

General data sheet

DT00.20

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**CETIE RULES OF PROCEDURE:
DEVELOPMENT OF TECHNICAL
REFERENCE DOCUMENTS IN
CETIE WORKING GROUPS**

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Contact details

Do not hesitate to contact us for any further information. All comments and suggestions to help us improve this document are welcome.

Versions in other languages

The official language version of this document is English

Other language versions may be available – please check the website.

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Contents

1	SCOPE.....	4
2	DEFINITIONS.....	4
2.1	CETIE MEMBER.....	4
2.2	COMPANY.....	4
3	CETIE WORKING GROUPS (WG)	4
3.1	PARTICIPATION AND ROLES	4
3.2	TYPES OF WORKING GROUP.....	5
3.3	ORGANISATION OF WORKING GROUP MEETINGS.....	6
3.4	COMMITMENT OF WORKING GROUP EXPERTS, INTELLECTUAL PROPERTY	6
4	DOCUMENTS	7
4.1	MINUTES AND DRAFT DOCUMENTS	7
4.2	PUBLICATION OF DATA SHEETS, FACT SHEETS, GUIDES.....	7
4.2.1	<i>Normal publication process.....</i>	<i>7</i>
4.2.2	<i>Accelerated approval procedure.....</i>	<i>8</i>
4.2.3	<i>Publishing a document with “Experimental” status.....</i>	<i>8</i>
4.3	SYSTEMATIC REVIEW OF DOCUMENTS	8
4.4	TRANSLATIONS OF CETIE PUBLICATIONS	8
4.5	OBSOLETE DOCUMENTS	8
5	THEMES/WORK ITEMS.....	9
6	CETIE STANDARDS - TRANSMISSION TO CEN OR ISO	9
7	GUIDANCE TO MEETING CHAIRS ON CONSENSUS	9
8	USE OF THE MEMBER’S EXTRANET	10
9	RELATED DOCUMENTS.....	10
10	DATA SHEET HISTORY	10
	ANNEX.....	11

1 Scope

This data sheet sets out the rules governing the way Cetie produces technical reference documentation for the bottling industry through working groups formed for this purpose. The present rules are binding for Cetie members, working group experts, and staff.

The Cetie membership terms and conditions are defined in the DT00.10.

2 Definitions

2.1 Cetie Member

For the purposes of this document "Cetie member" refers to a company or organisation having paid or engaged to pay the membership fee for the calendar year in progress. Employees of "Cetie member" companies, who are registered in working groups, are called "experts". Experts represent their company.

2.2 Company

Several types of organisations can apply to Cetie: business companies, associations, professional federations, etc... For the purpose of this document, the word "company" will be used for representing all these forms of organisation.

3 Cetie working groups (WG)

3.1 Participation and roles

Working groups are composed of:

- Experts representing companies which are Cetie members,
- One or more Cetie staff members and,
- (Under certain conditions), invited specialists.

Working group experts

Participation to working groups is restricted to persons representing subscribing Cetie member companies whose activities are in line with the scope of the working group. There is no restriction to the number of experts from a given company registered in a given working group although in exceptional circumstances due to meeting room capacity Cetie staff may limit participation from a same company. Working groups may restrict participation to a specific industrial sector or sectors in order to enhance the efficiency of the group.

When, during a working group meeting, an Expert agrees to provide a contribution, they are expected to submit it before the next meeting, or in the time frame accepted.

WG Chair

The WG Chair is elected from its membership by the working group Experts, with his/her consent.

The WG Chair:

- compiles the agenda in collaboration with Cetie staff, ensuring that it is made available to the group at least 14 days before the meeting
- leads the meeting ensuring that at the end of each agenda item participants have understood the decisions taken and actions to be conducted (see § 3.4)
- validates the meeting minutes proposed by Cetie staff.
- follows up the progress of actions agreed in the meetings in collaboration with Cetie staff.

The WG Chair is expected to participate in all the working group meetings. If he or she has professional duties that may not enable systematic participation, a vice chair will be elected by the WG to be able to stand in for the chair as necessary. If neither a chair or a vice chair are present, the working group can nominate an acting chair for the meeting and for follow-up (e.g., validation of the minutes). In exceptional circumstances Cetie staff may chair a meeting if the WG is unable to identify a chair from the participants, for example for the first meeting of a new WG.

The WG Chair and vice chair take the engagement to respond promptly to requests from Cetie staff e.g., to validate meeting documents (agendas and minutes) to ensure smooth organisation and follow up of the meetings.

Cetie staff

Cetie staff acts as meeting secretary and supports the Chair as moderator of the working group meetings. They ensure that all document drafts are updated according to the decisions of the working group, incorporating contributions received and made available prior to the meetings at which they are discussed as an agenda item.

Guests, invited experts

Persons may be invited to participate in one or more WG meetings without their company being member of Cetie, with the approval of the Cetie Secretary General, either because of their specific expertise for subjects treated or in order to become acquainted with Cetie's activities before subscribing. The working group experts are informed of the participation of the guests during the traditional initial round of table.

3.2 Types of working group

Cetie working groups can be:

- Permanent – related to a specific theme of recurring importance in bottling. Permanent committees may meet at regular fixed intervals or according to needs and may remain dormant for any period during which no work item is on the agenda.
- Joint interest – set up between two or more permanent working groups, when necessary, to study subjects of mutual interest. Each WG should be appropriately represented, preferably including the Chairs.
- Ad-hoc – set up to treat a particular theme over a limited period of time, generally with input from experts from a range of backgrounds concerned. Ad-hoc groups may be reconvened as required for the purpose of revising reference documents produced.

A new working group can be formed at the initiative of the Secretary General to treat current themes of interest. The Secretary General consults the Cetie Board of Directors for formal validation before starting a new working group.

3.3 Organisation of working group meetings

Calendar, Scheduling, Registration, Agenda

Meeting dates are set as far in advance as possible, preferably over a period of 6 months or more. The date of the subsequent meeting is confirmed in each meeting and is made known to all group experts through the circulation of the meeting minutes. After the end of a meeting, the next meeting date is made available to the group on the Website within 2 days.

In order to facilitate organisation, experts should inform Cetie of their intention to participate or their unavailability as soon as possible, preferably via the Extranet page of the meeting (self-registration).

The agenda including the timetable of the meeting and validated by the Chair is transmitted to the experts as soon as possible. Reference documents should be made available in good time to enable participants to prepare their input on these in advance.

Language, Types of meetings, Rules of attendance

Meetings are generally in English. Insofar as possible Cetie assists in translation between English, French and German to enable all participants to follow the discussions.

Minutes are generally issued in English and made available within a month of the meeting date.

Meetings are normally face-to-face meetings, but, if need be, it can be decided by Cetie to hold the meeting through other means of communication (phone, internet, videoconference). In a face-to-face meeting, additional “virtual” participants can join by phone or internet if they request it soon enough and if accepted by the Cetie Staff.

In order to ensure that meetings run smoothly, Experts are asked to respect the timetable and only take and make telephone calls during pauses. Experts who exceptionally are unable to stay to the end of the meeting should inform the WG Chair at the beginning of the meeting so they may modify the running order if necessary.

3.4 Commitment of Working Group Experts, Intellectual Property

Experts intending to participate to a working group must commit to respecting general principles, defined in the Annex of this procedure “Rights, implication of participation to a Cetie Meeting”.

Intellectual property of information submitted to Cetie

Member Companies and experts recognise and accept one of the general aims of Cetie, which is to provide to the packaging and bottling community documents free of right. The copyright of the created documents belongs to Cetie, but the content of the document, especially concerning designs, can be used on a free basis by anyone in the packaging and bottling industry.

Companies and experts renounce intellectual property rights to all information submitted to the Cetie working groups for inclusion in reference documents, which thus become copyright of Cetie. Contributors must ensure for any information submitted, intended to be included in Cetie publications, that no third party’s intellectual property rights would be infringed. Experts should also inform Cetie in the case a new work item is conflicting with past intellectual property, even if the work item is proposed by other participants

Credits for images used in a Cetie document will be listed in this document.

Registration of individual commitments

During a face-to-face meeting, an attendance form is signed by each person present. The signature of a participant implies that they:

- Commit to protecting the confidentiality of the working group activities

- Strictly respect anti-trust requirements
- Assign to Cetie the rights of their contributions, worldwide (see § "Intellectual Property").
- Agree that Cetie documents are published, and exploitation takes place without mention of their name
- Declare to Cetie the case of a contribution for which they do not personally hold the copyright, and if possible, name the corresponding copyright holder.

By their participation to the meeting, "Web-" or "phone-"participants also agree on these rules. Their participation is recorded by the Cetie Staff on the list of participants of the meeting minutes.

A commitment can also be required when logging on the Cetie Website or at the self-registration to a working group meeting.

4 Documents

4.1 Minutes and draft documents

Working documents and minutes shall be kept confidential within the working group, unless otherwise agreed by the group. This is essential if full discussions of subjects are to be encouraged within working groups. Draft documents destined for enquiry and other identified working documents that the working group considers useful to share may be rendered accessible to other Cetie members potentially concerned.

Projects/draft documents should be clearly marked as such. Numbering of draft documents is made only by Cetie – contributions from experts, in particular proposed corrected texts, must maintain the title and draft number of the document used as a basis for corrections with, in addition, the date of the submission and initials of the contributor in the format:

Cetie ref_date_revision_draft_initials

e.g.: fs01_yyyymmdd_r1_d3_dd

Dates in the file names are to be expressed in the ISO 8601 format yyyymmdd, which facilitates automatic chronological sorting of inputs. To ensure full compatibility with document data base systems the titles must not contain capitals, special characters (+,;,%,&,...) or spaces. Spacing characters must only be rendered by the character ' _ ' (underscore).

4.2 Publication of Data Sheets, Fact Sheets, Guides

4.2.1 Normal publication process

A document needs to be submitted for enquiry in order to confirm the widest possible consensus within the Working Group for its publication. The enquiry may be extended to other Working Groups potentially concerned, where appropriate. In this case the enquiry results and the treatment of comments received are shared between the Working Groups concerned. Though the enquiry includes a vote, the count of votes is not binding and only an indication to the Working Group of the issues remaining to resolve in the approach to consensus.

An enquiry of 8 weeks will be organised when the Working Group decides that the document is ready for publication. The enquiry results are recorded and made available for consideration in the next meeting of the Working Group. This timetable can be reduced to 4 weeks to adjust the timetable with the next scheduled meetings, or in case of simple formal adjustments in a document.

A quorum of a minimum of 4 votes (from 4 different companies/organisations) should be reached for the enquiry to be considered as valid.

- If the quorum is reached, the vote is positive and there are no major issues raised, the document may be published before the next Working Group meeting.
- If the quorum is reached but with conditional yes or negative votes, or the quorum is not reached, the relevant Working Group will in its next meeting reassess the document accordingly, taking into account relevant industrial experience, and then, if consensus is not reached, vote for the publication of the document on the basis of the majority of the participants (one vote per separate fee paying company).

4.2.2 Accelerated approval procedure

A working group can opt to publish a document with an accelerated procedure in cases where:

- The content of the document is purely of a factual nature, e.g., a compilation of documentary references, and which needs to be regularly updated (“live” document).

or

- Only minor editorial corrections are required, without effect on the consensual content agreed.

This can take the form of a simple decision in the meeting of the WG if consensus is confirmed.

4.2.3 Publishing a document with “Experimental” status

If it is deemed necessary to publish documents for extended trial periods prior to final issue, in particular if industrial practice is lacking, they will be watermarked as “EXPERIMENTAL”. The duration of the experimental period is one year, which may be extended by the Working Group for a further year. In spite of this ‘EXPERIMENTAL’ status, the document has been validated and recognised by a group of experts, and its content applies.

After the first year of publication, the Group is called to decide if the document:

- is confirmed by the one year experience
 - ⇒ Then the “Experimental” status is simply removed without need of revision
- needs more time to be experimented
 - ⇒ Then the document remains simply in experimental status for an additional year
- needs to be revised
 - ⇒ It is then managed as any usual revision process, at the end of which the experimental status can be maintained or not for one year.

4.3 Systematic review of documents

Data sheets and facts sheets shall be considered for review by the relevant Working Group at the latest 5 years after publication.

The review period of other documents (Bottling Guides and quality guidelines) shall be appropriate to their content but not exceeding 7 years.

4.4 Translations of Cetie publications

Cetie will be responsible for arranging any necessary translations into English, French and German and by request Italian and Spanish as required by the Working Group. Translations are, where possible, undertaken by Experts within the relevant working group and in all cases verified by Experts having the appropriate linguistic knowledge. Translations requiring the use of external resources may be subject to budgetary considerations.

4.5 Obsolete documents

Documents deemed by the relevant Working Group to be obsolete may be removed from Cetie publications after confirmation by an enquiry among Cetie members.

5 Themes/work items

Any member can propose a new work item to the relevant working group chair or the General Secretary, which will then be considered by the most appropriate working group.

Work item proposals are limited exclusively to technical and/or regulatory aspects of bottling practice to the overall aim of improving the efficiency of bottling operations, and/or consumer safety and satisfaction. No work item proposal which in any way may contravene fair market practise will be accepted. Work items which are potentially against the interests of a Member or Members must be brought to the attention of the Cetie Board of Directors.

Each group shall produce a list of its general objectives and main work items, regularly updated and available to all members in the Cetie Extranet. This will allow other groups to have early information on subjects treated which may be of interest to them. The detailed agenda of one group can be obtained upon request to the Cetie staff.

6 Cetie standards - transmission to CEN or ISO

Cetie working groups may consider proposing a Cetie document for CEN or ISO standardisation.

Cetie Data Sheets (GME specification, etc.) shall only be transmitted to CEN or ISO once they have been discussed in Cetie working groups. Draft and experimental documents shall not be submitted for standardisation at an early stage of preparation. They can also be transmitted after their publication by Cetie.

When a CEN or ISO standard based on a Cetie document is published then this standard takes precedence over the Cetie document as an official reference to be cited e.g., in supply specifications. The Cetie document is automatically (i.e., without enquiry) withdrawn from available publications and maintained as a working document only accessible to the working group concerned.

The equivalent Cetie document is annotated giving the reference to the standard and with appropriate indications on restricting circulation to any third party and that only the standard should be used as an official reference. If a proposal for revision of a CEN or ISO standard based on a Cetie document is taken up as a work item in the Working Group concerned, the drafts developed will directly use the format of the CEN or ISO standard.

7 Guidance to meeting chairs on consensus

Every effort should be made to make decisions by consensus based on industrial practice. As a general rule if consensus cannot be obtained, the meeting Chair will review the scope of the work item and propose an alternative approach or organise collection of further information from industrial practice that may enable the issue to be resolved.

In case of disagreement during meeting sessions votes can be held on alternative approaches to a work item in order to gauge the level of support or rejection concerning a particular proposal. In this case each member company/organisation present has 1 vote per membership fee paid. The objective being to obtain consensus such a vote should only be used to better identify the nature of diverging positions and to orient possible compromise approaches.

Time should be given for the necessary exchanges for the compromise to be found and it is advised not to pursue the discussion during the meeting, unless such a compromise is clearly possible.

The WG Chair shall attempt to reconcile the diverging positions in the period before the subsequent meeting. He/she can, if necessary, initiate in this interval a wider enquiry on the issue organised among all Cetie members potentially concerned.

The duration of such an enquiry on a work item is 4 weeks.

The results of this enquiry shall be used as input by the meeting chair to establish the compromise position with the parties involved.

If the compromise is still not attainable, the meeting chair will choose one of the following alternatives in agreement with the Secretary General, on the basis of the enquiry results:

If none of the approaches proposed in the enquiry obtains the support of more than 80% of the opinions expressed (i.e., excluding abstentions) on the basis of one vote per company.

- To abandon the work item.
- To postpone the decision on the work item, in particular if it is identified that further feedback from industrial practice is needed.

If one of the approaches proposed in enquiry obtains the support of more than 80% of the opinions expressed on the same basis as above:

- To proceed with the approach approved by the majority so defined.
- To abandon the work item if it is judged preferable for the objectives of the Cetie.
- To postpone the decision on the work item, in particular if it is identified that further feedback from industrial practice is needed.

8 Use of the member's extranet

The Cetie Extranet is a part of the framework provided by Cetie to its members. It is a restricted access website enabling experts from Cetie members to access all working documents and shared resources pertaining to the action of the working groups or statutory bodies in which they participate, and further documentary resources available to all members.

Access to the Extranet is reserved to identified participants in the working groups and Cetie officers.

Temporary access may be given to invited participants from non-members as for participation in the working groups as per § 3.1.

Cetie reserves the right to interrupt the access to the members extranet in case of non-payment of subscription fees.

Use of the members extranet is subject to acceptance of specific terms and conditions set out in the site.

9 Related documents

DT00.10 – Cetie rules of procedure: Cetie membership terms and conditions

10 Data sheet history

This document replaces the DT00 (2016) – Cetie Rules of procedure, clauses 4 to 9.

First edition: 12/2021

ANNEX

Rights, implication of participation to a Cetie Meeting

By requesting the participation to a Cetie meeting, I assign solely, exclusively and irrevocably to Cetie the exploitation rights of my intellectual contributions, as are reproduced in the publications resulting from the technical deliverables of Cetie, as defined in the Cetie Document DT00.20.

I agree that Cetie deliverables containing all or part of my contributions may be published without mention of my name. For the total duration provided for by law, I accept that exploitation will take place without mention of my name.

This assignment does not preclude me from continuing to exploit my own copyrightable contribution for my own purposes, provided that such exploitation does not adversely affect the exploitation of the above specified publications.

The assigned exploitation rights are granted free of charge worldwide and cover all languages and all forms of exploitation known at present, in particular and non-restrictively: publication, reproduction and adaptation by all means and all graphical support systems, by print, press, photocopy, microfilms, and via all magnetic, electronic and numerical support systems, memory cards, CD-ROMs, DVDs, Blu-Rays, films, photographs, slides, teledistribution, cable, satellite, web applications and on-line document servers and networks, distribution, sub-distribution, translation, derive revenue from duplication, communication to the public in total or in part, in summary or with comments, transfers of exploitation licences

Should I offer intellectual contributions for which I do not personally hold the copyright, I would declare this in writing to the Secretary General with regard to this Statement, or to any other relevant Cetie body and to name the holder of the copyright if known to me, in view of securing the assignment of its exploitation rights to Cetie.