



## **Partner & Project Selection Criteria Assessment**

**Partner and Project Selection Criteria – Assessors Guidance Notes**

The attached assessment criteria are designed to assist you in evaluating the organisation and its proposed project. Parts of this may be completed prior to a site visit, but on the whole the majority of the assessment will take place during or after the assessment visit.

The criteria are divided into two broad areas: **Partnership Selection Criteria** and **Project Selection Criteria**. These are then sub-divided into a number of other areas as follows:

| <b>Partnership Selection Criteria</b> | <b>Project Selection Criteria</b>        |
|---------------------------------------|--|
| Organisational Identity               | General Context                          |
| Financial Management and Control      | Project Goal, Objectives and Description |
| Organisation Management and Control   | Project Management and Resource          |
| Coordination and External Relations   |  |

- Guidance Notes**      Were relevant there are guidance notes to provide assistance in the evaluation.
- Evidence**            You are required to indicate if you have or have not seen evidence that fits the criteria. This should be indicated in the **Yes** or **No** columns.
- Comments**            There are likely to be criteria, which are not completely fulfilled, but that there is evidence to suggest there is potential within the organisation or project to meet the criteria with capacity building or through other channels, such as partnering. Within the **Commentary** column you are required to indicate what these may be.
- Questions**            There are a number of questions at the end of the **Project Selection Criteria** that are referenced within the body of the assessment. You should complete these questions at the appropriate time and in as much detail as possible.
- Grading**              At the end of the document is a series of grading questions. Please refer to your assessment before completing these.
- NOTE**                 Information from this assessment may be supplied to the partner applicant to assist them in any future proposals.

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**Partnership Selection Criteria – Organisational Identity**

| <b>Criteria Category</b>                 | <b>Values Sort</b>   | <b>Measurement</b>   | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
|--|--|--|------------|-----------|-----------------|
| Consonance with AATG values and mission. | Commitment to poverty eradication work.  | Commitment to poverty eradication clearly stated in their mission, goals and objectives. |            |           |                 |
|  |  | Projects are poverty focussed and fall within the priority areas of AATG.                |            |           |                 |
| Organisational identity and structure    | Sound organisational structure and defined processes within which they work.                                     | Existence of an official address.  |            |           |                 |
|  |  | Clearly defined organisational structure.  |            |           |                 |
|  |  | Policies and procedures.   |            |           |                 |
|  |  | Good track record in poverty alleviation.  |            |           |                 |
| Legally registered                       | Legally recognised by a relevant authority or association  | Registered with Attorney General’s Chambers.   |            |           |                 |
|  |  | Registered with Co-operative Society.  |            |           |                 |
|  |  | Registered with NGO Affairs Agency.  |            |           |                 |
| Accountable to beneficiaries             | Projects and processes associated with these are both transparent and participatory involving the beneficiaries. | Is project identification participatory.   |            |           |                 |
|  |  | Is project planning participatory.   |            |           |                 |
|  |  | Is project implementation participatory.   |            |           |                 |
|  |  | Is project management participatory.   |            |           |                 |
|  |  | Is funds allocation transparent.   |            |           |                 |
|  |  | Is funds management transparent.   |            |           |                 |
| Non-discriminatory                       | Non-discriminatory approach to project intervention.   | Are projects religion biased.  |            |           |                 |
|  |  | Are projects ethnically biased.  |            |           |                 |
|  |  | Are projects politically partisan.   |            |           |                 |
|  |  | Do projects discriminate in favour of the poor and marginalized.                         |            |           |                 |

**Partnership Selection Criteria – Financial Management and Control**

| <b>Criteria Category</b>   | <b>Measurement</b>   | <b>Guidance Notes</b>  | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
|--|--|--|------------|-----------|-----------------|
| Budgeting  | Does the organisation have an overall organisational budget                |  |            |           |                 |
|  | Is the overall budget by:  |  |            |           |                 |
|  | • Project  |  |            |           |                 |
|  | • Categories of expenditure  |  |            |           |                 |
|  | Which of the following are involved in budget formulation                  |  |            |           |                 |
|  | • Senior management  | In reality all groups should participate at some point in the process. |            |           |                 |
|  | • All full-time staff  |  |            |           |                 |
|  | • Outreach workers   |  |            |           |                 |
|  | • Communities  |  |            |           |                 |
|  | Does the organisation have budgets for each project                        |  |            |           |                 |
|  | How does the organisation analyse the financial standing of each project:  |  |            |           |                 |
|  | • Budget v Actual  | An organisation could use one more of these                            |            |           |                 |
|  | • % Budget spent vs. % project completed                                   |  |            |           |                 |
|  | • Cash flow  |  |            |           |                 |
|  | • Other (specify)  |  |            |           |                 |
|  | How many different sources of funding does the organisation have (specify) |  |            |           |                 |
| Do members pay fees  |  |  |            |           |                 |
| What is the current per project average overhead % of the organisation (specify) |  |  |            | %         |                 |
| Accounting System  | Are the financial records up-to-date and in balance                        |  |            |           |                 |
|  | Is the financial management system computerised                            |  |            |           |                 |
|  | What % of transactions are made by cheque                                  |  |            |           | %               |
|  | What % of transactions are made by cash                                    |  |            |           | %               |
|  | Are all payments supported by payment vouchers or invoices                 |  |            |           |                 |
|  | Does the organisation prepare periodic financial statements for projects   |  |            |           |                 |

**Partnership Selection Criteria – Financial Management and Control - Continued**

| <b>Criteria Category</b>      | <b>Measurement</b>   | <b>Guidance Notes</b> | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
|-------------------------------|--|-----------------------|------------|-----------|-----------------|
| Financial Accounting          | Does the organisation have a local current bank account                        |                       |            |           |                 |
|                               | Does the organisation have a local savings bank account                        |                       |            |           |                 |
|                               | How many signatures are required on the organisation's bank accounts           |                       |            |           |                 |
|                               | Are the cheques signed by the same person who prepares them                    |                       |            |           |                 |
|                               | Is the bank reconciliation done monthly  | If not how often      |            |           |                 |
|                               | Are monthly financial reports prepared   | If not how often      |            |           |                 |
|                               | Are accounts externally audited annually                                       |                       |            |           |                 |
| Procurement and asset control | Are there written procedures on purchasing supplies                            |                       |            |           |                 |
|                               | When purchases are made, is more than one price quote sought before buying     |                       |            |           |                 |
|                               | Above what level are price quotes sought                                       |                       |            | D         |                 |
|                               | Does the organisation keep an assets register                                  |                       |            |           |                 |
|                               | If yes to the above is the register updated more frequently than once per year |                       |            |           |                 |
|                               | Are assets marked with an organisation reference                               |                       |            |           |                 |

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**Partnership Selection Criteria – Organisation Management and Control**

| <b>Criteria Category</b>                                      | <b>Measurement</b>  | <b>Guidance Notes</b> | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
|---|---|-----------------------|------------|-----------|-----------------|
| Organisation Overview   | Does the organisation have a Board of Directors                 |                       |            |           |                 |
|   | Does the organisation have a constitution                       |                       |            |           |                 |
|   | Did the Board meet at least twice in the previous year          | If not how often      |            |           |                 |
|   | Are members of the Board responsible for:                       |                       |            |           |                 |
|   | • Signing contracts   |                       |            |           |                 |
|   | • Reviewing and approving budgets                               |                       |            |           |                 |
| General Planning  | Is there evidence of an organisational goal                     | Should be documented  |            |           |                 |
|   | Does the organisation have a vision or mission statement        | Should be documented  |            |           |                 |
|   | Does the organisation have an overall set of objectives         | Should be documented  |            |           |                 |
|   | Is there a written strategy for the whole organisation          | Should be documented  |            |           |                 |
| General Management Capability                                 | How many different projects are currently being implemented     | Specify the number    |            |           |                 |
|   | Does each of these have a project document                      |                       |            |           |                 |
|   | Does each project have clearly stated objectives                |                       |            |           |                 |
|   | Do the projects have detailed plans                             |                       |            |           |                 |
| Monitoring and Evaluation                                     | How often are plans updated                                     | Specify frequency     |            |           |                 |
|   | Is there basic socio-economic data kept for the areas worked in |                       |            |           |                 |
|   | Does each project have indicators for monitoring and evaluation |                       |            |           |                 |
|   | Are the indicators quantified, time bound and specific          |                       |            |           |                 |
|   | Is each project managed and monitored by one individual         |                       |            |           |                 |
|   | On average how many projects do they have responsibility for    | Specify average       |            |           |                 |
|   | How often are projects monitored by the organisation            | Specify frequency     |            |           |                 |
|   | Are monitoring reports prepared                                 | Yes/No + frequency    |            |           |                 |
|   | Do field staff prepare monthly reports                          | If not, how often     |            |           |                 |
|   | Do supervisors review this information with the field staff     |                       |            |           |                 |
| Do supervisors conduct and maintain field supervision reports |   |                       |            |           |                 |

**Partnership Selection Criteria – Organisation Management and Control - Continued**

| <b>Criteria Category</b>                    | <b>Measurement</b>   | <b>Guidance Notes</b> | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
|---|--|-----------------------|------------|-----------|-----------------|
| Inventory Management                        | Does the organization handle large stocks of goods and supplies                          |                       |            |           |                 |
|   | Are there any written store procedures   |                       |            |           |                 |
|   | Is there a running inventory of supplies within stores                                   |                       |            |           |                 |
|   | Is there a periodic inventory count undertaken   |                       |            |           |                 |
|   | Is the inventory count done by a person other than the person responsible for the stores |                       |            |           |                 |
| Administration and Human Resource           | Does the organisation have written objectives for all functions                          | Should be documented  |            |           |                 |
|   | Do all employees have written job descriptions   | Should be documented  |            |           |                 |
|   | Does the organisation have written objectives for all employees                          | Should be documented  |            |           |                 |
|   | Are annual staff performance reviews undertaken  |                       |            |           |                 |
|   | Are staff records up to date   |                       |            |           |                 |
|   | Are staff salaries in line with market rates   |                       |            |           |                 |
|   | Does the organisation have staff training plans and budgets                              |                       |            |           |                 |
|   | Are staff skills evaluated before and after training                                     |                       |            |           |                 |
|   | Does the organisation have written procedures on the following:                          |                       |            |           |                 |
|   | • Travel and travel allowances   |                       |            |           |                 |
|   | • Use of vehicles and equipment  |                       |            |           |                 |
|   | • Communications, filing and record keeping  |                       |            |           |                 |
| Are all personnel aware of these procedures |  |                       |            |           |                 |

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**Partnership Selection Criteria – Coordination and External Relations**

| <b>Criteria Category</b> | <b>Measurement</b>  | <b>Guidance Notes</b>                                | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
|--------------------------|---|--|------------|-----------|-----------------|
| Coordination             | Does the organisation belong to a consortium. I.E. TANGO  |  |            |           |                 |
|                          | Does the organisation participate in any coordination bodies among NGOs/CBOs or between NGOs/CBOs and Government agencies                   |  |            |           |                 |
| Partnerships             | Does the organisation have a memorandum of understanding or contract with any Government line Department                                    | Yes/No and specify the department/s                  |            |           |                 |
|                          | Does the organisation work with any agency organisation, either local or international  | Yes/No and specify                                   |            |           |                 |
|                          | Does the organisation share any human, physical or financial resources with other organisations   | Does it have a partner with who it shares resource's |            |           |                 |
|                          | Does the organisation have links to other possible support organisations such as universities, international agencies or the private sector |  |            |           |                 |
| External Relations       | Does the organisation have promotional materials for the general public   |  |            |           |                 |
|                          | Does the organisation have a good reputation at the local and national level  |  |            |           |                 |
|                          | Has the organisation used local/international communication channels to publicise its work  | If yes specify types                                 |            |           |                 |



**Project Selection Criteria – General Context**

| <b>Criteria Category</b>            | <b>Measurement</b>  | <b>Guidance Notes</b>                     | <b>Yes</b> | <b>No</b> | <b>Comments</b>              |
|-------------------------------------|---|---|------------|-----------|------------------------------|
| General                             | Has the proposal been prepared according to the guidelines  | Project Proposal Form                     |            |           |                              |
|                                     | Does the organisation have any debt, which would prevent it from successfully carrying out the proposed project           | If yes specify nature and extent          |            |           |                              |
|                                     | Is the organisation in a legal dispute that would prevent it from successfully carrying out the proposed project          | If yes specify nature                     |            |           |                              |
| Consonance with AATG Priority areas | Within which Strategic Objective does the proposed project fit:   |   |            |           |                              |
|                                     | • Objective 1   |   |            |           |                              |
|                                     | • Objective 2   |   |            |           |                              |
|                                     | • Objective 3   |   |            |           |                              |
|                                     | • Objective 4   |   |            |           |                              |
|                                     | • Objective 5   |   |            |           |                              |
| Description of organisation         | Is the description of the organisation consistent with the information provided within the 'Partnership Information Form' | View based info provided plus field visit |            |           | If No please see question 1. |
|                                     | Does the proposal clearly describe:   |   |            |           |                              |
| Background to current situation     | • The geographical and coverage context   |   |            |           |                              |
|                                     | • The political and economic context  |   |            |           |                              |
|                                     | • The development context   |   |            |           |                              |
|                                     | • The ethnic/cultural characteristics of the target community   |   |            |           |                              |
|                                     | • The socio-economic characteristics of the target community  |   |            |           |                              |
|                                     | • The literacy characteristics of the target community  |   |            |           |                              |
|                                     | • The health characteristics of the target community  |   |            |           |                              |
|                                     | Does the proposal demonstrate a good understanding of the community and its development context                           |   |            |           | If No please see question 2. |
| Problem Statement                   | Does the proposal clearly indicate the problems and their causes  |   |            |           |                              |
|                                     | Does the proposal demonstrate a basic understanding of the technical issue/s  |   |            |           |                              |
|                                     | Is there sufficient evidence regarding the target group, their numbers and geographic coverage                            |   |            |           |                              |

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**Project Selection Criteria – Project Goal, Objectives and Description**

| <b>Criteria Category</b> | <b>Measurement</b>   | <b>Guidance Notes</b>                    | <b>Yes</b> | <b>No</b> | <b>Comments</b>               |
|--------------------------|--|--|------------|-----------|-------------------------------|
| Project Goal             | Is the goal achievable   |  |            |           | If No please see question 3   |
| Project Objectives       | Do the objectives conform to the SMART rule  |  |            |           |                               |
|                          | Are the objectives reasonable given the context  |  |            |           | If No please see question 4   |
| Community Participation  | Is the project based on the needs of the target group/community.   |  |            |           | If No please see question 5   |
|                          | Is the group/community aware of the proposed project.  |  |            |           |                               |
|                          | Has group/community been involved in the project planning  |  |            |           |                               |
|                          | Is the group/community making a counter-part contribution to the project.  |  |            |           |                               |
|                          | Is the group/community aware of its counter-part contribution.   |  |            |           |                               |
| CBO Participation        | Is the organisation working through a CBO(s)   |  |            |           |                               |
|                          | Is the CBO representative in terms of sex, age, ethnic group and socio-economic status.                                    | If not is this material                  |            |           |                               |
|                          | Has the CBO participated in the planning process.  |  |            |           |                               |
|                          | Is the CBOs participation in the organisation of the project more than just as beneficiaries.                              |  |            |           |                               |
| Project Description      | Is the implementation strategy and associated tactics & activities (including timings) clearly stated                      | Refer to project description & schedules |            |           |                               |
|                          | Are the tactics and associated activities reasonable given the objectives  |  |            |           |                               |
|                          | Are the proposed outputs rational and achievable   |  |            |           |                               |
|                          | Does the project strategy, as a whole, respond to the needs  |  |            |           |                               |
|                          | Is the proposed strategy the most effective one for the given group/community/beneficiaries and CBO                        |  |            |           | If No please see question 6.  |
|                          | Does the proposal clearly indicate and address any gender issues   |  |            |           |                               |
|                          | Does the proposal clearly indicate the assumptions which may pose a threat to the successful implementation of the project |  |            |           |                               |
|                          | Does the proposal clearly indicate the risks which may pose a threat to the successful implementation of the project       |  |            |           |                               |
|                          | Are there any other technical observations related to this project   |  |            |           | If Yes please see question 7. |
| Beneficiaries            | Does the proposal clearly indicate the benefit to beneficiaries  |  |            |           |                               |

**Project Selection Criteria – Project Management and Resource**

| <b>Criteria Category</b> | <b>Measurement</b>   | <b>Guidance Notes</b> | <b>Yes</b> | <b>No</b> | <b>Comments</b>              |
|--------------------------|--|-----------------------|------------|-----------|------------------------------|
| Project Management       | Does the organisation have:  |                       |            |           |                              |
|                          | Adequate technical staff to carry out the proposed project   |                       |            |           |                              |
|                          | Adequate administrative staff to carry out the proposed project  |                       |            |           |                              |
|                          | Do the staff have the right level of knowledge and technical skill to successfully undertake the project   |                       |            |           |                              |
|                          | Adequate office space to carry out the proposed project  |                       |            |           |                              |
|                          | Adequate vehicles to carry out the proposed project  |                       |            |           |                              |
|                          | Adequate office equipment to carry out the proposed project  |                       |            |           |                              |
|                          | Adequate accounting & administrative systems in place to manage the proposed project   |                       |            |           |                              |
|                          | If there is a negative response to any of the questions above, dose the organisation have an adequate strategy to address this weaknesses            |                       |            |           | If No please see question 8. |
| Monitoring & Evaluation  | Does the proposal contain an adequate monitoring plan based on the objectives and expected results   |                       |            |           |                              |
|                          | Does the organisation have adequate personnel/resources to monitor the implementation  |                       |            |           |                              |
|                          | Does the proposal contain an adequate evaluation plan  |                       |            |           |                              |
|                          | Does the evaluation plan include clear evaluation criteria   |                       |            |           |                              |
|                          | Is the community to participate in the project evaluation  |                       |            |           |                              |
| Project Reporting        | Does the proposal contain an adequate reporting structure  |                       |            |           | If No please see question 9. |
| Project Sustainability   | Does the proposal clearly identify who or what organisation will be responsible for operation and maintenance costs following project implementation |                       |            |           |                              |
|                          | Does the proposal clearly identify operational/maintenance costs once implementation is complete   |                       |            |           |                              |

**Project Selection Criteria – Project Management and Resource - Continued**

| <b>Criteria Category</b>    | <b>Measurement</b>   | <b>Guidance Notes</b> | <b>Yes</b> | <b>No</b> | <b>Comments</b>               |
|-----------------------------|--|-----------------------|------------|-----------|-------------------------------|
| Financial Resource Required | Is the budget presented in the form prescribed in the Project Proposal Guidelines                                  |                       |            |           |                               |
|                             | Does the budget have a clear relationship between expenditure items and proposed strategies and activity           |                       |            |           |                               |
|                             | Are all quantities and unit costs clearly indicated and explanations or justifications provided wherever necessary |                       |            |           |                               |
|                             | Do unit costs conform to market prices   |                       |            |           |                               |
|                             | Are all quantities of proposed expenditure reasonable for the proposal   |                       |            |           |                               |
|                             | Is the counterpart contribution clearly indicated  |                       |            |           |                               |
|                             | Is the counterpart contribution reasonable   |                       |            |           |                               |
|                             | Is the proposed budget reasonable for the proposed activity  |                       |            |           | If No please see question 10. |

1. Indicate any differences between the description of the organisation within the Project Proposal Form and the Partnership Information Form and indicate if these differences are material.

2. Indicate any observation or recommendation regarding community and development context of the proposal that should be incorporated.

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3. Indicate the deficiencies within the goal and make recommendations for improvement.

4. Indicate the deficiencies within the objectives and make recommendations for improvement.

5. If you believe that the project is not based upon the needs of the target group/community specify the reasons for this.

6. Indicate the deficiencies within the proposed strategy and make recommendations for improvement.

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7. Indicate any other technical observations related to the project

8. Do you think that the organisation has the experience, expertise and physical capacity to successfully implement the proposed project?

Yes/No

If 'no', indicate what would be required to allow the organisation to carry out the project successfully.

9. Indicate any observation or recommendation regarding project reporting that should be incorporated.

10. Indicate any observation or recommendation regarding Financial Criteria, for the proposal that should be incorporated

**Partner and Project Selection Criteria – Grading**

Before completing questions within this part of the assessment refer to relevant criterion within the body of the assessment. Views here should guide your recommendations within the ‘Recommendation For Partnership’ form to be submitted to the Senior Management Team of AATG.

The grading for each of the questions is as follows:

|           |
|-----------|
| Excellent |
| Good      |
| Adequate  |
| Deficient |

1. How would you assess the organisations fit to AATG’s **‘Organisational Identity Criteria’**?

|           |                          |      |                          |          |                          |           |                          |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|
| Excellent | <input type="checkbox"/> | Good | <input type="checkbox"/> | Adequate | <input type="checkbox"/> | Deficient | <input type="checkbox"/> |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|

2. Overall how would you assess the organisations **‘Financial Management and Control’**?

|           |                          |      |                          |          |                          |           |                          |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|
| Excellent | <input type="checkbox"/> | Good | <input type="checkbox"/> | Adequate | <input type="checkbox"/> | Deficient | <input type="checkbox"/> |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|

3. Overall how would you assess the organisations **‘Organisational Management and Control’**?

|           |                          |      |                          |          |                          |           |                          |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|
| Excellent | <input type="checkbox"/> | Good | <input type="checkbox"/> | Adequate | <input type="checkbox"/> | Deficient | <input type="checkbox"/> |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|

4. How well do you think the proposed project fits to one or more of AATTG’s strategic objectives?

|           |                          |      |                          |          |                          |           |                          |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|
| Excellent | <input type="checkbox"/> | Good | <input type="checkbox"/> | Adequate | <input type="checkbox"/> | Deficient | <input type="checkbox"/> |
|-----------|--------------------------|------|--------------------------|----------|--------------------------|-----------|--------------------------|

5. Overall how would you assess the coherence of the project proposal?

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|           |  |      |  |          |  |           |  |
|-----------|--|------|--|----------|--|-----------|--|
| Excellent |  | Good |  | Adequate |  | Deficient |  |
|-----------|--|------|--|----------|--|-----------|--|

6. How would you assess the strategic and tactical fit of the proposed project to the community needs and identified problem?

|           |  |      |  |          |  |           |  |
|-----------|--|------|--|----------|--|-----------|--|
| Excellent |  | Good |  | Adequate |  | Deficient |  |
|-----------|--|------|--|----------|--|-----------|--|

7. How would you assess the organisations capacity to implement and manage the proposed project? Specifically refer to your response to question eight above.

|           |  |      |  |          |  |           |  |
|-----------|--|------|--|----------|--|-----------|--|
| Excellent |  | Good |  | Adequate |  | Deficient |  |
|-----------|--|------|--|----------|--|-----------|--|

8. Overall how would you assess the fit between the proposed project and its proposed budget?

|           |  |      |  |          |  |           |  |
|-----------|--|------|--|----------|--|-----------|--|
| Excellent |  | Good |  | Adequate |  | Deficient |  |
|-----------|--|------|--|----------|--|-----------|--|

9. Overall how would you assess the sustainability of the proposed project following its implementation?

|           |  |      |  |          |  |           |  |
|-----------|--|------|--|----------|--|-----------|--|
| Excellent |  | Good |  | Adequate |  | Deficient |  |
|-----------|--|------|--|----------|--|-----------|--|



10. Do you believe AATG should support this proposal?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If Yes please specify the three (3) main reasons why AATG should **support** this proposal.  
If No please specify the three (3) main reasons why AATG **should not** support this proposal.

|                               |
|-------------------------------|
| Name and Title of Assessors': |
| Signatures':                  |
| Date Signed:                  |

