

IPCSA MEMBERSHIP – GENERAL TERMS AND CONDITIONS

(Last updated on 9th November 2023)

1. Members General rights

1.1. Membership of IPCSA will entitle the Member to:

- a. Participation in IPCSA meetings and events including Workshops/Discussion forums etc:
- b. Be part of and participate in IPCSA Initiatives, including facilitation of the new Initiatives
- c. Participate and be part of IPCSA Media Partnership activities
- d. Use and actively participate on IPCSA Community
- e. Receive regular IPCSA members updates, newsletters and press releases
- f. Attend the IPCSA Conference
- g. Provide contact information and organisation details on the IPCSA website
- h. Access to the IPCSA Community Platform for up to 10 persons
- i. The IPCSA Membership Plaque

2. Members meetings

2.1. IPCSA Members are entitled to send representatives of their organisation to attend IPCSA Members only meetings and events.

2.2. IPCSA Members may make request to send an alternative representative to the Members only meetings who are not directly employed by the member organisation, including Software Providers, Shareholders etc. However, in such a case explicit agreement in writing or email from the General Manager must be obtained at least 2 weeks prior to the attendance at a meeting. The General Manager, acting on behalf of the ExCo, may refuse without giving reason and if a representative attends and agreement has not been given then the Secretary General, General Manager and/or Chairman has the right to refuse participation of that representative.

3. Membership fee

3.1. IPCSA Annual Membership fee is reviewed once a year within IPCSA budget preparation process, applying annual adjustments for inflation to IPCSA Membership fee and certain IPCSA budget expenditure positions such as Service Contracts, Professional Services, other budget positions if affected on case-by-case bases. Average annual inflation rate within 6 IPCSA Founding Member countries to be applied for review.

3.2. A Member may terminate their membership at any time with three months' notice in writing to the General Manager. No repayment of any membership fee paid will be made by IPCSA.

3.3. If the membership fee is not paid within 30 days of receipt of the invoice from IPCSA, membership rights may be suspended until such time as payment has been made. The General Manager will advise the member if such payment has not been received and give reasonable time for the member to rectify the payment of the membership invoice. After such time, if payment has not been made the General Manager has the right to suspend membership and advise the ExCo accordingly.

3.4. IPCSA reserves a right to make public reason for Member leaving IPCSA and/or Membership suspension in case where Membership fee payment is not settled in full.

3.5. IPCSA reserves the right to terminate the membership of any Member at any time if it considers that Member is not acting in the best interests of IPCSA or its members. This requires the unanimous agreement of the ExCo. On termination, the IPCSA Chairman will

send written confirmation to the Member explaining the decision and giving three months' notice of termination of membership.

4. Review of Members eligibility

4.1. An annual review will be conducted by the General Manager of all members and members might be required to supply updated information on their organisation, statistics, and other reasonable requests by the end of March of each membership year.

4.2. If the annual review indicates that the member no longer complies with IPCSA membership eligibility the General Manager will request further information and if it is considered that they are no longer eligible, then the ExCo will be advised and requested to make a decision on the members eligibility.

5. IPCSA Representation

5.1. Members may not represent IPCSA at any meetings, conferences, or events without prior agreement of the Secretary General and/or General Manager.

5.2. If a member is requested, or makes a request, to represent IPCSA at such events then the Secretary General and/or General Manager will ask/confirm this by email.

5.3. All presentations should be approved by the Secretary General and/or General Manager prior to the event where a member is representing IPCSA.

6. Regional Representatives

6.1. IPCSA has five regions, which match those of the UN Regional Commissions and the ExCo may decide to allow members, subject to certain conditions, to elect/ select a regional representative to sit on the ExCo to support the Founding Members of IPCSA.

6.2. If a representative is elected / selected, then it is a requirement for them to agree to act as an observer on the ExCo and comply with the rules set out by ExCo.

6.3. The ExCo / Regions can if they so decide can have rotating representation from the region by mutual agreement of all members within that region and agreement of the ExCo.

6.4. IPCSA Secretary General can invite to renew nominations of the Regional Representatives every 3 years.

7. External and Internal Communication

7.1. All external communication and publications regarding the Particular Member will be agreed in advance.

7.2. All internal communication will be deemed confidential except cases where:

- relevant law requires to disclose such an information.
- prior agreement has been reached on the fact that information will be publicly disclosed.
- the rules governing meeting, initiative, discussion forum etc. determine that information will be publicly or otherwise disclosed, and parties to whom it will be available. Disclosure will be made to the extent stated within these rules.

7.3. Clauses 7.1 and 7.2 do not apply to information that is:

- publicly available at the time of its disclosure or becomes publicly available;
- was lawfully in the possession of the IPCSA (As can be demonstrated by written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed.