Appendix Two
The International Federation of Anti-Leprosy Associations
‘ILEP’
Geneva

Bye-Laws

Adopted by the Members' Assembly on *** March 2015
With amendments on:

The internal reference text of the Bye-Laws is the English language version.
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* Appendices One, Two & Three are part of, and have the same force, as the By-Laws
IV  MEMBERSHIP

4.1  Admission of new Members

Membership shall be open to organisations which are approved by the Members' Assembly.

4.1.1 Any organisation applying for Membership of ILEP must include in its written application, the following information:
   a.  Its exact address and date of foundation;
   b.  Its Constitution (and legal status in its home country);
   c.  Composition of its various management bodies (lists of members and technical advisers);
   d.  The number of affiliated members or supporters;
   e.  Audited accounts for the last two years;
   f.  Details of programmes supported and of budget allocation.

4.1.2 The duly completed dossier must be sent to the Chief Executive Officer who shall examine it and certify that it complies with the regulations. It shall then be circulated to the Members' Assembly to decide on the admission.

Applications may be rejected without giving reason.

4.1.3 Membership shall not be transferable to any other organisation.

4.1.4 The Chief Executive Officer shall maintain a register of Members.

4.2  Termination of Membership

4.2.1 Membership shall be terminated if:
   a.  The organisation ceases to exist;
   b.  The Member resigns by written notice to ILEP according to Art. 4 of the Constitution;
   c.  Any sum due from the Member to ILEP is not paid in full within six months of it falling due;
   d.  the Member is removed from Membership by exclusion vote of the Members' Assembly that it is in the best interests of ILEP that their Membership be terminated. This exclusion can be decided by the Members' Assembly without reasons being given. A resolution to remove a Member may only be passed if:
       • the Member has been given at least twenty-one days' notice in writing of the Members' Assembly Meeting at which the resolution will be proposed.
       • the Member's representative has been allowed to make representations to the meeting.
V STRUCTURE AND ADMINISTRATION OF ILEP

5 The principle structures of ILEP are:
   a. the Members’ Assembly;
   b. Executive Board;
   c. the Auditor;
   d. the ILEP Office;
   e. the Technical Commission;
   f. Action Groups and Advisory Panels.

VI MEMBERS’ ASSEMBLY

6.1 Purpose and Key Tasks of the Assembly

6.1.1 The purpose of the Members’ Assembly shall be to further the interests of ILEP in accordance with its charitable Purpose and Objects.

6.1.2 The key tasks of the Members’ Assembly shall be:
   a. to exercise the non-transferable powers as mentioned in Art. 14 of the Constitution;
   b. to agree strategy, budget, Bye-Law changes and job description of CEO
   c. to elect Executive Board to supervise implementation of the strategy
   d. to elect the President in accordance with these Bye-Laws
   e. to take part in formulating, and regularly reviewing, the strategic aims of ILEP;
   f. to ensure that the policy and practices of ILEP are in keeping with its aims, vision and values;
   g. to ensure that ILEP functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice; and
   h. to be familiar with, and keep under regular review, the ILEP Constitution and Bye-Laws.

6.1.3 Each Member shall appoint one person as a Delegate to the ILEP Members’ Assembly.
   With the approval of the Executive Board, additional persons may attend the meetings of the Members’ Assembly.

6.1.4 The costs incurred by a Delegate of the Members’ Assembly shall be borne by the relevant Member.

6.2 Various rules

6.2.1 Any notice required by the Constitution to be given to or by any person must be:
   a. in writing; or
   b. given using electronic communications.

6.2.2 Failure, accidentally, to give notice of a Meeting to any Delegate or Member shall not make the meeting unlawful.
6.2.3 The final agenda of the Members’ Assembly Meetings, including any Annual Report and Financial Statements and budgets, shall be sent to Members at least two weeks prior to the date of the Meeting.

6.2.4 Members’ Assembly Meetings requiring to be convened in an emergency may be so on a shorter notice period than that specified in Bye-Law 6.2.3. The notice period in these instances shall be no less than three days.

6.2.5 If a Delegate of the Members’ dies or resigns, a nominated deputy may stand in for him/her until such time as the relevant Member appoints a replacement.

6.3 Election of the ILEP President

6.3.1 At the Members’ Assembly Meeting prior to that at which an election is to be held for President, the Chief Executive Officer shall invite all Delegates present to make nominations.

6.3.2 The deadline for receipt of nominations by the Chief Executive Officer shall be two months prior to the Members’ Assembly Meeting at which the election is to take place.

6.3.3 When making a nomination, a Member must ensure that the nominated individual concerned is willing to stand, that the Member with which that person is linked is willing for her/him to stand, and that a Member is willing to incur the costs that the President will incur if he or she is elected.

6.3.4 Candidates must also know the language of the Federation specified in Bye-Law 1.2 above, and have the time to participate fully in the work of the Executive Board and the Members’ Assembly.

6.3.5 If the President dies or resigns, an election shall be held at the next Members’ Assembly Meeting for a new President to complete the term of office remaining. The new President elected in such circumstances may stand for re-election at the end of the initial term of office.

6.4 Key tasks of the President

The key tasks of the President shall be:

a. to chair the Members’ Assembly Meetings and lead the Members’ Assembly in ensuring that it fulfills its responsibilities for the governance of ILEP;
b. to chair the Executive Board;
c. to work in partnership with the Chief Executive Officer and oversee the adequate functioning of the ILEP Office;
d. to represent ILEP at international level.
6.5 Vice-President

The Executive Board shall elect one of its members to be the Vice-President. This person shall chair meetings and otherwise stand in for the President as necessary.

VII EXECUTIVE BOARD

7 Organisation and key tasks

The Executive Board set up in accordance with section VII Art. 15 -18 of the Constitution will supervise the implementation of the strategy, report and bring recommendations to the Members' Assembly.

VIII AUDITOR

8 Auditing or Independent Examination of Accounts

Auditing or independent examination of the accounts of the ILEP Office shall be entrusted to an appropriately qualified firm, in accordance with Art. 19 of the Constitution.

IX ILEP OFFICE

9.1 Key tasks

The ILEP Office shall propose the strategic plan and implement the strategy as agreed by the Executive Board. It will support members to maximise impact on stopping leprosy transmission, preventing disability due to leprosy and break barriers to inclusion of children, women and men affected by leprosy. It will support advocacy, communications technical collaboration and governance of the Federation and develop coordination tools to optimise the work of Members and avoid duplication.

9.2 Chief Executive Officer

9.2.1 Key tasks of the Chief Executive Officer shall include:

a. Developing and driving ILEP's strategy as agreed by the Members Assembly
b. Marshalling the resources and skills of members to ensure effective representation in policy, strategy, communications,
c. Promote ILEP and ensure that it is represented effectively to external stakeholders

d. Ensure effective technical collaboration across members with the ILEP Technical Commission and with key stakeholders

e. Support the Members’ Assembly, the Executive Board and Co-operation Meetings,

f. Support the appointment and functioning of the ILEP Technical Commission and Advisory panels

g. Monitor and keep under review the added value that ILEP gives to its members

h. Ensure support for ILEP networks including those on advocacy, communications and technical collaboration

i. Be responsible for staff leadership, management and administration of the organisation in the execution of decisions of the Members Assembly and Executive Board.

9.2.2 The Chief Executive Officer shall be responsible for the selection, appointment, disciplining and dismissal of the staff of the ILEP Office, keeping the President and other relevant persons informed. Where specific expertise is needed, professional external advice shall be sought.

X ILEP TECHNICAL COMMISSION

10.1 Functioning

10.1.1 The Technical Commission shall submit a yearly programme of activities, including details of meetings and publications, and regular progress reports to the Members’ Assembly. It shall also submit a yearly budget for its activities within the framework of the ILEP Office’s budget.

10.1.2 The ILEP Office shall provide administrative support to the Technical Commission.

10.1.3 Members of the Technical Commission shall be supported by the ILEP Office for travel and accommodation costs incurred in carrying out their Commission duties.

10.1.4 A Technical Forum, comprising technical advisers and representatives of the project departments of ILEP Members, may be convened at the initiative of the Technical Commission.

10.1.5 To establish a quorum in a meeting of the Technical Commission, four members must be present throughout the meeting.

10.2 Appointment of Members of the Technical Commission

10.2.1 At the Members’ Assembly Meeting prior to the appointment of a new Technical Commission, the Chairperson of the outgoing Commission shall recommend to the Members’ Assembly a list of leprosy-related disciplines and
shall propose a distribution of the positions to be filled in the Technical Commission across the chosen disciplines.

10.2.2 At least four months prior to the appointment of the Technical Commission, the ILEP Office shall invite Members to nominate candidates according to the agreed disciplines. ILEP Members shall be asked to indicate for each nominee, a first and a second choice of discipline.

10.2.3 Nominations shall be sought in time for the Members' Assembly Meeting at which the appointment is to take place.

10.2.4 A consolidated list of candidates with their allocated disciplines shall be submitted to the Members' Assembly for appointment in accordance with the Constitution.

10.2.5 The Members' Assembly shall appoint a Technical Commission from the candidates nominated for a term of four years.

10.2.6 The Members' Assembly shall appoint a chairperson for a term of four years. The responsibility of the chairperson shall be to ensure the functioning and permanent character of the Technical Commission and to represent the Technical Commission.

10.2.7 Should a vacancy occur within the Technical Commission, for whatever reason, the remaining members of the Technical Commission may co-opt someone to complete the term of office. Such co-options shall be undertaken in consultation with the Members' Assembly.

10.3 Temporary Expert Groups

10.3.1 The Technical Commission may set up Temporary Expert Groups in agreement with the Members' Assembly.

10.3.2 The chairperson of a Temporary Expert Group shall usually be a relevant expert of the Technical Commission.

10.3.3 Temporary Expert Groups shall meet as required and shall report to the Technical Commission for all their activities.

10.3.4 Whenever necessary, an ILEP Member may act as Co-ordinator for a Temporary Expert Group. This Member shall then be responsible for providing administrative support to the Group and for ensuring the financing of its activities. The appointment of a Temporary Expert Group Co-ordinator shall be subject to the same procedure as described in Bye-Law XII on Co-ordination of Activities.

10.3.5 Meetings and activities of a Temporary Expert Group without a Co-ordinator may be financed by the budget allocated to the Technical Commission.
XI ACTION GROUPS AND ADVISORY PANEL OF PEOPLE AFFECTED BY LEPROSY

11 Role

11.1 Action Groups and the Advisory Panels such as the Advisory Panel of People Affected by Leprosy may be set up by the Members’ Assembly in order to accomplish a specific task relating to an issue affecting ILEP or of general interest to Members. They may be set up for the purposes of a single meeting, for a short-term study, or as an on-going resource.

11.2 When an Action Group or Advisory panel is set up, the Members’ Assembly shall specify its terms of reference, appoint a chairperson for a maximum period of three years, and indicate an appropriate reporting procedure.

11.3 The Advisory Panel of People Affected by Leprosy is appointed by the Members Assembly and its terms of reference are set out in Appendix Four.

11.4 The Chief Executive Officer shall invite Members to participate in the Action Group. All Members shall be free to join or leave an Action Group as they wish and to send whom they wish to meetings of the Action Group. Action Groups lasting more than a single meeting, however, shall inform the Chief Executive Officer, who shall maintain a record of group membership, of their wish to join or leave and of the person(s) whom they are sending to meetings.

11.4 After a term of three years or in the event that the Chairperson of an Action Group resigns or leaves the Member with which he/she is associated, it shall be the responsibility of the Members’ Assembly to appoint a new Chairperson after consultation with participants in the Action Group and with the Member of the Chairperson who has ended his/her term in office or resigned. The Chairperson who has ended his/her term in office shall be eligible for re-appointment for one further mandate only.

11.5 The Members’ Assembly shall be responsible for ensuring the good functioning of the Action Groups and it shall review their progress annually. If an Action Group becomes inactive, the Members’ Assembly may either take steps to re-activate it or decide on its formal abolition.

11.6 For Action Groups involving only a single meeting, the Members’ Assembly shall determine how to ensure the necessary administrative and financial support. For on-going Action Groups, the Action Group shall determine how best to ensure the support it needs, informing the Members’ Assembly. Such support may come from one or more participating Members or from the ILEP Office.

11.7 The President, the Chairperson of the Technical Commission and the Chief Executive Officer or their nominees may participate ex-officio in all of the Action Groups or the Advisory Panel of people Affected by leprosy.
XII CO-ORDINATION OF ACTIVITIES
(see also Appendix One)

12 General

12.1 ILEP Co-ordination shall be an internal process. Only one Member may be appointed ILEP Co-ordinator for a given area or a given project, and as such shall represent the Members in that area or for that project. In exceptional circumstances the Members Assembly may agree to shared coordination.

12.2 Co-ordination, which may be financial, managerial, and/or operational, shall aim to avoid duplication and overlap and facilitate the adoption of common policies and synergy between ILEP Members.

12.3 Co-ordination shall not be seen as a means to achieve territorial or geographical control, but as a service to other Members. It shall be a proactive role that supports and promotes the work of all Members involved. Transparency of information, communication and willingness to collaborate shall constitute the essence of field co-ordination.

12.4 Difficulties arising between Members over Co-ordination shall be resolved privately between themselves. In cases where the Members concerned are unable to resolve the dispute themselves, the President or, if their Association is involved, a neutral member of the Members’ Assembly, may appoint a Mediator and shall require the parties to co-operate with that person. If a resolution is still not achieved, the matter shall be put to a full Members’ Assembly Meeting for decision.

XIII FINANCES OF ILEP

13.1 Fiscal Year

The fiscal year of ILEP shall be the calendar year.

13.2 Members’ Contributions, Reimbursements

13.2.1 In accordance with Art. 7 of the Constitution, Members shall contribute towards the budget of the ILEP Office through an annual contribution, calculated on the basis of a quota system.

13.2.2 The scale used for the calculation of quotas may be reviewed by the Members’ Assembly.

13.2.3 The Executive Board is authorised to grant cost reimbursements to a Member if that organisation is providing services to ILEP.

Bye-Laws (Adopted March 2015)
XIV  EXTERNAL RELATIONSHIPS

14  Guests and Observers

14.1 The Members' Assembly may issue a standing invitation for an individual or organisation to attend some ILEP meetings.

14.2 The Members' Assembly may invite to their Meetings, as observers with no voting rights, representatives of organisations interested in ILEP's activities and whose attendance is likely to lead to collaboration of some kind with ILEP.

14.3 The Chairpersons of the Members’ Assembly, the Technical Commission and the Action Groups and Advisory Panels may occasionally invite experts or specialists to attend their own meetings.

14.4 Guests may not attend any other meeting without a specific invitation.

XV  FINAL PROVISIONS

15.1 Hierarchy of norms

All rules of these Bye-Laws in general and alterations in particular may not be in contradiction to the Constitution. In case of ambiguities or contradictions, the Constitution is decisive.

15.2 Alterations

15.2.1 Alterations to these Bye-Laws shall be decided by the Members' Assembly on the basis of a qualified two-thirds majority of the Members represented in the meeting.

15.2.2 Any proposal concerning alteration of the Constitution must be submitted to the ILEP Office at least two months before a Members' Assembly Meeting and must be circulated to the Members' Assembly with the agenda of the Members' Assembly Meeting, as provided for in the Bye-Laws.

15.2.3 No alteration of the Constitution or Bye-Laws shall be valid if its effect is to cause ILEP to cease to be charitable.

15.2.4 No alteration of this Bye-Laws or of any special resolution shall have retrospective effect to invalidate any prior act of the Members.
Bye-Laws on Co-ordination

Contents
1. National Co-ordination
2. Co-ordination in Priority Countries
3. Project Co-ordination
4. Co-ordination of Combined and Integrated Programmes
5. Meetings for Co-ordination
6. Information for Co-ordination

1 National Co-ordination

1.1 For every country supported by Members, there should be a National Co-ordinator as far as is feasible.

1.2 National Co-ordinations shall be subject to the approval of the Members’ Assembly by a two-thirds majority vote.

1.3 It shall be the responsibility of the National Co-ordinator to ensure co-ordination, guarantee the flow of information and initiate co-operation between all partners, including the government.

To this effect, the National Co-ordinator shall:

a. Give the Member Representative for the country a clear mandate and ensure that they are able to carry out their duties efficiently;

b. Propose an annual action plan in consultation with all partners;

c. Represent the interests of Members with other partners including the government;

d. Co-ordinate the involvement of Members in activities at national level;

e. Identify issues of common interest and concern for support;

f. Establish and maintain a channel of communication with partners for speedy dissemination of information and decision making;

g. Organise regular meetings of the Members for discussion of issues of common concern;

h. Promote and facilitate the distribution of ILEP teaching materials and technical advice to projects.

1.4 In highly endemic and/or large countries State/Province Co-ordinators may be appointed. The same rules of Co-ordination shall apply as for National Co-ordinations.

2 Co-ordination in Priority Countries

2.1 The Members’ Assembly may from time to time identify Priority Countries where Co-ordination needs to be enhanced.
2.1.1 Priority country coordinations are to be decided by the representatives of Members in those countries.

2.2 Co-ordination in these areas shall be done on the following terms:
a. Appointment of the Co-ordinator for a limited period (three-year mandate), with an evaluation after 2.5 years;
b. Request for Co-ordination shall be supported by a dossier including the following elements:
   - Experience and achievements in the country;
   - Priorities in the work to be promoted;
   - Plans to strengthen co-operation between the government and non-governmental organisations;
   - Plans on formalisation of Co-operation;
   - Relations with international and national partners in the country;
   - Financial commitment in the country;
   - Details of the Member Representative in the country who will be chairing the Member Representatives’ Meetings (curriculum vitae of the person in question);
   - Proposed job description of the Member Representative.
c. At the end of the initial three-year mandate, the Co-ordinator may apply for renewal of the Co-ordination for a further mandate of three years. This request must be supported by a progress report, including indicators (as recommended by the Technical Commission), the evaluation report mentioned under 2.2a and future plans. Members may only apply for renewal once.

3 Project Co-ordination

3.1 Members may be recognised as ‘Co-ordinator’ for individual field, research or sectoral projects. In this context, Co-ordination involves:
a. facilitating the sharing of information about the project and its activities with other Members working in the region and with the National/Regional Co-ordinator;
b. ensuring the flow of the required information to the ILEP Office; and
c. in cases of co-funding, co-coordinating the support of Members to the project.

4 Co-ordination of Combined or Integrated Programmes

4.1 Combined and integrated programmes involving health and rehabilitation services shall be part of the Co-ordination System in so far as they include people affected by leprosy. The same rules of Co-ordination shall apply as for leprosy-specific programmes.

5 Meetings for Co-operation

5.1 The international Co-operation Meetings shall represent for ILEP Members an essential means for the co-ordination of their activities.

5.2 The ILEP Office shall consult Members in advance about the timing and topics for the programme of the Co-operation Meetings. However, the Members’ Assembly shall be responsible for drawing up the final programme.
5.3 The following types of meetings may be organised at the Co-operation Meetings:
   a. Bilateral and Multilateral Discussions: to promote financial and operational co-operation among Members;
   b. Action Groups and Advisory panels: to prepare issues affecting ILEP as such or discuss general matters of common interest to Members.
   c. Interface Meetings between the Technical Commission and Members to present and discuss technical issues.

5.4 Multilateral Discussions, Interface Meetings and Action Groups shall report to the Members' Assembly.

6 Information for Co-ordination

6.1 Information is central to the process of Co-ordination and Members shall ensure that relevant and timely information on their activities is sent to the ILEP Office.

6.2 In collaboration with the Technical Commission the ILEP Office shall prepare standardised forms to be used by Members in the management of their projects: data collection, activity report and annual budget.

6.3 Statistics and financial compilations on Members' anti-leprosy activities shall be prepared annually by the ILEP Office to provide an overview of ILEP and identify trends and gaps in Members' support.
Voting Procedures within ILEP

- Decisions of the Members’ Assembly on important questions shall be taken on the basis of a qualified two-thirds majority* of all ILEP- Members. These questions shall be:
- Questions 1 – 9 in Art. 14 / 2 of the Constitution.

* “Two-thirds majority” in this context shall be taken to mean an absolute two-thirds majority. This means that two-thirds of the entire membership or more must agree to the proposition.

- Decisions on other questions, shall be made by a simple majority** of votes cast in the meeting. These shall include:
- Questions 10 – 14 in Art. 14 / 2 of the Constitution.

** “Simple majority” shall mean that, of those who cast a vote for or against a proposition or candidate, more than half of the votes is necessary for election. NB. Abstentions and non-votes do not affect a simple majority process since they neither support nor oppose. They only affect an absolute majority.

Voting procedures during ILEP Members’ Assembly Meetings

- Meetings of the Members’ Assembly shall not be valid unless two-thirds of the Members are represented throughout the meeting.
- Elections and votes on important issues shall be by secret ballot and the results of the ballots shall be published.

Election of the President

A ballot on the basis of an absolute two-thirds majority shall be taken with each Member having one vote. The candidate who receives the highest number of votes and who has obtained the required majority shall be considered elected.

If after a maximum of two rounds of voting, the required majority has not been reached, the candidate with the fewest votes shall be eliminated. The process shall be repeated until an absolute two-thirds majority is reached.

In case of a tie or failing to obtain a two-thirds majority, the matter shall be referred back to the Members’ Assembly for appropriate action.
Appendix Three

The ILEP Executive Board  Terms of Reference approved October 2014

Structure of the Executive Board

- The Executive Board shall be chaired by the President
- The Executive Board shall consist of 5 members including the President
- Board members shall be elected by the Members’ Assembly by the number of votes cast
- An Executive Board meeting shall be quorate if 3 members are available to participate
- The Executive Board shall meet 4 time a year either face to face or electronically
- Members of the Executive Board can serve for three consecutive terms of two years each
- To avoid all members coming to the end of their terms at the same time a system will be agreed to vary the term of office of two Executive Board members, chosen by lot.
- The Executive Board will review its performance annually and solicit input from the Members’ Assembly
- The CEO supports the Executive Board without voting rights

Tasks of the Executive Board

- Supervise the implementation of the ILEP strategy
- Assess and monitor the overall effectiveness of ILEP
- Manage the performance of the CEO
- Assess and monitor ILEP’s financial health and ensure sound financial management
- Adopt policies for the governance and management of ILEP
- Ensure that risks that affect ILEP are identified, drawn to the attention of members, and managed
- Recommend to members the annual plan and budget
- Ensure good two-way communication between the Members’ Assembly and the ITC and Advisory Panel of people Affected by Leprosy
- Maintain strong linkages and clear communication with the Members’ Assembly in order to maintain the vitality of ILEP
- Ensure compliance with the legal and regulatory requirements on ILEP
Appendix Four

ILEP Advisory panel of Women and Men affected by Leprosy

Terms of Reference

1 Purpose

The purpose of the Panel is to improve decision making of ILEP. It will advise the staff, Executive Board and Members Assembly of ILEP on
a. Issues relating to children, women and men affected by leprosy
b. The impact of their decisions on children, women and men affected by leprosy

2. Principles

The principles on which the panel will work are
a. Adherence to all relevant human rights instruments
b. Clarity of the Panel’s role as Advisory to the Members Assembly
c. Understanding of the purpose of ILEP
d. Transparency - The panel will give an account of their contribution in ILEP’s Annual report.
e. Accountability. The panel will set up a system to ensure that they are briefed by a wide range of people affected by leprosy.

3 Operation

a. The panel will meet when the Members Assembly meets. It will also be available to give advice and work electronically.
b. ILEP undertakes to provide facilitation, information and support to the panel i.e. an induction programme, briefings, development opportunities as well as a per diem and expenses to attend meetings.

4 Membership

a. There will be 3 members of the panel and 3 alternates, all of whom will have been affected by leprosy
b. Members will be over 18 and reflect the diversity of people affected by leprosy –by age, gender, experience and geography
c. Members will serve for 3 years, renewable for one further term of 3 years.
d. Members will be chosen for their
   (I) understanding of the experience of being affected by leprosy,
   (II) experience of representing and being accountable to others
   (III) skills as team workers,
   (IV) strategic thinking
   (V) ability to commit the time to regularly meet and be informed by beneficiary groups
   (VI) ability to communicate well (either through an interpreter or in English which is ILEP’s working language)
   (VI) experience of NGO governance is desirable