

## **OBSERVER FEES POLICY**

1. In addition to the three membership pillars, the ICoCA may grant non-voting observer status to persons or entities that are interested in participating in the work of the Association (according to the [Association Membership Requirements](#), “Observers are not Members of the Association, but may participate in the activities of the Association”). Participation of observers is at the discretion of the Board of Directors, and may include participation in Association meetings, Association advisory committees or bodies, or receipt of Association communication.
2. For an entity or a person to become observer, they must submit an application that contains the elements described in Part 5 of the [Association Membership Requirements](#), and that are developed in the Observer Application Form available on the [ICoCA website](#).

**Note:** Private Security Companies that provide security services as defined in Part B of the Code, are not eligible for Observer status.

3. Part 5 of the [Membership Requirements](#) further mentions that “in order to reduce costs associated with Observers, the Secretariat shall charge an annual Observer fee to be set and reviewed annually by the Board. On 28 September 2016, the Board reviewed the Observer fee structure and agreed the following:
  - a) Business entities, along with consultancies or persons providing consulting services, will be charged USD\$1,000;
  - b) Non-governmental Organisations and Academics will be charged USD\$100;
  - c) Industry Trade Associations or security-related professional associations will be charged USD\$100;
  - d) Entities or persons invited by the Board to become an Observer, or that has participated or will participate in the activities of the Association “to an extent assessment of the fee is unnecessary” (Part 5.2), will be exempted to pay the fees.
  - e) In case a person holds multiple affiliations, the Board will have the discretion to decide which due is applied, based on the expected role and objectives of the individuals in becoming Observer of the ICoCA.

<b>Category</b>	<b>Fees</b>
Trade Associations or security-related professional associations	\$100
Academics	\$100
Government entities/ International Organisations	\$100
Commercial clients of PSCs	\$100
NGOs/CSOs	\$100
Business entities	\$1,000
Consultancies/Consultants	\$1,000
Invited by Board or exempted	\$0

4. The fee may be waived by the Board for specific Observers, in whole or part, for any of the following reasons:
  - a) The entity seeking Observer status is a not-for-profit entity (Part 5.1);
  - b) The entity or person has participated or will participate in the activities of the Association to an extent that assessment of the fee is unnecessary (5.2);
  - c) The entity or person was invited by the Board to become an Observer (5.3).”
5. Any prospective Observer seeking to be exempted of paying the annual observer fee should request it in the application form. Current Observers are encouraged to contact the Secretariat at any time with a justification for consideration by the Board. Observers are also encouraged to notify the Secretariat of any change of situation.
6. Each calendar year, an invoice will be raised reflecting the Observer fees set. The invoice will be sent by email to the Organization-identified Point of Contact (PoC). Observer fees will be payable within 60 days of receipt of the invoice, and may be paid in Swiss Francs (CHF), U.S. Dollars (USD), or British Pounds (GBP) at the convenience of the Observer.
7. Should the invoice not be paid within the 60 days, the Observer will be sent a reminder notice by email addressed to the PoC, requesting payment and reminding the Observer that, if fees remain unpaid 30 days following notice, the Board may suspend or terminate the Observer status.
8. At the end of the 30-day Notice period, should the invoice remain unpaid, the Secretariat shall notify the Board that fees are in arrears. Unless the Board indicates otherwise after a reasonable period, the affected Observer shall be informed by email that its Observer status has been terminated in accordance. The email shall provide, however, that if the Observer pays the outstanding invoice within 14 days of the sending of the email, it may regain its Observer status without having to re-apply.
9. Where an Observer fails to pay overdue Observer fees after notification of termination and the 14 day period provided in the email, the Observer may only re-join the Association after applying for Observer status in the normal course. Prior failure to pay fees may be considered as a factor by the Board in considering an application for Observer status.