



# Application Package



Dear NGO colleague,

Thank you for your interest in joining Climate Action Network Europe.

We always welcome new, dedicated members – and we can use all the additional support in the fight to avoid dangerous human-induced climate change.

In this document you will find a lot of background information to aid you in your consideration of an application for membership in CAN Europe. It lays out the mutual rights and responsibilities, the application process, and contains all necessary documents in the Annex.

Should you have further questions, please feel free to contact our Network Outreach Officer Mathias Claeys Bouuaert – [mathias@can europe.org](mailto:mathias@can europe.org).

We look forward to collaborating with you, regardless of the form in which we decide to join forces.

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## 1 Our work and organisation

CAN Europe is composed by a network of organisations working on climate change coordinated by a Secretariat. The Secretariat consists of 23 staff members, most of which are based in Brussels, with additional offices in Berlin, Katowice and Istanbul. Its role is two-fold: on the one hand, we coordinate NGO activities and facilitate information exchange within the network; on the other hand we act as a lobby representation of our members in Brussels.

Member organisations are very diverse in their origin and nature, from large family networks and to small local organisations. Some work on policy advocacy only; some also carry out hands-on projects, e.g. in schools or developing countries. At the same time, CAN Europe's advantage lies in the coherence of political views of the member organisations, allowing for a strong common voice.

What unites all organisations is our joint vision of a world striving actively towards and achieving the protection of the global climate in a manner that promotes equity and social justice between peoples, sustainable development of all communities, and protection of the global environment.

The strength of the network lies in the coordination of joint political advocacy strategies and in the policy analysis capacity in the network. Specialists from different organisations cover a broad range of issues relevant to climate policy, such as energy, transport, forests or development cooperation.

We know that to achieve political change we need to broaden the political support for ambitious action, which requires alliances of different stakeholders. Therefore, we are open to all kinds of organisations becoming members of the network in principle, and we seek to further widen our political alliances. That means that collaboration with other groups can take various forms of interaction and is not limited to membership. For instance, we have partnership agreements with other, similarly structured European NGO Networks and work with other organisations in coalitions, in formal ways such as in the Green10 or in informal settings.

For more specific information on our work and a list of current members, please visit our website at <http://www.caneurope.org>.

## 2 What membership implies

Before you apply for membership, please read the section below to know more about what this means – and we hope that we provide enough information in this document to allow you to judge if the CAN membership meets your expectations.

### 2.1 How membership can benefit you

#### 2.1.1 Joining the largest network fighting climate change

You will be part of the leading European and worldwide network of NGOs fighting against climate change. You're being part of the movement that brings change.

#### 2.1.2 Coordination of joint lobby efforts

For important political developments, CAN Europe coordinates lobby efforts. Part of that is issuing talking points, writing joint letters to heads of state/relevant ministries and joint press releases. Whereas we normally do not adopt a proper campaign, we did have one in the past: The "Time to lead" campaign, addressing political leadership in the preparation of the Climate and Energy Package of the European Union.

#### 2.1.3 Linking up national work with the European policy agenda

Thus ensuring European policies push your national work forward and/or do not go against it.

#### 2.1.4 Access to information on CAN European and CAN-International email lists

Members of CAN Europe are automatically members of the international network, CAN-International. That enables you to access the various email lists of both CAN Europe and CAN-International and meetings of either network.

#### 2.1.5 Access to CAN Europe meetings, workshops, General Assemblies

As a member organisation, you will be able to participate in a range of meetings organised by CAN Europe, General Assemblies, Workshops, Strategy meetings and Capacity building. CAN Europe organises two General Assemblies (GAs) per year, one in spring and one in autumn; all of the GAs combine strategy sessions on specific policy issues with a formal part that deals with work plans and finances of the organisation, as well as membership issues. All member organisations have the right to attend the General Assembly. Throughout the year, other strategy or capacity building meetings may be organised on specific issues or with specific sets of members, depending on policy processes and needs identified.

#### 2.1.6 Coordination at the UNFCCC level

If you are attending UNFCCC sessions, you will benefit from the coordination of CAN Europe during those sessions. This includes daily meetings for information updates and to coordinate our strategies, and the preparation of bilaterals. We also have a separate email list.

#### 2.1.7 Participation in developing and access to joint policy positions

CAN Europe develops joint policy positions, partly for internal use and partly for publication. As a member of the network, you will be able to participate in shaping those positions. Especially for those issues you do not work on in detail, it can be useful for you to get a general understanding of the respective policy position

#### 2.1.8 Links to other colleagues working on the same issue + exchange of ideas

It is necessary and enriching to work in cooperation with colleagues in other countries. Via membership in CAN Europe, you will get in contact with colleagues from EU member states and

beyond and you will be able to exchange relevant ideas, concepts and information. One of the clear advantages of the network are the different angles that we analyse policy issues from.

#### 2.1.9 Policy and Comms support from the CAN Europe Secretariat

Your work is supported by the CAN Europe secretariat, both in terms of content and communication. This notably includes policy briefings, communication packages and letters for ministers or MEPs. You need specific information about a topic linked to the EU's political processes? The secretariat is there to support you. The policy officers are specialists on certain issues and if we do not work on the issue, we will find someone in the network who can help you.



## 2.2 What we expect from you

You should be willing to invest some time into CAN Europe.

The network only lives through the participation of its members. The secretariat does its best to coordinate amongst the members, but this can only be successful if you are actively participating. The following points describe in more details what we expect from you.

#### 2.2.1 At least one person subscribed to our general list, reading emails on a regular basis

The most common way of communication within the network is via our email lists. Hence, it is essential that at least one person of your organisation is subscribed as a minimum to our main list in order to stay updated on things happening in the network.

#### 2.2.2 Sharing relevant information on the respective lists

During your work, you surely frequently encounter information. That could be of interest to other organisations like you. This can be a meeting with a politician, a report, news or just a personal reflection. As a member, you are invited to share this information on the relevant list. This includes giving updates on national policies or political developments; given that the secretariat is working on the European level mainly, we cannot follow everything that is happening in each of the countries. Having said that, email flows should be kept on a minimum level to avoid email overload.

#### 2.2.3 Comment on information and policy discussions where relevant

Your input is very much appreciated and we invite you to comment on policy discussions or information where relevant. As for the previous point, this has to stay within a reasonable level, but the exchange of different ideas and open discussions is essential.

#### 2.2.4 Respect common positions

Member organisations are expected to respect common positions taken within the network. This means that members should not work against other members from the network and that members should stay politically coherent towards the line taken by the network.



#### 2.2.5 Let the secretariat know if you are attending UNFCCC sessions

In general, we send a request to know whether you are attending UNFCCC negotiations. If your organisation is attending negotiations, you are expected to link up with CAN Europe so we know who is there and how we might best collaborate.

#### 2.2.6 Let the secretariat know if you need special support (strategy, talking points etc)

We are there to support your work. If you are in need of special information or you think the network should adopt a strategy on a specific issue, you should address us directly.

#### 2.2.7 Participate in General Assemblies and other meetings of CAN

As a member organisation, we would like to see you at our General Assemblies to contribute to the functioning of the network. Full members should attend all General Assemblies or appoint a proxy if unable to attend the General Assembly in person.

Members should participate in our strategy meetings when relevant for their work.

#### 2.2.8 Pay membership fee

CAN Europe asks a yearly membership fee from all its members. Small organisations pay less than big organisations: the fee depends on your total annual budget for work related to climate change (see membership fee structure in the Annex).



### 3 Different types of membership

CAN Europe members fall under one of three different types of membership, full, accepted or observer. Applicant organisations can only apply for observer or accepted membership, but they can change membership category after one full year of membership.

Essentially, all members enjoy the benefits described in the section “How membership can benefit you” above. Everyone has access to all information (meetings, email lists) in CAN Europe. The main difference lies in the decision-making power on very specific occasions.

#### 3.1 Full Members

*Full members* are the only ones to have a vote in the formal part of the General Assembly, which decides on work plans, budgets and membership issues. Full membership is reserved to organisations which have been a member for at least one full year and the category can be changed if the organisation is repeatedly not taking part in the General Assembly or does not appoint a proxy instead.

#### 3.2 Accepted Members

*Accepted members* do not have voting rights at the formal part of the General Assembly. However, they can attend General Assemblies with a consultative voice.

#### 3.3 Observer Members

*Observer members* do not have voting rights at the formal part of the General Assembly. However, they can attend General Assemblies with a consultative voice. Furthermore, they may not have a final say in the adoption of joint policy positions for the network should those be disputed, but they may of course participate in discussions and contribute information. Observer members can be excluded from CAN Europe meetings on the request of members (this has never happened so far to our knowledge).

#### 3.4 Changing category

An organisation can request to have its membership category changed after at least one full year of membership.

- Observer members cannot change unless they submit a new application.
- Accepted members that have attended three General Assemblies (GAs) in a row will be invited by the secretariat to become full members, upon approval of the Board. If once declined, any change in membership status will need to be initiated by the accepted member through a letter of interest to become a full member.
- Full members that are not present, either directly or through a proxy, at three GAs in a row will be nominated by the secretariat to become accepted member, upon approval of the Board.

Every member can withdraw from membership at any time by simply issuing a written statement to the secretariat.



## 4 How to apply for membership

Applications for membership with CAN Europe are straightforward: All you need is to fill out our application form, ask to colleagues from CAN Europe member organisations to write you a reference. Once this is done, you only need some patience - and be available in case of follow-up questions from our part.

### 4.1 Applications step-by-step

#### 4.1.1 Your part

1. You are interested in membership with CAN Europe? Read the information of this package and contact the CAN Europe secretariat for possible follow-up questions.
2. You contact two existing CAN Europe member organisations that are collaborating with you already, and that are willing to write you a letter of support for your application.

The following criteria must be met:

- ✓ Before the organisation can write a reference letter, you have to have confirmation from the CAN Europe secretariat. This is necessary as only one organisation can issue one reference letter per General Assembly.
- ✓ Your two referees have to be members of the network.
- ✓ Only members that have already been members themselves for at least two years can make recommendations/ issues letters of support.
- ✓ The referee prepares the reference/ letter of support on letterhead from his or her organisation. The letter is based on the template in the annex to this package.

Important: Each referee can only issue one letter of support to the General Assembly to which the application is to be submitted.

3. You fill out the application form.

The application form is rather straightforward, but of course you can always contact CAN Europe if you have any questions. Please make sure you provide all the information asked for in the form, because incomplete applications will not be considered for membership. In the same regard, you are responsible for ensuring that we receive your references/ letters of support before the deadline.

**DEADLINE** for letters of support and the filled out application form:

- **15 February** for applications to be considered at the Spring General Assembly
- **10 September** for applications to be considered at the Autumn General Assembly

#### 4.1.2 Our part

1. The CAN Europe secretariat checks whether the application is complete.
2. The application is forwarded to the CAN Europe Board which examines the application.

The Board of CAN Europe is the elected group of network representatives that monitor the work of the Secretariat more closely. The Board examines each application and then communicates its recommendation to the members present at the General Assembly.

3. The application is forwarded to the network for consideration prior to the General Assembly.

Any decision on membership applications will be taken by the full members of the network, not by the secretariat that received the application. Therefore, applications are sent to the network, in order for members to evaluate the application before the General Assembly.

4. The General Assembly takes a decision on membership of your organisation

The General Assembly is the highest decision-making body of CAN Europe and it consists of any members of the network; full members have the right to vote on decisions such as membership applications in the formal session of the GA.

First, the secretariat will briefly introduce your organisation on the basis of the information received. Secondly, the Board will give its recommendation to the General Assembly. Thirdly, after a short discussion, full members will vote on your application. Decisions will be taken in consideration of the membership criteria, which you find in the annex.

There are three possible scenarios:

- I. Your application for membership will be accepted if a majority of full members present votes in favour of membership of your organisation.
- II. Your application for membership will be rejected if a majority of full members present votes against membership of your organisation.
- III. The decision on membership of your organisation will be postponed if a majority of full members present considers the information received as not sufficient to take a decision. In that case, you will be asked to provide further information and the application will be considered at the next General Assembly if you so desire.

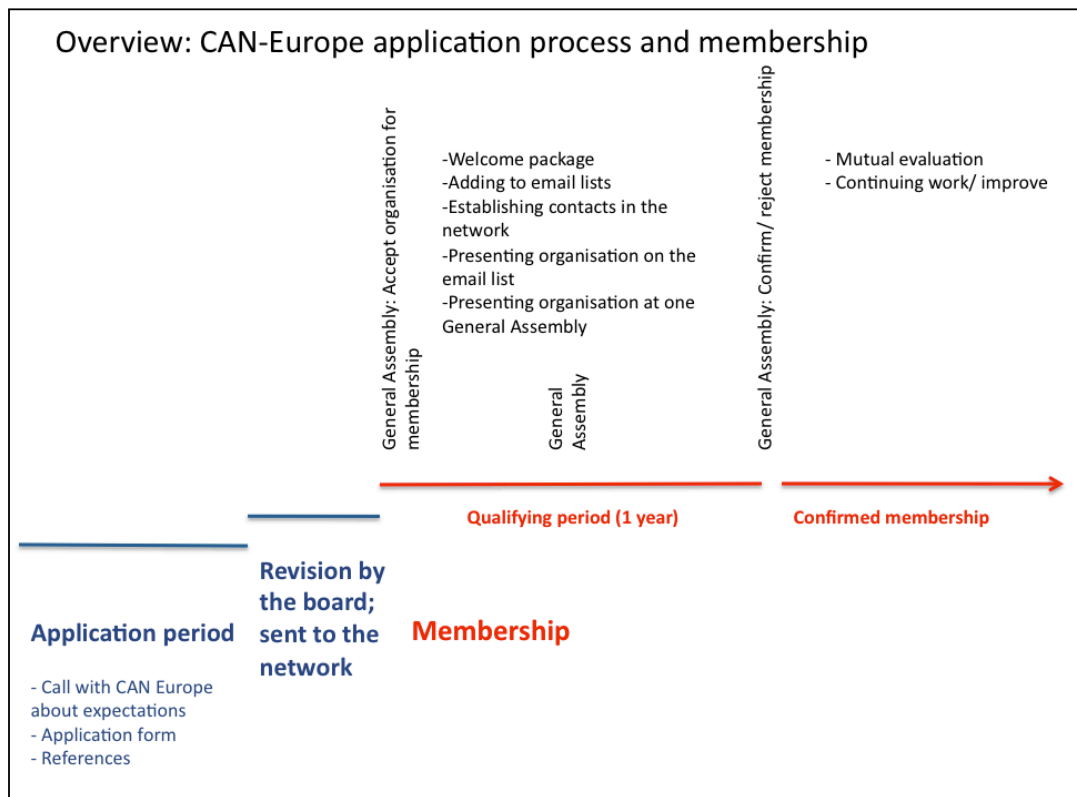
5. After the General Assembly, CAN Europe will communicate the decision to you as soon as possible. Needless to say that we will strive to inform you as soon as possible, but following the GA the formal minutes with the decisions first need to go out to the network for comments in the month following the meeting.

## 4.2 What happens once you are a member?

Once you are a member, you will receive a welcome package with further information about concrete possibilities to engage in the network, and you will be asked to briefly introduce your work on our main email list. In addition to that, you may be asked to present your organisation in person at one of the two following General Assemblies.

Every new member organisation enters a qualifying period of one year. After that year, your membership will be confirmed or rejected by the General Assembly. As we expect you to be interested in actively participating in the network, the confirmation of your membership should not be an issue. After confirmation of your membership, CAN Europe will also seek comments from you on whether your expectations of the network were met. All members can withdraw from membership at any time by issuing a written statement to the secretariat.

### 4.3 Infographic of application and membership process



## 5 Annex

### ANNEX A: MEMBERSHIP CRITERIA

#### **CAN Europe membership criteria**

NGOs that qualify for membership of Climate Action Network (CAN) Europe should in principle fulfill the following criteria. Taking into account the fact that the General Assembly is the supreme decision-making body of CAN Europe and takes decisions on a case-by-case basis, the following criteria will be taken into consideration as part of the decision-making process.

#### **Factual criteria**

- I. The organisation is legally constituted pursuant to the laws of their country of origin and is defined as a non-governmental, not-for-profit organisation according to the appropriate national authorities.
- II. The organisation must be demonstrably independent of governments, political parties and commercial interests.
- III. The organisation's members should be fully transparent of funding sources and their application could be evaluated on this basis.
- IV. The organisation should be an international, national and or regional organisation representing constituencies in their respective area.
- V. Organisations must be committed to actively seeking to limit/reduce human induced climate change and its impacts and adhere to the practices and principles of sustainable development and environmental protection. The organisation should be working on climate related issues on a long-term basis.
- VI. Commercial activity should not constitute the primary activity of any prospective CAN Europe member. Organisations involved in delivering emissions off-sets should be in line with the Gold Standard or equivalent criteria.

#### **Code of conduct**

- VII. The organisation's mission and activities should be in line with the mission statement of Climate Action Network Europe. The applicant member has to declare that it will respect and apply the statutes, support the vision, mission and activities of CAN Europe and CAN-International.
- VIII. The organisation must agree to refrain from public confrontation with other groups in the network and their positions, and agrees to support common CAN positions. The organisation must also respect the confidentiality of CAN meetings and communications.

This version of the CAN Europe membership criteria is applicable from 7 September 2010 and will not become retroactively binding. Nevertheless, in case there is a review of existing members, these criteria will be used as a basis for evaluation.

If the applicant organisation is a network, specific rules may apply.

## ANNEX B: MEMBERSHIP FEE STRUCTURE

### Criteria governing membership fees (approved by the General Assembly 10/2007)

The overriding principle governing the CAN Europe membership fee regime shall be the well-known burden-sharing formula employed by the UNFCCC: dividing between members along the lines of their “common, but differentiated responsibilities and respective capabilities and their social and economic conditions”. In concrete terms, this complex formula should translate into the following elements of a revised fee structure:

- Larger organisations pay more than small organisations.
- Organisation size is decided by budget size and not by staff numbers (which reflects positively on lower income countries).
- Where possible, budget size should reflect a members focus on climate change related work (including energy and transport and other related work).
- As the different member categories do not entail significantly different access in network services, membership fees should be applied to all members equally.
- A temporary exception clause should be applied to organisations with exceptional financial circumstances, the CAN Europe Board could decide upon request by individual members to waive the fee in such cases.
- The fees do not present a cap on the possibility of additional contributions. All members are encouraged to support the work of the Secretariat with financial contributions above their membership fee requirements. Individual members making such contributions will be exempt from the fee. There won't be any trading of the allowances.
- Additional arrangements through joint implementation of projects is encouraged, CAN Europe would like to enter into more concrete collaboration with its members.
- Any proposal to be adopted should be valid for a certain commitment period of three years, to be revised in the third year, to provide long-term stability to both members and the Secretariat.

### New structure of membership fees as of 2015 and further (approved by the General Assembly 04/2014)

rganisation's climate-related budget (including energy, transport, adaptation)	Annual fee for 2015	Annual fee for 2017	Annual fee for 2020
Up to €50,000	€100	€110	€120
Up to €100,000	€200	€215	€230
Up to €250,000	€500	€550	€580
Up to €500,000	€1000	€1100	€1150
Up to €1,000,000	€2000	€2200	€2300
Over €1,000,000	€3000	€3300	€3400

## ANNEX D: TEMPLATE FOR LETTERS OF SUPPORT

PLEASE READ BEFORE WRITING: Please make sure that you respect all of the following points. Only one reference can be issued by any member of CAN Europe per General Assembly and *complete letters of support are necessary for the application of the respective organisation to be considered at the General Assembly. It follows that the application could only be considered later if your letter of support is not complete.*

- Only one reference can be issued by one organisation. Please check with the CAN Europe Secretariat first whether the organisation has already written a reference letter.
- Please note that the only organisations that may issue a reference/ letter of support are those that have been members of CAN Europe for at least two years.
- *Please write the reference/ letter of support on letterhead of your organisation. This means an official letter used by your organisation, including the address.*
- *The letter should be based on this template. It does not have to have the same layout, but should answer in substance all questions listed below.*

*Once you have written the letter of support, please print and sign it and send it to the CAN Europe secretariat. As decisions on new applications are taken twice a year, this should happen by 15 February or 10 September respectively.*

*You can either*

- *Scan the letter and send it by mail to Mathias, mathias@caneurope.org*
- *Send it by post to our office; Rue d'Edimbourg 26, 1050 Brussels, Belgium*

### ***Letterhead of your organisation***

Year:

Name of the applicant organisation:

Name in English (if applicable):

Name of your organisation:

Your name and contact details:

Please answer ALL of the following questions:

- ✓ How long have you known the applicant organisation?
- ✓ In what ways specifically and on what issues have you specifically cooperated with the applicant organisation?
- ✓ In which ways that you know of has the applicant interacted with other NGOs?
- ✓ Do you think the applicant could bring an added value to the work of the wider CAN Europe network? Where could the organisation fit in particularly well?
- ✓ Are there aspects where you think the organisation could fit in less well with CAN Europe?

Place, date and signature