ILEP Members’ Assembly
Amsterdam, 10th March 2017

Annex: 7 – Country Coordination ToR

Expected outcome of the session:

Approval of Country Coordination Terms of Reference
GUIDING PRINCIPLES FOR
ILEP COUNTRY COORDINATION

BACKGROUND
ILEP, as a Federation of organisations all with a common vision of a leprosy free world, requires strong coordination and collaboration to reach this vision. This requires ILEP members to coordinate at the national level where the critical work is done, as well as with the international ILEP office, which is able to provide some support across country efforts.

The ILEP office facilitates the ILEP international strategy, but implementation of the strategy is conducted at the country level by the active work of ILEP member organisations. Therefore, there is a need for effective ILEP coordination and the national level amongst the members, to promote a stronger voice with external partners and provide a link and communication channel with the international ILEP office.

This Guiding Principles document provides an outline of how this can work effectively.

PURPOSE
The purpose of ILEP coordination is to increase the commitment and integration of ILEP members to achieving a world free from leprosy. By collaborating, sharing information and resources and having a stronger common voice and strategy, the overall efforts of ILEP members will be enhanced.

PARTNERS
The core partners are ILEP member organisations in the country. However the Coordinator’s role will include linking with other leprosy-related organisations working in the country, and organisations of people affected by leprosy. Beyond these coordination may include links with government departments, Inter-Governmental Organisations - IGOs (WHO, etc), universities and research centres, other NTD organisations, other disabled persons’ organisations (DPOs) as well as bodies such as alliances (international and national) and disease forums.

THE ROLE OF NATIONAL MEMBER ORGANISATIONS
ILEP member organisations should,
- Meet regularly at commonly agreed intervals
- Develop a common country strategy related to the ILEP strategy
• Communicate with other members of ILEP in country and respond to requests from the ILEP Coordinator
• Contribute to ILEP Annual Country Reports
• Dedicate financial and human resources for national meetings and other opportunities to implement the ILEP's country strategy
• Contribute to agreed joint interventions (with or without local government) (e.g., implementation funding, monitoring and evaluation)

ROLE OF ILEP COUNTRY COORDINATOR
The ILEP Country Coordinator is a facilitator, representing the interests of all the participating ILEP member organisations. A key aspect of the role is co-ordinating ILEP members in activities at the country level. The following guidelines inform some of the expected roles of the ILEP Country Coordinator. They will need to be adapted for each context.

Coordination at Country Level
- Call and chair ILEP country-level meetings
- Ensure that an ILEP Country Strategy is developed, and support implementation
- Foster engagement between members, partners and government,
- Encourage local ILEP members to support joint action plans (funding, management, etc.)
- Facilitate annual ILEP reports
- Contribute to and participate in the national leprosy policy and decision making.
- Engage civil society organisations including organisations of people affected by leprosy and disabled people's organisations.

Representation and Advocacy
- Act as the official spokesperson of ILEP in the country (and ensure that official statements and documents are recorded)
- Represent the interests of ILEP members to government and other partners
- Represent ILEP at national events, focusing on the involvement and work done by all members
- Be a national voice on issues of relevance to the leprosy community.
- Act as focus point for advocacy and action on issues of national importance that extend beyond one member or organisation of people affected by leprosy.

Engagement with ILEP International Office
- Raise issues of national level concern to ILEP international office (for broader attention across the Federation);
- Promote the ILEP strategy & vision
- Act as a liaison between the ILEP international office, local members and other local partners
- Act as focal point for ILEP-related correspondence (ensuring email communication is timely)
- Respond to and disseminate communications from Ministry of Health, Ministry of Social Welfare and other national stakeholders as well as ILEP international office
- Provide feedback to ILEP members

**Term**
- The ILEP Country Coordinator is appointed for a set term, however the length of term and the process for rotation will be decided locally by the members in each country.
- If there is a change of Coordinator, there will be a handover during an official ILEP national meeting, and ILEP international and key government and national leprosy programme staff will be notified.

**THE ROLE OF ILEP INTERNATIONAL OFFICE**
- Regular communication with ILEP Country Coordinators, keeping them informed of key ILEP developments
- Provide feedback on information requested from Country Coordinators
- Promote lessons learnt and best practices across countries
- Call for annual reports and compile the data
- Support development of country level strategies
- Maintain a knowledge platform for Country Coordinators on the ILEP website
- Look for opportunities for knowledge sharing among countries.