**OECI Membership Application**

**Instructions and Form**

The Membership Application Form must be filled in by any Institution that wishes to apply for Membership within the OECI-EEIG. Prior to filling in this form, the Applicant Institution should verify that it meets the relevant requirements for membership set forth in the OECI-EEIG Statute and that it agrees to comply with the rules defined in the OECI-EEIG Statute.

OECI Statute 2018: <https://www.oeci.eu/Statutes.aspx>

# Submitting procedure

Fill in the form (page 3-4 below) as clear and legible as possible. Once completed, make a full copy of the document and preserve it for your own records. The original of the signed form should be returned to the OECI Liaison Office at the following address:

**Organisation of European Cancer Institutes**

c/o SOS Europe Srl

Via delle Campanule, 74

16148 Genova - Italy

**Please send an electronic copy of the signed form to** **oeci@oeci.eu****, along with:**

1. A copy of the Statute of the cancer centre/institute/organisation
2. A motivational letter signed by the Legal Representative of the Applicant Institution.

The application is evaluated for eligibility by the OECI Director, the OECI lawyer and then by the OECI Board that recommends the candidacy to the General Assembly (GA) (taking place yearly in June).

A Representative of the Applicant Institution is invited to attend the GA to introduce the candidacy to the OECI Members. The General Assembly shall unanimously decide for admission of Full Members and, by simple majority, on the admission of Associated Members. The Legal Representative of the Applicant Institution is informed by an OECI written communication in the next two weeks following the voting; if the application is accepted, the admission fee request will be sent to the new Member (Full or Associated).

**Membership entitlements and benefits:**

* participation to the Accreditation and Designation Programme
* priority registration rights to all OECI events (GA, conference, seminars, workshops)
* free registration to some OECI events
* access to participative projects, training activities and working groups run by the OECI
* access to the oeci website documents and other oeci publications
* publishing relevant activities, articles or news of their own organisation on the OECI website
* inclusion of the Member in the OECI Yearbook

**Type of membership:**

**Full Members:** entitled to vote during the General Assembly and to propose candidacies for the election to the Board.

**Associate Members Group A or Group B:** not entitled to vote and not admitted to introduce candidacies for the election to the Board.

**A fee schedule is included on the next page explaining the fees to be made on acceptance and giving contact details for more information.**

## MEMBERSHIP FEES SCHEDULE

**Approved by the OECI-EEIG GENERAL ASSEMBLY
Poznan, June 22nd - 2018**

This document specifies the fees that are due for membership within the OECI-EEIG, for different categories of membership, in accordance with the OECI-EEIG Statute and the OECI-EEIG Internal Regulation.

The membership fees are determined, reviewed and approved by the General Assembly, which may modify them annually. The fees to be paid are:

1. **Admission Fee** – 1 single fee payable after approval of the membership application by the General Assembly. For membership rights to become effective, the Admission Fees to be paid to the OECI-EEIG bank account by the 30 September of the year of admission the latest.
2. **Annual Membership Fee –** regular fee payable every year starting from the following year after the new member was accepted. The yearly fee to be paid by the 31 March of each year the latest.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Full Membership****(Only for Applicants registered in a country of the European Union or EFTA/EEA )** | **Associate Membership Group A****(Only for Applicants registered in a country of the European Union or EFTA/EEA + Switzerland and UK )** | **Associate Membership Group B****(Only for Applicants registered in a country outside the EU and EFTA/EEA)** |
| **Admission Fee** | € 6,500.00 | € 6,500.00 | € 6,500.00 |
| **Annual Fee** | € 6,500.00 | € 4,000.00 | € 2,000.00 |

**All fees to be paid solely in EUROS and by bank transfer to:**

**IBAN Code: BE07 7360 0031 0666**

**Account Name: OECI-EEIG**

**SWIFT or BIC code: KREDBEBB**

**Bank name: KBC Banque**

**Bank address: Avenue Marnix, 31 - 1000 Brussels, Belgium**

# Queries and assistance

For any query or assistance on membership or any other matter concerning the OECI-EEIG, please contact: OECI Liaison Office at oeci@oeci.eu

**OECI MEMBERSHIP APPLICATION FORM (Pag.1)**

# A. INSTITUTION IDENTIFICATION AND CONTACT INFORMATION

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| --- |
| NAME OF THE INSTITUTION in the original language, and, if existing, in English: |
| Legal Form:  |
| Type of Institution: |
| [ ] Private | [ ]  Public |
| Legal Framework: |
| - A public Institute operating as a legal entity with financial and administrative independence recognised by Law Decree no. (specify) by the Ministry of   Health (or if other entity please specify). |
| - A private Institute operating as a legal entity with financial and administrative independence recognised by ((eg. Prefecture) |
| VAT No. (if applicable): |
| Social Object: |
| Legal Address: |
| City:  | ZIP Code:  | Country:  |
| URL address:  |
| LEGAL REPRESENTATIVE |
| Title (Mr/Ms/Dr/Prof)  | First Name  | Surname  |
| Position  |
| Phone |
| Fax |
| E-mail  |
| Address (if different from Institution address)  |

**OECI MEMBERSHIP APPLICATION FORM (Pag.2)**

|  |
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| **DIRECTOR** (if different from Legal Representative) |
| Title (Mr/Ms/Dr/Prof):  | First Name:  | Surname:  |
| Position (Scientific Director/Medical Director/Other):  |
| Phone: |
| Fax:  |
| E-mail:  |
| Address (if different from Institution address): |

# *B.* CHOICE OF TYPE OF MEMBERSHIP AND COMMITMENT OF INSTITUTION

1. I hereby confirm that my Institution has knowledge of the OECI-EEIG Statutes and of the OECI-EEIG Internal Regulation and that it accepts to comply with the provisions defined in these documents.
2. I hereby declare that my Institution intends to join the OECI-EEIG as (select by ticking your choice):

|  |  |  |
| --- | --- | --- |
| [ ]  **FULL MEMBER** | [ ]  **ASSOCIATE MEMBER TYPE A** | [ ]  **ASSOCIATE MEMBER TYPE B** |

1. I confirm that my Institution will pay the OECI-EEIG admission fee immediately after acceptance of this application and the yearly membership fee (amounts approved by the OECI-EEIG General Assembly each year).
2. I confirm that the information provided in this application may be published in part or in full by the OECI-EEIG, without preliminary approval from my Institution, on any of the communication OECI-EEIG channels.
3. I understand that this Application for Membership to the OECI-EEIG will remain valid for 12 months following its date of submission. If the OECI-EEIG has failed to notify its decision regarding this Application within that period, my Institution may consider it as invalid.
4. I attach to this Application the Statute of the Institution and a motivational letter.
5. I declare that I rightfully represent my Institution for the present purpose of joining the OECI-EEIG.

|  |  |
| --- | --- |
| Place and date | Name of the Legal Representative and Signature |