

**“I HAVE TO CHANGE
TO STAY THE SAME”**

Willem de Kooning

International Port
Community Systems
Association

Membership
Application Form
2024



IPCSA

International Port
Community Systems
Association



I Membership

Membership to IPCSA is open to:

- Air, Inland, Dry port and Sea Port Community System Operators
- Air, Inland, Dry port and Sea Port Authorities
- Single Window Operators
- International and Regional Organisations and Associations

II IPCSA mission:

“To act in the common interest of IPCSA members to influence public policy at the international level, in order to promote the electronic exchange of information to enable seamless and efficient trade logistics processes. This will be achieved through lobbying, practical initiatives and projects, as well as engagement with the global, regional and national logistics communities and relevant public bodies.”

IPCSA Objectives

In order to achieve its mission, IPCSA has agreed the following objectives:

- To ensure that the importance of Port Community System Operators (PCSO), Single Window Operators (SWO) and Sea and Air Port Authorities are recognised internationally relating to the electronic exchange of information and that the sector is consulted substantively on any measure likely to affect them.
- To promote the highest possible use of standards within PCSOs, SWOs and Sea and Air Port Authorities and the use of international standards.
- To encourage all IPCSA members to be proactive in PCS, SW, and sea port and airport development specifically related to the electronic exchange of data.
- To support and promote international, regional and national trade facilitation measures and the integration of PCS, SW and Sea and Air Port Authorities into such measures.
- To promote international collaboration for more effective cross-border and port-to-port exchange of data, processes and supply chain visibility.

III The benefits of IPCSA Membership:

Formed to represent the interests of Community Systems across the world, IPCSA plays an important role in explaining and promoting the value of the electronic exchange of information within the logistics chain – in all modes and hubs of transport, including air, sea, inland waterways, and rail. By bringing together operational and administrative processes, Community Systems are critical in the success of Single Window. IPCSA maintains a community of communities, sharing and exchanging information and experience through:

- Topic-specific workshops/Discussion Forums
- The IPCSA annual conference
- IPCSA Initiatives
- IPCSA Analytical publications and media partnership
- Seminars and exhibitions
- PCS and SW topic specific guidelines
- Expert guidance and advice to industry, governments, and relevant stakeholders
- Sharing information among the Members is key to success!

IV IPCSA and its Members:

- Reinforce the central role of Community Systems in facilitating trade and applying new regulations at entry points and border crossings.
- Will play a major role as Single Window concepts develop.
- Are an important source of expert opinion regarding any new international or regional policy/legal framework being considered which may affect transport logistics.
- Ensure that new technology can be accessed by all of the community, from SMEs to large conglomerates or public authorities.
- Use experience and knowledge built up over 40 years to share and develop more effective processes for users.
- Represent Community Systems at international and regional inter-governmental organisations.

V Member Fee level 2024 (1st January 2024 to 31st December 2024)

The Membership fee for 2024 is € 7, 000 (plus VAT where applicable).

All membership fees are payable in full within 30 days of membership fee invoice and membership commences from payment date. Membership fee levels for subsequent years is subject to change in accordance with the General Terms & Conditions IPCSA is a UK VAT registered company.

VI IPCSA Initiatives

IPCSA develops initiatives to support IPCSA members which are all voluntary, some of these initiatives may have additional fees and costs to help set up, deliver and promote them, which would be clearly set out in advance. It is the choice of members to be involved in such initiatives and pay any additional fees for direct involvement.

Within IPCSA Core Priorities current initiatives are:

- Network or Trusted Networks
- PROTECT
- Air Corridors
- Foresight
- Supply Chain Resilience in Ports
- Masterclasses on PCS and (M)SW
- Sustainability of PCS-services

Note: For initiatives there may be additional costs over the membership fee and these will be advised to all members who then choose whether to participate or not.

VII Definitions

A Port Community System Operator:

- is an organisation that is either public, private or public/private that operates and maintains a Port Community System and where the Port Community System represents the core of that organisations business;
- has a board, or some form of steering committee, made up of representatives from different internal and external groups within the Port and Logistics community;
- has “service level agreements” with PCS users to manage the electronic exchange of information between different parties on their behalf.





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A Single Window Operator is:

The organisation that has the legal responsibility for implementation and operation of a Single Window within a country or region and which operates the Single Window within that remit, whereby the Single Window allows parties involved in trade and transport to lodge standardised information and documents.

A Cargo Community System (CCS) is:

- a neutral and open electronic platform for the benefit of public and private stakeholders linked to the cargo flows of any kind of freight passing through an identified port, airport, or multimodal site(s) to improve the competitive position of sea, air, inland and dry port communities;
- which enables the renewal, optimisation, automation and management of logistics, ports and administrative processes through a single submission of data, connecting transport and logistics chains.

VIII Further Information or questions

If you are unsure if your organisation is eligible to apply for membership or for further information on membership please contact Inga Morton, General Manager for further information.

E: inga.morton@ipcsa.international

T: +371 29273218

W: www.ipcsa.international

IX The Application Form

This application form is for organisations that wish to apply for Membership of the International Port Community Systems Association UKEIG. The application is for the year 1st January 2024 to 31st December 2024 and is subject to the terms and conditions detailed below.

X Terms and Conditions

The current terms and conditions of application for membership and membership are enclosed as Annex I and Annex II to this application. The terms and conditions are subject to change and additions by the IPCSA ExCo at any time and IPCSA will not be held liable for such changes. We will always notify you at least 30 days in advance of changes within Terms and Conditions on IPCSA Community.

International Port Community Systems Association

Membership Application Form 2024

Status of organisation: (please tick appropriate box or boxes)	Air / Inland port / Dry port / Sea Port Community System Operator	
	Cargo Community System Operator	
	Single Window Operator	
	Air / Inland port / Dry port / Sea port Authority	
	National Public Authority (Ports Administration, Customs etc.)	
	International or Regional Organisation or Association	
	Other (please detail below)	

1. Organisation Information

1.1 Name of organisation					
1.2 Address of Organisation					
1.3 Country					
1.4 Organisations website					
1.5 Ownership (public or private)					
1.6 Years of operation					
1.7 Turnover (last financial year)					
1.8 Number of Staff					
1.9 Organisations VAT Number					
1.10 List of Ports / Airports / Dryports your organisation operates in or has responsibility for	Name of Port / Airport / Dryport	Total TEUs	Total Tonnage	Total Consignments	Total Vessel / Flight Calls handled

1.11 List of Offices / Location and Staff Numbers		
2. Contact Information		
2.1 Years of operation		
2.2 Contact Name		
2.3 Position		
2.4 Telephone Number		
2.5 Mobile Telephone Number		
2.6 Fax Number		
2.7 Email Address		
2.8 Contact Address (if different from that in 1.2)		
3. Other Information		
3.1 What is the reason your organisation wishes to join IPCSA (max 250 words) - Please also provide a presentation (as an attachment to your application) of your organisation and its activities and responsibilities for Port Community Systems, Cargo Community Systems, Single Window		
3.2 If your application is successful please indicate which of the IPCSA Core Priorities you wish to participate in or are interested in. Please tick YES or NO		
	YES	NO
CORE PRIORITY		
Single Window / Trade Facilitation		
Customs and Other Government Agencies		
Standards & Technologies / PROTECT		
Air-PCS / Cargo Community Systems		
Community System Development		

NOTE: Within these Core Priorities we develop initiatives which for the applicant's information currently include:

- Network or Trusted Networks
- PROTECT
- Air Corridors
- Foresight
- Supply Chain Resilience in Ports
- Masterclasses on PCS and (M)SW
- Sustainability of PCS-services

Members can join whichever initiative they feel is appropriate and that their resources allow. Some initiatives may have additional fees/expenses over and above the annual membership fee which is payable on joining the initiative or as described by the applicable terms and conditions.

4. IPCSA Community

For effective communication and information exchange between members, IPCSA uses the private social platform IPCSA Community.

To join the platform, a request must be sent to the IPCSA General Manager at: inga.morton@ipcsa.internaional

5. Declaration by Applicant

I hereby declare that I am authorised on behalf of the above organisation to apply to IPCSA UKEIG for membership and that if successful our organisation will abide by the principles of IPCSA, the terms and conditions of Membership and agree to pay the Membership fee of €7, 000 for 2024 membership within 30 days of being advised of successful application to become an IPCSA member.

Name (printed):	
Signature:	
Position:	
Date of signing:	

Please include with the application for a presentation about your organisation and services.	Presentation Attached	
	Yes	No



ANNEX 1 – TERMS AND CONDITIONS OF APPLICATION FOR MEMBERSHIP OF IPCSA

- 1) An applicant for membership of IPCSA must comply with IPCSA eligibility rules which are that the applicant must be either an sea or air Port Community System Operator (as per the definition of a PCSO as outlined at www.ipcsa.international/pcs), a sea or air port Authority or a Government agency or authority who has responsibility for the development, implementation and operation of a PCS, a Single Window Operator (as per the definition of a SWO as outlined at www.ipcsa.international/pcs) or in International or regional organisation or association.
- 2) An application for membership is for the year an application is received. The IPCSA Membership year runs from 1st January 2024 to 31st December 2024.
- 3) Applicants for membership should complete, in full, the following:
 - Membership Application
 - Powerpoint Presentation on their organisation
 - Additional information that would support their application for membership.
- 4) Applications with all relevant paperwork should be sent by email to the IPCSA General Manager at: inga.morton@ipcsa.international
- 5) The application will be assessed, on receipt and a recommendation will be given to the ExCo either by email or at the next ExCo meeting which are held at least every six months.
- 6) The application to become a member of IPCSA is subject to unanimous approval of the Executive Committee (ExCo) of IPCSA which is made up of the Founding Members (SOGET, dbh, MCP, Portic, Portbase and DAKOSY).
- 7) If the application is successful, the General Manager will inform the applicant and will send a confirmation letter and a membership fee invoice to the applicant.
- 8) If the application is unsuccessful, the IPCSA General Manager will confirm this in writing to the applicant.
- 9) IPCSA reserves the right to refuse any application that does not comply with the IPCSA eligibility rules (as per Clause 1), and if an application is refused the applicant may resubmit after one calendar year of the original application.
- 10) IPCSA reserves the right to refer back to the applicant for further questions in order to support the Due Diligence process of eligibility. This may include, but not limited to, information on how the applicant would support IPCSA in its Mission and Objectives.
- 11) These terms and conditions are subject to change and additions by the IPCSA ExCo at any time and IPCSA will not be held liable for such changes.
- 12) These terms are superseded by the “*IPCSA Membership – General Terms and Conditions*” if the applicant is eligible and approved as an IPCSA member.

IPCSA MGT&C

Last updated on 9th November, 2023

ANNEX II IPCSA MEMBERSHIP – GENERAL TERMS AND CONDITIONS

1. Members General rights

- 1.1. Membership of IPCSA will entitle the Member to:
 - a. Participation in IPCSA meetings and events including Workshops / Discussion forums etc.
 - b. Be part of and participate in IPCSA Initiatives, including facilitation of the new Initiatives.
 - c. Participate and be part of IPCSA Media Partnership activities.
 - d. Use and actively participate on IPCSA Community.
 - e. Receive regular IPCSA members updates, newsletters and press releases.
 - f. Attend the IPCSA Conference.
 - g. Provide contact information and organisation details on the IPCSA website.
 - h. Access to the IPCSA Community Platform for up to 10 persons.
 - i. The IPCSA Membership Plaque.

acting on behalf of the ExCo, may refuse without giving reason and if a representative attends and agreement has not been given then the Secretary General, General Manager and/or Chairman has the right to refuse participation of that representative.

2. Members meetings

- 2.1. IPCSA Members are entitled to send representatives of their organisation to attend IPCSA Members only meetings and events.
- 2.2. IPCSA Members may make request to send an alternative representative to the Members only meetings who are not directly employed by the member organisation, including Software Providers, Shareholders etc. However, in such a case explicit agreement in writing or email from the General Manager must be obtained at least 2 weeks prior to the attendance at a meeting. The General Manager,

3. Membership fee

- 3.1. IPCSA Annual Membership fee is reviewed once a year within IPCSA budget preparation process, applying annual adjustments for inflation to IPCSA Membership fee and certain IPCSA budget expenditure positions such as Service Contracts, Professional Services, other budget positions if affected on case-by-case bases. Average annual inflation rate within 6 IPCSA Founding Member countries to be applied for review.
- 3.2. A Member may terminate their membership at any time with three months' notice in writing to the General Manager. No repayment of any membership fee paid will be made by IPCSA.
- 3.3. If the membership fee is not paid within 30 days of receipt of the invoice from IPCSA, membership rights may be suspended until such time as payment has been made. The General Manager will advise the member if such payment has not been received and give reasonable time for the member to rectify the payment of the membership invoice. After such time, if payment has not been made the General Manager has the right to suspend membership and advise the ExCo accordingly.

- 3.4. IPCSA reserves a right to make public reason for Member leaving IPCSA and/or Membership suspension in case where Membership fee payment is not settled in full.
 - 3.5. IPCSA reserves the right to terminate the membership of any Member at any time if it considers that Member is not acting in the best interests of IPCSA or its members. This requires the unanimous agreement of the ExCo. On termination, the IPCSA Chairman will send written confirmation to the Member explaining the decision and giving three months' notice of termination of membership.
4. **Review of Members eligibility**
- 4.1. An annual review will be conducted by the General Manager of all members and members might be required to supply updated information on their organisation, statistics, and other reasonable requests by the end of March of each membership year.
 - 4.2. If the annual review indicates that the member no longer complies with IPCSA membership eligibility the General Manager will request further information and if it is considered that they are no longer eligible, then the ExCo will be advised and requested to make a decision on the members eligibility.
5. **IPCSA Representation**
- 5.1. Members may not represent IPCSA at any meetings, conferences, or events without prior agreement of the Secretary General and/or General Manager.
 - 5.2. If a member is requested, or makes a request, to represent IPCSA at such events then the Secretary General and/or General Manager will ask / confirm this by e-mail.
 - 5.3. All presentations should be approved by the Secretary General and/or General Manager prior to the event where a member is representing IPCSA.
6. **Regional Representatives**
- 6.1. IPCSA has five regions, which match those of the UN Regional Commissions and the ExCo may decide to allow members, subject to certain conditions, to elect / select a regional representative to sit on the ExCo to support the Founding Members of IPCSA.
 - 6.2. If a representative is elected / selected, then it is a requirement for them to agree to act as an observer on the ExCo and comply with the rules set out by ExCo.
 - 6.3. The ExCo / Regions can if they so decide can have rotating representation from the region by mutual agreement of all members within that region and agreement of the ExCo.
 - 6.4. IPCSA Secretary General may invite to renew nominations of the Regional Representatives every 3 years.
7. **External and Internal Communication**
- 7.1. All external communication and publications regarding the Particular Member will be agreed in advance.
 - 7.2. All internal communication will be deemed confidential except cases where:
 - relevant law requires to disclose such an information.
 - prior agreement has been reached on the fact that information will be publicly disclosed.
 - the rules governing meeting, initiative, discussion forum etc. determine that information will be publicly or otherwise disclosed, and parties to whom it will be available. Disclosure will be made to the extent stated within these rules.
 - 7.3. Clauses 7.1 and 7.2 do not apply to information that is:
 - publicly available at the time of its disclosure or becomes publicly available.
 - was lawfully in the possession of the IPCSA (As can be demonstrated by written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed.