**Better Dialogue. Better Information. Better action.**

**CDAC Network Membership Application Form**

<table>
<thead>
<tr>
<th>Full name of Organisation (and acronym, if relevant)</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Country:</td>
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<td>Website:</td>
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<td>Twitter:</td>
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**Year Established**

**Organisation Registration Number and entity** (or equivalent recognition, with relevant authority in country where headquarters is based):

**Organisation Vision, Mission and Objectives.** Please include links to relevant online material.

**Type of Membership**

(Select Annex 1, below for membership categories and eligibility criteria)

<table>
<thead>
<tr>
<th>Full</th>
<th>Affiliate</th>
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**Is your organisation:** *Not-for-Profit; For Profit; Other: Please describe*

**What is your organisation’s annual income or revenue?**

**For Full and Affiliate Members:**

*Provide confirm that your organisation:*

a) Meets the requirements for financial accountability under the law in the country where it has its Headquarters (e.g. undertakes an annual financial audit) .................................................................

b) Has a documented organisational commitment which is compatible with the CDAC Network mission and strategy. .................................................................

c) Is committed to

i) Actively participate in the implementation of the CDAC Network Strategic Plan; Yes ☐

[Image 156x719 to 439x784]
ii) Uphold the four CDAC Network common values of: Collaboration; Empowerment; Partnership; and, Innovation (see details in Annex 1 below)
   Yes     

iii) Making no adverse distinction in its work on the basis of nationality, race, gender, diversity, religious belief, sexual orientation, class, political opinion or any such distinction.
   Yes     

iv) Preventing all forms of slavery
   Yes     

v) Supporting the principles and commitments as enshrined in the: Core Humanitarian Standard on Quality and Accountability; Sphere Minimum Standards in Disaster Response; Inter-Agency Standing Committee (IASC) Commitments on Accountability to Affected Population;
   Yes     

vi) Support the Prevention of Sexual Exploitation and Abuse as guided by the Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel.
   Yes     

Statement of Commitment to the above:

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   d) Confirms that the applicant organisation is not listed on any UN or Government Watch List.........

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A “private sector” or “for-profit” organisation applying for Affiliate membership should replace question (c) iv, above with the following:

iv) Be a member or participant in one of the following: the UN Global Compact; the Initiative of the Voluntary Principles on Security and Human Rights; or similar such initiative
   - have a public commitment to accountability and transparency
   - have demonstrated a social responsibility commitment through
   - having a publicly available Corporative Social Responsibility (CSR) policy and evidence of related activities; or
   - being an active member of a social enterprise network for a minimum of 5 years as a social enterprise.

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Contact Details
Name of Executive Director/Chief Executive Officer or equivalent:
Email: 
Phone: 

<table>
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<tr>
<th>Organisation Focal Point (and alternate) for the CDAC Network</th>
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<tbody>
<tr>
<td>Name &amp; Position</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Phone (land &amp; mobile)</td>
</tr>
<tr>
<td>Skype</td>
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Supporting Statement

Please explain how your organisation meets the membership criteria (Full or Affiliate) and how your organisation will, as a CDAC Network Member, help drive improvements in communication and community engagement. Please provide details in the boxes below.

How do you meet the ‘Full’ or ‘Affiliate’ membership criteria?

Please elaborate on your organisation’s track record / experience in #commisaid

What is your organisation’s commitment to advancing communicating with crisis affected communities and community engagement? (Please demonstrate with examples of your work in this area and your plans for the future.)

Please indicate from the following which areas / initiatives you may be interested to lead or convene as a Member of the CDAC Network, and what some of these may be:

- Chair or become a member of a CDAC Network Community of Practice designed to deliver on the Network’s strategy and workplan.
  - Yes  
  - No

- Involve the Network in joint funding initiatives that further the objectives of the CDAC Network.
  - Yes  
  - No
• Bring issues of common concern to the Network, and encourage discussion on and support to initiatives that improve communication with crisis affected populations.
  Yes  ☐  No  ☐

• Act as an advocate within the humanitarian sector to increase awareness of the Network and its activities by disseminating relevant Network products and information on Network activities.
  Yes  ☐  No  ☐

• Contribute to the Network’s evolving outreach by contributing to newsletters, blogs, the Members’ section of the website (to be developed), etc.
  Yes  ☐  No  ☐

• Provide access to relevant organisational guidelines, good practice case studies, evaluations, etc., for dissemination through CDAC Network communication channels, and contribute to the broader CDAC Network evidence base.
  Yes  ☐  No  ☐

*Please explain what you would like to achieve as a member of the CDAC Network. Please provide details in the box below.*

Please attach a brief, signed, reference or brief testimonial from one of our CDAC Full Members on your organisation’s ability to engage with the humanitarian mission. Electronic signature is accepted.

I commit this organisation/agency to act in accordance with the commitments outlined in this application and to comply with the rules and responsibilities of CDAC Network membership.

Signed*………………………………
Chief Executive (or Senior Management)

Signed*………………………………
Organisational Focal Contact person reference.

Name: Error! Not a valid bookmark self-reference.
Date: Error! Not a valid bookmark self-reference.

Name: Error! Not a valid bookmark self-reference.
Date: Error! Not a valid bookmark self-reference.

When completed, please email this form and your latest Annual Report (or equivalent) to: marian.casey-maslen@cdacnetwork.org
Annex 1: Membership categories, rights, responsibilities, values, and fees

1. Membership Categories

CDAC Network has two membership categories:
   a) Full Members
   b) Affiliate Members

All CDAC member organisations are approved by the Governing Board following a recommendation from the CDAC Membership and Nominations Committee.

2. Organisations eligible for Full Membership

An organisation is eligible to be made a full member if it is:
   a) an organisation whose core activities, or whose members core activities, work towards promoting and supporting the information and communication needs of people living in disaster prone areas or those affected by crisis.
   b) The organisation can be a United Nations (UN) Agency, Red Cross and Red Crescent Movement, a National Non-Governmental Organisation (NNGO), an International NGO (INGO), an NGO network, an NGO-UN consortium, or an Academic or Research Institute.

3. Organisations eligible for Affiliate Membership

An entity is eligible to be made an affiliate member if it is:
   a) an organisation or institution that is unable to fulfill Full Member criteria but whose mission and strategy supports CDAC’s vision and mission.
   b) A private sector organisation that meets the special criteria
   c) The entity can be a Government Donor, a Governmental Department, such as a Disaster Management Unit, Communications Department, among others.

4. Rights of Members

Full members are:
   a) Entitled to attend and speak at CDAC Network Annual General Assembly meetings
   b) Entitled to vote at Network meetings
   c) Eligible for election to the Governing Board of the CDAC Network
   d) Entitled to nominate persons to stand for election to the Board
   e) Able to participate in committees and working groups of the Network
   f) Entitled to propose agenda items for consideration at Annual General Assembly meetings
   g) Entitled to preferential access to events and support services

Affiliate members are:
   a) Entitled to attend and speak at CDAC Network Annual General Assembly meetings
   b) Able to participate in committees and working groups of the Network
   c) Entitled to nominate persons to stand for election to the Board
   d) May be co-opted on to the Board if their area of expertise is unique to CDAC.

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1 Approved by the governing board as part of the CDAC Network By-Law on Membership, September 2016
e) Entitled to preferential access to events and support services at reduced cost

Affiliate members are:

f) Not entitled to vote at general meetings.

g) Not eligible for election to the Board.

5. Member responsibilities

Full members

a) Take the lead in identifying and prioritising the CDAC Network’s strategic direction and activities, and determining the annual work-plan

b) Chair and/or actively participate in CDAC Network Communities of Practice, Working Groups, and Task Teams

c) Work in collaborative partnerships with other Full Member organisations

d) Pay an annual membership fee as approved by the Board which provides core funding for the Network and supports the Secretariat

e) Actively input into strategic decisions on behalf of the wider CDAC Network

f) Engage with the secretariat team on global and local policy issues as related to CDACs work.

g) Promote CDAC externally and fundraise for joint projects where there are synergies

Affiliate members

a) Bring issues of common concern to the Network, and encourage discussion on and support to initiatives that improve communication with crisis-affected populations and community engagement.

6. Our common values

A number of common values guide our behaviour and bind us together beyond our individual brands. These values define what is important to us and how we work together to achieve our vision, mission and strategic aims.

- **Collaboration** – we *work together globally* to ensure consistency of approach and message across the network and *partner together locally* to enable communities to have the most effective and appropriate solutions

- **Empowerment** – we demonstrate by our work practice that we *are supporting and enabling government and civil society leadership action and decision-making in-country*, recognising community members as critical first responders

- **Partnership** – we broker relationships and work together constructively in accordance with the Principles of Partnership\(^2\) in pursuit of the CDAC Network’s vision and purpose. The principles encourage behaviours that promote: *Equality, Transparency, Results-Oriented Approach, Responsibility and Complementarity*

- **Innovation** – we explore and engage with *new information and communication technologies*, taking risks when needed, being creative and adding value to our work

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\(^2\) The Global Humanitarian Platform (GHP) adopted Principles of Partnership (PoP) in 2007. The GHP was originally set up in 2006 by leaders of 40 humanitarian organisations including NGOs, UN agencies, the International Organization for Migration (IOM), the World Bank, and the Red Cross and Red Crescent Movement (Source: https://icvanetwork.org/principles-partnership-statement-commitment).
7. Membership Fee Structure for new members for 2018 to 2020

The following membership fee structure was approved by CDAC governance for 2018 – 2020:

Full Members

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>Annual Contribution UK£</th>
<th>Based on estimated annual turnover/Income or Revenue</th>
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<tbody>
<tr>
<td>1.</td>
<td>8,500</td>
<td>Above 50 million</td>
</tr>
<tr>
<td>2.</td>
<td>6,500</td>
<td>20 - 50 million</td>
</tr>
<tr>
<td>3.</td>
<td>5,000</td>
<td>5 - 20 million</td>
</tr>
<tr>
<td>4.</td>
<td>2,500</td>
<td>2 - 5 million</td>
</tr>
<tr>
<td>5.</td>
<td>500</td>
<td>Less than 2 million</td>
</tr>
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Affiliate members (Af): (including private sector)

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>Annual Contribution UK£</th>
<th>Based on estimated annual turnover/Income or Revenue</th>
</tr>
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<tbody>
<tr>
<td>1. (Af)</td>
<td>20,000</td>
<td>Above 20 million</td>
</tr>
<tr>
<td>2. (Af)</td>
<td>5,000</td>
<td>2 – 20 million</td>
</tr>
<tr>
<td>3. (Af)</td>
<td>1,000</td>
<td>Less than 2 million</td>
</tr>
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8. Budget Formula for Calculating Total Income

CDAC Network membership fees are based on each organisation’s structure and annual budget. Annual budget formulas are determined as follows:

**International and National Organisations:** annual budget total, including Headquarters and field operations budgets. This includes restricted and unrestricted funds.

**International families or federations of organisations** that share a common name but that may have chapters or operations in different countries, the annual budget formula is as follows: Add the annual budget of each chapter to decide the federation/family total annual budget.

**Consortia, Networks and groups of different organisations** that have joined together to become more effective in their work, put retain their own name and full independence: Add the annual budget of the Secretariat’s and of the regional subsidiaries (if any). This includes restricted and unrestricted funds.

For more information please go to [www.cdacnetwork.org](http://www.cdacnetwork.org) or contact Marian Casey-Maslen, CDAC Network Executive Director: [Marian.Casey-Maslen@cdacnetwork.org](mailto:Marian.Casey-Maslen@cdacnetwork.org) or the designated membership focal person. Follow us on Twitter [@CDACN](https://twitter.com/CDACN), #commisaid.