



## GUIDE TO MEMBER OBLIGATIONS – producer organisations

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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.

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Principles	Obligation	Essential practices	Suggested good practices
<b>1. Application of the Principles</b>	<b>1.1</b> 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"> <li>• Work is being undertaken towards integrating the Principles of Participation and relevant Obligation within the member organisation's internal document guiding the member's operations.</li> <li>• Monitoring of and reporting on the compliance of the member organisation with the present Principles of Participation and applicable Obligations is set up.</li> </ul>	<ul style="list-style-type: none"> <li>• A specific (senior) representative of the member organisation is designated to ensure application of the Principles, internal monitoring, and reporting and communication with BCI.</li> <li>• The designated representative has sufficient seniority or influence to be able to promote the BCI within the organisation.</li> <li>• 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.</li> <li>• Relevant staff of the member organisation are informed of the BCI membership of their organisation and of the present Principles of Participation and Obligations.</li> <li>• Relevant staff have the opportunity regularly to discuss and contribute to the members' activities in support of the BCI</li> <li>• Relevant BCI newsletters or updates are circulated amongst members' staff.</li> </ul>
<b>2. Promotion of BCI</b>	<b>2.1</b> 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"> <li>• The member organisation communicates about its membership of the BCI publicly and internally in accordance with BCI's communication rules.</li> <li>• The member organisation informs its members and wider value chain relationships about the meaning of their BCI membership, in accordance with BCI's communication rules.</li> </ul>	<ul style="list-style-type: none"> <li>• The member organisation communicates about its membership of the BCI and BCI's progress publicly and internally, with its producer members, relevant government departments and other stakeholders, encouraging continued and greater support for the BCI mission, in accordance with BCI's communications materials and rules.</li> <li>• The member organisation communicates accurately about the BCI, in accordance with BCI's communications materials and rules.</li> <li>• The member organisation raises the profile of the BCI through relevant forums in which they participate.</li> </ul>



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<b>3. Compliance with Antitrust policy</b>	<b>3.1</b> 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"> <li>The relevant staff of the member organisation have read the BCI Antitrust policy and comply with it.</li> </ul>	<ul style="list-style-type: none"> <li>The BCI Antitrust policy is communicated to relevant members.</li> </ul>
<b>4. Payment of fees</b>	<b>4.1</b> 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"> <li>The member organisation pays its membership fee within 60 days of receipt of the invoice, where such fees are due.</li> </ul>	
<b>5. Communications about BCI</b>	<b>5.1</b> Members shall comply with BCI's Communication Rules covering how their participation in BCI may be described publicly.	<ul style="list-style-type: none"> <li>The member organisation does not make any misleading or unsubstantiated claims about the production, procurement or use of Better Cotton.</li> </ul>	
<b>6. Participation in BCI activities</b>	<b>6.1</b> 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"> <li>The member organisation advises in advance when its representatives are unable to attend a meeting and provides proxy to another member when relevant.</li> <li>The member organisation provides regular updates (annual) on the member's activity relevant to BCI.</li> <li>Where draft minutes of meetings are provided to members for review, responses are provided to the BCI Secretariat within the allocated timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation attends all meetings (physical and virtual) to which the member organisation is invited.</li> <li>The member organisation responds to email enquiries and requests within the given deadline.</li> <li>The member organisation sends BCI information about its activities that are relevant to BCI including feedback on successes and learning points.</li> </ul>



Principles	Obligation	Essential practices	Suggested good practices
7. Achievement of basic standards and commitment to continuous improvement	7.1 Members shall support their members to participate in the Better Cotton system.	<ul style="list-style-type: none"> <li>The member organisation actively supports the work of Implementing Partners.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation is an Implementing Partner.</li> <li>The member organisation produces information for its members to assist them in becoming BCI farmers</li> <li>The member organisation uses the tools and support available from BCI</li> </ul>
	7.2 Members are committed to continuous improvement towards meeting the BCI Production Principles and Criteria 2.0 (July 2009).	<ul style="list-style-type: none"> <li>The member organisation provides support to its members to help them to address more and more Production Criteria over the years.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation provides appropriate technical and organisational support to its members to enable them to meet all the Minimum Production Criteria by 2012.</li> </ul>
8. Increasing volumes of Better Cotton	8.1 Members shall provide assistance to their members in maintaining BCI chain of custody requirements	<ul style="list-style-type: none"> <li>The member organisation promotes to farmers the importance and methods for storage and segregation of Better Cotton up to the gin.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation actively supports farmers to segregate Better Cotton up to gin level.</li> </ul>
9. Support for farmers	9.1 Members shall participate in BCI activities and facilitate promotion of BCI farm-level implementation activities among their members.	<ul style="list-style-type: none"> <li>The member organisation develops information and awareness raising material on growing Better Cotton for its members.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation systematically provides information and raises awareness on growing Better Cotton with all of its members.</li> </ul>
	9.2 Members shall use implementation tools developed by BCI, as far as is practicable.	<ul style="list-style-type: none"> <li>The member organisation downloads regularly and disseminates any regionally specific tools or research available on the BCI website, to the appropriate members or partners.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation downloads as soon as they are available and disseminates any regionally specific tools or research available on the BCI website, to the appropriate members or partners.</li> </ul>



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<b>10. Assessment and reporting</b>	<b>10.1</b> Members shall facilitate implementation of BCI's assessment programme (e.g. distribution of monitoring materials, support to farmers in maintaining records, collating records, providing member information to BCI annually).	<ul style="list-style-type: none"> <li>The member organisation participates in Farm Assessment activities as per BCI Farm Assessment mechanisms.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation participates in Farm Assessment activities as per BCI Farm Assessment mechanisms.</li> <li>The member provides support for farmers in record-keeping</li> <li>The member collects and collates information from farmers</li> </ul>
	<b>10.2</b> Members shall share good practice with BCI and report other existing activities and programmes at farm level that are in line with BCI's long-term objectives.	<ul style="list-style-type: none"> <li>The member organisation shares annually relevant learning with BCI.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation shares relevant learning with BCI as soon as practicable.</li> </ul>
	<b>10.3</b> Members shall provide information to help in assessing the activities of other supply chain actors (e.g. respect for contracts).	<ul style="list-style-type: none"> <li>The member organisation reports any wrong doing of other supply chain actors to BCI.</li> </ul>	<ul style="list-style-type: none"> <li>The member organisation monitors and report to BCI on activities of other supply chain actors.</li> </ul>