

**FINANCIAL REGULATIONS**  
**of the International Commission on Civil Status**  
adopted in Strasbourg on 13 June 2023

Article 1 – Budget

Each year the Secretary General shall prepare a draft budget for the forthcoming financial year, which shall include detailed estimates of expenditure. The financial year shall begin on 1 January and end on 31 December.

The draft budget shall be submitted, before 1 May, to the Bureau for approval. The members of the Bureau shall then, if appropriate, submit the approved draft to their respective authorities for agreement.

The budget shall be adopted each year, no later than 30 November, by the Bureau. Exceptionally, a decision modifying the budget may be adopted during the course of the financial year. Such decision shall have no effect on the contributions of the members for the current year.

Article 2 - Contributions of the ICCS' members

The Secretary General shall call for the contributions of the members, provided for by Article III of the Bern Protocol of 25 September 1950.

All ICCS members are required to pay a fixed contribution of 5000 Euros, corresponding to the organisation's incompressible operating costs. The amount thus fixed is subject to re-evaluation every three years.

The ICCS's other operating costs are shared between the member States on a proportional basis. To define each member State's shares of contribution, a combination of three objective factors is used:

- the population of the State in question, as assessed for the most recent year by the United Nations Department of Economic and Social Affairs.
- the Gross Domestic Product as determined for the most recent year by the World Bank.
- the Gross National Income per capita, as determined for the most recent year by the World Bank.

One third of each of these factors shall be used to determine the Member States' shares.

In accordance with Article 16.12° of the ICCS Rules, the exact amount of each member's contribution is decided each year by the Bureau which may, on the admission of a new member, decide that the latter will pay a reduced contribution for a maximum period of three years.

Article 3 - Travel and accomodation costs

The ICCS covers travel and accomodation costs incurred in attending its annual meetings and working groups. Only members who are up to date with the payment of their contribution are entitled to this reimbursement.

For each meeting, the payment of these costs is made up to one representative per member of the ICCS.

Article 4 – Accounts

The functions of the Secretary General shall include the keeping of the accounts. During the course of the financial year, he or she shall proceed, within the limits of and in conformity with the budget adopted by the

Bureau, to pay the items of expenditure, against receipts or vouchers.

The Secretary General shall keep the funds of the ICCS on an account opened in its name with a bank known to be solvent.

#### Article 5 - Audit of the accounts

The Secretary General shall submit his or her accounts each year to an auditor nominated by the Bureau. After examining the receipts and vouchers, the auditor shall prepare a report setting out the financial situation of the past financial year and, if appropriate, indicating his or her approval of the accounts. This report shall be submitted, before 1 May, to the Bureau which, on the proposal of the auditor, shall discharge the Secretary General for his or her financial management for the said financial year.

#### Article 6 – Members

The members may not, on their own initiative, incur any expenditure chargeable to the budget of the ICCS.

#### Article 7 – Modifications

The present Financial Regulations may be modified by decision of the General Assembly taken by a majority of two-thirds of the members.

#### Article 8- Adoption and entry into force

The present Financial Regulations, which were considered and adopted by the General Assembly of the ICCS during its meeting held in Strasbourg on 13 June 2023, shall enter into force on 1st September 2023.