

# MCCAW FOUNDATION

*General Office*

*Craig & Susan McCaw Foundation*

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## **15th Roundtable of NGO/CBO**

03 – 07 August 2009, New York USA

*Dear Sir,*

*McCaw Aids Foundation is a registered charity whose aims & objectives are to empower individuals worldwide through offering grants for business, education, economic development and environmental conservation to support groups addressing social, economic, tourism and environmental issues and a variety of philanthropic projects through grants to non-profit organizations to promote the well-being of mankind by strengthening the capacity of charitable organizations to provide effective programs of quality. McCaw Aids Foundation is pleased to announce the 15th Roundtable of NGO/CBO: - "Our Actions in Transforming civil society" that will bring together 850 representatives of NGOs/CBOs from all over the world is scheduled from 03<sup>rd</sup> to 07<sup>th</sup> August , 2009 in New York, United States of America. (U.S.A.)*

*Please find enclosed:*

- The Invitation Message*
- Appendix 1: Preliminary Agreement of participation*

**APPROVED BY**

Mr Craig Mccaw  
CEO of Mccaw Aids Foundation

Prof Elizabeth Allen  
G<sup>ral</sup> Director of the Int.Secretariat



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General Distr

*Sirs and Madams,*

*Under the sponsoring of the Board of Directors of McCaw Foundation , we have the pleasure to invite you to take part in this important activities in the framework of the fight for the human and community development which will take place in Albany, New York USA from 03<sup>rd</sup> to 07<sup>th</sup> August, 2009.*

*The 15th Roundtable of NGO/CBO actions organized by McCaw Aids Foundation intends to be a pioneer in the international meeting and is based on a network of several practitioners. The program offers an incomparable meeting and learning environment enriched with the experience of several human and community development practitioners. McCaw Aids Foundation invites you to attend the International roundtable as Delegates of your country. Microfinance Institutions (MFI's), Nongovernmental Organizations (NGO's), Associations, donor agencies, consulting firms, government agencies, central and commercial banks, socially responsible investors and private individuals are invited to attend.*

*These meeting's goals are to help reduce poverty and to raise the standards of living by mobilizing resources inside as well as outside the countries while providing a technical and financial assistance for development projects and programs in the concerned countries.*

*With headquarters in Albany, New York (USA), McCaw Aids Foundation is a United States based registered charity which operates in the social field, healthcare, environment, finance (with a particular accent on microfinance). As a donator we contribute to the creation of a safe and sustainable world by supporting community based organizations to overcome poverty, violence and injustice in their communities. McCaw Aids Foundation operates in support of international grant and donation through international representation and partnership with NGOs, highly credible and valuable individuals. We work in the belief that community based organizations are central to transforming families lives and communities through their own efforts and in collaboration with local, national and international allies. We Inform you that our Foundation have his Network in TOGO West Africa which is our liaison branch.*

*By the light of what precedes, we have the pleasure to announce to you the 15th Roundtable of NGO/CBO actions which will bring together several representatives of Microfinance Institutions, Non-governmental Organizations, donor agencies, consulting firms, government agencies will take place:*

*- In Albany, New York USA from 03<sup>rd</sup> to 07<sup>th</sup> August, 2009*

*Note,*

*Participants of the Roundtable must send their Passport copies together with their letter of application. A Certificate of Vocational Training will be issued at the end of the training. Also a competitive recruitment of five people who will work under the representation of our honorable foundation in their countries of origin will be organized. The cost of the training and all other costs during the entire days (housing, food, airplane ticket, medical insurance....) will be borne by the foundation. By against each participant will be required to pay fees of \$ 200 (Two Hundred United States Dollars) for the confirmation of the registration.*

### **OBJECTIVES OF THE INTERNATIONAL FORUM AND TRAINING WORKSHOP**

*The meetings sessions put a premium on the design of program based on best practices, as well as on specific instruments which enable to ensure the long-term financial increase. The sessions intend to provide participants with the opportunity to expand their knowledge and skills of the quality required for the advancement of the fight for peace and, to provide a personal development experience tailored to the needs of NGOs/CBOs that will enable participants to review and assess their own capabilities with a view of identifying ways in which they can increase the effectiveness of their contribution for the organization in which they work and to the process of development.*

### **FINANCIAL SPONSORSHIP and NOMINATION OF PARTICIPANTS**

*The 15th Roundtable of NGO/CBO actions are financially supported with the objective of granting financial assistance and sponsorship for the participation of members of organizations coming from under-developed countries. In this way, many organizations including yours have been selected and benefit a complete sponsorship covering the costs of transport, housing, food, medical insurance.... However, each participant will be required to pay a registration fee of US\$ 200 (Two Hundred United States Dollars) for the forum and training workshop. The financial assistance and sponsorship is available for one (01) to five (05) participant from each sponsored organization. In this way, we are pleased to inform you that your organization has been selected for sponsorship in order to take part in these meetings. You are therefore requested to nominate one (01) to five (05) active member from your organization to benefit from our sponsorship. You can put yourselves in partnership with other economic operators if you want to benefit from this exceptional occasion.*

### **REGISTRATION PROCEDURES**

*For purposes of registration in order to take part in the roundtable, please request the International Delegate Registration Documentation which includes:*

- 1- The Registration Form;*
- 2- The Hotel Reservation Form;*

### ***3- The Airplane Ticket Order Form.***

***The request for Registration Documentation should be addressed to the International Secretariat at:***

***Mr Arthur Hooper***

***Secretariat McCaw Aids Foundation***

***International Secretariat***

***Tel/ Fax: +1-503-212-9409***

***E-mail: [secretariat@mccawaidsfound.org](mailto:secretariat@mccawaidsfound.org)***

### ***Urgent Notice***

***1 - All participants must pay his/her registration fee before a confirmation of his/her participation in the meeting.***

***2 - The registration documentation (The forms filled) alongside with the receipt of payment of the registration fee of all applicant are mandatory required by the foundation for the establishment of the registration confirmation.***

***NB: The registration fees would be used to support organizations in the poor countries before our financing.***

***We are equally anxious to inform organizations' managers who intend to submit a project for financing from McCaw Aids Foundation to contact the Grants Department at: [grants@mccawaidsfound.org](mailto:grants@mccawaidsfound.org). Other poor organizations can continue applying for donation by contacting the donation Department of McCaw Aids Foundation at: [donation@mccawaidsfound.org](mailto:donation@mccawaidsfound.org)***

***You can write to: [recruitment@mccawaidsfound.org](mailto:recruitment@mccawaidsfound.org) to have all information regarding our recruitment program.***

***While we anticipate your response at your earliest convenience, please do not hesitate to contact us for further information. In the meantime, you are advised to confirm your organization's acceptance of the sponsorship offered by returning the filled form of the preliminary participation agreement. The Nomination form which will be sent to you as soon as you confirm your Organization's participation must be completed by the nominating Organization and faxed to McCaw Aids Foundation fax number +1-503-212-9409 before July 24th, 2009.***

***The registration fees should be Sent by Western Union Funds Transfer System as follows:***

***For organizations out of United States,  
Send to:***

***Network for McCaw Aids Foundation- Africa***

***Mr. Marc Lawson,***

***Regional Director,***

***McCaw Aids Foundation - Africa***

***BP 670 Sokodé***

***12, Avenue de la libération***

***Phone: +2280138010***

***E-Mail: [africoffice@mccawaidfound.org](mailto:africoffice@mccawaidfound.org)***

***Sokodé-Togo (West Africa)***

***The Western Union Funds Transfer control number and all passwords and***

***Test questions/answers should be sent via email to the regional director on:***

***[africoffice@mccawaidfound.org](mailto:africoffice@mccawaidfound.org)***

***The copies of the Western Union Transaction slips should be faxed or emailed directly to the summit secretariat for follow-up: +1-503-212-9409.***

***For your own convenience, we recommend that one representative of the***

***Nomination NGO/CBO sends the registration funds for the up to five participants Other than each participant sending his/her registration fees individually.***

***We are waiting to meeting you and work with you as well as with your colleagues. Sincerely,***

***Pr. Craig McCaw***

***Summit Chair***

# PRELIMINARY PARTICIPATION AGREEMENT

To be soonest returned

To:

The International Secretariat

Tel/ Fax: +1-503-212-9409

E-mail: secretariat@ mccaawidsfound.org

**I received and read with more importance the invitation message. I hereby apply for the registration forms to fill according to your rules and regulations. I promise to register and participate in the event**

**I'm applying for:**

**The Roundtable**

**With the delegation of: DELEGATE / ..... PERSONS**

**DATE AND SIGNATURE**

<b>YOUR CONTACT</b>	<b>NAME</b>	
	<b>PHONE</b>	
	<b>FAX</b>	
	<b>E- MAIL</b>	

**CERTIFICATION:** We, the undersigned, certify that the information submitted is accurate and complete to the best of our knowledge and accept the terms and conditions of the Foundation if this application is founded.

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