

# MRA

## Guideline for Recovery of Gemserv's Excess Costs from New Entrants Operating outside Great Britain

### Introduction

In certain circumstances new entrants may wish to conduct Entry Assessment from outside Great Britain. Where this is the case and in accordance with Clause 11.1 of the MRA, MEC will determine the appropriateness of such location and may propose an alternative. Where the location of the Entry Assessment is outside Great Britain and consequently results in additional costs being incurred in excess of those reasonably expected Gemserv shall be entitled to recover such costs from MRASCo, who may recover them from the new entrant.

Excess costs recovered by Gemserv shall be calculated in accordance with this guideline.

### Statement of costs

Entry assessments typically vary in duration and complexity. In addition to this, new arrangements for Entry Assessment have taken effect from 23rd August 2007 and have yet to be applied in many locations. Therefore calculation of a standard cost of conducting an Entry Assessment within Great Britain at this point in time may not be the best means of comparison against any future assessment completed outside Great Britain.

Where an Entry Assessment is completed outside Great Britain, Gemserv will prepare a statement for the MRASCo Board showing the cost of the Entry Assessment compared to an equivalent Entry Assessment based in Great Britain. The equivalent Entry Assessment will be one previously carried out by Gemserv using the same process and of the same approximate duration. Where this is not possible an Entry Assessment of similar process and approximate duration will be used and estimates calculated where necessary.

The statement will set out the number of man days and associated expenses for both assessments. Where the Entry Assessment completed outside Great Britain has incurred higher costs in man days or expenses these may be recovered.

### Expenses

Expenses will be subject to MRASCo's Expenses Policy, which is available on request. In summary the policy states that:

- Air and train travel is standard class.
- Taxis are only used where public transport is impractical or unsafe.
- Hotel accommodation is 3-star priced.
- When working away from the office and requiring overnight accommodation, employees are reimbursed for the cost of reasonable meals. £25 is considered as reasonable for an evening meal.
- Reasonable private calls during overnight travel are reimbursed.

### Other Costs

Conducting an Entry Assessment outside Great Britain may also incur additional costs such as the following:

- Insurance/business visa costs.
- Additional man days if necessary due to extra travel.

Where the travel involved in conducting the assessment means additional man days, these will be recovered in accordance with day rates agreed with the MRASCo Board. These will only be recovered where the number of man days exceeds that of an equivalent Entry Assessment as set out in the statement of costs.

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