

Checklist: How accountable are you?

This tool can be used at different stages. It helps you to check whether you are providing camp residents with basic information about your agency and your camp management activities. Asking people what information they received helps you to check how they see you and whether you are providing the information they need.

	Basic information	Yes	No
1	Background information on the Camp Management Agency, including humanitarian principles		
2	Details of Camp Management Agency's activities		
3	Camp Management Agency's contact information		
4	Service providers' contact information		
5	Service providers activities including regular updates		
6	Reports on camp management implementation		
7	Information on camp management decisions and reasons why		
8	Regular updates on camp management activities		
9	Opportunities for involvement		
10	Regular update on camp committees structure and involvement		
11	Dates and locations of meetings and events		
12	Procedures for making comments and suggestions		
13	Details of how to make complaints		

Does your agency provide other information on a regular basis? If so, what?

Adapted from the Good Enough Guide