

**National Chapter Self-Evaluation Form v7
2014 06 20**

Transparency International is an organisation that is calling for transparency, accountability and integrity in the public and private sector. We can only continue doing that if we ourselves adhere to highest standards of good governance.

The National Chapter self-evaluation form that you have in front of you is an integral part of the Transparency International Accreditation Process, that is laid out in the NC Accreditation and IM Appointment Policy ([click here to view policy](#)). While the form asks many questions on various aspects of your work, not all of these are compulsory or mark standards that are requested for accreditation or accreditation review. They rather represent good practice and are meant to give a good picture and understanding of the work that you are doing and the national context. This is particularly with regard to the fact that the purpose of the NC Accreditation Policy is not only to protect the integrity, cohesion and reputation of Transparency International but also and most importantly to strengthen and support the national chapters of the movement.

The information requested in this self-evaluation form will enable the Membership Accreditation Committee and the international Board of Directors of TI to carry out their statutory functions of vetting applications for accreditation, and accreditation review. We ask for your understanding and appreciate your efforts at providing comprehensive information.

ABOUT THIS FORM

Data collected in this self-evaluation form will normally be restricted to the circulation among the TI Board, its committees and TI-S staff. Where explicitly specified in the self-evaluation form, information may also be shared within or outside TI with a view to enhance the Movement's learning and accountability but may not be used for commercial purposes. Information of individual and private nature will not be publicly shared. All personal data are collected, processed and used in accordance with the German Data Protection Act (BDSG)([click here to review the BDSG](#)).

DATA PROTECTION FRAMEWORK

At the same time, the National Chapter Self-Evaluation Form is administered, and so is the storage of your submitted data, via the service website Formscentral. Formscentral formally commits not to utilise such data for commercial purpose, not to distribute or sell such data to third party and that you retain all rights to your data. The website is originated from San Mateo County California, USA, i.e. the protection of data will be handled according to respective US federal and state laws. While Formscentral is committed to maintaining your privacy and security, it is nevertheless important to note that they can be required under USA Law to share your data with USA Authorities towards investigation, prevention, or action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of the Terms of Service, or as otherwise required by law. (For more information see Formscentral's Terms & Conditions ([click here to view policy](#)) and Privacy Policy ([click here to view policy](#)))

We therefore encourage you to keep data anonymised wherever relevant and to submit sensitive information where deemed necessary in a separate e-mail to governance@transparency.org.

Our organisation hereby agrees that the data and documents submitted in or with this self-evaluation form be processed by TI-S and used as deemed necessary towards the initial accreditation or accreditation review of our organisation as a National Chapter of Transparency International, in accordance with the Transparency International National Chapter Accreditation Policy and within the above-stated framework.

**I have read and agree
with the National
Chapter Self-
Evaluation Form Terms
& Conditions**

Yes, on behalf of my National Chapter I agree

Glossary:

This questionnaire was designed for TI Chapters around the world. These are highly diverse in the legal form that they have adopted as well as for the legal environments in which they operate. Questions in this form may therefore not use the exact term as employed in the Chapter to refer to a particular body. This explains what some terms in this questionnaire are meant to designate.

Governing Bodies: The term refers to the organs of the Chapter and includes bodies such as the Annual Membership Meeting (if there is a membership), the Board of Directors/Board of Trustees/Board of Management, or any other body that may be part of a NC's governance structure.

Board of Directors: The governing body of the chapter that is non-remunerated and responsible to supervise the Chapter's activities.

Highest Governing Body: Refers to the governing body with the highest decision power, in particularly responsible for approving the annual financial statements of the Chapter and giving formal approval to the actions of the Board of Directors; appointing the members of the Board of Directors, approving amendments to the Chapter's by-laws, or deciding on the dissolution of the Chapter. In Chapters with a membership, this would normally be the Membership Meeting.

Executive Director: Chief employee who represents the Chapter in all usual matters.

Name of Chapter

Date of registration
with local authorities

Address information
(Please provide
information regarding
your street address,
city, state/province/
region and postal/zip
code)

Country

Name of Chair

Email of Chair

Website

Name of contact person for accreditation process

First name

Last name

Email of contact
person

Phone of contact
person

1. Governance

It is important for TI and its Chapters to have robust governance mechanisms. At the same time it is well understood that governance structures of individual Chapters may vary depending on the national legislation that regulates the setup of NGOs in the country or the legal form chosen for the National Chapter. This section is meant to provide better understanding of how your Chapter is organised and structured, and how it ensures adherence to basic TI principles such as diversity and internal accountability.

1.1 Governing bodies

1.1.1 What are your Chapter's governing bodies? Please list your Chapter's governing bodies and provide their functions.

1.2 Frequency of governance meetings. How often do you hold meetings of your highest governing body/Annual Membership Meeting?

once a year more often less often never

1.2.1 Please provide the date(s) of the 3 most recent formal meetings of your chapter's highest governing body/ Annual Membership Meeting (please see below for exact definition).

Highest Governing Body: Refers to the governing body with the highest decision power, in particularly responsible for approving the annual financial statements of the Chapter and giving formal approval to the actions of the Board of Directors; appointing the members of the Board of Directors, approving amendments to the Chapter's by-laws, or deciding on the dissolution of the Chapter. In Chapters with a membership, this would normally be the Membership Meeting.

1.2.1.1 Date last formal highest governing body meeting

1.2.1.2 Date second last formal highest governing body meeting

1.2.1.3 Date third last formal highest governing body meeting

1.2.2 What records of the highest governing body meetings were kept?

Minutes No records were kept
Other

1.2.2.1 Who can access records of those meetings and how?

1.2.2.2 Please attach most recent minutes

1.2.3 Please provide the dates of your Board (or similar body; please see below for exact definition) meetings in the last 12 months.

Board of Directors: The governing body that is non-remunerated and responsible to supervise the Chapter's activities

1.2.3.1 Date last Board meeting

1.2.3.2 Date second last Board meeting

1.2.3.3 Date third last Board meeting

1.2.4 What records of the Board (please see glossary for exact definition) meetings were kept?

Minutes

No records were kept

N/A

Other

1.2.4.1 Who can access records of the Board meetings and how?

1.2.4.2 Please attach most recent minutes.

1.3 Board (please see below for exact definition) composition and time in NC leadership

Board of Directors: The governing body of the Chapter that is non-remunerated and

1.3.1 How many members is the Board currently composed of?

1.3.1.1 What is the minimum and maximum number of members that can serve on the Board.

1.3.2 What is the term length for members of the Board?

1.3.3 For how many terms is it possible for members of the Board to be re-elected?

1.3.3.1 For how many terms is it possible for the Chair of the Board to be re-elected?

**1.3.4 Who are your current Board members?
Please list (i) the names of your Board members, (ii) their respective Board position, and (iii) the number of terms each of them has served on the Board.**

1.3.5 Board (please see glossary for exact definition) Diversity

The questions below will help to illustrate your Chapter's Board diversity. If your Chapter feels uncomfortable answering any question in 1.3.5, or finds them irrelevant to the country context, please do not answer.

1.3.5.1 Gender

Please list how many of your Board members are of each gender.

1.3.5.1.a Male

1.3.5.1.b Female

1.3.5.1.c Your comments, if any:

1.3.5.2 Age

Please list how many of your Board members belong to the below age categories.

1.3.5.2.a Aged < 30

1.3.5.2.b Aged 30 - 45

1.3.5.2.c Aged 45 - 60

1.3.5.2.d Aged > 60

1.3.5.2.e Your comments, if any:

1.3.5.3 Regional diversity:

Please list (i) the various cities/towns/villages where your Board members reside and (ii) the number of Board members who reside there.

1.3.5.4. CVs / Biographies of current Board members
(Kindly note that this information is required)

Yes
No
Available online
Available in print
Available upon request

1.3.5.4.a CVs / Biographies of Board members URL

1.3.5.4.b If CVs / Biographies of Board members not available online, please attach here

1.3.5.4.c Your comments, if any:

1.3.5.5 Board Register of Interests
(Kindly note that this information is required)

Yes
No
Available online
Available in print
Available upon request

1.3.5.5.a Board Register of Interests URL

1.3.5.5.b If Board Register of Interests not available online, please attach here.

1.3.5.5.c Your comments, if any:

1.3.6 Who is eligible to be part of the Board? Please check all boxes that apply.

Individual Members
Representatives of institutional/organisational members
Other

1.3.7 How is the Board selected? Please check all boxes that apply.

Self-appointed
Appointed by a supervisory board
Other

Appointed by a Board of Trustees
Elected by membership

1.3.8 How does the Board evaluate its performance? Please check all boxes that apply.

Report to the Membership
External audit
Other

Self-evaluation

1.3.8.1 External audit: How often?

1.3.9 Has any member of your Board received payments from your Chapter other than refund of expenses?

Yes No

1.3.9.1 If yes, what for?

1.3.9.2 Your comments, if any:

1.4 Membership

1.4.1 Please attach the relevant document that rules your chapter's membership issues, if applicable.

1.4.2 Does your Chapter have Individual Members?

Yes No

1.4.2.1 How many?

1.4.3 What are the conditions for becoming an Individual Member? Please check all boxes that apply.

Signed commitment to Chapter Charter/Constitution
Payment of membership fee
Approval by Board or other governing body
N/A
Other

1.4.3.1 Your comments, if any:

1.4.4 In what ways are Individual Members able to participate in the governing activities of your Chapter?

1.4.4.1 Do Individual Members have voting rights?

Yes, all have voting rights

Yes, some have voting rights (please elaborate in comments box!)

No

Other

1.4.4.1.a Your comments, if any:

1.4.5 Does your Chapter have corporate / institutional members?

Yes

No

1.4.5.1 How many?

1.4.6 Please list your corporate/institutional members including their names and industry.

1.4.7 What are the conditions for becoming a corporate/institutional member? Please check all boxes that apply.

Signed commitment to Chapter Charter/Constitution

Payment of membership fee

Approval by Board or other governing body

N/A

Other

1.4.8 In what ways are corporate/institutional members able to participate in the governing activities of your chapter?

1.4.8.1 Do corporate/institutional members have voting rights?

Yes, all have voting rights

Yes, some have voting rights (please elaborate in comments box!)

No

Other

1.4.8.1.a Your comments, if any.

1.4.9 How does your Chapter encourage its members to participate in the Chapter activities?

2. Activities

Transparency International and its Chapters have been and still are advocacy organisations. This section is meant to achieve a better understanding of your Chapter's activities particularly with regard to advocacy, but also with regard to coalition building within the TI Movement as well as with other NGOs.

2.1 Advocacy Activities

2.1.1 Chapter's relationship with the media

2.1.1.1 How many times was your chapter mentioned in any media (excluding blogs) in the past 12 months?

2.1.1.1.a Please describe the type of coverage:

2.1.1.2 How many times was your Chapter mentioned in any blog in the past 12 months?

2.1.1.2.a Please describe the type of coverage:

2.1.1.3 Which of the following other media tools does your chapter use to communicate with the public? Please check all boxes that apply and provide the corresponding information.

Blog Facebook
Other tools, such as 'Twitter', 'YouTube' etc.

2.1.1.4 Please provide the blog link and number of readers (page views per year).

2.1.1.5 Please provide the link to your Facebook page and the number of people who like it.

2.1.1.6 Please provide information about any other tools (such as 'Twitter', 'YouTube' etc.) you are using. Where appropriate insert URL.

2.1.2 Has your Chapter organised activities in the last three years to raise public awareness about corruption? Please check all boxes that apply and provide examples and links of supporting documents.

Conferences (C) Workshops (W) Publications (P)
Newsletter (N)
Other (O)

2.1.2 C Chapter role in conferences

2.1.2 C Please provide examples of up to three most important conferences including (i) dates, (ii) audience, (iii) number of participants,(iv) impact on your activities, and (v) link to supporting documents.

2.1.2.W Chapter role in workshops

2.1.2.W Please provide examples of up to three most important workshops including (i) dates, (ii) audience, (iii) number of participants, (iv) impact on your activities, and (v) link to supporting documents.

2.1.2.P Please provide examples of up to three most important publications including date.

2.1.2P Please attach an electronic copy of the above publications.

2.1.2.N Please provide examples of newsletters including (i) dates, (ii) audience, (iii) number of recipients, and (iv) link to newsletter.

2.1.2.O Please provide examples of other activities including (i) dates, (ii) audience, (iii) number of participants, (iv) implications on your chapter's activities and visibility thereafter, and (v) link to supporting documents.

2.1.2.O Any additional comments on your activities.

2.1.3 Has your Chapter engaged in campaigns or other forms of lobbying in the last three years to influence public policy?

Yes

No

2.3 Your Chapter's support of Global Strategy.

The TI 2015 Strategy names 6 Strategic Priorities (SP). Each Chapter is expected to contribute substantively to at least one of the priorities given below.

2.3.1 Which priority(s) does your Chapter contribute to?	People (P) Values (V)	Institutions (IN) Network (N)	Laws (L) Impact (IM)
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2.3.1.P Please provide example of your contribution to SP People, including link to supporting documents.

2.3.1.IN Please provide example of your contribution to SP 'Institutions, including link to supporting documents.

2.3.1.L Please provide example of your contribution to SP Laws, including link to supporting documents.

2.3.1.V Please provide example of your contribution to SP Values, including link to supporting documents.

2.3.1N Please provide example of your contribution to SP Network, including link to supporting documents.

2.3.1.IM Please provide example of your contribution to SP Impact, including link to supporting documents.

2.4 Interaction with peer NCs. Does your Chapter engage in activities with other Chapters?	Yes	No
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2.4.1 Please list below the three most important activities in which your Chapter engaged with other TI Chapters.

2.4.1.1 Please provide title and date of activity 1, including link to report or other supporting documents.

2.4.1.1.a Type of activity 1

**2.4.1.1.b TI-S
involvement in activity
1**

**2.4.1.1.c If TI-S was
involved in activity 1,
please state the nature
of the involvement:**

**2.4.1.1.d Was this a
positive experience?** Yes No

**2.4.1.1.e Your
comments, if any:**

**2.4.1.2 Please provide
title and date of activity
2, including link to
report or other
supporting documents.**

**2.4.1.2.a Type of
activity 2**

**2.4.1.2.b TI-S
involvement in activity
2**

**2.4.1.2.c If TI-S was
involved in activity 2,
please state the nature
of the involvement:** Financial Contribution
Direct Oversight
Collaboration
Facilitation

**2.4.1.2.d Was this a
positive experience?** Yes No

**2.4.1.2.e Your
comments, if any:**

**2.4.1.3 Please provide
title and date of activity
3 including link to
report or other
supporting documents.**

**2.4.1.3.a Type of
activity 3**

**2.4.1.3.b TI-S
involvement in activity
3**

**2.4.1.3.c If TI-S was
involved in activity 3,
please state the nature
of the involvement:**

**2.4.1.3.d Was this a
positive experience?** Yes No

**2.4.1.3.e Your
comments, if any:**

2.4.2 TI-S Communication and support of your Chapter

	Very poor	Poor	Fair	Good	Very good
2.4.2.1 How well has the TI-S been communicating with your Chapter?					
2.4.2.2 How would you rank the TI-S' support of your Chapter's work?					

2.4.2.3 Please provide comments and examples of benefits/difficulties/ideas for improvement for both sections.

2.5 Coalition / Stakeholder engagement

2.5.1 Has your Chapter been asked directly by or engaged with public institutions regarding input or an expert opinion in the last three years?

Yes, been asked Yes, engaged with No

2.5.1 If not, please elaborate.

2.5.1.1 Please elaborate on the three most prominent instances of your engagement with public institutions.

2.5.1.1.a Name of institution 1

2.5.1.1.b Type of institution 1

Municipal governing body Regional governing body

International governing body

Other

2.5.1.1.a Initiation of contact

Chapter contacted institution Institution contacted Chapter

2.5.1.1.a Date of initial contact

2.5.1.1.a Topic of request

2.5.1.1.a What input was requested and provided? Please elaborate including results of input provided.

2.5.1.1.b Name of institution 2

2.5.1.1.b Type of institution 2

Municipal governing body
International governing body
Other

Regional governing body

2.5.1.1.b Initiation of contact

Chapter contacted institution

Institution contacted Chapter

2.5.1.1.b Date of initial contact

2.5.1.1.b Topic of request

2.5.1.1.b What input was requested and provided? Please elaborate including results of input provided

2.5.1.1.c Name of institution 3

2.5.1.1.c Type of institution 3

Municipal governing body
International governing body
Other

Regional governing body

2.5.1.1.c Initiation of contact

Chapter contacted institution

Institution contacted Chapter

2.5.1.1.c Date of initial contact

2.5.1.1.c Topic of request

2.5.1.1.c What input was requested and provided? Please elaborate including results of input provided.

2.5.2 Has your Chapter been asked directly by or engaged with private sector actors regarding input or an expert opinion in the last three years?

Yes, been asked Yes, engaged with No

2.5.2. If not, please elaborate.

2.5.2.1 Please elaborate on the three most prominent instances of your engagement with private sector actors.

2.5.2.1.a Name of institution 1

2.5.2.1.a Type of institution 1	National, listed on a stock exchange	
	National, not listed on a stock exchange	
	Multinational, listed on a stock exchange	
	Multinational, not listed on a stock exchange	
	Other	
2.5.2.1.a Initiation of contact	Chapter contacted institution	Institution contacted Chapter
2.5.2.1.a Date of initial contact	<input type="text"/>	
2.5.2.1.a Topic of request		
2.5.2.1.a What input was requested and provided? Please elaborate including results of input provided.		
2.5.2.1.b Name of institution 2		
2.5.2.1.b Type of institution 2	National, listed on a stock exchange	
	National, not listed on a stock exchange	
	Multinational, listed on a stock exchange	
	Multinational, not listed on a stock exchange	
	Other	
2.5.2.1.b Initiation of contact	Chapter contacted institution	Institution contacted Chapter
2.5.2.1.b Date of initial contact	<input type="text"/>	
2.5.2.1.b Topic of request		
2.5.2.1.b What input was requested and provided? Please elaborate.		
2.5.2.1c Name of institution 3		
2.5.2.1c Type of institution 3	National, listed on a stock exchange	
	National, not listed on a stock exchange	
	Multinational, listed on a stock exchange	
	Multinational, not listed on a stock exchange	
	Other	
2.5.2.1c Initiation of contact	Chapter contacted institution	Institution contacted Chapter
2.5.2.1c Date of initial contact	<input type="text"/>	

2.5.2.1c Topic of request

2.5.2.1c What input was requested and provided. Please elaborate including results of input provided.

2.5.2.2 If you have a private sector programme, please provide the URL or upload the relevant file.

2.5.2.2.a If available, please provide the URL to the private sector programme:

2.5.2.2.b If available, please upload the relevant private sector programme file here:

2.5.3 Has your Chapter been asked directly by or engaged with other civil society organisations regarding input or an expert opinion in the last three years?	Yes, been asked	Yes, engaged with	No
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2.5.3 If not, please elaborate.

2.5.3.1 Please elaborate on the three most prominent instances of your engagement with civil society organisations.

2.5.3.1.a Name of organisation 1

2.5.3.1.a Type of organisation 1	City NGO	National NGO	International NGO
	Other		

2.5.3.1.a Initiation of contact	Chapter contacted organisation	Organisation contacted Chapter
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2.5.3.1.a Date of initial contact

2.5.3.1.a Topic of request

2.5.3.1.a What input was requested and provided? Please elaborate including results of input provided.

2.5.3.1.b Name of organisation 2

2.5.3.1.b Type of organisation 2	City NGO	National NGO	International NGO
	Other		

2.5.3.1.b Initiation of contact Chapter contacted organisation Organisation contacted Chapter

2.5.3.1.b Date of initial contact

2.5.3.1.b Topic of request

2.5.3.1.b What input was requested and provided? Please elaborate.

2.5.3.1.c Name of organisation 3

2.5.3.1.c Type of organisation 3 City NGO National NGO International NGO
Other

2.5.3.1.c Initiation of contact Chapter contacted organisation Organisation contacted chapter

2.5.3.1.c Date of initial contact

2.5.3.1.c Topic of request

2.5.3.1.c What input was requested and provided? Please elaborate.

3. Accountability

This section aims at giving a good picture of the level of accountability of your chapter by asking for specific documents and policies and how they are being made available to the public if applicable. While sections 3.1 and 3.3 ask for documents and policies that are specifically requested by the NC Accreditation Policy and NC Accreditation Agreement in the context of the accreditation process, sections 3.2 and 3.4 ask for documents and policies that form additional accountability indicators and affect the level of accountability. These are not compulsory in the context of the accreditation review.

3.1 Does your chapter publish recent (last 12 months) versions of the following documents that are requested in the context of the NC accreditation process? Where can they be found?

3.1.1 Most recent annual report Yes No
Available online Available in print
Available upon request

3.1.1.1 Annual report URL

3.1.1.2 If annual report is not available online, please attach here.

3.1.1.3 Your comments, if any:

3.1.2 Most recent audited financial statements Yes No
Available online Available in print
Available upon request

3.1.2.1 Audited financial statements URL

3.1.2.2 If audited financial statements not available online, please attach here.

3.1.2.3 Your comments, if any:

3.1.3 Current budget

Yes

No

Available online

Available in print

Available upon request

3.1.3.1 Budget URL

3.1.3.2 If current budget not available online, please attach here.

3.1.3.3 Your comments if any:

3.1.4 Current NC strategy

Yes

No

Available online

Available in print

Available upon request

3.1.4.1 NC strategy URL

3.1.4.2 If current NC strategy not available online, please attach here.

3.1.4.3 Your comments, if any:

3.1.5 Current work plan

Yes

No

Available online

Available in print

Available upon request

3.1.5.1 Work plan URL

3.1.5.2 If current work plan not available online, please attach here.

3.1.5.3 How was your Chapter's work plan determined? Please check the box that applies.

Approved by the Board (or similar body)

Approved by management

Not approved, set by Board or Management.

N/A, the chapter does not have a work plan.

Other

3.1.5.4 Please briefly explain and provide any other comments:

3.1.6 Excel standardised financial sheet

Yes
No
Available in print
Available upon request

3.1.6.1 Please attach excel standardised financial sheet here.

3.1.6.2 Your comments, if any:

3.1.7 Board Register of Interests

Yes	No
Available online	Available in print
Available upon request	

3.2 Does Your Chapter publish recent (last 12 months) versions of the following additional documents, and if so where can they be found?

3.2.1 Current list of donors

Yes
No
Available online
Available in print
Available upon request

3.2.1.1 List of donors URL

3.2.1.2 If current list of donors not available online, please attach here.

3.2.1.3 Your comments if any:

3.2.2 Name and CV of ED

Yes	No
Available online	Available in print
Available upon request	

3.2.2.1 Names of Board Members and ED URL

3.2.2.2 If names of Board Members and ED not available online, please attach here.

3.2.2.3 Your comments, if any:

3.3 Does your Chapter publish the following policies that are requested in the context of the NC accreditation process? Where can they be found?

3.3.1 National Chapter's Charter	Yes	No
	Available online	Available in print
	Available upon request	

3.3.1.1 National Chapter's Charter URL

3.3.1.2 If National Chapter's Charter not available online, please attach here.

3.3.1.3 Your comments, if any:

3.3.2 National Chapter's Code of Conduct	Yes	No
	Available online	Available in print
	Available upon request	

3.3.2.1 National Chapter's Code of Conduct URL

3.3.2.2 If National Chapter's Code of Conduct not available online, please attach here.

3.3.2.3 Your comments, if any:

3.3.3 National Chapter's Conflict of Interest Policy	Yes	No
	Available online	Available in print
	Available upon request	

3.3.3.1 National Chapter's Conflict of Interest Policy URL

3.3.3.2 If National Chapter's Conflict of Interest Policy not available online, please attach here.

3.3.3.3 Your comments, if any:

3.4 Does your Chapter publish the following additional policies, and if so where can they be found?

3.4.1 Paid Service Due Diligence Policy	Yes	No
	Available online	Available in print
	Available upon request	

3.4.1.1 Paid Service Due Diligence Policy URL

3.4.1.2 If Paid Service Due Diligence Policy not available online, please attach here.

3.4.1.3 Your comments, if any:

3.4.2 Donation Policy	Yes	No
	Available online	Available in print
	Available upon request	

3.4.2.1 Donation Policy URL

3.4.2.2 If Donation Policy not available online, please attach here.

3.4.2.3 Your comments, if any:

4. Independence

In our Umbrella Statement we clearly strive for independence, which includes political and intellectual as well as financial independence. The following section is meant to give a better understanding of how your Chapter manages to ensure its independence on these different levels.

4.1. Political independence

4.1.1 Does your Chapter have systems to ensure that it is not perceived as biased by the following:

4.1.1.1 The government Yes No

4.1.1.1.a Please describe the system.

4.1.1.1.b Please elaborate on any difficulties and provide any other comments.

4.1.1.2 The opposition Yes No

4.1.1.2.a Please describe the system.

4.1.1.2.b Please elaborate on any difficulties and provide any other comments.

4.2 Board independence

4.2.1 How do you ensure independence of Board members?

4.3 Diversity of funding base

4.3.1 Does your Chapter have a policy allowing the rejection of funding that could harm the organisation or movement? Yes No

4.3.1.1 Please provide the link to the document containing this policy.

4.3.1.2 If not available online, please attach this policy.

4.3.1.3 Please briefly describe the policy or reason for lack thereof, and any other comments.

4.3.2 Paid advisory and/or professional services

4.3.2 Does your Chapter engage in paid advisory or professional services? Yes No

4.3.2.1 Advisory/ Service provided by Chapter? Yes No

4.3.2.1.a Advisory/ Service pre-approved by Chapter's Board? Yes No

4.3.2.1.b Used TI tools or methodologies? Yes No

4.3.2.1.c Use of TI tools and methodologies pre-approved by international Board? Yes No

4.3.2.1.d Payments reported? On chapter's webpage In chapter's annual report
No

4.3.2.1.e Comments including (i) services, (ii) tools, (iii) pre-approval process by chapter or international Board and (iv) date(s) of services:

4.3.2.2 Advisory/ Service provided by members of chapter's Board outside the work of the chapter?

Yes No

4.3.2.2.a Advisory/ Service pre-approved by Chapter's Board?

Yes No

4.3.2.2.b Used TI tools or methodologies?

Yes No

4.3.2.2.c Use of TI tools and methodologies pre-approved by international Board?

Yes No

4.3.2.2.d Payments reported?

To Chapter's Board No
Other

4.3.2.2.e Comments including (i) services, (ii) tools, (iii) pre-approval process by Chapter or international Board and (iv) date(s) of services:

4.3.2.3 Advisory/ Service provided by Chapter staff outside the work of the Chapter?

Yes No

4.3.2.3.a Service pre-approved by Chapter's Board?

Yes No

4.3.2.3.b Used TI's tools or methodologies?

Yes No

4.3.2.3.c Use of TI tools and methodologies pre-approved by international Board?

Yes No

4.3.2.3.d Payments reported?

To chapter's Board No
Other

4.3.2.3.e Comments including (i) services, (ii) tools, (iii) pre-approval process by Chapter or international board and (iv) date(s) of services:

4.3.2.4 Please describe what rules and regulations apply when your Board members or staff engage in advisory services outside the work of the Chapter.

4.3.2.5 Advisory/ Service provided by Chapter volunteer outside the work of the Chapter?	Yes	No
---	-----	----

4.3.2.5.a Advisory/ Services pre-approved by Chapter Board?	Yes	No
--	-----	----

4.3.2.5.b Used TI's tools or methodologies?	Yes	No
--	-----	----

4.3.2.5.c Use of TI tools and methodologies pre-approved by international Board?	Yes	No
---	-----	----

4.3.2.5.d Payments reported?	To chapter's Board	No
	Other	

4.3.2.5e Comments including (i) services, (ii) tools, (iii) pre-approval process by Chapter or international Board and (iv) date(s) of services:

4.3.2.6 Does your Chapter use the TI Guidelines to Paid Advisory Services to ensure that the TI name is protected when undertaking paid advisory or professional services?	Yes	No
---	-----	----

4.3.2.6.a Please elaborate.

5. Organisational capacity

This section seeks to gather information about the level of organisational capacity of your Chapter. These elements are not mandatory in the context of the accreditation review but help understand your Chapter's internal situation.

5.1 Internal ethics and anti-corruption mechanisms

5.1.1 What policies and instruments are in place to handle possible individual ethical conflicts or complaints within your Chapter? Please provide examples of these instruments in place and any other comments.

5.1.2 Does your Chapter have an ethics body? Yes No

5.1.2.1 If yes, how was the ethics body appointed?

5.1.2.2 Your comments, if any.

5.1.2.3 How many times was your ethics body approached in the last 12 months?

5.1.3 Please provide any ethical concerns in your Chapter that you are currently trying to address or wish to share.

5.2 Number of employees

5.2.1 Total staff

5.2.1.1 Paid, full-time staff

5.2.1.2 Paid, part-time staff

5.2.1.3 Volunteer, full-time staff

5.2.1.4 Volunteer, part-time staff

5.2.1.5 Please elaborate.

5.2.2 Which of the following describes your Executive Director?

Full-time, paid	Part-time, paid	Full-time, unpaid
Part-time, unpaid		
Other		

5.2.3 What is the role of your Executive Director (or similar body)? Please provide any other comments you may have.

5.3 Physical infrastructure

5.3.1 Does your Chapter have office space?

Yes	No
-----	----

5.3.1.1 Please elaborate on your office equipment, e.g. number of working computers, size of conference meeting room etc.

5.3.2 What communications tools do you have? Please check all boxes that apply.

Phone
Fax
Medium to high-speed, reliable internet access
Low-speed, unreliable internet access
Network server space

5.3.2.1 Internet access: speed?

5.3.2.2 Please elaborate on your communication tools, if necessary.

5.4 Financial Management and Fundraising

5.4.1 Financial Management

5.4.1.1 Financial Procedures: Does the Chapter have a Financial Policies and Procedures Manual?

Yes
No

5.4.1.1.a If yes, please attach

5.4.1.1.b If not, please provide details of how procedures are communicated and followed.

5.4.1.2 Segregation of Duties: Please explain how the Chapter's financial procedures ensure that transactions and payments are independently checked and approved by different authorised staff ('Four Eyes Principle')?

5.4.1.3 Budget: How often is actual expenditure monitored against approved budgets?

- Monthly
- Quarterly
- Annually
- Other

5.4.1.4 Cash Flows: How often are cash flows monitored?

- Monthly
- Quarterly
- Annually
- Other

5.4.1.5. Is the Chapter's accounting system computerised or manual?

- Computerised
- Manual

5.4.1.5.a If computerised, please indicate the accounting package.

5.4.1.5.b If manual, please describe the system in use.

5.4.2 Fundraising

5.4.2 How would you best describe your Chapter's current ability to raise resources for projects and core/ operating costs? Please check that corresponding box for each resource category.

	Very poor	Poor	Fair	Good	Very good
5.4.2.1 Ability to raise resources for projects					
5.4.2.2 Ability to raise resources for core/ operating costs					

5.4.2.3 Please elaborate.

5.4.3 Your Chapter's difficulties in raising resources can be best described by which of the following concerns? Please select all boxes that apply.

- Low individual membership growth
- Low corporate membership growth
- Low individual membership renewal
- Low corporate membership renewal
- Poor ability to attract bilateral donors
- Poor ability to attract multilateral donors
- Poor ability to attract corporate/organisational donors
- Poor ability to attract private individual donors
- N/A
- Other

5.4.3.1 Please elaborate.

5.4.4 Please select the option which best describes your Chapter's current fundraising infrastructure:

- No one in the Chapter (Board nor staff) has specific responsibility to raise funds
- One or a few Chapter members (Board or staff) have fundraising responsibilities, but fundraising is not their sole role.
- One or a few Chapter members (Board or staff) have fundraising responsibilities, and fundraising is their main / sole responsibility.
- We have a designated fundraising department in place.

5.4.4.1 Please specify which position(s)

5.4.4.2 Please specify the number of staff in the department.

5.5 Sustainability arrangements

5.5.1 Are arrangements in place to ensure the of your leadership in case of sudden vacancies?

Yes No

5.5.1.1 Please provide details of these sustainability arrangements.

5.5.1.2 Please explain why not.

5.6 Risk management

5.6.1 What are the top 5 risks your Chapter faces? Please tick the categories in order of importance, from greatest to least.

	Least	Less	Medium	Great	Greatest
Governance management					
Operational					
Financial					
Knowledge management					
Environmental external factors					
Compliance					
Physical security					
Legal risks					
Other					

5.6.1.1 Please describe the risks per category, and the actions that are being taken to manage these.

5.6.1.2 Your comments, if any.

5.6.2 Does your Chapter have a formal process to manage risks?

Yes

No

5.6.2.1 Please, explain how your Chapter ensures that risks are appropriately identified, assessed and treated?

5.6.2.2 Please attach the document containing your risk management procedure.

5.6.3 Is the Board (or similar body), or a committee of it, involved in the management of risks and informed of major risks faced by the Chapter?

Yes

No

5.6.3.1 How frequently do they discuss these risks?

5.6.3.2 Please elaborate further.

5.7 NC Strategy

5.7.1 What effect does your Chapter expect from its strategic priorities? Please complete the below fields accordingly.

5.7.1.1 Strategic priority 1

5.7.1.1.a Target audience

5.7.1.1.b Expected impact

5.7.1.1.c Further comments

5.7.1.2 priority 2

5.7.1.2.a Target audience

5.7.1.2.b Expected impact

5.7.1.2.c Further comments

5.7.1.3 Strategic priority 3

5.7.1.3.a Target audience

5.7.1.3.b Expected impact

5.7.1.3.c Further comments

5.7.1.4 Strategic priority 4

5.7.1.4.a Target audience

5.7.1.4.b Expected impact

5.7.1.4.c Further comments

5.7.1.5 Strategic priority 5

5.7.1.5.a Target audience

5.7.1.5.b Expected impact

5.7.1.5.c Further comments

6. Other relevant information

6.1 Please use this space to provide any other information that might be relevant for the assessment of your chapter, but has not been referred to elsewhere in this questionnaire.

6.2 Please use the space to provide any feedback on the new format of the Self-Evaluation Form.

**Prepared and signed
for (name of chapter):**

**Executive Director
(name)**

**I herewith confirm that
the above
questionnaire was
filled in all conscience
and that the answers
are complete and
correct.**

Yes

**Chair of chapter Board
of Directors (name)**

**I herewith confirm that
the above content has
been reviewed and
approved by the NC
Board, and confirmed
as complete and
correct.**

Yes