

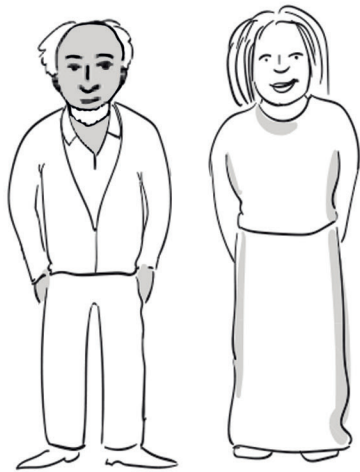


WELCOME TO ICVA

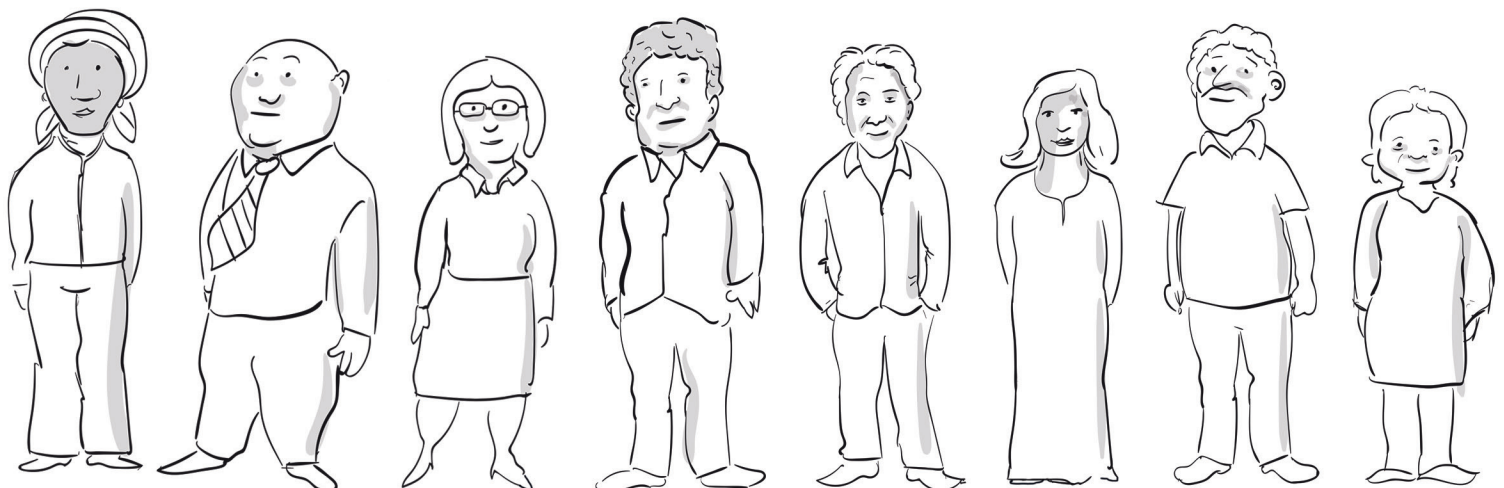
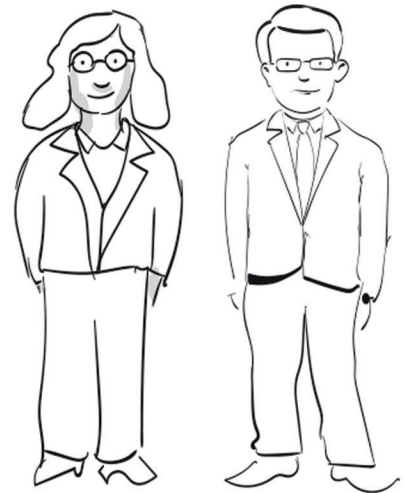
A Guide for Members



January 2022



A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION



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We are pleased your organisation is now a member of ICVA, and we look forward to working with you. Whether you are a new or a longtime member, we hope this guide will help you get the most out of your membership.

As a member of ICVA you are part of a global consortium of over 130 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.

In line with its [ICVA 2030](#) agreed by members at the 18th General Assembly in May 2021, ICVA's focus is on analysis, dissemination and amplification of NGO perspectives in the areas of forced migration, coordination, financing, and cross cutting issues.

ICVA leverages strong relationships with humanitarian actors, including the UN agencies of UNHCR, OCHA, and the Inter-agency Standing Committee (IASC), through ICVA's presence in Geneva and in the regions. Through these relationships, members can be involved in defining, debating and developing global humanitarian strategy and policies.

The ICVA Secretariat includes an office in Geneva, and representatives in Africa (Nairobi and Dakar), Asia-Pacific (Bangkok), MENA (Amman) and Latin America (Mexico)

As our work requires and relies on inputs from members, both at headquarters and at field levels, we trust that you will play an active role in sharing your expertise, good practice, information and resources with a collective spirit.

Please feel free to get in touch with the Secretariat for more information

Benefits of ICVA membership

- **Influence global policy and practice** through access to UN and inter-governmental humanitarian policy and decision makers.
- Participate in **collective 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 seats 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, and resources.
- **Shape the strategic direction of ICVA**, be eligible to serve on the ICVA Board, and vote at the ICVA General Assembly.



1. Engage collectively with key humanitarian and political actors

ICVA working groups and mailing lists

Thematic	Regional
<ul style="list-style-type: none">• Forced migration working group• Global Compact on Refugees mailing list• Humanitarian financing working group• Humanitarian coordination working group• Covid19 Vaccine working group• IASC working group• PSEA working group• Nexus working group• NGO space in humanitarian action working group• Climate change working group	<ul style="list-style-type: none">• Africa• Asia-Pacific• MENA• Latin America

Working groups provide members a forum to:

- Exchange information
- Communicate key development in humanitarian operations and policy work
- Identify opportunities for collective advocacy

Led by an ICVA staff the working groups “meet” by email and video conference regularly, and are, for the most, held in English.

Staff from member agencies are free to choose which working group/ mailing list they would like to participate in depending on their area of interest.

NGO collective statements

There are many opportunities for NGOs to jointly develop and prepare key NGO messages and statements that are presented to UN agencies and /or States.

ICVA relies on input from members’ expertise to ensure the voices of our members are represented in all advocacy efforts.

Meetings and ad-hoc events

Throughout the year ICVA hosts many informal ad hoc meetings linked to the focus areas of forced migration, financing, coordination and cross-cutting issues. ICVA also convenes members around pivotal events and initiatives as they arise.

ICVA members are invited to participate in these meetings. Events are announced through the working groups, email or in the ICVA Bulletin. Many of these meetings have a dial in option. These meetings are usually conducted in English, and interpretation is not provided.

We encourage members to:

- Inform ICVA’s Secretariat of the primary contact person at your organisation. This person will be the focal point for sharing information between ICVA and its members.
- Inform ICVA’s Secretariat of name and contact details of person (if different from above) to whom annual invoice and any matters relating to membership dues should be sent.
- Encourage your staff to engage in the working groups.

2. List of ICVA working group and mailing lists

Below is a list of the ICVA working groups and mailing lists that ICVA offers for members engagement, and the key humanitarian actors they groups may engage with.

ICVA thematic area	Member Engagement via	Objective of ICVA engagement	Humanitarian actors or forums the group may engage with	Key ICVA contact
Focus Area Forced Migration	ICVA Forced Migration Working Group	Support collective NGO advocacy by facilitating statements, positions and action on critical issues pertaining to forced migration.	UNHCR Executive Committee (ExCom)	Jerome Elie <i>Head of forced migration</i>
			UNHCR Standing Committee meetings	
		Improve institutional partnership and consultations between NGOs and organisations such as UNHCR and IOM to better serve displaced persons.	UNHCR NGO Annual Consultations	
			UNHCR High Commissioner's (HC) Dialogue on Protection Challenges	
			UNHCR Structured Dialogues	
Focus Area Forced Migration	ICVA GCR mailing list	Influence practice on the ground and promote synergy between global policies and operational realities.	IOM NGO Consultations	Mirela Shuteriqi <i>Director of Policy</i>
			Steering Committee GP20 /IDPS	
			Global Compact on Refugees & Comprehensive Refugee Response Framework (CRRF)	
Focus Area Coordination	ICVA IASC Working Group	Influence and shape dialogue on strategic issues of common interest on this informal platform	Civil Society Action Committee (co-convened ICMC, NGO Committee on Migration and ICVA)	Mirela Shuteriqi <i>Director of Policy</i>
		Influence and shape IASC strategic policy work	IASC Operational Policy and Advocacy Group (OPAG)	
	Humanitarian Coordination Working Group	Influence and shape high-level IASC decision-making and advocacy, with focus on humanitarian coordination system, NGO inclusion and partnerships	IASC Principals	Jeremy Wellard <i>Head of Humanitarian Coordination</i>
			IASC Emergency Directors Group	
		Support strategic engagement and influence on coordination and leadership issues in priority crises	IASC Results Groups • Operational Response • Collective Advocacy Humanitarian Programme Cycle Steering Group	

ICVA thematic area	Member Engagement via	Objective of ICVA engagement	Humanitarian actors or forums the group may engage with	Key ICVA contact
		Influence and shape system wide policies and support interagency engagement on coordination and operational issues and operational issues.	Saving Lives Together Oversight Committee	
			Inter-Agency Humanitarian Evaluation Steering Group	
			IASC Early Warning Early Action and Readiness Group	
		Increase diversity and influence in IASC leadership structures through engagement and interaction with HCs and DHCs.	OCHA Humanitarian Leadership Strengthening Section	
			Peer 2 Peer Support Programme	
	COVID Vaccine working group	Strengthen advocacy for equitable access to vaccines in humanitarian contexts, Support delivery and monitoring of vaccinations to NGO staff and vulnerable populations in humanitarian settings.	Global Health Cluster COVID-19 Vaccine Working Group EDG Decision Group UN-INGO System Wide Vaccination WG	Eileen Morrow <i>Senior Policy officer Humanitarian Coordination</i>
Focus Area Financing	ICVA Humanitarian Financing working Group	Focus on addressing funding gaps including through innovative funding approaches	IASC Results Group 5 on Humanitarian Financing	Jeremy Rempel <i>Head of humanitarian financing</i>
		Shape framework of Grand Bargain with focus on workstreams related to harmonized and simplified reporting, transparency, localization, and donor conditions	Grand Bargain	
		Make the link between the HFTT and the Pool Fund Working Group, and coordinate NGO representation	UN OCHA Pooled Fund Working Group	
		Advise on CERF allocations, especially for under-funded countries/operations	CERF – Central Emergency Response Fund	
	Donor Conditions task team	NGOs group that look at specific donor conditions	Donor Conditions	
Transformations Navigating Change: Cross Cutting issues	Civil society space working group	NGO group to share information, lessons learned, best practice and tools related to NGO/civil society space in humanitarian action and	Human Rights Engagement Task Team (HRE TT) of the Global Protection Cluster (GPC)	Nishanie Jayamaha <i>Learning and Programme Coordinator</i>
			VUKA! Coalition Action and Working Groups	

ICVA thematic area	Member Engagement via	Objective of ICVA engagement	Humanitarian actors or forums the group may engage with	Key ICVA contact
		linkages with human rights mechanisms.	Convenors for Powershift	
			Convenors for the Future	
	Climate and environment working group	Informal group of NGOs, researchers and academics working on climate, environment and humanitarian action to share input to calls for action, standards/requirements and share lessons learned, best practice, tools and guidance	IASC RG3 Subgroup on Climate Change	Nishanie Jayamaha <i>Learning and Programme Coordinator</i>
			Carbon Accounting Tool Group	
			Expert Roundtable on Climate Financing in Conflict and Fragile Settings	
			Advisory Committee on the Climate and Environment Charter for Humanitarian Organisations	
	Nexus working group	Share information, consult members, analysis coordination NGOs initiatives and influence process and discussions within global HPDN fora	HPDN	Marco Rotelli <i>Regional Representative for Africa</i>
			IASC RG4 - Humanitarian development collaboration	
	PSEA working group	Share information, analysis and good practice among NGOs.	IASC RG 2 Accountability and Inclusion	Mirela Shuteriqi <i>Director of Policy</i>
			UNICEF	
Regional Mailing lists	Africa mailing list	Share regionally focused perspectives on humanitarian and development sector.	UN, governments, donors, inter regional bodies	Marco Rotelli <i>Regional Representative for Africa</i>
	East Africa COPn	Share specific focused perspectives on humanitarian and development sector, within the Peer Network/CoPn (SDC - EA Countries) NGO Fora Steering Comm and/or Secretariat representatives, of the EA Communities of Practice. (Ethiopia, Somalia, South Sudan and Sudan)	Regional UN, Donors, AU, IGAD etc	Maxine Clayton <i>NGO Fora Consultant</i>
	East Africa IAWG communications	Share regionally focused humanitarian and development advocacy and comms perspectives/updates/initiatives (INGO and UN) Leads of INGO and UN Advocacy and	Regional UN, Donors, AU, IGAD etc	

ICVA thematic area	Member Engagement via	Objective of ICVA engagement	Humanitarian actors or forums the group may engage with	Key ICVA contact
		Communications within East and Horn of Africa		
	East Africa IAWG NGO comms advocacy	Share regionally focused humanitarian and development advocacy and comms perspectives/updates/initiatives (INGO only) Leads of INGO (Only) Advocacy and Communications within East and Horn of Africa	Regional UN, Donors, AU, IGAD etc	
	Asia mailing list	Share regionally focused perspectives on humanitarian and development sector.	UN, Donors, ASEAN	Keya Saha Chaudhury <i>Regional Representative for Asia</i>
	MENA mailing list	Share regionally focused perspectives on humanitarian and development sector.	UN, Donors, IOC	Eman Ismail <i>Regional Representative for MENA</i>
	MENA NGO Fora List	Share regionally focused perspectives on humanitarian and development sector. In addition to specific info linked to NGO fora and the current trends		
	LATAM mailing list	Share regionally focused perspectives on humanitarian and development sector.		Lina Gomez <i>Regional representative for Latin America</i>

3. Learn, stay informed and network

Trainings, workshops and webinars

ICVA convenes webinars, teleconferences, face-to-face meetings and develops educational tools to deepen your understanding of what is happening the humanitarian sector, and how to engage with humanitarian actors



The ICVA Humanitarian Learning Streams, are a series of concise and accessible learning products covering different aspects of forced migration, humanitarian financing, coordination and cross cutting issues. Available in English, French and Arabic, this online toolbox of information includes webinars, short videos and briefing papers.

All the information is on the ICVA website - <https://icvanetwork.org/humanitarian-learning>

The 2021/2022 series “*Climate Change and Humanitarian Action*” explores how the broader humanitarian community can reduce our impact on climate change. The series has a particular focus on practical ways of implementing the Climate Charter.

You can follow the [series](#) – all the webinars were recorded and are available on the ICVA website.

If you are interested in being a presenter or contributing to the content of future series, please get in touch with our Programme Coordinator.

You will be notified by email about other learning events or webinars.

Stay informed

ICVA shares information on key debates and issues relevant to forced displacement, humanitarian coordination, partnership and financing through:

- Monthly bulletin - available in English, French and Arabic - Sign up via the website
- ICVA’s website icvanetwork.org has a broad range of resources related to our focus areas. There is also a members only section which has resources for members only, and where members can sign up to mailing lists, and share photos and events. You can sign up to the members only area directly on the website.
- ICVA [Youtube channel](#)
- Follow us on Twitter - @icvanetwork

ICVA Annual Conference

Each year, ICVA holds an Annual Conference, which provides an important opportunity for members to convene and discuss issues relevant to the humanitarian sector. It is usually held in March/ April in Geneva. Members are encouraged to attend this event. Note that due to coronavirus this event maybe held online.

We encourage members to:

- Sign up for the bulletin – via the website
- Request “member only” logons for the [Icvanetwork.org](https://icvanetwork.org) website by contacting the Secretariat
- Follow @icvanetwork on Twitter
- Attend the ICVA Annual Conference

4. Representation

Active participation in external platforms enables ICVA and its members to influence policy and practice, to exchange information, and to keep abreast of developments in the focus areas of forced migration, financing, coordination and cross-cutting issues. As you can see from the table above, ICVA engages in many external platforms. It is neither feasible nor recommended for the ICVA Secretariat to directly represent the network on all possible external platforms. We therefore rely on ICVA members to provide representation of the network on external platforms.

There are two ways members can represent ICVA at external meetings:

- A. Formal representation: for example, at IASC bodies, or the Pooled Fund working group. Representatives are chosen through a selection process, for a defined period of time and bound by specific terms of reference.
- B. Ad hoc representation: in response to requests to nominate a representative to attend/speak at a meeting, serve in a taskforce or committee, ICVA will select a representative based on criteria relevant to the specific meeting or series of events.

5. Contribute to research and studies

ICVA conducts research, studies, and surveys to strengthen the evidence base for policy change and advocacy, such as the [The Evolution of Syrian NGO networks- Their role in the humanitarian response and long-term prospects](#) and the [Leading Well: Aid leader perspectives on staff well-being and organizational culture](#)

ICVA also develops **briefing papers** intended to inform NGOs and others on particular issues related to the humanitarian system. Recent briefing papers have been on the Localization, Humanitarian NGOs in China, the New way of Working and can be found on the [ICVA website](#).

6. Support to NGO Fora

We provide support to regional and in-country NGO Fora to develop their organisational capacity and strengthen their advocacy. We also promote the pivotal role of NGO Fora among the broader humanitarian community.

For more information on our work with NGO Fora and NGO fora related resources see our [NGO Fora Support programme webpage](#)

7. Shape the strategic direction of ICVA

General Assembly

ICVA's **General Assembly**, held every three years, is the time when ICVA members come together to discuss and agree on a multi-year strategy for the network, elect its Board and Chair, and review the work of the past three years. Members will also discuss and vote on amendments to the ICVA Statutes, and consider issues and concerns related to humanitarian action worldwide. The 18th General Assembly was held on 18 & 19 May 2021. Usually one representative from your organisation will need to attend the General Assembly and have the mandate to take decisions and vote on behalf of your organisation.

ICVA 2030 Strategy

At the 2021 General Assembly the members adopted the [ICVA 2030 Strategy](#), and the [Strategic Priorities 2022-2024](#) to guide the future of the ICVA network.

ICVA Board

Full members are eligible to serve on the ICVA Board.

Elections for the ICVA Board are held at the General Assembly. A call for nominations will be sent to your main contact prior to the General Assembly.



ICVA Board

The ICVA governing body, the Board, is elected by the General Assembly. The Board ensures that the Secretariat aligns its financial and operational capacity and annual work plans with the strategic direction set by the General Assembly and maintains accountability to members and donors.

ICVA's Board is composed of up to eleven members. Nine member agencies are elected by the General Assembly, and the Board can co-opt two other members to the Board if desired.

The following agencies currently form ICVA's Board, elected by the 17th General Assembly on 21 March 2018:

- **Africa Humanitarian Action:** Mr Wossen Tesfaye
- **Amel Association International:** Ms Virginie Lefevre
- **Amity Foundation:** Ms Chunxiang Ling
- **Christian Aid:** Ms Jane Backhurst - *Chair*
- **Concern Worldwide:** Ms Réiseal Ní Chéilleachair, *Human Resources Focal Point*
- **Dignidad y Justicia en el Camino A.C. (FM4 Paso Libre):** Mr Luis Enrique Gonzalez Araiza
- **Islamic Relief Worldwide:** Ms Shahin Ashraf, *Vice Chair & Treasurer*
- **Translators without Borders:** Ms Aimee Ansari
- **War Child:** Mr Ramin Shalzamani

Board Committees

The Board has established three committees to support its work.

Finance and Administration Committee

Role: reviews all matters pertaining to financial resources, financial management and administration

Members: Shahin Ashraf (Chair), Réiseal Ní Chéilleachair, Jane Backhurst

Membership Committee

Role: decides upon applications for membership, develops and monitors an outreach strategy to grow membership, reviews membership criteria.

Members: Virginie Lefevre (Chair), Aimee Ansari, Chunxiang Ling, Wossen Tesfaye, Enrique Gonzalez Araiza

Policy, Programme and Advocacy Committee

Role: to maintain a strategic overview of the policy, programme and advocacy work that ICVA engages on and ensure it is in line with the ICVA strategy. To provide critical and timely input into advocacy or communication that are sent on behalf of ICVA membership. To address policy issues raised by the Board.

Members: Aimee Ansari (Chair), Réiseal Ní Chéilleachair, Virginie Lefevre

ICVA Secretariat

The ICVA membership and Board are supported and serviced by the Secretariat that works to help implement ICVA's Strategy and promote the work of ICVA and its members. The Secretariat is composed of the Executive Director, a programme and policy team lead by the Director of Policy and Director of Programme and a support team. The Executive Director, who holds final responsibility for the performance of the Secretariat, reports to the Board.

Executive Director	Mr Ignacio Packer	Ignacio.Packer@icvanetwork.org
<i>Policy and Programme team</i>		
Director of Policy	Mirela Shuteriqi	Mirela.shuteriqi@icvanetwork.org
Head of Forced Displacement	Jérôme Elie	Jerome.elie@icvanetwork.org
Head of Humanitarian Coordination	Jeremy Wellard	Jeremy.Wellard@icvanetwork.org
Senior Policy officer Humanitarian Coordination	Eileen Morrow	Eileen.morrow@icvanetwork.org
Head of Humanitarian Financing	Jeremy Rempel	Jeremy.Rempel@icvanetwork.org
Learning Programme Coordinator	Nishanie Jayamaha	Nishanie.Jayamaha@icvanetwork.org
Policy Officer Forced Migration	Loise Dai Rocheteau	Loise.dairocheteau@icvanetwork.org
Policy Officer Humanitarian Financing	Alon Plato	Alon.plato@icvanetwork.org
Policy support officer	Vania Gobbo	Vania.gobbo@icvanetwork.org
<i>Regional Representatives</i>		
Regional Representative Africa	Marco Rotelli	Marco.rotelli@icvanetwork.org
Deputy Regional Representative Africa	Addis Tesfa	Addis.Tesfa@icvanetwork.org
NGO collective advocacy and support for the East and Horn of Africa	Maxine Clayton	advocacysupport@icvanetwork.org
Regional Representative Asia	Keya Saha-Chaudhury	Keya.sahachaudhury@icvanetwork.org
Regional Representative MENA	Eman Ismail	Eman.ismail@icvanetwork.org
Deputy Regional Representative MENA	Stephanie Yousef	stephanie.yousef@icvanetwork.org
<i>Finance and administration</i>		
Finance Officer	Fabrice Cadoux	Fabrice.cadoux@icvanetwork.org
Administrative and Events Assistant	Mylene Soto	Mylene.soto@icvanetwork.org
<i>Communications and membership</i>		
Information Officer	Fiona Wilkie	Fiona.wilkie@icvanetwork.org
Communications Officer	Edith Mecha	Edith.Mecha@icvanetwork.org



I. Members	
ABAAD - Resource centre for gender equality	Lebanon
Abs - Development Organisation for women and children	Yemen
ACBAR	Afghanistan
ACF - Action Contre la Faim	France
ACFID - Australian Council for International Development	Australia
ACT Alliance	Switzerland
Act for Peace	Australia
ACTED - Agence d'Aide à la Coopération Technique et au Développement	France
Action for the Needy- ANE	Ethiopia
ActionAid International	South Africa
ADES - Agence de Développement Economique et Social	Chad
ADRA - Adventist Development and Relief Agency	USA
Africa Development Aid- ADA	South Sudan
AHA - Africa Humanitarian Action	Ethiopia
AIDMI - All India Disaster Mitigation Institute	India
AIRD - African Initiatives for Relief and Development	Uganda
Al Sham Foundation	Turkey
AMEL Association	Lebanon
AMERA International	UK
Amity Foundation	China
APRRN - Asia Pacific Refugee Rights Network	Thailand
ARDD - Legal Aid	Jordan
ASA - Afrique Secours et Assistance	Côte d'Ivoire
Asylum Access	USA
BAJ - Bridge Asia Japan	Japan
Building foundation for Development	Yemen
CAFOD - Catholic Agency For Overseas Development	UK
CARE International	Switzerland
Caritas Internationalis	Vatican City State
CCRM - Cross regional centre for refugees and migrants	Lebanon
CFDO - Community Research and Development Organization	Pakistan
CFSI - Community and Family Services International	Philippines
ChildFund Alliance	USA
Christian Aid	UK

CHS Alliance	Switzerland
COAST - Coastal Association for Social Transformation Trust	Bangladesh
Community World Service Asia	Pakistan
Concern Worldwide	Ireland
COOPI - Cooperazione Internazionale	Italy
CSSI - Centre de Support en Santé Internationale	Chad
CWS - Church World Service	USA
DCA - DanChurchAid	Denmark
Dóchas	Ireland
DRC - Danish Refugee Council	Denmark
F4M Paso Libre Dignidad Y Justicia en el Camino	Mexico
Finn Church Aid	Finland
Finnish Refugee Council	Finland
Fortify Rights	USA
FRD - Foundation for Rural Development	Pakistan
Frontiers Ruwad Association	Lebanon
Geneva Call	Switzerland
GCR - Greek Council for Refugees	Greece
Globalt Fokus	Denmark
Good Neighbours	Switzerland
GUVS - General Union of Voluntary Societies	Jordan
HAMI - Association for Protection of Refugee Women and Children	Iran, Islamic Republic of
Handicap International	France
HIAS	USA
Human Initiative	Indonesia
Humanitarian Response Network of Canada -HRN	Canada
IBC - International Blue Crescent Relief & Development Foundation	Turkey
ICMC - International Catholic Migration Commission	Switzerland
ICRI - International Consortium of Refugees in Iran	Switzerland
IEDA Relief	USA
IHH - Humanitarian Relief Foundation	Turkey
IMC - International Medical Corps	USA
International Detention Coalition -IDC	Australia
INTERSOS	Italy
IRC - International Rescue Committee	USA
IRRI - International Refugee Rights Initiative	Uganda
Islamic Relief Worldwide	UK
ISRA - Islamic Relief Agency	Sudan

JAHSI Jordan Health Aid Society International	Jordan
Japan Platform	Japan
Johanniter-Unfall-Hilfe e.V.	Germany
JPS - Jordan Paramedic Society	Jordan
JRS - Jesuit Refugee Service	Italy
KCOC - Korea NGO Council for Overseas Development Cooperation	Korea, Republic of
Kerk In Actie	Netherlands
LMMPO- Life Makers Meeting Place Organization	Yemen
LWF - Lutheran World Federation	Switzerland
MACOSS - Mauritius Council of Social Service	Mauritius
MDM - Médecins du Monde	France
Medair	Switzerland
Mercy Corps	USA
MERCY Malaysia	Malaysia
MUDEM - Refugee support centre	Turkey
NCA - Norwegian Church Aid	Norway
New World Hope Organisation	Pakistan
Nordisk Hjalp (Nordic Aid)	Sweden
NPA - Norwegian People's Aid	Norway
NRC - Norwegian Refugee Council	Norway
OFADDEC - Office Africain pour le Développement et la Coopération	Senegal
Oxfam GB	UK
PNGO - Palestinian Non-Governmental Organizations Network	OPT
Plan International	UK
RCL - Refugee Consortium of Kenya	Kenya
RCOA - Refugee Council of Australia	Australia
RCUSA - Refugee Council USA	USA
REDESO - Relief to Development Society	Tanzania, United Republic of
RedR India	India
Refugees International	USA
RefugePoint	USA
REPID	Pakistan
RET International	Switzerland
RSN - Refugee Solidarity Network	USA
Save the Children International	UK
SDF - Sustainable Development Foundation	Yemen
Secours Islamique France	France
SHARP - Society of Human Rights and Prisoners' Aid	Pakistan
SNC - Somalia NGO Consortium	Somalia

South Sudan NGO forum	South Sudan
Sphere Association	Switzerland
SSI - Settlement Services International	Australia
STACO - Shaik Takir Azzawi Charity Organization	Libya
Stichting Vluchteling	Netherlands
Support To Life	Turkey
Syria Relief	UK
Tamdeen Youth Foundation	Yemen
TBC - The Border Consortium	Thailand
Tearfund	UK
TdH - Terre des Hommes	Switzerland
Titi Foundation	South Sudan
TSFI - Télécoms Sans Frontières International	France
TWB - Translators without Borders	USA
Tzu Chi Foundation	USA
VENRO	Germany
VluchtelingenWerk Nederland - Dutch Council for Refugees	Netherlands
War Child Holland	Netherlands
WRC- Women's Refugee Commission	USA
WVI - World Vision International	UK
YFCA	Yemen
II. Observers	
International Committee of the Red Cross (ICRC)	Switzerland
Médecins Sans Frontières International (MSF)	Switzerland
III. Affiliate Members	
ALNAP	United Kingdom
Geneva Centre of Humanitarian Studies	Switzerland
Institute for the Study of International Migration (ISIM)	USA



Guidance framework for ICVA Policy Positions

Approved by ICVA Board October 2016

In its role as a global NGO network for principled and effective humanitarian action, ICVA is required to take positions on various humanitarian issues, and is often asked to endorse, sign or support different initiatives, policies and calls.

The ICVA Board developed the following framework to explain the procedure for establishing collective views of ICVA pertaining to any matter within its function, scope or activities. This framework respects ICVA's guiding values as defined in its Statutes and 2019-2021 Strategy and highlights the importance of consultation with members.

The following factors define how ICVA's positions on various humanitarian topics are developed:

- Level of sensitivity
- Strategic value/relevance for members and affected populations
- Relevance for members
- High-level of public visibility that the policy position would garner, particularly where there is an expectation of an ICVA position

These factors inform the Secretariat's assessment of the potential risk-factor of policy positions. The Policy , Programme and Advocacy Committee of the Board is consulted on positions that may involve more than one of the above. For example, a policy position with a high-level of visibility *and* high-level of sensitivity would normally be taken to the Board.

ICVA's positions are shared with its members/NGOs.

Based on the above, different processes will occur as reflected in the following chart, for determining Policy Committee and/or Board or Membership involvement.

Our Values and Principles

- Our work is based on the principles of humanity, impartiality, neutrality and independence., as well as the Principles of Partnership.
- We work towards a system that enables people affected by humanitarian crises to receive equitable access to quality assistance and protection rooted in international humanitarian and human rights law
- We promote innovative approaches to humanitarian policy development and implementation, and offer evidence-based, solutions-oriented advocacy.
- We promote equitable engagement of NGOs and civil society organisation in an inclusive humanitarian system.

Position Framework

Factors: Level of Sensitivity, relevance and visibility	Methodology	Examples	Remarks
Low	<p><i>Secretariat alone</i></p> <p>ICVA Secretariat will define positions based on:</p> <ul style="list-style-type: none"> Collection of members/NGO voices engaged in the topic. Its own analysis of the issue, considering ICVA's global coherence, history of similar positions, and existing global international agreements/guidance (i.e. Code of Conduct, Sphere, etc.). 	<ul style="list-style-type: none"> Position on L3 extension in a specific country. Position on a leadership structure in a country. 	This type of position constitutes the vast majority of ICVA's positions and reflects the daily engagement of the Secretariat in the humanitarian sector.
Medium	<p><i>Involvement of the Policy Committee</i></p> <p>ICVA Secretariat will look to the Policy Committee and/or Board for advice or/and validation.</p>	<ul style="list-style-type: none"> Public statement on Human Rights abuse in a country where a specific entity is accused. 	This type of position occurs only occasionally (a few times each year). It might require reactivity for the Policy Committee in case of time pressure.
High	<p><i>Involvement of the Board</i></p> <p>ICVA Secretariat will look to the Board for advice or/and validation of positions that refer to significant change in the humanitarian sector and to global issues that split membership.</p>	<ul style="list-style-type: none"> ICVA's position on a change in the UN's mandate. 	This type of position is exceptional. It should also consider the necessary time for debate and decision-making at the Board level.
Very High	<p><i>Involvement of the Membership</i></p> <p>ICVA's Secretariat will look to the Membership on issues where core humanitarian principles are at stake, or where there is a serious divided opinion.</p>	<ul style="list-style-type: none"> New global and major reform of the humanitarian system. 	This type of position is exceptional. It should also consider the necessary time for reaching out to membership.



MEMBERSHIP

Terms and conditions

Membership criteria

Categories of organisations eligible to become a member of ICVA, and the membership criteria are set out in the [Membership Bylaws](#). Member organisations are required to inform ICVA of any changes in the eligibility.

Membership fee

- Members are expected to pay an annual membership fee based on their annual budget. More information about the dues structure below.
- The membership year is from January to December.
- Newly admitted members pay a pro-rata rate depending on when they join
- Each member will receive an invoice from the Secretariat with payment instructions.
- Failure to pay membership fees leads to the suspension of membership benefits and may lead to the termination of membership under the ICVA Statutes

Focal point

Member organisations need to inform the Secretariat who their focal points are and if when there are any changes.

- *Administrative contact / focal point:* A member organisation needs to designate one person who is the primary administrative contact / focal point. A member organisation can have more than one primary administrative contact if necessary. The Secretariat will share information with this focal point regarding the status of the membership and information related to governance matters.
- *Membership dues/ invoice contact /focal point:* this is the person to whom the invoice and any matters relating to membership dues should be sent. It may be the same person as above.
- *Programme/thematic/regional focal points:* Staff from member organisations are encouraged to join the working groups or mailing lists. Contact the ICVA staff member responsible to be added to a working group or mailing list.

Cancellation of membership

Members are free to withdraw from ICVA at any time. They should inform the Secretariat in writing.

Termination of membership

According to Article VII of the Statutes a member agency will automatically be suspended from membership after one year of non-payment of dues and will have its membership terminated in case of non-payment of dues over two years. In practical terms the Secretariat will notify the member concerned when sending out the invoice for dues following a full year of non-payment. If payment is still not received the Secretariat will notify the member that its membership will be terminated at the end of the year, by which time they should receive an official letter declaring the termination. In parallel the Secretariat will work with the member to understand the reasons for non-payment.

A member agency may be suspended from membership for good and sufficient reasons by a decision of two-thirds of the Board. In this case the member will be notified.

ICVA MEMBERSHIP DUES STRUCTURE

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

* 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-Law



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