

## CLARITY SCORECARD INSTRUCTIONS

To help with your analysis of existing laws and regulations, apply the following CLARITY questions to the sections of the law being evaluated. You can note the score for each section and the article to which it pertains. Additional copies of the *CLARITY Scorecard* Questions can be downloaded at [www.clarity.coop](http://www.clarity.coop).

Instructions	
1	The first step for the evaluator is to read and understand the law and regulations to be evaluated; the evaluator should at least be confident enough of their understanding of the law and regulations to be evaluated. Working with a trained lawyer familiar with cooperative law is ideal. It also may be helpful to identify areas of the law related to specific CLARITY Principles. In the Country Cooperative Law tab under column "B," choose from the drop-down list the CLARITY Principle that applies to the Article of the law.
2	On the spreadsheet "SCORECARD QUESTIONS" there are 30 questions that create the relationship between the CLARITY Principles and the CLARITY Indicators. After each question is a space to enter a score, based on the analysis of that aspect of the cooperative law. Each of the questions may apply several principles under one indicator.
3	For scoring, points are awarded to each question on a scale from 0 to 4, which is explained on the "SCORING SCALE" tab. Basically "0" represents a no compliance with CLARITY Principles and "4" represents full compliance with CLARITY Principles. The highest number of points that can be awarded in the CLARITY Scorecard tool is 120 points, which would represent the "Most Legal and Regulatory Enabled Environment for Cooperatives" and with "0 points" representing the contrary.
4	After points have been allocated to all questions in the "SCORECARD QUESTIONS" tab, go to the SCORECARD tab to see the results. If you do not see the results press the "F9" key on your keyboard.
5	An in-depth analysis and rationale for the score should be written to explain the reasoning for the score, provide context and details, justifications, etc.
	<b>NOTE:</b> When allocating the score to the questions, the evaluator must have the first CLARITY document to compare "Enabling Examples" and "Disabling Examples" from other cooperative laws around the world and to provide a equitable, fair and transparent score.