



CTIF Financial Procedure  
Fees, Subsidies and General Allowances



## **CTIF Financial Procedure**

### **Fees, Subsidies and General Allowances**

**Adopted by the Delegates Assembly in Villach on July 12,  
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CTIF Financial Procedure  
Fees, Subsidies and General Allowances

## 1 Membership Fees

### 1.1 Decision

By decision of the Delegates' Assembly on June 9th 2010 in LEIPZIG, Germany the amount of annual subscription for members was determined as shown below in sections 2, 3 and 4. The Executive will annually review these fees and advise the Delegates Assembly of proposed changes.

### 1.2 Ordinary Members

Group 1	0 to 4 Million	Inhabitants	800€
Group 2	4 to 5 Million	Inhabitants	900€
Group 3	5 to 7 Million	Inhabitants	1100€
Group 4	7 to 10 Million	Inhabitants	1250€
Group 5	10 to 12 Million	Inhabitants	1350€
Group 6	12 to 20 Million	Inhabitants	1500€
Group 7	20 to 30 Million	Inhabitants	2000€
Group 8	30 to 40 Million	Inhabitants	2500€
Group 9	40 to 50 Million	Inhabitants	3000€
Group 10	50 to 75 Million	Inhabitants	3500€
Group 11	75 to 100 Million	Inhabitants	4000€
Group 12	over 100 Million	Inhabitants	5000€

### 1.3 Associated Members

Organisations & Associations	800 €
Individual Members	600 €

### 1.4 Honorary members

Honorary members do not pay any membership fee.

### 1.5 Population Calculation

In assessing population levels for Ordinary Members the United Nations country profile that is available at [data.un.org](http://data.un.org) in the World Statistics Pocketbook of the United Nations Statistics Division will be used.



CTIF Financial Procedure  
Fees, Subsidies and General Allowances

### **1.6 Assistance to Join CTIF**

It is recognised that with the approval of the Executive there may occasions when, for the purpose of assisting in development of a full future Ordinary Member's membership of CTIF, a country or part of a country's fire and rescue service may be permitted to hold Associate Member status as part of a country's introduction to the Association. Any terms of condition and duration of this status will be determined by the Executive.

### **1.7 Default of Payment**

Should a member fail to make payment of a membership fee before the close of the financial year in which it is due the Treasurer will give formal notice of default to the member and advise the Executive Committee. The Executive will consider the matter and order the a final warning, leading to removal of the member from CTIF if payment of arrears and the current membership fee is not made within 6 months of the start of following financial year.

## **2 Subsidies**

### **2.1 Decision**

By decision of the Delegates' Assembly on 9<sup>th</sup> June 2010 in LEIPZIG, Germany amended by the Executive Committee on 25<sup>th</sup> February 2017 the amounts of subsidies available to members was determined as shown below in section 2.

### **2.2 Important Information on Language**

There are three official languages for CTIF; English, French and German and official documentation that is approved by Executive Committee and the prescribed meetings of the Delegates Assembly and associated International Symposia must be conducted in all three languages. To meet the latter requirement the host receives a subsidy that is inclusive of fees to provide actual translation services.

Translation services are not requested for any Executive Committee meeting which will be conducted in English. In all other CTIF meetings the business will generally be conducted in English.

There may be an exception if the majority attending a business meeting agree otherwise to work in French or German provided English translation is available. No fee is included in the subsidy for these meetings.

The above does not preclude any other languages being used (such as the organiser using



CTIF Financial Procedure  
Fees, Subsidies and General Allowances

their own language when it is not one of the three official languages) but no fee is made available for this purpose and the cost therefore remains with the organiser.

The Russian National Committee has specifically requested that at the Delegates Assembly the available translation services include Russian. In order to meet this specific request the organiser should advise the Russian National Committee in advance of the Delegates Assembly of the actual cost of providing this service and seek agreement that this full cost will be paid directly to the organiser for securing these Russian translation services.

### 2.3 Subsidies

The payment of any CTIF subsidies does not prevent the organiser charging an additional appropriate participation fee from participants, other than members of the Executive Committee, for attending an event.

When additional fees are required they may vary between participants dependent upon various factors as judged by the organiser, for example allowing members of the public to attend a symposium, provided that in general members of CTIF are treated equally.

The following events may entitle the organiser to apply for subsidies:

<b>Subsidies to organizers</b>	
<i>(all to be approved by EC)</i>	<b><u>Amount</u></b>
Executive Committee (EC) meeting	500 € or specific amount authorized by EC in advance
Delegates Assembly	Budget to be approved by EC based on budgetary rules fixed in advance by EC. Final settlement to be done after the event
CTIF – Symposium or Youth Fire Brigade Symposium	Budget to be approved by EC based on budgetary rules fixed in advance by EC. Final settlement to be done after the event
International Fire Brigade Competitions	Budget to be approved by EC based on budgetary rules fixed in advance by EC. Final settlement to be done after the event
International Youth fire Brigade Competition	Budget to be approved by EC based on budgetary rules fixed in advance by EC. Final settlement to be done after the event

### 2.4 Transfer of the subsidies

Organisers of CTIF events are required to submit a budget in advance for the event to the General Secretary and Treasurer. The General Secretary is authorised to demand changes in the proposal. He forwards the proposal to the Executive Committee for approval.



CTIF Financial Procedure  
Fees, Subsidies and General Allowances

Two thirds (2/3rds) of the subsidies are paid in advance and one third (1/3<sup>rd</sup>) paid after the event following the presentation of receipts and invoices, based upon the budget calculations of the organiser and approved by the General Secretary.

In preparing a budget for approval and when calculating anticipated costs and income organisers are at all times requested to consider the impact on CTIF members, both those attending and those paying the subsidy through their annual contribution of fees.

### **2.5 Amendment of Subsidies**

All fees and subsidies will be reviewed every three years by the Executive Committee. After review, the Executive Committee may propose changes and report these variations to the Delegates' Assembly and amend this Standing Order.

### **2.6 Competitions**

CTIF competition expenditure is controlled by a mechanism that allows balanced expenditure over a 4 year period. These include for CTIF the following costs: subsidies to the organiser, training of jurors, caps, medals, diplomas, FDISK-modifications, translations and diverse costs. The revenues for CTIF are a pre-defined amount from the fees each participant has to pay to the organiser.

The budgetary rules to be given by the Executive Committee to the organizer must be defined in order that this results in a provision for the competitions in CTIF's accounts of €17.000 each year over a 4 year period (the two competitions when held together every 4 years).

It is recognised that the actual cost of organising a combined event of competitions can cost around € 800.000 to stage and this is prohibitive to most towns and cities unless there is significant additional sponsorship and contribution from the competitors.

### **2.7 Delegates Assembly**

As outlined in the guide to organisers of the Assembly the host National Committee must present a provisional budget, which should include the anticipated subsidies made available by CTIF.

The budget must clearly indicate:

- The proposed Delegate Registration Fee against the threshold number of attendance.
- Show separate costs for attending specific non-sponsored dinners; and
- The cost of attending any International Symposia
- Indicate the event's overall anticipated costs and disbursements including the use of any surplus over expenditure that may be achieved.
- Anticipated income or services in lieu (free use of city facilities, etc.) from



CTIF Financial Procedure  
Fees, Subsidies and General Allowances

others

### **3 General Allowances**

#### **3.1 Executive Officers Honorarium and travel fees (§ 15 of the statutes)**

The three executive appointed officers President, General Secretary and Treasurer shall be paid annually the following honorarium to support their activities on behalf of CTIF:

President	€ 4.500
General Secretary	€ 3.000
Treasurer	€ 3.000

Members of the Executive Committee, when travelling for CTIF, will get reimbursement for travel fees, accommodation and representation fees by CTIF if these fees are not reimbursed by their national organisation, employer, etc. In the case CTIF will take the fees in account, these must be pre-authorized by the President, General Secretary or the Treasurer.

Expenditures for travel, accommodation and representation fees are usually in arrears and require submission of receipts and paid invoices for repayment to the Treasurer. Reclaimed costs are generally restricted to meeting the actual cost of public transportation, economy air fare and essential accommodation. If the beneficiary decides to travel by more expensive means than the pre-authorized one, the surplus of costs will not be reimbursed.

#### **3.2 Symposium**

All costs for symposia, other than prescribed by the Statutes, are the responsibility of the organising National Committee who will set a suitable registration fee, which is inclusive of all documentation, meals and other costs associated with the symposia, in consultation with the Vice President responsible for symposia and General Secretary.

Members of the Executive Committee, Honorary Members of the CTIF, presenters, lecturers and their assistants and journalists are exempt from registration fee.

Occasional variation to these regulations may be authorised by the Executive Committee after advice from the Vice President if this is judged necessary to improve or facilitate technical development.

Experience has shown that organising events like symposia can involve considerable financial risk and guidance should be sought from the General Secretary and Treasurer.

#### **3.3 Support for work of CTIF Commissions and Working Groups**

Chairmen of commissions and working groups, except those of the CTIF Youth and Competitions, should if they anticipate expenditure to allow the commission for which they



## CTIF Financial Procedure Fees, Subsidies and General Allowances

have responsibility to operate effectively or meet a specific task, submit to the General Secretary and Treasurer in the March of each year a budget of requested subsidies for the following year. The Executive Committee will decide on the subsidies and include it in the annual budget to be presented to the general assembly.

Commission chairmen and other members who are wishing to host meetings or organise events that support the development and promotion of the aims and objectives of CTIF may request financial support. In each case a base budget proposal should be developed and submitted to the General Secretary and Treasurer for consideration. When the support requested is to enable active participation in an event arranged by other parties that includes representation of CTIF and payment or repayment of attendance or entry fees is requested details of these costs or receipts must be supplied.

### **3.4 Support for work of CTIF in National Committees**

Each National Committee is responsible for raising its own funds to meet the costs of its membership and participation in CTIF activities. Should a National Committee be requested or encouraged to undertake work or deliver technical development on behalf of CTIF it may request support from the President and General Secretary provided it also presents a provisional budget to the Treasurer that indicates the subsidy requested. Submission of a request and provisional budget does not imply any support will be forthcoming from CTIF.

### **3.5 Payment for Subsistence**

When a functionary of the CTIF (chairmen of commissions and working groups or similar) is appointed and approved by the President and General Secretary to represent the CTIF in international organisations, travel and accommodation expenses are paid by the CTIF.

Payment of subsistence for travel and accommodation is usually in arrears and requires submission of receipts and paid invoices for repayment to the Treasurer. Reclaimed costs are generally restricted to meeting the actual cost of public transportation, economy air fare and essential accommodation. Meals, local travel in country of origin, taxi and other costs remain the responsibility of the functionary.

### **3.6 Payment for guests invited by CTIF**

When a guest is invited by CTIF EC to be present at a General assembly, an EC meeting, a symposium or a commission meeting, travel and accommodation expenses may be reimbursed by CTIF if these are not paid by the guests organisation, employer etc. . The invitation must be issued by the President or General Secretary in the name of EC. Payment follows guidelines of section 3.5 above.