



IECEE OPERATIONAL DOCUMENT

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

Finances





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FOREWORD

Document Owner

CMC WG 18 “Finance”

History of changes

Revision date	Brief summary of changes
2019-07-23	Graphics in clause 2 deleted as per CMC Decision 08/2019.
2019-04-04	Update of clause 2, removal of clause 5 and re-numbering subsequent clauses
2018-10-12	PAC revisions: New clause 4.1.4 Peer assessment costs specifically related to an individual IECEE assessment may be charged to the assessed organization Modification of new 4.1.5 addition of clarification for daily assessment fees of LA's acting as TA's during unified assessments. Clause 11 has been updated to reflect the latest accounting information.
2018-06-01	Update of clauses 2, 5, 8 and 10
2017-06-01	Update of clauses 2, 5, 6
2017-02-24	Update to clause 5 to correct a cross reference Update to clause 7 Cost related to follow up activities by the PTP provider
2016-06-01	Updates to clauses 2, 3 and 6 New clause 1 Inclusion of PAC OP 005 (withdrawn): new clause 3 and new Annexes A & B

Effective date	Next maintenance due date
2019-06-05	2022-06-05

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 dues are flat rate, according to the table hereafter.
 - Member bodies are invoiced for their respective annual fees.
 - NCB are invoiced on the basis of : 1xNCB, # of CBTL, # of CTF, # of issued Certificates.
 - Each issued certificate is invoiced once, whatever the number of categories they are counted in.
- The dues may be revised each year with the endorsement by the CMC and approval by the CAB.
- The dues are as follows:

	Dues
Type	CHF
Fee per MB	2'400
Share per NCB	500
Share per TL	150
Share per CTF	150
Fee per CBTC	6

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 Peer assessment costs specifically related to an individual IECEE assessment may be charged to the assessed organization, such as:

- a) costs of travel and accommodation and living costs
- b) taxes
- c) mandatory health insurance over and above the insurance coverage of the assessor's organization.
- d) visas

The amount of the invoice may be adjusted to compensate for any imposed taxes or other deductions

The assessed organization shall inform the assessment team in advance of any requirements pertaining to the above in their country. Failure to do shall result in those additional costs being borne by the assessed entity.

4.1.5 A daily assessment fee of CHF 1250 for the lead assessor (this rate also applies to the IECEE "peer assessors" participating in a unified assessment) 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. When an IECEE lead assessor acts as a technical assessor during a unified assessment, the daily assessment fee for lead assessor applies.

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.

- 4.1.6** 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.
- 4.1.7** Air Ticket class shall be based on fully flexible economy class fare.
- 4.1.8** Before leaving the assessed Organization, make sure to ask to whom the invoice shall be addressed. This could speed up the relevant settlement.
- 4.1.9** Should you encounter problems to be settled, please inform the Secretary in providing copies of the relevant invoice and accompanying letter.

5 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:

- 1000 CHF for each TRF made from scratch, i.e. new Standard
- 500 CHF for each TRF based on a new edition of an existing TRF/Standard
- 200 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.

6 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, SPTL, CTF through the PTP Provider's Website, IFM Australia. <http://www.ifmqs.com.au>

If a technical related GNCR is issued for a CBTL, SPTL or CTF due to inability of the CBTL, SPTL or CTF to clear outliers of the PTP within the required time frame, or due to unresponsiveness of the CBTL, SPTL or CTF, the PTP provider will follow up on the corrective actions on behalf of the IECEE Secretariat. The fee charged directly by the PTP provider to the CBTL, SPTL or CTF for this service will be CHF 750. Additional charges may be invoiced by the PTP provider, in agreement with the IECEE Secretariat, if the CBTL, SPTL or CTF continuously fails to provide acceptable corrective actions and repeated rounds of correspondence are required.

7 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 IECEE Secretariat.

8 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.

9 Compensation time per aggregate event

The CMC approved that lecturers and event coordinator, 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 for lecturers
- CHF 2500 for lecturer preparation
- Up to CHF 1500 for event coordinator at the discretion of the Executive Secretary

Accommodations and meals:

- Same arrangements as for the participants.

10 IECEE Account

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

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

* For unified assessment, the assigned IECEE "peer assessor(s)" charge the same rate as the lead assessor

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:

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INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

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IEC SYSTEM OF CONFORMITY ASSESSMENT
SCHEMES FOR ELECTROTECHNICAL
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