**ICLEI Complaint Mechanism (ICM)**

FEEDBACK FORM

Please fill in the following template and send to [safe.complaints@iclei.org](mailto:safe.complaints@iclei.org) to submit your feedback.

# ICLEI World Secretariat

Kaiser-Friedrich-Str. 7

53113 Bonn, Germany

Phone:+49-228/ 976 299-00

Email: [iclei@iclei.org](mailto:iclei@iclei.org) Web: [www.iclei.org](http://www.iclei.org/) Registration No. VR 8929

|  |
| --- |
| **Feedback type**  What is the nature of your submission? |
| * Comment or suggested improvement, e.g. recommendation,   constructive criticism |
| * Objection, e.g. voicing disapproval, dissatisfied opinion, disagreement   with decisions made |
| * Grievance, e.g. denounce incorrect, unlawful or wrongful practices,   abuse of power, harassment or damaging actions |
| **Contact & Response** |
| Anonymous submissions are possible and your grievance will still be  processed, however if you wish to receive a direct response please fill the applicable contact information below: |
| **Name:** |
| **Email:** |
| **Telephone:** |
| **Other - Fax or Address:** |
| * I wish to receive a direct response but do not want my name shared in the grievance resolution process * I wish to receive a direct response and have no issues with being identified by name in the grievance process |
|  *Complainants have a right to confidentiality at any time. For example, if you fear retaliation, the ICM can handle complaints keeping the complainant identity confidential. This means that the ICM will share the concerns raised in your request with relevant ICLEI staff and implementing organisations, but your name and other details that would identify you will not be shared.* |
| **What association to the feedback subject matter do you have?** |
| * Resident in the project area |
| * Witness, passer-by/pedestrian |
| * Business owner in the project area |
| * ICLEI staff |
| * Project implementing partner staff or consultant |
| * Other. If so, what? |
| **Type of submission** |
| Anonymous submissions are possible and your grievance will still be  processed, however if you wish to receive a direct response please fill the applicable contact information below: |

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development.

# ICLEI Africa

Unit 1, 2nd Floor, South Tower Sable Park, 14 Bridge Boulevard Century City, Cape Town, South Africa

Phone:+27 21 202 0381

Email: [iclei-africa@iclei.org](mailto:iclei-africa@iclei.org) Web: [www.africa.iclei.org](http://www.africa.iclei.org/)

# ICLEI Canada

401 Richmond St. W Studio 204

Toronto, Ontario, M5V 3A8, Canada

Phone: +1-647/728-4308

Email: [iclei-canada@iclei.org](mailto:iclei-canada@iclei.org) Web: [www.icleicanada.org](http://www.icleicanada.org/)

# ICLEI East Asia

14/F, Seoul Global Center Building, 38 Jongno, Jongno-gu, Seoul, South Korea (110-110)

Phone: +82-2-3789-0496

Email: [iclei-eastasia@iclei.org](mailto:iclei-eastasia@iclei.org) Web: [www.eastasia.iclei.org](http://www.eastasia.iclei.org/)

# ICLEI Europe

Leopoldring 3

79098 Freiburg, Germany Phone: +49-761/368920

Email: [iclei-europe@iclei.org](mailto:iclei-europe@iclei.org) Web : [www.iclei-europe.org](http://www.iclei-europe.org/)

# ICLEI Mexico, Central America, Caribbean

Eje Central Lazaro Cardenas 13

Building Miguel Abed, Floor 5 Of. 506 and 507, Col. Centro, CP 06050 Del. Cuauhtemoc, Mexico City, Mexico

Phone: +52 55 5345 3000 xt 5622

and 5623

Email: [iclei-mecs@iclei.org](mailto:iclei-mecs@iclei.org) Web: [www.iclei.org.mx](http://www.iclei.org.mx/)

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| --- |
| **The activity, process or project for feedback subject matter** |
| Country: |
|  |
| Location (region/city): |
|  |
| Name/type of ICLEI project/activity/process (if known):  *Please name or describe the ICLEI project/activity that raises concerns. If you don’t know the name, you can include details like the name of the company in charge of the project, its location, or the activities it is involved in that are affecting you.* |
|  |
| Name of the implementing organisation(s) (if known): |
|  |
| **Categories of complaints**  Does your complaint relate to one or several of the following categories: |
| * **Recommendation** |
| Please describe the suggested improvement/change to the project/activity? |
|  |
| * **Disapproval** |
| Please describe the objection to the ICLEI project/activity? |
|  |
| * **Social harm** |
| Please describe the harm: |
|  |
| Were the social impacts caused directly by the ICLEI project/activity? |
|  |
| Please also describe how you, or those you represent, are or may be adversely affected by the project/activity: |
|  |
| Date(s) of relevant incident(s): |
| * **Environmental harm:**   The ICM can entertain complaints of environmental harm that are general as well as personal. If you are complaining about environmental harm, please describe the harm: |
|  |
| Are you directly affected by the environmental harm described above? |
|  |
| If yes, could you describe how you are affected? |
|  |
| Date(s) of relevant incident(s): |

l8/225 Bourke St, Melbourne VIC 3000, Australia

Phone: +61 3 9639 8688

Email: [oceania@iclei.org](mailto:oceania@iclei.org) Web: [www.icleioceania.org](http://www.icleioceania.org/)

# ICLEI South America

Rua Marquês de Itu 70, 14° andar. São Paulo, SP, Brasil

CEP 01223-000

Phone: +55-11 / 5084-3079

Email: [iclei-sams@iclei.org](mailto:iclei-sams@iclei.org)

Web: [www.americadosul.iclei.org](http://www.americadosul.iclei.org/)

# ICLEI South Asia

C3, Green Park Extension Road, Block B, Green Park Extension, Green Park, New Delhi, Delhi, India

Phone: +91 11 4974 7200

Email: [iclei-southasia@iclei.org](mailto:iclei-southasia@iclei.org) Web: [www.southasia.iclei.org](http://www.southasia.iclei.org/)

# ICLEI Southeast Asia

c/o The Manila Observatory Ateneo de Manila University Campus Loyola Heights, Quezon City 1101 Manila, Philippines

Phone: +63-2/426-0851; 4265921

to 23

Email: [iclei-seasia@iclei.org](mailto:iclei-seasia@iclei.org) Web: [www.icleiseas.org](http://www.icleiseas.org/)

# ICLEI United States

536 Wynkoop St.

Suite 901 Denver,

Colorado, USA 80202

Phone: +1 510 844-0699x309

Email: [iclei-usa@iclei.org](mailto:iclei-usa@iclei.org) Web: [www.icleiusa.org](http://www.icleiusa.org/)

# ICLEI World Secretariat

|  |
| --- |
| * **Misuse of funds and/or corruption and/or economic crime** |
| Please describe what has happened, when it occurred and by whom: |
|  |
| Has this occurred before or since? |
|  |
| Date(s) of relevant incident(s): |
| * **Misconduct, abuse of power, code of conduct breach or harassment** |
| Please describe what has happened, when it occurred and by whom: |
|  |
| Has this occurred before or since? |
|  |
| Date(s) of relevant incident(s): |
| * **Mismanagement of procedure, staff, resources, deadlines** |
| Please describe what has happened, when it occurred and by whom: |
|  |
| Has this occurred before or has it continued? |
|  |
| Date(s) of relevant incident(s): |
| **Additional context with relevant extenuating circumstances:** |
| **Reprisals/retaliation related to the project or a complaint:** |
| Do you fear risk of retaliation for sharing your concerns? |
| ☐Yes ☐No |
| Have you experienced intimidation/retaliation for trying to complain? |
| * Yes ☐No |
| If so, please describe what has happened to you and by whom: |
|  |
| **Have there been other efforts to resolve the complaint unsuccessfully?** *This may include access to grievance/redress mechanisms of implementing organisation or other dispute resolution processes.* |
| * Yes ☐No |
| Contact that processed the complaint (i.e. name, email, department): |
|  |
| Additional documents/files: |
| **Do you have a resolution you would like to see result from this complaint process?** |
|  |
| * Yes ☐No |

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Leopoldring 3

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Eje Central Lazaro Cardenas 13

Building Miguel Abed, Floor 5 Of. 506 and 507, Col. Centro, CP 06050 Del. Cuauhtemoc, Mexico City, Mexico

Phone: +52 55 5345 3000 xt 5622

and 5623

Email: [iclei-mecs@iclei.org](mailto:iclei-mecs@iclei.org) Web: [www.iclei.org.mx](http://www.iclei.org.mx/)

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l8/225 Bourke St, Melbourne VIC 3000, Australia

|  |
| --- |
| **I confirm that the information submitted is truthful to the best of my**  **knowledge:** ☐Yes ☐No |
| **I request that the ICM registers this complaint and initiates its redress process:** ☐Yes ☐No |

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Email: [iclei-sams@iclei.org](mailto:iclei-sams@iclei.org)

Web: [www.americadosul.iclei.org](http://www.americadosul.iclei.org/)

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c/o The Manila Observatory Ateneo de Manila University Campus Loyola Heights, Quezon City 1101 Manila, Philippines

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