Step 1: Prospective participant may choose to informally submit a completed pro forma questionnaire to VPs Secretariat to ascertain the likely reaction of current VPs Participants.

Step 2: VPs Secretariat informs VPs Steering Committee (STC) if an informal approach is made.

Step 3: VPs STC informally consults the pillars. Deadline of 2 weeks given for objections to be raised. VPs Secretariat informs the prospective participant accordingly.

Step 4: If a company or NGO decides to proceed with its request, prospective participant sends a formal letter to the VPs Secretariat attaching the completed questionnaire.

Step 5: VPs Secretariat informs the VPs STC. VPs STC consults the pillars. Deadline of 2 weeks given for objections to be raised. VPs Secretariat informs the prospective participant accordingly.

Step 6: VPs Secretariat consults all VPs Plenary participants following approval from VPs STC. Deadline of 2 weeks given for objections to be raised.

Step 6a: If any Participant(s) object(s), VPs Secretariat informs the applicant accordingly. The Participant(s) must make their objection(s) known to the prospective participant, with an explanation of their reason(s).

Step 6b: If no objections are raised, VPs Secretariat informs the applicant accordingly.

Step 7a: The prospective participant may challenge the decision denying it admission and has the opportunity to make its case to the VPs STC.

Step 7b: Once prospective participant is informed, VPs Secretariat informs all VPs Participants by email and makes the necessary updates e.g. website.

Step 8a: The VPs STC reports to all VPs Participants that a case has been made and invites them to reconsider their decision.

Key reference documents:
VPs Participation Criteria
VPs Official Pro Forma Questionnaire