



CIVIL SOCIETY BUDGET ADVOCACY GROUP (CSBAG)

# MEMBERSHIP GUIDELINES

## 1. CSBAG back ground

The Civil Society Budget Advocacy Group (CSBAG), a coalition of 24 members was formed in April 2004 by a group of NGOs led by Uganda Debt Network (UDN), Uganda National NGO Forum, and the Forum for Women in Democracy (FOWODE) and Oxfam in Uganda to advocate for pro-poor and gender sensitive budgets in Uganda. CSBAG was created out of a desire to collectively influence government and effectively participate in setting national budget priorities.

### 1. CSBAG Vision

A Uganda with a people centered budget.

### 2. CSBAG Mission

Working towards ensuring that budgets at local and national levels are financed, designed, implemented and monitored to promote prudent and transparent allocation of national resources for the benefit of marginalized groups

### 3. CSBAG Objectives

- To influence government decisions on resource mobilization and utilization for equitable and sustainable development
- To advocate for increased transparency and accountability in national priorities, financing and public spending at all levels
- To build and strengthen the capacity of CS BAG to carry out its mandate

### 4. What we do

- Building capacities of budget analysis and advocacy
- Advocating for pro-poor budgets
- Mobilization and organizing for meaningful citizens participation in the budget process
- Providing alternative policy and budget proposals

### 5. Values and principles

- Inclusiveness and equal participation
- Gender equity and equality
- Pro-poor driven
- Transparency, accountability and selflessness
- Independent, participatory and non-partisan
- Embrace collective ownership and responsibility
- Mutual respect, impartiality and trust

## **2. Membership Guidelines for CSBAG**

Membership for CSBAG is open to organizations and individuals committed to, and actively advancing, the goals of the CSBAG. The procedures in the guidelines below have been designed so as to be compatible with and building upon the procedures used for accreditation by the CSBAG Secretariat, but introducing measures to enhance effectiveness of membership management, quality control on admission and maintenance of membership and clearer obligations and benefits of membership.

## **3. Membership and eligibility**

You're a member of CSBAG if the following conditions have been fulfilled:

- Duly signed the CSBAG membership form delivered to CSBAG secretariat
- There is no membership fee paid.

## **4. Procedure for screening and acceptance of membership**

On the basis of the information provided in accordance with established procedure, the coalition will accept the membership of any organization/individual who has met the criteria for membership and has agreed to meet the obligations of membership of the coalition. The proposed procedure is as follows:

1. The membership form will be reviewed first at the CSBAG secretariat who will confirm that the membership form is complete and if not request missing information.
2. Once an application is complete the secretariat will then, then consider its formal consideration and endorsement or rejection.
3. Acceptance or rejection of the membership application would be by the Coordination organization/secretariat
4. Once approved or rejected, the applicant will be informed of the decision of the secretariat
5. The decision of the secretariat on the admission or rejection of membership is final.
6. A roster of newly enrolled members will be presented at every last CSBAG meeting in a quarter.
7. The profile of the newly enrolled members will be uploaded to the CSBAG email and recorded in the CSBAG data base at the secretariat.

## **5. Roles of Member Organizations**

- Attend and participate in all activities of CSBAG
- Attend and participate in all meetings of CSBAG
- Keep contact and provide updates to the secretariat
- Participating in decision making processes of the CSBAG
- To remain fair and impartial during the CSBAG decision making processes
- Taking a leadership role on specific activities to implement the CSBAG strategic plan
- Mainstreaming CSBAG work in their individual organizations' work
- Contributing financially to the CSBAG.
- Representing CSBAG in other fora

## **6. Confidentiality and Management of membership Information**

- The membership of the CSBAG would be maintained by one of the representative at the secretariat on the behalf of CSBAG.

- The directory of members will be maintained and open to all members. Summary information will be available to the public/all members.
- The membership database will as far as possible be integrated with the database maintained in files since we do not have a website yet.
- The Coordination organization/ secretariat should submit a quarterly report to the coalition members giving information on the status coalition activities, membership, and measures to promote and effectively manage the coalition
- Member organizations may from time to time inform the coalition in changes in their organization address and contact details as well as changing the contact person.
- Updating may be undertaken by way of submitting an Update Form or sending an email.
- Each member agrees that it will use the same reasonable efforts to protect the other's proprietary information as it uses to protect its own proprietary information, at present and in the future. Disclosures of such information shall be restricted to those who are directly participating in the CSBAG and efforts identified in this agreement.
- Any organization/individual that is determined as having provided false or misleading information to the coalition in order to obtain membership may have their membership terminated.
- Any organization/individual that acts in such a way as to bring the coalition into disrepute or deliberately makes false accusations against the coalition or other member organizations may have their membership terminated.

**7. Assignment or Transferability**

These guidelines may not be assigned or otherwise transferred by any of the members.

**8. Acceptance**

Each member /organization shall exert their best effort toward successful performance of CSBAG mission mentioned in the guide lines and shall strive to provide high managerial, technical and other personnel to perform and support the activities.

Before signing this document, I have read, understood and hereby agree to the membership guidelines. I will abide by the mission, vision and objectives of the Civil Society Budget Advocacy Group (CSBAG) as set out in the membership guidelines.

Name.....

Organization.....

Individual.....

Signature.....

Date.....

Stamp



CIVIL SOCIETY BUDGET ADVOCACY GROUP (CSBAG)

**ORGANIZATION MEMBERSHIP FORM**

1.	Name of the Organization:
2.	Name of Executive Director: e- mail:  Telephone
3.	<b>Organization Focal Person:</b>  Name:  Title:  e-mail:  Telephone:
4.	Gender:
5.	Physical Address
6.	Telephone Number:
7.	Email for the organization
8.	Area of focus of the organization (e.g Agriculture, health, Gender, Water and Encironment etc)

9.	Areas of Operation [District and Subcounties]
10.	Why does the Organization/do you want to be a member of the coalition
11.	Name and contact details of at least 2 referees
12.	<p>Before signing this document, I have read, understood and hereby agree the membership of CSBAG as defined in the membership form. I will abide by the mission, vision, and objectives of the Civil Society Budget Advocacy Group (CSBAG) as set out in the membership guidelines.</p> <p>Signature</p> <p>Date</p> <p>Stamp</p>

