



## Standard Guideline

# Dissemination, Use and Adaptation of the Toolkit on *Resolving Corporate Governance Disputes*

### Dissemination

Partners and friends may post a link to the Toolkit on their respective websites but not post the PDF directly. This is to allow better monitoring of the Toolkit's usage. The links may include an image of the Toolkit's cover (available on the website). Please use the following link for posting: [http://www.gcgf.org/ifcext/cgf.nsf/Content/ADR\\_Toolkit](http://www.gcgf.org/ifcext/cgf.nsf/Content/ADR_Toolkit)

Printed copies of the toolkit can be requested free of charge from organizations in developing countries and emerging market economies. Otherwise we encourage users to download the material from the Forum's website. The Forum reserves itself the right to satisfy or reject any requests based on availability. Copies of the Toolkit may not be sold or resold.

The toolkit may not be reprinted or republished without permission. Requests for reprint should be directed to the CG Forum secretariat with the following information:

- Requesting organization
- Contact person
- Name of the media outlet (for partial reprint)
- Description of target readers or users
- # of copies to be reprinted

Reprints of the full toolkit should be done according to the original design specifications and include copyright/ disclaimer/ IFC-GCGF branding. Organizations sponsoring the printing of additional toolkits may be acknowledged in the credit section (inside cover of each volume).

Partial reproductions of toolkit sections in other publications must be cleared by the IFC/GCGF and include the following mention: **Source: *Global Corporate Governance Forum Toolkit 4 – Resolving Corporate Governance Disputes, Vol.#, Module #, Page #, IFC 2011, available at [www.gcgf.org](http://www.gcgf.org). Used by permission.***

## **Use of Original version**

The original English version of the toolkit maybe used in part or as a whole by all users including firms and institutions in various activities, event, workshops or courses. To review possible users see the toolkit's user guide.

The toolkit may be used in conjunction with profit and not for profit activities and training programs but prior approval must be obtained from IFC/GCGF. Copyrights / disclaimers / design and branding must be respected in all cases.

## **Translation**

We welcome offers to translate the toolkit in any language. Copyright/ disclaimers/ design and branding must be respected. Design files can be provided to that intend. When translating the toolkit and role plays we advise also to change the names of individuals, companies and locations to local names. The sponsor of the translation should be acknowledged in the credit section (inside cover of each volume). All translation should be publically available and posted on the Forum's website.

## **Adaptation**

For training purposes, we recommend adapting volume 3 to local needs and target audiences. This includes modifying case studies, increasing the length of courses and adjusting the power point presentations.

- If the adaptation is done in conjunction with the Forum, the new material should be co-branded.
- If the toolkit is adapted without IFC/Forum's input or review, it should not include IFC/Forum branding but include a mention that this material was: ***Adapted from Global Corporate Governance Forum Toolkit 4 – Resolving Corporate Governance Disputes, IFC 2011, available at [www.gcgf.org](http://www.gcgf.org)***

To facilitate the adaptation of the training course the Forum can provide slides in PowerPoint format.

Adapted materials must be shared with the Forum but adapted materials will only be made public in agreement with the organization adapting the materials.

**For any questions please contact the Global Corporate Governance Forum Secretariat: [cgsecretariat@ifc.org](mailto:cgsecretariat@ifc.org)**