

## **Forum on the Arms Trade – INSTITUTIONAL PARTNERS - October 2023**

Established in 2015, the Forum on the Arms Trade is a network of civil society experts and a point of contact for strengthening public efforts to address the humanitarian, economic and other implications of arms transfers, security assistance, and weapons use. In a desire to further expand awareness of and capabilities of the Forum, a formal effort to identify partner organizations occurred in 2018, at which point the Arms Control Association, Center for International Policy (Security Assistance Monitor), and the Center for Civilians in Conflict (CIVIC) became institutional partners.

In 2023, the Forum is working to become its own independent nonprofit and asking existing and potential partners to continue or become official institutional partners of that new nonprofit. This document serves as a “Terms of Reference” for institutional partners.

A current list of institutional partners can be found in the [About](#) section of the Forum’s website.

### **Institutional Partners**

An organization or project of an organization may be an “institutional partner” of the Forum on the Arms Trade, and publicly identified as such. Partners are expected to share in the work of the Forum in terms of seeking to strengthen efforts to address the humanitarian, economic and other implications of arms transfers, security assistance, and weapons use.

The partnership relationship is meant to identify the commitment of partners to this collective work as well as a desire to promote the Forum. It is hoped that being listed will also aid in the work and awareness of an institutional partner.

### **Contributions**

Institutional partners are expected to contribute financial and/or in-kind support to the Forum. Recognizing that in many cases in-kind support may be the chosen contribution, below is an illustrative example of how such a commitment might be demonstrated:

- Co-hosting/organizing two public events OR
- Jointly maintaining at least two online resources OR
- Applying for or leading collaborative projects

Partners are encouraged to have a representative on the Board of Directors, but are not required to do so. Those who do should be prepared to fulfill the added expectations of such leadership.

### **Public Identification and Responsibilities**

Institutional partners will be publicly identified as such on the Forum’s website and in newsletter communications, and their logos included in a manner similar to below.



*in cooperation with our partner organizations and projects:*



*Partners are not responsible for the work of the Forum nor does partnership indicate agreement with or endorsement of the opinions of other partners, listed experts, or resources produced by the Forum.*

The additional lines will read:

[above logos] “in cooperation with institutional partners”

[below logos] “Institutional partners are not responsible for the work of the Forum nor is the Forum responsible for its partners. Partnership does not indicate agreement with or endorsement of the opinions of other partners, listed experts, or resources produced by the Forum.”

## **Becoming an Institutional Partner and Other Information**

Those interested in being listed as an institutional partner should contact the Forum’s director, who will discuss expectations with the potential partner. A final decision will be made by the Board of Directors on inviting organizations/projects to be institutional partners.

Please note that becoming an institutional partner does not necessarily mean all organizational experts will be invited to be listed as Forum [experts](#). A separate Membership Committee makes decisions on inviting individual experts to be listed by the Forum following approaches laid on in the [FAQ](#).

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This revised document was presented to the entire list of Forum experts for their input and advice on May 30, 2023, revised in August 2023, and finalized on September 18, 2023.

It replaces a similar [2018 document](#).