



## **PRO10 – Membership Application Process for Trading Members**

**2014-11-15**

**Union for Ethical BioTrade**

**THE UNION FOR ETHICAL BIOTRADE**

The Union for Ethical BioTrade (UEBT) is a member-based non-profit association that promotes the 'Sourcing with Respect' of ingredients that come from biodiversity. Members adopt sourcing practices that advance sustainable business growth, local development and biodiversity conservation.

<b>PRO10 – Membership Application Process for Trading Members</b>		
Replaces and completes	Points 11, 12, 14, 15, 16 of the Membership Conditions and Obligations for Trading Members document published in 2008	
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## **1. SCOPE**

This document details the different steps of the UEBT Membership Application Process for Trading Members.

## **2. REFERENCES**

The following documents are essential for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

UEBT STD01 – Ethical BioTrade Standard

UEBT PRO01 – General Requirements for Qualified Verification Bodies

UEBT PRO07 – Appeals Procedure

UEBT POL01 – Communication & Claims Policy for Trading Members

UEBT ADM03 – Audit Report Template

UEBT ADM06 – Application Form for Trading Members

UEBT GOV27 – Membership Fees for Affiliate Members and Trading Members

## **3. APPLICATION PROCESS**

The application process is summarized in Annex 1 - Flowchart.

3.1. At the time of application the prospective member shall:

3.1.1. Fill in an application form for Trading Members of which the signed original shall be sent by mail or fax to the UEBT Secretariat. (ADM06 – Application Form for Trading Members)

3.1.2. Attach, with the Application form, two letters of recommendation one for each referee mentioned in the Application form.

3.2. The application form shall be revised by the Membership Committee and approved or not. The Membership Committee, helped by the UEBT Secretariat, shall undertake a consultation amongst the different networks of its constituency about the applicant.

3.2.1. If approved, the prospective member becomes an 'Approved Candidate and the process continues.

3.2.2. Pay a registration fee. The registration fees are paid when a company or organisation is granted the Approved Candidate status to join UEBT as a Trading Member and are half of the annual membership fee. (see GOV27 – Membership Fees for Affiliate Members and Trading Members)

3.2.3. If not approved, the applicant can either drop the application process or use the UEBT Appeals Procedure (UEBT PRO07 – Appeals Procedure).

- 3.3. Upon receiving the status of 'Approved Candidate', the applicant shall contact a Verification Body (VB), and ensure that the audit, against the UEBT Verification Framework, will be carried out within six (6) months following obtaining the Approved Candidate status. A list of UEBT Qualified Verification Bodies can be found on the UEBT website.

**Note 1:** Under justified conditions (e.g. harvesting season), the Approved Candidate may be granted a six-month extension. If one (1) year after being granted the Approved Candidate status, the organization has not achieved membership status, it automatically loses its status.

**Note 2:** VBs may be asked by the Membership Committee to incorporate issues of special concern into their audit, as arising from the information at disposition to the Committee. Such a request should be based on legitimate concerns that relate to the objectives of the UEBT.

- 3.4. Upon receiving the status of 'Approved Candidate', the organization shall designate a staff member to participate in the E-Training training courses (see PRO15 – Participation in the E-Training on the UEBT Verification System).

- 3.5. No later than seven (7) days after the end of the assessment by a Qualified VB, it shall submit the Attestation of Conformity with Entry Indicators, if relevant (included in the ADM03 - Audit Report Template).

3.5.1. Upon reception by the UEBT Secretariat of this declaration, the Approved Candidate becomes a Provisional Member and is entitled to announce it but not to use the logo.

3.5.2. If non-conformities with the Entry Indicators are found during the audit, the Approved Candidate can either drop the application process or use the UEBT Appeal Procedure (PRO07 – Appeals Procedure).

3.5.3. If the application process is cancelled because of non compliance with Entry Indicators, the applicant can reapply for membership, once it has corrected the non-conformities, and at a minimum of six (6) months after the initial cancellation.

- 3.6. The periodicity of the annual fee runs from the moment the status of Provisional Member has been granted.

- 3.7. At the time when the status of Provisional Member is granted, the UEBT shall announce it on its website. Stakeholders shall have the possibility to provide any input regarding the Provisional Member for two (2) months, if they deem the Provisional Member does not comply with the membership requirements.

3.7.1 Any input should be addressed to the UEBT Secretariat via the website.

3.7.2 The UEBT Secretariat shall acknowledge the receipt of the comments.

3.7.3 The UEBT Secretariat shall send the comments, if relevant to the UEBT Verification System, to the VB and the Provisional Member, in order for them to respond.

3.7.4 If relevant, the UEBT Secretariat shall submit the received information to the Membership Committee for its perusal.

- 3.8. Four (4) weeks after the end of the assessment, the VB shall submit a draft of its reports to the Provisional Member.

**Note 4:** the full audit report is submitted to UEBT directly by the VB.

- 3.9. Based on the audit report, the Provisional Member shall submit to the UEBT Secretariat the following documents, no later than four (4) months after becoming a Provisional Member:
- 3.9.1. The public summary of the audit report approved and signed by the Provisional Member.
- 3.9.2. A work-plan to fill in the gaps identified by the audit report within a maximum of five years after Provisional Member status has been granted, and the public summary thereof. If the Provisional Member agrees, the full work-plan can be made public, in which case no special summary is needed.
- Note 5:** The Provisional Member may be asked by the Membership Committee and/or the Board of Directors to incorporate issues of special concern into its work plan. Such a request should be based on legitimate concerns that relate to the objectives of the UEBT.
- 3.9.3 The public summaries (or the full work-plan, if relevant) shall be provided in their original language plus an English translation, if applicable.
- Note 6:** For tier 1 Provisional Members and Members, the UEBT shall translate the public documents into English; tier 2 and 3 Provisional Members and Members are responsible for submitting the English version themselves.
- 3.10. The deadline for submitting the documents may be extended up to a maximum of six (6) months after Provisional Member status has been granted, upon written justification and approval by the UEBT Secretariat. Beyond this timeframe, and under exceptional circumstances, an extension can be granted by the Membership Committee upon written request and justification. Past this final deadline, membership shall be withdrawn and the membership application process stopped.
- Note 7:** The registration fee shall **not** be reimbursed if membership is withdrawn because of lack of compliance with the UEBT time-lines.
- 3.11. Once it approves the Work-Plan, the VB shall submit to the UEBT Secretariat a written recommendation regarding the acceptance of the Provisional Member's Work-Plan, (included in the ADM03 – Audit Report Template).
- 3.12. The Board of Directors shall review the recommendations of the Membership Committee and make a final decision. Any deviation from the Verification Body's recommendation shall be justified and made publicly available.
- 3.12.1. If confirmed, the Member shall be entitled to use the membership logo (POL01 – Communication & Claims Policy for Trading Members).
- 3.12.2. If not confirmed, the Provisional Member can either drop membership or use the UEBT Appeal Procedure (PRO07 – Appeals Procedure). In the former case the UEBT shall reimburse the full registration fee.
- 3.12.3. If the appeal is unsuccessful, the UEBT shall reimburse the full registration fee.

#### 4. CONFIDENTIALITY

UEBT shall treat information received from members in context of their independent verifications as confidential, unless it concerns information that is already public, is contained in public documents or is clearly highlighted for public distribution.



## 5. CONTACT INFORMATION

Any enquiry about this procedure of the Union for Ethical BioTrade should be addressed to:

**Union for Ethical BioTrade – Secretariat**

De Ruyterkade 6  
1013 AA Amsterdam  
Netherlands

Or via email: [info@ethicalbiotrade.org](mailto:info@ethicalbiotrade.org)

## 6. ANNEX 1: FLOWCHART

