TOR FOR NIGERIA ILEP COORDINATOR

- Title: Nigeria ILEP Coordinator
- Nigeria ILEP Members: NLR.GLAR, TLMN and DFB

1. ROLES AND RESPONSIBILITIES

A. Communication – channels and responses
   - All correspondences relating to ILEP routed to or comes from the ILEP Coordinator
   - Timely response to email communication (both informal and formal) within 24-28 hours
   - Country Representatives should be encouraged to discuss and take a common stand on any issue relating to leprosy, TB, GFATM, etc
   - The ILEP Coordinator to monitor regularly all outstanding unaddressed planned issues and should involve his/her colleagues in ways of addressing them.

B. Representation and Delegation
   - The ILEP Coordinator officially speaks as the representative of ILEP Nigeria both in country and internationally.
   - The Coordinator could delegate any of the Country Representatives or ILEP Medical Advisors to represent him when necessary.
   - For official representations a copy of speech to be shared with the other ILEP Country Representatives before events.

C. ILEP Meetings
   - The ILEP Coordinator is the one to call for ILEP meetings scheduled or urgent ones.
   - The ILEP Coordinator is the one to coordinate ILEP meetings with NTBLCP or other stakeholders
   - The ILEP Coordinator will preside over meetings or whoever is delegated by him.
• Schedule of meetings when the need arises; could hold at any selected venue in the country; and could also leverage on the quarterly planning cell or GFATM meetings to save cost.

• ILEP meetings participants will include ILEP Country Representatives and when necessary the ILEP Medical Advisors or any ILEP staff when necessary.

• The ILEP Coordinator should send the agenda of the meeting to the participants in due time before the meeting date.

D. Duration and Replacement:

• The duration of ILEP coordinator is one calendar year

• The replacement will be automatically by the representative of the last ILEP organization who held the position.

• Handing over should be during official ILEP meeting.

• NTBLCP and all other stakeholders should be notified by the changes in the ILEP coordinator

Agreed and accepted by representatives of the following ILEP Organizations working in Nigeria.

2. NLR
3. GLRA
4. TLMN
5. DFB