



**GNDR**  
Global Network of Civil Society  
Organisations for Disaster Reduction

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# GNDR Membership Guidelines

Information for existing and prospective members

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## 1. Background on GNDR

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) is the largest international network of organisations committed to working together to improve the lives of people affected by disasters world-wide.

More information about GNDR can be found on our [website](#) and in this [factsheet](#), as well as in GNDR's Community Platform (for current members).

GNDR's ability to advocate on behalf of local communities and to increase their voice in international platforms is only possible thanks to the strength of its membership. This document aims to provide more information to both prospective and current members, including the benefits of membership and the responsibilities of members. In addition, it outlines some of the most important processes for members, including application and voting processes, as well as the processes to follow when the expectations of members or Secretariat staff are not met.

## 2. Categories of membership

In 2018, GNDR undertook a recategorisation exercise of its members.

There are now three categories of members:

- **Full Members:** Organisations with full rights and obligations.
- **Affiliate members:** Individuals that are directly affiliated to a Full Member.
- **Associate Members:** Individuals not affiliated to a Full Member, but are interested in the added value of being part of GNDR.

## 3. Eligibility criteria

Any civil society organisation that has an interest in Disaster Risk Reduction can become a Full Member of GNDR. This includes:

<ul style="list-style-type: none"><li>• National and local non-governmental organisations</li><li>• Networks, Coalitions, Platforms and Associations of individual civil society organisations</li><li>• Umbrella organisations</li><li>• Community or Ethnic groups</li><li>• Faith-based organisations</li><li>• Environmental organisations</li><li>• Women's organisations</li><li>• International NGOs (and their national affiliates)</li></ul>	<ul style="list-style-type: none"><li>• Independent Think Tanks or Resource Centres</li><li>• Associations of marginalised groups</li><li>• Trade unions</li><li>• Volunteering organisations</li><li>• Informal community level groups (e.g. those without constitutions, boards or formally registered)</li><li>• ...and many other forms of association of civil society</li></ul>
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In order to qualify as a **Full Member**, an organisation (as outlined in the boxes above) must:

1. be an eligible type of civil society organisation from the list above;
2. be legally registered<sup>1</sup> as a non-profit organisation in the country in which it is based;
3. explicitly commit, as an organisation and through a person with authority in it, to become a member of GNDR, and to the benefits and expectations established in these membership guidelines;
4. have a purpose and activity that aims to benefit one or more groups of civil society;
5. agree with the purpose of GNDR and share our values.

**Affiliate members** are those individuals that are directly affiliated to a Full Member organisation, i.e. they are likely to be employees, Board Members or volunteers in a voluntary organisation. The application form will ask the Full Member to specify the relationship the Affiliate has with the organisation:

- The individual applying must be currently and directly affiliated to a Full Member of GNDR;
- The Full Member organisation must confirm their affiliation.

**Associate members** are individuals with no affiliation to a Full Member organisation. Any individual with an interest in Disaster Risk Reduction will qualify as an Associate Member, providing that they have submitted their full details as part of the registration process.

## 4. Application process

Those that are interested in becoming a member of GNDR are able to register their interest free of charge<sup>2</sup> via GNDR's [website](#). This links to the network's Community Platform, where they will be asked to fill in their basic organisational details. We want any organisation or individual that is interested in DRR to be able to join the network and contribute their knowledge and experience, which is why joining GNDR is free.

Those that apply as Full Members will then be asked to send evidence to show that:

- a. Their organisation exists (e.g. legal registration in their country, or other documents as outlined in the box below)
- b. They have organisational endorsement to join the network (e.g. letter from the Executive Director or Chair). A template of this document will be provided.

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<sup>1</sup> Please note that the requirement of legal registration may be waived for informal community level groups in exceptional circumstances, at the discretion of the GNDR Membership Working Group.

<sup>2</sup> Though this will not change in the immediate future, it is possible that the Secretariat could implement a fee-paying service at some point in the future. It would not do so without consulting with Full Member organisations.

Affiliates and Associates do not need to provide any documentation. Affiliates will have their requests approved by the Full Member organisation to which they are affiliated.

Documentation will be reviewed by a member of GNDR's Secretariat and the application will also be checked against anti-terrorism databases, in line with donor requirements.

If approved, the member will be sent the Membership Welcome Pack and will be added to GNDR databases and Community Platform. If rejected, the applicant will be sent an email outlining the reasons for their unsuccessful application and will be encouraged to apply again once they have the correct documentation in place.

## Evidence and documents for Full Members to provide

Civil Society Organisations with formal or legal registration

1. Application form signed by a person of authority in the organisation
2. Evidence of legal incorporation as a civil society organisation in the relevant country (national, subnational or local incorporation are valid)

Civil Society Organisations without formal or legal registration

1. Application form signed by a person of authority in the organisation
2. Justification to Membership Working Group (MWG) of reasons why the organisation is not formally or legally registered
3. Evidence that the organisation exists (see alternative list next page)
4. Evidence that the organisation is currently operating (see alternative list next page)

## 5. Renewal of membership

All members, regardless of their categorisation, will be asked to revise their contact details annually. They will be sent a link to their member profile by the GNDR Secretariat and asked to confirm that the information held is correct.

Every five years, Full Member organisations will be asked to resubmit the documentation outlined above in section 4.

These steps ensure that the database of members is kept up-to-date and accurate.

## 6. Benefits of belonging to GNDR

*'If we do not join hands, no one person or group can make change happen',*  
Reverend Lawrence Temfwe, Jubilee Centre Executive Director, Zambia  
Participant in *Views from the Frontline*, 2011.

GNDR is only as strong as its members, and the network operates under the principle that we are fundamentally stronger together. The principle benefits of belonging to the network are therefore focused around the enhanced opportunities for collaboration and the sharing of

information that allows for Civil Society Organisations operating in the disaster risk reduction field to operate more effectively and to wield more influence.

The core benefits of belonging to the network for all members, regardless of their categorisation, can therefore be summarised as:

**Greater impact** – by bringing together Civil Society Organisations in the DRR community from all around the world, GNDR is able to increase the impact of civil society in influencing policies and practices at local, national and international levels.

**Enhanced opportunities for collaboration** – members are able to connect with each other more easily, to collaborate on specific projects or advocacy objectives and to partner with members and other actors.

**Information-sharing opportunities** – a key advantage of membership is the ability of members to learn from each other's experiences, thus improving the efficacy and effectiveness of member organisations. This includes the sharing of new and existing scientific and indigenous knowledge, information and practices amongst members and other stakeholders.

In addition, GNDR is able to offer a number of specific, tangible benefits for all members:

- Access to the network's online [Community Platform](#), where members can connect by sharing stories, accessing learning opportunities and a library of resources, participating in discussions and polls, collaborating on documents and chatting with other members.
- Capacity-strengthening opportunities, including workshops and webinars.
- An invitation to participate or partner in project and programme activities, including projects such as [Views from the Frontline](#) and [Institutionalising Sustainable Community Based Disaster Risk Management](#).
- Access to a database of upcoming [fundraising opportunities](#) relevant for DRR actors.
- A roundup of relevant news and activities relevant to DRR via our quarterly newsletter. Members are automatically subscribed after their membership is approved
- An invitation to participate at the GNDR biennial Global Summit.
- Determination, through consultation, of the network's main strategic objectives, presented in the form of a multi-annual strategy that will be the basis for the annual budgets and work plans;
- Support in registering for participation in intergovernmental DRR conferences at global and regional levels where GNDR is involved.
- Support, encouragement and profile-raising through association with GNDR.

**Associate members** will receive all of the benefits outlined above for all members. However, they may, in very few cases, have limited access to discussions or policy papers that are only of relevance to full member organisations. When resources are available to fund

member participation in events, workshops, conferences and GNDR's biennial Global Summit, priority will always be given to Full Members.

## 7. Voting rights

GNDR Global Board members and representatives on the Regional Advisory Groups/Regional Steering Groups are selected in regional elections. At these elections, only Full Members will be allowed to cast a vote, and this will be limited to one vote per Full Member organisation.

Only affiliate members (see above) will be eligible to stand in these elections.

Affiliate members also qualify to vote on strategic issues that concern Full Member organisations, such as the introduction of subscription fees.

For more information about the process of electing Board members and Board member eligibility criteria, please refer to the Governance Manual.

## 8. Responsibilities of members

Members are expected to abide by GNDR's values and principles:

GNDR members believe that we can achieve more by working together. By undertaking joint actions and providing mutual support, we can achieve shared objectives and reach common goals.

We share core values that bind us together:

- Trust and openness to listen, share and learn from one another that enables us to build consensus and mutual understanding
- Transparency and mutual accountability
- Equity and respect for diverse identities, needs and perspectives
- Commitment to work together in a collaborative, inclusive and participatory manner

GNDR members are expected to further GNDR's mission and purpose at appropriate opportunities, and to be active participants in the network.

By signing up to the network, members commit to **communicate respectfully** with other members and Secretariat staff, both in person, by email and on the Community Platform. Any language that is deemed by Secretariat staff to be disrespectful of another member or staff member in any way will be removed from the Platform (when applicable) and the member may be temporarily barred from the Platform or asked to leave the meeting. The case will be referred to GNDR's Board. The Board will then make a decision as to the appropriate course of action, which may include expulsion of the offending member from the network (see section 9 below).

Members should promote GNDR, both internally and externally, in a positive manner. Members should not act in a way that endangers the reputation or legitimacy of the GNDR network, the Secretariat or its staff. When a member is considered by Secretariat staff or by other members to have acted in a way that brings the network into disrepute, the case may be referred to the Board and membership may be terminated (see section 11 below). Complaints by members (about members or staff) should be raised via the Complaints Procedure.

Members commit to **providing accurate data about their organisations and the staff working there** in order to ensure that the GNDR Secretariat can keep membership databases accurate and up-to-date and so that other members can be in touch with them. This ensures that the network continues to be of value for all members.

With regard to the protection of your data, GNDR has a [Privacy Policy](#) in place that you are most encouraged to read. All communications will conform to the EU's General Data Protection Regulation (GDPR), which requires members to 'opt in'. Members who are not receiving the information that they wish to should check their preferences in the Community Platform and/or make contact with the Secretariat's Communications team.

Lastly, when GNDR has funded the participation of a member in a workshop, conference or at the Global Summit or other event, **members are expected to be full participants in that event** and to attend the entirety of the event. If the GNDR Secretariat receives evidence to the contrary, members may be asked to refund the cost of their participation to the Secretariat. Likewise, members who miss flights that have been purchased by the Secretariat for reasons within their control will be asked to refund the cost of those flights to the Secretariat. Members are expected to uphold GNDR values at all times when representing GNDR at external events, as well as **conveying GNDR messaging in advocacy opportunities**, consulting with GNDR staff when appropriate.

When GNDR members are involved in projects on behalf of the network, **the Secretariat will often be obliged to fulfil donor requirements by carrying out due diligence checks on the member**. These may include checking the accounts, financial authorities, safeguarding procedures, anti-bribery commitments and other areas of the organisation. Irrespective of donor requirements, GNDR expects all of its members to have robust safeguarding procedures for staff and beneficiaries in place, including a Code of Conduct.

## 9. Roles and Responsibilities of the GNDR Secretariat

The Secretariat is registered in the UK (subject to English and Welsh charities law), with offices in London, Santiago de Chile, Dakar, Kampala, New Delhi and Bangkok.

The main responsibility of the Secretariat is to support the development, coordination and implementation of GNDR's strategic plan as defined by the Global Board and the broader membership. This involves the development of internal institutional and operational capacities, including effective internal management functions and procedures (e.g. human resources; administration; finance and accounting; fundraising; membership support; operations; communications and reporting; policy and advocacy), together with the mobilisation of adequate human and financial resources.



GNDR has six principles which guide our programmatic work, and ensure that programmes coordinated by the Secretariat are inclusive, collaborative and sensitive to the needs of local communities. These are outlined in full in GNDR's [strategy](#).

In addition, the Secretariat commits to:

- **Ensure that our actions, growth and activities are driven by our membership.** We understand that the Secretariat is a coordinating body for the network as a whole. Therefore, our strategies, policies and programmes should be driven by our membership. Whenever possible, documents will be drafted by members themselves. When this is not possible, the Secretariat will consult with members to ensure that their views are captured.
- **Be fair and inclusive in all of its activities**, including Secretariat-led events, workshops and programmatic work. The Secretariat will ensure that people from all backgrounds receive fair and equal treatment within the network. At events and workshops, we will proactively seek a diverse representation from people of different backgrounds, including gender, disability, race and regions, both as participants and as speakers.
- **Protect the data of members, in line with UK data protection laws.** Registering on the Community Platform provides a member's approval to be contacted by the Secretariat or other members, via the platform, for information-sharing purposes. However, the Secretariat will not share the data of members with any other third parties without the prior consent of members.

## 10. Complaints

Members that wish to make a complaint about the behaviour or effectiveness of any GNDR Secretariat Member should contact the Executive Director on [bijay.kumar@gndr.org](mailto:bijay.kumar@gndr.org). The email will be treated in complete confidence. If the complaint is about the Executive Director, the member should ask [info@gndr.org](mailto:info@gndr.org) for the email address of the Chair of the Global Board, noting that the email concerns a complaint about the Executive Director. The complaint will be handled according to procedures set out in our Whistleblowing/Grievance policies.

The full complaints procedure can be found on our [website](#).

## 11. Termination of membership

Membership of the network will be terminated only in the following circumstances:

1. A member fails to provide GNDR with up-to-date, accurate data, following a request from GNDR Secretariat staff.
2. A member communicates disrespectfully with another member either in person, by email or on the Community Platform.
3. A member wishes to terminate their membership voluntarily

In the case of termination of a membership (under 1 and 2), the following procedures shall apply:

a) *Notice:* The GNDR Secretariat will send a written notice of the resolution for termination of membership to the member concerned, setting forth the reasons for the proposed termination, the date on which the proposed termination will become effective, and the date, time, and place (if any) of the Board meeting at which the resolution will be considered.

Such notice shall be sent at least two weeks before the date of the Board meeting at which the resolution will be discussed, by email, to the last email address provided by the member or via the direct messaging service of the Community Platform.

b) *Consideration by the Board:* MWG members will consider both the resolution for the termination of membership and any response received by the member concerned and will come to a unanimous decision. In any case where a unanimous decision cannot be reached, a two-thirds majority will prevail.

c) *Determination:* In cases where the Board decides in favour of terminating membership, the member will be notified by email within a week of the decision date, and will be removed from GNDR's membership databases and Community Platform immediately.

In cases where the Board rejects the proposal to terminate membership, the member will be sent an email within a week, attaching a copy of these membership guidelines, with a polite reminder of the expectations of members.

Any members removed from the network will be added to a list kept by the GNDR Secretariat. In cases where the membership has been terminated for reason 2 above, applications for membership from the individual and/or organisation concerned will not be considered for a five-year period from the termination date.

Members whose membership has been terminated for 1 above will qualify for re-registration to the network as soon as they send the information requested, but will be sent a copy of the Membership Guidelines with a polite reminder of the expectations of members.

Members that wish to terminate their membership should contact [registration@gndr.org](mailto:registration@gndr.org). They will be removed from GNDR databases within 30 days of the request. In the case of Affiliates, the affiliate identified as the main point of contact at the Full Member organisation will be notified of the termination of membership of that individual.