



BPW International

## “BPW International Member Projects & Experts”

### GUIDELINES

for

### Project Leaders

#### Who registers as a Project LEADER?

BPW members who like to work on their own or in a team on a particular issue which is relevant and at the same time focussed on business & professional women.

#### 1. Project subjects

The choice of subjects is huge. The opportunity to work on a subject full-heartedly provides the energy for excellent performances and also allows for creativity and innovation. Projects with similar goals **are not recommended but may be possible**. If two Project Leaders have a conflict they are requested to find a constructive and creative solution. The PILOT Chair is available to liaise with them to find suitable solution. Applications which concern e.g. **private business, a political party or a religious group will not be accepted**.

#### 2. Registration

For the **initial registration** the Project LEADER submits an Action Plan and registers the Project and its members. The Project LEADER and each Project member must have the signed agreement of the Club and Federation President (forms attached to the registration). If the Executive Board accepts the Annual Report the Project is registered for a following year. For each new term (3 years) an Action Plan is required. If a Federation or Club wishes to register a Project they have to do it through a “liaison person” who registers and is in charge of all communication.

#### 3. Project members

The Project Chairs decide on the members in their Projects. Performances are better if members are on the same page and **cooperate in a constructive manner**. The Project Leader can register new members at any time and has to sign off members who decided to leave the Project. The Project Leader is the connecting link to the PILOT Team.

#### 4. BPW Clubs or Federations have no obligation

Clubs and Federations are without obligation to support BPW International “Member Projects”. However the Project Chair is encouraged to **find tailor made ways to obtain cooperation**. If a Project would like the support of a Club or Federation e.g. to spread information or to organize an event, the Project Leader is obliged to motivate the leaders of their Club or Federation. It is a goal of the “BPW International Member Projects & Experts” to stimulate synergies between local, national and international levels and issues and to encourage cooperation.

#### 5. Finances

Project Leaders and Members are serving as volunteers and receive **no funding or reimbursement of expenses from BPW International**. The Project Leader may **apply for funds** on behalf of BPW International but must submit the application forms to the Chair of the PILOT Team who will forward it to BPW International in order to screen for parallel actions. The Project Leader has to inform the PILOT Chair about any fundraising results but is allowed to use the funds for the Project activities. To ensure transparency the **budget and the annual accounts have to be submitted to the PILOT Team for adoption**.

## 6. Language

**Working language: ENGLISH.** During the PILOT phase there is no capacity to serve all official languages of BPW International. But language regions are very welcome to translate the documents and to offer a person who will handle the communication. A Project Leader is independent regarding the language if she translates all relevant information for her Project Members.

## 7. Reports

To register for a Project an **Action Plan** must be submitted together with the registration of the Project Leader and the members, if there are any. If the Executive Board accepts the Action Plan the Project becomes a "BPW Internationally recognized Member Project". As long as the **Annual Reports** of the Project or the **Triennial Report** (the year of the International Congress) are approved by the BPW International Executive Board, the work may continue. *The Annual and Triennial Reports will be displayed on the website.* If sponsors or foundations do not want their names or contributions on the website, note this please in the financial section of your Annual or Triennial Report and the information will be treated confidentially. **Each Project is liaised with a member of the PILOT Team** who reads each Report, compares it with the Action Plan and forwards the Reports together with a recommendation to the Executive Board. The PILOT Administrator informs about the deadline for submitting the Annual Report at least 4 weeks prior the date.

## 8. Liaison between Project Leader and PILOT Team

Each Project Leader liaises with a **member of the PILOT Team**. This liaison member supports the Project, answers questions, reads the reports and adds comments before forwarding the report to the Executive Board of BPW International. The liaison member also draws attention to opportunities at the international level.

## 9. Poster

The Project Leaders have the opportunity to submit a **poster for the "Poster Gallery"** at the International Congress and the Regional Conferences. The poster shows the activities and main results of the Project to a larger audience. Guidelines for a poster are available on the website of BPW International [www.bpw-international.org](http://www.bpw-international.org)

## 10. International Congress and Regional Conferences

It will be very much **appreciated if the Project Leaders and members attend the International Congress and the Regional Conference in their Region** to show the posters. If a Project Leader is unable to attend the events a member of the Project or another BPW member who is well informed about the Taskforce may take responsibility for the poster. Before the Regional Conferences the Regional Coordinator gets the list of the "Member Projects" in her Region. She may contact the Project Leader if she needs speakers for a panel or workshop.

## 11. UN Conferences and contacts

Many issues are **also issues of UN agencies** and attending **UN conferences** can be very fruitful for the Project Leader and the members. The PILOT Administrator will inform regularly about conferences which can be attended by BPW members.

## 12. Website

For BPW International the visibility of the projects, the leaders and members is an important working and PR tool. Yet each leader and member can choose between a minimum or full data version which will show up on the website:

Website MINIMUM DATA version	Website FULL DATA version
Initials of first & family name Name of Project involved Country Languages	First and family name E-mail address Chair of / name of Project BPW Federation & Club Country Photo Short CV

In addition the Action Plans, the Annual Reports, the Posters and special performances will be published on the website of BPW International too.

BPW who would like to contact the “minimum data” Project Chairs contact the PILOT Administrator [administrator@bpw-projects.org](mailto:administrator@bpw-projects.org) who will forward the request to the Project Leader. She decides if she will answer the request.

### **13. Database of BPW International**

The database for the “Experts & Member Projects” got established by the PILOT Administrator. The BPW International Executives, staff members, the PILOT Team and well defined persons have access to it, which eliminates most data collection and privacy concerns. This data will never be provided to external organisations or agencies, and may not be used for any other purpose other than that for which the member entered their information. Project Leaders who are searching for EXPERTS **contact the PILOT Administrator** [administrator@bpw-projects.org](mailto:administrator@bpw-projects.org)

### **14. Communication with BPW International**

To contact BPW International please communicate either with the **PILOT Team Administrator**, [administrator@bpw-projects.org](mailto:administrator@bpw-projects.org) the PILOT Team Member, who is responsible for your Project, or the PILOT Team Chair, [info@bpw-projects.org](mailto:info@bpw-projects.org) . All important information will be forwarded to the Executive Board.