CETAF AISBL organisational and business plan 2024-2027

The CETAF AISBL organisational and business model, adopted at the CETAF 29th Governing Board Meeting (Geneva, 5-6 April 2011), proposed the establishment of a Secretariat office – hosted by the Royal Belgian Institute of Natural Sciences (RBINS) – and an increase in CETAF membership fees.

The activities of the Secretariat, as agreed by the Governing Board, are outlined in the CETAF General Secretariat Work Plan (2016-2019), and in the subsequent versions of the same document, as proposed by the CETAF Executive Committee and approved by the CETAF Governing Board.

Based on the agreement of the CETAF 29th Governing Board Meeting a model using differential membership fees was adopted whereby institutions are divided into three categories of institutional membership1 (I Very Large, II Large, III Medium) based on institution collection size, staff size (research and collections-based staff) and operational budget.

The financial model of CETAF has evolved over the last years and approved by subsequent General Assemblies:
- Model 2011-2015, approved at CETAF 29th Governing Board Meeting (Geneva, Switzerland)
- Model 2016-2019, approved at CETAF 38th Governing Board Meeting (Geneva, Switzerland)
- Model 2020-2023, approved at CETAF 44th Governing Board Meeting (Bratislava, Slovakia)
During the CETAF 54th General Assembly held in Vienna, Austria, a new financial model was approved for the period 2024-2027. It includes a new Category (Small Institutions) and formalises the category of Observer.

### Financial model 2024-2027

<table>
<thead>
<tr>
<th>Category</th>
<th>Collections size (mio. objects)</th>
<th>Research &amp; collection staff (FTE)</th>
<th>Operation budget (mio. Euro)</th>
<th>Fees in Euros 2024-2027 (Euros)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full members</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I – Very large</td>
<td>&gt; 30</td>
<td>&gt; 100</td>
<td>&gt; 5</td>
<td>15,000</td>
</tr>
<tr>
<td>II – Large</td>
<td>&gt; 10 [&amp; &lt;30]</td>
<td>&gt; 50 [&amp; &lt;100]</td>
<td>&gt; 2 [&amp; &lt;5]</td>
<td>8,950</td>
</tr>
<tr>
<td>III – Medium</td>
<td>&gt; 3 [&amp; &lt;10]</td>
<td>&gt; 20 [&amp; &lt;50]</td>
<td>&gt; 1 [&amp; &lt;2]</td>
<td>3,050</td>
</tr>
<tr>
<td>IV – Small</td>
<td>&gt; 0.1 [&amp; &lt;3]</td>
<td>&gt; 2 [&amp; &lt;20]</td>
<td>&lt; 1</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>Associate members</strong></td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
</tr>
</tbody>
</table>

1 - For this classification, the possibility to create consortia membership is clarified separately, see below.

2 - FTE of research & collection staff, excluding administration, etc. but including temporary project staff.

3 - Operational budget = research & collection budget, including staff costs (core institutional budget).

### Associate membership

For CETAF members that, for economic or other reasons, are not in a position to contribute financially according to the scheme, an associated membership category with a contribution of 1,000 Euros is available to avoid *de facto* exclusion of members due to difficult circumstances. The associate membership status should be considered transitional and is limited to three years. Associate members are entitled to take part in
all CETAF activities, including attendance at the General Meeting, but have no voting rights.

Observer status
Institutions that are interested in joining CETAF and would like to inform themselves about CETAF activities to develop their application or form a consortium that would allow them to join can be admitted to CETAF for one year with an Observer status. These institutions will be invited to attend two annual CETAF General Assemblies in an observer capacity.

Consortia membership
Individual institutions or entities that do not meet CETAF membership category IV requirements are encouraged to join CETAF by forming a consortium with other entities that will meet the criteria together.

A consortium is formed from independent entities or institutions that all individually comply with the admission criteria given in the Statutes. A consortium is considered as a single CETAF member for all relevant provisions of the Statutes and the Bylaws, including the voting rights and membership fees. In the case of newly formed consortia, the membership category will be based on the cumulative criteria.

Unless otherwise specified by the General Assembly and until they are able to form a consortium, the individual institutions may apply to join CETAF as an associate member. In exceptional cases where current, individual CETAF members that are subject to legal changes and undergo administrative, organisational or political changes, the membership fees are based on the membership category of the new entity.