



# Annex 1: Membership Policy

Version as of 28 September 2020

Revised versions of the GWOPA Membership Policy and Charter are pending final approval by the General Assembly (May 2023). Upon approval, the finalised documents will be shared with all members with an option to opt-out.

# Annex 1: Membership Policy

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## 1. GWOPA Assembly Membership

- 1.1. All GWOPA Members are Members of the GWOPA Assembly and such membership is governed by this Membership Policy.
  - 1.2. There are two types of membership of the GWOPA Assembly, namely:
    - a. Institutional membership; and
    - b. Individual membership.
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## 2. Membership Criteria and Requirements for the GWOPA Assembly

- 2.1. GWOPA membership is free and open to institutions and individuals who have an interest in water, sanitation and related issues, and who are committed to the overarching objectives and principles of GWOPA.
  - 2.2. All GWOPA Members must subscribe to the GWOPA Charter and embrace the vision and mission of GWOPA.
  - 2.3. Private utilities and their associations who wish to apply for GWOPA membership must adhere to the UN Global Compact, the GWOPA Code of Conduct and the objectives and principles of GWOPA.
  - 2.4. Membership of the GWOPA Assembly should meet the criteria set out under **part 4** herein below.
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## 3. Constituencies of Institutional Members

- 3.1. Institutional Members of GWOPA are categorized into the following constituencies, depending on their legal identities:
    - a. Public water and sanitation utilities;
    - b. Community water and sanitation operators and cooperatives and their associations;
    - c. Private water and sanitation utilities;
    - d. Associations of water and sanitation utilities;
    - e. Civil society organizations
    - f. Worker and Trade unions;
    - g. Non-governmental organizations;
    - h. United Nations organizations;
    - i. International multi-stakeholder platforms/network organizations;
    - j. Development cooperation agencies;
    - k. Development finance institutions;
      - l. National and sub-national governments (including Public Asset Holding Companies);
    - m. Research and learning institutions; and
    - n. Water and sanitation regulators.
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## 4. Rights and Responsibilities of GWOPA Members

- 4.1. All GWOPA Members are expected to contribute to the objectives of GWOPA by actively participating in meetings, events, knowledge sharing, WOPs and other activities of GWOPA, as appropriate. Members are encouraged to propose activities that further the objectives of GWOPA.
- 4.2. Institutional Members have a right to vote and to stand as candidates for elective positions in the GWOPA Assembly, the Steering Committee and other committees, in accordance with the established rules and procedures.
- 4.3. Institutional Members shall elect the Chair and Vice-Chair of the GWOPA Assembly, and members of the Steering Committee, the Election Committee, the Integrity Committee and any other committee established by the GWOPA Assembly.
- 4.4. Each institutional Member shall appoint and be represented by an accredited representative, who may be accompanied by an alternate representative.
- 4.5. Accredited representatives shall possess the following qualifications:
  - a. Substantive knowledge in water, sanitation, hygiene and related matters, including health, institutional development, sustainability and human rights;
  - b. Recognized leadership abilities;
  - c. Ability to act as an ambassador/advocate of GWOPA within their communities/ networks;
  - d. Proven record of ethical conduct and integrity to perform their duties, roles and responsibilities in line with the highest ethical standards and work in full transparency.
- 4.6. Institutional Members shall inform the GWOPA Secretariat of any change in their accredited representative.
- 4.7. GWOPA Members shall give consent to the sharing of their details for the purposes of communication and exchange. Individual Members shall give consent to sharing their names, details of their organizations, cities of residence, professional affiliations and email addresses with other GWOPA Members. Institutional Members shall give consent to sharing details of their organizations, their logos, their cities of residence, the email addresses of their accredited representatives and alternate representatives, if applicable, with other GWOPA Members. GWOPA shall handle and process any data provided in accordance with the United Nations rules, regulations and principles relating to the handling of data.
- 4.8. The GWOPA Secretariat will send out annual notifications to all GWOPA Members to review their membership status and indicate their continued interest in GWOPA.
- 4.9. Institutional Members shall perform the functions and responsibilities outlined in section 4.13 of the [GWOPA Charter](#).

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## 5. Admission of New Members

- 5.1. All applications for GWOPA membership shall be made online through GWOPA's website [www.gwopa.org](http://www.gwopa.org).
- 5.2. The GWOPA Secretariat shall review all applications for membership.
- 5.3. The GWOPA Secretariat reserves the right to reject an application for membership if the applicant does not meet the set criteria.

- 5.4. If admissible, the GWOPA Secretariat will inform the applicant via email that their application has been accepted. Such email will include the following:
- a. A Membership Certificate;
  - b. A welcome letter from the Chair of the GWOPA Steering Committee; and
  - c. A package of key material;
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## 6. Termination, Suspension and Expulsion of GWOPA Members

### 6.1. Termination

- 6.1.1. Individual membership to GWOPA is automatically terminated upon the death of an Individual Member.
- 6.1.2. Institutional membership to GWOPA shall be terminated when an Institutional Member changes its status, to the extent that they no longer belong to the types of institutions listed under **Section 3, (“Constituencies of Institutional Members”)** hereinabove.
- 6.1.3. Members can withdraw their membership from GWOPA at any time by giving a six (6) month-notice. Notice of termination of membership shall be sent to the Chair of the Steering Committee through the GWOPA Secretariat via [info@gwopa.org](mailto:info@gwopa.org).

### 6.2. Suspension and Expulsion

- 6.2.1. Following the recommendation of either the Steering Committee or the Integrity Committee, the GWOPA Secretariat may suspend for a defined period, or expel, a Member from GWOPA if:
- a. In the case of members of GWOPA committees, a member fails to attend two (2) consecutive meetings of the respective committee or any assigned responsibilities without giving prior written notice to the GWOPA Secretariat, unless excused by the chair of the respective committee on the basis of explained extenuating circumstances;
  - b. A member consistently disregards their commitment to the values, objectives, and provisions of the GWOPA Charter;
  - c. A member engages in activities that contradict or are inconsistent with the values and principles of GWOPA;
  - d. A member is inactive for a period of at least four (4) years;
  - e. In the case of Individual Members, an Individual Member is convicted by a court of competent jurisdiction of any offence which the Integrity Committee considers incompatible with the objectives of GWOPA and/ or inimical to the reputation of GWOPA;
  - f. In the case of Institutional Members, an Institutional Member engages in behaviour or practice which the Integrity Committee considers incompatible with the objectives of GWOPA and/ or inimical to the reputation of GWOPA; and
  - g. If it is in the best interest of GWOPA to terminate the membership of a particular member.
- 6.2.2. Upon the expiry of the suspension period, and following the decision of the Integrity Committee, a suspended GWOPA Member may either be reinstated or expelled.
- 6.2.3. A suspended and/or expelled Member is automatically suspended and/or expelled from any committee they may have been part of.
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## 7. Resignation of GWOPA Committee Members

### 7.1. Resignation

7.1.1. A member of a GWOPA committee may resign from the respective committee by submitting a notice of resignation to the Chair of the committee.

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## 8. Honoraria and Reimbursement of Costs for GWOPA Members

- 8.1. GWOPA Assembly Members, Steering Committee Members or other committee members shall not receive honoraria or any emoluments for their services as Members of the GWOPA Assembly, the Steering Committee or any other committee.
- 8.2. GWOPA Assembly, Steering Committee Members or other committee members are encouraged to bear the cost of their attendance to relevant meetings.
- 8.3. The GWOPA Secretariat has a limited budget to sponsor the physical participation of Steering Committee Members to Steering Committee meetings or events. The attribution of those sponsorships will be decided on a case-by-case basis by the Secretariat, upon explicit request of the organizations.
- 8.4. All sponsorships will be allocated in accordance with the United Nations rules and regulations.
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You can contact us at [info@gwopa.org](mailto:info@gwopa.org)  
For more information consult at [www.gwopa.org](http://www.gwopa.org)

