

EPLO Internal Statutes

This document sets out EPLO's internal policies and procedures as decided by EPLO's members at General Assembly meetings (the *Règlement Interieur*)

It covers the following topics:

1. Mission and Objectives
2. Roles and Responsibilities
 - 2.1 General Assembly
 - 2.2 Steering Committee
 - 2.3 Executive Director
 - 2.4 Working Groups
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 - 2.6 Policy Officers
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1. Mission and Objectives

More detailed information can be found in EPLO's strategic plans.

Mission

EPLO's mission is to influence European decision-makers to take a more active and effective approach in securing peace and non-violent forms of conflict resolution in all regions of the world.

Values

EPLO and its members are committed to the advancement of sustainable peace in the world, enhanced involvement of civil society in the transformation and resolution of conflict, and non-violent forms of intervention. In this work, EPLO and its members are committed to the principles of respect for all human rights, non-discrimination, gender equality, cultural diversity, sustainable development, and the promotion of good governance and the rule of law at local, regional, national and international levels.

EPLO's Overall Objectives

EPLO aims to influence the EU so it promotes and implements measures that lead to sustainable peace. EPLO wants the EU to recognise and act on the connection between peacebuilding, the eradication of poverty, and sustainable development worldwide. EPLO's objectives are:

- 1) To develop and advocate for common policy positions and to bring its members' analysis into EU policy-making in order to increase the EU's capacity to design and implement measures that lead to peace in conflict-affected areas.
- 2) To highlight the crucial role that civil society plays in peacebuilding, conflict prevention, and crisis management.
- 3) To raise awareness within the EU of the links between peacebuilding, the eradication of poverty, sustainable development worldwide, and of the need to integrate a gender perspective into peace and security work.
- 4) To promote understanding of EU policies on conflict so that citizens and communities both in the EU and in conflict-affected areas can hold the EU to account.
- 5) To build solidarity and co-operation amongst its members and with other NGO networks.

Members of EPLO commit to acting in the best interest of EPLO and in solidarity with all its members. They seek to advance EPLO's name and reputation and point to the added value of their membership.

2. Roles and Responsibilities

EPLO functions on the principle of added value to its members. Its work complements the activities of its members, drawing upon their specific expertise and joining their forces in areas better dealt with together. EPLO advocates for its ideas by developing common positions and promoting these to European Institutions and other policy decision-making bodies through position papers, campaigns, press and media promotion, participation in conferences and seminars, and regular meetings with institutional representatives and other relevant actors.

Joint approaches on wider policy are reached in consultation with all members. Common positions may if necessary include minority positions. If a member organisation feels arguably compromised in its core values, it can call upon the Steering Committee to negotiate a solution.

The general consultation period for members on larger policy positions shall be 2 weeks wherever possible.

2.1 General Assembly

EPLO General Assembly meets twice a year and is EPLO's decision-making body. It is where constitutional decisions are taken by all members, and where elections for the Steering Committee are held. In accordance with EPLO's external statutes, the Steering Committee selects EPLO's President, Vice President and Treasurers. The GA decides on strategic multi-annual plans and the annual work plan on the basis of proposals prepared by the EPLO office and the Steering Committee. The GA decides on membership admission and the principle structure of the working groups and other groups that develop EPLO's policy positions. Papers for the GA have to be circulated latest 2 weeks prior to the meeting including nominations for the Steering Committee and the Officers.

EPLO members have the right and the responsibility to attend the General Assembly.

EPLO members have the right to nominate a representative to the General Assembly with voting rights. Each member is asked to put forward as General Assembly member a senior staff member, preferably the Director / General Secretary or his/her deputy. Any person attending on behalf of a member needs to be able to commit his/her organisation.

Each EPLO member has one vote in the General Assembly. The right to vote is suspended if the annual membership fee is not paid by the end of March of the year in which the GA takes place.

2.2 Steering Committee

The Steering Committee is a legal entity of EPLO, whose members are legally registered with the *Moniteur Belge*. Its role is to ensure that EPLO adheres to its values, objectives, and statutes between General Assemblies. It operates like a Board of Directors: it plays a strategic and oversight role and is not involved in the day-to-day management of EPLO.

Of the members, one is chosen as vice-president and one as treasurer. One Steering Committee member can be chosen as President. Alternatively, the Steering Committee can identify a Representative or Honorary President – a high-level individual who will not be a Steering Committee member.

The Steering Committee consists of 5 to 7 members. Steering Committee members are elected for two-year terms by 2/3 majority of the votes of members present at the GA and proxy votes. SC members are proposed by their organisation or another member, are generally the EPLO representatives of that organisation, and have the seniority to engage their organisation. They are elected in a personal capacity and on the understanding that they work in the interest of EPLO, independent of their professional commitments elsewhere. SC members contribute their professional experience on a voluntary basis and seek to represent the best interest of EPLO as a whole and of all its members.

For the election to the Steering Committee an MO not present can give proxy vote to another MO, as set out in the external statutes.

A 2/3 majority of the General Assembly can vote to withdraw its confidence in a member of the Steering Committee who then has to resign, leading to the election of a new Steering Committee member. If a SC member leaves her/his organisation s/he has to resign. An MO can only have one member of the Steering Committee.

On behalf of all EPLO members, the Steering Committee ensures that EPLO is well governed. The Steering Committee strives to work on consensus. Majority decisions are taken when necessary. The

views of the president, vice-president and treasurer on matters that fall within their remits take precedence. The Steering Committee meets as necessary but at least 4 times a year.

The Steering Committee has a vote of confidence from the membership to make decisions on fundraising, staffing, representation, and publications that conform to existing policy positions without further consultation (in so far as these are contained within agreed broader work plans and budget).

On questions of new policy positions the SC can make decisions (usually upon recommendation of the relevant working group that drafted the position) only if and when the time frame makes broad consultation impossible. The president or vice president can make decisions that are urgent, i.e. that need to be taken in a matter of hours (if the president is a representative president, decisions will be made by the vice-president). Both emergency procedures shall ensure the effectiveness of and a professional response from EPLO under exceptional circumstances, but not limit the principle rule of general consultation on policy positions. The quorum of the Steering Committee is 3; one of the 3 must be the president or vice-president.

EPLO MO representatives and coordinators of working groups and other EPLO groups can be invited to participate in SC meetings if that is necessary or useful for any particular agenda item. They participate in the discussion but not in the decision making.

Fixed items on SC meeting agendas are:

- Minutes of the previous meeting
- A progress report from the Director
- A financial update
- Any membership matters.

A: General

- Ensures that the office implements decisions of the General Assembly.
- Directs the policy of EPLO along the lines of GA decisions
- Guides EPLO's fundraising efforts and project participation
- Approves and provides input into plans developed by the Director.
- Proposes strategic and annual plan to the General Assembly.
- Proposes long-term and financial plan to General Assembly.
- Provides advice and guidance to the Director in moving forward EPLO's strategic, annual, and operational plan, and reviews progress reports.
- Takes urgent decisions on policy that cannot be taken in line with the agreed consultation process with MO.
- Ensures that EPLO has and implements a clear and relevant strategy.
- Ensures that EPLO is successful in setting and achieving its goals and objectives

B: Financial and Administrative

- Supports the Secretariat and ensures the organisation has high standards of management, transparency, and administration.
- Engages in financial long-term planning.
- Ensures that EPLO is compliant with its statutes and with Belgian (and any other relevant) laws
- Ensures that the office manages resources properly.
- Reviews the annual budget prepared by the secretariat and proposes it to the GA.
- Appoints an auditor.
- Reviews requests for new membership and prepares recommendation to the GA.
- Ensures that the role and responsibilities of an officer who has to resign before her/his term of office terminates are carried out until a replacement can be found.

C: Human Resource Functions

- Oversees the recruitment procedures are legal and best practice.
- Recruits the Director and appoints her/him.
- Ensures that the EPLO office is staffed by the right people and is well led by its Director.
- Participates in recruiting of junior staff as necessary.
- Is available to give advice, support, and encouragement to the Director and, with the agreement of the Director, to her or his staff.

D: Individual Responsibilities of SC members

- SC members contribute to SC and GA meetings constructively.
- SC members are elected and act in a personal capacity.
- SC members put the interests of EPLO above the interest of their own organisation.
- SC members contribute to the identification of potential new membership and liaise with the secretariat about contacting potential new members.
- SC members promote EPLO in relevant external contexts when in an official EPLO capacity and whenever appropriate otherwise.
- SC members foster good communication within EPLO and to stakeholders.
- SC members strive to attend all meetings.
- SC members accept a responsibility for a timely response to SC decision making and urgent requests from the secretariat.
- SC members participate in recruitment processes as necessary.

The Role and Responsibility of the President/Vice President (the tasks below are divided between the President and Vice President. In the case of a Representative President, most of the responsibilities below will fall to the Vice President; the specific responsibilities of the Representative President will be set out in a separate Memorandum of Understanding)

- Chairs the Steering Committee and agrees the agenda with the Director and Vice President.
 - Chairs the General Assembly (most sessions)
 - Officially represents EPLO on behalf of the whole network.
 - Is a signatory to and has full powers with regard to the bank accounts.
 - Liaises regularly with the Director on matters relating to policy, structure, funding, and staffing.
 - Makes final decisions on certain policy matters when urgent or when there is a dispute between the director and an MO.
 - Signs official documents as necessary.
 - Conducts an annual appraisal of the Director.
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- Acts on behalf of the President when she/he is not available.
 - Acts as President upon the resignation of the President until a new President is elected.
 - Chairs SC and/or GA upon request of the president.
 - Acts as a first port of call in employment and disciplinary issues concerning the Director and the SC and staff members and Director.

The Role and Responsibility of the Treasurer

- Reviews accounts prepared by office/accountant and presents a financial report to the SC and GA.
- Liaises with the Director on all funding, accounting, and fundraising activities.
- Is a signatory to and has full powers with regard to the bank accounts and signs spending over the office's limit.
- Leads discussion on financial matters in the SC and GA.
- Reviews the budget and multi-annual financial plans prepared by the Director prior to their presentation to SC and/or GA.

- Represents EPLO together with the Director in discussion with potential funders as necessary.
- With the Director, ensures that the organisation's financial obligations are met, including all legal and statutory requirements.

2.3 Responsibilities of the Executive Director

A. Strategic planning and development:

- Within the framework of policies adopted by the General Assembly, works with the Steering Committee and the Working Groups in identifying key issues to be addressed, developing strategies and policies, and setting objectives and priorities.
- Brings forward proposals for annual work programmes and strategic plans capable of meeting the objectives of the organisation.
- Drafts project proposals for outside funders.
- Writes the activity report for the GA.

B. Performance Management:

- Develops, implements and manages systems for monitoring the effectiveness of the organisation's work (MO evaluation) and brings forward proposals for continuous improvement.
- Assures that staff understands the individual contributions required to achieve the annual work programme and how their performance will be appraised against agreed objectives.
- Reports regularly to the President and to the Steering Committee at its meetings.

C. Organisational management:

- Assures together with the working groups of EPLO the implementation of EPLO's work programme.
- Is accountable to the SC for the work and activities of the EPLO office.
- Develops and implements effective internal communication systems that ensure the timely flow of information to member organisations about all relevant EU conflict prevention policies and funding opportunities.
- Facilitates cooperation and consultations of member organisations with the EU institutions in relation to EPLO priorities set by the working groups and sometimes upon request in relation to country or issue specific interests of a MO.
- Informs the EU institutions about relevant NGO activities.
- Supervises the publication of the EPLO Update and maintenance of the website.
- Actively engages in the enlargement of EPLO's membership.
- Prepares the meetings of the General Assembly, the Steering Committee, and - during absence of the Working Group Chair - the Working Groups in order to facilitate effective functioning.
- Facilitates all decision making procedures on policies with MOs and the Steering Committee.
- Helps the working groups finalise policy statements, briefs and other documents.
- Writes reports, discussion papers, briefs and other documents appropriate within the political framework set by EPLO bodies for presentation to a variety of audiences.
- Ensures that appropriate action can be taken in the name of EPLO in relation to its values, objectives, and work programmes.

D. Financial and administrative:

- Ensures EPLO conducts all its financial dealings to the highest standard and in complete legality.
- Manages and controls the finances of EPLO in close collaboration with the Steering Committee and its officers, in order to deliver the organisation's strategy within available resources.
- Ensures that systems and procedures are in place for managing money efficiently to achieve goals and objectives and ensure best value for money.

- Ensure that financial performance is continually monitored and evaluated and prompt corrective action taken where required.
- Prepares, in liaison with the treasurer, budgets, progress reports and accounts for internal purposes and for funders that are accurate, timely and presented to the relevant people.
- Engages with the treasurer and the Steering Committee in developing fund-raising strategies, and in preparing funding submissions, presentations and other related activities
- Represents EPLO, together with the treasurer, towards potential funders.

E. Human Resource Functions:

- Is responsible, in conjunction with the Steering Committee, for the recruitment, appointment, retention, reward, fair treatment and discipline of staff under the organisation's agreed policies and procedures.
- Sets objectives and targets for staff, provides induction and regular supervision, support and guidance, and undertakes regular appraisals of performance against objectives.
- Deals to staff administration.
- Assures EPLO follows best employment practice, is an equal opportunities employer, and provides a healthy, harassment free and supportive work environment.

F. External Relations:

- Ensures the development and implementation of communication strategies that maximise the visibility and impact of EPLO towards the EU.
- Ensures effective co-operation and dialogue with the EU institutions.
- Ensures effective cooperation with other NGO networks such as CONCORD, VOICE, HRDN, and the Civil Society Contact Group.
- Prepares and undertakes presentations of EPLO's policies and strategies to a range of audiences, including the EU institutions.
- Represents EPLO in appropriate meetings, conferences, NGO platforms and public settings as mandated by the Steering Committee.
- Ensures that the secretariat reacts timely and appropriately to outside information inquiries, including the press.

2.4 Working Groups

EPLO's political positions and campaigns can be developed by its Working Groups. The Working Groups are open to all members at any time. They meet or hold teleconferences between 3 and 10 times per year. They work to meet EPLO's policy objectives.

The working groups are established by the General Assembly, and each is normally expected to continue working for several years. Their performance will be regularly reviewed by the General Assembly and they can only be changed or abolished by the General Assembly.

The Working Groups develop annual workplans within their broad remit to be approved by the General Assembly. They draft policy papers and are responsible for ensuring that members' positions are adequately represented. Generally a working group will draft a position paper ready for consultation with the whole membership. Decisions that impact significantly on the budget have to be approved by the Executive Director.

Working Groups need leadership to be effective, and this can be provided in different ways, e.g.:

- Coordination jointly by an MO representative and an EPLO policy officer
- Coordination by an EPLO policy officer.

Other options for coordination that would help EPLO to work effectively can also be considered. However it is preferred that working groups are not coordinated solely by an MO representative, as this can lead to policy positions which are not representative of EPLO's wider membership.

MO coordinators (formerly known as chairs) should serve for two-year terms, renewable once.

2.5 Ad hoc groups

EPLO will use ad hoc groups whenever appropriate. Ad hoc groups are set up by the EPLO office, the Steering Committee or by Working Groups to work ad-hoc on particular specialised issues where necessary. These can be policy oriented or administrative. To ensure accountability, the coordinator(s) of the group will report to the Steering Committee, through newsletters and website, and to the GA.

2.6 Policy Officers

The Policy Officers will play the following roles (inter alia):

- Act as co-coordinator of Working Groups alongside MO representatives; act as sole coordinator of a group if no MO representative is willing to take on the role
- Co-lead EPLO's work on particular policy issues
- Gather and present information on EU policy for EPLO members
- Present EPLO's common positions in meetings and events
- Produce high quality policy analysis and recommendations for discussion with members and for external audiences
- Draft text for publications on relevant policy areas
- Organise events on relevant policy areas
- Arrange participation of members in events on relevant policy areas
- Represent broad EPLO interests in Working Group discussions
- Be aware of all EPLO members' work on the issues of concern
- Gather input from members unable to participate in Working Group meetings
- Facilitate Working Group meetings and phone calls when appropriate
- Prepare agendas for Working Groups in consultation with MO coordinators
- Be familiar with policy debates in the relevant policy areas
- Provide analysis of how broader policy debates relate to the EU

2.7 Guidelines for Working Together

In order to ensure that the relationship between Policy Officers and Working Groups is smooth, the following guidelines have been prepared. The EPLO Director and Vice-President will discuss the guidelines with Working Group/Task Group chairs and coordinators.

Policy Officers have a range of responsibilities and coordinating Working Groups/Task Groups is only part of their workload. Sometimes these responsibilities will take precedence over Working Group activities, for example if the deadline for delivery of a project activity or submission of a funding proposal is approaching.

The following principles should guide the approach of Working Groups/Task Groups:

1. Coordinators of Working Groups – from member organisations and EPLO office – should always bear in mind that they represent the interests of EPLO as a whole.
2. When participating in external meetings on behalf of the Working Group, coordinators should ensure that they represent EPLO as a whole, should put forward EPLO's common positions, and should communicate in an appropriate manner with external interlocutors.

3. In all cases, Policy Officers and MO representatives should work together in a spirit of cooperation and should demonstrate mutual respect.
4. If a Policy Officer and an MO representative are acting as co-coordinators of a group, they should work in partnership and should co-lead the groups' work.
5. In working up agendas and work to be done, members of the groups should consider what they can undertake themselves in terms of generating information, drafting initial papers, and collecting views from members of the group.
6. Policy Officers and members in Working Group/Task Group need to be clear during the discussions within the group about what they can and cannot take on in terms of work between meetings. They should feel free to flag up if they see problems either with workload or with conflicting deadlines. Wherever possible, action points should be agreed during Working Group meetings.
7. Where there are expectations from Working Groups/other Groups which cannot be met by the Policy Officer (either at all or within the desired timescale), the final decision about workload allocation is a decision for the EPLO Executive Director. Responsibility for Policy Officers' overall workplans, allocation of time to different responsibilities, prioritisation and all aspects of line management lie with the EPLO Executive Director. It is not appropriate for Working Group coordinators to give instructions to Policy Officers.
8. Concerns about a Policy Officer's role or performance should be raised with the EPLO Executive Director.
9. If there is a question of conflicting priorities between Working Groups, then this should be resolved by the Steering Committee.

On the role and functioning of groups within EPLO (working groups, task groups, ad-hoc groups)

On the role of policy officers

- It is the role (inter alia) of policy officers to ensure that the relevant expertise and input from all MO is brought into the policy process of policy development.
- Where there is no EPLO position on the issue, the office can still attend meetings but not represent a position (sometimes it is useful to be there for networking purposes).

On approaches to differences in views between MO

- Wherever possible, and even if there are disagreements within the group, we should try to produce policy and other papers which reflect the diversity of thinking.
- Where a group cannot agree policy positions, not publishing an EPLO policy position should be considered an option with those MO who agree on positions free to publish their own individual or collective positions.

On issues of quality of EPLO output

- To safeguard the reputation of the network, the EPLO Executive Director should exercise quality control over published statements and papers (with reference to the Steering Committee where necessary).

On visibility and sharing visibility

- EPLO can be represented in public fora or policy discussions with the Institutions by MO representatives and/or staff from the EPLO office; the determining factors will be expertise and availability.
- Where places are limited and more EPLO representatives than can be accommodated want to participate, a decision on allocation of places must be made by the Steering Committee members

whose organisations are not competing for places (as has been the practice with regard to CIVCOM briefings).

- Where there is no EPLO position on the issue, MO representatives should make it clear they are speaking for their organisation rather than for EPLO.
- Where more than one EPLO representative is present at such events and there is an EPLO position on the issue, then agreement should be reached on a division of the key messages among those present to ensure visibility is shared.

3. EPLO's Publications Guidelines

EPLO Publications Guidelines

- Papers should usually fit into one of three categories, set out in the table below (with main purposes):

Briefing papers	To inform EPLO members (and possibly external audiences) about EU policy.
Policy papers	To analyse an EU policy issue in detail (usually ten to fifteen pages in length), and provide policy recommendations. Audience: policymakers; EPLO members and other NGOs with an interest in knowing more about the subject.
Statements/advocacy briefs	To succinctly present EPLO's position and recommendations on a particular topic for use in advocacy work. Audience: policymakers.

- Papers should conform to EPLO house style see document, *EPLO House Style*
- Briefing papers will be put into the new template and form the EPLO briefing papers series.
- For policy papers, a plan should be prepared by working groups and/or authors for input from and approval by the EPLO Director. The plan should include:
 - Target audience(s)
 - Objectives of preparing the paper
 - Key arguments and argumentation
 - Process and timeline (including when the paper will go to members)
 - Basic structure and length.
- If there is disagreement about the plan, the Steering Committee should be consulted (President, Vice-President or Publications Group).
- When a plan has been agreed, it will be sent to all of EPLO's members, who will be encouraged to get involved in production of the paper, including identifying staff members with expertise in the subject.
- Ideally, there should be one main author for policy papers; there should be no more than three. Experts from EPLO members and other organisations can be contracted to write publications.
- Comments and input should be gathered from as many EPLO members as possible.
- Evidence and thinking from across EPLO's members' work should be incorporated, including case studies and examples wherever possible.
- The working group should agree common positions on key issues before preparing papers.
- If there are disagreements on content, compromises should be sought, for example by including the pros and cons of different options.
- If a compromise cannot be reached, the Director and the Steering Committee should be consulted.

As agreed at previous GAs, the approval processes are:

- Policy papers: Following consultation of and approval by Steering Committee, papers go to members for approval. Members have two weeks to respond.

- Statements:
 - Statement goes to SC's input for a minimum of two days
 - Statement goes to members. Members are given a minimum of four days to consider the statement. They asked to consider whether the statement is acceptable to them and whether there is anything in it that they object to.
 - Members asked to be compromising and to accept that the statement may not be perfect from their perspective.
 - Members are asked not to suggest re-writes unless they have serious concerns about aspects of the statement.

4. EPLO Membership Information

EPLO should actively seek to expand.

- Membership applications should be accepted at both General Assemblies.
- EPLO should seek to include organisations from a greater number of European countries.
- It should not be necessary for Members to participate actively in EPLO's work. It is not fair to expect this of all members when their capacity to participate varies hugely.

EPLO's annual core income derives from the contributions paid by its members. The amount of these contributions is fixed by decision of the General Assembly.

The information below is provided to prospective EPLO members:

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, criteria and fees, and the EPLO application form. More information about EPLO's structure, decision-making processes and activities can be found on its website: www.eplo.org Please feel free to contact the EPLO office in Brussels with any queries.

EPLO's member organisations have agreed that EPLO should seek to expand and therefore EPLO welcomes applications from organisations working on conflict prevention and peacebuilding.

Procedure for admission

EPLO's member organisations decide on applications from aspiring members during the EPLO General Assemblies (GAs), which bring together its 25 member organisations. GAs take place twice per year, usually in May and in November. A 2/3 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.

Applicants should send a completed application form (see below), their most recent annual accounts, and an overview of their activities to the EPLO office. Applicants should submit their application and supporting documents at least one month before the GA. The deadline for applications is published on the EPLO website. EPLO's Steering Committee, consisting of representatives of seven member organisations elected by the GA, reviews all applications and makes a recommendation to the GA.

Criteria for admission

The criteria for admission to EPLO are as follows:

EPLO is open for non-profit NGOs 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 that 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.

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 member organisations. The membership fee structure was last reviewed in 2007. EPLO's member organisations 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 2009 are set out below:

Individual NGOs based in Europe pay a basic entry fee of 876 Euros and then 362 Euros for every member of staff¹ employed in Europe. A cap is applied for organisations which have over 25 staff; this operates in three steps up to an upper limit of 10,927 Euros.

Networks of NGOs pay 2626 Euros if they are assessed as small and 6127 Euros if they are medium-sized.

Organisations with their headquarters in the global North but outside of Europe pay 5305 Euros if they have less than 100 staff members in the global North and 6896 Euros if they have more than 100 staff members in the global North.

Staff members based outside Europe are not included in the calculations.

Organisations located in the New Member States (excluding Malta and Cyprus), 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.

EPLO Application Form

- Name of organisation
- Legal status, including registration number if relevant
- Names of members of board of directors²
- 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.

¹ This is calculated on the basis of Full Time Equivalent Staff and excludes interns.

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 MO, therefore, wish to gain an understanding about the composition of your management structures.

- 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?

5. EPLO Work on Specific Conflicts

The following guidelines for work on specific conflicts were agreed by EPLO's members:

- EPLO should not develop common positions or carry out joint advocacy work on specific conflicts
- EPLO should give greater priority to work on specific conflicts; work on specific conflicts will be carried out when proposed by one of EPLO's groups or in response to opportunities and requests from EU institutions and EPLO MOs
- EPLO office should respond to requests for meetings on specific conflicts from the institutions and from EPLO members as far as resources allow
- EPLO office should manage the process of organising work on specific conflicts, in close consultation with the Steering Committee and members
- EPLO office should report to Steering Committee about meetings on specific conflicts and apply lessons from previous meetings.