

FIG/IHO/ICA
INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE (IBSC)
FOR HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS

ANNEX TO THE RULES OF PROCEDURES

Course Recognition Fees

1. Rationale

To achieve, with effectiveness and efficiency, the ongoing work entrusted to the IBSC, the IBSC requires holding annual meetings and to assess the training programmes before and after these programmes have been recognized as complying to the international standards set.

This document aims to outline the process for collecting, holding and disbursing the fees received in the process of recognizing courses. It helps the IBSC and the parent organizations to understand the process and ensures transparency and openness on the use of the funds.

2. Collection of fees

The fees are applied to each submission on an annual basis. It has been agreed an annual value of 500 USD to be levied for each programme, while such a programme holds the recognition of the IBSC. The first fee is to be paid when submitting a programme for recognition. That fee will not be returned in the case of failure to gain recognition, but it will not be necessary to make a second payment when offering an amended submission in the same year. However for new or revised documentation submitted for assessment the following year then a fee would apply.

Annual fees thereafter shall be paid before the end of the year.

Fees are paid to FIG that holds and operates an especially dedicated IBSC account. The details for transfer will be made available to any submitting organization and will include:

Bank Name: Danske Bank
Account holder: FIG/IHO/ICA International Standards Board
Acc. no: 1471 4768589119
IBAN: DK 3430004768589119
SWIFT-BIC: DABADKKK
Bank address: Danske Bank Lyngby Afdeling Lyngby Hovedgade 252800 Kgs.
Lyngby Account holders address: FIG International Federation of Surveyors
Kalvebod Brygge 31-33DK-1780 Copenhagen V
Amount of fee due (based upon submission(s)): \$500 per submission
Currency - Euros

All charges relative to the deposit/transfer of the fees will be paid by the submitting organization

3. Holding of fees

The FIG office in Copenhagen, Denmark, created the above mentioned account to hold the funds. The account will be operated by FIG such that FIG retains its charity status within Denmark.

Upon receiving a payment by FIG, the FIG Account Manager will issue a receipt acknowledging the payment of the fee, clearly identifying the source, year that covers and any other identification felt to be useful. The content of the receipt will be as follows:

"The FIG acknowledges receipt of the annual fee for the submission to the IBSC for the period ?? to ?? with respect to the "?? programme" to be delivered by "?? Institution" has been received and paid in full on "?? date".

Signed by the FIG Account Manager

The FIG will make resources available to the IBSC following the instructions of an IBSC Funding Group, details of which are provided below.

4. Disbursing the fees

The IBSC shall form a Funding Group (FG) integrated by one representative of each organization (Chair and the two vice-chairs). The IBSC Chair will be the FG Chair. The IBSC secretary shall keep minutes of the FG meetings and be the only liaison with submitting institutions.

The fees are intended to support the work of the IBSC, mainly to support members' expenses to attend meetings and site visits to programmes and the travel expenses for the participation of the IBSC Chairman in the IRCC meetings.

The FG shall receive the requests of support from each incumbent IBSC member and approve the provision of funds. Any request for funding with justification shall be made to the IBSC funding group in writing by 1st January in the year of the IBSC annual meeting or within three (3) months following the annual meeting. Payment will only be made upon production of receipts and must be authorized by the funding group. The FG may not necessarily fund the 100% of any request made. The funds may only be used to support IBSC members' expenses such as travel, accommodation and meals. The FG shall report on the status of the fees at each IBSC annual meeting and submit for consideration of the IBSC the documentation detailing the income, outgoings and the standing balance.

The IBSC Chair shall keep the parent organizations informed on the status and management of the fees and therefore shall include a section on this matter in its reports at the end of each IBSC meeting.