



Application for provisional membership of IFAT

TYPE 1. Southern producers and intermediaries

INTRODUCTION

This application document consists of four sections: 1) Prospective Member Profile; 2) Questionnaire about Fair Trade Policies and Practices 3) Motivational Questions; and 4) References.

Please complete the form and send it, together with documents stated below, to the Membership and Monitoring Officer at the IFAT Secretariat (membership@ifat.org). If you are an African Organization, please send all the documents stated above to COFTA secretariat (membership@cofta.org). If you have any questions or experience problems in sending all documents by email, do not hesitate to contact us at membership@ifat.org

In order for IFAT to process your application for membership, you will need to provide all the following documentation. Please number each document as shown below.

- 1 A signed copy of the IFAT code of Practice.
- 2 A copy of the financial statement for the last two financial years (Audited, if your annual turnover is above \$200 000 USD per year).
- 3 A copy of your most recent annual report, if you have one.
- 4 Excerpts from your organization's bylaws or constitution which state i) the organization's purpose and mission; ii) its date of establishment and iii) list of its members are (max 2 pages).
- 5 A completed Questionnaire.

Applications must be completed in one of the three official languages of IFAT: English, Spanish or French.

All supporting documents should be translated, if needed, to one of the official languages of IFAT. In order to consider your application complete; all of these documents should be included.

We would like you to notice that we cannot process your application if parts are missing. Therefore, we strongly suggest you to send only complete applications.



Section 1

Organization Profile

Tip: Use the TAB key to quickly jump from field to field. All grey text fields will expand automatically if you need more space. Pressing the ENTER key inside a grey text field will give you an extra line to type in.

1.1 Contact Details

Name of your organization:	
Address:	
Postal Code:	
Country:	
Telephone Number:	
Fax Number:	
E-mail Address:	
Website:	
Name of General Manager:	
E mail address:	
Name of contact person:	
E mail address:	

1.2 Your Organization

1.2.1 What is the legal status of your organization? Please mark the boxes that best describe the legal status of your organization

Co-operative	<input type="checkbox"/>
Private company	<input type="checkbox"/>
Non-governmental organization	<input type="checkbox"/>
Government agency	<input type="checkbox"/>
Institution (e.g. university, research facility)	<input type="checkbox"/>
Association	<input type="checkbox"/>
Community-based group	<input type="checkbox"/>
Foundation	<input type="checkbox"/>
No legal status yet	<input type="checkbox"/>
Public company	<input type="checkbox"/>
Other (please describe):	<input type="checkbox"/>

1.2.2 Please mark the box that describes what type of IFAT Membership you are applying for:

Fair Trade Organization



1.2.3 Which of the following activities is your organization involved in (please mark all that apply)?

- Microcredit / finance
- Production / processing
- Export
- Import
- Retail
- Mail order
- Agent
- Consultancy / business support services
- Coordination of a network
- Education / awareness raising / advocacy
- Wholesale / distribution
- Marketing / Communication / PR
- Promotion of Fair Trade and its principles
- Other (please describe):

1.2.4 Briefly outline the history of your organization, including the year it was founded and the reasons for its foundation.

1.2.5 Please briefly describe your current social objectives in the text box below:

1.2.6 Please briefly describe your organizational structure (e.g. organizational chart).

1.2.7 Does your organization have a foundation or development organization to which it is linked, but legally separated from?

- No
- Yes (if you ticked YES, please give brief details in the table below)

Name of the organization:

Legal status (e.g. foundation, association, etc.):

Mission of the organization:

Please explain briefly the current relationship between the foundation or developing organization and your organization:



1.2.8 In case of co-operatives or associations,

What are the conditions to become one of your members?

What rights do your members have being part of your co-operative or association?

1.2.9 Does your organization have its own export license?

- Yes
 No

If not, what is your export channel?

1.2.10 Are you a member of, or registered with, any of the Fair Trade Networks mentioned below?, If yes please indicate the date you joined.

Fair Trade Network	Member (YYYY-MM-DD)	since
AFTF		
COFTA		
IFAT Europe		
IFAT LA		
EFTA		
NEWS!		
Fair Trade Federation		
FLO		
Other, (please describe below)		

1.2.11 Please indicate the number of people your organization employs directly.

Nr. of Men:
 Nr. of Women :

If your organization employs disadvantaged and/or marginal groups (e.g. tribal or minority groups; landless poor; HIV positive; single female heads of household, etc.) please specify below the type of group and the percentage they represent of your employees.



Please describe the percentage of your primary producers (as total number of people involved) according with the reason why they are considered as disadvantaged.

Disadvantaged/Minority Group	% total producers

1.2.12 Does your organization employ seasonal and / or casual labor?

- No
- Yes

If you answered YES, please state (approximately) how many casual / seasonal workers you employed at the busiest time in the last financial year:

Nr. of Men:
Nr. of Women :

1.2.13 Do the producer groups you work with employ seasonal and / or casual labor?

- No
- Yes

If you answered YES, please state (approximately) how many casual / seasonal workers they employed on average during the last year:

Nr. of Men:
Nr. of Women :

What are the tasks of these casual / seasonal laborers?

1.3 Your Business

1.3.1 What was the gross turnover and profit of your organization for the last three financial years (or two years, if your organization has only been trading since two years)?

Please show in either Euros (€) or USD (\$). As exchange rate, use the one effective on the last day of the year in question (see www.oanda.com).

Year	Turnover	Net Profit	USD / EUR
			- select -
			- select -
			- select -



1.3.2 What was your organization's domestic and export trading volume over the last two years in EUR (€) or USD (\$)?

Year	Domestic Volume	Export Volume: North - South Trade	Export volume: South-South Trade	EUR (€) / USD (\$)
				- select -
				- select -

1.3.3 What percentage of your business turnover (by value) are sales in the Fair Trade Chain? This would include sales to IFAT members, sales under the FLO Fair Trade Certification system and sales under other Fair Trade Certified system (such as Trans Fair and others)

To IFAT members: %
 Under FLO Certification system: %
 Other Fair Trade Certification system: %

Who are the IFAT members you are selling product to? Please describe the volume bought during the last year (in euros - indicating the price you were paid)

IFAT Member	Volume sold	USD / EUR
		- select -
		- select -
		- select -
		- select -

1.3.4. To which countries do you export your products to?

1.3.5. I Who decides on the use of the profit in your organization?

1.3.6. If your organization had a net profit in the last financial year, how was it used?

1.3.7. During the last year, what percentage of your turnover was reinvested in your producers groups and how?

% turnover	Type of reinvestment



1.3.8. Do you receive any financial support from elsewhere, e.g. NGO support for social programs?

- No
 Yes

If you ticked YES, please describe the type of support you received

Does your organization currently depend on this financial support to assure breakeven?

- No
 Yes (if you ticked YES, please briefly describe below)

1.4 Your Products

1.4.1 Please describe briefly what kind of goods you produce

1.4.2 Please give your sales per product group in EUR (€) or USD (\$) during the last year. Please also specify the currency used

Type	Sales	Currency
Food:		- select -
Crafts:		- select -
Other:		- select -
Please specify what "other" means:		
Total:		- select -

1.4.3 Appendix A contains a detailed list of product lines and locations. Please complete this list by ticking the items you produce. You should also include the locations in which the items are produced.

1.4.4 Does your organization have a quality assurance or quality control system?

- No
 Yes

If you ticked YES, please describe briefly the existing quality system.

1.4.5 Please give details about the sourcing of your main ingredients (for food products); and/or the main raw materials (for handicrafts). If you consider



that your ingredients are Fair Trade sourced, please indicate it and please explain briefly why you consider them to be Fair Trade.

Ingredients / Raw material	Sources	Fair Trade Sourced	Justification on Fair Trade sourcing
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

1.4.6 For handicraft producers:

Do your products fulfill international standards such as:

- AZO free colors
- PCP free textiles
- Lead and cadmium free ceramics
- Nickel free jewellery
- Chrome free leather products
- CE requirements for toys

Others

If you ticked others, please describe briefly which ones

1.4.7 For Food & Plants producers:

Do your products fulfill international standards related to:

- HACCP
- Phytosanitary certificate
- Codex Alimentarius standards for your type of products
- Codex Alimentarius standards on Pesticide residues in Food
- Veterinary Drug Residues in Food
- Codex Alimentarius standards on Food additives
- Codex Alimentarius guidelines on organic food

1.4.8 Do you produce or sell products with a particular certification label?

- Not applicable
- No
- Yes (if you ticked YES, please explain below what you are certified for and who the certifying body is)

1.4.9 Do you produce or sell products with an organic label?

- Not applicable
- No
- Yes (if you ticked YES, please explain below who the certifying body is)



Section 2

Provisional Member Detailed Questionnaire

PART A. Establish your Fair Trade Objectives and Policies

Fair Trade organizations commit with the Fair Trade principles and standards. They need to be reflected in your internal values, mission and policies. They show your commitment to the implementation and assurance of those principles in your work (*A complete version of The Fair Trade principles and standards are available on www.ifat.org*)

IFAT understands that many organizations could have commitments that have never been written down on paper. It is however important that if your organization becomes an IFAT member, you should write those policies within the short term.

2.1. Your organizational values & policies and the Fair Trade Principles

2.1.1. Mission Statement and its commitment with poverty alleviation

What is your mission statement?

Does your mission statement include organization's commitment to improve the social and economic conditions of producers and workers?

Yes No

If your answer is yes, please explain:

- Your policy for choosing employees and how it targets specific disadvantaged groups .

- How your policy for choosing producers is targeting specific disadvantaged groups.

2.1.2. Does your organization have a written policy that addresses your commitment with the principles of Fair Trade?

Yes No



If yes	Yes	No
Is it publicly available?	<input type="checkbox"/>	<input type="checkbox"/>
Is it posted in a visible place in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Is it posted in a visible place of your producers' workplace?	<input type="checkbox"/>	<input type="checkbox"/>

2.1.3. Policies that state the core principles, with emphasis on respectful working conditions.

Concerning your employees: Is your organization committed to:

Policy	Yes written policy	as Yes unwritten policy	as No
No underage workers (according to ILO convention 138 on minimum working age)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No forced or bonded labour (according to ILO convention 29)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of a fair wage (according to ILO conventions 95 and 131)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No discrimination in employment or benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equal pay for men and women for work of equal value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The right of all employees to join any trade union or worker committee of their choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe and healthy working conditions (according to ILO convention 155 and recommendation 164)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Concerning the work in your producer groups_ - Does your organization states that your producer groups must respect the following principles

Policy	Yes written policy	as Yes unwritten policy	as No
No underage workers (according to national legislation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case of children involvement, those children within producer organization are only involved in production because they are learning production skills within their families. In any case, the producer group assures that the children are protected from exploitation, and their work does not interfere with their education, health or development. (with working conditions as stipulated by ILO convention 138)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No forced or bonded labor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No discrimination in employment or benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of a fare wage (at least the local minimum wage)			
Equal pay for men and women for work of equal value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The right of all employees to join any trade union or worker committee of their choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe and healthy working conditions (according to ILO convention 155 and recommendation 164)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



2.1.4. **Long term relationships** - Does your organization have a policy to develop and maintain long term relationships with your workers as well as those groups and individuals that supply goods to you?

Yes No

If your answer is yes, please explain your policy and what long term means to you.

PART B. Establish your Fair Trade Practices

Fair Trade organizations implement the Fair Trade principles by concrete actions that guarantee transparency, proper working conditions, fair price, fair trade relationships, gender equity, compliance in child labor and forced labor, non-discrimination, freedom of association, empowerment of impoverished producers, sound environmental practices and promotion of Fair Trade,

IFAT understands that the actions of organizations vary strongly. As consequence IFAT has a tolerance policy regarding the actions. There is a “zero tolerance” policy for certain key minimum actions. In the other areas there is a variable degree of tolerance of non-compliance. However, if your organization wants to remain as IFAT member, you should take measures in order to improve your current situation.

2.2. Current practices related with Transparency and Accountability principle

2.2.1. **Transparent administration and reporting** - Does your organization comply with the following?

	Yes	No
A written description of your structure and governance	<input type="checkbox"/>	<input type="checkbox"/>
The organization’s structure and governance is available to trading partners	<input type="checkbox"/>	<input type="checkbox"/>
A financial administration system that produces annual accounts	<input type="checkbox"/>	<input type="checkbox"/>
Annual accounts are available to trading partners		
Elaboration of an annual report	<input type="checkbox"/>	<input type="checkbox"/>
The annual report is available to trading partners	<input type="checkbox"/>	<input type="checkbox"/>
Elaboration of a business plan	<input type="checkbox"/>	<input type="checkbox"/>
The business plan is available to trading partners	<input type="checkbox"/>	<input type="checkbox"/>



2.2.2. **Transparent price setting** - Does your organization inform your producers about the final price at which it will be sold to the final customer?

Yes No

If your answer is yes, please explain what you actions are in order to improve the capacity of your producers on setting prices that reflect all their costs with adequate profit margins for both parties.

If your answer is no, please explain briefly what you are doing in order to improve your transparency on price setting.

2.2.3. **Participation** - Please explain briefly the mechanisms you use to assure the participation of employees, members and producers in your organization's decision making process.

2.3. Current Practices on Fair Wage/Fair Price principle

2.3.1. Fair Wage for Employees

Fair Wage - Does your organization ensure that a fair wage (at least the national / local minimum wage or market rates if these are higher) is paid to your employees (both permanent and temporary employees).

Yes No

Minimum Wage - Please state what the current minimum wage is in the sectors in which you operate in your country (or the legal national or local minimum wage if no sector rates apply).

Please compare it to the lowest salary earned by your employees and specify on the difference.



2.3.2. Fair Price for Producers

Does your organization comply with the following?

	Yes	No	Comments
Use of the FLO price structure as a minimum for goods	<input type="checkbox"/>	<input type="checkbox"/>	
Use the Fair Trade Wage Guide to set prices	<input type="checkbox"/>	<input type="checkbox"/>	
Use a transparent and verifiable calculation of costs and profit margins as base for your payments for <u>producer / farmer group products</u>	<input type="checkbox"/>	<input type="checkbox"/>	

2.3.3. Price Setting

First purchase- Please describe briefly how you set prices for producer/ farmer group products.

Added Value in the whole chain - Please provide the FOB-calculation of your most important product by volume (including labor costs, cost of materials, transport costs, your profit margin, etc.). In this calculation, please describe the percentage that is earned by the producers and the percentage that is earned by your company:

2.4. Current Trading Practices

2.4.1. **Contracts** - Does your organization have written contracts with all producers / suppliers?

Yes No

If you answer is yes, please PROVIDE A COPY

2.4.2. **Timely payment** - Every how often does your organization pay:

salaries to employees: week/half month/month/other
 your producers: week/half month/month/by order/other

What percentage of payments is made within the time you agreed upon to employees? %

What percentage of payments is made within the time you agreed upon to producers? %



2.4.2. Pre - financing

Does your organization provide pre-financing to producers on request?

Yes No

If Yes, please tell us:	%
The interest rate	
Percentage of pre-financing that is offered (from the total purchase)	

Please briefly describe the conditions you offer for pre-financing (e.g. payment scheme, conditions in case of non-compliance due to calamity)

2.4.3. Intellectual Property

Does your organization have ever been involved in claims of improper use of:

	Yes	No	Comments
Other organizations' designs	<input type="checkbox"/>	<input type="checkbox"/>	
Protected names	<input type="checkbox"/>	<input type="checkbox"/>	
Cultural based designs or names	<input type="checkbox"/>	<input type="checkbox"/>	

If yes, explain when this happened, whether the situation is solved and how the issue was settled.

2.5. Current Practices on Child Labor, Forced Labor, and Gender Equity principles

2.5.1. Child Labor

What is the minimum age of:

Your employees	years
The members of your producer groups	years

2.5.2. Monitoring Child & Forced labor in producer groups



Please explain how you check that the producers you buy from do not have any forced or bounded labor.

If there is involvement of children in your producer groups, please explain how you monitor that children's right are protected, education is assured and that the work they do is considered as light work.

2.5.3. Gender Equity

Please explain how you check that women are considered and benefited equally within your company and the producer groups you buy from

2.6. Current Practices on working conditions

2.6.1. Health and Safety in your premises

Risk Assessment - Has your organization ever assessed your occupational risks at your premises?

Yes No
 If yes, when? (year)

Risk Awareness - What are the three major occupational risks that your workers might face at your premises?

No	Major Occupational Risks
1	
2	
3	

Risk Prevention - What are the two most important measures that you have put in place in order to reduce effectively the danger at your premises?

No	Major Preventive measures
1	
2	



2.6.2. Health and Safety in your producer groups

Risk Assessment - Has your organization ever assessed the occupational risks that your producer groups are facing?

Yes No

If yes, when was the last time? (year)

Risk Awareness - What are three major occupational risks that your producer groups might face, accordingly to the products and existing processes?

No	Major Occupational Risks
1	
2	
3	

Risk Prevention - What are the two most important measures that you have put in place in order to reduce effectively the danger of those producer groups that face bigger risks?

No	Major Preventive measures
1	
2	

2.6.3. Working hours: Please answer the following statements accordingly

	Unit
Working hours of your employees	Hrs per week
Typical working hours of your producer groups	Hrs per week

2.6.4. Other benefits: Please describe your current situation

<u>TO YOUR EMPLOYEES</u>	Yes	No	What is the minimum your country	the Which organization offer	Which scheme your organization offer
You provide health insurance	<input type="checkbox"/>	<input type="checkbox"/>			
You provide a pension scheme	<input type="checkbox"/>	<input type="checkbox"/>			
You provide soft loans	<input type="checkbox"/>	<input type="checkbox"/>			
You provide children's care	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER BENEFITS : Please describe					



TO YOUR PRODUCER GROUPS Yes No Which scheme does your organization offer

You provide health insurance	<input type="checkbox"/>	<input type="checkbox"/>	
You assure they have access to health insurance	<input type="checkbox"/>	<input type="checkbox"/>	
You provide a pension scheme	<input type="checkbox"/>	<input type="checkbox"/>	
You assure they have access to a pension scheme	<input type="checkbox"/>	<input type="checkbox"/>	
You provide children's care	<input type="checkbox"/>	<input type="checkbox"/>	
You assure they have access to children's care	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER BENEFITS : Please describe			

2.7. Current Practices on Capacity Building & Empowerment principle

2.7.1. Support provided to employees - please describe the support provided to your employees during the last two years

	Previous year	Estimated for current year
Budget for training	EUR	EUR
Name two important subjects dealt with during the training		
People benefited through training	people	people

2.7.2. Support provided to producer groups - please describe the support provided to the producers during the last two years on the following aspects

	Previous year	Estimated for current year
Budget for training	EUR	EUR
Name two important subjects dealt with during the training	1. 2.	1. 2.
Nr. of People benefited by the training	people	people
Number of groups benefited by the training	groups	groups

2.7.3. Other forms of support - Describe other programs that your organization use to benefit your producer groups/ producer communities / employees (i.e. health clinics, schools, sanitation programs)



Budget - Please show us the budget you spent on these activities the last year and the one allocated for the current year

	Previous year	Estimated for current year
Budget for other forms of support	EUR	EUR

2.8. Current Practices on Promotion of Fair Trade

2.8.1. **Promotion Activities** - Describe the three main activities done to promote Fair Trade during the last year (i.e., fairs, local events, forums, campaigning, political lobby)

Activity	How often per year

2.9. Current Environmental Practices

2.9.1. **Environmental friendly sourcing** - Please list the ingredients (for food products), main raw materials (for handicrafts), water or energy source that you consider environmentally friendly and explain briefly why

Ingredients / Raw material/ Water&energy	Reasons to consider it as environmentally friendly

2.9.2. **Environmental sound practices in your premises**

Environmental Assessment - Has your organization ever assessed your environmental impacts at your premises?

Yes No
 If yes, when? (year)

Environmental Impact Awareness - What are the two main environmental impacts of your company?

No	Major Environmental Impacts
1	
2	



Prevention of Environmental impacts - What are the two most important measures that you have put in place in order to reduce effectively the environmental impacts in your premises?

No	Major Preventive measures
1	
2	

2.9.3. Environmental sound practices in your producer groups

Environmental Assessment - Has your organization ever assessed the environmental impacts your producer groups are producing?

Yes No

If yes, when was the last time? (year)

Environmental Impact Awareness - What are three major environmental impacts that your producer groups might be facing, accordingly to the products and existing processes?

#	Major Environmental Impacts
1	
2	
3	

Prevention of Environmental impacts - What are the two most important measures that you have put in place in order to reduce effectively the environmental impacts those producer groups that face bigger impacts?

#	Major Preventive measures
1	
2	

PART C. Establish your capacity to check your Fair Trade performance

Fair Trade organizations check its performance against the Fair Trade principles. It should measure also the concrete results of its actions.

IFAT understands that the organizations capacities in this regard vary strongly. As consequence IFAT has a tolerance policy regarding this. There is a "zero tolerance" policy for certain key minimum aspects. In the other areas there is a variable degree of tolerance of non-compliance. However, if your organization wants to remain as IFAT member, you should take measures in order to improve your current situation.



2.10. Monitoring Capacity

2.10.1. Monitoring Producer groups - Do you monitor your producer groups on a regular basis:

Yes No

If yes, please describe the system you use.

Frequency and distances - Please describe:

How frequently do you visit your producer groups on average?	times per year
Number of visits made to producer groups over the last 12 months	visits
Average number of days spent with producer groups on each visit	days
How far is your most distant producer group located?	kilometers

2.10.2. **Producer Satisfaction** - Does the organization regularly assess the level of satisfaction of:

	Yes	No	If yes, how do you gather info	If yes, frequency of assessment
Producer groups	<input type="checkbox"/>	<input type="checkbox"/>		
Your employees	<input type="checkbox"/>	<input type="checkbox"/>		
Your clients	<input type="checkbox"/>	<input type="checkbox"/>		

2.10.3. **Fair Trade Performance indicators** - Does your organization identify key performance indicators which will allow the continuous improvement of your Fair Trade practices?

Yes No

If yes, please tell us five key indicators that you use to differentiate your company from others and that show better that you are Fair Trade.

Indicator	Fair Trade Principle related



2.11 Capacity to provide proof of your Fair Trade Practices

2.11.1. Traceability of Products - Can you trace the origin of each of your products to the people who made or grew it?

Yes No

If your answer is yes, please explain how your traceability system works.

2.11.2. Records- Please state which of the following records your organization keeps that would help you to demonstrate that your products are eligible to be considered as produced under Fair Trade practices

	Yes	No	Comments
Profiles of producers / members (in case of co-operatives or associations)	<input type="checkbox"/>	<input type="checkbox"/>	
Written contracts with your producer groups	<input type="checkbox"/>	<input type="checkbox"/>	
Record of prices paid to suppliers	<input type="checkbox"/>	<input type="checkbox"/>	
Record of prices paid to producer groups	<input type="checkbox"/>	<input type="checkbox"/>	
Log Books	<input type="checkbox"/>	<input type="checkbox"/>	
Record of purchases	<input type="checkbox"/>	<input type="checkbox"/>	
Record of salaries paid to employees, including deductions	<input type="checkbox"/>	<input type="checkbox"/>	
Record of visits to producers/suppliers	<input type="checkbox"/>	<input type="checkbox"/>	
Record of pre-financing schemes	<input type="checkbox"/>	<input type="checkbox"/>	
Record of meetings held with your staff/employees/workers	<input type="checkbox"/>	<input type="checkbox"/>	
Record of meetings held with your producers	<input type="checkbox"/>	<input type="checkbox"/>	
Report of monitoring visits your producer groups	<input type="checkbox"/>	<input type="checkbox"/>	
Financial statement or audited accounts	<input type="checkbox"/>	<input type="checkbox"/>	
Annual reports	<input type="checkbox"/>	<input type="checkbox"/>	
Fair Trade annual reports	<input type="checkbox"/>	<input type="checkbox"/>	
Business plan or marketing plan	<input type="checkbox"/>	<input type="checkbox"/>	
Yearly Improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	
Other: (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	



2.11.3. **Record of your Procedures-** Please state which of the following procedures are kept in written records that would help you to demonstrate that your organization is eligible to be considered as one that follow Fair Trade practices.

Written Procedure	Yes	No	Comments
Selection of producer groups	<input type="checkbox"/>	<input type="checkbox"/>	
Selection of workers	<input type="checkbox"/>	<input type="checkbox"/>	
Selection of other suppliers	<input type="checkbox"/>	<input type="checkbox"/>	
Setting prices to your customers	<input type="checkbox"/>	<input type="checkbox"/>	
Setting prices paid to your producers' group	<input type="checkbox"/>	<input type="checkbox"/>	
Setting salaries paid to your workers	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-financing of producer groups	<input type="checkbox"/>	<input type="checkbox"/>	
Cancellation and rejection of orders from producers groups that includes the criteria for such cancellation/rejection	<input type="checkbox"/>	<input type="checkbox"/>	
Workers' participation in decision making	<input type="checkbox"/>	<input type="checkbox"/>	
Producers' participation in decision making	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring your producer groups	<input type="checkbox"/>	<input type="checkbox"/>	
Other: (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	

2.12 Current capacity for continuous improvement of your Fair Trade Practices

2.12.1. **Plans for improvement - Does your company:**

	Yes	No	Comments
Prepare a plan for improvement each year?	<input type="checkbox"/>	<input type="checkbox"/>	
Define improvement targets for Fair Trade Practices?	<input type="checkbox"/>	<input type="checkbox"/>	
Include producer groups in your improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	

2.12.2. **Current Plans for improvement on Fair Trade Practices -** If your company has a yearly plan, please describe the main expected result for improving Fair Trade performance on each Fair trade principles.

Fair Trade Principle	Main expected result for current year	It Is a priority
----------------------	---------------------------------------	------------------



Creating opportunities for economically disadvantaged producers		<input type="checkbox"/>
Transparency and accountability		<input type="checkbox"/>
Trading Practices		<input type="checkbox"/>
Payment of a Fair Price		<input type="checkbox"/>
Child Labor and Forced Labor		<input type="checkbox"/>
Non Discrimination, Gender Equity and Freedom of Association		<input type="checkbox"/>
Working conditions		<input type="checkbox"/>
Capacity Building		<input type="checkbox"/>
Promotion of Fair Trade		<input type="checkbox"/>
The environment		<input type="checkbox"/>

2.12.3. **Plans to ensure a stable living wage** - What are your plans to ensure that your producer partners are able to make a stable living wage, or at least the legal minimum wage (based on an hourly wage rate and the time it takes to complete a product) in a stable manner?

2.13 Communication of your Fair Trade commitment

2.13.1 **External Communication:** Please indicate by which means you communicate the Fair Trade principles to the public and to your customers. Please list them in the space below

Communication Mechanism	Public targeted

2.13.2 **Internal Communication:** Please indicate by which means you communicate the Fair Trade principles internally. Please indicate them below for each different group.

Public targeted	Communication Mechanism	Frequency
your employees/members		
producer groups		
any other stakeholder		



Section 3

About your interest in IFAT

3.1 Please tell us, in a few sentences, why you would like to join IFAT

3.2 Do you wish to use the IFAT network to access market development opportunities or to source new products?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

3.3 Do you want to meet other members and share information/experiences?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

3.4 Do you wish to access the Shared Interest Clearing House Scheme to access pre-financing?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

3.5 Do you wish to join our advocacy and promotional work, promoting Fair Trade Organizations and Fair Trade in general?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

3.6 Do you wish to take part in IFAT conferences (including workshops, seminars/trainings and product displays)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>



3.7 How does your organization intent to contribute to the IFAT network?
Please state how you wish to contribute in the text box below:

3.8 Do you have any expectations of IFAT, not listed above? If yes, please state what these are in the text box below:

3.9 Do you currently buy from or sell to or work with any existing IFAT members? If yes, list the organizations and explain how you collaborate.



Section 4 The Final Steps

4.1 Your References

Please give below the names of three referees who can support your application. At least one of these referees must be an existing IFAT member and ideally from your own country. If there are no members in your country, we will consider references from reliable sources that can vouch for your commitment to Fair Trade.

Contact Person	Company	Country	Phone No.	Email address	Is IFAT member?
			+		<input type="checkbox"/>
			+		<input type="checkbox"/>
			+		<input type="checkbox"/>

4.2 Agreement

This concludes the application form for provisional IFAT Membership. Please print this agreement page and sign it. Then send it by fax or post to the IFAT Secretariat. Alternatively, you can use a scanner to create a digital image of this agreement page and return it to us by email to the email address below.

Please return this completed form to membership@ifat.org.

I understand that - once my organization becomes a member of IFAT - the information provided in this form is shared with other IFAT members (through the IFAT members-only website, among other possible means).

Name of person completing this form:	
Function of person completing this form:	
Date (YYYY-MM-DD):	
City/town/village:	
Signature:	



Appendix A

List of Product Lines

This appendix is part of question 1.4.2. Please complete the product list below to answer the following questions:

- 1 Under "Product lines", please tick all product categories that you buy or sell.
- 2 Under "Produced by", please write the name of the organization, producer group or farmer group that produced the product line you ticked.
- 3 Under "Location", please write where the producer / farmer groups are that produced the product line you ticked? Please give country and city/town/village.

Product-lines	Produced by	Location
1. Food		

1.1. Beverages/ to drink

- Coffee
(any type of beans or processed coffee)
- Tea
e.g. leaves, bags, type, decaffeinated, etc.
- Cocoa drinks
e.g. instant hot chocolate, chocolate milk
- Juice, syrup, concentrate
e.g. concentrated orange juice, lemon cordial, etc.
- Alcohol
e.g. white wine, red wine, etc.

1.2. Cooking ingredients /raw material

- Honey
e.g. pollen honey, dark honey etc., packaged, etc.
- Cocoa
basic components used to make a processed or cooked product, e.g. type and quality of bean, etc.
- Sugar
e.g. type and packaging, etc.
- Cereals / grains
e.g. raw oats, grains, etc.



Product-lines	Produced by	Location
<input type="checkbox"/> Rice e.g. white, brown, type, weight, packaging, etc.		
<input type="checkbox"/> Pulses e.g. lentils, beans, type of packaging, etc.		
<input type="checkbox"/> Pastas e.g. spaghetti, tagliatelli, type of packaging, etc.		
<input type="checkbox"/> Spices, herbs e.g. cumin, paprika, basil, type of packaging, etc.		
<input type="checkbox"/> Oil, vinegar e.g. olive oil, white wine vinegar, etc.		
<input type="checkbox"/> Specialties any basic cooking ingredient not covered by other categories		

1.3. Snack products

<input type="checkbox"/> Bakery items e.g. snacks/ breakfast snacks, biscuits, cakes		
<input type="checkbox"/> Various sauces or spreads e.g. peanut butter, jam, etc.		
<input type="checkbox"/> Chocolate e.g. type, weight , packaging, etc.		
<input type="checkbox"/> Other confectionary and candy e.g. candy or sweets (not chocolate)		
<input type="checkbox"/> Snack bars e.g. muesli bars		
<input type="checkbox"/> Nuts e.g. cashew nuts, peanuts, shelled, type of packaging, etc.		
<input type="checkbox"/> Dried and fresh fruit e.g. banana chips, raisons, type of packaging, etc.		
<input type="checkbox"/> Processed breakfast cereals e.g. muesli, cornflakes, type of packaging, etc.		



Product-lines	Produced by	Location
1.4. Other food		
<input type="checkbox"/>	Other food any processed product not covered by the other food categories	
2. Non-food		
2.1. Toiletries		
<input type="checkbox"/>	Cosmetics & personal hygiene e.g. sponges, loofahs, bath oils, etc.	
<input type="checkbox"/>	Perfumes, incense and essential oils e.g. perfume, incense etc.	
2.2. Fashion		
<input type="checkbox"/>	Jewellery e.g. bracelets, necklaces and earrings etc.	
<input type="checkbox"/>	Clothes e.g. tops, skirts, jackets etc.	
<input type="checkbox"/>	Personal accessories e.g. handbags and hair-bands etc.	
2.3. Household		
<input type="checkbox"/>	Baskets e.g. coir and wicker baskets	
<input type="checkbox"/>	Furniture e.g. chairs, tables etc.	
<input type="checkbox"/>	Crockery and glassware e.g. plates, mugs and glasses	
<input type="checkbox"/>	Art or decorative items for the home items for the home, e.g. hangings, paintings, ornaments etc.	
<input type="checkbox"/>	Stationery and office material e.g. cards, paper, handmade paper, in-box etc.	
<input type="checkbox"/>	Rugs and carpets	
<input type="checkbox"/>	Other household accessories e.g. Any not covered by previous categories	



Product-lines	Produced by	Location
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- Kitchen textiles
e.g. towels, aprons, tablecloths etc.
- Bedroom textiles
e.g. pillows, bedding, matching bedroom curtains etc.
- Other textiles for the home
e.g. curtains etc.

2.4. Leisure and play

- Toys
e.g. any toys for children stuffed or wooden
- Family games
e.g. board games
- Music instruments
e.g. pipes, harps, drums etc.
- Sport items
e.g. footballs, balls, skipping ropes etc.

2.5 Clothes

- Clothes

2.6 Other

- Other non food
any other non-food products that have not been covered by previous categories

3. Other

3.1. Communication products

- Campaign material
e.g. any promotion material for specific campaigns

3.2. Other

- Other promotional material
e.g. any other promotional products that do not fit into the "campaign material" categories