**Human Rights House Azerbaijan**

**Application to be member of the new Core Group**

The Human Rights House Foundation (HRHF) invites non-governmental organisations (NGOs) working to promote and protect human rights in Azerbaijan to apply to form the new Core Group of Human Rights House Azerbaijan (HRHA). The new Core Group will lead HRHA and develop its future organisational model and strategy, with support from HRHF.

Any NGO interested in becoming a member of the new Core Group of HRHA is invited to complete this form and email it from a Gmail account along with relevant attachments to Ketevan Abashidze: ketevan.abashidze@humanrightshouse.org. The form should be completed and sent by 30 September 2017. For any queries, please email Ketevan Abashidze from a Gmail account.

HRHF protects, supports and empowers human rights defenders and their organisations. To accomplish this, HRHF brings organisations together in Human Rights Houses, and unites the Houses in an international network. HRHF advocates with partner organisations to promote the freedoms of assembly, association, and expression, and the right to be a human rights defender – to ensure that individuals and organisations can work freely and openly to protect human rights at home and abroad. Today, more than 100 independent human rights organisations work together in 16 Human Rights Houses. HRHF is based in Oslo, with an office in Geneva and representation in Brussels and Tbilisi. The Houses are located in Eastern and Western Europe, the Caucasus and the Balkans.

**Application form**

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| **Name of organisation:** | |
| **Name of organisation’s representative:** | |
| **Contact details, including the web-site and/or social media page of the organisation:** | |
| **Question** | **Answer** |
| Is your organisation a non-governmental organisation (NGO)? |  |
| Is your organisation registered, or has it attempted to register, in Azerbaijan? (Please provide supporting evidence in Azerbaijani, English, or Russian) |  |
| Does your organisation have founding documents, such as a charter and a protocol from the founding meeting? (Please provide supporting evidence in Azerbaijani, English, or Russian) |  |
| Who leads your organisation? |  |
| Does your organisation have a board? Who are the board members? How often does your board meet? |  |
| Does your organisation work in the regions of Azerbaijan, outside Baku? |  |
| Has your organisation been active for at least two years, implementing activities and achieving measurable impact? (Please provide supporting evidence) |  |
| Is your organisation based in Azerbaijan, with activities inside Azerbaijan? (Please provide examples) |  |
| Is the de facto and de jure management of your organisation in Azerbaijan? (Please provide supporting evidence) |  |
| Is your organisation affiliated with any political party or movement? |  |
| Is any leader of your organisation in the management (executive decision making) body or bodies of a political party or movement? |  |
| Is your organisation affiliated with any religious organisation or movement? |  |
| Is any leader of your organisation in the management (executive decision making) body or bodies of a religious organisation or movement? |  |
| Is any leader of your organisation in the management (executive decision making) body or bodies of a donor organisation? |  |
| Does any leader or Board member of your organisation hold a position within any branch of the government? |  |
| Is your organisation involved in or cooperating with any governmental agency? (Please explain) |  |
| What are your organisation’s main activities? (Please provide supporting evidence, such as grants received, reports prepared; code of conduct; projects implemented and results obtained) |  |
| Which partners does your organisation work with, both nationally and internationally? |  |
| Has your organisation worked in and shown solidarity towards independent civil society? (Please provide supporting evidence) |  |
| Does your organisation support the Human Rights House Network Code of Conduct, available at http://humanrightshouse.org/HRHN/Code\_of\_Conduct/index.html? |  |
| *By signing this application form, I hereby declare that the information provided is true and accurate to the best of my knowledge*  **Signed:**  **Name:**  **Date:** | |

**Decision on application**

*[This section to be completed by HRHF]*

**Criteria for becoming a member of HRH Azerbaijan:**

A potential member should:

* Be an NGO (not an individual or media);
* Be able to provide founding documents: a charter and a protocol from the founding meeting;
* Have at least attempted to register formally;
* Have a responsible leader and a board;
* Prove the experience of at least 2-years’ work;
* Be based in Azerbaijan, have activities and management inside Azerbaijan;
* Not be affiliated with any political party or movement, and the leader of an organisation should not be in the management (executive decision making) bodies of a political party or a movement;
* Not be affiliated with any religious organisation or movement and the leader of an organisation should not be in the leadership (executive decision-making bodies) of a religious organisation or a movement;
* Disclose information about partners and activities;
* Present the proof of work: grants received, reports prepared; code of conduct; projects implemented and results obtained;
* Subscribe to the HRHN Code of Conduct: respects human rights values, confidentiality principle, no tolerance towards corruption; recognises four rights as understood by HRHF (right to be an Human Rights Defender, freedom of expression, assembly and association).
* The leader or the board member of an organisation should not hold a position within any branch of the government;
* The leader of the board member of an organisation cannot hold a decision-making position (board/leadership) in a donor organization.

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| **Date of review:** |
| **Decision and reasoning:** |
| **Signed:**  **Name:**  **Date:** |