

“ECO Platform”

Boulevard Brand Whitlock 132
1200 Brussels

INTERNAL REGULATIONS

Besides its statutes, “ECO Platform”, hereafter referred to as “The Association”, will be governed by the following Internal Regulations.

Pursuant to article 11.1 of the statutes, each Member is bound by these Internal Regulations.

1. MEMBERSHIP

1.1 Full Members (Established EPD Programme Operators)

As stated in the statutes, a full membership in the Association is reserved to any EPD programme operator, which has committed itself to support the objectives of the Association and which is legally constituted pursuant to the laws and customs of its country of origin.

The EPD programme operator may not exclude any construction product category from its programme.

In addition to these requirements, any organization which applies for being admitted as a full member, will have to:

- Provide all relevant documentation describing its organization (e.g. structure, management, yearly turnover,...)
- Provide the general programme instruction including verification guidelines
- Prove that the EPDs managed by the program describe performances for articles and not for substances or mixtures, as defined in the REACH regulation EC No 1907/2006.
- Prove that, based on all the EPDs produced, the program describes performances of products classified in more than one (1) product category and products produced of more than one (1) type of raw material
- Prove that new PCRs are produced in compliance with EN 15804
- Give example on new EPDs based on PCRs in compliance with EN 15804
- Mention the number of published EPDs (in compliance with EN 15804)
- Describe back-up of industry

The candidate for full membership will also have to show evidence that it complies with the criteria set forth in article 1.2.

1.2 Supporting Members

The Association has decided to establish categories of "Supporting Members".

Supporting Members are considered to contribute usefully and effectively to the primary objective of the Association as set forth in the present statutes and can be:

- EPD Programme operators
- European Associations
- GBC's / Building rating Schemes Operators
- LCA Practitioners

EPD Programme Operators which are not in the position to fulfill the criteria to become recognized as "Established Programme Operator" (refer to 1.1.) can apply for being recognized as an "Emerging Programme Operator". Their application is evaluated, notably on the basis of the following criteria:

- Founding phase completed (if a new organization was established)
- Description of the structure and functioning of the organization; if the organization's object is not restricted on conducting an EPD scheme: description of the structure and functioning of the responsible unit / technical committee / advisory board
- Commitment to the ECO Platform approach signed by the Managing Director of the organisation
- industry back-up: support letter of industry signed by manufactures of different branches
- Development of a logo completed
- Web address / URL reserved
- Development of the general programme instructions in accordance with ISO 14025 and EN 15804 in progress

The ECO Platform Emerging Programme Operator will keep his status for at least 3 months.

During this time a "Mentor ECO Platform Programme Operator" can be contacted, which provides support in the further development of the EPD programme in compliance with the underlying standards.

Supporting Members may present themselves as "members of the Eco Platform" in communication towards the outer world.

1.3 Membership Applications

Applications for membership should include the following information:

Organization (Full Name, legal form)

Type of organization

Membership Category

billing address:

Name / title

additional address information

Street, no.
ZIP Code
Town
State
Country
VAT reversed / VAT ID no.
Contact Person:
Name / title
Email
Telephone (format +49 201 xxxxxx)
Mobile
Newsletter?

Applications for full membership must also include information that demonstrate that the criteria in articles 1.1 and 1.2 are fulfilled.

2. MEMBERSHIP FEES

The statutes state that Membership fees of full and supporting members shall be decided annually by the General Assembly with a two-thirds vote in accordance with article 8.5 regarding the quorum, on the basis of the annual budget that has been approved for the following year.

Member Groups	Admission Fee (one time)	Yearly Membership Fee
Established Programmes operators	2.500 €	2.500 €
Emerging Programmes operators	1.500 €	1.500 €
Other supporting members	1.000 €	1.000 €
European Associations	1.500 €	1.500 €
GBCs / Building Rating Scheme Operators	1.000 €	1.000 €
LCA Practitioners (>20 employees)	1.500 €	1.500 €
LCA Practitioners (up to 20 employees)	1.000 €	1.000 €

3. WORKING GROUPS

The General Assembly decides to set up the following Working Groups that will deal with the following topics

WG I: Technical Issues

WG II: Quality Management

WG III: Internal and external affairs (communication, strategy, overview on activities in European standardization and regulation, relations with authorities)

The Working Groups may create Task Forces for elaboration of special issues. Working Groups and Task Forces will be organized as follows:

- They will be open to every member (one representative per member). Every Working Group will at least comprise one Member of the Board of Directors.
- The Working Group's tasks will be defined by the Board of Directors
- The Working Groups will be free to organize their work as they wish (dates, venues, number of meetings,...) but always in the most efficient way and in the sole interest of the Association.
- The Board of Directors can delegate decision power to the Working Groups in specifically defined technical matters (such as.....). With regard to these matters, unanimous decisions of Working Groups will be considered as binding decisions of the Association. If no unanimous decision is reached, the Board of Directors will have to decide on the matter at hand.

Working Groups and Task Forces will otherwise have no right whatsoever to legally engage the Association.

4. BOARD OF DIRECTORS

As stated in the statutes, the Board of Directors has a President, a Vice-president and a Treasurer.

The term of these nominations is one year, renewable indefinitely. However, it is the Association's intention that these nominations would not last longer than three years.

The General Assembly agrees that these appointments will rotate.

- The President, Vice-President and Treasurer will each belong to another member
- When appointing a new President, Vice-President and Treasurer, the Association will always strive to choose individuals from other members in order to maintain as much as possible a fair balance between members in the management of the Association

If for any reason a member of the Board of Directors shall cease to hold office as such at any time between meetings of the General Assembly, the Board of Directors is entitled to nominate a person of its choice to replace that individual for the rest of his or her term of office. It is agreed that this person will be someone belonging to or representing the same organization as the board member who ceases to hold office.

A member of the Board of Directors shall automatically cease to hold office if he or she ceases to be part of the organization to which he or she belonged at the moment of his or her appointment.

Finally the statutes also state that a Director may be represented at a Board meeting by another Director or by an individual of the organization to which he or she belongs. Should a Director be represented by an individual from his or her organization, it is hereby specified and agreed that this individual must be of sufficient management level and must have sufficient background and experience to attend the meeting.

5. THE MANAGING DIRECTOR

The Managing Director is responsible for the effective day-to-day management of the Association.

He or she will:

- organise and direct the general secretariat of the Association and represent the Association alone in matters of routine administration within the limits set by the Board of Directors
- prepare all Association meetings (General Assembly, Board of Directors, Working Groups) and other events, and send out proper invitations
- ensure that proper records are kept of all meetings
- take care of the accounting (him/herself or with the assistance of an accountant) and the “corporate housekeeping” (him/herself or with the assistance of a lawyer)
- keep the website updated

The Managing Director will be entitled to engage the Association up to an amount of 5.000 EUR per transaction. This limit can be changed at any time by the Board of Directors.