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LISTE RÉCAPITULATIVE DE BONNES PRATIQUES SUR LES ASPECTS FINANCIERS DE L'ADOPTION INTERNATIONALE

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SUMMARY LIST OF GOOD PRACTICES
ON THE FINANCIAL ASPECTS OF INTERCOUNTRY ADOPTION

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This list summarises the main good practices on the financial aspects of intercountry adoption identified in Guides to Good Practice Nos 1¹ and 2² on the *Hague Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Intercountry Adoption* (the "1993 Hague Convention" or "1993 HC") and the Note on the Financial Aspects of Intercountry Adoption. ³ It also includes, where appropriate, the relevant articles of the 1993 Hague Convention relating to the financial aspects of intercountry adoption.

The aim of this list is to provide clear guidance to States on what to do in practice to better regulate the financial issues of intercountry adoption and to help clarify which actors are responsible for various actions. This list is a tool for States which are considering becoming a Party to the Convention, or which are experiencing issues with implementation of the Convention (or which simply want to improve their implementation of the 1993 Hague Convention). It can be used as an internal tool or it can be made public. The authorities and adoption accredited bodies (ABs) in a State are encouraged to look at the practices in their own country as well as in relation to the practices in the countries with which cooperate.

Nothing in this document may be construed as binding on particular States, Central Authorities or accredited bodies, or as modifying the provisions of the Convention. Nevertheless, all States and bodies involved in intercountry adoption are encouraged to review their own practices in light of this list and, where necessary, to improve them. The implementation of the Convention should be seen as a continuing, progressive or incremental process of improvement.

Abbreviations used

(CAN)	Central Authority National
(CAR)	Central Authority Regional
(PA)	Public Authority
(CT)	Court or Tribunal
(AB)	Adoption Accredited Body
(AB SO)	Adoption Accredited Body of the State of origin
(AB RS)	Adoption Accredited Body of the receiving State
(AP SO)	Adoption Approved (Non-accredited) Person of the State of origin
(AP RS)	Adoption Approved (Non-accredited) Person of the receiving State
(IAE)	Independent Accrediting Entity appointed by Central Authority
(GAAR)	Government Aid Agencies of the receiving State
(PAPs)	Prospective Adoptive Parents

¹ Hague Conference on Private International Law, *The Implementation and Operation of the 1993 Intercountry Adoption Convention: Guide to Good Practice*, Guide No 1, Family Law (Jordan Publishing Ltd), 2008, available on the Hague Conference website at < www.hcch.net > under the "Intercountry Adoption Section".

² Hague Conference on Private International Law, *Accreditation and Adoption Accredited Bodies: General Principles and Guide to Good Practice*, Guide No 2, Family Law (Jordan Publishing Ltd), 2012, available on the Hague Conference website, *ibid*.

³ Note on the Financial Aspects of Intercountry Adoption, drawn up by the Permanent Bureau, available on the Hague Conference website, *ibid* (hereinafter "Note").

Country:	
Date of completion:	

RECOMMENDED ACTION	RESPONSIBLE PARTY	
1. Using harmonised terminology		
Encourage the use of the <u>harmonised terminology</u> adopted by the Experts' Group on the Financial Aspects of Intercountry Adoption ⁴	All actors	
2. Achieving transparency in costs, fees, contributions and donations ⁵		
(a) Provide comprehensive, precise, accurate and up-to-date information		
 Gather comprehensive information on costs, fees and contributions, and clearly identify: each fee and cost incurred for every different service connected with the adoption; any contributions demanded by the Central Authority of the State of origin (e.g., to strengthen the child protection system of the State of origin); any contributions demanded by the AB. The Tables⁶ developed by the Experts' Group may serve as a useful model to gather this information. 	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS □ IAE	
Ensure that all information is accurate and up-to-date. Ensure that supervisory bodies verify the information provided	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS	
(e.g., the data provided on websites) and request an explanation for each cost, fee, contribution and / or donation.	□ CAN □ CAR □ IAE	
(b) Ensure wide publicity of the information provided		
Make information on the financial aspects of adoption available to the public in written form $(e.g.,$ in brochures, on websites) and, where appropriate, in several languages.	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS	
(c) Notify PAPs in advance and create a timetable of payments for PAPs		
Notify PAPs of all fees, costs and contributions <i>before</i> the start of the adoption process. Include information regarding whether any payments can be waived, reduced or refunded.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	
For each intercountry adoption, propose a written timetable of payments to the PAPs ($e.g.$, in the contract signed between the PAPs and the AB).	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	

 ⁴ See the Terminology section of the Note, *ibid*.
 ⁵ In relation to contributions and donations, see respectively notes 7 and 8 *infra*.
 ⁶ See *Tables on the costs associated with intercountry adoption*, drawn up by the Permanent Bureau, available on the Hague Conference website at < www.hcch.net > under the "Intercountry Adoption Section".

(d) Secure the financial transactions		
Ensure that all payments of costs, fees, contributions and / or donations (if applicable) are made by bank transfer to a specified bank account: payments in cash should be prohibited.	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS □ PAP	
Ensure that the amount of money transferred does not exceed the amount required by the relevant authority or body.	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS □ PAP	
Ensure that all payments are made through the AB being used by the PAPs, and not paid directly by the PAPs.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	
Issue official receipts and detailed invoices for all payments.	CAN CAR PA CT AB SO AB RS AP SO AP RS	
(e) Ensure transparency regarding the final use of any money paid in relation to an intercountry adoption		
Record all financial transactions relating to intercountry adoption and provide a detailed financial report.	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS	
Seek full accountability for the disbursement of the monies and ensure that regular audits of all actors' activities are undertaken.	CAN CAR CAR AB SO AB RS AP SO AP RS	
(f) Promote co-operation between States to ensure transparency		
Exchange and compare information between States (Central Authorities) concerning costs, fees, contributions and / or donations.	CAN CAR CAR AB SO AB RS AP SO AP RS	
Share experiences and tools to achieve transparency.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	
Regularly evaluate (by the receiving State) the financial impact which the development of intercountry adoption has had, or will have, in the State(s) of origin with which it co-operates.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS □ GAAR	
Consider the extent of the co-operation (and if necessary cease co-operation) with a State when it is not possible to obtain satisfactory clarity about the purpose or use of money.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	

3. Setting reasonable costs and fees	
(a) Limit costs and fees and set standards for remuneration	
Prohibit actors from charging for steps or services where it is inappropriate to do so $(e.g., services)$ which a State ordinarily provides to PAPs free of charge).	□ CAN □ CAR □ PA □ CT
Limit amounts and determine the acceptable range of costs and fees within each State by comparing the information published by ABs and other adoption actors.	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS □ IAE
 Monitor costs and fees for reasonableness in relation to the services provided (including the staff remuneration of ABs (Art. 32(3) of the 1993 HC)). Costs and fees are generally reasonable when they are: permitted under the law of the State(s) in which the service is provided and the payment is made; commensurate with the necessary qualifications and experience of the actor, as well as with the number of hours he / she has worked; and similar to the costs and fees charged by comparable bodies or professionals within the State for similar services. 	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS □ IAE
Ensure that, where the number of adoption cases permit, the remuneration for professionals is preferably made on a monthly basis.	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS □ IAE
4. Mitigation of the financial pressure felt by PAPs	
During the information and preparation sessions of PAPs, spend sufficient time discussing the issue of financial aspects and possible illicit practices and underline the risks involved.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS
Encourage PAPs to update the AB (and if applicable the competent authority) in charge of their file about any financial demand they receive or any other type of abuse they may experience during the procedure.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS □ PAP
Provide an easily accessible method for PAPs and other stakeholders to report abuses, if necessary anonymously ($e.g.$, a "hotline" service for PAPs).	□ CAN □ CAR □ PA
Encourage each PAP to report the amounts of actual expenses paid in the course of the adoption procedure, and in particular any additional expenses not specified in the contract with the AB. Send the report to the AB (and / or the competent authority) with a copy to the Central Authorities of both States.	□ AB SO □ AB RS □ AP SO □ AP RS □ PAP □ PA

5. Contributions ⁷ and donations ⁸		
(a) Ensure the separation of contributions, donations and co- projects from the actual costs of the adoption process	operation	
Clearly separate contributions, donations and co-operation projects which aim to support the child protection system of the State of origin from the actual costs of an adoption, as well as from the intercountry adoption process as a whole.	□ CAN □ CAR □ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS	
In order to ensure this separation, provide support through official channels such as bodies, agencies and organisations specialised in development aid.	□ CAN □ CAR □ GAAR	
Take responsibility for encouraging and supporting measures to improve child protection systems in States of origin.	□ CAN □ CAR □ GAAR	
(b) Contributions: Recommendations if contributions are periodical State (please refer to the Note for the risks arising when contributions) allowed) 9	-	
Ensure the amount of the contributions required by a State of origin is fixed, publicly known and identical for all receiving States working in that particular State of origin.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	
Where contributions are demanded by an AB, ensure that the amount is fixed by the State of origin and not by the child institution (often a partner of the AB) or the AB itself.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	
Explain clearly and in advance the purpose and final destination of the contributions.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	
Use the contributions to improve the national child protection system of the State of origin or the adoption system, in particular: do not allow contributions to be used solely by the child institutions involved with intercountry adoption.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS	
(c) Donations: Recommendations if donations are permitted by a State (please refer to the Note for the risks arising when donations are allowed) 10		
Never give donations to the birth families of adoptable children.	□ AB SO □ AB RS □ AP SO □ AP RS □ PAP	
Donations by prospective adoptive parents to bodies concerned in the adoption process must not be sought, offered or made.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS □ PAP	
Regularly notify the Central Authorities (in the State of origin and in the receiving States which work with that State of origin) of the amount required as a donation.	□ AB SO □ AB RS □ AP SO □ AP RS □ PAP	

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⁷ The Note, *supra*, note 3, describes the risks associated with contributions (see paras 111 *et seq*) and details the different views on whether contributions of any type should be permitted by States in the context of intercountry adoption. While the Summary List of Good Practices does not pass judgment on this issue, it follows the pragmatic approach adopted in the Note and sets out the recommendations which should, as a minimum, be implemented if contributions are to be permitted by a State.

⁸ The Note, *supra*, note 3, also clearly describes the risks associated with donations (see paras 111 *et seq*). This Summary List adopts a pragmatic approach and provides the recommendations which should, as a minimum, be implemented if donations are to be permitted by a State (see 5 (c) *infra*).

⁹ See *supra*, note 7.¹⁰ See *supra*, note 8.

Ask PAPs and / or ABs to report on the donations made to the State of origin.	□ AB SO □ AB RS □ AP SO □ AP RS □ PAP
Ensure that donations made to child institutions are intended to provide for children's ongoing care in the institutions or for other activities intended to strengthen programmes on family preservation, prevention of abandonment, or similar child protection projects.	□ AB SO □ AB RS □ AP SO □ AP RS □ PAP
Prefer donations "in kind" (i.e., donations which are not monetary but which offer material support, e.g., food, educational supplies) rather than monetary donations.	□ AB SO □ AB RS □ AP SO □ AP RS □ PAP
Indicate clearly the type of donation accepted and the specific use to which it will be put.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS □ PAP
Forbid donations <i>prior to</i> the finalisation of the adoption.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS □ CT
6. Preventing and fighting against improper financial and ot	her gain
Take all appropriate measures to prevent and ensure that no one derives improper financial and other gain in connection with an intercountry adoption (Arts 8 & 32 of the 1993 HC).	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS □ PA □ CT
(a) Have a preventive, rather than a reactive, approach	
Establish and implement an adequate legal framework for financial issues.	□ CAN □ CAR □ PA
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issues. Ensure that necessary funds and human and material resources are	□ PA □ CAN □ CAR
Ensure that necessary funds and human and material resources are allocated for a proper implementation of the legal framework. Accredit, authorise and supervise ABs (Arts 10, 11 c) & 12 of the 1993 HC) and ensure that they are directed and staffed by persons qualified by their ethical standards and are only pursuing non-profit	□ PA □ CAN □ CAR □ PA □ CAN □ CAR □ PA □ CT
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Ensure that all actors have a sound financial basis and an effective internal system of financial control, including appropriate accounting mechanisms, and scrutiny of accounts.	□ CAN □ CAR □ AB SO □ AB RS □ AP SO □ AP RS
 Develop strict control mechanisms for financial issues, e.g.: verify annually that the payments received by ABs correspond with what is specified on the contracts of the cases being dealt with during that year; monitor and supervise the activities of ABs and other intermediaries through a requirement for an external annual audit. 	□ CAN □ CAR □ PA □ IAE
Clearly state the authorities which are in charge of the control and supervision.	□ CAN □ CAR □ PA □ IAE
Retain control or supervision over the parts of the adoption process which are most prone to abuse or exploitation.	□ CAN □ CAR □ PA □ IAE
Control the authorities responsible for the adoption process, in both the State of origin and the receiving State, through a system of inspection and by subjecting decisions to a process of review or appeal.	□ CAN □ CAR □ PA □ IAE
7. Ensure effective and appropriate sanctions exist and are e	nforced
Ensure all actors inform the relevant Central Authority(ies) if any provisions of the Convention have not been, or may not be, respected by any other actor. Establish a clear procedure to report these breaches.	□ PA □ CT □ AB SO □ AB RS □ AP SO □ AP RS □ PAP
Ensure that offences such as:	
 the sale of children; improperly inducing consent for the adoption of a child in violation of applicable international legal instruments on adoption; "child laundering"; falsification of documents; and / or improper financial gains, 	□ CAN □ CAR □ PA □ CT
are fully covered under the State's criminal (penal) law.	
Investigate claims and prosecute offenders.	□ CAN □ CAR □ PA □ CT
 Ensure effective sanctions which: target all violations related to improper financial or other gain and which are not limited to only the most serious offences; penalise all persons, authorities and bodies participating in the violation, including those who failed to stop or report the violation if they had such a responsibility, and limit impunity; and are commensurate with the violation and are sufficiently strict to have a dissuasive effect. 	□ CAN □ CAR □ PA □ CT
Specify in laws and regulations the different ways to prove that a violation has taken place and take into account the difficulty of gathering evidence from another State when setting the standard of proof.	□ CAN □ CAR □ PA □ CT
Promote co-operation between authorities and between States to enforce sanctions ($e.g.$, by identifying clear channels to transfer information).	□ CAN □ CAR □ PA □ CT