



## European Platform for Chemicals Using Manufacturing Industries

# OPERATIONAL GUIDELINES

(June 2012)

### 1. Title

CheMI stands for the “European Platform for Chemicals Using Manufacturing Industries”.

### 2. Objective

CheMI aims at representing the voice of downstream users in article producing industries. The objective is to exchange information and prepare joint positions on issues common to all which should not negatively impact any of the members.

### 3. Membership

The membership is voluntary and free of charge. Members commit themselves to participate in the exchange of information by sharing information/documents that are relevant to the other members of CheMI and to the achievement of the above-mentioned objective.

Members of CheMI commit themselves to act in accordance with antitrust rules.

Application of new members is subject to the approval of the existing members of CheMI. Following the reception of background information, existing members should be granted 2 weeks to consider the membership of the applicant.

An option for “Observer” status is possible for potential members, who are not yet ready to commit themselves. Their logo does not appear on any CheMI publications. They attend the meetings and receive the same information as members. Their views are appreciated, but do not influence the consensus level. The application procedure for an observer position is the same as for membership. The applicant should explain the reasons for postponed membership. Observer status is a temporary option, not exceeding the participation in two successive meetings unless an extension is granted by general agreement.

### 4. Organisation

The exchange of information and preparation of joint positions take place either per email or in meetings. Minutes of the meeting will be drafted by the member hosting the meeting. Meetings are managed by a nominated Chair. CheMI activities are facilitated by one or several “coordinators” selected according to availability and expertise/involvement on the specific topic. The role of coordinator can be endorsed by the Chair.

CheMI members commit themselves to react within specifically suggested and reasonable deadlines. No reaction within the suggested deadline on a proposed action will be interpreted as an acceptance.

CheMI membership list and related contact details will be made available at each meeting so as to allow members to update, if appropriate, their details.

## **5. Decisions**

Decisions are made on a consensual basis.

## **6. Position**

Each position paper will contain the contact details of one or more representatives selected on consensual and expertise basis by CheMI members.

## **7. CheMI representation in external groups and contact with external bodies**

CheMI participation in external groups is taken on a consensual basis and should respect CheMI's objective.

When representing or speaking on behalf of CheMI, members should act with reasonable and due care.

CheMI members should be kept informed as soon as convenient about any external activity/communication performed on behalf of CheMI.

\*\*\*