



## The International Federation of Anti-Leprosy Associations

'ILEP'

Geneva

Bye-Laws

*Adopted by the Members' Assembly on 10<sup>th</sup> October 2018*

*\* Amendments approved on 10 September 2019, 4 September 2020, 13 October 2020 and 14 October 2021.*

The internal reference text of the Bye-Laws is the English language version.





## **CONTENTS**

I	REGISTERED OFFICE AND LANGUAGE
II	COMMITMENT
III	POWERS
IV	MEMBERSHIP
V	STRUCTURE AND ADMINISTRATION OF ILEP
VI	MEMBERS' ASSEMBLY
VII	EXECUTIVE BOARD
VIII	AUDITOR
IX	ILEP SECRETARIAT
X	ADVISORY BODIES
XI	CO-ORDINATION OF ACTIVITIES
XII	FINANCES OF ILEP
XII	EXTERNAL RELATIONSHIPS
XIV	FINAL PROVISIONS

## **Appendices\***

Appendix One:	Voting Procedures within ILEP
Appendix Two:	Terms of Reference: Executive Board
Appendix Three:	Terms of Reference: ILEP Advisory Panel
Appendix Four:	Terms of Reference: ILEP Technical Commission
Appendix five:	Guiding Principles on Country Coordination and Collaboration

**\* The Appendices are part of and have the same force as the Bye Laws**



## **I REGISTERED OFFICE AND LANGUAGE**

### **1.1 Registered Office**

The Registered Office of ILEP shall be based in Geneva.

### **1.2 Language**

English is the official language of ILEP.

## **II COMMITMENT**

2.1 Members shall be committed to the Objects of ILEP and shall adhere to its rules and regulations. They shall seek to share expertise and resources and work within the co-ordination mechanisms of ILEP.

2.2 Members may only enter into commitments on their own behalf. They may not commit ILEP as a whole to any agreement or course of action, unless authorised to do so by the Executive Board

2.3 The Members' Assembly shall be the only body that has the authority to commit ILEP to any agreement or course of action. It may, however, delegate this authority in specific instances to persons whom it selects for the purpose.

## **III. POWERS**

ILEP has the following powers which may be exercised only in promoting its Purpose and Objects according to Art. 2 of the Constitution:

- a. to support its Members in achieving their common goal of a world without leprosy, whilst recognizing their autonomy in accordance with their respective constitutions;
- b. to support the diversification of its Members' activities in so far as this promotes the sustainability of services benefiting people affected by leprosy;
- c. to ensure that it shall not discriminate on the grounds of politics, religion or race;



- d. to delegate to the ILEP Secretariat the day-to-day management of ILEP and to confer a special mandate on, or delegate to, the President, the Executive Board, the Chief Executive Officer or any other person/s the accomplishment of any specific mission;
- e. to buy, take on lease, or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- f. to sell, lease or otherwise dispose of all or any part of any property;
- g. to enter into any contract or incur or assume any obligation, borrow or raise money, obtain any form of credit or finance, and to give guarantees and indemnities, and mortgage or charge any of the property or assets of ILEP as security for its obligations;
- h. to open and operate such bank and other accounts as the Executive Board considers necessary and to invest surplus funds and to delegate the management of funds;
- i. to employ and dismiss staff, and to remunerate them and to provide retirement, death, disability, ill-health and other benefits (pecuniary or otherwise) to them, their families, dependants and others (including former staff);
- j. to provide facilities and services of all kinds to any person, and to organise conferences, seminars and other events;
- k. to award certificates or prizes, either alone or jointly with other bodies;
- l. to publish, in any manner or medium, material of interest to Members or of relevance to any aspect of ILEP's Objects or activities;
- m. to establish and support any company or other body, and to co-operate with other bodies or organisations or to exchange information and advice with them and engage in joint activities of any kind, which may advance the Objects of ILEP;
- n. to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects of ILEP;
- o. to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects of ILEP;
- p. to set aside income as a reserve against future expenditure, but only in accordance with a written policy about reserves;



- q. to obtain and pay for such goods and services as are necessary to carry out the work of ILEP;
- r. to insure the property of ILEP against any foreseeable risk; and
- s. to do all such other lawful things as are necessary for the achievement of the Objects of ILEP.

#### **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**

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**

The principal structures of ILEP are:

- a. the Members' Assembly;
- b. the Executive Board;
- c. the Auditor;
- d. the ILEP Secretariat;
- e. Advisory Bodies.

## **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 agree strategy, budget, Bye-Law changes and job description of CEO;
- b. to elect Executive Board to supervise implementation of the strategy;



- c. to elect the President in accordance with these Bye-Laws;
- d. to take part in formulating, and regularly reviewing, the strategic aims of ILEP;
- e. to ensure that the policy and practices of ILEP are in keeping with its aims, vision and values;
- f. to ensure that ILEP functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice;
- g. to be familiar with, and keep under regular review, the ILEP Constitution and Bye-Laws;
- h. to exercise the other non-transferable powers mentioned in Art. 14 of the Constitution.

6.1.3 The Members' Assembly should be comprised of the head of each ILEP Member. If the head of the agency cannot attend they should appoint a well briefed designate or, if that is not feasible, grant proxy to another Member.

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 ILEP Member 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 a member of the current Executive Board is elected President, he or she may be re-elected as President for another two consecutive two year terms.

6.3.6 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 fulfils 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 Secretariat;





- 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**

### **7.1 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, exercise the powers mentioned in Article 18 of the Constitution, and report and bring recommendations to the Members' Assembly.

### **7.2 Election of the Executive Board**

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

7.2.2 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.

7.2.3 When making a nomination, a Member must ensure that the nominated individual is willing to stand and that he or she is the Chief Executive Officer of a Member organisation.

7.2.4 Candidates must have the time to participate fully in the work of the Executive Board and the Members' Assembly.

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



## **VIII AUDIT**

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

## **IX ILEP SECRETARIAT**

### **9.1 Key tasks**

The ILEP Secretariat shall propose the strategic plan and implement the strategy as agreed by the Executive Board. It will support advocacy, communications, technical collaboration, and governance of the Federation. It will also 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 and communications;
- c. Promoting ILEP and ensuring that it is represented effectively to external stakeholders;
- d. Ensuring effective technical collaboration across Members, with the Advisory bodies and with key stakeholders;
- e. Supporting the Members' Assembly and the Executive Board in their relevant meetings;
- f. Supporting the appointment and functioning of the ILEP Advisory Bodies;
- g. Monitoring and keeping under review the added value that ILEP gives to its Members;
- h. Responsibility 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 Secretariat, keeping the President and



other relevant persons informed. Where specific expertise is needed, professional external advice shall be sought.

## **X ADVISORY BODIES**

10.1 ILEP will constitute relevant Advisory Bodies as requested. These are governed by Terms of Reference approved by the Members' Assembly.

The Terms of Reference will set out the

- Purpose of the Advisory Body;
- Expectations of the Advisory Body;
- Its composition and selection process;
- The selection process for the chair;
- Its term of office.

10.2 ILEP Currently has two advisory bodies:

- **ILEP Advisory Panel of Women and Men Affected by Leprosy** – Appendix 3.
- **ILEP Technical Commission** – Appendix 4.

## **XI CO-ORDINATION OF ACTIVITIES at COUNTRY LEVEL**

11.1 Country level coordination helps facilitate the cohesiveness of the ILEP Members' operations at country level. Their work should be facilitated by one Member who acts as the ILEP Coordinator. Members' collective work should be governed by an ILEP Country level strategy. Country level coordination is guided by Terms of Reference approved by the Members' Assembly – Appendix 5.

## **XII FINANCES OF ILEP**

### **12.1 Fiscal Year**

The fiscal year of ILEP shall be the calendar year.



## **12.2 Members' Contributions, Reimbursements**

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

12.2.2 The scale used for the calculation of quotas may be reviewed by the Members' Assembly.

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

## **XIII GUESTS AND OBSERVERS**

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

13.2 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.

13.3 The Chairpersons of the Members' Assembly and the Advisory Bodies may occasionally invite experts or specialists to attend their own meetings.

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

## **XIV FINAL PROVISIONS**

### **14.1 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.

### **14.2 Alterations**

14.2.1 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.



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

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

14.2.4 No alteration of these Bye-Laws or of any special resolution shall have retrospective effect to invalidate any prior act of the Members.



## APPENDIX 1

### VOTING PROCEDURES WITHIN ILEP

1. **Decisions of the Members' Assembly on important questions shall be taken in line with the provisions of Article 14 of the constitution.** For the purposes of Article 14:

- A 'qualified two-thirds majority' means that two-thirds or more of the entire membership must agree to the proposition.
- A 'simple majority' means that more than half of those who cast a vote for or against a proposal or candidate is required for a decision. NB. Abstentions and non-votes do not affect a simple majority process since they neither support nor oppose. They only affect an absolute majority.

2. **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 issues that require a qualified two-thirds majority or a special quorum shall be by secret ballot and the results of the ballots shall be published.

3. **Election of the President**

A ballot 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, being more than half of the votes cast, 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 the required majority is reached.

In case of a tie or failing to obtain the required majority, the matter shall be referred back to the Members' Assembly for appropriate action.



## APPENDIX 2

### THE ILEP EXECUTIVE BOARD

Terms of Reference approved October 2014

#### 1. 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 at least 4 times 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

#### 2. 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 Advisory bodies
- 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 3**  
**ILEP ADVISORY PANEL**  
**OF WOMEN AND MEN AFFECTED BY LEPROSY/HANSEN'S DISEASE**

Terms of Reference approved June 2020

**1. Background**

ILEP acknowledges the need to work with people affected by leprosy/Hansen's disease<sup>1</sup> to guide its policies, governance, and strategy. This responds to the legitimate expectation of organisations of persons affected by leprosy and is expected to improve decision making in ILEP and make its advocacy work more effective.

To this end ILEP has established an Advisory Panel of Women and Men Affected by Leprosy as a first point of connection, at governance level, with persons affected.

**2. Purpose**

The ILEP Advisory Panel provides advice to ILEP and its Members on broad issues of policy, implementation of the ILEP strategy and interpretation of trends. The Advisory Panel and the ILEP Secretariat are expected to work together to ensure the connection between the policy and the programme practice of the Members. The Advisory Panel is expected to:

- Improve ILEP's advocacy for policies and practice on behalf of people affected by leprosy.
- Make practical recommendations to ILEP in order to improve policies, strategies and plans.
- Provide guidance on ILEP communication and campaign material.

The ILEP Advisory Panel will also find ways to collaborate with the ILEP Technical Commission and with the ILEP Communications Network.

---

<sup>1</sup> For the rest of this TOR the word *leprosy* is used for simplicity to cover both terms



### **3. Time frame**

ILEP Advisory Panel members will serve a term of four years. After this term they can be re-elected only once. Advisory Panel members may be removed from continued participation if they are unable or unwilling to comply with the requirements of membership.

The Advisory Panel should carry out a mid-term review of its functioning.

### **4. Principles**

The principles on which the ILEP Advisory Panel will work are:

- Adherence to all relevant human rights instruments.
- Understanding of the purpose of ILEP.
- Transparency - The Advisory Panel will report on its actions and recommendations to every Members' Assembly
- Accountability – Advisory Panel members will work collaboratively with ILEP leadership to seek input from a wide range of organisations of people affected by leprosy.

### **5. Operation**

- a) The ILEP Advisory Panel will communicate electronically a minimum of once per quarter throughout the year. There may be one or more face to face meetings per year at a site to be determined by ILEP.
- b) The ILEP Secretariat will provide relevant facilitation, information and support to the Advisory Panel.
- c) The Advisory Panel will propose its Chair.
- d) Advisory Panel members will receive a per diem and expenses to attend ILEP meetings
- e) The Advisory Panel will develop its own annual workplan in liaison with the ILEP Secretariat.

### **6. Expectations of the ILEP Advisory Panel Members**

- a) Commit to produce and deliver the Advisory Panel's workplan



- b) Attend the Advisory Panel's meetings, one or more of which may be face to face
- c) Be responsive in electronic communications between face-to-face meetings
- d) Be available to the ILEP Secretariat and Members to answer key specific questions
- e) Provide feedback on policy and on communication material if required.
- f) Proactively form linkages with organisations of persons affected by leprosy

## **7. Membership**

- a) The ILEP Advisory Panel consists of 5-7 members, all of whom have personally experienced leprosy. Advisory Panel members are selected and appointed by the ILEP Members' Assembly.
- b) Members will be over 18 and reflect the diversity of people affected by leprosy – by age, gender, experience, and geography.
- c) Members will be chosen for their:
  - Understanding of the experience of being affected by leprosy,
  - Experience of representing and being accountable to others,
  - Ability and responsiveness to work as part of a team and commit the time that is needed,
  - Track record of engaging with and being informed by groups or organisations of persons affected by leprosy,
  - Ability to communicate well (either through an interpreter or in English which is ILEP's working language)
- d) Additionally, it is desirable among Advisory Panel members to have capability in:
  - Strategic thinking
  - Experience of NGO governance



## **APPENDIX 4**

### **ILEP TECHNICAL COMMISSION**

#### **Terms of Reference approved October 2021**

##### **1. Background**

The ILEP Technical Commission (ITC) comprises a group of eight experts covering all aspects of leprosy work. It is accountable to the ILEP Members' Assembly and appointed by it for a four-year period. It provides technical advice and guidance to ILEP and its Members, and to the wider leprosy world when applicable, through its meetings, publications, and recommendations.

There is a standing invitation to the Global Leprosy Programme, the GPZL Secretariat, the UN Special Rapporteur and ILEP Member representatives to attend ITC meetings as observers. Other partners are invited to contribute to specific meetings as required. The ITC will also find ways to collaborate and coordinate its guidance with the ILEP Advisory Panel of women and men affected by leprosy. During each four-year term the ITC will carry out a mid-term review of its functioning.

##### **2. Purpose and Role**

The ILEP Technical Commission provides technical advice and guidance to ILEP and its Members, and where relevant to the leprosy world at large, on the full range of clinical, technical, and operational aspects of leprosy work. Advice and guidance should be proactive and also reactive in response to requests from others, in consultation when necessary with the ILEP CEO and/or ILEP Members.

Specifically:

- It provides advice both informally, through interaction between ITC members and ILEP Members, and formally, in the form of reviews, reports, advisory papers and guides
- It ensures wide consultation, including through the establishment of temporary expert groups, in order to reach sound evidence-based advice especially on difficult challenges in leprosy



- It translates research findings and data into policies, tools and other guidance on field-based practice, with close support to and communication with field programs, and works with the ILEP Secretariat to ensure effective dissemination throughout the ILEP network and beyond
- It promotes, recommends, advises on, guides, or advocates for research to address identified priorities or knowledge gaps
- It encourages the maintenance and development of leprosy-related expertise, including proactive steps to develop and guide training materials and to train the trainers of the future generation of leprosy professionals
- It supports the ILEP Secretariat with input into ILEP strategies, policies, advocacy position papers, and communications and campaign materials
- It works closely with the ILEP Secretariat to develop an appropriate workplan and ensure focus, communication, and coordination. Feedback for the workplan will be sought from ILEP CEOs, and input may also be sought from other relevant sources

### **3. Structure**

The ILEP Technical Commission consists of eight members, with a combined expertise as in key aspects of stopping transmission of leprosy ('zero transmission'), preventing and managing leprosy-related disability, including mental health consequences, ('zero disability') and promoting inclusion of persons affected by leprosy ('zero stigma and discrimination') and with individual expertise as specified in section 5 of this TOR.

The ITC establishes a variable number of Working Groups depending on the need and volume of the work programme. These are headed by ITC members and include suitably qualified persons from across the world, to further its workplan. In addition, the ITC may form Temporary Expert Groups if needed, to engage on time-bound tasks that need specific types of expertise.

Currently the ITC has four Working Groups, focusing on the following primary subject groups:

- Capacity building
- Programme management, epidemiology and surveillance
- Patient management and disability



- Empowerment, participation and stigma

#### **4. Expectations of ILEP Technical Commission members**

- Attend two major ITC meetings/year, which may be face to face, and regular monthly update calls
- Be available to the ILEP Secretariat and ILEP Members to answer specific questions
- Commit, in association with a commitment by one of the ILEP Members, to making the necessary time available<sup>1</sup>

#### **5. Technical Expertise**

The eight members of the ITC require proven expertise in terms of either or both of:

- Broad knowledge over many areas of leprosy expertise; and/or
- Depth of relevant technical expertise including but not limited to public health practice, health systems strengthening, expertise in other NTDs, e-learning/e-diagnosis/digitalization, and contemporary approaches to technical education/capacity development

#### **6. Appointment**

Although members of the ILEP Technical Commission may be nominated by an ILEP Member and require the commitment of a 'sponsoring' ILEP Member (section 4 above), their role is to bring their skills and expertise to benefit the entire ILEP federation and the leprosy world as a whole. They are not appointed to represent the views of any one ILEP Member.

Members of the ILEP Technical Commission are appointed by the ILEP Members' Assembly for a, renewable term, of four years. In making appointments, the Members' Assembly will consider not only the technical expertise requirements and other requirements of this TOR, but also gender and geographical diversity.

---

<sup>1</sup> Estimated time requirement is 5-10 hours per week



**APPENDIX 5**  
**GUIDING PRINCIPLES FOR**  
**ILEP COUNTRY COORDINATION AND COLLABORATION**

Terms of Reference approved October 2021

**1. BACKGROUND**

Effective coordination and collaboration at country level are essential for progress towards ILEP's shared vision of a leprosy free world.

These Guiding Principles provide an outline for effective coordination and collaboration.

**2. PURPOSE**

The purpose of ILEP coordination is to increase the effectiveness of ILEP members through an organised approach to cooperation and collaboration at country level . By collaborating, sharing information and resources, having a stronger common voice and strategy and working together on relevant joint projects, the overall efforts of ILEP members will be enhanced.

**3. PARTNERS**

The core partners are ILEP members working or funding activities in the country. However, the Country Coordinator's role includes linking with other leprosy-related organisations working in the country, and organisations of persons affected by leprosy. Beyond these organisations, coordination may also include linking 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.

**4. THE ROLE OF NATIONAL ILEP MEMBER REPRESENTATIVES**

ILEP member representatives should,

- Meet regularly at commonly agreed intervals;



- Develop a common country strategy and/or programme for collaboration related to the ILEP strategy, and dedicate financial and human resources to support its implementation;
- Communicate with other members of ILEP in country and respond to requests from the ILEP Country Coordinator;
- Participate in national meetings and in the periodic ILEP Coordination Workshops initiated by the ILEP International Secretariat;
- Contribute to agreed joint interventions, with or without local government (eg implementation funding, monitoring and evaluation).

## **5. ROLE OF ILEP COUNTRY COORDINATOR**

The ILEP Country Coordinator is a facilitator, representing the interests of all the participating ILEP members. A key aspect of the role is co-ordinating the activities of ILEP members at 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.

### **I. Coordination at Country Level**

- Call and chair ILEP country-level meetings and ensure that notes or minutes are taken and circulated;
- Ensure that an ILEP Country Strategy and/or programme for collaboration is developed, and encourage the ILEP members to support its implementation;
- Foster engagement between members, partners, and government;
- 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.

### **II. 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;

### **III. Engagement with ILEP International Secretariat**

- Raise issues of national level concern to ILEP international Secretariat (for broader attention across the Federation);
- Promote in-country application of the ILEP global strategy & vision;
- Act as a liaison between the ILEP International Secretariat, local ILEP 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 Secretariat;
- Provide feedback to ILEP members.
- Support planning and undertake in-country coordination for the periodic ILEP Coordination Workshops.

### **IV. 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 Secretariat and key government, national leprosy programme staff and other partners will be notified.



## **6. ROLE OF ILEP INTERNATIONAL SECRETARIAT**

- Regular communication with ILEP Country Coordinators, keeping them informed of key ILEP developments;
- Provide feedback on information requested from ILEP Country Coordinators;
- Look for opportunities for knowledge sharing and promotion lessons learnt and best practices across countries;
- Support development of country level strategies and/or programmes for collaboration;
- Initiate periodic ILEP Coordination Workshops in liaison with Coordination Champion elected by the Executive Board.