



## EuroGeoSurveys Internal Rules

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## **Article 1 – Support of EuroGeoSurveys by the member organisations**

- 1.1 To enable EuroGeoSurveys (EGS) to fulfil its purpose according to Art. 3 of the Statutes, each Member shall:
1. work in an open, co-operative and transparent manner with all other Members, and to the highest professional standards;
  2. participate actively and cooperatively for the fulfilment of EGS objectives and of the agreed work programme;
  3. mandate a National Delegate to act in accordance with Art. 11 below;
  4. give its assistance to the EGS Secretariat in order to facilitate answers to EU or third party requests that are suitable for purpose and in the most efficient and timely manner;
  5. ensure to the best of its ability that the information, data and advice supplied to the EGS Secretariat are suitable for purpose;
  6. assist the EGS Secretariat to complete internal surveys and statistics by supplying the necessary data and periodical updates requested by the EGS Secretariat.

## **Article 2 – Membership fees**

- 2.1 The membership fee is payable annually and its due date is the 31<sup>st</sup> March. Details on the payment of the membership fee are provided in Annex 4.
- 2.2 Membership shall only become effective upon the receipt of the membership fee by EGS.

## **Article 3 – EGS Secretariat**

- 3.1 For operational reasons, EGS shall maintain an office in Brussels, Belgium, herein designated as the EGS Secretariat.
- 3.2 The Secretariat address shall coincide with the address where EGS is registered in accordance with Art. 2.1 of the Statutes.
- 3.3 The functions of the EGS Secretariat shall be to act as a focal point for the activities of EGS, as well as to accommodate the Secretary General and support staff.

## **Article 4 – Executive Committee**

- 4.1 Members of the Executive Committee shall be Directors of their organisations or their legally mandated representatives.

- 4.2 The President shall serve a term of two years and, in order to facilitate this, a rotation of the positions within the Executive Committee shall be organised as follows:
1. The elected Vice-President shall be in this position for one year (even years) and then become President for the further two years of her/his mandate;
  2. The elected Treasurer shall be in this position for two years and then become Vice-President for the last year of her/his mandate (odd years);
  3. The elected additional member(s) shall be in this/these position(s) for the duration of her/his/their mandate.
- 4.3 The Executive Committee shall approve the annual work programme, travel plans and expenses of the Secretary General and monitor her/his performance. The Treasurer shall specifically monitor the expenditures and ensure the optimisation of the management of the association's assets. She/He shall be entitled to anytime verify the receipts and expenses of the Secretariat. The Treasurer, assisted by the Secretary General, shall present the Audited Statement of Accounts and the budget at the Meeting of the General Assembly.
- 4.4 The schedule of meetings for the forthcoming year shall be drafted by the Secretary General and approved by the Executive Committee before the end of each year.

#### **Article 5 – Selection Committee**

- 5.1 The members of the Selection Committee shall be appointed in accordance with Art. 13.5 of the Statutes to provide recommendations on candidates for membership of the Executive Committee, for Secretary General and for any similar tasks that the General Assembly or Executive Committee may assign.
- 5.2 The Selection Committee shall consist of three Directors preferably from organisations representing a geographical balance, and who shall stay in office for three years.

#### **Article 6 – Selection of the members of the Executive Committee**

- 6.1 The Selection Committee shall recommend to the General Assembly a short-list of candidates for incoming membership of the Executive Committee and shall indicate the specific post for which each candidate is recommended.
- 6.2 In case there is only one candidate for any position, the General Assembly shall elect this candidate as the new member. Where there is more than one candidate a secret ballot shall be held.
- 6.3 Where the Executive Committee becomes aware that one of its members is unable to fulfil her/his mandate, or wishes to withdraw from the Executive Committee, it shall declare that position vacant

and request the Selection Committee to select a new candidate for the remainder of the term. If approved by the Executive Committee the selected member shall join with immediate effect. The following Meeting of the General Assembly shall endorse or overturn the decision of the Executive Committee.

## **Article 7 – Functioning of the Executive Committee**

- 7.1 Minutes of the Executive Committee meetings shall be distributed to Members within five weeks after a meeting.

## **Article 8 – Meetings of the General Assembly**

- 8.1 A Meeting of the General Assembly, also referred to as a General Meeting, is a plenary meeting of the Members held to manage the business of EGS in accordance with Art. 10 of the Statutes.
- 8.2 Each Member shall be invited to participate in Meetings of the General Assembly. Each Member shall be represented at Meetings of the General Assembly by its Director or designated representative, who shall be entitled to be accompanied by one observer and the organisation's National Delegate.
- 8.3 Each Full Member who complies with Art. 12.1 of the Statutes may participate in, and vote at, Meetings of the General Assembly. Each Associated Member may participate in Meetings of the General Assembly as observer, without the right to vote.
- 8.4 Voting normally shall be by a show of hands. Each Full Member shall be entitled to request a secret vote on any issue during a Meeting of the General Assembly. The President shall have a casting vote in the case of a tie.
- 8.5 Where a Meeting of the General Assembly has been adjourned because of the absence of a quorum, the President may, through the Secretary General, subsequently ballot Members on any issue on the agenda of that Meeting of the General Assembly which was not decided and the voting result shall be decided by simple majority provided the total valid poll comprises at least 80% of Full Members. Balloting may be organised by e-mail or any other information technology.
- 8.6 A Meeting of the General Assembly shall be held twice per year, normally one in spring in Brussels, and another one normally in autumn, hosted by an EGS Member. Additional Meetings of the General Assembly may be held as required from time to time.
- 8.7 The agenda for a Meeting of the General Assembly shall normally be prepared by the National Delegates Forum with the assistance of the Secretary General and shall be approved, and when necessary modified, by the Executive Committee.

- 8.8 Meetings of the General Assembly are open to all Members having not more than one year of arrears in the payment of their membership fee.

## **Article 10 – Preparation and organisation of Meetings of the General Assembly**

10.1 In order to ensure a professional, efficient and informed discussion, the agenda of the Meeting of the General Assembly, including all relevant documents and annexes, shall be delivered to Members not later than two weeks before the meeting date. Where an agenda item has associated documents they shall be uniquely identified with that item.

10.2 The spring Meeting of the General Assembly agenda shall include these items:

1. Attendance and quorum
2. Approval of the agenda and minutes of previous meeting
3. Report from the Executive Committee, reviewed by the National Delegates
4. EGS Audited Statement of Accounts

The autumn Meeting of the General Assembly shall include these items:

1. Attendance and quorum
2. Approval of the agenda and minutes of previous meeting
3. Approval of the EGS annual Work Programme
4. Current state of the accounts, approval of next year budget and forecasted next three-year budget
5. EGS Annual Report
6. Election to vacant positions in the Executive Committee

10.3 A dossier with all documents including the agenda shall be sent by e-mail, where practical in one single printable document, for example in PDF format. In the case of each agenda item requiring a decision, the Secretary General shall provide a short text outlining the issue, an analysis of options and a recommendation. The preferred schedule for preparation of Meetings of the General Assembly is outlined in Annex 1.

10.4 Draft minutes shall be delivered within 2 weeks after the meetings for revision and final draft minutes after another 3 weeks. Minutes shall be brief and contain the decisions taken and actions arising. The next Meeting of the General Assembly shall approve the minutes, or these may be approved by prior electronic voting.

## **Article 11 – National Delegates**

- 11.1 Each Member may nominate a member of staff as National Delegate to act as point of contact between the survey and EGS. The National Delegate may:
1. assist her/his Director in maintaining the daily contact with the Secretary General;
  2. assist the Secretary General in the preparation of work programmes, position papers, statements or proposals, and Expert Group staffing;
  3. assist in preparing the agenda of the Meeting of the General Assembly and advise on proposals for General Assembly decisions.
- 11.2 The National Delegates shall meet in the National Delegates Forum, chaired by the President or a member of the Executive Committee, and attended by the Secretary General. The Forum shall:
1. prepare the Meeting of the General Assembly agenda in accordance with Art. 10.2 above;
  2. review the mandate and work of the Expert Groups;
  3. advise on the management and work programme of EGS;
  4. report to the Executive Committee on the conclusions of the Forum.
- 11.3 The National Delegates Forum shall meet before each Meeting of the General Assembly according to the provisions of Annex 1 below.

## **Article 12 – Expert Groups**

- 12.1 An Expert Group (EG) is a pool of experts selected among the EGS members and put together to assist the Secretariat in carrying out the EGS work programme and/or strategy action plan, as well as in promoting the contribution of geosciences to European Union affairs and action programmes.
- 12.2 A Task Force (TF) is set up to address urgent issues and is normally composed of a number of experts smaller than an EG. It has a limited mandate in time and may evolve into an EG.
- 12.3 Expert Groups and Task Forces shall be established on the basis of emerging priorities in the EU agenda and dismantled by the Executive Committee on the recommendation of the National Delegates Forum or of the Secretary General. Such decisions shall be endorsed or overturned by a Meeting of the General Assembly. The National Delegates shall identify suitable candidates for appointment to Expert Groups. Irrespective of the quality of work provided an EG shall be dismantled if its topic gets less relevant on the EU agenda.
- 12.4 Expert Groups shall undertake collective work to address specific issues on the European Agenda, prepare position papers on relevant themes, review legislative proposals and introduce proposals for amendments, collaborate on the formulation of research strategies and for any other activities relevant to EGS objectives.

- 12.5 Each Expert Group shall have a Chairperson. Whenever a vacancy arises, a recommendation for Chairperson shall be presented by the National Delegates Forum, via the Secretary General, to the Executive Committee which, if in agreement, shall make the appointment. Before the National Delegates Forum makes its recommendation, National Delegates should preliminarily consult the members of the Expert Group concerned, if already operational.
- 12.6 The Chairperson shall serve a term of four years, renewable upon approval of the Executive Committee. It is, however, expected that at the end of each term the Chairperson spontaneously offers to the Executive Committee her/his resignation to allow for a rotation in the chairmanship.
- 12.7 The Chairperson shall appoint one or more Deputy Chairperson selected among the EG members upon approval of the Executive Committee.
- 12.8 Each Expert Group through its Chairperson shall routinely liaise with and report to the Secretary General. In addition, once a year its Chairperson will formally report to the National Delegates Forum, normally at its spring meeting.
- 12.9 When a meeting of an Expert Group is necessary the Chairperson shall inform the Executive Committee, via the Secretary General before calling it.
- 12.10 The agenda of an Expert Group meeting shall be prepared by its Chairperson with the support of the Secretary General. The agenda and supporting documents shall be delivered to its members no later than two weeks before the meeting.
- 12.11 Missions by the Chairperson of an Expert Group, or her/his designated representative, shall be approved by the Secretary General and may be financially supported.

### **Article 13 – Back-office support**

- 13.1 Members may be invited by the President to provide back-office support to the EGS Secretariat.
- 13.2 Back-office support shall be provided by experts from member organisations and may comprise short-term missions to participate in meetings or secondment for a pre-defined period to the EGS Secretariat.
- 13.3 Initiatives under the latter provision shall be authorised by the Treasurer on the recommendation of the Secretary General. Expenses, in some cases, may be financially supported by the Secretariat.

### **Article 14 – Participation in projects**

- 14.1 The Secretary General may commit EGS to contractual activities compatible with its scope and activities (Art. 3 of the Statutes) after approval by the Executive Committee. The EGS Secretariat can

participate in projects as a member in steering committees, advisory or executive bodies, consortia or comparable activities when considered to be of strategic importance for EGS.

- 14.2 In case EGS is approached by EU bodies to coordinate an action by EGS members in the framework of a contractual activity, the Secretary General shall immediately inform all the members and ask for a suited coordinator among the members interested in participating. The proposals for coordination shall be submitted to the Executive Committee for a transparent selection procedure and decision. Should this solution not be suitable, the Executive Committee shall evaluate if the possible coordination by EGS were in contrast with Arts. 14.1 above and 14.5 below, and take a decision accordingly.
- 14.3 EGS may also participate in contracts which involve outreach activities. These may include:
1. Conferences, lectures, symposia and congresses;
  2. Dissemination of geological information and data generated by its Members, individually and collectively.
- 14.4 EGS Members shall be individually liable for any risks related to the data or information they shall provide to EGS.
- 14.5 EGS shall not normally participate in a contractual activity which involves generation of its own geological data.
- 14.6 EGS may also support projects without being a party to the project, by simply providing its endorsement of the project, supplying its logo with an appropriate mention.

## **Article 15 – Selection of the Secretary General**

- 15.1 The Executive Committee shall open the selection procedure for the position of Secretary General. The position of Secretary General shall be open to any suitable candidate with appropriate expertise needed to carry out Secretary General responsibilities as described in Art. 15.3 of the Statutes, Art. 17 of the Internal Rules and the job description prepared by the Executive Committee.
- 15.2 The Selection Committee (see Art. 5 above), having assessed all candidates, shall recommend to the General Assembly a short-list comprising a maximum of three candidates with an order of preference and shall make transparent its selection criteria.
- 15.3 Dossiers of the three selected candidates will be sent to the Members 2 weeks in advance of the elections.
- 15.4 In the Meeting of the General Assembly, after each shortlisted candidate has had the opportunity to make a presentation, the incoming Secretary General shall be elected in a secret ballot by a single non-transferable vote of each Full Member present. If a shortlisted candidate, at the time of election,



is employed by a Member, this Member shall not intervene during the preceding discussion, except to answer questions.

15.5 In case of a tie the order of preference of the Selection Committee shall be followed.

15.6 The Executive Committee shall prepare the employment contract of the Secretary General. The contract should be in line with what is described in Art. 15 of the Statutes. In the case where the elected candidate is employed by a Member, a secondment can be arranged between the Member and EGS if desired. The Executive Committee may dismiss the Secretary General in case of non-performance, violation of his/her contract or severe misconduct, subject to a decision by the General Assembly.

## **Article 16 – Operations of the Secretary General**

16.1 To fulfil his or her responsibilities as outlined in Art. 15 of the Statutes, the Secretary General shall:

1. be responsible for the day-to-day management of EGS, its Secretariat and budget;
2. submit to the Executive Committee in advance for formal approval an updated work programme, including attendances at meetings, conferences and workshops, together with estimated expenses;
3. submit to the Executive Committee a written operational and financial report of the activities of the EGS Secretariat at each Executive Committee meeting and upon demand from the President;
4. ensure that all appropriate insurances are in place;
5. ensure transparency of his or her activities by circulating information in a timely manner;
6. in the interests of good corporate governance, ensure implementation of Travel Rules (Annex 3) and submission of Statement of Expenses (Annex 4) after each mission;
7. alert the Executive Committee to any situation where a personal conflict of interest may (or may be perceived to) arise;
8. coordinate the publication of the EGS Annual Report.

## **Article 17 – Financial reporting**

17.1 The Secretary General, under the supervision of the Treasurer, shall prepare a Statement of Accounts, including an Income and Expenditure Account and a Balance Sheet, for approval by the Executive Committee. The Statement of Accounts shall be audited by a legally registered auditing company under the supervision of an auditing committee (see Art. 16.1 of the Statutes) and subsequently tabled for approval at the spring Meeting of the General Assembly. The Secretary General shall have the support of a professional accountant.

17.2 The EGS auditing committee of two Directors shall stay in office for three years and can be supported by one or more additional Director elected by the General Assembly.

17.3 The budget for the forthcoming year shall be considered by the Executive Committee and then presented to the autumn Meeting of the General Assembly for approval. In addition, a forecasted three-year budget shall be presented for approval so that proposed atypical expenditure is flagged well in advance. Each year an up-to-date state of the accounts shall be presented at the autumn Meeting of the General Assembly.

## **Article 18 – Expenses**

18.1 The resources of EGS shall be used to cover its operating costs on the basis of the EGS work programme approved by the General Assembly.

18.2 The normal expenses of EGS, which may be routinely authorised by the Secretary General, shall include the following cost items:

1. running the EGS Secretariat;
2. representation activities;
3. travel costs to Executive Committee meetings by its members;
4. travel costs by Secretariat Staff within Member countries;
5. travel costs on behalf of EGS within Member countries by EGS Members staff.

## **Article 19 – Languages**

19.1 While the Statutes are drafted in two languages, English and French, the English version shall be used for any dealings internal to EGS and English shall be the EGS working language. The French version of the Statutes shall be used in dealings with the French or the Belgian administrations. Internal rules are in English only.

## **Article 20 – Changes to the Internal Rules**

20.1 The General Assembly shall have the sole power to amend the Internal Rules (Art. 10 of the Statutes). Proposals for amendments shall be presented via the Secretary General to the Executive Committee which shall make a recommendation to the General Assembly.

## **Article 21 – Code of Conduct**

21.1 Each Member of EGS is committed, by virtue of its affiliation, to follow a Code of Conduct (Annex 2), which is an integral part of these Internal Rules.

21.2 Where an alleged infringement of the Code of Conduct is brought to the attention of the President, she/he shall seek the prior approval of the General Assembly for a fair process of investigation and identification of proportionate responses to the potential range of outcomes. The process shall include the possibility for Members to appeal any outcome.

21.3 EGS shall publish this Code of Conduct on its website.

**Annex 1 – Schedule of Activities**

<b>Task</b>	<b>Time</b>	<b>Responsibility</b>
<b>NATIONAL DELEGATES FORUM</b>		
Agenda of the National Delegates Forum and preliminary agenda of the General Meeting, inviting suggestions from Directors via the National Delegates	5 weeks before the ND Forum	Secretary General
Items and supporting documents for the General Meeting agenda prepared by National Delegates on behalf of their Directors are sent to Secretary General	3 weeks before the ND Forum	National Delegates
Final agenda and supporting documents for the National Delegates Forum delivered to National Delegates	2 weeks before the ND Forum	Secretary General
National Delegates Forum	6 weeks before the GM	All
Draft minutes delivered	1 week after the ND Forum	Secretary General
Comments on the draft minutes	3 weeks after the ND Forum	National Delegates
Final version of the minutes of the National Delegates Forum including agenda and supporting documents for General Meeting delivered to Members	4 weeks after the ND Forum and no later than 2 weeks before the General Meeting	Secretary General
<b>MEETING OF THE GENERAL ASSEMBLY</b>		
Final agenda of the General Meeting (prepared by National Delegates)	2 weeks before the GM	Secretary General
Draft minutes of the General Meeting prepared by Secretary General	2 weeks after the GM	Secretary General
Comments on the draft minutes by Directors	4 weeks after the GM	Members
Final version of the minutes	5 weeks after the GM	Secretary General
<b>EXECUTIVE COMMITTEE MEETINGS</b>		
Preliminary agenda delivered to ExCom members	2 weeks before the ExCom meeting	Secretary General
Final minutes delivered to Members	5 weeks after the ExCom meeting	Secretary General

## **Annex 2 – Code of Conduct**

The Members of EGS have agreed that the following Code of Conduct will be adhered to by themselves, their employees, representatives, associates and agents before, during and after bidding or tendering for all externally funded opportunities in which they are, or become, involved:

### **1. High Standards**

Members will act to the highest professional standards at all times in bidding or tendering for work and in the execution of any contract resulting from the bid or tender. The highest standards are taken to include but not limited to presenting Members' capabilities, experience and personal details fully, openly and honestly and not suppressing any relevant information prejudicial to their ability to win or execute the contract.

### **2. Anti-Corruption**

No payments or inducements in cash or kind will be offered or made by or on behalf of Members to any person or organization directly or indirectly involved in deciding or influencing the outcome of the bid or tender or in the execution of any contract resulting from the bid or tender.

### **3. Open Competition**

Members are committed to open and fair competition and will not participate in bids or tenders in which restrictive, partial or co-funding is offered by themselves or others, such that one or more Members might have unfair advantage over other actual or potential bidders. Members also agree not to be involved in any bids that are subsidised covertly in any way from their own, or other, public sector funds or to engage in predatory pricing or to engage in formal or informal cartels for the purpose of excluding others.

### **4. No Vested Interests**

Members will not participate in bids or tenders in which they have or will have a vested interest in the outcome. Such interests include, but are not limited to, using preferential access to information for unauthorized purposes on their own or another's behalf; having an actual or potential financial interest themselves or through another in the products and deliverables arising from the work or of directly influencing market values or prices in any way through their involvement in any work resulting from the bid or tender.

### **Annex 3 – Rules applicable to travel funded by EuroGeoSurveys budget**

1. Travel outside Member countries requires prior authorisation of the Treasurer or, in her/his absence, by the President.
2. Travel by train may be in 1<sup>st</sup> class.

Travel by plane shall be in economy class, at the best economic conditions available. Travel by plane outside the EU for more than 4 hours between 21:00 and 7:00 hours may be in business class at the best available rate, pending prior authorisation of the Treasurer or, in her/his absence, by the President.

3. EuroGeoSurveys shall pay the travelling person a per diem in compliance with the latest country list published by the European Commission on its website ([http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)).

The per diem covers accommodation, meals, local transport (i.e. excluding the main flight/train/boat tickets to the mission's destination and return), personal use of internet connection, personal telephone calls and all other costs of the travelling person.

The per diem shall be normally paid for each working day spent abroad, and only when overnight stay away from the home base is required and justified. For missions longer than five working days a 30% reduction of the per-diem shall be applied. The EGS Secretary General shall have discretionary decision power concerning the effective calculation of the days for which the 'per-diem' is applicable, and may set special rules on a case-by-case basis for missions longer than five working days.

If accommodation costs are covered by other organisations, the per diem shall be reduced by 40%.

During one-day missions, in which overnight stay away from the home base is not necessary, EuroGeoSurveys shall also pay the per diem, reduced by 70%.

4. EuroGeoSurveys shall also refund at cost the travel tickets to the mission's destination and return.

Car rental and related costs to get to the mission's destination shall also be refunded, if prior authorised by the Secretary General.

Travelling persons choosing to use their own vehicle to get to the mission's destination shall get the fuel and motorway bills refunded, if prior authorised by the Secretary General.

5. Taxi and other expenditures absolutely necessary for the successful completion of the mission, such as telephone calls, internet connection, registration to conferences and car rental can be refunded on top of the above allowances following approval of the EGS Secretary General. Also other exceptional expenditures for very serious and duly motivated reasons can be refunded.
6. On completion of a mission the traveller shall submit a Statement of Expenses, together with evidence of travel (e.g. original receipts and boarding passes), and a Mission Report to the Secretary General for approval.
7. Expenses claims shall be paid following their approval by the Treasurer.
8. These rules shall equally apply for staff from entities external to EuroGeoSurveys travelling on behalf of EuroGeoSurveys and with EuroGeoSurveys funding. Where an entity external to EuroGeoSurveys will incur charges for a mission to be refunded by EuroGeoSurveys such charges shall be refunded at cost against original invoices issued by local supplier(s) such as hotels or taxis. No overheads shall be charged on top of direct expenses by entities charging EuroGeoSurveys.

<b>STATEMENT OF EXPENSES DURING A MISSION</b>			
		Mission by:	
Departure place		Departure country	
Departure date	00/00/00		
Destination place		Arrival country	
Arrival date	00/00/00	Per-diem value (€)	0,00
First working day	00/00/00		
Last working day	00/00/00		
Departure date (to return place)	00/00/00		
Return place		Return country	
Return date	00/00/00		
Number of working days (for calculation of the per-diem)			0
<i>Notes:</i>			
<b>EXPENDITURES (€)</b>			
<b>If bills are in a currency other than euro, specify currency and amount in column C (e.g. 300,00 GBP)</b>			
Overnight stay away from home? (Y/N) Please fill in only in case of positive answer.			
Was the accommodation paid by other organisations? Only in case of positive answer, please specify the number of nights.			
Was the mission longer than five working days? Please fill in only in case of positive answer.			
Was a personal vehicle used? in case of positive answer, please introduce the amount to be refunded.		0,00	
Travel(s) by air		0,00	Reference of Treasurer approval, if by business class email of 00/00/00
Travel(s) by train/boat		0,00	
Other refundable expenses (registration to conferences, taxi...)		0,00	
Total cost of the mission without per-diem		0,00	

Per-diem to be paid	0,00
Per-diem to be paid in the case that reductions apply (cells 23B, 24B, 25B, 26B, 27B)	0,00
<b>Total cost of the mission</b>	<b>0,00</b>
Reference of the approval by the Treasurer:	email of 00/00/00
Expenses pre-paid by EGS or paid with EGS bank card	0,00
Expenses borne directly by the travelling person	0,00
Total amount to be refunded to the travelling person (direct expenses plus per-diem)	0,00
<b>Mission Report</b>	
<b>Visited place and country:</b>	
<b>Visited organisation(s):</b>	
<b>Visited person(s):</b>	
<b>Name of meeting(s):</b>	
<b>Description:</b>	



## **Annex 4 – Membership fees**

The membership fees are based on a Unit system. Each Unit has a value of 550 € (five hundred and fifty Euro)<sup>1</sup>.

The minimum amount paid by each Full Member shall be 9 Units, or 4,950 euro.

Members shall not pay more than 80 Units, or 44,000 euro.

Associated Members shall each pay a membership fee of 5 Units, or 2,750 euro.

The membership fee covers one financial year and is due the 1st quarter of that financial year.

The membership fees shall be calculated using the total annual expenditures for salary and wages of 2 years prior of each Full Member and shall be reviewed every 3 years.

The following subdivision into 9 classes shall apply:

1	0<3.50 (M€) = 4,950 € (9 Units) <sup>2</sup>
2	3.51<7.0 = 9,900
3	7.01<10.50 = 14,850
4	10.51<14.0 = 19,800
5	14.01<17.50 = 24,750
6	17.51<21.0 = 29,700
7	21.01<24.50 = 34,650
8	24.51<28.0 = 39,600
9	>28.0 = 44,000 (80 Units)

Starting from year 2015, and every 3 years, each EGS Full Member shall deliver to the Secretariat by the 31<sup>st</sup> of August an official statement of the previous year Survey's expenditures in salaries and wages<sup>3</sup>.

Every three years the EGS Secretariat shall present to the General Meeting the corresponding membership fee due by each Full Member.

If a new Full Member joins EuroGeoSurveys during the course of a financial year, the fee to be paid for that financial year shall be calculated based on the remaining number of months between the moment of admission and the end of the financial year.

If a new Associated Member joins EuroGeoSurveys during the course of a financial year, the full membership fee for that financial year shall be paid.

In accordance with Art. 16.2 of the EGS Statutes a Reserves Fund shall be established, also to ensure that missing fees by Members in difficult financial situation can be covered.

The Reserves Fund amount that is not used shall be spent according to the decision of the General Meeting on the occasion of the presentation of the previous year statement of accounts.

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<sup>1</sup> This figure reflects the decision of the 46<sup>th</sup> Meeting of the General Assembly, held in Brussels on the 28<sup>th</sup> of March 2019, to increase the EGS membership fees by 10%.

<sup>2</sup> For instance, a Full Member whose total annual expenditures in salaries and wages is between 0 and 3,5 million euro, shall pay an annual membership fee of 4,950 euro.

<sup>3</sup> Therefore, the expenditures of year 2014, officially accounted in year 2015, shall be used to calculate the membership fees to be paid in year 2016, 2017 and 2018.