



Internal Regulations

Version: 1

Adopted by Board of Directors on: 26/09/2025

Preamble

The Internal Regulations complement the Statutes of the Association (AISBL) adopted under Belgian law. They provide detailed operational procedures for the Association's governing and management bodies.

1. Membership Procedures

1.1 Application Process

- Membership applications must be submitted online using the official form (**Annex 1**) by a duly authorized representative.
- Applications are reviewed by the Secretariat for eligibility and formal completeness before being forwarded to the Board of Directors for decision.
- A decision of the Board shall be communicated to the applicant as soon as possible but not later than four (4) months following the reception of the application.

1.2 Eligibility

- The organisation applying must have its registered seat in one of the eligible countries under the Euratom Programme:
 - Member States of the European Atomic Energy Community (Euratom), including their outermost regions: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.
 - countries associated to the Euratom programme: Ukraine. Switzerland (for the purposes of the eligibility conditions, applicants established in Switzerland or in other third countries negotiating association to the Euratom programme will be treated as entities established in an Associated Country, when the association agreement of the third country concerned with the Euratom programme applies)

1.3 Internal Communication

- Each Member shall designate a “Contact Person” for formal communication with the Association.
- A change of the Contact Person must be notified in writing to the Secretariat.

2. Administrative and Financial Procedures

2.1 Membership Fees

- Membership fees are set annually by the General Assembly as per the Statutes.
- Invoices are issued by the Secretariat during the first quarter of the financial year and to new members throughout the year.
- Payment is due within sixty (60) days of invoice date.
- If the Membership fees are not paid at the moment of the General Assembly, the Secretariat will request members to provide a Promissory note on the membership fees payment

2.2 Budget and Accounts

- The Secretariat prepares a draft annual budget in consultation with the Treasurer and the designated member(s) of the Board of Directors.
- The budget is submitted to the Board for review and then to the General Assembly for approval.

- Monitoring of costs and overall financial follow-up reports are presented to the Board at least twice per year by the Secretariat.

2.3 Procurement Principles

- The Association applies transparency, equal treatment, and value-for-money principles to all procurement activities.
- A procurement file is kept for all contracts with service providers entered into by the Association for a duration of 5 years from the date of contract signature.

2.4 Payments and Validation

- Payments under €1,500 may be approved by the Secretariat with notification to the Treasurer.
- Payments above €1,500 require a decision of the Board and written approval from the Treasurer.

3. Governance Support

3.1 Annual and Multi-Annual Work Plans

- The Secretariat coordinates the drafting of the annual activity plan under the leadership of the Board and through consultations with Members and respective Working Groups.
- The plan is submitted to the Board for validation and to the General Assembly for approval.

3.2 Governance Meetings

- The Governance meeting includes the ordinary or extraordinary meetings of the General Assembly and the meetings of the Board of Directors.
- The Secretariat coordinates logistics, agendas, and documentation in support of the meetings.
- Issuing and accepting Proxies and Power of Attorneys must follow the internal formalities of the involved organisations.
- Draft minutes are circulated within 30 days after each meeting for comments and approved at the beginning of the subsequent meeting.

4. Technical and Outreach Activities

4.1 Working Groups & Task Forces

- Working Groups (WGs) and Task Forces (TFs) may be created by decision of the Board.
- Each WG and TF has its terms of reference, a chairperson, and a reporting line to the Board.
- The terms of reference shall be annexed to the Internal Regulations
- WGs and TFs chairperson reports regularly on the activities to the Board.

4.2 Events and Representation

- The Association may organize or co-organize events with Members or partners.
- Sponsorships or partnerships must be approved by the Board.
- Members may represent the Association at external events with prior authorization from the Board.

4.3 External Communication

- The Secretariat coordinates the collection and validation of content for the Association's website, newsletters, and social media.
- All official communications must respect the Association's visual identity (**Annex 2**).
- Press releases require prior approval from the Board.

5. Data management and IT

- The association will provide its members with access to a restricted space for sharing documents and archives related to the association's activities.
- The Secretariat ensures data security and GDPR compliance.

6. Ethics and Compliance

6.1 Code of Conduct

- Members and representatives shall respect the rules of confidentiality, integrity, and transparency.



- Any potential conflict of interest of Members must be declared to the Board for deliberation.

6.2 Compliance

- The Association and its Members must comply with EU competition law, antitrust rules, and ethical research practices.
- Breaches may lead to disciplinary measures by the Board

7. Final Provisions

- The Internal Regulations are adopted and amended by the Board of Directors in accordance with Article 22 of the Statutes.
- The Internal Regulations enter into force upon approval by the Board and notification to Members.

Annexes

Annex 1: Membership Application Form

Annex 2: Visual Identity Guidelines

Annex 1: Membership Application Form

Version: September 2025

Please note that **only applications submitted through the online form will be accepted**; submissions in any other format will not be considered. Once you have completed the online Membership Application Form, you will receive a confirmation email. For future communications, please make sure to whitelist our email address or add it to your approved sender list.

The evaluation of Membership Applications may take several weeks, but will not exceed four months from the date of submission. Representatives of the Association may contact you if additional information is required, and the decision of the FUSION NOW governance regarding your admission will be communicated by email.

Primary Contact Information*

Your Organisation Representative to interact on all operational FUSION NOW-related matters

First name

Last name

Email

By checking this box, you agree that the Association can use the personal data from this form for the consolidation of email distribution list through a GDPR compliant online tool.

Authorised Representative*

Your Organisation Representative at the General Assembly unless, indicated differently at later stage

First name

Last name

Email

By checking this box, you agree that the Association can use the personal data from this form for the consolidation of email distribution list through a GDPR compliant online tool.

Invoicing Contact*

Your Organisation Representative that shall be contacted in relation to the invoicing of annual membership fees

First name

Last name

Email

By checking this box, you agree that the Association can use the personal data from this form for the consolidation of email distribution list through a GDPR compliant online tool.



Organisation General Information*

Reminder: The organisation applying must have its registered seat in one of the eligible countries under the Euratom Programme: *Select one from the list*

- Member States of the European Atomic Energy Community (Euratom), including their outermost regions: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.
- countries associated to the Euratom programme: Ukraine. Switzerland (for the membership application form eligibility conditions, applicants established in Switzerland or in other third countries negotiating an association to the Euratom programme will be treated as entities established in an Associated Country, when the association agreement of the third country concerned with the Euratom programme applies)

Organisation's Category:

- PRIVATE FOR-PROFIT ORGANIZATION
- PUBLIC OR PRIVATE NON-PROFIT ORGANIZATION

Organisation's Subcategory:

To evaluate if your organisation can be considered as SME, please consider the factors that are detailed for each SME category on [this official website of the European Commission](#).

- Industry / Start-up – Not SME
- Industry / Start-up – SME (Small Enterprise)
- Industry / Start-up – SME (Medium Enterprise)
- Industry / Start-up – SME (Micro Enterprise)
- Investment company
- Bank
- Consultancy
- Research Technology Organisation (RTO)
- Academia
- Non-Governmental Organisation (NGO)
- Other private public legal entity
- Other public legal entity

Admission conditions*

The following proposal for membership fees for the year 2026 is based on the initial budget simulation for the basic needs of the Association in its first year of operation. The amounts are subject for approval by the Association's General Assembly and can further evolve in the upcoming years based on the operational needs of the Association.

- Industry / Start-up – Not SME : 5000 EUR
- Industry / Start-up – SME (Medium Enterprise) : 2500 EUR
- Industry / Start-up – SME (Small Enterprise) : 1500 EUR
- Industry / Start-up – SME (Micro Enterprise) : 500 EUR
- Investment company: 5000 EUR
- Bank: 5000 EUR
- Consultancy: 1000 EUR
- Research Technology Organisation (RTO): 2000 EUR
- Academia: 1500 EUR
- Non-Governmental Organisation (NGO): 1500 EUR
- Other private legal entity: 3000 EUR
- Other public legal entity: 1500 EUR



Does your organisation take note of the suggested membership fees for 2026 fiscal year?

Yes*

Does your organisation envisage engaging in and/or contribution to at least one of the activities listed in the art. 3.2 of the Statutes ?

Yes*

Does your organisation accept the content of the Association`s Statutes and the Internal regulation?

Yes*

Applicant contact information*

Do you confirm that you have an internal mandate to represent your organisation and submit this Membership Application Form on behalf of your organisation?

Yes*

First name* Last name*

Position: *

Email: *

By submitting the Membership Application I agree on behalf of my organisation with the following Data Protection and GDPR Compliance conditions:

The personal data collected through this online Membership Application Form will be processed in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) and Regulation (EU) 2018/1725 for EU institutions. The data will be used solely for the purpose of the activities of the Industry-Led Association, the European Fusion Stakeholders Platform (EFSP) and the project GO4FUSION, and will be accessible solely to the representatives of the different governing and operational bodies of the Association, EFSP and the partners of the project. The submitted information will be treated confidentially, stored securely, and will not be shared with third parties without consent. You have the right to access, rectify, or delete your data at any time by contacting contact@go4fusion.eu.

Annex 2: Visual identity

