



My Portable Checklist



What do I need to include in a Request?

No specific format is required; however please make sure that the Request includes the following:

- Your name and contact information (e-mail, telephone number, mailing address, and country of residence). Remember that if you are the Requester, you must reside where the IDB-financed operation is being or will be implemented
- Name and contact information of your representative, if you have one, plus written and signed proof of the authority given to that person to represent you
- Description and location of the project/operation. If you know the name or number of the IDB operation, please provide them as well. For project information please visit: www.iadb.org/projects
- Detailed description of the harm that you are experiencing or may experience
- Description of how the harm is linked to the IDB-financed operation
- If known, mention of the Relevant Operational Policy the Bank might have failed to apply correctly, or a narrative describing the alleged action or omission on the part of the IDB that resulted in non-compliance of its own operational policies
- Explanation of how and when you presented the issue to IDB Management and the response you received
- Statement of the outcome you would expect from the process
- Any other information and/or documentation that you may deem relevant