

SAMPLE REQUEST FOR A COMPLIANCE REVIEW

We provide below a sample letter to the Compliance Review Panel (CRP), including the information that a requester should provide in a letter asking for a review of ADB compliance. It is not necessary to follow this approach, but the provision of this information will speed the registration of a compliance review request. Some of the information will have been provided already to the SPF, and can simply be repeated here. The additional information should be spelled out in as much detail as possible, and any identification of policy violations will assist the CRP in compliance review.

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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 _____, and ask that the Compliance Review Panel help us by examining ADB's compliance with its own policies and procedures with regard to the project mentioned below. We are familiar with the Operating Procedures of the CRP, and understand that the CRP will first examine whether this request meets its eligibility requirements.

The name of the project that has harmed us, or is likely to harm us in the future, is _____, located at _____.

We believe that the ADB has failed to follow its policies/procedures, especially with regard to _____, and that in doing so; we have suffered or will suffer clear damage that we can describe. The specific damage related to these policy violations is _____.

We would like ADB to help to remedy the harm in the following way _____.

We have previously attempted to take care of our concerns with the Bank staff and with the Special Project Facilitator. This is a brief record of what happened: _____ . We are referring our complaint to the CRP because the outcome of those previous contacts was unsatisfactory in the following way: _____.

Aside from the information already provided above, there are various documents that would help the CRP to understand our situation. We attach a list of those documents, noting where the CRP can obtain copies.

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

Signature

Signature

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

In those situations where we represent an organization or a large group of people, please contact us through the person with the address and contact information as described below.

Name, Title and Affiliation

Address:

Additional contact information: