



**UNITED NATIONS  
UNIVERSITY**

**UNU-IAS**

Institute for the Advanced Study  
of Sustainability



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## **ProSPER.Net Membership**

### **Policy and Procedure**

#### **I Purpose**

The purpose of this set of Policy and Procedure (P&P) is to provide a common guideline on the process of applying for membership and the content required of the application dossier. It is designed to provide guidance to all concerned as to the manner in which membership applications are processed and assessed. The terms of the P&P are based on the relevant provisions of the ProSPER.Net Charter and By-laws.

#### **II Membership Eligibility Criteria**

A ProSPER.Net member shall satisfy the eligibility criteria. Any applicant for membership shall ensure that it fits the institutional profile described below.

1. It is a committed higher education institution that pursues curriculum reform to integrate the sustainability agenda into postgraduate courses, curricula and programmes as well as research in the area of sustainable development.
2. It has strong education and research programmes in sustainable development and related fields and offer postgraduate courses in these fields.
3. It is located in Asia and the Pacific region.
4. It shares the commitment to uphold the vision and aspiration of creating a sustainable world for all of the global society.

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5. It subscribes to the notion that creating a sustainable society requires acceptance of universal responsibility for advancing and disseminating knowledge on sustainable development in respect and care for the community of life, ecological integrity, social and economic justice, good governance, nonviolence, and peace.
  6. It shares the conviction that in order to attain a sustainable society, education and research for sustainable development is a pathway that involves the active participation of higher education institutions.

### **III Procedure**

The procedure for membership application shall be as follows:

1. Application for membership shall be made through the ProSPER.Net Secretariat stating the applicant's intention and to be accompanied by a formal dossier justifying the institution's strength and expertise in the areas of sustainable development (SD) and education for sustainable development (ESD) at the postgraduate level.
2. Membership application can be made in either of two ways: 'Central administration' approach where the head of the institution commits to become a member or 'Individual unit' approach where part of an institution applies for membership with a view to involve wide segments of the institution and eventually move toward a 'whole' institution involvement. In either case, the official submission shall be signed by the head of the institution or head of the unit, respectively, or their duly authorised representatives.
3. Any application for membership shall be transmitted to and reach the General Assembly members at least two weeks prior to the meeting of the General Assembly that considers the application.
4. Acceptance of membership to ProSPER.Net shall be decided by the General Assembly, upon recommendation by the Board, according to Section IV.4 below.



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#### IV Application Requirements and Assessment

1. An application form shall be submitted together with a letter of intention signed by the head of the applying institution and a formal dossier containing a description of all postgraduate programmes and activities with respective evidentiary documents.
2. The application shall also include:
  - a. a general overview of the institution including its vision on sustainability;
  - b. all postgraduate programmes that have elements of SD/ESD;
  - c. specific activities regarding postgraduate education and research in SD and ESD related fields shall be provided including a listing of SD/ESD research projects and programmes and respective descriptions;
  - d. an explanation on how becoming a member of ProSPER.Net would help implement SD/ESD within the organisation and beyond, as well as the applicant's added value to the network.
3. The weight of the application is measured by the extent to which the institution satisfies all the eligibility criteria set forth in Section II.
4. The Board shall review and make an assessment of the application according to Section II and above requirements, and make a recommendation to the General Assembly. The Secretariat and up to two other institutional Board members determined by the Secretariat shall make assessments of the application beforehand which are to be reported to the Board for its consideration at the Board meeting that considers the application.

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## **V Validity of Membership**

1. Membership shall be valid indefinitely until the time when either the member institution withdraws its membership on its own accord, or when the ProSPER.Net General Assembly decides to discontinue the institution's membership.
2. A member institution may be considered for discontinuation of membership by the General Assembly if the member fails to perform its duties and responsibilities specified in the Charter.

## **VI Affiliates**

1. There may be higher education institution affiliate members of ProSPER.Net located outside the region that intend to work together with the network. Application for affiliate membership shall conform with the eligibility criteria specified in Section II, except for the geographical restriction mentioned therein, follow the procedure described in Section III, attend the requirements and be subject to assessment according to Section IV above.
2. The validity of affiliate membership is subject to the same conditions as stated in Section V above.

## **VII Partners**

1. Acknowledgement of a ProSPER.Net partner shall be decided by the General Assembly with the application lodged through the ProSPER.Net Secretariat. There may be partners representing associations of higher education institutions or other stakeholders, such as private sector, governments, research institutions and international organisations, working with the members of ProSPER.Net towards the goals of the network.



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2. Application to become a partner of the network shall be made by the authorised representative of the organisation stating its desire to collaborate with the network and provide specific areas in which collaboration can be carried out. This provision does not apply to eventual institutions or organisations that are called upon ProSPER.Net members to assist or participate in projects carried out within the network.

### **VIII Miscellaneous**

1. This document may be amended as deemed appropriate and shall follow the procedure established in the Charter and By-Laws for this purpose.
  2. ProSPER.Net General Assembly shall appreciate and decide about specific cases that fall outside of the provisions contained in this document, as well as controversies and/or interpretation problems arising out of its application.
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