The information provided via this form will be reviewed initially by the PWYP Secretariat who will respond with feedback and potentially with follow up questions for clarification. Following this initial review and discussion, the application will be sent to the PWYP Global Council with a recommendation from the PWYP Secretariat. The Global Council is responsible, with the PWYP Board, for approving applications to become an affiliated PWYP coalition. Applications are assessed to ensure that all affiliated PWYP coalitions reflect the Values, Operating Principles and Vision[[1]](#footnote-1) to which we as a global network have all committed.

Please complete the form below and provide as much information as possible in your answers.

Please send the completed form, along with attachments, by email to info@publishwhatyoupay.org with the subject line “PWYP Coalition Affiliation Application”. Please copy the following people as relevant for your region:

* Anglophone Africa: nbusingye@publishwhatyoupay.org
* Asia Pacific: srochford@publishwhatyoupay.org
* Eurasia: eomarov@publishwhatyoupay.org
* Europe & North America: jroyston@publishwhatyoupay.org
* Francophone Africa: dseydi@publishwhatyoupay.org
* Middle East & North Africa: psaade@publishwhatyoupay.org

**Section I: Key Contact information**

|  |
| --- |
| ***Coalition contact information*** |
| Name in Full: |  |
| Acronym (if any): |  |
| Mailing address: |  |
| Physical address (if different): |  |
| Telephone: |  |
| Twitter Handle: |  |
| Facebook page: |  |
| Website: |  |

|  |  |  |
| --- | --- | --- |
|  | ***Contact Person*** (for application process) | ***Alternative contact*** |
| Name: |  |  |
| Title Organisation |  |  |
| Position in coalition: |  |  |
| Email:  |  |  |
| Mobile: |  |  |
| Telephone: |  |  |

**Section II: Coalition Identity, Vision and Mission**

1. **Please use the space below to summarise briefly the history and establishment of your coalition *(100 words max.)***

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Date coalition established (MM/YY):**

**………………………………………………………………………………………………………………………………………………………**

1. **Working language(s):**

**………………………………………………………………………………………………………………………………………………………**

1. **Coalition member organisations:**

*Please provide* ***a list of members using the*** [***excel template***](http://www.publishwhatyoupay.org/wp-content/uploads/2018/08/Copy-of-List-of-member-organizations.xlsx) ***which is available to download from the website.***

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Please list any other regional or national networks, coalitions, associations, or movements to which your coalition belongs and outline if you play any role in these:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Does any other coalition or network on extractive industries already exist in your country?**

*If yes, please give details including what their goals are, and areas of operation.*

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **What is the Vision of your coalition (i.e. the changes/impact would you like to see in your country as a result of your advocacy work)?**

*If you have a coalition vision statement, please include it here.*

  **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **In order to achieve the coalition’s vision described above, what are the coalition’s specific objectives over the next three to five years?**

*If your coalition has a strategic plan, please attach it separately. □*

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Please describe briefly how the coalition seeks to achieve these objectives (*i.e. strategy, projects, activities and approaches).***

*If your coalition has an annual work-plan, please attach separately. □*

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Please describe the major activities (along with strategic goals) and/or advocacy achievements of your coalition in the past three years.**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Section III: Coalition governance**

The purpose of this section is to enable us to understand better the leadership structures and decision-making processes that underpin the governance of your coalition, and assess its alignment to PWYP principles and governance standards.

Please describe the governance structure of your national coalition, giving as much detail as possible, with specific reference to the following:

1. **Leadership**

How does the coalition select its leaders/ governing bodies (e.g. board)? What is the mandate of the leaders/governing body? How many members are on the governing body(ies)? For what terms are they elected or appointed? What is the male to female ratio of the governing body(ies)? What mechanisms are there in place for members to evaluate the performance of the governing body(s)? How many times in the last 12 months did the governing body(ies) meet? Since the establishment of the coalition, how many times has the leadership changed?

*Please include internal bylaws, statutes, norms and standard operating procedures, hosting agreement with host organisation (if coalition is hosted) etc. □*

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Decision making and accountability**

How are decisions taken in your coalition? What systems or practices of accountability of leaders to members of the coalition are there? Are there any practices of accountability to broader civil society? Are minutes / records kept of board (or governing body) meetings? How do coalition members receive updates of these meetings? If there is one, please describe briefly the planning, M&E system.

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**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Membership**

Please list your membership criteria Does your coalition have membership fees? How often does your coalition hold meetings for the general membership? How many members’ meetings were held in the last 12 months? Does your coalition have a mechanism for conflict resolution? If so, how does it work?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **Coalition Staff and resources**

Does your coalition have a full-time resource person dedicated to work on coordination of coalition activities? If so, is this person remunerated? How was this person selected/appointed? How many other paid staff are employed directly by and for coalition activities? What are the roles of these people (please attach any job descriptions)? Please give details of the physical infrastructure available to the coalition staff (i.e. office space, equipment, communications facilities, etc.)

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**Section V: Management and funding**

As a coalition concerned with promoting transparency and accountability, we believe it is imperative that we ‘practise what we preach’ and uphold transparency of our own financial management, fundraising and management practises.

1. **Please describe the systems that are in place to ensure funds are properly and transparently managed (for example banking details, signatories, financial procedures, audits etc).**

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1. **What is the estimated annual budget of the coalition?**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **Please provide a list of the principal donor institutions and/or funding sources that currently provide financial support for the coalition**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **Does the coalition have audited accounts? If so, please attach the latest audited accounts with this form.**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. **Please briefly describe the main challenges, if any, that the coalition faces with fundraising.**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Coalition Statement**

This final section is an opportunity for you to explain, in your own words, why and how affiliation with the global PWYP network would help your coalition to achieve its Vision and advocacy objectives.

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**Please provide the name, email address and telephone number of two referees (for example a community -based organisation, donor or international NGO).**

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Email** |  |
| **Phone number** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Email** |  |
| **Phone number** |  |

***Thank you for applying to become a PWYP coalition!***

***We aim to review your application and contact you with initial feedback within three weeks.***

1. Please see <http://extractingthetruth.org/> [↑](#footnote-ref-1)