



A GLOBAL NGO NETWORK  
FOR PRINCIPLED AND EFFECTIVE  
HUMANITARIAN ACTION

# How to Join ICVA

## MEMBERSHIP APPLICATION INFORMATION

February 2021

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## ICVA Members February 2021

<b>I. Members</b>		Centre de Support en Santé Internationale -CSSI	CHAD
ABAAD - Resource centre for gender equality	Lebanon	Christian Aid	United Kingdom
Abs Development Organisation for women and children	Yemen	CHS Alliance	Switzerland
ACBAR	Afghanistan	Church World Service -CWS	United States
ACT Alliance	Switzerland	Coastal Association for Social Transformation Trust -COAST	Bangladesh
Act for Peace	Australia	Community and Family Services International -CFSI	Philippines
Action Contre la Faim- ACF	France	Community Research and Development Organization -CRDO	Pakistan
Action for Humanity (Syria Relief)	United Kingdom	Community World Service Asia	Pakistan
Action for the Needy- ANE	Ethiopia	Concern Worldwide	Ireland
ActionAid International	South Africa	Cooperazione Internazionale -COOPI	ITALY
Adventist Development and Relief Agency- ADRA	USA	Cross regional centre for refugees and migrants - CCRM	Lebanon
Africa Development Aid- ADA	South Sudan	DanChurchAid	Denmark
Africa Humanitarian Action -AHA	Ethiopia	Danish Refugee Council -DRC	Denmark
African Initiatives for Relief and Development -AIRD	Uganda	Dochas	Ireland
Afrique Secours et Assistance -ASA	Cote d'Ivoire	F4M Paso Libre Dignidad Y Justicia en el Camino	Mexico
Agence d'Aide à la Coopération Technique et au Développement- ACTED	France	Finn Church Aid	Finland
Agence de Développement Economique et Social-ADES	Chad	Fortify Rights	United States
Al Sham Foundation	Turkey	Foundation for Rural Development - FRD	Pakistan
All India Disaster Mitigation Institute - AIDMI	India	Frontiers Ruwad Association	Lebanon
AMEL Association	Lebanon	General Union of Voluntary Societies - GUVS	Jordan
AMERA International	United Kingdom	Globalt Fokus	Denmark
Amity Foundation	China	Good Neighbours	Switzerland
ARDD-Legal Aid	Jordan	Greek Council for Refugees -GCR	Greece
Asia Pacific Refugee Rights Network - APRRN	Thailand	Handicap International	France
Association for Protection of Refugee Women and Children (HAMI)	Iran, Islamic Republic of	HIAS	USA
Asylum Access (AA)	United States	Human Initiative	Indonesia
Australian Council for International Development -ACFID	Australia	Humanitarian Relief Foundation - IHH	Turkey
Bridge Asia Japan (BAJ)	Japan	Humanitarian Response Network of Canada -HRN	Canada
Building foundation for Development	Yemen	IEDA Relief	USA
CARE International	Switzerland	International Blue Crescent Relief & Development Foundation -IBC	Turkey
Caritas Internationalis	Holy See (Vatican City State)	International Catholic Migration Commission -ICMC	Switzerland
Catholic Agency For Overseas Development -CAFOD	United Kingdom	International Consortium of Refugees in Iran - ICRI	Switzerland
		International Detention Coalition -IDC	Australia
		International Medical Corps - IMC	United States

International Refugee Rights Initiative - IRRI	USA and Uganda	Secours Islamique France	France
International Rescue Committee -IRC	United States	Settlement Services International -SSI	Australia
InterSOS	Italy	Shaik Takir Azzawi Charity Organization - STACO	Libya
Islamic Relief Agency -ISRA	Sudan	Society of Human Rights and Prisoners' Aid (SHARP)	Pakistan
Islamic Relief Worldwide	UK	Somalia NGO Consortium	Somalia
Japan Platform	Japan	South Sudan NGO forum	South Sudan
Jesuit Refugee Service -JRS	Italy	Stichting Vluchteling (SV)	Netherlands
Johanniter-Unfall-Hilfe e.V.	Germany	Support To Life	Turkey
Jordan Health Aid Society International - JHASI	Jordan	Sustainable Development Foundation-SDF	Yemen
Jordan Paramedic Society	Jordan	Tamdeen Youth Foundation	Yemen
Kerk In Actie	Netherlands	Télécoms Sans Frontières International - TSFI	France
Korea NGO Council for Overseas Development Cooperation -KCOC	Korea, Republic of	Terre des Homes -TDH	Switzerland
Lutheran World Federation -LWF	Switzerland	The Border Consortium -TBC	Thailand
Mauritius Council of Social Service - MACOSS	Mauritius	Titi Foundation	South Sudan
Medair	Switzerland	Translators without Borders	USA
Médecins du Monde -MDM	France	Tzu Chi Foundation	United States
Mercy Corps	United States	Venro	Germany
MERCY Malaysia	Malaysia	VluchtelingenWerk Nederland - Dutch Council for Refugees	Netherlands
MUDEM - Refugee support centre	Turkey	War Child Holland	Netherlands
New World Hope Organisation	Pakistan	Women's Refugee Commission -WRC	United States
Norwegian Church Aid -NCA	Norway	World Vision International (WVI)	United Kingdom
Norwegian People's Aid - NPA	Norway	YFCA	Yemen
Norwegian Refugee Council -NRC	Norway	<b>II. Observers</b>	
Office Africain pour le Développement et la Coopération -OFADEC	Senegal	International Committee of the Red Cross (ICRC)	Switzerland
Oxfam GB	United Kingdom	Médecins Sans Frontières International (MSF)	Switzerland
Plan International	United Kingdom	<b>III. Affiliates</b>	
RED R INDIA	India	ALNAP	United Kingdom
Refugee Consortium of Kenya -RCK	Kenya	Institute for the Study of International Migration (ISIM)	United States
Refugee Council of Australia -RCOA	Australia	Geneva Centre of Humanitarian Studies	Switzerland
Refugee Council USA -RCUSA	United States		
Refugee Education Trust -RET	Switzerland		
Refugee Solidarity Network -RSN	United States		
Refugees International	United States		
RefugePoint	United States		
Relief to Development Society -REDES0	Tanzania, United Republic of		
REPID	Pakistan		
Save the Children International	United Kingdom		

## HOW TO JOIN ICVA

### About ICVA

We encourage you to find out more about ICVA by reading the ICVA website, especially the “About ICVA” section.

- **Vision and Mission:** [ICVA at a Glance](#), and [ICVA Strategy 2019-2021](#)
- [Sign up](#) for the **ICVA Bulletin**, available in English, French and Arabic – this is a good way to learn more about the activities and work of ICVA.
- **ICVA Members:** ICVA has over 100 members active in humanitarian response across the world. Members are humanitarian NGOs, large and small, secular and faith-based, national and international, joined through a common commitment to principled humanitarian action. See the full list of members in this document.
- **ICVA focus areas:** Based on its [ICVA Strategy 2019-2021](#), ICVA promotes and facilitates NGO engagement in the development of the humanitarian sector, with a focus on Forced Migration, Financing, Coordination, and Navigating Change:cross cutting issues.

### Membership Criteria and Membership Fees

ICVA membership is open to registered non-profit organisations with missions consistent with the mission of ICVA: to influence humanitarian policy and practice to make humanitarian action more principled and effective. The annual membership fee ranges from CHF 500-12,000 a year. Guidelines for deciding membership fees are based on annual budget/expenses

You will find more information about the criteria and the fee schedule in this document.

It is important that applicants for membership have sufficient capacity to enable them to participate in ICVA governance and workspaces, and to pay the annual membership fee. ICVA is not a donor organisation so is unable to provide financial aid to members.

### Benefits to Members

Through ICVA, members:

- **influence global policy and practice** through access to UN and inter-governmental humanitarian policy and decision makers.
- **Participate in collective and amplified NGO advocacy** on humanitarian issues.
- Bring the **field realities** of humanitarian practice to global and regional forums.
- Participate in the **IASC mechanisms**, through ICVA’s seat as a standing invitee to the IASC.
- **Network, connect and exchange** with a diverse global NGO membership, and other humanitarian stakeholders.
- **Stay informed** on key debates and issues relevant to operations.
- **Share information, expertise, information and resources.**
- **Shape the strategic direction** of ICVA, be eligible to serve on the ICVA Board, and vote at the ICVA General Assembly.

### Membership application

When you are ready to apply to become a member of ICVA, please request a Membership Application Form from the [secretariat@icvanetwork.org](mailto:secretariat@icvanetwork.org). A completed Application Form can be submitted at any time, with the supporting documents and an application fee of CHF 75. The Membership Committee of the ICVA Board reviews new applications for membership every few months.

## ELIGIBILITY FOR MEMBERSHIP

### **A. Categories of Organisation Eligible to Become Members of ICVA**

***There are three categories of organisation that are eligible to become a member of ICVA***

1. International voluntary agencies or international non-governmental organisations (NGOs) whose operations extend outside their country of origin. This category also includes families or federations of NGOs that share a common name, but that have chapters or operations in different countries.
2. Consortia, networks, and groups of different NGOs that have joined together to enhance the effectiveness of their work. Such groups may represent NGOs from one or more countries or they may be regional or global in scope.
3. National voluntary agencies or national non-governmental organisations, (NGOs) that operate only within their organisation's country of origin and have demonstrated a commitment to translating their work to the international level; or have specific expertise that will assist ICVA in achieving its mission.

### **B. Organisations Eligible for Observer Status**

An NGO that wishes to participate in the ICVA network but which, because of constitutional constraints or reasons of principle, cannot be associated with the views and/or positions adopted by ICVA, may apply for Observer status.

### **C. Organisations Eligible for Affiliate Membership**

The ICVA Affiliate membership category is for 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.

## **Independence of Member Organisations**

Member organisations retain their independence, including the right of withdrawal from ICVA.

For the purpose of these ICVA membership criteria, the term "non-governmental organisation" (NGO) signifies any association, organisation, or other entity that:

- i. is an independent body established by a group of private individuals or organisations;
- ii. has non-governmental and non-profit legal status in its country of incorporation; or is hosted by an organisation that has non-governmental and non-profit legal status in its country of incorporation;
- iii. is non-partisan and operates without discrimination with regard to race, nationality, gender, political, or religious conviction or social and economic background; and
- iv. has human rights/humanitarian programmes and/or activities that are consistent with the objectives of ICVA as described in its Mission Statement.

## MEMBERSHIP CRITERIA

An organisation applying for membership of ICVA will be assessed against the following criteria. The organisation should:

1. Be an independent body established by a group of private individuals or organisations.
2. Have non-governmental, non-profit legal status in its country of incorporation.
3. Be non-partisan (operate without discrimination in regard to race, nationality, gender, political or religious conviction or social and economic background).
4. Have human rights/humanitarian programmes and/or activities that are consistent with the purposes of ICVA as described in ICVA's Statutes (Article II) and Mission Statement.
5. Be governed by an independent, voluntary, and active board of directors.
6. Have a sustainable level of financial support.
7. Have a record of financial responsibility and accountability.
8. Have a record of accomplishing its objectives.
9. State its commitment to participate in ICVA's activities as outlined in the ICVA Strategic Plan.
10. Acknowledge that they are not listed on the UN Security Council List, neither are their affiliates or any of their individuals.
11. Demonstrate, in all relevant situations, a commitment to:
  - a) Collaboration with other NGOs and/or partner agencies, in line with the *Principles of Partnership* of the Global Humanitarian Platform.
  - b) Humanitarian principles, including the *Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief*.
  - c) Prevention of sexual exploitation and abuse as guided by the *Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel*.
  - d) Quality and accountability in humanitarian action, including use of the *Sphere Humanitarian Charter and Minimum Standards in Disaster Response*.

**An organisation applying for Observer status** will be assessed against the ICVA membership criteria and should follow the procedure for applying for membership of ICVA. The applicant also needs to specify the relevant paragraphs in its statutes, constitution, founding charter or similar document, explaining why it is unable to become a Member. Observer organisations receive full access to the ICVA website and documents, meetings, and participation at General Assemblies. However, they do not have the right to vote or hold office.

**An organisation applying for Affiliate membership** will be assessed against the ICVA membership criteria and should follow the procedure for applying for membership of ICVA. The applicant also needs to provide confirmation that it is a research institution affiliated with an academic institution and is independent from any government, intergovernmental organisations, and UN agencies. Affiliate members receive full access to the ICVA website and documents, meetings, and participation at General Assemblies. However, they do not have the right to vote or hold office.

# ICVA MEMBERSHIP DUES STRUCTURE

*Adopted at the 128th Meeting of the ICVA Executive Committee, 18-19 November 2004*  
*Affiliate category added at the 135th Meeting of the ICVA Executive Committee, 29-30 March 2007*  
*Affiliates' dues modified at the 145<sup>th</sup> Meeting of the ICVA Executive Committee, 26 June 2009*  
*Modified at the 153<sup>rd</sup> Meeting of the ICVA Executive Committee, 17 May 2011*  
*Affiliates' dues modified at the 9<sup>th</sup> Meeting of the ICVA Board 4 October 2013*

***Effective from 1 January 2005***

## Principles

1. As a membership organisation, ICVA exists to serve its NGO members. Members thus have a responsibility to support ICVA through the payment of Membership Dues.
2. Every agency that is a Member, Observer or Affiliate in ICVA shall pay Membership Dues on an annual basis. ICVA's financial year runs from 1 January until 31 December.
3. The Membership Dues are based on a Membership Dues Structure determined by the ICVA Board (in accordance with Article VI of the ICVA Statutes). The ICVA Board shall confirm the applicable dues category for new member agencies. The ICVA Board shall also confirm into which category current ICVA Members, Observers, and Affiliates fall at the time when this structure comes into effect, in accordance with the definitions provided in this document.
4. ICVA's Membership Dues Structure is made up of six categories. An ICVA member agency will be placed in a category, regardless of location, according to:
  - the member agency's annual budget and structure; and
  - the status of membership in ICVA (Member, Observer or Affiliate)
5. Definition of Categories: Members and Affiliates fall into categories I to VI based on their annual budget. Observers fall into category II, regardless of annual budget.
6. Non-payment of Membership Dues can lead to suspension and termination of membership in accordance with the ICVA Statutes (Article VII of the ICVA Statutes).
7. Member agencies can allocate funds for the payment of Membership Dues through their operational activities. For example, funding for field projects could incorporate a budget line "international communications and network activities," a line item that can also be used to make a contribution towards ICVA.



## Structure of Member Organisation

Membership Structure	Annual Budget formula
<ul style="list-style-type: none"> <li>• <b>International NGOs</b> whose operations extend outside the organisation's country of origin</li> <li>• <b>National NGOs</b></li> </ul>	NGO's annual budget, including HQ and field operations budgets. Include restricted and unrestricted funds
<ul style="list-style-type: none"> <li>• <b>International families or federations of NGOs</b> that share a common name, but that have chapters or operations in different countries</li> </ul>	Add the annual budget of each chapter to decide the federation's/family's total annual budget
<ul style="list-style-type: none"> <li>• <b>NGO consortia, networks, and groups of different NGOs</b> that have joined together to become more effective in their work</li> </ul>	Add the annual budget of the Secretariat's and of the regional subsidiaries (if any). Include restricted and unrestricted funds

## ICVA Membership Dues Structure

Annual Budget*	Fee Band	Membership Dues**	Members, Observers & Affiliates***
CHF 50 million and over	I	CHF 12,000	• Members & Affiliates
Between CHF 30 and 50 million	II	CHF 8,000	• Members & Affiliates • Observers (regardless of their budget)
Between CHF 10 and 30 million	III	CHF 4,000	• Members & Affiliates
Between CHF 10 and 5 million	IV	CHF 2,000	• Members & Affiliates
Between CHF 5 and 1 million	V	CHF 1,000	• Members & Affiliates
Less than CHF 1 million	VI	CHF 500	• Members & Affiliates

\* Please refer to the above table to calculate the amount of the annual budget of your organisation.

\*\* ICVA Membership Dues are to be paid on a yearly basis.

\*\*\* To know in which category your organisation is eligible to apply, please refer to the ICVA By-Laws.

# APPLICATION PROCEDURE

## **What Applicants should do:**

A completed *Application for Membership of ICVA* form should be sent to the ICVA Secretariat with the following documents in English:

1. Statutes, constitution, founding charter, or similar document;
2. Proof of non-governmental and non-profit legal status;
3. Two most recent annual reports and audited financial statements, including sources of income and current donors;
4. Composition and term of executive body (board of directors or equivalent), including names and institutional affiliations;
5. Confirmation of payment of the application fee by bank transfer to ICVA of Swiss francs (CHF) 75.00 (not including bank charges); and
6. If your organisation has committed to any additional codes of conduct or similar documents, or if you have been accredited by a quality/accountability organisation, please send a copy of the code or standard with your application or supply an Internet address.
7. Once approved for membership each member agency will confirm in writing the person(s) that will act as its representative(s) to ICVA

## **What ICVA will do:**

1. The ICVA Secretariat will review the complete application for membership against the criteria, check references as provided in the application, and may request additional information.
2. The Secretariat will make a recommendation to ICVA's Board. The Board will consider the application by email or at its next meeting. The Board meets at least twice a year.
3. In assessing the application, the Board will take into account its responsibility to uphold ICVA's mission and purpose and the degree to which the applicant will strengthen the work of ICVA.
4. The Board will approve, reject, or defer the application, based on a majority vote. The Board's decision is final.
5. The applicant will be informed by the Secretariat of the Board's decision and, if applicable, the reasons why the application was rejected or deferred.
6. If membership is approved, the Secretariat will send a formal acknowledgement, with a membership package and an invoice for membership dues, in line with the *ICVA Membership Dues Structure*.



[www.icvanetwork.org](http://www.icvanetwork.org)


## Geneva Office

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## Regional Hubs

### Asia

Bangkok, Thailand

### MENA

Amman, Jordan

### Africa

Addis Ababa, Ethiopia  
Nairobi, Kenya