



**Friends of
the Earth**

**Partnership Agreement terms between
Friends of the Earth local group networks
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 network 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

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Background

Friends of the Earth EWNI is the UK's most influential grassroots environmental campaigning organisation. Local groups and networks 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 and the networks which form between them 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 group networks across England, Wales and Northern Ireland operating under the same Agreement. The individual groups that make up your network have exactly the same role to play as any other groups, such as 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. The Agreement is very similar for networks of local groups.

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 and 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 and networks 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 network should': this is what Friends of the Earth EWNI will expect from local group networks.

C. 'Friends of the Earth EWNI will': this is the support a local group network can get from Friends of the Earth.

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 and networks 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 network 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 and networks know more about how to comply with data protection legislation.
- 6) The **Involvement Framework** sets out how local groups can participate in shaping the organisation's future work.

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 and networks.
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 network 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. Determine its own activities. What a group network does is likely to depend on local / county or regional opportunities and people's interests within that network. It is up to each network to decide which activities to take part in and how much to do. It is also important that all members agree on policy and that this is represented consistently to the public.
3. 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.*
4. Have a public profile in their area of activity. For example through local and regional media, a website, a newsletter, open meetings, and networking with other organisations.
5. Encourage members to attend relevant training opportunities, networking events (such as regional meetings, consultation and planning meetings), and the Annual Conference.
6. Have effective ways of communicating within the network. For example, e-mail updates, newsletters, phone trees, an accessible list of contact details for officers and activists.
7. 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 network 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.
8. Have at least two democratically elected officers, to be elected at the AGM. Each network should have a treasurer and network coordinator, and one of the officers should act as a contact with Friends of the Earth EWNI.
9. Be accessible to newcomers and have a welcoming and engaging attitude towards them. Membership of a Friends of the Earth local group network should be open to all people regardless of their race, gender, disability, sexual orientation, religion, class, marital status, age or political affiliation.

10. 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.
11. Not engage in hostile action against any other parts of Friends of the Earth.
12. Participate in Friends of the Earth EWNI surveys and consultations whenever possible.
13. Keep records of its income and expenditure, assets and liabilities. These records should be open to members of the network and sent in annually to Friends of the Earth EWNI.
14. Not apply for charitable status without the consent of Friends of the Earth EWNI. If Friends of the Earth EWNI gives consent for the network to apply to the Charity Commission for charitable status, the network 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 network 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 and networks 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.

C. Friends of the Earth EWNI will:

1. Provide public liability insurance for local group networks.
2. Provide a comprehensive range of support materials for networking activities, for example campaign, fundraising and recruitment materials.
3. Support the development of local group networks to help them organise and campaign effectively.
4. Invite local group networks 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 networking 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 network of any activity that Friends of the Earth EWNI is planning within their defined geographical area, with good notice wherever possible.
13. Invite local group networks to participate in Friends of the Earth's campaign and other activities, and provide them with all relevant materials with good advance notice.
14. Respond to local group network 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.
15. Provide a mechanism for feedback from local group networks 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 and networks 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 network 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 network Co-ordinator 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 network 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 network starts, changes its name or when the Trade Mark Licence Agreement is amended.**

Partnership Agreement for Friends of the Earth EWNI networks

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 network)

This network will cover the following geographical area: _____

(typically a county)

Signed by Network Coordinator: _____

Name: _____

Address: _____

_____ Postcode: _____

Phone Number: _____ Email address: _____

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: LGNETPANEW

The Network shall comprise of the following local groups:

_____ (“Local Group”)

_____ (“Local Group”)

_____ (“Local Group”)

_____ (“Local Group”)

_____ (“Local Group”)

_____ (“Local Group”)

_____ (“Local Group”)

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