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**IPEN General Assembly (GA) Member Application
for Participating Organizations that have been an IPEN member for at least 12 months**

In line with IPEN By-laws, the IPEN General Assembly is:

(1)  adopting platforms, declarations, and other position papers as official IPEN documents;
(2)  electing members of the IPEN Executive Committee;
(3)  electing members of the IPEN Steering Committee (other than substitute members, who may be approved by the Steering Committee);
(4) electing the IPEN Co-Chairs;
(5)  approving IPEN bylaws and modifications thereto;
(6) approving the audited financial accounts of IPEN upon recommendation of the Executive Committee;
(7) approving Executive Committee recommendations on exclusion of IPEN members, and
(8)  deciding appeals to Executive Committee decisions.

The General Assembly meets virtually once a year. Votes are logged though an online voting tool. The documentation is in English.

In accordance with the IPEN By-Laws, the IPEN Steering Committee reviews and approves all IPEN General Assembly Applications. The IPEN Steering Committee may request additional information to clarify responses to this application. If your application would be rejected, you can appeal the decision to the IPEN Executive Committee.

**Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1) Profile**

|  |  |
| --- | --- |
| **Name of NGO**  |  |
| **Country** |  |
| **Year NGO became an IPEN PO** |  |
| **Authorized person to vote for your NGO[[1]](#footnote-1)** |  |
| **Contact information** | Email:Phone:Address:  |
| **Who is your Organization’s primary constituency?** |  |
| **Note topics are your NGO most engaged in:***Waste; Pesticides; Mercury; Lead; Industrial Pollution; Chemical in Products; POPs, EDCs, Chemical Policies; Electronics; Women’s Health and/or Occupational Safety: Others (please specify)* |  |

**2) IPEN Support for Travel and/or Activities**

In the last 5 years, has your organization received financial support from IPEN? Yes/No

**Travel Support:** If IPEN provided travel support to your NGO in the last 5 years,

please list one or two events (Meeting; Date and Location)

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**Activity & Project Support:** If IPEN provided activity or projects support to your NGO in the last 5 years,

please list one or two activities (activity/project title, and date of activity)

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**3) Memberships & Partner Institutions**

Please list any International NGO networks your NGO is affiliated with:

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| --- |
|  |

Please list any formal Partnerships with Institutions your NGO is Party to:

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|  |

**4) Disclosure of other partnerships**

IPEN is a public interest non-profit network with its own governance.

The IPEN General Assembly is a decision-making body for IPEN that may make decisions that impact IPEN’s financial investments and direction. Therefore, NGOs applying to become members in the General Assembly are asked to disclose relationships with entities that are not public interest based and/or may have competing interests with IPEN’s mission.

**4.1) Private Sector Financial/ Technical Support:**

In the last 5 years, has your NGO received any direct or indirect financial or technical support from the private sector/ private company? Yes/No

If yes, please list the name of the private company or affiliated institution:

|  |  |
| --- | --- |
| **Private Company or affiliated institution** | **Nature or the relationship related to financial and/or technical support** |
|  |  |

**4.2) Private Sector Initiatives/Partnerships:**

Many NGOs work with the private sector to promote environmental friendly products. For example, IPEN’s global lead paint elimination campaign promotes dialogue with paint manufactures to produce lead-free paint.

In the last 5 years, has your NGO worked with the private sector to promote any specific products or activities? Yes/No

If yes, please list the names of the private company, or affiliated institution, that your NGO worked with, and indicate the specific goal or objective of the relationship with the company.

|  |  |
| --- | --- |
| **Private Company or affiliated institution** | **Specific goal or objective of the relationship with the company** |
|  |  |

**4.3) Conflict of Interest:**IPEN definesConflict of Interest as a situation in which the stake for the person/organization is such that it reduces the likelihood of the person/organization making a decision impartially in the best interests of IPEN.

IPEN holds the principle of self-disclosure, where its members and participants in any decision, including General Assembly votes, are expected to report on any potential personal or organizational Conflict of Interest. By signing this application, the NGO and the person authorized to vote for the NGO accept this responsibility and will notify the IPEN Co-Chairs of any potential conflict of interest and recuse themselves from participating in the decision in any such instances.

**Statement of Interest:**

By signing the application, the person signing indicates that the information provided above is accurate, and that they are authorized to sign on behalf of their organization. The IPEN General Assembly Membership Application and future membership is valid if all information provided in this form is accurate.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of authorized person
Name of NGO**

**Date:**

1. IPEN By-laws Article 4.1.a on Membership, Participation and Voting Rights: **“**Members of IPEN can request to
become a member of the IPEN General Assembly, after they have been a member of IPEN for 12 months, completed and submitted the General Assembly membership application form to the IPEN International Coordinator, and the IPEN Steering Committee has reviewed and approved the request.” [↑](#footnote-ref-1)