

***FINANCIAL PROTOCOL FOR THE RETENTION,
DISBURSEMENT AND ACCOUNTABILITY OF THE USE OF
FUNDS FOR CAPACITY BUILDING INITIATIVE, MEMORARE***

[May 2023]

The Pontifical Commission for the Protection of Minors (PCPM)



Financial Protocol for the Retention, Disbursement and Accountability of the Use of Capacity Building Initiative, *Memorare*

A. Introduction

1. The *Memorare Initiative* is a capacity building initiative designed to ensure the existence of a **hub of services** offered by the Church at the local level in line with the requirements of the Motu Proprio *Vos Estis Lux Mundi*, article 2 and church norms related to safeguarding.¹
2. The mission of the *Memorare Initiative* (MI) is to provide professional capacity building for local churches in their service provision and pastoral ministry to those impacted by the scourge of abuse.
3. The MI aims to provide a platform of collaboration between the Pontifical Commission for the Protection of Minors (PCPM) and the particular churches as requested by Pope Francis in his audience with the PCPM on April 29, 2022.
4. The MI prioritizes the collaboration of the PCPM and both the local church's Conference of Bishops and the Conference(s) of Religious.
5. In establishing collaboration between the PCPM and the local Church, all parties will commit to working together to promote a "one-church" approach to safeguarding in a given country. This spirit of cooperation will be expressed in the signing of a Memorandum of Understanding (MoU) between the PCPM and the local church leadership, notably the Conference of Bishops and the Conference(s) of Religious.
6. The MI represents a continuation of the PCPM's promotion of listening and learning from victims and survivors to include their perspectives and experiences in Church policy and promote safeguarding courses worldwide.
7. This protocol sets out the process and criteria for the management of resources that will contribute to the financing of the MI.

¹ Pope Francis to The Pontifical Commission for the Protection of Minors (*Address of His Holiness Pope Francis to the Commission, 29 April 2022*).

8. This protocol is to be understood in conjunction with other guiding materials regarding the MI.

B. Establishment of the *Memorare Fund*

9. In compliance with regulations provided by the Secretariat of the Economy of the Holy See, the PCPM has established accounts in euros and dollars called the *Memorare Fund* (MF) to seek and provide resources for the establishment of national reporting mechanisms, and to contribute to the development of safeguarding training courses.
10. The MF is separately identified in the accounts of the PCPM, and funds deposited into the MF will be used exclusively for the purposes of the MF. Each year the Secretary of the PCPM will provide for approval to the Plenary Assembly of the PCPM an audit of the MF.
11. The MF will be audited in accordance with the appropriate procedures established by the Holy See through the Council for the Economy, the Secretariat for the Economy, and international accounting standards.
12. Authority to operate the MF by officials of the PCPM will be in accordance with established procedures of the Secretariat for the Economy and in accordance with this Protocol.

C. Process for authorizing expenditure

13. The governance of the MF is carried out in compliance with procedures of the Holy See established by the Council for the Economy and the Secretariat of the Economy.
14. Applications for funding a MI originate in the requests of the local church, with preference given for those requests submitted jointly by the Conference of Bishops and the Conference(s) of Religious.
15. On successful execution of a *Memorandum of Understanding*, local church entities will be eligible to seek financial support according to the purposes of this initiative to undertake a “needs assessment” within the local church and in line with the requirements of church norms. This first step is intended to allow local church leaders to recruit someone known to the local church, according to agreed upon competencies, but above

all, who is an expert in the assessment of safeguarding needs, in line with requirements of good practice and Church norms. Criteria for the qualifications and experience required of the person known as the *Memorare Advisor* are established and published by the PCPM.

16. In concert with the local church and according to the results of the initial period of study by the *Memorare Advisor*, a document intended to outline the scope and workplan, will be produced to ensure adequate compliance with requirements of VELM 2 and a culture of care. This document is provisionally known as the *Memorare Plan*.
17. Applications for financing pursuant to the *Memorare Plan* and in light of the *Memorandum of Understanding* are addressed to the President of the PCPM, and will include a detailed plan addressing services currently in place, where needs are lacking and what is recommended for the design, construction, implementation, and operation of the MI. The budget will identify potential sources of funding to ensure the sustainability of the services outlined.
18. The PCPM will evaluate all applications in a timely way and, where necessary or opportune, work with the local church authorities in adjusting the application.
19. Finalized applications will be presented by the Secretary to the Executive Council of the PCPM for approval, conditional on adherence to a *Memorandum of Understanding* (MOU) between the Commission and the local church authority, outlining the details of the MI, in the designated country.
20. Regular reporting and evidence of the impact achievements, at different stages of the Initiative's development, will be required for any subsequent or ongoing disbursements, as outlined in the MoU.

D. Criteria for determining expenditure.

21. The MI will prioritize capacity building efforts in developing countries or those areas of the Church where, for whatever reason, robust safeguarding mechanisms are currently lacking.

22. According to the MoU between the PCPM and the local church, disbursement and use of *Memorare* funding will be determined in consultation with local church leadership to ensure the presence of a fiscal sponsor in line with international charitable requirements.
23. In order to ensure the sustainability of appropriate safeguarding service, the *Memorare Plan* will ensure ongoing access to sufficient financing.
24. Funding for projects will be in accordance with the application's provision for periodic review, as to monitor the effectiveness of the MI.
25. We recognize the ongoing needs of financing in poorer parts of the world. However, the MI will work towards solutions that ensure programming that is increasingly self-supporting and financially sustainable.