



*Publication
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**Supplement 5 to EA-1/17
EA Rules of Procedure
Levying of Membership Fees**

PURPOSE

This document sets out the rules and procedure for calculating and levying the EA annual membership fees.

Authorship

The publication has been written by the Secretariat.

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

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Further information

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1 CALCULATION OF MEMBERSHIP FEES

$$\text{Membership fee} = (E_1 + E_2 + E_3 + E_4) \cdot F$$

where

E_1 = Standard administration fee element

E_2 = Economy element

E_3 = Accreditation element

E_4 = MLA element

F = Fee adjustment factor.

Note: For NABs where the increase of the annual membership fee caused by the new membership categories defined in the Articles of Association, compared to the membership fee of the previous year, is higher than 15%, the annual membership fee increase is fixed at 15%. If this occurs, the annual membership fee of the other NABs are re-calculated by another Fee adjustment factor (F) ensuring the recovery of the total annual membership fee of EA.

1.1 Standard administration fee element (E1)

The Standard administration fee element (E_1) is a flat fee to cover fixed cost for maintaining the infrastructure of EA.

The Standard administration fee element (E_1) = 6.000€.

1.2 Economy element (E2)

The Economy element (E_2) corresponds to the UN-coefficient (U) and calculated as follows:

UN-coefficient	$U < 0,3$	$0,3 < U < 1$	$1 < U < 3$	$3 < U < 5$	$U > 5$
E_2	1.500€	2.500€	4.000€	6.000€	8.000€

The scale used in this formula is available at.

<http://www.un.org/en/ga/contributions/assessments.shtml>

1.3 Accreditation element (E3)

The Accreditation element (E_3) corresponds to the number of accreditations granted by the EA member (hereinafter: NAB and is equal to the total number of accreditations granted (number of accreditation certificates issued) covered by the EA Multilateral Agreements (EA MLA) multiplied by 10 (e.g. if the total number of accreditations = 698, $E_3 = 698 \times 10 = 6.980$).

The minimum value (floor) of the Accreditation element (E_3) is 500; i.e. in case of less than 50 accreditations, 50 is used as the total number of accreditations granted and $E_3 = 50 \times 10 = 500$.

The maximum value (ceiling) of the Accreditation element (E_3) is 20.000; i.e. in case of more than 2.000 accreditations, 2.000 is used as the total number of accreditations granted and $E_3 = 2.000 \times 10 = 20.000$.

1.4 MLA element (E4)

The MLA element (E_4) corresponds to the number of EA MLA scopes and calculated as follows:

No. of EA MLA scopes of the NAB	1	2	3	4	5	6	7	8	9	n
E_4 [Euro]	1.000	1.200	1.400	1.600	1.800	2.000	2.200	2.400	2.600	$1.000 + ((n-1) \times 200)$

If the NAB is a signatory to n MLA scope, the MLA element is $1.000 + ((n-1) \times 200)$; e.g. in case the NAB is a signatory to 5 MLA scopes, $E_4 = 1.000 + ((5-1) \times 200) = 1.800\text{€}$.

1.5 Fee adjustment factor (F)

The Fee adjustment factor (F) is established each year to ensure the recovery of sufficient membership fees to meet the EA expenditures.

Based on the membership category (see Articles of Association, Article 5), the Fee adjustment factor (F) shall be:

A Members:	F as calculated
B Members:	15% less
C Members and COAMR (see clause 5):	25% less
D Members and COA (see clause 5):	50% less

In summary:

Components		Values		
E_1	Standard administration fee element	6.000€		
E_2	Economy element	UN-coefficient / 5 bands		
E_3	Accreditation element	Number of accreditations	Floor=500	Ceiling=20.000
E_4	MLA element	Number of EA MLA scopes / n bands		
F	Fee adjustment factor	Calculated annually for the recovery of the total annual membership fee	Reduction compared to A members see above 1.5	

2 SANCTION FOR NOT PROVIDING REQUESTED DATA ON ACCREDITATIONS IN DUE COURSE

In case a NAB does not provide the EA Secretariat with the number of accreditations of the preceding years by the requested deadline, the number of accreditations will be calculated by increasing the number of accreditations in the preceding year by 15%.

3 LEVYING OF MEMBERSHIP FEES

3.1 The Secretariat shall, following the approval of the EA budget, levy all NABs of EA for their share, as calculated, to be paid to the Secretariat before 1st of April following the General Assembly meeting. The invoice will be sent by email on the 31st of January at the latest. Invoices can be sent by post on request to the Secretariat, related costs may be charged to the NAB.

Reminders will be issued by mid-March.

Payment shall be made in EURO and bank transfer costs shall be borne by the NAB.

3.2 The fees for EA membership or MLA Signatory status shall be levied from the date when the membership or signatory status comes into force. Hence, for the first calendar year of membership or signatory status, the NAB shall pay the fees calculated from the month of participation to the end of the year on a pro rata basis.

In case that the EA member changes its EA membership status, or becomes an MLA Signatory, the membership fee shall be calculated according to paragraph 1 (see above) from the month of the new EA membership status or MLA signatory status.

If the invoice for the membership fee of the year was already issued, a supplementary invoice shall be issued for the difference due to the change in EA membership or MLA Signatory status.

3.3 When a NAB terminates its membership during the year, the membership fee remains due on a pro rata basis for the period until the membership is effectively terminated, in compliance with the rules set out in the Articles of Association.

The suspension of the membership and/or the MLA signatory status shall not have an impact on the originally calculated annual membership fee for this year.

In case that the NAB terminates its MLA signatory status or the MLA signatory status is withdrawn due to a decision of the Multilateral Agreement Council, the NAB shall not receive a reimbursement of membership fee in this year and the annual membership fee remains due in full, according to the invoice issued.

4 ENFORCEMENT OF MEMBERSHIP FEES

- 4.1** NABs will be given 2 months after the due date to pay the membership fees due. A financial call will be issued at the beginning of May. Those NABs which have not paid the membership fees 2 months after the due date, i.e. by 1st of June, shall have the membership suspended until the fees are paid. When a NAB's membership is suspended, representatives of that NAB shall not be permitted to speak or vote in any EA meeting, and membership of the MLA Council shall be suspended. Membership shall be re-instated as soon as the fees are paid.
- 4.2** If the dues are not paid by 15th of September of the current (membership fee) year the Executive Board shall inform the NAB of its decision to recommend to the General Assembly to terminate the EA membership of the NAB. Should a NAB wish to renew membership after cancellation, that NAB shall apply as a new member and the application shall be processed in the normal way. Membership of a new member in the EA MLA shall be subject to the normal peer evaluation process.

5 LEVYING OF FEES FOR COA/COAMR SIGNATORIES

A National Accreditation Body (NAB), signatory of a Cooperation Agreement (COA) or a Cooperation Agreement for Mutual Recognition (COAMR) with EA according to EA-1/13 *EA's Relationship with Accreditation Bodies of Countries not being Members of EU or EFTA*, shall pay a fee that is equivalent to the membership fee and calculated by the membership fee formula stipulated in this document.

Thereby COA signatories are treated as D Members and COAMR signatories as C Members.

Clauses 2 – 4 shall apply accordingly.