



GANHRI Guidelines for the Determination of Fee Waivers

I: Background

- a. GANHRI recalls that the *Paris Principles* state that national institutions shall have an adequate funding and not be subject to financial control which might affect its independence.
2. The GANHRI Sub-Committee on Accreditation has adopted the following General Observation on Adequate Funding: provision of adequate funding by the state should, as a minimum, include:
 - (i) The allocation of funds for adequate accommodation, at least its head office;
 - (ii) Salaries and benefits awarded to its staff comparable to public service salaries and conditions;
 - (iii) Remuneration of Commissioners (where appropriate); and
 - (iv) The establishment of communications systems including telephone and internet.

GANHRI further considers that NHRIs with A accreditation status, which includes the requirement to have adequate funding, should have the ability to meet the annual subscription fee.

3. However, the GANHRI Finance Committee was requested to set forth guidelines relating to the determination of fee waivers or reductions in exceptional circumstances, having regard to Article 47 of the GANHRI Statute, which provides:

The GANHRI Bureau shall as and when it considers appropriate recommend to a General Meeting that an annual membership subscription be set by the General Meeting. Once set the Bureau will ensure procedures are in place to collect membership subscriptions. The GANHRI Bureau in its discretion may waive in whole or in part the annual subscription for a member if satisfied that the member is unable to pay the full amount due.

4. The following Guidelines are without prejudice to Article 28 of the GANHRI Statute, which will apply where a NHRI has neither responded to a request for payment of fees nor applied for a fee waiver or reduction within the stated timeframe:

Membership may be cancelled by resolution of the GANHRI Bureau if that member has failed for six (6) months or more to pay an annual subscription that is due and owing.



For the purposes of Article 28 of the GANHRI Statute, a subscription shall not be considered as due and owing where the GANHRI has granted a fee waiver or reduction.

II: Guidelines and Procedure

1. An NHRI seeking a fee waiver or reduction shall apply to the Chairperson of the GANHRI on or before the 31st of March in the financial year for which the waiver or reduction is requested.
2. The requesting NHRI shall supply the following in support of its application:
 - (i) A copy of the legislation or other instrument by which it is established and empowered in its official or published format;
 - (ii) An outline of its current organisational structure, including staff complement; funding sources, including any limitations on how funds are spent; and annual budget, with budget projections for the forthcoming financial year;
 - (iii) A copy of its most recent annual report or equivalent document in its official or published format;
 - (iv) Detailed reasons as to why the fee cannot be paid (in whole or in part) and why a waiver should be granted. In the case of a request for a reduction of fees, the requesting NHRI shall indicate what portion of the fees it is able to pay.
3. The GANHRI Chair shall transmit the application for fee waiver or reduction to the GANHRI Finance Committee who shall consider the application and provide its recommendations to the GANHRI Bureau.
4. The recommendation of the GANHRI Finance Committee shall be transmitted to the requesting NHRI by the Chair of the GANHRI Finance Committee. The requesting NHRI shall have 28 days to react to the recommendation, should they wish to do so. Following the 28 day period, the GANHRI Finance Committee Chair shall transmit the recommendations of the Committee and any response from the requesting NHRI, to the GANHRI Chair and GANHRI Bureau.
5. The GANHRI Bureau shall consider all the information supplied in support of the application and the recommendation of the Finance Committee (and any response from the requesting NHRI) and in its discretion may waive, in whole or in part, the annual subscription for a member, if satisfied that the failure to pay the full amount is due to conditions beyond the control of the requesting member, including but not limited to:
 - (i) Extreme financial hardship;
 - (ii) Legislative or constitutional constraints;
 - (iii) If the NHRI is during the situation of a coup d'état or a state of emergency.



6. The GANHRI Chair shall report on the granting of fee waivers or reductions to the GANHRI at its annual meeting indicating the reasons for such waivers.
7. Where a national institution has been granted a fee waiver or reduction, the GANHRI Chair shall transmit this information to the sub-Committee on Accreditation who may take the reasons for such waiver or reduction into account in any accreditation recommendations pertaining to that NHRI.
8. The waiver or reduction shall only apply to the financial year in which it was requested.
9. Any amendments to the present guidelines shall be approved by the GANHRI Bureau following the recommendation of the GANHRI Finance Committee.

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