



Inclusion International

Linking local voices to global
change

www.inclusion-international.org

GUIDELINES FOR ORGANIZATIONS AND INDIVIDUALS WORKING WITH INCLUSION INTERNATIONAL

Inclusion International depends on a large network of people, organizations and agencies to advance our global vision of ***a world where people with intellectual disabilities and their families can equally participate and be valued in all aspects of community life.*** In order to ensure that our partners or individuals acting in the name of II, have a clear understanding of the principles upon which we work; the activities and areas of action that we engage in and our expectations of accountability to our membership, we have developed the following guidelines for working with or in the name of Inclusion International.

Principles

Any activity or position taken undertaken on behalf of Inclusion International must respect and be consistent with four main principles affecting the lives of people with an intellectual disability and their families:

- Inclusion in all aspects of everyday society;
- Full citizenship which respects individual human rights responsibilities;
- Self-determination in order to have control over the decisions affecting one's life
- Family support through adequate services and support networks to families with a disabled member

Activities/ Projects Undertaken in the Name of Inclusion International

There are several different kinds of projects and activities carried out in the name of Inclusion International. The following describes both the process for receiving authorization to act in the name of Inclusion International and the requirements for accountability and reporting.

Project Type	Authorization	Accountability
Projects funded through II – directed and managed by staff	All projects are developed to support and implement the strategic plan and priorities of II's Council	Regular reports to Council on project activities and finances Staff work with the Treasurer of II to ensure on-going financial checks

<p>Projects funded through II – directed and managed by external parties (individuals or organizations other than staff or Council)</p>	<ul style="list-style-type: none"> • Projects must be presented to Council for approval in the proposal development stage; • A member of the II executive must sign any agreements for projects; 	<p>All project workplans must be reviewed and approved by II Council</p> <p>II will outline financial and narrative reporting requirements</p> <p>Project reports will be submitted a minimum of 2 /yearly to II to be reviewed by the treasurer; project staff and other executive members as required</p>
<p>Projects executed by member organizations or individuals acting in the name of II -- Funding does not flow through II</p>	<p>Executing agencies must receive written authorization to use the name or logo of II in any communication or materials- this authorization will be time limited and for specific purposes</p> <p>Member organizations may indicate on publications their status as members with appropriate logo (see guidelines for use of logos)</p> <p>Individuals other than Council members may NOT use the II name or logo without written permission</p>	<p>No positions or opinions taken in these projects may be presented as the position of II</p> <p>Any executing agent must include a disclaimer in all materials and representations</p> <p>Where authorization has been given for the use of II's name on a project – project agents will provide written reports on project activities on an agreed basis</p>
<p>Other</p>		