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Ms. Michelle Swenarchuk
President
Canadian Environmental Law Association
517 College Street, Suite 401
Toronto, Ontario
M6G 4A2

April 30, 1998

Dear Ms. Swenarchuk,

The Canadian International Development Agency (CIDA) has asked us to conduct a review of your organization, to determine whether or not to change its current project funding relationship with you to a program funding one. The review is to be completed by December 31, 1998. In order for us to begin the process, we need to review certain documents.

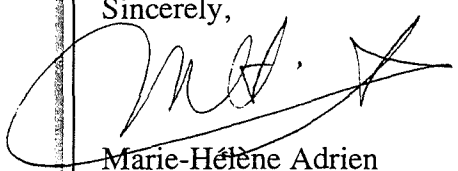
Attached is a list of the documents we require for the review. We would appreciate if you could forward the documents to us as soon as possible. Please note that some of the documents (the financial reports) are to be sent to a consultant from the Financial Risk Assessment Unit at CIDA.

Once we have received and reviewed the documents, we will contact you in order to schedule a one or one and a half day visit during which we will conduct individual interviews as well as meet with members of your staff. During the next few months, the CIDA program officer responsible for your dossier will also conduct a field visit to your Southern partner.

The data collected from these different sources will help us to determine if your organization is ready to move from CIDA project funding to program funding. We look forward to this process and trust that the results will be beneficial for your organization. Please do not hesitate to contact us should you have any questions.

Thank you for your consideration and cooperation.

Sincerely,



Marie-Hélène Adrien
Project Director

List of Documents

Documents to send to:

Marie-Hélène Adrien
Universalia
5252 de Maisonneuve West, Suite 310
Montréal (Québec) H4A 3S5

- ✓ General information about the organization (i.e., brochure)
- ✓ Annual reports from the last three years
- ✓ Strategic plans, if they exist, or documents related to their future planned activities.
- ✓ Gender policy and related strategies, if they exist
- ✓ Biographies of board members
- ✓ List of organizations (national and international) and networks (i.e. coalitions, federations, etc.) with whom the ENGO meets and a brief description of the purpose of this linkage
- ✓ Products related to ENGO's international activities (especially its ESDP funded activities) including books, videos and related research reports (optional)
- ✓ Human Resource Manual, if it exists
- ✓ List of staff members of the organization, their status (permanent, temporary, full time etc.), title, role or function, and the number of years they have been with the organization
- ✓ Audited financial statements or reports
- ✓ Any external evaluation done of your ESDP program or your organization

Documents to send to:

Janet Mrenica
Consultant
Financial Risk Assessment Unit
Financial Services Section
Canadian International Development Agency
200 Promenade du Portage
Hull (Québec) K1A 0G4

- ✓ Audited financial reports from the last three years