



LEDA	BEIRUT SOUTHERN SUBURBS
TERRITORY	BEIRUT SOUTHERN SUBURBS
COUNTRY	LEBANON
TITLE	Methodology for elaborating the LEDA internal management regulations
DATE OF START UP	30 March 2012

BACKGROUND
<p>The SBB LEDA started its activities on December 2010. One of the initial needs was to dispose of internal regulations for organizing a its management in a transparent and systematic way, assuring also its continuity for the future management boards.</p> <p>The members of the LEDA management board did not have any experience about management of a LEDA</p>

SUBJECT	
SOCIAL INCLUSION	
TERRITORIAL GOVERNANCE	
LEDA GOVERNANCE	
GENDER EQUALITY	
ENVIRONMENT/ENERGY	
SUPPORT TO SMME OR COOPERATIVES	
TERRITORIAL STRATEGIES AND PLANS	
PUBLIC POLICIES FOR LED	
LABOR MARKET	
TERRITORIAL HUMAN RESOURCE IMPROVEMENT	
OTHER (SPECIFY)	

OBJECTIVES
<ol style="list-style-type: none"> 1. Elaborate the LEDA management internal regulations, in a collective and participatory method, assuring consistence with the socio-cultural local context

PARTNERS
<ol style="list-style-type: none"> 1. Members of the BSS LEDA Management Board

DESCRIPTION
<p>The process that led to achieve the mentioned result went forward the following steps:</p> <ol style="list-style-type: none"> 1. A first 3 days workshop with the participation of ILS LEDA provided the basic elements for the elaboration of a Leda management handbook, through illustrating previous examples. It sensitized the members of the Management board on the importance of the internal regulations, and how to face the process for their elaboration. 2. The Management Board established three Working Groups, ensuring all the members are included in at least one of them. The tree groups were composed as it follows: <ul style="list-style-type: none"> Group 1: How to manage the Management Board, composed by 4 components of the management

Board

Group 2: **How to plan and organise the activities**, composed by 4 components of the management Board

Group 3: **How to manage the human resources and how to administrate** composed by 4 components of the management Board.

The President of the Board took part of all the groups, for assuring harmonization.

3. Each group had at least 3 meetings. Using as reference the Auleda (Albanian LEDA) management handbook, they elaborated own proposals.
4. Each group had a final workshop with ILS LEDA for finalizing their proposals
5. A final workshop was hold with all the participant, and the proposals were presented by each group, analysed and revised.
6. Each group revised the initial proposal including the emmedment resulted by the previous workshop
7. The final version was send to each member of the management board, for the last revision
8. The Management Board approved in a ordinary meeting the internal regulations

RESULTS

1. The LEDA internal management regulations finalized in 3 months, through the full participation of all the members of the management board.
2. Awareness about how to manage a LEDA acquired by all the members of the Management Board

TOOLS (IF ANY)

A LEDA management handbook as reference

CONDITIONS FOR REPLICABILITY

1. No particular condition, provided a LEDA has its management board
2. (preferably) Having at disposal a reference already existing manual

EDITED BY

ILS LEDA

DATE