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# Guidelines for WFD Board Meeting Hosts

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WORLD FEDERATION OF THE DEAF

7 May 2015

These Guidelines have been developed to assist hosts of the World Federation of the Deaf (WFD) in organising WFD Board meetings. These Guidelines provide information on the responsibilities of key players and procedures to follow when planning for Board meetings. As is the case with guidelines, this document should be seen as a 'living' process, meaning that changes and updates can be made any time, as necessary and agreed between WFD and the Host organisation.

## **1. WFD Board Meeting Purpose**

The World Federation of the Deaf (WFD) holds its Board meetings twice annually on a rotational and geographical basis across the globe. WFD Board meetings are hosted by National Associations of the Deaf, which are either WFD Ordinary Members, WFD Associate Members, or non-members.

WFD Board meetings give great opportunities for deaf people to raise awareness about the existence of the WFD and the national association of the deaf in their home countries and advocate for the human rights of deaf people worldwide.

WFD Board meetings also make it possible for deaf people in the host country to meet individual WFD Board members, share information, and exchange knowledge about deaf communities across the globe. Such meetings also provide opportunities for WFD Board members to meet and interact with government officials in the host country, so that they can gain knowledge and understanding about the lives of deaf people in their country. Such meetings increase the chances for national recognition of sign language in host countries where such has not yet been recognised, and proposals for or amendments to national legislations in favour of deaf people.

## **2. WFD Board Meeting Structure**

- a) The President and the WFD Secretariat Team shall jointly prepare materials and reports for the WFD Board at least one (1) month before the date of each board meeting.
- b) Honorary Presidents and Honorary Members are welcome to attend WFD Board meetings. Representatives of Regional Secretariats and Regional Cooperating Partners have the right to participate in WFD Board meetings. They are responsible for payment of their flights, meals and accommodations.
- c) The meeting is open to everyone, but if there is a sensitive issue, observers are asked to leave the meeting and called back after the issue has been discussed.
- d) The WFD President, WFD Secretariat members and International Sign Interpreters should have at least one or two days for the WFD Staff Meeting prior the WFD Working Group/WFD Board Meetings.
- e) The WFD Board meetings should have two (2) days for Working Group/Committee meetings and three (3) days for the Board meeting, which makes it to five (5) days excluding arrival and departure dates. For example:

Day One	WFD President, WFD Secretariat Team and International Sign Interpreters arrive WFD Staff Meeting
Day Two	WFD Board Members arrive WFD Staff Meeting
Day Three	WFD Working Group Meetings
Day Four	WFD Working Group Meetings
Day Five	WFD Board Meeting
Day Six	WFD Board Meeting
Day Seven	WFD Board Meeting
Day Eight	WFD Board Members, WFD Secretariat Team and International Sign Interpreters depart

In addition to the above, the host is strongly encouraged to organise meetings with national government representatives, plan mini-seminars or capacity building training addressed to the staff and/or Board of the national organisation.

- f) International Sign shall be used as the meeting language.

### **3. Host Organiser Responsibilities**

The host organiser of WFD Board meetings can be a WFD Ordinary Member, WFD Associate Member, or a non-member who has offered to serve as meeting host and been approved by the WFD Board. The WFD Secretariat shall inform the host organiser of such approval six (6) to twelve (12) months in advance.

The responsibilities of the host organiser are:

- a) To let the WFD Secretariat know the confirmed dates for WFD Board and related meetings, at least six (6) months in advance.
- b) Write letters of invitation to each member of WFD Board, Staff and WFDYS President for visa application purposes, and if necessary, also for Honorary Presidents, Honorary Members and Regional Secretariats.
- c) Provide three- or four-star hotel accommodations for eleven (11) WFD Board members, (1) WFDYS President, up to two to four (2-4) WFD staff members, and two (2) International Sign interpreters.
  - The President shall have his/her own room, while others can share rooms.
  - If WFD Board members or WFD representatives want to have a single room s/he shall bear the extra costs for such.
  - Internet access shall be provided for all accommodation rooms.
- d) Provide meals (breakfast, lunch and dinner) for WFD Board Members, WFDYS President, WFD staff members, and interpreters.
- e) Consider any dietary needs or restrictions of members and interpreters (diabetic, vegetarian, etc).
- f) Make WFD Board meeting venue arrangements.
- g) Arrange transportation to and from the host country airport to the hotel, and within the country as deemed necessary.
- h) On arrival to the host country – the host organiser or designated staff member shall display a poster of the name of the organisation, so the WFD Board members, WFD Secretariat, and interpreters know whom to meet.
- i) The host can organise special events, such as meeting the government representatives, deaf events, cultural events, workshops, and seminars before or after the WFD Board meeting, and benefit from the presence of the WFD Board.
- j) Depending on if there is a WFD Secretariat Team meeting with the WFD President prior to the working groups and the Board meeting, the WFD President, WFD Secretariat members and interpreters are to arrive earlier and the host organisation shall cover these expenses (one to two days maximum).
- k) Arrange and pay for two (2) International Sign interpreters for special events and media interviews, organised by the host.
- l) Work with the WFD Secretariat to develop the programme at least six (6) months in advance, with the final programme by two (2) months in advance. This includes information about the hotel, meeting venue(s), weather, clothing, tourist information, maps, and customs.

### **4. WFD Secretariat Responsibilities**

- a) The WFD Secretariat shall be in constant contact with host organisers.
- b) The WFD Board members are responsible to let the WFD Secretariat know of their flight details (e.g. dates, arrival/departure times, departure city, name of airline(s) and flight number(s)). The WFD Secretariat will provide the final schedule for the host organiser to arrange the transport service between the Airport and Hotel.

## **5. Advance Board Meeting Room Arrangements**

- a) Large round or oval table to fit 18 people, so that it is easy for members to have eye contact with each other.
- b) Well-lit meeting room.
- c) Complimentary access to high quality and high speed Internet.
- d) Access to electrical circuits for members to use their laptops.
- e) Data projector.
- f) Laser printer.
- g) White board and flip charts/easels, with markers.
- h) Photocopying machine.
- i) Cold bottled water and glasses.
- j) Access to restaurants/cafes nearby, if no meals are provided at the venue.
- k) Refreshments e.g., coffee and tea.
- l) Ensure the venue is available after hours as meetings may run over time, and provide information about use of the venue after hours (how to access the building after hours, after hours contact person, etc.).
- m) The host organisers should ensure that everything is well prepared before the WFD Board members arrive.
- n) Space in the room for at least 20 observers.

## **6. Host Organiser Responsibilities during the WFD Board Meeting**

- a) Give a welcome speech after the WFD President's Opening Address.
- b) Give a presentation of the organisation's structure, their work, and the situation of deaf people in their country.
- c) Keep up to date on what is happening and to inform the WFD Administrative Secretary and, then secretary to inform the WFD Board.
- d) Arrange emergency medical services, in the case that any of the WFD Board Members, WFD Secretariat members or interpreters gets ill or is involved in an accident.
- e) During the closing address, the WFD President and the WFD Board shall thank to the host organiser for hosting and organising the Board meeting.

## **7. WFD Board meeting Participants and Travel Responsibilities**

- a) One (1) WFD President who is responsible to pay his/her flight expense.
- b) Ten (10) Board members who are responsible to pay their flight expenses.
- c) One (1) WFD Youth Section President who is responsible to pay his/her flight expense.
- d) Up to four (4) WFD Staff Members whose flight expenses are covered by the WFD.
- e) Two (2) International Sign Interpreters whose flight expenses are covered by the WFD/other funding source. However, if the host organisation is able to share some of the interpreter related costs (flights and salary), it would be highly appreciated.
- f) Up to three (3) Honorary Presidents who are responsible to pay all of their expenses (airfare, accommodation, and meals).
- g) Up to eight (8) Honorary Members who are responsible to pay all of their expenses (airfare, accommodation and meals)
- h) Up to nine (9) WFD Regional Secretariat Directors/ Cooperating partners who are responsible for all of their expenses (airfare, accommodation/meals).

## **Conclusion**

These guidelines are designed to aid optimal co-operation between WFD and the host country for WFD Board and related meeting arrangements.