



CARICOM AGRICULTURE YOUTH ADVISORY BODY

CAYAB: THE YOUTH STANDARD

Regional Standard for Meaningful Youth Participation in Caribbean Agrifood Systems

STANDARD-SETTING PROPOSITION

CAYAB defines the minimum conditions under which young people should be consulted, trained, represented, protected, financed, connected to markets and supported to lead in Caribbean agrifood systems. The standard converts promises of youth inclusion into requirements that can be demonstrated and assessed.

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FOR REGIONAL CONSULTATION — NOT YET AN ACCREDITATION OR REGULATORY INSTRUMENT

Foreword and Status

Caribbean youth are frequently invited into programmes, consultations and public events, yet the quality of those engagements varies widely. Some create genuine authority, learning, livelihoods and market access. Others offer visibility without influence, training without progression, or opportunities without transparent rules. CAYAB: The Youth Standard establishes a common regional benchmark for distinguishing meaningful participation from token participation.

This draft is a voluntary standard proposed by CAYAB for consultation with youth, Member States, regional institutions, development partners, educational institutions, civil society, funders and the private sector. It does not replace national law, procurement rules, labour law, safeguarding duties, data-protection obligations or the mandates of CARICOM, FAO, CARDI or any other institution.

POSITIONING

CAYAB should be described as a youth-governance standard setter and convener. It should not claim to exercise FAO's normative mandate, governmental regulatory authority or formal accreditation powers unless those powers are later established through approved legal and institutional arrangements.

1. Purpose

- Define minimum requirements for credible youth participation in agrifood systems.
- Guide the design, funding, delivery and evaluation of youth-facing programmes.
- Protect young people from tokenism, exploitation, discrimination, opaque selection and misuse of data.
- Connect consultation, learning, representation, enterprise support, finance, procurement and leadership pathways.
- Provide measurable evidence for voluntary recognition of institutions and programmes.
- Generate comparable regional data on the quality and results of youth inclusion.

2. Scope

The standard applies to CAYAB and may be voluntarily adopted by ministries, public agencies, regional institutions, development partners, schools, universities, NGOs, youth organizations, businesses, funders, incubators and projects engaging young people in agriculture, fisheries, food processing, logistics, technology, research, policy and related agrifood activities.

Applies to	Examples
Participation	Consultations, committees, panels, advisory bodies and policy processes
Learning	Courses, certificates, workshops, mentoring, internships and exchanges
Opportunities	Grants, prizes, contracts, placements, travel, fellowships and employment
Enterprise and markets	Incubators, procurement programmes, buyer matching and supplier development
Data and digital services	Living Registry, opportunity platforms, research and participant records
Leadership	Youth representatives, ambassadors, national focal points and alumni

3. Terms and Normative Language

Term	Meaning
Shall	A mandatory requirement for conformity with the standard.
Should	A recommended practice; departures require a documented reason.
May	An optional practice.
Youth	The age range formally adopted by CAYAB for the programme or jurisdiction; the exact range must be published.
Meaningful participation	Youth have information, voice, influence, protection, feedback and a credible pathway to results.
Tokenism	Youth presence or visibility without adequate information, influence, support or accountability.
Opportunity	Any grant, contract, prize, placement, scholarship, training, travel, appointment or market-access offer.
Recognition	CAYAB's verified statement that defined requirements are met; it is not legal accreditation or governmental approval.

4. Foundational Principles

Rights and dignity

Young people are participants and partners, not promotional assets.

Evidence and clarity

Claims, criteria, decisions and results are documented and understandable.

Equity and accessibility

Barriers related to geography, gender, disability, income and connectivity are actively addressed.

Agency and informed choice

Participation, consent and withdrawal are meaningful.

Shared power

Youth influence decisions and receive feedback on what changed.

Do no harm

Safeguarding, privacy, occupational safety and non-retaliation are built in.

Progression

Engagement should connect to learning, leadership, livelihoods or market pathways.

Accountability

Institutions demonstrate performance, correct failures and accept independent review.

5. Structure of the Standard

Domain	Core question
YS-01 Meaningful Engagement	Did youth influence the process and receive a response?
YS-02 Learning and Competency	Did participants gain assessed, portable competencies?
YS-03 Leadership and Representation	Are youth representatives prepared, accountable and properly authorized?
YS-04 Opportunity Quality	Are opportunities complete, fair, safe and worthwhile?
YS-05 Transparent Selection	Can every decision be explained and evidenced?
YS-06 Enterprise and Market Access	Does support lead toward viable enterprises and predictable markets?
YS-07 Finance and Grants	Are funds accessible, proportionate, impartial and monitored?
YS-08 Data, Digital Services and Living Registry	Are consent, security, rights and purpose controlled?
YS-09 Safeguarding, Inclusion and Decent Work	Are participants protected and treated fairly?
YS-10 Results and Institutional Accountability	Can the institution show outcomes and correct shortcomings?

YS-01 Meaningful Youth Engagement

Youth participation shall begin early enough to affect decisions and shall include preparation, influence and feedback.

Required practice

- Publish the purpose, scope, decision authority, participants, timetable and how contributions will be used before engagement begins.
- Provide accessible background information with enough time for participants to prepare.
- Use inclusive selection that reflects Member States, genders, disabilities, subsectors and underserved groups relevant to the activity.
- Create more than one participation channel, including verbal, written and low-bandwidth options.
- Record recommendations, the responsible decision-maker and the response: accepted, partially accepted, referred, deferred or not accepted.
- Return a “You said / We did / Why” report within a published period.
- Pay or reimburse substantial professional contributions where budgets and rules permit; disclose terms in advance.

Prohibited or non-conforming practice

- Inviting youth after material decisions have already been made while presenting the engagement as co-creation.
- Using youth names, quotations, images or attendance to imply endorsement without consent.
- Selecting only highly visible or institutionally connected youth without published rationale.
- Collecting views without recording, responding to or reporting them.

Minimum evidence

- Engagement plan and participant criteria.
- Background package and accessibility arrangements.
- Attendance/demographic summary with privacy protection.
- Recommendation-response register.
- Payment/reimbursement record and post-engagement report.

YS-02 Learning, Competency and Progression

Youth learning shall be designed around demonstrable competencies and a credible next step, not attendance alone.

Required practice

- Publish learning outcomes, entry requirements, workload, teaching method, assessment, fees and award before enrolment.
- Use assessments that require application, not only recall.
- Provide feedback, reassessment and appeal procedures.
- Offer accessible, mobile-friendly and low-bandwidth materials.
- Verify instructor competence and disclose institutional affiliations accurately.
- Distinguish attendance certificates from competency-based certificates.
- Identify progression pathways into advanced learning, mentoring, representation, enterprise support or employment.

Prohibited or non-conforming practice

- Issuing a competency title solely for attendance.
- Advertising partner co-certification before written approval.
- Changing assessment or fee requirements after enrolment without due process.
- Promising employment, contracts or grants that are not guaranteed.

Minimum evidence

- Approved curriculum map and assessment blueprint.
- Instructor records, accessible materials and learner support log.
- Gradebook, rubrics, moderation and appeals records.
- Certificate register and progression/referral data.

YS-03 Leadership, Representation and Ambassador Practice

Youth leaders shall understand whom they represent, the limits of their authority and the duty to report back.

Required practice

- Issue written terms of reference stating mandate, constituency, duration, authority, reporting and removal provisions.

- Require consultation with the represented network before material interventions where feasible.
- Train representatives in evidence, diplomacy, conflicts, confidentiality and institutional mandates.
- Require disclosure of personal, political, financial and organizational interests.
- Distinguish personal views from adopted CAYAB or institutional positions.
- Provide a feedback route from constituents and a documented handover at the end of service.

Prohibited or non-conforming practice

- Claiming governmental, CARICOM, FAO, CARDI or CAYAB authority without written appointment.
- Using access gained through a representative role primarily for personal commercial advantage.
- Speaking on behalf of a constituency without consultation or disclosing the basis of the position.
- Retaliating against youth who raise concerns or disagree respectfully.

Minimum evidence

- Appointment instrument and terms of reference.
- Training and conflict declarations.
- Consultation notes, intervention briefs and report-back records.
- Performance review and handover record.

YS-04 Opportunity Quality and Disclosure

Every opportunity shall provide enough information for a young person to judge its value, duties, costs, risks and selection process.

Required practice

- Publish eligibility, duties, duration, location, working arrangements, compensation, expenses, insurance, accessibility, benefits and expected outputs.
- State whether the opportunity is paid, unpaid, voluntary, competitive or guaranteed.
- Disclose the funder, implementing body, decision authority and contact point.
- Provide clear application, decision and notification dates.
- Identify safeguarding, complaints and emergency contacts.
- State data, media and intellectual-property conditions before application.

Prohibited or non-conforming practice

- Describing unpaid work as employment.
- Hiding travel, connectivity, equipment or participation costs.
- Requiring applicants to surrender broad rights to their work or likeness without necessity.
- Advertising an opportunity that lacks confirmed funding or authority without clearly labelling it provisional.

Minimum evidence

- Published opportunity notice and version history.
- Budget/authorization confirmation.
- Participant agreement, consent and expense record.
- Completion evaluation and participant feedback.

YS-05 Transparent Selection for Grants, Contracts and Opportunities

Selection shall be based on published rules, predetermined criteria, documented review, conflict controls and an independent complaint route.

Required practice

- Publish the purpose, available value, number of awards, eligibility, permitted costs, submission requirements, assessment stages, scoring weights, due-diligence requirements and decision timetable before opening.
- Separate mandatory eligibility, scored criteria, due diligence and post-award conditions.
- Use the same approved rubric for all eligible applicants; each application shall be reviewed by at least two assessors.
- Record individual scores, written reasons, moderation and final approval.
- Require declarations of family, business, financial, political, supervisory and preparatory relationships; conflicted persons shall recuse.
- Provide reasonable accommodations and low-bandwidth alternatives.
- Communicate decisions and concise constructive feedback.
- Publish awardee, country, purpose, award type, value or range, decision date and expected results, subject to privacy and safety.
- Provide an independent procedural complaint or review mechanism.

Prohibited or non-conforming practice

- Rejecting, preferring or penalizing an applicant using an unpublished requirement.
- Political endorsement, personal payment, favour, relationship or unauthorized influence as a selection condition.
- Allowing one individual to control eligibility, scoring, approval and appeal.
- Permitting a conflicted person to access, score, discuss or vote on the application.
- Changing criteria after applications open without formally recording, notifying and extending the deadline where needed.
- Calling a purchase a grant in order to avoid procurement controls.

Minimum evidence

- Approved opportunity notice, rubric and publication record.
- Eligibility checks, assessor scores and moderation minutes.
- Conflict declarations and recusals.
- Due-diligence file and signed approval.
- Applicant notifications, feedback and complaint decisions.
- Public award register and monitoring record.

YS-05.1 Model scoring framework

Criterion	Weight
Relevance to approved programme or LAFP objective	20%
Benefit to youth and small-scale producers	20%
Feasibility and implementation readiness	15%
Market, procurement or livelihood potential	15%
Inclusion and community benefit	10%
Value for money	10%
Sustainability and continuation	10%
Total	100%

YS-05.2 Opportunity types shall not be confused

Type	Required distinction
Grant	Supports an approved public-benefit activity; it is not payment for

Type	Required distinction
	purchased goods or services.
Procurement contract	Purchases defined goods, works or services under applicable procurement rules.
Prize or award	Recognizes performance under published competition rules.
Loan or recoverable grant	Creates repayment obligations that must be disclosed before application.
Training/readiness support	Develops capability and does not guarantee a future award or contract.

YS-06 Youth Enterprise and Market Access

Enterprise support shall connect youth to the capabilities and relationships needed to supply real demand.

Required practice

- Assess enterprise stage, product/service, formalization, standards, capacity, finance, logistics and market readiness.
- Link training to verified buyer requirements and published market opportunities.
- Provide proportionate support for registration, quality, packaging, costing, aggregation, crop scheduling and delivery.
- Promote written contracts, clear acceptance standards and predictable payment terms.
- Track progression from readiness to quotation, contract, delivery, payment and repeat business.
- Avoid excluding informal or early-stage youth automatically; use supported graduation where lawful.

Prohibited or non-conforming practice

- Presenting networking attendance as market access without a buyer pathway.
- Guaranteeing contracts where no procurement authority exists.
- Imposing supplier requirements unrelated to risk or the purchased product.
- Using unpaid samples, demonstrations or trials as disguised extraction.

Minimum evidence

- Enterprise diagnostic and development plan.
- Buyer requirement or demand evidence.
- Support referrals, quotations, contracts and payment records.
- Outcome data including repeat orders and enterprise survival.

YS-07 Finance, Grants and Investment Readiness

Youth finance shall be accessible, proportionate, impartial and paired with the support needed to use funds successfully.

Required practice

- Match application and reporting requirements to award size and risk.
- Publish eligible costs, disbursement schedule, co-financing, tax and reporting obligations.
- Provide pre-application guidance equally to all applicants.
- Offer technical assistance in budgeting, records, safeguards and implementation.
- Use milestone monitoring without delaying necessary working capital unreasonably.
- Track livelihood, resilience, production, employment and market outcomes—not only expenditure.
- Publish procedures for changes, suspension, recovery, fraud concerns and appeals.

Prohibited or non-conforming practice

- Requiring micro-grant applicants to satisfy disproportionate institutional documentation.
- Charging undisclosed application or facilitation fees.
- Linking awards to political affiliation, personal relationships or unofficial commissions.
- Withholding final payments without recorded contractual cause and response opportunity.

Minimum evidence

- Grant manual, funding decision and signed agreement.
- Disbursement, technical-assistance and monitoring records.
- Variation, complaint and recovery decisions.
- Aggregate results and lessons report.

YS-08 Data, Digital Services and the Living Registry

Youth data shall be collected for defined purposes, protected by design and controlled through enforceable participant rights.

Required practice

- Publish the data controller, purposes, lawful basis/consent, fields collected, recipients, retention period and participant rights.
- Collect only data necessary for membership, opportunities, research or programme delivery.
- Separate required processing from optional marketing, research, photo and media consent.
- Allow participants to access, correct, download and request deletion or restriction where applicable.
- Use role-based access, multifactor authentication for administrators, encryption, logs, backups and incident response.
- Label self-declared, reviewed and verified information accurately; registry inclusion shall not imply certification.
- Share data or connect external platforms only through documented agreements and participant consent where required.
- Assess automated matching or AI for bias, explainability, exclusion and human review.

Prohibited or non-conforming practice

- Selling participant data.
- Using registry information for a new incompatible purpose without notice and authority.
- Publishing personal contact, identity, farm or financial data without necessity and consent.
- Describing a self-declared profile as institutionally certified.
- Locking CAYAB or participants into a platform without practical export and migration.

Minimum evidence

- Data inventory, privacy notice and consent records.
- Role/permission matrix and access logs.
- Sharing/API agreements and data-protection assessment.
- Backup/restore tests, incident register and export procedure.

YS-09 Safeguarding, Inclusion and Decent Work

Participation shall be safe, accessible, respectful and consistent with applicable labour, child-protection and non-discrimination duties.

Required practice

- Complete activity-specific safeguarding and occupational-risk assessments.
- Appoint visible safeguarding and complaint contacts.
- Use informed guardian consent and enhanced controls where minors participate.
- Provide reasonable accommodations for disability, language, connectivity and caregiving barriers.
- Disclose remuneration, hours, supervision, insurance, travel and field conditions.
- Prohibit harassment, sexual exploitation, intimidation, forced labour and retaliation.
- Train staff and partners; document reporting, referral and emergency procedures.

Prohibited or non-conforming practice

- Private unsupervised contact with minors outside approved channels.
- Requiring unsafe fieldwork or travel without controls and emergency support.
- Discrimination based on gender, disability, ethnicity, religion, nationality, political affiliation or other protected status.
- Using “volunteer” status to avoid obligations attached to work that functions as employment.

Minimum evidence

- Risk assessment, safeguarding policy and trained-person register.
- Consent, accommodation and incident/referral records.
- Terms of engagement, insurance and supervision records.
- Anonymous participant safety and inclusion feedback.

YS-10 Results, Feedback and Institutional Accountability

Institutions shall measure whether youth participation produces learning, influence, livelihoods, leadership and system improvement.

Required practice

- Set baseline, output, outcome and equity indicators before implementation.
- Disaggregate results appropriately while protecting privacy.
- Report recommendations received, accepted, partially accepted, deferred and declined.
- Track learning, opportunities, grants, contracts, payments, enterprise progression and leadership roles.
- Measure participant experience and unresolved barriers.
- Publish an annual performance summary and corrective-action plan.
- Retain evidence and permit proportionate verification.

Prohibited or non-conforming practice

- Reporting only attendance, social-media reach or photographs as evidence of impact.
- Suppressing adverse findings or complaints.
- Claiming attribution where the programme only contributed.
- Publishing identifiable participant data unnecessarily.

Minimum evidence

- Results framework, baseline and indicator definitions.
- Recommendation tracker and opportunity/outcome register.
- Participant feedback, complaint data and corrective-action log.
- Annual public report and verification file.

6. Conformity and Recognition Framework

Recognition should begin as a voluntary, evidence-based system. CAYAB should not use “accreditation” until legal authority, assessor independence, appeals and surveillance arrangements are formally established.

Level	Meaning	Minimum decision
Committed Partner	The institution adopts the principles, names an accountable officer and completes a baseline.	Document review; no claim that all requirements are met.
Youth-Responsive Programme	A defined programme demonstrates conformity with all core requirements relevant to its scope.	Evidence review, youth feedback and corrective-action closure.
Centre of Excellence	The institution demonstrates sustained results across multiple programmes and independently verified youth governance.	Independent assessment, outcome evidence and periodic surveillance.

6.1 Non-negotiable core requirements

- No serious safeguarding failure left unaddressed.
- No undisclosed conflict or improper influence in selection.
- No sale or unauthorized disclosure of participant data.
- Published opportunity and assessment requirements.
- Accessible complaint mechanism and protection against retaliation.
- Evidence that youth recommendations receive documented responses.
- No false claims of partner endorsement, certification or authority.

6.2 Suggested assessment method

1. Scope the programme and applicable requirements.
2. Complete institutional self-assessment with evidence links.
3. Obtain confidential youth-participant feedback.
4. Review documents and sample decisions.
5. Interview responsible officers and selected participants.
6. Record conformities, observations and non-conformities.
7. Require corrective action for core failures before recognition.
8. Approve through a panel independent of programme delivery.
9. Publish recognition scope, date, expiry and limitations.
10. Conduct annual check-in and full reassessment every three years.

6.3 Rating

Rating	Definition
Conforming	Requirement is fully met and supported by current evidence.
Partially conforming	Material elements exist, but a defined gap requires correction.
Non-conforming	Requirement is absent, contradicted or unsupported.
Not applicable	Exclusion is justified by programme scope and approved by the assessor.

7. Governance of the Standard

Body	Proposed role
CAYAB Executive	Approve scope, editions, public positions and recognition decisions.
Youth Standards Council	Youth-majority advisory body overseeing relevance, consultation and revisions.
Technical Committee	Experts in participation, training, procurement, enterprise, safeguarding, data and evaluation.
Independent Review Panel	Hear recognition appeals and serious procedural complaints.
Secretariat	Maintain documents, assessor records, applications, evidence and annual reporting.
National youth networks	Test usability, gather evidence and nominate consultation representatives.

7.1 Integrity safeguards

- Separate paid advisory support from final recognition decisions.
- Publish assessor qualifications, conflicts and recusals.
- Do not allow a funder or programme manager to approve its own conformity.
- Use controlled versions and a public change log.
- Consult affected youth before material revisions.
- Publish fees, if introduced, and provide equitable access or waivers.

8. Institutional Self-Assessment Scorecard

Domain	Questions for the institution	Evidence status
Engagement	Can youth show where they influenced a decision and received a response?	Conforming / Partial / No
Learning	Do awards evidence assessed competence and a next step?	Conforming / Partial / No
Representation	Are mandate, authority, conflict and report-back controlled?	Conforming / Partial / No
Opportunity	Are duties, value, costs, risks and conditions disclosed?	Conforming / Partial / No
Selection	Can each award decision be reconstructed from published rules and records?	Conforming / Partial / No
Markets	Is there evidence of buyer linkage, delivery, payment and progression?	Conforming / Partial / No
Finance	Are requirements proportionate and funds supported and monitored?	Conforming / Partial / No
Data	Can participants exercise rights and can CAYAB export/migrate data?	Conforming / Partial / No
Safety	Are safeguarding, accessibility and decent-work controls active?	Conforming / Partial / No
Results	Are outcomes, shortcomings and corrective actions published?	Conforming / Partial / No

9. Standard Evidence Register

Evidence category	Minimum controlled records
Authority	Approval, scope, owner and accountable officer.
Design	Participation plan, curriculum, opportunity notice or programme manual.
Selection	Eligibility, rubric, scores, conflicts, moderation and approval.
Participation	Accessible materials, attendance, recommendations and response tracker.
Safeguarding	Risk assessment, training, consent, incidents and referrals.
Data	Privacy notice, consent, access, sharing, retention and deletion.
Delivery	Agreements, attendance, payments, milestones and support.
Results	Indicators, feedback, outcomes, complaints and corrective actions.
Recognition	Assessment report, decision, scope, expiry and surveillance.

10. Complaints, Appeals and Whistleblowing

- Publish confidential channels that are accessible without programme staff mediation.
- Acknowledge complaints within five working days and communicate the review timetable.
- Use an investigator or reviewer without involvement in the original matter.
- Protect complainants, witnesses and unsuccessful applicants from retaliation.
- Separate safeguarding emergencies from routine administrative appeals.
- Record findings, action, review rights and closure.
- Publish anonymized trend information and systemic corrective action.

11. Implementation Roadmap

Phase	Indicative period	Deliverables
1. Internal authorization	0–30 days	Concept approval, drafting group, youth council and consultation mandate.
2. Technical drafting	31–90 days	Standard, guidance, evidence checklist, scorecard and complaints procedure.
3. Regional consultation	Months 4–5	Youth, Member State, institution, private-sector and partner feedback.
4. Pilot assessment	Months 6–8	Apply the draft to CAYAB programmes and two or three volunteer partners.
5. Revision and approval	Months 9–10	Disposition-of-comments matrix, legal review and approved Edition 1.
6. Voluntary recognition launch	Months 11–12	Assessor training, application process, register and public communications.
7. Annual review	Yearly	Performance report, complaints analysis

Phase	Indicative period	Deliverables
		and controlled amendments.

11.1 Start with CAYAB itself

Credibility requires CAYAB to apply the standard first to its consultations, certificate programme, Living Registry, competitions, grant proposals, country pilots, appointments and promoted opportunities. CAYAB should publish its baseline, gaps and corrective-action plan before inviting outside institutions to seek recognition.

12. Decisions Required from CAYAB

No.	Decision	Recommended position
1	Official title	CAYAB: The Youth Standard – Regional Standard for Meaningful Youth Participation in Caribbean Agrifood Systems.
2	Status	Voluntary consultation draft; not accreditation or regulation.
3	Definition of youth	Adopt and publish one operational range, with programme-specific exceptions stated.
4	Governance	Create a youth-majority Standards Council and independent appeals function.
5	Recognition	Pilot three voluntary levels only after testing.
6	Fees	No recognition fees during the pilot; later fees transparent with waivers.
7	Public reporting	Publish annual performance and recognition registers.
8	Partner engagement	Invite technical review without implying endorsement or co-ownership.
9	Internal conformity	Assess CAYAB programmes before external launch.
10	Approval pathway	Confirm who legally approves Edition 1 and future revisions.

Appendix A — Mandatory Opportunity Notice Fields

- Opportunity title, type and purpose.
- Issuing, funding and implementing institutions.
- Confirmed or provisional status.
- Total value, number and size of awards.
- Eligibility and exclusions.
- Permitted and prohibited costs.
- Duties, outputs, duration and location.
- Compensation, expenses, insurance and participant costs.
- Application fields and required documents.
- Scored criteria and weights.

- Due diligence and contract conditions.
- Opening, clarification, closing, decision and start dates.
- Accessibility and low-bandwidth arrangements.
- Data, confidentiality, media and intellectual-property terms.
- Safeguarding, complaint and appeal contacts.
- Decision publication and feedback arrangements.

Appendix B — Recommendation Response Categories

Category	Required explanation
Accepted	State the change, owner and implementation date.
Partially accepted	State the accepted element, limitation and next action.
Referred	Name the authority receiving it and follow-up date.
Deferred	State the evidence, resources or decision needed and review date.
Not accepted	Provide a substantive reason, not merely “outside scope”.
Already addressed	Cite the exact policy, action or evidence.

Appendix C — Model Standard Clause

TRANSPARENT SELECTION CLAUSE

All grants, contracts, prizes, placements and funded opportunities administered, financed, endorsed or promoted by CAYAB shall be awarded through published eligibility requirements, predetermined assessment criteria, documented scoring, proportionate due diligence and recorded approval. Assessors and decision-makers shall disclose conflicts of interest and recuse themselves where necessary. Applicants shall receive written decisions and access to an independent complaints process. CAYAB shall publish appropriate award information while protecting personal and commercially confidential data. No applicant shall be rejected, preferred or penalized based on an unpublished requirement, personal relationship, political affiliation or unauthorized influence.

Appendix D — Development Documents Required

- Implementation guidance for each domain.
- Institutional self-assessment workbook.
- Youth experience scorecard.
- Opportunity quality and selection toolkit.
- Learning and competency framework.
- Safeguarding and inclusion minimum controls.
- Living Registry data and consent protocol.
- Grant and procurement integrity manual.
- Indicator dictionary and annual reporting template.
- Complaints, appeals and whistleblowing procedure.
- Recognition assessment manual and assessor code.
- Disposition-of-comments matrix for regional consultation.