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## **Basis of Recognition for UNA Groups**

The purpose of this document is to outline United Nations Association – UK’s affiliation requirements for UNA groups.

### Introduction

UNA groups are a key component of our grassroots movement. Volunteers from groups across the UK work hard to connect the United Nations with people in their local communities and on their university campuses.

All UNA groups are legally and financially autonomous of UNA-UK. However, in order to be recognised, and maintain recognition, by UNA-UK they must meet minimum requirements set out in this document.

This basis of recognition is drawn from The Rules of the Association and current practice. This document has been updated by the UNA-UK staff and the Elected Trustees, in consultation with the UNA-UK Board of Trustees, to help UNA groups understand the requirements for recognition.

In order to facilitate ongoing support from UNA-UK and to help maintain an active grassroots movement across the UK, it is important UNA groups continuously meet the minimum recognition requirements. UNA groups are, therefore, required to provide an update, about their level of activity and fulfilment of the minimum requirements set out below, at least once a year. With their energy, imagination and a long-standing commitment to engaging people where they are, it is rare for a local group not to fulfil the basic criteria laid out below.

UNA groups unable to meet the minimum requirements are at risk of being disaffiliated, the process of which is detailed below under ‘Resolving Issues’. In instances where UNA groups encounter difficulties, UNA-UK will do what it can to help support UNA groups and maintain an active grassroots network promoting the work of UNA-UK and the United Nations.

### Minimum requirements

UNA groups meet the minimum requirements for recognition and ongoing affiliation, if they can demonstrate:

#### *Leadership and Governance*

- Ensure all those engaged with the group are treated respectfully and that events and meetings are held in an accessible manner.
- Ensure the group does not discriminate on the grounds of age, disability, sex, race, religion and belief, or sexual orientation.
- Ensure at least one person is willing to act as a point of contact for the group, having their name and email address shared publicly – including on the UNA-UK website – and receiving online communications regarding local UNA updates from UNA-UK. UNA groups are encouraged to provide contact details for multiple people to ensure effective communication channels are maintained.
- Update UNA-UK with any changes to the registered point(s) of contact, with details of the new (or temporary) point(s) of contact for the group.
- Complete the ‘UNA Group Update’ form (accessible on the UNA-UK website) by the 31st January each year. The UNA Group Update form is designed to provide basic up-to-date contact information and activity level of the group, to ensure UNA-UK records are correct and staff can support UNA groups with the work they do.
- Annual completion of the UNA Group Update form is a requisite for the sharing of member & supporter lists with UNA groups, and groups will no longer receive details of members & supporters affiliated to their group whilst submission of the UNA Group Update form is outstanding. We are unable to accept paper submission of this form. Groups which fail to submit a completed UNA Group Update form by the 31st January each year will be contacted by UNA-UK in first

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instance to help resolve any difficulties, if the form remains outstanding by the 31st March withdrawal of recognition will be expedited.

- Never put UNA-UK at legal, financial or reputational risk.
- Abide by UNA-UK's data protection policy ([available here](#)) at all times. If you receive from UNA-UK any personal data of individuals and use or store it, you must comply with these rules.
- Student-based groups only: Ensure they are registered with, and comply with the internal practices of, their university's official student association.

#### *Events and activities*

- Hold a minimum of two events or outreach activities (e.g. online email and petition campaigns) per year, one of which is an AGM.
- Ensure information on events and activities is included in the UNA Group Update form. Only events and activities recorded in the UNA Group Update form will count toward the minimum events total required for a UNA group to continue being recognised.
- Run events in an accessible and inclusive manner, ensuring those attending are treated respectfully and in a manner which does not bring UNA-UK into disrepute. UNA groups are free to run events and outreach activities which they choose, but encouraged to promote the work and focus of UNA-UK and/or the UN. UNA groups are encouraged to use the UNA Group Update form to share their events and practices, to help other groups learn from best practice and raise impact in their community.

#### *Membership*

- Communicate activities of the group to members and supporters of the group.
- There is no requirement to be a UNA-UK member in order to be involved with any UNA group. Some UNA groups also have local membership models, which they are responsible for administering, and UNA-UK members are free to be a member of a local UNA group in addition to being a UNA-UK member or supporter.
- Ensure the UNA group abides by the [UNA-UK membership policy](#), as outlined on the UNA-UK website.

#### *Reputation and good standing*

- Not claim to speak on behalf of UNA-UK or mislead in communications concerning the extent of the relationship with UNA-UK and the UN. There is no prescribed disclaimer which UNA groups must use. However, UNA groups must ensure they are clear in communications with third parties and speakers that they are independent of UNA-UK.
- UNA groups are welcome to make a statement on relevant issues in their own capacity; however, they should seek written permission if they wish to use UNA-UK's name and brand.
- Not infringe intellectual copyrights of photos and text in their communications.
- Not use UNA-UK's logo or the UN logo, without explicit written permission prior to use (customised logos are provided to each group following recognition).
- Not communicate or act in a way that brings the UN or UNA-UK into disrepute.

#### Recognition of a new community- or issue-based group

- Recognition is subject to approval by UNA-UK's Board of Directors on submission of this application form.
- The formation of UNA groups is subject to Board approval who will require information on the group's objectives and activities, such as annual number of events expected to be held or already held and attendance.
- Once Board approval is given the organisers will be provided with details of UNA-UK members and supporters in the relevant area/interest, who have consented to have their details shared with that UNA group. The information that UNA groups receive is in compliance with GDPR guidance and regulations, UNA-UK does not have authority to provide any further additional information. Groups should ensure that they take measures to comply with UK data protection laws and regulations at all times.

### Recognition of a new student/school group

- Affiliation with UNA-UK is subject to approval by UNA-UK's Board of Directors on submission of this application form. UNA-UK recognises the difference in circumstance many student-based university and school groups, and differences in requirements which reflect this are indicated in the minimum requirements detailed above (typically with a removed or reduced threshold).

### Resolving issues

- If a local UNA is not fulfilling the criteria detailed above UNA-UK will seek to raise the issue with the group in the first instance and work in collaboration with the group to solve the problem informally.
- Groups which fail to submit a completed UNA Group Update form by the 31st January each year will be contacted by UNA-UK in first instance to help resolve any difficulties, if the form remains outstanding by the 31st March withdrawal of recognition will be expedited.
- Communications, in the first instance, will be via the ElectedTrustees@una.org.uk email address, staff will endeavour to respond within 3-5 working days. In instances where it is deemed an appointment is necessary, UNA-UK will work with UNA groups to arrange a telephone or in-person meeting, such meetings must be agreed in advance.
- If resolving the issue with UNA-UK staff is unsuccessful, the matter will be referred to the UNA-UK Elected Trustees, and then finally to the UNA-UK Board of Directors.
- The Elected Trustees/UNA-UK Board may issue a written notice and give a reasonable time for the issue to be remedied. If the issue is not remedied in the time given, a further written notice will be sent, informing the group that they are no longer recognised by UNA-UK. In extraordinary circumstances, such as receiving no response from a UNA group for two weeks, the withdrawal of recognition may be expedited without use of notices.
- In all cases, UNA-UK will attempt to regularly communicate with the UNA group to keep them informed of decisions and any actions to be taken.

