



United Nations
Educational, Scientific and
Cultural Organization



Intangible
Cultural
Heritage

REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE ACCREDITED TO PROVIDE ADVISORY SERVICES TO THE COMMITTEE

DEADLINE 30 APRIL 2021

Instructions for completing the request form are available at:

<https://ich.unesco.org/en/forms>

1. Name of the organization

1.a. Official name

Please provide the full official name of the organization, in its original language, as it appears in the supporting documentation establishing its legal personality (section 8.b below).

مؤسسة كرامة للتنمية الاجتماعية والثقافية

1.b. Name in English or French

Please provide the name of the organization in English or French.

Karama Foundation for Social and Cultural Development

2. Contact of the organization

2.a. Address of the organization

Please provide the complete postal address of the organization, as well as additional contact information such as its telephone number, email address, website, etc. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see section 8).

Organization: Karama Foundation for Social and Cultural Development

Address: 80, El Kasr Eleiny str, Garden City, Cairo, Egypt

Telephone
number: 01000440800

Email address: rania@gebraa.com

Website: www.karama.dev

Other relevant
information:

2.b Contact person for correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request.

Title (Ms/Mr, etc.):	Ms.
Family name:	Seddik
Given name:	Rania
Institution/position:	Founder and Chairwoman
Address:	
Telephone number:	01000440800
Email address:	rania@gebraa.com
Other relevant information:	

3. Country or countries in which the organization is active

Please identify the country or countries in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out its activities.

local

national

international (please specify:)

- worldwide
- Africa
- Arab States
- Asia & the Pacific
- Europe & North America
- Latin America & the Caribbean

Please list the primary country(ies) in which it is active:

4. Date of its founding or approximate duration of its existence

Please state when the organization came into existence, as it appears in the supporting documentation establishing its legal personality (section 8.b below).

23/05/2016

5. Objectives of the organization

Please describe the objectives for which the organization was established, which should be 'in conformity with the spirit of the Convention' (Criterion C). If the organization's primary objectives are other than safeguarding intangible cultural heritage, please explain how its safeguarding objectives relate to those larger objectives.

Not to exceed 350 words; do not attach additional information

Karama Foundation was founded in May, 2016 to be the developmental arm for GebRaa social enterprise. Karama Foundation strives to achieve economic, social and cultural development for bearers of the Egyptian intangible heritage including traditional handicrafts. The Foundation utilizes its resources currently on reviving and developing traditional crafts at risks in Egypt in order to ensure their preservation. The objectives of the foundation are the following:

- Reviving the Egyptian intangible cultural heritage, with a focus on traditional handicrafts.
- Achieving economic and social development for craftsmen/craftswomen.
- Building the capacity of existing artisans and supporting their informal education.
- Supporting technically and financially with crafts' product design and development through acquiring new designs and supporting the production process.
- Training new generations of craftsmen/craftswomen by investing in youth, women, and underprivileged communities to transfer crafts' knowledge to younger generations.
- Achieving cultural development by investing in the various elements of the Egyptian intangible cultural heritage elements (handicrafts, performing arts, social practices, etc.)
- Raising the awareness about the economic, historical, social, and cultural values of the intangible cultural heritage elements of Egypt.

Karama accomplishes its goals through utilizing its own network of experts in craftsmanship, business management, and quality control by creating a high-quality training program for artisans teaching them; design thinking, quality standards, workshops management and safety measures, which enable them to creatively develop new ways for sustaining their businesses. Hence, preserving the crafts and achieving socio-economic development for artisanal communities. Karama works to create younger generations of artisans selected from unprivileged communities such as women and youth with intellectual disability to empower them and improve the quality of their lives.

6. The organization's activities in the field of safeguarding intangible cultural heritage

Sections 6.a to 6.d are the primary place for establishing that the NGO satisfies the criterion of having 'proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains' (Criterion A).

6.a. Domain(s) in which the organization is active

Please tick one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, please tick 'other domains' and indicate which domains are concerned.

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

6.b. Primary safeguarding activities in which the organization is involved

Please tick one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, please tick 'other safeguarding measures' and specify which ones are concerned.

identification, documentation, research (including inventory-making)

preservation, protection

promotion, enhancement

transmission, formal or non-formal education

revitalization

other safeguarding measures – please specify:

6.c. Description of the organization's activities

Organizations requesting accreditation should briefly describe their recent activities and relevant experience in safeguarding intangible cultural heritage, including those demonstrating the capacities of the organization to provide advisory services to the Committee. Relevant documentation may be submitted, if necessary, under section 8.c below.

Not to exceed 550 words; do not attach additional information

One of Karama Foundation's recent activities is to revitalize, safeguard, and promote inlay traditional handicrafts at risk. The project's goals strive to achieve socio-economic development for existing fifteen inlay workshops through three main objectives. The first objective is to support the artisans to have access to new marketing channels within local and international markets. This goal is achieved by a set of activities such as giving artisans trainings on how to study the market needs, working on implementing innovative designs that preserve the traditions of the craft while meeting the current market needs. Moreover, we link the artisans with designers and markets nationally and internationally, in addition to creating opportunities for them to participate in national and international handicrafts fairs. Meanwhile, we raise awareness about the social and cultural values of the intangible cultural heritage generally and Egyptian traditional handicrafts particularly. Karama does this through documenting the oral history, processes, techniques, patterns and products related to traditional Egyptian crafts, and produce videos and articles to be disseminated among different society members through different channels. The second goal is to coach artisans the required skills to produce inlay products with better quality higher economic value. In order to do so, we train them on quality standards and business management skills, such as pricing, costing, and contract formatting, which will eventually improve the working conditions for workshops and in the inlay market. Furthermore, we provided the workshops with new designs chosen from renowned designers to be implemented as new product lines to revitalize the craft. The third and last objective is to assist young artisans in gaining skills that enable them to access better economic opportunities. For this objective, Karama designed a tailored training program for youth and women to take part in the inlay craftsmanship as a means of transmitting the craft's skills and knowledge to future generations and achieve economic and social development for them concurrently. Furthermore, we have started a selection process of a group of youth with intellectual disabilities to train them on inlay craft techniques to equip them with the skills that can support them in finding job opportunities that will enhance their quality of life. In achieving this objective, Karama signed protocols with two Egyptian institutions for to train males and females youth with intellectual disabilities.

6.d. Description of the organization's competence and expertise

Please provide information on the personnel and members of the organization, describe their competence and expertise in the domain of intangible cultural heritage, in particular those that demonstrate the capacities of the organization to provide advisory services to the Committee, and explain how they acquired such competence. Documentation of such competences may be submitted, if necessary, under section 8.c below.

Not to exceed 200 words; do not attach additional information

Our organization staff have a huge experience in the field of cultural heritage management. Starting with the founder of Karama foundation, she has a master's degree in cultural policies, and has been in the field of preserving, promoting and revitalizing Egyptian traditional handicrafts since 2008 as an owner and founder of GebRaa social enterprise as well. GebRaa works on revitalizing traditional handicrafts through developing new creative products and opening new markets for artisans to sell their products. She has been researching the diverse communities of Egyptian traditional handicrafts at risk of disappearing and by that, she gained a tremendous group of networks of crafts know-how keepers.

Alongside Rania, we have our board members, Maged Sherif, who have wide experience in turning the agricultural waste into modern functional products, and Ahmed Seddik, who is a Fintech and investment analysis expert and a co-founder of three start-ups and initiatives creating networks to support young social and cultural entrepreneurs

Furthermore, the team consists of 7 qualified employees who have previous working experience in community management and cultural heritage acquired by working in multiple institutions and obtaining master's degrees in cultural heritage management from good universities.

7. The organization's experiences in cooperating with communities, groups and intangible cultural heritage practitioners

The Committee will evaluate whether NGOs requesting accreditation 'cooperate in a spirit of mutual respect with communities, groups and, where appropriate, individuals that create, practise and transmit intangible cultural heritage' (Criterion D). Please briefly describe such experiences here.

Not to exceed 350 words; do not attach additional information

Karama foundation has a good experience with cooperating with craftsmen/craftswomen communities practicing different types of crafts. Alongside inlay craft, in which we work with a huge network of inlayers and carpenters in addition to training new generation of inlay artisans, we have experiences in safeguarding various crafts through cooperating with artisans of Egyptian blown glass, through teaching them how to incorporate modern taste in their very ancient craft so that their products turn to be more functional and needed. As a result of our assistance and guidance, artisans created new designs, which were desirable in the Egyptian community.

In addition, we work with multiple embroidery artisans of Naqada and Akhmim. Naqada is a prehistoric civilization and Akhmim was once of the most important places for handwoven textiles in the world. Embroidery crafts are mostly done by women so we encourage them to work from their home without having to leave their villages to sell their products. Karama works with multiple embroidery techniques, ranging from tally, Amazeghy, sina embroidery and Siwa embroidery. Moreover, we cooperate with artisans of Palm leaf craft and raise people's awareness about the functionality of its products and the social and cultural values of them. We also work with pottery, Khayameya, and copper artisanal communities across Egypt.

Furthermore, as a way of helping artisans to promote their social contribution to the culture heritage, Karama foundation is in the process of launching a YouTube channel and a blog. The You Tube channel features videos of their production process of different crafts.

Through Karama Founder and team, we participated in inventorying intangible cultural heritage (living heritage) elements in Siwa with UNESCO Egypt as well as reviewing different nomination files for as part of the Egyptian folk art association

8. Documentation of the operational capacities of the organization

*The Operational Directives require that an organization requesting accreditation submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated, whenever possible, into English or French if the originals are in another language. **Please label supporting documents clearly with the section (8.a, 8.b or 8.c) to which they refer.***

8.a. Members and personnel

Proof of the participation of the members of the organization, as requested under Criterion E (i), may take diverse forms such as a list of directors, a list of personnel and statistical information on the quantity and categories of the members; a complete membership roster usually need not be submitted.

Please attach supporting documents, labelled 'Section 8.a'.

8.b. Recognized legal personality

If the organization has a charter, articles of incorporation, by-laws or similar establishing documents, a copy should be attached. If, under the applicable domestic law, the organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

Please attach supporting documents, labelled 'Section 8.b'.

8.c. Duration of existence and activities

If it is not already clearly indicated in the documentation provided under section 8.b, please submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Please provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in section 6.c. Supplementary materials such as books, CDs, DVDs or similar publications cannot be taken into consideration and should not be submitted.

Please attach supporting documents, labelled 'Section 8.c'.

9. Membership in the ICH NGO Forum

Indicate below whether your organization wishes to join the ICH NGO Forum. Please note that membership is contingent upon the accreditation of your organization by the General Assembly of States Parties to the 2003 Convention.

For more information on the ICH NGO Forum and its activities, please see <https://ich.unesco.org/en/ngo-forums-00422>.

Yes

No

10. Signature

The application must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

Name: Rania Salah Seddik

Title: Founder and Chairwoman

Date: 25/04/2021

Signature: *Rania Salah*

Regional Federation of Associations and Institutions in Giza

Articles of Association

Of

Institution: **Karama for social and cultural development**

Registered in: Social Solidarity Directorate in Giza

Under no.5931 dated 23/5/2016

Pursuant to provisions of law no.84/ 2002

Concerning Associations and Institution

Reiterated in: North Social Affairs department

Headquarters of the institution: 8, Sahl St, Kit Kat- Imbaba- Giza

Fields of work of the institution: social aids and services, cultural, religious and scientific services – environmental protection.

Purpose: Economic services

Branch:

Secretary General

Chairman

(Signed)

(Signed)

- Seal of Regional Federation of associations and institutions in Giza.
- Seal of Social Affairs Directorate- Agouza social department under no.36353.



Social Solidarity Department –Giza
(Social Affairs Sector)
Associations Department

Registration Decision
Karama Social and Cultural Development Institution
Under no.5931 dated 23/5/2016

Director of the directorate

- Following reading the associations and institutions law promulgated by law no.84 for the year 2002 and its executive regulations
- And memorandum of institutions department dated 23/5/2016 concerning the procedures of founding (an association- an institution) pursuant to the provisions of law no.84/2002.

Decided

Article One

- Register Karama Social and Cultural Development Institution pursuant to the provisions of law no.84 for the year 2002 under supervisions of Social Affairs directorate in Giza under no.5931 dated 23/5/2016.
- Headquarters of the institution: 8, Sahl St, Kit Kat- Imbaba- Giza
- Fields of work:-
 1. Social aids and services
 - 2.Cultural, religious and scientific services
 - 3.Protection of environment
 4. Economic services
- Geographic scope of work: Arab Republic of Egypt
- Department: North social department
- Number of members: three members
- Fiscal year: begins in January and ends in December
- When the institution is solved, its funds shall devolve to Associations Assistance Fund pursuant to the articles of association
- Foundation sum in case of registering the institution: Ten Thousand Egyptian pounds

Article Two

The competent department adheres to register the summary articles of association in the special register and to be published in the Official Gazette.

Drawn on : 23/5/2016

Registrar
(Signed)

head of department
(Signed)

Deputy Minister
(Signed)

- Seal of Social Affairs Directorate- Agouza social department under no.36353.



Name, Activity, Geographic range and administration

Name of institution: **Karama for social and cultural development**

Geographic range: **Arab Republic of Egypt**

Headquarters of the institution: **8, Sahl St, Kit Kat- Imbaba- Giza**

Duration: **Unlimited period**

Article One

The signatories (single founder/ group of founders of natural or legal persons or both) agreed on founding Karama Institution for social and cultural development

Police station: **Imbaba**

Governorate: **Giza**

Article Two

Institution`s fields of work:-

- 1- Social aids and services
- 2- Cultural, scientific and religious services
- 3- Environment protection
- 4- Economic services

Article Three

Activities: institution shall seek to achieve its objective in these fields through the following activities:-

- 1- Perform all activities pertaining to environment.
- 2- Projects to employ new graduates
- 3- Vocational projects to train individuals to help them increase family`s income
- 4- Provide financial and technical assistance based on the institution`s resources.
- 5- Hold cultural and religious seminars and lectures
- 6- Found cultural and religious libraries.
- 7- Issue periodical bulletin or magazine concerning the institution`s activities
- 8- Organize cultural and entertaining journeys.

These activities shall be practiced following obtaining approval of competent authorities pursuant to article 48 of law no.84 for the year 2002.

Article Four

Founder/ founders agreed to allocate the following funds:-



Article (8)

The institution`s funds are allocated to spend on achieving its objectives and it is impermissible to spend them in matters other than that. The institution may exploit surplus revenues to guarantee a fixed resource in profitable works pursuant to article (59) of the executive regulation or to reemploy them in projects that serve its objectives.

Article (9)

The institution shall have annual budget. The institution may prepare a periodical statement of revenues and expenses every 6 months.

Article (10)

To spend any sum of the institution`s funds, the chairman of the institution as well as the head of the board of trustees or as decided by the board of trustees provided that the spending is authorized by two signatures in all cases; one of them is chairman of the board of trustees or the member appointed as secretary.

Article (11)

In its headquarters, the institution keeps accounting books where it records revenues and expenses as well as the following records:-

1. Record of Board of Trustees` meetings,
2. Record of the treasure
3. Bank`s record
4. Inventory record
5. Revenues and expenses record
6. Other records as the case may be

Article (12)

The institution observes not to use its funds in financing forbidden activities pursuant to provisions of clauses (1-4) of article (11) of the laws. It adheres to exert the best effort to know the reality of activities which it performed or in which it contributes pursuant to provisions of articles (25 and 48) of executive regulation.

Chapter Two

Membership

Article (13)

It is required that the founders or manager or board of trustees:-

1. No final imprisonment in criminal penalty or custodial penalty in dishonorable crime was issued against any of them unless he was rehabilitated.



2. They enjoy their civil rights.

Article (14)

A member shall lose membership in one of the following cases:-

- 1- Resignation
- 2- Death
- 3- If he lose one of the conditions of membership
- 4- If he is dismissed pursuant to decision of the founder or founders or administrative entity in one of the following cases:
 - a- If he commits an act which may have a physical or in kind harmful impact on the institution.
 - b- If he uses his membership in the board of trustees in a profitable manner or to achieve a personal aim.

Chapter Three

Institution`s Administration

Number of the members of the board of trustees 3, the period of appointing the first board of trustees is three (3) years.

Article (15)

The board of trustees shall manage the institution; the chairman shall represent the institution before the courts and third parties.

Article (16)

The board of trustees consists of three members at least to be appointed by the founder or founders. The board of trustees shall elect a chairman, a deputy chairman, treasurer and general secretary from among its members unless they are appointed in the memorandum of association or will of the founder or founders.

Chairman and members of the board of trustees or some of them may be founders of the institution.

Article (17)

Term of board of trustees is six years, except for the first board whose term shall be three years at most, if the place of a member becomes vacant for any reason before expiry of his term, a substitute shall be appointed with the same method of appointment.



Article (18)

The board of directors shall appoint a manager to manage the institution, set his powers and fees or salary or compensation as the case may be.

Article (19)

The chairman of the board of trustees shall notify the administrative entity and general federation of associations and institution of the formation of the board of trustees and any changes that takes place concerning this formation.

Article (20)

The board of trustees manages the institution in a way that achieves its purposes and objectives. To that end, it may have powers of the board of directors and general assembly mentioned in law no.84 for the year 2002 and its executive regulation except amending the main objective of the institution set out in these articles of association.

Article (21)

The board of trustees shall hold a meeting every three months at least to consider the institution's affairs.

Article (22)

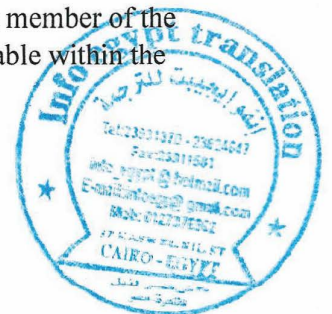
The board of trustees shall hold a meeting based on a written invitation of the chairman once every year during the four months following end of the fiscal year of the institution to:-

1-Approve the balance sheet and final accounts for the ended fiscal year and the manager's report concerning the institution's activity, auditor's report, appointing an auditor, budget's project for the new fiscal year and other matters which the board of trustees consider listing in the agenda.

Article (23)

The board of trustees supervises management of the institution, monitors proper functioning and adherence to work effectively towards achieving its objectives. It shall particularly do the following:-

1. Elect the chairman of the board of trustees, his deputy, treasurer and secretary.
2. Prepare and approve the bylaws of the institution
3. Form the committees which it deems necessary for proper functioning m determine capabilities of each of them provided that each committee shall be headed by a member of the board of trustees. The decisions of these committees shall be final and enforceable within the



limits of its competencies provided that they submit their works in the first subsequent meeting to approve them.

4. Approve the contracts and agreements that are concluded by the institution.
5. Approve the productive and service projects that are set up by the institution to achieve its objectives.
- 6- Approve the balance sheet and final accounts for the ended fiscal year and the budget for the coming year as well as annual report including a statement of the institution`s activity, projects, its fiscal status, annual inventory report, nee projects that the institution intends to set up in the next year provided that it shall send a copy of the draft budget to the administrative entity 15 days at least before submitting it to the founders.
7. Approve report of the auditor and respond to the notes stated in it.
8. Appoint the manager from among the members of the board or others; determine its competencies and compensation.
9. Approve appointment of the employees necessary to work in the institution, discipline and dismiss them.
10. Select a representative of the institution in the committee stipulated upon in article (7) of the law.
11. Discuss notes of the Central auditing Agency and the competent administrative entity; prepare responses within a month of the date of notifying it, work on avoiding them if they include violations of the law or the executive regulation or these articles.

Article (24)

The decisions of the board of trustees shall be issued by absolute majority of its members (half+1) including the decisions related to amending the articles of associations or dissolving the institution or merging it must be issued with the two thirds of members.

Article (25)

The chairman of the board of trustees shall have the following competencies:-

- 1- Approve meetings of the board of trustees and the internal committees and has the right to invite the board to convene.
- 2- Approve the agenda of meetings of boards of trustees and monitor executing its decisions.
- 3- Sign on behalf of the institution on all contracts and agreements which the board of trustees agree to conclude.



- 4- Sign with the general secretary on the minutes of the sessions and administrative decisions and affairs related to the employees of the institution.
- 5- Sign the checks and securities with the secretary.
- 6- Decide the urgent matters that is impossible to be deferred till the meeting of the board of trustees provided that it submit these matters and the decisions that shall be taken concerning them to the board in its first meeting, in case of absence of the chairman, his deputy shall do its assume his competencies and shall have the competencies of the chairman.

Article (26)

The secretary or general security shall have the following competencies as the case may be:

- 1- Prepare the agenda of the board and invite the members, assume secretariat of the meeting, prepare its meetings, record them in special minutes and submit them to board of trustees in the following meeting to approve it.
- 2- Supervise preparing a record of the names of the board of trustees and their addresses.
- 3- Keep records of the minutes of board of trustees and sign them with the chairman.
- 4- Notify both the competent administrative authority federation of the formation of the board and every amendment that takes place.
- 5- Execute decisions of the board of trustees.
- 6- Supervise administrative works of the institution.
- 7- Review all the important correspondences coming to the institution, submit them to the board of trustees or the competent authority where it was proved that they are concerned with the affairs of the institution as well as the notes of the central auditing agency or competent administrative authority , related to administrative and social aspects , prepare response to them in preparation to submit the whole subject to the board of trustees to respond to these entities within a month from the date of reporting.

Article (27)

The treasurer shall have the following competencies:-

The treasurer shall supervise the institution`s affairs pursuant to the system that is decided by the auditor and approved by the board of trustees and he shall have the following competencies:

- 1- General supervision of the institution`s resources, expenses and monitor applying financial regulations including invoices of all sorts of revenues, receiving them , depositing them in bank or saving box, record all revenues and expenses in the special records, organizing the financial and inventory records and submit his notes to the board of trustees.
- 2- Supervise annual inventory and submit a report of the result to the board of trustees.
- 3- Monitor spending and keep the documents evidencing it.
- 4- Review the financial records of the institution and review the financial documents before and after spending, approve them and keep them.
- 5- Execute the decisions of the board of trustees concerning the financial dealings and match them with the approved budget items.



- 6- Sign with the chairman or his deputy on money orders and checks.
- 7- Approve spending the interim advance within the limits decided by the board of trustees to spend them on the urgent and necessary cases which cannot be postponed until they are submitted to the board of trustees provided that these expenses shall be approved in the first meeting of the board.
- 8- Copy the revenues and expenses account and balance sheet to audit them so the auditor prepares his final report and submit them to the board of trustees.
- 9- Participate with the secretary in setting up the draft budget of the fiscal year, submit it to the board of trustees, and submit it to the administrative authority 15 days before submitting it to the general assembly.
- 10- Examine notes of the Central Auditing Agency and administrative authority related to the financial aspects, prepare response in preparation submit the whole issue to the board of trustees to respond to these entities within a month of the date of reporting.

Article (28)

- The board of trustees shall appoint the auditor from the accountants registered in the accountants and auditors register other than the members of the board and estimate his fees if the expenses or revenues of the institution exceeds (50000) fifty thousand Egyptian pounds.
- If the institution does not have an auditor, the board of trustees must take the procedures of appointing him, determine his fees and determine his competencies.

Article (29)

The auditor shall have the following competencies:-

- 1- Review the institution` s record, books and documents in any time and shall have the right to ask for the data and explanations that he deems necessary to obtain to perform his task, he shall determine the movables and obligations of the institution, the board of trustees shall enable him to do all the above.
- 2- In case he was not enabled to exercise his mission, he must prove that in a registered report that is submitted to the board of trustees to take the procedures of enabling him, if the board does not take the procedures necessary to facilitate his mission, the auditor shall notify the administrative entity with a copy of the report.
- In all cases, the board of trustees should submit the auditor`s report and the procedures taken by the board on the general assembly.
- The auditor may notify the administrative authority with the demand to hold extraordinary general assembly if he was prevented from performing his mission to submit the matter to it to decide what it deems right.
- 3- The auditor shall set the financial system of the institution which guarantees good functioning of work in the institution.



- 4- He shall supervise inventory of the treasury, inventory accounts in the end of the institution`s fiscal year and submit a report to board of trustees.
- 5- Submit a report concerning the final accounts and balance sheet to the board of trustees a month at least before the set date for holding the general assembly accompanied with his report which includes his notes on the final accounts and balance sheet. He may attend the general assembly, recite his report concerning the institution`s works and express his opinion as the institution`s auditor.
- 6- If he fails to perform his duties as auditor, the board of trustees may invite the ordinary general assembly with attaching a report with the invitation to the meeting to discuss it and take the suitable decision in this concern.

Chapter 4

Dissolution of the Institution

Article (30)

If it becomes apparent to the founder or founders that the institution cannot achieve its objectives, they may in an extraordinary meeting take the decision to dissolve the institution. The dissolution decision shall include appointing a liquidator or more, determine the period of liquidation, determine the liquidator`s fees. In case the founders were not present at the meeting, the board of trustees may take the decision with 2/3 majority of members and notify the administrative authority and Federation with the decision.

Article (31)

In case of dissolving the institution, its funds shall devolve to the Assistance Fund for Associations and Non-Governmental Organizations pursuant to text of article (45) of law no.84/2002

General Secretary (secretary)

Chairman of the board of trustees

Name: MagedSherif Abdel-Salam

Name: Rania Salah Sedeek Mohamed

(Signed)

(Signed)



Handwritten signature or initials in blue ink.