

Fees of experts – Adopted at WG Programmes, 17-18 May 2018, Thessaloniki, Greece

For tasks related to face-to-face events (I), E-Learning (II), Publications (III)

I. Face-to-face events:	Unit (day/lump sum)	Fee (exact amount or limits)	Remuneration if task performed by WG/SWG member or member representative
1 participation in preparatory meeting/project steering committee	day	Basic fee of 360 euro per whole day When the event is half day: 50% of 360 euro	No
2 developing training materials (case studies, competition assignments, etc.), if not delivering	lump sum	50% of the basic fee– 360 euro	Yes
3 delivering presentation (including preparation of materials as per contract provisions)	day	Basic fee 360 euro	Yes
4 running workshop/interactive session (including preparation of materials as per contract provisions)	day	Basic fee 360 euro	Yes
5 combination of 3 & 4	day	Additional 50 % to the basic fee (360 + 50% of 360=540 euro)	Yes
6 chairing/moderating activity	Day	Basic fee 360 euro per whole day	No

		when moderating half day: 50% of 360 euro	
7 scientific coordination of activity	lump sum	500 euro	No
8 THEMIS jury membership	Day	Basic Fee 360 euro	Yes

II. E-Learning:	Unit (day, lump sum)	Fee (exact amount or limits)	Remuneration if task performed by WG/SWG member or member representative
1. Development of self-standing e-learning/ forum moderator	lump sum	1x 500 EUR up to 4x 500 EUR depending on the length (approved by SG, based on Convener/AC proposal)	Yes
2. Elaboration of on-line test/questionnaire for blended courses	lump sum	500 EUR	Yes
3. Update of written training materials	lump sum	50% of the fee for writing	Yes
4. Preparation and running of virtual classes/webinar	day	Basic fee 360 EUR	Yes

III. Publications	Unit (day, lump sum)	Fee (exact amount or limits)	Remuneration if task performed by WG/SWG member or member representative
1. scientific coordination of publication	lump sum	500 EUR	Yes

2. written contribution/co-authoring of publication	lump sum	1 x 500 EUR up to 2 x 500 EUR depending on the length	Yes
3. update of materials for publication	lump sum	50% of the fee for writing	Yes