



Disaster Risk Reduction Network Philippines (DRRNetPhils)

Membership Guidelines

Officially formed in 2008, the Disaster Risk Reduction Network-Philippines (DRRNetPhils) is a national formation of civil society organizations, people's organizations, practitioners and advocates adhering to the Sendai Framework for Disaster Risk Reduction (SFDRR) and implementing community-based disaster risk reduction and management (CBDRRM). It is composed of 56 CSOs and 11 individual members.

DRRNetPhils calls for a strategic approach that underscores the importance of DRRM in achieving sustainable development, and addresses issues on governance, risk assessment, knowledge management, reduction of vulnerabilities and risks, disaster preparedness, as well as strengthening people's capacities.

The DRRNetPhils shares the vision of a resilient communities contributing to sustainable development.

Section I. Who could apply to the DRRNetPhils?

Application is open to organizations/institutions (**Institutional Members**) and individuals (**Individual Members**).

Institutional membership is open to Filipino non-governmental organizations, people's organizations, networks, coalitions, media organizations, governmental and non-governmental academic institutions, churches, and faith-based groups. It is also open to international NGOs with Philippine-based operations. Applicants under this category must:

- (1) Be involved in disaster risk reduction and management (DRRM)-related activities such as disaster preparedness, mitigation, response, rehabilitation, relief operations, recovery, emergency and others for a minimum of three years.
- (2) Possess legal identity through the following:
 - a. For NGOs and institutions – the Securities and Exchange Commission (SEC) of the Philippines
 - b. For POs – endorsement from an NGO member of DRRNetPhils; must be operating in the last three years; and may be registered or not with the SEC.
- (3) Have a Representative and an Alternate who could both be invited as individual members

of DRRNetPhils.

Individual membership is attained:

- (1) By invitation to be decided upon by the existing Conveners.
- (2) On the basis of her/his involvement in DRR work for a minimum of three years.

II. Who are the DRRNetPhils members now?

They consist of the:

1. Eleven (11) institutional members **accepting the nomination** as Conveners. Incumbent Conveners are:

- Center for Disaster Preparedness (CDP), Lead Convener
- Assistance and Cooperation for Community Resilience and Development (ACCORD), Co-lead
- Philippine Rural Reconstruction Movement (PRRM)
- Citizens' Disaster Response Center (CDRC)
- World Vision Development Foundation, Inc. (WVDF)
- University of the Philippines- Center of Social Work and Community Development (UP-CSWCD)
- Plan International
- Balay Rehabilitation Center, Inc.
- A2D Project-Research Group for Alternatives to Development, Inc. (A2D Project)
- Center for Community Journalism and Development (CCJD)
- Ecosystems Work for Essential Benefits, Inc. (EcoWEB)

2. All institutions who were represented at the 1st General Assembly on September 2, 2009, 2nd General Assembly on May 24-25, 2011, 3rd General Assembly on July 18-19, 2013, 4th General Assembly on July 1, 2015, and 5th General Assembly on September 5-7, 2017.

3. All institutions who failed to join the General Assemblies but successfully completed the documentary requirements below:

a. Membership profile indicating Representative and Alternate

b. Signed the Membership Agreement of DRRNetPhils

4. Individual members who have complied with the abovementioned documentary requirements.

The DRRNetPhils Conveners, led by the Membership and Organizational Strengthening Committee, will continually update the list of members.

III. How could one apply?

1. Submit Letter of Intent addressed to the Membership and Organizational Strengthening Committee of DRRNetPhils (*For individual and institutional membership*).

2. Submit the accomplished DRRNetPhils Member Profile Sheet and indicate names of Official Representative and Alternate Representative (*For institutional membership only*).

IV. How is the application evaluated and approved?

Application for institutional and individual membership follows the same process:

1. Applications are accepted all year round. The Membership and Organizational Strengthening Committee presents the application to the Conveners for approval. The Committee allots three months for the processing and approval.
2. The applicant is notified of the status of application **within three months of application**. Formal announcement of membership is in March the following year.
3. The member immediately pays membership fee:
 - a. International NGOs: PhP 5, 000 (Five Thousand Pesos)
 - b. National NGOs and Networks: PhP 3, 000 (Three Thousand Pesos)
 - c. Local NGOs and Academes: PhP 1, 000 (One Thousand Pesos)
 - d. POs, CBOs, and Volunteer Organizations: PhP 500 (Five Hundred Pesos)
 - e. Individual members: PhP 1, 000 (One Thousand Pesos)
4. The new member takes oath in a simple ceremony during the General Assembly.

V. What are the responsibilities of DRRNetPhils members?

Both institutional and individual members carry the same responsibilities:

1. Adhere to the vision, mission, mandate, goals, and core values of DRRNetPhils
2. Attend the General Assembly conducted in a commonly agreed venue every two years.
3. Submit annual accomplishment reports on DRRM activities upon approval of their respective institutions for updating of organizational profiles (*for institutional members*). Individual members shall submit annual accomplishment or update report of their DRRM activities and affiliations, if any.
4. Active participation and contribution in at least two major activities of DRRNetPhils. Individual members who are overseas or on duty mission may participate through online discussions and technical and policy activities using available means.
5. Become a member of at least one working group committee and abide by the rules and regulations of the committee as agreed upon and written in the committee's TOR.
6. Submit advocacy stand/position promptly as requested by authorized representative of the Secretariat and/or the Policy Development and Advocacy working group committee.
7. Promptly answer e-mails and communications when necessary and as needed.
8. Participate in at least one Skype meeting, online learning exchanges or webinar.
9. Pay annual dues within 60 days after the issuance of the billing statement or invoice by the lead convener and/or the secretariat.

VI. What are the rights of DRRNetPhils members?

1. Right to be recognized as DRRNetPhils member
2. Right to be issued a Certificate of Membership as proof of membership
3. Right to be nominated as Convener within the DRRNetPhils (*for institutional members only*)
4. Right to vote within the DRRNetPhils (*for institutional members only*)
5. Right to be invited in any of the Committees of DRRNetPhils
6. Right to have access to information on organizational documents
7. Right to participate in all DRRNetPhils activities
8. Right to be included and actively take part in DRRNetPhils electronic group communications and other forms of communications among all members

VII. Who is an active member during the calendar year?

A member is deemed active during the calendar year if the member:

1. Attends and/or participates in at least two major activities of DRRNetPhils activity within the year
2. Participates in at least one working group committee
3. Promptly pays membership dues in the current year
4. Submits advocacy stand/positions
5. Submits annual report
6. Answers e-mails and communications when necessary and as needed.
7. Participates in at least one Skype meeting, online learning exchanges or webinar

The Conveners, with assistance from the Membership and Organizational Strengthening Committee, deliberates the interim evaluation process every end of the mid-year. Shortly thereafter, concerned members will be informed of their status to give them opportunity to be active in the remaining semester.

The status of membership is finally determined at the end of the year. Any member who failed to comply with the abovementioned requirements during the concluding year will be declared inactive in the current year, and as such, will lose all rights which the DRRNetPhils granted to the member.

All individual members who are also Official Representatives and/or Alternate Representatives of institutional members automatically represent both in DRRNetPhils activities.

VIII. What is the organizational structure of the DRRNetPhils?

The **General Assembly** is the highest body which determines the network's directions and strategic thrusts through a transparent, open and engaging meeting annually.

The **Conveners** consist of 11 institutional members who are nominated during the General Assembly for a two-year term. The Conveners meet once monthly to determine and evaluate the implementation of the agreed strategic thrusts of DRRNetPhils, and also to set policies and statements in behalf of the DRRNetPhils.

The **Committees** are led by the Conveners, and their membership is determined during the General Assembly for a two-year term. Any member can be invited to become a Committee member

depending on his/her area of expertise. The Committees include the:

1. Membership and Organization Strengthening Committee
2. Policy Development and Advocacy Committee
3. Knowledge Management Committee
4. Networking and Partnership Building Committee
5. Communications Committee
6. Resource Mobilization Committee

IX. Could the DRRNetPhils become a member of networks and alliances?

The DRRNetPhils' membership in networks and/or alliances is subject to the following conditions:

1. The DRRNetPhils confirms as a member of the inviting network and/or alliance only upon the approval of the Conveners.
2. The network and/or alliance inviting the DRRNetPhils is involved in the work for DRR climate change adaptation (CCA).

PREPARED BY THE Membership and Organizational Strengthening Committee of the DRRNetPhils and approved by the General Assembly on 5 September 2017 in Quezon City, Philippines:

(Signed)

Dr. Emmanuel Luna

Head

Membership and Organizational Committee

DRRNetPhils

(Signed)

Ms. Loreine Dela Cruz

Lead Convener

Disaster Risk Reduction Network Philippines (DRRNetPhils)