

Compensation Policy for the ITA Foundation Board and Consultative Committees

The Foundation Board of the International Testing Agency (hereinafter: “**ITA**” and “**Foundation Board**”) hereby adopts this policy in accordance with the Statutes of the ITA (hereinafter: “**Statutes**”) with a view of laying down the conditions of the financial indemnities and compensation of the members of the Foundation Board and Consultative Committees (hereinafter: “**Compensation Policy for the ITA Foundation Board and Consultative Committees**” or “**Compensation Policy**”).

I. Scope and Legal Framework

1. In accordance with the obligations of the Foundation Board as set forth in Article 11, point c) of the Statutes, the Compensation Policy is adopted by the Foundation Board as “regulations relating to the Foundation Board itself, other committees, as well as all the other regulations needed for the operation of the Foundation which will be submitted to the supervisory authority for approval (hereinafter: “**Supervisory Authority**”).
2. The Compensation Policy is also expressly referred to in Article 17 of the Statutes.

II. Guiding Principles

3. As prescribed by Article 17 of the Statutes, the activity of the members of the Foundation Board and Consultative Committees (hereinafter: “**Members**”) is volunteer work and the Members are thus not entitled to any remuneration for the performance of their functions.
4. The Members are however entitled to the reimbursement of their fees effectively incurred in the scope of their ITA activities as subject to the conditions fixed by the Foundation Board in this present Compensation Policy.
5. In addition, the Members have the right to obtain a moderate financial compensation for their attendance at official meetings and other official acts in the scope of their functions as determined by section IV hereunder.
6. The Members are also entitled to receive a financial compensation in case of increased involvement, which is required by their functions, and gives rise to considerable additional work.

III. Reimbursement of Fees Effectively Incurred [Article 17, paragraph 1 of the Statutes]

7. The Members are entitled to the reimbursement of the fees disbursed in the scope of their activities for the ITA.
8. The Members are expected to use good sense and judgment with regards to their expenses in the scope of their functions and to factor in the fact that the ITA is a not-

for-profit foundation. As a matter of principle, only the reasonable and necessary expenditures shall thus be reimbursed.

9. Only the fees incurred are reimbursed and up to the limits established hereunder. Flat-rate reimbursements are only allowed if expressly provided for in the Compensation Policy.
10. Transportation and accommodation are generally organized and paid by the ITA Executive Office. In such instance, the Member shall not be entitled to recover any of the related fees.
11. The professional fees allowed and related conditions are as follows:
 - a. Transportation
 - i. All air or train fares must be booked via the ITA's official Travel Partner with a view of obtaining the best rates.
 - ii. For flights, the Members are allowed to travel in "business" class.
 - iii. For train transportation, in Switzerland and abroad, the Members are authorized to travel in first class.
 - iv. For round-trips to the airport of Geneva, the Members are entitled to a car service dispatched by the ITA.
 - v. For public transportation by bus or tram, the Members have the right to travel in "business" or its equivalent.
 - vi. When there is no reasonable public transportation, the Members may use their car, a rental or a taxi. The cheapest option is to be preferred. In case of the use of a personal or rental car, the lumpsum allowance for the use is set at CH 0.70/ km, all fees included.
 - vii. No reimbursement is entitled for the travelling fees within the Members' country of origin insofar as those are taken into account in the travel allowance defined hereunder.
 - b. Meals taken outside
 - i. The Members who are travelling within the scope of their functions and do not have their meals provided by the ITA are entitled to a flat-rate allowance of 70 CHF per day.
 - ii. The Members who are travelling for half a day, or have portions of their trip that includes a half-day, have the right to obtain a 50% flat-rate allowance, namely 35 CHF per half-day
 - c. Accommodation
 - i. The Members shall have the right to have an accommodation of "superior" category.
 - ii. All accommodations must be booked and paid directly by the ITA Executive Office or the organizer of the event in question. In such instance, the Member is not entitled to the reimbursement of the related fees.
 - iii. In case of exceptional circumstances where the Members must book and pay their accommodation, the Members must adhere to the principles of paragraph 8.

12. The Members shall provide justifications for the fees to the ITA Finance Department at the earliest convenience and no later than six (6) months after the meeting or act which triggered the disbursement of fees.
13. The ITA Finance Department controls the accuracy of the fees and checks their conformity with the Compensation Policy.
14. Should a reimbursement request be submitted beyond the abovementioned time limit, the ITA may refuse to reimburse the fees.
15. Should the fees incurred by a Member surpass the conditions set in the Compensation Policy, the ITA reimburses the fees up to the limits established in the Compensation Policy, unless exceptional circumstances, which are reviewed and approved by the Foundation Board and if applicable, the entire amounts are reimbursed to the Member.

IV. Indemnities [Article 17, paragraph 2 of the Statutes]

a. Official ITA Meetings

16. A daily allowance is provided for the participation of Members in meetings organized by the ITA. An indemnity to cover the travelling costs (in the Member's country of origin) and travelling time is also granted. Such daily allowances are determined as follows :
 - i. 150 CHF per meeting day
 - ii. 150 CHF per travelling day (2 days for the round trip)¹

b. Participation in Conferences or other Activities

17. Should the Chair of the Foundation Board and/or the ITA Director General ask a Member to participate in a conference, reunion, activity and/or to make a presentation on the ITA's behalf outside of an official ITA meeting, the Member is entitled to the following financial compensation:
 - i. 400 CHF per activity day (conference, meeting, other activity)
 - ii. 150 CHF per travelling day (2 days for the round trip)²
 - iii. 400 CHF for the preparatory work, if applicable, (pro rata if the work entailed was less than 8 hours a day. The Member shall specify the

¹ For any meeting, conference or other activity where the Member is asked to attend which takes place in the city where the Member is domiciled, the Member is only entitled to the daily allowance for his participation and is not allowed to receive the indemnity for the travelling costs and time as provided for in sections 9. ii) et 10. ii) of the Compensation Policy.

² Ibid.

number of hours it took to prepare the conference, reunion or activity).

c. Financial Compensation for the Additional Work

18. In light of the considerable and regular additional work entailed by the functions of the Chair of the Foundation Board (monthly meetings with the ITA Director General, preparatory work for the numerous meetings with stakeholders, travelling and institutional presentations, etc) and with a view of facilitating the account management, the Foundation Board grants to the Chair a yearly financial compensation up to 40'000 CHF.
19. The Foundation Board, acting on a proposal from the ITA Director General or on its own initiative, can ask a Member of the Foundation Board (who is not the Chair) or Consultative Committee to undertake specific tasks, which amount to considerable additional work. The scope of the tasks, the expected deliverables, the fee and conditions are approved by the Foundation Board. The decision of the Foundation Board pertaining to the specific tasks and related terms are to be recorded in minutes as set forth in Article 9 of the Statutes. The compensation shall not exceed 10'000.- CHF over a period of one year.

V. Payment

20. The payment of daily allowances and reimbursement of fees is done either in cash or bank transfer.
21. In any case, when the ITA pays the amounts owned under the Compensation Policy, a receipt is issued and the Member is required to countersign the document as a confirmation of the receipt of the funds. The voucher mentions, amongst others, that the Member is responsible to act in compliance with the applicable tax legislation.
22. The ITA shall declare the payments made under the Compensation Policy in compliance with its financial obligations, exclusively.