

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 its statutory function of vetting applications for confirmation of accreditation, with a view to assuring (i) the compliance of National Chapters (NCs) with the basic rules of Transparency International and (ii) the integrity of the entire movement. We ask for your understanding and appreciate your efforts at providing comprehensive information.

TI National Chapter Self-Evaluation Form
Confirmation of Accreditation

Name of organisation:

Address:

Email:

Website:

Contact person (name and title) for application process:

Email and phone of contact person:

Bank account details including:

Name and address of Bank:

bank account holder:

bank account number or IBAN (if applicable):

BIC/SWIFT Code:

1. External Perspective: Results / Outcomes / Impact (Products & Services)

The context/environment of your organisation

- 1.1. Please describe any changes in the political, economic, social, legal environment in your country that have affected, positively or negatively, the capacity of your chapter to fulfill the TI mission over the last three years. (up to 1000 words)
- 1.2. What are the main external constraints, if any, that you face in your work? (e.g. legal constraints, lack of public interest, external resistance or harassment) (up to 1000 words)

Results / Outcomes / Impact

- 1.3. Over the last three years, what did you accomplish in light of the goals and objectives set out in your last self-evaluation form? (consider a range of goals from macro (e.g. "reduce corruption measurably") to micro (e.g. "get government/parliament to prepare/pass freedom of information law").
 - 1.3.1. What did you not accomplish and why?
 - 1.3.2. Have you changed your strategic plan in any way as a result
 - 1.3.3. If so, how? Please attach a copy of your current strategic plan.
 - 1.3.4. Have you accomplished anything beyond what you had planned?
 - 1.3.5. If so, what?

- 1.4.** Of the objectives you intended to accomplish, which were you able to achieve?
- 1.4.1.** What was most significant in enabling you to achieve these objectives?
- 1.4.2.** Which were you unable to achieve and why?
- 1.4.3.** What do you plan to do in order to overcome the obstacles that you have faced?
- 1.5.** To the last review of the status of your organisation as NC of TI, were there any conditions attached?
- 1.5.1.** If yes, enlist these and describe whether you were able to comply with these conditions?
- 1.5.2.** How have these been dealt with?
- 1.6.** Summarise what domestic and international (if applicable) impact your organisation envisages having in its strategic plan for the next three years?
- 1.6.1.** In order to achieve the impact you described above describe:
- 1.6.2.** A number of specific objectives you intend to achieve over the next three years, and
- 1.6.3.** The projects and activities you plan to implement over the next three years in order to achieve them.
- 1.6.4.** Project Reporting: What written reports are available on your organisation's projects and activities?

Specific kinds of activities

Note: In your answers to questions 1.7 to 1.14 please refer to the time period since the last accreditation of your organisation as a NC in the TI movement.

- 1.7.** What actual public or private institutions have asked your organisation for its input or expert opinion?
- 1.7.1.** On which topics?
- 1.7.2.** What input was requested, and what input did you provide?
- 1.7.3.** What public or private institutions has your organisation approached to offer its input or expert opinion?
- 1.7.4.** On what topics?
- 1.7.5.** What input was requested, and what input did you provide?
- 1.8.** Has your organization engaged in campaigns or other forms of lobbying to influence public policy? On what issues?
- 1.9.** Did your organisation contribute to policy discussions leading to policy change, or to drafting laws or regulations concerning the fight against corruption?
- 1.9.1.** If so, please provide examples.

- 1.9.2.** Please list laws and / or regulations in force in which the organisation's expertise and advocacy made a difference.
- 1.10.** Has your organisation monitored the enforcement of any laws and/or regulations or other anti-corruption measures (national, regional or municipal) in the country?
- 1.10.1.** If so, please provide examples.
- 1.11.** Has your organisation produced and disseminated publications and / or a newsletter for the public at large?
- 1.11.1.** If so, please list a few.
- 1.11.2.** Are these publications available in electronic format?
- 1.11.3.** Are they available online?
- 1.12.** Does your organisation work with other groups (other NGOs, professional organisations etc)?
- 1.12.1.** If yes, further details of your joint activities/projects would be appreciated (e.g. with which organisations/institutions, on what topics).
- 1.13.** Has your organisation implemented activities in order to raise awareness (e.g. organised or hosted conferences, workshops, organised other activities)?
- 1.13.1.** If so, please give examples from the last three years.
- 1.14.** How do you define your organisation's relationship with the media?
- 1.14.1.** How does your organisation interact with the media to fulfill the TI mission?

Perception of your organisation

- 1.15.** How would you describe the perception of your organisation in your country?
- 1.15.1.** Which of the following describes best how you think your organisation is perceived in your country and why? Choose as many as appropriate. Please also make use of the comment section below.
- Our organisation is perceived in our country as:
- The leading anti-corruption NGO in our country
 - The leading civil society voice in anti-corruption in our country
 - Having substantial expertise
 - Having convening capacity
 - Having a high public profile
 - Implementing specific projects
 - A NGO that offers free technical expertise in the fight against corruption
 - An "expert" NGO advising "clients" on anti-corruption (governments,

- private sector, etc)
 A NGO focusing mostly on awareness raising
 A NGO that is combative if necessary in fighting corruption

Comments:

1.15.2. How do you perceive yourself?

2. Internal Perspective – Processes/Systems/Management (Production of Products & Services)

Governance (“Acting in the spirit of the values and mission of TI”)

- 2.1.** Has your organisation adopted a Code of Ethics or Code of Conduct, and a Conflict of Interest Policy as prescribed by TI?¹
- 2.1.1.** Has your Code of Ethics or Code of Conduct or Conflict of Interest Policy been changed or refined since the last review?
- 2.1.2.** If yes, please summarise the reasons, highlight the changes, and attach to this questionnaire the new version of your current Code of Ethics or Code of Conduct, or Conflict of Interest Policy.
- 2.1.3.** Have you used the Code for addressing potential conflicts or problems within your chapter in the last 12 months?
- 2.2.** What policies and institutions (e.g. an Ethics Committee) are in place to handle possible individual ethical conflicts or complaints within your organisation?
- 2.2.1.** In case, you handled such situations, what lessons did you learn that can be shared with the movement?
- 2.3.** Reconfirm that your organisation has adopted the TI Umbrella Statement dated 6 October 2001²?
- 2.4.** Has your organisation had difficulties or issues in adhering to the ten TI Guiding Principles³?
- 2.4.1.** If yes, what difficulties/problems has the organisation experienced?
- 2.4.2.** Have you learned any lessons that you can share with the rest of the movement?
- 2.4.3.** If so, please describe.
- 2.5.** Have all the members of your governing body (i.e. board of directors, executive committee) signed the Register of Interests established by TI’s internal regulations?⁴

¹ See Reference A: TI Conflict of Interest Policy.

² See Reference B: TI Umbrella Statement: Vision and Values

³ See Reference C: TI Umbrella Statement: Guiding Principles

- 2.5.1.** Is your Register of Interests on your Website, or made available on request?
- 2.5.2.** If neither, why not?
- 2.6.** Has the legal status of your organisation changed since the first accreditation / last review?
- 2.6.1.** If so, describe the new legal status, providing necessary details and attaching a copy of the current charter (and by-laws, if any) to this questionnaire.
- 2.6.2.** Does your organisation have sub-chapters or sub-groups or regional groups, what is their legal status, and are they fully subject to the rules and requirements of TI?
- 2.7.** What kind of membership structure does your organisation have?
- 2.7.1.** Does your organisation have individual members? How many?
- 2.7.2.** Does your organisation have corporate/institutional members?
- 2.7.3.** How many and which ones?
- 2.7.4.** How many corporate members were recruited since the last accreditation / review of your organisation as a NC of the TI movement?
- 2.7.5.** What are the conditions for becoming an individual or a corporate member?
- 2.8.** What is the governance structure of your organisation?
- 2.8.1.** How is the governing body (i.e. board, executive committee, etc.) elected or appointed, and by whom?
- 2.8.2.** How many members does it have?
- 2.8.3.** For what terms are they elected or appointed?
- 2.8.4.** How many new members were recruited since the last accreditation?
- 2.8.5.** Does the governing body evaluate its own performance?
- 2.9.** Does your organisation have a full time Executive Director/Manager/ CEO?
- 2.9.1.** Is this Executive Director/Manager/CEO compensated?
- 2.9.2.** Does your organisation have paid staff and, if so, how many?
- 2.10.** To what extent does the membership and governing body of your organisation represent a cross-section of e.g. professions, gender, race, age, political views, geography, socio-economic background?
Please comment on your organisation's composition.

⁴ See Attachment D: TI Board Member Register of Interests

- 2.11.** Did your organisation hold one or more general membership meetings in the last 12 months?
- 2.11.1.** How many?
- 2.11.2.** If your organisation has had difficulties convening these meetings, what was responsible for the difficulties?
- 2.12.** How many meetings did the governing body (e.g. board, executive committee, etc.) hold in the last 12 months?
- 2.12.1.** If your organisation has had difficulties convening these meetings, what was responsible for the difficulties?
- 2.13.** What records (minutes etc) of both the membership and board meetings are kept?
- 2.13.1.** How can members gain access to these records?
- 2.13.2.** Have you experienced any problems or did you learn any lessons regarding keeping of records of these meetings? Please describe.
- 2.13.3.** What changes have there been in the leadership and the membership of the governing body (board, etc.) of your organisation since its last accreditation / review as a National Chapter in the TI movement?
- 2.13.4.** In what ways are members encouraged / allowed to initiate / lead / participate in activities of your organisation?

Planning, Management Systems, Communication & Logistics

- 2.14.** Has anything changed in the way your organisation plans its work?
- 2.14.1.** Are there any innovations that you could share with the movement?

Please attach your current work plan to this questionnaire, if you have not already sent it to TI-S.⁵

- 2.15.** What reports does your organisation issue about its activities?
- 2.15.1.** What is the date of the last annual report?
- 2.15.2.** To what period did it relate?
Please attach your last annual report to this questionnaire, if you have not sent it yet to TI-S.⁶

- 2.16.** Does your organisation work with other TI organisations and/or with the TI Secretariat? (e.g. joint projects, collective actions, regional or global campaigns, reporting, monitoring, participation in working groups)

⁵ The NC Accreditation Policy requires that all NCs submit their work plans on a yearly basis, before the end of the fiscal year.

⁶ The NC Accreditation Policy requires that all NCs submit their annual activity reports on a yearly basis, no later than six months after the end of the fiscal year.

- 2.16.1.** Please provide examples of joint activities/projects
- 2.17.** What benefits or difficulties has your organisation experienced in communicating with TI-S since your last accreditation / review as a National Chapter in the TI movement?
- 2.17.1.** How do you view the support for your work from TI-S?
- 2.17.2.** In what further ways do you think TI-S can provide useful support for the work of a National Chapter?
- 2.18.** Does your organisation have office space?
- 2.18.1.** What kind of physical infrastructure do you have (office size, office equipment, means of transport)?
- 2.18.2.** What kind of communication facilities do you have (phone, fax, internet – please also comment on the reliability and speed of any internet access)?
- 2.19.** Does the public have easy access to basic information about your organisation (i.e. who you are, what you do)?
- 2.19.1.** Does your organisation have a web site?

3. Learning & Development Perspective – Capturing & Sharing Knowledge - Building Capacities for the future

- 3.1.** How do you document what you are learning?
- 3.1.1.** How is learning shared in your organisation? For example, this could include active management of your website, regularly updated policy notes, working papers, post-evaluation of campaigns (what worked well, what should be done differently next time), recorded discussions among members of the governing body and individual and/or corporate members, establishment of working groups among your members with reporting requirements etc.
- 3.1.2.** How does your organisation ensure that this learning is retained when members and staff leave the organisation?
- 3.1.3.** What are the most innovative and helpful tools your organisation is using, that can be shared with the movement (name up to three)?
- 3.1.4.** Please describe how you use, if at all, the TI Chapter Zone for knowledge sharing throughout the TI Movement. If you don't use the Chapter Zone, why not?

4. Financial aspects – Financial Health & Management Systems

- 4.1.** What have been the main sources of funding for your organisation's activities since your last accreditation / review as a National Chapter in the TI movement?

Please attach to this questionnaire a summary of your organisation's current Financial Summary Sheet⁹ and annual budget¹⁰, if it has not yet been sent to TI Secretariat.

Approved on behalf of (name of Chapter):

Date: _____

Signature: _____ Execut. Director

Date: _____

Signature: _____ Chair

⁹ Attachment G: Financial Summary Sheet

¹⁰ The NC Accreditation Policy requires that all NCs submit a work plan and a budget for the coming fiscal year, annually, before the end of the fiscal year.

List of References

Reference A: TI Conflict of Interest Policy

http://www.transparency.org/about_us/organisation/conflict_interest

Reference B: TI Umbrella Statement: Vision and Values

http://www.transparency.org/about_us/organisation/statement

Reference C: TI Umbrella Statement: Guiding Principles

http://www.transparency.org/about_us/organisation/statement

Attachment D: Register of Interests for the international Board of Directors of Transparency International

Attachment E: TI Donation Policy, Procedure and Guidelines

Attachment F: Timeline for submission of financial information and Policy documents

Attachment G: Financial Summary Sheet

Attachment D:

**Register of Interests
of Members of the International Board of Directors**

Adopted by the International Board of Directors on 11 October 2004

1. Each Member of the International Board of Directors shall declare in this Register any and all interests that could potentially lead to, or could conceivably be perceived as, a conflict of interest. Such interests shall include, but not be limited to,
 - a. any remunerated affiliation (employment or directorship) with a public or private company or other organization, including longer-term or frequent relationships but excluding one-off short-term consultancies,
 - b. any non-remunerated affiliation with any public or private company or other organization,
 - c. significant (>5%) ownership or controlling position in any company or other organization,
 - d. the list of any companies, organisations or governments in which the member have more than 5% of their total assets.
 - e. any public office.
2. As defined in Section 1 of the Conflict of Interest Policy, the interests of the Members shall include the interests of persons, with whom the Member has a “close personal relationship”.
3. As set forth in Section 2(c) of the Conflict of Interest Policy, this Register is open to the public.
4. The filing in this Register shall be made within six weeks of taking up the position of a Member of the Board of Directors and shall be updated in a timely fashion as changes occur.
5. In case of doubt, a Member may request advice from the Board Ethics Committee as to whether an “interest” that is subject to registration exists.

[Each member fills in the following table]

Name	
Date on which initial statement lodged	
Remunerated affiliation	
Non-remunerated affiliation	
Significant (>5%) ownership or controlling position	
Any companies, organisations or governments in which the member have more than 5% of their total assets	
Public Office	
Other	

Attachment E:

TI DONATIONS POLICY, PROCEDURE AND GUIDELINES***Introduction***

Donations and other income enable TI to fight corruption. TI needs to secure the funding necessary to undertake its vital work. Secure and diverse funding enables TI to maintain its independence, protect its reputation and operate effectively.

Background

The National Chapters and the Secretariat of TI (TI-S) are funded from diverse sources: foundations, governments, the private sector, individuals, membership fees, income from publications, events and other activities and from an endowment fund. Relying on many sources of income helps TI to maintain its independence. Funding may be unrestricted or tied to specific projects.

Generally the National Chapters and TI-S ('TI Bodies') each raise their own funding. As regards fundraising for the Secretariat, the Donor Relations department leads and coordinates fundraising activities at TI-S. A sub-committee of the TI Board, the Fundraising Task Force, pursues and oversees major fundraising initiatives for the movement. This committee also advises on all matters referred to it under the procedure described below.

TI must not risk jeopardising its reputation for honesty, openness and integrity. Its reputation could be compromised if a TI body received funding from sources that were perceived to be pursuing activities inconsistent with TI's mission.

Policy

It is TI's policy to accept funding from any donor and whether monetary or in kind, provided that acceptance does not:

- impair TI's independence to pursue its mission
- endanger its integrity and reputation.

Scope

This Policy applies to all fundraising for all TI bodies, regardless of types of donor or amounts involved, unless otherwise stated in this document. It is to be applied to all new funding from existing donors and to all new donors in the future. It does not apply to income raised from the sale of publications or from fees for participation in conferences, events and other activities. Appropriate care to protect the reputation of TI should always be taken.

Guidelines

Funding to enable TI bodies to carry out their work should be sought from a wide range of sources. Care should be taken to ensure that project-related funding does not result in undue influence over TI's programme work. Subject to maintaining TI's independence and reputation, TI bodies may accept funding from all kinds of sources.

Each TI body should list all donations over € 1,000 and publicly disclose them, including in the Chapter's Annual Report and on its website, and likewise in the case of TI-S.

If there is a significant risk that receiving funds from a particular source would impair TI's independence or if there is a significant risk to TI's reputation from public association with the donor, then funding from that source must not be accepted by a TI body.

Any donation to a TI body must be able to stand up to public scrutiny. TI's independence requires that a donor may be subject to the same criticism by TI as any other organisation or individual in a comparable situation. A donor accused of having been involved in corruption can expect no protection from TI.

TI can receive funding from corporations and donors from the private sector. This does not imply any endorsement of a donating company's policies or record. It is advisable that a potential donating company has made a public commitment to ethical standards (such as the UN Global Compact, the Business Principles etc.), and TI bodies may request that corporate donors sign a commitment to integrity before any donation from that company is accepted. No TI body should accept a donation from a company that is found to have engaged in corruption unless the company can demonstrate that this was a violation of the company's policies, that breach of these policies are being addressed in an appropriate manner, or that its policies have been amended to proscribe a similar violation in future. TI works with companies on the understanding that they are working towards a business environment in which bribery is not accepted.

Procedure

It is the responsibility of the staff and Boards of Directors of TI bodies to ensure that TI's independence and reputation are not jeopardised. The procedure below describes the steps which should be followed when a staff or Board member believes that any TI body has accepted, or is considering accepting, funding from an inappropriate source. Other people associated with TI may also make use of this procedure.

1. If any staff or Board member of a TI body is concerned that there is a threat to TI's independence or reputation from donations already received, or about to be accepted, the person(s) should draw this to the attention of the manager or Chair of the Board of that particular TI body.
2. If necessary, the manager or Chair of the Board of the body will consult with the Fundraising Task Force of the TI Board and seek their advice on whether to accept funding from a specific donor.
3. If any TI body proposes to accept more than €100,000 (or an amount greater than 20% of its overall budget) from any private company in a year, this should be brought to the attention of the TI Board Fundraising Task Force for their advice.

4. All communications with the Fundraising Task Force of the TI Board should be made through a TI Board member or the Chief Executive of TI-S.

The Fundraising Task Force will report to the TI Board all guidance given under this procedure.

Ends.

Attachment F

Timeline for Submission of Documents¹¹

<i>Done?</i>	<i>Action/ Document</i>	<i>Time line</i>	<i>Period covered</i>
	<i>Most recent work plan submitted to TI-S</i>	<i>Annually, before the end of the fiscal year</i>	<i>Following fiscal year</i>
	<i>Most recent budget submitted to TI-S</i>	<i>Annually, before the end of the fiscal year</i>	<i>Following fiscal year</i>
	<i>Most recent annual activity report submitted to TI-S</i>	<i>Annually, not later than six months after the end of the fiscal year</i>	<i>Previous fiscal year</i>
	<i>Most recent audited accounts submitted to TI-S</i>	<i>Annually, not later than six months after the end of the fiscal year</i>	<i>Previous fiscal year</i>
	<i>Most recent financial summary sheet submitted to TI-S</i>	<i>Annually, not later than six months after the end of the fiscal year</i>	<i>Previous fiscal year</i>
	<i>Chapter Charter/Constitution</i>	<i>Upon application for NCiF status</i>	
	<i>Code of Conduct</i>	<i>During period of NCiF status a Code of Conduct is to be adopted</i>	
	<i>Conflict of Interest Policy</i>	<i>During period of NCiF status a Conflict of Interest Policy is to be adopted</i>	
	<i>Register of Interests</i>	<ol style="list-style-type: none"> <i>1. Submitted or published after adoption of Conflict of Interest Policy.</i> <i>2. Upon election of new Board Members.</i> 	
	<i>Name and Logo Registration</i>	<i>During period of NCiF status</i>	

¹¹ Compiled by TI-S at the request of the MAC on the basis of the NC Accreditation Agreement – October 2007.