

ANNEX 1. UArctic Council agenda item 15 (August 2009)

UArctic membership Fee

Decision

- a) The Council supports the need for a membership fee in UArctic and supports the general part of the fee model.
- I. The UArctic Board of Governors decides on Membership fee annually. Major changes in the fee structure should only be implemented after consultation with the UArctic Council.
 - II. The Board executive committee can on a case-by-case basis waive part of, or the full, membership fee in accordance with concrete requests by members. The Board executive committee shall report to the full Board in their fall meeting an overview of waivers provided.
- b) The Council recommends implementation of a fixed sum fee of €500.
- c) The annual fee system will be implemented starting 2010.
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ANNEX 2. UArctic Board agenda item 12 (December 2009)

UArctic Membership Fee, procedures

Decision

Implementation of the membership fee

The UArctic board is asked to approve the following implementation principles for the UArctic membership fee:

1. The membership fee collection is practically handled by UArctic International Secretariat
2. Membership fee shall be collected in the beginning of the year and paid by March.
3. Members shall be informed that they may alternatively send a formal request for part of or full fee to be waived.
4. The Board Executive committee handles requests for waiving full or part of the fee and shall provide overview of its decision to the board that shall confirm their decision and give direction for future handling of such requests.
5. Members who get their waiving request declined can appeal to the full Board.
6. Annual modifications to the fee will be handled by the Board, while major changes will also be brought to the full membership in the annual council meetings.
7. The secretariat may allow members to pay fees for two years at a time to reduce handling costs. Payments for two years also release the member from any increase in fee for the second year.
8. Payment of fee or to request a waiver for the fee is regarded as part of the annual reporting obligations for members.
9. UArctic International Secretariat provides status on responding to the fee request together with Status of Reporting to the Membership Committee for its review of Membership Activity.
10. The income from the fee is regarded as free resources for UArctic and is to be disposed as income part of the annual budget prepared by the president and approved by the board of governors.
11. Capacity to handle the fee will be funded from the annual UArctic budget.