

ADMINISTRATIVE FEES AND CHARGES

As a voluntary organisation we are limited in the services and administrative duties that we can fulfil which are not required under statute. Accordingly we must charge for certain services in order to ensure our sustainability and concentrate on our core objectives.

Data Protection Fee - £10

As provided for in the legislation our charity charges a fee of £10 for each Subject Access Request. Once payment has been received and cleared we shall deal with your request and respond within 40 days.

Programme Copy Fee - £100

This fee is charged to meet the costs of retrieving (when possible) any audio-visual material from our archive system and providing this on CD, DVD or by other means. It should be noted that all rights, copyrights and ownership of the intellectual property remains with Media Ireland and the charity is under no obligation to provide any material to any individual or organisation.

Documentation Fee - £195

This fee is charged to contribute to the costs of recovering from our files and providing a copy of any documentation in printed or emailable format. We can only provide copies of documents which are considered to be in the public domain or which we have a statutory duty to disclose. We reserve the right to edit out of any documents supplied the identities of persons referred to in the documentation or matters of a commercially sensitive nature.

Directors Fees - £250 per hour.

Our Directors give of their time and experience to the charity on a wholly voluntary basis. However, that does not extend to donating their time to external agencies, statutory bodies or events. This would include participating on (or appearing before) committees, producing non-statutory reports for third party bodies or any administrative duties above and beyond those required for statutory compliance. These fees also apply to Directors time wasted by the failure of external organisations to act competently or judiciously. These fees are not taken by the Directors, instead they donate them to the charity.

Service Level Agreements - POA

The charges and fees in connection with Service Level Agreements are made on a case by case basis between ourselves and other parties to the SLA.

Training Fees - POA

The charges and fees in connection with providing external training are made on a case by case basis and depend upon numbers and facilities provided by the host. These will also depend on whether insurances are provided by the host or ourselves.

Translation Fees - POA

We try to provide materials in whatever language is requested. However, we do not receive any funding to do this and therefore the cost of translation must be passed on. We have a positive policy towards the Irish Language and are working towards all documentation being available in Irish, as time and resources permit, and only charge for translation into Irish of those documents which have not already been translated.

While our organisation recognises a cultural value in the Ulster Scots tradition, we do not recognise Ulster Scots as being a language

All fees are charged in advance and are non-negotiable. Payment should be made with your request and made payable to Media Ireland. No work can begin to be carried out until fees are paid in full and have cleared our bank account which can take up to 10 days depending on the method of payment.

We reserve the right to introduce and apply any other charges or fees at anytime but will always provide advance notification before carrying out any work which would attract a charge.