



# FINANCIAL PROCEDURES

## Fees, Subsidies and General Allowances

Adopted by the Virtual Extraordinary Delegates Assembly meeting  
in Villach on 15<sup>th</sup> December, 2025~~July 12, 2017~~

The Permanent Secretary CTIF

Gasilska zveza Slovenije,  
Trzaska 221, 1000 Ljubljana  
Slovenia

Email: [contact@ctif.org](mailto:contact@ctif.org)

## Content

<b>1</b>	<b><i>Membership Fees</i></b> .....	<b>3</b>
1.1	<i>Decision</i> .....	3
1.2	<i>Ordinary Members</i> .....	3
1.3	<i>Associated Members</i> .....	3
1.4	<i>Honorary members</i> .....	3
1.5	<i>Population Calculation</i> .....	3
1.6	<i>Assistance to Join CTIF</i> .....	3
1.7	<i>Default of Payment</i> .....	4
<b>2</b>	<b><i>Subsidies</i></b> .....	<b>4</b>
2.1	<i>Decision</i> .....	4
2.2	<i>Important Information on Language</i> .....	4
2.3	<i>Subsidies</i> .....	5
2.4	<i>Transfer of the subsidies</i> .....	5
2.5	<i>Amendment of Subsidies</i> .....	6
2.6	<i>Competitions</i> .....	6
2.7	<i>Delegates Assembly</i> .....	6
<b>3</b>	<b><i>General Allowances</i></b> .....	<b>7</b>
3.2	<i>Symposium</i> .....	7
3.3	<i>Support for work of CTIF Commissions and Working Groups</i> .....	8
3.4	<i>Support for work of CTIF in National Committees</i> .....	8
3.5	<i>Payment for Subsistence</i> .....	8
3.6	<i>Payment for guests invited by CTIF</i> .....	8

## 1 Membership Fees

### 1.1 Decision

By decision of the Virtual Extraordinary Delegates' Assembly on ~~June 9th 2010 in LEIPZIG, Germany~~ December 15<sup>th</sup>, 2025 the amount of annual subscription for members was determined as shown below in sections 2, 3 and 4. The Executive will annually review these fees and advise the Delegates Assembly of proposed changes.

### 1.2 Ordinary Members

Group 1	0 to 4 Million	Inhabitants	<del>800€</del>	<u>960€</u>
Group 2	4 to 5 Million	Inhabitants	<del>900€</del>	<u>1080€</u>
Group 3	5 to 7 Million	Inhabitants	<del>1100€</del>	<u>1320€</u>
Group 4	7 to 10 Million	Inhabitants	<del>1250€</del>	<u>1500€</u>
Group 5	10 to 12 Million	Inhabitants	<del>1350€</del>	<u>1620€</u>
Group 6	12 to 20 Million	Inhabitants	<del>1500€</del>	<u>1800€</u>
Group 7	20 to 30 Million	Inhabitants	<del>2000€</del>	<u>2400€</u>
Group 8	30 to 40 Million	Inhabitants	<del>2500€</del>	<u>3000€</u>
Group 9	40 to 50 Million	Inhabitants	<del>3000€</del>	<u>3600€</u>
Group 10	50 to 75 Million	Inhabitants	<del>3500€</del>	<u>4200€</u>
Group 11	75 to 100 Million	Inhabitants	<del>4000€</del>	<u>4800€</u>
Group 12	over 100 Million	Inhabitants	<del>5000€</del>	<u>6000€</u>

### 1.3 Associated Members

<u>Federations, associations, companies</u>	<del>800-960</del> €
<del>Organisations &amp; Associations</del>	
<u>Non-Governmental Organisations's (NGO)</u>	<del>600-720</del> €
<del>Individual Members</del>	

### 1.4 Honorary members

Honorary members do not pay any membership fee.

### 1.5 Population Calculation

In assessing population levels for Ordinary Members the United Nations country profile that is available at data.un.org in the World Statistics Pocketbook of the United Nations Statistics Division will be used.

### 1.6 Assistance to Join CTIF

It is recognised that with the approval of the Executive there may occasions when, for the purpose of assisting in development of a full future Ordinary Member's membership of CTIF, a country or part of a country's fire and rescue service may be permitted to hold Associate Member status as part of a country's introduction to the Association. Any terms of condition and duration of this status will be determined by the Executive.

### 1.7 Default of Payment

In any financial year, from 1 January until 31 December, sShould a member, after having received a first reminder in June and a final warning in July, fail to make payment by the end of August, the CTIF Treasurer will give a formal notice of default to the member and inform the Executive Committee.

If payment of arrears is not made before the close of the financial year the Executive will consider the matter and may recommend removal of the member from CTIF.

~~Should a member fail to make payment of a membership fee before the close of the financial year in which it is due the Treasurer will give formal notice of default to the member and advise the Executive Committee. The Executive will consider the matter and order the a final warning, leading to removal of the member from CTIF if payment of arrears and the current membership fee is not made within 6 months of the start of following financial year.~~

## 2 Subsidies

### 2.1 Decision

By decision of the Virtual Extraordinary Delegates' Assembly on December 15<sup>th</sup>, 2025 ~~9<sup>th</sup> June 2010 in LEIPZIG, Germany amended by~~ the Executive Committee will consider and determine, ~~on 25<sup>th</sup> February 2017~~ the amounts of subsidies available to members was determined as shown below in section 2.

### 2.2 Important Information on Language

There are three official languages for CTIF; English, French and German for all official documentation that is approved by Executive Committee. Prescribed meetings of the Delegates Assembly and associated International Symposia will be conducted in ~~all three languages~~ English. -A presentation may be made in any language provided it is simultaneously translated into English. The host country may at their own cost translate from English in to another language. ~~To meet the latter requirement the host receives a subsidy that is inclusive of fees to provide actual translation services.~~

Translation services are not requested for any Executive Committee meeting which will be conducted in English. In all other CTIF meetings the business will generally be conducted in English.

There may be an exception if the majority attending a business meeting agree otherwise to work in French or German provided English translation is available. No fee is included in the subsidy for these meetings.

The above does not preclude any other languages being used (such as the organiser using their own language when it is not one of the three official languages) but no fee is made available for this purpose and the cost therefore remains with the organiser.

~~The Russian National Committee has specifically requested that at the Delegates Assembly the available translation services include Russian. In order to meet this specific request the organiser should advise the Russian National Committee in advance of the Delegates Assembly of the actual cost of providing this service and seek agreement that this full cost will be paid directly to the organiser for securing these Russian translation services.~~

### 2.3 Subsidies

The payment of any CTIF subsidies does not prevent the organiser charging an additional appropriate participation fee from participants, other than members of the Executive Committee, for attending an event.

When additional fees are required they may vary between participants dependent upon various factors as judged by the organiser, for example allowing members of the public to attend a symposium, provided that in general members of CTIF are treated equally.

The following events may entitle the organiser to apply for subsidies, which are subject to approval by the Executive Committee:

- (1) Meeting Executive Committee (EC) - 500 € or a specific amount authorized by EC in advance
- (2) Delegates Assembly, CTIF – Symposium or Youth Fire Brigade Symposium, International Fire Brigade Competitions, International Youth fire Brigade Competition – a budget to be submitted and any subsidy determined and approved by Executive Committee based on budgetary rules fixed in advance. by EC. Final settlement to be done after the event.

### 2.4 Transfer of the subsidies

Organisers seeking a subsidy for any CTIF events are required to submit a budget in advance for the event to the General Secretary and Treasurer. The General Secretary is authorised to demand changes in the proposal prior to forwarding the proposal to the Executive Committee for approval.

Two thirds (2/3rds) of any approved subsidies may be paid in advance and one third (1/3<sup>rd</sup>) paid after the event following the presentation of receipts and invoices, based upon the budget calculations of the organiser and approved by the General Secretary and Executive Committee.

In preparing a budget for approval and when calculating anticipated costs and income organisers are at all times requested to consider the impact on CTIF members, both those attending and those paying the subsidy through their annual contribution of fees.

## 2.5 Amendment of Subsidies

All fees and subsidies will be reviewed every three years by the Executive Committee. After review, the Executive Committee may propose changes and report these variations to the Delegates' Assembly and amend this [Standing Order Financial Procedure](#).

## 2.6 Competitions

~~CTIF Executive Committee makes an annual payment in a provision to cover a part of the expenses of this major event. It is however recognised that the actual cost of organising a combined event of competitions can cost around € 1.000.000 to stage and this is prohibitive to most towns and cities unless there is significant additional sponsorship and contribution from the competitors.~~

~~CTIF competition expenditure is controlled by a mechanism that allows balanced expenditure over a 4 year period. These include for CTIF the following costs: subsidies to the organiser, training of jurors, caps, medals, diplomas, FDISK modifications, translations and diverse costs. The revenues for CTIF are a pre-defined amount from the fees each participant has to pay to the organiser.~~

~~The budgetary rules to be given by the Executive Committee to the organizer must be defined in order that this results in a provision for the competitions in CTIF's accounts of €17.000 each year over a 4 year period (the two competitions when held together every 4 years).~~

~~It is recognised that the actual cost of organising a combined event of competitions can cost around € 800.000 to stage and this is prohibitive to most towns and cities unless there is significant additional sponsorship and contribution from the competitors.~~

## 2.7 Delegates Assembly

As outlined in the guide to organisers of the Assembly the host National Committee must present a provisional budget, which should include the anticipated subsidies made available by CTIF.

The budget must clearly indicate:

- The proposed Delegate Registration Fee against the threshold number of attendance;
- Show separate costs for attending specific non-sponsored dinners;
- The cost of attending any International Symposia;
- Indicate the event's overall anticipated costs and disbursements including the use

- of any surplus over expenditure that may be achieved; and
- Anticipated income or services in lieu (free use of city facilities, etc.) from [sponsors and other organisations](#).

### 3 General Allowances

#### 3.1 Executive Officers Honorarium and travel fees (§ 15 of the statutes)

The three Executive appointed officers President, General Secretary and Treasurer shall be paid annually the following honorarium to support their activities on behalf of CTIF:

President	€ 4.500
General Secretary	€ 3.000
Treasurer	€ 3.000

Members of the Executive Committee, when ~~travelling-representing for~~ CTIF, will ~~get-be~~ reimbursed ~~ment~~ for travel fees, accommodation and representation fees by CTIF if these fees are not reimbursed by their national organisation, employer, etc. In ~~the each~~ case ~~approval for CTIF will take the fees in reimbursement account, these~~ must be pre-authorized by the President, General Secretary or the Treasurer.

Expenditures for travel, accommodation and representation fees are usually in arrears and require submission of receipts and paid invoices for repayment to the Treasurer. Reclaimed costs are generally restricted to meeting the actual cost of public transportation, economy air fare and essential accommodation. If the beneficiary decides to travel by more expensive means than the pre-authorized one, the surplus of costs will not be reimbursed.

#### 3.2 Symposium

All costs for symposia, other than prescribed by the Statutes, are the responsibility of the organising National Committee who will set a suitable registration fee, which is inclusive of all documentation, meals and other costs associated with the symposia, in consultation with the Vice President responsible for symposia and General Secretary.

Members of the Executive Committee, Honorary Members of the CTIF, presenters, lecturers and their assistants and journalists are exempt from registration fee.

Occasional variation to these regulations may be authorised by the Executive Committee after advice from the Vice President if this is judged necessary to improve or facilitate technical development.

Experience has shown that organising events like symposia can involve considerable financial risk and guidance should be sought from the General Secretary and Treasurer.

### **3.3 Support for work of CTIF Commissions and Working Groups**

Chairmen of commissions and working groups, except those of the CTIF Youth and Competitions, should, if they anticipate expenditure to allow the commission for which they have responsibility to operate effectively or meet a specific task, submit to the General Secretary and Treasurer in the March of each year a budget of requested subsidies for the following year. The Executive Committee will decide on the subsidies and include it in the annual budget to be presented to the general assembly.

Commission chairmen and other members who intend to host meetings or organise events that support the development and promotion of the aims and objectives of CTIF may request financial support. In each case a base budget proposal should be developed and submitted to the General Secretary and Treasurer for consideration. When the support requested is to enable active participation in an event arranged by other parties, which includes representation of CTIF and payment or repayment of attendance or entry fees is requested, details of these costs or receipts must be supplied.

### **3.4 Support for work of CTIF in National Committees**

Each National Committee is responsible for raising its own funds to meet the costs of its membership and participation in CTIF activities. Should a National Committee be requested or encouraged to undertake work or deliver technical development on behalf of CTIF it may request support from the President and General Secretary provided it also presents a provisional budget to the Treasurer that indicates the subsidy requested. Submission of a request and provisional budget does not imply any support will be forthcoming from CTIF.

### **3.5 Payment for Subsistence**

When a functionary of the CTIF (chairmen of commissions and working groups or similar) is appointed and approved by the President and General Secretary to represent the CTIF in international organisations, travel and accommodation expenses may be paid by the CTIF.

Payment of subsistence for travel and accommodation is usually in arrears and requires submission of receipts and paid invoices for repayment to the Treasurer. Reclaimed costs are generally restricted to meeting the actual cost of public transportation, economy air fare and essential accommodation. Meals, local travel in country of origin, taxi and other costs remain the responsibility of the functionary.

### **3.6 Payment for guests invited by CTIF**

When a guest is invited by the CTIF Executive to be present at a Delegates Assembly, an EC meeting, a symposium or a commission meeting, travel and accommodation expenses may be reimbursed by CTIF if these are not paid by the guests organisation, employer etc. The invitation must be issued by the President or General Secretary in the name of EC. Payment follows guidelines of section 3.5 above.