EUROPEAN COIL COATING ASSOCIATION A.I.S.B.L

**ECCA PREMIUM® QUALITY AND SUSTAINABILITY LABEL**

 **ADVISORY COMMITTEE, RULES**

1. Mission and Activities
	1. The mission of the Advisory Committee is to develop and maintain the ECCA Premium® Label Scheme. To achieve this mission, the Advisory Committee will undertake the following activities:
		1. Develop policies relating to the operation of ECCA Premium® Label Scheme;
		2. Develop, maintain and update the quality and sustainability specifications required to obtain the ECCA Premium® Label;
		3. Supervise the implementation of the policies and procedures;
		4. Ensure impartiality of the certification activities by identifying risks on an ongoing basis and defining a mechanism to safeguard impartiality;
		5. Receive, evaluate and make decisions on complaints and appeals;
		6. Advice on and follow-up the finances of ECCA Premium® Label Scheme.
2. Members and composition
	1. The Advisory Committee shall be composed of representatives of significantly interested parties defined as: 1) Coil Coaters, 2) Suppliers, 3) Customers, 4) Independent Inspectors, 5) External Experts, 6) Certification Committee member(s);
	2. The members of the Advisory Committee shall be bound by a confidentiality agreement;
	3. The composition of the Advisory Committee shall be as given hereafter:
		1. the Advisory Committee is composed of a maximum of seventeen (17) and a minimum of five (5) members herein included the Chair
		2. the Advisory Committee shall comprise at least two (2) Steel "Coil Coaters";
		3. the Advisory Committee shall comprise at least two (2) Aluminium "Coil Coaters";
		4. the Advisory Committee shall comprise at least one (1) member of the ECCA Premium® Certification Committee;
		5. the Advisory Committee shall comprise two (2) persons at the most coming from the same Company.
	4. Applications
		1. All applications for membership of the Advisory Committee shall be sent in writing to the ECCA Head Office and submitted by the latter to the Board of Directors which will take the decision regarding admission at their next meeting. The decision will be communicated to the candidates within three (3) weeks of said meeting;
		2. The Chair of the Advisory Committee is chosen by its members for a two-year term of office (renewable). The Proposal of the Advisory Committee shall be submitted to the ECCA board for approval;
		3. All other members of the Advisory Committee are appointed for a period of two years, renewable for the same function.
3. Meetings
	1. Frequency and organisation
		1. The Advisory Committee shall meet at least once a year (physical or online/telephone) or each time at least three (3) members of the Advisory Committee request to do so;
		2. The notice contains the agenda and is sent in written (letter, electronic mail, or any other means of (tele)communication that can be materialised in a written document) at least two (2) weeks before the date of the meeting;
		3. The meetings are held at such location as indicated in the notice;
		4. The meetings shall be chaired by the Chair or, if the latter is prevented from attending by another member chosen by those present.
	2. Proxies
		1. The members of the Advisory Committee may appoint a representative by proxy in favour of another member of the Advisory Committee. The maximum number of proxies any member of the Advisory Committee may have is limited to three.
	3. Quorum
		1. Decisions of the Advisory Committee shall be valid only upon condition that no less than four of its members are actually present and no less than two thirds of its members are present or validly represented.
	4. Voting
		1. Each member of the Advisory Committee holds a single vote. Decisions shall be taken on the basis of a simple majority vote of those present or validly represented. In the event of a tie, the Chair shall have the casting vote.
		2. No member of the Advisory Committee shall vote on an issue concerning the company they belong to or are associated with.
	5. Advisors to the Advisory Committee
		1. The Advisory Committee, on its own initiative and responsibility, may invite to its meetings or to a part thereof, in a purely consultative capacity, any other persons whose presence may be considered useful or necessary by the Advisory Committee.
	6. Minutes
		1. Minutes shall be drawn up at each meeting of the Advisory Committee and shall be reviewed by the Chair and approved by the Advisory Committee at its next meeting.
4. Remuneration
	1. The Members of the Advisory Committee shall perform their duties without remuneration.
	2. Travel expenses to attend physical meeting(s) where the travelling distance exceed 150 km may be reimbursed upon request based on:
		1. the cost of a second-class rail fare (on presentation of the original return ticket) up to 150 €
		2. the most economical air fare on presentation of the original ticket and the boarding cards up to 250 €
5. Liability of Advisory Committee members
	1. No member of the Advisory Committee shall be held personally liable for any debts contracted or obligations entered into by the Advisory Committee.