



GUIDE TO MEMBER OBLIGATIONS – civil society

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.



Principles	Obligation	Essential practices	Suggested good practices
1. Application of the Principles	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.	<ul style="list-style-type: none"> • Work is undertaken towards integrating the Principles of Participation and relevant Obligations within the member organisation's internal document 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 active participation in BCI, application of the Principles, internal monitoring, and reporting and communication with BCI. • The members' compliance with the Principles of Participation and the applicable Obligations 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 as relevant.
2. Promotion of BCI	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.	<ul style="list-style-type: none"> • The member organisation communicates about its membership of the BCI publicly and internally, in accordance with BCI's communication rules. • The member organisation informs its staff, donors and stakeholders about the meaning of their BCI membership, 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 publicly and internally, and with their stakeholders 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 forums in which they participate.



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3. Compliance with Antitrust policy	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.	<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 included in the member's staff induction procedures as relevant and practical requirements for abiding by the policy are highlighted.
4. Payment of fees	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.	<ul style="list-style-type: none"> The member organisation pays its membership fee within 60 days of receipt of the invoice. 	
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, such as in Annual Reports, press releases or media responses. The member organisation does not make any misleading or unsubstantiated claims about the production, procurement or use of Better Cotton.



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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 updates (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 prepares in advance for meetings by reading materials, and considering responses, if necessary, through internal consultation. The member organisation systematically forwards information on the activities relevant to BCI, such as engagement with complementary initiatives, research 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 seek to provide oversight of continuous improvement in cotton cultivation.	<ul style="list-style-type: none"> Where it becomes aware, the member organisation reports to BCI on failure to comply with the present principles of other BCI members. 	<ul style="list-style-type: none"> The member organisation informs BCI of any activities or practices it is aware of being undertaken by other BCI members that undermine the goals of BCI The member informs BCI of any good practices among other BCI members it is aware of that contribute to the development of Better Cotton.
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 raises awareness about the impact of cotton cultivation and the existence of the BCI with its stakeholders. 	<ul style="list-style-type: none"> Where relevant, the member develops programmes of activity that contribute to the development of Better Cotton. Where relevant, the member integrates the promotion of Better Cotton into existing programmes. The member organisation systematically encourages private sector organisations to become members of the BCI.
9. Support for farmers	9.1 Members shall provide support for activities to assist smallholder farming communities, according to their identified needs and BCI goals.	<ul style="list-style-type: none"> The member organisation is an implementing partner (if relevant). 	<ul style="list-style-type: none"> The member organisation contributes funding or enables matched funding for implementation activities and becomes an implementing partner.
	9.2 Members shall provide active participation and support for BCI in terms of input, expertise and advice according to its own abilities.	<ul style="list-style-type: none"> The member organisation shares relevant expertise with BCI annually. 	<ul style="list-style-type: none"> The member organisation shares relevant expertise with BCI as soon as practicable.



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<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. 	