



# ORBICOM MEMBERSHIP POLICY

Adopted on June 26, 2025

1. Purpose.....	1
2. Membership Categories.....	1
3. Admissions Process.....	1
3.1 For UNESCO Chairs .....	1
3.2 For Regular Members .....	1
3.3 For Associate Regular Members .....	2
4. Creating a Personal Web Page .....	2
5. Contribution system.....	2
5.1. Contribution categories .....	2
5.2 Regular Member .....	2
5.2.1. Eligibility criteria .....	2
5.2.2. Services offered .....	3
5.2.3. Amount of the annual membership fee .....	3
5.3. Student Member.....	3
5.3.1. Eligibility criteria .....	3
5.3.2. Services offered .....	4
5.3.3. Amount of the annual membership fee .....	4
6. Annual Fee .....	4
6.1 Payment.....	4
6.2 Consequences of non-payment.....	4
6.3 Dunning procedure .....	4
6.4 Exceptional measures .....	5



# ORBICOM MEMBERSHIP POLICY

*Adopted on June 26, 2025*

## 1. PURPOSE

This policy provides a framework for the terms and conditions of membership, maintenance of membership status and membership fees for members of the ORBICOM network, in the interests of transparency, coherence and representativeness.

## 2. MEMBERSHIP CATEGORIES

ORBICOM distinguishes two main categories of members:

- Regular Members: The holders, co-holders and directors of UNESCO Chairs in Communication.
- Associate Regular Members: Researchers, professors or professionals working in the fields of communication, information or digital technologies, whose profile, work or fields of expertise align with ORBICOM's themes.

## 3. ADMISSIONS PROCESS

### 3.1 FOR UNESCO CHAIRS

Applications for the creation of new UNESCO Chairs or UNITWIN networks must be submitted directly to UNESCO via the official platform, in English or French, and validated by the National Commission for UNESCO of the country concerned.

### 3.2 FOR REGULAR MEMBERS

Applicants must send the following documents to the ORBICOM General Secretariat:

- A cover letter;
- An up-to-date curriculum vitae (CV);
- A copy of the letter of appointment issued by UNESCO or the home university confirming the tenure of the Chair.



Nominations are validated by the Funding and Membership Committee, subject to approval by two committee members from two distinct geographic regions.

### 3.3 FOR ASSOCIATE REGULAR MEMBERS

Applicants must send the following documents to the ORBICOM General Secretariat:

- A cover letter
- An up-to-date curriculum vitae (CV).

Nominations are validated by the Funding and Membership Committee, subject to approval by two committee members from two distinct geographic regions.

## 4. CREATING A PERSONAL WEB PAGE

Each new member accepted will be assigned a personal web page on the ORBICOM website.

To do so, he or she will have to fill out a form (Google Forms) specifying the following:

- Institutional Affiliation
- Research Interests
- Recent Publications
- Portrait photo (optional)

## 5. CONTRIBUTION SYSTEM

### 5.1. CONTRIBUTION CATEGORIES

This article establishes the terms and conditions applicable to the annual fees payable by members of the ORBICOM network. Two distinct categories are planned, namely:

- Regular Member;
- Student Member

Each category is subject to specific eligibility criteria and entitles the employee to a specific set of services.

### 5.2 REGULAR MEMBER

#### 5.2.1. ELIGIBILITY CRITERIA

The following are eligible for the Regular Membership category:

a) Persons working in the field of research or higher education, including, in particular:

- Researchers;
- University or college professors;



- Administrators, executives or professionals affiliated with educational or research institutions;
- Employees of grant funds and research centres.

b) Persons practising their profession outside the university sector but working:

- Within public services (municipal, provincial, federal or international);
- In civil society (non-profit organizations, health, education, law, cultural or social service sectors).

c) Citizens who do not meet the eligibility requirements for the student category.

---

#### 5.2.2. SERVICES OFFERED

Regular members benefit from the following services:

- Access to the annual conference at a preferential rate reserved for members, with the possibility, in certain exceptional cases and subject to the decision of the organizer, of exemption from fees;
- Free access, when available, to the proceedings of the annual conference;
- Right to participate and vote in the General Assembly of Members;
- Free access to the bimonthly newsletter Orbi-Info;
- Access to the list of members' expertise and specialties;
- Dissemination of activities and research within the network;
- Possibility of contributing to UNESCO-supported initiatives and projects in the field of communications;
- Opportunity to participate as a speaker in webinars organized by the network;
- Contribution to collaborative research projects;
- Possibility of faculty mobility and hosting of researchers on the ORBICOM premises.

---

#### 5.2.3. AMOUNT OF THE ANNUAL MEMBERSHIP FEE

The annual membership fee is \$145 CAD.

---

### 5.3. STUDENT MEMBER

---

#### 5.3.1. ELIGIBILITY CRITERIA

The following are eligible for the student membership category:

a) Persons enrolled in a full-time or part-time program of study, including students and postdoctoral fellows;

### 5.3.2. SERVICES OFFERED

Student members benefit from the following services:

- Access to the annual conference at a preferential rate reserved for members, with the possibility, in certain exceptional cases and subject to the decision of the organizer, of exemption from fees;
- Free access, when available, to the proceedings of the annual conference;
- Free access to the bimonthly newsletter Orbi-Info;
- Access to the list of members' expertise and specialties;
- Opportunity to participate in UNESCO's activities and projects in the field of communications.

### 5.3.3. AMOUNT OF THE ANNUAL MEMBERSHIP FEE

The annual membership fee is \$65 CAD.

## 6. ANNUAL FEE

### 6.1 PAYMENT

The payment of the annual membership fee is mandatory for all members.

### 6.2 CONSEQUENCES OF NON-PAYMENT

A member who has not paid his or her membership fee within twelve (12) months of the due date automatically loses all his or her rights and privileges within ORBICOM.

### 6.3 DUNNING PROCEDURE

In the event of non-payment, the following procedure applies:

- First reminder: sent as soon as the deadline has passed, with a period of 10 calendar days for regularisation.
- Second reminder: sent 10 calendar days after the first, with a new 10-day deadline.
- Third (final) reminder: Sent if the payment still hasn't been completed. It includes a notice of exclusion and loss of rights, with a final period of 10 days. In the event of non-payment, the member will be automatically excluded.



## 6.4 EXCEPTIONAL MEASURES

Accommodation measures may be granted on an exceptional basis, upon written request from the member, in the event of personal or financial hardship. These requests are reviewed on a case-by-case basis by the Funding and Membership Committee.