



To: National Presidents, CIRs, Secretaries and Treasurers
From: IFUW Headquarters
Subject: Call for Suggestions for IFUW Special Committees

The IFUW Board of Officers is pleased to invite each national federation and association (NFA) to suggest candidates for the IFUW Hegg Hoffet Committee and the IFUW Projects Development Committee. Both are special committees, whose members will be appointed by the incoming Board of Officers during the 30th IFUW Conference in Mexico City.

Procedure

NFAs wishing to suggest a candidate should carefully read the descriptions below and the fuller details provided in the call documents accessible via the links below. Anyone encountering problems downloading or opening the documents should contact susan.phillips@ifuw.org. NFAs must first obtain the consent of each candidate and then send an email providing the candidate(s) full names and email to noms@ifuw.org no later than **1 May 2010**. The NFA must also give the candidate a copy of the appropriate Call and ensure that the candidate completes and returns the applicable biographical data form and a photograph to noms@ifuw.org no later than **1 May 2010**. In the case of the Projects Development Committee, the Board may also seek qualified candidates via a general call through the IFUW networks or other means.

Hegg Hoffet Committee

The Hegg Hoffet Committee allocates and promotes grants offered through the IFUW Hegg Hoffet Fund for Displaced Women Graduates. These grants provide assistance for graduate women (in special cases tertiary women students) who have been displaced as a result of war, political upheaval or other serious emergencies. They support refresher courses for re-entry into the candidates' professional fields and courses for integration into the new countries. In addition to allocating grants, the Committee encourages national federations and associations to propose, identify and liaise with possible beneficiaries; publicizes grant availability to refugee aid associations and other women's organizations; corresponds with grantees to follow their progress; and prepares publicity material and develop strategies to solicit funds from NFAs and their members, as well as other potential donors.

It is important that candidates have an interest in international issues, particularly as they pertain to refugees; the ability to liaise closely with NFAs and refugee organizations for purposes of publicity and fundraising, identifying candidates, and arranging moral support for recipients in their host countries; and a willingness to work on fundraising projects, such as conference boutiques. For the other qualifications, please see the following document:

- [Call for the 2010-2013 Hegg Hoffet Committee](#)
- [Hegg Hoffet Biodata Form](#)

Projects Development Committee

The Projects Development Committee is a technical advisory body responsible for assisting NFAs in the development and implementation of viable, sustainable community development and capacity building projects addressing IFUW goals and priorities. The Committee assesses proposals, monitors and evaluates projects supported through the Bina Roy Partners in Development Programme (BRPID); offers advice for non-BRPID projects; assists in the preparation of funding proposals; prepares project summaries for the BRPID publicity material; helps to strengthen and extend the network of national project coordinators in each region; and assists with occasional project training workshops or prepares training resources to help national affiliates strengthen project management skills.

It is extremely important that candidates have **strong experience in project development, monitoring, evaluation, and proposal assessment**. Candidates must also have good organizational skills and communication skills, the ability to liaise easily with NFAs, and the ability to work in a team and willingness to take responsibility for an allocated portion of work. Each member will have individual responsibility for certain countries. Candidates must be willing to work an average of one to two hours per week. Around the time of the annual BRPID application deadlines, more time may be required. For the other qualifications please see the Call for the 2010-2013 Project Committee.

- [Call for the 2010-2013 Projects Development Committee](#)
- [Project Committee Biodata Form](#)