

**World Hepatitis
Alliance**

Membership Application Pack

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Welcome

Thank you for downloading our membership application pack. This pack will give you a good overview of what we do, and what it means to become a member. At the end you will find an application form for you to fill out. Please read the information pack carefully before filling in the form.

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What We Do

The World Hepatitis Alliance (the Alliance) is a not-for-profit international umbrella non-governmental organisation (NGO) whose membership is composed of organisations working in the field of viral hepatitis.

The Alliance is in “**official relations**” with the World Health Organization (WHO) since 2011 and is in “**Special Consultative Status**” with the Economic and Social Council since 2013.

The activities of the Alliance include, but are not limited to:

- **Raising awareness** of chronic viral hepatitis
- **Reducing the stigma** associated with chronic viral hepatitis
- Working with the **World Health Organization** (WHO) to give viral hepatitis the profile and priority it needs
- Working with **member groups** to help them ensure that every country has an effective viral hepatitis strategy
- Supporting member groups and helping them to **build capacity**
- **Liaising with other NGOs** to secure support and endorsement for the work of the Alliance, its member groups and World Hepatitis Day

The Alliance is not aligned with any party political views, does not engage in political activity and does not discriminate on the basis of creed, religion or lack of, ethnicity, gender or sexual orientation.

Mission: The World Hepatitis Alliance provides global leadership and supports action that will halt the death toll and improve the lives of people living with or affected by viral hepatitis. Through better awareness, prevention, care, support and access to treatment, our ultimate goal is to work with our members, governments and other key partners to eradicate these diseases from the planet.

Vision: Seeking a world without viral hepatitis.

Structure of the Alliance

The Alliance is composed of Members, which are organisations with a primary interest in chronic viral hepatitis. Individuals may not be Members but umbrella organisations may. Organisations or groups that do not qualify for membership may become 'Associated Groups' (see Membership Criteria section below).

There are currently no fees for membership.

The Alliance is governed by an Executive Board, consisting of a President and 6 Regional Board Members, each representing one of the 6 world regions, as defined by the WHO:

- Africa
- The Americas
- Eastern Mediterranean
- Europe
- South East Asia
- Western Pacific

The WHO website <http://www.who.int/about/regions> lists which countries belong to which regions.

The 6 Regional Board Members and the President must all be chronic viral hepatitis patients, defined as someone who has or has had chronic hepatitis B or chronic hepatitis C infection. The Regional Board Members are elected by a majority vote of the voting members of their respective regions.

In line with the philosophy of the Alliance, the role of the Regional Board Members is:

- To provide governance and strategic direction to the Alliance
- To represent the patient groups in their region and their interests within the Alliance
- Where requested, to help patient groups with national advocacy
- To encourage patient groups to work together, both nationally and regionally, to give the Alliance greater cohesion and strength

The role of the Regional Board Members is not to dictate what patient groups in their region should do or how they should operate.

The President represents the whole membership and is elected by majority vote of the Regional Board Members.

Membership Criteria

The Alliance is a patient organisation, and our members must be patient groups working in the field of viral hepatitis. There are two types of membership with the Alliance – **Voting** and **Non-Voting**. Benefits are the same, but only voting members can vote at annual meetings and nominate and elect the Regional Board Members for their region.

Voting Membership

To become a **voting member**, an organisation must:

1. Be non-profit and non-governmental, and must be independent from commercial, political and religious organisations.
2. Have a legal status appropriate to its country of origin, with a written constitution and/or by-laws. *If no appropriate legal status exists in the country of origin, this criterion may be waived at the discretion of the Executive Board.*
3. Have chronic viral hepatitis as its primary area of interest and activity.
4. Be committed to patients and patient-centred healthcare. This should be demonstrated in its guiding statements, such as its vision, mission or organisational objectives, and its activities.
5. Have at least one patient on its governing board.

All **voting members** should ideally be patient-driven, meaning that the needs and views of patients drive the organisation's strategy, policies and activities. This may be represented by the majority of the organisation's voting members being patients¹ or patient representatives², or the majority of the organisation's governing body being patients or patient representatives. The organisation can also demonstrate that it has some other governance structure, which ensures that it is patient-driven.

The Alliance accepts that cultural differences may make this difficult in some parts of the world and will therefore permit some flexibility. Where an organisation currently has at least one patient on its governing board but is not patient-driven as defined above, the Alliance expects it to move towards becoming patient-driven.

¹ A 'patient' is defined by the Alliance for the purposes of its membership criteria as someone who has or has had chronic hepatitis B or chronic hepatitis C infection

² A 'patient representative' is defined by the Alliance for the purposes of its membership criteria as a person that is significant for a patient or their care, who can represent that patient, for example a partner, parent, family member or close friend. A patient representative should not be a health professional unless they are also a significant relation or friend of the patient they are representing.

Non-Voting Membership

To become a **non-voting member**, an organisation must:

1. Be non-profit and non-governmental.
2. Have a legal status appropriate to its country of origin, with a written constitution and/or by-laws. *If no appropriate legal status exists in the country of origin, this criterion may be waived at the discretion of the Executive Board.*
3. Have a clear interest in viral hepatitis.
4. Be committed to improving healthcare and the principle of patient-centred healthcare. This should be demonstrated in its guiding statements, such as its vision, mission or organisational objectives, and its activities.

Your organisation is an umbrella organisation?

Umbrella organisations may be Members of the Alliance, provided they fulfil the membership criteria. However, they may not be Voting Members if any of their members are Voting Members of the Alliance.

Your organisation does not fulfil the criteria to become a member?

The Alliance recognises that there are organisations and groups that do not meet the Alliance's membership criteria but would like to support the Alliance's work, particularly in raising awareness. The Alliance designates these "Associated Groups" and is happy to provide them with World Hepatitis Day materials.

To apply for this status, please complete the request form provided in this pack and email it to membership@worldhepatitisalliance.org.

Benefits of membership

- **Profile:** The Alliance is in “Official Relations” with WHO and in “Special Consultative Status” with the Economic and Social Council. Consequently, being a member will increase your organisation’s credibility, particularly with Governments. Furthermore, the Alliance promotes its members’ activities, projects and work through its media channels (i.e. website, Facebook, Twitter, WHD report, e-bulletins etc.), thus giving international visibility to your work.
- **Influence:** As Voting members, you may vote at the Alliance’s Annual General Meetings and may nominate and elect the Regional Board Members for your region. Board Members, once elected, represent the views of members in their region at board level. Your views and experiences will help shape the strategic direction of the organisation and therefore influence the global health agenda.
- **Networking opportunities & participation:** As a member of the Alliance, you will become part of a global network of patients’ organisations. You will receive free travel and registration to participate in regional workshops as well as the Global Hepatitis Summit, which in addition to being forums for capacity building, information and exchange of good practices, offer excellent opportunities to network and therefore form useful connections to move your work forward.
- **Capacity building**
 - **Information and Resources:** All members receive a World Hepatitis Alliance Member logo to use on their website. A range of materials is regularly developed and updated such as toolkits, media packages, campaign materials etc., and while these are widely available they are developed based on the specific needs of our members. We also strive to disseminate information about global debates concerning viral hepatitis and current treatment news.
 - **Regional workshops:** those are exclusively organised for the benefit of our members and content is developed following thorough needs assessments.
 - **Policy:** the Alliance offers support and advice to members with their policy work, helping them ensure that their country has an effective strategy in place to combat viral hepatitis and, if necessary, can help members get access to their governments. Our members also get first hand opportunity to get involved in bigger projects such as Global Policy reports, Civil Society reports and other global surveys results of which offer resourceful advocacy tools.
 - **Fundraising:** Toolkits specifically dedicated to fundraising are developed and updated and it is an area thoroughly addressed in our workshops. Our members can also benefit from our experience and research and we are also in constant contact with pharmaceutical companies to encourage the support of their affiliates in countries where we have members.

Responsibilities & Obligations

In line with the principle aims of the Alliance, all Members are expected to:

- Take part in awareness-raising activities around World Hepatitis Day each year, to work together, in as far as is possible, with other Members operating in their country;
- To present their respective Governments with policy requests and to communicate their activities to the Alliance at least annually;
- To interact with other patient groups both within their region and worldwide to help share best practice and support common national, regional and global goals.

An application to become a Member of the Alliance is taken as acceptance of these responsibilities & obligations.

How to Apply?

Applications for membership should initially be made to the Alliance membership staff by emailing the application form and all related documents to membership@worldhepatitisalliance.org. Applications can also be made by post to 1 Baden Place, London SE1 1YW, UK.

A recommendation will then be made to the full Executive Board. Applicants will be informed of the decision of the Executive Board within 2 calendar months of receipt of the completed application form and all necessary documentation, except in exceptional circumstances.

The application form should be filled out in English. Although we use seven languages for our communications, it is not logistically possible for us to use these languages at all times, so we do ask that member groups have one person who is able to communicate in English. If your organisation does not have anyone English speaking, please contact us, as we do not want this to be a barrier to your application.

Any organisation refused membership will be informed of the reasons in writing and given the option of appearing or making representations at the next Board meeting to present their case. Membership is indefinite but may be ended at any time by a Member. It may also be ended by the Executive Board under certain circumstances laid down in our by-laws.

Voting & Non-Voting membership Application Form

Membership			
1.	What membership do you wish to apply for?	Voting <input type="checkbox"/>	Non-Voting <input type="checkbox"/>
Contact Details			
2.	Title	Dr/Mr/Mrs/Ms/Miss/Prof/other – please specify	
3.	First name		
4.	Surname		
5.	Position in the organisation		
6.	Name of Organisation		
7.	Address – Building name or number		
8.	Address, including:		
	Street name		
	District/Town		
	County/Area		
	Postal/Area code (if applicable)		
	Country		
9.	Organisation contact number incl. dialling code		
10.	Contact mobile number (with dialling code) if applicable		
11.	Primary contact email		
12.	Secondary contact email		
13.	Website		
14.	Legal Status (e.g. company)		
15.	Registration number		
Language			
16.	Do you have someone in your organisation who is able to communicate in English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17.	Name of English contact		

18.	Email address of English contact						
19.	Please state which of the following is your <i>preferred</i> language to receive communications:						
	Arabic <input type="checkbox"/>	Chinese <input type="checkbox"/>	English <input type="checkbox"/>	French <input type="checkbox"/>	Portuguese <input type="checkbox"/>	Russian <input type="checkbox"/>	Spanish <input type="checkbox"/>

Funding

20.	What proportion of your funding comes from Government?	%
21.	What proportion of your funding comes from the pharmaceutical industry?	%
22.	Do you receive funding from only one pharmaceutical company for your HBV work?	Yes / No
23.	Do you receive funding from only one pharmaceutical company for your HCV work?	Yes / No

Activities

24.	Please give examples of the activities carried out by your organisation which are focused on viral hepatitis:
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All Applicants must attach the following to their application :

25.	A copy of the organisation's by-laws <input type="checkbox"/>
26.	A copy of the organisation's registration with the local authorities <input type="checkbox"/>
27.	A copy of the organisation's guiding statements, such as vision, mission or organisational objectives and activities <input type="checkbox"/>

For Voting Membership Applications Only

1.	How many viral hepatitis patients are on your governing board?		
2.	What is the total size of your governing board?		
3.	Do you hold elections for your governing board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	<p>If YES,</p> <p>How many voting members does your organisation have?</p> <p>How many of your voting members are patients or patient representatives?</p>		

PLEASE NOTE: Depending on your responses Alliance staff may contact you to be assured of your independence.

Associated Group Request Form

Contact Details						
2.	Title	Dr/Mr/Mrs/Ms/Miss/Prof/other – please specify				
3.	First name					
4.	Surname					
5.	Position in the organisation					
6.	Name of Organisation					
7.	Address – Building name or number					
8.	Address, including:					
	Street name					
	District/Town					
	County/Area					
	Postal/Area code (if applicable)					
	Country					
9.	Organisation contact number incl. dialling code					
10.	Contact mobile number (with dialling code) if applicable					
11.	Primary contact email					
12.	Secondary contact email					
13.	Website					
14.	Legal Status (e.g. company)					
15.	Registration number					
Language						
16.	Do you have someone in your organisation who is able to communicate in English?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
17.	Name of English contact					
18.	Email address of English contact					
19.	Please state which of the following is your <i>preferred</i> language to receive communications:					
	Arabic <input type="checkbox"/>	Chinese <input type="checkbox"/>	English <input type="checkbox"/>	French <input type="checkbox"/>	Portuguese <input type="checkbox"/>	Russian <input type="checkbox"/>

Activities

- | | |
|-----|---|
| 20. | Please write a summary of your vision, mission or organisational objectives and activities. Please include specific activities regarding viral hepatitis. |
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Please attach any documentation if available