

PRP

**INDEPENDENTLY
OVERSEEING
PRESS REGULATION**

APPLICATION FOR RECOGNITION

Applicant

Date

Cover Sheet

This cover sheet provides the information that we require to process your application.

Organisation name

Other trading names

Legal form of organisation

Registration number

Date of registration

Address

Website

Chair

Principal Officer

Please provide details of at least one person with responsibility for administering the application.

First name

Last name

Email address

Telephone number

Job title or role

I declare that the information in this application demonstrates compliance with the criteria listed in the Charter accurately.

Name [Chair or Principal Officer]

Signature

Date

Recognition Matrix

We have developed a matrix to assist you in preparing and making your application. Guidance on using the matrix can be found in our guidance for applicants section of the [website](#). An example is included for reference purposes below.

	Charter criteria as listed in Schedule 3	Indicators that demonstrate compliance	Types of evidence applicant's could use to demonstrate compliance	Applicant signposts where information is located within application
	Charter Criteria	Indicators	Examples of evidence	Applicant's notes
8	<p>The code must take into account the importance of freedom of speech, the interests of the public (including but not limited to the public interest in detecting or exposing crime or serious impropriety, protecting public health and safety and preventing the public from being seriously misled), the need for journalists to protect confidential sources of information, and the rights of individuals. Specifically, it must cover standards of:</p> <p>a) conduct, especially in relation to the treatment of other people in the process of obtaining material;</p> <p>b) appropriate respect for privacy where there is no sufficient public interest justification for breach; and</p> <p>c) accuracy, and the need to avoid misrepresentation.</p>	<ul style="list-style-type: none"> The regulator has demonstrably considered relevant legislation, codes, rules and/or guidance in developing the code. The regulator meets the requirements set out in the criterion including in 8 (a), (b) and (c). The code is framed in a manner consistent with the potential for complaints to be heard and decided upon by the regulator under criterion 11 (a) to (c). 	<ul style="list-style-type: none"> A copy of the code with an explanatory note of how the code takes into account the requirements of the criterion. 	<p>Analysis on compliance with criteria 8: see paragraphs 4.59 – 4.80, pages 80–89.</p> <p>Standards code: see Annex 20, pages 250–252.</p> <p>Committee minutes: see Annex 25, pages 270–272.</p> <p>We do not consider this criterion to conflict with any other regulatory obligations.</p>

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>1</p> <p>An independent self-regulatory body should be governed by an independent Board. In order to ensure the independence of the body, the Chair and members of the Board must be appointed in a genuinely open, transparent and independent way, without any influence from industry or Government. For the avoidance of doubt, the industry's activities in establishing a self-regulatory body, and its participation in making appointments to the Board in accordance with criteria 2 to 5; or its financing of the self-regulatory body, shall not constitute influence by the industry in breach of this criterion.</p>	<ul style="list-style-type: none"> Indicators clearly included in the criterion. 	<ul style="list-style-type: none"> Evidence to demonstrate fairness, transparency, openness and independence, including: <ul style="list-style-type: none"> Appointments process, governance structure and supporting documents. Board members' biographies and conflict of interest declarations from each Board member. Any other supporting information to demonstrate independence. 	
<p>2</p> <p>The Chair of the Board (who is subject to the restrictions of criterion 5(d), (e) and (f)) can only be appointed if nominated by an appointment panel. The selection of that panel must itself be conducted in an appropriately independent way and must, itself, be independent of the industry and of Government.</p>	<ul style="list-style-type: none"> Indicators clearly included in the criterion. 	<ul style="list-style-type: none"> Evidence to demonstrate fairness, transparency, openness and independence, including: <ul style="list-style-type: none"> Process used to select members of the appointments panel. Process used by the appointment panel to appoint the Chair. 	

Charter Criteria		Indicators	Examples of evidence	Applicant's notes
3	<p>The appointment panel:</p> <p>a) should be appointed in an independent, fair and open way;</p> <p>b) should contain a substantial majority of members who are demonstrably independent of the press;</p> <p>c) should include at least one person with a current understanding and experience of the press;</p> <p>d) should include no more than one current editor of a publication that could be a member of the body.</p>	<ul style="list-style-type: none"> Indicators clearly included in the criterion. 	<ul style="list-style-type: none"> Evidence to demonstrate fairness, transparency, openness and independence, including: <ul style="list-style-type: none"> Process used to select members of the appointment panel. Composition of the appointment panel, clearly identifying those members that are persons with a current understanding and experience of the press; are serving editors; and those considered independent of the press. 	
4	<p>The nomination process for the appointment of the Board should also be an independent process, and the composition of the Board should include people with relevant expertise. The appointment panel may only nominate as many people as there are vacancies on the Board (including the Chair), and the Board shall accept all nominations. The requirement for independence means that there should be no serving editors on the Board.</p>	<ul style="list-style-type: none"> Indicators clearly included in the criterion. 	<ul style="list-style-type: none"> Evidence to demonstrate fairness, transparency, openness and independence, including: <ul style="list-style-type: none"> Process for selecting Board members and the selection criteria used. Board members' biographies and conflict of interest declarations from each Board member. Governance arrangements and supporting documentation. 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>5 The members of the Board should be appointed only following nomination by the same appointment panel that nominates the Chair, together with the Chair (once appointed), and should:</p> <p>a) be nominated by a process which is fair and open;</p> <p>b) comprise a majority of people who are independent of the press;</p> <p>c) include a sufficient number of people with experience of the industry (throughout the United Kingdom) who may include former editors and senior or academic journalists;</p> <p>d) not include any serving editor;</p> <p>e) not include any serving member of the House of Commons, the Scottish Parliament, the Northern Ireland Assembly, the National Assembly for Wales, the European Parliament or the House of Lords (but only if, in the case of the House of Lords, the member holds or has held within the previous 5 years an official affiliation with a political party) or a Minister of the Crown, a member of the Scottish Government, a Northern Ireland Minister or a Welsh Minister; and</p> <p>f) in the view of the appointment panel, be a person who can act fairly and impartially in the decision-making of the Board.</p>	<ul style="list-style-type: none"> Indicators clearly included in the criterion. 	<ul style="list-style-type: none"> Composition of appointments panel complies with criteria 1 and 3. Process used by the appointments panel to nominate and appoint Board members. Board members' biographies, evidence of compliance with criteria 5(a) to (f), and conflicts of interest declarations. 	<div style="border: 1px solid black; height: 800px; width: 100%;"></div>

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>6 Funding for the system should be settled in agreement between the industry and the Board, taking into account the cost of fulfilling the obligations of the regulator and the commercial pressures on the industry. There should be an indicative budget which the Board certifies is adequate for the purpose. Funding settlements should cover a four or five year period and should be negotiated well in advance.</p>	<ul style="list-style-type: none"> • The regulator is funded adequately to fulfil its Charter obligations. • The regulator adopts policies and mechanisms to ensure that funding arrangements cover the prescribed period and undertakes reviews in an appropriate time. • The timing for negotiating funding settlements is not such as to create a concern that the negotiation would impact on the independence or perceived independence of the Board. 	<ul style="list-style-type: none"> • Contract/Articles of Association/Agreements between the regulator and subscribers and/or any other funders on existing and/or planned funding arrangements, including subscription rates agreed. • Audited accounts and statement of going concern. • Annual budget, including income and expenditure forecasts. • Statement/assurance/minutes from regulator's Board to certify that the indicative budget is adequate for the purpose. • Indicative timescales and processes for negotiating the funding settlement. 	
<p>7 The standards code must ultimately be the responsibility of, and adopted by, the Board, advised by a Code Committee which may comprise both independent members of the Board and serving editors. Serving editors have an important part to play although not one that is decisive.</p>	<ul style="list-style-type: none"> • Indicators clearly included in the criterion. 	<ul style="list-style-type: none"> • Terms of reference and agreements between the Board and a Code Committee. • Minutes of relevant meetings or other documentation between the Board and a Committee to validate the Board's responsibility for the code and its compliance with criterion 8. • Information on the composition of the Code Committee, including their experience and expertise, and the number of, and role played by, serving editors. 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>8 The code must take into account the importance of freedom of speech, the interests of the public (including but not limited to the public interest in detecting or exposing crime or serious impropriety, protecting public health and safety and preventing the public from being seriously misled), the need for journalists to protect confidential sources of information, and the rights of individuals. Specifically, it must cover standards of:</p> <p>a) conduct, especially in relation to the treatment of other people in the process of obtaining material;</p> <p>b) appropriate respect for privacy where there is no sufficient public interest justification for breach; and</p> <p>c) accuracy, and the need to avoid misrepresentation.</p>	<ul style="list-style-type: none"> • The regulator has demonstrably considered relevant legislation, codes, rules and/or guidance in developing the code. • The regulator meets the requirements set out in the criterion including in 8 (a), (b) and (c). • The code is framed in a manner consistent with the potential for complaints to be heard and decided upon by the regulator under criterion 11 (a) to (c). 	<ul style="list-style-type: none"> • A copy of the code with an explanatory note of how the code takes into account the requirements of the criterion. 	<div style="border: 1px solid black; height: 500px; width: 100%;"></div>

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>8A A self-regulatory body should provide advice to the public in relation to issues concerning the press and the standards code, along with a service to warn the press, and other relevant parties such as broadcasters and press photographers, when an individual has made it clear that they do not welcome press intrusion.</p>	<ul style="list-style-type: none"> • General and specific advice to the public is provided in a way which makes it easily accessible. • The service to warn the press is easily accessible and available. • The regulator identifies appropriate tools and mechanisms to notify relevant parties on timescales which ensure that the recipients of it can respond promptly. 	<ul style="list-style-type: none"> • Information on provision of advice to the public in relation to the code, including information on how it operates for vulnerable individuals and those who need additional support. • Information on how the service to warn the press operates, including information on how it operates for vulnerable individuals and those who need additional support. • Contacts, if any, with individuals, broadcasters and other parties, and actions taken where relevant. 	
<p>8B A self-regulatory body should make it clear that subscribers will be held strictly accountable under the standards code for any material that they publish, including photographs, however sourced. This criterion does not include advertising content.</p>	<ul style="list-style-type: none"> • Approach taken to defining advertising content takes account of the Advertising Standards Authority's definition to ensure that regulatory gaps do not emerge. 	<ul style="list-style-type: none"> • Approach to defining advertising content. • Contract/terms and conditions between the regulator and subscribers demonstrating accountability and enforcement powers of the regulator. • Guidance issued to subscribers regarding compliance with the code (including how 'advertising content' is defined). 	

Charter Criteria		Indicators	Examples of evidence	Applicant's notes
8C	A self-regulatory body should provide non-binding guidance on the interpretation of the public interest that justifies what would otherwise constitute a breach of the standards code. This must be framed in the context of the different provisions of the code relating to the public interest.	<ul style="list-style-type: none"> • Guidance is provided in a way which makes it easily accessible. 	<ul style="list-style-type: none"> • Examples of guidance, demonstrating how it relates to the provisions in the code. 	
8D	A self-regulatory body should establish a whistleblowing hotline for those who feel that they are being asked to do things which are contrary to the standards code.	<ul style="list-style-type: none"> • Concerns are welcomed, valued and treated seriously. • Individuals are not victimised for contacting the hotline. • Safeguards are in place to prevent victimisation. • The regulator ensures that the hotline is easily accessible and available to anyone who might reasonably want to access it. • Concerns identified through the hotline are dealt with appropriately and effectively through mechanisms available to the regulator. • Confidentiality and anonymity are assured at all times, where requested. • The regulator demonstrates clear leadership and commitment to whistleblowing. 	<ul style="list-style-type: none"> • Details of how the policy was developed and the review process. • Details of hotline operation, process and budget. • Published guidance on whistleblowing policy. • Data on its use and conclusions of whistleblowing. • Details of senior person(s) in the regulator responsible for leadership/sponsorship of hotline. 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
	<ul style="list-style-type: none"> The regulator monitors and records data arising from any use of the hotline and learns from and acts appropriately on: concerns raised; action taken; and outcomes. The regulator has appropriate tools to support individuals who raise concerns. 		
<p>9 The Board should require, of those who subscribe, appropriate internal governance processes (for dealing with complaints and compliance with the standards code), transparency on what governance processes they have in place, and notice of any failures in compliance, together with details of steps taken to deal with failures in compliance.</p>	<ul style="list-style-type: none"> The regulator requires subscribers to have procedures in place for dealing with complaints and standards compliance, recording and reviewing of compliance failures (whether escalated or not) and remedial actions taken/ reports made. The regulator requires the subscriber to nominate a senior individual to take responsibility for dealing and complying with the standards code. The regulator requires subscribers to be transparent in their processes. The regulator ensures that the subscriber's complaints mechanism manages conflicts of interest. 	<ul style="list-style-type: none"> Contract/terms and conditions/Articles of Association between regulator and subscriber demonstrating requirements in criterion 9. Associated practices and procedures. 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>10 The Board should require all those who subscribe to have an adequate and speedy complaint handling mechanism; it should encourage those who wish to complain to do so through that mechanism and should not receive complaints directly unless or until the internal complaints system has been engaged without the complaint being resolved in an appropriate time.</p>	<ul style="list-style-type: none"> • The complaints procedure is easily accessible. • The regulator requires subscribers to have a mechanism for dealing with complaints which is adequate and speedy including that it should: <ul style="list-style-type: none"> - be publicised in a way which ensures that people who might wish to take advantage of it would know of its existence and how to use it; - identify when a complaint is being made; - facilitate the complainant's understanding of how the complaint relates to the code; - acknowledge receipt of the complaint and notify the complainant how the complaint will be handled in an appropriate timeframe; 	<ul style="list-style-type: none"> • Complaints handling policy and process. • Written agreements between the regulator and subscribers regarding the handling and escalation of complaints, including performance indicators. • Data on volume and type of complaints received by (a) subscribers and (b) the regulator; time taken to handle each stage of the complaint and total time taken to resolve (including measured from the point of first contact). Analysis provided of such data. • Data on volume of complaints escalated to regulator and/or arbitration etc. 	<div style="border: 1px solid black; height: 600px; width: 100%;"></div>

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
	<ul style="list-style-type: none"> - share findings of investigations and conclusions with the complainant; and - if the complaint is not resolved, provide details on how the complaint can be referred to the regulator. • The regulator has in place mechanisms which ensure that subscribers deal with complaints in a timeframe that is effective and proportionate for the subscriber and type of complaint, in accordance with performance indicators. • The regulator requires subscribers to have an accessible complaints mechanism that considers vulnerable individuals and those who need additional support. 		

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>11 The Board should have the power to hear and decide on complaints about breach of the standards code by those who subscribe. The Board will need to have the discretion not to look into complaints if they feel that the complaint is without justification, is an attempt to argue a point of opinion rather than a standards code breach, or is simply an attempt to lobby. The Board should have the power (but not necessarily the duty) to hear complaints:</p> <p>a) from anyone personally and directly affected by the alleged breach of the standards code, or</p> <p>b) where there is an alleged breach of the code and there is public interest in the Board giving consideration to the complaint from a representative group affected by the alleged breach, or</p> <p>c) from a third party seeking to ensure accuracy of published information.</p> <p>In the case of third party complaints the views of the party most closely involved should be taken into account.</p>	<p>The complaints and escalation procedure:</p> <ul style="list-style-type: none"> • Is publicised and explained in a way which makes it easily accessible. • Operates in a manner and on a timescale which ensures complaint adjudications are effective. • The Board ensures that both parties understand how the complaint relates to the code. 	<ul style="list-style-type: none"> • Contract, terms and conditions or Articles of Association between the regulator and the subscriber demonstrating the power to hear and decide on complaints. • Policy and procedures for dealing with complaints. • Criteria for dismissing complaints and examples of documentation/publications to demonstrate the process is clearly available to the public and subscribers. • Documentation/guidance on the handling of public interest and third party complaints (including published policies). 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>12 Decisions on complaints should be the ultimate responsibility of the Board, advised by complaints handling officials to whom appropriate delegations may be made.</p>	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Organisation structure and details of scheme of delegations to committees and/or individual staff members for handling complaints. Terms of reference/minutes demonstrating delegation powers and terms and the approach to conflicts of interest. Process to investigate complaints and present findings to Board for decision. 	
<p>12A The Board should be prepared to allow a complaint to be brought prior to legal proceedings being commenced. Challenges to that approach (and applications to stay or sist) can be decided on the merits.</p>	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Policy on complaints handling, including process for considering challenges. 	
<p>13 Serving editors should not be members of any Committee advising the Board on complaints and should not play any role in determining the outcome of an individual complaint. Any such Committee should have a composition broadly reflecting that of the main Board, with a majority of people who are independent of the press.</p>	<ul style="list-style-type: none"> The regulator takes appropriate governance steps to ensure that serving editors do not advise on complaints, or determine their outcome. 	<ul style="list-style-type: none"> Composition of Committee (or Panel) responsible for advising Board on complaints demonstrating independence from the press, and its approach to conflicts of interest. 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>14 It should continue to be the case that complainants are able to bring complaints free of charge.</p>	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Regulator's complaints policy and procedure. 	
<p>15 In relation to complaints, where a negotiated outcome between a complainant and a subscriber (pursuant to criterion 10) has failed, the Board should have the power to direct appropriate remedial action for breach of standards and the publication of corrections and apologies. Although remedies are essentially about correcting the record for individuals, the power to direct a correction and an apology must apply equally in relation to:</p> <p>a) individual standards breaches; and</p> <p>b) groups of people as defined in criterion 11 where there is no single identifiable individual who has been affected; and</p> <p>c) matters of fact where there is no single identifiable individual who has been affected.</p>	<ul style="list-style-type: none"> The mechanisms for achieving appropriate remedial action are designed to be credible and effective (including sufficiently fast) and operate in that way. 	<ul style="list-style-type: none"> Contract/Articles of Association/terms and conditions between the regulator and subscribers demonstrating the regulator's power to direct appropriate remedies including corrections and apologies. Information on the power to direct the press, including as seen in instances when it has and has not been applied. Information on handling breaches in criterion (a), (b) and (c) where no significant identifiable individual has been affected. Instances of remedies directed and evidence of actions taken by the subscriber. Information on the operation of remedies, including information about the instances of its use and non-use. 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>16 In the event of no agreement between a complainant and a subscriber (pursuant to criterion 10), the power to direct the nature, extent and placement of corrections and apologies should lie with the Board.</p>	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Process and procedures to direct apologies and corrections. Contracts and agreements to demonstrate that subscribers agree to adhere to directions. 	
<p>17 The Board should not have the power to prevent publication of any material, by anyone, at any time although (in its discretion) it should be able to offer a service of advice to editors of subscribing publications relating to code compliance.</p>	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Contract/Articles of Association/terms and conditions between the regulator and subscribers making clear that the regulator does not have the power to prevent publication. Guidance provided to editors on code compliance. 	
<p>18 The Board, being an independent self-regulatory body, should have authority to examine issues on its own initiative and have sufficient powers to carry out investigations both into suspected serious or systemic breaches of the code and failures to comply with directions of the Board. The investigations process must be simple and credible and those who subscribe must be required to cooperate with any such investigation.</p>	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Articles of Association/agreements with subscribers confirming the regulator's authority to examine issues on its own initiative, including disclosure of information, and giving it the powers to carry out investigations. Information on the approach taken to deciding what amounts to serious or systemic breaches of the code. The investigation process. Approved budget for independent investigations. Internal/external reviews of compliance procedures. 	

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>19 The Board should have the power to impose appropriate and proportionate sanctions (including but not limited to financial sanctions up to 1% of turnover attributable to the publication concerned with a maximum of £1,000,000) on any subscriber found to be responsible for serious or systemic breaches of the standards code or governance requirements of the body. The Board should have sufficient powers to require appropriate information from subscribers in order to ascertain the turnover that is attributable to a publication irrespective of any particular accounting arrangements of the publication or subscriber. The sanctions that should be available should include power to require publication of corrections, if the breaches relate to accuracy, or apologies if the breaches relate to other provisions of the code.</p>	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Contractual agreements between the regulator and subscriber on enforcement of directions and agreement to comply. Data on where the power has been applied and/or reasons why sanctions have not been applied and action taken. Information on how the Board will approach sanctions including deciding on what is appropriate and on proportionality Information on how the Board will approach decisions on calculating fines. Information demonstrating powers to gather turnover information in a manner and timescale which ensures that the overall process remains effective. Information on, and approach to, the requirement to publish corrections. 	<div style="background-color: #e0f0e0; height: 600px;"></div>

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
19A The Board should establish a ring-fenced enforcement fund, into which receipts from financial sanctions could be paid, for the purpose of funding investigations.	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Information on how the Board has established the enforcement fund, and how the fund is separated for the purpose of funding investigations. 	<div style="border: 1px solid black; height: 100%; width: 100%;"></div>
20 The Board should have both the power and a duty to ensure that all breaches of the standards code that it considers are recorded as such and that proper data is kept that records the extent to which complaints have been made and their outcome; this information should be made available to the public in a way that allows understanding of the compliance record of each title.	<ul style="list-style-type: none"> Indicators are clearly included in the criterion. 	<ul style="list-style-type: none"> Agreements between the regulator and subscribers demonstrating the power specified in criterion 20. Evidence of manner in which breaches are found and complaints have been recorded, including those complaints not escalated to the regulator. Information on how the information is made available to the public to ensure the public understands the compliance record of each title. 	<div style="border: 1px solid black; height: 100%; width: 100%;"></div>

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>21 The Board should publish an Annual Report identifying:</p> <p>a) the body's subscribers, identifying any significant changes in subscriber numbers;</p> <p>b) the number of:</p> <p>(i) complaints it has handled, making clear how many of them are multiple complaints,</p> <p>(ii) articles in respect of which it has considered complaints to be without merit, and</p> <p>(iii) articles in respect of which it has considered complaints to be with merit, and the outcomes reached,</p> <p>in aggregate for all subscribers and individually in relation to each subscriber;</p> <p>c) a summary of any investigations carried out and the result of them;</p> <p>d) a report on the adequacy and effectiveness of compliance processes and procedures adopted by subscribers; and</p> <p>e) information about the extent to which the arbitration service has been used.</p>	<ul style="list-style-type: none"> • Annual Report is easily accessible. • Annual Report is published annually. 	<ul style="list-style-type: none"> • Information about format and timescales for publication of Annual Report. 	<div style="border: 1px solid black; height: 600px; width: 100%;"></div>

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>22 The Board should provide an arbitral process for civil legal claims against subscribers which:</p> <p>a) complies with the Arbitration Act 1996 or the Arbitration (Scotland) Act 2010 (as appropriate);</p> <p>b) provides suitable powers for the arbitrator to ensure the process operates fairly and quickly, and on an inquisitorial basis (so far as possible);</p> <p>c) contains transparent arrangements for claims to be struck out, for legitimate reasons (including on frivolous or vexatious grounds);</p> <p>d) directs appropriate pre-publication matters to the courts;</p> <p>e) operates under the principle that arbitration should be free for complainants to use;¹</p>	<ul style="list-style-type: none"> The regulator either itself provides, or has in place arrangements to ensure that someone else will on its behalf provide, the arbitral process. 	<ul style="list-style-type: none"> Information as to how the arbitral process operates in practice and a description of how it complies with criteria 22 (a) to (g). Contracts/agreements between the regulator and its subscribers setting out arrangements for the arbitration of civil legal disputes. Guidance for the public on the arbitral process. 	<div style="border: 1px solid black; height: 500px; width: 100%;"></div>

¹ The principle that arbitration should be free does not preclude the charging of a small administration fee, provided that:

(a) the fee is determined by the Regulator and approved by the Board of the Recognition Panel; and

(b) the fee is used for the purpose of defraying the cost of the initial assessment of an application and not for meeting the costs of determining an application (including the costs of the arbitration).

Charter Criteria	Indicators	Examples of evidence	Applicant's notes
<p>f) ensures that the parties should each bear their own costs or expenses, subject to a successful complainant's costs or expenses being recoverable (having regard to section 60² of the 1996 Act or Rule 63 of the Scottish Arbitration Rules³ and any applicable caps on recoverable costs or expenses); and</p> <p>g) overall, is inexpensive for all parties.</p>			
<p>23 The membership of a regulatory body should be open to all publishers on fair, reasonable and non-discriminatory terms, including making membership potentially available on different terms for different types of publisher.</p>	<ul style="list-style-type: none"> • Any variation in terms for different types of publisher needs to be such as to facilitate membership on fair, reasonable and non-discriminatory terms. • Those terms need properly to take into account matters such as the financial position of a publisher. 	<ul style="list-style-type: none"> • Eligibility criteria and details of policy and process for joining the regulator. • List of current subscribers by type of membership. • Anonymised sample of decision making for successful and unsuccessful membership applications. 	

² Section 60 (Agreement to pay costs in any event): An agreement which has the effect that a party is to pay the whole or part of the costs of the arbitration in any event is only valid if made after the dispute in question has arisen.

³ The Rules are set out in Schedule 1 to the Arbitration (Scotland) Act 2010. Rule 63 (Ban on pre-dispute agreements about liability for arbitration expenses) M: Any agreement allocating the parties' liability between themselves for any or all of the arbitration expenses has no effect if entered into before the dispute being arbitrated has arisen.