



*Publication
Reference*

EA-1/17 S5 A-AB: 2016

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 annual EA membership fees.

Authorship

The publication has been written by the EA Secretariat.

Official language

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

Copyright

The copyright of this text is held by EA. The text may not be copied for resale.

Further information

For further information about this publication, contact the EA Secretariat, secretariat@european-accreditation.org

Please check our website for up-to-date information <http://www.european-accreditation.org/>

Category: EA Governance and Policy documents

Date of publication : 28/11/2016

Date of implementation : Immediate upon publication

Transitional period : None

CONTENTS

1	CALCULATION OF MEMBERSHIP FEES	4
1.1	Standard administration fee element (E_1)	4
1.2	Economy element (E_2).....	4
1.3	Accreditation element (E_3).....	4
1.4	MLA element (E_4)	4
1.5	Fee adjustment factor (F)	5
2	Annual increase of the individual membership fee.....	5
3	Sanction for not providing requested data on accreditations in due course.....	5
4	Levying of Membership Fees.....	6
5	Enforcement of Membership Fees.....	6

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.

1.1 Standard administration fee element (E_1)

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 (E_2)

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 (E_3)

The Accreditation element (E_3) corresponds to the number of accreditations granted by the EA member (hereinafter: AB) 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, $E_3 = 698 \cdot 10 = 6.980$).

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 $E_3 = 50 \cdot 10 = 500$.

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 $E_3 = 2.000 \cdot 10 = 20.000$.

1.4 MLA element (E_4)

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

No. of EA MLA scopes of the AB	1	2	3	4	5	6	7	8	9
E_4	1.000€	1.200€	1.400€	1.600€	1.800€	2.000€	2.200€	2.400€	2.600€

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

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.

For EA Associate member ABs the Fee adjustment factor (F) is 50% less, for BLAs (Bilateral Agreements) the Fee adjustment factor (F) is 25% 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 / 9 bands		
F	Fee adjustment factor	Calculated annually for the recovery of the total annual membership fee	25% less for BLAs	50% less for Associate members

2 ANNUAL INCREASE OF THE INDIVIDUAL MEMBERSHIP FEE

The maximum increase of the annual individual membership fee is 15%.

For ABs where the increase of annual membership fee, 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 ABs are re-calculated by another Fee adjustment factor (F) ensuring the recovery of the total annual membership fee of EA.

From 2014, for ABs where the limited 15% increase of the annual membership fee does not allow reaching the level calculated without the limitation in 4 years, the annual increase will be up to 25% of the fee calculated without limitation.

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

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

4 LEVYING OF MEMBERSHIP FEES

- 4.1 The Secretariat shall, following the approval of the EA budget, levy all ABs of EA for their share, as calculated, to be paid to the Secretariat before **1 April** following the General Assembly meeting. The invoice will be sent by email on the 31st January at the latest. Invoices can be sent by post on request to the Secretariat.

Reminders will be issued by mid-March.

Payment shall be made in EUROS.

- 4.2 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 from Associate to Full member, or becomes an MLA Signatory, the membership fee shall be calculated according 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 second invoice shall be issued for the difference due to the new EA membership or MLA Signatory status.

5 ENFORCEMENT OF MEMBERSHIP FEES

- 5.1 ABs 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 ABs which have not paid the membership fees 2 months after the due date, i.e by 1 June, shall have the membership suspended until the fees are paid. When an AB's membership is suspended, representatives of that AB 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.

- 5.2 If the dues are not paid by 15 September of the current year the Executive Committee shall inform the AB of its decision to recommend to the General Assembly to terminate the EA membership of the AB. Should an AB wish to renew membership after cancellation, that AB 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.