



BPW International

## “BPW International Member Projects & Experts”

### GUIDELINES

for

### Project MEMBERS

#### Who registers as a Project MEMBER?

BPW members who like to work 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 a suitable solutions. 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.

#### 3. Project members

The Project Leader decides on the members in her Project. Performances are better if members **cooperate in a constructive manner**. The Project Chair can register new members at any time and has to sign off members who decided to leave the Project. Project members are requested to inform the Project Leader about address changes. The Project Leader is the connecting link to the PILOT Team, e.g. the PILOT Administrator [administrator@bpw-projects.org](mailto:administrator@bpw-projects.org).

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

Clubs and Federations are without obligation to support “BPW International Member Projects & Experts”. However, the Project Leader 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 support a culture of 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 [info@bpw-projects.org](mailto:info@bpw-projects.org) 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 welcomed 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 a Project an **Action Plan** must be submitted together with the registration of the Project Leader and the members. 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 Projects are approved by the BPW International Executive Board the work may continue. **Each Project is liaised with a member of the PILOT Team** who reads each Report, compares it with the Action Plan and forwards the Report together with a recommendation to the Executive Board. The PILOT Administrator informs about the deadline for submitting in the Annual Report at least 4 weeks prior the date.

## 8. Liaison between Project 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. 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 Project can 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 Chairs if she needs speakers for a panel or workshop.

## 10. 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 will be available online.

## 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

The Projects, the names and countries of the Leaders and the Members, the Action Plans, the Annual Reports, the Posters and special performances will be published on the website of BPW International [www.bpw-international.org](http://www.bpw-international.org)

## 13. Communication with BPW International

The Project Leader is the liaison to BPW International and communicates with the **PILOT Team Administrator**, the PILOT Team Member, who is responsible for your Project, or the PILOT Team Chair. All important information will be forwarded to the Executive Board Members.

## 14. Database of BPW International

The database got established through the BPW International website to enable members to enter their own personal information so that BPW International Executives, staff members and well defined persons will have access to it, which eliminates most data collection and privacy concerns. This data will never 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.

In the meantime the Project Leaders who are searching for EXPERTS **contact the PILOT Administrator**, [administrator@bpw-projects.org](mailto:administrator@bpw-projects.org) .