

SAMPLE REQUEST FOR A COMPLIANCE REVIEW

Below is a sample letter to the Compliance Review Panel (CRP) with spaces to insert the required information to request the CRP to conduct a review to determine whether ADB has complied with its operational policies and procedures. It is not necessary to copy this sample letter, but if you provide all the information referred to in the sample letter, it will enable to the CRP to determine quickly whether your request is eligible and, therefore, it will speed up the registration of a request for compliance review. You may have already provided some of the information to ADB's Special Project Facilitator; if so, that information can simply be repeated here. You should provide as much information and detail as possible.

Also, if possible, please identify the operational policy or procedure you believe has been violated by ADB, but this is not mandatory.

Date of this request: _____

To: Secretary, Compliance Review Panel
Asian Development Bank
6 ADB Avenue
Mandaluyong City 1550
Philippines
Tel: +632 632 4149
Fax: +632 636 2088
Email: crp@adb.org

Dear Secretary:

We, who have signed this letter, live in [INSERT PLACE OF RESIDENCE] _____, which is affected by the following ADB project: [INSERT NAME OF ADB PROJECT] ("the project")

We request that the Compliance Review Panel (CRP) help us by investigating whether ADB has complied with its operational policies and procedures regarding the project. We understand that the CRP must first determine whether our request is eligible.

We believe that the ADB failed to follow its operational policies and procedures, especially in relation to: [INSERT LIST OF ADB's OPERATIONAL POLICIES AND PROCEDURES ALLEGED TO HAVE BEEN VIOLATED] _____.

Due to ADB's failure to comply with these operational policies and procedures, we have suffered, or may suffer, damage or harm described below: [INSERT DESCRIPTION OF DAMAGE OR HARM ALLEGED TO HAVE BEEN CAUSED BY ADB's NON-COMPLIANCE] _____.

We would like ADB to remedy the harm in the following manner:

We have previously raised our concerns with ADB staff and with ADB's Special Project Facilitator. This is a brief record of what happened:_____.

We now request the CRP to investigate whether ADB has complied with its operational policies and procedures because [we do not believe that the attempts to solve the problems have been purposeful] OR [we still believe that there is an issue of ADB's non-compliance] OR [we are not satisfied with the outcome of the complaint procedure to date for the following reasons: INSERT REASONS FOR UNSATISFACTORY OUTCOME OF CONSULTATIONS WITH ADB]

Aside from the information provided above, there are other documents that may help the CRP in assessing our request for compliance review. We attach a list of those documents and their sources.

Our names, addresses, and contact information are provided below.

Signature

Signature

[Address, telephone and fax numbers, and email for each person, where available]

(If the requesters are being represented by an association or another group, please include the text below).

We, _____ (name of the representative), represent the above-named requesters. Please contact us through the following:

Name, Title and Affiliation

Address:

Additional contact information: