



EUROPEAN PLASTICS RECYCLERS ASSOCIATION (EuPR)

INTERNAL RULES

These internal rules were voted on 21 November 2008 by the EuPR General Assembly and are complementary to the EuPR articles of association. These rules will be published on the public part of the EuPR Website.

Amendments of these internal rules can be voted only with a 2/3 majority.

In case of contradiction between the articles of association and the internal rules, the articles of association will prevail over the internal rules.

1 MEMBERSHIP

1.1 MEMBERSHIP

Effective membership of EuPR is open to all companies and associations fulfilling the conditions set out in article 5.2.1 and 5.2.2 of the Articles of Association. The EuPR management committee will determine yearly per working group the minimum quantity of volume candidate members will have to recycle to become member of EuPR ((output) tons per year).

Adherent membership of EuPR is open to all companies and associations fulfilling the conditions set out in article 5.3 of the Articles of Association.

The representative of the company must fill a high post (board level or higher management) in the company he/she represents. One 'back-up' representative will be nominated per company.



1.2 APPLICATION FOR MEMBERSHIP

Candidate members need to fill in the EuPR membership application form, which can be downloaded from the EuPR Website, (see annex 1) and send it together with the national certificate of installed capacity + permit installation to EuPC Services in Brussels.

EuPC Services will treat these documents and information as confidential and in total respect of EU Competition Law. EuPC Services will verify whether the required membership conditions related to the minimum quantity of volume are fulfilled and give its advice to the management committee. The management committee will then decide on the admissibility of the candidate member. The candidate member will be informed about the decision of the Management Committee through a letter confirming the admissibility or explaining the motifs for refusal.

In case of confirming the admissibility, the EuPR membership fee will be invoiced (by the same letter & no pro rata calculation) and the candidate member becomes 'guest member'. The guest member will be inserted on the EuPR distribution list.

An admissible request will be submitted to the General Assembly for approval. Only after the approval of the General Assembly the guest member becomes effective or adherent member.

1.3 FEES

EuPR membership fee will be invoiced yearly.

In case related companies (mother-daughter ...) become EuPR member, membership will be invoiced as follows:

The first one to become a member will pay a full membership fee; all the other related ones will get a 50% reduction; It will be up to the applicant to prove he's entitled to get the reduction;

Membership of related companies in the same Working Group will also lead to a 50% reduction for the second one in case the Working Group voted to invoice an extra Working Group fee;



2 THE MANAGEMENT COMMITTEE

Members of the Management Committee can only be represented in MC meetings by another member of the Management Committee and this through a written proxy.

MC seats are not paid. Any exception to this rule needs full agreement and justification by a majority of the MC members.

MC meetings have to be attended on a regular basis.

3 WORKING GROUPS

3.1 PARTICIPATION IN WORKING GROUPS

By members

EuPR membership gives the right to a company to participate in one Working Group. In case a member wants to join several Working Groups, the member will have to pay annually an extra fee of 1.000 Euro per Working Group he wants to join.

Membership of a horizontal Working Group is open to all EuPR members.

Membership of a vertical Working Group is only open to recycling companies or pan European associations with a distinguished interest in the Working Group specialty. The latter will have to nominate 2 representatives who will participate in the WG on a regular basis. The association will also have to pay a yearly 'Vertical WG membership fee' to become member of the Working Group. The amount of that fee will be determined yearly by the MC and voted in the GA.

By guest members

In case the candidate member expresses his wish to join a specific vertical Working Group in the application form, the chairman of the Working Group will be informed about this application. The chairman informs all the working group members of the application and asks for their comments. Details on the quantity of volume the candidate member makes or other confidential documents will not be submitted by EuPC Services to the chairman of the working group.

The chairman will have to send these comments to the Management Committee of EuPR, which will verify whether required conditions are fulfilled and decide on the admissibility of the candidate member.



Only in case of a positive admissibility advice by the Management Committee the candidate=guest member can attend 1 working group meeting.

A guest member can attend 1 vertical Working Group meeting for free before deciding to join the Working Group or not. After the meeting the guest member will have to inform in writing the Chairman and the Management Committee about his intention. As from that moment, the guest member can join the Working Group meetings of that specific Working Group. The date of joining the Working Group will not be taken into account to calculate the extra fee (no pro rata calculation). Payment of the extra fee gives access to the Working Group documents of that whole year.

In case the candidate member expresses his wish to join a specific horizontal Working Group in the application form, the chairman of the Working Group will be informed about this application. It will be the Management Committee who decides on membership of the horizontal Working Group during the admissibility check. The candidate member will be informed about the decision in writing.

By guests

Third parties can be invited to the meetings as specialist to give presentations on request. The Working Group Chairman must approve of this invitation.

3.2 WORKING GROUP RULES

A Working Group is established as a Working Group of the European Plastics Recyclers Association (EuPR), an international non-profit associated located in Belgium, Brussels, Avenue de Cortenbergh 66.

Working Groups must strictly follow EuPR articles of association and participate in the mission of EuPR which consists in (not limitative):

- representing and defending the interests of the European plastics recyclers vis-à-vis the European institutions;
- carrying out scientific and economic studies relating to the common interest of the profession;
- studying and initiating any common action concerning environmental solutions;
- promoting an international collaboration within the framework of the European Communities;
- maintaining close relations with sister organisations in the plastics industry.



a. Role of a working group:

To gather and exchange information regarding research and related activities within the Working Group and with interest to members of the Working Group

To promote and organise research in its specialty

To organise workshops

To publish appropriate guidelines and recommendations

To publish issues of contemporary importance to the Working Group

To design and coordinate research in its specialty

To create standards and/or recommendations for the industry

To hold regular meetings of the Working Groups

b. Categories of working groups

EuPR has two sorts of Working Groups: Horizontal Working Groups and Vertical Working Groups.

Horizontal Working Groups deal with issues common to all EuPR members. Following Horizontal Working Groups were created within EuPR:

Information & Communications WG

Reach Working Group

Standards & Certification WG

Vertical Working Groups will focus on the recycling of a special product, material or article. Following Vertical Working Groups were created within EuPR:

Crates & Pallets Working Group

Films Working Group

PET Working Group

PVC Working Group

Technical Plastics Working Group

c. Members of the working group

All members of a Working Group must be EuPR members.

Horizontal Working Group:

Membership of a horizontal Working Group is open to all EuPR members.

Membership will have to be approved by the Management Committee.



Working Group documents need approval by the Management Committee before being released. The approved documents/information will be available for all EuPR members.

Vertical Working Group:

Membership of a vertical Working Group is open to recycling companies or pan European associations with a distinguished interest in the Working Group specialty.

The chairman will be informed about applications for working group membership by EuPC Services. Details on the quantity of volume the candidate member makes or other confidential documents will not be submitted by EuPC Services to the chairman of the working group.

The chairman informs all the working group members of the application and asks for their comments.

The members of the working group acknowledge that their comments have to respect and comply with European competition law. Comments have to be non-discriminatory and based on reasonable objective standards.

The chairman will have to send these comments to the Management Committee of EuPR, which will verify whether required conditions are fulfilled and decide on the admissibility of the potential member. An admissible request will be submitted to the General Assembly for approval.

Only in case of a positive admissibility advice by the Management Committee, the candidate member can attend 1 working group meeting as 'guest'. This 'guest participation' will be for free.

d. Meetings of the working group

Meetings will be held according to the needs of the Working Group. The Working Group meetings are chaired by the Chairman and in his absence by the Vice-Chairman.

The Working Group meeting is convened by the Chairman. The notice of convening has to be sent by email, at least three weeks before the date of the session, including a precise agenda as well as documents, which form the suitable base for resolutions in question. Members can ask in written to add items to the agenda.

The decisions of the Working Group are registered in the minutes of the meeting and signed by the Chairman.

Third parties can be invited to the meetings as specialist to give presentations on request. The Working Group Chairman must approve of this invitation.

e. Chairman & Vice-chairman

Chairman and Vice-Chairman are proposed by the Working Group members and elected by simple majority by the members of the working group, each for a period of 2 years. At the end of the period of two years they shall remain in charge until a successor is elected. They can be re-elected without limits.

The chairman will be elected by the GA to be member of the EuPR Management Committee and represent the WG. He will report on the activities of the working group in the EuPR Management Committee.



f. Decision making process within the working group

Horizontal Working Groups

A 50% quorum of present or represented members is required to have a valid meeting. Members of the Working Group can be represented by written proxy by another member of the Working Group. A member of the Working Group may not represent more than two other members by proxy.

Each Working Group member has one vote.

The decisions of the Working Group shall be passed by simple majority (1/2 +1) of the members present or validly represented.

The Chairman will report on the decisions taken in the Working Group in the EuPR Management Committee.

The decisions of a Horizontal Working Group need always to be approved by the Management Committee by simple majority. The Chairman will present/defend the decision in the Management Committee meeting, who will approve or not. In urgent cases the Chairman informs the Management Committee by email about the decision. The Management Committee will have 5 working days to approve. Remissness of reaction will be considered as approval. Simple majority is needed for approval.

Minutes of the Working Group will be send to its members. If no objections from the Working Group members within 15 working after sending it, the content of the minutes are considered as approved.

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g. Budget and finances

EuPR is financed mainly by the membership fees paid by the members, contributions or grants, sponsoring, own revenue (obtained according the social objective of the association) or other revenue authorised by the law. The amount of the membership fees shall be fixed each year by the General Assembly.



Part of this EuPR budget will be used to manage the working groups (general legal assistance, bookkeeping...). Details and repartition is be decided by the General Assembly of EuPR.

Horizontal Working Groups

Horizontal Working Groups are financed through the general EuPR budget.

Vertical Working Groups

Vertical Working Groups can decide to have a separate 'working group budget' to pay for extra Working Group activities (studies, technical work...). This 'Working Group budget' will be included in the EuPR general budget under a separate individual heading and will be financed through an extra fee to pay by the members of that Working Group. The date of joining the Working Group will not be taken into account to calculate the extra fee (no pro rata calculation). Payment of the extra fee gives access to the Working Group documents of that whole year.

The chairman of the Working Group will make a detailed budget proposal by the quarter 3 meeting of the working group. During the quarter 3 meeting of the working group the chairman will have to present it and the members will have to decide by simple majority to approve it or not. If approved, the chairman will transmit it to the Management Committee which is in charge of preparing the general EuPR budget.

All contracts, commitments, or written undertakings of a business nature entered into on behalf of the Working Group, or any constituent part of it, must be reviewed by the Chairman and signed by the Chairman and EuPR President / Managing Director in order to validate proposed terms and conditions.

b. Expenses and bookkeeping

The book-keeping will be done by the Finance Department of EuPR. Working Groups have no separate bank accounts. Their budget is included in the overall EuPR budget and will be reported in the balance sheet on a separate line.

The extra budget for vertical Working Groups will be mentioned under a separate heading in the overall EuPR budget. It is the responsibility of the chairman of each Working Group to ensure transparency and oversight towards the working group members. Every quarter a financial report is sent by email to the Chairman of each vertical Working Group. This report includes all expenses paid and income received during the period.

4 COMPETITION LAW

All members of EuPR have to commit to comply with EU competition law. Participants to meetings agree to adhere to the EuPR manuals on competition law compliance.

Non-respect of EU Competition law is a reason for immediate exclusion from EuPR.



5 VARIA

5.1 *EUPR E-MAIL ADDRESS*

All management committee members can have an EuPR e-mail address but only on the condition they link it to their daily used address. In order to have the address created they have to contact EuPR staff in Brussels.

5.2 *EUPR BUSINESS CARDS*

All management committee members can have EuPR Business Cards. In order to receive them they have to contact EuPR staff in Brussels. Content: *name + member of the Management Committee*. Only the 3 presidents will have their title on their business card.

5.3 *MEETING FILES*

Meeting files will not be printed anymore. All documents will be put on the intranet 1 week before the meeting, to be consulted and print out by the members.