



**Rotary**

Inter-Country Committees  
Comités Inter-Pays

**2017**  
Inter-Country Committees Guidelines

**Rev. 1.0**

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of the Executive Council  
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# ICC GUIDELINES 2017

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## **ABBREVIATIONS:**

<b>ADV:</b>	<i>Advisor</i>
<b>BD:</b>	<i>Board</i>
<b>BSP:</b>	<i>Basic Standard Program</i>
<b>CE:</b>	<i>Chair Elect</i>
<b>CHAIR:</b>	<i>Chair of Executive Council</i>
<b>CN:</b>	<i>Chair Nominee</i>
<b>COM:</b>	<i>Connecting &amp; Communicating</i>
<b>COP:</b>	<i>Code of Policies</i>
<b>DG:</b>	<i>District Governor</i>
<b>EC:</b>	<i>Executive Council</i>
<b>GDL:</b>	<i>Guidelines</i>
<b>ICC:</b>	<i>Inter-Country Committee</i>
<b>NC:</b>	<i>National Coordinator</i>
<b>NSC:</b>	<i>National Section Chair</i>
<b>MOP:</b>	<i>Manual of Procedure</i>
<b>RC:</b>	<i>Regional Coordinator</i>
<b>SM:</b>	<i>Services Mgr.</i>
<b>STW:</b>	<i>Stewardship</i>

## Inter-Country Committees Guidelines

### **1) Pre-amble**

Inter-Country Committees (ICCs) cultivate and build peace, fellowship, and long-term relationships between Rotarians and non-Rotarians in two countries.

Districts are encouraged to create new Inter-Country Committees to foster stronger ties between Rotarians from different countries, across borders, continents and oceans, wherever there is critical mass and wherever R.I. is fully operational with its own structure.

Inter-Country Committees should be promoted at R.I., district and club meetings.

*(Refer also to COP)*

### **2) Mission of Inter-country Committees**

The mission of an Inter-Country Committee is to improve cross-cultural understanding by encouraging Rotarians to connect with Rotarians in other countries to strengthen fellowship and to stimulate Rotarian initiatives and actions, which contribute to world peace.

### **3) Purpose of Inter-Country Committees**

The purpose of an Inter-Country Committee is to connect people of two different Countries

- by representing their Country, Rotarians chosen by the District(s) in a Country and as members of an individual ICC, are individual ambassadors of peace.

#### 4) **Scope of the program**

Countries and communities with challenging issues regarding harmonious and constructive relations and/or with the challenge of maintaining those relations in a more continuous and effective way.

ICC only get involved when value can be added in an evident way in both Countries to a specific traditional RI program or activity

ICC being a unique and original program, is bound to identify all special activities that go beyond traditional RI programs, by enhancing the contribution to peace and understanding

#### 5) **ICC recommended activities:**

- contribute to sharing awareness about the “other” (Country, people, individual societies, the diverse and the different one)
- select initiatives with a specific content and focus on peace & understanding.
- engage attraction and readiness for diversity and curiosity for the “other” (See above) as assets and not liabilities in traditional RI programs
- Improve the quality and effectiveness of programs /initiatives/projects by asking “how-questions” such as “ how does the program”...

... get people together

... contribute to better understanding of each other

... create a climate for peace

... help appreciating difference

... make aware of political issues impacting relations among Countries

... reduce and smoothen asperities between adverse communities

- collaborate on or carry out cross-cultural projects
- encourage a sister or twin club network between participating Countries

*(Refer also to COP)*

## 6) Value Added of ICC

ICCs add value in situations such as:

- if initiative or project has to be defined in country 1 (« receiving country »), technical expertise and finance may come from country 2- (Classic example of potential involvement of ICCs)
- a substantial number of Rotarians (and their Clubs) in each of the Countries, are involved
- securing continuity in developing long term effective and positive relations: follow up programs and projects, always open to new ideas
- Rotarians with experience of operating in the other country and showing empathy for the « other » people
- Rotarians from each of the countries have an opportunity to work together and get to know and better understand each other
- representing the “other” Country in own Country
- availability and diffusion of presentations about the other country is required

## 7) Finances

ICC functions without financial support from RI.

It is up to the districts to cover moderate operating costs for the individual ICC sections as well as for national and international coordination.

Operating costs might include: selected reimbursement of National Coordinator's expenses and operational expenses at Country level; selected reimbursement of National Section Chairs' expenses;

National Coordinators are responsible for the preparation of an ICC budget to be examined and discussed with DGE(s)

District Governors are encouraged to support ICC activities especially at National level.

## **8) Relationship with Rotary International**

The organization and functioning of Inter-Country Committees is the independent activity of individual countries through their districts and is not a part of the program of RI. Clubs and districts are encouraged to use established Inter-Country Committees relationships to enhance their participation in Rotary programs, especially in the development of grants.

Activities of and information about Inter-Country Committees will be published on the RI website and in the Rotary World Magazine Press.

*(see also COP)*

## **9) Creating an Inter-Country Committee**

Inter-Country Committees involve districts in two countries.

In countries with many districts, all districts are requested to formally agree on the creation of an ICC but not obliged, to immediately and directly participate in its initiatives.

In some larger Countries the number of Districts is relevant and ICC activities cannot be appropriately addressed but also driven, guided, supervised by all Governors.

In this event, States, Region or Provinces of those Countries may start ICC activities with the contribution and the decision of the sole Districts existing in that area.

ICCs may be so created in a flexible way assisted by Secretary General of EC following the already existing rules. ICC names will then be spelled as follows just as a mere example:

- USA-California / ARGENTINA-Buenos Aires
- BRAZIL – Rio Grande do Sul / USA – California
- ARGENTINA-Mendoza / USA-Florida

When two or more ICC Sections with Country “2” are created in States, Region or Provinces in Country “1”, then a National Coordinator must be appointed.

Districts with more than one country can establish an ICC among the Countries included in the same District.

**10) Initial ideas to start**Top down approach:

- DGs or NCs from both countries meet and decide to initiate ICC sections in their respective countries
- Responding to a request from a DG or a NC or in the other country interested in a closer (ICC) relationship.

Bottom up approach:

- Rotarians with friends or family in the other country are interested to improve relationship,
- And/or sister clubs are interested to enhance relationship
- And/or clubs, which have done projects in the other country, also want to expand and sustain larger and more comprehensive activities.

**11) Planning and implementing**

- District governor(s) and NC approve the planning of an ICC section
- They make sure that the same thing happens in the other country.
- DG(s) and NC, in synergy, appoint Rotarians who will take ownership for the success of the ICC section as well as the minimum amount of initial members possibly originating in different part of the Country.
- Together with the Section creation in the partner Country, activities and initiatives are being planned for the first year and are started as soon as feasible. These would typically include the “minimum basic tasks” defined in a uniform way for all ICCs.
- After validation, the new ICC can organize the charter delivery and celebration

**12) Individual Inter-Country Committee Validation Process**

Individual ICCs can be validated after:

- The DG(S) and the NC in its country have approved each of the two country sections.
- Full information has been sent either jointly or individually by each country to the Secretary General of ICC.



- This information is the same as needed for approval in the Country
- The Chair approves and the Secretary General validates and registers the ICC and includes it in the worldwide databank of ICC, published on the website.

### **13) National Coordinators**

#### Definition:

Key person and contact for ICC activities in a Country.

#### Appointments:

appointed solely by Governor (s) in a Country according to local procedures

Duration of appointment : preferably a three- year term (renewable once only)

*Being a three-year term, it would be recommended that selection of NC matures among Governors and their successors.*

Basic qualifications to be appointed as NC: preferably a PDG, with either an experience in the International Avenue of Service or in the Inter-Country Committees initiatives. Being able to communicate in English.

#### Role and tasks

Together with Governors, sets up an ICC organization tailored to the Country.

Ensures involvement of other National Coordinators in organizing new ICC and monitoring existing ones.

Before the end of the 3 year(s) term(s) coordinates the selection of successor with Governor(s) and ensures orderly phase-out and phase-in.

Looks forward to meeting existing challenges in the Country and reports regularly to Governor(s) and ICC Central about progresses while maintaining a line of regular communication with ICC National Sections Chairs.

Attends annual international meetings and prepares an annual “position paper” for Country and RI use.

National Coordinators train and prepare members of the ICC community to:

- understand their role,
- develop sustainable programs in order to support ICC mission,
- run the set of established “minimum standard basic programs”

- be effective into representing the “other” and developing intercultural and international understanding opportunities.

National Coordinators, who are responsible for coordinating all ICC activities in the Country, are also expected to visit, attend regular meeting of National Sections and address all issues needing assistance.

National Coordinators shall communicate with all National Section Chairs (NSC) in the Country, twice a year, one in writing at midterm and one in person during the annual meeting

National Coordinators are strongly recommended to develop and maintain an ICC National website with links to the International ICC website and to the Country Rotary website if existing, in strict relation with the magnitude of the local ICC structure and the available resources.

**More in detail the National Coordinators are expected to perform key activities in following areas such as:**

Advisory & Consulting:

they interface Governor(s), National Section Chairs, Executive Council Chair and Board Members, on all matters referring to international relations, development of opportunities and meeting challenges.

National Coordinators, shall function as skilled advisors and consultants who can cooperate in selecting appropriate profiles for the role of ICC national Section Chairs and Members; they also function as vital resources for getting in touch with other NCs, interacting with DG, DGE & DGN, identifying viability of further expansion programs, providing support, assistance, guidance to all ICC National Sections Chairs and Members;

Training:

once a year NCs provide an ICC Seminar for educational, promotional, training, updating purposes to all ICC National Section Chairs in a Country including members of National Sections and all interested to learn more about ICC and to join or establish new ICC).

Administrative:

keep and maintains a data base, in a unified format, of all existing Country ICC membership.

Twice a year (in December and in June) NC report to ICC Secretary General and Governor(s) at local level on ICC activities, initiatives, achievements and challenges with special focus on what initiative, program or activity is the most important and successful in that time frame and why.

Concise reports also contain info (always in a unified format), about deployed seminars and training, presentations given at Club level, “presence” on Rotary media.

#### Sharing and Promoting:

NCs are invited to promote and share in a unified format news and information about what ICC are and do. In this regard an updated presentation should be always handy at national level together with a one page brochure or leaflet to tell the story in and out of Rotary.

District assemblies, seminars and PETS are good example of appropriate floor for promoting the knowledge of ICC. NC are invited to contact DGs or DGEs to identify opportunities .

#### Diplomatic:

As ICCs should act as “Rotary Embassies for Peace”, one of the counterparts are the “(political) embassies “in the two countries”).

ICC understand the relevance and the importance of staying in touch with a number of diplomatic authorities and representatives, therefore NC shall establish contacts (when not already in place), cultivate the opportunity of being in relation with them, possibly team up with those Diplomatic Reps (like Cultural Attachés) available to facilitate the awareness of all interested (starting with “sister” Clubs, best “customers” of these activities) in Clubs and Districts in a Country.

NCs make diplomatic contacts and agreements available to all ICCs National Sections Chairs (NCS) and care about boosting the image of the “other” Country (or Countries).

It will be useful that NCs share with their National Sections Chairs (NSCs) the approach used in the Country with Diplomatic Reps (DRs) so to maintain a common national profile.

#### Connecting & Communicating:

National Coordinators are the most important channel ICC have to communicate and connect inside and outside of Rotary boundaries.

They are expected to initiate and maintain contacts and communicate (employing all available technologies) with different levels of recipients: Governors (DG, DGE, DGN),

the ICC Community and Rotarian Stakeholders – public & private institutions – Press (Rotarian and “non”).

#### **14) Individual National Coordinators’ Validation Process**

**National Coordinators (NC)** become members of the Executive Council of ICC (EC) after the concerned DGs have provided the following information to the Secretary General of the Executive Council:

- date of appointment
- by which body of DGs
- term of appointment (which years)

At the end of validation process, the Chair authorizes final inclusion of the registered National Coordinators as a member of the Executive Council for the three-year term and the inclusion in the official worldwide databank of ICC published on the website

All old and new National Coordinators will need to be registered and be validated. To do so an application form will be made available through website.

#### **15) Executive Council**

- The Executive Council is composed of ICC National Coordinators from each country officially participating in ICC.
- The board consists of: Chair of the ICC Executive Council, Chair Elect, Chair Nominee, Immediate Past Chair, General Secretary and Treasurer
- The enlarged Board: the ICC Board meetings may be extended to Past Chairs, Advisors of the ICC Chair, Regional Coordinators and any other member if the agenda requires that.
- The Secretary General may be assisted by a « Services Manager».
- The ICC Chair has the general responsibility for the website, but is delegating specific tasks to the Secretary General.

## 16) Elections and appointments

Three months before the election of a Chair Nominee, the Chair invites qualified Candidates to send their applications.

The Chair reminds criteria of eligibility and invites the Chair-Elect to establish his Board to be presented in the following elective assembly.

The board will review the applications and propose candidate for the position of Chair nominee.

The election takes place in the framework of the General Assembly, by a majority of 50% +1 of the NCs voting members participating to the assembly.

The Chair Elect will designate and present General Secretary and Treasurer. The general Assembly confirms the composition of the board.

The Chair, Chair Elect and Chair Nominee of the ICC Executive Council are elected for two years in each of their functions. The term begins on July 1st.

The Secretary General and the Treasurer are appointed for two years. The term of the General Secretary and Treasurer may be extended once by another period of two years.

## 17) CRITERIA OF ELIGIBILITY

Chair Nominee of Executive Council: a Past District Governor and also former or current National Coordinator

General Secretary and Treasurer: being Rotarian, preferably a PDG, with good knowledge of ICC matters

Applications will be emailed to the Secretary General with confirmation of receipt.

## 18) ELECTION PROCEDURE

- a) In accordance with Rotary International Bylaws, no support campaign and election propaganda is permitted. For each position will be elected the candidate who shall obtain most votes, by a majority of the voting members present.

b) All Candidates will submit their personal, professional and Rotarian profile and answer the following questions:

- What reasons persuaded you to become a Candidate?
- Give some concrete examples on how would you personally see your role as a Chair of the Executive Council, if elected.
- Give some concrete examples on how you would promote and lead ICC Executive Council.
- What is your vision on the challenges facing ICCs in the future?
- Why should the Executive Council choose you?

National Coordinators have voting rights after validation of Treasurer confirming that Country Dues have been paid and reports have been provided to the Board.

## **19) Responsibilities of Executive Council and its Board Members**

National Coordinators take an active part as members of the Executive Council, present the activities in their Countries, use Executive Council meetings to discuss bilateral matters with other NCs

They can be asked by the Chair to fulfill temporary tasks for the entire EC such as but not limited to, presentations at Institutes or at other relevant Rotary meetings or events, Public Relations & Communication, Regional extension etc. etc.

Members of the Board are responsible to support the Board as a whole. Their individual and specific responsibilities are:

### **1. [The Chair](#)**

The Chair of the EC serves as liaison between Inter-Country Committees and Rotary International.

The Chair of ICC Executive Council shall annually submit a report in July to RI containing the contact information of each National Coordinator, a list of participating Countries and a presentation of the most relevant initiatives and activities carried out during the year and the corresponding results.

Presides the meetings of the ICC Executive Council

Promotes the advancement of ICC in all countries

Motivates the family of ICC: visits of countries and their ICC meetings.

In coordination with the respective National Coordinators, she/he organizes ICC activities at institutes and conventions. Chair can designate an Executive Council or Board Member to represent him or her.

The Chair may appoint Advisors for specific tasks during his term.

The Chair may appoint Regional Coordinators to address specific regional matters for his two-year term, as non-voting Members of the Executive Council

2. Immediate Past Chair :

Is, by right, member of the Board of the ICC Executive Council for a two-year term

3. Chair-Elect

is preparing for the next term. Offers his availability for all occasions to engage with day-by-day activities of ICC and of the Executive Council and possibly builds knowledge and awareness about ICC activities in several Countries.

4. Chair-Nominee

attends the meetings of the ICC Board, and fulfills tasks in support of the chair

5. Chair, Chair Elect, Chair Nominee and in general all Board Members will be ready to cover the travelling, meeting fees and other expenses, related to their functions, that cannot be covered by ICC budget

6. Secretary General:

reports to the Chair of EC, maintains an updated list of Inter-Country Committees and of National and Regional Coordinators and holds the record of attendance at meetings. He/She provides support services for the EC with all possible assistance of Services Manager and in strict coordination with Stewardship activities.

7. Treasurer:

reports to the Chair of EC, is responsible for the funds of the Executive Council, calls for contributions from the National Coordinators, pays the bills and submits an annual financial report to the general assembly of the Executive Council.

## 8. Past Chairs

are non-voting members of the Executive Council and create a Council of Past Chairs as an Advisory Board to the EC.

## 20) Meetings

1. A general assembly of the ICC Executive Council is organized every year. Only NCs Members of EC can vote. No representation permitted.
2. Rotary International Convention: the Executive Council is preferably present at the House of Friendship. Breakout sessions and other meetings are organized within the framework of the International Conventions.
3. The Chair or his delegate participates at Rotary Institutes and various other conference meetings.

## 21) Executive Council Finances

1. Annual District fees are proposed by the Board of Executive Council and submitted to the General Assembly.
2. Before the beginning of each year, the Board shall establish a budget that must be approved by the Executive Council.
3. The Treasurer deposits all the funds of the Executive Council in the bank designated by the Board, based on Treasurer's proposals
4. The Treasurer validates and approves the invoices and reimburses after the Chair has countersigned them.
5. An external CPA does the audit of ICC accounts annually.
6. The annual report on the finances of the ICC Executive Council is provided to all members after the approval of ICC EC Chair and before the annual approval of EC.
7. The report will contain the reimbursement of expenses of the Chair including his/her possible representatives, at a maximum of 40% of the budget for that year.
8. The fiscal year runs from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June.



## 22) FURTHER SPECS ABOUT TASKS & ROLES

### REGIONAL COORDINATORS

Explanatory note: peace and understanding do not face identical challenges in every part of the world. What is important in an area, might be irrelevant in another part of the world. Strategies and tactics need to be adjusted to different environments. More and more we (ICC) need people to be able to coordinate efforts in reference .

The difference between RCs and NCs is the following: first are appointed by the ICC Chair to perform all activities bound to facilitate and pave the way for to set up of an ICC program and report to Chair of EC about existing regional challenges in an area with multiple Countries while the NCs are appointed by the Governor(s) for running the ICC program in a Country.

### ICC SERVICES:

The ICC Services Mgr. is a resource to ICC EC and is providing all soft tools to appropriately and smoothly run the ICC programs such as data banks, listings, statistics, unified forms and templates; website etc.

The Services Mgr. is appointed by Chair for a two-year term.

### EDUCATION – TRAINING:

Formal unified education and training material are prepared centrally with the input and cooperation of NCs already skilled on the subject.

### CONNECT, COMMUNICATE & SUPPORT:

The Board Member in charge will facilitate and pave the way for keeping the family of ICC connected and actively informed. In this regard he/she will make sure that:

a quarterly newsletter is made available to ICC Community and its wider family of stakeholders

questions and comments on RI ICC Discussion Group are promptly answered – Refers to the Chair about this source of information and ICC contact database and Website are functional, appropriately updated as needed

Upon request of EC Chair, develops a confidential report to Members of the EC, such as a “Position Paper” functioning as a progress dashboard for all ICC activities.

**ICC MINIMUM BASIC STANDARD PROGRAMS/TASKS:**

Every National Section Chair will make available to the counterpart (copying NC) in the other Country, a brief presentation (a traditional PowerPoint between 15 and 20 minutes) that will include an overview of the Country, its profile from the social, economic, financial, political, artistic and Rotarian perspective.

The presentation will highlight all qualifying aspect of the society and will share successes, challenges and areas of improvement, especially the ones affecting peace and understanding issues.

A required task to be also completed by all National section Chairs (NSC) is the one concerning the plan of activities as well as the one at the end of the RY about the results versus plan.

**23) Amendments**

This procedure and any other may be amended at a General Assembly