

“ECO Platform”

Boulevard du Souverain 68
1170 Bruxelles
Belgium

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 and pass the audit procedure of the ECO Platform as disclosed in section WGII of the ECO platform homepage. The successful pass through the audit procedure and statement of compliance with the criteria set forth in article 1.2 are precondition for being approved as a full member and being allowed to use the ECO EPD logo.

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 organization
- 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.

Organizations, which strive to get recognized as EPD Programme within the ECO Platform should apply for a membership in one of the other possible categories (e.g. as LCA Practitioner) first to get acquainted with the procedures and acting persons in the ECO Platform. In the second step the organization may apply for being recognized as "Emerging EPD Programme" and in a third step after having passed the audit procedure will be recognized as "Established ECO EPD Programme" and "Full Member".

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

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.

There are two types of Membership Fees:

- Basic Membership Fees (for every member – due on Jan 1st each year)
- Dynamic Membership Fees (for EPD Programme Operators only – due on Jul 1st each year)

Member Groups & Basic Membership Fees

	Admission Fee (one time)	Yearly Membership Fee
Established Programme operators	2.500 €	2.500 €
Emerging Programme 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 €

Dynamic Membership Fees

Dynamic membership fees are to be paid by ECO EPD Programmes only. The amount of the fees is depending on the activity of each member, measured by the number of registered EPD in the database. Principally, the Programme Operators pay 100€ per year and EPD. If clients (product manufacturers) have more than five EPD at the same Programme Operator, the costs get reduced as follows:

- 100€/year for EPD no. 1-5
- 50€/year for EPD no. 6-9
- 5€/year for every further EPD

The dynamic membership fees are due on July 1st of each year.

Payment arrangements of Membership Fees

The contact and billing details are to be edited online by each member. The personal data can be administrated in the member-area of the ECO Platform homepage. Login-data gets sent to every new member with activation in the system (after payment of the first invoice).

The responsibility and obligation to keep the data updated is with the member.

The invoices get created automatically by our online-system to minimize administrative effort. Any effort that occurs due to manual revisions of invoices that result from the member's default of keeping the personal data updated gets reimbursed to the member.

The invoices are to be paid within 24 days after invoice date. If the due date is not kept a reminder invoice will be sent to the member. If the invoice remains unpaid for further 14 days after the reminder date, the ECO Platform will raise dunning fees of 20€ and after further 14 days of 40€.

If invoices remain unpaid still, the ECO Platform may decide to exclude the organization from the membership. Independant of such possible exclusion outstanding invoices and costs for administrative efforts in connection with the non-payment will be enforced judicially.

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.

3. BOARD OF DIRECTORS

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

The tasks of the speaker are: communication manager, review and maintain consistency in ECO Platform communication, give official statements to the public on behalf of the ECO Platform

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, Speaker and Treasurer will each belong to another member
- When appointing a new President, Vice-President, the Speaker and the 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.

4. 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.