

Appendix B.

CLARITY Scorecard Process and Tools

Introduction

Analysis of your country's laws pertaining to cooperatives can seem like a daunting process. But this *Creating CLARITY* report provides you with the *CLARITY Scorecard* Process, a multi-phase tool that will guide you through your legal-reform project. It's been designed for use by groups who may not have a legal background, as well as legal professionals. The result, the *CLARITY Scorecard*, is a subjective analysis that will help you establish priorities and give you a starting point for legal reform.

Before you get started, it would help to review the CLARITY Principles and how they relate to legal reform. You can find this information in the first CLARITY report, which can be viewed or downloaded at www.clarity.coop.

Electronic versions of all *Scorecard* materials, including an easy-to-use spreadsheet that automatically calculates scores, are available at www.clarity.coop.

Working Through the Scorecard Process

The *CLARITY Scorecard* process is broken down into six phases. Each phase contributes information for the next one, culminating in the analysis and review of your findings.

1. **Collect:** Collect all the statutes, regulations, judicial decisions and other laws in your country that you are going to review.
2. **Familiarize:** Familiarize yourself with the CLARITY questions.
 - Read each question.
 - Determine the subject matter that you think it covers.
 - Write down a short phrase describing that subject matter.
3. **Organize:** Using the CLARITY Country Cooperative Law Worksheet, organize the provisions of the laws you have collected according to the CLARITY Scorecard question or questions to which each pertains. It helps to list under each Scorecard question the parts of the law that are relevant to it.
 - Note that some statutes, articles, case decisions, regulations and orders may relate to more than one question. They should be listed under each relevant question.
 - Note that only parts of some statutes, articles, etc., may be relevant to a question. You may want to note that in your list.
4. **Analyze:** Use the CLARITY Scorecard Indicators to analyze the extent to which the law fulfills each of the 30 CLARITY questions. For each question:

- Analyze the goals of the law and the problems that will be faced in writing a law that will accomplish them. Any number of questions may be asked and answered in such an analysis. We've suggested some questions you might want to ask.
 - Based on your analysis, make a list of the provisions the law should have to fulfill the goals of the *CLARITY Scorecard* question.
 - Review the law in detail and, using your list, divide its provisions into three categories:
 - Desirable provisions contained in the law.
 - Desirable provisions not contained in the law.
 - Other provisions contained in the law.
 - **Ask yourself:**
 - What is the effect of each desirable provision on achieving the goals of the *CLARITY Scorecard* questions? How important is this effect?
 - What is the effect of the absence of each desirable provision in failing to achieve the goals of the *CLARITY Scorecard* questions? How important is this effect?
 - What is the effect of each of the other provisions contained in the law? Does it have a positive, negative or no effect in achieving the goals of the *CLARITY Scorecard* question? How important is each of these effects?
 - Based on your answers, assign a number from 0 to 4 to the question that indicates how well you think the law fulfills the goals of that question. Use the Scoring Worksheet which explains the scoring system.
5. **Review:** Review your scoring as reflected on the *CLARITY Scorecard* Worksheet. If you're using the electronic version, the scores you entered into the right-hand column on the Questions Worksheet should automatically carry over to the Scorecard. If your results don't appear on the *Scorecard*, press the F9 key on your keyboard.
6. **Analyze the score:** Think what the *Scorecard* result means for possible legislative action. What needs to be done now and what can wait until later? Consult other evaluators to compare results, discuss solutions and set priorities.