Annex 2 - Terms of Reference for CN Members

CN is a membership-based network. CN members can be organisations and individuals, active in the field of drug use, harm reduction and social inclusion.

CN members are situated in the countries of the WHO Europe Region. Applicants from outside the WHO Europe region can join the network as supporting partners.

There are no membership fees, but members need to commit themselves to the vision and mission statement and the core principles of CN by signing a letter of intent.

Membership application procedure

All applicants need to fill in and submit an electronic membership application form on the CN website. The membership application of a legal entity has to be signed by the official representative of the organisation.

Within 7 days, the CN Office will confirm the receipt of the application and verify the application details, to make sure that they comply with the membership criteria. The application will then be sent to the SC for final approval.

The members of the Steering Committee will review and consider the membership application within 14 days and decide whether to grant membership. If a Steering Committee member objects the membership, a specific (online) meeting will be organised to discuss and agree upon the request. Membership needs to approved by qualified majority within the SC.

No later than one month after the receipt of the application, the applicants will be informed by email about the decision of the SC.

Supporting partners must meet the same criteria as CN members and need to follow the same procedure.

Tasks of CN members

- CN members provide information about their field of operation and their expertise. Based on that expertise, they can contribute to CN reporting and monitoring and they communicate and support the Correlation Focal Point in their country.
- CN members support the dissemination and information sharing by cascading information about CN through their own information channels.
- CN members inform CN on relevant developments in regard of HR and drug policy in their country on request.
Benefits of CN membership

• CN members will be informed on a regular basis about relevant developments and events in the field of drug use, harm reduction and social inclusion. This includes relevant funding opportunities, grants, scholarships and calls for proposals as well.
• CN members can rely on CN assistance in the development and the implementation of relevant activities. CN can provide support in the field of capacity building and advocacy. Specific requests for information and cooperation will be shared among members to ensure transfer of knowledge and collaboration between members.
• CN members are encouraged to participate in CN projects and funding applications, certain CN activities and expert groups, due to their specific knowledge and experience.
• CN members can contribute to CN activities, projects and publications.
• CN members can receive Correlation information material (info sheets, folder) in their own language on request (e.g. certain info sheets, folders).
• CN members get a discount for all CN events, including conferences, seminars and training events.
• CN members can stand for SC elections and are eligible to vote for the SC.
• CN members can provide input on the annual workplan and the advocacy strategy of CN.

Exclusion criteria: in case an organization or individual member acts against the principles, mission and vision of CN, the SC can decide to exclude a member from membership. This decision will be taken with simple majority, and is not negotiable.