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WAPES is an association formed in accordance with the provisions of Book 10 of the Companies and Associations Code of 23 March 2019 and any other provisions of that Code applicable to international not-for-profit associations.

These internal and financial regulations set out the rules, procedures and internal operating provisions of the Association. They supplement the Statutes of the Association.

In accordance with article 63.1 of the Statutes of the Association, the Managing Board may adopt, amend and/or repeal the Internal and Financial Regulations in order to specify and supplement the provisions of the Statutes of the Association.

In accordance with Article 15 of the Statutes of the Association, all Members explicitly adhere to these Statutes of the Association and to the Internal and Financial Regulations.

As agreed at the World Congress in Marrakech in 2018, members also undertake to respect the WAPES Charter of Values.

# INTERNAL REGULATIONS

## TITLE I. MEMBERS

### ARTICLE 01 - MEMBERSHIP PROCEDURE

- a) The categories of full, associate and observer members are defined in Articles 7 and 8 of the Statutes of the Association.
- b) Membership is not open to private employment management bodies, employers' associations, trade unions or individuals. (art. 6.5 Statutes of the Association).
- c) When applying for associate membership, if the State is already represented by a full member within the Association (as defined in article 7.1 of the Statutes of the Association), the associate member candidate must obtain the approval of this full member. In the absence of a full member, the associate member candidate may be granted associate membership.
- d) Any applicant for membership shall submit his application by standard means of communication to the Executive Secretary (art.9.1 of the Statutes of the Association).
- e) In general, a new Member joins the region within its geographical sphere. However, by providing the necessary justification, the new Member may request to join another region, in agreement with the Vice-President of the chosen region, by sending a letter to the President explaining the request. Taking this request into consideration and in accordance with article 6.6 of the statutes of Association, the President will determine the Region to which this Member belongs, with the approval of the Vice-President of the Region to which the prospective Member belongs.
- f) The Executive Secretary, after verifying that all conditions for membership have been met, shall present application for membership to the President by any standard means of communication. The President, in consultation with the Vice-Presidents, shall decide whether to accept or reject the application. The President's decisions regarding membership applications are final and sovereign, and the President must justify them. (art. 9.3 Statutes of the Association)
- g) The President shall confirm his decision in writing to the Executive Secretary within 14 calendar days.
- h) The Executive Secretary must share the President's decision with the candidate by standard means of communication. A copy of this communication shall be sent to the Vice-President of the Region to which the applicant belongs. (9.4 Statutes of the Association)
- i) Application for membership implies acceptance by the candidate of the provisions of the Statutes of the Association and the Financial and Internal Regulations (art. 15.1 Statutes of the Association).

- j) In its membership application, the candidate must specify the date on which it wishes its membership to take effect, but this date must not be prior to their application. The President will decide whether to accept or not the date requested by the candidate. In the absence of any indication, the date used is the date of the admission letter signed by the President.
- k) The President will inform the Managing Board of the state of membership of the association at the annual meeting of the Managing Board.
- l) The President shall inform the General Assembly of the state of membership of the association at least at the General Assembly coinciding with the end of the term of office for which he was elected.

## **ARTICLE 02 – RESIGNATION AND EXCLUSION FROM MEMBERSHIP**

- a) In accordance with Article 11.1 of the Statutes of the Association, Members are free to resign from the Association at any time by giving written notice, by special means of communication, to the Executive Secretary. The resignation takes effect on the date on which the Executive Secretary receives written notification of the resignation.

The Executive Committee shall be informed by the Executive Secretary either at a meeting of the Executive Committee or by any standard means of communication of the resignation of a Member within the meaning of article 11.2. A Member deemed to have resigned within the meaning of Article 11.2 of the Statutes of the Association shall take effect on the date on which the Executive Committee takes note of the resignation.

- b) Any exclusion in accordance with Articles 12.1 to 12.7 of the Statutes, shall take effect on the date of the General Assembly approving such exclusion.
- c) Provided that the debt recovery procedure has been followed, a member in default of payment of its membership fee for 2 years will be suspended under article 12.8 and 12.9 of the Statutes of the Association.
- d) A Member whose suspension is confirmed by the Managing Board in accordance with Articles 12.8 and 12.9 of the Statutes of the Association takes effect on the date of the Managing Board' decision. The conditions of return and the duration of the suspension must be set out in the decision of the Managing Board and be communicated to the Member concerned.
- e) Provided that the procedure for the collection of debts has been followed, the Managing Board will adopt the decision to exclude a member who has failed to pay the membership fee for 3 years.
- f) Any suspended or excluded member will be notified by standard means of communication. This notification will be sent by the Executive Secretary within 28 days of publication of the minutes of the body which took note of or voted for the exclusion.

### **ARTICLE 03 - READMISSION PROCEDURE**

- a) Any readmission must comply with the conditions for admission as a full member (article 7) or associate member (article 8) of the Statutes of the Association.
- b) No readmission application can be considered if the member organisation has not paid one third of all sums still due to WAPES.

## **TITLE II. ORGANISATIONAL STRUCTURE**

### **ARTICLE 04. GENERAL ASSEMBLY**

#### **4.1 Composition**

a) In accordance with Article 24 of the Statutes of the Association, the General Assembly brings together the Members:

- a) Full members
- b) Associate Members

Bearing in mind their respective functions and rights, the General Assembly include also:

- c) Observers
- d) Permanent and official observers
- e) Permanent observers
- f) Guests

b) Only Effective Members of WAPES have the right to vote. Each Effective Member has one (1) vote.

c) Associate Members, Observers, Permanent Observers, Permanent and Official Observers have the right to attend meetings of the General Assembly, without voting rights and with the right to be heard.

d) In accordance with Article 24.7 of the Statutes of the Association, the General Assembly may decide to invite one or more third parties to attend, without the right to vote, one or more parts of one or more meetings of the General Assembly. With the authorisation of the person chairing the General Assembly, these third parties will be granted the right to speak.

#### **4.2 Meetings**

a) The person chairing the meeting leads the deliberations and ensures compliance with the Statutes of the Association. The General Assembly confirms all its decisions by vote. Article 24.5 of the Articles of Association stipulates who is to chair the Annual General Assembly.

b) In accordance with Article 26 of the Statutes of the Association, the Ordinary General Assembly is held every year in May or June. The Managing Board sets the date of the Ordinary General Assembly. It is convened by the Executive Secretary on the decision of the Managing Board.

c) The agenda of the Annual General Meeting includes at least the following items: Approval of the financial statements and appropriation of earnings for the year ended December 31 of the previous year. Discharge from liability of directors for the performance of their duties during the previous year. Approval of the budget for the current year.

d) The General Assembly may be convened at any time by the Executive Secretary on the decision of the Managing Board, whenever the interests of the Association so require. The procedure is described in Article 26.2 of the Statutes of the Association.

e) The Companies and Associations Code of March 23, 2019, stipulates that at least one person must attend every Annual General assembly at the physical location of

the meeting. Consequently, there is no such thing as a 100% virtual General Assembly. However, for practical reasons, the Managing Board validates the agreement in principle that every second year (excluding the year of the World Congress) WAPES will organize a 100% virtual General Assembly. Members will be invited to join this virtual General Assembly by the electronic means of communication proposed by WAPES AISBL.

- f) The Bureau of the Virtual General Assembly must, as set out in Article 4.2.e of these Rules of Procedure and Finance, be composed of at least one person who presides over the meeting. The General Assembly may adopt another composition of the Bureau. The Bureau may be assisted by assessors.
- g) The WAPES World Congress takes place every 3 years. This event combines an international conference and a General Assembly. The agenda of this General Assembly at the end of the term of office of the Members of the Managing Board includes the elements listed in article 4.2.c of these Internal and Financial Regulations, the management report of the mandate, the audit report and the elections of the President, the new Managing Board, Treasurer and internal auditors of WAPES.
- h) In preparation for a General Assembly to be held during the World Congress, the Executive Secretary sends to the Members a full package of information on the responsibilities of the various elective offices and invites them to declare themselves candidates for the positions of President, Managing Board member, Vice-President, Treasurer or Auditor.
- i) The elective General Assembly, which takes place every 3 years at the same time as the World Congress, is chaired by the President, (or if applicable, a person who chairs the General Assembly) who assumes the powers of returning officer (President of the Elections). The powers of the returning officer are:
  - i. Organising candidatures, nominations and elections within the Association;
  - ii. Ensuring the objectivity, accuracy and reliability of the results of such candidatures, nominations, elections and consultations within the Association;
  - iii. Drawing up the list of candidates and ensuring that each voter is able to exercise his or her right to vote;
  - iv. Counting the votes and verifying the results; and
  - v. Announcing the results.

The Returning Officer may choose at least two (2) natural persons to assist him in the exercise of his powers as listed above and to count and tabulate the votes in the event of a secret ballot. These persons act under the supervision of the Returning officer. Candidates in nominations and elections are entitled to appoint a representative to attend the vote count.

## **ARTICLE 05. MANAGING BOARD**

### **5.1 Composition**

- a) In accordance with Article 33.1 of the Statutes of the Association, the Association is managed by a Managing Board, which is composed as follows:



- a. The President, who is a full member of the Managing Board; and
  - b. Between ten (10) and sixteen (16) Full Member Representatives.
- b) In accordance with article 33.3 of the Articles of Association, the ten (10) to sixteen (16) terms of office of the members of the Managing Board shall be allocated on the basis of the total number of Full Members in each region. The term of office of the members of the Managing Board is three (3) years, renewable indefinitely.
  - c) Members of the Managing Board are free to resign from office at any time by sending their resignation to the President by special means of communication (Article 33.7 of the Statutes of the Association).
  - d) In accordance with Articles 33.8 and 41.7 of the Statutes of the Association and in compliance with these rules, the Executive Secretary takes note of these resignations and appointments and informs the President and the members of the Managing Board. The Executive Secretary can then proceed with the required legal publications.

## **5.2 Meetings**

- a) In accordance with Article 35 of the Statutes of the Association, the Managing Board shall meet whenever the interests of the Association so require and at least once (1) a year in a State represented by a Full Member of the Association, at the invitation of the President or at the request of eight (8) members of the Managing Board acting jointly, on the date and at the place indicated in the invitation. Article 37 of the Statutes of the Association sets out the procedures for convening meetings of the Managing Board and drawing up its agenda.
- b) Notwithstanding the above articles, at the time of the World Congress, the Managing Board shall meet no later than the day before the elective General Assembly to prepare said General Assembly.
- c) The Managing Board may invite one or more third parties to attend one or more meetings or parts of meetings of the Managing Board without the right to vote (art. 33.11).
- d) The person chairing the deliberations of the Managing Board and ensures compliance with the Statutes of the Association and regulations governing WAPES.
- e) The powers of the Managing Board are specified in Article 34 of the Statutes of the Association. In addition, the Board shall designate the host of the World Congress from among the applications from members received by the Executive Secretariat in response to the call for applications issued at least 12 months before the World Congress.

## **ARTICLE 06. EXECUTIVE COMMITTEE**

## **6.1 Composition**

The composition of the Executive Committee is set out in Article 48 of the Statutes of the Association.

## **6.2 Meetings**

- a) The frequency of Executive Committee meetings is set out in Article 50 of the Articles of Association.
- b) The procedures for convening Executive Committee meetings and the agenda are set out in Article 52 of the Statutes of the Association.
- c) In accordance with Article 48.5 of the Statutes of the Association, the Executive Committee may invite one or more third parties to participate, without voting rights, in one or more meetings or parts of meetings of the Executive Committee.

## **ARTICLE 07. PERMANENT OBSERVERS TO WAPES BODIES**

- a) In accordance with Article 33.12 of the Statutes, the Executive Secretary, the ILO Representative, and Synerjob — if Synerjob is not a Member of the Managing Board — are permanent observers of the General Assembly, the Managing Board and the Executive Committee.
- b) Permanent observers to WAPES bodies are not liable to pay any contribution to the association.

## **ARTICLE 08. GUESTS**

- a) In consultation and in compliance with the power of the Managing Board and the Executive Committee members, the President may invite the President of Honour to attend Board and Executive Committee meetings, without voting rights and the right to be heard.
- b) Third parties invited by the General Assembly (art. 24.7 of the Statutes of the Association), the Managing Board (art. 33.11 of the Statutes of the Association), the Executive Committee (art. 48.5), the President (art. 8 of the Internal and Financial Regulations) or the Working Groups (art. 59.4 of the Statutes of the Association) are not liable to pay any contribution to the association.

## **ARTICLE 09. CONVENING NOTICES**

Convening notices to the participants to the various meetings will be sent to them simultaneously.

## **ARTICLE 10. MINUTES**

- a) The minutes of the meetings of the Managing Board, Executive Committee and General Assembly shall be drawn up by the Executive Secretariat in collaboration with the Treasurer and the Chair of the meeting within 28 days of the said meetings.
- b) If necessary, these minutes shall contain any additional documents required.

- c) The extracts of decisions taken by the bodies may be signed before final approval by the Members in order to proceed with the administrative formalities and publication required under Belgian law.
- d) The Executive Secretary, on behalf of the chair of the meeting, will send these minutes for comment and possible observations to all members of the meetings concerned.
- e) The text of the minutes shall be considered final if, within 14 days of their dispatch by the Executive Secretary, none of the members who took part in the session has proposed any amendments.
- f) If amendments are proposed within the aforementioned period, the Executive Secretary, in collaboration with the person who chaired the meeting and the Treasurer, will revise the text of the minutes, taking into account the comments made by members. This text will be considered final.
- g) The final minutes are validated and signed by the person who chaired the meeting, the Treasurer and the Executive Secretary within 14 days and are sent to all WAPES members via the [www.wapes.org](http://www.wapes.org) platform.

## **ARTICLE 11. REGIONAL GROUPINGS**

- a) In accordance with Article 60 of the Statutes of the Association, Full Members belonging to a homogeneous geographical area which may or may not correspond to a Region may establish one (1) Regional Grouping with its own secretariat, in accordance with the guidelines and minimum requirements laid down by the General Assembly and set out in the Internal and Financial Regulations. At the request of Full Members belonging to a homogeneous geographical area which may or may not correspond to a Region, the General Assembly decides to grant and revoke the status of Regional Grouping and to delegate tasks to one or more Regional Groupings.
- b) The Regional Groupings are not part of the Association and do not represent it.
- c) The Regional Grouping may carry out exchange and study activities of interest to the Full Members concerned. The guidelines for the future activities of the Regional Groupings are approved by the General Assembly. The Regional Groupings bear the cost of their activities.
- d) A Public Employment Service may join WAPES without wishing to join an existing regional grouping within WAPES.

## **ARTICLE 12. WORKING GROUPS**

- a) In accordance with Article 59 of the Statutes of the Association, the General Assembly and the Managing Board may each establish, dissolve and delegate tasks to one or more Working Groups.
- b) **Editorial Committee**

On the proposal of the President, the General Assembly may set up a Drafting Committee consisting of at least five members.

c) **Work programme**

In accordance with Article 59.3 of the Statutes of the Association, the Working Group(s) shall always act under the responsibility of the body which set it/them up and shall report regularly to the latter and to the General Assembly on its/their activities, and/or at the request of the General Assembly.

## **ARTICLE 13. PUBLICATIONS**

- a) Each time there is a change of President, Vice-President, Treasurer, Executive Secretary or member of the Managing Board, the Executive Secretary must proceed with the publication in the Annexes of the Belgian Official Gazette of the surname, first name, place and date of birth and private address of the new representative of a Member. For any legal person, the publication must include the name, legal form and address of the registered office. Documents proving the information required for publications must be valid. These publications must be completed within 30 days of the change.
- b) The Law of 18 September 2017 on the prevention of money laundering and terrorist financing and the restriction of the use of cash provides for the establishment in Belgium of a register of beneficial owners (whose acronym is 'UBO' for Ultimate Beneficial Owner. Any person published in the Belgian Official Gazette as referred to in article 12.a above must be registered in the UBO register. All (international) non-profit associations and foundations that fail to comply with this obligation are liable to administrative fines.
- c) Failure to comply with the publication obligations may result in the freezing of WAPES' bank accounts.

## **ARTICLE 14. HANDLING AND STORAGE OF DOCUMENTS**

### **14.1. Retention of documents**

In accordance with the Royal Decree of 27.09.2009, small ISBL are required to keep documents that can be used as evidence against third parties for a period of 7 years. This period may be longer for certain controls linked to external financing.

In addition, the Executive Secretary processes and keeps :

- a) Minutes of all meetings of the Executive Committee, the Managing Board, the General Assembly and members' meetings, indicating the date and place of the meeting, whether it was an ordinary or extraordinary meeting, the type of document, the method of notification, the names of the participants and the procedures followed;
- b) Accounting records and financial documents, including proof of ownership and transactions and accounts of assets, liabilities, receipts, disbursements, profits and losses;
- c) In compliance with the General Data Protection Regulation (GDPR), a database of its members, showing their names and addresses, the type of membership of

each member, and the date of termination of any membership;

- d) A copy of the Statutes of the Association of the international non-profit association and the Internal Regulations, kept up to date, will be made available to members of the international non-profit association during office hours.

#### **14.2. Right of inspection**

Any director shall have the right at all reasonable times to inspect and copy all books, official documents of any kind and to inspect the property of the Association.

#### **14.3. Access to information**

In compliance with the provisions of the GDPR and in respect for the principles of confidentiality of Board discussions, any Member, within a reasonable framework linked to a member's interest, has the following consultation rights:

- a) The right to inspect and copy the list of all members' names, addresses and voting rights, during business hours, on prior written request of five (5) working days to the Association. The request shall state the purpose for which the consultation rights are being exercised.
- b) Right to inspect at any reasonable time the books, official documents, or record of proceedings of the members, the Executive Committee or the Managing Board, upon five (5) working days prior written request to the Executive Secretary by the member, for a purpose reasonably related to the member's interests as a member.

# FINANCIAL REGULATION

WAPES, an international non-profit association governed by Belgian law, applies the principles laid down in the application of the Belgian Public Procurement Act.

The fiscal year of WAPES covers the period from 1<sup>st</sup> January to 31<sup>st</sup> December of the same year.

## TITLE III. RESOURCES

### ARTICLE 15. FINANCING THE ASSOCIATION

- a) WAPES is a financially self-sufficient organisation. It is financed by:
  1. subscriptions from member institutions
  2. income from its publications and technical services
  3. subsidies, donations and legacies
  4. any income from bank interest and any subsidies.
- b) In accordance with article 34.2 y of the Statutes of the Association, "the Managing Board may adopt all necessary measures to obtain funds or non-financial resources for the purpose of carrying out specific activities and purchasing all necessary equipment or materials and to enter into contracts for the purpose of implementing duly approved activities".
- c) Amounts transferred to WAPES for services rendered in the context of specific exchange and cooperation projects, subsidies, legacies and donations are also included in the annual reports on WAPES income and expenditure.

### ARTICLE 16. CONTRIBUTIONS

a) Full Members and Associate Members pay an annual fee (Article 14 Statutes). Observers pay an annual contribution (Art 18.1 Statutes). Synerjob in its permanent observer role and the other permanent observers that are the Executive Secretary and the ILO (permanent and official observer) and the guests are exempt from any contribution

In accordance with article 14 of the Statutes of the Association, full members pay a membership fee based on the following criteria:

1. the Gross Domestic Product (GDP) per Capita, current Prices based on Purchasing-Power-Parity (PPP) International Dollars per capita, according to the IMF database." <https://www.imf.org/external/datamapper/profile> ", of the State of the member organisation;
2. the number of employees, civil servants and staff members in full-time equivalent during its last financial year.
3. the number of inhabitants in the state of the Member.

WAPES distinguishes six categories to classify full members. These categories are determined as follows:

<b>CATEGORIES</b>	<b>GDP PER CAPITA</b>
Category 1:	inferior to 2,000 USD.
Category 2:	between 2,000 and 4,999 USD.
Category 3:	between 5,000 and 7,999 USD.
Category 4:	between 8,000 and 14,999 USD.
Category 5:	at least 15,000 USD (with a population inferior to 30 million inhabitants).
Category 6:	at least 15,000 USD (with a population superior to 30 million inhabitants).

A member organisation moves to another category, whether neighbouring or not, in the following manner:

<b>MEMBER ORGANISATIONS:</b>	
➤ with 100 - 400 members of staff	➤ move to the next lower category.
➤ with less than 100 members of staff	➤ move down two categories.
➤ with more than 10,000 members of staff	➤ move to the next higher category.
➤ of countries with less than 4 million inhabitants	➤ go to the next lower category.
➤ of countries with more than 100 million inhabitants	➤ go to the next higher category.

- a) In a federal state, the number of civil servants includes the total number of full-time employees in the various states of the federation.
- b) In a Member State where the Public Employment Services are regionalised, the number of people employed includes the total number of people employed full-time in all the different regions.
- c) Associate membership fees are 50% of full membership fees. If the associate member belongs to a country that is not represented by a full member within WAPES, the calculation will take into account the number of its full-time staff. If the full member joins WAPES, the amount of the associate member fee will be calculated at the time of the tri-annual re-evaluation provided for in Article 9. The associate member fee will then be 50% of the full member fee for the same State.
- f) Membership fees are calculated by the Treasurer on the basis of the number of employees from 1 January to 31 December.
- g) Fees for new members are calculated on the date of their application for membership.
- h) If a member decides to join during the first six months of the financial year, they are only required to pay half the membership fee based on the amount calculated for their category of Member. If they decide to join after 1 July, no membership fee will be payable for the current year.
- i) Membership fees are reviewed every three years by the Treasurer. This reassessment is presented to and validated by the tri-annual General Assembly in person. The figures established during this session are applicable for the following three years, from 1 January of the year following the ordinary session of the General Assembly in question.

- j) Members or associate members whose dues change as a result of the tri-annual revaluation validated by the General Assembly will receive specific notification within two months of the publication of the minutes of the said General Assembly.
- k) If a country's GDP increases significantly, membership fees should only take into account the change of one (1) category on the tri-annual review.
- l) If GDP decreases, the membership category should decrease accordingly at the request of the member.
- m) Membership fees are paid into an account opened in the name of WAPES AISBL in a recognised and well-established international bank. Membership fees are paid in convertible currency.
- n) The amount of contributions paid is equal to the amount expressed in Euros at the exchange rate on the day of payment. The USD:EUR exchange rate is the current exchange rate between banks.
- o) The contribution must be paid during the first quarter of the tax year. To remedy discrepancies in the dates of members' fiscal years, the Treasurer may, on request, decide to revise a given member's payment plan.
- p) The executive secretariat applies the invoicing and payment monitoring process established by the treasurer.
- q) A member who is not up to date with the payment of its subscription will not be able to receive subsidies from WAPES until the arrears have been settled.
- r) A member wishing to settle its arrears to WAPES may be given the option by the Treasurer to do so in the form of agreed periodic payments. In this case, point 17 remains valid.
- s) In accordance with Article 12 of the Statutes of the Association, the Managing Board may propose the exclusion of a member in default of payment of its subscription. Based on the monitoring of the debt recovery procedure established by the Treasurer, the Managing Board must propose the exclusion of a member in default of payment of its subscription at the latest at the end of the 3<sup>rd</sup> year. Failure to do so may be considered a breach of good management.
- t) WAPES will not issue a membership invoice for any member whose exclusion has been approved by the Board for decision at the General Assembly.
- u) Contributions in kind or in the form of services provided by a member do not exempt the member from paying the full amount of the membership fee due.
- v) The Executive Committee is responsible for analysing, on a case-by-case basis, the situation of excluded members who wish to return to WAPES.



## TITLE IV. EXPENSES

### ARTICLE 17. NATURE AND COMMITMENT OF EXPENDITURE

- a) Expenditure must be incurred in carrying out activities approved by the Managing Board.
- b) Notwithstanding article 62 of the Statutes of the Association, for financial commitments WAPES appoints 3 authorised signatories: the President, the Treasurer and the Executive Secretary. From a financial point of view, obligations to third parties require three signatures (Executive Secretary, President and Treasurer). In addition, the following rules apply to banking transactions:
  1. opening bank accounts: Executive Secretary and Treasurer;
  2. for expenditure of less than 10,000 euros, the Executive Secretary is responsible;
  3. for expenditure or investments between 10,000 euros and 50,000 euros, the approval of the President or the Treasurer is required;
  4. expenditure in excess of €50,000 requires three signatures;
- c) Authorised signatories cannot approve costs incurred by themselves. In such cases, the signature of one of the other authorised signatories is required.
- d) The authorised signatories recognised by the WAPES banking institution may grant other members of the executive secretariat the right to incur expenditure in accordance with the thresholds set out in Article 15.
- e) The WAPES budget will cover:
  1. Equipment, communication and mission costs relating to the running of the Executive Secretariat;
  2. Travel and subsistence costs incurred in carrying out a specific project or technical activity (studies, cooperation missions, training courses) included in the WAPES programme and carried out by the President, the Vice-Presidents, the Executive Secretary, members of the Executive Secretariat, the Treasurer or a member of the Board;
  3. The costs of implementing the programme of activities approved by the Board, including the recruitment of staff;
  4. In accordance with Article 42. 1 . b of the Statutes, the President ensures the "effective management of the Association by the Executive Secretary". In accordance with the draft budget and the activities approved by the Managing Board (Statutes 34.2.e) and validated by the General Assembly (Statutes 25.1), the President and the Executive Secretary draw up a roadmap regarding human resources needs (hiring of permanent staff and looking for seconded staff).
  5. Costs relating to the purchase of equipment or materials and the conclusion of contracts with a view to implementing approved activities.

6. The WAPES budget co-finances events approved by the Managing Board. An event is co-financed by WAPES up to 50% of the costs, with a maximum of EUR 12,500. The funding provided by WAPES must first be used to pay for interpretation costs, the conference venue and a dinner. If funds remain within the envelope defined above, they may be used to cover other costs.

7. Coverage of experts at events

To ensure that the content of exchanges between WAPES members is of high quality, WAPES calls on experts from member PESs and international partner organisations. To facilitate their participation and at their request, WAPES can, within the financial means available, provide cover for travel and accommodation during the period of their service.

8. The WAPES budget can contribute up to 5,000 euros to cover the costs of organising a meeting of the Managing Board or Executive Committee if these meetings are physically organised in conjunction or not with a regional activity validated by the Managing Board.

- f) Expenses incurred by members in attending meetings of the General Assembly, the Managing Board and the Executive Committee are the responsibility of the Member.
- g) Members belonging to categories 1, 2 and 3, after having paid all their current subscriptions, may apply to WAPES for assistance from the Participation Fund in order to cover travel (economy class ticket) and accommodation costs and thus enable them to participate in the sessions of the General Assembly or the WAPES World Congress. The President decides on these requests. The Executive Secretary makes decisions concerning these requests within the budget allocated by the Board of Directors.
- h) Grants are awarded to only one delegate per Member State, and only if that delegate is the sole representative of the Member concerned.
- i) The amount of the grant is limited to a total equivalent to three times the annual membership fee in the lowest category applied in the year of the General Assembly of that same year. The grant may not exceed the amount of expenditure actually incurred by the beneficiary.
- j) For an audit visit and on request, the internal auditors may receive funding from the Executive Secretariat for their travel and hotel expenses, in accordance with the rules and procedures of the Participation Fund.
- k) Each mission carried out on behalf of WAPES or as part of an activity included in the programme must be approved in advance by the President or, in his absence, by one of the Vice-Chairmen, the Executive Secretary or the Treasurer.
- l) These missions are carried out by air in economy class or by train in first class.

## **ARTICLE 18. FUNDS GRANTED BY WAPES TO ITS MEMBERS**

In order to facilitate cooperation between its Members, WAPES has various financial aids available to support capacity-building and cooperation projects or to create networks or partnership links through participation in the various activities organized by WAPES in collaboration with its Members and partners. The amounts available are included in the WAPES budget. The procedures for granting these

funds are defined in the specific guides available on the WAPES platform - Members' zone: <https://members.wapes.org/groupe/informations-generales-2022/documents/>

#### **a) Cooperation Fund:**

Funding is reserved for cooperation actions that contribute to strengthening individual or organizational capacities through the exchange of practices, experiences, methods or know-how between two or more WAPES Member Public Employment Services. All WAPES member PES are eligible.

#### **b) Participation Fund:**

A tool for strengthening links between members in the same region.

Funding from the Participation Fund is reserved for PES members belonging to WAPES categories 1, 2 and 3 who wish to take part in the WAPES General Assembly or regional workshops organised in their region (under their own management or in partnership).

#### **c) Solidarity fund**

The objectives of the Solidarity Fund are set out in the relevant document.

### **ARTICLE 19. BUDGET**

- a) In accordance with Article 34.2 of the Statutes of the Association, the Board approves the annual programme of activities of WAPES. The Treasurer prepares the budget and related expenditure items. In accordance with Article 47.1 of the Statutes of the Association, the Treasurer informs the Executive Committee and the Managing Board of the financial position of WAPES by providing information including a statement of expenditure, bank balances and cash flows. It is essential that these reports are timely and accurate.
- b) The Treasurer should inform the President, at his request, of the budgetary position of WAPES, including the following:
  1. a statement of expenditure by category of activity, by region in relation to the annual budget with the annual budget;
  2. a statement of subscriptions paid by members;
  3. a statement of overdue payments of members' subscriptions
  4. a statement of foreseeable or actual differences between budget provisions and actual expenditure.
- c) This information is required for the annual meetings of the Managing Board and the Executive Committee.
- d) In accordance with article 47 of the Statutes of the Association, the Treasurer is

responsible for collecting subscriptions, special contributions linked to the performance of a particular activity, remuneration for services rendered, funds received for technical co-operation, subsidies, donations and legacies.

- e) If the expenditure to be incurred exceeds the amount of the budgeted appropriations for a given item, the President may, on the recommendation of the Treasurer, decide on a transfer from another item with a sufficient margin within the overall budget.
- f) If expenditure can no longer be covered by transfers, the Treasurer shall propose the necessary budgetary measures to the President; these measures must be approved by the Managing Board.
- g) The draft budget for a given year must be ready and approved by 1<sup>st</sup> April of the reference year at the latest.
- h) In the event of a difference between income and expenditure for a full financial year resulting in a credit balance, the cash surplus will be used, firstly, to cover any previous liabilities and, secondly, to constitute a reserve fund.
- i) The Treasurer may make non-speculative investments of available reserve funds, after consultation with the President.
- j) A working capital fund may be set up by means of a budget.
- k) In accordance with Article 65.2 of the Statutes of the Association, each year, within six (6) months of the end of the financial year, the Managing Board submits the draft annual accounts and the draft budget to the Ordinary General Assembly for approval.
- l) The report will contain the following information in appropriate detail:
  - 1. the balance sheet of the international non-profit association as at the end of the financial year
  - 2. the main changes in capital and assets during the financial year;
  - 3. the income or receipts of the international non-profit association during the financial year;
  - 4. the expenditure of the international non-profit association for general purposes during the financial year.

## TITLE V - AUDIT

- a) In accordance with Article 66 of the Statutes of the Association, if required by law, the General Assembly shall appoint a statutory auditor, chosen from among the members of the "*Institut des Réviseurs d'Entreprise*" (Belgian Institute of Company Auditors), for a term of office of three (3) years. The statutory auditor, if appointed, shall draw up an annual report on the Association's annual accounts. This report shall be submitted to the Ordinary General Assembly prior to the approval of the annual accounts.
- b) If the Association is not required by law to appoint a statutory auditor, the General Assembly may appoint two internal auditors for a term of three (3) years, renewable twice. Each of the internal auditors must be a Representative of the Association, but need not be a member of the Managing Board. The internal auditors shall jointly draw up an administrative and financial audit report on the Association's annual accounts.
- c) In the event of resignation or vacancy of the position of internal auditor, the President shall propose a candidate to occupy the position of internal auditor until the General Assembly, organised in conjunction with the World Congress. In the interests of impartiality, an Auditor shall not hold any other office for WAPES.
- d) The auditors' report is presented and submitted at least to the General Assembly taking place at the World Congress for approval.



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