

**How to become an EPLO member**

Thank you for your interest in joining the European Peacebuilding Liaison Office (EPLO). Please find below a description of the application process, the membership criteria and fees, and the application form. More information about EPLO’s structure, decision-making processes and activities can be found on the EPLO website: [www.eplo.org](http://www.eplo.org). Please feel free to contact the EPLO office in Brussels with any queries.

EPLO’s member organisations (MOs) have agreed that EPLO should seek to strengthen the network and accepting new organisations remains an objective in EPLO’s strategic plan. For this reason, EPLO welcomes applications from organisations working on conflict prevention and peacebuilding.

**I Procedure for admission**

Applicant organisations should submit:

* a completed application form (see below);
* their most recent annual accounts;
* an overview of their activities.

They should submit their application documents by the deadline published on the EPLO website.

EPLO’s 37 member organisations decide on membership applications during the annual EPLO General Assembly (GA) which usually takes place in March or April. A two-thirds majority is required to approve membership of an applicant. The GA has the right to refuse an application for admission to EPLO without further explanation.

EPLO’s Steering Committee, consisting of representatives of five to seven MOs elected by the GA, reviews all applications and makes its recommendations.

**II Criteria for Admission**

The criteria for admission to EPLO are as follows:

EPLO is open to non-profit organisations based in Europe which:

* Subscribe to the values and objectives of EPLO
* Have a substantial part of their work in peacebuilding
* Are willing and able to pay the membership fee.

EPLO is not open to applicants:

* Which have active EU officials or other individuals in their decision-making structure such as to constitute a conflict of interest to EPLO as an independent platform
* Whose values, working methods or reputation seriously undermine the work of EPLO’s members.

**III Membership Fees**

The EPLO membership fee is paid each calendar year. It is payable in the first three months of each year. Voting rights at the GA depend on the payment of the membership fee. The GA decides on the fee structure which is the same for all MOs. EPLO’s MOs are committed to maintaining a minimum of one person in the EPLO Brussels office independent of outside funding therefore membership fees are relatively high. Fees for 2017 are set out below:

**Individual NGOs with a base in Europe**

NGOs based in Europe with fewer than 18 staff members pay a basic entry fee of € 500 and then € 300 for every member of staff[[1]](#footnote-1) employed in Europe. Staff members based outside Europe are not included in the calculations. For example, an organisation with 10 staff members will pay € 500 + (10 x € 300) = € 3500.

Organisations located in the New Member States (excluding Malta and Cyprus), EU Candidate Countries and countries participating in the Stability and Association Process benefit from a significant reduction in membership fees which is based on a comparison of relevant average wage rates compared to Brussels rates. Fees are subject to a 3% annual increase, including where caps apply.

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| --- | --- |
| **Size of organisation (number of full-time staff members)** | **Membership fee (€)** |
| 0 | 500 |
| 1 | 800 |
| 2 | 1100 |
| 3 | 1400 |
| 4 | 1700 |
| 5 | 2000 |
| 6 | 2300 |
| 7 | 2600 |
| 8 | 2900 |
| 9 | 3200 |
| 10 | 3500 |
| 11 | 3800 |
| 12 | 4100 |
| 13 | 4400 |
| 14 | 4700 |
| 15 | 5000 |
| 16 | 5300 |
| 17 | 5600 |
|  |  |
| 18-24 | 7200 |
| 25-34 | 7600 |
| 35-44 | 9100 |
| 45+ | 10700 |

**Networks and platforms of NGOs**

* Small networks/platforms: € 2600
* Medium-sized networks/platforms: € 6200

**Organisations** with their headquarters in the global North but outside Europe

* Fewer than 100 staff members in the global North: € 5370
* More than 100 staff members in the global North: € 7000



**EPLO Application Form**

* Name of organisation
* Legal status, including registration number if relevant
* Names of members of board of directors[[2]](#footnote-2)
* Number of staff employed (full-time equivalents)
* Name and position of proposed representative to EPLO
* Please state your mission and objectives (you may attach your agreed mission statement)
* Please explain how the values and objectives of your organisation support the values and objectives of EPLO
* Please provide a description of the core activities of your organisation.
* Please outline your peacebuilding activities (if different from the above)
* Please explain your interest in EU policy in relation to your peacebuilding work
* How much of your work is focused specifically on peacebuilding in terms of activities, staff and finance? Please indicate this in percentages
* Please comment on how you work with governments and how you protect your independence as an NGO
* Please describe what you expect to gain from membership of EPLO, and what you hope will be the added value that EPLO membership brings to your work
* Please tell us which of the current EPLO working groups and clusters you are particularly interested in and which ones you are likely to engage in actively
* Which of the other activities EPLO carries out and services it provides are of particular interest to you?

1. This is calculated on the basis of Full Time Equivalent Staff and excludes interns. [↑](#footnote-ref-1)
2. EPLO acknowledges that many international NGOs have large supporting boards that include high level individuals, including government or international institutions. If the decision-making of the organisation is not dependent on approval from these people EPLO sees no problem in independence. However, some functions might interfere directly with the advocacy targets of EPLO towards EU institutions. EPLO MOs, therefore, wish to gain an understanding about the composition of your management structures. [↑](#footnote-ref-2)