibh quis aliquet tincidunt. Sed nisi orci, tincidunt sed bibendum sit amet,

## STEP 11

### To see all ACFID feedback and your organisation's responses, you may need to click 'Show more'.

Code Team Compliance Contact

We can confirm that our code of conduct has been updated to cover gifts to children.

Show more

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piscing elit. Vivamus pellentesque enim ac ultricies pulvinar. Etiam venenatis nunc dui, sit , sodales ac ultrices vel, varius ac sem. Etiam pharetra nibh quis aliquet tincidunt. Sed ni at tempus vulputate. Fusce dictum ac arcu eu sollicitudin.

imperdiet nunc. Duis quis velit sit amet felis cursus tincidunt quis in erat. Quisque vel fermer in auctor dui, nec elementum urna. Donec pharetra pretium lorem, non elementum leo rho

## STEP 12

If you wish to add any additional comments click 'Add comment'. Please note these comments will be visible to ACFID.

Overview Compliance Indicators Good Practice Indicators

Explain how your organisation is compliant with this Commitment.

- Provide information which demonstrates **how** your organisation is compliant, **what** policies and processes are put in place to ensure continued compliance, **and any additional evidence**, supporting information or examples that illustrate compliance to this commitment.
- Please address each of the Compliance Indicators and their Verifiers in the response.
- Resources and additional guidance about this Commitment are found in the [Good Practice Toolkit](#).
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**Compliance Indicators**

1.4.1 Members demonstrate their organisational commitment to the safeguarding of children.


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[Add comment](#)

## STEP 13

Click on Save & Next

Previous [Save & Next](#)

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## STEP 14

If your organisation was asked to resubmit a revised policy, these will be visible on the Documentation page for the relevant Commitment.

The screenshot shows a breadcrumb trail: Home / My Code of Conduct Re... / CSA Submission Details / Quality Principle / Commitment. Below this, the text reads "Commitment 7.3: We are accountable to our stakeholders." A navigation bar contains four tabs: Overview (with a green checkmark), Documentation (highlighted with an orange border), Compliance Indicators, and Good Practice Indicators. The main content area instructs users to upload their organisation's complaints handling policy. It includes a list of requirements: as part of the reporting cycle, members must provide relevant documentation; it is expected that ACFID members will have revised their policy in 2020; ACFID has guidance on developing a Complaints Handling Policy; multiple documents can be uploaded but one should be sufficient; file size per document cannot exceed 25MB; and the policy must be available on the organisation's website. There is also a section for "New member applicants only" with similar requirements. An "Add files" button is located at the bottom right.

## STEP 15

When you are ready to approve the CSA resubmission, go to CSA Submission Details.

The screenshot shows the top navigation of the website with the Australian Council on International Development logo and links for HOME, EVENTS, and COM. The breadcrumb trail is: My Code of Conduct Re... / CSA Submission Details (highlighted with an orange border) / Quality Principle / Commitment. The text "Commitment 7.3: We are accountable to our stakeholders." is visible. A navigation bar shows four tabs: Overview (with a green checkmark), Documentation (with a green checkmark), Compliance Indicators (highlighted with a dark green background), and Good Practice Indicators. The main content area is titled "Compliance Indicators" and begins with the text: "Report your compliance level. If you need guidance, please click the link next to each compliance indicator has a compliance verifier which describes the evidence your organisation's documentation and implementation does not comply with the compliance..."

STEP 16

Mark the checkbox and click on Approve

- File size per document cannot exceed 25MB

Latest Annual Report (already uploaded: Code Te:  
Audited Financial Statement (already uploaded: C

Approval

As the CEO of Code Team Test, I certify the info

**Approve**

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STEP 17

The status of the CSA will change to 'Submitted, awaiting ACFID feedback'.

Contact	Organisation	Status	Submitted Date	Date Submitted
Contact	Code Team Test	Submitted, awaiting ACFID feedback	15/05/2023	25/08/2023
Contact	Code Team Test	ACFID review complete		31/05/2019

t Submissions

*Tango*

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