

# *Internal Bylaws*



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**WWP Team**

**ipea** Institute for Applied  
Economic Research

Secretariat of  
Strategic Affairs

Ministry of  
Social Development  
and Fight Against Hunger

BRAZILIAN GOVERNMENT  
**BRASIL**

10  
years  
**Policy** International  
Centre for Inclusive Growth



 **WORLD BANK GROUP**

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## **Internal Bylaws**

### **World Without Poverty (WWP) – Brazil Learning Initiative**

#### **INITIAL PROVISION**

These Bylaws establish the structure and duties of the working groups of the Brazil Learning Initiative for a World Without Poverty (WWP), govern the processes for developing technical products, and identify the focal points for activities at each of the partner institutions.

#### **SECTION I: STRUCTURE, ORGANIZATION, AND DUTIES**

**Art. 1** The WWP is a partnership between the World Bank, the International Policy Center for Inclusive Growth (IPC-IG) of the United Nations Development Program (UNDP), the Institute for Applied Economic Research (IPEA), and the Ministry of Social Development and the Fight Against Hunger (MDS).

**§ 1.** Working groups consisting of team members from each institution shall be formed to implement this initiative, under the following names: Board of Directors, Secretariat, Editorial Committee, Technical Committee, and Communications Committee.

#### **CHAPTER I: BOARD OF DIRECTORS**

**Art. 2** The Board of Directors shall consist of:

- I. Minister of the Ministry of Social Development and the Fight Against Hunger (MDS)
- II. Director of the World Bank (WB) in Brazil
- III. Director of the International Policy Center for Inclusive Growth (IPC-IG) of the United Nations Development Program (UNDP)
- IV. President of the Institute for Applied Economic Research (IPEA)

**Art. 3** The Board of Directors shall coordinate the strategic and policy-related activities of the WWP through institutional representatives from each of the Initiative's partner institutions.

**§ 1.** The role of the Board of Directors shall be to deliberate on the general directives for the Initiative and the overall work plan submitted by the Secretariat of the WWP.

#### **CHAPTER II: SECRETARIAT**

**Art. 4** The Secretariat shall consist of:

- I. One (1) representative and one (1) alternate from the MDS.
- II. One (1) representative and one (1) alternate from the WB.
- III. One (1) representative and one (1) alternate from IPC-IG/UNDP.
- IV. One (1) representative and one (1) alternate from the IPEA.
- V. A WWP Project Analyst.

**Art. 5** The WWP Secretariat shall be responsible for formulating the technical directives and the work plan for the initiative, in conjunction with the Editorial Committee.

**§ 1.** The Secretariat shall act as a coordinating body to streamline the implementation of the WWP's planned activities, and shall oversee the execution of previously agreed upon or approved plans.

### **CHAPTER III: EDITORIAL COMMITTEE**

**Art. 6** The Editorial Committee shall consist of:

- I. One (1) representative and one (1) alternate from the MDS.
- II. One (1) representative and one (1) alternate from the WB.
- III. One (1) representative and one (1) alternate from IPC-IG/UNDP.
- IV. One (1) representative and one (1) alternate from the IPEA.
- V. A WWP Project Analyst.

**Art. 7** The Editorial Committee shall be tasked with defining the editorial policy for the Initiative, and shall also review and approve all technical content submitted by the focal point of the Communications Committee of the WWP.

**§ 1.** Documents shall only be approved when all members (or in their absence, their alternates) have agreed on the final format of the document or have chosen to abstain from offering an opinion during the time period stipulated for comments.

**§ 2.** Should any of the representatives of the Editorial Committee, or their alternates, request modifications, the documents shall be considered as approved once these changes have been made, without the need for a second round of approval.

**§ 3.** During the review of the technical content for the WWP, the members of the Editorial Committee shall separate their comments into "Conditions for Approval" and "Suggestions for Improvement."

**§ 4.** "Conditions for Approval" refer to requests for changes that are mandatory for the product to be approved by the institution represented. As such, if these changes are not fully addressed by the Technical Committee, the content shall not be approved.

**§ 5.** "Suggestions for Improvement" refer to critical comments and/or suggestions aiming to enhance the content, but they shall not be requisite for approval.

**§ 6.** Considering that the Editorial Committee is responsible for strategic decisions regarding the

content published by the WWP, which are closely related to the decisions issued by the Secretariat, and in light of the fact that the WWP is principally an initiative dedicated to the dissemination of content, the meetings of the Editorial Committee and the Secretariat shall be held together.

#### **CHAPTER IV: TECHNICAL COMMITTEE**

**Art. 8** The Technical Committee shall consist of:

- I. One (1) representative and one (1) alternate from the MDS.
- II. One (1) representative and one (1) alternate from the WB.
- III. One (1) representative and one (1) alternate from IPC-IG/UNDP.
- IV. One (1) representative and one (1) alternate from the IPEA.

**Art. 9** The Technical Committee shall be tasked with proposing and developing the technical content for the WWP.

**§ 1.** The products created during this process shall receive the technical approval of at least one member of each institution before submission for the approval of the Editorial Committee.

**§ 2.** After the Editorial Committee reviews the technical content, the Technical Committee shall be responsible for making the changes requested (to reflect the "Conditions for Approval") and for deciding whether or not (with justification) to implement the "Suggestions for Improvement."

**§3.** It should be noted that even if the representative designated for the Technical Committee is the same institutional representative sitting on the Editorial Committee, this representative shall have to provide approval as a member of both committees.

**§4.** The technical content may be drafted by the partner institutions of the WWP (MDS, IPEA, World Bank, and IPC-IG) or by consultants and/or companies hired by the WWP Team to produce materials.

#### **CHAPTER V: COMMUNICATIONS COMMITTEE**

**Art. 10** The Communications Committee shall consist of:

- I. One (1) representative and one (1) alternate from the MDS.
- II. One (1) representative and one (1) alternate from the WB.
- III. One (1) representative and one (1) alternate from IPC-IG/UNDP.
- IV. One (1) representative and one (1) alternate from the IPEA.

**Art. 11** The Communications Committee shall be responsible for proposing and developing the communication and dissemination strategies of the WWP.

**§ 1.** Its tasks shall include, among others, designing the visual identity of the WWP and developing multimedia products, as well as managing the website of the Initiative.

## **SECTION II: TECHNICAL PRODUCTION PROCESSES**

**Art 12.** The technical content and newsletters published by the WWP shall be produced pursuant to the flowchart for developing technical products (Appendix I).

**§ 1.** The two (2) main items that the WWP produces are the Technical Products and the Newsletter.

### **CHAPTER I: TECHNICAL PRODUCTS**

**Art 13.** The following shall be considered as technical products: case studies, fact sheets, concept documents, question and answer documents for Webinars, one pagers, and other informative material regarding social policy and the fight against poverty disseminated by the WWP.

### **CHAPTER II: NEWSLETTER**

**Art. 14** The WWP's newsletters shall be published electronically on a quarterly basis through the Initiative's website and also distributed to a mailing list. The objective of the newsletter is to disseminate news related to the mandate of the WWP, publications from the WWP and from third parties, as well as information related to the development of social policy.

## **SECTION III: OMISSIONS**

**Art. 15** Any omissions or questions related to the implementation of these Internal Bylaws shall be discussed during the meeting of the Secretariat.

## APPENDIX I: FLOWCHART FOR DEVELOPING TECHNICAL PRODUCTS



### ***Responsible Party***

#### ***Secretariat and Editorial Committee***

*Focal Point: Project Analyst (WWP Team)*

### ***Duties***

- Propose content
- Define editorial policy
- Inform Technical Committee about content choices and the editorial policy



### ***Technical Committee***

*Focal Point: SAGI (MDS)*

- Propose guidelines for products and approaches
- Develop products
- Meet with partners, consultants, and the secretaries in charge at MDS to discuss the approach and content of products
- Review the products developed by WWP partners and/or consultants

- Oversee the approval process of the committee
- Submit documents with comments to their respective authors
- Submit approved documents to the Communications Assistant (WWP Team)



### ***Editorial Committee***

*Focal Point: Communications Assistant (WWP Team)*

- Approve technical products to prevent conflicts of interest between WWP and its partners

- Receive technical products from the focal point of the Technical Committee and submit documents to the Editorial Committee for approval
- Oversee the committee's approval process
- Initiate the process, together with the focal point of the Technical Committee, to finalize publication of the products



### ***Finalization and Publication***

*Focal Point: SAGI (MDS)*

*Focal Point: Project Analyst (WWP Team)*

*Focal Point: Communications Assistant (WWP Team)*

- Check grammar (1), translate (2), format (3), and publish (4) products

- Submit products for grammar check (1) and formatting (3)

- Submit products for translation (2)
- Check translations

- Check translations
- Publish (4) and manage products on the WWP website

## APPENDIX II: FLOWCHART FOR PRODUCING THE NEWSLETTER

