# Civil Society Network of the Scaling Up Nutrition Movement (SUN CSN)

**Application Process**

* Complete both parts 1 (Registration Form) and 2 (Disclosure Form)
* Forms must be signed by the relevant person in your organisation
* Return completed and signed forms to [sun.csnetwork@savethechildren.org.uk](mailto:sun.csnetwork@savethechildren.org.uk).

Membership requests will be reviewed by the SUN CSN secretariat to ensure in compliance with SUN principles and taken to the Steering Group of the SUN CSN for approval.

Should an applying organisation not be compliant with SUN principles, application will become ineligible for membership. However, the organisation could still be considered as a friend of the network and kept informed of the SUN CSN activities and is entitled to apply for membership to the network at a later stage once any potential conflicts of interests / non-compliance have been resolved.

Should objections be expressed, the membership request will be taken to a voting stage from the SUN CSN Steering Group members.

## Part 1 - Registration form

**Name of organisation:**

**Country:**

**Details and description of organisation -** please include type of organisation (e.g. INGO, community group), sector (e.g. agriculture, education, WASH), scope of activity (e.g. advocacy, health programming), Target group (e.g. youth, women), coverage (e.g. number of beneficiaries)

**Organisation website:**

**Organisation representative and contact details (name, address, email address, telephone, skype):**

**Statement of intent**

*Please provide a summary of your joining commitments (no more than 200-300 words)*. *Commitments should be expressed in terms of concrete actions (staff time dedicated, expertise provided, networks mobilised, information sharing etc)*

By joining the SUN Civil Society Network, **NAME OF ORGANISATION** commits to

□ *Please tick to confirm you are happy for the SUN CSN secretariat to manage your contact details and use for SUN CSN related efforts.*

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation representative Name and Position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of organisation representative** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please return completed, validated and signed form by email to* [*sun.csnetwork@savethechildren.org.uk*](mailto:sun.csnetwork@savethechildren.org.uk)*.*

## Part 2 – Disclosure form for applying members

*The applying organisation is in charge of ensuring the disclosure form is accurate and complete.**The SUN CSN will not be responsible for incorrect information submitted or for updating out of date information. It is the responsibility of the applying organisation to ensure there is a process for regular internal review of the information provided in the disclosure form to ensure compliance.*

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| --- | --- | --- |
| **Disclosure Form for SUN CSN membership application** | | |
| **By applying to join the Civil Society Network of the SUN movement, NAME OF ORGANISATION commit to** | **Yes** | **No** |
| Honour commitments made in the membership application forms |  |  |
| BE TRANSPARENT ESPECIALLY ABOUT INTENTIONS AND IMPACT: Stakeholders will engage in transparent behaviour in all interactions within the context of the SUN Movement. Stakeholders also commit to establishing rigorous evaluations of the impacts of collective action and the contributions of individual stakeholders. |  |  |
| BE INCLUSIVE: The SUN Movement is open to all stakeholders that demonstrate their commitment to its goals. Exclusion should be avoided if at all possible. |  |  |
| BE RIGHTS-BASED: All stakeholders are expected to act in accordance with a commitment to uphold the equity and rights of all women, men and children. |  |  |
| BE WILLING TO NEGOTIATE: All SUN Movement stakeholders are responsible for offering coherent and responsive support to national governments as they implement their nutrition policies and plans. Stakeholders will seek to resolve divergences in approach or divergent or competing interests whenever they arise. |  |  |
| BE PREDICTABLE AND MUTUALLY ACCOUNTABLE: All stakeholders are collectively accountable for their joint commitments; they should follow up on these commitments in a predictable way and be mutually accountable for the commitments being delivered as intended. |  |  |
| BE COST-EFFECTIVE: Stakeholders should be guided by available evidence about policies and actions that have the greatest and most sustainable impact for the least cost. |  |  |
| BE CONTINUOUSLY COMMUNICATIVE: All stakeholders are committed to the regular sharing of their intentions, actions, experiences and concerns. |  |  |
| ACT WITH INTEGRITY AND IN AN ETHICAL MANNER THAT ENHANCES THE REPUTATION AND IMPACT OF THE SUN MOVEMENT: Stakeholders should recognize that both personal and institutional conflicts of interest must be managed with the highest degree of integrity. |  |  |
| BE MUTUALLY RESPECTFUL AND SEEK TO EARN THE TRUST OF THOSE WITH WHOM YOU ARE WORKING: Stakeholders make different contributions to the collective effort. Building the trust needed for collaboration requires respect for these differences. |  |  |
| DO NO HARM: All stakeholders are committed to ensuring that all mothers and children everywhere are empowered to realise their right to proper nutrition. Whatever action is being undertaken, the wellbeing of mothers and children at risk of under-nutrition should be the primary consideration. For this reason, the possible negative consequences of all actions |  |  |
| Always uphold and respect children's rights. |  |  |

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| --- | --- | --- |
| **NAME OF ORGANISATION hereby declare that** | **Yes** | **No** |
| An official internal process has been followed in order to apply for this membership. |  |  |
| A particular individual or committee been assigned to maintain the relationship with the SUN CSN |  |  |
| There is a regular review of internal processes to ensure the information provided in the disclosure document is up to date and commit to annual review of information provided for updating the SUN CSN database should this be required. |  |  |
| There is continual monitoring of new legislation that may impact the organisation’s contribution to the network and corresponding disclosure form |  |  |
| Consideration of conflicts of interest issues is an ongoing agenda item in organisation’s contribution to SUN CSN efforts |  |  |
| A risk register been developed and a process been put in place for regular monitoring established with regards to the membership to the SUN CSN. |  |  |
| There are mechanisms to ensure ongoing communication of potential changes in member organisation status in place and clear within the applying organisation |  |  |
| The organisation abides to existing national legal obligations and regulations, and applicable international codes and obligations (including the International Code of Marketing of Breast Milk Substitutes) – please consider this for each of the country in which the organisation is present |  |  |
| The organisation activities respect local cultures |  |  |
| The organisation has and will continue respecting human rights |  |  |
| The organisation has and will continue respecting UN conventions, global treaties, or others |  |  |
| The organisation is not associated with activities of human trafficking |  |  |
| The organisation is not associated with activities or partnerships they feel should be declared. If so, please list. (for example, an organisation should declare any association with or affiliation to businesses potentially violating the BMS code of conduct in certain countries). |  |  |
| By becoming a member, the organisation understands it does not have decision-making power, which remains bound to the Steering group of the network, with guidance from SUN Civil Society Alliances in SUN countries |  |  |

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation representative Name and Position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of organisation representative** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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