

Work programme – the process –draft 4

The annual work programme is set by the board: The group agreed that it is important that the IUT has a clear work programme to direct the work, prioritise and hold staff, executive committee and main Board to account. This may involve staff writing policy papers to provide a background and context and the President and Vice-President formulating a draft work programme to Board for final decision. This working programme should clarify the relative focus on international versus European issues each year and also what working groups may be necessary to form (that can work on proposals for the Board outside of Board meetings to make the role of the Board more executive). A paper to clarify the process will be written by the President and VP and circulated to the entire Board by the beginning of September with a view to decide at the October Board meeting.

The Board have to decide upon a work programme for the following year at the Board meeting in October. The programme shall include proposed goals and activities for guiding the work of staff, the Executive Committee (EC) and the Board. It shall also include proposals for working groups and meetings with the leaders of the member organisations represented in the Board.

To the Board meeting in April/May the Staff shall present a policy paper on important trends and problems in the international development that affect or might affect rental housing. During the Board meeting the Board members give their own experiences and ideas from national levels on these trends and problems. The discussion will be a first step for the Work programme.

In August shall the Staff present a draft proposal for a work programme to the EC. This work programme should clarify the goals, activities, responsible person/s, timetable and the relative focus on international versus European issues and also which working groups may be necessary during the coming year. The main focus should normally be on European issues but it is important to follow international developments and retain contacts with the wider network of member organisations outside Europe.

The EC will then formulate a proposed work programme to the Board a month before the Board meeting in October.

The work programme shall specify the goals for the IUT work in lobbying key stakeholders e.g. OECD, UN Habitat, the IMF, the European Commission, the European Council and the European Parliament. Targets should be agreed against which progress can be measured, monitored and evaluated.

The work programme shall specify how the EC and Staff shall work together with Board members to:

- participate actively in the UN-ECE (UN Economic Commission for Europe), within the Committee on Housing and Land Management and its working groups and through disseminating information to participating government representatives,
- share information with UN Habitat, Nairobi and with its regional offices,
- actively lobby EU institutions such as the European Commission and its relevant Director Generals (DG) and the European Council, as well as Members of the European Parliament (MEPs) and Members of the Committee of the Regions (CoR),
- lobby national governments and other national institutions, incl. Civil Society Organisations (CSOs) and Non-Governmental Organisations (NGOs) in cooperation with IUT members.

- cooperate with Brussels based CSOs and NGOs such as the members of the European Housing Forum (EHF), Social Platform, BEUC, etc.,
- monitor the states' compliance with Councils' European Social Charter, particularly on Article 31 – The Right to Housing,
- disseminate information to members and other interested parties via e.g. IUT website, IUT Facebook site, Twitter, the Global Tenant magazine, Brussels EU News and other publications and reports,
- present the dates and goals for seminars/conferences, like the Tenants' Day, and an annual conference with the leadership in every board member organisation to develop the knowledge of EU and EU's influence on the laws in every member country,
- organise working groups with interested member organisations to develop IUT policy in important key areas that will be necessary,
- set objectives for proposals from the workings groups for Board agreement,
- maintain contacts with member organisations not represented in the Board,
- try to get more members represented in the Board,
- take part in research seminars, keep updated on new research and retain contact with researcher in areas relevant to housing.

After the decision of the Board, the EC is responsible for the implementation with the help of the Staff and Board member organisations.

On the IUT web-site (for the board) there will be a calendar with all decided activities and who is responsible.

If important changes occur it could be necessary to make adjustments of the work programme. It is up to member organisations, working groups and the Staff to monitor developments on a continuous basis and suggest changes to the EC at the beginning of the year. Then the EC will make a proposal to the Board one month before the meeting in April/May of adjustments of the work program.

If dramatic changes occur and it is not possible to wait until a Board meeting it could be necessary for the EC to decide on adjustments of the work program.