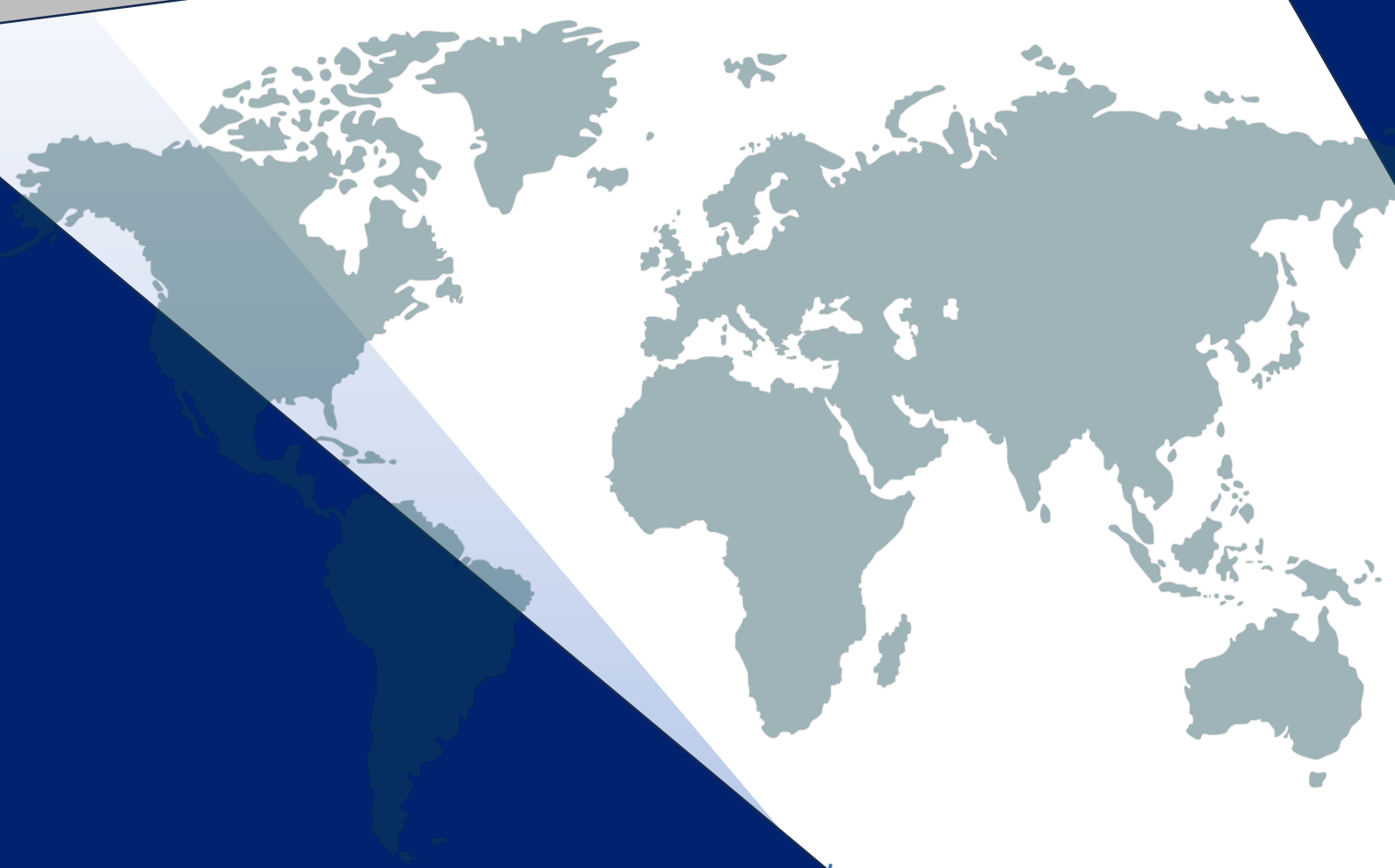




A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION



HOW TO JOIN ICVA

January 2025



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----- A global network of humanitarian NGOs

About ICVA

To gain a better understanding of ICVA, we recommend visiting the official ICVA website www.icvanetwork.org and exploring the “About ICVA” section. This section provides valuable insights into the organisation’s objectives and operations. Here are some key aspects you should explore:

- **Vision and Mission:** ICVA envision a future as outlined in its [ICVA 2030](#) strategy and its [Strategic Priorities 2025-2027](#). These documents shed light on the organisation’s long-term goals and its roadmap for achieving them.
- **ICVA Bulletin:** Stay informed about ICVA’s activities and initiatives by subscribing to the ICVA bulletin, which is available in English, French and Arabic. The bulletin serves as an excellent resource to delve deeper into the work carried out by ICVA. [Sign up](#) here.
- **ICVA Members:** ICVA is a diverse network of over 160 members involved in humanitarian response worldwide. Members are humanitarian NGOs of different sizes, secular and faith-based institutions, as well as national and international entities. They are united by their shared commitment to principled and effective humanitarian action. A comprehensive list of ICVA members can be found on our website.
- **ICVA focus areas:** Guided by its [ICVA 2030](#) strategy ICVA promotes and facilitates NGO engagement in the development of the humanitarian sector. ICVA’s focus areas include Forced Migration, Financing, Coordination, and cross cutting transformational issues. By concentrating efforts in these areas, ICVA aims to drive positive change and contribute to more effective humanitarian responses.

By exploring the ICVA website and delving into these aspects you will gain a deeper understanding of ICVA’s mission, its network of members, and its strategic priorities for the future.



----- Connecting NGOs

Why join ICVA

ICVA represents over 160 NGOs from around the world engaged in humanitarian action.

Through ICVA, Members can:

➤ **Influence global policy and practice**

Members have the opportunity to influence and shape global humanitarian policy and decision-making processes by accessing UN and inter-governmental forums. We aim to ensure that a strong and multifaceted NGO voice is reflected in key debates and decision-making forums that affect humanitarian action.

➤ **Participate in collective NGO advocacy**

ICVA provides a platform for collective and amplified NGO advocacy on humanitarian issues. Members can actively participate in joint advocacy efforts, leveraging their collective voice to advocate for positive change.

➤ **Bring the field realities to global discussions**

ICVA enables members to bring the realities of humanitarian practice from the field to global and regional forums. By sharing first-hand experiences, members contribute to discussions and decision-making processes, ensuring that policies and strategies are grounded in the realities faced by those working on the ground.

➤ **Participate in IASC mechanisms**

As a standing invitee to the Inter-Agency Standing Committee (IASC), ICVA offers its members the opportunity to participate in IASC mechanisms.

➤ **Network, collaborate and exchange**

ICVA facilitates networking, connection, and exchange of information and good practice among its diverse global NGO membership and other humanitarian stakeholders. This exchange of knowledge strengthens the collective capacity of the membership and promotes collaboration for improved humanitarian outcomes.

➤ **Stay informed**

ICVA keeps its members informed about key debates, issues, and developments relevant to their operations.

➤ **Participate in ICVA governance**

Members have the opportunity to shape the strategic direction of ICVA. Eligible members can serve on the ICVA Board, actively participating in decision-making processes. Additionally, members have the right to vote at the ICVA General Assembly, ensuring their voice is heard in shaping ICVA's policies and priorities.

Much of ICVA's substantive work is carried out within ICVA's working groups. Working groups provide members a forum to discuss issues, exchange information on specific situations, practices, projects, draft policy proposals, develop advocacy and undertake joint action.

By taking advantage of these benefits, ICVA members can enhance their impact, expand their networks, and contribute to the advancement of principled and effective humanitarian action.



----- Membership categories

Who can join ICVA

Full ICVA membership is open to

- National NGOs
- International NGOs
- Country, regional or international consortia or network of NGOs.

Observer status membership is open to:

- NGOs that because of constitutional constraints or reasons of principle and cannot be associated with the views and/or positions adopted by ICVA, but still wish to be associated with the network.
- Observer status members are not able to vote at the General Assembly nor stand for the ICVA Board.

Affiliate status membership is open to

- Academic and research institutes that have existing activities of a human rights/humanitarian nature or existing activities of benefit to NGOs. Affiliate membership provides a means to make better links between their work and the work of ICVA members.
- Affiliate status members are not able to vote at the General Assembly nor stand for the ICVA Board.

----- Requirements

Membership criteria

Membership is open to organisations that meet the following criteria:

- **Mission Alignment:** The organisation's mission should be consistent with ICVA's mission, demonstrating a commitment to influencing humanitarian policy and practice.
- **Capacity for Participation:** Applicants for members should possess sufficient capacity to actively engage in ICVA's governance and workspaces. This includes contributing to discussions, participating in decision making process and collaborating effectively with other members.
- **Financial Obligations:** ICVA operates on a membership fee structure. The annual membership fee ranges from CHF 500 to CHF 12000, depending on the organisation's annual budget and expenses. The fee schedule and detailed information on membership criteria can be found in this document. It is important to note that ICVA is not a donor organisation and cannot provide financial aid to its members. Therefore, applicants should be prepared to fulfill their financial obligations independently.
- **Legally registered:** The organisation needs to be recognized as or hosted by a nonprofit organisation in the country where it has its headquarters, be non-governmental, non-partisan and independent.

Further information and specific guidelines regarding membership criteria and fees can be found in the [Membership Bylaws](#).

ICVA looks forward to collaborating with organisations that have the capacity to actively contribute to its mission and objectives in humanitarian action.



----- Annual cost

Membership fees

All ICVA Members, Observers and Affiliates pay an annual membership fee. ICVA's financial year runs from 1 January until 31 December. The fee structure is in Swiss francs (CHF). The fees are set on a sliding scale based on the annual budget / income of each organisation.

Two thirds of ICVA's funding comes from government and foundation grants. Membership fees are crucial to ICVA to cover core costs and have some independence from grant funding.

Non-payment of Membership Dues can lead to suspension and termination of membership in accordance with the ICVA Statutes.

Annual Budget	Fee Band	Membership Dues	Members, Observers & Affiliates
CHF 50 million and over	I	CHF 12,000	<ul style="list-style-type: none">Members & Affiliates
Between CHF 30 and 50 million	II	CHF 8,000	<ul style="list-style-type: none">Members & AffiliatesObservers (regardless of their budget)
Between CHF 10 and 30 million	III	CHF 4,000	<ul style="list-style-type: none">Members & Affiliates
Between CHF 10 and 5 million	IV	CHF 2,000	<ul style="list-style-type: none">Members & Affiliates
Between CHF 5 and 1 million	V	CHF 1,000	<ul style="list-style-type: none">Members & Affiliates
Less than CHF 1 million	VI	CHF 500	<ul style="list-style-type: none">Members & Affiliates

For more information see the [Membership Dues Structure](#).



----- Application process

How to apply

If you are interested in becoming a member of ICVA, follow these steps to submit your membership application:

- **Request the Membership Application Form:** When you are ready to apply, kindly send an email to membership@icvanetwork.org to request the Membership Application Form. The form will be provided to you by the ICVA Secretariat.
- **Complete the Application Form:** Fill out the Membership Application Form thoroughly and accurately. Ensure that you provide all the required information and **include the requested supporting documents**.
- **Submit the Application:** Once you have completed the Application Form, submit it along with the supporting documents. Once submitted, we will send you an invoice for the application fee of CHF 75. Details regarding the payment process will be provided by ICVA.

Supporting documents

Along with the application form, the following documents in English or French should be included:

- **Statutes, Constitution, or Founding Charter:** Provide a copy of the legal document that outlines the structure and purpose of your organisation, such as statutes, constitution, or founding charter.
- **Proof of Non-Governmental and Non-Profit Status:** Include documentation that verifies your organisation, or your host organisation, non-governmental and non-profit legal status.
- **Annual Reports and Audited Financial Statements:** Submit the two most recent annual narrative reports and audited financial statements of your organisation, that include information on sources of income and financial activities.
- **Executive Body Composition:** Detail the composition and term of your organisation's executive body, such as the board of directors or an equivalent governing body. Include the names and institutional affiliations of the individuals serving in these positions.
- **Confirmation of Application Fee Payment:** Make sure to provide confirmation of payment for the application fee. The fee amount is CHF 75.00 in Swiss francs. Payment should be made via bank transfer to ICVA, excluding any associated bank charges.
- **Additional Codes of Conduct or Accreditations:** If your organisation has committed to any additional codes of conduct or similar documents or has been accredited by a quality/accountability organisation, include a copy of the relevant code or standard with your application.
- **Representative Confirmation:** Once your membership application is approved, each member agency should submit written confirmation of the individual(s) who will act as the representative(s) of the organisation to ICVA.

By following these steps and providing the necessary information, documents, and application fee, you will initiate the process of becoming a member of ICVA.



----- How to apply

Application review process

ICVA has a well-defined process for reviewing membership applications. Here's an overview of what ICVA will do once an application is submitted:

- **Review and Verification:** The ICVA Secretariat will carefully review the complete membership application, ensuring that all required documents and information are provided. References provided in the application may be checked, and the Secretariat may request additional information if necessary.
- **Recommendation to the Board:** The Secretariat will make a recommendation to ICVA's Board based on the assessment of the application. The Membership Committee of the ICVA Board will consider the application either via email or during its next scheduled meeting.
- **Decision and Vote:** Based on a majority vote, the Membership Committee will approve, reject, or defer the application.
- **Notification of Decision:** The Secretariat will promptly inform the applicant of the Board's decision. If the application is rejected or deferred, the Secretariat will provide the applicant with the reasons for the decision.
- **Approval and Membership Package:** If the membership application is approved, the Secretariat will send a formal acknowledgement to the applicant. This acknowledgement will include a membership package containing relevant information and an invoice for the membership dues, as per the ICVA Membership Dues Structure.

By following this process, ICVA ensures transparency and fairness in reviewing membership applications. Applicants will receive timely communication regarding the status of their applications, and approved members will receive the necessary materials to begin their membership with ICVA.

----- How to apply

Further information

Should you have any further inquiries or require clarification during the application process, do not hesitate to reach out to the ICVA Secretariat for assistance at secretariat@icvanetwork.org



ICVA- International Council of Voluntary Agencies

Africa

Dakar, Senegal

Nairobi, Kenya

Asia- Pacific

Bangkok, Thailand

Islamabad, Pakistan

Latin America

Guadalajara,
Mexico

Representation

MENA

Amman, Jordan

Geneva, Switzerland

NGO Humanitarian Hub, La Voie- Creuse 16, 1202 Geneva

secretariat@icvanetwork.org

www.icvanetwork.org