**Taiwan FactCheck Center Operational Guidelines**

1. The Center’s fact checking operation is based on the principles of openness, transparency, rigor and accountability. All fact checks are built on verified material.
2. Fact checks are triggered by news or information flagged by the Internet and social media platforms, news or information reported by the public to the Center, and news attracting media attention or public debate.
3. Disputed or suspected disinformation related to important public affairs are the priority of the Center’s fact checking.
4. The daily fact checking items are determined at the fact checking meeting. The fact checked report should be reviewed by at least three fact checking personnel (including supervisors) and should be approved by the editor-in-chief before its publication. First, after being assigned a fact checking task by the editor-in-chief the fact checker prepares the first draft, and then submits the first draft to an editor who verifies the accuracy of all the statements and source materials line by line and word by word. Lastly, the editor-in-chief examines the integrity of the context, clarity of the writing, the precision of the wording, and the rationality of the conclusions. If necessary, the editor-in-chief may consult the Executive Board for final judgment. The acting chief performs the editor-in-chief’s duties when the editor-in-chief is on leave.
5. When necessary during the fact-checking process fact-checking team members should consult the Executive Board, relevant scholars and experts, as well as seek verification from relevant parties.
6. All the fact checked reports are published on the Center’s website as well as on the websites of the Center’s partner organizations and media.
7. The results of the fact checking are generally divided into three levels of verdicts: true, partial errors and errors. The decision can be adjusted based on the evaluation of special circumstances.
8. All the information and source materials on each fact checked report are available and open for the public’s review and verification.
9. The results of the fact checking are open to external appeals and the fact checkers should process the appeals with a rigorous review. If the original fact checked report is found to contain errors the center should immediately make a correction and issue the correction to the public.
10. Members of the Executive Board and the Advisory Council may take initiative in proposing corrections if they find the fact checked report negligent in the review process or contains errors in content. If the editor-in-chief disagrees with the external appeals, the editor-in-chief should submit a comprehensive statement to the Executive Board. The final decision shall be made by the Executive Board.
11. The guidelines shall be implemented on the date of adoption by the Executive Board, as will any amendments.