



APPLICATION PROCEDURE

1. MEMBERS

Members of TEH fulfill all the membership criteria and participate fully in the activities of the network. They take part in the biannual network meetings, participate in the decision-making at all General Assemblies and are involved in the network's projects. Members pay an annual subscription fee based on their turn-over and cover their own costs to attend the network meetings.

When the TEH Coordination Office gets a request from a centre that would like to join the network they reply by filling in a questionnaire to gather more information about the centre.

After filling in the questionnaire, the TEH Coordination Office checks whether the centre fulfills the membership criteria. If so, the TEH Coordination Office presents the centre to the Executive Committee.

If the Executive Committee agrees that the centre is a potential member, the centre is invited to the next TEH Meeting. During the TEH Meeting, the centre meets with the Executive Committee. This is a chance for the centre to check if TEH is a network they would like to join and for the Executive Committee to get to know the centre better.

The representative(s) from the centre is also put in contact with a person from a current TEH member centre that guides him/her/them through the meeting.

If after the TEH Meeting the centre wants to apply for membership and the Executive Committee agrees to this, the TEH Coordination Office sends the application form to the centre.

When the centre sends back the application form, the TEH Coordination Office invites the centre to the next TEH Meeting. During this TEH Meeting, the representative(s) from the centre makes a short presentation of the centre to the members of TEH.

If TEH Members approve the candidate centre as a new member, the centre's membership is formally approved at the General Assembly of the TEH Meeting.

Depending on when the centre first contacts the TEH Coordination Office, the procedure from expressing interest to join and becoming a member of TEH takes between six months to one year.

2. ASSOCIATES

Organizations which do not meet the membership criteria can join TEH as Associate. They will be informed of the activities and projects of the network and are welcome to participate in the biannual network meetings. Associates pay an annual subscription and cover their own costs to attend the network meetings.

When the TEH Coordination Office gets a request from an organization that would like to join the network as Associates, they are asked to send a brief introduction of the organization.

Once the organization has sent the brief introduction, the TEH Coordination Office informs the Executive Committee.

If the Executive Committee gives it's approval the applicant organization is considered a nAssociate as soon as the organization has paid the annual fee.

Depending on when the applicant first contacts the TEH Coordination Office, the procedure from expressing interest to join and becoming an Associate takes up to three months.