ILEP Members’ Assembly
Friday 14th October, 2016
Bern, Switzerland
Minutes

Participants:  AIFO - Enrico Pupulin & Antonio Giovanni Farris
              ALM - Bill Simmons
              ALRA - Mattias Wittrock
              DAHW - Jürgen Ehrmann
              DFB - Alex Jaucot
              effect:hope - Peter Derrick
              FAIRMED - Rene Staeheli
              Fontilles - Jose Amoros
              FRF - Michel Récipon & Gregoire Detoeuf
              Lepra - Sarah Nancollas
              NLR - Jan van Berkel, (ILEP President)
              SLC - Maryse Legault
              SMHF - Edward Vela & Aya Tobiki
              TLMI - Brent Morgan

Apologies:      Ordre de Malte

Observers:      Anesvad Foundation - Bernardo Garcia

ILEP Staff:     Katharine Jones
                Pim Kuipers
                Monty Mokhayer
                Anna van ’t Noordende
                Tanya Wood

1. Welcome from the Chair and ILEP Office Update

Minutes of the last meeting
The Minutes of the last meeting will be circulated with the Minutes of today’s meeting. There were no
questions from the Members’ Assembly.

ILEP Office Update
There was nothing further to add to the CEO’s update from the morning and no further questions for the
CEO from the Members’ Assembly.
2. **Campaign Strategy**

The Triple Zero Campaign had been presented earlier in the week and the draft Campaign Strategy was approved by the Members’ Assembly as work in progress. An Action Plan needs to be produced for the implementation of the Triple Zero Campaign; it will require active leadership from members to make this a success.

**Actions:**
- Active case-finding will be added under Zero Transmission.
- AJ offered to translate the Campaign Strategy once finalised, into French.

3. **Policy on the use of language and imagery.**

The Members’ Assembly approved the draft Policy on the basis of SN’s recommendations to:

1. Localise the language used in the Policy,
2. Develop a medical and technical version of the Policy,
3. Promote the policy widely so it is properly adopted and
4. Remove the word “client” and replace with the word “person.”

4. **Membership strategy**

*Draft Membership Strategy*

The draft Membership Strategy was reviewed and Members debated whether ILEP was “a federation of international NGOs” or “an international federation of NGOs”. There was discussion about the pros and cons of a non-fee paying, non-voting, non-NGO affiliate membership and a fee-paying, voting INGO/NGO membership and the relative positions of National NGOs and People Affected Associations. A national platform/membership level was discussed which would be explored further by ILEP Country Representatives.

**Action** - A Task Team was formed to develop the draft further and present at the next meeting of the Members’ Assembly. PD, BK (appointed in his absence) RS and JA volunteered.

**Fee structure**

A new fee structure was proposed to make it easier for the ILEP Office to calculate membership fees. Seven Members voted/agreed with the proposed new structure, five voted against (and to maintain the current fee structure) and two Members abstained. It was concluded that there was too narrow a margin to adopt the new fee structure.

**Action** - A Task Team was formed to further consider the fee proposal comprised of BS, BM, AJ, MR, BK.

Members were asked if they were willing to vote electronically on the fee structure, so that an agreement could be reached before the end of the year for calculating the 2017 fees. Members agreed to this suggestion.

5. **Finances**

2015 finances comprised a UK and a Swiss report, both of which had been approved by the Executive Board. The Members had no further questions and approved both reports. TW asked to minute the ILEP Federation’s thanks to Lepra for undertaking the UK accounts in 2015, which had been more work than anticipated.

The Members reviewed a statement of activity against the 2016 budget which was on track to balance at the end of the year. It was noted that accountancy services were very expensive and that the ITC and Panel had exceeded their budgets.
The 2017 budget figure proposed showed a slight increase on 2016 partly to allow for a 3% pay-rise for ILEP Office staff. The Members approved the 2017 budget.

TW proposed to appoint ILEP’s auditor, Audex, for a second term. The Members agreed with this recommendation.

6. Elections

Ballot papers were issued and voting took place during the earlier part of the Members’ Assembly. The Members’ Assembly elected:
- five Executive Board members for two years and nominated the President,
- five members of the Panel of Women and Men affected by leprosy for four years (results announced) and
- eight members of the ILEP Technical Commission for four years (results announced).

Executive Board elections
- The five nominated Executive Board Members were elected. The Board now comprises JvB (President), BS, BK, BM & AJ.
- To ensure continuity and rotation of the Executive Board, in an ad hoc draw, BM and Burkard Kömm were randomly selected to fulfil one year terms. Both can stand for re-election or step down after a year.

Panel of People Affected elections
- Rachna Kumari, Mathias Duck and Kofi Nyarko were re-elected and new Panel members: Amar Tamilsina (Nepal) and Paula Soares Brandão (Brazil) were elected.
- The Members’ Assembly discussed a possible increase in the number of persons on the Panel of People Affected, a recommendation of the Panel. It was decided to, before increasing the size of the Panel with three extra members, first increase the size of the Panel with one extra member.
- The ToR was approved

ITC elections
- Wim van Brakel, Paul Saunderson, Michael Chen, Diana Lockwood, Bart van der Plaetse, Stewart Cole, Bassey Ebenso and Tina Mendis were elected.
- Paul Saunderson was proposed as chair of the ITC and all Members voted in favour of his appointment.
- The ITC ToR was approved

ILEP’s By-laws would need to be adjusted to accommodate the new ToRs and voted upon at the ILEP March meetings 2017.

TW will inform all candidates of the ITC and Panel election results.

7. Close/AOB

The ILEP March 2017 meetings for ITC, Panel and Members’ Assembly will be held in Amsterdam hosted by NLR, on 9 and 10 March 2017 when it is also NLR’s 50th anniversary.

The ILEP October 2017 meetings for ITC, Panel, Members’ Assembly and Communication Network (TBD) will be held in Wurzburg, hosted by DAHW, on 18, 19 and 20 October when it is also DAHW’s 60th anniversary.

Proposed for the agenda for March 2017 is the question of whether the Members’ Assembly should meet once or twice per year.