

JOIN THE MOVEMENT

Establishing a new Engineers
Without Borders organisation



ENGINEERS
WITHOUT
BORDERS
INTERNATIONAL

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www.ewb-international.org

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Please appendices for the record of document changes.

Welcome to the global Engineers Without Borders movement

We are a community of engineers from around the world that believe we should be doing more to address social and environmental injustice. We have been working for over 40 years to contribute to communities in need - in our own countries and beyond our own borders. We carry the name Engineers Without Borders (or translated equivalents) and today, our presence reaches across all major global regions; Africa, Asia, the Pacific, Middle East, Europe, North, South and Central America.

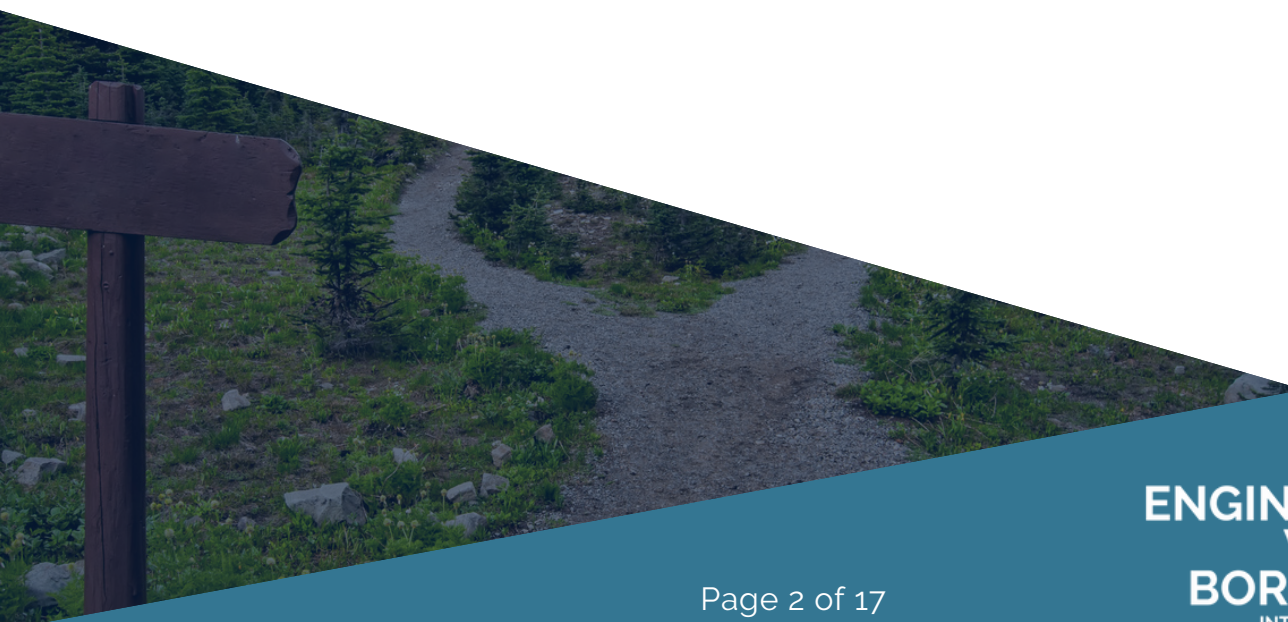
Engineers Without Borders International supports Engineers Without Borders organisations that are committed to working together and delivering demonstrable benefit to the world.

If you're reading this, there is most likely not an Engineers Without Borders in your country and you've made the bold decision to explore what is involved in setting one up. We're excited to work with you on this journey and will support you to achieve this goal so that together we can deliver a more sustainable and equitable future for all.



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Introduction

Launching a new Engineers Without Borders organisation and using the Engineers Without Borders brand comes with responsibilities to the global movement and a duty to uphold standards of operation agreed upon by all Engineers Without Borders International Member Associations.

This guidance document has been prepared by Engineers Without Borders International to help those considering launching a new Engineers Without Borders organisation to reflect on their alignment, capacity and readiness, as well as to provide a practical step-by-step insight into what is involved in the process.

Once you've read this guidance, if you wish to take the next step and express an interest in setting up a new Engineers Without Borders organisation, please complete this [Expression of Interest form](#).

By completing this expression of interest, you are indicating that you are committed to establishing a nationally registered non-governmental / non-profit organisation in your country in alignment with Engineers Without Borders International guidance.

A copy of the expression of interest form is available in Appendix A so that you know what information to prepare.



Engineers Without Borders International

Incorporated in 2002, Engineers Without Borders International (Engineers Without Borders International) exists to provide support and coordination to the global Engineers Without Borders movement. To date, the network has benefitted from shared funding opportunities, global convening events and support for collaborative initiatives across more than a few countries.

Moving forwards, Engineers Without Borders International seeks to scale up the support and guidance provided to Member Associations so that together we can achieve even greater collective impact against today's most pressing challenges. Accelerating progress for a sustainable and equitable future.

Member Associations

Engineers Without Borders organisations that are Member Associations of Engineers Without Borders International benefit by being part of a united brand. This creates opportunities for Engineers Without Borders organisations to:

- Contribute to the global Engineers Without Borders voice on issues relevant to our core goals
- Work with other Engineers Without Borders organisations on shared initiatives
- Access better practice knowledge, insight and resources
- Be part of global funding and resourcing opportunities
- Continue to build and shape the global Engineers Without Borders movement including shaping the standards held by Engineers Without Borders International through voting and co-design activities

See the current list of [Engineers Without Borders International Member Associations](#).



What's involved?

Establishing a new Engineers Without Borders organisation is a significant commitment. You'll be working towards setting up a registered non-governmental / non-profit organisation in your country that is part of a wider global movement of aligned organisations who share the Engineers Without Borders name (or translated equivalents).

If you become approved as a Startup Member Association, Engineers Without Borders International will provide you with support and guidance to become a fully fledged non-governmental / non-profit organisation recognised as an Approved Member Association of Engineers Without Borders International.

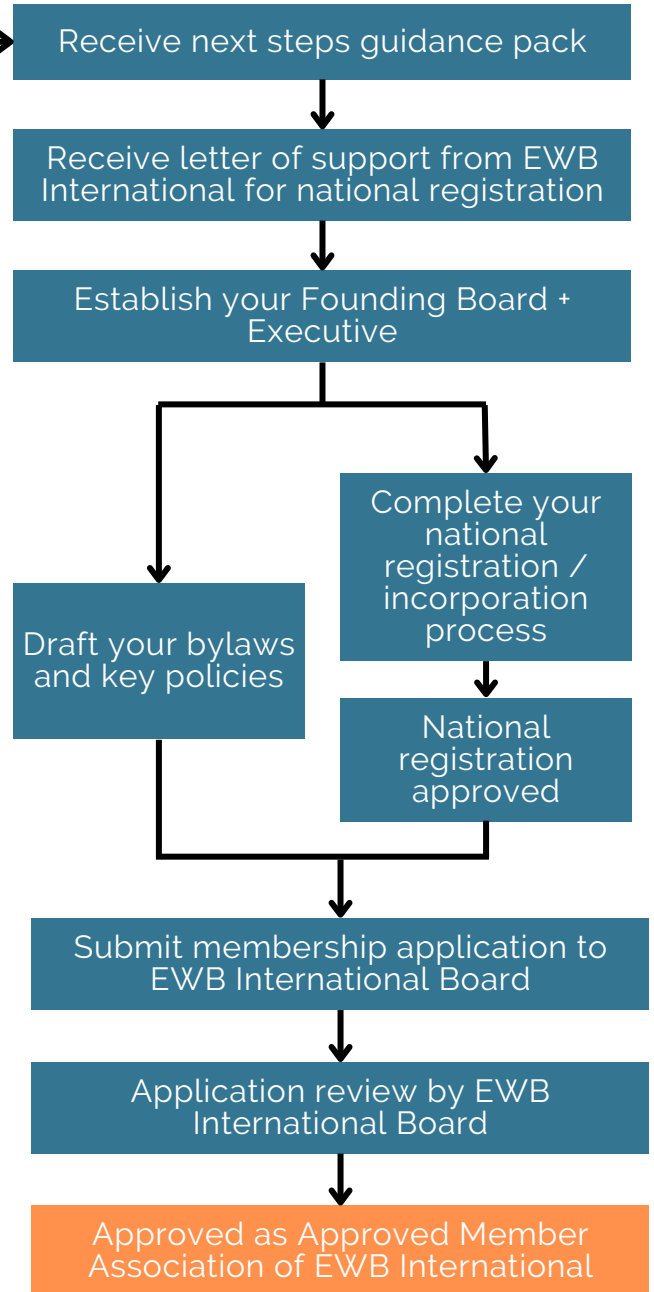
To help you understand what will be involved, the diagram opposite gives an overview of the whole process from expressing an interest to becoming approved as a Startup Member Association, and then the next steps to establishing as a registered organisation in your country and becoming an Approved Member Association of Engineers Without Borders International.



Getting to Startup Member Association status



Setting up as a registered organisation and becoming an Approved Member Association



Preparing to apply for Startup Member Association status

The process to become a Startup Member Association of Engineers Without Borders International follows these four steps:

1. **Expression of interest:** By making an expression of interest, you are informing Engineers Without Borders International that you believe you are ready to lead the foundation of a new Engineers Without Borders organisation. Other individuals that subsequently contact us interested in setting up in the same country will be directed to you. A copy of the expression of interest form is available in Appendix A so that you know what information to prepare.
2. **Establishing your startup committee:** By finding a local team of committed individuals to form a startup committee you will significantly increase your chance of success. Think about what expertise will set you up for success. These may be people you already know or people you recruit using appropriate communication channels (e.g. LinkedIn, Twitter, locally relevant talent platforms).
3. **Support from an Engineers Without Borders International representative:** Following submission of your expression of interest, a representative from Engineers Without Borders International will contact you to see how you're getting on. When you're ready, they will arrange a time for an interview based on the key questions to see if there is any additional guidance we can give you whilst you prepare to submit the application to become a Startup Member Association.
4. **Submitting the application to become a Startup Member Association:** When you / the startup committee are ready, you will be invited to complete the application form to become a Startup Member Association. This will be reviewed by a representative of Engineers Without Borders International and presented to the Board of Directors for review and approval. A copy of the application form is available in Appendix B so that you know what information to prepare.



Throughout this process, we ask you to reflect on considerations associated with the following three key questions:

- **Alignment:** How well aligned are you/the startup committee with the core mission, goals and values of the global Engineers Without Borders movement?
- **Capacity:** How well equipped are you/the startup committee to set up, establish and and run a new Engineers Without Borders organisation?
- **Readiness:** What have you/the startup committee already put in place and what still needs to be done?

Alignment

To determine how well aligned you/the startup committee are with the core mission, goals and values of the global Engineers Without Borders movement, reflect on the following considerations:

- What do you think is the purpose of the Engineers Without Borders movement?
- What motivates you / the startup committee to establish an Engineers Without Borders in your country?
- What goals are you hoping to achieve by establishing an Engineers Without Borders? For example, what problems are you hoping to solve / what issues are you looking to address / what opportunities are you seeking to unlock?
- What values/principles are important to you / the startup committee in how you deliver on those goals?
- How do you envision your new Engineers Without Borders contributes to the global Engineers Without Borders movement? Now, and in five years time.



Capacity

To determine how well equipped are you/the startup committee are to set up, establish and and run a new Engineers Without Borders, reflect on the following considerations:

- Who else is participating in the startup committee; how many of you are there?
- What experience, skills and diversity of perspectives do you bring / are you bringing together and how does this set you up for success in establishing a new Engineers Without Borders organisation?
- What other skills and resources do you anticipate you will need to deliver on your goals in the next few years?
- What is your strategy for securing funding, and for recruiting the talent you need?
- What is in place that gives you the confidence that you can launch a new organisation and that it will still be functional in a year? In five years?



Readiness

To understand what have you/the startup committee already put in place and what still needs to be done, reflect on the following considerations:

- Why is now the right time to set up an Engineers Without Borders in your country?
- Have you researched the process in your country for registering a non-profit / equivalent and checked whether Engineers Without Borders has already been registered previously or not?
- When reflecting on the problems/issues you have highlighted that underpin the goals you have stated, what are the key reasons you believe this problem / issue still exists and is not being addressed?
- In what way do you think your intended actions will make the problem better?
- In what way do you think your intended actions could make the problem worse?
- What gaps do you see in your launch team's capacity that you would like to address before launch?
- What are the five risks you anticipate are most likely to occur, and carry the gravest consequence if they did as you launch your Engineers Without Borders?
- What are your next steps to prepare the application for Engineers Without Borders International Startup Membership
- If you are granted Startup Member Association status by Engineers Without Borders International, what will be your next steps?



What happens once you're a Startup Member

If your application to become a Startup Member Association of Engineers Without Borders International is successful, you will receive:

- A next steps guidance pack covering: creation of bylaws; setting up your board and executive; key policies you'll need in place; branding and logo ideas.
- A letter of support from Engineers Without Borders International to add weight to your application for national registration as a non-governmental / non-profit organisation.
- Invitations to participate in Engineers Without Borders International events where we convene the global movement to discuss issues of interest, share better practice insights and look for collaboration opportunities.

If your application is not successful, you will be provided with feedback to reflect upon so that you can reconsider applying for Startup Member Association status.

Your next steps

Now you've read the guidance on what's involved, reflect on whether setting up a whole new Engineers Without Borders organisation is the challenge for you.

If it is - great! Head over to the [Expression of Interest form](#) and let us know.

If it isn't - that's also great. You've taken the time to consider what's involved, reflected on your own capabilities and capacity and taken the positive decision that this isn't for you. We hope you might still be interested in the global Engineers Without Borders movement so make sure that you're signed up to the [Engineers Without Borders International newsletter](#), to hear about upcoming opportunities. Who knows, maybe there will be an Engineers Without Borders near you in the future.



Appendix A: Expression of Interest form

This form is to be completed if you are interested in establishing a new Engineers Without Borders organisation. Following completion of the form, a representative of Engineers Without Borders International will follow up with you to discuss the next steps.

[Go to the form.](#)

About you

1. Full name
2. What should we call you? e.g. when we send you an email how would you like us to say 'Dear ...'?
3. Email
4. Current employment status: Employed / self-employed / unemployed / student / retired
5. Name of employer / your affiliated organisation
6. Your role

Establishing a new Engineers Without Borders

7. Country you wish to establish an Engineers Without Borders organisation in (drop down list)
8. Is this your main country of residence?
9. If not:
 - a) Where is your main country of residence? (drop down)
 - b) What is your affiliation with the country you wish to establish an Engineers Without Borders organisation in?
10. What motivates you to establish an Engineers Without Borders organisation in this country?
11. What are you hoping to achieve with Engineers Without Borders? For example, what problems are you hoping to solve / issues are you looking to address?
12. Do you already have a group of interested individuals to form the startup committee? Yes/No
13. If so, how many of you are there?
14. What experience, skills and diversity of perspectives do you bring / are you bringing together and how does this set you up for success in establishing a new Engineers Without Borders organisation?
15. Why is now the right time to set up an Engineers Without Borders organisation in this country?
16. What questions would you like answered next (max of five)?



Appendix B: Startup Member Association application form

This form will be provided to you via email when you are ready to submit an application to Engineers Without Borders International to be reviewed for Startup Member Association status. Following completion of the form, you will be informed whether your application has been successful or not and the next steps.

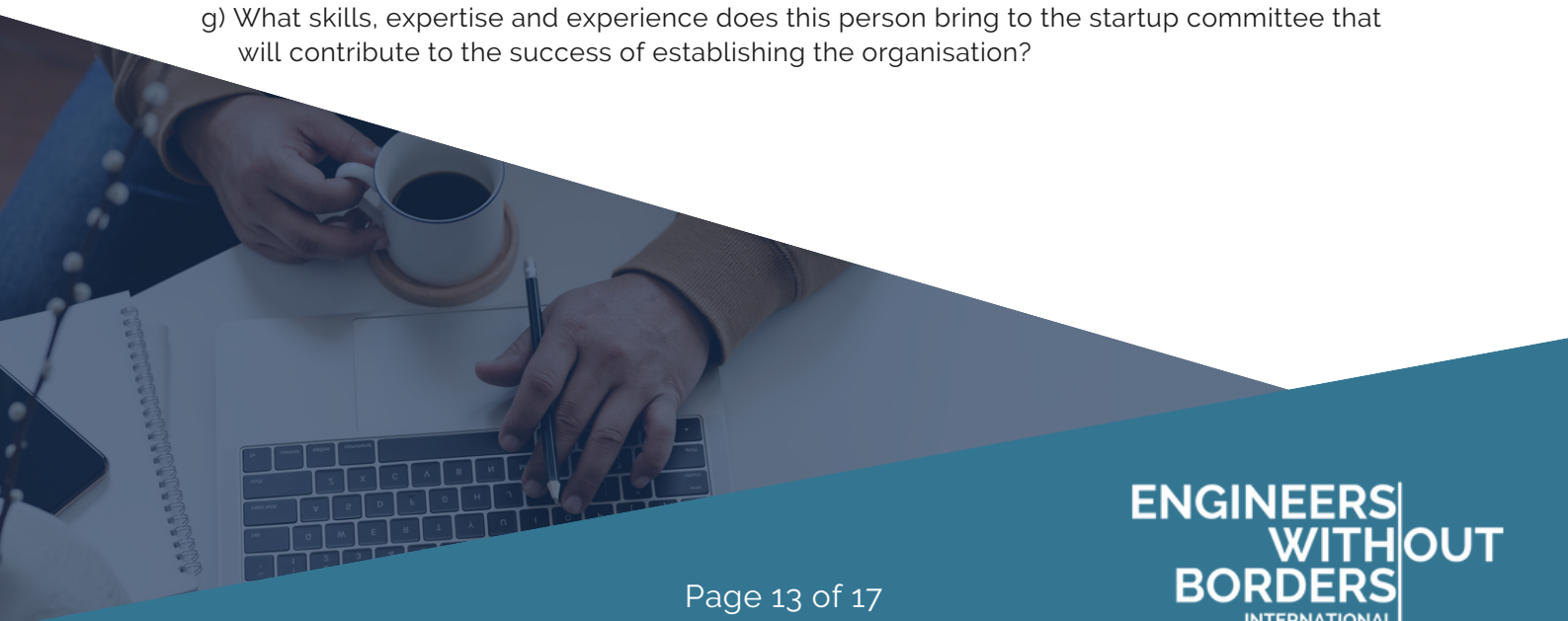
The start up committee

About you:

1. Your full name
2. What should we call you? e.g. when we send you an email how would you like us to say 'Dear ...'?
3. Your current employment status: Employed / self-employed / unemployed / student / retired
4. Name of your employer / your affiliated organisation
5. Your role at employer / affiliated organisation
6. Email
7. Is this the same email address we should use to direct all enquiries about the startup Engineers Without Borders? Yes/No
8. If not, what email address should we use?
9. Postal address
10. What is your motivation for establishing an Engineers Without Borders?
11. What skills, expertise and experience do you bring to the startup committee that will contribute to the success of establishing the organisation?

About the rest of the startup committee:

12. How many other individuals are currently involved in the startup committee?
13. For each individual:
 - a) Full name
 - b) What name should we use in future correspondence with this individual?
 - c) Current employment status: Employed / self-employed / unemployed / student / retired
 - d) Name of employer / affiliated organisation
 - e) Role at employer / affiliated organisation
 - f) Email
 - g) What skills, expertise and experience does this person bring to the startup committee that will contribute to the success of establishing the organisation?



Appendix B: Startup Member Association application form (continued)

About the rest of the startup committee:

14. Do all / most of the startup committee reside in the country you wish to establish an Engineers Without Borders organisation? (Yes/No)
15. If not all of the startup committee reside in this country, how many do?

Additional startup support

16. Describe any other skills, expertise and experience you have involved in establishing this new Engineers Without Borders organisation, e.g. support you are receiving from other organisations.

Alignment

17. What does the startup committee believe is the purpose of the global Engineers Without Borders movement?
18. What motivates the startup committee to establish an Engineers Without Borders in your country?
19. What goals are you hoping to achieve by establishing an Engineers Without Borders? For example, what problems are you hoping to solve / what issues are you looking to address / what opportunities are you seeking to unlock?
20. How do these goals align with those of the global Engineers Without Borders movement as stated by Engineers Without Borders International?
21. What values/principles are important to the startup committee in how you deliver on those goals?
22. How do these values/principles align with those of the global Engineers Without Borders movement as stated by Engineers Without Borders International?
23. How do you envision this new Engineers Without Borders contributes to the global Engineers Without Borders movement? Now, and in five years time.



Appendix B: Startup Member Association application form (continued)

Capacity

24. How does the experience, skills and diversity of perspectives you are bringing together set you up for success in establishing a new Engineers Without Borders organisation?
25. What other skills and resources do you anticipate you will need to deliver on your goals in the next few years?
27. What is your strategy for securing funding, and for recruiting the talent you need?
28. What gives you the confidence that you can launch a new organisation and that it will still be functional in a year? In five years?

Readiness

29. Why is now the right time to set up an Engineers Without Borders in your country?
30. Have you researched the process in your country for registering a non-profit / equivalent and checked whether Engineers Without Borders has already been registered previously or not?
31. When reflecting on the problems/issues you have highlighted that underpin the goals you have stated, what are the key reasons you believe this problem / issue still exists and is not being addressed?
32. In what way do you think your intended actions will make the problem better?
33. In what way do you think your intended actions could make the problem worse?
34. What gaps do you see in your launch team's capacity that you would like to address before launch?
35. What are the five risks you anticipate are most likely to occur, and which carry the gravest consequence if they did happen as you launch an Engineers Without Borders?
36. If you are granted Startup Member Association status by Engineers Without Borders International, what are your next steps?
37. What questions would you like answered next (max of five)?



Appendix C: Record of document changes

Document change(s)	Date
All pages. Document creation.	August 2022