

Appendix 2: Public Grievance Form for Whole Project Implementation Period

Data lodged:	GRIEVANCE FORM
Remarks: _____	
Preferred language for communication:	
Information about the person submitting the grievance:	<i>If you do not want to provide the information from 1-3, simply move on to the subject and explanation of the grievance</i>
1. Name / Surname:	
2. Date, place, and manner of receipt:	
3. E-mail and other contact data:	
4. Scope of the grievance:	
5. Detailed explanation of the grievance:	
6. Detailed information:	
7. Manner of responding to your grievance: Date: _____ Remarks: _____	<i>Please specify how you would like to be informed about the further course of the project:</i>
8. Processing of the grievance	
9. Administrative records:	
10. Reviewed (date, responsible party/person):	
11. Answered (date, responsible party/person, and archive number):	