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June 9, 1998

Sarah Miller
Canadian Environmental Law Association
Suite 401-517 College Street
Toronto, Ontario
M6G-4A2

RE: ENGO REVIEW: OUR VISIT

Dear Mrs. Miller

First of all, I wish to thank you for the documents we received which help us prepare for our visit and review. Here are some guidelines which I hope will be helpful to you. We have prepared various questionnaires that Charles will have with him the day of his visit.

If it were possible for you to organize a phone interview during the afternoon with one or two of your Board members, that would be very helpful for us. Better yet, if one of the Board members were available during the afternoon for a short visit/interview, that would also be very interesting. Of course, we understand they may have other engagements at this time, so we will then schedule otherwise.

Here is a list of people we would like to get in touch with, and we realize that one person may fulfill more than one of the functions described below.

Individual to be interviewed for each Environmental NGO	Method Of Data Collection
Chair Of Board or Chair of International Committee	• telephone interview • brief questionnaire
Chair of Audit Committee (if this post exists)	• telephone interview
Executive Director	• personal interview • brief questionnaire
Chief Financial Officer (if available)	• personal interview
staff person responsible for ESDP funded project	• personal interview
staff involved in international activities	• personal or group interview

Board members	questionnaire survey
overseas partner: - Executive Director, - Chief Financial Officer, - project staff, - project participants (if possible)	personal interviews during overseas mission

Personal interviews will probably take place during the morning. Each board member has a questionnaire to be sent out and returned to my attention (Alicia Sliwinski) by the end of the month of June, Charles will give you those envelopes.

Some key issues we are looking at are the following:

- Financial systems are adequate
- Governance systems are accountable
- Internal management systems are appropriate
- Program management is appropriate and program goals and objectives are relevant
- Learning systems are adequate

For each of these issues, we have developed a series of questions that Charles will be asking and discuss with you, and with other members of your organization that can be present, either in person or over the phone.

I hope this information will help you prepare for Charles' visit. Please do not hesitate to contact me if you need more specifics regarding the review.

Thank you for your cooperation,

Sincerely,



Alicia Sliwinski