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ABSTRACT

This booklet presents information on Education International, a group that promotes teacher rights, trade union rights (including teacher unions), fair teaching conditions, and equal education for all people. The booklet includes information on the following: the Education International executive board (name, address, telephone, fax, and e-mail); a listing of Education International headquarters staff; Education International regional offices and staff; the constitution of Education International; by-laws of Education International; by-laws of Africa; by-laws of Asia and the Pacific; by-laws of Europe; by-laws of Latin America; a country list by region; and Education International member organizations. (SM)

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Handbook

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EI Handbook

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Third Edition
October 1998

Executive Board

President

Ms. Mary HATWOOD FUTRELL

Dean
Graduate School of Education &
Human Development
George Washington University
2134 G. Street N.W.
Washington D.C. 20052
United States of America
Tel: + 1-202-994.6161
Fax: + 1-202-994.7207
E-mail: gualtier@gwu.edu

General Secretary

Mr. Fred VAN LEEUWEN

Education International, EI
155, Boulevard Emile-Jacqmain (8)
1210 Brussels
Belgium
Tel: + 32-2-224.0611
Fax: + 32-2-224.0606
E-mail: educint@ei-ie.org

VICE-PRESIDENTS

Ms. Georgina BAIDEN

Ghana National Association of
Teachers, GNAT
P.O. Box 209
Accra
Ghana
Tel: + 233-21-221.515/226.286
Fax: + 223-21-224.917

Ms. Sharan BURROW

Australian Education Union, AEU
120 Clarendon Street
South Melbourne 3205
Australia
Tel: + 61-3-9254.1800
Fax: + 61-3-9254.1804/1805
E-mail:
sharan@edunions.labor.net.au

Ms. Sandra FELDMAN

United Federation of Teachers, AFT
555 New Jersey Ave. N.W.
Washington D.C. 20001
United States of America
Tel: + 1-202-879.4440
Fax: + 1-202-879.4545
E-mail: sfeldman@aft.org

Mr. Charlie LENNON

Association of Secondary Teachers,
Ireland, ASTI
ASTI House, Winetavern Street
Dublin 8
Ireland
Tel: + 353-1-671.9515
Fax: + 353-1-671.9039
E-mail: gensec@asti.iol.ie

REGIONAL SEATS

Mr. Carlos Augusto ABICALIL

Confederação Nacional dos
Trabalhadores em Educacao, CNTE
SDS-Ed. Venâncio III, Salas 101/103
CEP 70.393.900 Brasília-DF
Brazil
Tel: + 55-61-225.1003
Fax: + 55-61-225.2685
E-mail: cnte@brnet.com.br

Ms. Anni HERFORT ANDERSEN

The Danish Union of Teachers,
DLF
Vandkunsten 12
DK-1467 Copenhagen K
Denmark
Tel:+ 45-33-696.300
Fax:+ 45-33-123.337
E-mail: dlif@dlf.org

Mr. Robert CHASE

National Education Association, NEA
1201 Sixteenth Street N.W.
Washington, D.C. 20036
United States of America
Tel: + 1-202-822.7389
Fax: + 1-202-822.7974
E-mail: bob.chase@nea.org

Ms. Jan EASTMAN

Canadian Teachers' Federation,
CTF/FCE
110 Argyle Avenue
Ottawa, Ontario K2P 1B4
Canada
Tel: + 1-613-232.1505
Fax: + 1-613-232.1886
E-mail: jeast@ctf-fce.ca

Mr. Yuji KAWAKAMI

Japan Teachers' Union, JTU
(NIKKYOSO)
Nihon Kyoiku Kaikan
2-6-2 Hitotsubashi, Chiyoda-Ku
Tokyo 101-0003
Japan
Tel: + 81-3-326.521.92
Fax: + 81-3-323.001.72
E-mail: kawakami_yoko@jtu-net.or.jp

Ms. Marta MAFFEI

Confederación de Trabajadores de la
Educación de la República Argentina,
CTERA
Rivadavia 3619-3623
1204 Capital Federal
Buenos Aires
Argentina
Tel: + 54-1-865.0360/0347
Fax: + 54-1-865.3588
E-mail: mmaffei@wamani.cci.org.arg

Ms. Assibi NAPOE

Fédération des Syndicats de
l'Éducation Nationale, FESEN
B.P. No. 30 694
Lomé
Togo
Tel:+ 228-269.155
Fax:+ 228-221.411

Mr. Thembelani Thulas NXESI

South African Democratic Teachers'
Union, SADTU
P.O. Box 6401
Johannesburg 2000
South Africa
Tel: + 27-11-334.4830/5
Fax: + 27-11-334.4836/8

Ms. Laures PARK

New Zealand Educational Institute,
NZEI
P.O. Box 466
Wellington 6015
New Zealand
Tel: + 64-4-384.9689
Fax: + 64-4-385.1772

Mr. Jean-Paul ROUX

Fédération de l'Education Nationale,
FEN
48, rue la Bruyère
75440 Paris Cedex 09
France
Tel: + 33-1-40.16.78.20
Fax: + 33-1-40.16.78.29
E-mail: fen@fen.fr

OPEN SEATS**Ms. Agneta ANDERLUND**

Lärarförbundet, Segelbatsvegan 15
P.O. Box 12229
S - 102 26 Stockholm
Sweden
Tel:+ 46-8-737.6500
Fax:+ 46-8-656.9415
E-mail:
agneta.anderlund@lararforbundet.se

**Mr. Edgar Enrique CAMPBELL
CARR**

Sindicato de Trabajadores de la
Educación Costarricense, SEC
San Pedro de Montes de Oca,
Apartado 6534-1000
200 mts. este de la Iglesia de
Lourdes
San José
Costa Rica
Tel: + 506-2-283.5360
Fax: + 506-2-225.8305
E-mail: sintraco@sol.racsa.co.cr

**Ms. Marguerite CUMMINS-
WILLIAMS**

Barbados Secondary Teachers'
Union, BSTU
"Sea Rock"
Enterprise Coast Road
Christ Church
Barbados
Tel:+ 1-246-428.7361
Fax:+ 1-246-428.7361
E-mail: searock@caribsurf.com

Mr. Lee DONG-JIN

Korean Teachers and Educational
Workers' Union, KTU (CHUNKYOJO)
121-115 Dangsandong 6 Str
Youngdungpo-gu
Seoul 150-046
Korea
Tel: + 82-2-675.6181
Fax: + 82-2-675.6184
E-mail: djlosp@nownuri.net

Mr. Nigel de GRUCHY

National Association of
Schoolmasters/Union of Women
Teachers, NASUWT
5, King Street, Covent Garden
London WC2E 8HN
United Kingdom
Tel:+ 44-171-420.9670
Fax:+ 44-171-420.9679
E-mail:
nigel.degruchy@nasuwt.org.uk

Ms. Eva-Maria STANGE

Gewerkschaft Erziehung und
Wissenschaft, GEW
Reifenberger Strasse 21
D-60489 Frankfurt-am-Main
Germany
Tel: + 49-69-789.730
Fax: + 49-69-789.732.01 / .02
E-mail: stangee@gew.f.eunet.de

Mr. Alpha Osman TIMBO

Sierra Leone Teachers' Union, SLTU
Rogaland House
Kissy Low Cost Step
P.O. Box 477
Freetown
Sierra Leone
Tel: + 232-22-263.253/263.254
Fax: + 232-22-264.439

EI Headquarters Staff

155, BOULEVARD EMILE JACQMAIN (8)

1210 BRUSSELS, BELGIUM

TEL: + 32-2-224 0611 / FAX: + 32-2-224 0606

Internet: www.ei-ie.org

E-mail: educint@ei-ie.org

Deputy General Secretaries

Sheena Hanley
Elie Jouen

Coordinators

Alain Chantry
Monique Fouilloux
Ulf Fredriksson
Dominique Marlet
Rosslyn Noonan
Marta Scarpato
Patrice Vézina
Wouter van der Schaaf

Secretaries

Serge Kikangala
Véronique Vanbrabant
Isabelle Vanden Bemdem
Alexandra Vanhoff

Chief Administrative Coordinator

George Kux (consultant)

Professional Assistants

Natasha Cox
Claire Degbomont
Patrice Guénard
Marianne Hanekroot
Emmanuel Nicaise
Edwin Pijman
Catherine Tinnin
Florence Trauscht
Anabel Vallines

Clerical Aid

Paul del Blanco

Consultants to the General Secretary

Yves Baunay
Krishna Datt
Peter Dawson
Jack De Mars
Nona Iliukhina
Richard Langlois
Robert Harris

October 1998

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EI Regional Offices and Staff

AFRICA

Education International

B.P. 14058
Lomé
Togo
Tel:+ 228-222.547
Fax:+ 228-221-411

Chief Regional Coordinator

Mr. Thomas BEDIAKO

Coordinators

Dr. Nana ABABIO
Mr. Emanuel FATOMA
Mr. Samuel NGOUA NGOU

ASIA & THE PACIFIC

Education International

12A Jalan Telawi Empat
Bangsar Baru
59100 Kuala Lumpur
Malaysia
Tel:+ 60-3-284.2140
+ 60-3-284.2142
Fax:+ 60-3-284.7395
E-mail: eduint@pc.jaring.my

Chief Regional Coordinator

Mr. Aloysius MATHEWS

Coordinators

Mr. Sagar Nath PYAKURYAL
Ms. Shashi Bala SINGH

Consultant to the General Secretary

Mr. Krishna DATT
Education International, EI
c/o COPE P.O. Box 2203
Government Buildings
Suva
Fiji
Tel:+ 67-9-315.664
Fax:+ 67-9-305.945

EUROPE

Education International, EI

155, Bd. Emile Jacqmain (8)
1210 Brussels
Belgium
Tel:+ 32-2-224.0611
Fax:+ 32-2-224.0606
E-mail: educint@ei-ie.org

LATIN AMERICA

Education International, EI

De la Casa Italia
2da Casa a mano izquierda, 2do piso
P.O. Box 7174
1000 San Jose
Costa Rica
Tel:+ 506-283.7378
Fax:+ 506-283.7378
E-mail:educint@sol.racsa.co.cr

Chief Coordinator

Mr. Napoleón MORAZAN

Coordinator

Mr. Combertty RODRIGUEZ
GARCIA

CARIBBEAN

Education International, EI

Fond Assau Post Office
St. Lucia
St. Lucia
Tel:+ 1-758-450.5840
Fax:+ 1-758-450.5247
E-mail: albertv@candw.lc

Coordinator Caribbean

Ms. Virginia ALBERT

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CONSTITUTION OF EDUCATION INTERNATIONAL

Article 1 NAME

The organisation shall be named:

- (a) Education International (EI)
- (b) Internationale de l'Education (IE)
- (c) Internacional de la Educación (IE)
- (d) Bildungsinternationale (BI)

Article 2 AIMS

The aims of the Education International shall be:

- (a) to further the cause of organisations of teachers and education employees, to promote the status, interests and welfare of their members, and to defend their trade union and professional rights;
- (b) to promote for all peoples and in all nations peace, democracy, social justice and equality; to promote the application of the Universal Declaration on Human Rights through the development of education and of the collective strength of teachers and education employees;
- (c) to seek and maintain recognition of the trade union rights of workers in general and of teachers and education employees in particular; to promote the International Labour Standards, including freedom of association and the right to organize, to bargain collectively and to undertake industrial action, including strike action if necessary;
- (d) to enhance the conditions of work and terms of employment of teachers and education employees, and to promote their professional status in general, through support for member organisations and representation of their interests before the United Nations, its specialized agencies and other appropriate and relevant intergovernmental organisations.
- (e) to support and promote the professional freedoms of teachers and education employees and the right of their organisations to participate in the formulation and implementation of educational policies;
- (f) to promote the right to education for all persons in the world, without discrimination, and to this end:

- (i) to pursue the establishment and protection of open, publicly funded and controlled educational systems, and academic and cultural institutions, aimed at the democratic, social, cultural and economic development of society and the preparation of every citizen for active and responsible participation in society;
- (ii) to promote the political, social and economic conditions that are required for the realisation of the right to education in all nations, for the achievement of equal educational opportunities for all, for the expansion of public educational services and for the improvement of their quality;
- (g) to foster a concept of education directed towards international understanding and good will, the safeguarding of peace and freedom, and respect for human dignity;
- (h) to combat all forms of racism and of bias or discrimination in education and society due to gender, marital status, sexual orientation, age, religion, political opinion, social or economic status or national or ethnic origin;
- (i) to give particular attention to developing the leadership role and involvement of women in society, in the teaching profession and in organisations of teachers and education employees;
- (j) to build solidarity and mutual cooperation among member organisations;
- (k) to encourage through their organisations closer relationships among teachers and education employees in all countries and at all levels of education;
- (l) to promote and to assist in the development of independent and democratic organisations of teachers and education employees, particularly in those countries where political, social, economic or other conditions impede the application of their human and trade union rights, the advancement of their terms and working conditions and the improvement of educational services;
- (m) to promote unity among all independent and democratic trade unions both within the educational sector and with other sectors; and thereby contribute to the further development of the international trade union movement.

Article 3 GENERAL PRINCIPLES

- (a) The Education International shall be guided by the ideals of democracy, human rights and social justice.

- (b) The Education International shall be independent of every government. It shall be self-governing and not subject to control by any political party or ideological or religious grouping.
- (c) The Education International shall be associated with the International Confederation of Free Trade Unions (ICFTU) and work very closely with the International Trade Secretariats, in accordance with the Milan Agreement which guarantees that the Education International shall be autonomous and thus that the ICFTU cannot interfere in its internal affairs. Furthermore:
 - (i) any change in this relationship shall be subject to ratification by the Education International's World Congress;
 - (ii) affiliation of member organisations with national trade union centres is a matter to be determined solely by those member organisations.
- (d) The Education International shall not interfere in the internal affairs of member organisations. It shall respect internal freedom and diversity of expression in accordance with the principles of the constitution.

Article 4 MEMBERSHIP

- (a) The Education International shall be composed of organisations of teachers and education and research employees upholding the principles of independent trade unionism and aspiring to enhance democracy, human rights and social justice in their respective nations, to improve the living and working conditions of their members and to advance education through trade union action.
- (b) Any national organisation composed predominantly of teachers and education employees¹ shall have the right to apply for membership and shall be admitted as a member of the Education International by the Executive Board, provided that the applicant:
 - (i) subscribes to the aims and principles as described in Article 2 and 3 - and is thereby actively engaged in promoting the overall professional and trade union interests of its members;
 - (ii) pledges to fulfil the obligations of membership as described in Article 6;

¹ **Definition of scope of membership:** References throughout this constitution to teachers and educational employees should be interpreted in the broadest sense, since member organisations may also include, for example, employees engaged in research or in cultural or youth services.

- (iii) is, to the extent possible, national in character and scope and representative of teachers and/or other education employees in its country. The term country is defined according to membership in the United Nations. Nevertheless applications may also be considered from organisations at the regional level in a country where there is no national member.

Exceptions to this provision may be made by a two-thirds majority of those present and voting at the Executive Board.
 - (iv) practices internal democracy in the designation of its leadership, in the determination of its goals, policies and activities and in the management and administration of all of its affairs;
 - (v) is self-governing and not under the control of any political party, government and ideological or religious grouping;
 - (vi) is not affiliated to or formally associated with other international teacher's trade union bodies or with their regional structures. This restriction does not apply in the case of affiliation to autonomous regional bodies.
 - (vii) is not part of an organisation already in membership, such that acceptance of the application would create double affiliation.
- (c) If an application is received from an organisation operating in a country in which the Education International already has a member organisation, the Executive Board will consult with the member organisation(s) concerned before making its decision. In the event that the decision of the Executive Board on a membership application is contested, an appeal may be made to the World Congress in accordance with the By-laws. The decision of the World Congress shall be final.
- (d) Only applications duly authorised by the applicant's governing body shall be taken into consideration by the Executive Board.

Article 5 COMMITTEE OF EXPERTS ON MEMBERSHIP

- (a) A Committee of Experts shall be established to report to the Executive Board on the application of membership criteria in cases where the Executive Board considers further inquiry to be necessary in order to reach a decision, or in cases where charges are brought against a member organisation.
- (b) Procedures for the establishment and operation of the Committee of Experts shall be determined in the By-laws.

Article 6 RIGHTS AND OBLIGATIONS

- (a) Every member organisation shall have the same constitutional rights and shall be bound by the same constitutional responsibilities, including the payment of membership fees as provided under Article 19.
- (b) From the date of admission to the Education International every member organisation shall accept the following obligations:
 - (i) to promote their members' awareness of the aims and work of the Education International;
 - (ii) to promote the interests of the Education International;
 - (iii) to inform the Education International about all major actions taken in pursuance of the Education International's aims;
 - (iv) to keep the Education International informed about national activities.

Article 7 SUSPENSION OR TERMINATION OF MEMBERSHIP

- (a) In the event that it is charged that a member organisation violates or ceases to fulfill the requirements of the constitution, on the basis of a complaint lodged by the governing body of another member organisation, the Executive Board shall refer the matter to the Committee of Experts established under the provisions of Article 5. The Executive Board may also initiate a referral to the Committee of Experts. The following requirements shall be met:
 - (i) The Committee of Experts shall enquire into the charges and conduct a due hearing before presenting its finding to the Executive Board.
 - (ii) The organisation whose membership status is under review by the Committee of Experts, shall be given due notice, a copy of the charges, the right to respond to the charges, and a copy of the finding of the Committee of Experts.
 - (iii) The finding of the Committee of Experts shall be communicated to the Executive Board for action as specified in the By-laws.
 - (iv) A two thirds majority of those who are both present and voting at a quorate session shall be required for the Executive Board to exclude an organisation from membership.
 - (v) The member organisation concerned shall be informed of the decision of the Executive Board and of the reasons justifying that decision.

- (b) Any organisation which is more than twelve (12) months in arrears of the payment of its membership dues, without the approval of the Executive Board, shall be excluded from membership.
- (c) Any member that has been suspended or excluded by the Executive Board other than for being in arrears of the payment of membership dues, shall have the right of appeal to the World Congress under conditions to be specified in the By-laws.
- (d) An organisation which seeks to withdraw from membership in the Education International shall provide notification of such intent six months in advance. Financial obligations to the Education International shall not expire until the end of the six month period.
- (e) Only notifications of withdrawal duly authorised by the member's governing body shall be taken into consideration by the Executive Board.

Article 8 ORGANISATION

The organisation of the Education International shall be:

- (a) Governing Bodies
 - (i) World Congress; and
 - (ii) Executive Board;
- (b) Committee of Experts on Membership
- (c) Regional Structures
- (d) Standing Committees
 - (i) Advisory Bodies
 - (ii) Status of Women
 - (iii) Finance
 - (iv) Constitution and By-laws
- (e) Other Committees
- (f) The Secretariat.

Article 9 WORLD CONGRESS

- (a) The World Congress shall be the supreme authority of the Education International.
- (b) An ordinary session of the Congress shall:
 - (i) adopt its rules of procedure and agenda;

- (ii) elect the President, Vice Presidents, General Secretary and other members of the Executive Board;
 - (iii) appoint the auditors;
 - (iv) determine the policies, principles of action and programme of the Education International;
 - (v) consider the activity report of the General Secretary;
 - (vi) consider the audited financial report, adopt the general budget, and determine the membership fees.
- (c) The Congress shall have the authority to amend the Constitution by a two-thirds majority vote or the By-laws by a majority vote and to take final decisions in case of appeals concerning applications for membership, the suspension or expulsion of member organisations or the removal of members of the Executive Board.
- (d) The Congress shall be composed of delegates representing member organisations and of the Executive Board.
- (e) Each member organisation shall be entitled to one delegate; additional delegates shall be allocated to each member organisation whose membership fees have been paid in full prior to the World Congress in accordance with the following scale:
- (i) up to 10,000 members 1 delegate; and
 - (ii) more than 10,000 members, 1 additional delegate for every 10,000 members or a part thereof with a maximum of 50 delegates for any one organisation.
- (f) Votes shall be allocated to each member organisation whose membership fees have been paid in full prior to the World Congress in accordance with the following scale: up to 5,000 members 1 vote; and more than 5,000 members, 1 additional vote for every 5,000 members or a part thereof.
- (g) A fully paid up organisation may vote by proxy provided it has given advance notice in writing to the General Secretary.
- (h) Member organisations shall receive provisional notification by the General Secretary of the number of delegates and votes to be allocated to them. A Credentials Committee to be appointed by the Executive Board shall verify and determine the allocation of delegate credentials and voting rights for each member organisation. No roll-call voting or election shall take place until the World Congress has adopted the report of the Credentials Committee.

- (i) The venue, date and provisional agenda of the Ordinary Congress shall be determined by the Executive Board, taking into account the recommendations made by the preceding Congress, and by the Regional Committees. Notification of the convening of the Ordinary Congress shall be given at least nine (9) months prior to the scheduled date.
- (j) The Congress shall meet in ordinary session at least every three years.
- (k) An Extraordinary Congress may be convened on the authority of the Executive Board (by a two-thirds majority vote) or shall be convened at the formal and properly substantiated request of at least twenty five (25) member organisations together representing at least one quarter of the paid membership.

Article 10 EXECUTIVE BOARD

- (a) The Executive Board shall direct the affairs and activities of the Education International between World Congresses in conformity with the resolutions and decisions of the latter.
- (b) The Executive Board shall:
 - (i) draft the agenda for the World Congress;
 - (ii) review implementation of the resolutions and decisions of the World Congress;
 - (iii) initiate policies and actions in accordance with the resolutions and decisions of the World Congress and with the aims and principles of the Education International;
 - (iv) review and approve financial statements, establish annual budgets, and submit a general budget to the World Congress;
 - (v) consider applications for membership, in accordance with Articles 4 and 5;
 - (vi) consider suspensions or exclusions of member organisations, in accordance with Article 7;
 - (vii) determine standards, in accordance with recognised trade union practice, and procedures regarding the appointment, suspension, salary and conditions of employment of staff;
 - (viii) determine the salary and conditions of employment of the General Secretary;
 - (ix) submit to the World Congress a report on its decisions and activities.

- (c) The Executive Board shall be composed of twenty three (23) members, including:
- (i) the President and four (4) Vice-Presidents;
 - (ii) a General Secretary;
 - (iii) ten (10) members, two from each region, and
 - (iv) seven (7) members;
- at least two of the Vice-Presidents and at least one member from each region shall be women.
- (d) The term of office of each member of the Executive Board shall expire
- (i) at the end of each ordinary session of the World Congress. Each member of the Executive Board shall be eligible for reelection for two additional terms in the same position, except that there shall be no limitation on the number of terms which may be served by the General Secretary;
 - (ii) at such time as an organisation to which the member belongs is no longer a member of the Education International.
- (e) A person holding a position outside the Education International or its member organisations which would be in conflict with his/her independent responsibility to the Education International cannot be a member of the Executive Board.
- (f) The Executive Board may remove a member from office under the following conditions:
- (i) an objection raised by a member organisation in writing to the continuance in office of a member of the Executive Board who at the time of his or her election was a member or officer of that member organisation;
 - (ii) cessation of eligibility for membership of the Executive Board under article 10(e).
 - (iii) grave misconduct or dereliction of duty.
- (g) An Executive Board member whose removal from office is under consideration shall have the right to be informed in writing of the objections raised and to respond before a meeting of the Executive Board. In the event of removal, the member concerned shall have the right of appeal to the World Congress.

- (h) In the event of a vacancy the Executive Board may appoint a replacement. If the vacancy occurs:
 - (i) in the position of President, a Vice-President shall be appointed as President until the next Congress;
 - (ii) in the position of Vice-President, a member of the Executive Board shall be appointed until the next Congress;
 - (iii) in the position of General Secretary, a replacement shall be appointed until the next Congress.

For other vacancies, the Executive Board shall seek a nomination, to which it shall give strong consideration, from the national organisation of the member being replaced.

- (i) The Executive Board shall meet in ordinary session at least once a year.
- (j) An extraordinary session of the Executive Board may be convened on the authority of the President or General Secretary and shall be convened at the formal and properly substantiated request of a two-thirds majority of members of the Board from organisations together representing at least one quarter of the paid membership.

Article 11 FUNCTIONS OF PRESIDENT, VICE-PRESIDENTS AND GENERAL SECRETARY

- (a) The President shall be the principal representative of the organisation; he/she, or in his/her absence, one of the Vice-Presidents shall:
 - (i) chair the World Congress;
 - (ii) chair the meetings of the Executive Board;
 - (iii) represent the Education International, in consultation with the General Secretary.
- (b) The General Secretary shall be the Principal Executive Officer. of the organisation; he/she shall:
 - (i) maintain liaison with member organisations, Regional Structures, Sectoral and other Standing Committees, and other bodies within the Education International; with the International Confederation of Free Trade Unions (ICFTU), the International Trade Secretariats and other non-governmental organisations; and with inter-governmental bodies;
 - (ii) convene and prepare meetings of the Executive Board and of the World Congress in accordance with decisions of the Executive Board;

- (iii) keep a record of the proceedings of the Congress and of the Executive Board;
 - (iv) implement the decisions of the World Congress and the Executive Board;
 - (v) submit activity reports to the Executive Board and to the World Congress each time they meet;
 - (vi) conduct the affairs of the Education International between meetings of the Executive Board, in accordance with the decisions taken by the Executive Board and the World Congress.
 - (vii) be responsible to the Executive Board and the World Congress for the work of the Secretariat and for all staffing matters;
- (c) The President, Vice-Presidents and General Secretary shall meet at least once between Executive Board meetings.

Article 12 SECRETARIAT

- (a) The General Secretary shall be assisted by a secretariat staff to fulfil the tasks mentioned in Article 11(b).
- (b) The secretariat staff shall include at least one Deputy General Secretary to be appointed by the Executive Board in consultation with the General Secretary.
- (c) The standards and procedures regarding the appointment, suspension, salaries and conditions of employment of staff members shall be determined by the Executive Board.
- (d) The appointment, suspension, salaries and conditions of employment of staff members, with the exception of the appointment of a Deputy General Secretary, shall be attended to by the General Secretary in accordance with standards and procedures set out by the Executive Board.
- (e) In the event of suspension by the General Secretary, the individual suspended shall have the right of appeal to the next meeting of the Executive Board, or, with the approval of the suspended employee, through an alternative procedure to be established by the Executive Board.

Article 13 REGIONAL STRUCTURES

- (a) The Education International shall establish five (5) regions:
 - (i) Africa;

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- (ii) North America and the Caribbean;
 - (iii) Asia and the Pacific;
 - (iv) Europe; and
 - (v) Latin America
- (b) The definition of regions and the allocations of countries to them shall be established in the by-laws.
- (c) A regional structure may be established to:
- (i) advise the Executive Board on policies and activities to be undertaken by the Education International in the concerned region;
 - (ii) develop and promote policies in relation to any regional intergovernmental body and represent member organisations at that body.
- (d) A Regional Structure shall be governed according to By-Laws approved by the Executive Board. Reports of such a Regional Structure shall be submitted to the Executive Board.

Article 14 ADVISORY BODIES

- (a) Advisory bodies may be established for the purpose of advising the Executive Board on specific policies and activities concerning but not limited to sectoral and cross-sectoral educational and professional areas of interest to EI and its member organisations.
- (b) Advisory bodies may include round tables, working groups, task forces, or similar bodies
- (c) The Executive Board may seek recommendations from member organisations regarding the composition of such advisory bodies, where appropriate, and shall determine their purposes and procedures, in line with the programme and budget priorities established by the World Congress.

Article 15 STATUS OF WOMEN COMMITTEE

- (a) A Status of Women Committee shall be established to recommend policies and activities to be undertaken by the Education International to promote equality of women and girls in society, in education and in the trade union movement.
- (b) The Status of Women Committee shall be composed of women by the Executive Board from among its members. The Chairperson shall be

elected by the Committee. The Executive Board shall determine its purposes and procedures.

Article 16 CONSTITUTION AND BY-LAWS COMMITTEE

- (a) The Executive Board shall establish a Constitution and By-laws Committee to:
 - (i) review all proposals to amend the Constitution and By-laws and advise the Executive Board accordingly;
 - (ii) provide advice on constitutional matters referred to it by the Executive Board.
- (b) The Constitution and By-laws Committee shall be composed of members of the Executive Board. The Chairperson shall be appointed by the Board.

Article 17 FINANCE COMMITTEE

- (a) The Executive Board shall establish a Finance Committee to supervise the management of the financial affairs of the Education International and to report accordingly to the Executive Board and the World Congress.
- (b) The Finance Committee shall be composed of members of the Executive Board and shall meet at least once a year. The Chairperson shall be appointed by the Board.
- (c) The Chairperson of the Finance Committee shall present financial reports to the Executive Board and on its behalf to the World Congress.

Article 18 FINANCES

- (a) The General Secretary shall be entrusted with the management of income and expenditures. Expenditures shall be governed by Financial Regulations within the framework of the annual budget, drafted by the Finance Committee upon the basis of proposals submitted by the General Secretary. This budget shall be submitted to the Executive Board for its endorsement.
- (b) The accounts of Education International shall be closed on December 31 of each year, and shall be audited by a qualified accountant registered according to international standards. The financial and auditors' reports shall be presented to the annual meeting of the Executive Board, and the auditors' reports shall be presented to the Congress.
- (c) Only Education International tangible properties shall be considered as security for financial liabilities. Elected members of the Education International shall not be held legally responsible for such liabilities.

- (d) The financial year shall be the calendar year.

Article 19 MEMBERSHIP DUES

- (a) Dues to be paid by the member organisations shall be determined by the World Congress on a per capita basis according to a scale which allows for the different economic circumstances of countries. Specifications shall be given in the By-laws.
- (b) Membership fees shall be paid before June 30 of each year, and shall be computed on the membership reported as of December 31 of the preceding year.
- (c) If a member organisation is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Executive Board shall have the authority to grant a delay, a temporary reduction or, in extreme cases, a temporary exemption from the payment of such fees. Such special agreements must be established in writing, and shall be limited to a maximum of two years, extension being subject to review by the Executive Board.

Article 20 SOLIDARITY FUND

- (a) The Education International shall establish a Solidarity Fund.
- (b) The Education International shall regularly invite member organisations to contribute on a voluntary basis to the Solidarity Fund.
- (c) Rules governing the Solidarity Fund shall be given in the By-laws.

Article 21 OFFICIAL LANGUAGES

The official languages of the Education International shall be English, French, German and Spanish.

Article 22 HEADQUARTERS AND OTHER OFFICES

- (a) The location of the headquarters office of the Education International shall be Brussels.
- (b) The Education International shall be incorporated under the laws of the country in which the Headquarters office is located.
- (c) The location of other offices shall be determined by the Executive Board upon the recommendation of the General Secretary.

Article 23 BY-LAWS AND RULES OF PROCEDURE

By-laws and rules of procedure shall be appended to this constitution in order to regulate such matters as elections, conduct of the Congress and Executive Board meetings, and other matters referred to it by the Constitution.

Article 24 INTERPRETATION

In the event of question or doubt as to the interpretation of the provisions of the Constitution or By-laws, the English text shall be considered as original and authentic. The interpretation of the Constitution and By-laws is within the purview of the Executive Board.

Article 25 AMENDMENTS TO THE CONSTITUTION

- (a) Notices of motion to amend the Constitution must be submitted in writing to the General Secretary not less than six (6) months before the opening date of the Congress. They shall be circulated to all member organisations at least three (3) months prior to the opening of the Congress together with any comments which the Executive Board may wish to communicate to members.
- (b) A proposed amendment to the constitution shall be declared adopted if supported by not less than two-thirds of the total votes cast.

Article 26 DISSOLUTION

- (a) The World Congress shall be the only body authorised to decide upon the dissolution of the Education International, provided that a proposal to that effect has been placed on the Congress agenda, and provided that at least six months notice has been given to a specific motion to this effect.
- (b) A resolution calling for dissolution shall be implemented, provided that it has secured at least a two third majority of the votes cast. It shall be binding upon the World Congress to make specific provision for the discharge of any financial obligations of the Education International, including obligations to its staff and for the disposal of its assets.

Article 27 TRANSITION

The provisions contained in the document entitled "Transitional Arrangements" shall have constitutional force so long as those provisions are applicable.

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By-LAWS OF EDUCATION INTERNATIONAL

Section I MEMBERSHIP

1. MEMBERSHIP APPLICATIONS

- (a) An application for membership, duly authorised by the applicant's governing body (ref. Article 4d of the Constitution) shall be lodged with the General Secretary and shall include a completed application form, a statement that it will subscribe to the aims and principles of the Education International and a copy of the Constitution of the applicant organisation.
- (b) Applications shall be considered by the Executive Board at the first meeting following receipt. At this meeting the General Secretary shall inform the Executive Board about the results of the consultations with any member organisations in the country of the applicant organisation.
- (c) Notice shall be sent to the applicant organisation and any member organisation in the same country within fifteen days of the decision of the Executive Board. An appeal to the World Congress may be filed by:
 - (i) a member organisation in the same country contesting a decision to admit;
 - (ii) any member organisation supporting an application for membership that has been denied.

Any appeal must be filed in writing to the General Secretary not more than 120 days after the decision of the Executive Board. The decision of the World Congress shall be final.

- (d) Where a membership matter is referred to the Committee of Experts by the Executive Board the appeal procedures shall be as specified in 2 (j).

2. COMMITTEE OF EXPERTS ON MEMBERSHIP

- (a) The Committee of Experts shall be composed of a minimum of five and a maximum of seven members to be appointed by the Executive Board. One of the members of the Committee shall be designated by the Executive Board as the Committee's Chairperson. In agreement with the Chairperson, the General Secretary, who shall serve as the Committee's Administrative Secretary and provide all administrative services needed for the accomplishment of the Committee's tasks, shall convene and prepare Committee meetings.
- (b) Members of the Committee shall be selected according to their experience and expertise related to teachers' organisations and the trade

union movement in general. They shall not be members of the Executive Board, of governing bodies of member organisations, or hold other positions in organisations which may create conflicts of interests affecting the impartiality of judgements.

- (c) Each member of the Committee shall be appointed for a single six year term. Appointments shall be made at intervals of three years with no more than half plus one of the members being appointed at any one time. In case of misconduct or dereliction of duty, the Executive Board may remove a Committee member from office.
- (d) In the event of a vacancy occurring on the Committee of Experts, a replacement shall be appointed by the Executive Board for the remainder of the term of the member whose place becomes vacant.
- (e) The Committee shall only examine cases referred to it by the Executive Board regarding:
 - (i) applications for membership in respect of which the Board considers that conformity with the membership criteria is not evident;
 - (ii) member organisations which have been charged by another member organisation or by the Board with failure to conform to the membership criteria.
- (f) When a case is referred to the Committee the Chairperson may designate one or more members to conduct an enquiry. The organisation concerned shall be notified that enquiry has been opened. The enquiry must respect rules of due process, including the right of the organisation concerned to a hearing and to present documentation. The enquiry shall be completed according to a time-scale pre-determined by the Committee. The report resulting from this enquiry must be considered by the Committee as a whole, which is required to make a finding as to whether the member or applicant organisation is in conformity with the membership criteria of the Education International;
- (g) If the Committee of Experts finds conformity with the criteria:
 - (i) in the case of a member organisation of the Education International, it shall be proposed that the Executive Board confirm its membership status;
 - (ii) in the case of an applicant organisation, the Executive Board shall be notified that there is no statutory obstacle to admission.
- (h) If the Committee of Experts finds non-conformity with the criteria, unless the Executive Board determines that the procedures followed by the

Committee of Experts were not impartial, or that due process was not respected:

- (i) in the case of a member organisation of the Education International, the organisation shall be suspended for a period of three years, unless the Executive Board
 - by majority vote, provides for a shorter period of suspension;
 - by two thirds majority, votes to exclude the organisation from membership. At the end of the period of suspension the question of whether the organisation is in conformity or non-conformity with the membership criteria shall be re-examined by the Committee of Experts.
 - (ii) in the case of an applicant organisation, the application shall be rejected. The Executive Board may offer to assist such organisation to meet the membership criteria.
- (i) The Committee shall present its finding to the Executive Board, together with a written report describing its enquiry and showing, in the event that the Committee's conclusions are not unanimous, details of its votes on the finding.
 - (j) The member or applicant organisation concerned shall be informed of the Committee's finding. The organisation has the right to lodge an objection to the Executive Board if it considers that the enquiry was not impartial or that due process was not followed. If such an objection is lodged, the Executive Board must satisfy itself that the Committee's finding was arrived at in an impartial manner and with respect for due process. If the Board is not so satisfied, it shall refer the case back to the Committee for a new enquiry.
 - (k) Notice shall be sent to any member or applicant organisation which has been a party to a case shall be informed within fifteen days of the decision. Appeals to the World Congress concerning cases considered by the Executive Board on the basis of a finding by the Committee of Experts may be filed only by:
 - (i) an organisation which has been suspended or excluded from membership;
 - (ii) a member organisation which has been party to a case before the Committee of Experts involving another member organisation;

- (iii) an organisation whose application for membership has been denied because of a finding of the Committee of Experts.

In these cases any appeal must be filed in writing to the General Secretary not more than 120 days after the decision of the Executive Board and must be based upon the proposition that the procedures followed by the Committee of Experts and the Executive Board were not impartial or that due process was not respected. The decision of the World Congress shall be final.

- (l) The Executive Board shall make the budgetary allocation necessary to cover the Committee's expenses.

Section II CONGRESS

3. DELEGATES

- (a) At least six months prior to the opening of the Congress member organisations shall be sent provisional notification by the General Secretary of the number of delegates and votes to be allocated to them.
- (b) Member organisations entitled to send delegates to the Congress shall, three months prior to the opening of the Congress, furnish the General Secretary with the names of such delegates. One month prior to the opening of the Congress the General Secretary shall issue to each delegate a credential certifying that he/she has been named as a delegate by a member organisation.
- (c) A delegate who is unable to attend the Congress may be replaced by a substitute from the organisation concerned provided that written notice of such substitution signed by an authorized officer of the organisation concerned is received by the General Secretary.
- (d) In order for the Congress to open at least one third of the member organisations having at least 50% of the total voting entitlement must be registered. A majority of the registered delegates shall constitute a quorum.

4. OBSERVERS AND GUESTS

- (a) At the discretion of the Executive Board organizations and individuals may be invited to attend the Congress as guests.
- (b) A member organisation may designate a reasonable number of observers from among its membership or staff.
- (c) Observers and guests may address the Congress if invited to do so by the Chair.

5. PLENARY SESSIONS

The Plenary Sessions shall be public except when the Congress decides to declare a closed session at which time only delegates and observers shall be present.

6. CHAIR

The President shall preside over the Congress. In his/her absence, a Vice-President shall preside, preference being given to the Vice-President with longest service in this office. If neither the President nor a Vice-President is available the meeting shall elect a chairperson from among the members of the Executive Board.

7. COMMITTEES OF THE CONGRESS

(a) Credentials Committee

In accordance with Article 9(h) of the Constitution, the Executive Board shall appoint a Credentials Committee which shall be composed of at least three members. The Committee shall:

- (i) verify and determine the allocation of delegate credentials;
- (ii) verify and determine the voting rights for each member organisation;
- (iii) submit a report to the Congress during the first business session.

Pending the adoption of the Committee's report by the Congress, any delegate whose credentials are challenged shall enjoy full rights as a delegate.

(b) Elections Committee

The Congress shall elect an Elections Committee which shall be composed of at least five members and shall include delegates from all regions. The Committee shall:

- (i) ensure that elections are conducted fairly and in accordance with the Constitution and with By-law 13;
- (ii) report the results of each election to the Congress.

(c) Resolutions Committee

The Congress shall elect a Resolutions Committee. The Committee shall be composed of a Chairperson and fifteen members and shall include delegates from all regions.

The Committee shall:

- (i) consider all resolutions and amendments to resolutions submitted to the Congress;
- (ii) prepare and present to the Congress recommendations regarding these resolutions and amendments, including the order of debate;
- (iii) prepare, if necessary, and present composite texts to the Congress;
- (iv) present recommendations regarding receivability and content of urgent resolutions.

The Resolutions Committee shall invite a member organisation which is not represented on the Committee to be represented at the Committee's meeting when a resolution or an amendment proposed by that member organisation is discussed.

- (d) Meetings of the Credentials Committee, the Elections Committee and the Resolutions Committee shall meet in closed session.
- (e) Voting in Committees shall be by show of hands and decisions shall be made on the basis of a simple majority.
- (f) The Congress may establish other Committees for the conduct of its business.

8. RULES OF DEBATE

- (a) A delegate or member of the Executive Board shall speak only once in a debate, unless otherwise agreed by the Congress. The representative of a Congress Committee presenting a report or a mover of a motion, resolution or amendment (not concerning a motion of procedure) shall have the right of reply at the close of debate on an item.
- (b) A request to speak shall be made in writing to the Chair, except when related to a point of order or procedure. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
- (c) The time limit applicable to all speakers in debate shall be five minutes, except on procedural questions, when the Chair shall limit each intervention to a maximum of three minutes. When a delegate exceeds the allotted time, the Chair may call that delegate to order without delay.
- (d) The General Secretary shall have the right to speak on any subject.

9. RESOLUTIONS AND AMENDMENTS

- (a) Resolutions, written in one of the four official languages, shall be submitted to and received by the General Secretary at least four months prior to the opening of the Congress. They shall be translated and distributed to the member organisations at least three months prior to the opening of the Congress.
- (b) Amendments to resolutions, written in one of the four official languages, shall be submitted to and received by the General Secretary no later than during the period of registration prior to the opening session of the Congress. They shall be translated and distributed to the delegates as soon as possible.
- (c) The Resolutions Committee shall determine whether a resolution or amendment is in order. If the determination of the Resolutions Committee is challenged by a delegation, it shall then be put to the Congress whose decision shall be final.
- (d) Urgent resolutions

Urgent resolutions may be considered in the case of matters arising less than three months prior to the opening of the Congress.

- (i) Urgent resolutions, written in one of the four official languages, shall be submitted to and received by the General Secretary prior to the end of the opening session of the Congress. If exceptional events occur during a Congress, urgent resolutions on those events may be considered with the approval of two-thirds of the delegates present and voting. Urgent resolutions shall be translated and distributed to the delegates as soon as possible.
- (ii) The Resolutions Committee shall determine whether an urgent resolution is in order. If the determination of the Resolutions Committee is challenged by a delegation, it shall then be put to the Congress whose decision shall be final.
- (iii) Amendments to urgent resolutions may be presented verbally to the Congress during debate.
- (iv) The Chair shall determine whether an amendment to an urgent resolution is in order. If the determination of the Chair is challenged by a delegation, it shall then be put to the Congress whose decision shall be final.

- (e) The debate on a resolution or amendment shall not commence before the texts have been translated and distributed to the delegates, except in the case of an amendment to an urgent resolution presented verbally.
- (f) If a member organisation submitting a resolution accepts an amendment to that resolution, the amended resolution shall form the basis for further debate.

10. POINTS OF ORDER, MOTIONS OF PROCEDURE

- (a) The debate on a question may be interrupted at any time by a point of order or by a motion of procedure. The Chair shall give an immediate ruling in response to a point of order.
- (b) A motion challenging the ruling of the Chair shall be put immediately to a vote.
- (c) A motion of procedure shall be required in order:
 - (i) to adjourn the sitting;
 - (ii) to adjourn the debate;
 - (iii) to close the debate and/or vote on the item under discussion;
 - (iv) to proceed with the next item on the agenda.
- (d) The above or any other motion of procedure shall be put immediately to a vote, except that the delegation submitting the resolution under discussion, may exercise its right to reply.

11. VOTING

- (a) Upon registration each delegate shall be given a voting card.
- (b) Voting shall be by show of voting cards. If a delegation requests a roll call vote, the request must be supported by at least five delegations holding 20 percent of the total voting rights before such a vote shall be taken.
- (c) A resolution, motion or amendment shall be declared defeated if an equal number of votes has been cast in favour and against it.
- (d) An amendment to a resolution shall be voted upon before the resolution concerned is put to a vote.
- (e) If there is more than one resolution on the same matter, the Chair shall determine the order in which these resolutions or amendments shall be voted upon by the Congress, starting with the text farthest from the status quo. In the event that a majority vote is carried in favour of a resolution or an amendment to a resolution, which renders the alternative(s) redundant, the latter(s) shall not be put to a vote.

- (f) In the event that none of the resolutions or amendments to a resolution is farther from the status quo than the other, the Congress shall determine the order in which these resolutions and amendments to a resolution shall be voted upon. In the event that a majority vote is carried in favour of such a resolution or amendment, the alternative(s) shall be considered redundant and shall not be put to a vote.

12. VOTING RIGHTS

- (a) The number of votes to which each organisation is entitled shall be determined as provided in Article 9(f) of the Constitution, whereby the membership of each organisation be calculated on the basis of the average amount of affiliation fees paid since the preceding Congress or between the year of affiliation and the Congress.
- (b) Any proxy must be presented in writing, signed by an authorised officer of the concerned member organisation, to the General Secretary prior to the opening of the Congress. No organisation may exercise more than three proxies, and proxies may only be exercised on behalf of organisations from the same region.

13. ELECTIONS

- (a) Elections shall be conducted by the Elections Committee.
- (b) Prior to the elections each delegation shall receive a copy of the report of the Credentials Committee, showing the voting entitlement of delegations and proxy voting rights.
- (c) Elections shall be conducted by secret ballot in the following order: President, Vice-Presidents, General Secretary, regional members of the Executive Board and other members of the Executive Board. The Congress programme shall specify the period of time between each of the above elections.
- (d) For each ballot, voting papers shall be prepared showing the names of candidates, listed in alphabetical order of family names. The Elections Committee shall give to a representative of each member organisation the number of voting papers indicated by the report of the Credentials Committee.
- (e) Votes must be cast for a number of candidates equal to the number of positions to be filled. A voting paper with votes cast for a greater or lesser number shall be invalid.
- (f) If the number of candidates for any position is equal to the number of vacancies for that position, the candidate(s) shall be declared elected,

unless at least five delegations holding 20 percent of the total voting rights request a secret ballot.

- (g) For the position of President, Vice-President and General Secretary a candidate must receive at least half plus one of the total votes cast in order to be elected. If for the position of President or General Secretary no candidate receives such majority on the first ballot, a run-off ballot shall be held between the two candidates receiving the most votes. For the positions of Vice-President, if necessary, run-off ballots shall be held among the candidates receiving the most votes, according to the vacancies remaining to be filled.
- (h) In the case of an uncontested election for which a secret ballot is held under 13 (f) and the candidate(s) do(es) not obtain the majority specified in 13 (g), new nominations shall be called and a new election conducted according to deadlines determined by the Congress.
- (i) For other positions on the Executive Board and for any other elections conducted at the World Congress, candidates receiving the highest number of votes corresponding to the number of positions to be filled, shall be declared elected.
- (j) A candidate for the office of President, Vice-President or General Secretary must be nominated by at least four member organisations from different countries, including his/her own organisation. Nominations for these offices, together with a statement signed by the candidate accepting nomination, must be filed with the General Secretary not less than four months before the opening of the Congress. The names of all candidates shall be sent to all member organisations at least three months before the opening of the World Congress.
- (k) A candidate for other positions on the Executive Board must be nominated by at least two member organisations, including his/her own organisation. Nominations for these positions, accompanied by a statement signed by the candidate accepting nomination, shall be filed with the General Secretary in accordance with deadlines determined by the Congress.
- (l) If as a result of withdrawal or other reason the number of candidates is less than the number of vacancies, electoral arrangements shall be made at the Congress.

14. RECORD OF PROCEDURE

The General Secretary shall be responsible for ensuring that a record is kept of every vote and all the proceedings of the Congress.

15. OTHER QUESTIONS

In all questions of order not specified above, the Chair shall recommend appropriate procedures to the Congress.

Section III EXECUTIVE BOARD

16. MEETINGS OF THE EXECUTIVE BOARD

- (a) The President of the Education International shall be chairperson of the Executive Board. In his/her absence, a Vice-President shall preside, preference being given to the Vice President with longest service in this office. If neither the President nor a Vice-President is available, the Executive Board shall elect a chairperson from among its members.
- (b) The first meeting of the new Executive Board shall be held before the members leave the place of the Congress.
- (c) The Executive Board shall meet at least once in any calendar year in addition to meetings immediately before and after the Congress. An extraordinary meeting of the Executive Board may be convened in accordance with Article 10(j) of the Constitution.
- (d) The President, Vice-Presidents and General Secretary shall meet at least once between two Executive Board meetings.

17. COMMITTEES OF THE EXECUTIVE BOARD

- (a) Finance Committee

At its first meeting after the Congress the Executive Board shall appoint five of its members to form the Finance Committee. The terms of reference of the Finance Committee are given in By-law 25 (c).

- (b) Constitution and By-laws Committee

At its first meeting after the Congress the Executive Board shall appoint at least three of its members to form the Constitution and By-laws Committee. The Executive Board shall appoint the Committee's Chairperson who shall preside over the Committee's meetings and who shall be the Committee's spokesperson.

Section IV REGIONAL STRUCTURES

18. DEFINITION OF REGIONS

The regions are defined in Article 13 of the Constitution. Allocation of countries to these regions shall be determined by the Executive Board which

shall undertake any necessary consultations. These allocations shall be published in the Handbook.

19. BY-LAWS OF REGIONAL STRUCTURES

- (a) By-laws of a regional structure, submitted to the Executive Board in accordance with Article 13(c) of the Constitution, must satisfy the following conditions:
- (i) A region shall be defined as one of the five regions named in Article 13(a) of the Constitution.
 - (ii) All member organisations in a region shall be included in the regional structure.
 - (iii) The designation, functions, method of election and term of office of regional office holders shall be clearly set out at the first meeting of the regional grouping, convened by the General Secretary.
 - (iv) The organisation and methods of governance of the regional structure, the frequency of meeting of its various bodies, and the quorum applicable to each meeting shall be clearly specified.
 - (v) Provision shall be made for the permanent presence of at least one member of the Executive Board of the Education International in the governing body of the regional grouping.
 - (vi) Ultimate responsibility for administration and communication shall rest with the General Secretary of the Education International who shall present reports to each meeting of the Executive Board.
 - (vii) In the event of any conflict over provisions of the regional structure and those of the Education International, the provisions of the Constitution and the By-laws of the Education International shall prevail.
- (b) Any proposal for an activity of a regional structure which involves expenditures by the Education International must be accompanied by a full statement of costs and shall not be undertaken without the prior approval of the Executive Board or the General Secretary.

20. SUPPLEMENTARY MEMBERSHIP DUES

Subject to approval by the Executive Board, a regional structure may establish supplementary membership dues to be paid by member organisations in the concerned region. The supplementary membership fee shall be:

- (a)

- (i) a percentage in addition to the membership dues of the Education International.
 - (ii) collected by the Education International.
- (b) In no instance shall the supplementary membership dues paid to the regional structure be greater than or calculated on a different basis to the membership dues paid to EI.

Section V COMMITTEES OF THE EDUCATION INTERNATIONAL

21. COMPOSITION OF COMMITTEES

In composing all committees, the Executive Board shall take into account regional and gender balance.

22. ADVISORY BODIES

- (a) The purpose of an advisory body shall be specified by the Executive Board, in line with the programme and budget priorities established by the World Congress.
- (b) Advisory bodies may include round tables, working groups, task forces, or similar bodies established in order to:
 - (i) advise the Executive Board on educational, professional or other issues of concern to teachers and other educational employees:
 - (ii) recommend activities to be undertaken by Education International, including seminars, conferences, studies or other activities, and advise on their implementation;
 - (iii) implement activities upon the mandate of the Executive Board; or
 - (iv) assist with the drafting of future policy or program proposals.
- (c) Advisory bodies shall account for all activities in written reports presented through the General Secretary.
- (d) The staff providing services to an advisory body, shall be assigned by the General Secretary.
- (e) Any proposal for an activity of an advisory body which involves expenditures by Education International must be accompanied by a full statement of costs and shall not be undertaken without the prior approval of the Executive Board or the General Secretary.

23. STATUS OF WOMEN COMMITTEE

- (a) The Status of Women Committee shall:
- (i) advise the Executive Board on issues related to women and girls;
 - (ii) recommend policies and activities to be adopted and undertaken by the Education International, including seminars, conferences, studies or other activities, and advise on their implementation,
 - (iii) provide written annual reports through the General Secretary to the Executive Board.
- (b) The Committee shall meet in conjunction with meetings of the Executive Board.
- (c) The staff providing service to the Status of Women Committee shall be assigned by the General Secretary, who shall, in consultation with the Chairperson, convene and prepare Committee meetings.
- (d) Any proposal for an activity of the Status of Women Committee which involves expenditures by the Education International must be accompanied by a full statement of costs and shall not be undertaken without the prior approval of the Executive Board or the General Secretary.

24. EX OFFICIO MEMBERSHIP

The President and General Secretary shall be ex officio members of all Committees of the Education International, with the exception of the Elections Committee, and shall have voting rights.

Section VI FINANCIAL REGULATIONS

25. FINANCE COMMITTEE

- (a) The Finance Committee shall be composed of five members of the Executive Board to be appointed by the Executive Board. The Executive Board shall appoint the Committee's Chairperson who shall preside over the Committee's meetings and shall be the Committee's spokesperson.
- (b) A member shall be appointed for a term of three years and shall be eligible for re-appointment.
- (c) The Committee shall:
- (i) present the financial report and propose a budget to the Executive Board and on its behalf to the Congress;

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- (ii) make recommendations to the Executive Board concerning the management and financial administration of the Education International;
 - (iii) inform the Executive Board about arrears of membership dues and make recommendations regarding the implementation of Article 7(b) of the Constitution and of By-law 26;
 - (iv) make recommendations to the Executive Board concerning salaries and conditions of employment of staff members;
 - (v) make recommendations to the Executive Board concerning salary and conditions of employment of the General Secretary;
 - (vi) inform the Executive Board about the financial implications of any decision or proposed decision;
 - (vii) analyze and report upon any other question which the Executive Board may refer to the Committee concerning the revenue, expenditure, investments, accounts, properties and operational costs of the Education International.
- (d) The Committee shall meet immediately prior to each meeting of the Executive Board.
 - (e) In each year the Committee shall consider an audited statement and balance sheet for the preceding year, a revised budget for the current year and a budget for the following year, presented by the General Secretary.
 - (f) In a year in which a Congress is to be held, the Committee shall consider an audited statement and balance sheet for the preceding year, a revised budget for the current year and a general budget for the following years including the year in which the next Congress is to be held. This general budget shall be drafted by the General Secretary.
 - (g) The Committee shall receive any other information from the General Secretary that it deems relevant for the accomplishment of its tasks.

26. MEMBERSHIP DUES

- (a) The dues payable to the Education International by a member organisation shall be determined by the Congress.
- (b) The membership dues shall be receivable not later than 30 June each year and shall be computed on the total membership of the member organisation on 31 December of the preceding year.

- (c) Each member organisation shall notify the Education International not later than 31 March each year of its membership figures on 31 December of the preceding year and shall provide any other information required for the calculation of dues. The Executive Board may request a member organisation to substantiate such information.
- (d) In the event that a member organisation fails to provide the required information before 31 March or to meet a request to substantiate such information within three months, the Executive Board, may determine a per capita amount on the basis of information provided by other sources, which shall then be due to the Education International.
- (e) Membership dues shall be paid in a convertible currency to be determined by the Executive Board.
- (f) If in any year the payments received prior to 30 June are less than the amount determined in accordance with the previous paragraphs, the member organisation shall be informed that it is in arrears, and all payments received subsequent to June 30, whether in that year or in following years, shall in the first instance be applied to the reduction or elimination of the arrears.
- (g) If a member organisation is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Executive Board shall have the authority to reach a special agreement with that organisation entailing:
 - (i) a delay of payment; or
 - (ii) a payment on a reduced membership; or
 - (iii) payment in a non-convertible currency; or, in extreme cases,
 - (iv) an exemption from part or all of the payment of membership dues.
- (h) Special agreements shall expire at the end of the financial year in which they are reached, but may be renewed in the following year. Agreements that concern payment in a non-convertible currency shall establish the real value of the agreed payment in a convertible currency which shall constitute the basis of the calculation of the number of delegates and votes at the Congress to be allocated to the organisation concerned. Special agreements shall be reported to each Congress.
- (i) The number of delegates and votes at the Congress to be allocated to a member organisation shall be calculated according to the average number of members for which membership dues have been paid since the preceding Congress or since the year of affiliation, after adjustment has been made in respect of any arrears owing for preceding years.

27. OTHER INCOME

The Executive Board shall establish a policy for the receipt of other income.

28. EXPENDITURE

- (a) Authority for the expenditure of funds is provided within the framework of the budget, and, subject to decision of the Congress and the Executive Board, is vested in the General Secretary, who has power to delegate.
- (b) Bank accounts in the host country of the main office or elsewhere may be opened on the instructions of the General Secretary with the approval of the Executive Board. Statements for each account shall be presented to the Finance Committee at each of its meetings.
- (c) The General Secretary shall be a signatory for all accounts. Signing authority may also be held by other persons designated by resolution of the Executive Board on the recommendation of the General Secretary.
- (d) Cheques, payment orders and other negotiable instruments having a value in excess of an amount to be determined by the Executive Board must bear the signatures of two duly authorised persons.
- (e) The Executive Board shall establish regulations to govern the payment of expenses to those traveling on Education International business, financial procedures relating to the Congress, banking, and such other matters as it considers necessary.

29. SOLIDARITY FUND

- (a) The Solidarity Fund shall be used to assist member organisations in emergencies such as natural disasters, famine, war, persecution or other life-threatening situations.
- (b) Assistance provided from the Fund will be for short term relief to help ensure the survival of the organisation and/or its members through the particular crisis.
- (c) All member organisations shall be invited to contribute to the Fund according to their means. Member organisations shall be requested to renew their contribution to the Fund on an annual basis. The Education International shall make an annual contribution to the fund.
- (d) The Fund shall be established on a special interest bearing account separate and apart from other Education International accounts.
- (e) The member organisation(s) in need shall present a request for assistance outlining the purposes for which that assistance will be used.

- (f) The General Secretary shall obtain such information as is necessary to make a decision and shall report that decision to the Finance Committee.
- (g) The receiving organisation(s) shall provide a report on the use of the funds allocated.
- (h) Reports on the use of the funds shall be provided on an annual basis to all member organisations which contributed. The Fund will be subject to external audit, which will be set out separately in the financial report to the World Congress.

Section VII AMENDMENTS

30. AMENDMENTS TO THE BY-LAWS

- (a) The Congress shall have the authority to amend the By-laws.
- (b) Proposals for amending the By-laws shall be submitted to the General Secretary not later than six months prior to the opening of the Congress. The General Secretary shall circulate the proposed amendments to the member organisations not later than three months prior to the opening of the Congress.
- (c) Any amendment to the By-laws shall be valid only if it obtains a majority of the votes cast.

BY-LAWS AFRICA

1. NAME

The regional group of Education International in Africa is known as: Education International Region Africa (EIRAF).

2. AIMS

The aims of the EIRAF are:

- To advise the Executive Board on policies and activities to be undertaken by Education International and on the coordination of programmes and other activities of EI at the regional level.
- To promote the aims and principles of EI in the Region.
- To further regional cooperation with a view to protecting and advancing the rights and interests of education employees in the African Region.

3. REGIONAL CONFERENCE

- A. There shall be a Regional Conference which shall be the main advisory body of the EIARC.
- B. An ordinary regional conference shall meet at least once in three years, preferably prior to the EI World Congress, in order to:-
- (i) adopt its rules of procedure and agenda;
 - (ii) elect the Regional Committee members;
 - (iii) advise on policies, principles of action and programmes of EI;
 - (iv) examine and adopt the regional report, including the financial statement and the proposed budget;
 - (v) amend the by-laws and rules of procedure subject to the approval of the EI Executive Board.
- C. Composition
- (i) The Regional Conference shall comprise delegates representing the member organisations, as well as Regional Committee members.
 - (ii) Each member organisation shall be entitled to at least one delegate; additional delegates shall be allocated to each member organisation whose membership dues to EI have been

paid in full prior to the Regional Conference, in accordance with the following scale:-

- up to 10.000 members - 1 delegate
 - Organisations with more than 10.000 members, 1 additional delegate for every 10,000 members or part thereof
- (iii) The maximum number of delegates allocated to any organisation shall not exceed twenty-five.

D. Voting rights

- (i) The right to vote shall be allocated to each member organisation which has paid full membership dues prior to the Regional Conference.
- (ii) The number of votes allocated to an organisation shall be determined in accordance with the following scale:-
- up to 5.000 members - 1 vote
 - over 5.000 members - 1 additional vote per 10.000 members or part thereof
- (iii) Member organisations shall receive provisional notification by the General Secretary of EI of the number of delegates and votes to which they are entitled.
- (iv) A Credentials Committee, to be appointed by the Regional Committee, shall verify the powers of each member organisation and calculate the number of delegates and votes to which it is entitled. No roll call voting shall take place until the Regional Conference has adopted the report of the Credentials Committee.
- (v) Voting in the Regional Conference shall be done by show of hands except otherwise decided by the Conference.
- (vi) A fully paid up organisation may vote by proxy provided it has given advance notice in writing to the General Secretary of EI.

E. Agenda

- (i) The venue, date and provisional agenda of the Conference shall be determined by the Regional Committee in consultation with the General Secretary of EI.
- (ii) Member organisations shall receive notification to attend the ordinary Conference at least eight (8) months before the set date.

F. Supplementary membership dues.

Subject to approval by the Executive Board, the Conference may establish supplementary membership dues to be paid by member organisations in the African Region. (See item X. FINANCES)

4. EDUCATION INTERNATIONAL AFRICAN REGIONAL COMMITTEE (EIARC)

A. Composition

The EIARC shall be composed as follows:

- (i) One Chairperson;
- (ii) One Vice-Chairperson;
- (iii) All members of the Executive Board of EI from the African Region;
- (iv) Two elected members from each zone in Africa, one of whom shall be a woman;
- (v) The General Secretary of EI or his/her representative (ex-officio).

B. Definition of Region

- (i) The concept of the Education International Region Africa (EIRAF) shall include, in addition to the African Continent, Madagascar, Mauritius, Cap Vert, Sao Tome and Principe.
- (ii) For the purpose of representation, the Region shall be subdivided into the following zones:
 - Zone 1
 - Zone 2
 - Zone 3
 - Zone 4
 - Zone 5
 - Zone 6
- (iii) Countries included in the various zones shall be indicated in the by-laws.

C. Functions of the EIARC

- (i) The EIARC shall advise the Executive Board, through the General Secretary, regarding priority activities of EI at the African level, as well as regarding any other matters of general concern to the members of the Region.
- (ii) The Committee shall:
 - (a) draft the agenda of the Regional Conference;
 - (b) monitor the implementation of resolutions and decisions of the Regional Conference;
 - (c) examine and comment on the reports from the EI Executive Board on matters specific to the Region;
 - (d) report to the Conference and make proposals for future activities to be undertaken in Africa;
 - (e) cooperate with the All Africa Teachers Organisation (AATO), the Organisation of African Trade Union Unity (OATUU), the African Regional Office of ICFTU (AFRO), the Federation of Arab Teachers (FAT), the International Arab Trade Union Confederation (IATUC), the Organisation of African Unity (OAU), as well as with other sub-regional organisations in Africa in promoting Education and the unity of teachers and other workers in Africa;
 - (f) examine and adopt the financial statements, and submit the budget to the Regional Conference, in consultation with the General Secretary of EI.

D. Terms of Office of the Members of the EIARC

- (i) The EIARC shall be elected every three years at the Regional Conference.
- (ii) The term of office of each member shall expire:
 - (a) at the end of each Regional Conference;
 - (b) at such time as the organisation of which he/she is a member is no longer affiliated to EI;
 - (c) at such time as he/she is no longer a member of his/her organisation;
 - (d) at such time as he/she is suspended from his/her organisation;
 - (e) at such time as he/she is physically or mentally disabled;

- (f) if he/she holds a position outside EI, which is in conflict with his/her independent responsibility towards EI;

It is to be noted that in cases d), e) and f) the organisation to which this member is affiliated has the responsibility to inform the Regional Committee of the change in the member's situation.

- (iii) All Committee members can be re-elected for two consecutive terms at the most;
- (iv) In the event of a vacancy, the EIARC may appoint a replacement:-
 - (a) If the position of Chairperson is vacant, the Vice-Chairperson shall act as temporary Chairperson until the next Conference;
 - (b) If the position of Vice-Chairperson is vacant, the EIARC shall appoint one of its members to replace him/her until the next Conference;
 - (c) For other vacancies, the substitute member from the zone concerned shall be appointed until the next Conference.

5. ELECTIONS TO THE EIARC

- A. The Chairperson and Vice-Chairperson shall be elected by the Regional Conference.
- B.
 - (i) For each zone, there shall be elected one male representative and one female representative. In addition, two substitutes, one male and one female, shall be elected.
 - (ii) For each of the two positions in a zone, there shall be at least two nominated candidates who shall be resident in the zone concerned. The candidate who gets the highest number of votes shall be declared as the elected representative of the zone and the candidate ranking second shall be declared as substitute.
- C.
 - (i) The election of the EIARC Members shall take place by secret ballot.
 - (ii) Delegates from each zone shall meet and elect their representatives to the EIARC. This election shall be subject to approval by the Regional Conference.

- (iii) Each member shall be entitled to one vote only.
- (iv) No country shall have more than one voting member on the EIARC.
- (v) The General Secretary of EI or his/her representative shall not be entitled to vote.

6. FUNCTIONS OF THE CHAIRPERSON

- A. The Chairperson shall preside over the work of the Regional Conference and of the EIARC.
- B. He/she shall liaise with the General Secretary of EI through the Regional Office.
- C. In case the Chairperson is not available or absent, his/her functions shall be taken on by the Vice-chairperson.
- D. In case the Chairperson and Vice-Chairperson are not available or absent, the Committee shall appoint a Chairperson from among its membership.

7. MEETINGS OF THE EIARC

- A. The EIARC shall meet at least once a year.
- B. If necessary, the Chairperson can convene an extraordinary meeting, after consultation with the General Secretary of EI.

8. QUORUM APPLICABLE TO THE REGIONAL CONFERENCES AND EIARC MEETINGS

- A. Forty percent of accredited delegates representing thirty percent of member organisations shall constitute the quorum at the Regional Conference.
- B. For the meetings of the EIARC, the quorum shall be set at fifty percent plus one.

9. REGIONAL SECRETARIAT

- A. The Regional Secretariat of Education International established in Africa shall be in charge of the implementation of regional activities, on the basis of proposals made by the EIARC subject to approval by the General Secretary of EI.
- B. The staff of the Regional Secretariat shall be appointed on full/part time basis by the General Secretary of EI.

10. FINANCES

- A. Regional activities shall be financed by:
- (i) subventions from EI;
 - (ii) grants;
 - (iii) contributions arising from supplementary sources approved by the Executive Board or, if not possible, by the General Secretary of EI.
- B. Supplementary membership dues applicable to all member organisations in the region and computed per capita can be determined by the Regional Conference, in accordance with article 20 of the EI by-laws.

Article 20 of the EI by-laws stipulates:

"Subject to approval by the Executive Board, a regional structure may establish supplementary membership dues to be paid by member organisations in the concerned region. The supplementary membership fee shall be:

- (i) a percentage in addition to the membership dues of the Education International up to a maximum of 25%;
 - (ii) collected by the Education International."
- C. Supplementary membership dues shall be paid to EI by June 30 of each year at the latest and shall be computed on the membership reported as of December 31 of the preceding year.
- D. Financial rules of EI shall apply to regional structures.

11. AMENDMENTS TO THE BY-LAWS

- A. The Regional Conference shall have the authority to amend the by-laws subject to the approval of the Executive Board.
- B. Proposals for amending the by-laws shall be submitted to the Regional Secretariat no later than 6 months prior to the opening of the Regional Conference. The General Secretary shall circulate the proposed amendments to member organisations no later than a month prior to the opening of the Conference.
- C. Any amendment to the by-laws shall be valid only if it obtains a two-third majority of votes cast and if it is approved by the Executive Board.

12. COUNTRIES ALLOCATED TO THE VARIOUS ZONES IN AFRICA

Zone I

MOROCCO, TUNISIA, ALGERIA, *LIBYA, EGYPT, *MAURITANIA, *SUDAN, MALI, NIGER, TCHAD.

Zone II

SIERRA LEONE, SENEGAL, GAMBIA, GUINEA, LIBERIA, GUINEA BISSAU, CAP VERT.

Zone III

IVORY COAST, GHANA, BURKINA FASO, TOGO, NIGERIA, *EQUATORIAL GUINEA, *SAO TOME AND PRINCIPE, BENIN.

Zone IV

BURUNDI, CENTRAL AFRICAN REPUBLIC, CONGO BRAZZAVILLE, ZAIRE, RWANDA, CAMEROON, GABON.

Zone V

KENYA, *MADAGASCAR, MAURITIUS, TANZANIA, UGANDA, ETHIOPIA, ERITREA, *SOMALIA, *COMOROS, *SEYCHELLES, DJIBOUTI, MALAWI.

Zone VI

BOTSWANA, ZAMBIA, ZIMBABWE, LESOTHO, SWAZILAND, MOZAMBIQUE, ANGOLA, SOUTH AFRICA, NAMIBIA.

* (Not affiliated to Education International on July 1998)

BY-LAWS OF ASIA & PACIFIC

1. NAME

The Regional structure of the Education International in Asia-Pacific shall be named Education International Asia-Pacific (EIAP).

2. COMPOSITION

The Education International Asia-Pacific (EIAP) shall be composed of the member organisations of the Education International in the Asian-Pacific region as defined by the Executive Board of the Education International.

3. FUNCTION

The function of the Education International Asia-Pacific (EIAP) shall be:

- (a) to advise the Executive Board of the Education International on policies and activities to be undertaken by the Education International in Asia-Pacific, and to assist in the implementation of these policies and activities;
- (b) to promote the aims and principles of the Education International in the Asian-Pacific region;
- (c) to promote regional cooperation and collective action to protect and advance the rights and interests of teachers and education employees, and of education at the Asian-Pacific level;
- (d) to cooperate with the COPE, ACT and STF;
- (e) to participate in the formulation of EI policy at the world level with particular regard to the World Congress.

4. REGIONAL CONFERENCE

- (a) The Regional Conference shall be the supreme authority of the Education International Asia-Pacific (EIAP).
- (b) An ordinary session of the Regional Conference shall:
 - (i) adopt its rules of procedures and agenda;
 - (ii) elect the Chairperson, Vice-Chairpersons and other members of the Regional Committee;
 - (iii) determine the policies, principles of action and program of the Education International Asia-Pacific (EIAP);

- (iv) approve the activity report, the financial report and the proposed budget;
- (v) determine the supplemental membership fees.
- (c) Subject to approval by the Executive Board of the Education International the Regional Conference shall have the authority to amend the By-laws by a majority vote.
- (d) The Regional Conference shall be composed of delegates representing member organisations and of the members of the Regional Committee.
- (e) Each member organisation shall be entitled to one delegate and one additional delegate for every 20,000 members, or a part thereof, with a maximum of 25 delegates.
- (f) Votes shall be allocated to each member organisation whose membership fees have been paid in full prior to the Conference in accordance with the following scales:
 - up to 1,000 members, 1 vote
 - and more than 1,000 members, 1 additional vote for every 1,000 members, or a part thereof.
- (g) Member organisations shall receive provisional notification by the Regional Committee of the number of delegates and votes to be allocated to them. A credentials Committee to be appointed by the Regional Committee shall verify and determine the allocation of delegate credentials and voting rights for each member organisation. No roll-call voting shall take place until the Regional Conference has adopted the report of the Credentials Committee.
- (h) The venue, date and provisional agenda regional Conference shall be determined by the Regional Committee. Notification of the convening of the Regional Conference shall be given at least six (6) months prior to the scheduled date.
- (i) The Regional Conference shall meet at least once every three years.

5. REGIONAL COMMITTEE

- (a) The Regional Committee shall direct the affairs and activities of the Education International Asia-Pacific (EIAP) between the Regional Conferences.
- (b) The Regional Committee shall:
 - (i) draft the agenda for the regional conference;

- (ii) review implementation of the resolutions and decisions of the Regional Conference;
 - (iii) initiate policies and actions in accordance with the resolutions and decisions of the Regional Conference, and with the aims and principles of the Education International;
 - (iv) review and approve financial statements and submit a budget of the Regional Conference;
- (c) The Regional Committee shall be composed of fifteen (15) members as follows:
- | | | |
|-------|---|---|
| (i) | Chairperson | 1 |
| (ii) | Vice-Chairpersons (one man and one woman) | 2 |
| (iii) | One man from each from SAARC, ASEAN, Pacific and North Asia sub-regions | 4 |
| (iv) | One woman from each of the sub-regions | 4 |
| (v) | Open seats | 4 |

No affiliate shall have more than one seat on the Regional Committee.

- (d) EI Executive Board members in the Region shall also be the members of the Regional Committee
- (e) The General Secretary of the Education International, or his/her representative, shall be ex-officio member of the Regional Committee without voting rights.
- (f) Elections shall be carried out as follows:
 - (i) No election shall be carried out until a minimum member of candidatures has been nominated which satisfy the requirements of this article.
 - (ii) Where the number of candidates is greater than the number to be elected, each member organisation shall receive a ballot paper on which shall be indicated the number of votes allocated to that organisation.
 - (iii) The first election shall be for the office of Chairperson. Where ballot papers are issued, member organisations which choose to vote shall vote for one candidate. The candidate receiving the highest number of votes will be declared elected.
 - (iv) The second election shall be for the office of Vice Chairpersons. Where ballot paper are issued, member organisations which

choose to vote shall for two candidates. The candidate receiving the highest number of votes shall be declared elected. To fulfill the requirement of the Article 5 (c) (i) one woman receiving the highest number of votes amongst the women candidates shall also be declared elected.

- (v) The third election shall be for the twelve (12) committee members. The organisations which choose to vote shall vote for one man and one woman from each of the four sub-regions and for the four candidates under the open seats as mentioned in article 5 (c) (i). The candidates with the highest numbers of votes under each of the category shall be declared elected.
- (g) The term of office of each member of the Regional Committee shall be three years and shall expire:
 - (i) at the end of the Regional Conference; or
 - (ii) at such time as an organisation to which the member belongs is no longer a member of the Education International.
- (h) A member of the Regional Committee who retires in accordance with paragraph 5(g)(i) shall be eligible for election.
 - (i) Article 10 (e), (f), (g), of the Constitution of the Education International shall be applicable to members of the Regional Committee. In the event of removal the member concerned shall have the right to appeal to the Regional Conference.
- (i) In the event of a vacancy, the Regional Committee may appoint a replacement. If the vacancy occurs:
 - (i) in the position of Chairperson, a Vice Chairperson shall be appointed as Chairperson until the next Regional Conference;
 - (ii) in the position of Vice Chairperson, a member of the Regional Committee shall be appointed until the next Regional Conference;

For other vacancies, the Regional Committee shall seek a nomination, to which it shall give strong consideration, from the national organisation of the member being replaced.

- (j) The Regional Committee shall meet at least twice between Regional Conference.

6. FUNCTIONS OF CHAIRPERSON AND VICE-PRESIDENTS

In the absence of the Chairperson, one of the Vice President shall:

- (i) chair the Regional Conference;
- (ii) chair the meeting of the Regional Committee;
- (iii) maintain liaison with the Executive Board of the Education International between meetings of the Regional Committee

7. SECRETARIAT

The Secretariat and financial administration shall be provided by the General Secretary of the Education International.

8. FINANCES

- (a) Supplementary membership dues to be paid by the member organisations shall be determined by the Regional Conference on a per capita basis in accordance with by-laws 20 of the Education International,
- (b) The supplementary dues shall cover all expenses related to the regional Committee and other regional activities.
- (c) Supplementary dues shall be paid to the Education International before June 30 of each year, and shall be computed on the membership reported as of 31 December of the preceding year.
- (d) Any organisation which is more than twelve (12) months in arrears of the payment of its supplementary membership dues, without the approval of the Regional Committee, may, at the recommendation of the Regional Committee, be suspended by the Executive Board of the Education International in accordance with Article 7(b) of the Constitution.
- (e) If a member organisation is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Regional Committee may recommend to the Executive Board of the Education International, in accordance with Article 19 (c) of the Constitution, to grant a delay, a temporary deduction or, in extreme cases, a temporary exemption from the payment of such supplementary fees.

(Revised in July 1998)

BY-LAWS EUROPE

1. NAME

The regional structure of the Education International in Europe shall be named Education International Europe (EIE).

2. COMPOSITION

- (a) The Education International Europe (EIE) shall be composed of the member organisations of the Education International in the European region as defined by the Executive Board of the Education International.
- (b) Member Organisations in the countries of the European Union and the European Free Trade Association shall constitute, together with the Member Organisations of the World Confederation of Teachers in the same countries, the European Trade Union Committee for Education (ETUCE), which shall be associated with the European Trade Union Confederation (ETUC).

3. FUNCTION

- (a) The function of the Education International Europe (EIE) shall be:
 - (i) to promote the aims and principles of the Education International in the European region;
 - (ii) to promote regional cooperation and collective action to protect and advance the rights and interests of teachers and education employees and of education at the European level;
 - (iii) to participate in the formulation of EI policy at the world level with particular regard to the World Congress;
 - (iv) to advise the Executive Board of the Education International on policies and activities to be undertaken by the Education International in Europe; and to assist in the implementation of these policies and activities;
- (b) The functions of the European Trade Union Committee for Education shall be laid down in the Constitution of ETUCE which is appended to these By-laws.

4. REGIONAL CONFERENCE

- (a) The Regional Conference shall be the supreme authority of the Education International Europe (EIE)

- (b) An ordinary session of the Regional Conference shall:
- (i) adopt its rules of procedures and agenda;
 - (ii) elect the President, Vice Presidents and other members of the Regional Committee;
 - (iii) determine the policies, principles of action and programme of the Education International Europe (EIE);
 - (iv) approve the activity report, the financial report and the proposed budget.
 - (v) determine the supplemental membership fees.
- (c) Subject to approval by the Executive Board of the Education International the Regional Conference shall have the authority to amend the By-laws by a majority vote.
- (d) The Regional Conference shall be composed of delegates representing member organisations and of the members of the Regional Committee.
- (e) Each member organisation shall be entitled to one delegate and one additional delegate for every 20,000 members or a part thereof with a maximum of 25 delegates.
- (f) Votes shall be allocated to each member organisation whose membership fees have been paid in full prior to the Assembly in accordance with the following scale:
- up to 1,000 members: 1 vote;
 - and more than 1,000 members, 1 additional vote for every 1,000 members or a part thereof.
- (g) Member organisations shall receive provisional notification by the Regional Committee of the number of delegates and votes to be allocated to them. A Credentials Committee to be appointed by the Regional Committee shall verify and determine the allocation of delegate credentials and voting rights for each member organisation. No roll-call voting shall take place until the Regional Conference has adopted the report of the Credentials Committee.
- (h) The venue, date and provisional agenda of the Regional Conference shall be determined by the Regional Committee. Notification of the convening of the Regional Conference shall be given at least six (6) months prior to the scheduled date.
- (i) The Regional Conference shall meet at least once every two years, normally in conjunction with the Assembly of the ETUCE.

5. REGIONAL COMMITTEE

- (a) The Regional Committee shall direct the affairs and activities of the Education International Europe (EIE) between the Regional Conferences.
- (b) The Regional Committee shall:
 - (i) draft the agenda for the Regional Conference;
 - (ii) review implementation of the resolutions and decisions of the Regional Conference;
 - (iii) initiate policies and actions in accordance with the resolutions and decisions of the Regional Conference and with the aims and principles of the Education International;
 - (iv) review and approve financial statements and submit a budget to the Regional Conference;
 - (v) submit to the Regional Conference a report on its decisions and activities.
- (c) The Regional Committee shall maintain liaison with the Regional Committee of the WCT and the ETUCE with the purpose of coordinating policies and organisation of the three bodies, including the creation of ad hoc working groups, standing committees and the organisation of colloquia.
- (d) The Regional Committee shall be composed of
 - (i) the President;
 - (ii) three (3) Vice-Presidents, at least one of whom shall be a woman;
 - (iii) five (5) Members from countries not belonging to the European Union and the European Free Trade Association, at least one of whom shall be a woman;
 - (iv) the Members of the Executive Board of the ETUCE who represent EIE Member Organisations.
- (e) The General Secretary of the Education International, or his/her representative, shall be ex officio member of the Regional Committee without voting rights.
- (f) The elections of President, Vice Presidents and five Members from countries not belonging to the European Union and the European Free Trade Association, shall be carried out as follows:

- (i) No election shall be carried out until a minimum number of candidates has been nominated which satisfy the requirements of this article.
 - (ii) Where the number of candidates is greater than the number to be elected, each member organisation shall receive a ballot paper on which shall be indicated the number of votes allocated to that organisation.
 - (iii) The first election shall be for the office of President. Where ballot papers are issued, member organisations which choose to vote shall vote for one (1) candidate.
 - (iv) The second election shall be for the office of Vice President. Where ballot papers are issued, member organisations which choose to vote shall vote for three (3) candidates. The woman necessary to satisfy the requirements in paragraph d (ii) shall be declared elected by taking the appropriate number of candidates with the highest number of votes. The appropriate number of remaining candidates shall be declared elected according to the number of votes cast.
 - (v) The third election shall be for the five (5) Board Members from countries not belonging to the European Union and the European Free Trade Association. Where ballot papers are issued, Member Organisations which choose to vote shall vote for five (5) candidates. The women necessary to satisfy the requirements in paragraph d (iii) shall be declared elected by taking the appropriate number of candidates with the highest number of votes. The appropriate number of remaining candidates shall be declared elected according to the number of votes cast.
- (g) The term of office of each member of the Regional Committee shall be two years and shall expire
- (i) at the end of the Regional Conference; or
 - (ii) at such time as an organisation to which the member belongs is no longer a member of the Education International.
- (h) A member of the Regional Committee who retires in accordance with paragraph (g) (i), shall be eligible for reelection.
- (i) Article 10 (e), (f), (g) of the Constitution of the Education International shall be applicable to members of the Regional Committee. In the event of removal the member concerned shall have the right of appeal to the Regional Conference.

- (j) In the event of a vacancy, the Regional Committee may appoint a replacement. If the vacancy occurs:
 - (i) in the position of President, a Vice-President shall be appointed as President until the next Regional Conference;
 - (ii) in the position of Vice-President, a member of the Regional Committee shall be appointed until the next Regional Conference;

For other vacancies, the Regional Committee shall seek a nomination, to which it shall give strong consideration, from the national organisation of the member being replaced.

- (k) The Regional Committee shall meet at least twice a year, normally in conjunction with the meeting of the ETUCE Executive Board.

6. FUNCTIONS OF PRESIDENT AND VICE-PRESIDENTS

The President, or in his/her absence, one of the Vice-Presidents shall:

- (i) chair the Regional Conference;
- (ii) chair the meetings of the Regional Committee;
- (iii) maintain liaison with the Executive Board of the Education International;
- (iv) liaise as necessary with the Secretariat of the Education International between meetings of the Regional Committee.

7. SECRETARIAT

The secretariat and financial administration shall be provided by the General Secretary of the Education International

8. FINANCES

- (a) Supplementary membership dues to be paid by the member organisations shall be determined by the Regional Conference on a per capita basis in accordance with by-law 20 of the Education International.
- (b) The supplementary membership dues shall cover all expenses related to the Regional Conference, to meetings of the Regional Committee and other regional activities.
- (c) Member Organisations in the countries of the European Union and the European Free Trade Association shall pay their membership dues to the European Trade Union Committee for Education through the Education International.

- (d) Supplementary dues shall be paid to the Education International before June 30 of each year, and shall be computed on the membership reported as of 31 December of the preceding year.
- (e) Any organisation which is more than twelve (12) months in arrears of the payment of its supplementary membership dues, without the approval of the Regional Committee, may, at the recommendation of the Regional Committee, be suspended by the Executive Board of the Education International in accordance with Article 7 (b) of the Constitution.
- (f) If a member organisation is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Regional Committee may recommend the Executive Board of the Education International to, in accordance with Article 19 (c) of the Constitution, grant a delay, a temporary deduction or, in extreme cases, a temporary exemption from the payment of such supplementary fees.

(Revised in June 1996)

BY-LAWS LATIN AMERICA

Chapter I

ON THE REGIONAL ORGANISATION

Article 1

The organisation will be called: Education International for Latin America (EILA)

Article 2

The EILA will include all the organisations of the Latin America Region which are founder members of the Education International and all those which have been admitted as members under Art. 4 of the Constitution.

Article 3

The Education International for Latin America will have the following functions:

- (a) Carrying out the objectives and principles of the Education International (EI) in the Region.
- (b) Forming a mechanism for the application at regional level of the measures and policies established at the international level by the EI.
- (c) Forming an advisory and consultative body to the Executive Committee and General Secretary of the EI.
- (d) Establishing policies for the region in accordance with the decisions taken at EI Congresses.
- (e) Enabling and facilitating the communication and adoption of measures and policies among the member organisations.

Article 4

The highest authority of the EILA is the Regional Conference, which will ordinarily meet once between each two World Congresses of the EI. It should be called at least 7 months before the date on which it is due to be held.

Article 5

The EILA will be able to hold extraordinary Regional Conferences in places and on dates as chosen by the Regional Committee.

An extraordinary meeting of a Regional Conference must meet the following requirements:

- (a) It must be called at least 120 days before the date on which it is to be held.
- (b) The notice of the conference must indicate the themes to be dealt with at the extraordinary conference. No themes may be dealt with there which do not appear in the notice, with the exception of urgent matters where necessary.
- (c) It must be financed by extra-budgetary funds from the EI.
- (d) It must be called by a two-thirds majority of votes of the members of the Regional Committee.

Article 6

Half plus one of the total number of countries and national organisations included in the EILA will constitute a quorum for the holding and legitimation of both regular and extraordinary Regional Conferences.

Article 7

Each member organisation has the right to a delegate at the Regional Conference. The representation costs of this delegate will be met by the EI budget approved for the holding of the Conference.

Article 8

Each member organisation of the EILA has the right to determinate additional delegates on the basis of the number of members who have paid their affiliation dues in full before the holding of the Regional Conference and in accordance with the following scale:

- Up to 5,000 members - one delegate
- For each additional 5,000 members or fraction of more than 1,000 members one delegate

The maximum number of delegates for each organisation is 10.

The representation costs of the additional delegates will be met by the national organisation which appointed them.

Article 9

The number of votes of each member organisation of the EILA will be established on the basis of the total number of members who have paid their affiliation dues in full before the holding of the Regional Conference and in accordance with the following scale:

- Up to 5,000 members - one vote

- For each additional 5,000 members or fraction of more than 1,000 members one vote

An organisation which has paid its dues in full will be able to cast its vote by proxy, provided that it has notified the General Secretary of the EI in writing in advance.

Article 10

The General Secretary will inform each affiliated organisation of the number of delegates and votes to which it is entitled in due time. The Credentials Committee appointed by the Regional Committee will determine the number of delegates present, their credentials and the voting rights to which each member organisation is entitled, in accordance with the information provided by the General Secretary and the payments made by the organisations before or during the Conference.

Article 11

The member organisations of the EILA will appoint their delegates to the Regional Conference, applying their own statutes or internal regulations.

Article 12

The functions of the Regional Conference are as follows:

- (a) To adopt its procedural rules, determine its agenda and draw up the programme.
- (b) To elect the President, Vice Presidents and other members of the Regional Committee.
- (c) To determine the policies, activities, programmes and projects of the EILA.
- (d) To lay down general lines of policy and priorities to guide the activities of the Regional Executive Committee.
- (e) To approve the activities report of the Regional Executive Committee.
- (f) To examine the financial report and to adopt the general budget of the EILA.
- (g) To carry out all other activities in keeping with its character as a higher organisation.

Chapter II

ON THE REGIONAL COMMITTEE

Article 13

The Regional Committee will be elected by the Regional Conference and will direct the activities and affairs of the EILA during the period between two ordinary Regional Conferences, in accordance with the resolutions and decisions of the last Regional Conference and/or of the extraordinary regional conferences held in the intervening period between the two ordinary Regional Conferences, and with the resolutions and decisions of the Executive Committee and the World Congress of the EI.

Article 14

The functions of the Regional Committee are as follows:

- (a) To prepare the agenda and documentation for the holding of the Regional Conference.
- (b) To supervise the implementation of the resolutions and decisions of the Regional Conference.
- (c) To initiate policies and activities in accordance with the decisions of the Regional Conference, the World congress and the principles and objectives of the EI.
- (d) To examine and approve the financial reports presented by the Regional Secretary.
- (e) To prepare the EILA budget proposal and to submit it for the approval of the Regional Conference.
- (f) To call the ordinary and extraordinary Regional Conferences.
- (g) To present the Regional Conference with a general activities report and with proposals for future activities.

Article 15

The Regional Committee will consist of 14 members in the following manner:

- 1 President elected from any member organisation enjoying full rights from any country of the region.
- 4 Vice Presidents elected from any member organisation enjoying full rights; one for the sub-region Central America and one for the sub-region South America.

At least two of these five positions must be held by women.

- 6 regional posts distributed as follows: 3 for the sub-region Central America and 3 for the sub-region South America.

At least two of these six posts must be held by women.

Article 16

No country or organisation may have more than one member on the Regional Committee.

Article 17

The members of the Executive Committee of the Education International for the Region of Latin America will be members of the Regional Committee in their own right, included among the six regional posts established in Art. 15. They will be able to hold the positions of President or Vice President if the Regional Conference elects them to these positions in accordance with the electoral procedure as laid down in the present Regulations.

Article 18

The General Secretary of the Education International or his representative will be a member of the Regional Committee in his own right, with the right to speak but without the right to vote.

Article 19

The members of the Regional Committee will serve in their functions for the period intervening between the holding of two ordinary Regional Conferences.

They may be re-elected to the same position or to a different one for two additional periods.

Article 20

The Regional Committee will meet once a year in the place determined by the Regional Committee itself.

If special circumstances occasion a change of venue, the resolution will be taken by correspondence with a vote in favour by at least 8 of its members.

Article 21

Parts E and H of Art. 10 of the EI Statutes are applicable to the Regional Committee.

Article 22

It is the duty of the President of the Regional Committee, or one of the Vice Presidents in his absence, to:

- Chair the Regional Conference.
- Chair the meetings of the Regional Committee.
- Call the ordinary or extraordinary Regional Conferences together with the General Secretary of the Education International.

Article 23

The resolutions of the Regional Committee will be taken by a majority of votes.

Article 24

The Principal Coordinator of the EI for the Region will be the Secretary of the Regional Committee of the EILA.

Chapter III

FINANCE AND ADMINISTRATION

Article 25

The funds of the EILA will be constituted in the following manner:

- (a) The budgetary sum allocated by the EI and approved by the World Congress for the functioning of the Region.
- (b) The additional dues to be collected from the member organisations as approved by the Regional Conference.

In no case may the additional dues exceed the affiliation dues paid by each member organisation to the EI by more than 25%.

Chapter IV

ELECTORAL PROCEDURE

Article 26

The Regional Conference will elect an Electoral Committee composed of at least 5 members, in which the sub-regions of the EILA are represented.

The duties of the Electoral Committee are:

- (a) To ensure that the elections are held in a correct manner and that the present Regulations are strictly adhered to.
- (b) To inform the Regional Conference of the result of the elections and to declare the election result for each position.

Article 27

The holding of the elections of the Regional Committee will take place in accordance with the following rules:

- (a) The candidates for the positions of President and Vice President will be presented in writing to the Principal Coordinator of the EI by at least 4 organisations including their own organisation. The candidacies and the signed declaration of proposals must be submitted at least four months before the opening date of the Regional Conference.
- (b) The names of the candidates for the positions of President and Vice President will be submitted to the member organisations at least two months before the opening date of the Regional Conference.
- (c) If no more than one candidate is proposed for the positions of President and Vice President for each sub-region, no elections will be held and the Electoral Committee will declare the election result at the Regional Conference.
- (d) The candidates for the other positions on the Regional Executive Committee must be presented in writing to the Principal Coordinator of the EI by at least two organisations including their own organisation on the opening day of the Regional Conference.
- (e) If there are no other candidates apart from those who are elected for each sub-region, no elections will be held and the Electoral Committee will declare the election result.
- (f) If it is necessary to hold elections, the same will be held separately for the positions of President, Vice President and the other members of the Regional Committee.
- (g) Before the elections, each delegation should receive a copy of the report of the Credentials Committee stipulating the number of votes granted to each organisations and the representations by virtue of size.
- (h) The elections will be held by secret ballot. The Conference programme will specify the period in which each election will be held.
- (i) The election ballots will contain the surnames of the candidates in alphabetical order. Each Head of Delegation will receive from the

Electoral Committee the number of ballots as indicated by the report of the Credentials Committee.

- (j) Votes may be cast for the number of candidates equal to the number of positions to be filled. A ballot containing more or less votes for candidates than positions will be declared null and void.
- (k) Half plus one of the total of votes to be cast will be required for the election of the President and Vice President. The other positions will be chosen by a simple majority.
- (l) If there is a tie in any of the contests, a second round will be organised for the candidates with the most votes. If necessary, successive elections may be held in order to obtain the number of votes required to declare the election result.

Chapter V

INTERPRETATION, AMENDMENTS AND VALIDITY

Article 28

In case of doubt, the interpretation of the present Regulations will be the responsibility of the Regional Committee.

Article 29

Proposals for amendments to the present Regulations will be presented to the Principal Coordinator in writing at least six months before the opening date of the Regional Conference. The proposals for amendments and the explanatory texts considered relevant will be submitted to the member organisations at least three months before the opening date of the Regional Conference.

Article 30

The amendments will be adopted if the Regional Conference approves them with at least half plus one of the votes cast.

Article 31

In the event of a discrepancy between the provisions of the present Regulations and those of the Education International, the provisions laid down in the statutes and Regulations of the Education International will take precedence.

Article 32

The present Regulations will come into force as from the date of their approval by the Regional Conference and the Executive Committee of the Education International.

Country List by Region

AFRICA	ASIA & PACIFIC	EUROPE	NORTH AMERICA & CARIBBEAN	LATIN AMERICA
Algeria	Australia	Albania	Anguilla	Argentina
Angola	Bangladesh	Austria	Antigua and	Brazil
Bénin	Brunei	Belgium	Barbuda	Chile
Botswana	China (SAR)	Bulgaria	Bahamas	Colombia
Burkina Faso	Cook Islands	Croatia	Barbados	Costa Rica
Burundi	Fiji	Cyprus	Belize	Curaçao
Cameroon	India	Czech	Bermuda	Dominican
Cape Verde	Indonesia	Republic	British Virgin	Republic
Cent. African	Japan	Denmark	Islands	Ecuador
Republic	Kiribati	Estonia	Canada	El Salvador
Chad	Republic of	Faroe Islands	Dominica	Guatemala
Congo	Korea	Finland	Grenada	Honduras
Congo D.R.	Malaysia	France	Guyana	Mexico
Côte d'Ivoire	Mongolia	Germany	Haiti	Nicaragua
Djibouti	Nepal	Greece	Jamaica	Panama
Egypt	New Caledonia	Hungary	Montserrat	Paraguay
Eritrea	New Zealand	Iceland	St. Kitts and	Peru
Ethiopia	Pakistan	Ireland	Nevis	Uruguay
Gabon	Papua New	Israel	St. Lucia	Venezuela
Gambia	Guinea	Italy	St. Vincent &	
Ghana	Philippines	Latvia	the	
Guinea	Singapore	Lithuania	Grenadines	
Guinea Bissau	Solomon	Luxemburg	Surinam	
Kenya	Islands	FYR	Trinidad and	
Lesotho	Sri Lanka	Macedonia	Tobago	
Liberia	Taiwan	Malta	United States	
Malawi	Thailand	Moldova	of America	
Mali	Tonga	Netherlands		
Mauritius	Tuvalu	Norway		
Morocco	Vanuatu	Poland		
Mozambique	Western	Portugal		
Namibia	Samoa	Romania		
Niger		Russia		
Nigeria		Slovakia		
Rwanda		Slovenia		
Sénégal		Spain		
Sierra Leone		Sweden		
South Africa		Switzerland		
Swaziland		Turkey		
Tanzania		United		
Togo		Kingdom		
Tunisia		Federal		
Uganda		Republic of		
Zambia		Yugoslavia		
Zimbabwe				

El Member Organisations²

ALBANIA/ALBANIE/ALBANIA

Independent Trade Union of Education of Albania, SPASh ITUEA

Mr. Alfrim SPAHIM, General Secretary

Mr. Bajram KRUIJA, President

Rruga "Qemal Stafa" Nr 226

Tirana, Albania

Tel: + 355-42-321.57 / Fax: + 355-42-321.57/283.83

ALGERIA/ALGÉRIE/ARGELIA

Syndicat Autonome des Travailleurs de l'Education et de la Formation, SATEF

Mr. Arab AZZI, General Secretary

92, Rue Houari Boumédiène

15 000 Tizi, Ouzou, Algeria

Tel: + 213-3-20.86.24 / Fax: + 213-3-21.59.02

ANGOLA/ANGOLA/ANGOLA

Sindicato Nacional de Professores, SINPROF

Mr. Miguel Joao Manual FILHO, General Secretary

Avenida Lenin

Rua da Missao No. 71, 4º andar, apt. 401

Luanda, Angola

Tel: + 244-2-390.898 / Fax: + 244-2-395.539

ANGUILLA

Anguilla Teachers' Union, ATU

General Secretary,

Mr. Ivor HODGE, President

P.O. Box 196

The Valley, Anguilla

Tel: + 1-809.497

² Permanently updated on our Internet Site www.ei-ie.org

ANTIGUA AND BARBUDA

Antigua and Barbuda Union of Teachers, A&BUT

Mr. Cortright FRANCIS, General Secretary

Mr. Colin GREENE, President

P.O. Box 853

St. John's, Antigua and Barbuda

Tel: + 1-268-462.3750 / Fax: + 1-268-462.3750

ARGENTINA

Confederación de Educadores Argentinos, CEA

Mr. Hector Alberto ROBLES, General Secretary

Suipacha 190 - 2 Piso

Buenos Aires, Argentina

Tel: + 54-1-326.4861 / Fax: + 54-1-326.5171

Confederación de Trabajadores de la Educación de la Republica Argentina, CTERA

Ms. Marta MAFFEI, General Secretary

Rivadavia 3619-3623, C.P. 1024 Capital Federal

Buenos Aires, Argentina

Tel: + 54-1-865.0347 / Fax: + 54-1-865.3588/89

E-mail: ctera@wamani.apc.org

Internet: <http://www.wamani.apc.org/ctera>

AUSTRALIA/AUSTRALIE/AUSTRALIA

Australian Education Union, AEU

Mr. Robert DURBRIDGE, Federal Secretary

Ms. Sharan BURROW, Federal President

P.O. Box 1158

South Melbourne Vic 3056, Australia

Tel: + 61-3-9254.1800 / Fax: + 61-3-9254.1805

E-mail: aeu@edunions.labor.net.au

Independent Education Union of Australia, IEU

Ms. Lynne ROLLEY, Federal Secretary

Mr. Richard SHEARMAN, President

P.O. Box 1301

South Melbourne Vic 3205, Australia

Tel: + 61-3-9254.1830 / Fax: + 61-3-9254.1835

Internet: <http://www.edunions.labor.net.au/ieu>

National Tertiary Education Union, NTEU
Mr. Grahaame McCULLOCH, General Secretary
Ms. Carolyn ALLPORT, President
P.O. Box 1323, City Road
South Melbourne Vic 3205, Australia
Tel: + 61-3-9254.1910 / Fax: + 61-3-9254.1915
E-mail: nteunat@nteu.org.au
Internet: <http://www.edunions.labor.net.au/nteu>

AUSTRIA/AUTRICHE/AUSTRIA

**Gewerkschaft Oeffentlicher Dienst / Bundessektion
Pflichtschullehrer, GOD**
Mr. Hermann HELM, President
Wipplingerstrasse 35, 3rd Floor
A - 1010 Wien, Austria
Tel: + 43-1-534.444.38/534.444.36 / Fax: + 43-1-534.444.55

BAHAMAS

Bahamas Association of School Administrators, BASA
Ms. Sheila CULMER, President
P.O. Box CB-12868
Nassau, Bahamas

Bahamas Union of Teachers, BUT
Ms. Hellena O. CARTWRIGHT, General Secretary
Mr. Kingsley L. BLACK, President
104 Bethel Avenue, P.O. Box N 3482
Stapledon Gardens, Nassau, Bahamas
Tel: + 1-242-323.4491/242-323.7085 / Fax: + 1-242-323.7086

BANGLADESH

Bangladesh Teachers' Association, BTA
Mr. QUAMRUZZAMAN, President
39 North Brook Hall Road, Banglabazer
Dhaka 1, Bangladesh
Tel: + 880-2-232.963
Fax: + 880-2-956.2429

Bangladesh Teachers' Federation, BTF

Ms. Momena KHATUN, General Secretary
Mr. S.M. NURUL ALAM AMIRI, President
148/1, Abed Dhali Road (1st floor)
Kalabagan, Dhaka 1205, Bangladesh
Tel: + 880-2-813.789 / Fax: + 880-2-813.789

National Federation of Teachers' Associations, NFTA

Mr. Nazrul ISLAM, Convenor
48/50 Kaptanbazar (Khandokar Market)
Dhaka, Bangladesh
Tel: + 880-2-232.846 / Fax: + 880-2-956.5405

BARBADOS/BARBADE/BARBADOS

Barbados Secondary Teachers' Union, BSTU

Mr. Patrick FROST, General Secretary
Mr. Wayne WILLOCK, President
Ryeburn House, 8th Avenue
Belleville, St. Michael, Barbados
Tel: + 1-246-429.7676 / Fax: + 1-246-429.7676/428.7361
E-mail: bstu@sunbeach.net

Barbados Union of Teachers, BUT

Ms. Undene WHITTAKER, General Secretary
Mr. Harry HUSBANDS, President
P.O. Box 58, Welches
St. Michael, Barbados, West Indies
Tel: + 1-246-427.8510 / 436.6139 / Fax: + 1-246-426.9890

BELGIUM/BELGIQUE/BÉLGICA

**Algemene Centrale der Openbare Diensten Sector "Onderwijs",
ACOD**

Mr. George VANSWEEVELT, General Secretary
Mr. Michel DEMAN, President
Place Fontainas 9-11
1000 Brussels, Belgium
Tel: + 32-2-508.5880 / Fax: + 32-2-508.5932

Centrale Générale des Services Publics - Enseignement, FGTB-CGSP

Mr. J.M. ANSCIAUX, General Secretary
Place Fontainas 9-11
1000 Brussels, Belgium
Tel: + 32-2-508.5879 / Fax: + 32-2-508.5935

EI Member Organisations

BELIZE/BELIZE/BELICE

Belize National Teachers' Union, BNTU

Ms. Margaret WILLIAMS, General Secretary

Mr. Raúl Castillo, President

P.O. Box 382

Belize City, Belize

Tel: + 501-2-72.857 / Fax: + 501-2-35.233 / Tgram. BELTEACHU

BENIN/BÉNIN/BENIN

Syndicat National de l'Enseignement Primaire Public du Bénin, SNEP

Mr. Laurent CAKPO BESSE, General Secretary

B.P. 69

Cotonou, Benin

Tel: + 229-303.613 / Fax: + 229-303.613

Syndicat National des Enseignements Maternel et Primaire du Bénin, SYNEMP

Mr. Prosper DOSSOU, General Secretary

03 B.P. 2115

Cotonou, Benin

Tel: + 229-321.204 / Fax: + 229-323.746

BERMUDA/BERMUDES/BERMUDAS

Bermuda Union of Teachers, BUT

Mr. L. Milton SCOTT, General Secretary

P.O. Box HM 726

Hamilton HM CX, Bermuda

Tel: + 1-441-292.6515 / Fax: + 1-441-292.0697

E-mail: butunion@ibl.bm

BOTSWANA

Botswana Teachers' Union, BTU

Mr. Enoch MALANGA, General Secretary

Mr. Alogeng LETEBELE, President

Private Bag 0019

Mogoditshane, Botswana

Tel: + 267-306.774 / Fax: + 267-309.838

BRAZIL/BRÉSIL/BRASIL

Confederacao Nacional dos Trabalhadores em Educacao, CNTE

Ms. Maria Isabel AZEVEDO NORONHA, General Secretary

Mr. Carlos AUGUSTO ABICALIL, President

SDS-Ed. Venancio III, Sala 101/103

CEP 70.393.900 Brasilia DF, Brazil

Tel: + 55-61-225.1003 / Fax: + 55-61-225.2685

E-mail: cnte@brnet.com.br

BRITISH VIRGIN ISLANDS/ILES VIERGES BRITANNIQUES ISLAS/VÍRGENES BRITÁNICAS

British Virgin Islands Teachers' Union, BVITU

Ms. Elena FAHIE, International Secretary

Ms. Lorna DAWSON, President

P.O. Box 588, Cane Garden Bay

Tortola, British Virgin Islands

Tel: + 1-284-494-3467 / Fax: + 1-284-494-3271

BRUNEI

Brunei Malay Teachers' Association, BMTA

Mr. Hj. Abd. Alim bin Hj. OTHMAN, General Secretary

Mr. Hj. Antin bin AHAD, President

P.O. Box 2230, Bandar Seri Begawan 1922

Brunei Darrassalam, Brunei

Tel: + 673-2-224.044 / Fax: + 673-2-226.044/222.644

Persatuan Pendidik Nasional Brunei, PPN

Mr. Haji Abdul Ghani Haji BUJANG, Assistant Director of Education

Dept. of Planning R & D

Ministry of Education

Old Airport Berakas BB 3510

Brunei Darussalam, Brunei

Tel: + 673-2-382.126/381.511 ext. 1254

BULGARIA/BULGARIE/BULGARIA

Syndicat des Enseignants Bulgares, SEB

Ms. Janka TAKEVA, President

Rue Gen. Parensov 11

1000 Sofia, Bulgaria

Tel: + 359-2-870.765 / Fax: + 359-2-881.794

EI Member Organisations

Syndicat des Enseignants, "Podkrepa"
Mr. Liubomir PASKOULOV, Vice-President
Mr. Kroum KROUMOV, President
2 rue Angel Kanchev
1000 Sofia, Bulgaria
Tel: + 359-2-981.5749 / Fax: + 359-2-981.2928

BURKINA FASO

Syndicat National des Enseignants Africains du Burkina, SNEAB
Mr. Alfred SAVADOGO, General Secretary
01 B.P. 553
Ouagadougou 01, Burkina Faso
Tel: + 226-316.055 / Fax: + 226-316.055

Syndicat National des Enseignants du Secondaire et du Supérieur, SNESS
Mr. Roger Nanawindué TAPSOBA, General Secretary
01 B.P. 113
Ouagadougou 01, Burkina Faso
Tel: + 226-362.362 / Fax: + 226-362.362

BURUNDI

Syndicat Libre des Travailleurs de l'Enseignement, STEB
Ms. Jeanne d'Arc BUTARE NSABIMANA, General Secretary
Avenue du 18 Septembre, Hotel Central, Bureau 14
Bujumbura, Burundi
Tel: + 257-215.142 / Fax: + 257-214.034

CAMEROON/CAMEROUN/CAMERÚN

Fédération des Syndicats de l'Enseignement et de la Recherche, FESER
Mr. Jongwane DIPOKO, General Secretary
B.P. 8454
Yaounde, Cameroun
Tel: + 237-237.194 / Fax: + 237-220.334

CANADA/CANADÁ

Centrale de l'enseignement du Québec, CEQ

Ms. Claire LALANDE, General Director
Ms. Lorraine Pagé, President
9405, rue Sherbrooke Est
Montréal, Québec H1L 6P3, Canada
Tel: + 1-514-356.8888 / Fax: + 1-514-356.9999

Canadian Teachers' Federation, CTF/FCE

Mr. Harvey WEINER, Acting General Secretary
Ms. Jan EASTMAN, President
110 Argyle Avenue
Ottawa, Ontario K2P 1B4, Canada
Tel: + 1-613-232.1505 / Fax: + 1-613-232.1886
Telex 0636700906 / Tgram. CANTEACH

Fédération québécoise des professeures et professeurs d'université, FQPPU

Mr. Mario NEMIROVSKY, General Secretary
Mr. Roch DENIS, President
4446, boulevard Saint-Laurent, bureau 405
Montréal, Québec H2W 1Z5, Canada
Tel: + 1-514-843.5953 / Fax: + 1-514-843.6928

CAPE VERDE/CAP-VERT/CABO VERDE

Federação Caboverdiana dos Professores, FECAP

Mr. Arsenio SILVA MOREIRA, General Secretary
Ms. Arlinda MEDINA, President
C.P. 155
Praia, Cape Verde
Tel: + 238-616.533 / Fax: + 238-616.319

CENTRAL AFRICAN REPUBLIC / RÉPUBLIQUE CENTRAFRICAINE / REPÚBLICA CENTRAL AFRICANA

Fédération Syndicale des Enseignants de Centrafrique, FSEC

Mr. Charles Dieudonné LOCKOBO, General Secretary
B.P. 1390
Bangui, Central African Republic
Tel: + 236-615.696

CHAD/TCHAD/CHAD

Syndicat des Enseignants du Tchad, SET

Mr. N'Garmadjal GAMI, General Secretary

B.P. 2174

N'Djamena, Tchad

Tel: + / Fax: + 235-515.884

CHILE/CHILI/CHILE

Colegio de Profesores de Chile, CPC

Mr. Pedro CHULAK PIZARRO, General Secretary

Mr. Jorge PAVEZ URRUTIA, President

Casilla 2223

Moneda con Bulnes

Santiago, Chile

Tel: + 56-2-688.6712 / Fax: + 56-2-688.6707

E-mail: cpag@cmet.net

CHINA/CHINE/CHINA

Hong Kong Teachers' Association, HKTA

Mr. Tam Kam MING, President

National Court 7th floor, flats A-C

242 Nathan Road

Kowloon, Hong Kong, China

Tel: + 852-2367.3420/2368.2145 / Fax: + 852-2722.4813

Hong Kong Professional Teachers' Union, HKPTU

Mr. Hung CHAN, General Secretary

Mr. Man Kwong CHEUNG, President

9/F Goodhope Building, 618 Nathan Road

Kowloon, Hong Kong, China

Tel: + 852-2780.7337/ Fax: + 852-2770.2209

E-mail: feedback@hkptu.org.hk

Internet: <http://www.hkptu.org.hk>

COLOMBIA/COLOMBIE/COLOMBIA

Federación Colombiana de Educadores, FECODE

Mr. Rafael Cuello RAMIREZ, Secretary International Relations

Mr. Boris MONTES DE OCCA, President

Carrera 13A No. 34 - 54

Santafe de Bogota D.C., Colombia

Tel: + 57-1-338.1711 / Fax: + 57-1-285.3245

E-mail: ceid1@gaitana.interred.net.co

CONGO

Fédération des Travailleurs de la Science, des Sports, de l'Enseignement, de l'Information et de la Culture, FETRASSEIC

Mr. Edouard NZINO, General Secretary

B.P. 108

Brazzaville, Congo

Tel: + 242-833.485 / Fax: + 242-831.565

Telex 5304KG COSYGO / Tgram. BEF-FETRASSEIC

DEMOCRATIC REPUBLIC OF CONGO/REPUBLIQUE DÉMOCRATIQUE DU CONGO/REPÚBLICA DEMOCRÁTICA DE CONGO

Fédération Nationale de l'Enseignement Supérieur, Science et Culture, FENESCU/UNTC

Mr. Mwambonge CHIKHUNUNU, General Secretary

B.P. 8814

Kinshasa 1, Democratic Republic of Congo

Tel: + 243-22-148.23 / Telex 21439 ZR

Fédération Nationale des Enseignants et Educateurs Sociaux du Congo, FENECO/UNTC

Mr. Louis Gédéon TOTO LWENDELA, General Secretary

B.P. 8814

Kinshasa I, Democratic Republic of Congo

Tel: + 243-12-232.46

Syndicat des Enseignants du Congo, SYECO

Mr. Benjamin MUKULUNGU, General Secretary

B.P. 14611

Kinshasa 1, Democratic Republic of Congo

Tel: + 243-11-61.404

COOK ISLANDS/ILES COOK/ISLAS COOK

Cook Island Teachers' Institute, CITI

Ms. Ina HERRMANN, General Secretary

Ms. Teina ETCHES, President

P.O. Box 774

Rarotonga, Cook Islands

Tel: + 682-233.57 / Fax: + 682-230.18/222.425

COSTA RICA

Asociación Nacional de Educadores, ANDE

Mr. Carlos QUIRÓS ARAYA, General Secretary

Mr. Gerardo MARÍN ARIAS, President

Av. 5 Calle 0-2, Apartado 2938

San José, Costa Rica

Tel: + 506-2-579.898 / Fax: + 506-2-331.930

E-mail: andesj@sol.racsa.co.cr

Asociación Sindical de Profesores y Funcionarios Universitarios, ASPROFU

Mr. Mainor ULATE AZOFEIFA, General Secretary

Mr. Maynor STERLING ARAYA, President

Apartado #79-2060 Correo Universidad de Costa Rica

San Pedro de Montes de Oca, San José, Costa Rica

Tel: + 506-2-253.7223 / Fax: + 506-2-253.7223

Sindicato de Trabajadores de la Educación Costarricense, SEC

Ms. Floribeth LÓPEZ UGALDE, General Secretary

Mr. Edgar CABELL, President

San Pedro de Montes de Oca, Apartado 6534

1000 San José, Costa Rica

Tel: + 506-2-225.8211 / Fax: + 506-2-225.8305

CÔTE D'IVOIRE

Syndicat National de l'Enseignement Primaire Public de Côte d'Ivoire, SNEPPCI

Mr. Assié Bernard OUREGA, General Secretary

01 - BP 3928

Abidjan 01, Côte d'Ivoire

Tel: + 225-263.404 / Fax: + 225-260.395/263.404

Syndicat National de la Recherche et de l'Enseignement Supérieur, SYNARES

Mr. Késsié Raymond KOUDOU, General Secretary

22-B.P. 180

Abidjan 22, Côte d'Ivoire

Tel: + 225-441.149 / Fax: + 225-441.149

CROATIA/CROATIE/CROACIA

The Croatian Teachers' Union, CTU

Ms. Ivana BENAKOVIĆ, General Secretary

Mr. Dalimir KUBA, President

Trg. Marsala Tita 4

41000 Zagreb, Croatia

Tel: + 385-1-432.081/421.894/421.892 / Fax: + 385-1-

432.081/421.894/421.892

Independent Trade Union of Workers in Secondary Education of Croatia, ITUWEC

Ms. Vesna KANIZAJ, General Secretary

Trg. Marsala Tita 4/11

41000 Zagreb, Croatia

Tel: + 385-1-422.803 / Fax: + 385-1-423.239

Independent Union of Research and Higher Education Employees of Croatia, IURHEEC

Mr. Kresimir ROZMAN, General Secretary

Mr. Zvonimir SIKIĆ, President

Trg. Marsala Tita 4

41000 Zagreb, Croatia

Tel: + 385-1-435.322 / Fax: + 385-1-435.322

Trade Union of Kindergarten, Elementary and High School Employees of Croatia, TUKEHSEC

Ms. Božica ZILIC, General Secretary

Ms. Anita CAR, President

Trg. Kralja Petra Kresimira IV br. 2

10001 Zagreb, Croatia

Tel: + 385-1-465.5111/252 / Fax: + 385-1-465.5011

Trade Union of Workers in Pre-School Education of Croatia, TUWPSEC

Ms. Božena STRUGAR, President

Trg. Marsala Tita 4

41000 Zagreb, Croatia

Tel: +385-1-420.607/425.335 / Fax: +385-1-420.607

CURACAO

Sindikato di Trahadu den Edukashon na Korsou, SITEK

Mr. Sidney C. JUSTIANA, General Secretary

Mr. Errol A. COVA, President

P.O. Box 3545

Landhuis Steenen Koraal, Curacao

Tel: + 599-9-682.902/682.585 / Fax: + 599-9-690.552

CYPRUS/CHYPRE/CHIPRE

Cyprus Turkish Secondary Education Teachers' Union, KTOEOS

Mr. Ahmet BARCIN, General Secretary

Mr. Ali ALNAR, President

Abdullah Parla Street, Lefkosa-Kibris (Cyprus)
through Mersin 10, Turkey

Tel: + 90-392-228.7971/228.8753/228.8764

Fax: + 90-392-228.8648

Cyprus Turkish Teachers' Trade Union, KTOS

Mr. Varol OZTUG , General Secretary

Mr. Ertan ALIGÜLLÜ , President

1, Sair Nedim Street, Caglayan

Nicosia, Cyprus

Tel: + 90-392-227.1175 / Fax: +9 0-392-228.3870

E-mail: ktos@cypronet.net

Organisation of Secondary School Teachers of Cyprus, OELMEK

Ms. Kika OLYMPIOU, General Secretary

Mr. Kostas KORELLIS, President

7, Gregory Afxentiou Ave., Stelmek Mansion, 1st Floor, P.O.Box 2159
Nicosia, Cyprus

Tel: + 357-2-474.133 / Fax: + 357-2-367.365

Association of Teachers of Technical Education Cyprus, OLTEK

Mr. Niki MATHEOU, General Secretary

Mr. Nicos NICOLOPOULOS, President

Chrysanthou Mylona 7

Dasoupolis, Nicosia 2014, Cyprus

Tel: + 357-2-499.127 / Fax: + 357-2-499.156

Cyprus Greek Teachers' Organisation, POED
Mr. Georghios GEORGHIOU, General Secretary
Mr. Nicos PAPAGREGORIOU, President
18, Makarios Avenue
136 Nicosia, Cyprus
Tel: + 357-2-442.638 / Fax: + 357-2-360.410

CZECH REPUBLIC/RÉPUBLIQUE TCHÈQUE/REPÚBLICA CHECA

Czech and Moravian Trade Union of Workers in Education, CMOS-PS

Mr. Jiri VALENTA, Vice-President
Mr. Jaroslav ROSSLER, President
Nam. W. Churchilla 2
113 59 Prague 3, Czech Republic
Tel: + 420-2-242.264.91 / Fax: + 420-2-242.180.10

Trade Union of Science and Research Workers, TUSRW

Mr. Petr. MICHALICKA, Vice-President
Mr. Josef HADEK, President
nám. W. Churchilla 2
113 59 Prague 3, Czech Republic
Tel: + 420-2-244.622.57 / Fax: + 420-2-242.309.36
E-mail: balacova.anna@cmkos.cz

DENMARK/DANEMARK/DINAMARCA

The Danish National Federation of Early Childhood Teachers and Youth Educators, BUPL

Ms. Bente SORGENFREY, President
Blegdamsvej 124
2100 Copenhagen O, Denmark
Tel: + 45-354-650.00 / Fax: + 45-354-650.39
E-mail: bupl@bupl.dk
Internet: <http://www.bupl.dk>

The Danish Union of Teachers, DLF

Mr. Hans Ole FROSTHOLM, General Secretary
Ms. Anni HERFORT ANDERSEN, President
Vandkunsten 12
DK-1467 Copenhagen K, Denmark
Tel: + 45-33-696.300 / Fax: + 45-33-696.333
E-mail: dlf@dlf.org

Dansk Magisterforening, DM

Mr. Peter KORDT, General Secretary
Mr. Per CLAUSEN, President
Magistrenes Hus, Lyngbyvej 32F
2100 Copenhagen O, Denmark
Tel: + 45-391-530.45 / Fax: + 45-391-530.55

Danish Federation of Teachers of Technical Education, DTL

Mr. Soren KURE, General Secretary
Mr. Soend Erik CHRISTENSEN, President
Rosenvaengets Hovedvej 14
DK 2100 Copenhagen O, Denmark
Tel: + 45-354-278.88 / Fax: + 45-354-228.22

Gymnasieskolernes Laererforening, GL

Mr. Hans LAUGESEN, International Secretary
Mr. Per SKAFSGAARD, President
Magistrenes Hus, Lyngbyvej 32 F
2100 Copenhagen O, Denmark
Tel: + 45-391-530.60 / Fax: + 45-391-530.30
E-mail: gl@gl.org
Internet: www.gl.org

Union of Teachers in Vocational Education, LvA

Mr. Ole KRISTENSEN, International Secretary
Mr. Lars PEDERSEN, President
P.O. Box 291
8700 Horsens, Denmark
Tel: + 45-75-623.544 / Fax: + 45-75-628.004
E-mail: lvasek@post3.tele.dk

Landsforbundet af Voksen- og Ungdomsundervisere, LVU

Mr. Jens DAM, General Secretary
Mr. Mogens Bo HANSEN, President
Hauser Plads 20, 5. sal
1127 Copenhagen K, Denmark
Tel: + 45-331-144.66 / Fax: + 45-331-406.55

DJIBOUTI**Syndicat des Enseignants du Premier Degré, SEP**

Mr. I. ABDOUL-FATAH HASSAN, General Secretary
Mr. Mohammed-Nasser ABASS, President
B.P. 3522
Djibouti, Djibouti
Tel: + 253-350.919

Syndicat des Enseignants du Second Degré, SYNESED

Mr. Farah Abdillah MIGUIL, General Secretary

B.P. 2811

Djibouti, Djibouti

Tel: + 253-340.501 / Fax: + 253-355.924

DOMINICA/DOMINIQUE/DOMINICA

Dominica Association of Teachers, DAT

Mr. Michael AUGUSTINE, General Secretary

Mr. Kenneth SAMUEL, President

P.O. Box 341, 7 Boyd's Avenue

Roseau, Dominica

Tel: + 1-767-448.8177

**DOMINICAN REPUBLIC/RÉPUBLIQUE DOMINICAINE/REPÚBLICA
DOMINICANA**

Asociación Dominicana de Profesores, ADP

Ms. Olimpia GONZÁLEZ, President

Calle Cervantes No. 57

Santo Domingo, Dominican Republic

Tel: + 1-809-687-3268 / Fax: + 1-809-687-5800

Federación y Corriente Profesoral "Salome Ureña"

Mr. Rafael DIAZ FILPO, President

Universidad de la Tercera Edad (UTE), Camila Henríquez Ureña, Esquina

Jesus Maestro, Barrio Los Maestros, Mirador Norte

Santo Domingo, Dominican Republic

Tel: + 1-809-537.4343 / Fax: + 1-809-534.2441

ECUADOR/EQUATEUR/ECUADOR

**Federación Ecuatoriana de Trabajadores de la Educación y la
Cultura, FETEC**

Mr. Washington SALINAS, President

Calle Rumic Haca 263 y Brasil

Guayaquil, Ecuador

Tel: + 593-471.1083/440.4302 / Fax: + 593-440.8179

EGYPT/EGYPTE/EGIPTO

General Trade Union of Education and Scientific Research, GTUESR

Mr. Mohamed ABDEL KADER, General Secretary

Mr. Mohamed WATANI, President

91 Magles El-Shab Street

Cairo, Egypt

Tel: + 20-2-391.7152 / Fax: + 20-2-390.0964

EL SALVADOR

Asociación Nacional de Educadores Salvadoreños 21 DE JUNIO, ANDES

Mr. América Geovanny RAMIREZ HERNANDEZ, General Secretary

4a Calle Oriente No. 620

San Salvador, El Salvador

Tel: + 503-221-3276 / Fax: + 503-221-3276

Sindicato Gremial de Maestros de El Salvador, SIMES

Mr. Julio SIBRIAN, General Secretary

4a. Av. Sur y 8a C. Ote 240

San Salvador, El Salvador

Tel: + 503-2-226.182 / Fax: + 503-2-253.166

ERITREA/ERYTHREE/ERITREA

Teachers' Association of Eritrea, TAE

Mr. Alem Ghebrecal GHILIU, General Secretary

Mr. Haile Mahrai GHEBRE, President

P.O. Box 954

Asmara, Eritrea

Tel: + 291-1-125.544

ESTONIA/ESTONIE/ESTONIA

Estonian Educational Personalities' Union, EEPU

Mr. Sven RONDIK, Chairman

Akadeemia Tee 1

EE 0026 Tallinn, Estonia

Tel: + 37-22-432.960 / Fax: + 37-22-431.660

Federation of the Estonian Universities, UNIVERSITAS

Mr. Toomas RANG, International Secretary

Mr. Toivo ROOSIMAA, President

Rävala Blvd. 4/420

EEO 0100 Tallinn, Estonia

Tel: + 37-6-203.617 / Fax: + 37-2-430.858

ETHIOPIA/ETHIOPIE/ETIOPÍA

Ethiopian Teachers' Association, ETA

Mr. Shimalis ZEWDIE, Acting General Secretary

Mr. Taye WOLDESMIATE, President

P.O. Box 1639

Addis Ababa, Ethiopia

Tel: + 251-1-154.827/159.020 / Fax: + 251-1-514.539/551.771 / Telex
21205

FAROE ISLANDS/ILES FÉROÉ/ISLAS FEROE

Foroya Laerarafelag, FL

Mr. Andras L. SAMUELSEN, President

Pedda vio Stein gota 9,

100 Tórshavn, Faroe Islands

Tel: + 298-316.863 / Fax: + 298-319.644

FIJI/FIDJI/FIDJI

Fijian Teachers' Association, FTA

Mr. Maika NAMUDU, Acting General Secretary

Ms. Susana TUISAWAU, President

P.O. Box 14464

Suva, Fiji

Tel: + 679-315.180/315.099/315.809 / Fax: + 679-304.978

Fiji Teachers' Union, FTU

Mr. Pratap CHAND, General Secretary

Mr. Jagdish SINGH, President

P.O. Box 2203, Government Buildings

Suva, Fiji

Tel: + 679-314.099/679-314.668 / Fax: + 679-305.962

EI Member Organisations

FINLAND/FINLANDE/FINLANDIA

Finnish Union of University Researchers and Teachers, FUURT

Mr. Klaus SUNDBACK, General Secretary
Mr. Kari PITKANEN, President
Asemapäällikönkatu 12 B
FIN 00520 Helsinki, Finland
Tel: + 358-9-150.21 / Fax: + 358-9-148.2781
E-mail: ttl-er@cc.helsinki.fi
Internet: <http://www.helsinki.fi/nttl-er/>

Opetusalan Ammattijärjestö, OAJ

Mr. Erkki KANGASNIEMI, President
Rautatieläisenkatu 6
FIN 00520 Helsinki, Finland
Tel: + 358-9-150.271 / Fax: + 358-9-145.821
Telex 124326 OAJ SF
E-mail: oaj@oaj.fi

FRANCE/FRANCIA

Fédération de l'Education Nationale, FEN

Mr. Jean-Paul ROUX, General Secretary
48 rue la Bruyère
75440 Paris Cedex 09, France
Tel: + 33-1-40.16.78.00 / Fax: + 33-1-40.16.78.99
E-mail: fen@fen.fr
Internet: <http://www.fen.fr>

Fédération Formation et Enseignement Privés, FEP-CFDT

Mr. Philippe LEPEU, General Secretary
47/49, avenue Simon Bolivar
75950 Paris Cedex 19, France
Tel: + 33-1-42.02.44.90 / Fax: + 33-1-40.40.99.14

Fédération Nationale de l'Enseignement, de la Culture et de la Formation Professionnelle Force Ouvrière, FNEC.FP-FO

Mr. Francois CHAINTRON, General Secretary
7 Passage Tenaille
75680 Paris, France
Tel: + 33-1-40.52.85.30 / Fax: + 33-1-40.52.85.35

Fédération des syndicats généraux de l'éducation nationale et de la recherche, SGEN-CFDT

Mr. Jean-Luc VILLENEUVE, General Secretary
47-49 avenue Simon Bolivar
75950 Paris Cédex 19, France
Tel: + 33-1-40.03.37.00 / Fax: + 33-1-42.02.50.97

Syndicat National des Chercheurs Scientifiques, SNCS

Mr. Jacques FOSSEY, General Secretary
1, place Aristide Briand
92195 Meudon Cedex, France
Tel: + 33-1-45.07.58.70 / Fax: +33-1-45.07.58.51

Syndicat National de l'Education Physique, SNEP-FSU

Mr. Jacques ROUYER, General Secretary
rue des Rondeaux 76
75020 Paris, France
Tel: + 33-1-44.62.82.21/44.62.82.23 / Fax: + 33-1-43.66.72.63

Syndicat National des Enseignements de Second Degré, SNES-FSU

Ms. Monique VUAILLAT, General Secretary
1 rue de Courty
75341 Paris Cédex 07, France
Tel: + 33-1-40.63.29.00 / Fax: + 33-1-40.63.29.36
E-mail: wsnes@snes.edu
E-mail International Department: internat@snes.edu
Internet: <http://www.snes.edu>

Syndicat National de l'Enseignement Technique, SNETAA

Mr. Bernard PABOT, General Secretary
74 rue de la Fédération
75739 Paris Cedex 15, France
Tel: + 33-1-47.83.61.30 / Fax: + 33-1-47.83.26.69

Syndicat National de l'Enseignement Technique Agricole Public, SNETAP-FSU

Mr. Alain CLEMENT, General Secretary
175, rue du Chevaleret
75646 Paris Cédex 13, France
Tel: + 33-1-49.55.84.42 / Fax: + 33-1-49.55.43.83

Syndicat National Unitaire des instituteurs, professeurs des écoles et PEGC, SNUipp-FSU

Mr. Daniel LE BRET, General Secretary
128 Bld. Auguste Blanqui
75013 Paris, France
Tel: + 33-1-44.08.69.30 / Fax: + 33-1-44.09.69.40

El Member Organisations

GABON

Syndicat des Enseignants de l'Education Nationale, SEENA

Ms. Christiane BITOUGAT, General Secretary

B.P. 9117

Libreville, Gabon

Tel: + 241-722.302 / Fax: + 241-722.303

GAMBIA/GAMBIE/GAMBIA

Gambia Teachers' Union, GTU

Mr. Muhamed Demba Tamsir JALLOW, General Secretary

Mr. Ebraima O. FAAL, President

P.O. Box 133

Banjul, Gambia

Tel: + 220-392.075 / Fax: + 220-392.075

GERMANY/ALLEMAGNE/ALEMANIA

Bundesverband der Lehrerinnen und Lehrer an Beruflichen Schulen, BLBS

Mr. Wilfried LEYHAUSEN, General Secretary

Mr. Günter BESENFELDER, President

Dreizehnmorgenweg 36

D-53175 Bonn, Germany

Tel: + 49-228-957.9889 / Fax: + 49-228-957.9898

E-mail: verband@blbs.de

Internet: <http://www.blbs.de>

Gewerkschaft Erziehung und Wissenschaft, GEW

Ms. Eva Maria STANGE, President

Postfach 90-04-09

D-60444 Frankfurt-Am-Main, Germany

Tel: + 49-69-789.730 / Fax: + 49-69-789.732.01 / 02

E-mail: 100306.3313@compuserve.com

Telex 412989

Verband Bildung und Erziehung, VBE

Mr. Michael ZIMMERMAN, General Secretary

Mr. Ludwig ECKINGER, President

Dreizehnmorgenweg 36

D-53175 Bonn 2, Germany

Tel: + 49-228-959.930 / Fax: + 49-228-378.934

Telex BTX 49228-375452

GHANA

Ghana National Association of Teachers, GNAT

Mr. Paul OSEI-MENSAH, General Secretary
Mr. Kwame AMO-DAKO, President
P.O. Box 209
Accra, Ghana
Tel: + 233-21-221.515/221.576 / Fax: + 223-21-226.286
Telex 2269 AFCINE GH /Tgram. TEACHERS ACCRA

Teachers and Educational Workers' Union, TEWU

Mr. Daniel AYIM ANTWI, General Secretary
Mr. Michael NYAME, President
Hall of Trade Unions, Barnes/Liberia Roads P.O. Box 701
Accra, Ghana
Tel: + 233-21-662.100 / Fax: + 233-21-667.161
Telex 2644 PTWU-GH

GREECE/GRÈCE/GRECIA

Greek Primary Teachers Federation, DOE

Mr. Dimitris BRATIS, General Secretary
Mr. Christos CHRISTOU, President
Xenofontos Street 15a
Athens (10557), Greece
Tel: + 30-1-322.1316/323.6547/324.5375
Fax: + 30-1-323.1977

Federation of Secondary School Teachers of Greece, OLME

Mr. Grigoris KALOMOIRIS, General Secretary
Mr. Thomas AKRITAS, Secretary International Relations
2, Ermou and Kornarou Street
Athens (10563), Greece
Tel: + 30-1-323.0073/322.1255/323.9029
Fax: + 30-1-322.7382

GRENADA/GRENADE/GRANADA

Grenada Union of Teachers, GUT

Mr. Devon GEORGE, General Secretary
P.O. Box 452
St. Georges, Grenada
Tel: + 1-473-440.2992 / Fax: + 1-473-440.9019

GUATEMALA

Colegio de Maestros de Guatemala, CMG

Mr. Raul Vitelio RALON AFRE, International Secretary
Mr. Roberto Emilio CABRERA GUZMAN, President
4A. Avenida 5-54, Zona 1
Ciudad de Guatemala, Guatemala
Tel: + 502-2-513.879

Sindicato de Trabajadores de la Educación de Guatemala, STEG

Mr. Joviel Acevedo AYALA, General Secretary
4a Av. 5-54 Zona 1, 2do Nivel
Guatemala C.A., Guatemala
Tel: + 502-2- 535.201 / Fax: + 502-2-510.484
E-mail: steg@ips.sprint.com

GUINEA/GUINÉE/GUINEA

Fédération Syndicale Professionnelle de l'Education, FSPE

Mr. Sory SANGARE, General Secretary
Bourses de Travail
B.P. 1399
Conakry, Guinea
Tel: + 224-414.896 / Fax: + 224-414.896

Syndicat Libre des Enseignants et Chercheurs de Guinée, SLECG

Mr. Louis M'Bemba SOUMAH, General Secretary
B.P. 1019
Conakry, Guinea
Tel: + 224-465.597 / Fax: + 224-465.597

GUINEA BISSAU/GUINÉE BISSAU/GUINEA BISSAU

Sindicato Nacional dos Professores, SINAPROF

Mr. Joao INSALI, International Secretary
Mr. Luis NANCASSA, President
C.P. 765
Bissau, Guinea Bissau
Tel: + 245-201.813 / Fax: + 245-201.813

GUYANA/GUYANE/GUYANA

Guyana Teachers' Union, GTU

Mr. André Lafontant JOSEPH, General Secretary
P.O. Box 10996
Georgetown, Guyana
Tel: + 592-2-631.83 / Fax: + 592-2-704.03

HAITI/HAÏTI/HAITÍ

Confédération Nationale des Éducateurs d'Haïti, CNEH

Mr. André LAFONTANT JOSEPH, Deputy General Secretary
21 ruelle Berne, B.P. 482
Port-au-Prince, Haiti
Tel: + 509-451.552 / Fax: + 509-459.536/458.681

HONDURAS

Colegio Profesional "Superación Magisterial" Hondureño, COLPROSUMAH

Mr. Pedro ARNALDO PINTO, General Secretary
Mr. Trinidad OSWALDO RIVERA, President
Apertado Postal No.154
Tegucigalpa M.D.C., Honduras
Tel: + 504-37-4292/4727 / Fax: + 504-37-4548

Colegio de Profesores de Educación Media de Honduras, COPEMH

Mr. Luis Alberto ISCOA, General Secretary
Mr. Andres ADALID ROMERO, President
Bulevard Centro America, Primera Entrada Colonia las Colinas
Tegucigalpa M.D.C., Honduras
Tel: + 504-323.831

Colegio Profesional "Union Magisterial", COPRUM

Ms. Miriam Ruth HERNANDEZ, General Secretary
Ms. Maria Guadalupe TORRES, President
Residencial Las Colinas
7a Calle, Bloque H, Casa.31-05
Tegucigalpa, Honduras
Tel: 504-322.945 / Fax: 504-396.530

Primer Colegio Profesional Hondureño de Maestros, PRICPHMA

Mr. Pedro OVIEDO, General Secretary
Mr. Alejandro VENTURA, President
Residencial Las Colinas - 1 entrada, Casa # 8
Tegucigalpa M.D.C., Honduras
Tel: + 504-329.383 / Fax: + 504-232.3340

El Member Organisations

HUNGARY/HONGRIE/HUNGRÍA

Trade Union of Employees in Higher Education, FDSZ

Mr. Gabor Tamás SZABO, International Secretary

Mr. László KIS PAPP, President

P.O. Box 91,

H-1521 Budapest, Hungary

Tel: + 36-1-463.2531 / Fax: + 36-1-463.2530

Teachers' Democratic Union of Hungary, PDSZ

Mr. Gábor KERPEN, Member of Executive Board

Jégverem u. 2

H-1011 Budapest, Hungary

Tel: + 36-1-214.5840/214.5842 / Fax: + 36-1-214.5841

E-mail: pdsz@mail.c3.hu

Internet: www.c3.hu/~pdsz

Syndicat des Enseignants de Hongrie, SEH

Ms. Ilona Istvanne SZOLLOSI, General Secretary

Gorky Faszor 10

1417 Budapest IV, Hungary

Tel: + 36-1-322.8452 / Fax: + 36-1-342.8122

Democratic Trade Union of Scientific Workers, TDDSZ

Mr. Tibor SZECSENYI, Member of the Board

Újpesti rkp. 8. IV. 27.

1137 Budapest, Hungary

Tel: + 36-1-349.2942 / Fax: + 36-1-349.2942

ICELAND/ISLANDE/ISLANDIA

Felag Islenskra Leikskolakennara, FIL

Mr. Björn BJARNADOTTIR, President

Grettisgata 89,

105 Reykjavik, Iceland

Tel: + 354-562.7610 / Fax: + 354-562.9106

E-mail: fil@itn.is

Hid Islenska Kennarafelag, HIK

Mr. Omar ARNASON, General Secretary

Ms. Elna Katrin JONSDOTTIR, President

Lagmula 7

IS-108 Reykjavik, Iceland

Tel: + 354-553.1117/568.9565 / Fax: + 354-588.9239

Kennarasamband Islands, KI

Mr. Valgeir GESTSSON, General Secretary

Kennarahusinu, Laufasvegi 81

101 Reykjavik, Iceland

Tel: + 354-562.4080 / Fax: + 354-562.3470

E-mail: ki@ismennt.is

Internet: <http://www.ismennt.is/vefir/ki>

INDIA/INDE/INDIA**All India Federation of Educational Associations, AIFEA**

Mr. Bibekananda DASH, General Secretary

Mr. Brajanandan SHARMA, President

Mahantypara, Cuttack - 753002

Orissa, India

Tel: + 91-671-603.556 / Fax: + 91-671-602.953

All Indian Federation of Teachers Organisations, AIFTO

Mr. Mohd KHASIM, General Secretary

Mr. K. MEENAKSHISUNDARAM, President

C-6/30 Lawrence Road

Delhi 110 035, India

Tel: + 91-11-718.6536

All India Primary Teachers' Federation, AIPTF

Mr. S. ESWARAN, General Secretary

Mr. Ram Pal SINGH, President

41, Institutional Area,

Pankha Road, D-Block

Janak Puri, New Delhi - 110 058, India

Tel: + 91-11-552.0671/553.1039

Fax: + 91-11-555.4335/553.1271

All India Secondary Teachers' Federation, AISTF

Mr. Shridhar DATEY, General Secretary

Mr. A. Syam Sunder RAO, President

Central Office: NP-129-B

Maurya Enclave

Pitampura, Delhi - 110034, India

Tel: + 91-11-713.1153 / Fax: + 91-11-713.1153

INDONESIA/INDONÉSIE/INDONESIA

Teachers' Association of the Republic of Indonesia, PGRI

Mr. WDF. RINDORINDO, General Secretary

Mr. H. Basyuni SURIAMIHARJA, President

Jl. Tanah Abang III/24

Jakarta 10160, Indonesia

Tel: + 62-21-384.1121 / Fax: + 62-21-344.6504/314.6192

Telex GURUJAKARTA

IRELAND/IRLANDE/IRLANDA

Association of Secondary Teachers, Ireland, ASTI

Mr. Charlie LENNON, General Secretary

Mr. Michael CORLEY, President

ASTI House, Winetavern Street

Dublin 8, Ireland

Tel: + 353-1-671.9144 / Fax: + 353-1-671.9280

E-mail: asti@iol.ie

Irish Federation of University Teachers, IFUT

Mr. Daltun O'CEALLAIGH, General Secretary

Mr. Eugene WALL, President

11 Merrion Square

Dublin 2, Ireland

Tel: + 353-1-661.0910 / Fax: + 353-1-661.0909

E-mail: ifut@tinet.ie

Internet: <http://homepage.tinet.ie/~ifut>

Irish National Teachers' Organisation, INTO

Mr. Joe O'TOOLE, General Secretary

Mr. Brian HYNES, President

35, Parnell Square

Dublin 1, Ireland

Tel: + 353-1-872.2533 / Fax: + 353-1-872.2462

E-Mail: info@into.ie

Internet: <http://www.into.ie>

Teachers' Union of Ireland, TUI

Mr. James DORNEY, General Secretary

Mr. Tony DEFFELY, President

73, Orwell Road, Rathgar

Dublin 6, Ireland

Tel: + 353-1-492.2588/492.2510 / Fax: + 353-1-492.2953

ISRAEL/ISRAËL/ISRAEL

Association of Secondary School Teachers in Israel, ASSTI

Ms. Hanna MARON, International Secretary
Ms. Shoshona OREN, President
112, Derech Petach-Tiqwa Road
67012 Tel Aviv, Israel
Tel: + 972-3-561.9762/561.3189 / Fax: + 972-3-561.6633

Israel Teachers' Union, ITU

Mr. Avraham BEN-SHABAT, General Secretary
8, Ben Saruk Street
62969 Tel Aviv, Israel
Tel: + 972-3-692.2911/4 / Fax: + 972-3-691.8250
E-mail: yaff@internet-zahav.net
Internet: <http://inter.net.il/~morim>

ITALY/ITALIE/ITALIA

CISL-Scuola, CISL-S

Ms. Daniela COLTURANI, General Secretary
Via Bargoni 8
00153 Roma, Italy
Tel: + 39-06-583.10923 / Fax: + 39-06-583.20944

Sindacato Nazionale Autonomo Lavoratori Scuola, SNALS

Mr. Nino GALLOTTA, General Secretary
Via Leopoldo Serra 5
00153 Roma, Italy
Tel: + 39-06-588.931 / Fax: + 39-06-589.7251

Sindacato Nazionale Scuola CGIL, SNS-CGIL

Mr. Enrico PANINI, General Secretary
Via Leopoldo Serra 31
00153 Roma, Italy
Tel: + 39-06-585.480 / Fax: + 39-06-585.48434/431
E-mail: sns@cgil.it
Internet: <http://www.cgilscuola.it>

UIL-Scuola, UIL-S

Mr. Lello MACRO, International Secretary
Mr. Massimo di MENNA, General Secretary
Via Marino Laziale, 44
00179 Roma, Italy
Tel: + 39-06-784.6941 / Fax: + 39-06-784.2858
E-mail: uilmail@uni.net
Internet: <http://www.uil.it/uilscuola/>

El Member Organisations

JAMAICA/JAMAÏQUE/JAMAICA

Jamaica Teachers' Association, JTA

Mr. Eric DOWNIE, General Secretary
97, Church Street
Kingston, Jamaica
Tel: + 1-876-922.1385/7 / Fax: + 1-876-922.3257

JAPAN/JAPON/JAPÓN

Japan Teachers' Union, JTU (NIKKYOSO)

Mr. Tsunemi TODA, General Secretary
Mr. Yuji KAWAKAMI, President
Nihon Kyoiku Kaikan, 2-6-2 Hitotsubashi, Chiyoda-Ku
Tokyo 101-0003, Japan
Tel: + 81-3-326.521.92 / Fax: + 81-3-323.001.72/323.002.09
Internet: <http://www.jtu-net.or.jp>

KENYA

Kenya National Union of Teachers, KNUT

Mr. Ambrose Adeya ADONGO, General Secretary
Mr. John Musambayi KATUMANGA, President
P.O. Box 30407
Nairobi, Kenya
Tel: + 254-2-334.674/223.509/223.849 / Fax: + 254-2-222.701
Telegrams KNUT

Kenya Union of Domestic, Hotels, Educational Institutions, Hospitals and Allied Workers, KUDHEIHA

Mr. Duncan MUGO, General Secretary
Kiburi House/Kirinyaga Road / P.O. Box 41763
Nairobi, Kenya
Tel: + 254-2-336.638 / Fax: + 254-2-212.308

KIRIBATI

Kiribati National Union of Teachers, KNUT

Mr. Ramaretti KAIRO, General Secretary
Taken Bairiki
Bairiki, Kiribati
Tel: + 686-263.13 / Fax: + 686-261.18/214.16

KOREA/CORÉE/COREA

Korean Federation of Teachers' Associations, KFTA

Mr. Yong-Am PARK, General Secretary

Mr. Min-Ha KIM, President

142, Woomyon-dong, Seocho-kuz

Seoul 137-140, Korea

Tel: + 82-2-576.5892 / Fax: + 82-2-577.5965/82-2-346.10430

Tgram. KOREAN EDUCATION

Korean Teachers and Educational Workers' Union, KTU (CHUNKYOJO)

Mr. Soo-il LEE, General Secretary

Mr. Dong-Jin LEE, Vice-President (international affairs)

121-115 Dangsandong 6 Str Youngdungpo-gu

Seoul 150-046, Korea

Tel: + 82-2-675.6181 / Fax: + 82-2-675.6184

LATVIA/LETTONIE/LETONIA

Latvian Educational and Scientific Workers' Trade Union, LESWTU

Ms. Iveta OZOLA, International Secretary

Ms. Astrida HARVACEVICHA, President

29/31 Bruninieku Str.

LV-1114, Riga, Latvia

Tel: + 37-1-227.0273 / Fax: + 37-1-227.4764

LESOTHO

Lesotho Association of Teachers, LAT

Mr. Ezra N. NOVEMBER, General Secretary

Mr. K. T. CHIMOMBE, President

P.O. Box 1134

Maseru 100, Lesotho

Tel: + 266-317.463 / Fax: + 266-317.463/310.521

Telex 4334 AMEX LO

LIBERIA/LIBÉRIA/LIBERIA

Liberia National Educational Workers Union, LINEWU

Mr. Kormah BRYEMAH, General Secretary

Post Office Box 10-5855

Suite 203, Yes Transport Building

80 Camp Johnson Road

1000 Monrovia 10, Liberia

Tel: + 231-225.572 / Fax: + 231-227.838

El Member Organisations

National Teachers' Association of Liberia, NTAL

Mr. Paul KOMEINE Jr., General Secretary
Mr. Rudolph MARSH Sr., President
P.O. Box 4824, 89 Perry Street
Monrovia, Liberia
Tel: + 231-221.168 / Fax: + 231-225.217/226.006
Telex 44212 LBR

LITHUANIA/LITUANIE/LITUANIA

Lithuanian Teachers' Union, LMPS

Ms. Romualda HOFERTIENE, President
Mykolaicio - Putino 5
2600 Vilnius, Lithuania
Tel: + 370-2-620.103 / Fax: + 370-2-615.246

LUXEMBURG/LUXEMBOURG/LUXEMBURGO

Association des Professeurs de l'Enseignement Secondaire et Supérieur, APESS

Mr. Paul KINTZIGER, Treasurer
Mr. Carlo FELTEN, President
17, rue Muller-Fromes
L-9261 Diekirch, Luxemburg
Tel: + 352-808.358 / Fax: + 352-802.813

Syndicat Education et Sciences / Onofhangege Gewerkschaftsbond Letzebuerg, SEW-OGBL

Mr. Jean-Claude REDING, General Secretary
Ms. Monique ADAM, President
B.P. 2031 / 19, Rue d'Epemay
L 1390 Luxembourg, Luxemburg
Tel: + 352-496.005/1 / Fax: + 352-486.949

Syndicat National des Enseignants, SNE

Mr. Ferd. MILBERT, General Secretary
Mr. Michel CLOOS, President
B.P. 2437
1024 Luxemburg, Luxemburg
Tel: + 352-481.118 / Fax: + 352-407.356

FORMER YUGOSLAVIAN REPUBLIC OF MACEDONIA/MACÉDOINE/MACEDONIA

Trade Union for Education, Science and Culture in the Republic of Macedonia, SONK

Mr. Dolcin CVETANOVSKI, General Secretary

Mr. Aco JANKULOVSKI, President

Rabotnicki Dom bb

Skopje 91000, Former Yugoslavian Republic of Macedonia

Tel: + 389-91-224.638 / Fax: + 389-91-224.638

MALAWI

Teachers' Union of Malawi, TUM

Mr. William S.R. KABAMBE, General Secretary

Mr. Misheck M.H. MAGELEGELE, President

Aphunzitsi Centre, Private Bag 11

Lilongwe, Malawi

Tel: + 265-740.056 / Fax: + 265-740.250

MALAYSIA/MALAISIE/MALASIA

Malaysian Association for Education, MAE

Mr. Ibrahim Ahmad BANJUNID, General Secretary

Mr. Tan Sri Prof. Dato Dr. Awang Had SALLEH, President

Institute Aminuddin Baki

Ministry of Education

69000 Genting Highlands, Malaysia

Tel: + 603-211.2422 / Fax: + 603-211.3344

E-mail: bajunid@iab.moe.gov.my

National Union of the Teaching Profession, NUTP

Mr. N. Siva SUBRAMANIAM, General Secretary

Mr. Abu BAKAR BIN SHAWKAT ALI, President

13B, Jalan Murai Dua, Komplek Batu

Off Jalan Ipoh

51100 Kuala Lumpur, Malaysia

Tel: + 603-621.0621 / Fax: + 603-621.1060

E-mail: nutp@tm.net.my

Sabah Teachers' Union, STU

Mr. Nor ASLAM MANO, General Secretary

Ms. Kwan PING SIN, President

P.O. Box 1035

90711 Sandakan - Sabah, Malaysia

Tel: + 60-89-668.500 / Fax: + 60-89-215.262

EI Member Organisations

Sarawak Teachers' Union, STU

Mr. Thomas HUO KOK SEN, General Secretary
Mr. William GHANI BINA, President
139A (1st Floor) Rock Road
93200 Kuching, Sarawak, Malaysia
Tel: + 60-82-245.727 / Fax: + 60-82-245.757

MALI**Syndicat National de l'Education et de la Culture UNTM, SNEC/UNTM**

Mr. Tibou TELLY, General Secretary
B.P. 1316
Bamako, Mali
Tel: + 223-226.146 / Fax: + 223-230.025

MALTA/MALTE/MALTA**Malta Union of Teachers, MUT**

Mr. Joseph P. DeGIOVANNI, General Secretary
Mr. John BENCINI, President
213 Republic Street
Valletta VLT 03, Malta
Tel: + 356-237.815/222.663 / Fax: + 356-244.074

MAURITIUS/MAURICE/MAURICIO**Government Teachers' Union, GTU**

Mr. Shivcoomar BAICHOO, General Secretary
Mr. Jugdish LOLLBEEHARRY, President
3, Mgr. Gonin Street, P.O. Box 1111
Port Louis, Mauritius
Tel: + 230-208.0047 / Fax: + 230-208.4943

MEXICO/MEXIQUE/MÉXICO**Sindicato Nacional de Trabajadores de la Educación, SNTE**

Mr. Tomás VÁZQUEZ VIGIL, General Secretary
Venezuela 44, CP 06020, Apartado Postal 45-691
Mexico 1 DF, Mexico
Tel: + 525-702.0005/702.1930/702.1929 / Fax: + 525-702.6243
E-mail: karlava@jal1.telmex.net.mx

MOLDOVA/MOLDAVIE/MOLDAVIA

Public Education and Science Trade Union, PESTU

Mr. Dumitru IVANOV, President

129, Str. 31 August 1989

277012 Chishinau, Moldova

Tel: +... / Fax: + 373-2-237.038

MONGOLIA/MONGOLIE/MONGOLIA

Free Federation of Mongolian Education and Scientific Workers' Trade Unions, FFMESWTU

Mr. M. CHIMIDDORJ, President

Sukhebaataryn square -3

Ulaanbaatar - 11, Mongolia

Tel: + 976-1-323.555/326.328 / Fax: +976-1-322.128

MONTSERRAT

Montserrat Union of Teachers, MUT

Ms. Hyacinth BRAMBLE BROWNE, General Secretary

Mr. Colin M. RILEY, President

P.O. Box 460

Plymouth, Montserrat

Tel: + 1-664-491.2412 / Fax: + 1-664-491.2412

MOROCCO/MAROC/MARRUECOS

Syndicat National de l'Enseignement - Confédération Démocratique du Travail, SNE-CDT

Mr. Abderrahman CHENNAF, General Secretary

B.P. 13351

Casablanca 01, Morocco

Tel: + 212-2-450.644 / Fax: + 212-2-310.307 / 314.640

Telex 22662 CDT Maroc

MOZAMBIQUE

Organizacao Nacional dos Professores, ONP

Ms. Raquel José Carlos DAMIAO, General Secretary

Mr. Jose Pascoal ZANDAMELA, President

Caixa Postal 4643

Maputo, Mozambique

Tel: + 258-1-490.600 / Fax: + 258-1-425.755

El Member Organisations

NAMIBIA/NAMIBIE/NAMIBIA

Namibia National Teachers' Union, NANTU

Mr. John B. NAKUTA, General Secretary

Mr. Elias M. MANGA, President

Box 61009

Katutura, Namibia

Tel: + 26-4-61-262.247 / Fax: + 26-4-61-261.926 / Telex 3123

NEPAL/NÉPAL/NEPAL

Nepal National Teachers' Association, NNTA

Mr. Nand Kumar THAPA, General Secretary

Mr. Bam Deve GAUTAM, President

P.O. Box 4453

Lalitpur, Kathmandu, Nepal

Tel: + 977-1-527.581 / Fax: + 977-1-538.418

E-mail: nenata@kmpiltip.mos.com.np

Nepal Teachers' Association, NTA

Mr. Mitharam BISWAKARMA DUKHEE, General Secretary

Mr. Keshav Pd. BHATTARAI, President

P.O. Box 11244

Kathmandou, Nepal

Tel: + 977-1-223.166 / Fax: + 977-1-422.172

NETHERLANDS/PAYS-BAS/PAÍSES BAJOS

Algemene Onderwijsbond, AOb

Mr. Liesbeth VERHEGGEN, General Secretary

Mr. Jacques TICHELAAR, President

Postbus 2875

3500 GW Utrecht, the Netherlands

Tel: + 31-30-298.9898 / Fax: + 31-30-298.9877

NEW CALEDONIA/NOUVELLE-CALÉDONIE/NUEVA CALEDONIA

Fédération de l'Enseignement/Union Syndicale des Travailleurs Kanaks et des Exploités, FE/USTKE

Mr. Mr. Jacques Hoilane WABETE, General Secretary

Mr. Louis Kotra UREGI, President

B.P. 4372

Noumea, New Caledonia

Tel: + 687-277.210 / Fax: + 687-277.687

Telex KANAKY 3085 NM

NEW ZEALAND/NOUVELLE-ZÉLANDE/NUEVA ZELANDA

Independent School Teachers' Association of New Zealand Inc., ISTANZ

Mr. Malcolm WALKER, General Secretary

Mr. Peter BOYCE, President

St. Andrew's College

347 Papanui Road

Christchurch 5, New Zealand

Tel: + 64-3-355.9045 / Fax: + 64-3-355.0100

E-mail: malcolmw@st-andrews.school.nz

New Zealand Educational Institute, NZEI

Ms. Joanna BERESFORD, National Secretary

P.O. Box 466

Wellington 6015, New Zealand

Tel: + 64-4-384.9689 / Fax: + 64-4-385.1772

New Zealand Post Primary Teachers' Association, NZPPTA

Mr. Kevin BUNKER, General Secretary

P.O. Box 2119

Wellington, New Zealand

Tel: + 64-4-384.9964 / Fax: + 64-4-382.8763

E-mail: gensec@ppta.union.org.nz

NICARAGUA

Confederación General de Trabajadores de la Educación de Nicaragua, CGTEN-ANDEN

Mr. José Antonio ZEPEDA LOPEZ, General Secretary

Casa del Maestro, Aptdo. Postal N 413

Managua, Nicaragua

Tel: + 505-2-662.394/661.471 / Fax: + 505-2-662.871

E-mail: anden@nicarao.org.ni

Confederación Nacional de Maestros de Nicaragua, CNMN

Mr. Mario Casco LANZAS, President

Centro Civico, Módalo S. Planta Baja

Managua, Nicaragua

Tel: + 505-2-650.625 / Fax: + 505-2-650.625

El Member Organisations

NIGER

Syndicat National des Enseignants du Niger, SNEN

Mr. Ibrahim BOUBACAR, General Secretary

B.P. 576

Niamey, Niger

Tel: + 227-742.073 / Fax: + 227-740.888/734.470

Syndicat National des Agents de la Jeunesse, de la Culture et des Sports, SYNAJECS

Mr. Adamou Maïga IMIRANE, General Secretary

B.P. 13 430

Niamey, Niger

Tel: + 227-735.256 / Fax: + 227-733.591

NIGERIA/NIGÉRIA/NIGERIA

Nigeria Union of Teachers, NUT

Mr. Gabriel FALADE, General Secretary

15, Rosamond Street, Surulere, P.M.B. 1044

Yaba, Lagos, Nigeria

Tel: + 234-1-833.443 / Fax: + 234-1-583.61.131 / Telex 27696 NUT NG

Tgram. CULTURE YABA

NORWAY/NORVÈGE/NORUEGA

Laererforbundet

Mr. Ottar SKOGSFJORD, General Secretary

Mr. Anders FOLKESTAD, President

Wergelandsveien 15

0167 Oslo, Norway

Tel: + 47-2-203.0000 / Fax: + 47-2-211.0542

E-mail: lærerforbundet@lærerforbundet.no

Internet: <http://www.lærerforbundet.no>

Norwegian Association of Research Workers, NARW

Ms. Kari KJENNDALLEN, General Secretary

Mr. Trond ESKELAND, President

Tollbugt 35

0157 Oslo, Norway

Tel: + 47-2-282.3300 / Fax: + 47-2-242.2216

Norsk Laererlag / Norwegian Union of Teachers, NL

Mr. Hugo HALLUM, General Secretary
Ms. Helga HJETLAND, President
Rosenkrantzgt. 15
N-0160 Oslo, Norway
Tel: + 47-2-200.2000 / Fax: + 47-2-200.2160
E-mail: postkasse@norsk-larerlag.no
Internet: <http://www.norsk-larerlag.no>

Skolenes Landsforbund, SL

Ms. Gro STANDNES, President
Mr. Stein GROTTING, Vice-President
Postboks 8783, Youngstorget
0028 Oslo, Norway
Tel: + 47-23-061.362 / Fax: + 47-23-061.383

PAKISTAN/PAKISTÁN

All Pakistan Government School Teachers Associations, APGSTA

Mr. Abrar HUSSAIN, General Secretary
R-521/16, Federal 'B' Area
Karachi, Pakistan
Tel: + 92-21-631.7618 / Fax: + 92-21-772.7464

Pakistan Lady Teachers' Association, PLTA

Ms. Huma JAFFRI, General Secretary
Ms. Shamim JEHAN, President
R-224 Sector 9 North Karachi
Karachi, Pakistan
Tel: + 92-21-690.4399
E-mail: jaffri@cyber.net.pk

Pakistan Teachers Organization's Council, PTOC

Mr. Khan FARAZ KHAN, President
House No. 942, Al-Quresh Street, Gul Berg No. 1
Peshawar Cantt, Pakistan
Tel: + 92-91-276.151 / Fax: + 92-91-279.758

Sindh Polytechnic Teachers' Association, SPTA

Mr. Syed Tahir Ali JAFRI, General Secretary
Mr. Ghulam Akbar CHACHAR, President
C-2, Staff Colony, Government College of Technology
S.I.T.E.
Karachi 75700, Pakistan
Tel: + 92-21-256.5579 / Fax: + 92-21-772.7464

PANAMA/PANAMÁ

Magisterio Panameno Unido, MPU,
Ms. Enelda ROSALES, General Coordinator
Apartado Postal 1733
Zona 1, Panama
Tel: + 507-2-231.096 / Fax: + 507-2-234.735

PAPUA NEW GUINEA/PAPOUASIE-NOUVELLE-GUINÉE/PAPUASIA-NUEVA GUINEA

Papua New Guinea Teachers' Association, PNGTA
Mr. Hosea JOHN, National General Secretary
Mr. Taina DAI, President
P.O. Box 6546
Boroko, National Capital District
Papua New Guinea
Tel: + 675-260.711 / Fax: + 675-260.941

PARAGUAY

Organización de Trabajadores de la Educación del Paraguay, OTEP
Mr. Juan Gábel ESPINOLA, General Secretary
Avenida del Pueblo No. 845 c/ Ybyra Pyta
Barrio Santa Lucia - Lambare, Paraguay
Tel: + 595-21-555.525 / Fax: + 595-21-555.525

PERU/PÉROU/PERÚ

Sindicato Unico de Trabajadores en la Educación del Peru, SUTEP
Mr. Luverllz CÁCERES TANTARICO, General Secretary
Jirón Camana 550
Lima 1, Peru
Tel: + 51-14-276.677 / Fax: + 51-14-268.692

PHILIPPINES/FILIPINAS

Alliance of Concerned Teachers, ACT
Ms. Merlinda E. Anonuero, General Secretary
Mr. Enrique D. TORRES, National Chairperson
c/o UCHURE
Polytechnic University of the Philippines
Sta. Mesa
Manila
Philippines
Tel: + 63-2-716.7832 / Fax: +63-2-716.1143

National Alliance of Teachers and Office Workers, NATOW

Ms. Aidam M. CARRION, General Secretary
Ms. Imelda C. NERY, Acting President
Centro Escolar University
c/o Ms. Imelda Cruz Nery
9 Mendiola Street
San Miguel, Manila, Philippines
Tel: + 63-2-735.5990 / Fax: + 63-2-735.5991/735.9444

Philippine Public School Teachers' Association, PPSTA

Dr. Makil U. PUNDAODAYA, General Secretary
Mr. Victoriano B. TIROL Jr., President
245-249 Banawe St, Box 4517, Quezon City
Manila, Philippines
Tel: + 63-2-711.4440 / Fax: + 63-2-711.4463
Tgram: PPSTA, Manila

POLAND/POLOGNE/POLONIA

National Science Section NSZZ "Solidarnosc"

Ms. Hanna WITKOWSKA, International Secretary
Mr. Janusz SOBIEZCZANSKI, President
1 Plag Politechniki
00-661 Warszawa, Poland
Tel: + 48-22-825.7363 / Fax: + 48-22-825.7363
E-mail: hwitkows@lajkonik.wis.pk.edu.pl

National Education Section NSZZ "Solidarnosc"

Mr. Stefan KUBOWICZ, President
Ul. Waly Piastowskie 24
80-855 Gdansk, Poland
Tel: + 48-58-308.4459/305.9043 / Fax: + 48-58-301.8627

PORTUGAL

Federacao Nacional dos Professores, FENPROF

Mr. Paulo SUCENA, General Secretary
Mr. Francisco SOUSA, President
R. Fialho de Almeida 3
1070 Lisboa, Portugal
Tel: + 351-1-383.3737 / Fax: + 351-1-386.5096/386.5097
E-mail: spgl@mail.telepac.pt

Federação Nacional dos Sindicatos da Educação, FNE

Ms. Maria Manuela TEIXEIRA, General Secretary

Rua Pereira Reis 399

4200 Porto, Portugal

Tel: + 351-2-592.903 / Fax: +351-2-592.906

Sindicato Democratico Professores, SINDEP

Mr. Carlos Alberto CHAGAS, General Secretary

Rua Domingos Sequeira, 66 - 4º Esq.

1300 Lisboa, Portugal

Tel: + 351-1-393.1010 / Fax: + 351-1-393.1011

ROMANIA/ROUMANIE/RUMANIA

Federatia Educatiei Nationale, FEN

Mr. Gheorghe ISVORANU, General Secretary

Mr. Catalin CROITORU, President

Str. Justitiei nr. 65, sector 4

Bucharest, Romania

Tel: + 40-1-337.1140/337.1185 / Fax: + 40-1-337.0117

E-mail: croitoru@org.pcnet.ro

Fédération des Syndicats Libres de l'Enseignement, FSLE

Mr. Aurel CORNEA, President

Bv. Mihail Kogalniceanu Nr. 32

Sector 5, COD 70608

Bucharest, Romania

Tel: + 40-1-615.7870 / Fax: + 40-1-312.5837

RUSSIA/RUSSIE/RUSIA

Education and Science Employees' Union of Russia, ESEUR

Mr. Nikolai KOLOBASHKIN, International Secretary

Mr. Vladimir YAKOVLEV, President

Leninski Prospekt 42 - room 31-09

117119 Moscow, Russia

Tel: + 7-095-938.8777 / Fax: + 7-095-930.6815

E-mail: root@eduprof.msk.su

RWANDA

Equipes Enseignantes du Rwanda, EER

Mr. Anastase MURUMBA, General Secretary

B.P. 400

Kigali, Rwanda

Tel: + 250-750.32 / Fax: + 250-772.77

October 1998

SÉNÉGAL

Syndicat National de l'Enseignement Élémentaire, SNEEL

Mr. Oumar TALL, General Secretary
INEFO 16, Rue Jules Ferry - B.P. 21648 Dkr Ponty
Dakar, Sénégal
Tel: + 221-8212.309/6386.373 / Fax: + 221-8236.219

Syndicat des Professeurs du Sénégal, SYPROS

Mr. Mamadou DIALLO, General Secretary
Bourse du Travail CNTS
7 Avenue du Président Lamine Guèye, B.P. 937
Dakar, Sénégal
Tel: + 221-821.8381/821.0491 / Fax: + 221-821.7771

SIERRA LEONE/SIERRA LEONA

Sierra Leone Teachers' Union, SLTU

Alpha TIMBO, General Secretary
Mr. Festus E. MINAH, President
P.O. Box 477
Freetown, Sierra Leone
Tel: + 232-22-263.253/263.042 / Fax: + 232-22-224.439

SINGAPORE/SINGAPOUR/SINGAPUR

Singapore Chinese Teachers' Union, SCTU

TAY Liang CHOONG, General Secretary
Pei Chun Public School, 3 Lorong 6, Toa Payoh
Singapore 1231, Singapore
Tel: + 65-259.2831 / Fax: + 65-353.8418

Singapore Malay Teachers' Union, SMTU

Mr. KAMITI B. NAHIM, General Secretary
BLK 55, Lorong L Telok Kurau # 03/04-67 Bright Centre
Singapore 1542, Singapore
Tel: + 65-440-7952 / Fax: + 65-440-3521

Singapore Tamil Teachers' Union, STTU

Mr. Sithambaram SAMIKANNU, General Secretary
Mr. Samy VEERASAMY, President
Owen Road Post Office, P.O. Box 73
Singapore 912103, Singapore
Tel: + 65-293.5644
Fax: + 65-293.9824

Singapore Teachers' Union, STU

Mr. Ying Cheok PING, General Secretary
Mr. Lawrence SIA, President
Teachers Centre, 162 Tagore Avenue
Singapore 2678, Singapore
Tel: + 65-452.4403 / Fax: + 65-458.4163

Union of Institute of Technical Education Training Staff, UITETS

Mr. Edwin LOW, General Secretary
16A NTWU Building, Lorong 37 Geyland Road
Singapore 1438, Singapore
Tel: + 65-747.7059 / Fax: + 65-742.6941

SLOVAKIA/SLOVAQUIE/ESLOVAQUIA**Trade Union of Workers in Education and Science, OZ PSaV**

Mr. Kamil VAJNORSKY, President
Vajnorska 1
815 70 Bratislava, Slovakia
Tel: + 421-7-542.4448 / Fax: + 421-7-542.4448

Teachers' Forum of Slovakia, TFS/UFS

Ms. Gabriela HOLLÁ, International Secretary
Mr. Juraj KOLESAR, President
J. Králá 3/37
018 51 Nová Dubnica, Slovakia
Tel: + 421-827-432.234 / Fax: + 421-827-432.234

SLOVENIA/SLOVÉNIE/ESLOVENIA**Education and Scientific Workers Union of Slovenia, ESWUS**

Mr. Branimir STRUKELJ, General Secretary
Mr. Andrej PREDIN, President
Dalmatinova 4, p.p. 196
1000 Ljubljana, Slovenia
Tel: + 386-61-133.1212/133.1227/133.0541 / Fax: + 386-61-312.464
E-mail: sviz@guest.arnes.si
Internet: <http://ois.kud-fp.si/sviz>

SOLOMON ISLANDS/ILES SALOMON/ISLAS SALOMÓN**Solomon Island National Teachers Association, SINTA**

Mr. Martin R. TARO, President
P. O. Box 967
Honiara, Guadalcanal, Solomon Islands
Tel: + 677-228.26

SOUTH AFRICA/AFRIQUE DU SUD/SÚDAFRICA

South African Democratic Teachers' Union, SADTU

Mr. Thulas NXESI, General Secretary

Mr. William MADISHA, President

P.O. Box 6401

Johannesburg 2000, South Africa

Tel: + 27-11-334.4830/1/2/3/4/5 / Fax: + 27-11-334.4836/8

SPAIN/ESPAGNE/ESPAÑA

Confederación Intersindical Galega, CIG-ENSINO

Mr. Braullo AMARO CAAMAÑO, General Secretary

Ms. Maria VILAR, Secretary International Relations

Avda de Lugo No. 2-A, entrechán

15706 - Santiago de Compostela, Spain

Tel: + 34-981-594.686/596.209 / Fax: + 34-981-597.658

Federación de la Enseñanza del Sindikato ELA/STV, IFE/ELA

Mr. Jesus Maria LARRAMENDI EGUREN, General Secretary

Barrainkua 15, Apdo. 1391

48009 Bilbao, Spain

Tel: + 34-94-424.3300 / Fax: + 34-94-424.8208

Federación de Enseñanza CC.OO., F.E.CC.OO.

Mr. Fernando LEZCANO LOPEZ, General Secretary

Pza. Cristino Martos, 4, 4o

28015 Madrid, Spain

Tel: + 34-91-540.9203 / Fax: + 34-91-548.0320

Federación de Trabajadores de la Enseñanza de la UGT, FETE/UGT

Mr. Rafael JEREZ HERNANDEZ, General Secretary

Mr. Luciano GONZALEZ GARCIA, President

Avenida de America 25, 4A Planta

28002 Madrid, Spain

Tel: + 34-91-589.7195 / Fax: + 34-91-589.7198

Confederación de Sindicatos de Trabajadores de la Enseñanza, STES

Calle Carretas No. 14, 7-F

28012 Madrid, Spain

Tel: + 34-91-532.2264/532.1478/532.1510 / Fax: + 34-91-532.2280

E-mail: stes@nodo50.ix.apc.org

Internet: <http://nodo50.ix.apc.org/stes>

El Member Organisations

SRI LANKA

All Ceylon Union of Government English Teachers, ACUGET

Mr. M.A. Stanley PERERA, Founding President
6/4 Ananda Mawatha
Beddegana, Kotte Sri Jayawardenapura, Sri Lanka
Tel: + 94-1-865.680 / Fax: + 94-1-856.400 / 22906 SLTTI CE

All Ceylon Union of Teachers, ACUT

Mr. Joseph A. GAJANAYAKE, General Secretary
127/1, Centre Road
Colombo 15, Sri Lanka
Tel: + 94-1-522.842 / Fax: + 94-1-527.577
Tgram. GUIDANCE COLOMBO

All Ceylon Union of Teachers (Government), ACUT (G)

Mr. V. NANAYAKKARA, General Secretary
Canada House, 40 Centre Road
Colombo 15, Sri Lanka
Tel: + 94-1-522.842 / Fax: + 94-1-445.373
Tgram. GUIDANCE COLOMBO

Ceylon Tamil Teachers' Union, CTTU

Mr. T. MAHASIVAM, General Secretary
c/o FES (Mr. S.R. Adikari)
No. 4, Adams Avenue
Colombo 07, Sri Lanka
Fax: + 94-1-502.727/1697.555

Sri Lanka Independent Teachers' Union, SLITU

Mr. J.K. RAJAPAKSA, General Secretary
Mr. R.A. SARATH WIJEWICKRAME, President
Government Teachers Quarters
G/Bataduwa Maha Vidyalyaya
Bataduwa, Galle, Sri Lanka
Tel: + 94-37-231.68 / Fax: + 94-37-226.12

ST. KITTS & NEVIS/ST CHRISTOPHE-ET-NEVIS/SAN KITTS Y NEVIS

Nevis Teachers' Union, NTU

Ms. Marion LIBURD, General Secretary
Mr. Laurence RICHARDS, President
P.O. Box 559
Charlestown, St. Kitts/Nevis
Tel: + 1-869-469/5663 / Fax: + 1-869-469/5663

St. Kitts Teachers' Union, SKTU

Ms. Veronica FYFIELD, General Secretary
P.O. Box 545
Basseterre, St. Kitts/Nevis
Tel: + 1-869-465.3031 / Fax: + 1-869-465.3031

ST. LUCIA/STE-LUCIE/STA. LUCÍA

St. Lucia Teachers' Union, SLTU

Mr. Kentry Jn. PIERRE, General Secretary
Ms. Virginia ALBERT, President
P.O. Box 821, Sans Soucis
Castries, St. Lucia
Tel: + 1-758-452.4469 / Fax: + 1-758-453.6668
E-mail: sltu@usa.net

ST. VINCENT/ST. VINCENT/S. VINCENTE

St. Vincent and the Grenadines Teachers' Union, SVGTU

Ms. Miriam ROACHE, General Secretary
Mr. Calvert WOODS, President
P.O. Box 304, McKies Hill
Kingstown, St. Vincent
Tel: + 1-809-547.1062 / Fax: + 1-809-456.1098
Telex: VINTEACH

SURINAM

Bond van Leraren, BL

R.T. PARMESSAR, General Secretary
Malebatrumstraat
Paramaribo, Surinam
Tel: + 597-421.335/410.296 / Fax: + 597-410.555

SWAZILAND

Swaziland National Association of Teachers, SNAT

Mr. Musa P.S. DLAMINI, General Secretary
Mr. Meshack F. MASUKU, President
P.O. Box 1575
Manzini, Swaziland
Tel: + 268-52603/268-55308 / Fax: + 268-53540

SWEDEN/SUÈDE/SUECIA

Läraryrket / Swedish Teachers' Union

Mr. Lars Erik KLASON, General Secretary

Mr. Christer ROMILSON, President

Segelbåtsvägen 15, P.O. Box 12229

S - 102 26 Stockholm, Sweden

Tel: + 46-8-737.6500 / Fax: + 46-8-656.9415

Telex 14283 ELLEFF S

Lärarnas Riksförbund, LR

Mr. Sven KINNANDER, General Secretary

Mr. Tomas Johansson, President

Box 3529

S-103 69 Stockholm, Sweden

Tel: + 46-8-613.2700 / Fax: + 46-8-149.770

Svenska Folkhögskolans Läraryrket, SFHL

Ms. Kerstin MUSTEL, President

Box 2087

S-16902 Solna, Sweden

Tel: + 46-8-288.895 / Fax: + 46-8-282.034

E-mail: kerstin.mustel@sfhl.se

Swedish Association of University Teachers, SULF

Mr. Bert FREDRIKSSON, General Secretary

Mr. Staffan HELLBERG, President

Box 1227

S-111 82 Stockholm, Sweden

Tel: + 46-8-698.3610 / Fax: + 46-8-216.182

E-mail: kansli@sulf.se

SWITZERLAND/SUISSE/SUIZA

Dachverband Schweizer Lehrerinnen und Lehrer, LCH

Mr. Urs SCHILDKNECHT, General Secretary

Mr. Beat W. ZEMP, President

Ringstrasse 54, Postfach 189

CH-8057 Zürich, Switzerland

Tel: + 41-1-311.8303 / Fax: + 41-1-311.8315

Société Pédagogique Romande, SPR

Ms. Josianne THEVOZ, President

Case Postale 1442

1227 Carouge/GE, Switzerland

Tel: + 41-22-348.6437 / Fax: + 41-22-348.6437

Internet: <http://agora.unige.ctie/educateur>

Schweizerischer Verband des Personals Oeffentlicher Dienste, VPOD

Ms. Doris SCHUEPP, General Secretary

Mr. Eric DECARRO, President

Sonnenbergstrasse 83

8030 Zürich, Switzerland

Tel: + 41-1-266.5252 / Fax: + 41-1-266.5253

E-mail: vpod@usa.net

Internet: <http://vpod.ethz.ch/vpod>

TAIWAN

China Education Society, CES

Dr. Harry LIANG, General Secretary

Dr. Hsi-Muh LEU, President

National Taiwan Normal University,

162, East Ho-ping Rd. Sec. 1

10610 Taipei, Taiwan

Tel: + 886-2-2363.4307 / Fax: + 886-2-2392.2673

E-mail: to4035@cc.ntnu.edu.tw

TANZANIA/TANZANIE/TANZANIA

Tanzania Teachers' Union, TTU

Mr. Yahya B.K. MSULWA, General Secretary

Ms. Margaret SITTA, President

P.O. Box 2196

Dar es Salaam, Tanzania

Tel: + 255-51-118.272 / Fax: + 255-51-118.272

THAILAND/THAILANDE/TAILANDIA

The Education Society of Thailand, EST

Dr. Sunan SOLGOSUM, General Secretary

Dr. Rawiwan THUMCHAI, President

Second Floor, 14 Building, Srinakarinwirot University, Sukumvit 23
Bangkok 10110, Thailand

Tel: + 66-2-390.1119/300.4553 / Fax: + 66-2-261.1598

Federation of Elementary Education Teachers' Associations of Thailand, FEETAT

Mr. Yiamyod SRIMUNTA, General Secretary

Mr. Chanchai SAPPASO, President

2nd Building KURUSAPHA

Ratchasima Road

Bangkok 10300, Thailand

Tel: + 66-2-628.6801 / Fax: + 66-2-281.1547

Private School Teachers' Association of Thailand, PSTAT

Mr. Kaned PHETCHAROTAI, General Secretary

Mr. Prateep CHERDTHORANINIT, President

136, Prachathipatai Road

Bangkok 10-200, Thailand

Tel: + 66-2-282.8074 / Fax: + 66-2-280.3432

TOGO

Fédération des Syndicats de l'Éducation Nationale, FESEN

Ms. Assibi NAPOE, General Secretary

Mr. Yawo AMEGAN, International Secretary

B.P. 30694

Lomé, Togo

Tel: + 228-222.547/269.155 / Fax: + 228-221.411/260.587

TONGA

Friendly Islands Teachers' Association, FITA

Ms. Ativeniana POMANA, General Secretary

Mr. Finau TUTONE, President

P.O. Box 1398

Nuku'alofa, Tonga

Tel: + 676-23.412 / Fax: + 676-24.284

TRINIDAD AND TOBAGO/TRINITÉ-ET-TOBAGO/TRINIDAD Y TOBAGO

Trinidad and Tobago Unified Teachers' Association, T&TUTA

Ms. Claire WATSON, General Secretary
Mr. Anthony GARCIA, President
29 Southern Main Road
Curepe, Trinidad and Tobago
Tel: + 1-868-645.2134/645.3825/663.2738
Fax: + 1-868-662.1813 / Telex TTUTA
E-mail: ttuta@trinidad.net

TUNISIA/TUNISIE/TÚNEZ

Syndicat Général de l'Enseignement de Base, SGEB

Mr. Dhaker TAHER, General Secretary
17, Rue Souk Ahras
Tunis, Tunisia
Tel: + 216-1-332.400 / Fax: + 216-1-354.114/345.381 / Telex 13.641

Syndicat Général de l'Enseignement Supérieur et de la Recherche Scientifique, SGEERS-UGTT

Mr. Mohamed Hedi TOUATI, General Secretary
9, Rue de Grèce
1000 Tunis, Tunisia
Tel: + 216-249.535

TURKEY/TURQUIE/TURQUÍA

Syndicat des Fonctionnaires Publics du Secteur d'Education, EGITIM-SEN

Mr. Kemal Ünal, General Secretary
Mr. Kemal BAL, President Kemal Ünal
Konur Sokak 35/4.5.6.
06640 Kizilay, Ankara, Turkey
Tel: + 90-312-417.3979 / Fax: + 90-312-417.0920
E-mail: egitmsen@tr-net.net.tr
Internet: <http://www.angelfire.com/ak/egitimsen>

TUVALU

Tuvalu Teachers' Association, TTA

Temukisa IELEMIA, General Secretary
Mr. Vione NATANO, President
La Perouse Building, Primary School,
Funafuti, Tuvalu
Tel: + 688-208.58 / Fax: + 688-208.32

El Member Organisations

UGANDA/OUGANDA/UGANDA

National Union of Educational Institutions, NUEI

Mr. Justus Odiba CADRIBO, General Secretary

Mr. Paddy BEHAYO, President

P.O. Box 16086

Kampala, Uganda

Tel: + 256-41-347.304

Uganda Teachers' Association, UTA

Mr. John KISAKA, General Secretary

P.O. Box 377/28-30 Bombo Road

Kampala, Uganda

Tel: + 256-41-5429.5 / Fax: + 259-146/230771 / Telex 61255

UNITED KINGDOM/ROYAUME-UNI/REINO UNIDO

Association of Teachers and Lecturers, ATL

Mr. Peter SMITH, General Secretary

7 Northumberland Street

London WC2N 5DA, United Kingdom

Tel: + 44-171-930.6441 / Fax: + 44-171-930.1359

Association of University Teachers, AUT

Mr. David TRIESMAN, General Secretary

Mr. Philip BURGESS, President

Egmont House

25-31 Tavistock Place

London WC1H 9UT, United Kingdom

Tel: + 44-171-670.9700 / Fax: + 44-171-670.9799

E-mail: hq@aut.org.uk

Educational Institute of Scotland, EIS

Mr. Ronald A. SMITH, General Secretary

Ms. Moira McCROSSAN, President

46 Moray Place

Edinburgh EH3 6BH, Scotland, United Kingdom

Tel: + 44-131-225.6244 / Fax: + 44-131-220.3151

Internet: <http://www.eis.org.uk>

**National Association of Schoolmasters/Union of Women Teachers,
NASUWT**

Mr. Nigel de GRUCHY, General Secretary
Ms. Margaret MORGAN, President
Hillscourt Education Centre,
Rosehill, Redal,
Birmingham B458 RS, United Kingdom
Tel: + 44-121-453.6150 / Fax: + 44-121-457.6209
E-mail: nigel.degruchy@nasuwt.org.uk
Internet: teachersunion.org.uk

The University and College Lecturers' Union, NATFHE

Mr. Paul MACKNEY, General Secretary
Mr. Norman JEMISON, President
27 Britannia Street
London WC1X 9JP,, United Kingdom
Tel: + 44-171-837.3636 / Fax: + 44-171-837.4403

National Union of Teachers, NUT

Mr. Doug McAVOY, General Secretary
Ms. Maureen SKEVINGTON, President
Hamilton House, Mabledon Place
London WC1H 9BD, United Kingdom
Tel: + 44-171-388.6191 / Fax: + 44-171-387.8458
Internet: <http://www.teachers.org.uk>

Scottish Secondary Teachers' Association, SSTA

Mr. David EAGLESHAM, General Secretary
Mr. William GUTHRIE, President
15 Dundas Street
Edinburgh EH3 6QG, Scotland, United Kingdom
Tel: + 44-131-556.5919/556.0605 / Fax: + 44-131-556.1419
E-mail: ssateach@aol.com
Internet: <http://www.ssta.org.uk>

Ulster Teachers' Union, UTU

Mr. Ray CALVIN, General Secretary
94, Malone Road
Belfast BT9 5HP, Northern Ireland, United Kingdom
Tel: + 44-1232-662.216 / Fax: + 44-1232-663.055
E-mail: office@utu.edu.uk

El Member Organisations

UNITED STATES OF AMERICA/ÉTATS-UNIS D'AMÉRIQUE/ESTADOS UNIDOS DE AMÉRICA

American Federation of Teachers, AFT

Mr. Edward J. McELROY, General Secretary
Ms. Sandra FELDMAN, President
555 New Jersey Ave. N.W.
Washington D.C. 20001, United States of America
Tel: + 1-202-879.4440 / Fax: + 1-202-879.4502
E-mail: ddorn@aftemail.attmail.com
Internet: <http://www.aft.org>

National Education Association, NEA

Mr. Don CAMERON, Executive Director
Mr. Robert CHASE, President
Office of International Relations
1201 Sixteenth Street N.W.
Washington, D.C. 20036, United States of America
Tel: + 1-202-822.7488 / Fax: + 1-202-822.7974
E-mail: oir@nea.org
Internet: <http://www.nea.org>

URUGUAY

Federación Democrática de Maestros y Funcionarios de Educación Primaria, FEDMYFEP

Ms. Ana María GILARDONI, General Secretary
Mr. Ernestina SUAREZ, President
Avenida Rincón 1321, Código Postal 65000
Ciudad Fray Bentos, Departamento de Río-Negro, Uruguay
Tel: + 598-562.2906 / Fax: + 598-562.4089

Unión Funcionarios Docentes de Uruguay, UTU

Ms. Glenis SUAREZ, General Secretary
Mr. Jorge FREIGANES, President
Colonia 1485 Bis
Montevideo, Uruguay
Tel: + 598-2-411.95/422.010 / Fax: + 598-2-223.049

VANUATU

Vanuatu Teachers' Union, VTU

Mr. Charles CALO, General Secretary

Mr. Obed MASINGIOW, President

P.O. Box 287

Port Vila, Vanuatu

Tel: + 678-236.79 / Fax: + 678-270.36

VENEZUELA'

FETRA - Enseñanza

Mr. Ramon T. JIMINEZ, General Secretary

Mr. Jesus RAMIREZ, President

Urb. Loira Final Ave Paraiso, Calle Washington 7

Caracas, Venezuela

Tel: + 582-461.9229 / Fax: + 582-541.3771

WESTERN SAMOA/SAMOA OCCIDENTALES/SAMOA OCCIDENTALES

Western Samoa Teachers' Association, WSTA

Ms. Metita IAKOPO, General Secretary

Ms. Tili T. AFAMASAGA, President

P.O.Box 1860

Apia, Western Samoa

Tel: + 685-219.11 / Fax: + 685-219.17/26.314

FEDERAL REPUBLIC OF YUGOSLAVIA/YOUGOSLAVIE/YUGOSLAVIA

Autonomous Trade Union of Education, Science, Culture and Physical Culture of Yugoslavia - Federal Committee, ATUESCPCY

Ms. Radojka KOCIJANCIC, President

Trg. Nikole Pasica 5

11000 Beograd, F.R. Yugoslavia

Tel: + 381-11-323.2931/330.922 / Fax: + 381-11-324.1911

Telex: 11121 YU CEVESI

The Union of Education, Science and Culture of Kosova, UESCK / SBASHK

Mr. Agim Hyseni, President

Ul. Tihomir Filipovic 14/5

38 000 Prishtina, Kosova

F.R. Yugoslavia

Tel: + 381-38-26.112 /26.114/37.497 / Fax:+ 381-38-

26.112/26.114/37.497

El Member Organisations

ZAMBIA/ZAMBIE/ZAMBIA

Zambia National Union of Teachers, ZNUT

Mr. Sylvester TEMBO, General Secretary

Mr. Mwembe G. S. SICHONE, President

P. O. Box 31914

10101 Lusaka, Zambia

Tel: + 260-1-236.670 / Fax: + 260-1-231.439

ZIMBABWE/ZIMBABWÉ/ZIMBABUE

Zimbabwe Educational Scientific and Cultural Workers Union, ZESSCWU

Mr. Moses NYANGOMBE, General Secretary

P.O. Box CY 95

Causeway/Harare, Zimbabwe

Tel: + 263-4-704.747 / Fax: + 263-4-704.747

Zimbabwe Teachers' Association, ZIMTA

Mr. S.M. MAHERE, General Secretary

Mr. Leonard M. NKALA, President

P.O. Box 1440

Harare, Zimbabwe

Tel: + 263-4-728.438 / Fax: + 263-4-791.042 Attn. ZIMTA

Zimbabwe Teachers' Union, ZITU

Mr. Simplisio Kwangwari MATUMBA, General Secretary

Box G.V. 1 Glen View

Harare, Zimbabwe

Tel: + 263-4-660.348 / Fax: + 263-4-708.929 Attn: ZITU

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Education International was established in January 1993 following the decision of the International Federation of Free Teachers' Union (IFFTU) and the World Confederation of Organisations of the Teaching Profession (WCOTP) to create a new International Trade Secretariat (ITS) for the education sector. Education International is associated with the International Confederation of Free Trade Unions (ICFTU). EI has a membership of 284 national unions from 149 countries representing nearly 23 million teachers and workers in education.

For more information:

The General Secretary
Education International (EI)
155, boulevard Emile-Jacqmain (8th floor)
1210 Brussels, Belgium

Tel: + 32 2 224 06 11
Fax: + 32 2 224 06 06
E-mail: educint@ei-ie.org
Internet: <http://www.ei-ie.org>

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