ITEA Operational Costs

- ITEA is a non-profit association of which the operational costs are laid down in a yearly budget.

- The operational costs for running the ITEA programme are paid by the public funded participants of the programme via a yearly contribution.

- We may charge a fee for joining or participating in ITEA events.

- The yearly budget and contribution is approved by the ITEA Board.
ITEA Frame Agreement (IFA)

- The basic financial contribution rules are defined in Article VII “Cost of ITEA Organisation” of the ITEA Frame Agreement
  - The detailed financial contribution invoicing rules are described in the financial contribution guidelines, which are updated and approved by the ITEA Board on an annual basis

- Formal acceptance of the ITEA Financial contribution rules by project partners:
  - ITEA Founding companies already signed the IFA
  - All other non-founding organisations must sign a Declaration of Acceptance (DoA) of the IFA for each ITEA 3 labelled project in which they participate
ITEA Financial Contribution Rules

- Each partner pays a yearly fee by means of a fixed percentage (1.5% in 2018) of the planned project costs as defined in its national funding contract.
  - Exempted from contribution are:
    - Partners for whom public funding has been rejected in that year
    - Partners that decided to participate at own cost without applying for public funding

- For the current percentage check the latest ITEA Contribution rules on the ITEA Call documents page: https://itea3.org/call-documents.html

- Non-payment can lead to exclusion from the programme
Contribution Invoicing
Schedule

- The yearly contribution is collected by the ITEA Office in two instalments:
  - 1st half of the year: January (50% of yearly contribution fee)
  - 2nd half of the year: July (50% of yearly contribution fee)
  - In specific cases invoices may also be issued later during the second half of the year
  - For projects finishing in the first half of the year we issue only one invoice in Feb (100% of yearly contribution fee) in the final year

- Invoice announcements:
  - Project leaders will receive two months ahead an announcement to inform project partners
  - All project partners will receive a pro-forma invoice one month in advance
In every invoice round, we take into account:
- Planned costs as indicated on a national funding contract
- The contribution paid so far over the years
- Invoice the remainder of the two issues above

All project partners are obliged to provide the national funding contract information as soon as it is signed.

When the planned costs are changed on a national funding contract, partners should inform the ITEA Office as soon as possible in order to update the planned costs.

If necessary, corrections are taken into account in the next invoice round. Only in exceptional cases a credit note will be prepared.
Contribution Invoicing

Exceptional cases

- No invoice will be issued before project start or before funding contract has been signed by the relevant Public Authorities and project partners
  - We will delay the invoicing until the funding contract status is clear. We will check regularly with the Public Authorities and Project Leaders about the individual partner funding status.

- Partners whose funding has stopped are exempted from fees for all subsequent years (as long as no new funding contracts are signed)
For any question or support:
info@itea3.org
Thank you for your attention