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Membership Application Package 2019-2020

Why Apply

We welcome your interest in membership in the Initiative for Responsible Mining Assurance (IRMA). IRMA membership has many benefits including providing an opportunity to inform the globe’s most comprehensive definition of ‘responsible mining.’

IRMA commits to accountability and value for all stakeholder groups. We seek to deliver not only the multi-stakeholder developed Standard for Responsible Mining, but also a robust independent system to measure performance against that standard.

IRMA builds value for the companies who make the commitment to improve environmental and social performance – including both mines that have been measured and companies who source mined material for the products they make.

Credibility to civil society organizations is key to this value and is a fundamental base of the IRMA system.

Membership includes:

* An IRMA Member logo and membership messages to show your support for responsible mining that can be used in your communications (not on mined materials or products; those types of claims are reserved for other types of independently verified achievement in the IRMA program)
* A listing of your organization or company on the [Responsible Mining Map](https://map.responsiblemining.net/).
* Opportunity to shape actions in IRMA through voting rights (if your organization is in one of the five stakeholder houses that are given voting rights – these are 1) mining companies, 2) companies that purchase mined materials, 3) labor unions, 4) civil society organizations and 5) mining-affected communities)
* Invitation to participate in the IRMA Annual General Assembly (for all members).
* Being part of the global dialogue on responsible mining.
* Showing early leadership status in the only mine-site focused multi-stakeholder standard for all industrial-scale mined materials that offers a comprehensive coverage of the full range of issues related to the impacts of industrial-scale mines.

Membership Criteria

**Membership is open to all sizes of organizations and companies.**

IRMA is a globally focused non-profit organization with a mission to protect people and the environment directly affected by mining. We do this by creating financial value for mines independently verified to achieve best practices and share this value and greater confidence with the businesses that purchase material from these mines.  Membership is open to organizations and companies that qualify as follows:

* Your organization has a long term aspiration that aligns with the IRMA vision of a world where the mining industry respects the human rights and aspirations of affected communities, provides safe, healthy and supportive workplaces, minimizes harm to the environment, and leaves positive legacies.
* Your organization is a legal entity (exceptions are made for mining affected communities – please contact us at [info@responsiblemining.net](mailto:info@responsiblemining.net) or call collect at +1 416 523 6332 for a quick conversation and a streamlined application package).
* If you are a company directly involved in the mining and mined materials supply chain, you are able to demonstrate an existing commitment or interest in promoting, supporting or implementing improvements towards responsible mining or the purchase or trade of responsibly mined materials. This may include public commitments to sustainability or a code of conduct or similar documents, or it may include public statements about the improvement of social and environmental practices.

This document comprises of:

1. The membership application form
2. The IRMA membership principles and IRMA principles of engagement
3. Annexes on our shared participation model and how to get on the Responsible Mining Map

The membership application form must be completed, signed and returned to the IRMA Secretariat at [info@responsiblemining.net](mailto:info@responsiblemining.net) along with supporting documents and information on invoicing for payment of your annual fee. Once approved for membership, you will be emailed additional instructions on how to communicate about your membership and receive your IRMA membership logo.

Company or Organization Information

About the organization

|  |  |  |
| --- | --- | --- |
| Name of company or organization | |  |
| Category of organization (see list below and write the closest category here) | |  |
| Legal registration number | |  |
| Address (Headquarters) | Building |  |
| Street |  |
| City |  |
| State or Province |  |
| Postcode/Zip |  |
| Country |  |
| Telephone | |  |
| Website | |  |

IRMA categories of members with voting rights (the ‘five stakeholder houses’ in IRMA governance)

1. **Companies that purchase mined materials**, such as brands, retailers, processors and manufacturers that buy mined materials, minerals and metals; or that buy products made of these same materials.
2. **Mining companies**, that own mines of any size and in any part of the world and for any mined materials (including companies focused on exploration and development).
3. **Labor or trade unions** or other worker associations that represent mine workers.
4. **Civil society organisations**, such as non-profit organisations or registered charities focused on the improvement of environmental and/or social issues in the mining sector.
5. **Mining-affected communities**, including indigenous and/or local communities, in both formal or informal associations (including informal groups of individuals) and/or community based organisations.

Other members (without voting rights but may participate in the General Assembly and be on the Responsible Mining Map – see Annex 2)

* **Finance sector and related institutions**, including insurance and reinsurance companies, investors, banks, pension fund managers and other finance or investment related entities.
* **Governments and intergovernmental agencies**, including national, regional, sub-national or multilateral organizations and agencies.
* **Other private sector**, including consulting firms, media outlets, trade associations, or law firms.
* **Academia and research consortia,** including research institutes, universities and university-affiliated think tanks or initiatives that are not registered as separate non-profit organisations.
* **Other standard-setting organisations,** whether non-profit or for-profit but that manage or own standards systems or set standards in the mining, minerals or metals space, or in other natural resource-based sectors.

Additional information

|  |  |
| --- | --- |
| Date your organization was established |  |
| Brief description of your organization or company’s key activities, including any activities on promoting, influencing, or incentivizing improvements towards responsible mining |  |
| Motivation for joining IRMA |  |
| What would your organization like to achieve during your first year as a member? |  |
| If a mining company, what is your intent towards engaging in IRMA assurance? (e.g. IRMA self-assessment tool, IRMA transparency, or IRMA mine site review for IRMA achievement levels 50, 75 or 100 Certified)  Learn more about IRMA assurance at <https://responsiblemining.net/what-we-do/certification/> |  |
| If a purchaser of mined materials, what is your intent towards sourcing responsibly mined materials and what kind of guidance do you seek from IRMA (if this is already known)?  Learn more about what Purchaser can do at <https://responsiblemining.net/what-you-can-do/businesses/> |  |
| What is the geographical scope of your activities? |  |
| Do you collaborate with any partner organizations, communities or other stakeholder groups on the topic of responsible mining?  If yes, please describe. |  |

Data Protection

By becoming an IRMA member, you accept that contact names and emails may be shared through internal group communication (or other means). Members often wish to contact each other outside of IRMA. If you do not wish your contact details to be shared, please indicate by ticking the box below.

|  |  |
| --- | --- |
|  | No, I do not wish my or my organizations’ contact details to be shared with other members |

IRMA publishes a Membership list on its website and in some presentations. If you *do not* wish your organization to appear in this list, please tick the box below:

|  |  |
| --- | --- |
|  | No, I do not wish my organization to appear in IRMA web sites or on presentation slides. |

As a member, it is normal for us to display your organizations’ logo and include a link to your website. If you do not wish this, please tick the boxes below. If you want us to use your logo, please attach it to the application when submitting.

|  |  |
| --- | --- |
|  | No, I do not want IRMA to link to my organization’s website |
|  | No, I do not want IRMA to make use of my organization’s logo |

Primary Contact

The primary contact nominated should be the person within your organization who will act as the organizations’ day-to-day representative with IRMA.

|  |  |  |
| --- | --- | --- |
| Name | First name | Last name |
| Position or Title |  | |
| Email |  | |
| Skype username (optional) |  | |
| Telephone | Country Code | Number |

Leadership Contact

The application should also be endorsed and signed by a **senior member** of the organization who will take responsibility for ensuring that the organization follows the obligations laid out in the IRMA Membership Principles. You may nominate this senior member as the secondary representative to this function. The secondary contact may be copied into communications but will not be the first point of contact.

|  |  |  |
| --- | --- | --- |
| Name | First name | Last name |
| Position or Title |  | |
| Email |  | |
| Skype username (optional) |  | |
| Telephone | Country Code | Number |
| **Signature** | | |

Finance Contact and Invoice Details

Please supply details to be used for invoicing purposes. Also, please state if your organization requires any specific information in order to process an invoice (such as Purchase Order numbers).

|  |  |  |  |
| --- | --- | --- | --- |
| Contact name for invoices | | First name | Last name |
| Email | |  | |
| Telephone | | Country Code | Number |
| Fax | | Country Code | Number |
| Address  (if different to HQ) | Building |  | |
| Street |  | |
| City |  | |
| State |  | |
| Postcode / Zip |  | |
| Country |  | |
| Any additional information required for invoices | |  | |

Membership Fees

Membership is free to all civil society organizations (NGOs), mining affected communities and community-based organizations.

For all others, membership fees are paid annually and are based on the total annual revenue (in USD) of the member organization or company.

IRMA does not offer membership to individuals at this time, except for mining-affected communities (please see more on this above).

For some small consulting firms focused specifically sustainability tools and approaches for the mining industry, we offer some sliding fees. Contact us at [info@responsiblemining.net](mailto:info@responsiblemining.net) to learn more. Note, there are no voting rights for consulting firms.

The following new rates took effect on 1 October 2019.

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|  |  |
| --- | --- |
| Fee payable : |  |

**Please note:** you will need to provide evidence of income or size as applicable (see below Check list).

Check list

Together with this application form, please make sure you submit the following:

1. A copy of your registration document verifying your organization is a legal entity (exceptions for mining-affected community applicants).
2. If paying a membership fee, a copy of document(s) verifying income or size as applicable and geographic scope of operations (this will be treated as strictly confidential and will not be shared).
3. If a company involved in the mining and minerals supply chain, web links or documents to demonstrate any existing commitment to promoting, supporting or implementing improvements towards responsible mining or the purchase or trade of responsibly mined materials.
4. A digital copy of your logo (optional, in an editable format with good resolution)

Membership Process

Once the IRMA Secretariat has reviewed your items above and found them to meet the criteria, as well as received payment of your annual fee (if applicable), you will receive the IRMA member logo and approved messages in the IRMA Claims and Communications Policy and be able to share information about your IRMA membership. You will also be able to get on the Responsible Mining Map, as well as receive other membership benefits.

If the Board of Directors feel there is reason to revoke your membership, we will notify you at that time.

Termination of Membership

Membership may be terminated if a member becomes insolvent, is dissolved, resigns from membership with a notice period of 30 days, no longer meets one or more of the membership criteria, fails to pay the annual membership fees, or fails to uphold the Membership Principles or IRMA Principles of Engagement.

IRMA Membership Principles

The following principles apply to all members of IRMA.

The Initiative for Responsible Mining Assurance is a globally focused non-profit organization with a mission to protect people and the environment directly affected by mining. We do this by creating financial value for mines independently verified to achieve best practices and share this value and greater confidence with the businesses that purchase material from these mines.

As an IRMA member, you commit to supporting this mission. You understand and uphold these principles in your dealings as an organization. These Membership Principles form an important part of IRMA membership, with the other important part being that you directly participate in ways that are appropriate to your organization or company to promote, influence or implement responsible mining within your sphere of influence or within your supply chain, and/or with your partners, clients, customers, stakeholders or beneficiaries.

If the IRMA Board of Directors feels that your organization or company is not upholding these principles it may lead to a termination of your membership. The Membership Principles are:

* **Active Support for IRMA:** As members, we actively and constructively communicate and support the IRMA Standard for Responsible Mining, IRMA processes and the implementation of IRMA projects in the world;
* **Concrete Actions for Responsible Mining:** As members, we develop and implement actions to the best of our ability within the appropriate channels and mechanisms in our company or organization, in order to further responsible mining in the world;
* **Shared Participation:** As members, we know that improvement takes many actors and we understand that we can all participate in transforming a sector towards more responsible practices (see Annex 1 on our Shared Participation Model);
* **Continuous Improvement:** As members, we support and promote continuous improvement and we encourage mines and mining companies at any stage in their sustainability journey to engage in IRMA and to continuously improve;
* **Transparency:** As members, we act responsibly and are transparent in our dealings with IRMA;
* **Credible Communications:** As members, we do not make any misleading or unsubstantiated claims about our involvement in IRMA, our IRMA membership, our IRMA achievement levels (for mines), nor about the impact associated with our engagement in IRMA. External communications about IRMA are truthful, accurate and based on robust systems.

IRMA Principles of Engagement

In addition to our membership principles, we also agree to the following principles as a basis for our participation in initiatives or projects that flow out of IRMA:

1. We are committed to and recognize the value of a multi-sector process and solutions with the participation of all sectors.
2. We acknowledge that we must develop strategies and systems that add value for all sectors, recognizing that different sectors define value differently.
3. We recognize that while we may not always agree, and that sometimes our disagreements may be aired in public, we see value in finding solutions where we are able to find agreement. We are therefore committed to dialogue despite these disagreements or differences of opinion.
4. We are committed to a process that seeks to improve and advance best practices and standards.
5. We will seek to learn from and build upon current examples of site-based good practice as well as broader initiatives that are underway.
6. We will seek to identify and recognize progress and improvements at existing operations, understanding that there could be, in some cases, inherent limits as to what can be achieved at these sites. We recognize that in certain cases sites with complex and challenging issues could implement improvements that could lead to certification.
7. We recognize that in certain cases, whether or not there is governmental approval, due to potential impacts or other values or benefits, no mining could be the best option. We seek to advance methodologies that allow such decisions to be made within a sustainable development context. We also recognize that we must pursue solutions that avoid simply leaving the mining of such sites to less responsible operators.
8. We will ground our standard setting and verification process in sound science with regard to all stages of mine development through closure, considering identified risks, while recognizing that scientific uncertainty is not a reason for inaction, and respecting traditional knowledge, custom and values.
9. We agree that efficiency is essential. We seek to develop and advance criteria, targets, benchmarks and processes that integrate, whenever possible, existing tools, processes and resources, such as current reporting or auditing. We seek to build on existing knowledge and systems where applicable.
10. We recognize that it is essential to develop a system that enables mutually acceptable, credible, independent, third-party verification of compliance with standards, thresholds or performance targets. Accordingly, we seek to create a system that offers public recognition for such compliance and a mechanism to ensure that these commitments are being met in practice on an ongoing basis.

Annex 1: Shared Participation Model

As a member of IRMA we understand we all can contribute to furthering responsible mining. This figure below shows *some* of the ways that some of the categories of actors can participate in sector transformation. (Note, this does not show all actors and stakeholder groups, such as researchers or other standards systems. We recognize these groups also have important roles to play)

Annex 2: Responsible Mining Map

As a member you can ensure your organization is listed on the Responsible Mining Map. It’s easy to create your listing by clicking on: <https://map.responsiblemining.net/>

Information you should prepare before beginning the Map listing process:

* **Organization Information:** Name, title, phone number, and email if you want a contact person added to map; organization address and website. You will be asked to add this information to your organization's map profile, but you will have the option to make it public on the Map or not.
  + NOTE: IRMA recommends using a generic email for public sharing (e.g., contact@yourorganization OR info@yourorganization).
* **Location Information:** You can add in the latitude and longitude coordinates for the facility (e.g., head office, regional office) you’d like represented on the Map. Or, you can use a built-in tool to indicate on a map where you would like your pin placement.
  + **NOTE:** Each company/organization will have one pin location. (Please contact IRMA if you are considering multiple pin locations)
* **Company/Organization Logo.** You can brand your information by including a logo that will go with your company profile.
  + PNG file / 500 pixels wide / white or transparent background
* **Responsible Mining Statement:** You will have space to include a statement sharing how your organization supports responsible mining
  + Statements have a 900 character (approx. 150 words) limit.

Other attributes of your Map listing:

* **Choose what information you display publicly:** There are a few fields of information that are required to be displayed on the map, such as organization name, but for the most part you decide what information you will share with the public, and you can change your sharing settings at any time.

o   For example, you may opt share your involvement with IRMA, or your involvement with other responsible sourcing initiatives; and you opt to let others know the particular metals/minerals you are interested in selling or purchasing.