



## ADR.FO.002.INT OVERVIEW FEES ADR REGISTER V2

Applicable/valid from: January 1st, 2021

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### GENERAL CLAUSES

The following applies to this document ADR.FO.002.INT (Overview fees ADR Register):

1. Document GNG.RD.001.INT List of terms and definitions.
2. Document GNG.RD.002.INT General terms and definitions
3. Document GNG.RD.003.INT General clauses for all documents

The before mentioned documents are published on our websites and hereby to be considered as repeated and inserted.

### CURRENCY, INVOICES, PAYMENTS

- All fees in € (= Euro) or R (= South African Rand). The fees in R are only applicable if the certificate holder is officially based in South Africa or any other African country.
- VAT if applicable and not included in the stated fees.
- Typing- and publication errors reserved.
- Only digital invoices are provided.
- Accepted payment methods: bank transfer, debit order, PayPal, credit cards, Ideal payments.
- Credit card payments over PayPal only. PayPal does not require a personal PayPal account; you are not obliged to register with PayPal.

### CONTRACT, CANCELLATION

- The certification contract binds Global Network Group and the certificate holder.
- The minimum 1st certification period is set as the remaining months of the year in which the certification is granted plus the 1<sup>st</sup> sequential full calendar year.
- Sequential to the 1st certification period, automatic annual renewal applies, each renewal for a full calendar year.
- Cancellation of the certification can only be done in writing and
  - against the last day of the 1st certification period or
  - if not cancelled during the 1st certification period, only against the last day of the current calendar year
- The cancellation is accepted if Global Network Group has received and confirmed in writing.

### INDEXING

- All fees are subject to annual changes.
- The annual indexation is based on the local consumers' index.



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### OVERVIEW FEES FOR THE CERTIFICATION OF INDIVIDUAL PRACTITIONERS

(practitioners without legal entity certification)

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<b>CERTIFICATION OF INDIVIDUAL PRACTITIONERS</b>		
<b>Annual registration fee</b> <ul style="list-style-type: none"> <li>All main scope(s), sub-scope(s), subtype (s) included</li> <li>If conflict coach or negotiator (specialism: inheritance): listing on ICR Coach Register included</li> <li>If maritime professional + arbitrator/mediator: listing on EMCI Register included</li> </ul>	€ 97,50	R 975,-
<b>Once-only cost admission audit</b> <ul style="list-style-type: none"> <li>Online knowledge audit mediator included</li> <li>Issuing the certificate of competence included</li> <li>1st registration main scope(s), sub-scope(s), subtype(s) included</li> <li>25% discount, if the basic course is done with an ADR Register accredited training provider</li> </ul>	€ 200,-	R 2.000,-
<b>Knowledge audit mediator (theory exam)</b> <ul style="list-style-type: none"> <li>Online knowledge test: multiple-choice exam, included in the once-off costs for the admission audit, re-takes included, no discount if the knowledge test is completed elsewhere. <u>Alternative knowledge audits mediator</u></li> <li>Additional costs essay audit</li> <li>Additional costs remote audit (phone, skype, zoom, Microsoft teams)</li> </ul>	Online audit included  € 200,- € 250,-	Online audit included  R 2.000,- R 2.500,-
<b>Skills test mediator - mentor</b> <ol style="list-style-type: none"> <li>Provision payable to Global Network Group +</li> <li>Mentor fee</li> </ol> ADR Register audit tool compulsory & included. The mentor and mentee agree separately on the mentor fee.	1 Provision: € 150,- + 2 Mentor fee: Individual agreement mentor/mentee	1 Provision: R 1.500,- + 2 Mentor fee: Individual agreement mentor/mentee
<b>Skills test – video</b> <ul style="list-style-type: none"> <li>10% discount, if the basic course is done with an ADR Register accredited training</li> <li>ADR Register accredited training providers are allowed to set their own fee and to offer a one-stop-shop fee for training and exams.</li> </ul>	€ 400,-	R 4.000,-
<b>Skills test – live</b> <ul style="list-style-type: none"> <li>10% discount, if the basic course is done with an ADR Register accredited training</li> <li>ADR Register accredited training providers are allowed to set their own fee and to offer a one-stop-shop fee for training and exams.</li> </ul>	€ 1.250,-	R 12.500,-



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DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<b>Recertification audit - associate to full level (upgrade)</b> <ul style="list-style-type: none"> <li>The associate period is once-only for the maximum of 5 sequential full calendar years</li> <li>Recertification only possible via upgrade to full level, the upgrade is granted when all requirements are met, no obligation to complete all 5 years</li> <li>If no recertification, deregistration follows</li> <li>Issuing new certificate of competence included</li> </ul>	Included	Included
<b>Recertification audit – 5 years period full level (continuation)</b> <ul style="list-style-type: none"> <li>5 sequential years recertification for the full certified practitioner</li> <li>Remote audit</li> <li>If no recertification, deregistration follows</li> <li>Issuing new certificate of competence included</li> </ul>	€ 75,-	R 750,-
<b>Additional certification of main scope(s), sub-scope(s)</b> <ul style="list-style-type: none"> <li>Per registration form</li> <li>Issuing new certificate of competence included</li> </ul>	€ 75,-	R 750,-
<b>Additional registration of sub type(s)</b> <ul style="list-style-type: none"> <li>Per registration form</li> <li>No new certificate of competence</li> </ul>	€ 25,-	R 250,-
<b>Issuing a copy or additional certificate</b> <ul style="list-style-type: none"> <li>When lost or if more locations</li> </ul>	€ 35,-	R 350,-
<b>International Mediation Institute (additional certification)</b> <ul style="list-style-type: none"> <li>Condition: ADR Register certified mediator, full level</li> <li>Additional admission audit IMI</li> <li>Additional annual registration fee IMI. This fee is paid by ADR Register to IMI. Payable in euro's only, no special fee for African based mediators.</li> </ul>	€ 200,- € 125,-	R 2.000,- € 125,-



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### OVERVIEW FEES FOR THE CERTIFICATION OF LEGAL ENTITIES

(companies, organization, associations, professional bodies, co-operating groups etc, including the participating individual practitioners)

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<b>CERTIFICATION OF LEGAL ENTITIES INCLUDING INDIVIDUAL PRACTITIONERS (companies, organizations, associations, professional bodies, co-operating groups etc. )</b>		
<p><b>Audit period (= 3 clock hours), per auditor</b></p> <p><u>Applicable to:</u> Admission audit (year 1), annual surveillance audit (year 2), recertification audit (year 3).</p> <p><u>Compulsory audit periods:</u> Audit legal entity, 1 - 4 participating practitioners = 1 period, 1 auditor Audit legal entity, 5 - 8 participating practitioners = 2 periods, 1 auditor Audit legal entity, 9 - 12 participating practitioners = 3 periods, 1 auditor Audit legal entity, 13 - 16 participating practitioners = 4 periods, 1 auditor Audit legal entity, more than 16 participating = contact us</p> <p><u>Included in all audits:</u> Preparation, audit, reporting, review</p> <p><u>Included in admission- and recertification audit:</u> Issuing 1x certificate of approval + issuing the individual certificate of competence to all individual participating practitioners</p> <p><b>Not included:</b> Handling of findings and non-conformities, Travel time &amp; costs, Annual registration fees participating practitioners Costs admission- and recertification audits participating practitioners</p> <p>The use of the ADR Register audit tool is compulsory and included</p>	<p><b>€ 600,- / period</b></p> <p><b>plus:</b></p> <p><b>certification costs per individual practitioner</b></p>	<p><b>R 6.000,- / period</b></p> <p><b>plus:</b></p> <p><b>certification costs per individual</b></p>
<p><b>ISO verification statement</b></p> <ul style="list-style-type: none"> <li>• Additional verification against ISO norms</li> <li>• ISO 9001 verification available, other norms to be agreed on</li> <li>• The verification will be added to the certificate of approval</li> </ul>	<p>Surplus charge 25% per norm to the regular audit period fee</p>	<p>Surplus charge 25% per norm to the regular audit period fee</p>



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DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<b>Travel time and costs during audits</b> <ol style="list-style-type: none"> <li>Within The Netherlands</li> <li>Other</li> </ol>	<ol style="list-style-type: none"> <li>Contact us</li> <li>Contact us</li> </ol> (cost-price principle)	<ol style="list-style-type: none"> <li>Contact us</li> <li>Contact us</li> </ol> (cost-price principle)
<b>Annual registration fees for participating practitioners:</b> <ol style="list-style-type: none"> <li>Less than 6 participating individual practitioners</li> <li>If 6 – 10 participating individual practitioners</li> <li>If 11- 25 participating individual practitioners</li> <li>If 26- 50 participating individual practitioners</li> <li>If 51- 100 participating individual practitioners</li> <li>If 101 – 250 participating individual practitioners</li> <li>More than 250 participating individual practitioners</li> </ol> Annual invoicing per legal entity, individual practitioners are not invoiced separately. Audits not included.	<ol style="list-style-type: none"> <li>5 % discount</li> <li>7,5 % discount</li> <li>10 % discount</li> <li>15 % discount</li> <li>20 % discount</li> <li>Contact us</li> <li>Contact us</li> </ol>	<ol style="list-style-type: none"> <li>5 % discount</li> <li>7,5 % discount</li> <li>10 % discount</li> <li>15 % discount</li> <li>20 % discount</li> <li>Contact us</li> <li>Contact us</li> </ol>
<b>Admission audits participating practitioners</b>	25% discount	25% discount
<b>Recertification audits participating practitioners</b>	25% discount	25% discount
<b>Knowledge audits participating practitioners</b>	10% discount	10% discount
<b>Skills audits participating practitioners</b>	10% discount	10% discount
<b>Other services</b>	Regular fees	Regular fees
<i>Discount calculated over the regular fees for individual practitioners.</i>  <i>Other discounts possible based on the identified company- and organization processes.</i>		



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### OVERVIEW FEES FOR THE ACCREDITATION OF TRAINING PROVIDERS

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<b>ACCREDITATION TRAINING PROVIDERS</b>		
Initial accreditation audit	€ 1.500,-	R 15.000,-
Annual surveillance audit	€ 150,-	R 1500,-
Recertification audit (every three year)	€ 1.500,-	R 15.000,-
<u>Included in all audits:</u> Preparation, audit, reporting, review, handling of a maximum of 4 findings	Included	Included
<u>Included in initial accreditation and recertification audit:</u> Issuing 1x certificate of approval	Included	Included
<b>Not included:</b> Handling of 5 or more findings and non-conformities Travel time & costs	€ 75,- / hour Contact us	R 750,- / hour Contact us
The use of the ADR Register audit tool is compulsory and included		
<i>Other fees possible if the institute proofs to hold valid equal accreditations, certifications or recognitions.</i>		
<u>Conditions:</u> No annual (provision) fees Obligation to forward the names + email addresses of the participating students Obligation to publish the logo's: readers, certificates, website Obligation to hand-out the ADR Register information and factsheet to the participating students		