

Afghanistan National Horticulture Development Organization (ANHDO)



Membership Application Form

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INTRODUCTION

Membership of ANHDO is by application only.

The first part of this document presents the first 3 articles of ANHDO Membership policy dedicated to the definition of the 4 main categories of ANHDO Members and their criteria of eligibility (article 1), the application dossier and process (article 2), and ANHDO Membership Fees (article 3), including the amounts of ANHDO annual Membership fees per category of Members for the on-going year.

The second part of this document constitutes the application form that must be filled in by any person or organization who wants to apply for ANHDO Membership under one of the four ANHDO categories of Members.

The third part presents ANHDO Membership Code of Conduct that must be read and approved by any applicant.

Finally, the last part of this document presents for each category of members a checklist of required documents to be provided to ANHDO along with the completed application form.

PART 1. ANHDO MEMBERSHIP POLICY

Article 1. Members and Membership

ANHDO membership is entirely on a voluntary basis.

ANHDO shall be composed of members who are willing to abide by and follow ANHDO By-Laws.

Members of ANHDO are composed of individuals and organizations that:

- Meet general and specific mandatory membership criteria (see article 1.2);
- Formally applied for membership to ANHDO (see article 2);
- Received formal approval of their membership by ANHDO General Assembly;
- Signed ANHDO Code of Conduct;
- Continue to meet membership criteria.

1.1. Categories of Members

ANHDO is composed of Members that belong to one of the following categories:

- (A) Individuals with special merits and personal involvement in horticulture such as university professors and experts;
- (B) Non-profit organizations involved in horticulture or in a field relevant to ANHDO’s activities and long-term goals, including NGOs, universities, public research entities, libraries, and Afghan farmers’ organizations such as farmers’ associations and cooperatives;
- (C) Afghan individual commercial farmers;
- (D) Afghan agribusiness companies involved in activities such as: nursery growing, processing, trade, export, input supply, service & technology provision (e.g. quality control private laboratories).

1.2. Membership Eligibility Criteria

1.2.1. General Membership Criteria

All ANHDO Members shall meet the following mandatory general criteria:

- Be at least eighteen (18) years old;
- Pay the annual membership fees in accordance to the Annual Membership Fee Structure approved each year by ANHDO General Assembly.

1.2.2. Specific Membership Criteria

In addition to the general mandatory criteria, all ANHDO members shall meet the following specific mandatory criteria according to their category:

- (A) Individuals with special merits in horticulture:
 - Minimum of a Bachelor’s degree in a field relevant to ANHDO’s activities and long-term goals;

- Minimum of 5 years (with a Bachelor's degree) or 2 years (with a Master's degree) of professional experience in recognized organizations working in horticulture, marketing, post-harvesting, value chain and other relevant fields;
 - Proven record of academic work (such as: publications, lectures, etc.) related to agriculture and horticulture, in a field relevant to ANHDO's activities and long-term goals.
- (B) Non-profit organizations involved in horticulture and/or agriculture:
- Fully or partially operates in a field relevant to ANHDO's activities and long-term goals.
 - Operational for a minimum of 3 years, with an established portfolio of horticultural services (this criterion does not apply to Afghan farmer's organizations whose establishment has been supported by ANHDO);
 - Officially registered with the Afghan government;
 - Compliant with Afghan Government Law and consistent with International Standards for NGOs.
 - For Afghan farmers' organizations only:
 - Minimum of one hundred (100) jeribs (20 hectares) of land owned and/or leased collectively, and invested in commercial horticulture;
 - Minimum collective annual turnover of ten (10) million AFN per year on a 3-year average.
- (C) Afghan individual commercial farmers:
- Minimum of twenty (20) jeribs (4 hectares) of land owned and / or leased, and invested in commercial horticulture;
 - Minimum turnover of one (1) million AFN per year on a 3-year average;
 - As ANHDO is strongly willing to promote women' commercial farmers among its Members, female applicants in this category will not be subjected to these thresholds.
- (D) Afghan agribusiness companies:
- Active business for a minimum of 3 years with an established portfolio of agribusiness services relevant to ANHDO's activities and long-term goals;
 - Officially registered with the relevant Afghan governmental institution;
 - Compliant with Afghan Government Law and consistent with International Business practices;
 - Minimum turnover of ten (10) million AFN per year on a 3-year average.

Article 2. Admission of Members

2.1. Application Dossier

Any eligible applicants for ANHDO membership according to article 1.2 shall have the right to join the organization as a member by completing and submitting a membership application form, and providing all the required documents relevant to their membership category as outlined below:

2.1.1. Required application documents for all applicants:

- Completed application form;
- Application letter for membership to the attention of ANHDO's General Assembly Members;
- Two (2) recommendation letters to the attention of ANHDO General Assembly Members from two (2) different ANHDO Members who will have checked the applicant's dossier prior to submission;
- Signed Code of Conduct.

2.1.2. Required application documents per membership category:

- (A) Individuals with special merits in horticulture:
- ID card;
 - Curriculum Vitae;
 - Diplomas, proofs of education;
 - List of academic works (publications, lectures, etc.)
- (B) Non-profit organizations involved in horticulture and/or agriculture:
- For Afghan organizations, a valid registration certificate with the Afghan Government relevant to the nature of the applicant organization (i.e. a registration with the Ministry of Economics for NGOs; with the Ministry of Justice for Associations; with the Ministry of Agriculture, Irrigation and Livestock for Cooperatives, etc.);
 - For non-Afghan organizations, a valid registration certificate from the Government of the country of origin;
 - Recent annual report or the last quarterly and/or monthly reports spanning the last year;
 - For NGOs, farmers' Associations and Cooperatives: Constitution or by-laws of the organization and organizational chart.
- (C) Afghan individual commercial farmers:
- ID card;
 - Proof of property or leasing documents indicating the size of the land;
 - Map and pictures of the farm, including facilities, buildings, storages, equipment, etc.
- (D) Afghan agribusiness companies:
- Updated and valid Business License from the Ministry of Commerce and Industry or AISA.
 - Brochure presenting the activities of the company.
 - Map and pictures of the company business including facilities, buildings, storages, equipment, machinery, assets, etc.

2.2. Application Process

The application process for ANHDO membership is as follows:

Applicants should submit a complete membership application form along with the required supporting documents to ANHDO Main Office or to any ANHDO local office, attention Executive Committee.

The Executive Committee will then verify that all applications are properly and fully completed before forwarding the application dossiers to ANHDO Board of Directors. Applicants with incomplete application will be informed by the Executive Committee.

ANHDO Board of Directors will then review all applications. The Board of Directors does not approve or reject applications; it verifies that ANHDO membership criteria of eligibility are met, before submitting them to ANHDO General Assembly.

ANHDO member(s) who recommended an applicant must introduce the applying individual or organization to the General Assembly. Furthermore, the applying individual or a senior representative of the applying organization must be present at the meeting and be prepared to answer any questions raised by ANHDO General Assembly Members.

The General Assembly Members vote on each application separately. The applicants shall not be present in the room during the vote. To be approved as a new Member, the applicant must receive a simple majority vote.

Formal acknowledgement of the General Assembly's decision will be sent in writing to each applicant within a week, and the successful applicants will be required to pay their membership fee to activate their membership (see article 3).

Any dispute regarding the decision of the General Assembly shall be settled internally in accordance with the procedure specified in ANHDO by-laws. If or when a dispute cannot be resolved, the matter shall be referred to ANHDO Board of Directors whose decision shall be final and binding to all parties.

Any queries regarding clarification on the above should be directed to ANHDO Executive Committee.

Article 3. Membership Fees

3.1. Membership Year

ANHDO's membership year corresponds to the Afghan fiscal year that starts on December 21 and ends on December 20 of each year.

3.2. Setting Membership Fees

Based upon propositions that may be made by ANHDO Executive Committee and Board of Directors, ANHDO General Assembly can revise the membership fee structure.

3.3. Payment Date

3.3.1. For new Members

New Members are required to pay their membership fee within two (2) weeks after their admission by ANHDO General Assembly in order to activate their membership and be registered in the register of ANHDO Members. The membership fee will be calculated on a prorated basis for the remaining months of the on-going year.

3.3.2. Membership renewal

Membership will be renewed annually. ANHDO will send a notice for the payment of the membership fees at the beginning of each Afghan fiscal year, and the payment of the fees must be received by ANHDO within two (2) months after this notice every year.

The annual membership fees should be paid in one single payment.

3.4. Membership Fee Exemptions

Universities, public research entities and libraries are exempted from paying membership fees.

2016 ANHDO MEMBERSHIP FEES

| # | CATEGORIES OF MEMBERS | ANNUAL MEMBERSHIP FEES |
|---|---|------------------------|
| Non-Commercial Members | | |
| 1 | Individuals with special merits in horticulture | 1000 AFN |
| 2 | Non-profit organizations | 5000 AFN |
| Commercial Members | | |
| 3 | Afghan Individual Commercial farmers | 2000 AFN |
| 4 | Afghan Agribusiness companies | 7000 AFN |
| <p>Exemption: Universities, Public Research entities and Libraries are exempted from paying membership fees.</p> | | |

PART 2. APPLICATION FORM

In order to apply for ANHDO Membership, please first select the membership category you want to apply for and then fill in the corresponding sections.

- A. Individuals with special merits and personal involvement in horticulture
For this category of membership, please fill in sections 1 & 3
- B. Non-profit organizations involved in horticulture or in a field relevant to ANHDO's activities and long-term goals
For this category of membership please fill in sections 2, 4 & 7
- C. Afghan individual commercial farmers
For this category of membership please fill in sections 1, 5 & 7
- D. Afghan agribusiness companies
For this category of membership please fill in sections 2, 6 & 7

SECTION 1: GENERAL INFORMATION FOR INDIVIDUALS (CATEGORIES A & C)

First Name: _____

Last Name: _____

Father's Name: _____

Job Title: _____

Date of Birth: _____

Nationality: _____

ID Number: _____

Gender: Male Female

Highest Level of Education: Primary School Secondary School High School
 Bachelor Master PhD

Other Diplomas or Certificate. Please specify: _____

Employer: _____

Employer's Address: _____

For communication purpose between you and ANHDO, please provide precise contact information:

Postal Address: _____

Phone Number: _____

Email: _____

*For category "A" applicants, please proceed to section "3".
For category "C" applicants, please proceed to section "5".*

SECTION 2: GENERAL INFORMATION FOR ORGANIZATIONS (CATEGORIES B & D)

Organization's Name: _____

Acronym (if applicable): _____

Organization's Main Office Address: _____

Organization's Phone Number: _____

Organization's Fax Number: _____

Organization's Email: _____

Organization's Website: _____

- Type of Legal Entity:
- NGO / INGO
 - Farmer Association
 - Cooperative
 - Public institution (university, public research entity, public library, etc.)
 - Private Company
 - Other. Please Specify: _____

For communication purpose between your organization and ANHDO, and for ANHDO General Assembly meetings, please provide the contact information of two Key Staff:

POINT OF CONTACT 1

First Name: _____

Last Name: _____

Position within the organization: _____

Phone Number: _____

Email: _____

POINT OF CONTACT 2

First Name: _____

Last Name: _____

Position within the organization: _____

Phone Number: _____

Email: _____

*For category "B" applicants, please proceed to section "4".
For category "D" applicants, please proceed to section "6".*

SECTION 3: SPECIFIC INFORMATION FOR INDIVIDUALS WITH SPECIAL MERITS IN HORTICULTURE (CATEGORY A)

- Education**

| University name Date from – Date to | Degree or diploma (s) obtained and majors |
|--|--|
| | |
| | |
| | |

If necessary, please attach a separate sheet.

- Key qualifications / areas of expertise relevant to ANHDO’s activities**

If necessary, please attach a separate sheet.

- **Work experience**

| Date from - Date to | Location | Organization / Company | Position | Description |
|--------------------------------|-----------------|-----------------------------------|-----------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

If necessary, please attach a separate sheet.

SECTION 4: NGO, ASSOCIATIONS AND COOPERATIVES (CATEGORY B).

Date of establishment of your organization (DD/MM/YYYY): _____

- **Goals and objectives of your Organization**

If necessary, please attach a separate sheet

- **Key areas of activities**

If necessary, please attach a separate sheet

- **Activities related to agriculture and/or horticulture**

| Type of Activities (please describe) | Geographic Areas | Beneficiaries |
|--------------------------------------|------------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

If necessary, please attach a separate sheet.

For Afghan Farmers' Organizations only (Associations and Cooperatives)

Number of Members: _____

Size of the land collectively owned and / or leased by your Members in Jeribs (J) or Hectares (H): _____

- **Locations of your Member's lands**

If necessary, please attach a separate sheet

- **Main species and varieties cultivated by your Members (be as specific as possible)**

If necessary, please attach a separate sheet

- **Collective Annual Turnover (=Total Sales) of your members in Afghanis (AFN)**

Collective Annual Turnover (Year N-1): _____

Collective Annual Turnover (Year N-2): _____

Collective Annual Turnover (Year N-3): _____

Collective Average Turnover over the past 3 years: _____

For Afghan farmers' organization only, please proceed to section (7).

SECTION 5: INDIVIDUAL COMMERCIAL FARMERS (CATEGORY C).

- **Land**

| Location of the Land (province / district / village) | Land Leased (L) or Owned (O) | Size of the Land in Jeribs (J) or Hectares (H) | Size of the Land invested in commercial horticulture in Jeribs (J) or Hectares (H) | Main species and varieties cultivated |
|--|------------------------------|--|--|---------------------------------------|
| | | | | |
| | | | | |
| | | | | |

If necessary, please attach a separate sheet.

- **Annual Turnover (=Total Sales) in Afghanis (AFN)**

Annual Turnover (Year N-1): _____

Annual Turnover (Year N-2): _____

Annual Turnover (Year N-3): _____

Average Turnover over the past 3 years: _____

Please proceed to section "7".

SECTION 6: PRIVATE COMPANIES/ ORGANIZATIONS (CATEGORY D)

Date of establishment of your Company (DD/MM/YYYY): _____

- **Products and/ or services provided by your company:**

If necessary, please attach a separate sheet.

In which parts of the value chain your company is operating?
(You can tick several boxes)

- Farming
- Harvesting
- Processing
- Trading
- Exporting
- Input supplying
- Services and technology provision
- Other. Please Specify: _____

- **Who are your main suppliers (including their geographical areas)?**

- **Please describe your markets / clients (including their geographical areas)**

- **Company Annual Turnover (=Total Sales) in Afghanis (AFN)**

Company Annual Turnover (Year N-1): _____

Company Annual Turnover (Year N-2): _____

Company Annual Turnover (Year N-3): _____

Company Average Turnover over the past 3 years: _____

Please proceed to section (7).

SECTION 7: DESCRIPTION OF THE MAIN FACILITIES, EQUIPMENT AND MACHINERY (CATEGORY B, C & D)

- Facilities:**

| Type of Facility (office building, factory, storage, pack house, etc.) | Quantity/size | Description | Tick the box if pictures are attached |
|--|---------------|-------------|---------------------------------------|
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |

If necessary, please attach a separate sheet.

- Machineries and Equipment:**

| Type of Machinery/Equipment | Quantity | Description | Tick the box if pictures are attached |
|-----------------------------|----------|-------------|---------------------------------------|
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |

If necessary, please attach a separate sheet.

PART 3. ANHDO MEMBERS' CODE OF CONDUCT

Preamble

ANHDO Code of Conduct is a set of shared norms, principles and values that aims at guiding the conduct of ANHDO Members in Afghanistan. This Code of Conduct applies to all members, irrespective of their membership category. It outlines the most important standards in terms of ethical and professional behaviors by which Members accept to abide.

General Principles

1. Members shall respect the constitution and laws of Afghanistan and work within them.
2. Members shall respect ANHDO's By-laws, policies and other internal procedures.
3. Members shall never condone rule violations, rough play or the use of prohibited substances.
4. Members shall not use ANHDO membership for political purposes.
5. Members shall not use ANHDO's name and resources for any personal purposes which are not in line with ANHDO's vision, mission and long term goals.
6. Members shall not be involved in illegal drugs and other illegal related businesses.
7. Members shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of gender, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language, culture, marital or pregnancy status.
8. Members shall endeavor to serve their clients with integrity, fairness, transparency and mutual respect.
9. Members shall have an obligation to provide goods and services in an efficient and cost-effective manner, in order to protect the clients' interest while maintaining acceptable standards.
10. Members shall use sound professional management practices.
11. Members have the ongoing responsibility to improve their own professional knowledge and /or skills, and to keep abreast of new developments in the horticulture industry.
12. Members shall uphold a safe working environment and promote training and education of their employees to maintain high standards in the horticulture industry.
13. Members shall encourage research and knowledge sharing within the horticulture industry.
14. Members shall foster and promote the greater use of environmentally friendly horticulture products.
15. Members shall not make a false or malicious statement that may injure the professional reputation of ANHDO or any ANHDO Members.
16. Members shall have the responsibility, whenever necessary, to provide constructive professional criticism, without bias or prejudice, to ensure the continued quality of goods and services throughout the horticulture industry.
17. Members' advertising shall not contain false or misleading information.
18. Members shall be transparent in their dealings with the government and community partners, public and private sectors, donors and other interested parties.

19. Members shall positively promote ANHDO and its Members in order to encourage the strengthening of the organization.
20. Members shall treat ANHDO's employees fairly, honestly and lawfully.
21. Members shall understand their responsibilities and respect them.

I understand and agree that failure to adhere to the above Code of Conduct can result in disciplinary action, including expulsion of membership.

Signature

Name:

Job Title:

Organization (if applicable):

Date (dd/mm/yyyy):

PART 4. CHECKLIST PER CATEGORY OF MEMBERS

For all applicants

- Completed application form (Section 2 of this document)
- Signed Code of Conduct (Section 3 of this document)
- Application letter for membership to the attention of ANHDO's General Assembly Members
- Two (2) recommendation letters to the attention of ANHDO General Assembly Members from two (2) different ANHDO Members who will have checked the applicant's dossier prior to submission

For individuals applying under the category of "Individuals with special merits in horticulture"

- ID card
- Curriculum Vitae
- Diplomas, proofs of education
- List of academic works (publications, lectures, etc.)

For organizations applying under the category of "Non-profit organizations involved in horticulture and / or agriculture"

- For Afghan organizations, a valid registration certificate with the Afghan Government relevant to the nature of the applicant organization (i.e. a registration with the Ministry of Economics for NGOs; with the Ministry of Justice for Associations; with the Ministry of Agriculture, Irrigation and Livestock for Cooperatives, etc.)
- For non-Afghan organizations, a valid registration certificate from the Government of the country of origin
- Recent annual report or the last quarterly and/or monthly reports spanning the last year
- For NGOs, farmers' Associations and Cooperatives: Constitution or by-laws of the organization and organizational chart

For individuals applying under the category of "Afghan Individual Farmers"

- ID card
- Proof of property or leasing documents indicating the size of the land
- Map and pictures of the farm, including facilities, buildings, storages, equipment, etc.

For organizations applying under the category of "Afghan Agribusiness companies"

- Updated and valid Business License from the Ministry of Commerce and Industry or AISA
- Brochure presenting the activities of the company
- Map and pictures of the company business including facilities, buildings, storages, equipment, machinery, assets, etc.