



EUROPEAN ELEVATOR ASSOCIATION

INTERNAL RULES FOR COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

as adopted by the Management Committee at its meeting held on 29 January 2015

Note - These internal rules also apply to the Management Committee and its members.

As provided for by Article 21 of the agreement establishing the European Elevator Association (EEA):

The Management Committee may create committees, sub-committees or working groups as it deems necessary to fulfil tasks aiming at accomplishing the purpose of the Grouping. These committees, sub-committees or working groups meet as often as necessary.

The Management Committee shall define the functions of such committees or groups, shall determine their operating methods and shall appoint their members.

For the sake of clarity and uniformity, the Management Committee has decided to adopt the following binding procedural rules describing how all committees, sub-committees and working groups shall be composed, convened and held:

Participation Rules

- Balanced representation of big and small companies coming from both large and small European countries.
- Recommended maximum of 2 committees/sub-committees/working groups membership by the same person.
- Members of the Management Committee agree to make best efforts to participate to at least 50% of the meetings of the Management Committee per year.

Members

Committee/sub-committee/working group members are proposed by the members of the Grouping, approved by the committee chairperson and appointed by the Management Committee for three years – re-eligible.

Chairperson

Each committee or sub-committee shall be presided by a chairperson appointed by the Management Committee for one year – re-eligible.

Convenor

Each working group shall be presided by a convenor appointed by the Management Committee for one year – re-eligible.

Committee sizes

- 3 members minimum for all committees/sub committees/ working groups
- Recommended 15 members maximum for all committees/sub committees/working groups

If a member of the Grouping sends more than one representative to a committee/sub-committee/working group, the other participants will be considered as “deputies”.

The chairperson can occasionally invite participants of non-members (with information to the President beforehand), as well as members of another committee/sub-committee/working group, as observers.

Venue of meetings

All meetings shall be held at the EEA offices in Brussels or via conference calls organized by the EEA secretariat.

Exceptions have to be submitted to the President.

Number of meetings

Committees/sub-committee/working group hold meetings whenever necessary, as decided by the chairperson of the committee or sub-committee or the convenor of the working group

but

it is recommended to hold between 2 and 4 meetings per year and to issue a planning for the whole year.

Sub-committees and Working Groups

When a committee decides to set-up an ad hoc structure for a specific mission, this temporary organization has to be officially appointed and its tasks have to be clearly defined by the responsible committee to which it reports.

Organization of meetings

The secretariat of EEA must be informed by the chairperson/convenor at least 2 weeks in advance. The EEA secretariat will send the agenda of the meeting to all members of the committee/sub-committee/working group, either by letter, facsimile or e-mail in due course, prior to the meetings as scheduled.

The agenda shall be scrupulously followed during the meeting.

At least one representative of the EEA Secretariat shall attend each meeting and act as secretary of said meeting. Said representative shall prepare minutes of each meeting, which shall be kept at EEA. A copy of the minutes will be sent to all committee/sub-committee/working group members (who attended the meeting or not).

The presence of a member of the Legal Committee can be requested by the chairperson when a topic of the agenda requires a legal opinion (see Antitrust Guidelines from EEA). The chairperson of the Legal Committee shall designate the member being present.

There are no informal meetings of any committee/sub-committee/working group and discussions on EEA matters shall not be undertaken in informal groups or on unannounced occasions.

Code of conduct

Each member of a committee/sub-committee/working group must have signed the EEA code of conduct.

Confidentiality

Except within his/her respective organization on a need-to-know basis or unless otherwise agreed by the EEA General Delegate, each committee, sub-committee and working group member agrees, during the course of his/her participation, as well as thereafter, not to use and not to disclose to anyone any confidential information he/she may become aware of during the course of his/her participation.

Such confidential information includes but is not limited to all projects, technical information, concepts, software, working documents, reports, minutes of meetings, oral or written input or output of the committee, sub-committee or working group in question.

Information shall be deemed not to be secret or confidential if such information:

- was already known to the participant, otherwise than under an obligation of confidentiality, at the time of disclosure; or

- was generally available to the public or otherwise part of the public domain at the time of its disclosure.

Also nothing shall be construed to preclude the recipient from disclosing any information pursuant to a lawful order from a competent authority, except that in such case the recipient shall promptly notify the disclosing party prior to such disclosure or submission so that such disclosing party may appear and defend its interests in a timely manner.

Rights to Work Products

All EEA results and deliverables, prepared and drafted by (a participant to) a committee, sub-committee or working group (the "Work Products") shall become the exclusive property of EEA, including the copyright to all copyrightable Work Products, and the participant hereby agrees to relinquish and assign to EEA all right, title and interest in and to all Work Products. This assignment shall be perpetual, irrevocable, worldwide and royalty-free. This assignment includes, but is not limited to, the exclusive right to publish, sell, give access to and license the use of the Work Products in all countries and all languages, in whole or in part, including any translation, abridgement, substantial part, modification or revision thereof, in book form, in a database on its own or with other works and in any form, including, without limitation, mechanical, aural, electronic and visual reproduction and publication, electronic storage and retrieval systems, including delivery of or giving access to the Work Products by electronic networks, and all other forms of electronic or electro-magnetic publication now known or hereinafter invented.

To the extent that any Work Products, or parts thereof, consist of information or data covered by intellectual property rights of third parties (including any background rights of any participant) and that such rights would prevent the valid acquisition of intellectual property rights by EEA on the Work Products or parts thereof, the participant shall inform EEA as soon as possible of the existence of any such rights of third parties and the previous paragraph shall not apply to such information or data.

The participant shall not be entitled to disclose to any third party, or to submit for publication, any Work Products or parts thereof without the prior written authorisation of EEA.

I agree to apply these rules for the committee(s), sub-committee(s) and working group(s) chaired by me or to which I participate as member.

Name and first name.....

Management Committee/Committee/Sub-Committee/Working Group.....

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Date.....

Signature.....