

# GOGLA Membership Policy – 2017 Revision

## Introduction

This GOGLA membership policy document outlines the rights and responsibilities of members for the various member categories. It provides guidance for current as well as potential future members of GOGLA. This document is adopted by the GOGLA Annual General Meeting (AGM).

The membership policy is to be considered in conjunction with:

- The Statutes of Global Off-Grid Lighting Association
- The GOGLA Code of Conduct
- GOGLA’s Guidelines for Corporate Social Responsibility
- GOGLA’s Ethical Review Committee Policy

These documents, as well as other applicable by-laws, together form the ‘GOGLA rules’. They can be found at GOGLA’s website: <http://gogla.org/about-us/gogla-membership-policy>

## Membership Categories

GOGLA is an industry association but welcomes and encourages the participation of diverse organizations and companies. To ensure that GOGLA maintains its focus on industry, but also allows non-industry stakeholders to have a significant voice in the process, GOGLA has two main membership categories: industry members and associated members.

Membership Category	Definition
<b>Industry Member</b>	<p>Legal entities that seek to generate profit and to derive a significant proportion of their income from the sale of off-grid lighting and electricity products or services may be registered as industry members.</p> <p>Organization can qualify as an industry member, if they:</p> <ul style="list-style-type: none"> <li>✓ Pursue a commercial interest</li> <li>✓ Are part of the value chain for off-grid lighting and electricity products in at least one of the following areas: supplying of product parts, appliances, or specialized software; manufacturing products; distributing products; importing products; retailing products; providing after sales service for products.</li> </ul>
<b>Associated Member (non-industry member)</b>	<p>Organizations and individuals that are involved in off-grid lighting and electrification and form part of the environment for the sector, may qualify as associated members. The stated objectives of candidate organizations must be contributing to promotion and development of the off-grid lighting and electrification market and it should logically be in the interest of candidate associate members to see the sector prosper.</p> <p>Associated members may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>✓ International organizations</li> <li>✓ Donor organizations</li> <li>✓ National industry associations</li> <li>✓ Civil society organizations</li> <li>✓ Research centers and universities</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Investors</li> <li>✓ Test laboratories</li> <li>✓ Financial service providers</li> <li>✓ Consultancies</li> <li>✓ Individual members</li> </ul>
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### GOGLA Focus

GOGLA seeks to be the global industry association for the off-grid lighting and electrification industry. In GOGLA's view, "off-grid lighting and electrification" refers to integrated systems that provide electrical services as stand-alone solutions operating independently, reliably and sustainably. Essential components include: 1) power generation; 2) power storage; 3) power conversion to services; 4) control electronics to manage the system; each sized to enable the full system to function independent from any other power system.

#### Please note:

- Other than GOGLA's name may suggest, this definition does not necessarily require that systems provide lighting as one of its functions. GOGLA aims to gradually expand its services to organizations offering solutions beyond lighting and household electrification. It will do so with caution in order not to lose relevance for its existing member base.
- Systems that rely on an external supply of fuel are not considered to work independently, and thus do not meet this definition.
- 'Minigrids' are generally not considered to be 'integrated stand-alone systems' and thus don't meet the definition either.
- Companies providing solutions outside the above definition would not be eligible to become a 'GOGLA Industry Member' but may still apply as 'GOGLA Associated Member'
- Ongoing market developments and growth of GOGLA's resources and capacities may lead to a review of this focus in the future

### Member Services

GOGLA members will be entitled to following GOGLA benefits:

#### 1. Access to market information and guidance.

In addition to market information that GOGLA makes available to all sector stakeholders, GOGLA members will:

- Receive the GOGLA Member Briefing via e-mail (generally, once a week)
- Have access to the member section of the GOGLA website with a range of sector tools, guides and other information resources.
- Have access to GOGLA Office staff for specific questions.

#### 2. Access to GOGLA sales data and impact data.

GOGLA industry members will be invited to participate in GOGLA's half-yearly sales and impact data collection. Members that contribute information will receive access to the GOGLA results platform, providing the most granular data as well as comparisons between own company performance against sector developments. Other GOGLA members may be entitled to access to the results platform (without own performance comparison) depending on their category; this may involve an additional fee.

3. Access to events for networking and knowledge exchange.  
GOGLA organizes various events, alone or jointly with other sector stakeholders. Depending on the nature and objective of the event, participation may be open for all, or restricted.
  - *GOGLA annual member conference*: open to GOGLA members and GOGLA partners only, at no costs.
  - *Sector conferences*: open to all GOGLA members against participation fee. GOGLA will normally offer GOGLA members a reduced fee where our role in the organization allows us to do so, and invite members for speaking roles first where logically and suitably fitting the agenda.
  - *Thematic meetings*: normally accessible for invited members only, sometimes only for specific segments of the industry. GOGLA members may expect to be invited to such meetings if they are clearly part of the target group, unless the objective of the meeting requires a more restrictive invitation list.
  
4. Influencing the agenda for sector discussions  
GOGLA actively advocates on behalf of the industry on a range of topics. It also actively promotes, and helps deliver, sector support programmes to help develop the industry. Through GOGLA, members may influence agendas for sector policy and sector support as follows:
  - Join GOGLA Working Groups and contribute to discussions, as well as proposing agenda items for GOGLA Working Groups. For specific issues GOGLA may from time to time establish ad-hoc sub-groups with active members, within the framework of a formal Working Group.
  - Engage with GOGLA Office team members and/or GOGLA BoD members for activities not (yet) covered by any of the Working Group agenda's
  
5. Receive endorsement as responsible and serious industry stakeholder
  - GOGLA members will receive a 'GOGLA member' logo which they may use on their website and other materials, to demonstrate they are GOGLA member and thus seriously committed to contribute to the industry.
  - GOGLA members can use the GOGLA newsletter and member briefings to channel company updates (final editorial decisions with GOGLA)
  - GOGLA will review the feasibility of either company or product labels to help distinguish top performing members/products. If implemented, such labels may be restricted to GOGLA members in certain categories only.

Depending on the membership category, members may be entitled to additional GOGLA services as indicated under 'fee structure' below.

#### Member Rights and Duties

- a) **General:** All GOGLA members shall actively promote the growth of the sector in a sustainable fashion. All GOGLA Members:
  - ✓ Shall abide to the GOGLA rules, including the Code of Conduct as well as Corporate Social Responsibility Guidelines;
  - ✓ Are expected to follow any recommendations applicable to their own organization from GOGLA Industry Opinions, or move towards meeting such recommendations as quickly as reasonably possible;
  - ✓ Are encouraged to join the Global Compact.

All GOGLA members have the right to be elected to the Board of Directors. As per AGM resolution (AGM 2014), there will be seven Board positions. However, as per the same resolution, at least five out of the seven BoD members must qualify for the category “Industry Member”.

Regardless of the membership category, all members have the right and are encouraged to join the various GOGLA working groups. Each working group member is allowed to vote when the working group is taking formal decisions (one vote per GOGLA member)

- b) **Data reporting:** All GOGLA members will be granted access to market data on an aggregated level.
- ✓ All industry members are expected to report market data when asked by GOGLA office. This includes, but is not limited to, the regular (currently six-monthly) reporting of sales data for all countries of activity and product categories; as well as product specifications of relevance used for the reporting of social impact. In turn, industry members who contribute market data will obtain access to data at the most detailed level available (on a level that does not allow to extract sensitive data of individual companies). GOGLA shall treat member data prudently and with greatest discretion, and only collect data that has been agreed upon in one of GOGLA’s Working Groups.
  - ✓ Associate members may be incidentally invited to provide data or views; participation is voluntary.
- c) **Quality assurance:** All GOGLA members trading in off-grid lighting and electrification products are expected to ensure that their products meet at least internationally agreed minimum quality standards and that products meet advertised specifications. All GOGLA members are encouraged to demonstrate this through e.g. independent testing or certification.

Depending on the membership category, members may have additional GOGLA rights and restrictions as indicated under ‘fee structure’ below.

### Fee Structure

GOGLA applies a graded fee structure to allow also small companies and organizations to become a member of the association. The following GOGLA membership fees apply:

Industry Members		
Annual Turnover <sup>1</sup>	Annual Membership Fee	Specific rights/limitations
Start-up	USD 750	<ul style="list-style-type: none"> <li>• Existing for less than 3 years when applying, and turnover &lt; USD 1 million</li> <li>• Eligible for ‘start-up’ status for max 2 years</li> </ul>
Below USD 1 Million	USD 1,500	<ul style="list-style-type: none"> <li>• All normal rights/obligations for industry member</li> </ul>

<sup>1</sup> For industry members that are part of a group or which focus on more activities than off-grid lighting and electrification alone, the applicable turnover is that of the legal entity which is responsible for commercial activities in off-grid lighting and electrification

From USD 1 million to USD 5 million	USD 4,000	<ul style="list-style-type: none"> <li>• Preferential placement on GOGLA website</li> <li>• All normal rights/obligations for industry member</li> </ul>
From USD 5 million to USD 15 million	USD 7,000	<ul style="list-style-type: none"> <li>• Preferred status for speaking roles at GOGLA events (subject to content/suitability)</li> <li>• Preferential placement on GOGLA website</li> <li>• All normal rights/obligations for industry member</li> </ul>
From USD 15 million to USD 30 million	USD 10,000	<ul style="list-style-type: none"> <li>• Engage GOGLA Office for company strategy review (on demand/against costs)</li> <li>• Invitations to closed-door conversations with key decision makers (when applicable)</li> <li>• Preferred status for speaking roles at GOGLA events (subject to content/suitability)</li> <li>• Preferential placement on GOGLA website</li> <li>• All normal rights/obligations for industry member</li> </ul>
Above USD 30 million	USD 15,000	<ul style="list-style-type: none"> <li>• Invitation to annual GOGLA Industry Leaders meeting with GOGLA BoD and Advisory Board</li> <li>• Invitations to closed-door conversations with key decision makers (when applicable)</li> <li>• Engage GOGLA Office for company strategy review (on demand/against costs)</li> <li>• Preferred status for speaking roles at GOGLA events (subject to content/suitability)</li> <li>• Preferential placement on GOGLA website</li> <li>• All normal rights/obligations for industry member</li> </ul>

<b>Associated Member</b>		
<b>Staff count<sup>2</sup></b>	<b>Annual Membership Fee</b>	<b>Specific rights/limitations</b>
Individual Member	USD 750	<ul style="list-style-type: none"> <li>• Reserved for individuals not representing an organization.</li> <li>• All normal member rights/obligations, not transferable beyond the individual.</li> </ul>
1-10	USD 2,500	<ul style="list-style-type: none"> <li>• May purchase access to GOGLA 'results platform' for market data</li> <li>• All normal member rights/obligations</li> </ul>
10-100 staff members	USD 4,000	<ul style="list-style-type: none"> <li>• May purchase access to GOGLA 'results platform' for market data</li> <li>• All normal member rights/obligations</li> </ul>
100-500 staff	USD 7,500	<ul style="list-style-type: none"> <li>• May purchase access to GOGLA 'results platform' for market data</li> <li>• All normal member rights/obligations</li> </ul>
Above 500 staff	USD 15,000	<ul style="list-style-type: none"> <li>• Free access to GOGLA 'results platform' for market data on request</li> <li>• All normal member rights/obligations</li> </ul>

<sup>2</sup> The staff count is that of the relevant legal entity applying to be associated member

Fees are payable upon joining for the period until the end of the calendar year; then payable once a year in January. To be able to accurately determine the applicable fee, industry members will be requested to report their annual turnover category once a year to GOGLA.

For existing members, the above fee structure will enter into force from January 1<sup>st</sup> 2018. For new members, the fee structure will enter into force upon adoption by the GOGLA AGM.

If a member or qualifying applicant is unable to finance the full membership fee, the GOGLA Board of Directors may determine a temporary reduced fee at its discretion.

### Membership application and cancellation procedures

Membership application and cancellation procedures are determined by the GOGLA Statutes, and summarized below.

For applications:

- Interested candidates should fill out the form on GOGLA's website
- Information on the candidate will be reviewed by the GOGLA Office; the GOGLA Office may contact the candidate for additional information in case of questions
- Reviewed applications will be presented to the GOGLA BoD for approval
- If accepted, the candidate will be informed and provided with a first invoice
- On receipt of the first payment, the candidate will formally join GOGLA. Starting date will be assumed to be the 1<sup>st</sup> day of the month following acceptance by the BoD.
- New members will be provided with a GOGLA 'induction package' providing them with information on the workings of GOGLA

For cancellations:

- Membership will be automatically renewed per calendar year, unless ended by the member before December 1<sup>st</sup> of the preceding year.
- A cancellation needs to be submitted in writing (post or e-mail) to the GOGLA Office.

### Disputes

In cases of disputes between GOGLA members, or between the GOGLA BoD and a GOGLA member, GOGLA members and board members may refer their case to the Ethical Review Committee (ERC). The ERC will follow a set procedure, assessing the involved GOGLA Member's behaviour against the 'GOGLA rules', to aim for the dispute to be resolved, and/or to recommend to the GOGLA BoD a course of action to take.

*Approved by the GOGLA Annual General Meeting in Paris at May 24<sup>th</sup>, 2017*