



**WORLD FEDERATION  
OF THE DEAF**

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# **GUIDELINES FOR HOSTING WFD BOARD MEETING**

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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, requirements and recommendations when planning for the WFD Board meeting. The WFD reserves the right to make changes to this document with prior notice reasonable to the host.



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## **1. INTRODUCTION**



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The purpose of the hosting guidelines is to provide guidance to the World Federation of the Deaf (WFD) Board Meeting host on responsibilities, requirements and recommendations in organising the WFD Board Meeting. Future hosts may find it useful to consult with past hosts to gather information that would contribute to a successful hosting.

### **1.1. Purpose**

The WFD holds its Board meetings twice a year in countries chosen on a rotational and geographical basis across the globe. The WFD Board meetings are usually hosted by WFD Ordinary Members or Associate Members (**'Host Organiser'**).

The WFD Board Meeting is an excellent opportunity for deaf people to raise awareness about the existence of the WFD as well as their own association. By being present in the country, the WFD Board Meeting makes it possible for local deaf people to meet with the WFD Board members to interact and exchange knowledge about deaf issues. It also provides opportunities for the WFD to meet with relevant decision-makers (i.e. government officials, disability organisations, school principals and others) to mutually gain understanding about human rights of deaf people and their implementation. Such meetings aim to strengthen the advocacy work of the national association of the deaf including 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**

### **2.1. Official Languages**

The official languages of the WFD Board Meeting are International Sign and English.

### **2.2. Participants**

The WFD Board Meeting is always attended by the WFD Board Members, WFD Secretariat members and International Sign Interpreters. WFD Youth Section (WFDYS) representative, and WFD Representatives Observers are also invited to take part in the meeting but their attendance depends on their availability. Refer to ['Financial Responsibility'](#) (under point 3.2) for details on what the Host Organiser is expected to provide.

<b>PARTICIPANTS</b>	<b>ROLE</b>
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WFD Board	<ul style="list-style-type: none"> <li>• One (1) WFD President</li> <li>• One (1) WFD Vice President</li> <li>• Nine (9) WFD Board Members</li> </ul>
WFD Youth Section (WFDYS)	<ul style="list-style-type: none"> <li>• One (1) WFDYS President or another WFDYS board member</li> </ul>
WFD Secretariat	<ul style="list-style-type: none"> <li>• Between two and four (2-4) Staff Members</li> </ul>
Interpreters	<ul style="list-style-type: none"> <li>• Two (2) International Sign Interpreters</li> </ul>
WFD Representatives Observers	<ul style="list-style-type: none"> <li>• Up to two (2) WFD Honorary Presidents</li> <li>• Up to nine (9) WFD Honorary Members</li> <li>• Up to nine (9) WFD Regional Secretariat / Cooperating partners' Directors</li> </ul>

### 2.3. Observers

In addition to the Participants (refer to point 2.2) the WFD Board meeting is open for anyone to observe except for when closed agenda items are being discussed. In such case, observers are required to leave the meeting room and called back in after the closed agenda items have been discussed.

### 2.4. Programme Structure

The WFD Board Meeting programme expands over a **minimum of nine (9) days**, including arrival and departure dates, and consists of the following:

- Preparatory Meetings such as internal staff meetings or committee meetings
- Board Meetings
- Local Programme such as advocacy meetings, trainings, workshops in conjunction with the entire WFD Board Meeting

DAY	EVENTS
Day One	<ul style="list-style-type: none"> <li>• WFD President, WFD Vice-President, WFD Secretariat Team and International Sign Interpreters arrive</li> <li>• WFD Preparatory Meeting (depending on the time of arrival)</li> </ul>
Day Two	<ul style="list-style-type: none"> <li>• WFD Preparatory Meeting</li> </ul>
Day Three	<ul style="list-style-type: none"> <li>• WFD Preparatory Meeting</li> <li>• WFD Board Members arrive</li> </ul>
Day Four	<ul style="list-style-type: none"> <li>• WFD Preparatory Meeting</li> <li>• WFD Board Meeting</li> </ul>
Day Five	
Day Six	
Day Seven	
Day Eight	
Day nine	WFD Board Members, WFD Secretariat Team and International Sign Interpreters depart

### 2.5. Local Programme



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The Host Organiser is strongly encouraged to organise local events. Some examples include, but are not limited to, the following:

- Meetings with national governmental representatives.
- Meetings with donors and nongovernmental organisations.
- Networking event with the local Deaf Community such as visit to the deaf schools, clubs, associations, etc.
- Seminars or capacity building trainings addressed to the staff and/or Board of the national association of the deaf and/or local Deaf Community.

When planning the local programme, ensure the following well in advance:

- Provide general background information on the local situation of the Deaf Community.
- Provide basic information about the local event such as background, time, venue, logistics, list and number of participants, etc.
- Ensure there is International Sign interpretation during the local events. Engagement of International Sign interpreters are handled and covered by the Host Organiser. If there are no International Sign interpreters in the host country, the WFD International Sign Interpreters are provided, depending on availability.
- Arrange for at least one meeting with interpreters to discuss International Sign interpreting arrangement for the local events, if necessary.
- Provide materials for the International Sign interpreters so that they can prepare beforehand
- Seminar and training locations must be accessible to peoples with disabilities, including those who use wheelchairs.

### **3. HOST ORGANISER RESPONSIBILITIES**

#### **3.1 Request, Confirmation and Cooperation**

Interested parties are to submit their request to host the WFD Board Meetings at least **twelve (12) months** in advance via email to [phillipa.sandholm@wfdeaf.org](mailto:phillipa.sandholm@wfdeaf.org). First time host organisers and/or those who have the capability to assume [financial responsibility](#) (under point 3.2) are given priority. The WFD also takes into consideration that its Board Meetings are held in countries chosen on rotational and geographical basis across the globe. Shortlisted requests are tabled at the WFD Board Meeting for the Board's discussion and decision.

Upon approval by the WFD Board, the following shall take place:



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The WFD Secretariat shall inform the host organiser of such approval **six (6) to twelve (12) months in advance.**

- The Host Organiser shall confirm the offer by sending a letter of acceptance to the WFD Secretariat.
- Once mutually approved, the Host Organiser shall send a letter of invitation to all the WFD Board Meeting participants, in three (3) months advance, prior to the WFD Board Meeting (for visa application purpose).
- Assist the WFD Secretariat with visa processing when in contact with the embassies/consular offices of the host country to speed up the process.
- The Host Organiser shall work with the WFD Secretariat to develop the WFD Board Meeting and the Local Programme and strive to finalise them **two months prior to the WFD Board Meeting.**
- The Host Organiser shall appoint at least one (1) contact person for the following **at least 6 months in advance.** Contact details (i.e. email address, local mobile phone) of the appointed individual(s) are to be shared for the following purposes:
  - To correspond all matters relating to the planning for the WFD Board Meeting.
  - To be available during the entire WFD Board Meeting programme, including the Preparatory Meetings and Local Programme.

### **3.2 Financial Responsibility**

The Host Organiser shall comply with the following financial responsibilities:



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TITLE	UNIT	ACCOMMO -DATION *	MEALS **	LOCAL TRANSPORT ***	NOTES
<b>WFD President</b>	1	Yes	Yes	Yes	Single room
<b>WFD Board Members</b>	10	Yes	Yes	Yes	Shared room - request for single room is at own additional cost except for proven medical condition.
<b>WFDYS President or Board Member</b>	1	Yes	Yes	Yes	Shared room – request for single room is at own additional cost except for proven medical condition.
<b>WFD Secretariat</b>	2-4	Yes	Yes	Yes	Executive Director single room, other staff shared room - request for single room is at own additional cost except for proven medical condition.
<b>Interpreters</b>	2	Yes	Yes	Yes	Single room
<b>WFD Honorary Presidents</b>	Up to 2	No	No	Yes	Nil
<b>WFD Honorary Members</b>	Up to 9	No	No	Yes	Nil
<b>WFD Regional Secretariat Director in the region the board meeting is taking place (if applicable)</b>	1	Yes	Yes	Yes	Shared room - request for single room is at own additional cost except for proven medical condition.
<b>WFD Regional Secretariat Directors/Cooperating Partners</b>	Up to 9	No	No	Yes	Nil

### 3.2.1. Accommodation\* and Meals\*\*

The Host Organiser shall ensure the following:



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- Provide three- or four-star hotel accommodations with high quality and high-speed internet access, accessible to peoples with disabilities, including those who use wheelchairs.
- Provide meals (breakfast, lunch, dinner and two tea breaks) as according to the dietary needs or restrictions of the individuals.
- Confirmation of the accommodation, such as the name of the hotel and address, in two (2) months in advance

### **3.2.2. Local Transport\*\*\***

The Host Organiser shall arrange the following:

- Provide transportation to and from the host country's closest airport or train station to the hotel as according to the final logistics schedule provided by the WFD Secretariat.
- Provide local transportation, whenever necessary, for WFD related matters (i.e. travel to meeting rooms), considering the WFD schedule and local traffic.
- Provide all details required (i.e. name and contact of person-in-charge of transportation, visuals for easy identification including display of the WFD and Host Organiser name and logo) to the WFD Secretariat to ensure smooth arrival, reception and departure.
- All transport must be wheelchair accessible.

### **3.3. Meeting Room Arrangements**

The Host Organiser shall ensure that everything is well prepared before the WFD Board members arrive.

- Well-lit meeting room with large round or oval table to fit 18 people. Enough space to include at least 20 observers. Ensure that the meeting room is available after hours as meetings may run over time.
- Complimentary access to high quality and high-speed Internet.
- Electrical circuits for members to use their laptops.
- A projector with an internet connected computer attached for board meetings.
- Laser printer and photocopying machine or possibility to print without charge for the WFD.
- White board and flip charts/easels, with markers.
- Cold bottled water and glasses.
- Daily refreshments e.g., coffee and tea during tea time (twice a day).
- Access to restaurants/cafes nearby, if no meals are provided at the venue.
- The meeting room must be wheelchair accessible.

### **3.4. Participation at the WFD Board Meeting**

The Host Organiser shall be responsible for the following during the WFD Board Meeting:





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- Ensure that at least one (1) contact person is available during the WFD Board Meeting, including the Preparation Meeting.
- Deliver a welcome and closing speech as well as presentation on the organisation's structure, its work, and the situation of the local Deaf Community.
- Be updated on the WFD Board Meeting Programme.
- Inform the WFD Secretariat of any changes on the Local Programme.
- In an event of medical need, arrange for emergency medical services.

### 3.5. Other resources (optional)

- If available, appoint one (1) to two (2) media volunteers for photography and/or filming of the WFD Board Meeting and Local Programme. The media assets are to be used on the communication platforms of the WFD and the Host Organiser.

## 4. WFD RESPONSIBILITIES

The WFD Secretariat shall ensure the following:

- Appointment of at least one (1) contact person from the WFD Secretariat to coordinate the preparations.
- Smooth and constant communication with the Host Organiser for preparation of the WFD Board Meeting and Local Programme.
- Final logistics schedule of all the meeting participants (i.e. flight numbers, dates, arrival and departure times and airport cities, and name of airline).

## 5. HOSTING BOTH THE WFD AND WFDYS BOARD MEETINGS



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- Usually, the WFD Board and the WFDYS Board meetings are held at different times and in different locations. However, there are **three** exceptions to this situation:
  - The **first** WFD Board and WFDYS Board meetings held after the election of the new Boards<sup>1</sup> are usually organised so that **BOTH** the WFD and WFDYS Board members are welcomed by the same host. This means that for the WFD Board meeting which takes place between September and November 2023, the host is asked to also invite the WFDYS Board.
  - The **second** exception is the WFD Board and WFDYS Board meetings prior to the WFD Conference that takes place in 2025. This means that for the WFD Board meeting, which takes place in August 2025, the host is asked to also invite the WFDYS Board.
  - The **third** exception is the meeting immediately before the WFD and WFDYS General Assemblies. This means that for the WFD Board meeting, which takes place between February and March 2027, the host is asked to also invite the WFDYS Board.
- The WFDYS Board Meeting programme expands over a minimum of seven (7) days, including arrival and departure dates, and usually consists of a Preparatory Meeting, Board meeting and local program (advocacy meetings, training workshops etc.).
- In cases when both the WFD and WFDYS Boards are invited, the host needs to consider the additional logistics and financial responsibilities described in the below tables:

DAY	EVENTS
Day One	<ul style="list-style-type: none"> <li>• WFD President, WFD Vice-President, WFD Secretariat Team and International Sign Interpreters arrive</li> <li>• WFD Preparatory Meeting (depending on the time of arrival)</li> </ul>
Day Two	<ul style="list-style-type: none"> <li>• WFD Preparatory Meeting</li> </ul>
Day Three	<ul style="list-style-type: none"> <li>• WFD Preparatory Meeting</li> <li>• WFD Board Members arrive</li> <li>• <b>WFDYS President and WFDYS Board Members</b> arrive</li> </ul>
Day Four	<ul style="list-style-type: none"> <li>• WFD Preparatory Meeting</li> </ul>
Day Five	<ul style="list-style-type: none"> <li>• WFD Board Meeting</li> </ul>
Day Six	<ul style="list-style-type: none"> <li>• WFDYS Preparatory Meeting</li> </ul>
Day Seven	<ul style="list-style-type: none"> <li>• <b>WFDYS Board Meeting</b></li> </ul>
Day Eight	
Day nine	WFD Board Members, <b>WFDYS Board Members</b> , WFD Secretariat Team and International Sign Interpreters depart

<sup>1</sup> WFD and WFDYS General Assemblies are held once every four years, in July 2023, in 2027 and so forth.



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The Host Organiser shall comply with the following financial responsibilities when **hosting both the WFD and WFDYS Boards:**

TITLE	UNIT	ACCOMMO- DATION	MEALS	LOCAL TRANSPORT	NOTES
<b>WFD President</b>	1	Yes	Yes	Yes	Single room
<b>WFD Board Members</b>	10	Yes	Yes	Yes	Shared room - request for single room is at own additional cost except for proven medical condition.
<b>WFDYS President</b>	1	Yes	Yes	Yes	Shared room – request for single room is at own additional cost except for proven medical condition.
<b>WFDYS Board Members</b>	6	Yes	Yes	Yes	Shared room - request for single room is at own additional cost except for proven medical condition.
<b>WFD Secretariat</b>	2-4	Yes	Yes	Yes	Executive Director single room, other staff shared room - request for single room is at own additional cost except for proven medical condition.
<b>Interpreters</b>	2	Yes	Yes	Yes	Single room
<b>WFD Honorary Presidents</b>	Up to 2	No	No	Yes	Nil
<b>WFD Honorary Members</b>	Up to 10	No	No	Yes	Nil
<b>WFD Regional Secretariat Director in the host region, if applicable.</b>	1	Yes	Yes	Yes	Shared room - request for single room is at own additional cost except for proven medical condition.
<b>WFD Regional Secretariat Directors/Cooperating Partners</b>	Up to 9	No	No	Yes	Nil
<b>WFDYS Youth Regional Representatives</b>	Up to 5	No	No	Yes	Nil



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## **6. CONTACT**

For matters relating to hosting the WFD Board Meeting, contact Phillipa Sandholm at [phillipa.sandholm@wfdeaf.org](mailto:phillipa.sandholm@wfdeaf.org).