

# Operating Partner (OPs) Fee Schedule 2023/2024

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**Annual Licence Fee (ALF), Participant Registration Fee (PRF) and Training fees  
The Duke of Edinburgh's International Award Foundation**

January 2023  
Version: 1.1

## Version control

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Version	Date	Author	Notes
1.0	20/01/2023	DG/AG	Updates from prior year including: further guidance about PRF invoices & fee level changes
1.1	30/01/2023	EM	Reviewed for currency variances

## Operating Partner (OP) Fee Schedule 2023/2024

This document outlines the definitions and amounts of operating fees for Operating Partners ('OPs') licensed to deliver The Duke of Edinburgh's International Award (the 'Award') by The Duke of Edinburgh's International Award Foundation ('the Foundation').

*Note: The fees below are only applicable to an OP licensed to deliver the Award in one country or jurisdiction. Where an OP operates across different countries or jurisdictions, fees may differ.*

- Fees are exclusive of in-country bank charges and applicable taxes (including value added tax and withholding tax). OPs are responsible for covering any additional charges that may be applicable to their invoices. Where invoices are paid but additional charges are not covered, resulting in the Foundation not receiving the full invoice amount, OPs will be required to settle the balance.
- Fees are payable within 28 days of the date of the invoice unless otherwise stated.
- All invoices will be sent to the OPs Award Manager. It is the Award Manager's responsibility to ensure that the invoice is processed in line with their organisation's requirements.
- All fees are payable in GBP, USD or EUR only.

### Annual Licence Fee (ALF)

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#### Rate applicable for OPs Licensed after 1 April 2023

GBP	USD	EUR
£2,600	\$3,370	€3,030

#### Rate applicable for all OPs Licensed before 1 April 2023

GBP	USD	EUR
£1,950	\$2,525	€2,270

The ALF is the fee payable to hold an Operating Partner Licence and is invoiced in April each year. An OPs first ALF will be calculated in pro-rata terms covering the period from the date of their licence and March the next year.

**Discounts may be granted upon request, on the following basis:**

Type of OP	Applicable
Commercial Organisation* / International School Network	0%
Government entity	25%
NGOs turnover over £50,000	50%
NGOs turnover under £50,000	75%

*\*For all commercial relationships / partnerships, a donation is required as part of any partnership agreement to support the development of the Award. Please ask for details of the 'Award in Business' offer.*

## Participant Registration Fee (PRF)

Please note that PRF rates are subject to change from April 2025 onwards. New rates will be advised in January 2024.

The PRF is calculated based on two criteria:

1. The Foundation's Differential Pricing Policy, which is generated from World Bank data and sets countries and territories in different fee bands based on their GNI PPP quartile.
2. The entity type.
  - a. Commercial Organisation / International School Networks – no discount
  - b. For all others – such as Government entities and NGOs – a 50% discount will be applied

### Quartile 1A and 1B

Commercial Entity				50% discount – Government and NGOs			
Level	GBP	USD	EUR	Level	GBP	USD	EUR
Bronze	£50	\$65	€58	Bronze	£25	\$32	€29
Silver	£50	\$65	€58	Silver	£25	\$232	€29
Gold	£55	\$71	€64	Gold	£30	\$38	€35

### Quartile 2

Commercial Entity				50% discount – Government and NGOs			
Level	GBP	USD	EUR	Level	GBP	USD	EUR
Bronze	£35	\$45	€41	Bronze	£17	\$22	€20
Silver	£35	\$45	€41	Silver	£17	\$22	€20
Gold	£40	\$52	€47	Gold	£20	\$26	€23

### Quartile 3

Commercial Entity				50% discount – Government and NGOs			
Level	GBP	USD	EUR	Level	GBP	USD	EUR
Bronze	£20	\$26	€23	Bronze	£10	\$13	€12
Silver	£20	\$26	€23	Silver	£10	\$13	€12
Gold	£25	\$34	€29	Gold	£13	\$17	€15

#### Quartile 4

Commercial Entity				50% discount – Government and NGOs			
Level	GBP	USD	EUR	Level	GBP	USD	EUR
Bronze	£5	\$7	€6	Bronze	£2	\$3	€2.50
Silver	£5	\$7	€6	Silver	£2	\$3	€2.50
Gold	£10	\$13	€12	Gold	£5	\$7	€6

- The discounted rate is based on the entity type and agreed at the point in which the OP is licensed.
- PRFs are payable by OPs to the Foundation for each Award participant at each level of the Award they undertake.
- PRFs are invoiced on a 6-monthly basis. Calculations are based on the number of participants registered at each level on the Online Record Book (ORB) during the previous 6-month period.
- OPs are responsible for assuring the accuracy of records on the ORB. Reminders are also sent every 6 months to help with this process. PRF invoices will be issued on the basis of the data held on the ORB on 1 October and 1 April each year and will not be subject to change. PRFs are only charged when the registration is approved by an Award Leader and this Award Leader approval should only happen when the Award Centre has ensured the participant meets the requirement to do the Award and that includes has paid their PRF.
- If the OP includes an administration or additional charge to the PRF, it must be made clear to Award participants what the relevant Foundation charge is.
- In the case where a PRF invoice amounts to less than £250 (or EUR/USD equivalent), the Foundation will not issue the invoice unless another invoice is also being issued. This is to avoid the OPs incurring disproportionate bank charges and to avoid excessive administrative burden on the Foundation. The fee will instead be rolled over until the next invoicing period.

## Training and capacity development fees

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Capacity development and training support, where required, will be agreed based on need and context.

OPs are permitted to utilise the Foundation run Independent Award Centre (IAC) training workshops for the development of their volunteers, should they wish to. The Foundation charges a fee to cover the cost of delivering instructor-led training. The compulsory 'Level 1 – Award Induction' online training modules are currently free of charge through the Award Community.

The fees for the virtual two-day instructor-led Level 2 'Delivering the Award' workshop are as follow:

GBP	USD	EUR
£200	\$260	€235

Delivery of future face-to-face workshops for Level 2 training is subject to review and this includes any applicable fees.

Training fees are invoiced upon enrolment on the course and payable in advance of the training in line with the Foundation's IAC Training terms and conditions available via [www.intaward.org](http://www.intaward.org). Other training fees may be introduced as new training is developed.

## Reviewing fees

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The Foundation reviews fees on an annual basis taking into account the current market for comparable services, currency variances, the costs associated with supporting OPs and how this relates to the Foundation's ability to deliver on its charitable mission.

Any changes in fees will be notified to OPs in accordance with Section 8 (Finance and Financial Obligations) of the OP Licence agreement.