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Administrative costs (mark-ups)

Wenche Stenvang

Norwegian Coastal Administration, Department for Emergency Response

– Vi tar ansvar for sjøvegen

Administrative costs (mark-ups)

- It is not possible to specify the precise costs for all expenses during the response to maritime pollution incidents
- Administrative costs are applied to claims to cover existing overheads
- New paragraph (8.23) in the EU Claims Management Guidelines



Defining administrative costs

- Existing overheads are items such as*:
 - Telephone
 - Stamps
 - Photocopying
 - Office supplies
 - Rent of buildings
 - Electricity
 - Coffee/tea for personnel
 - Etc

**It is not meant to cover overheads on equipment*



Level of administrative costs

- Different methods and levels
 - each country must decide how to calculate a reasonable level
 - examples:
 - X % on the total claim - or part of the claim
 - Sliding scale – larger the claim, lower the percentage
 - Others?

– Vi tar ansvar for sjøvegen



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Level of administrative costs

- Accepted and described methods in other guidelines, example:
 - IOPC's "Guidelines for presenting claims for clean up and preventing measures"

