

## Become a PHF Member

Membership in PHF enables INGOs to collaborate and coordinate their activities, to learn and share with each other as well as to receive vital and timely information which is pertinent to the daily operations of their organisation.

This includes:

- A monthly General Members Meeting attended by heads of major international NGOs;
- A monthly update on coordination within the UN – including representation at the Humanitarian Country Team and other UN coordination fora;
- A quarterly briefing with donors;
- Coordination and sharing on operational issues – such as No-Objection Certificates (NOCs) and finance/admin issues;

## Membership Criteria

To become a member of an international NGO should fulfil our basic criteria. The INGO must:

- Be an international, non-governmental, relief and development organization allowed to operate and/or duly registered with the Ministry of Interior Government of Pakistan vide INGO registration policy number No.6/34/2015-PE-III dated 1<sup>st</sup> October 2015 including any changes, amendments, or successor policy instruments as notified by the Government of Pakistan and working for the advancement of the objectives of the TRUST, as defined in Article 5.
- Must accept and sign NGO Code of Conduct and this TOR.
- Should have experience in working in relief, recovery, disaster response, and/or development.
- Must be willing to pay initial registration and the yearly membership fees.
- Will share timely and appropriate information with PHF and actively participate in the forum to improve coordination amongst the INGO community.

## Affiliate Membership

PHF will have affiliate members that have observer status but no voting power and no visibility with the PHF, these will be called Permanent Observers. Affiliate members can participate in meetings, give presentations, and share in discussions that are relevant to the Forum. The forum is open to affiliate membership from the following groups.

- National NGO Networks – no charge
- Relevant organisations that support the objectives of the Forum but are not regulated by the INGO registration policy number No.6/34/2015-PE-III dated 1st October 2015 including any changes, amendments, or successor policy instruments as notified by the Government of Pakistan (e.g. International red crescent/red cross bodies, locally registered organisations who are local chapters and/or affiliates of international network of organisations in more than one country, INGOs who have transformed into locally registered bodies and duly registered under the local laws, or any other relevant organization as recommended by the EXCOM and approved by the membership) – 50% membership fee applies.

## Membership Registration Process

Organisations fulfilling the above criteria will then need to provide the following documents:

- All applications with relevant documents can be submitted through the Secretariat. The application letter should state the aims, objectives, projects, and activities of the applicant and proof of their registration (or process) must be attached.
- On receipt of the application, the Secretariat undertakes a short verification process based on the information contained in the form.
- The application letter, relevant documents including registration certificates, and any additional information gathered by the Secretariat will be submitted to the Executive Committee.
- The Executive Committee may then make an initial decision to forward the application to full Forum, request further information, or reject the application if it feels that the basic criteria are not fulfilled (there is no appeal, but applicants may re-apply once criteria is fulfilled).
- The General Forum then considers the application. The applicant organisation may make a short presentation to introduce itself and its work to other members of the PHF and answer any questions put by members.
- After the presentation and question-answer session, the applicant NGO representative(s) shall leave the room while members vote on the application for membership. A majority vote will confirm membership. Should the application fail to be approved, there is no appeal. Failed applicants can make another application after six months.

## List of Required Documents

1. **Registration Form:** completed registration form. (Please visit PHF website/ <https://pakhumanitarianforum.org/> to download the form)
2. **Legal registration (for INGOs):** A copy of the INGO's legal registration with the Government of Pakistan – Ministry of Interior, or evidence that registration with the MOI is in the process;
3. **Legal registration (for Affiliate Membership):** A copy of the NGO's legal registration duly registered under the local laws – EAD/SECP, or evidence that registration with the local laws is in process
4. **Operational experience:** A signed statement on official stationery affirming that the I/NGO has been operational for at least 6 months.
5. **Governance documentation:** A copy of the I/NGO's written constitution that clearly defines the I/NGO's mission, objectives, and organizational structure.
6. **Financial documentation:** A copy of an audited financial report for its most recent fiscal year.
7. **Annual Report:** A copy of the Annual Report for the last year.
8. **Website:** A link to the official website of the INGO.
9. Any **brochures, reports, or other documents** elaborating the work/projects and competencies of the I/NGO.

## Membership and Registration Fee

- All newly registering members shall pay 1,000 USD or its equivalent in Pak rupees as a non-refundable registration fee.
- Members shall pay a non-refundable annual membership fee of 1,500 USD or its equivalent in Pak rupees.
- Affiliate members shall pay a non-refundable annual membership fee of 750 USD or its equivalent in Pak rupees.
- Membership fees will be collected on an annual basis and must be paid no later than the end of February. The Secretariat shall invoice members by January 14<sup>th</sup> each year, in exceptional cases, the Country Coordinator may consider a request for delayed payment.
- Once full Forum approves membership of a new applicant, registration, and membership fee (calculated by the number of months remaining in the year, including the month of joining) must be paid within two weeks.
- Upon request, members with a total annual budget of 250,000 Euro or less, maybe facilitated with reduced fees. The reduction will be 50% of the annual fee and of the joining fee. The reduction is subject to the approval of the EXCOM and will be agreed upon by written approval from the Country Coordinator subject to proof from the applicant of their total annual budget.

## Termination of Membership

Membership can be terminated or discontinued for the following reasons:

- If the member organisation itself wishes to withdraw and gives notice in writing (there will be no refund of the membership fee).
- If a member organisation is three or more months in arrears of payment of the annual membership fee. After a warning letter from the coordinator, membership will then be automatically terminated.
- If information comes to light that a member organisation has been undertaking activity contrary to the aims and values of the PHF or is acting in contravention to its Guidelines and code of conduct. In this case, the Executive Committee would verify the information, and if satisfied recommend expulsion to full Forum. The concerned member organisation will have the right to present its case to the full forum, but there will otherwise be no further appeal. A no-objection of voting members present at the meeting of the full Forum considering the matter would suffice to eject the member. A member expelled in this manner may re-apply for membership only after twelve months following expulsion.
- If the MOU/Permission to work of a PHF member is revoked by the registering body, the membership shall be automatically terminated on the last day of their operation as notified by the registering body.

## Key Secretariat Contacts

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