

Interview outline for PETS Council chairs

Meetings per month (Frequency)

1. How many meetings does the PETS council hold per month? If you do not know the exact number, could you give us an approximation? _____

2. When did the PETS council last meet? _____ How many times did the PETS council meet in the last month? _____

Size of the PETS Council (Number of members).

3. What is the number of members of the PETS council? If you do not know the exact number, could you give us an approximation? _____

Attendance (Perception).

4. Can you provide us with the percentage of members from the council **regularly** attending PETS council meetings? (by regularly we mean more than 50% of the time). How many members regularly attend PETS council meetings?

5. Do you consider non-attendance of members (absenteeism) a problem affecting PETS council's performance? _____

Areas of Budgeting Concentration.

6. What would you consider the main areas on which the PETS council spends most of the time of their meetings? (Few words).

How does the PETS council decide which budgeting areas to concentrate on?

How do they reach this decision? (e. g. by majority vote, unanimity, among others.)

7. Has the PETS council found any discrepancies (e.g. misallocation of funds, unclear assignment of resources, among others) since it began operations?

a) Yes → Go to Question 8a, 8b and 8c.

b) No → Go to Question 9.

8a. *Approximately* how many discrepancies have been found by the PETS council since it began operations?

8b. *Were these discrepancies publicized in the local media or on the PETS notice boards?*

8c. Which **type** of discrepancies were the most common, that is, in which budgeting areas they were more frequent?

Referring to the education level of members of the PETS Council:

8. Which of the following is your highest degree of education? (To council chair)

- a) Primary School
- b) Secondary
- c) High School
- d) Technical Career
- e) Undergraduate degree.
- f) Graduate degree.
- g) Other. _____

9. Which of the following do you consider is the **average** level of education of **the majority** of the members in the Board?

- a) Primary School
- b) Secondary
- c) High School
- d) Technical Career
- e) Undergraduate degree.
- f) Graduate degree.
- g) Other. _____

Referring to the budgeting experience of the members of the PETS Council, that is, whether members of the Board held any accounting or financial position previous to their engagement in the PETS Council:

10. What is the past budgeting experience of the most experienced member of the council? For example, previous experience as an accountant, in business administration or as a financial planner for private or non-profit organization. _____

Referring to the level of engagement of PETS council with local villagers:

12. Do district level PETS councils regularly consider the needs expressed by local villagers?

a) Yes, if they do so in their everyday work → Go to Question 12a,
12b

b) No, if they do not. → Go to Question 13.

*12a. If yes, how **does** the PETS council consult with the villagers? For example, local villagers establish verbal contact with members of the council; local villagers present a written petition to the council; members of the board attend village meetings, among others.* _____

12b. If yes, how **frequently** does the PETS council consult with the villagers? _____

Publicity of the PETS council activities:

13. Do you consider that PETS activities are properly publicized in the streets, local newspapers or media?

a) Yes

b) No

Procedural rules governing PETS council meetings:

14. Are PETS council meetings open to the public?

a) Yes

b) No

15. How are tasks assigned to council members?

16. Is a given task assigned to more than one member, or each task is executed by an individual?

17. Is there any written document of the procedures/bylaws by which the council is governed? If so, would it be possible to obtain a copy?

Perceived effect of PETS councils:

18. Do you consider that there has been a change in the local government behavior as a result of PETS council budgeting surveillance? If so, please explain briefly.

19. Has there been a change in the level of civic engagement as a result of PETS activities? That is, are people more willing to demand certain action from the local government? If so, can you provide a specific example?

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