



ICE & SDGs

Global Institute for Circular Economy and Sustainable Development Goals

Enabling Environmental Security for NextGen

Knowledge Engagement & Institutional Contribution Policy

Global Institute for Circular Economy and Sustainable Development Goals (ICE&SDGs)

Version	1.0
Effective date	1 April 2026
Next review	31 March 2029
Policy owner	Director / Partnerships & Engagements Office, ICE&SDGs
Legal alignment	ICE&SDGs is a Udyam-registered MSME (Udyam Reg. No. UDYAM-TS-09-0142733). Companies Act, 2013 & CSR Rules; Income-tax Act, 1961 (charitable objects); MSMED Act, 2006; applicable GST law on services
Contact	connect@ce-sdg.org

1. Purpose

The Global Institute for Circular Economy and Sustainable Development Goals (ICE&SDGs) is a not-for-profit think tank working on environment, social and governance (ESG) impact, climate change, and youth, women and sports-based empowerment. Our experts are regularly invited to deliver lectures, keynotes, training, mentoring, panel participation, judging and advisory sessions at colleges, universities, IITs/IIMs, industry bodies, government programmes and events.

Delivering these sessions requires significant preparation, expert time and travel. This policy sets out, transparently and in advance, how ICE&SDGs engages in such knowledge-sharing activities and the basis on which it recovers cost and receives professional contribution. It exists so that our expertise is valued fairly and our not-for-profit mission remains financially sustainable.

2. Guiding Principle

ICE&SDGs believes that expert knowledge has real value. As a matter of institutional dignity and sustainability, the time and expertise of ICE&SDGs and its faculty are, as a rule, provided on a professional, contribution-based basis. Every knowledge engagement is treated as a formal institutional activity — not a personal favour — and is confirmed in writing before it is delivered.

3. Scope

This policy applies to all invitations and requests for ICE&SDGs to contribute expertise, including:

- Guest lectures, keynotes, plenary talks and expert sessions;
- Training programmes, workshops, faculty/staff development and certification sessions;
- Panel discussions, moderation, jury/judging and evaluation roles;
- Advisory inputs, mentoring, curriculum or policy review, and expert committee participation;
- Written contributions such as articles, forewords, expert opinions and reports.

It applies whether the engagement is in person, online, or hybrid, and whether requested by academic institutions, industry, government, associations or event organisers.



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4. Engagement Models

ICE&SDGs offers the following models. The applicable model is agreed in writing for each engagement:

- **Professional Engagement Fee** — a standard honorarium/fee for the expert's time and preparation, based on the format, duration, seniority of faculty and audience. This is the default model.
- **Cost Recovery** — reimbursement of direct costs such as travel, accommodation, local transport and material/production costs, charged in addition to or in place of a fee where agreed.
- **Sponsored / Partnership Engagement** — the engagement is funded through a sponsorship, CSR grant, MoU or institutional partnership rather than a per-session fee.
- **Pro-Bono / Concessional Engagement** — provided free or at reduced cost, at ICE&SDGs' sole discretion, for causes and audiences aligned with our mission (see Section 7), and only where ICE&SDGs is engaged as an event partner and its logo is featured on all brochures, flyers, publications and conference/event assets.

5. Fee Determination

The Partnerships & Engagements Office determines the applicable fee and costs for each request using an internal schedule of rates that considers:

- Type and format of engagement (lecture, full-day training, advisory, jury, etc.) and its duration;
- Preparation, customisation and materials required;
- Seniority and number of experts deployed;
- Mode (online/in-person) and travel involved;
- Nature of the requesting organisation (academic, government, corporate, commercial event).

Fees are quoted per engagement and confirmed before the date is blocked. ICE&SDGs reserves the right to revise its schedule of rates from time to time.

6. Confirmation, Invoicing & Payment

1. A written request is submitted to connect@ce-sdg.org with the topic, date, audience, format and expected duration.
2. ICE&SDGs issues a written confirmation/quotation stating the engagement model, fee and cost terms.
3. The engagement is confirmed only when the requester accepts these terms in writing; this reserves the expert's time.
4. An invoice is raised by ICE&SDGs, with applicable taxes (e.g. GST) as per law; payment is due within the agreed period, ordinarily before or within 15 days of the engagement.
5. Cancellations or rescheduling within a short notice period may attract a cancellation charge to cover committed time and costs.



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7. Pro-Bono & Concessional Engagements

As a mission-driven institute, ICE&SDGs may choose to offer selected engagements free or at a concession — for example, sessions for under-resourced institutions, students, community groups, or high-impact public initiatives aligned with its objects. Such concessions are approved case-by-case by the Director and do not create any entitlement or precedent. Even where no fee is charged, direct costs such as travel may still be requested, and the engagement is documented in writing.

8. Use of ICE&SDGs Name, Content & Intellectual Property

All presentations, training material, frameworks and reports prepared by ICE&SDGs remain its intellectual property and may not be recorded, reproduced, circulated or reused without written permission. Use of the ICE&SDGs name, logo or an expert's name and designation for promotion of an event requires prior written consent, and does not imply endorsement beyond the agreed engagement.

9. Ethics & Transparency

All fees and contributions are received in the name of ICE&SDGs through proper banking channels and accounted for under the ICE&SDGs Finance & Account Policy. No personal or off-book payments are permitted. This policy is applied consistently and without discrimination, and any concern may be raised under the Whistle Blower and Grievance Redressal policies.

10. Contact

To invite ICE&SDGs for a knowledge engagement or to discuss terms, please write to connect@ce-sdg.org. We welcome partnerships that advance sustainability, climate action and inclusive empowerment.

Approved by the Governing Council / Management of ICE&SDGs. For questions or to raise a concern under this policy, contact connect@ce-sdg.org.