

## EVALUATION PROCEDURE

1. The Chair of the Membership Committee collects all the documents of the applying Organization and controls them.
2. The Chair of the Membership Committee should inform the members of the Committee of the new applicant in August. The application of the Organization should be read by at least 2 members of the committee during September.
3. In October comments should be sent to the Chair and questions collected and sent to the applying Organization to be answered before the Council meeting in the first week of November.
4. The Chair reports the work of the Committee to the Council and receiving the reflections makes any changes in the report discussing it with the contact person of the Organization.
5. After the Council Meeting the Applications which are in accordance to the FEPTO Minimal Training Standards and the Membership Procedures are found in the Newsletter published on the FEPTO website.
6. When the Council accepts this application it is then sent as pdf file to all members. The membership is invited to submit any relevant questions to the Chair of the Membership Committee by 15<sup>th</sup> Feb. This leaves 6 weeks for any issues raised to be resolved. After this period no more questions may be raised.
7. The applicant may withdraw their application at any moment. If a resolution cannot be agreed then ratification of membership will not be asked at the General Assembly in that year. In such a case the applicant will be given advice what they need to do in order to re-apply. This will be presented in the FEPTO Newsletter and updated webpage.
8. The documents of the applying Organization, including the correspondence (letters and e-mails) should be stored in a file. The files are handed over from one Chair of the Membership Committee to the next.
9. If the Application is approved by the FEPTO Council in the meeting of the first week of November, it will be voted for in the next General Assembly of FEPTO. More > Voting Procedure <http://bit.ly/1HFRtLz>