If your institution is considering subscribing to one or more of AUDE, BUFDG, UHR, or HESPA, then you’ll need to know about [Professional HE Services Ltd](http://www.phes.ac.uk), which is the ‘umbrella’ company for these associations. PHES is a shared service that provides the legal framework for different HE sector organisations to be run effectively, and to share staff and operational resources. It is not-for-profit and is owned by its member HE institutions.

PHES also keeps things simple by raising a single invoice for subscriptions to all the above organisations and using a joint form for membership applications. So, before you decide which associations to subscribe to, please read the information below. And, if you have any questions, get in touch with the membership team using [membership@phes.ac.uk](mailto:membership@phes.ac.uk).

|  |  |  |
| --- | --- | --- |
| **Association** | **What it does** | **Further information** |
|  |  |  |
| [**Association of University Directors of Estates**](https://www.aude.ac.uk/) **(AUDE)** | AUDE promotes excellence in the strategic planning, management, operation and development of Higher Education estates and facilities. Membership is for UK bodies whose primary remit is higher education teaching and/or research. It also has membership categories for commercial bodies and newer providers. | [Member Benefits](https://www.aude.ac.uk/annual-report-18-19/#benefits)  [Annual Reports](https://www.aude.ac.uk/annual-report-18-19/) |
| [**British Universities Finance Directors Group**](https://www.bufdg.ac.uk/) **(BUFDG)** | BUFDG supports and represents higher education finance and procurement staff. We provide, analyse, and disseminate information, advice and support across the HE Finance sector, helping institutions deliver value, enhance their finance capabilities and work together. | [Member Benefits](https://www.bufdg.ac.uk/about/about-bufdg/membership/)  [Annual Reports](https://www.bufdg.ac.uk/about/about-bufdg/membership/) |
| [**Universities Human Resources**](https://www.uhr.ac.uk/) **(UHR)** | UHR supports Human Resources practitioners in universities in the UK and Eire. It provides opportunities for training, mentoring, networking, and sharing best practice. It works with related sector bodies such as UUK, UCEA and GuildHE to offer co-ordinated responses to HR and pay challenges and consultations. | [Member Benefits](https://www.uhr.ac.uk/about/member-benefits/)  [Annual Reports](https://www.uhr.ac.uk/ViewDocument.aspx?t=1&ID=12157&GUID=cacc7e28-7cc6-4309-a4ff-a60cfb0a3087&dl=1) |
| [**Higher Education Strategic Planners Association**](https://www.hespa.ac.uk/) **(HESPA)** | HESPA is the representative body for those working in strategy and planning in UK higher education. It provides a forum for planners to network, discuss, improve and influence. It aims to be the primary organisation dedicated to supporting the professional development and career progression of those working in strategy and planning in UK higher education. | [Member Benefits](https://www.hespa.ac.uk/about/about-hespa/)  [Annual Reports](https://www.hespa.ac.uk/about/about-hespa/annual-review/) |

**Association Subscription fees 19/20**

**AUDE**

|  |  |  |
| --- | --- | --- |
| **Band** | **AUDE Subscription rates** | **Subscription Fee** (£ excl. VAT) |
| 6 | Turnover > £695 million | 2,085 |
| 5 | Turnover > £395 million | 1,875 |
| 4 | Turnover > £295 million | 1,420 |
| 3 | Turnover > £195 | 1,000 |
| 2 | Turnover > £95 million | 835 |
| 1 | Turnover < £95 million | 625 |

**BUFDG**

|  |  |  |  |
| --- | --- | --- | --- |
| **Band** | **BUFDG Subscription rates** | ***Standard***(£ excl. VAT) | ***BUFDG Pro\**** (£ excl. VAT) |
| 6 | Turnover > £400 million | 3,106 | 4,356 |
| 5 | Turnover > £200 million | 2,902 | 3,827 |
| 4 | Turnover > £100 million | 2,703 | 3,578 |
| 3 | Turnover > £20 million | 2,382 | 3,157 |
| 2 | Turnover > £5 million | 1,561 | 2,056 |
| 1 | Turnover < £5 million | 1,050 | 1,500 |

***\*for more information on the enhanced BUFDG Pro service, which includes access to the full suite of e-learning modules, visit*** [*www.bufdg.ac.uk/learning*](http://www.bufdg.ac.uk/learning)

**UHR**

|  |  |  |
| --- | --- | --- |
| **Band** | **BUFDG Subscription rates** | **Subscription Fee** (£ excl. VAT) |
| 5 | Turnover > £400 million | 1,260 |
| 4 | Turnover > £200 million | 1,050 |
| 3 | Turnover > £100 million | 735 |
| 2 | Turnover > £20 million | 525 |
| 1 | Turnover < £20 million | 420 |

**HESPA**

|  |  |  |
| --- | --- | --- |
| **Band** | **BUFDG Subscription rates** | **Subscription Fee** (£ excl. VAT) |
| 5 | Turnover > £400 million | 546 |
| 4 | Turnover > £200 million | 509 |
| 3 | Turnover > £100 million | 473 |
| 2 | Turnover > £20 million | 436 |
| 1 | Turnover < £20 million | 399 |

**Application to join PHES – Qualifying Information**

|  |  |
| --- | --- |
| **Institution** | |
| Name of Institution |  |
| Institution Website |  |
| Annual Income (18/19) |  |
| Financial Statements web link |  |
| Email address of accounts payable |  |
| VAT Number |  |
| Is the institution on, or applying to be on, the OfS register? |  |
| Does the institution award foundation, teaching or research degrees? |  |
| Does the institution only provide accredited ITT? |  |
| Are 50% or more, or at least 1,000 of the institution’s students on HE programmes? |  |
| Is the organisation a Research Institute? |  |
| If a Research Institute   1. Are you self-governing? 2. Do you have multiple HEI members? Please list; 3. Do you have at least one national research organisation as a partner? Please specify | 1.  2.  3. |
| What are the main benefits that you expect to gain from being members of a PHES association – or; Why do you want to join? |  |

**Which Associations would you like to join?**

|  |  |
| --- | --- |
| **AUDE** | |
| Name of Estates Director or individual with the highest level of responsibility for Estates |  |
| Their Job Title |  |
| Their Email Address |  |
| Address of the Estates office |  |
| **BUFDG** | |
| Name of CFO or individual with highest level responsibility for finance |  |
| Their Job title |  |
| Their Email address |  |
| Address of the Finance office |  |
| **UHR** | |
| Name of HR Director or individual with highest level responsibility for HR |  |
| Their Job title |  |
| Their Email address |  |
| Address of the HR office |  |
| **HESPA** | |
| Name of Planning Director or individual with highest level responsibility for strategic planning |  |
| Their Job title |  |
| Their Email address |  |
| Address of the Planning office |  |

**Declaration**

**I agree that all staff at my institution will use all information obtained from any PHES association website thoughtfully. I am aware that use is monitored.**

**I agree that by joining AUDE, BUFDG, HESPA or UHR, my institution will pay the applicable subscriptions, which may change annually by agreement at the AGM.**

The subscription year runs from 1st August to 31st July. If joining on or after the 1st February then 60% of the subscription is due.

Please supply the invoice address and any Purchase Order number that may be required in the box below.

Signed ……………………………………………………………………………………………..

Date ……………………………………

Authorised on behalf of your institution

|  |  |
| --- | --- |
| Invoice Address |  |
| Total Due (£ excl. VAT) |  |
| PO Number |  |