ASPIRE

ACT LOCAL · WIN GLOBAL

Membership Application

Introduction

What we truly and earnestly aspire to be, that in some sense, we are. The mere aspiration, by changing the frame of the mind, for the moment realises itself.

ASPIRE is an association of shared services, outsourcing and technology companies in Poland, bringing together in one group the major players in the region to pursue a common strategy in promoting and developing opportunity in IT & Business Process Services.

ASPIRE's relevance is underlined by the fact that not only is shared services, outsourcing and IT the region's major growth sector, but Poland is also the major growth region for the industry in Central and Eastern Europe.

ASPIRE enables the industry to speak with one voice to government, educational institutions and other stakeholders, to highlight the key importance of the sector to the national economy and to local economies.

Crucially, ASPIRE speaks not only of what the industry is but also what it can be, actively engaging with stakeholders to fully grasp future opportunity presented by the world's most dynamically growing global industry.

SCOPE and ACTIVITY

ASPIRE provides a portfolio of services to the shared services, outsourcing and IT community based on three principles:

- Lobbying and representation
- Information sharing
- Reputation building

1. Lobbying and Representation

ASPIRE works to open and establish effective channels of communication with local stakeholders to develop new platforms of co-operation and exploit existing opportunities to deliver change.

The Association focuses on three main areas for the development of the sector:

- Labour market development
- Infrastructure
- Legal environment

In the area of labour market development, ASPIRE works with universities and other educational institutions to support internship programmes, curricula development and enterprise development. The Association also keeps close contact with regional government to influence funding for skills development and labour market analysis.

ASPIRE aims to work with government and other institutions where they are a major player: e.g., areas like infrastructure and incentives.

2. Information sharing

A strong focus is placed on industry research with key data collected from members to demonstrate the value the sector brings to the local economy and opportunities for growth.

Members participating in research are in many cases able to measure their own data against the differential. Data is collected and analysed in co-operation with trusted third party providers.

3. Search and Send Information Centre

Members are provided with regular updates on issues related to shared services, outsourcing and IT.

ASPIRE co-operates with third party providers to provide market information in areas such as salaries and benefits and the property market.

Information is also provided on new government initiatives and investments relevant to the sector.

4. Newsletters, Position Papers and State of the Industry Reports

News about members, industry trends and ASPIRE's own activities and initiatives - prepared in Polish for government and educational institutions.

ASPIRE also prepares Position Papers and State of the Industry Reports.

5. Networking events and Personal Development   Opportunities

ASPIRE provides speaking and networking opportunities for members at various events, workshops, seminars and small interest group meetings in Poland and abroad.

Regular member meetings are organised under various forums and initiatives offering opportunities for members to share best practices and formulate new ideas for strengthening their positions.

6. Promotion of the IT sector

ASPIRE understands the benefits of taking a proactive role in the development of the domestic IT sector and the synergies of this sector with its own development.

It is engaged in actively promoting the development of the IT sector in the region, offering guidance and support to emerging small and medium companies, supporting initiatives to facilitate trade and business in software and IT services, and encouraging advancement of IT research and facilitation of IT education.

In line with these goals, ASPIRE works with local, regional and national government to formulate policies and procedures in the IT software and business services sector.

Head Office

ASPIRE is headquartered in Kraków which is the leading centre of IT and Business Services in Poland, but supports the growth of the sector across Central & Eastern Europe. ASPIRE is a member of the Central & Eastern European Outsourcing Association.

Benefits to Members

ASPIRE provides value-added services to its members aimed at creating an ecosystem that promotes growth and profitability.

This is achieved through a range of activities in the following areas:

1. Information

ASPIRE has a strong focus on industry research that provides value added inputs to members, customers, media and government agencies in understanding trends in the IT & Business Process Services sector.

ASPIRE also circulates information bulletins and Newslines on various issues to and on behalf of its members on a regular basis. These include reports on global developments in the sector, local development initiatives, and activities and opportunities presented by local stakeholders.

2. Lobbying

ASPIRE seeks every opportunity to engage with Central, Regional and Local government on issues of relevance to the sector. This is done through regular government interactions and representations. Members may raise issues with ASPIRE that have an impact on their business.

ASPIRE focuses on opening channels of communication with local stakeholders and seeking out opportunities for co- operation and processes for delivering change.

ASPIRE also networks members with the wider business community through cooperation with other business organisations. This allows members to partner with the wider investor community in addressing issues common across sectors.

With a view to providing focused attention to some of the key issues related to the IT & Business Process Services sector, ASPIRE also creates special groups and forums to address these segments exclusively.

A priority is the Workforce Development Initiative, which works towards identifying and narrowing the existing gap in the education focus and the quality of skills developed to catalyse Industry-Academia alliances by instituting specific programmes, workshops and seminars, and for standardising curricula and pedagogy to produce employable graduates.

3. Personal development opportunities

ASPIRE provides speaking and networking opportunities for members at various events, workshops, seminars and small interest group meetings in Poland and abroad.

Regular member meetings are organised under various forums and initiatives offering opportunities for members to share best practices and formulate new ideas for strengthening their positions.

4. Reputation building

ASPIRE partners with the non-governmental sector to provide opportunities for its members to engage in social investment projects.

5. Promotion

ASPIRE Newslines carry advertisements, article contributions, news/releases from members to provide latest industry news as well as branding to members.

ASPIRE holds a database of stakeholders developed appropriate to members needs.

The ASPIRE website showcases member companies' details to the outside world and helps members to receive direct business enquiries through a Company Finder search engine.

Member Enrolment Process

To enrol as a Member of ASPIRE follow a simple four-step process:

1. Fill the Membership Application Form
2. Attach all the documents mentioned in the Checklist of Documents
3. Send or submit to ASPIRE
4. ASPIRE will write to you confirming acceptance of your application, your membership category and fee payable. An invoice will be issued to you, payable by bank transfer.

- Membership Categories
- Fee Structure
- Code of Conduct
- Membership Application Form

Membership Category

There are two categories of membership:

A. Regular Member

Shared services, outsourcing and technology companies exceeding 25 employees globally.

Eligibility: Any firm, society, company or division thereof registered or incorporated in Poland and conducting business in shared services, outsourcing and technology is eligible to apply to become a Regular Member.

B. Associate Member

Following categories of organisation qualify to become Associate Members:

- Shared services, outsourcing and technology companies not exceeding 25 employees globally.
- Organisations providing support/affiliated services to the IT & Business Process Services sector.

Associate members enjoy many of the benefits but are not entitled to vote at any meeting of the association.

Fee Structure

The Fee Structure is as under:

1. One-Time Admission/Application Fee of 800 PLN net.

2. Annual Subscription Fee, as detailed hereunder.

Subscription Fee Structure

The subscription fee is calculated on the basis of category of membership, type of organisation and number of employees globally.

Regular Members

Shared services, outsourcing and IT companies: 10,000 PLN

Associate Members

Shared services, outsourcing and IT companies:

  • Companies not exceeding 50 employees globally   4,000 PLN

Organisations providing support/affiliated services to the IT & Business Process Services sector:

  • Companies   4,000 PLN

  • Government, educational institutions and NGOs   2,000 PLN

Membership Dues

All membership dues are payable in advance for a financial year (April – March) in full and become due on the first of April each year and are payable before the end of May that year.

Explanations

The annual subscription fees of new members joining during the financial year will be calculated on a pro rata basis. Companies joining between January and March will be provided membership on complimentary basis for the financial year under reference, subject to their paying the necessary application and subscription charges for the subsequent year in advance.

Code of Conduct

All members of ASPIRE are bound to conform to the Code of Conduct of the Association, as under:

Relationship with Client: Dealings with clients must be conducted in an ethical manner; terms of agreements should be clearly and precisely expressed and fulfilled in good faith; work undertaken should be carried out promptly and efficiently and client's interests properly safeguarded and confidentiality maintained.

Relations with Fellow Members: Dealings with fellow members must be conducted in a positive and professional manner and in utmost courtesy and fairness; property rights, work results, confidential data and vendor/client relations of fellow members ought to be respected; and no engagement in harmful, disparaging or predatory tactics will be entertained.

Relations with Employees: Members shall strive to employ high calibre staff and offer fair and equal opportunities for growth and development. Relevant training and constant upgrading of the employees has to be provided in line with job responsibilities. Also, employees have to be informed of their obligation to keep important data confidential and of the fact that any professional misconduct constituting of unauthorised disclosure of confidential nature or violation of copyright laws will cause employers to take disciplinary action.

Relations with Public: Members shall promote effective use of information technology as an instrument for social and economic good and act as good corporate citizens and fulfil their responsibilities to the community.

Relations with International Community: Members shall promote communication with foreign countries, based on international cooperation.

Intellectual Property Protection: Members shall neither use nor encourage the use of pirated software in their own and their client's organisations.

Membership Application Form

1. Corporate details

Name of Organisation …………………….………………......................................

Address ……………………………………………………………

City ………………………………………

Post Code ………………………………………

Tel. ………………………………………

Website ………………………………………

Organisation Head …………………………………………………………………..
(in Poland, if applicable)

Position ………………………………….…………………………

Mobile ……………….......................................

Email ……………..

2. Contact Person for ASPIRE (if different from above)

Name …………..……………………………………………………….

Position ………………………………………….……………………

Direct Tel. ……………...

Mobile ....………………….....

Email ……………..

The above person will be on the ASPIRE mailing list for all correspondence.

3. Business Activities of the Applicant Organisation

A. IT & Business Process Services companies

Please tick box(es) as applicable:

Shared Services ☐   Technology ☐   Outsourcing ☐

Other (please specify)

…………………………………………………………………….…………………………

Total Employees   ....……………….

B. Non IT & Business Process Services companies
Please specify business activity

………………………………………………………………………………….…………

……………………………………………………………………………………………..

4. Membership Category and Payment

ASPIRE will contact you to confirm category of membership and the total payable. Method of Payment is by bank transfer issued on receipt of an invoice.

5. Code of Conduct

We have read the 'Code of Conduct' as applicable to members of ASPIRE and we agree to abide by them in its complete letter and spirit.

6. Authorised Signatory

Name: ………………………………………………………

Position: ………………………………………………………..

Date: ……..…………………………………………………

Signature: ………………………………………………………

Please send or submit by email to:

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31-013
Kraków
Poland

Tel.: +48 513 077 541

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www.aspire.org.pl