

# Due Diligence

Executive Officer Rob Oerlemans

## Background

The purpose of the Due Diligence report is to provide Council with sound, independent advice about new projects being presented at Convention, to allow Council to inform, in turn, Convention delegates before they consider the matter.

The assessment is to be conducted through a telephone interview of the project proponents. If convenient, an interview can be conducted, however Council will only re-imburse telephone expenses.

The schedule below is a prompt only, however your final report should address the key criteria.

The final report should be limited to 2 A4 pages, and supplied to the Executive Officer on a confidential basis.

Please note that the report should be frank and honest and will be reported to Council. Any advice to the Convention will be drafted by the Legal Officer.

Finally, the intention of the report is to provide the Convention with better information as to the merits and management of the project, prior to their decision. However, it is important to remember that projects are not fully-formed until adopted by Council, and the assessment interview should be conducted in a supportive and positive manner.

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## Project Contact Details

Name of Project

Who will run the project.

District

Club

Lion Contact:

Name:

Club:

Phone number:

E-mail Address

Postal Address

Does the proposed project have a website?    Yes    No

Who will manage the website for the project if it is adopted?

## Partnerships

Does the project have a non-Lion partner who will co-manage or benefit from the project outcomes.

Yes                      No

If Yes, please provide full contact details for the partner.

Name:

Key Contact Person:

Physical Address:

Postal Address:

E-mail:

Phone number:

Assessor

Name

Contact Details

Notes to the Assessor

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Criterion	Issue	Meets criteria? (Yes/No/Partially)
Relevance of the Project	<b>Comment on the relevance to Lions Humanitarian goals</b>	
Community Need	<b>Comment on how the project meets community needs</b> Does the applicant identify that the local community is an area of need, to justify the investment? Details of current service provision numbers, service shortfalls and waiting list numbers and times. What is the likely uptake? What will be the benefits to the local community? Is there evidence of consultation or planned consultation with other service providers, key stakeholders, community groups? Is the planned consultation format appropriate?	
Suitability of the Project Plan	<b>Review the project plan of the project.</b> Is the project achievable within the timeframe and available funding? Are the capital works plans clear and appropriate for the purpose? Has the applicant provided evidence of ownership, or partnership agreements? <u>Strategic Planning</u> Is the project achievable within the timeframe and available funding? Is the methodology appropriate and feasible? Have costings been provided?	
Partnerships	<b>Comment on the relationship between the project and non-Lions partners or beneficiaries.</b> Is there a written agreement protecting Lions interests with non-Lion partners who co-manage or benefit from the project? How will the proposer manage these relationships? How has the reputation and standing of the non-Lions beneficiaries been checked or assessed?	
Relevant experience of the project team	<b>Comment on the experience of the team managing the project.</b> Have members of the team, managed projects at National or District level? Have any projects managed by the team or its members not succeeded, and what were the circumstances.	
Communication	<b>Comment on the plans of the group to keep Lions and non-Lions informed.</b> How will the outcomes of the project be communicated to Lions? What are the plans to promote the project outside of the organisation? How will the project website, mailing address, social media and public relations presence be managed?	
Risk Analysis	<b>What are the risks to Lions, its interests and reputation and how will they be managed.</b> Has the project proponents properly considered the risks associated with the operation of the project.	

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Criterion	Issue	Meets criteria? (Yes/No/Partially)
	What are the potential risks to Lions reputation and how will they be managed? What are the potential financial risks and how will they be managed? How will Lions intellectual property and trademarks be protected?	
Other issues	<b>Please comment on any other matters that ought to be highlighted to the Convention before they consider the project.</b>	

Revision No.	1.0	Relates to:	Governance
Revision Date	19 June 2013	Applies to	
Author	Rob Oerlemans	Authorised by	Rob Oerlemans

## TABLE OF REVISIONS

Rev #		Description of Change
1.0	June 2013	New document