

**TERMS OF REFERENCE
FOR THE OFFICE FOR
INTERNATIONAL AFFAIRS & HUMAN RIGHTS**

An integral part of the General Secretary's Office, the Office for International Affairs and Human Rights relates through the General Secretary to the Lutheran World Federation Council, specifically to the Standing Committee for International Affairs and Human Rights. It assists the General Secretary in implementing the Federation's mandate in these areas.

The Office for International Affairs and Human Rights is to:

1. coordinate the research and development of major LWF position papers in the area of international affairs on the basis of accepted criteria, priorities and working methods;
2. provide a forum for discussion in which solutions can be sought to conflicts in the area of international affairs and human rights;
3. communicate with member churches, national committees, ecumenical partners, governmental and non-governmental agencies, with respect to specific issues and programs related to international affairs and human rights;
4. develop strategies, arrange consultations and prepare special programs to address critical issues in the field of international affairs and human rights;
5. prepare documentation and carry out research which is relevant in addressing specific political and human rights issues;
6. maintain ongoing contact with such organizations as the United Nations and Amnesty International which deal specifically with human rights issues;
7. maintain a dialogical relationship with other units of the LWF to foster awareness of and response to issues of justice and human rights in all phases of LWF activity;
8. respond to requests for information and assistance from member

churches and national committees in areas of conflict resolution and human rights; and

9. maintain close contact with the World Council of Churches and with other ecumenical organizations.