

## National Chapter Self-Evaluation Form V9 - 07/2017

### Terms & Conditions

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](mailto: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	
I have read and agree with the National Chapter Self-Evaluation Form Terms & Conditions	Please read and agree on behalf of your National Chapter
Name of Chapter	
Date of registration with local authorities	dd-mm-yyyy (please respect formatting)
Address information (Please provide information regarding your street address, city, state/province/region and postal/zip code)	
Country	
Name of Chair	
Email of Chair	myname@example.com
Website	
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?

Please select one

- once a year
- more often
- less often
- never

**1.2.1&1.2.2** 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

dd-mm-yyyy (please respect formatting)

1.2.1.2 Date second last formal highest governing body meeting

dd-mm-yyyy (please respect formatting)

1.2.1.3 Date third last formal highest governing body meeting

dd-mm-yyyy (please respect formatting)

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

Please select one

- 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

[Upload](#)

**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

dd-mm-yyyy (please respect formatting)

1.2.3.2 Date second last Board meeting

dd-mm-yyyy (please respect formatting)

1.2.3.3 Date third last Board meeting

dd-mm-yyyy (please respect formatting)

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

Please select one

- Minutes
- No records were kept
- N/A

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

1.2.4.2 Please attach most recent minutes.

[Upload](#)

### 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 responsible to supervise the Chapter's activities**

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.

- (i)
- (ii)
- (iii)

#### 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

Dropdown menu, select between 0-10

1.3.5.1.b Female

Dropdown menu, select between 0-10

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

Dropdown menu, select between 0-10

1.3.5.2.b Aged 30 - 45	Dropdown menu, select between 0-10
1.3.5.2.c Aged 45 - 60	Dropdown menu, select between 0-10
1.3.5.2.d Aged > 60	Dropdown menu, select between 0-10
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.	(i) (ii)
1.3.5.4. CVs / Biographies of current Board members. <b>(Kindly note that this information is required)</b>	Select all that apply: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Available online <input type="checkbox"/> Available in print <input type="checkbox"/> Available upon request
1.3.5.4.a CVs /Biographies of Board members URL	If available online
1.3.5.4.b If CVs / Biographies of Board members not available online, please attach here	If not available online please upload
1.3.5.4.c Your comments, if any:	
1.3.6 Who is eligible to be part of the Board? Please check all boxes that apply.	<input type="checkbox"/> Individual Members <input type="checkbox"/> Representatives of institutional/organisational members <input type="checkbox"/> Other (please specify)
1.3.7 How is the Board selected? Please check all boxes that apply.	<input type="checkbox"/> Self-appointed <input type="checkbox"/> Appointed by a Board of Trustees <input type="checkbox"/> Appointed by a supervisory board <input type="checkbox"/> Elected by membership
1.3.8 How does the Board evaluate its performance? Please check all boxes that apply.	<input type="checkbox"/> Report to the Membership <input type="checkbox"/> Self-evaluation <input type="checkbox"/> External audit
1.3.9 Has any member of your Board received payments from your Chapter other than refund of expenses?	Yes or No Answer
1.3.9.1 If yes, what for?	
1.3.9.2 Your comments, if any:	
<b>1.4 Membership</b>	
1.4.1 Please attach the relevant document that rules your chapter's	Upload if applicable

membership issues, if applicable.

1.4.2 Does your Chapter have Individual Members?

Yes or No Answer

1.4.2.1 How many?

If yes, please specify

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 (please specify)

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?

Please select only one

- Yes, all have voting rights
- Yes, some have voting rights (please elaborate in comments box!)
- No
- Other (please specify)

1.4.4.1.a Your comments, if any:

1.4.5 Does your Chapter have corporate / institutional members?

Yes or No Answer

1.4.4.1.a Your comments, if any:

1.4.5 Does your Chapter have corporate / institutional members?

Yes or No Answer

1.4.5.1 How many?

If yes, please specify

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 (please specify)

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?

Please select only one

- Yes, all have voting rights
- Yes, some have voting rights (please elaborate in comments box!)
- No
- Other (please specify)

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?

**DISCLOSURE: If applicable please list the question numbers relating to GOVERNANCE that your Chapter does not wish to share with the TI Movement:**

---

## 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 (Ex: Print, TV, radio, Facebook, Twitter, blogs, news website and other pages)

2.1.1.2 Which of the following media tools does your chapter use to communicate with the public? Please check all boxes that apply and provide the relevant information as needed.

- Facebook
- Twitter
- Blogs
- Newsletters
- Other

2.1.1.2.a Facebook page URL:

2.1.1.2.b Number of Facebook page followers:

2.1.1.2.c Twitter Page URL:

2.1.1.2.d Number of Twitter Account Followers:

2.1.1.2.e Blog URL:

2.1.1.2.f Number of registered users in blog:

2.1.1.2.g Newsletter Example URL:

2.1.1.2.h Number of users receiving the Newsletter:

2.1.1.2.i Please Explain:

Please specify 'other'

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 (please specify)

2.1.2 C Chapter role in

Please select one only:



conferences

- Host
- Speaker
- Participant

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.

- (i)
- (ii)
- (iii)
- (iv)
- (v)

2.1.2.W Chapter role in workshops

Please select one only:

- Host
- Speaker
- Participant

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.

- (i)
- (ii)
- (iii)
- (iv)
- (v)

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 publication

[Upload if applicable](#)

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

- (i)
- (ii)
- (iii)
- (iv)
- (v)

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

- (i)
- (ii)
- (iii)
- (iv)
- (v)

2.1.2.O Any additional comments on your activities .

Comments, if any

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

Yes or No Answer

2.1.3.1 Please elaborate:

2.1.4 Please specify in what campaigns, cases, issues etc. have you been engaged in the last three

years and with which organisations (civil society, private sector, government etc.) ?

## 2.2 Your Chapter's positions for high-visibility issues

2.2.1 Does your Chapter engage in individual corruption cases

2.2.2 Please list the three most important national corruption issues from the past three years and describe how your Chapter has worked on these.

2.2.3 Please list and describe briefly any individual cases your chapter may have worked on in the last three years . Please specify for any of these cases if it involved for your chapter to go to court, and if so in what capacity.

2.2.4 Does your chapter have due diligence procedures for its work on individual corruption cases?

Yes or No Answer

2.2.4.1 Please elaborate:

2.2.4.2 Please attach a copy of the relevant document(s).

[Upload if applicable](#)

## 2.3 Your Chapter's support of Global Strategy.

**The TI 2020 Strategy names 3 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?  
Select all applicable

- People & Partners (PP)
- Prevention, Enforcement & Justice (PEJ)
- Strong Movement (SM)

2.3.1.PP Please provide example of your contribution to SP 'People and Partners', including link to supporting documents.

If you contribute to People & Partners, please provide example

2.3.1.PEJ Please provide example of your contribution to SP 'Prevention, Enforcement and Justice', including link to supporting documents.

If you contribute to Prevention, Enforcement & Justice, please provide example

2.3.1SM Please provide example of your contribution to SM 'Strong Movement', including link to supporting documents.

If you contribute to Strong Movement, please provide example

2.4 Interaction with peer NCs. Does your Chapter engage in activities with other Chapters?

Yes or No Answer

**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

- Please select one only:
- Joint project
  - Regional campaign
  - Global campaign
  - Report
  - Working group
  - Other

2.4.1.1.b TI-S involvement in activity 1

- Please select one only:
- TI-S involved
  - TI-S not involved, should have been
  - TI-S not involved

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

- Please select one only:
- Financial Contribution
  - Direct Oversight
  - Collaboration
  - Facilitation

2.4.1.1.d Was this a positive experience?

Yes or No Answer

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

- Please select one only:
- Joint project
  - Regional campaign
  - Global campaign
  - Report
  - Working group
  - Other

2.4.1.2.b TI-S involvement in activity 2

- Please select one only:
- TI-S involved
  - TI-S not involved, should have been
  - TI-S not involved

2.4.1.2.c If TI-S was involved in activity 2, please state the nature of the involvement:

- Please select one only:
- Financial Contribution
  - Direct Oversight
  - Collaboration
  - Facilitation

2.4.1.2.d Was this a positive experience?

Yes or No Answer

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

Please select one only:

- Joint project
- Regional campaign
- Global campaign
- Report
- Working group
- Other

2.4.1.3.b TI-S involvement in activity 3

Please select one only:

- TI-S involved
- TI-S not involved, should have been
- TI-S not involved

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

Please select one only:

- Financial Contribution
- Direct Oversight
- Collaboration
- Facilitation

2.4.1.3.d Was this a positive experience?

Yes or No Answer

2.4.1.3.e Your comments, if any:

## 2.4.2 TI-S Communication and support of your Chapter

Please tick one column per row

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/ Stakeholders 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 ?

Please select one only:

- 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

- Please select one only:
- Municipal governing body
  - Regional governing body
  - International governing body
  - Other (please specify)

2.5.1.1.a Initiation of contact

- Please select one only:
- Chapter contacted institution
  - Institution contacted Chapter

2.5.1.1.a Date of initial contact

dd-mm-yyyy (please respect formatting)

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

- Please select one only:
- Municipal governing body
  - Regional governing body
  - International governing body
  - Other (please specify)

2.5.1.1.b Initiation of contact

- Please select one only:
- Chapter contacted institution
  - Institution contacted Chapter

2.5.1.1.b Date of initial contact

dd-mm-yyyy (please respect formatting)

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

- Please select one only:
- Municipal governing body
  - Regional governing body
  - International governing body
  - Other (please specify)

2.5.1.1.c Initiation of contact

- Please select one only:
- Chapter contacted institution
  - Institution contacted Chapter

2.5.1.1.c Date of initial contact

dd-mm-yyyy (please respect formatting)

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?

Please select one only:

- Yes, been asked
- Yes, engaged with
- No

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

2.5.1.1.a Name of institution 1

2.5.1.1.a Type of institution 1

Please select one only:

- Municipal governing body
- Regional governing body
- International governing body
- Other (please specify)

2.5.1.1.a Initiation of contact

Please select one only:

- Chapter contacted institution
- Institution contacted Chapter

2.5.1.1.a Date of initial contact

dd-mm-yyyy (please respect formatting)

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

Please select one only:

- Municipal governing body
- Regional governing body
- International governing body
- Other (please specify)

2.5.1.1.b Initiation of contact

Please select one only:

- Chapter contacted institution
- Institution contacted Chapter

2.5.1.1.b Date of initial contact

dd-mm-yyyy (please respect formatting)

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

Please select one only:

- Municipal governing body
- Regional governing body

	<ul style="list-style-type: none"> <li>○ International governing body</li> <li>○ Other (please specify)</li> </ul>
2.5.1.1.c Initiation of contact	Please select one only: <ul style="list-style-type: none"> <li>○ Chapter contacted institution</li> <li>○ Institution contacted Chapter</li> </ul>
2.5.1.1.c Date of initial contact	dd-mm-yyyy (please respect formatting)
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?	Please select one only: <ul style="list-style-type: none"> <li>○ Yes, been asked</li> <li>○ Yes, engaged with</li> <li>○ No</li> </ul>
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 (if yes).**

2.5.2.1.a Name of institution 1	
2.5.2.1.a Type of institution 1	Please select one only: <ul style="list-style-type: none"> <li>○ National, listed on a stock exchange</li> <li>○ National, not listed on a stock exchange</li> <li>○ Multinational, listed on a stock exchange</li> <li>○ Multinational, not listed on a stock exchange</li> <li>○ Other (please specify)</li> </ul>
2.5.2.1.a Initiation of contact	Please select one only: <ul style="list-style-type: none"> <li>○ Chapter contacted institution</li> <li>○ Institution contacted Chapter</li> </ul>
2.5.2.1.a Date of initial contact	dd-mm-yyyy (please respect formatting)
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	Please select one only: <ul style="list-style-type: none"> <li>○ National, listed on a stock exchange</li> <li>○ National, not listed on a stock exchange</li> <li>○ Multinational, listed on a stock exchange</li> <li>○ Multinational, not listed on a stock exchange</li> <li>○ Other (please specify)</li> </ul>
2.5.2.1.b Initiation of contact	Please select one only: <ul style="list-style-type: none"> <li>○ Chapter contacted institution</li> </ul>

- Institution contacted Chapter

2.5.2.1.b Date of initial contact

dd-mm-yyyy (please respect formatting)

2.5.2.1.b Topic of request

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

2.5.2.1.c Name of institution 3

2.5.2.1.c Type of institution 3

Please select one only:

- 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 (please specify)

2.5.2.1.c Initiation of contact

Please select one only:

- Chapter contacted institution
- Institution contacted Chapter

2.5.2.1.c Date of initial contact

dd-mm-yyyy (please respect formatting)

2.5.2.1.c Topic of request

2.5.2.1.c 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:

[Upload if applicable](#)

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?

Please select one only:

- Yes, been asked
- Yes, engaged with
- No

2.5.3 If not, please elaborate.

### 2.5.2.3 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

Please select one only:

- City NGO
- National NGO
- International NGO



	<ul style="list-style-type: none"> <li>○ Other (please specify)</li> </ul>
2.5.3.1.a Initiation of contact	Please select one only: <ul style="list-style-type: none"> <li>○ Chapter contacted institution</li> <li>○ Institution contacted Chapter</li> </ul>
2.5.3.1.a Date of initial contact	dd-mm-yyyy (please respect formatting)
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	Please select one only: <ul style="list-style-type: none"> <li>○ City NGO</li> <li>○ National NGO</li> <li>○ International NGO</li> <li>○ Other (please specify)</li> </ul>
2.5.3.1.b Initiation of contact	Please select one only: <ul style="list-style-type: none"> <li>○ Chapter contacted institution</li> <li>○ Institution contacted Chapter</li> </ul>
2.5.3.1.b Date of initial contact	dd-mm-yyyy (please respect formatting)
2.5.3.1.b Topic of request	
2.5.3.1.b What input was requested and provided? Please elaborate including results of input provided	
2.5.3.1.c Name of organisation 3	
2.5.3.1.c Type of organisation 3	Please select one only: <ul style="list-style-type: none"> <li>○ City NGO</li> <li>○ National NGO</li> <li>○ International NGO</li> <li>○ Other (please specify)</li> </ul>
2.5.3.1.c Initiation of contact	Please select one only: <ul style="list-style-type: none"> <li>○ Chapter contacted institution</li> <li>○ Institution contacted Chapter</li> </ul>
2.5.3.1.c Date of initial contact	dd-mm-yyyy (please respect formatting)
2.5.3.1.c Topic of request	
2.5.3.1.c What input was requested and provided? Please elaborate including results of input provided.	

**DISCLOSURE: if applicable please list the question numbers relating to ACTIVITIES**

that your Chapter does not wish  
to share with the TI Movement:

---

### 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 Current NC strategy

Select all that apply:

- Yes
- No
- Available online
- Available in print
- Available upon request

3.1.1.1 NC strategy URL

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

[Upload if applicable](#)

3.1.1.3 Your comments, if any

3.1.2 Current work plan

Select all that apply:

- Yes
- No
- Available online
- Available in print
- Available upon request

3.1.2.1 Work plan URL

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

[Upload if applicable](#)

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

Select all that apply:

- 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 (please specify)

3.1.2.4 Please briefly explain and provide any other comments:

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

Select all that apply:

- Available online
- Available in print
- Available upon request
- Not available

3.1.3.a Board Register of Interests URL

3.1.3.b If Board Register of Interest not available online, please attach here.

[Upload if applicable](#)

3.1.3.c Your comments if any:

3.1.4 Current Budget URL

3.1.5 Most recent Audited Financial Statements URL

3.2.1 Current list of donors

Select all that apply:

- 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.

[Upload if applicable](#)

3.2.1.3 Your comments if any:

3.2.2 Name and CV of ED

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.

[Upload if applicable](#)

3.2.2.3 Your comments, if any:

3.3.1 National Chapter's Charter

Select all that apply:

- Yes
- No
- Available online
- Available in print
- Available upon request

3.3.1.1 National Chapter's Charter URL

3.3.1.3 Your comments, if any:

3.3.2 National Chapter's Code of Conduct

Select all that apply:

- 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.

[Upload if applicable](#)

3.3.2.3 Your comments, if any:

3.3.3 National Chapter's Conflict of Interest Policy

Select all that apply:

- 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.

[Upload if applicable](#)

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

Select all that apply:

- Yes
- No
- Available online
- Available in print
- Available upon request

3.4.1.1.a Paid Service Due Diligence Policy URL

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

[Upload if applicable](#)

3.4.1.2 Please quantify the total revenue generated from the services per year, if any:

3.4.1.3 Please specify the nature of the service provided and the counterparty for any contract exceeding 2% of your income, if any:

3.4.1.4 Your comments, if any

3.4.2 Donation Policy

Select all that apply:

- Yes
- No
- Available online
- Available in print
- Available upon request

3.4.2.1 Donation Policy URL

3.4.2.3 Your comments, if any:

**DISCLOSURE: if applicable please list the question numbers relating to ACTIVITIES that your Chapter does not wish to share with the TI Movement:**

---

#### 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 or No Answer

---

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 or No Answer

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 or No Answer

---

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. [Upload if applicable](#)

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

**DISCLOSURE: if applicable please list the question numbers relating to INDEPENDENCE that your Chapter does not wish to share with the TI Movement:**

---

## 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 or No Answer

5.1.2.2 Your comments, if any.

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?

Please select one only:

- Full-time, paid
- Part-time, paid
- Full-time, unpaid
- Other (please specify)

5.2.3 What is the 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 or No Answer

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.

Select all that apply:

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

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 or No Answer

5.4.1.1.a If yes, please attach

[Upload if applicable](#)

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")?

5.4.1.2.a Please attach three examples supporting the explanation given in 5.4.1.2

[Upload](#)

5.4.1.3 Please attach three examples of employment contracts (1 manager level, 2 non-manager level).

[Upload](#)

5.4.1.4 Please attach the most recent bank reconciliation of your general fund(s) [or core/unrestricted bank account(s)]. Please include a copy of the bank statement, of the balance in your accounting system, and of the reconciliation itself if signed by a reviewer.

[Upload](#)

### 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.

Please tick one column per row

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.

Select all 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 (please specify)

5.4.3.1 Please elaborate.

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

Select all that apply:

- 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 or No Answer

**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.

Please tick one column per row	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 or No Answer

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

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 or No Answer

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

**DISCLOSURE: if applicable please list the question numbers relating to ORGANISATIONAL CAPACITIES that your Chapter does not wish to share with the TI Movement:**

---

## 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.**



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.**



**THANK YOU FOR SUBMITTING  
YOUR NC SELF-EVALUATION FORM!**

