

The Slovenian Accreditation (SA) Board has,  
Based on last indent of Article 17(1) and Article 26 of the Statute of the Public Institute Slovenian Accreditation, issue 4,  
At its 66<sup>th</sup> regular session of 18 November 2022,  
Adopted the following

## **RULES GOVERNING THE PAYMENT OF EXPENSES AND ALLOWANCES TO ASSESSORS, EVALUATORS, MEMBERS OF WGs AND COMMISSIONS, AND OTHER EXPERTS**

### **Article 1**

These Rules govern the method and the amount of payment of expenses and allowances for the work performed to the assessors, evaluators, members of WGs and commissions, and other experts, who are not SA employees, but who carry out work for SA related to the performance of accreditation procedures and the development and maintenance of the accreditation system.

### **Article 2**

The following persons shall be entitled to payment for their work and to reimbursement of their expenses and allowances:

- the lead assessors, technical assessors and experts appointed into an assessor team,
- the assessors who, on behalf of SA, undertake monitoring of the work of assessors or trainee assessors, or evaluation of assessors' records,
- lead evaluators and members of peer evaluation teams, who perform evaluations in the frame of EA evaluations of accreditation bodies;
- those members of an appeal commission that have been appointed as panel members in a particular appeal case, and
- those members of WGs or commissions, or other experts who, on behalf of SA, undertake work related to their respective specific expertise.

### **Article 3**

Pursuant to the provisions of the Code of Obligations, the Accreditation Act, the SA Statute, the Rules of Accreditation and these Rules, SA shall conclude an appropriate contract with the assessor, evaluator, member of WG or commission, and any other expert, respectively.

#### Article 4

The following amounts shall be payable to assessors for each day of work with regard to their role in the assessor team (lead assessor (LA), technical assessor (TA) or expert (EX)), or with regard to their being a legal or natural person, and a foreign or domestic assessor:

	Domestic legal person	Domestic natural person	Foreign legal person	Foreign natural person
<b>LA</b>	372.00 EUR excl. VAT	372.00 EUR gross	372.00 EUR excl. VAT	372.00 EUR net
<b>TA</b>	355.00 EUR excl. VAT	355.00 EUR gross	355.00 EUR excl. VAT	355.00 EUR net
<b>EX</b>	338.00 EUR excl. VAT	338.00 EUR gross	338.00 EUR excl. VAT	338.00 EUR net

The following amount shall be payable for each day of work to a lead assessor (LA) or technical assessor (TA) who, on behalf of SA, undertakes monitoring of the work of assessors or trainee assessors, or evaluation of assessors' records, and with regard to their being a legal or natural person, and a foreign or domestic assessor:

	Domestic legal person	Domestic natural person	Foreign legal person	Foreign natural person
<b>LA</b>	338.00 EUR excl. VAT	338.00 EUR gross	338.00 EUR excl. VAT	338.00 EUR net
<b>TA</b>	338.00 EUR excl. VAT	338.00 EUR gross	338.00 EUR excl. VAT	338.00 EUR net

The following amount shall be payable for each day of work of lead evaluator (TL) or member of peer evaluation team (TM), who, in agreement with EA, performs peer-evaluation of an accreditation body on behalf of SA, and with regard to their being a legal or natural domestic person:

	Domestic legal person	Domestic natural person
<b>TL</b>	444.00 EUR excl. VAT	444.00 EUR gross
<b>TM</b>	370.00 EUR excl. VAT	370.00 EUR gross

The following amount shall be payable for each day of work to a member of the Appeal Commission, who has been appointed as a member of Panel in a particular appeal case, and with regard to their undertaking work as a legal or natural person:

	Domestic legal person	Domestic natural person
<b>Member of Appeal Commission Panel</b>	388.00 EUR excl. VAT	388.00 EUR gross

The following amount shall be payable for each day of work to a member of WG or commission or other experts who, on behalf of SA, undertake work related to their specific technical knowledge, and with regard to their undertaking work as a legal or natural person, and their being a foreign or domestic assessor:

	Domestic legal person	Domestic natural person	Foreign legal person	Foreign natural person
<b>Member of WG or commission or other experts</b>	355.00 EUR excl. VAT	355.00 EUR gross	355.00 EUR excl. VAT	355.00 EUR net

Should individual assessor, evaluator, member of WG or commission, or any other expert, whose specific expertise is vital to SA, not accept this price, they may be granted a higher amount by the SA Director.

In addition to the payment for the work done, an assessor, an evaluator, a member of WG or commission, or any other expert, shall also be entitled to receive a reimbursement of travelling expenses and an accommodation allowance.

More detailed provisions regarding a higher amount payable, as well as more detailed provisions regarding the reimbursement of travelling expenses and accommodation allowances shall be laid down in an internal regulation drawn up by the Director.

#### **Article 5**

The assessor, evaluator, member of WG or commission, or any other expert shall, within 8 days of completion of work at the latest, send to SA an invoice or an account of costs for the work done and payment of allowances, when they incurred.

#### **Article 6**

The remuneration for work and the allowances shall be paid by SA within 30 days of the receipt of the invoice or account of costs.

#### **Article 7**

The contributions laid down by law shall be accounted and withheld by SA, who shall transfer the net amount to the assessor, evaluator, member of WG or commission, or other expert, and send to them a copy of the account.

#### **Article 8**

Changes and amendments hereto shall be adopted according to the same procedure as the basic act.

#### **Article 9**

These Rules were adopted and shall become effective on the date of adoption by the SA Board, and shall apply from 1 January 2023.

Done in Ljubljana, on 18 November 2022

Mag. Irena Možek Grgurevič  
Chair of the SA Board