

Procedure

This policy regulates the fee reduction available to laboratories from emerging and developing economies as defined and listed in the current IMF World Economic Outlook

(<http://www.imf.org/external/pubs/ft/weo/2008/01/weodata/groups.htm#oem>)

Laboratories from countries listed in the above publication can apply for a reduction of the EQA fees of up to 33% over a period of 3 years, provided they agree to continue to take part in EQA at full cost thereafter. The reduction of fees does not apply to the annual registration fee which has to be paid in full.

In order to apply for the reduction in fees, the laboratory has to provide the following information to the Scheme office together with a formal letter of application:

1. How many years has the laboratory been operating.
2. Number of staff
3. Number of tests undertaken annually in the relevant EQA category
4. Main source of funding
5. Approximate turnover in local currency

The information provided will be reviewed and verified by the Scheme Office and, if applicable, a formal note of acceptance will be sent to the laboratory. The final decision regarding fee reduction lies with the Scheme Organiser.

A laboratory in receipt of a fee reduction is obliged to inform the Scheme Office of any significant changes to the criteria listed under points 2-5 above.

Once the agreed period of fee reduction has expired, the laboratory will be invoiced for the full cost of the EQAs it participates in.