



WORLD SUBUD ASSOCIATION, Inc.  
International Subud Committee

CALL FOR PROPOSAL  
WORLD CONGRESS LOCATION

**WSA Bylaws**

*3.4 **The Year of Regular Congress:** Before the end of each Regular Congress, Congress designates the calendar year, four to six years hence, of the next Regular Congress.*

*7.5 **Location:** During each Regular Congress, Congress decides on the location of the next Regular Congress or informs Council as to its preferences.*

---

The WSA Executive Committee is calling for proposals from Member Country National Committees to host the next World Congress in their country. Proposals should be received by the WSA Executive Committee at [swc.proposal@subud.org](mailto:swc.proposal@subud.org) six (6) months prior to the start of the Congress, 5 July 2023

**Guidelines for developing proposals**

These guidelines are not meant to limit proposals but guide the Members based on previous experience. Please also read the Guidelines for World Congress 2024 for procedures of proposal submission, as attached to this letter.

The proposals should take into consideration the following:

- Fair rotation of Members hosting Regular Congress.
- Commitment and enthusiasm of the host country members in supporting the efforts and being able to create a team to plan and facilitate a congress.
- Application candidates for the WSA Executive team/ ISC from within the proposing country's Zone.
- Subud members with the skills, experience, time and disposability to plan and facilitate the congress. Subud members who might be ready and able to work for an executive team.

The points of attention are:

- The venue, its size, availability of adequate latihan space for members and international helpers to do their work during congress, location as to nearest Subud center, type of central/social hub as the heart of the congress (ability for mixing and hosting activities beyond latihan)
- The accommodation - opportunities to satisfy budgets of all kinds
- Transportation costs from furthest distances to congress
- Other tourist attractions

It is advisable to have a budget projection based on expectancy of people being able to travel to this location.

Practicality and result of testing will determine the decision. The proposal of a concrete venue is welcomed but not mandatory.

WSA Executive Committee



## **GUIDELINES FOR SUBUD WORLD CONGRESS 2024**

### **Procedures for applications and proposals**

“Bapak needs to emphasise to all of you attending this congress that it is a congress of a spiritual association. Therefore, in discussing all the things that need to be looked at, do not just follow the example of other organisations, but consider things with a feeling of patience and, even more, a willingness to give way.”

**Vol 11#15 - 22 May 1964 64 MLG 1- VT**

“Brothers and sisters, Bapak has made it clear that the Subud organisation is the administration of the Subud association. The core of Subud is not the organisation but the latihan. However, since we are human beings living in a human society – that is, in the world – which must be entirely ordered by human beings themselves, it is necessary that we should organise ourselves to a certain extent. We need to do this so that we can live and work together, and support each other in such a way that this Subud community of ours becomes a disciplined and orderly group of people.

All the same, let us not lose touch with the realm of the soul. Let us not organise Subud affairs in the ordinary way; that is, as in political bodies where voting is necessary, based on the majority principle, where what is known as the democratic method prevails. This is not our way at all. Although we may have diverse ideas and we are in an organisation – meaning that we are bound together – we do not depart from what we have received in the latihan; that is to say, from testing. So, although we make rules in our organisation, we still need the assurance and certainty that come from the power of God through our receiving in the latihan – in testing. Therefore, in all things, the decision rests with the power of God.

For this reason, in this spiritual association the manner of forming a body, of making appointments and so on, should not be motivated by the interest and advantage of individual groups. Rather, you should regard the creation and appointment of this new body as being for the development, improvement and well-being of the whole of our association. If there is a group, for instance, with a small membership and so unable to contribute anything towards the body now being formed, the stronger groups should not feel that they can ignore the members in such a weak group. No. They should receive equal attention.

This is because, based on what Bapak just called the realm of the soul, we need to feel love and compassion towards one another, and we need to respect and help one another. Do not think that the outcome has to be like this or like that; rather, we need to consider all the members – those present here and those elsewhere – as we consider ourselves. If you have that attitude, it is very likely that you will be able to arrive easily and quickly at whatever decisions need to be taken in this congress.”

**Vol 10 - 16 July 1963 63 BCL7**



**A. Election procedure and role of officers at the Congress**

1. WSA Chairperson/Deputy Chairperson;
2. International Helpers;
3. WSA Executive Chairperson (ISC Chairperson);
4. MSF and Affiliates Chairpersons;
5. Zonal Representatives.

Position	Preparatory	During Congress	Post Congress	Note
<b>A.1. WSA Chairperson</b>	<p><b>Application</b></p> <ol style="list-style-type: none"> <li>1. Call for nomination to be disseminated at least nine (9) months before the Congress starts. The call for nomination will include:               <ol style="list-style-type: none"> <li>a. the job description;</li> <li>b. explanation on election procedure;</li> <li>c. application form.</li> </ol> </li> <li>2. It is strongly recommended that applications are received by the WSA Executive Committee (<a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a>) three (3) months before the Congress starts.</li> <li>3. Application for nomination will include biodata, endorsement letter from the relevant National Committee/Country (indicating positive result of testing by local and national helpers)</li> <li>4. All applications (including late applications) will be reviewed by WSA Executive Committee before</li> </ol>	<p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Applications are presented to the Member Delegation for nomination as candidates;</li> <li>2. Candidates nominated are to be present in person for testing at the Congress plenary meeting.</li> <li>3. Testing of candidates by the IH Dewan takes place in front of the plenary. The IH Dewan confers privately regarding the receiving after each candidate and then again after all the candidates have been tested. The Dewan then provides the plenary with a recommendation as to which candidate best meets the needs of the coming WSA term, or the Dewan may propose further testing.</li> <li>4. Member Delegations vote on the candidate(s) recommended by the IH Dewan.</li> </ol>		<p>All work during the Regular Congress is under the responsibility of outgoing committees and International Helpers;</p> <p>Background information of candidates will be shared with the Member Delegations during the Congress;</p> <p><i>Note: The Guidelines is planned to be distributed before the end of 2022. By April 2023, call for nomination to be distributed, and will include this Guidelines, job description, and application <b>form</b></i></p>

Position	Preparatory	During Congress	Post Congress	Note
	presented to the Member Delegations.			
		<p><b>Notes on procedures:</b></p> <ol style="list-style-type: none"> <li>1. The selection will take place at the beginning of the Congress. The candidates shall be present.</li> <li>2. Testing by the <b>outgoing</b> International Helpers will be done at the plenary. The International Helpers will not share their individual testing, but will only make recommendation from the Dewan.</li> <li>3. The term of the WSA Chairperson normally begins immediately upon his or her selection for all new business concerning the Congress selecting him or her and lasts until the completion of all old business on the agenda of the Congress ending his or her term. <sup>2</sup></li> <li>4. The new Chairperson submits nominees for Deputy Chairperson.</li> </ol>		<p><b>WSA Deputy Chairperson</b></p> <p>From among the Chairperson's nominees for the Deputy Chairperson, a Deputy Chairperson is selected by the World Council through guidance received in the Latihan Kejiwaan".<sup>1</sup></p> <p>In case a Deputy Chairperson is not appointed at Congress, the new Council approves the appointment of the Deputy Chairperson.</p>
<b>A.2. International Helpers (IH) Dewan</b>	<p><b>Application</b></p> <p>Any helper who feels willing and able to take up the responsibilities of IH may apply for this role. Before application is submitted, helper is to test applicant first at local level, then at national level.</p> <p>1. IH Dewan sends call for nomination at least nine (9) months</p>	<p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. IH candidates must be present in person to test at the Regular Congress.</li> <li>2. Testing of candidates by outgoing IH will be arranged at Congress by the IH Dewan. Testing will be conducted privately.</li> <li>3. After all candidates have been tested for new IH, the outgoing IH</li> </ol>		<p>All work during the Regular Congress is under the responsibility of outgoing committees and International Helpers;</p>

<sup>1</sup> WSA Bylaws, Article 3.15.1

<sup>2</sup> WSA Bylaws, Article 3.15.

Position	Preparatory	During Congress	Post Congress	Note
	<p>before the Congress, starts. The call for nomination will contain: the job description, and explanation of election procedure;</p> <p>2. Application for nomination should be received by the IH Dewan (<a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a>) via the National Dewan preferably three (3) months before the Congress starts indicating positive result of testing by regional and national helpers.</p>	<p>Dewan will meet with the candidates to announce the new IH Dewan.</p> <p>4. The incoming IH Dewan will be presented at a plenary session.</p>		
<b>A.3. WSA Executive Chairperson and location of Executive Committee.</b>	<p><b>Application</b> National organizations nominate one or preferably more candidates for the Executive Chairperson.<sup>3</sup></p> <p>1. Call for nomination to be disseminated at least nine (9) months before the Congress starts. The call for nomination will include: a. the job description; b. explanation on election procedure; c. application form.</p> <p>2. It is strongly recommended that applications are received by the WSA Executive Committee (<a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a>) three (3) months before the Congress starts.</p> <p>3. Application for nomination will include biodata, years and</p>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Applications are to be reviewed by WSA Executive and presented to the Member Delegations for nomination as candidates;</li> <li>2. Candidates nominated are to be present in person for testing at the Congress plenary session.</li> <li>3. Testing of candidates by the IH Dewan takes place in front of the plenary. The IH Dewan confers privately regarding the receiving after each candidate and then again after all the candidates have been tested. The IH Dewan then provides the plenary with a recommendation as to which candidate best meets the needs of the coming WSA</li> </ol>		<p>All work during the Regular Congress is under the responsibility of outgoing committees and International Helpers;</p> <p>Background information of the applicants will be shared with the Member Delegations during the Congress.</p>

<sup>3</sup> From among the Zonal Representatives nominees, the Executive Chairperson is selected through guidance received in the Latihan Kejiwaan and, if Congress is in session, proposed to Congress for approval [WSA Bylaws, Art. 7.3]



Position	Preparatory	During Congress	Post Congress	Note
	<p>organizational experience in Subud, endorsement letter from the relevant National Committee/Country (indicating positive result of testing by local and national helpers)</p> <p>4. All applications (including late applications) will be reviewed by WSA Executive Committee before presented to the Member Delegations.</p>	<p>term, or the IH Dewan may propose further testing.</p> <p>4. Member Delegations vote on the candidate(s) recommended by the IH Dewan.</p> <p>5. Resolution on the appointment of the new Executive Chairperson shall also mention the Congress determination of the location/office of the new Executive Committee <sup>4</sup></p> <p><b>Notes on procedures:</b></p> <p><i>1. The selection will take place at the beginning of the Congress. The candidates shall be present.</i></p> <p><i>2. Testing by the <b>outgoing</b> International Helpers will be done at the plenary. The International Helpers will not share their individual testing, but will only make recommendation from the Dewan.</i></p> <p><i>3. Congress appoints the Executive Chairperson with the same terms as the Chairperson to be referred to in these bylaws as Executive Chairperson <sup>5</sup>.</i></p> <p><i>4. The new Executive Chairperson submits nominees for Deputy Executive Chairperson and/or the Executive Committee team.</i></p>		

<sup>4</sup> WSA Bylaws, Article 7.4

<sup>5</sup> WSA Bylaws, Article 7.2

Position	Preparatory	During Congress	Post Congress	Note
		The testing of the WSA Executive Chairperson will follow after the testing of the location of the next Regular Congress. B.1		
<b>A.4. Chair of Affiliates</b>	Chairpersons of Affiliates are appointed by the Plenary of Congress from among the candidates nominated by the members of the corresponding Affiliate (their constituencies).	<p><b>Procedure:</b></p> <p>“8.1 Congress requires that Affiliates: Have their chief officer selected during a Regular Congress, through guidance received in the Latihan Kejiwaan for the same term as the WSA Chairperson”.<sup>6</sup></p> <p><b>Procedure of Testing:</b></p> <p>a) The IH Dewan tests the nominated candidates in front of the plenary.  b) The IH Dewan confers privately regarding the receiving after each candidate and then again after all the candidates have tested.  c) The IH Dewan provides the plenary a recommendation, or the Dewan may propose further testing.”</p>		
	SICA	SICA At every Subud World Congress, a		

<sup>6</sup> WSA Bylaws, Affiliates, 8.1 (c)  
WCongress Location\_Call Dec.2022

Position	Preparatory	During Congress	Post Congress	Note
		SICA Congress for all (SICA) members will be convened. <sup>7</sup>		
	SDIA Candidates Chairperson “Before election for Chairperson is held, each candidate shall present to the members of SDIA, his or her relevant qualifications and experience to fulfill the function of SDIA”. <sup>8</sup> “Candidates for Chairperson shall be nominated by voting of associate members of SDIA.” <sup>9</sup>	SDIA Election of Chairperson “The chairperson (of SDIA) shall be <b>selected and appointed at the Congress</b> of WSA in accordance with procedures agreed to by SDIA and WSA, and <b>upon majority vote of voting (SDIA) members at a duly constituted (SDIA) members’ meeting.</b> The term of office of the chairperson is from one World Congress to the next.” <sup>10</sup>		
<b>A.4. Chair and Trustees of MSF</b>	MSF to announce number of positions on the MSF Board of Trustees to be appointed at Regular Congress.  Nomination to the office of trustees may be made by the National organizations through the zonal council or by Muhammad Subuh Foundation Trustees presently in office or by WSC. It is recommended	<b>Procedure:</b> The appointment of trustees shall be made at Congress or at a World Subud Council meeting by the directors of WSA (the Chairman of WSA and Zonal representatives) assisted by the international helpers. The MSF Chairman shall be appointed in a plenary meeting at Congress. <sup>12</sup>		

<sup>7</sup> SICA Bylaws (restated and amended 2012), Art.III, Sec.3

<sup>8</sup> SDIA Bylaws (Second Amendment 2013) Art. Seven, Sec. 7.1(d)

<sup>9</sup> Typo in the Bylaws OR should read OF

<sup>10</sup> **SDIA Bylaws**, (Second Amendment 2013), Art.Seven, Sec. 7.1 (a)

<sup>12</sup> MSF Bylaws, Art. V, Sec.7

Position	Preparatory	During Congress	Post Congress	Note
	<p>that nominations from the National organizations are decided through guidance at Zonal meeting, and all nominations should be accompanied by pertinent information about the candidate.<sup>11</sup></p> <p>Serving trustees whose terms have expired may be re-nominated.</p> <p>All nominations should be accompanied by information about the candidate and be sent to [joint committees (WSA &amp; MSF) for Trustees Selection]</p> <p>The Trustees shall be elected and appointed by the outgoing Board of Directors of WSA assisted by the guidance of the latihan of the outgoing IH Dewan, and the Trustees shall propose the names from their board to test for the role of MSF Chair</p>	<p><b>Procedure of Testing:</b></p> <p>a) The IH Dewan tests the candidate for MSF Chairman in front of the plenary.</p> <p>b) The IH Dewan confers privately regarding the receiving after each candidate and then again after all the candidates have tested.</p> <p>c) The IH Dewan provides the plenary a recommendation, or the Dewan may propose further testing.”</p>		
<b>A. 5. Zonal Representatives (ZR)</b>	<p><b>Appointment of ZR</b></p> <p>The members of a country are represented by their Member Delegations in their Zone Council, which may meet once a year. The delegations in their Zone choose their Zone Representative for the next period through the guidance received by the testing made by the</p>	<p><b>Appointment of ZR is not a Congress business, selection and appointment, testing can be done before start of Congress.</b></p>	<p><b>Incoming ZR</b></p> <p>The ZR become ex-officio the Board of Directors of the World Subud Association from Congress to the next Congress</p> <p>Post-congress, the incoming ZR then work with their</p>	<p><b>Outgoing ZR</b></p> <ul style="list-style-type: none"> <li>- ZR have no official function at the Regular Congress.</li> <li>- Decisions in Congress is done by the Members.</li> <li>- The ZR have, however, a supporting and coordinating role, organizing meetings of the zones, supporting the Members</li> </ul>

<sup>11</sup> MSF Bylaws, Art.V, Sec.6  
WCongress Location\_Call Dec.2022

Position	Preparatory	During Congress	Post Congress	Note
	<p>candidate or candidates with the Kejiwaan Councilors of the Zone.</p> <p>- The outgoing ZR play an important role in the period of congress planning by working with their member countries to ensure that as far as possible the proposals to the upcoming congress are well understood.</p> <p>The ZR work with the WSA Executive Chairperson and WCOT Coordinator in the construction of a program for the congress which as far as possible meets the needs of both the WSC and the member countries.</p> <p><b>Role of the outgoing ZR in relation to the Regular Congress:</b></p> <ol style="list-style-type: none"> <li>1. To ensure that all proposals and topics for discussion from your Zone arrive at the WSA executive office on time.</li> <li>2. To ensure that all your Delegations have read the delegate's document and understand the process of Congress and their responsibilities.</li> <li>3. To ensure that Delegations understand that they must participate in the working parties and not only activities in plenary</li> </ol>		<p>Zone Councils to ensure that congress resolutions are understood, and to assist in and as far as possible ensure their implementation.</p>	<p>Delegations with background information where necessary</p>

Position	Preparatory	During Congress	Post Congress	Note
	<ul style="list-style-type: none"> <li>4. To ensure that the Delegations attend all Zone Representatives meetings during Congress.</li> <li>5. To facilitate working party meeting as the coordinator.</li> <li>6. To work with your replacement (the incoming ZR) as a deputy.</li> </ul>			

## B. Deciding on the year and location of the next Regular Congress

1. Procedure of nomination and selection;
2. Designation of next Regular Congress;
3. Regular Congress site requirement matrix – (ref, from WSC meeting 2009);

Items	Preparatory	During Congress	Between/ Post Congresses/Notes
<p><b>Procedure of Nomination and Selection:</b>            “During each Regular Congress, Congress decides on the location of the next Regular Congress or informs Council as to its preference”.<sup>13</sup></p>	<p><b>Application</b></p> <ol style="list-style-type: none"> <li>1. Call for nomination to be disseminated not later than nine (9) months prior to the first day of Congress</li> <li>2. Application for nomination should be received by the WSA Executive Office (<a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a>) preferably not later than six (6) months prior to the first day of Congress.</li> <li>3. Application for nomination of next Regular Congress location:               <ol style="list-style-type: none"> <li>a. to use the Regular Congress site requirement matrix criteria indicated in the attached document.</li> <li>b. to include endorsement from the relevant National Committee of the country submitting the proposal.</li> <li>c. to include an executive summary of the proposal.</li> </ol> </li> </ol>	<p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Applications are to be reviewed by WSA Executive and presented to the Member Delegations for nomination of location of next Regular Congress;</li> <li>2. Applicants (National Committee proposing) present the practical aspects of the location of the next Regular Congress at the plenary.</li> <li>3. Testing of the proposed locations of the next Regular Congress by the IH Dewan takes place in front of the plenary.</li> <li>4. The IH Dewan confers privately regarding the receiving after each proposed location and then again after all the proposed locations have been tested. The IH Dewan then provides the plenary with a recommendation which proposed location is best for the next Regular Congress, or the IH Dewan may propose further testing.</li> </ol>	<p>The application should include an executive summary of the proposal which is to be shared with the Member Delegations prior to the presentation.</p> <p>“Before the end of each Regular Congress, Congress designates the calendar year, four to six years hence, of the next Regular Congress”.<sup>14</sup></p>

<sup>13</sup> WSA Bylaws, The Executive Committee, 7.5.

<sup>14</sup> WSA Bylaws, The World Subud Congress, 3.4.

Items	Preparatory	During Congress	Between/ Post Congresses/Notes
		5. Member Delegations vote on the location(s) recommended by the IH Dewan.	



### C. Member Delegations' Roles and Responsibilities

1. Pre-congress duties;
2. During congress duties;
3. Post-Congress duties.

Member Delegations' Roles & Responsibilities	Pre - Congress	During Congress	Post Congress
<p><b>In general</b></p> <p><i>Members are Subud national organizations which are members of the Association.</i><sup>15</sup></p> <p><i>Each Member is represented in Congress by a delegation registered at the attended Congress to be referred to in these bylaws as Member Delegation.</i><sup>16</sup></p> <p><i>Member Delegations are the delegates to the Zonal Councils or their alternates registered at the attended Congress.</i><sup>17</sup></p> <p><i>In each Zone a <b>Zonal Council</b> exist composed of representatives of the International Helpers...., not more than four delegates per Member...these being the <b>Members' chief officer, the Members officer responsible for</b></i></p>	<p><b>15<sup>th</sup> Congress on Membership</b> [2018 Subud World Congress Minutes V2.6]</p> <p><i>In order to become a WSA Member, with the right to vote at world congresses, a country should have a minimum of 10 active members. From these there should be appointed a Committee (composed of at least a Chair and a Treasurer), and there should be a minimum of 1 Helper of each gender.</i></p> <p><i>If a country does not have enough members of one gender to have a KC of the gender, then one helper for the dewan will be sufficient. (based on Ibu Rahayu's advise) [Note: to indicate proper reference for quoting]. Reference is made to [letter code] on Subud members in a country, and appointment of Kejiwaan Councilor.</i></p>	<ol style="list-style-type: none"> <li>1. All Member Delegations meet with the International Helpers prior to first plenary session.</li> <li>2. Member Delegations must attend the following meetings:               <ol style="list-style-type: none"> <li>i. plenary sessions;</li> <li>ii. meetings of the respective zone;</li> <li>iii. meetings of the working party; and</li> </ol> </li> </ol> <p>activities to be presented by Congress</p>	<ol style="list-style-type: none"> <li>1. Member Delegations to report back to the members in their respective country as soon as possible. It is good to give both verbal and written reports as soon as possible after the Congress has finished.</li> <li>2. Report from Member Delegations will have various purposes. It would be good to convey the feeling and your personal experience of Congress and the most important decisions.</li> </ol>

<sup>15</sup> WSA Bylaws, Definition of "Members"

<sup>16</sup> WSA Bylaws, The World Subud Congress, 3.10

<sup>17</sup> WSA Bylaws, The World Subud Congress, 3.11

Member Delegations' Roles & Responsibilities	Pre - Congress	During Congress	Post Congress
<p><i>international affairs called Organizational Councilor, and a male National Helper and a female National Helper called the Kejiwaan Councilor.</i><sup>18</sup></p> <p><i>Only Member Delegations vote.</i><sup>19</sup></p> <p><i>Each Member Delegation has one vote.</i><sup>20</sup></p>	<p>1. Each National Committee is to send to the WSA Executive Committee at <a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a>:</p> <p>a. Statement on the total number of members of the country and the composition of its national committee;</p> <p>b. Details/identities of its Member Delegation or proxies holding voting rights; preferably not later than three (3) months prior to first day of Congress.</p> <p>2. Member Delegations to prepare themselves inwardly and outwardly. <u>Inwardly</u>, to make an assessment based on God's guidance through our latihan of what the future of Subud will look like. <u>Outwardly</u>, to participate in pre-congress meetings organized by working parties, and read all available documentation to prepare the proposals to Congress.</p>		
<p><b><i>A major role of the Member Delegation is to broadly represent the views and concerns of the members of their country</i></b></p>	<p><b>To perform this function, national committees or councils should:</b></p> <p>1. begin a dialogue with the local groups to discuss what the members feel should</p>	<p>One of the main responsibilities as a delegate is to discuss in the working groups and vote in the plenary sessions on the proposals presented (6 months before).</p>	<p>Priority Topics to be distributed 9 month before start of Congress</p>

<sup>18</sup> WSA Bylaws, The Zones, 4.2

<sup>19</sup> WSA Bylaws, The World Congress, 3.17

<sup>20</sup> WSA Bylaws, The World Congress, 3.18

Member Delegations' Roles & Responsibilities	Pre - Congress	During Congress	Post Congress
	<p>be considered and done at Congress. Individual members should be encouraged to put forward their ideas for Congress which may relate to, but not be limited by, <b>the priority topics sent to the Member Delegations!</b> This can also be done through testing ideas with local or national helpers.</p> <p>2. Proposals can only be submitted by Members, so must be agreed by the national committee before being submitted for consideration at the Congress.</p> <p>3. hold special national meetings to <b>formulate proposals to the Congress</b> and decide during Zonal meeting which feels should be proposed.</p>	<p>If you disagree with a specific aspect of a proposal which is coming to the floor of Congress, make your point of view known as soon as possible. It is hoped that points of view are based on looking at the Subud world as a whole. This is most important and is suggested to avoid bringing up disagreements at the last minute</p>	
<p>A primary <i>responsibility as a delegate is to make proposals and vote on proposals presented at plenary sessions-</i></p>	<p>Please see E for the format of the proposal for Congress resolution Send proposals for Congress through WSA Executive email address: <a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a></p> <p>Documents will be sent to the Member Delegations, Zonal representatives, and Committee Councilor, and Kejiwaan Councilor well ahead of the Congress.</p>	<p>Read all the proposals from the working parties and other documents. Discuss with the respective Zonal representative. If you disagree with a specific aspect of a proposal which is coming to the floor of Congress, make your point of view known as soon as possible. It is hoped that points of view are based on looking at the Subud world as a whole. This is most important and is suggested to avoid bringing up disagreements at the last minute</p>	

**D. Working Parties (by WSC)**

1. Determining official congress working parties
2. Facilitators/Coordinators of Working Parties (appointment, role & responsibility);
3. Brief for Working Party Coordinator.

Working Parties	Preparatory	During Congress	Post Congress
<b>Determining official congress working parties.</b>	WSC to determine official working parties [after deadline for submission of proposals E.4]. The number of official congress working party depends on the proposals and recommendations received prior to congress.		
<b>Facilitators/Coordinators of Working Parties</b>	WSC to appoint outgoing ZR as working parties' coordinators once all proposals have been received. E.4	Working Party Coordinators need to provide clear reasons to support any new changes or new initiatives	
<b>Brief for Working Party Coordinator</b>  The function of a working party is to recommend policies, decisions, priorities, and goals for the WSA to be approved, amended or rejected by the Congress.	Pre-congress meetings can be held upon establishment of working parties by [WSC], which will be assisted by the Executive Committee.	<ul style="list-style-type: none"> <li>● Congress is to produce a specific brief for the working party.</li> <li>● Working party report should consist of proposed policies/resolutions for the Congress, which can be voted on, and should be worded appropriately. This does not preclude explanations of the recommendations made, especially those which are likely to be contentious with some Delegations.</li> <li>● The meetings should include Member Delegations (committee and helpers) (or their representatives) and invited experts in the field.</li> </ul>	

		<ul style="list-style-type: none"> <li>● The coordinator is to ensure that all working party meetings are attended by helpers.</li> <li>● Member Delegations (or their representatives) should be given the opportunity to speak during meetings.</li> <li>● To ensure that all the Zones are represented in your meetings.</li> <li>● Non-delegate observers may attend the meetings and may participate at facilitators' discretion.</li> <li>● Meetings should be moderated/coordinated/facilitated by someone familiar with moderating/coordinating/facilitating meetings.</li> <li>● To ensure that all languages represented have translators, if needed,</li> <li>● Recommendations should be made available to each group of Member Delegations at the end of initial discussions, and at the end of each working day, so that they can be reviewed before a vote is taken.</li> <li>● Recommendations should include the financial implications, if there are any.</li> <li>● The purpose of the zones' meetings at the Congress is to check if the Member Delegations are in agreement with the proposals from the working parties, and to try to reach a consensus prior to the general plenary sessions.</li> <li>● To communicate to interested groups when necessary.</li> <li>● In the case of important divergences of opinion: <ul style="list-style-type: none"> <li>- speak to the WSA chairperson;</li> </ul> </li> </ul>	
--	--	---	--

		- make sure that these differences are placed on the agenda of the Congress Coordinating committee/Executive Committee	
--	--	--	--

**E. Proposal for Congress Resolution**

1. Topics of priority (by WSC);
2. Who and how to propose;
3. Criteria for proposal to be accepted by Congress;
4. Deadline for submission;
5. Format of proposal;
6. Pre-Congress meetings with Member Delegations (Congress orientation)

Proposal for Regular Congress	Preparatory	During Congress	Notes
<b>Topic of Priority</b>	Note: To be decided by WSC <b>The priority topics to be sent to the Member Delegations nine (9) months before start of the Congress</b>		
<b>Who and How to Propose</b>  <i>Changes to the Bylaws and the Articles of the Association can be made only by the Members during a Congress. Resolution to change the Constitution or Bylaws are to be circulated to all Members prior to one year before a Congress.<sup>21</sup></i>	Proposals can be brought to Congress either by a national committee or by the World Subud Council (WSC) including its partner organisation (MSF) and Affiliates as well as individual Subud members.  If an individual Subud member wants to make a proposal to Congress, he or she should do so through his/her national committee allowing enough time for the proposal to be thoroughly discussed locally before it is officially proposed to the WSA Executive Committee.		
<b>Criteria for proposal</b>			
<b>Deadline for submission of proposal</b>	Proposals to be received by WSA Executive at <a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a> Six (6) months before the start of Congress		time needed to translate the proposals received into [Spanish and French]; Provisional translation will be provided upon distribution to the

<sup>21</sup> WSA Bylaws, Miscellaneous, 10.2  
WCongress Location\_Call Dec.2022

Proposal for Regular Congress	Preparatory	During Congress	Notes
			members for the preliminary review. The final translation will be sent after the translation work is completed.
<b>Format of proposal</b>	<p>Proposals should be worded as a goal, as a priority, or as a policy statement and include the kejiwaan aspect/impact.</p> <p>Example: As a goal: “The WSA should help ensure that all groups with more than 50 members (should) own their own Subud house by 2030 [to ensure the latihan can be practice] through the following actions...”;</p> <p>As a statement of priority: “A priority of the WSA for the next four years is to...”</p> <p>Very general resolutions such as “Subud should have more Subud houses” will not have much impact because they only express a wish.</p> <p>Proposals usually entail expenditure in their implementation, therefore the source of the necessary funds must also be accounted for.</p> <p>Example: if a proposal requires financial input from the WSC then the sourcing of funds for this should be indicated.</p> <p><b>Format of the proposal</b></p> <p>Addressed to WSA: <a href="mailto:swc.proposal@subud.org">swc.proposal@subud.org</a> From which country/zone: Include in proposal:</p> <ul style="list-style-type: none"> <li>• Short description of context for practicality and inner content (Kejiwaan)</li> </ul>		



Proposal for Regular Congress	Preparatory	During Congress	Notes
	<ul style="list-style-type: none"> <li>● State to which of the priority topics it belongs:               <ol style="list-style-type: none"> <li>1. Support of the Kejiwaan;</li> <li>2. Organization: National, Zonal or International;</li> <li>3. Wings and Affiliates;</li> <li>4. Finances;</li> <li>5. WSA Archives;</li> <li>6. Muhammad Subuh Foundation;</li> <li>7. WSA Executive functions/ services to countries: Care Support, translations, communication IT;</li> <li>8. Regular Congress.</li> </ol> </li> <li>● Goal of this proposal – what would it improve</li> <li>● Which aim of the WSA does the proposal address</li> <li>● Why is this proposal important to the future of Subud</li> <li>● Content of proposal</li> <li>● Realistic funding of proposal/financial implications of proposal</li> </ul>		
<b>Pre-Congress Meetings with Member Delegations</b>	Meetings with working party, meetings for orientation in Congress.		

-----

World Congress Location Matrix

<p><b>CATEGORY:</b></p>	<p><b>DESCRIPTION</b></p>
<p><b>THE MAIN SITE:</b>  <b>1. Two Large Spaces for Latihan</b></p>	
<p><b>2. Space for General Plenary of 1800 or More*</b></p>	
<p><b>3. Smaller Space for WSA Delegate Meetings</b></p>	
<p><b>4. Forty Plus Meeting Spaces</b></p>	

CATEGORY:	DESCRIPTION
5. Spaces for Large Cultural Events	
6. Reception, Registration and Office Spaces	
7. Spaces for Exhibitions and Bazaar	
8. Provisions and Spaces for Children	
9. Provisions, Activities and Spaces for Young People	

CATEGORY:	DESCRIPTION
10. Translations and Equipment	
11. Access To Internet	
12. Open Spaces / Activity Spaces / Socializing Areas	
13. Medical and Other Rest Facilities	
14. General Questions on Conference Facility	

CATEGORY:	DESCRIPTION
15. General Financial (Including Taxes)	
16. The Team	
17. Ibu Rahayu's Care: Accommodations, Transport	
18. Hotels, Accommodation, and Parking	
19. Food And Dining Area	

CATEGORY:	DESCRIPTION
20. Transport: During and To and From Congress	
21. Visas	
22. Local Tourist Attractions	
23. Interaction with Public	

\* 2. The large hall for 1800 or more people would be needed for 2 or 3 plenary sessions, plus Ibu Rahayu's talks.

## NOTES ON THE CRITERIA

### 1 – 6. THE MAIN SITE

Where is the site located in relation to the city/town?

Where are the required main spaces situated within the complex?

What are the dimensions of the latihan halls?

What is the cost and for how long each day would we have them?

### 7. Spaces for Exhibitions and Bazaar

What are spaces are available for exhibitions, such as art, Subud projects and Subud countries and centers?

Is their cost included in the general contract?

### 8. Provisions and spaces for children

Where would the day care be?

Is the cost additional?

### 9. Provisions, activities and spaces for young people

Where and what are the spaces that young people can use?

### 10. Translation and Equipment

What AV, projection and translation equipment does the facility include in the plenary halls? Do these have extra charge?

### 11. Access to internet

Does the conference center provide an internet café sufficient for Congress?

Is there wireless available?

### 12. Open spaces

What are the open spaces such as parks nearby?

13. Medical and other rest facilities

Are general hospital facilities in the area good?

Do visitors have to pay for emergency service?

14. General Questions on Conference Facility

What kind of building is it? Photos would be most welcome.

Is the Congress center open to our having volunteer workers?

15. General Financial (including taxes)

What exactly is being offered to us by the main facility, for how long, for how much?

When do we have to pay? What are the payment conditions?

What important clauses does this contract have (e.g. penalties; time constraints on decisions)?

What are the taxes WSA would have to pay on the main conference contract or on surplus?

What insurance, if any, does WSA need to take out to cover liability to the venue(s)?

16. The Team

Who is included already in the core team?

What experience do they have in and out of Subud?

What kind of time commitment can each person make?

What type of remuneration would the team require?

17. Ibu Rahayu's Care: Accommodations and Transport

18. Hotels, Accommodation, and Parking:

How would you lodge 2,500 people?

What provisions can be made for those requiring inexpensive and very inexpensive accommodation?

Is there a centralized hotel booking system (as in Innsbruck)?



## 19. Food and Dining

- What arrangements and provisions for meals does the team propose?
- Where would people eat every day?
- What would be the approximate cost per day of feeding 2,500 people?
- How many general caterers in the area are able to feed our needs?

## 20. Transport During, To and From Congress

- How will people get from their hotels to the main congress center?
- Please provide a map of city with hotels and facilities marked.
- What are the return airfare costs at the moment to your city by air from major destinations around the world?
- Where do direct flights come from?
- How many per day?
- How will we get 2,500 people in and out of your city during a two-three day period?

## 21. Visas

- Which countries need visas to attend the congress?
- Please indicate how easy it might be to obtain visas to your country?
- Can you provide documentation from the government regarding the visa situation for difficult countries?

## 22. Local Tourist Attractions

List briefly.

## 23. Interaction with Public

Any suggestions or initial ideas about this, please let us know.

What are the type of or characteristics of the Congress that the site and place are conducive to? For example, perhaps the site is especially good for younger people, or for families, or that it is good for a congress that is quietly focused, or better for a Congress that interacts with the local town.

What are the strengths and weaknesses of the site and place?

