



SAF committee Guidelines for operation

1st version – June 2019

1 – Name

1. SAF – European Forum of Sign Language Interpreters –is a committee of efsli (European Forum of Sign Language Interpreters), which is a non-governmental and non-profit making organisation registered in Belgium on May 11th 2000, although in existence since 1993 (Brussels, Belgium).

The efsli Registration Number as International Organisation is: 11821/2000

2. The committee is regulated by the efsli constitution, internal rules and guidelines, any other eventual guidelines approved by the Board and its Members at the AGM. As part of its representation, efsli adopts a logo as shown below, and only this is allowed to be used.



2 – Mailing address and Representation

1. SAF's mailing address is saf@efsli.org
2. Normally the SAF committee coordinator represents SAF, when needed, this could be delegated to a SAF committee member.

3 – Mission

1. SAF's mission is to support and promote professional development/capacity building in those countries where the profession has not grown yet to quality standards or is non-existent:
 - a. by encouraging interpreters from eligible countries to apply to SAF
 - b. by working with efsli to monitor awardees and help them to set up activities that further develop the profession and improve access to interpreting training, information and knowledge sharing
 - c. by encouraging members and non-members to make donations
 - d. by organising the traditional SAFFLE at efsli annual events

4 – Committee

1. SAF consists of one efsli board member (as liaison / contact person to the board) and a committee consisting of minimum of two interpreters from efsli Full members (as stated in the Constitution).
2. The committee should have a minimum of three members and a maximum of five members
3. The efsli board will appoint the SAF committee
4. If a committee member is not following the internal rules, the committee should take actions. A committee member will get two, written, chances and at the third count, a majority of the committee will decide to remove the committee member in question.
5. If a committee member quits at least six (6) months before the next efsli AGM, the committee has the competence to find a new committee member.
 - a. If a committee member quits less than six (6) months before the next efsli AGM, the committee will wait for the next efsli AGM to find a new member
6. The committee provides a report of its activities for efsli board meetings.
7. At the end of their term, SAF members will have their work recognised by: 1) a certificate of organisation and promotion of efsli activities or 2) a letter thanking the individual for their support and promotion of efsli activities giving some detail of the work they have undertaken.

5 – Finances

1. The SAF budget will be coordinated by the efsli Treasurer and one SAF committee liaison person.
2. Before every General Annual Meeting of efsli, the efsli treasurer will give a report on the financial status
3. SAF members are entitled to get a reduced registration fee (20% off) to attend efsli events (such as efsli schools & training events, AGMs and efsli conferences)

6 – Minutes

1. Minutes shall be written or videotaped for each SAF meeting.
2. The committee holds the right to share only relevant information to those outside of efsli.

7 – Communication

1. Communication with committee members and efsli can via designated e-mail addresses
2. For preferred video meeting, the committee should be available on video-chat
3. SAF will show its aims and objectives through social networks

8 – Impact

As with all actions taken by efsli, SAF's activities should be measured in terms of impact and this needs to be reported as it is frequently an obligation required by EU funding programmes. Impact is the effect that actions and their results have on practices, policies and on various systems (education, provision of interpreting services, market of labour, etc.). It is SAF's responsibility to measure of the changes made and give evidence of them in their reporting.