

# **IECEE OPERATIONAL DOCUMENT**

**IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE System)**

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**Finances**





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IECEE OD-2026

Edition 1.8 2016-06-01

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Equipment and Components (IECEE System)**

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**Finances**

INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

PRICE CODE

**ZZ**

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## CONTENTS

CONTENTS .....	2
FOREWORD.....	3
1 Scope.....	4
2 Annual dues .....	4
3 Application fees .....	5
4 Costs related to Peer Assessment .....	5
4.1 Guidelines on costs to be invoiced .....	5
5 Surcharge.....	6
6 TRF Compensation.....	7
7 CTL Proficiency Testing Programs.....	7
8 CTL Workshops .....	7
9 Conditions for participation from Officers in events and funding from outside.....	7
10 Compensation time per aggregate event.....	7
11 IECEE Account.....	8
Annex A - ESTIMATE PEER ASSESSMENT EXPENSES AND FEES FORM.....	9
Annex B.....	10

## FOREWORD

**Document Owner**

CMC WG 18 “Finance”

**History of changes**

<b>Date</b>	<b>Brief summary of changes</b>
2016-06-01	Updates to clauses 2, 3 and 6 New clause 1 Inclusion of PAC OP 005 (withdrawn): new clause 3 and new Annexes A & B

<b>Effective date</b>	<b>Target revision date</b>
2016-06-01	2019-06-01

## 1 Scope

This OD defines the financial aspects of the IECEE operations.

## 2 Annual dues

Invoices are issued by the IECEE Secretariat in January of each year and forwarded to the IECEE Member Bodies.

IECEE Member Bodies are requested to settle their annual dues by March 31st of the same year at the [IECEE account](#).

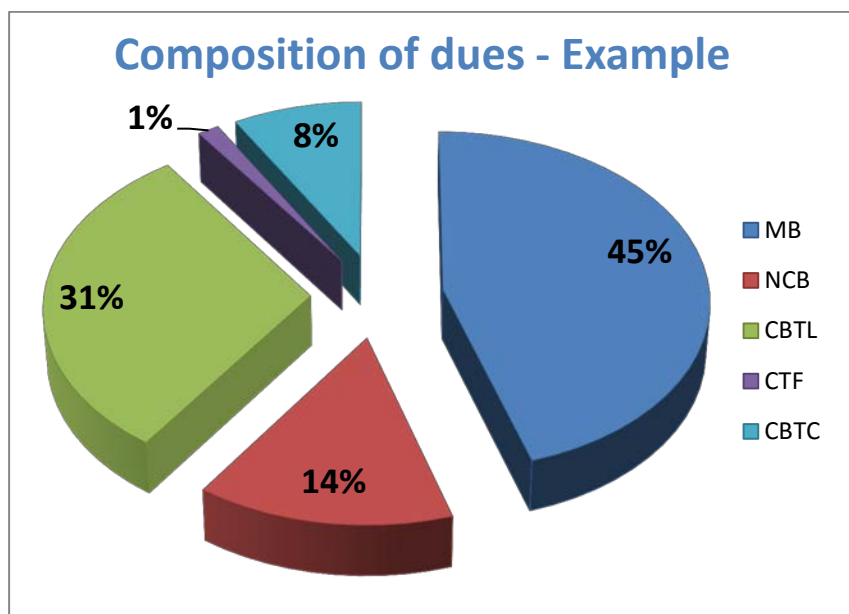
Note: In some organisations the fiscal year is such that the settlement is waved until later in the first half of the current year. These exceptions are permitted upon written request to the Executive Secretary.

### Calculation method for the annual dues:

The total of the annual dues will be proposed and endorsed by the CMC and submitted to CAB for formal Approval.

- The Member Body portion of the dues is subjected to a flat Annual Dues rate..
- The dues include a portion for the number of NCBs in a given country, and also, for a NCB, depend on the number of its CBTLs, CTFs and issued CBTCs.
- The dues are fixed rates by category Type and may be revised each year with the endorsement by the CMC and approval by the CAB.
- The dues are as follows:

Type	Dues CHF
Fee per MB	2'400
Share per NCB	500
Share per TL	150
Share per CTF	2
Fee per CBTC	0,3



The final calculation for the National Member Body Dues will be made by the end of December, seeing that among the factors of the calculation there are the number of CBTLs and CTFs for an NCB.

### 3 Application fees

An application fee shall be paid by new Member bodies, NCBs and CBTLs applying to join one of the Schemes of the IECEE and by already recognized NCBs and CBTLs applying for extension of scope, in order to cover the administrative work generated by the application.

The following Application fees shall be paid:

- For Membership in the IECEE: CHF 3'000 per Member country
- For participation in one of the Schemes: CHF 1'000 per NCB or FSB and CHF 1'000 per CBTL
- For extension of scope: CHF 1'000 per NCB and CHF 1'000 per CBTL when the extension of scope is for a new product category/series
- CHF 500 for each extension of scope per NCB and CHF 500 per CBTL when the extension of scope is for a new part-2 in a currently operated series/product category.
- For transfer of responsible NCB CHF 1'000 per CBTL being transferred
- For transfer of responsible Main CBTL CHF 1'000 per ACTL being transferred
- For re-location of a CBTL CHF 1'000 per CBTL

Invoices are issued by the IECEE Secretariat upon notification of provisional acceptance of the applications and forwarded to the relevant NCBs even if the application concerns CBTL(s).

NCBs are requested to settle the application fees 30 days after receipt of the relevant invoice to the [IECEE account](#).

Note: The application and related administrative or peer assessment process is contingent upon the settlement of the application fees.

### 4 Costs related to Peer Assessment

The NCB/Laboratory to be assessed shall express its willingness to pay the travelling and living expenses and other applicable fees arising from the assessment. An estimate of these expenses and fees shall be provided to the candidate NCB in advance by the assessors and agreed to by the candidate NCB (Annex A "Estimate Peer Assessment Expenses and Fees Form").

Estimate Peer Assessment Expenses and Fees Form shall be:

- a) Filled in by each assessor in due time before the on-site assessment
- b) Sent to the organization to be assessed (with copy to the IECEE Secretariat)
- c) Approved by the Assessed Organisation prior to the on-site assessment (with copy to the IECEE Secretariat).

#### 4.1 Guidelines on costs to be invoiced

- 4.1.1 Peer Assessment Program as operated by the IECEE shall not be a commercial activity but a cost effective activity.
- 4.1.2 Before sending the estimate the Lead and the Expert Assessor shall determine the length of the assessment, if necessary in consultation with the Secretary.
- 4.1.3 Before sending the estimate the Lead and the Expert Assessor shall determine whether the assessed organization is willing to take provisions to settle the overall accommodations (Hotel, meals, local transportations). This is normally the case.
- 4.1.4 A daily assessment fee of CHF 1250 for the lead assessor and CHF 1000 for the other assessors for each day spent on the assessment, shall be invoiced by the

employer of each assessor directly to the candidate NCB or CB Testing Laboratory.

If it is not possible to review root cause analyses and approve corrective actions and to provide clearance of NCRs due to substantive omissions or quality issues, and another round submissions and reviews is necessary, the assessors may charge 500 CHF per additional round if more than 3 hours are spent addressing the issues. If additional charges are necessary, the IECEE Secretariat needs to be consulted.

- 4.1.5 Time for travel for each leg will be charged CHF 500 when the travel time is greater than 3 hours and CHF 1000 when the travel time is greater than 6 hours. When the two assessed locations are of different organizations, the cost of travel should be equally divided between the two assessed parties.
- 4.1.6 Air Ticket class shall be based on fully flexible economy class fare.
- 4.1.7 Before leaving the assessed Organization, make sure to ask to whom the invoice shall be addressed. This could speed up the relevant settlement.
- 4.1.8 Should you encounter problems to be settled, please inform the Secretary in providing copies of the relevant invoice and accompanying letter.

## 5 Surcharge

Requirements for the surcharges are determined in sub-clause 6.1.4 in the Rules of Procedure, Publication IECEE 02.

The following table shows the different combination of Applicant “A”, Manufacturer “M” and Factory “F” that are subjected to surcharge. (100 CHF each, as of 2012-01-01 50 CHF each).

In a member Country	In a non-member Country	Surcharge
AMF	None	no
A M F	F	yes
A M F	M	yes
A M F	M F	yes
AM	M	yes
AM	MF	yes
AM	F	yes
AF	M F	yes
AF	M	yes
AF	F	yes
MF	A M F	yes
MF	A M	yes
MF	A F	yes
MF	A	yes
F	A M F	yes
F	A M	yes
F	A F	yes

The IECEE Secretariat issues invoices once a year in conjunction with the consolidation of the statistics related to the CB Test Certificates issued by the NCBs.

NCBs are requested to settle the surcharge fees 30 days after receipt of the relevant invoice to the [IECEE account](#).

Please note that products/equipment/components falling under multi Brand Names/Trade Marks must be handled in such a way that your Certification Department issues one Brand Name per CB Test Certificate.

For those cases where the Surcharge applies, please note that the surcharge would also apply for each CB Test Certificate issued in line with the general CMC decision regarding the application of surcharges.



**Example:**

PRODUCT: Point of Sale terminal Model 8888 and 8889 3 CB Test Certificates : US/9054C/UL Brand Name IBM => US/9055C/UL Brand Name DELL => US/9056C/UL Brand Name HP =>	1 Surcharge for IBM 1 Surcharge for DELL 1 Surcharge for HP
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**6 TRF Compensation**

The CMC may decide to financially compensate TRF originators based on the IECEE Secretary's recommendation.

A document with the proposed compensation for each NCB for the preceding year is issued by the IECEE Secretariat in January and forwarded to the relevant NCBs. This document is also to be tabled and noted at the annual CMC meeting.

The relevant NCBs will have to send an invoice corresponding to the proposed compensation amount to the IECEE Secretariat within 3 months. The IECEE will then settle the NCBs invoice within 30 days of receipt.

The amount of compensation per TRF is decided by the CMC and based on the following:

- 2000 CHF for each TRF made from scratch, i.e. new Standard
- 1000 CHF for each TRF based on a new edition of an existing TRF/Standard
- 400 CHF for each TRF updated against a significant Amendment of the standard

Compensation is related to the development of TRFs based on IEC standards only.

These amounts are decided year by year and are recorded in the CMC meeting decisions for the following year.

**7 CTL Proficiency Testing Programs**

The costs related to the participation of the CBTLs at the relevant Proficiency Testing Program are settled on-line during the registration of the relevant CBTL through the PTP Provider's Website, IFM Australia. <http://www.ifmqs.com.au>

**8 CTL Workshops**

The invoice related to the CTL Workshops provided to the participating CBTLs will be sent by the PTP provider, IFM Australia, to the relevant CBTLs or to the responsible NCB if so agreed with IFM Australia.

**9 Conditions for participation from Officers in events and funding from outside**

The participation as a speaker of the Executive Secretary and the Officers in events such as Conferences, Seminars, Workshops, Forum of discussion, etc... shall be compatible with promoting the IEC and IECEE Schemes and operations and so that IECEE is not be subjected to any expenses that is not directly connected with IECEE activities and promotion.

Funding from outside Organizations shall be carefully considered in order to maintain the IECEE's independence and impartiality and to prevent the IECEE from being subjected to any undue pressure.

**10 Compensation time per aggregate event**

The CMC approved that lecturers, as determined and appointed by the Executive Secretary, be compensated for their services with the following lump sums:

**For Air Tickets:**

- CHF 750 for lecturers resident in the same country where the IECEE event will take place
- CHF 2000 for lecturers resident in the same region where the IECEE event will take place
- CHF 3500 for lecturers resident in Regions different from the Region where the IECEE event will take place

Regions: The Americas; Europe/middle East; Africa; Asia/Pacific (incl. Australia)

**For the aggregate event:**

- CHF 1250

**Accommodations and meals:**

- Same arrangements as for the participants.

**11 IECEE Account**

Bank	UBS SA Geneva Case postale 2600 CH-1211 Geneva 2
Account N°	240-C0800907.4
Swift	UBSWCHZH12A
IBAN	CH46 0024 0240 C080 0907 4

**Annex A- ESTIMATE PEER ASSESSMENT EXPENSES AND FEES FORM**

Name of the appointed (Lead) Assessor	
Assessor's organisation (NCB or CBTL) which will issue the invoice	
Email	
Office phone	
Mobile phone	
Fax	
Proposed dates	
Proposed itinerary	
Date	
Signature	

		CHF	
<b>Assessment Fees</b>	<b>Lead Assessor</b>	<b>1250 x day(s)=</b>	<b>CHF</b>
<b>Assessment Fees</b>	<b>Expert Assessor</b>	<b>1000 x day(s) =</b>	<b>CHF</b>
<b>Traveling Time</b>	<b>Lead Assessor</b>		<b>CHF</b>
<b>Traveling Time</b>	<b>Expert Assessor</b>		<b>CHF</b>
<b>Air Ticket</b>			<b>CHF</b>
<b>Transportation means (i.e. taxi, train, bus, etc)</b>			<b>CHF</b>
<b>Hotel</b>			<b>CHF</b>
<b>Meals</b>			<b>CHF</b>
<b>Miscellaneous</b>			<b>CHF</b>
		<b>Total</b>	<b>CHF</b>

Organization to be assessed	
Name of the contact person	
Name of the person to whom the invoice should be sent	
Email	
Office phone	
Mobile phone	
Fax	

**I hereby declare to accept the estimate expenses**

**I don't accept the estimate expenses**

**(Please report the reasons in Annex B and forward it to the IECEE Secretary)**

**Date:**

**Signature:**

## **Annex B**

I DON'T ACCEPT THE ESTIMATE EXPENSES FOR THE FOLLOWING REASONS:

-



**INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION**

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Switzerland

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**IEC SYSTEM OF CONFORMITY ASSESSMENT  
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