



GUIDE TO MEMBER OBLIGATIONS – associate members

The BCI has developed Principles of Participation and related Obligations for each membership category. Members are expected to apply these Principles and to comply with the related Obligations in their activities.

The BCI recognises that there are a variety of activities that members can undertake that will promote the goals of the BCI. This document contains illustrative examples of the sorts of things members can do and is intended to help members understand how they can go about applying the Principles of Participation.

Essential practices: examples of the minimum actions necessary in the short term to promote the production of Better Cotton.

Good practices: examples of actions that will contribute to the full realisation of the goals of the BCI. Members are expected to expand the depth and range of their activities over time.

These examples are intended to be neither prescriptive nor comprehensive, and are provided for guidance only. There will be many other ways that members can apply the Principles and members are encouraged to share their learning and good practices with the BCI Secretariat and with other members. It is intended that this Guide will be updated regularly in light of members' experience.



Associate members may be any organisation that does not fit into the other categories has an agreement with BCI or represents the interests of organisations falling onto the categories Suppliers and Manufacturers, Retailers and brands, or Civil Society.

| Principles | Obligation | Essential practices | Suggested good practices |
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| <p>1. Application of the Principles</p> | <p>1.1 Members shall apply these Principles of Participation in their activities and shall comply with the relevant Obligations that relate to their own organisations.</p> | <ul style="list-style-type: none"> • Work is undertaken towards integrating those Principles of Participation and relevant Obligations within the member organisation’s internal documentation guiding the member’s operations. • Monitoring of and reporting on the compliance of the member organisation with the present Principles of Participation and applicable Obligations is set up. | <ul style="list-style-type: none"> • A specific (senior) representative of the member organisation is designated to ensure application of the Principles, internal monitoring, and reporting and communication with BCI. • The designated representative is a member of a senior decision-making body or has direct access to this type of body, or is accountable to it. • The members’ compliance with the Principles of Participation and the applicable Obligations is monitored internally and is reported on at least annually internally to an appropriate senior decision-making body. • Relevant staff of the member organisation are informed of the BCI membership of their organisation and of the present Principles of Participation and Obligations. • Relevant staff have the opportunity regularly to discuss and contribute to the members’ activities in support of the BCI • Relevant BCI newsletters or updates are circulated amongst members’ staff. • The relevant Principles of Participation and applicable Obligations are integrated in the member’s own code of conduct (if any) or any internal document guiding the member’s operations. |



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| <p>2. Promotion of BCI</p> | <p>2.1 Members shall promote the long-term objectives of BCI and shall not undertake activities that could bring BCI into disrepute or damage its reputation.</p> | <ul style="list-style-type: none"> The member organisation communicates about its membership of the BCI on their website (where possible), in accordance with BCI's Communication Rules. | <ul style="list-style-type: none"> The member organisation communicates about its membership of the BCI and BCI's progress on its website (where possible), through internal communication , and with its staff / members / clients / partners, encouraging continued and greater support for the BCI mission, in accordance with BCI's communications materials and rules. The member organisation communicates accurately about the BCI in accordance with BCI's communications materials and rules. The member organisation raises the profile of the BCI through relevant national and international forums in which they participate. |
| <p>3. Compliance with Antitrust policy</p> | <p>3.1 Members shall comply with the BCI Antitrust policy [2 September 2009] and shall not engage in any collaborative activity that involves sharing information on costs, prices, margins, suppliers or customers that could be interpreted as anti-competitive under international or national trade rules.</p> | <ul style="list-style-type: none"> The relevant staff of the member organisation have read the BCI Antitrust policy and comply with it. | <ul style="list-style-type: none"> The BCI Antitrust policy is communicated to the member's organisation members, and practical requirements for abiding by the policy are highlighted. |
| <p>4. Payment of fees</p> | <p>4.1 Members agree to contribute to the costs of running BCI by paying the fee relevant for their category of membership in a timely manner as determined by the BCI Council.</p> | <ul style="list-style-type: none"> The member organisation pays its membership fee within 60 days of receipt of the invoice. | |



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| 5. Communications about BCI | 5.1 Members shall comply with BCI's Communication Rules covering how their participation in BCI may be described publicly. | <ul style="list-style-type: none"> Relevant staff are aware of the BCI Communication Rules and refer to them for their communication on the organisation's membership. | <ul style="list-style-type: none"> Relevant staff are aware of the BCI Communication Rules and before any communication is undertaken check the compliance of any communication (written and oral) with those rules. When appropriate the support of BCI's Secretariat is sought for public announcements and/or reporting. The member organisation does not make any misleading or unsubstantiated claims about the production, procurement or use of Better Cotton. |
| 6. Participation in BCI activities | 6.1 Members shall contribute to the development of BCI through an appropriate level of meeting attendance, responding to BCI communications, providing information and sharing knowledge. | <ul style="list-style-type: none"> The member organisation advises in advance when its representatives are unable to attend a meeting and provides proxy to another member when relevant. The member organisation provides regular update (annual) on the member's activity relevant to BCI. Where draft minutes of meetings are provided to members for review, responses are provided to the BCI Secretariat within the allocated timeframe. | <ul style="list-style-type: none"> The member organisation attends all meetings (physical and virtual) to which the member organisation is invited. The member organisation responds to email enquiries and requests within the given deadline. The member organisation systematically forwards information on the member's activity relevant to BCI, such as working with supply chain track-and-trace systems, engagement with complementary initiatives, and farmer support activities (direct or indirect) that offer opportunities or learning when working with the Better Cotton System, or as a multi-stakeholder initiative. |
| 7. Achievement of basic standards and commitment to continuous improvement | 7.1 Members shall encourage their own members to join BCI (if relevant). | <ul style="list-style-type: none"> The member organisation systematically communicates about its own membership of BCI to its current and new members / clients / partners. | <ul style="list-style-type: none"> The member organisation promotes the benefits of joining the BCI to its own members / clients / partners where relevant, in materials relevant for engagement with their own organisation. |
| 8. Increasing volumes of Better Cotton | 8.1 Members shall support the increasing production and use of Better Cotton through undertaking activities most appropriate to them. | <ul style="list-style-type: none"> The member organisation informs its members / clients / partners about BCI membership, in accordance with BCI's communication rules. | <ul style="list-style-type: none"> The member promotes the benefits of joining the BCI among its members / clients / partners, where relevant. The member promotes the benefits of joining the BCI in its materials relating to its business services, where relevant. |
| 9. Support for farmers | 9.1 Members shall participate in appropriate BCI activities and facilitate promotion of BCI farm level implementation activities. | <ul style="list-style-type: none"> The member organisation systematically provides information and raises awareness on growing Better Cotton with all of its members. | <ul style="list-style-type: none"> Funding is made available by the member organisation for farmer support activities or additional funding beyond the membership fee is provided to the BCI to coordinate national level implementation. According to its position within, and the structure of, the value chain, the member organisation collaborates with implementing partners in regions it works in. |



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| | <p>9.2 Members shall use the tools developed by BCI, as far as is practicable.</p> | <ul style="list-style-type: none"> The member organisation downloads regularly and disseminates any regionally specific tools or research available on the BCI website, to the appropriate members, clients or partners. | <ul style="list-style-type: none"> The member organisation downloads tools and research materials as is made accessible to them by BCI on a quarterly basis. |
| <p>10. Assessment and reporting</p> | <p>10.1 Members shall report to BCI on the application of these Principles in line with the reporting requirements agreed by the Council.</p> | <ul style="list-style-type: none"> The member organisation reports annually within the given timeframe on the application of all these Principles to the BCI Secretariat, with supporting materials and key learning points. | |
| | <p>10.2 Members shall share best practice and relevant learning</p> | <ul style="list-style-type: none"> The member organisation shares any best practice and relevant learning materials with the BCI Secretariat annually. | <ul style="list-style-type: none"> The member organisation shares any best practice and relevant learning materials with the BCI Secretariat within 1 month of their production and approval for sharing. |