# ISEAL Membership Application Procedure for Standard-Setting Organisations

**Version 1.1 – April 2016**

## Introduction

Member applicants are required to meet the eligibility criteria outlined in *ISEAL Member Requirements* and to demonstrate a level of compliance as detailed in the *ISEAL Code Compliance Requirements for Standard-Setting Members*. This procedure outlines the process for submitting an application, how the application will be evaluated and the subsequent steps required to make a final decision on the outcome of the application.

## Overview of the application process

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<td>A.</td>
<td>Organisation notifies the ISEAL Secretariat of intention to apply and secretariat creates and shares Dropbox folder for the application.</td>
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<td>B.</td>
<td>Organisation submits ISEAL Membership Application Form &amp; Checklist and supporting evidence and arranges payment of the membership application fee.</td>
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<td>C.</td>
<td>Secretariat conducts a brief check for completeness.</td>
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<td>D.</td>
<td>Secretariat conducts the evaluation against the member requirements. Secretariat prepares a report and sends report to applicant (applicant responds if necessary).</td>
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<td>E.</td>
<td>Secretariat circulates for 30 day comment period to the membership. Secretariat sends comments from the membership to the applicant for response.</td>
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<td>F.</td>
<td>Secretariat sends report and comments to Membership Committee.</td>
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<td>G.</td>
<td>Membership Committee makes a recommendation to the Board.</td>
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<td>H.</td>
<td>Secretariat notifies applicant of decision.</td>
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Application process

A. Application Initiation
1. Member applicant notifies ISEAL Secretariat of intention to apply via email (membership@isealalliance.org).
2. Upon notification, the ISEAL Secretariat creates and shares a Dropbox folder specific to the member applicant for submitting the application.

B. Submission
3. To submit an application for membership, organisations must complete the ISEAL Membership Application Form & Checklist for Standard-Setting Organisations. One electronic copy of the form and all supporting documentation should be submitted to the Dropbox folder that has been made available to the applicant. NOTE: The working language for ISEAL is English. All documents and formal requests must be submitted in English.

Supporting documentation
4. Member applicant submits the following documents to the ISEAL Secretariat:
4.1 Completed membership application form and checklist with supporting evidence (see Membership Application Form & Checklist for Standard-Setting Organisations).
4.2 Completed Compliance Scorecard & Checklist per Code with supporting evidence.
4.3 Completed Public System Report per Code.
5. Member applicant submits application fee, as per fee schedule.
6. Member applicant notifies the ISEAL Secretariat via email (membership@isealalliance.org) that the submission is complete.

C. Check for Completeness
7. Upon notification of a complete submission, the ISEAL Secretariat conducts a brief check for the completeness of the submission (i.e. all necessary items from Section B are completed, all rows in the Code Scorecard and Checklist are completed, etc.)
8. The ISEAL Secretariat sends any requests for clarification or completion of missing evidence, which must be received before the Secretariat can start the evaluation. If continual requests for more information are made by the Secretariat, to the applicant, an additional fee may be charged for time spent.

D. Evaluation
9. ISEAL Secretariat evaluates:
9.1 Whether there is complete evidence provided to demonstrate eligibility;
9.2 Whether the applicant meets baseline criteria of the Standard-Setting, Impacts and Assurance Codes and determines that there are no significant barriers to meeting improvement criteria in the given timeframe;
9.3 Whether each Public System Report is provided and includes a clear, concise summary of each of the Standard-Setting, Impacts and Assurance systems of the applicant’s organisation.
10. The ISEAL Secretariat prepares a report summarising findings regarding eligibility, compliance with necessary Code requirements and completeness of the submission. There will be a maximum of one Secretariat request for additional information and provision of clarifying evidence by the applicant. Any additional clarifications and review of evidence will be subject to an additional fee to cover time spent.

E. Comment Period

11. Upon a successful Secretariat evaluation for each Code, notification of the complete application is circulated to all ISEAL members and is posted on the ISEAL Community website for a 30 day comment period by members only. Members are asked to share their comments on whether the applicant’s activities run counter to the ISEAL of Code of Ethics. Notification will include a summary of the applicant’s system, confirmation of a successful secretariat evaluation and a link to or copy of their main standard. NB: the member’s application form and supporting evidence will NOT be shared with members.

12. During this period, objections from other members can be submitted to the ISEAL Secretariat pertaining to the applicant’s fulfilment of entry criteria, specifically whether there is reason to believe the applicant’s activities run counter to the ISEAL Code of Ethics.

13. Following the comment period, the applicant will have an opportunity to respond to any objections that were raised.

F. Membership Committee notified

14. Complete applications (including secretariat evaluation report, any objections and the applicant’s response) are then forwarded by the ISEAL Secretariat to the ISEAL Membership Committee for consideration at their next meeting. The Membership Committee meets a minimum of 4 times a year on roughly a quarterly basis.

G. Decision-making

15. The Membership Committee makes a recommendation to the Board of Directors who make the final decision on approval at their next meeting. The ISEAL Board of Directors meet on roughly a quarterly basis.

H. Notification

16. Applicants will be notified of the result of the application review process and the results will be circulated to all members and posted on the ISEAL Community part of the website.

17. If rejected, applicants will have an opportunity to appeal the result following ISEAL’s Member Appeals, Suspension and Withdrawal Procedure.

Application Fee

A one-off application fee of 3,500 EUROS is payable in full in advance of an assessment. For ongoing fees related to membership and compliance view the member fee schedule at www.iseal.org/memberfee.