

## AFRICAN RAPTOR DATABANK

managed as a non-commercial project  
by Habitat Info and The Peregrine Fund  
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## Scale of Charges

### SUMMARY OF PRINCIPLES:

- All funds received by the ARDB are ring-fenced for exclusive use by the ARDB
- As a not-for-profit project the ARDB's charging policy must be transparent to its users
- ARDB accounts are published online [www.habitatinfo.com/ardb](http://www.habitatinfo.com/ardb)
- The ARDB is a service provider. All charges are set to meet the costs of providing data services
- ARDB charges are set on a sliding scale to benefit charities and educational institutions

- ARDB (African Raptor Databank) is a not-for-profit project which provides African raptor and other related information products and services to a range of users. There is clearly a cost to running such a service and, for ARDB to remain a financially sustainable proposition, these costs need to be met by its clients and other donors.
- ARDB charges are set to recover the core office costs of time spent accessing, collating, processing and managing data, as well as supplying data to end clients. These costs include staff time and the overheads associated with running ARDB. No charge is made for the actual data or information which is passed on to users, as ARDB is not the owner of the data but is authorised to use them for the good of conservation.
- The charge schedule below includes a surcharge of 10% added to these core office costs to be directed to data mobilisation organised by the regional coordinators of the ARDB (there are four regions). This field data mobilisation fund will be used to support data providers to the ARDB and may be allocated to the top priority data mobilisation tasks for each region as determined by the regional coordinators in agreement with the ARDB management committee (coordinators and manager).
- The charges (for 2016) are set out in the tables below

Band	Rate	Who
A	£110.00 (first hour) £85.00 (subsequent hours)	Commercial users
B	£70.00 (per hour)	Non-commercial users
C	£ free (first hour) £60.00 (subsequent hours)	School and university users, local natural history groups, members of the public

- A minimum charge equivalent to one hour of work will apply. This is to cover the administrative costs of logging and responding to enquiries. A one hour charge will normally be applied in the event of an enquiry yielding little data. Discount may be applied at the discretion of ARDB Manager.
- ARDB will review its charges on an annual basis.
- This policy is implemented through the following 'statement of procedure'.

- **PROCEDURE**

- ARDB will operate its charging policy in a transparent manner. All users will be informed of charging rates and estimates of cost prior to confirming data requests. Information on charges will be made widely available including via the website.
- Upon receiving a request for data, ARDB staff will follow the procedures laid out in *Controlling Access to Data*. This includes reference to providing estimates of cost prior to commencing data searches and invoicing at the time of data supply. In certain cases, especially with large data requests, estimates may need to provide a 'ballpark' figure. Users should be informed if final charges are likely to exceed an estimated figure.
- ARDB will operate a system of numbered invoices through its management company Habitat Info. Payment terms will be 28 days. Payment of overdue invoices may be sought through telephone or written contact immediately after the expiration of this 28 day period.
- All time spent by ARDB staff in servicing data requests will be recorded. Time spent on specific enquiries will be recorded to the nearest 15 minutes. This time recording system will be used to determine precise charges that should be made. If an estimated figure is exceeded, but the user has not been informed (see above), the original estimated figure should be used for invoicing purposes.