



CIRCULAR 9/2007
April 2007

TO: Presidents, CIRs and Secretaries of National Federations and Associations
FROM: IFUW Headquarters
SUBJECT: **Suggestions for IFUW Special Committees 2007-2010**

The Board of Officers invites national federations and associations to suggest names of qualified members to serve on the Special Committee on Project Development and the Special Committee for the Hegg Hoffet Fund for 2007-2010.

Deadline for proposing names: 23 June 2007

Committee Descriptions

The **Special Committee on Project Development** assists IFUW affiliates in the development and implementation of viable, sustainable community development, capacity building and income-generating projects addressing IFUW goals and priorities. Members are assigned to a particular region and have special responsibility for the evaluation and monitoring of projects supported through the Bina Roy Partners in Development Programme (BRPID). They may also be called upon to offer advice for non-BRPID projects, assist in the preparation of funding proposals, organize occasional workshops or help prepare training resources to help national affiliates strengthen project management skills. The Committee works in close cooperation with the IFUW Board of Officers and other committees.

Because of the technical nature of its work, it is extremely important that the committee members have considerable experience in project development, management and/or evaluation, and be prepared to correspond regularly via email with national affiliates carrying out projects. To facilitate the work, the members will be chosen on a regional basis. Regions to be covered include: Africa, Asia & Pacific, Central Asia & Mediterranean, Europe and Latin America. The Convener is responsible for contacts with donor countries and overall coordination. In addition to asking national affiliates to propose names, the Board may also identify other candidates to consider. One Convener and four members are to be appointed.

The **Special Committee for the Hegg Hoffet Fund** is responsible for the administration of a fund that provides assistance to university women who have been displaced as a result of war, political upheavals or other serious emergencies. The Members review any applications, decide on the allocation of funds and correspond with the recipients. In addition, the Committee invites national federations/associations to propose, identify or liaise with possible beneficiaries; publicizes grant availability information to refugee aid associations and women's organizations; and helps promote donations. One Coordinator and two members are to be appointed.

Meeting Schedule and Financial Remuneration

Each special committee is scheduled to meet once in the triennium, the time to be fixed by the IFUW Board of Officers. The Convener/Coordinator is also expected to attend IFUW Councils. Committee members receive a 30% travel reimbursement for attending the meeting, based on costs of the cheapest possible means of transport to the place of the meeting from the hometown or place of residence at the time of the meeting. Conveners receive a 50% travel reimbursement. There is no allowance for living expenses (accommodation and meals).

Qualifications

Candidates should have:

- leadership or governance experience and recent experience related to the position for which they are proposed – see the description of functions on page 1.
- a working knowledge of English (the working language of the Board and Committees)
- a **commitment** to attend the meeting of the group for which they are nominated and to work regularly throughout each year, reading material, preparing reports and corresponding by email in a prompt, timely manner
- regular access to email (through a private connection, work, Internet café, or a friend's connection)

Candidates for the Special Committee on Project Development must have experience with project development and/or management.

Procedure

To nominate one or more candidates, a national federation or association must:

1. Obtain the consent of each candidate it wishes to nominate;
2. Complete the on-line **nominations form** – <http://www.ifuw.org/nominations/special.pdf> **no later than 23 June 2007**;
3. Provide a copy of this circular to each candidate; and
4. Ensure that each candidate completes and submits the [biographical data form](#) and a photograph to IFUW Headquarters **no later than 23 June 2007**.

Lists of candidates

Lists of candidates, along with biographical information, will be posted on the IFUW website.

Candidates who have not submitted a biographical data form will be omitted from this list.

Appointment of Committee Members

The new Board of Officers will appoint the Members of the Special Committee for Project Development and the Special Committee for the Hegg Hoffet Fund during the 29th Conference in Manchester in August 2007.