



WAPES INPA

International Not for Profit Association
Internal and Financial Regulations

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AMSEP WAPES AMSPE

World Association of Public Employment Services
Association Mondiale des Services d'Emploi Publics
Asociación Mundial de los Servicios Públicos de Empleo

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Constitution

■ **ARTICLE 01 - MEMBERSHIP**

- a) In accordance with article 6.1 of the Statutes, WAPES membership is granted at national level. Any application from any country recognised by the United Nations will be considered as admissible.
- b) Any entity satisfying the definition in article 6 of the Statutes may request membership by sending an ordinary letter to the WAPES President.
- c) The request for membership implies the applicant's acceptance of the provisions of the Statutes and the Internal and financial regulations.
- d) The applicant must specify the preferred date of effect for membership in the membership application. Should no date be indicated, the date of the response of the President will be adopted.
- e) The applicant must specify the title of the person delegated to represent and replace the Director General in his or her absence in the membership application.
- f) On principle it is not possible for a new member to join another region than the one to which they normally would belong to, unless it is deemed that there are very strong reasons. In this case, the potential member and the Vice-President of the region the country normally would belong to sends a letter to the President of WAPES to explain the reasons why another region should be chosen, including a suggestion of a suitable region. The final agreement will be taken by common agreement by the President, the Vice-President of the regions concerned, and the potential member. The Managing Board will then decide on accepting the candidate country and on what region it will belong to.
- g) In accordance with article 21 of the Statutes, the Managing Board mandates the President, in consultation with the Executive Committee, to decide on the membership of new members and report to the General Assembly.
- h) The President confirms or rejects the membership application in writing, addressed to the applicant.
- i) A copy of this letter is sent to the Treasurer, Executive Secretary and Vice-President of the region.

■ **ARTICLE 02 - EXCLUSION OF AND RESIGNATION BY MEMBERS (ARTICLE 8 OF THE STATUTES)**

- a) Any member may resign by registered letter addressed to the WAPES president. This resignation will take effect upon receipt of this letter.
- b) The Treasurer will request that any member owing WAPES membership fees for three years, three months prior to the end of the year for which the third membership fee is due, pay the outstanding amount within a maximum of two months. Failing this, the membership will be suspended. This suspension will be notified by the WAPES President to the member by registered letter. In accordance with article 8 of the Statutes, the General Assembly may then exclude the member.

■ ARTICLE 03 - READMISSION PROCEDURE AND THE END OF THE PERIOD OF SUSPENSION

- a) Any member having resigned from its membership according to the conditions of paragraph 8.1 of the Statutes and which requests to join the association again must justify its request. Membership will be subject to the general admission procedure.
- b) No request to end the period of exclusion will be considered if the member has not paid one third of all amounts still owed to WAPES.

General Assembly

■ **ARTICLE 04 - GENERAL ASSEMBLY MEETINGS**

In accordance with article 12 of the Statutes, the General Assembly will meet on an annual basis in May or June. The following structure is applied: the General Assembly will meet every three years at the WAPES World Congress, and the General Assembly will be held in writing in the two intermediate years, according to the procedure defined in the provisions of article 15 of the Statutes.

■ **ARTICLE 05 - COMPOSITION**

In accordance with article 10 of the Statutes, the General Assembly may then organise a meeting of the representatives of members. In accordance with article 6.1 of the Statutes, representatives are exclusively Directors General of Public Employment Services or those delegated by the latter, as mentioned in the membership application.

■ **ARTICLE 06 - SUMMONING MEMBERS TO SESSIONS**

- a) An ordinary General Assembly is, in principle, organised on an annual basis by the WAPES President, in the name of the Managing Board.
- b) Summons may be sent to members by the President six months at the latest prior to the date defined for the start of the session. Summons will indicate the date, location and provisional agenda for the session. The final agenda defined by the Managing Board must be transmitted to the members, after being approved by the President, by the Executive Secretariat at least one month prior to the session.
- c) In accordance with article 13 of the Statutes, the WAPES President will send out summons for an extraordinary General Assembly if decided by the Managing Board or at the request of members with a simple majority. The request by members must include proposed agendas and dates, and must be forwarded to the President in writing three months at the latest prior to the date of the planned extraordinary meeting. The summons to the meeting, including a final agenda, must be sent by the Executive Secretariat at least one month prior to the start date for the session. This latter provision on dispatch dates for the agenda also applies to postal voting as provided for in article 14 of the Statutes and the written procedure in article 15.

■ **ARTICLE 07 - ORGANISATION OF THE SESSIONS**

The President

- a) The WAPES President will chair General Assembly meetings. In the absence of the former, the President will designate one of the Vice-Presidents or the Honorary President to chair the meetings representing the President.
- b) The President will inform the General Assembly of all relevant communications. The President will direct the debates and ensure compliance with the Statutes and Regulations. The President will allow speakers to take the floor or otherwise, organise voting on proposals and declare the results of votes.
- c) Should discussions focus on questions in relation to the Public Employment Service of the President, the latter must temporarily transfer the position of chair to one of the Vice-Presidents or the Honorary President, or, in their absence, to

one of the members of the Managing Board. The President may then participate in the debates as a representative of the national service represented.

Working Groups

- d) Working groups may be created at the General Assembly for each of the issues on the agenda, at the proposal of the President or at least half of the members. These working groups will report on the results of their works to the General Assembly, which will consider these results in view of adoption.

Editorial Committee

- e) An editorial committee can also be created at the General Assembly, at the proposal of the President, consisting of at least five members.

Works Programme

- f) The WAPES President defines the works programme, the date and agenda of plenary sessions, and makes proposals in relation to the creation and composition of working groups at the General Assembly.
- g) Any issue on the agenda will be explained by one or several reporters designated for this purpose by the President.

■ ARTICLE 08 - QUORUM, VOTES, CONSULTATION IN WRITING

Quorum

- a) In accordance with article 16.2 of the Statutes, in order to deliberate, the General Assembly must have a quorum of half of its members present or represented.
- b) At the start of the General Assembly session, each delegation will inform the President of the name of the person authorised to vote on its behalf and the name of an alternate should the designated person not be present for a vote. Delegations must submit the necessary letters of proxy to the President for this purpose.
- c) Should an official director of a Public Employment Service officially delegate a person to represent the director within WAPES in accordance with article 1.e) of these internal rules of procedure, this person will not require a letter of proxy in order to participate in deliberations or vote.
- d) Decisions are only valid if 50% plus one of the accredited members at the General Assembly participate in voting.
- e) If the quorum is not achieved, the Managing Board will reach a decision in compliance with the principles and objectives of WAPES, for the matters mentioned in article 10 of the Statutes, at its next session, excluding subparagraphs a) and b) of this article. These matters will be considered by the General Assembly at a future session.

Votes

- a) In accordance with article 16.1 of the Statutes, all members are entitled to one vote.
- b) Subject to the provisions of article 16.3 of the Statutes, decisions are taken with a simple majority vote by members, voting at the General Assembly session.

Voting on Decisions other than Elections

- a) Subject to the provisions of article 11 of the Statutes, voting will be by open ballot and a show of hands.
- b) Should the results of a vote by raised hands be uncertain or disputed, the President may decide to organise a recorded vote.
- c) Should a secret ballot be requested, in accordance with article 11 of the Statutes, the President will participate in voting in the same way as the other delegates
- d) If votes are equal, the President shall have the casting vote

Consultation in Writing

- a) In the conditions defined in article 14 of the Statutes, the WAPES President may consult members in writing.
- b) Decisions will only be valid if approved by a 50% majority of accredited members.
- c) Any opinion, which obtains a simple majority of votes by all members within the period defined by the President will be considered as adopted.

Written procedure: see Article 15 of the Statutes

■ ARTICLE 09 - REPORTS

- a) The WAPES President, in coordination with the Executive Secretary and the Treasurer, will draft a report on the General Assembly sessions, describing the motions raised and the decisions taken, within one month, and send this report to all WAPES members.

All additional documents will be enclosed in appendix with this report, if necessary.

- b) The text of this report will be considered as final if, within two months of dispatch by the WAPES President, none of the members having participated at the session have proposed any modifications.
- c) If modifications are proposed within the aforementioned period, the President will, in coordination with the Executive Secretary and the Treasurer, revise the final text of the report, on the basis of the observations made by members.
- d) Should the President consider that the modifications proposed are significant or contradict the initial report, it may be necessary to obtain the approval of all members once again.
- e) The Executive Secretary will transmit the final text of the report to all WAPES members on behalf of the President.

Managing Board and Executive Committee

■ ARTICLE 10 - COMPOSITION

Managing Board

- a) In accordance with article 17 of the Statutes, the Managing Board consists of the President and sixteen Directors General of Public Employment Services, i.e. the national agencies defined in article 6-1 of the Statutes, or the persons delegated by the latter.
- b) Should a member of the Managing Board, a President or Director General of an employment service change position, this must be notified to the WAPES President within one month of the end of the assignment. The successor as head of the Public Employment Service will automatically be a member of the Managing Board until the end of the Managing Board election mandate.
- c) The Executive Secretary participates in all of the works of the Managing Board.
- d) The member hosting the Executive Secretariat has the right to attend the meetings of the Managing Board as active observer.

Executive Committee

- a) In accordance with article 18 of the Statutes, the Executive Committee consists of the President, the Vice-presidents, the Treasurer and the Executive Secretary.
- b) The member hosting the Executive Secretariat has the right to attend the meetings of the Executive Committee as active observer.

■ ARTICLE 11 - SUMMONING MEMBERS TO SESSIONS

Managing Board

- a) The Managing Board is summoned by the WAPES President.
- b) In accordance with article 19 of the Statutes, the Managing Board meets at least once annually. This board meets at each physical General Assembly.
- c) During General Assemblies organised in writing, the Managing Board will delegate power to the Executive Committee for the preparation of the General Assembly.
- d) The agenda for each session of the Managing Board and the date and location of the meeting will be defined by the WAPES President and sent out at least one month prior to the date for session.
- e) The Managing Board can also be summoned at the proposal of at least eight of its members. These members will propose the agenda, date and location of the meeting and forward this information to the President at least two months prior to the meeting date. The President will forward this information to the members of the Managing Board at least one month prior to the meeting date.

Executive Committee

- a) The Executive Committee is summoned by the WAPES President.
- b) In accordance with article 19 of the Statutes, the Executive Committee meets at least once annually.

- c) The agenda, date and location of each session will be notified to the members of the Executive Committee at least one month prior to the start of the session.
- d) The Executive Committee meeting preceding a General Assembly held in writing will be used to prepare this General Assembly.

■ **ARTICLE 12 - ORGANISATION OF THE SESSIONS**

Managing Board

- a) The WAPES President will chair the sessions of the Managing Board. In the absence of the President, the former will designate one of the Vice-Presidents, the Honorary President, or the contact person for the Presidency as a replacement.
- b) The WAPES president will open, direct and close the meetings of the Managing Board. The President will inform the Managing Board of all relevant aspects. The President will direct the debates and ensure compliance with the Statutes and Regulations. The president organises voting on proposals and declares the results of votes.
- c) All discussions on issues in relation to the Public Employment Service of the President will be subject to the provisions of article 7 c) of these Regulations.
- d) The President will chair the Managing Board meeting held to elect the Treasurer.

Executive Committee

- a) The WAPES President will chair the sessions of the Executive Committee. In the absence of the President, the former will designate one of the Vice-Presidents, the Honorary President, or the contact person for the Presidency as a replacement.
- b) The WAPES president will open, direct and close the meetings of the Executive Committee. The President will inform the Executive Committee of all relevant aspects. The President will direct the debates and ensure compliance with the Statutes and Regulations.
- c) All discussions on issues in relation to the Public Employment Service of the President will be subject to the provisions of article 7 c) of these Regulations.

■ **ARTICLE 13 - QUORUMS, VOTES, CONSULTATION IN WRITING FOR THE MANAGING BOARD**

Quorum

- a) The Managing Board can only take valid decisions if eight of its members are present or represented at the time of the vote.

Voting on Decisions other than Elections

- b) All members of the Managing Board are entitled to one vote.

Form of Voting

- c) In accordance with article 19 of the statutes, voting is organised with a show of hands unless a secret ballot is requested by at least five members of the Managing Board.
- d) Should a secret ballot be requested, the President will participate in voting in the same way as the members of the Managing Board.

- e) If votes are equal, the President shall have the casting vote.

Decisions

- f) In accordance with article 19 of the Statutes, the Managing Board will approve decisions based on a simple majority vote by members.

Consultation in Writing

- g) In accordance with article 19 of the Statutes, the WAPES President may consult the members of the Managing Board in writing. The President may also apply this procedure in periods between Managing Board meetings.
- h) Any opinion, which obtains a simple majority of votes by all members of the Managing Board within the period defined by the President will be considered as adopted.

■ ARTICLE 14 - REPORTS

Managing Board

- a) The WAPES President, in coordination with the Executive Secretary and the Treasurer, will draft a report on the Managing Board sessions, describing the proposals raised and the decisions taken, within one month, and send this report to all members of the Managing Board.
- b) All additional documents will be enclosed in appendix with this report, if necessary.
- c) The text of this report will be considered as final if, within one month of dispatch by the President, none of the members of the Managing Board having participated at the session have proposed any modifications.
- d) If modifications are proposed within the aforementioned period, the President will revise the final text of the report, on the basis of the various observations made by members.
- e) If the modifications proposed are significant or contradict the initial report, the President may submit the new text to members for approval.
- f) The modified text will be considered as final if, within one month of dispatch by the President, none of the members of the Managing board having participated at the session have proposed any modifications.
- g) The President will transmit the final text of the report to all WAPES members.

Executive Committee

This procedure applies also for the Executive Committee reports.

Elections

■ **ARTICLE 15 - ELECTION PROCEDURES**

- a) In accordance with article 17 of the Statutes, the President and the members of the Managing Board are elected for three years at the ordinary General Assembly.
- b) In accordance with article 25 of the Statutes, at least two Auditors must be designated by the General Assembly for a period of three years.
- c) When summoning members to the physical General Assembly, in accordance with article 6 of these Regulations, the President will provide all members with information on the consequences of elected office and encourage candidates to run for the mandates of President, member of the Managing Board, Vice-President, Treasurer or Auditor.

Electing the Members of the Managing Board

■ **ARTICLE 16 - PROCEDURES**

- a) The list of candidates for the Managing Board, duly drafted prior to the election, will be voted on.
- b) Subject to the provisions of article 11 of the Statutes, voting will be by open ballot. If a representative requests a secret ballot, the request shall be satisfied if it is accepted by the General Assembly by a simple majority.
- c) All members will vote for the number of vacant positions and hold one vote per candidate. When voting, members will distribute votes in order to ensure the geographical representation stipulated in article 17 of the Statutes.
- d) Candidates obtaining the highest number of votes will be elected as members of the Managing Board.

Electing the President, Vice-presidents, Treasurer and Auditors

■ **ARTICLE 17 - PROCEDURE FOR ELECTING THE PRESIDENT**

- a) In accordance with article 17 of the Statutes, the President is elected by the General Assembly for a 3-year mandate. This mandate may be renewed once.
- b) The list of candidates for the Presidency, duly drafted prior to the election, will be voted on.
- c) Voting will be by open ballot. If a representative requests a secret ballot, the request shall be satisfied if it is accepted by the General Assembly by a simple majority.
- d) Each member has one vote.
- e) The candidate obtaining a simple half of the votes of the members present and with voting rights will be elected president.
- f) If no candidate is elected, a second ballot will be organised excluding the candidate having received the lowest number of votes. The ballots will continue in the same way until a candidate is elected.
- g) If votes are equal, the President shall have the casting vote.

■ **ARTICLE 18 - PROCEDURE FOR THE ELECTION OF VICE-PRESIDENTS**

- a) In accordance with the provisions of article 17 of the Statutes, Vice-Presidents are elected by the General Assembly for a three-year mandate. This mandate may be renewed once.
- b) Each Vice-president is elected by all members of the General Assembly.
- c) The list of candidates running for Vice-President for each region, duly drafted prior to the election within the regions, will be voted on region by region by all members of the General Assembly.
- d) Voting will be by open ballot. If a representative requests a secret ballot, the request shall be satisfied if it is accepted by the General Assembly by a simple majority of votes.
- e) Each member has one vote.
- f) The candidate obtaining a simple majority of the votes of the members present or represented will be elected as Vice-President.
- g) If no candidate is elected, a second ballot will be organised excluding the candidate having obtained the lowest number of votes. The ballots will continue in the same way until a candidate is elected.
- h) If votes are equal, the President shall have the casting vote.
- i) If no candidate runs for Vice-President, the Managing Board may propose other candidates selected at its discretion from the members of the General Assembly.

■ **ARTICLE 19 - PROCEDURE FOR ELECTING THE TREASURER**

- a) In accordance with the provisions of article 18 of the Statutes, the Treasurer is elected by the Managing Board for a period of three years.
- b) The list of candidates running for Treasurer, duly drafted prior to the election, will be voted on.
- c) Voting will be by open ballot. Should a representative request a secret ballot, this request will be satisfied if accepted by the Managing board with a simple majority.
- d) Each member has one vote.
- e) The candidate obtaining the highest number of votes, with a minimum of nine votes, will be elected as Treasurer.
- f) If less than nine votes are obtained in the election, a second ballot will be organised excluding the candidate having obtained the lowest number of votes.
- g) Should none of the candidates obtain the minimum number of votes required for Treasurer, in accordance with paragraph f), the Managing Board may propose a candidate selected at its discretion from the members of the Managing Board.

■ **ARTICLE 20 - PROCEDURE FOR THE DESIGNATION OF AUDITORS**

- a) In accordance with the provisions of article 25 of the Statutes, at least two Auditors are elected by the General Assembly. Members of the Managing Board may not be elected as Auditors.
- b) The list of candidates running as Auditors, duly drafted prior to the election, will be voted on.
- c) Voting will be by open ballot. Should a representative request a secret ballot, this request will be satisfied if accepted by the Managing Board with a simple majority.
- d) Each member has one vote.
- e) Candidates obtaining the highest number of votes will be elected as Auditors.
- f) Should two candidates obtain the same number of votes, a second ballot will be organised to determine the winning candidate.
- g) If no candidate runs in the election, the Managing Board meeting preceding the General Assembly may be used to propose candidates as Auditors at the discretion of the Managing Board.

Common Election Provisions

■ **ARTICLE 21 – PRESENCE OF THE MEMBERS**

- a) Physical presence has the preference. If physical presence is not possible, a member of the Managing Board or Executive Committee can use other channels like phone, video-conferences or other similar technologies.

- b) In order to preserve the secrecy of a secret ballot, if several members ask for a secret ballot, it is not possible to vote by using other channels.

■ **ARTICLE 22 – THE CHAIRMAN OF THE ELECTIONS**

- a) The Chairman of the Elections designated by the General Assembly (therefore, in accordance with the provisions of article 16.5 of the Statutes, the representative of the International Labour Organization as an official observer) is in charge of organizing elections. The Chairman of the Elections drafts the list of candidates and ensures that each elector can vote.
- b) The Chairman of the Elections selects at least two people to assist with elections.
- c) The Chairman of the Elections calculates and checks the results of the vote, ensuring that results are objective and accurate.
- d) In the case of a secret voting, the votes are opened and counted by the persons helping the Chairman of the elections, supervised by the Chairman of the elections.
- e) At the counting of the votes, the candidate(s) may designate a representative to attend.
- f) The Chairman of the Elections announces results and gives the casting.

Common Provisions for the Positions of President, Vice-president, Treasurer and Auditor

■ **ARTICLE 23 - REPLACEMENT**

- a) The President, Vice-Presidents and Treasurer are elected as directors general of Public Employment Services, WAPES members.
- b) Should they change allocation, their position within WAPES will be transferred to their successor at the head of the Public Employment Service, until the end of the mandate as President, Vice-President or Treasurer.

■ **ARTICLE 24 - DELEGATING RIGHTS**

- a) Elected Directors general may delegate their rights and obligations as President, Vice-President, or Treasurer to any person of their choice, by registered letter addressed to the WAPES Managing Board. This delegate must however occupy an appropriate position in a Public Employment Service.
- b) This delegation may be withdrawn at any time by ordinary letter addressed to the Managing Board.

■ **ARTICLE 25 - RESIGNING FROM THE POSITION OF PRESIDENT, VICE-PRESIDENT, TREASURER AND AUDITOR**

- a) Should the country occupying the position of President resign or be absent for a period, this role will be fulfilled by one of the Vice-Presidents elected by the members of the Managing Board. The selected President will fulfil this role until the next General Assembly.
- b) Should the Treasurer resign or be absent for a period, the President will suggest a candidate within the Managing Board, to occupy the role of Treasurer until the next Managing Board meeting, at which a new election will be held in accordance with article 18 of these Regulations.
- c) Should an Auditor resign or be absent for a period, the President will suggest a candidate to occupy the role of Auditor until the next General Assembly.
- d) Should the President, Vice-President, or Treasurer resign, this will not lead to their respective resignations as members of the Managing Board.
- e) Should the Vice-President resign or be absent from the position, the President or Executive Secretary will request that members in the region submit their applications in accordance with the procedure used for the General Assembly organised together with the World Congress. The annual General Assembly or an extraordinary General Assembly will elect the new Vice-President. The new Vice-President will occupy the position until the following elections organised during the General Assembly organised together with the World Congress. If the newly elected Vice-President is already on the Managing Board, the region will consequently have a vacant seat.

■ **ARTICLE 26 - EXCLUSION OR RESIGNATION OF MEMBERS**

Should a member of the Managing Board be excluded or resign, the position will remain vacant until the next General Assembly elections.

■ **ARTICLE 27 - APPOINTMENT AND RESIGNATION OF THE EXECUTIVE SECRETARY AND COMPOSITION OF THE EXECUTIVE SECRETARIAT**

- a) In accordance with the Statutes, the Executive Secretariat is located in Belgium at 1040 Brussels, rue de la Loi 95.
- b) The Secretariat consists of at least the Executive Secretary, Consultants and one or more administrative employees.
- c) The wages of the administrative employee(s) are re-billed to WAPES on a quarterly basis in the case he/she/they are seconded by the hosting PES.
- d) The composition of the Secretariat should reflect the membership within the organisation to the extent possible.
- e) When appointing the Executive Secretary, Synerjob appoints the Executive Secretary and finances the wages of the Executive Secretary, as well as the infrastructure and operating costs of the Executive Secretariat.
- f) The appointment of the Executive Secretary will initially be confirmed by the **President** and subsequently at the next **Managing Board** meeting.
- g) Candidates must be senior members of personnel with experience in the field of Public Employment Services, and with both management and linguistic skills.
- h) Providing management support and improving the skills of the Executive Secretary are the joint responsibility of Synerjob and the Public Employment Service at the Presidency of the WAPES Managing Board.
- i) The mandate has a duration of 6 years, including a mid-term assessment. This mandate may be renewed for a maximum of two 3-year periods on the basis of arguments;
- j) Should Synerjob not be able to support the Executive Secretariat, particularly if it is unable to identify a valid application for the position of Executive Secretary, other applications will be brought in with the approval of the Managing Board, and the Public Employment Service, WAPES member, will provide a candidate, and cover the cost of the wages of the Executive Secretary, the infrastructure and operating costs of the Executive Secretariat and will be responsible, jointly with the Public Employment Service at the Presidency of the WAPES Managing Board, for providing management support and improving the skills of the Executive Secretary.
- k) The Public Employment Service in question will inform the Executive Secretary of the renewal of the mandate with one year's notice.
- l) Should the Executive Secretary resign or should the position of Executive Secretary become vacant, Synerjob will appoint another candidate. This appointment will initially be confirmed by the President and subsequently at the next Managing Board meeting.

Regional Structures

■ **ARTICLE 28 - INTERNAL RULES OF PROCEDURE**

- a) The duly created regional groupings, in application of the provisions of article 26 of the Statutes, will prepare the Rules of procedure.
- b) These Rules of procedure are compatible with the provisions of the Statutes and current Regulations within WAPES.
- c) After preparation, the Rules of procedure will be submitted to the WAPES Managing Board for approval. The Managing Board will reach a decision with a simple majority vote by members.
- d) A Public Employment Service can become a WAPES member, without necessarily joining any of the WAPES regional groupings. However, any member of a regional grouping of WAPES must join WAPES either previously or simultaneously.

Financial Regulations

I. RESOURCES

1. As indicated in article 27 of the Statutes, WAPES is financed by:
 - the membership fees paid by members;
 - income from its publications and technical services;
 - subsidies, donations, and legacies.
 - bank interest.
2. The fiscal year of WAPES runs from 1st January to 31 December of the same year.
3. The membership fees of members are calculated by the Treasurer on the basis of staff numbers from 1st January to 31 December.
If a member decides to join the association during the first six months of the year, membership fees will only be due for the second half of the year. Should a member decide to join the association after 1st July, no membership fee will be due for the current year.
4. The membership fee will be calculated for new members on the date on which their membership request is approved by the Managing Board in accordance with article 20 of the Statutes.
5. Associate membership fee should be 50 % of regular membership fee.
6. If a country's GDP raises significantly, membership fee should only charge one category per year.
7. If GDP drops, membership fee category should drop accordingly on request by the member.
8. If a member is in any debt towards WAPES the member shall not be entitled to receive funding from WAPES until the debt is paid. In this case no application can be submitted for funding and pending payments shall be suspended.
9. A member in debt that wishes to pay back the debt can be granted the possibility by the Treasurer of paying the debt in instalments agreed upon. In this case 8 remains valid.
10. Membership fees will be paid to an account opened in the name of WAPES INPA with a recognised and well-established international bank. Membership fees must be paid in a convertible currency.
The amount of the membership fees paid will be equal to the amount in euros according to the exchange rate on the date of payment. The USD: EUR exchange rate generally used between banks will apply.
11. Membership fees must be paid during the first quarter of the financial year (see Article 2 above). The Managing Board may, at request, decide to revise the payment plan of any given member to offset any diverging dates for tax years for members.
12. Membership fees are determined by the Managing Board, based on the categories defined in article 30 of the Statutes. Any modification to this scale will lead to a modification of the Statutes.

13. Membership fees are defined during the tri-annual session of the physical General Assembly. Data prepared during this session apply for the following three years, from the 1st January of the year following the ordinary General Assembly in question.
14. Membership fee categories are determined based on:
 - The IMF Economic database "GDP per Capita in US dollars" based on the PPP method (purchasing-power-parity) (<http://imf.org/external/pubs/ft/weo/2009/02/weodata/index.aspx>).
 - Full-time personnel of jobseeking and employment advice services in the member country vs. staff numbers.
15. In accordance with article 31 of the Statutes, if a member fails to pay membership fees for a period of 3 years, the General Assembly may exclude this member.
16. The amounts transferred to WAPES for services provided in the context of specific exchange and cooperation projects, subsidies, legacies and donations, are also indicated in annual reports listing the income and expenses of WAPES.
17. The Subsidies, donations and legacies offered to WAPES are approved by the President, in coordination with the Executive Committee, and must be disclosed at the next General Assembly.
18. Contributions in kind or in the form of services, provided by a member, will not exempt the member in question from the payment of the total amount of the membership fee due.

II. EXPENSES

Type and Commitment of Expenses

19. Expenses will be incurred when executing the activities approved by the Managing Board.

20. The signatures of the President of the Managing Board, the Executive Secretary or the Treasurer commit WAPES financially.

From a financial point of view, three signatures are required for obligations with regard third parties (the Executive Secretary, President and Treasurer).

In addition, the following rules apply for banking operations:

- a) opening bank accounts: Executive Secretary and Treasurer;
- b) for expenses representing less than €5000, the Executive Secretary is responsible;
- c) for expenses or investment between €5000 and €25000, the approval of the President or the Treasurer is required;
- d) three signatures are required for expenses above € 25000;
- e) authorised signatories cannot approve costs incurred by their person. In such cases the counter signature of one of the other authorised signatories is needed.

21. Expenses incurred in participation at General Assembly, Managing Board and Executive Committee meetings are attributable to members.

22. Members facing financial difficulties can, after paying all current membership fees, request subsidies from WAPES to enable them to participate at the sessions of the WAPES General Assembly or World Congress. The President will make decisions in relation to subsidies. A subsidy may cover travel costs (Economy class tickets), accommodation and meal costs, if these expenses are not financed by other means.

Subsidies will only be accorded to one delegate per member country, and exclusively if this delegate is the only party representing the country in question.

The amount of the subsidy is limited to a total equivalent to three times the annual membership fee for the lowest category and applied the year of the General Assembly in question. The subsidy must not exceed the effective expenses incurred by the beneficiary.

23. The following will be covered by the budget of WAPES:

- equipment, communications and assignment costs in relation to the operation of the Executive Secretariat;
- transport and accommodation costs incurred in view of the execution of a project or a specific technical activity (studies, corporation assignment, training sessions) listed in the WAPES programme and led by the President, Vice-Presidents, the Executive Secretary, the members of the Executive Secretariat, the Treasurer or a member of the Managing Board;
- costs relating to the implementation of the activity programme approved by the Managing Board, including the recruitment of personnel;
- costs relating to the purchase of equipment and the conclusion of contracts in view of implementing the activities approved.

24. Each assignment carried out on behalf of WAPES, or in the context of an activity included on the programme, will be approved by the President or, failing this, by one of the Vice-Presidents, the Executive Secretary or Treasurer prior to execution.

These assignments will be carried out by air in economy class or by train in first class. Daily indemnities will be calculated at the rate applied by the administration. This rate is identical to that applied by the VDAB.

Inadequate Credit

25. If the expenses to be incurred exceed the amount of credit provided for on the budget for a given heading, the President may, at the recommendation of the Treasurer, decide to transfer an amount from another heading with an adequate margin, within the limits of the overall budget.
26. Should it no longer be possible to cover expenses thanks to transfers, the Treasurer will suggest the necessary budgetary action to the President. This action must be approved by the Managing Board.

Surplus Income

27. Should income less expenditure for an entire period lead to a positive balance, the excess cash flow will initially be used to cover any previous liabilities and, secondly, to create a provision.
28. The Treasurer may invest available provisions in non-speculative funds, after consulting the President.

Working Capital

29. Working capital can be integrated in the budget.

III. AUDITS AND THE BUDGET

30. The budget plan for a given year should be ready and approved by the 1st of January of a given year at the latest.
31. In accordance with article 23 of the Statutes, the Treasurer is competent for the collection of membership fees, special contributions for specific activities, remuneration for services provided, funds received for technical cooperation, subsidies, donations and legacies.
32. When, in accordance with Article 20 k) of the Statutes, the Managing Board has approved the annual WAPES activity programme, the Treasurer will present the budget to the President with the expense headings for the coming year.
33. In accordance with Article 23 of the Statutes, the treasurer must keep the Managing Board informed about the Organisation's financial position by providing them with reports that detail the Organisation's expenditures, bank balances and cash flow. It's essential these reports are filed in a timely manner and are accurate.
34. Especially, the Treasurer should inform the President at any time, at the request of the President, and on a quarterly basis on the budgetary situation of the Organisation detailing the following:
 - how much has been spent within an activity category by region in the light of the yearly budget plan;
 - what is the situation concerning membership fees;
 - which member states' membership fee payments are overdue.
35. The Treasurer will inform the President of any foreseeable or real differences between the amounts of budgetary provisions and actual expenses.
36. In accordance with Article 25 of the Statutes, two Auditors are competent for the financial audit of WAPES and reporting on this audit to the General Assembly.
37. The Auditors will submit a report on results and the reliability of accounts for each three-year period and whether the operation of WAPES is in accordance with the aims and purpose of the association and whether finances conform with these to the General Assembly organised together with the World Congress for approval in view of giving the Managing Board and the Treasurer discharge.

IV. ANNUAL REPORT

38. The Managing Board will provide the annual report one hundred and twenty (120) days, at the latest, after the end of the budgetary period of the INPA, to all directors and any member requesting the report in writing. The report will contain the following information with the appropriate level of detail:

- the balance sheet, including the trust funds, of the INPA on the end date of the budgetary period;
- the main changes in capital and credits, including trust funds for the budgetary period;
- the income of the INPA during the budgetary period;
- the expenses of the INPA, for general purposes, for the budgetary period.

Publication in the Belgian Official Gazette

39. If the President, Vice-President, Treasurer, Executive Secretary or member of the Managing Board changes, the surname, first name, location and date of birth and address of the new member must be published in the Belgian Official Gazette [*Moniteur belge*], or the company name, legal format and address of the registered office for legal persons.

40. After the publication in the Belgian Official Gazette, the bank may accept the signature of the new President, Treasurer or Executive Secretary.

Document Conservation and Processing

41. The INPA will retain the following at the Executive Secretariat

- Reports for all Executive Committee, Managing Board and General Assembly meetings, and meetings between members, indicating the date and location of the meeting, whether the meeting was ordinary or extraordinary, the type of document, the means of notification, the names of the participants and procedures applied;
- Accounting and financial documents, including property deeds and transactions and asset accounts, liability accounts, receipts, payments, profits and losses;
- Detailed information on members, including their names and addresses, the type of membership of each member, and the end date of the membership period;
- A copy of the Statutes of the INPA and the updated Rules of procedure, will be placed at the disposal of WAPES members during office hours.

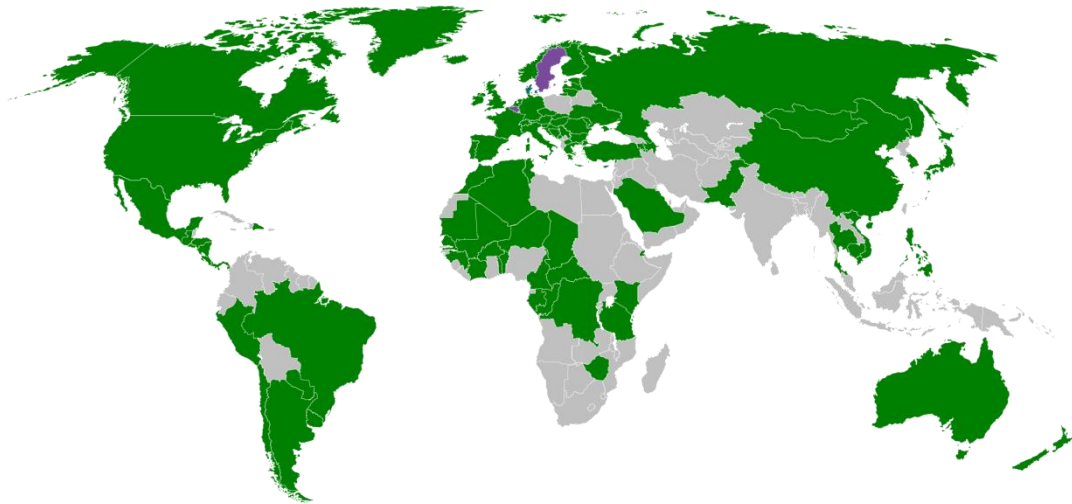
42. Consultation Rights

Directors will be entitled to consult and copy all books, or official documents of any type, and inspect the assets of the Association at any reasonable time.

43. Access to Information

All members will benefit from the following consultation rights, within a reasonable framework based on the interest of any given member:

- The right to consult and copy the list of the names of all members, addresses and voting rights, during opening hours, subject to a written request submitted to the Association with five (5) working days' notice. The request must indicate the purpose of the consultation;
- The right to inspect the books, official documents or the report on initiatives by members, the Executive Committee or the Managing Board, at any reasonable time, subject to a written request submitted to the association by a member with five (5) working days' notice, for a reasonable purpose based on the interests of a member as a member.



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