

THE SEPARATED CHILDREN IN EUROPE PROGRAMME

**Membership and associate membership of the
NGO Network:
Self assessment criteria for partners**

Introduction

The steering committee has proposed that from January 2009 there should be two categories of NGO network membership. These will be known as *member* and *associate member*. It is envisaged that partners will self select the type of membership that fits best with their individual circumstances, capacity and anticipated level of engagement with the programme. Partners will self review their category from time to time, though as a minimum this should be done on an annual basis. A set of criteria are outlined below to aid partners in this self assessment process. Having an NGO Network at the heart of the programme should be mutually beneficial for both partners and the programme. The programme will benefit from the collective input from partners, thus ensuring that material outputs are well informed, relevant and up to date and also that the programme's ability to lobby for change will also be strengthened because of the number of partners it represents. The benefits of *membership* and *associate membership* will vary and these too are set out below.

A. Membership

1. Minimum criteria for membership

- 1.1 All members must uphold a child rights based approach in their work. Member organisations must,
 - Demonstrate commitment to promoting children's rights
 - Show a commitment to the full implementation of the UN Convention on the Rights of the Child
 - Adopt, and promote the programme's Statement of Good Practice
 - Hold a relevant mission or vision statement
- 1.2 All members must demonstrate that their area of work is relevant to the work of SCEP. Therefore member organisations should engage in at least one of the following areas,
 - The provision of direct services to marginalised groups, such as asylum seeking, migrant or trafficked children
 - The undertaking of research and analysis on relevant topics connected to separated children
 - Engagement in lobbying and/or campaigning for relevant reforms regarding separated children at national and/or EU levels
- 1.3 In order to advance the programme's vision the NGO network must be robust enough to deliver on its objectives. Therefore all member organisations must be a not-for-profit organisation and have,
 - Capacity to deliver on their organisational objectives
 - Credibility with their national stakeholders
 - A written constitution
 - An accountable management structure
 - A democratic structure and system of governance

- Independence from government and its institutions
- Financial stability and publish their annual accounts
- Long term sustainability

1.4 All Members will be required to fully engage with the programme. As a minimum there will be a requirement to,

- Exchange information with other network partners
- Contribute to the biannual newsletter
- Disseminate programme materials and publicity
- Report activity to the steering committee and contribute to a national annual report
- Work closely with Save the Children's Brussels Office (SCBO)
- Comment on and input into draft papers and position papers produced by the programme and SCBO
- Endeavour to identify case studies for use by the programme and SCBO.
- Join at least one of the programme's thematic groups and actively contribute to the group's work plan
- Attend the biannual network meetings
- Implement relevant programme activities and coordinate with other national stakeholders

2. Benefits of membership

All members will;

- Receive the biannual Programme Newsletter
- Be invited to participate in the biannual network meetings and where they cannot self finance attendance receive priority regarding the allocation of financial support to attend these meetings
- Receive Programme materials, for example, position papers, revisions of the Statement of Good Practice
- Be invited to contribute to the future direction of the programme
- Benefit from association and support from other network partners
- Be offered opportunities to input into, and to shape, position and policy papers and to engage in the programme's thematic groups
- Be eligible to represent the network on the programme's steering committee
- Be invited to attend training and capacity building exercises delivered by network partners
- Have access to Programme staff for advice and consultation as appropriate
- Receive information regarding conferences, seminars, grant and funding opportunities
- Receive support for national advocacy work
- Have their name and logo represented in the credits of all SCEP materials

B. Associate Membership

3. Minimum criteria for associate membership

- 3.1 All associate members must uphold a child rights based approach in their work. Associate member organisations must,
- Demonstrate commitment to promoting children's rights
 - Show a commitment to the full implementation of the UN Convention on the Rights of the Child
 - Adopt, and promote the programme's Statement of Good Practice
 - Hold a relevant mission or vision statement
- 3.2 All associate members must demonstrate that their area of work is relevant to the work of SCEP. Therefore associate member organisations should engage in at least one of the following areas,
- The provision of direct services to marginalised groups, such as asylum seeking, migrant or trafficked children
 - The undertaking of research and analysis on relevant topics connected to separated children
 - Engagement in lobbying and/or campaigning for relevant reforms regarding separated children at national and/or EU levels
- 3.3 In order to advance the programme's vision the NGO network must be robust enough to deliver on its objectives. Therefore all associate member organisations must be a not-for-profit organisation and have,
- Capacity to deliver on their organisational objectives
 - Credibility with their national stakeholders
 - A written constitution
 - An accountable management structure
 - A democratic structure and system of governance
 - Financial stability and publish their annual accounts
 - Long term sustainability
- 3.4 All associate members will be required to engage at some level with the programme. As a minimum there will be a requirement to,
- Exchange information with other network partners (contribute to the biannual newsletter)
 - Disseminate programme materials and publicity
 - Report activity to the steering committee and contribute to a national annual report

4. Benefits of associate membership

All associate members will;

- Receive the biannual programme newsletter
- Be invited to participate in the biannual network meetings
- Receive programme materials, for example position papers, revisions of the Statement of Good Practice
- Benefit from association and support from other network partners

C. Prospective new members and associate members where national representation is already in place in the network

The steering committee has recommended that representation on the network should no longer be limited to one NGO per country. In principle this allows for a number of NGO's from the same country to become partners. Any additional country partners will be asked to self assess whether they are best suited to membership or associate membership. Programme staff will assist in this process. Where agencies are wishing to join the network as additional country representatives the programme will also need to,

- Maintain an appropriate balance across both the network as a whole and individual partner countries regarding the specific issues that impact on separation children. For clarity these are stated here as, asylum, trafficking, and migration.
- Maintain an appropriate balance of partners specialising in advocacy and those who deliver direct services. Once again this will be across both the network as a whole and individual partner countries
- Ensure that individual countries do not have a disproportionate number of members thus enabling an undue influence on the network.