

BEUC membership - Application form

***This application form is to be filled in English by all candidates for membership. Organisations are invited to include supporting documents and return them to the following address, by email or regular post: BEUC, 80 rue d’Arlon, 1040 Brussels, BELGIUM,*** ***directorsoffice@beuc.eu******.***

*When receiving this material, the BEUC secretariat will acknowledge receipt of your application and will first check the dossier. We may contact you for further information or clarification. The BEUC Executive will appoint two of its members as commissioners to examine the documents in details. The commissioners may look for more information on certain points and may also visit your organisation or ask someone to do so on their behalf. Existing BEUC members from the same country as the applicant will be consulted but they do not have a right of veto. When the commissioners report back, the Executive then decides whether or not to recommend the application to the General Assembly and establishes what kind of membership will be granted to the organisation. The final decision on the application is taken by the General Assembly which brings together all the member organisations of BEUC and which meets once a year, usually in May. For further details on conditions of membership, please contact BEUC secretariat at* *directorsoffice@beuc.eu*

*Please note that all applications will be analysed according to the provisions and criteria presented in Articles 3 and 4 of the BEUC’s Statutes. None of the information which is provided in this form will be shared with anybody other than BEUC Executive, directors’ office and those selected staff members in the Secretariat entrusted with collecting and verifying the applications.*

**Part 1 - General Information**

* Name of the organisation:
* Acronym (if relevant):
* Contact person (please indicate his/her title):
* Adress of Head Office:
* Tel.:
* Fax:
* Email:
* Website:

**Part 2 – Questions about your organisation**

* When was your organisation established?
* What is the legal status of your organisation?
* Is your organisation registered? Please indicate your registration details, if relevant.
* Is your organisation officially recognised by the Governement?
* Are you a membership organisation?
	+ What are the categories of membership (individuals, organisations, academics, etc) ? Please describe the conditions or qualifications for membership.
	+ How many members do you have in each category? (Please indicate the names in case of member organisations.)
* Is your organisation itself a member of other organisations? Please describe.
* What are your relationships with BEUC member organisations, if relevant?
* What is your organisation’s mission?
* What are your organisation’s main strategic aims?
* On which consumer relevant issues do you work/campaign? Please indicate here your areas of primary focus and expertise.
* What are your organisation’s main services? Please give brief description of services including conditions of eligibility if any, locations and latest statistics:
	+ Information services
	+ Advice Services
	+ Representation services (for individual consumers)
	+ Other services
* What are your organisation’s main activities, campaigning and policy work? Please describe and indicate here:
	+ List of position papers, if any, during previous twelve months
	+ List of press releases, if any, during the previous twelve months
	+ Current projects (ex. Dolceta, ICRT project, etc.)
	+ Other activities, if any (ex. research, demonstrations, media interviews, etc.)
* What are your organisation’s major publications? (newlestters, bulletins, position papers, magazine, electronic materials, etc). Please indicate title, frequency, circulation, price, etc and provide one sample if possible.
* Who appoints the governing body in your organisation? Please indicate the list of Board Members or equivalent and their positions.
* What measures have been undertaken to guarantee the independence of your activities and campaigning with regard to any other interests (public authorities, industries, workers, etc.)?
* How strong is your organisation in representing the consumer interest in the decision making process in your country (participation in national advisory bodies, in hearings, in expert groups, in arbitration schemes, etc.)?
* How is your organisation funded?
* What is your annual income? Please specify the given year and describe the breakdown of income (amounts and percentages)
	+ EU or other publicly sourced grants
	+ Membership fees
	+ Project funding
	+ Private grants (foundations)
	+ Private donations
	+ Other (please specify)
* What are your annual expenditures? Please describe main areas of expenditure (amounts and percentages)
* What is the total number of staff? Please specify whether executive or support staff
	+ Full-time
	+ Part-time
	+ Volunteers
	+ Names of senior staff (e.g. Director)

**Part 3 – Other Information and supporting documents**

* What do you consider will be the befenits of BEUC membership to your organisation?
* What would your membership bring to BEUC?
* Please include here further information, if any, that you wish to add.
* Please also annex a copy of the following supporting documents in your own language if no translation available:
	+ Copy of the Statutes
	+ Copy of the current work programme
	+ Copy of the latest Annual Report
	+ Copy of the annual Accounts (audited where possible)
	+ Any other relevant document or links to your website

**Part 4 – Commitment**

Organisations are invited to agree with the following :

* Upon approval of this application, I commit to adhere to BEUC’s Statutes.
* I commit to participate in BEUC policy and campaigning activities whenever possible with regard to the scope of action and the resources of my organisation.
* I commit not to act unfairly or unlawfully against BEUC or one of its members.
* I commit to pay the BEUC membership fee on a regular basis.
* I commit to respect the confidentiality of information shared on BEUC’s extranet, at BEUC meetings and through other mechanisms.
* I hereby certify that the information disclosed in this document is correct and complete and I engage to notify any changes regarding this questionnaire as soon as they occur.

Date: Signature: