

APFNet Membership Procedures

*formerly known as “Procedures for the Development of APFNet Membership”
(revised at the First Meeting of the APFNet Council, April 2015)*

The establishment of the Board of Directors and the Council in 2015 completes the permanent governance structure of APFNet which is envisioned in the Operational Framework. Given this development, it is appropriate that the interim transitional Procedures for the Development of APFNet Membership, an annex to the Operational Framework, be formalized. This document reflects the comments and suggestions of the Board and the Council and is based on the principle of each member’s voluntary participation in APFNet.

I. Membership eligibility

APFNet members must belong to one of the following groups:

- a) APEC economies;
- b) non-APEC economies in the Asia-Pacific region;
- c) international/regional intergovernmental organizations and international /regional non-governmental organizations operating in the Asia-Pacific region;
- d) domestic forestry-related academic institutions and domestic non-governmental organizations in the Asia-Pacific region;
- e) forests and forestry related enterprises operating in the Asia-Pacific region.

If more than one group from the same economy is a member of the Council, they shall decide amongst themselves who will occupy the one seat available to them.

II. Conditions of membership

In addition to Section I, an applicant must:

- accept and support the vision, mission and objectives of APFNet;
- commit to the principles of openness, consensus-based decision-making and mutual respect among members;
- undertake activities that further sustainable forest management and rehabilitation.

Entities that fall under groups d) and e) shall seek the endorsement of their economy before submitting an application for APFNet membership.

III. Rights and obligations

APFNet membership is on a voluntary basis and members have the following rights and obligations:

Members have the right, *inter alia*, to:

- participate in meetings of the APFNet Council;

- nominate candidates for the positions of Chair and Vice-Chair of the Council;
- express views on membership applications;
- nominate candidates for vacant seats on the Board of Directors;
- receive APFNet progress reports, annual financial statements, work plans, annual budgets and publications;
- receive regular updates on APFNet activities;
- make suggestions on APFNet policies as well as those of its subsidiary bodies.

Members have the obligation, *inter alia*, to:

- designate a representative to the Council and provide contact person(s) for regular communication, if a member belongs to groups a), b) and c);
- provide the name of a contact person only if a member belongs to groups d) and e) ;
- support/facilitate APFNet’s objectives, activities and program implementation;
- update the Secretariat on activities and progress related to APFNet’s programs, projects and initiatives;
- maintain respectful relations with the Secretariat and other APFNet members.

IV. Membership dues

Membership dues are not required but members are encouraged to provide financial, in-kind or technical support to APFNet on a voluntary basis, including seconding staff to the Secretariat.

V. Application and admission

Economies and international/regional organizations that became members of APFNet during the transitional period need not reapply for membership.

Candidates in groups a), b) and c) must submit the following documents to the Secretariat when applying for APFNet membership:

- a signed “Confirmation of Accepting the APFNet Operational Framework”;
- a letter of intent which outlines how the requirements in Section II have been met and provisionally designates a Council representative and contact person(s), as per Section III.

Candidates in groups d) and e), must submit the following documents to the Secretariat when applying for APFNet membership:

- proof that the economy where the applicant is headquartered has endorsed their application, as stated in Section II;
- a signed “Confirmation of Accepting the APFNet Operational Framework”;
- a letter of intent which outlines how the requirements in Section II have been met and provisionally designates a contact person.

New applications must be sent to the Secretariat at least three months prior to a Council meeting to allow for timely distribution and review. Once per year, at its annual meeting, Council will assess requests according to the criteria contained in this document and make decisions on that basis.

VI. Withdrawal and suspension

A member may withdraw from APFNet after providing written notice to the Secretariat three months in advance.

A member who fails to attend two consecutive Council meetings, or does not appoint a representative to the Council (if required according to Section III) or does not update information regarding their Council representative and/or contact person(s) will be considered inactive. (Participation could be either in person, through electronic means or through the submission of written comments on meeting documents. However, face-to-face participation is strongly urged.)

Inactive members will have their rights suspended until such time as they inform the Secretariat that they wish to resume active membership and take the steps required to do so.