

# Membership Programme Manual

**2020-2022**

# INTRODUCTION

The Sustainable Rice Platform (SRP) is a multi-stakeholder organization that drives sustainability in the global rice sector. The SRP Membership Programme is open to any corporate body from the public, private and civil society sectors, which supports the vision, mission and goals of the SRP.

## PURPOSE

This Membership Programme Manual provides prospective and existing members with information regarding benefits, obligations and opportunities, covering the following topics:

1. Membership categories
2. Member commitments
3. Value proposition
4. Member privileges
5. Membership dues
6. Membership policies

## MEMBERSHIP DEFINITION

Organizations may participate in the SRP as a Member, Observer or Dialogue Partner by committing formally to contribute financially and/or in-kind, depending on the category. Membership in all categories except for Dialogue Partner rests with the institution; Dialogue Partners participate as individuals.

### Member

A member has full voting rights and is eligible to stand for nomination and election to the Executive Board and to lead SRP Committees and Task Forces. Voting rights also extend to General Assembly meetings. Only full members are permitted to publicly claim affiliation as member of the Sustainable Rice Platform.

### Observer

SRP may grant Observer status to any organization for a maximum of one year. Observers may join annual General Assembly meetings but may not vote or stand for election. Observers may participate in (but not lead) Technical Committees or Task Forces. On expiry of the 1-year period, the organization must apply for full membership in order to continue to participate. Observers may not claim institutional membership in the SRP.

### Dialogue Partner

Individuals with domain expertise may be invited as Dialogue Partners to join SRP's broader stakeholder network. Dialogue partners are welcome to participate in annual meetings but may not vote or stand for election. In addition, dialogue partners are permitted to participate (but not lead) as invited individual experts in Technical Committees and Task Forces in, but not lead Technical Committees/Task Forces. Dialogue partner may not claim institutional affiliation to SRP.

## MEMBER COMMITMENTS

SRP membership underpins an organization's commitment towards promoting smallholder livelihoods and environmental sustainability in the global rice sector. By contributing to the health of the planet and its people, businesses may continue to thrive with respect to the environment and communities. Both Members and Observers commit to the following principles:

- Support the SRP's vision, mission, goal, objectives, and activities;
- Contribute financially and/or in-kind according to their resources and/or expertise;
- Develop and implement within their own organizations plans of action to support the SRP's vision, mission and goals;
- Actively and constructively communicate and support the SRP's process and implementation of projects, while adhering to relevant SRP policies and guidelines;
- Operate transparently and keep the SRP Secretariat regularly updated on plans, activities and outcomes of their initiatives in promoting resource efficiency and sustainable trade flows in the global rice sector;
- Follow the principles of transparent, consensus-based decision-making, and ensure that all substantive external communications regarding SRP are fair and truthful;
- Comply with all policies and guidance issued from time to time by the Secretariat in all external communications regarding SRP, including those relating to membership, use of any SRP logo and claims, including on-pack and off-pack claims;
- Rigorously uphold at all times the pre-competitive principle in all SRP-related communications with other members and external stakeholders in compliance with the relevant provisions of Anti-Trust and Competition law as applicable;
- Register all SRP-related projects with the Secretariat and provide regular updates on activities and impacts;
- Comply fully with SRP's Policy on Intellectual Property Rights on ownership of intellectual assets co-created by members, employees, consultants and service providers as part of the organization's mandate as a multi-stakeholder alliance operating in pre-competitive space; and
- Submit an Annual Report of their organization's activities and practical results achieved, supporting the goals of the SRP. Failure to submit such report for two consecutive years shall constitute grounds for suspension or termination of the membership, at the sole discretion of the Board.

# VALUE PROPOSITION

SRP members have the opportunity to contribute to shaping and implementing SRP tools and programmes through collective efforts to address key sustainability challenges in the sector.

## **SRP membership offers the following benefits:**

### ***Network***

Connect and collaborate with actors in rice value chains to capture opportunities for funding partnerships, business and collaborative action for sustainable rice.

### ***Insights***

Leverage from the outcomes of collaborative research that would otherwise be costly to conduct independently.

### ***Tools and technical support***

Gain preferential access to SRP tools; as well as shared expertise to support your strategy delivery.

### ***Advocacy***

Help shape SRP's strategies, programmes and policy advocacy to promote widescale adoption of sustainable, climate-smart best practices.

### ***Sustainability commitment***

Contribute to the UN Sustainable Development Goals and increase visibility and recognition for your organizational commitment to sustainability.

# MEMBER PRIVILEGES

As a global multi-stakeholder platform recognized for its role in promoting sustainability and convening stakeholders, SRP members are entitled to the following rights and privileges:

## ***Members' rights***

- Eligibility for election to the SRP Executive Board
- Right to vote at Annual Plenary and General Assembly Meetings
- Right to participate in and lead Technical Committees/Task Forces

## ***Multi-stakeholder alliances***

- Access to national, regional and global networks and organizations including bilateral and multilateral instruments
- Opportunity to engage in collaborative initiatives and projects at national, regional and global levels
- Support from SRP Secretariat

## ***Benchmarking and best practices***

- Access to collaborative research, tools, policy advocacy and partnerships to manage environmental and social risks in global supply chains
- Access to all organizational materials
- Opportunity to provide inputs to ensure efficient delivery of SRP programmes

## ***Marketing and communications***

- Visibility on SRP website, including organizational profile and web links to member sites
- Right to link to the SRP website
- Right to use member logo on corporate communication collaterals as per Brand Manual

## MEMBERSHIP DUES

Members are assigned to one of the following constituencies representing distinct interests and stakeholder perspectives:

### **Public sector**

Government, UN and inter-governmental agencies, public research institutions

### **Supply chain actors**

Producer organizations, upstream supply chain actors, business associations and retailers

### **Service, input & equipment providers**

Verification bodies, input companies, ICT providers, knowledge partners, financial institutions, trading platforms, equipment suppliers

### **Civil society organizations**

Advocacy and grass-roots community-based organizations

Among their commitments to the alliance, members agree to contribute to the SRP's core operational and programme costs through annual member dues. Membership fees for the triennium 2020-2022 will be determined according to member category and scale of operation as described below:

Stakeholder group	Description	Fee per annum
<b>Public sector</b>		In-kind
<b>Supply chain actors</b>	Large >€50 million	€20,000 p.a.
	Medium €10-50 million	€10,000 p.a.
	Small €1-10 million	€5,000 p.a.
	Micro <€1 million	€1,500 p.a.
	Retailers	€5,000 p.a.
<b>Service, input and equipment providers</b>	Large >€50 million	€20,000 p.a.
	Medium €10-50 million	€5,000 p.a.
	Small €1-10 million	€2,500 p.a.
	Micro <€1 million	€750 p.a.
<b>Civil society organizations</b>	International	In-kind
	National	

# MEMBERSHIP POLICIES

The SRP Membership Programme is guided by the following policies:

## ***Application***

All interested organizations wishing to join the SRP must follow the application procedure as specified in Annex 1.

## ***Recognition***

Upon approval of application, the applicant will be informed by the Secretariat. Membership validity will follow a calendar period and will be automatically renewed on an annual basis. In case of multi-national organizations, the following conditions on membership recognition and affiliation apply:

- a) Headquarters as member – Membership may be extended to country offices bearing the same organizational name and mandate.
- b) National/local entity as member – Nationally-registered organizations who are part of an international network will be recognized as the principal member. However, membership may not be extended to other nationally-registered organizations belonging to the same network.

For countries with established SRP National Chapters, national membership policy and procedures will apply.

- c) Independent subsidiaries – Organizations with a separate legal entity, mandate and organizational name may not claim membership through affiliation with its parent company.

## ***Representation***

Each member institution is entitled to cast one (1) vote during Plenary and General Assembly meetings. Official communication lines will be established with the organization's primary and secondary contact persons. Alternates are allowed at the discretion of the functioning group (i.e. Executive Board, Technical Committee, etc.).

## ***Withdrawal***

Any member may voluntarily withdraw its membership by giving six months written notice of such intention. Written notice of withdrawal must be submitted by the Member to the Secretariat. Such notice will be presented by the Secretariat to the Board at the next succeeding meeting. Withdrawal requests will take effect on 1 January of the next calendar year. Member benefits and privileges will continue to apply until that date, and the member will be expected to fulfill its commitments whether in cash or in-kind during this period until withdrawal has taken effect. Dues paid during the year of withdrawal are non-refundable.

### ***Termination***

The Board may suspend or terminate the membership of any Member deemed to be operating in a way that jeopardizes the mission of the SRP, or is no longer meeting its commitments or eligibility requirements, including any of the following:

- a) Liquidation, receivership, winding up or dissolution of the member's legal identity;
- b) Non-attendance in an Annual Plenary Meeting and General Assembly for two (2) consecutive years;
- c) Non-payment of membership dues for two (2) consecutive years;
- d) Non-submission of annual report for two (2) consecutive years;
- e) Late payment for two (2) years cumulative.

### ***Invoicing and Collection***

If an application for membership is confirmed between 1 January to 30 June, the organization will be invoiced in full for the first year. A newly approved member with confirmation made between 1 July to 30 December will be invoiced for 50% of the applicable member dues for the first year. Membership will be automatically renewed except in the events of withdrawal or termination.

All recurring invoices will be raised by first quarter of the following year. Members are requested to settle invoices within 30 days as specified in the Articles of Association. Payments received after 90 days will be considered as late payments.

Members may also make ad hoc contributions for specific SRP projects or initiatives by mutual agreement. The purpose of such contributions shall be clearly stated in any bilateral agreement and fully disclosed in financial reports to the Executive Board. Such contributions shall be subject to clearance in respect to conflicts of interest and approved by the Executive Board.



## Annex 1: Membership application process

Prospective members should follow the procedure below in applying for membership.

1. Institutions from all stakeholder categories are eligible to apply for membership according to the Articles of Association. Applicants must be registered as a legal entity; individuals, projects and alliances are not eligible to join at global level; however, they may nevertheless be eligible to become members of SRP National Chapters as permitted by the respective Constitutions of such legal entities.
2. All eligible applicants for SRP membership are screened via a due diligence process in order to assess reputational risks to the SRP associated with the applicant's operations or products.
3. Applicants should download the Membership Application Form from the SRP website and submit the completed application form via email to the Secretariat, together with the required supporting documentation as specified.
4. Applicants are required to furnish endorsement letters from any two (2) current full SRP members together with their completed application.
5. The Secretariat will review all complete and valid applications and conduct appropriate due diligence on all applicants.
6. On clearance of the due diligence process, the Secretariat shall inform the applicant in writing of acceptance as a member under the appropriate membership category as mutually agreed, and shall announce the Member's name to all members via the SRP website and SRP Newsletter. The Members' Register posted on the SRP website will be regularly updated and the member will be granted access to the password-protected Members' Area of the SRP website.
7. The Secretariat will refer to the Executive Board any recommendation to reject membership, together with adequate documentary justification. The Executive Board's decision shall be communicated by the Secretariat to the designated representative of the unsuccessful applicant.
8. A new member must designate a natural person at senior level to act as its representative and to exercise its membership rights in relation to the Association.

## SRP Membership Application Form 2020

"Feed the world. Sustainably."

### ORGANIZATIONAL PROFILE

Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Country: \_\_\_\_\_ Website: \_\_\_\_\_  
 Joining Year: \_\_\_\_\_ Previous year turnover (in €): \_\_\_\_\_

### STAKEHOLDER GROUP

Public sector

Government, UN and inter-governmental agencies, public research institutions

Public

In-kind contribution

Please specify in-kind contribution:

### Supply chain actors

Producer organizations, upstream supply chain actors, business associations and retailers

Large	>€50 million	€20,000 per annum
Medium	€10-50 million	€10,000 per annum
Small	€1-10 million	€5,000 per annum
Micro	<€1 million	€1,500 per annum
Retailer		€5,000 per annum

### Service, input and equipment providers

Verification bodies, input companies, ICT providers, knowledge partners, financial institutions, trading platforms, equipment suppliers

Large	>€50 million	€20,000 per annum
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Micro	<€1 million	€750 per annum

### Civil society organizations

Advocacy and grass-roots community-based organizations

International	In-kind contribution
National	In-kind-contribution

Please specify in-kind contribution:

### CONTACT INFORMATION

Primary contact person

Name (FN, LN): \_\_\_\_\_ Designation: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Country: \_\_\_\_\_

## SRP Membership Application Form 2020

"Feed the world. Sustainably."

Secondary contact person

Name (FN, LN): \_\_\_\_\_

Designation: \_\_\_\_\_

Email address: \_\_\_\_\_

Country: \_\_\_\_\_

### BRIEF DESCRIPTION

Please provide a brief overview of your organization and contribution in relation to SRP goals.

### MEMBER COMMITMENTS

SRP members commit themselves to:

- Support the SRP's vision, mission, goal, objectives and activities;
- Contribute financially and/or in-kind according to their resources and/or expertise;
- Develop and implement within their own organizations plans of action to support the SRP's vision, mission and goals;
- Actively and constructively communicate and support the SRP's process and implementation of projects, while adhering to relevant SRP protocols, policies and guidelines;
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- Comply with all policies and guidance issued from time to time by the Secretariat in all external communications regarding SRP, including those relating to membership, use of any SRP logo and claims, including on-pack and off-pack claims;
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- Comply fully with SRP's Policy on Intellectual Property Rights on ownership of intellectual assets co-created by members, employees, consultants and service providers as part of the organization's mandate as multi-stakeholder alliance operating in pre-competitive space; and
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### MEMBER PRIVILEGES

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#### Members' rights

- ✓ Eligibility for election to the SRP Executive Board
- ✓ Right to vote at Annual Plenary and General Assembly Meetings
- ✓ Right to participate in and lead Technical Committees and Task Forces

#### Benchmarking and best practices

- ✓ Access to collaborative research, tools, policy advocacy and partnerships to manage environmental and social risks in global supply chains
- ✓ Access to all organizational materials
- ✓ Opportunity to provide inputs to ensure efficient delivery of SRP programmes

#### Multi-stakeholder alliances

- ✓ Access to national, regional and global networks and organizations, including bilateral and multilateral instruments
- ✓ Opportunity to engage in collaborative initiatives and projects at national, regional and global levels
- ✓ Support from the SRP Secretariat

#### Marketing and communications

- ✓ Visibility on SRP website, including organizational profile and web links to member sites
- ✓ Right to link to the SRP website
- ✓ Right to use member logo on corporate communication collaterals as per Brand Manual

*The undersigned, on behalf of the Applicant, hereby confirms that all information shared with the Sustainable Rice Platform (SRP) and its staff concerning the member's activities in relation to the SRP's objectives is considered non-competitive and in the public domain.*

*The undersigned further authorizes the SRP and its staff to freely release and disseminate such information, whether in print or electronic form, to stakeholders, including the media and the general public. In the event that it is necessary to disclose confidential corporate information to the SRP, the applicant undertakes to inform the SRP Secretariat in writing of the confidential nature of any specific information to be shared during the course of the collaboration. The SRP shall not disclose or otherwise communicate such information to external parties for any reason without the explicit consent of the partner.*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Kindly submit completed form to Lea Las Piñas at [laspinas@un.org](mailto:laspinas@un.org) together with the following:

1. Certificate of Incorporation (for profit) or Certificate of Registration (not-for-profit)
2. Latest Annual Report with Audited Financial Statement
3. Sustainability Report, Plan or Commitment
4. Endorsement Letters from any two (2) current members
5. Organizational logo

## Annex 2: Membership withdrawal form

Members wishing to withdraw from the SRP are requested to completed and submit this form to the Secretariat, together with a cover letter expressing the intent to discontinue membership, to become effective on 1 January of the following calendar year.

### Member profile

Name of organization: \_\_\_\_\_

Member since (joining year): \_\_\_\_\_

Primary contact person: \_\_\_\_\_ Email: \_\_\_\_\_

### Projects

SRP project implemented: \_\_\_\_\_

Partners involved: \_\_\_\_\_

Project objective: \_\_\_\_\_

Project status: \_\_\_\_\_

Plan for continuation/termination: \_\_\_\_\_

\_\_\_\_\_  
(Please use additional sheet for more than one registered project)

### Feedback

Reason(s) for leaving: \_\_\_\_\_

Recommendations: \_\_\_\_\_

The undersigned, on behalf of the above SRP member organization, hereby confirms its intent to withdraw membership from the Sustainable Rice Platform.

The undersigned further acknowledges and agrees that cancellation of our membership status will officially take effect on 1 January [insert year]. I understand that all membership benefits, privileges and commitments will remain valid for the remaining months of this year.

In the event of re-application, the undersigned agrees to undergo a new membership application process.

Signed,  
(date)

## Annex 3: Membership termination process

The SRP membership termination process aims to ensure an objective and fair approach for both parties. The process may be initiated by any full member, according to the following process:

1. Representatives of any Member(s) may submit a formal petition to the Secretariat with supporting evidence of breach of the concerned Member's commitments as set out in the Articles of Association. The petition must be signed by the official representatives of at least three Full Members.
2. The Secretariat will first validate all signatories to the petition before informing the concerned Member, who will be granted 30 days to respond in writing to the Secretariat.
3. Following the 30-day deadline the Secretariat will forward the petition together with the concerned Member's response (if any) to the Executive Board.
4. On receipt of the petition and Member's response (if any) from the Secretariat, the Executive Board will convene an ad hoc Task Force comprising 3 Executive Board members to evaluate the petition, supporting evidence and the Member's response (if any) and make a recommendation to the next Executive Board meeting. The concerned Member shall also be informed when this step is taken.
5. Based on the available information, the ad hoc Task Force will submit its recommendation to the Executive Board for endorsement. The Secretariat will communicate the Executive Board's decision to the concerned member in writing, explicitly stating the grounds for suspension or termination.