**Membership Application Form**

**International Association of Language Commissioners (IALC)**

**Criteria for membership**

Please read the following before completing the application form below.

Membership is not reserved exclusively for those whose title includes the words ‘Language Commissioner’. The IALC will afford membership to:

* any language commissioner or ombudsman represented at the inaugural meeting of the IALC in Dublin, Ireland on 24 May 2013;
* any institution, organisation or individual with a direct mandate from their government or legislative assembly to oversee or protect language rights and whose role includes investigating, resolving, or making recommendations with regards to language rights.

Full Membership of the IALC is reserved for those who are:

1. Independent of any public authority under whose jurisdiction they operate and should not receive direction from any public authority which would compromise their independence.
2. Able to perform their functions independently of any public authority under whose jurisdiction they operate.
3. Empowered to make recommendations in order to remedy or prevent any breach of language rights and, where appropriate, to propose administrative or legislative reforms for better governance.
4. Held accountable by reporting publicly to a Legislature, or other elected body, and by the publication of an annual or other periodic report.
5. Compliant with the established norms and principles of good governance in fulfilling their functions and in line with their legislative mandate.
6. Subject to dismissal by a Legislature or other elected body or with its approval for cause as provided by the relevant legislation or Constitution.

Recognition

Membership shall be determined according to the association’s Rules and Criteria for membership, as published on the IALC website.

Applications should be submitted to the secretariat of the IALC and will be reviewed by the Executive and Membership Committee. The decision on whether an applicant meets the Criteria for membership will be made at the discretion of the association. The IALC shall decide on applications for membership by majority vote of the full membership of the association.

If applicants are not satisfied with the decision, an appeal may be lodged to the Executive and Membership Committee.

Membership will be afforded to office holders rather than individuals and afforded to one member from each jurisdiction.

**Full Membership Application Form**

**A. Applicant details:**

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| **Name of applicant institution** |  |
| **Country** |  |
| **Official working languages of the institution** |  |
| **Postal address** |  |
| **E-mail address** |  |
| **Telephone number of applicant (including international dialling code)** |  |
| **Website** |  |
| **Current incumbent** |  |
| **Date of first appointment of current incumbent**  |  |
| **Expiry date of current term** |  |
| **Second point of contact if applicable** |  |
| **Legal foundation (please attach a copy of or hyperlink to the legislation)** |  |
| **Most recent annual report (please attach a copy of or hyperlink)** |  |

**B: Description of how the applicant institution was established:**

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| Please provide a brief history describing the establishment of the institution. |
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1. **Criteria for Membership (please provide examples and/or case studies where applicable)**

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| 1. Please describe the role of the institution as ombudsman, its compliance or advisory services on language rights, and how it receives and investigates complaints from the public against the administrative practices of public authorities or public undertakings. Please advise over what authorities does the applicant institution have jurisdiction? Please provide complaint statistics if applicable.
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| 1. Please advise if it is of a non-profit nature, how it contributes to adherence to the rule of law and effective democracy, and how it is accountable. To whom is the institution **accountable**, who is accountable to the institution? Is the applicant institution obligated by law to report on its activities? How is this being done? Demonstrate how the institution is **accountable** by reporting publicly to a Legislature, or other elected body, and by the publication of an annual or other periodic report.

(Please provide examples of Annual Report etc. Please also refer to the IALC’s Mission, Vision, Values and Objectives document. You may include links to specific documentation relating to your work.) |
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| 1. Please describe the structure and mechanisms that guarantee the **independence** of the institution. Demonstrate how the institution is independent of any public authority under whose jurisdiction it operates and does not receive any direction from any public authority which would compromise its independence.
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| 1. Please describe the ability of the applicant institution to act on its own initiative to investigate matters under its competence. Provide examples of the institution’s power to make recommendations in order to remedy or prevent any breach of language rights and, where appropriate, to propose administrative or legislative reforms for better governance. Please describe the recommendation process and the obligations of the applicant institution as well as the government. Does the applicant institution submit special reports? If so, to whom?

(Please attach a copy of a recent special report if applicable.) |
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| 1. Please demonstrate how the institution complies with the established norms and principles of **good governance** in fulfilling its functions and in line with its legislative mandate.
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| 1. Please provide documentation of how the institution can only be dismissed by a Legislature or other elected body or with its approval for cause as provided by the relevant legislation or Constitution.
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1. **Organisational Structure**

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| Please provide an organisational chart of the applicant institution.  |
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