

Global Network for Resource Efficient and Cleaner Production (RECPnet)

Operational Procedure for Receipt, Administration and Utilization of Membership Fees

1. BACKGROUND

- 1.1. The RECPnet Charter and its By-Law on Membership, as drafted by the founding Members and thereafter endorsed by all Members of RECPnet as part of their membership application, stipulate that all Regular Members and all Associate Members have the obligation to pay an annual membership fee, starting from the first full calendar year of their membership. The annual fee has been determined to be USD 1,000 for members who have their main location in non-OECD member countries, and USD 3,000 for members who have their main location in an OECD member country.
- 1.2. The Secretariat of RECPnet developed this operational procedure for receipt and utilization of membership fees, which was subsequently endorsed at the 2nd Members' Assembly of RECPnet, held on 6 September 2013, in Montreux, Switzerland.

2. RECEIPT AND ADMINISTRATION OF MEMBERSHIP FEES

- 2.1. UNIDO, in its capacity as a Patron Agency of RECPnet and lead implementing agency for the *Joint UNIDO-UNEP Resource Efficient and Cleaner Production (RECP) Programme for Developing and Transition Countries*, has been appointed as the administrator of the membership fees for RECPnet. UNIDO will do so in accordance with the Financial Rules and Regulations that apply to its activities, which have been set by its General Conference and which are independently audited on behalf of its Member States.
- 2.2. UNIDO, acting for the Secretariat of RECPnet, will invoice Regular and Associate Members for their membership fees on an annual basis in the month of September. Payments are due within 60 days of invoicing and are to be made by international bank transfer into nominated bank account held by UNIDO. Members who join over the course of any given calendar year, will be exempted from fee payment in the year they have started their membership.
- 2.3. UNIDO created in its Enterprise Resource Planning (ERP) system a dedicated account/grant in which membership fees are accumulated, net of any banking and exchange fees charged to UNIDO and the 13%

programme support costs applicable for the management of the RECP Programme. This dedicated account is exclusively linked to the operation of RECPnet, which is a dedicated work stream under the *Joint UNIDO-UNEP Resource Efficient and Cleaner Production (RECP) Programme for Developing and Transition Countries* in the UNIDO ERP system.

- 2.4. UNIDO' Department of Finance will prepare annual financial statements of incomes and expenditures for the account of RECPnet membership fees, which will be provided to the Executive Committee of RECPnet.

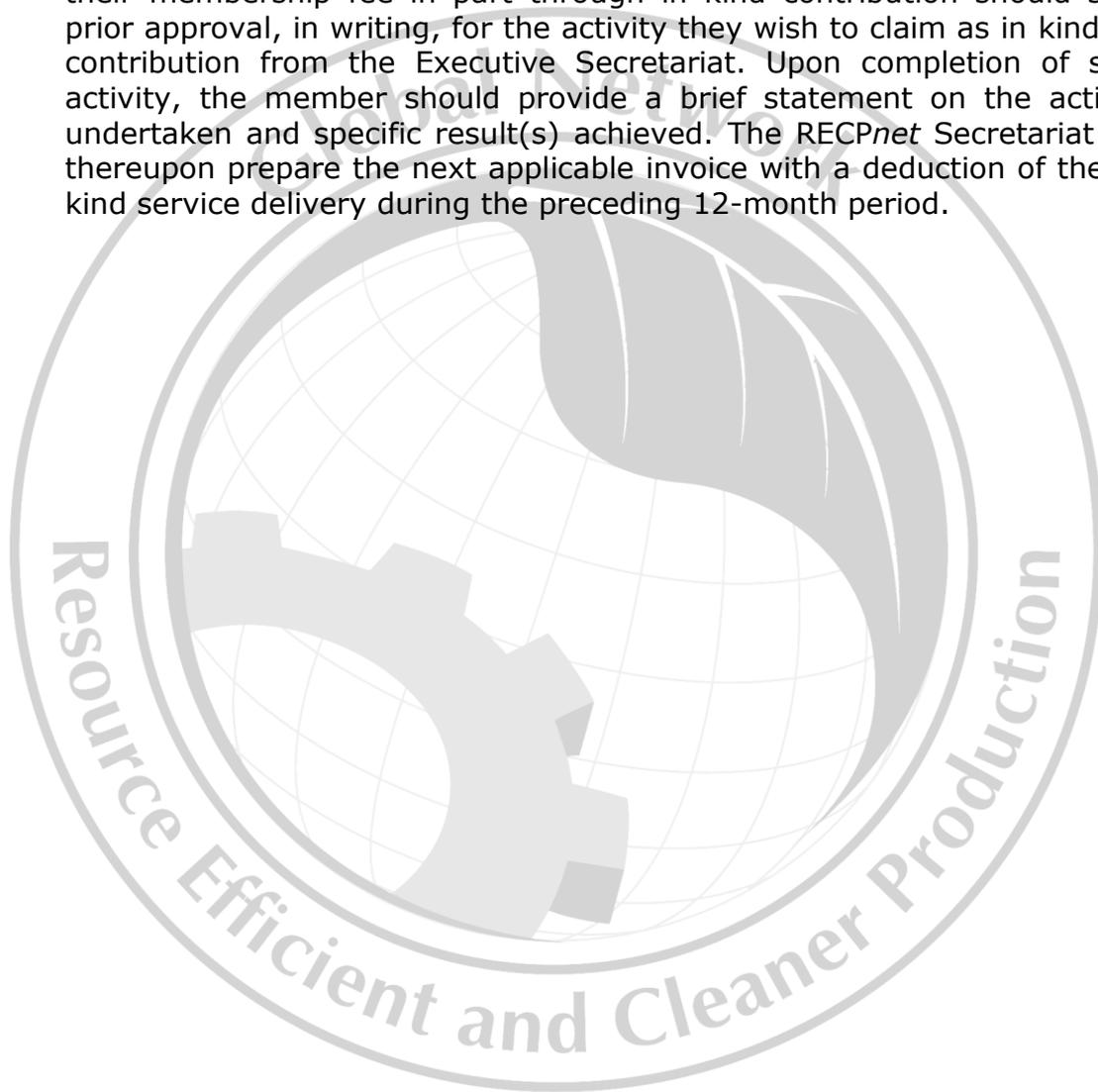
3. UTILIZATION OF MEMBERSHIP FEES

- 3.1. UNIDO will expend the net membership fees in accordance with the Financial Rules and Regulations that apply to its activities, which have been set by its General Conference and which are independently audited on behalf of its Member States.
- 3.2. UNIDO will fund from the Membership Fees specific activities that contribute to the realization of the work plan of RECPnet and have been approved by the Executive Committee, predominantly for training and capacity building activities and networking opportunities that directly benefit the Membership. Under no circumstances will any of the membership fees received will be used for operation of the Secretariat, such as staff time and travel.
- 3.3. In consultation with the Executive Committee, UNIDO acting for the Secretariat, will prepare annual budgets on the basis of conservative estimates of the membership fees during the year. The budgets will be adjusted periodically on the basis of actual net receipts of membership fees in the designated account.

4. SPECIAL PROVISIONS

- 4.1. The Executive Committee has the right to rule on an individual basis to waive the membership fee of a Regular Member with its main location in a Least Developed Country (LDC), at the request of the respective Regular Member. In granting a waiver, the Executive Committee will base its judgment in the main on the track record of active engagement of the respective Regular Member in RECPnet and its perceived ability to influence national development strategies and business decisions. The waiver will be limited for one year at a time.
- 4.2. Regular or Associate Members having their main location in an OECD member country have the right to provide up to two thirds of their membership fee in kind, through the provision of their professional services towards the activities of RECPnet, e.g. as a resource person for training or capacity building, as host of a study tour, as reviewer of draft

publications, writer of case study, or otherwise, provided that such activity has been specifically identified in the work plan of RECPnet. The payment deduction will be based on a notional in kind fee contribution of USD 500 per working day of the designated senior representative of the respective Regular or Associate Member. Members wishing to provide their membership fee in part through in kind contribution should seek prior approval, in writing, for the activity they wish to claim as in kind fee contribution from the Executive Secretariat. Upon completion of such activity, the member should provide a brief statement on the activity undertaken and specific result(s) achieved. The RECPnet Secretariat will thereupon prepare the next applicable invoice with a deduction of the in-kind service delivery during the preceding 12-month period.



RECPnet