

	Caritas Europa	The Member Organisation			
		The Board	The Director	The CMS coordinator	Staff
Ratification	The CE Exbo acknowledges the ratification form from the MO	Fills in the ratification form and sends this form to CE.	Selects the CMS coordinator.		
Self Assessment (SA)		Participates in the SA.	Participates in the SA.	Coordinates the SA (on different levels)	Participates in the SA
Improvement plan (IP)	The CE secretariat can offer peering / matching / cooperation with another MO. Creates a database of OD consultants.	Approves the improvement plan.	Proposes the IP.	Coordinates the formulation and the implementation of the IP. If needed during the implementation, he can ask support from the CE secretariat.	Participates in the implementation of the IP where needed
Monitoring & Evaluation	CE follows up the progress of the implementation of the CMS through reporting from the MO.	Is informed about the developments and/or about the required changes.	Supervises the CMS cycle.	Is responsible for the M & E of the implementation of CMS Reports back to his director on the progress of the IP Reports back to CE (voluntarily for CMS and compulsory for CDF members)	Is informed about the developments and/or about the required changes.
Others	All the forms and templates are available on the CE website.		Bears the final responsibility for the implementation of CMS in his organization (together with his Board)		