

## Application Guidelines

### I. Eligibility

Membership is divided into five categories: Full, Associate, Corporate, Individual, and Honorary. The Membership categories and their criteria are listed below.

<Membership Categories and criteria>

\* Please note that these criteria are subject to changes stipulated by the Executive Committee of CITYNET.

Type	Code	Characteristics	Criteria
Full	<a href="#">FM-AP</a>	Local authorities in Asia and the Pacific region	<ol style="list-style-type: none"> <li>1. Located in Asia and the Pacific region</li> <li>2. Include within its borders, population of at least 100,000</li> <li>3. Cities with less than 100,000 population in developed countries acceptable</li> <li>4. Have ability to actively contribute to the Network</li> </ol>
Associate	<a href="#">AM-OAP</a>	1. Local authorities outside of Asia and the Pacific region	<ol style="list-style-type: none"> <li>1. Located outside Asia and the Pacific region</li> <li>2. Ability to contribute to the Network</li> </ol>
	<a href="#">AM-NLO</a>	2. National level organisations, including associations of Local Authorities	<ol style="list-style-type: none"> <li>1. For NGOs               <ul style="list-style-type: none"> <li>▪ Well recognized in country/region/city where its main operations are conducted</li> <li>▪ Active in the promotion of human settlements improvement</li> <li>▪ Established for a certain number of years and possesses good track record</li> <li>▪ Goals and activities in line with those of CITYNET</li> </ul> </li> </ol>
	<a href="#">AM-DA</a>	3. Development Authorities	
	<a href="#">AM-NGO</a>	4. Research/ training/ academic institutions	
	<a href="#">AM-NGO</a>	5. Non-government organisations	
Corporate	<a href="#">M-PC</a>	Private corporations	<ol style="list-style-type: none"> <li>1. Provision of financial support, e.g. annual grants and financial support for CITYNET activities</li> <li>2. Business activities conducive to urban services, urban development, urban infrastructure, and/or involvement in public-private partnerships,</li> <li>3. Charitable organisation, and</li> <li>4. Philanthropic organisation (non-profit organisation) whose goals and activities promote the dynamics of the Network</li> </ol>
Individual	<a href="#">M-IN</a>	Individuals	<ol style="list-style-type: none"> <li>1. Involved in CITYNET activities in the capacity as Office bearers, such as Former Mayors, Vice Mayors, or any person who performed such functions and howsoever designated, councilors and senior officials of cities and other local government organisations, including officials of non-governmental organisations, who are no longer holding such office in such city, other local government organisation, or non-governmental organisation.</li> <li>2. And/or who has been involved in and promoted activities in human settlements and/or good urban governance.</li> </ol>
Honorary	M-HON	Honorary Individuals	<ol style="list-style-type: none"> <li>1. Made distinguished contributions to the Network or to the promotion of human settlements management at the local level.</li> <li>2. Conferred by the General Council</li> </ol>

Reference: Requirement of 60:40 ratio of Full and Associate members – City members are to be majority of membership in the Network (At the 8<sup>th</sup> Session of the Executive Committee, Lyon)

## **II. Documents Required for Application**

1. Application form based on the category of Membership
2. City/Organisation Profile according to the Guidelines
3. Other relevant information materials (Certifying document of the status/category of the organisation (e.g. Certificate of Incorporation, Charity Status Confirmation, etc.) or any other available promotional materials)
4. Endorsement Letter (if required)

*Please note that the Secretariat will only accept original documents.*

## **III. Application Procedure**

1. Please submit the Application Form, together with City/Organisation Profile and all other relevant information materials to the CITYNET Secretariat at least two months before the annual session of the Executive Committee Meeting held in the last quarter of every year,
2. Completed applications will be tabled at the CITYNET Executive Committee Meeting,
3. Membership will become effective upon adoption at the Executive Committee Meeting and signing of the Charter of CITYNET,
4. CITYNET services will be available after the first payment of the membership fee/subscription.

## **IV. Endorsement**

No endorsement is required for the Full Member category.

For the Associate Member category, applicants should obtain an endorsement, either from a member of the Executive Committee or from a CITYNET National Chapter, otherwise from a minimum of two existing CITYNET members, at least one of which must be a Full Member.

## **V. Membership Dues**

CITYNET is a member organisation and collects annual membership dues/subscriptions. A matrix of membership dues is attached.

New members are required to pay an annual membership fee for the following year after the official announcement of approval by the Executive Committee.

*Please send your application to CITYNET Secretariat by Email and by Post:*

Secretary General of CITYNET  
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