



**ENSP**

European Network for  
Smoking and Tobacco Prevention

# **APPLICATION FOR ENSP MEMBERSHIP: INFORMATION PACK and APPLICATION FORMS for Legal Entities and Natural Persons**

Version of 02/02/2016

## **Introduction**

The European Network for Smoking and Tobacco Prevention (ENSP) is an independent, international not-for-profit organisation founded under Belgian law which aims to put an end to tobacco consumption and to develop a common strategy, amongst organizations active in smoking prevention and tobacco control in Europe, by sharing information and experience and through co-ordinated activities and projects. The two top priority objectives are (i) to have the Framework Convention on Tobacco Control (hereinafter referred to as “FCTC”) implemented in Europe by 2020 and (ii) to reduce the prevalence of tobacco use in Europe to less than 5% by 2040.

ENSP’s vision is that our fellow European citizens will not suffer the burden of ill health and premature death caused by tobacco. We want children to have the chance to grow up without being targeted by messages that seek to lure them into a lifetime of addiction. We want all Europeans to be able to breathe clean air unpolluted by tobacco smoke. As we communicate more and more freely and cross country borders more frequently, we are aware that our own countries are not in isolation; we feel the effects of change throughout the continent. Thus, we endeavour to put into practice the most effective policies and practices to move towards our common goal.

To eliminate the use of tobacco products, ENSP believes that above all the EU and all European countries need to implement comprehensive tobacco control strategies, including high taxes, comprehensive bans on direct and indirect advertising of tobacco, smoking bans in public and workplaces (including restaurants and bars), strong textual and pictorial warnings on standardized tobacco packages.

The activities that the Association conducts in order to attain its purpose are the following:

- to focus in priority on coordination and consensus building, education, prevention and cessation;
- to facilitate the creation and the development of national and international alliances for smoking prevention and tobacco control in Europe, as well as the support of their actions;
- to promote collaboration amongst Member organizations and support their actions;
- to stimulate and participate in joint projects at national and international level;
- to undertake the collection, distribution and exchange of information relevant for tobacco control to the members of the Network, non-governmental organizations, intergovernmental organizations, national governments all over Europe and the institutions of the European Union;
- to sponsor, promote and organize education and training seminars, conferences, missions, and exhibitions, on matters relevant to smoking and tobacco prevention and cessation.

## **The ENSP Network**

ENSP is a network made up of tobacco control advocates and experts, academics and members of civil society who actively combine efforts to exchange knowledge and co-ordinate strategies.

The network facilitates synergies among its members and with the European Union, World Health Organization, European and international health organisations. ENSP serves as a platform for best practices, policy analysis, advocacy, research and capacity-building.

Membership of ENSP provides amongst others:

- ✓ an access to the leading European and international discussions on tobacco control;
- ✓ an opportunity to contribute to the development of tobacco control in Europe and globally;
- ✓ a direct access to the foremost developments in tobacco control in Europe;
- ✓ an opportunity to contribute to frontline developments through participation in ENSP Working Groups;
- ✓ an assurance that you know what's current and why;
- ✓ a way to build excellence in tobacco control within your institution through dialogue with others;
- ✓ regular updates through e-mails, conferences, workshops and publications;
- ✓ the appropriate notice of all General Assemblies of the Association and the possibility to be present or represented at those General Assemblies and to exercise their vote in accordance with their membership category;
- ✓ an information service, whether in print or electronically;
- ✓ an opportunity to support the implementation of the FCTC with a unified voice;
- ✓ a personal login to the Members' area of the Association's Website with unlocked access to information;
- ✓ an opportunity to be consulted in the preparation of the Association's Position Papers.
- ✓ free access to the ENSP official Journal: <http://www.tobaccopreventioncessation.com/>

## **Criteria for membership**

Natural persons and legal entities may become members of ENSP.

Natural persons or legal entities that are in the service of or associated with the tobacco industry, its liaison groups or daughter companies, or with any of their past ten (10) years or present activities, may not be Members of the Association, nor be allowed to participate in the Association's activities at national or international level.

There are two categories of membership:

1. Full membership (legal entities or equivalent only);
2. Associated membership.

The role of the members of the Association is to promote the European tobacco control effort, through information exchange and co-ordinated activities.

## Full membership

(1) Full Membership is open and restricted to European non-governmental and governmental not-for-profit organizations (hereinafter referred to as “Organizations”) and institutions (hereinafter referred to as “Institutions”) for which tobacco control and health promotion in Europe are major considerations.

An Organization can be (i) a National Coalition, (ii) a Specialized Network or an (iii) Individual Organization active in tobacco control.

A National Coalition is composed of a minimum of two (2) national-based legal entities active in tobacco control regardless whether the latter incorporated themselves a separate legal entity or not.

A Specialized Network consists of national or international legal entities and networks which include tobacco control as a defined part of their strategy.

An Individual Organization is any national-based legal entity which has tobacco control or health promotion as part of its activities or objectives, whether it is or not a member of a National Coalition.

Institution refers to any governmental legal entity operating in the field of health, education, science or research with a proven tobacco control or health promotion activity at national or international level.

(2) Natural persons are not eligible to the Full membership.

(3) Full Members have all Full Membership rights including the right to attend and to vote at the General Assembly according to the provisions of the Statutes and to designate one (1), or in the case of National Coalitions, two (2) representatives for these purposes. Full Membership also includes amongst others the right:

- ✓ to discuss and determine the strategy, the priorities and the policy of the Association;
- ✓ to be eligible for a position in the Board according to article 17 of the Statutes;
- ✓ to select and propose candidates to the General Assembly for Board positions according to article 17 of the Statutes;
- ✓ to propose amendment of the Statutes;
- ✓ to be invited to participate in roundtables, workshops, working groups’ meetings and other activities organized by the Association for its Members;
- ✓ to be consulted in preparation of the Associations’ Positions Papers;
- ✓ to use the Association as a source of information and a platform of contact with other Members;
- ✓ to benefit from the Association’s Brand, support and information services.

(4) Full Membership requires members to carry out the following duties:

- to notify in writing the name of its current representative(s) to the Association;
- to promote its membership, to actively participate and contribute to the Association’s activities and initiatives through regular correspondence and by attending meetings;
- to collaborate and reply to the queries of the National Regent (article 18(4)) appointed by the Association in the Full Member’s country of origin;
- to pay an annual membership fee to be discussed and determined by the General Assembly.

## **Associated membership**

(1) Associated Membership is open to European non-governmental and governmental not-for-profit organizations, public legal entities, and natural persons which take actively part in tobacco control or have health promotion or health education as part of their activities.

(2) Associated Members have no voting right at the General Assembly and are not eligible for a position in the Board. Associated Membership also includes amongst others the right:

- ✓ to attend the General Assembly with a right to speak, but without voting right;
- ✓ to be allowed to participate in roundtables, workshops, working groups meetings and other activities organized by the Association for its Members;
- ✓ to use the Association as source of information and a platform of contact with other Members;
- ✓ to benefit from the Association's Brand, support and information services.

(3) Associated Membership requires:

- except for natural persons, to notify in writing the name of its current contact person to the Association, it being understood that the contact person is responsible for liaison with the Association;
- to promote its Membership, to actively participate and contribute to the Association's activities and initiatives;
- to collaborate and reply to the queries of the National Regent nominated by the Association in the Associated Member's country of origin;
- to pay an annual membership contribution to be discussed and determined by the General Assembly.

## **General Principles for a National Coalition against Tobacco**

A National Coalition should be composed of a minimum of two (2) national-based legal entities which incorporated themselves a separate legal entity. However, if the members of the National Coalition decided not to incorporate such a legal entity, but signed agreements defining their aims and working processes in correspondence with the general principle listed here-above in order to constitute a *de facto* association, their application to ENSP membership would be eligible.

The aim of the National Coalition is to promote tobacco control activities at national level and to contribute through their work to tobacco control at European level.

All actors working in the field of tobacco control should be represented in the National Coalition (i.e. tobacco control associations, national representatives of European specialised networks, cancer associations, heart associations, asthma associations, universities, hospitals, government agencies, non smokers' associations, consumer's associations active in the field of smoking prevention etc.).

The National Coalition should agree on a common strategy for tobacco control, priorities and objectives. One of the objectives of the National Coalition should be to develop a co-ordinated approach toward tobacco control lobbying and advocacy activities.

The National Coalitions should create synergy and promote collaboration on national and European level while respecting the specificity and individual identity of each of its members.

The National Coalition must have a liaison person to handle information exchange among members and with the ENSP Secretariat.

The National Coalition should establish contacts with the national government representatives.

## **Member's representative(s)**

Each Full Member may designate (1) one, or in the case of National Coalitions, (2) two representatives. Except for natural persons, each Associated Member may designate one (1) contact person.

The Full members' representatives and the Associated Members' contact persons are responsible for liaison and collaboration with the Association, as well as for promoting their membership. They shall:

- be their point of contact with the Association and represent the Member at the Association's meetings;
- ensure that information concerning the Association's activities is circulated throughout their own organization (especially to their own member associations, if they themselves represent a National Coalition or a Specialized Network);
- have the power to speak and act on behalf of that organization or institution in respect of the Association's undertakings, policy positions etc;
- have the obligation to respect the confidentiality of internal documents of the Association's and website passwords;
- inform the Board on their use of the ENSP logo and branding.

Each member has to notify in writing the name and the contact details of its representative(s) or contact person to the ENSP Secretariat. The notification must include:

- a clear mandate from the Member to its representative(s) or contact person and
- a signed statement from the Full Member's representative(s) or the Associated Member's contact person confirming that:
  - they are not associated with the tobacco industry or any past or present activities of the tobacco industry, its liaison groups or subsidiaries, in any circumstances;
  - it is their sole responsibility to immediately inform the Board of ENSP should such independence from the tobacco industry cease.

## **General Assembly**

The General Assembly is the supreme body of the Association and has full power to achieve the purpose of the Association. The General Assembly is composed of the Full Members.

The following tasks fall within the competence of the General Assembly:

- a) to approve the annual budgets and accounts;
- b) to approve the Annual Report;
- c) to define priorities of action;
- d) to elect or to dismiss the members of the Board;
- e) to elect the President of the Board;
- f) to approve the Board's decision regarding the admittance of new Members;
- g) to exclude Members;
- h) to amend the Statutes;
- i) to adopt and amend the Internal Rules of the Association proposed by the Board;
- j) to vote on the discharge of the Members and co-opted Members of the Board as well as the auditors;
- k) to determine the Membership fees and contributions;
- l) to appoint and dismiss the auditors and to determinate their salary, if allocated.

## **ENSP Executive Board**

ENSP Board members are elected by the General Assembly amongst the full members for a period of three years.

The Executive Board's tasks include, but are not limited to the following:

- to submit the priorities for ENSP to the General Assembly for approval;
- to develop ENSP's vision, mission and values;
- to be priority-oriented, to establish governance, strategic and tobacco control policy for ENSP;
- to develop and monitor policy, priorities and direction;
- to ensure that legal and financial requirements are met;
- to supervise the work of the Secretariat;
- to consider issues that have been raised by the ENSP members;
- to appoint its own office-holders , i.a. the Vice President and Treasurer, within the Board members;
- if necessary, to set up an Advisory Group and to authorise creation of sub-committees and ad hoc working groups comprising ENSP members;

The Board members' roles are:

- to represent the interests of ENSP's membership;
- to scout for potential leaders or helpers;
- to present ideas to the Board concerning ways to improve ENSP and/or advance its mission;
- to chair or serve on ad hoc sub-committees and working groups, as needed.

More complete and detailed information is available in the ENSP Statutes and Internal Rules, which alone shall constitute the legally binding documentation.

## General guidance to submitting an application for membership of ENSP

An application for ENSP membership should be addressed to the ENSP Secretariat, which is responsible for verifying the validity of the application documents and submitting the application to the ENSP Executive Board in due course.

The application file should contain the application form enabling the applicant to i.a.:

- indicate the mission and main activities of the applicant;
- sign a commitment (and in the case of a coalition from each of its coalition members) to share ENSP's aims and purpose;
- select which membership category the applicant wishes to apply for;
- provide a list and contact details of its own members;
- sign a statement that the applicant and its own members are not associated with any activities presently or for the past ten years of the tobacco industry, its liaison groups or subsidiaries, in any circumstances;
- sign a statement that the applicant will immediately inform the ENSP Executive Board should such independence from the tobacco industry cease;
- commit to pay the membership fees or contribution upon request.

Applicants are also required to i.a.:

- demonstrate that their organisation or institution is a not-for-profit organisation or institution,
- provide a copy of their statutes (or equivalent) or the bilateral agreements signed amongst the members of a coalition if the coalition is not a formal legal entity.

More complete and detailed information is available in the ENSP Statutes and Internal Rules, which are the only legally binding documents. However, should you need any further clarification, please contact:

**Mr. Cornel Radu-Loghin**

*Secretary General*

[cornel.radu@ensp.org](mailto:cornel.radu@ensp.org)



**Application form for  
ENSP membership:  
LEGAL ENTITY**

Version dated 02.02.2016

***Please fill in, sign and send this form and the necessary attachments to:***

ENSP  
Attn. Mr Cornel Radu-Loghin  
Secretary General  
144 Chaussée d'Ixelles, B-1050 Brussels  
E-mail: [cornel.radu@ensp.org](mailto:cornel.radu@ensp.org)

Select the ENSP membership category you wish to belong to:		
<input type="checkbox"/> Full membership                      or <input type="checkbox"/> Associated membership		
<p style="text-align: center;"><u>Full membership:</u></p> <input type="checkbox"/> National Coalition (€300 per member of the coalition, with maximum €1500 total coalition fee) <input type="checkbox"/> Specialized Network (€500) <input type="checkbox"/> Individual organisation (€500) <input type="checkbox"/> Institution (€500)	<p style="text-align: center;"><u>Associated membership:</u></p> <input type="checkbox"/> Individual organisation (€300) <input type="checkbox"/> Public entity (€300)	
Your name and first name:		
Your title/function in the applying organisation:		
Name of the applying organisation:		
Main area of activity:		
Website:		
Postal address:		
Name(s), title(s) and contact details of your designated person(s) (possibly two (2) for a National Coalition) to liaise with	<u>Liaison person 1:</u>	<u>Liaison person 2 (if applicable):</u>



ENSP:		
Postal address of liaison person(s):		
Phone number of liaison person(s):		
Fax number of liaison person(s):		
E-mail address of liaison person(s):		
Please provide a brief summary of your organisation's mission and strategic objectives:		
Please describe your main activities in tobacco control and/or health promotion:		
Please provide the list and contact details of your organisation's members:	<input type="checkbox"/> Our organisation has no membership <input type="checkbox"/> The requested details are in a separate file attached to this form and/or <input type="checkbox"/> See <a href="http://.....">http://.....</a>	
Provenance of the main resources of your organisation:		
Declaration of conflict of interests (if applicable):		
<p><b>Statement to be signed by the applicant:</b></p> <p><i>I, the undersigned, declare on my honour that :</i></p> <ul style="list-style-type: none"> <li>- <i>the information contained in this form is complete and correct;</i></li> <li>- <i>the organisation I represent has a not-for-profit purpose;</i></li> <li>- <i>the organisation I represent and its members share ENSP's aims and purpose;</i></li> <li>- <i>the organisation I represent and its own members have had no involvement for at least the past ten years and are not currently involved, directly or indirectly, with the tobacco industry, its subsidiaries or front organisations, in any circumstances;</i></li> <li>- <i>I will immediately inform the ENSP Executive Board should such independence from the tobacco industry cease;</i></li> <li>- <i>the organisation I represent will pay the ENSP annual membership fee or contribution upon request.</i></li> </ul> <p><i>I also authorise ENSP to publish the information contained in this form and use it for the purpose of its mission.</i></p> <p style="text-align: center;"><i>Date and Signature:</i></p>		

**Statement to be signed by the Liaison person(s):**

*I, the undersigned, declare on my honour that :*

- *I share ENSP's aims and purpose;*
- *I have had no involvement for at least the past ten years and are not currently involved, directly or indirectly, with the tobacco industry, its subsidiaries or front organisations, in any circumstances;*
- *I will immediately inform the ENSP Executive Board should such independence from the tobacco industry cease.*

*I also authorise ENSP to publish the information contained in this form and use it for the purpose of its mission.*

Liaison person 1:

Name:

Title:

Date and signature:

Liaison person 2 (if applicable):

Name:

Title:

Date and signature:

**References:**

Please provide the contact details of two referees who can testify that your organisation is a bona fide tobacco control organisation.

**Attachments:**

Please attach to your application the relevant supporting documentation, as appropriate and required.

- Copy of the statutes or of the signed agreement amongst the coalition members if not incorporated a separate legal entity;
- List of members (if applicable);
- Signed commitment from each coalition member to share the aims and purpose of ENSP;
- Member's Mandate to its representative(s) or contact person.



**Application form for  
ENSP membership:  
NATURAL PERSON**

Version of 02/02/2015

**Please complete, sign and send this form and the necessary attachments to:**

ENSP

Attn. Mr Cornel Radu-Loghin

Secretary General

144 Chaussée d'Ixelles, B-1050 Brussels

E-mail: [cornel.radu@ensp.org](mailto:cornel.radu@ensp.org)

Associated membership (natural person)	
<u>Full membership:</u>  NOT APPLICABLE	<u>Associated membership:</u>  <input type="checkbox"/> Natural person (€50)
<i>Name and first name:</i>	
<i>Main area of professional activity (if applicable):</i>	
<i>Website (if applicable):</i>	
<i>Postal address:</i>	
<i>Phone number (if applicable):</i>	
<i>Fax number (if applicable):</i>	
<i>E-mail address:</i>	
<i>Please describe your main activities in tobacco control and/or health promotion and/or health education:</i>	

*Declaration of conflict of interests  
(if applicable):*

**Statement:**

*I, the undersigned, declare on my honour that :*

- *the information contained in this form is complete and correct;*
- *I share ENSP's aims and purpose;*
- *I have had no involvement for at least the past ten years and are not currently involved, directly or indirectly, with the tobacco industry, its subsidiaries or front organisations, in any circumstances;*
- *I will immediately inform the ENSP Executive Board should such independence from the tobacco industry cease;*
- *I will pay the ENSP annual membership contribution upon request.*

*I also authorise ENSP to publish the information contained in this form and use it for the purpose of its mission.*

*Date:*

*Name:*

*Title:*

*Signature:*