



For every project, it is essential that project decisions are made at the beginning of the planning, acquisition and implementation phases in order to ensure that the planning process runs smoothly.

Dear Sir or Madam,

Kind regards to

Dear Ms Mabinty-Deborah!

Dear Mr Denis,

Dear Mr Ebeneza,

Dear Mr Bilali,

Dear Mr André,

Dear Kiza!

Dear Mr Barnaba,

1  
Dear Makram,

Dear Moses Brimaganda!

Dear Kiz Lebbie!

Dear Mr Abdulai,

Dear Mr Amudo,

With regard to the request from the NADEUM board and partner NGOs, it is crucial to understand the project objectives. Any request that requires financial resources is, in principle, a project/task/plan to achieve something.

A) So, what are the necessary measures to be taken?

- a. It is essential that all members of the NADEUM organisation are informed about your project. The steps required to realise this idea must be discussed.
- b. It is necessary for every association, both national and international, to pass resolutions. Governments are also required to pass resolutions in order to carry out their activities.

B) Why is it so important that decisions are made?

The following is a guide explaining the steps to take in order to implement a decision regarding a project idea.

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- a. This is a matter that involves different levels of responsibility. It must be determined who is responsible for what.
- b. It is essential for all associations, regardless of their national or international orientation, to make decisions before important plans or events.

C) What does this mean?

- a. The founder or chairperson of an association has presented an idea to the executive committee at a convened executive committee meeting. The idea has received broad approval. It has been put up for discussion.
- b. If necessary, a general meeting is convened. All association members are notified in good time (at least two weeks before the date of the meeting).
- c. The idea is presented at this general meeting. A title is required for publication.
- d. The necessary measures for implementing the idea are then determined.
- e. It is essential that all members of the association are aware that, in accordance with the Kenyan CBO Act or other African state CBO/SHG laws, the board or the executive committee bears responsibility.
- f. You are responsible for your own actions.
- g. A member of the association has the right to report the association to the association authority if they believe that another member of the association is misusing the association for their own purposes. In this case, the entire board is jointly and severally liable.
- h. It should be noted that all associations are subject to the respective national association law.
- i. In Sudan, Kenya, DR Congo, Ghana, Liberia and Sierra Leone, it is necessary to specify precisely how project 'X' is to be implemented in order to ensure its implementation.

D) A resolution by all members is required for the implementation of this project.

- a. The first question to be answered is the preferred form of financing.
- b. Projects must be submitted to the following bodies:
  - i. - to funding organisations for sponsorship,

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ii. - to private companies for investment.

The first (i.) states that you want a non-repayable investment, which is referred to as a donation.

The second (ii.) means that you are able to repay the loan granted.

**Note:** Both questions can be voted on secretly or by a show of hands.

E) The decision on the form is made by the executive committee, i.e. the president, the secretary and the treasurer, together with the members present. It would be desirable for all those involved to support this decision.

F) How exactly this works is explained below.

a. A vote must be taken on this. The decision is made by majority vote. This is a democratic process.

b. The secretary must draft the text of the resolution with the consent of all those present.

c. A table must be created in which the serial number, the full name of the association member, point 1 or point 2 and their telephone number or ID card number are noted.

d. With regard to the question of how the vote was cast under point 1 or point 2, reference is made here to the corresponding **note**.

e. The yes and no votes are then counted, with the majority (at least 51%) deciding.

**G) This document must be converted by you** (the secretary should do this with the consent of the entire executive committee of the respective association) **into a CBO business document.**

**H) What does this mean?**

**a.** The name of the association (which initiated the project) is noted on the left side of a Word document. If available, please include the association number and the name of the chairperson. I am enclosing the address.

Please ensure that your association's logo is visible at the top left of a business letter.

Please enter the name of the association in the space provided.

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a. CBO, SHG Name and explanation of the logo

Chairperson: Mr. 'UV'; Secretary General: Ms. 'WX'; Treasurer: Mr./Ms. 'YZ'

'Enter name of association'

Email: Please provide your current email address.

Address of the association: UNHCR CAMP III KAKUMA (mentioned here as an example)

Address of the certification body and registration number:

Please leave two lines between the entries. To the CO partner submitting the project:

b. To NADEUM (Sustainable Thinking Implementation Association)

President: Georg-Josef Scherbaum; General Secretary: Mag. Andreas G. Andiel

NADEUM - Sustainable Thinking Implementation Association

Email: [verein@nadeum.eu](mailto:verein@nadeum.eu)

Address: Fenzlgasse 30, 1150 Vienna, Republic of Austria

Vienna Police Headquarters

Central Association Register: ZVR number 252118075

The board of the association 'Name and type of association' has decided on 'enter current date here' that the project 'enter name here' should be financially supported by the first point (or the second point).

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4

Of those present (this is given here as an example), for example, 30 members voted in favour of the following points:

c. 18 voted in favour, 10 were against and 2 abstained. It is crucial to consider the number of members eligible to vote here.

d. After careful consideration, the board and the members have decided on point '?' and request the support of the NADEUM headquarters in Vienna in implementing their idea by contributing its experience.

e. We have taken note of all points in the NADEUM rules and regulations that relate to the implementation of a project and are aware that we will actively participate in this planning, acquisition and implementation process to the best of our knowledge and belief.

f. The NADEUM project rules and regulations can be found at the following links:

DE > <https://nadeum.at/de/projektentwicklung/>

EN > <https://nadeum.at/en/project-development/>

g. We are aware that this process may take at least six months or considerably longer. The amount of work involved is decisive.

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If financial support is granted, we intend to actively implement the following project idea:

A) The name of the association 'enter name of association' includes plans to construct a school building for children aged 3 to 12. If this information is incorrect, please enter the correct age range. An engineer will assist us with his expertise in the construction of this building.

B) We, the members of the association 'enter name of association', plan to open a street café. This will enable us to support our CBO 'insert name' by selling cooked or raw food and providing services in the café, helping our own members to better understand the digital world and use it to improve their lives.

C) The association 'We, name of the association' plans to organise Baseball5 events to offer young people of both sexes an alternative to everyday life and to introduce them to the joy of sport. Our intention is to implement this project through training that teaches team spirit and also promotes more mindful behaviour towards one's own surroundings and the environment.

D) Further project submissions should be described in the same way.

Yours sincerely

Name of the board members

5

And their signatures

As proof of the authenticity of your signatures, please attach photographs or scans of both sides of your national ID cards to the letter, using the international format of the respective tool.