**Application Form for Regular Membership**

**Global Network for Resource Efficient and Cleaner Production (RECP*net*)**

Applicant’s Name: …………………………………………………………

Date of Submission: …………………………………………………………

1. **General Information**

|  |
| --- |
| **Institutional Data** |
| Name of institution |  |
| Street address |  |
| Mailing address |  |
| Phone |  |
| Email |  |
| Internet |  |
| Date of establishment |  |
| Organizational form |  |
| Staff size* Management
* Professional
* Support
* Associate Experts
 |  |
| **Contact Person (\*)** |
| Name |  |
| Title |  |
| Phone (office) |  |
| Phone (cell) |  |
| Email |  |
| **Alternate Contact Person** |
| Name |  |
| Title |  |
| Phone (office) |  |
| Phone (cell) |  |
| Email |  |

(\*) The main contact person has authority and responsibility to communicate with the Executive Committee of RECP*net*, and the Secretariat of RECP*net*, as currently provided through the joint UNIDO-UNEP Programme on Resource Efficient and Cleaner Production (RECP).

1. **Service and Activity Profile**

Please provide a brief summary of your organization’s track record in Resource Efficient and Cleaner Production (RECP), during the past three years, and attach any documents in support of this (for example annual reports).

* 1. Thematic Scope

Please summarize the thematic scope of the activities of your organization, and explain their relevance to Resource Efficient and Cleaner Production (RECP) ([[1]](#footnote-1)).

* 1. Geographic Scope

Please summarize in which geographic areas (countries, regions,..) your organization is delivering its services.

* 1. Sector Experience

Please summarize in which key manufacturing and related sectors your organization is delivering its services

* 1. Service Record

Please summarize the main activities of your organization during the past three years, covering, where appropriate, the following types of activities:

1. *Information and awareness activities:* including for example publications, websites, audio-visuals, conferences, awareness workshops etc.
2. *Professional training*: including training of experts from industry, consultancies, universities and technical institutes, government and other stakeholders
3. *Auditing and advisory services to enterprises:* in particular in regard to the identification, evaluation and implementation of RECP opportunities
4. *Policy support and advocacy*: activities related to the development and implementation of policies and strategies for fostering RECP uptake, including through active involvement of the business sector; and
5. *Technology support services:* support related to implementation of innovative technologies and product innovations
6. *Others*
	1. Impact of Services

Please summarize information on the impacts of the services delivered by your organization, in terms of implementation of RECP and related practices, technologies and policies, and benefits ([[2]](#footnote-2)) achieved as a result thereof. Include where available examples of appreciation and endorsements as received from government, business or other organizations.

1. **Institutional Profile**

Please provide information on the institutional set up of your organization and attach any relevant documents, including for example business plan, etc. ([[3]](#footnote-3)).

* 1. History

Please summarize in brief the history of your organization and main milestones during its establishment and institutionalization.

* 1. Present Legal Structure

Summarize the current legal structure of your organization.

* 1. Management and Organization

Please explain the organization structure of your organization, including management.

* 1. Governance

Please briefly explain how multiple stakeholders (including in particular business sector, government, academia and professional associations) provide input to the activities of your organization. List the members and roles of the supervisory body (board, executive committee, etc.) of your organization and the frequency of its meetings during the past three years.

1. **Collaboration**

Please briefly explain how your organization has contributed to international initiatives relevant to implementation of RECP in developing and transition countries, including but not limited to the UNIDO-UNEP RECP Programme.

1. **Checklist**

Please complete the following checklist to confirm conformance of your organization with the eligibility criteria for regular membership in the global RECP*net*.

|  |  |
| --- | --- |
| 1. The organization has been established as a not for profit organization
 | * Yes
* No

If yes, please attach documentary evidence |
| 1. The organization accepts the Charter of *RECPnet* and has pledged to comply with its By-Laws on Membership and Code of Conduct
 | * Yes
* No

If yes, please attach a signed copy of the Charter of RECP*net* and the By-Laws, available on www.recpnet.org |
| 1. The organization has, and has had, for a sustained time of at least three consecutive years, as a core activity the provision of information, training, advocacy, assessment, advisory and/or other services to businesses, government, public and private sector institutions and associations, academia and/or civil society in developing and/or transition countries on RECP concepts, methods, policies, practices and/or technologies
 | * Yes
* No

If yes, please explain how and attach documentary evidence of the organization’s advocacy efforts. |
| 1. The organization has been an active advocate for RECP in developing and transition countries, as evidenced by its contributions to policy processes, knowledge sharing and awareness raising, etc.
 | * Yes
* No

If yes, please explain how and attach documentary evidence of the organization’s advocacy efforts.  |
| 1. The organization has received recognition as leading provider of RECP services by relevant government and business sectors
 | * Yes
* No

If yes, please explain how and attach any documentary evidence including for example designation as focal point by government, letters of recommendation, etc. |
| 1. The organization has appropriate institutional legitimacy and full control over the financial and other resources entrusted to its management
 | * Yes
* No

If yes, please specify and attach the documentary evidence available, including for example financial audit report |
| 1. The organization reports to and assumes accountability towards a supervisory body with participation of the relevant government and business sectors
 | * Yes
* No

If yes, please provide documentary evidence, including for example minutes of supervisory body |
| 1. The organization commits to pay its Membership fees to RECP*net*
 | * Yes
* No
 |

**Certification**

The undersigned certifies the veracity of the statements made in this application and accepts the conditions related to the application for regular membership in RECP*net*. The undersigned furthermore certifies to have the authority to make this application on behalf of the organization applying for membership in the RECP*net*.

Signature and stamp

Name and position :…………………………………………………

Name of applicant organization :……………………….…………

Date :…………………………………………………

1. RECP has been defined by UNIDO and UNEP *“the continuous application of an integrated preventive environmental strategy to processes, products and services to increase efficiency and reduce risks to humans and the environment. It specifically works to advance the three dimensions of sustainable development in an integrated manner, by catalyzing:*

	* *Production Efficiency through optimization of the productive use of natural resources (materials, energy and water) by enterprises and other organizations;*
	* *Environmental Management through minimization of the impact on environment and nature, by preventing the generation of waste and emissions and improving the management and productive use of chemicals in enterprises and other organizations; and*
	* *Human Development through minimization of risks to people and communities from enterprises and other organizations and supporting their own development.”* [↑](#footnote-ref-1)
2. Consider where possible documentation of benefits using common indicators for resource efficiency and pollution intensity, as documented in: *Enterprise Level Indicators for Resource Productivity and Pollution Intensity*: *a primer for small and medium sized enterprises*, UNIDO and UNEP, 2010 [↑](#footnote-ref-2)
3. Consider where appropriate to summarize the institutional profile of your organization in reference to the good management, organization and governance practices for RECP service providers, as documented in: *Good Organization, Management and Governance Practices: a primer for providers of services in Resource Efficient and Cleaner Production*, UNIDO and UNEP, 2010 [↑](#footnote-ref-3)