**ROUNDTABLE ON SUSTAINABLE BIOMATERIALS**

**MEMBERSHIP APPLICATION FORM**

Membership Applications can be submitted any time to the RSB Secretariat at [info@rsb.org](mailto:info@rsb.org?subject=RSB%20Membership%20Application).

Applications are reviewed by the RSB Board of Directors which usually takes one week to ten days from date of receipt. The Secretariat will acknowledge receipt of your application and inform you once your membership has been approved.

1. **Contact Information**

|  |  |  |
| --- | --- | --- |
| **Organisation:** |  | **Add to Chamber Email List** (minimum 2) |
| **Website:** |  |  |
| **Mailing Address:** |  |  |
| **Phone Number:** |  |  |
| **Billing address (if different from above):** |  |  |
| **Main contact name/title/email:** |  |  |
| **Secondary contact name/title/email:** |  |  |
| **Billing contact name/title/email:** |  |  |
| **Secondary billing contact name/title/email:** |  |  |
| **Communications & Marketing contact name/title/email:** |  |  |
| **Names, titles & emails of people, other than main contact, that should be added to our Chamber Email List** |  |  |
| **Is the organisation a holding company or subsidiary of another company?** *If yes, please specify the name and address, and if the other entity is also a member of the RSB.* |  |  |
| **Data protection:** |  |  |
| The contacts listed on this form consent to their data being used as stated in paragraph 6 | **Yes**  **No** |  |
| I consent to my name & email address being shared with other Chamber Members to encourage networking opportunities. | **Yes**  **No** |  |

1. **Membership Chambers**

Please **select one** of the following five chambers which you would like to join. While your organisation might fall into more than one category, please choose the chamber that ***best*** describes your organisation’s activities.

1. Farmers and producers

2. End-users, traders, investors

3. Rights-based NGOs, rural development, food security, indigenous, and community-based civil society organisations

4. Environment or conservation organisations and climate change or policy organisations

5. Intergovernmental organisations (IGOs), governments, research/academic institutions, standard-setters, specialist advisory agencies, certification agencies, and consultant organisations, as well as any other applicants for membership who do not fulfil the characteristics of any other Chamber

1. **Membership Fee**

Members pay a fee each year which represents an important part of RSB’s income and allow for the healthy functioning of the organisation. The fee structure below is based on the economic size of the organisation and is intended to allow the inclusion of a diverse range of participants.

**Please indicate which fee category your company falls into by ticking the appropriate box in the tables below.**

|  |  |  |
| --- | --- | --- |
| **Public sector and not-for-profit organisations\*** | | |
| **Size Description** | **Annual Operating Budget (USD)** | **Membership Fee (USD)** |
| Small | <15 million | 250 |
| Medium | 15-30 million | 500 |
| Large | 30-150 million | 1,000 |
| Very Large | >150 million | 2,000 |

*\* Chamber 3 organisations are exempted from membership fees (see paragraph 4)*

|  |  |  |
| --- | --- | --- |
| **All other organisations** | | |
| **Size Description** | **Annual Revenue (USD)** | **Membership Fee (USD)** |
| Small | <40 million | 1,000 |
| Medium | 40-200 million | 2,000 |
| Large | 200 million - 2 billion | 5,000 |
| Very Large | >2 billion | 10,000 |

Once your application is approved, we will send you an invoice for your fees which may be paid via credit card or wire transfer.

1. **Chamber 3 Members**

The RSB wants to encourage paritipation and membership of social organisations. If your organisation belongs to Chamber 3, you are automatically exempted from membership fees. However, your commitment to actively engage in RSB activities should be highlighted in your letter of application. In addition to taking an active role as a member of the RSB, as defined in article 7.2 of the Articles of Association, and participating in virtual Chamber Meetings and consultations, engagement can include participating at the Annual General Assembly, as well as participation in RSB projects.

1. **Fee Waivers**

In exceptional circumstances where your organisation is unable to pay the required amount, a fee waiver request may be submitted to the Board of Directors for their consideration.

The Board will consider fee waivers where members provide an in-kind contribution in lieu of fees. In-kind contributions can include:

* + Support work (working hours), e.g. research on scientific issues, policies, lobbying, etc
  + Contribute to the organisation of meetings (i.e. providing venue, meals, etc)
  + Enrollment of new POs in the RSB certification process (helping an operator to become certified)
  + Contribute to the promotion of RSB through marketing, events, introduction to opportunities etc.
  + Talking up a position within the RSB governance structure (Delegate, Director).

Members that would like to request a fee waiver should send a written request to the RSB Board of Directors via email to the RSB Secretariat ([info@rsb.org](mailto:info@rsb.org)). The request should specify the in-kind contribution envisaged .

1. **Data Protection and Consent**

The Roundtable on Sustainable Biomaterials Association endeavours to comply with the principles of the EU General Data Protection Regulation (GDPR) of May 2018.

The information you provide in this form will be used for the administration of your membership, the communication of relevant information to members and the organisation of events. As a member of the Roundtable on Sustainable Biomaterials, all contacts within your organisation are considered to have a real and legitimate interest in receiving news and updates from RSB.

Should any employee require further information, or wish to opt out, please consult our privacy policy or contact our Marketing & Communications Manager, Hannah Walker on hannah.walker@rsb.org.

A limited amount of your information (company/organisation name, website, country) will be listed on our website and in our annual review, which will be publicly available in either electronic or paper versions.

Your data may be processed by Salesforce (our CRM tool), Ekspert SA (our accountants), Mailchimp (Email tool), Google (management of mailing lists) that act as Data Processors on our behalf. They may only use it for the specific purposes for which they act as our data processors and they are not free to pass your data on to other organisations.

Your personal data will not be passed on to any third parties by RSB. Full information about our Data Privacy Policy can ge found at <https://rsb.org/privacy-policy/>. Your data will be stored and used in accordance with this Policy.

1. **Cover Letter**

You may use the template below, or use your own format. Please note that the letter should include the following information:

* A brief description of your organisation’s biofuel/biomaterial-related activities.
* An acknowledgement that your organisation accepts the RSB’s [Articles of Association](http://rsb.org/wp-content/uploads/2018/04/18-04-10-Articles-of-Association_Final.pdf) and other official RSB documents and decisions (in other words the RSB standard and decisions of the RSB governing bodies).
* A declaration of any conflict of interests you are aware of, or statement that none exist.
* For Chamber 3 members, a paragraph on intended engagement.
* And, if you are applying for a fee waiver, an additional paragraph of intended in-kind contributions

**SAMPLE COVER LETTER**

**This letter must be written on the official letterhead paper of the organisation.**

[Insert Date here]

Roundtable on Sustainable Biomaterials Association

c/o Impact Hub Geneva

Rue Fendt 1

1201 Geneva, Switzerland

**RSB Membership**

Dear RSB Board of Directors,

We are pleased to hereby submit our application for RSB Membership.

Our organisation … [PLEASE ADD A SHORT DESCRIPTION OF YOUR ACTIVITIES RELATED TO BIOMASS AND BIOMATERIALS].

We unconditionally accept the RSB Articles of Association, as well as any and all other documents decided, approved, adopted, enacted and implemented by the RSB.

We declare that, to the best of our knowledge, there is currently no conflict of interest between our activities and our participation in the Roundtable on Sustainable Biomaterials. [IF THIS IS NOT THE CASE, PLEASE DESCRIBE WHERE YOU MAY POTENTIALLY HAVE CONFLICTS OF INTEREST]

Thank you for considering our application.

Sincerely,

INSERT NAME & TITLE [must be someone authorised to make the commitment on behalf of your organisation]