



**Friends of
the Earth**

**Partnership Agreement terms between
Friends of the Earth local groups and
Friends of the Earth England,
Wales and Northern Ireland (EWNI)**

Please keep a copy of the Partnership Agreement terms for your own records.

You will receive a copy of the signed Agreement when your group first starts. Subsequent copies can be requested by contacting the Activist Information Officer on 020 7566 1677 or via localgroups@foe.co.uk.

Friends of the Earth
England, Wales and Northern Ireland
National Office 26-28 Underwood Street London N1 7JQ
Telephone 020 7490 1555 Fax 020 7490 0881 Email localgroups@foe.co.uk Website www.foe.co.uk
Friends of the Earth Limited Registered in London No 1012357

Printed on paper made from 100% post-consumer waste

Background

Friends of the Earth EWNI is the UK's most influential grassroots environmental campaigning organisation. Local groups enjoy some autonomy from the national organisation (they chose what to work on within agreed parameters) but are linked to the national body via this Partnership Agreement.

Friends of the Earth's vision is one of working with others to create a sustainable global community; societies where people have decided to build the conditions for everyone to enjoy a dignified existence and good livelihood while not impinging on the rights of others. The sustainable societies we are seeking will conserve a diverse planet and improve conditions for people now and future generations.

The grassroots network drives much of the success and ethos of the organisation. Local groups are integral to shaping the direction of the organisation and in determining the organisation's campaigns on an ongoing basis. Local groups are encouraged to take a proactive approach to opportunities to shape Friends of the Earth EWNI's work. See the Involvement Framework (Related Document No. 6) for further details on the areas and approaches that are available for local groups to have a voice within Friends of the Earth EWNI.

Local groups are fundamental to achieving Friends of the Earth's vision. They are groups of individuals who come together voluntarily to campaign on environmental and sustainability issues and support the work of Friends of the Earth. Each group covers a defined geographic locality, typically a unitary or district local government area.

You are one of many local groups across England, Wales and Northern Ireland operating under the same agreement. As a local group you have the role of electing Board members of Friends of the Earth Ltd. Each local group is assigned to a Friends of the Earth region and the local groups in each region have the right to elect one Board member after a vote. All local groups can also participate in the annual Motions to Conference process. An annual fee is payable for renewal of the Partnership Agreement.

What is the Partnership Agreement?

The terms of the Partnership Agreement set out how Friends of the Earth EWNI and each Friends of the Earth local group relate to each other.

Friends of the Earth EWNI seeks to create a spirit of trust, respect and genuine partnership between all of the individuals and groups involved in the organisation. The Partnership Agreement is an important element in achieving this aim. It is an agreement between Friends of the Earth EWNI and individual local groups or networks of local groups, encouraging all parties to consider and agree their expectations of each other. The Partnership Agreement terms inform the goals that local groups set themselves and clarifies the level of support that they can expect from Friends of the Earth EWNI; it also includes a legal agreement granting permission to use the 'Friends of the Earth' name.

Partnership Agreement terms

There are three components to these; our intention is that these expectations are as clear and unrestrictive as possible.

- A. 'Both parties to this agreement should':** this is what we will expect of each other.
- B. 'A Friends of the Earth local group should':** this is what Friends of the Earth EWNI will expect from local groups.
- C. 'Friends of the Earth EWNI will':** this is the support a local group can get from Friends of the Earth EWNI.

Related documents

Available from http://www.foe.co.uk/community/local_groups/resource/partnership_agreement.html or contacting the Activist Information Officer on 020 7566 1677 or via localgroups@foe.co.uk

- 1) *Resources and support* available to help local groups with their work.
- 2) The *Complaints Procedures* detail the systems for either party to feedback about any breakdown of the Agreement, so as to resolve it easily and constructively.
- 3) *Friends of the Earth EWNI campaigns:* a list of current campaigns and the definition of 'active campaigning'.
- 4) *Trade Mark Licence Agreement* granting a licence for a local group to campaign under the Friends of the Earth name and explaining the limit to rights and use of that name.
- 5) *Data protection guidance* to help local groups know more about how to comply with data protection legislation.
- 6) The *Involvement Framework* which sets out how local groups can participate in shaping the future work of the organisation.

Termination of the Partnership Agreement

This is a short statement at the end of the document, detailing the rights both parties have to terminate the Agreement.

Partnership Agreement terms

A. Both parties to this agreement should:

1. Work towards achieving Friends of the Earth's vision.
2. Work together in a spirit of partnership and mutual respect, recognising that everyone has a contribution to make in different ways.
3. Seek to discuss issues in an open and non-confrontational manner, listening to and respecting other people's opinions.
4. Seek to build consensus, but be able to agree to disagree.
5. Seek to keep our commitments, in other words we do what we'll say we'll do.
6. Exchange information between each other and with other groups.
7. Respond to requests for information in a timely and reasonable way.
8. Abide by the Complaints Procedure.
9. Comply with the terms of the Trade Mark Licence Agreement.

B. A Friends of the Earth local group should:

1. Campaign on environmental and sustainability issues and support the work of Friends of the Earth. Campaigning is taking action to achieve change - it encompasses a broad range of activities on international, national, regional and local campaign issues such as: lobbying, actions, media work, stalls, letter writing, awareness raising, projects, fundraising, education, working in alliances, work with schools, talks, e-actions, and so on.
2. Actively work on at least one Friends of the Earth EWNI campaign (see document on Friends of the Earth EWNI campaigns).
3. Determine its own activities. What a group does is likely to depend on local opportunities and people's interests within that group. It is up to each group to decide which activities to take part in and how much to do.
4. Ensure that all its activities are lawful and/or in line with Friends of the Earth policies and guidelines. This includes complying with the Data Protection Act 1998 and other associated legislation. In particular local groups and individuals representing local groups engaging in unsupervised and supervised activities with young people should be aware of and comply with our Child Protection Policy. *Download from <http://www.foe.co.uk/community/youth> or telephone 020 7566 1677.*
5. Have a public profile in their area of activity. For example through local media, days of action, stalls, posters, membership leaflets in public places, a website, a newsletter, open meetings, and networking with other organisations.
6. Encourage members to attend relevant training opportunities, networking events (such as regional meetings, consultation and planning meetings), and the Annual Conference.
7. Have effective ways of communicating within the group. For example, e-mail updates, newsletters, phone trees, an accessible list of contact details for officers and activists.
8. Hold regular, accessible meetings that are open to all members and to the public.
9. Hold an Annual General Meeting (AGM) at which officers of the Group are elected, a review of activities and finances is made and a plan for future activities is presented. **A report from the AGM should be sent to Friends of the Earth EWNI, including financial records.** All members of the local group should be given at least four weeks' notice of the AGM, and be able to both stand for election and to nominate candidates for election.

10. Have at least two democratically elected officers, to be elected at the AGM. Each group should have a treasurer and group coordinator, and one of the officers should act as a contact with Friends of the Earth EWNI.
11. Be accessible to newcomers and have a welcoming and engaging attitude towards them. Membership of a Friends of the Earth local group should be open to all people regardless of their race, gender, disability, sexual orientation, religion, class, marital status, age or political affiliation.
12. Not endorse any Political Party nor work with any Party during an election period; this does not preclude collaborating with Political Parties on specific campaigns where there are clear, shared goals.
13. Not engage in hostile action against any other parts of Friends of the Earth.
14. Participate in Friends of the Earth EWNI surveys and consultations whenever possible.
15. Keep records of its income and expenditure, assets and liabilities. These records should be open to members of the local group and sent in annually to Friends of the Earth EWNI.
16. Not apply for charitable status without the consent of Friends of the Earth EWNI. If Friends of the Earth EWNI gives consent for the group to apply to the Charity Commission for charitable status, the group must allow Friends of the Earth EWNI to actively monitor the process of application. This includes notifying Friends of the Earth EWNI of each stage of the application, providing a copy of all correspondence between the group and the Charity Commission when submitted or received, and informing Friends of the Earth EWNI of the outcome of the application once known.

Local groups are strongly recommended to adopt their own constitution, and a model constitution is available for this purpose. Download from http://www.foe.co.uk/resource/organisational_policy/local_group_model_constitu.doc or contact the Activist Information Officer on 020 7566 1677 or via localgroups@foe.co.uk. Local groups are also encouraged to participate in their regional elections to the Friends of the Earth Ltd Board.

C. Friends of the Earth EWNI will:

1. Provide public liability insurance for local groups.
2. Provide a comprehensive range of support materials for local group activities, for example campaign, fundraising and recruitment materials.
3. Support the development of local groups to help them organise and campaign effectively.
4. Invite local groups to participate in Friends of the Earth's strategy and policy making.
5. Organise and subsidise an Annual Conference to which local groups are invited.
6. Provide a grant fund to support local group activities.
7. Support networks of local campaigners that are working on Friends of the Earth EWNI campaigns (see document on Friends of the Earth EWNI campaigns).
8. Communicate regularly with local groups about campaigns and organisational issues. For example through regional newsletters, the local groups magazine, at meetings, via e-mail and the internet.
9. Provide training, information and advice on campaign issues, and on campaigning and organisational skills.
10. Disseminate best practice.
11. Administer the Partnership Agreement for local groups and networks of local groups.
12. Inform a local group of any activity that Friends of the Earth EWNI is planning within their defined geographical area, with good notice wherever possible.
13. Administer the Friends of the Earth's constitutional processes that local groups are entitled to participate in: election of Board members and Conference Motions.
14. Invite local groups to participate in Friends of the Earth's campaign and other activities, and provide them with all relevant materials with good advance notice.
15. Respond to local group communications within five working days (an initial response at least will be sent, and a detailed response may follow). Provide response for media backup as soon as possible or according to the enquirer's deadline. Publications and goods from the Supporter Service Unit will be provided within 21 working days.

16. Provide a mechanism for feedback from local groups on the quality and effectiveness of the services and materials that are provided to them, and improve the quality of those services and materials in the light of that feedback.

The specific range of services that Friends of the Earth provides to local groups is likely to vary from year to year. A list and description of the services that are currently offered to local groups is set out in the related document entitled “Resources and support”.

Termination

Either Friends of the Earth or the local group are entitled to end the Partnership Agreement for any reason and at any time by sending a written notice to the other party. The agreement may be ended for any reason at the sole discretion of the person ending it although the written notice should state the reason for doing so. Termination of the Partnership Agreement will result in the automatic termination of the Trade Mark Licence Agreement.

Trade Mark Licence Agreement

The Trade Mark Licence Agreement must be signed by the local group Coordinator who also signs the Partnership Agreement. The Partnership Agreement will only come into effect when both agreements have been signed. The Trade Mark Licence Agreement sets out the terms on which Friends of the Earth allows the local group to use Friends of the Earth’s Trade Marks and is necessary to protect Friends of the Earth’s important and valuable rights. **The Trade Mark Licence Agreement only needs to be filled in when a local group starts, changes its name or when the Trade Mark Licence Agreement is amended.**

Partnership Agreement for Friends of the Earth EWNI local groups

This Partnership Agreement is made the _____ day of _____ 20____.

Between:

- 1) Friends of the Earth Limited whose registered office is at 26-28 Underwood Street London N1 7JQ; and:
- 2) _____ Friends of the Earth
(add name of the local group)

This local group will cover the following geographical area: _____

(typically a unitary or district local government area)

Signed by Coordinator: _____

Name: _____

Address: _____

Postcode: _____

Phone Number: _____ Email address: _____

These details are for our internal records only and will not be given out to members of the public or other organisations. If you are completing these details on behalf of someone else, please ensure that you have their permission to provide us with their contact details.

Please note that you also need to tell us the correct contact details to use for the group – please complete the form overleaf.

Witness section:

In the presence of: _____ (signature)

Address: _____

Postcode: _____

Occupation: _____

Please return this Agreement to Friends of the Earth

C/O Diane Leonard, Supporter Services Unit, 56 - 58 Alma Street, Luton LU1 2PH.

For Office Use only

Name:

Position: Capacity Building team member

Address: 26 – 28 Underwood Street London N1 7JQ

Signed on the _____ day of _____ 20____.

Source code: LGPANEW

Confirmation of local group contact details:

To help us communicate with the right person in your group, one person needs to be the designated **Internal Contact**. The Internal Contact will receive **all** communications from Friends of the Earth for your group. This includes:

- Regional monthly Co-ordinator's email from your Network Developer.
- Co-ordinator's copy of Change your world magazine.
- Mailings on Motions, Board Elections, Insurance, Conference, and Partnership Agreement renewal.
- Important news, updates and information on campaign priorities.

The Internal Contact may receive additional communications from us when we need to contact local groups. **Unless you tell us otherwise, the Co-ordinator will be the Internal Contact. If you wish someone else in the group to receive these internal communications, please list their details here:**

Internal Contact (if different to Co-ordinator's details)

Name: _____

Address: _____

_____ Postcode: _____

Phone Number: _____ Email address: _____

These details are for our internal records only and will not be given out to members of the public or other organisations. If you are completing these details on behalf of someone else, please ensure that you have their permission to provide us with their contact details.

In response to feedback from many local groups, we have now set up a system enabling the Internal Contact for each group to choose to receive current postal mailings from us by email instead. If you would like to do this, please tick the box below:

Wherever possible, I would like to receive postal mailings from Friends of the Earth for my group via EMAIL instead

Please note that we will not always be able to send mailings by email, so you are likely to still receive some mailings from us by post. Occasionally we may also decide that a mailing is too important to send by just email, so we will send it to you by post only or by post and email.

If your group would like to have more than one Internal Contact, we can accommodate this. All Internal Contacts will receive the same information. Please provide the additional name(s) and contact details on a separate sheet, plus an indication of whether the extra individual(s) would like to receive current postal mailings by email instead.

External Contacts

Please fill in the External Postal, Email and Telephone Contact details for the group. Any details added here will be displayed on the Friends of the Earth website and given out by us to enquirers wanting to contact the group. If you are completing these details on behalf of someone else, please ensure that you have their permission to provide us with their contact details and for their details to be given out and displayed on the website.

Postal contact

Name: _____

Address: _____

_____ Postcode: _____

Email contact

Name: _____

Email: _____

Telephone contact

Name: _____

Phone Number: _____

All licensed local groups are provided with their own microsite as part of the main Friends of the Earth website (i.e. [www.foe.co.uk/\[insertnameofgrouphere\]](http://www.foe.co.uk/[insertnameofgrouphere])) and the details you have listed above for postal, email and telephone contact will be listed on this page. However, if your group also has its own website, please state the web address here:

Local group web address: _____