



## **Membership Application, Evaluation, and Renewal Processes and Procedures FOR COMPANIES, PROJECT DEVELOPERS AND INVESTORS**

Approved August 29, 2022 by the Interim Executive Committee of the Peoples Forests Partnership (PFP)

### **What is a PFP Member?**

According to PFP bylaws, PFP Members are legal entities, informal/de facto organizations, civil society organizations, Indigenous Peoples' and Local Communities' organizations, private sector companies, foundations, and others that support the mission of the Peoples Forests Partnership.

The processes and procedures for membership application, membership renewal, and ensuring Members meet the PFP Principles and Membership Criteria differ by type of Member. This document sets out PFP membership processes and procedures for:

1. Companies, project developers, and investors (includes NGOs that work on carbon projects).
2. Indigenous Peoples and Local Communities
3. NGOs and other organizations

A decorative silhouette of a tropical forest landscape, featuring various types of trees and palm trees, rendered in a light green color against a white background.

[WWW.PEOPLESFORESTSPARTNERSHIP.ORG](http://WWW.PEOPLESFORESTSPARTNERSHIP.ORG)

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## **Membership processes and procedures for companies, project developers, and investors (includes NGOs that work on carbon projects)**

Companies, project developers, and investors (includes NGOs that work on carbon projects) must follow a five-step process to attain membership. Each step, as well as process for managing complaints and concerns regarding Members are detailed below.

### **Application**

#### **Step One: Application and declaration of commitment to PFP Principles**

Companies, project developers, and investors (includes NGOs that work on carbon projects) must submit an application by email to the PFP Secretariat at [ccardenas@forest-trends.org](mailto:ccardenas@forest-trends.org).

The application must contain the following documents and information:

- Application form for companies, project developers, and investors
- Letter from the applicant's authorized representative and signatory:
  - Explaining motivations for joining the PFP
  - Expressing an initial and clear commitment to invest in and support IPLC efforts to maintain their forests and avoid deforestation
  - Declaring commitment to following PFP Principles
  - Declaring commitment to follow the PFP Membership Criteria after being accepted for membership and report compliance after one year of membership
  - Declaring that the company, and/ or its group of companies, are not directly or financially involved or provide financing in activities that promote deforestation or violate the rights of Indigenous Peoples and Local Communities

The PFP Executive Committee will apply due diligence in the process to accept members. Indigenous Peoples and Local Community members of PFP will hold a non-objection power; they will be consulted about the applicant company and provide evidence of its operations, if necessary.

#### **Step Two: Membership approval**

The PFP Executive Committee will confirm or reject the application within 28 working days.



If the application is confirmed, the applicant must commit to reporting on compliance with Membership Criteria over the next year of membership and/or present a work plan to address any Membership Criteria it is not yet able to comply with.

When an applicant does not meet the PFP Principles for membership, the Executive Committee may request additional documents and offer guidance to the applicant on how to address inadequacies and meet the PFP Membership Criteria.

### **Step Three: Declaration and fulfilment of Membership Criteria**

After the first year of membership, Members must:

- Provide a report on how they are fulfilling the PFP Principles and Membership Criteria
- Present a remedial work plan for up to three years for any aspects of their operations that are not yet in compliance with PFP Principles and Membership Criteria
- Sign a statement of commitment to apply the highest levels of transparency in the biannual monitoring of compliance with PFP Principles and Membership Criteria from the third year of PFP membership onwards

Note: To avoid conflict of interest, the Executive Committee delegated responsibility to the Secretariat of PFP to develop a detailed evaluation procedure on August 29, 2022.

### **Step Four: Membership renewal**

Founding Members have two years after the establishment of PFP to demonstrate full compliance with Membership Criteria.

The Executive Committee will either approve the Members' report/work plan and renew membership within 28 days or will present further recommendations to the report/work plan for it to be approved for membership renewal.

### **Step Five: Biannual membership evaluation**

After the Executive Committee approves the Members' report on how it meets the Membership Criteria or approves its work plan, PFP will evaluate compliance with PFP Principles, Membership Criteria, and work plans, if applicable, on a biannual basis.



## Biannual evaluation procedures

The Executive Committee ensures a fair and transparent evaluation process, free from conflict of interest, through the following procedures:

1. The Executive Committee will establish a technical working group for the biannual evaluation of Members' compliance with PFP Principles and Membership Criteria.
2. The technical working group will review the reports of all Members against a checklist of indicators.
3. When the technical working group identifies possible issues of concern, it may conduct further research or request additional information from Members.
4. When the technical working group confirms evidence of possible non-compliance, Members are notified and have 20 working days to respond with evidence of compliance and/or remedial measures.
5. The technical working group will prepare a report of findings for the Executive Committee, including the responses from Members, under sub-section 4, if any.

## Termination of membership

In the case of continued non-compliance, the Executive Committee will take appropriate measures, including termination of membership through the Members Assembly.

## Complaints

Any person or organization can bring forward complaints or concerns about Members to the Executive Committee regarding the non-compliance of a PFP member with PFP Principles and Membership Criteria. Concerned parties should send their concerns by email to the PFP Secretariat, or to a trusted PFP representative or Member in their country or region.

The Executive Committee will verify the claim, investigate all concerns, and respond to the concerned person or organization within 60 working days. Depending on the nature of the concern, the Executive Committee may conduct an investigation. This may include document review, site visits, and discussions with involved parties. The Executive Committee has the authority to suggest the PFP Assembly cancels a PFP membership.

## 5 STEPS



### STEP 1



Send via email



Application form for companies, project developers and investors



Letter signed by authorized representative and signatory:

- Explaining motivations for joining the PFP.
- Expressing commitment to invest in and support IPLC efforts.
- Declaring commitment to following PFP Principles.
- Declaring commitment to following PFP Principles after being accepted for membership and report compliance after one year of membership
- Declaring that the company, and/ or its group of companies, are not directly or financially involved or provide financing in activities that promote deforestation or violate the rights of Indigenous Peoples and Local Communities.

### STEP 2



Within 28 days

The Executive Committee will respond to the applicant within 28 working days.