

## GENERAL DATA SHEET

### DT00<sup>EN</sup> : 03/2016 REVISION 1 Cetie RULES OF PROCEDURE

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## **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 and staff. It also includes rules referenced in the Cetie Statutes, identified as such, concerning specific aspects of the mode of operation of Cetie. As set out in Article 11 of the Statutes, the rules of procedure governing specifically the relations between Cetie and its members are adopted by the Cetie Board of Directors and ratified by the General Assembly.

## **2 Definitions**

### **2.1 Cetie Members**

For the purposes of this document "Cetie members" refers, according to the context, either to a company or organization having paid or engaged to pay the membership fee for the calendar year in progress, or the experts representing such a company or organization.

### **2.2 Cetie Extranet**

The Cetie Extranet is a restricted access website enabling Cetie members to access all working documents and shared resources pertaining to the action of the working groups or statutory bodies of which they are members, and further documentary resources available to all members.

## **3 Membership fees**

### **3.1 General case**

Companies or organisations may become members of Cetie as set out in Article 4 of the Statutes. Membership is subject to payment of fees for the calendar year in progress, due in the first quarter. If membership fees are not received before the 30<sup>th</sup> June Cetie staff may, with the support of the Chair, restrict access to Cetie activities and the Cetie Extranet (see § 9) for the company/organisation concerned. Each member must identify the specific contact person responsible for payment of fees and inform Cetie staff of any modification of this contact person. Except in cases relating to § 3.2 & § 3.4 below, one basic annual fee, fixed according to Article 5 of the Statutes is due per company participating in Cetie activities. For very small enterprises or companies adhering for the first time late the calendar year, special conditions may be applied at the discretion of the Chair.

### **3.2 Organizations representing several individual companies (Statutes Article 5)**

Professional federations or associations regrouping several individual companies can either adhere as a collective member, i.e. giving Cetie membership status to the companies represented, or as an individual member.

For professional federations or associations adhering as a collective member on behalf of its member companies the number of annual basic fees due is based on the number of companies participating or liable to participate in Cetie activities as follows:

- 2 companies represented: 2 annual basic fees due
- 3 companies represented: 3 annual basic fees due
- 4 or more companies represented: 4 annual basic fees due.

In each case are considered as Cetie members for participation in Cetie activities and access to the Cetie Extranet, all persons employed directly or mandated by the companies represented and the directly employed staff of the federation or association paying the fee.

For professional federations or associations adhering as an individual member one basic annual fee is due. In this case only the directly employed staff of such bodies are considered as Cetie members according to § 2.1 above for participation in Cetie activities and access to the Cetie Extranet.

### **3.3 Multinational companies**

For multinational companies the number of annual basic fees due is to be considered on a case-by-case basis with the following guidelines:

- For multinational companies operating in the same sector in different countries: 1 basic annual fee due per country participating or liable to participate in Cetie activities
- For multinational companies operating in different packaging segments: 1 basic annual fee due per segment (glass, PET, ..) and per country participating or liable to participate in Cetie activities.

### **3.4 Reciprocal membership**

Cetie may enter reciprocal membership agreements with other organisations producing reference documentation where this is of mutual benefit. Unless otherwise agreed, membership fees will be mutually waived and the organisation concerned will not have the status of a full member. In particular it will not have voting rights in General Assemblies (Article 8 of the Statutes). Access to Cetie activities and working documents relative to the subjects of common interest may be extended to identified experts in reciprocal member organisations subject to the agreement of the members of the Cetie working group concerned.

## 4 Cetie working groups

### 4.1 Participation

Working groups are composed of their members, a Chair and one or more Cetie staff members:

#### Members

Membership of working groups is restricted to persons representing subscribing Cetie member companies/organisations (see § 3 above). For a defined period, persons may be invited to participate in one or more WGs, without being members of Cetie, with the approval of the Chair, Cetie Secretary General and working group members, because of their specific expertise or in order to become acquainted with Cetie's activities before subscribing.

#### Chair

The Chair is elected from its membership by the working group members, with his/her consent. The Chair compiles the agenda, leads the meeting and acts as appropriate to ensure the progress of actions agreed in the meetings in collaboration with Cetie staff. He or she ensures that participants have understood the decisions taken and actions to be conducted and that these are correctly recorded in the minutes.

#### Cetie staff

Cetie staff acts as meeting secretary and supports the Chair as moderator of the working group.

### 4.2 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. Permanent committees can be:
  - Plenary – overarching committee for a particular general theme
  - Working groups on specific themes reporting to a plenary.
 A new permanent working group can be formed at the initiative of the Secretary General to treat recurrent themes.
- 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 Chair. The Chair of the joint group is elected among the persons present with his/her consent. The Secretary General may also act as chair if the persons present so agree.
- Ad hoc – working group set up to treat a particular theme over a limited period of time, generally with input from experts from a range of backgrounds concerned. Permanent working groups can propose to set up ad-hoc groups to treat a particular theme. A new ad-hoc working group can be formed on the initiative of the Secretary General or by an existing permanent or ad-hoc working group to treat a specific work item proposed. Ad-hoc groups may be reconvened as required for the purpose of revising reference documents produced.

### 4.3 Organisation of meetings

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 members within 48h of the end of the meeting.

One month before the meeting, a calling notice will be sent to all members concerned. In order to facilitate organisation members should inform Cetie of their intention de participate or their unavailability as soon as possible.

The meeting Chair will propose an agenda, which should be sent to Cetie a minimum of 15 days before the meeting. The finalized agenda will be promptly transmitted to the working group members. Documents in reference should be made available in good time to enable participants to prepare their input on these in advance.

The timetable of the meeting, in particular the start and estimated end time, must be specified in the agenda.

### 4.4 Meetings

During the meeting an attendance form is signed by each person present. Their signature implies a commitment to protecting the confidentiality of the working group activities and to strictly respect anti-trust requirements, as set out in general terms in the form.

Meetings are generally in English. Insofar as possible Cetie assists in translation between English, French and German to enable none English speakers to follow the discussions.

In order to ensure that meetings run smoothly, members are asked to respect the timetable and only take and make telephone calls during pauses.

Members who exceptionally are unable to stay to the end of the meeting should inform the chair at the beginning of the meeting so they may modify the running order if necessary.

The last ten minutes of any working group meeting should be dedicated to summarising the list of actions to be taken as will figure in the minutes.

Minutes are issued in English, translated upon request, and made available within a month of the meeting date.

## 5 Documents

### 5.1 Reports, minutes, 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 Cetie members potentially concerned.

Projects/draft documents should be clearly marked as such. Numbering of draft documents is made only by Cetie – contributions from members, 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

All dates 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).

## **5.2 Intellectual property of information submitted to Cctie**

Companies/experts renounce intellectual property rights to all information submitted to the Cctie working groups for inclusion in reference documents, which thus become copyright of Cctie, with appropriate citation of source.

Credits for images used in Cctie documents will be listed at the end of the document.

## **5.3 Publication of Data Sheets, Fact Sheets, Guides**

Enquiry Approval: An official 'enquiry' of eight weeks will be organised by Cctie for the final draft document and the results published within two weeks after the enquiry deadline.

Absence of a response is considered as approval; however there must be a minimum of 4 votes (from 4 different companies/organizations) for the enquiry to be considered as valid. If this quorum is not reached the working group concerned may decide either to prolong the enquiry for a further 4 weeks or abandon the work item.

If the vote is positive and there are no issues raised, the document may be published before the next Work Group and/or Plenary meeting, otherwise, the relevant Work Group will then decide how to proceed based on the enquiry results.

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". Validation of such documents follows an enquiry sent to members one year after publication to obtain feedback on industrial implementation. If necessary the experimental period can be extended by the Working Group concerned for a further period of up to one year.

## **5.4 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 (Guides and quality guidelines) shall be appropriate to their content but not exceeding 7 years.

In the case of data sheets which become standards, the review period shall be adjusted to correspond to the CEN/ISO review (i.e. 3 years after publication then subsequently every 5 years), in order to prepare possible review of the corresponding standard.

Cctie will be responsible for arranging any necessary translations into English, French and German and by request Italian and Spanish. Translations are preferably undertaken by members within the relevant working group and in all cases verified by members having the appropriate linguistic knowledge.

Documents deemed by the relevant Working Group to be obsolete may be removed from Cctie publications after confirmation by an enquiry among Cctie members concerned over 8 weeks. The voting rules are the same as per §5.3 above.

## **6 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 practice, 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 current 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.

## **7 Cetie standards - transmission to cen or iso**

Cetie working groups should consider proposing a Cetie document for CEN or ISO standardisation only when the Cetie document is not sufficiently recognised as a reference document in its own right in industrial practice.

Published Cetie Data Sheets (GME specification, etc.) shall only be transmitted to CEN for consideration as European Standards or ISO for consideration as International Standards after they have been approved by enquiry and published by Cetie. Fact sheets shall not be submitted for standardisation.

Draft and experimental documents shall not be submitted for standardisation.

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 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. It will be submitted for systematic review as indicated in §5.4, to enable possible input for the corresponding CEN/ISO review.

## **8 Guidance to meeting chairs on consensus**

Every effort should be made to make decisions by consensus. The basis for Cetie's action must remain actual industrial practice, with the widest basis possible. 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 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 identified that further feedback from industrial practice

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 identified that further feedback from industrial practice

## **9 Use of the member's extranet**

Access to the users extranet is reserved to identified participants in the working groups and/or the Cetie Board of Directors from Cetie membership.

Temporary access may be given to invited participants from non-members as for participation in the working groups as per §4.1.

Cetie reserves the right to interrupt the access to the members extranet in case of non-payment of subscription fees (see § 3).

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



## **10 Delegation of powers (Statutes Article 7)**

The powers delegated to the Chair according to Article 7 of the Cetie Statutes may be further delegated to the other Officers and Staff of Cetie as follows:

### **10.1 Authorization of expenses**

An authorized person other than the person having engaged the expense must approve all expenses for payment:

- The Secretary General for professional expenses of other Cetie staff members (travel and reception expenses, current office supplies)
- The Chair or the Treasurer for expenses engaged by the Secretary General. The form of the authorisation may in this case be adapted to the occasional presence of the President or the Treasurer in Cetie offices.

Note that this rule does not concern the payment of recurrent expenses directly arising from and corresponding to contracts engaged according to § 10.2 below, in particular for salaries and associated charges.

### **10.2 Operation of bank accounts**

The Secretary General and the Treasurer may engage all necessary actions associated with the operation of the bank accounts open in the name of Cetie. The Secretary General may delegate to Cetie staff, without limit, transfers between savings and current accounts so as to maximise income from interest.

### **10.3 Contracts**

The Secretary General is authorized to sign contracts on behalf of the Chair with, in each case, his or her agreement recorded by any suitable means.

## **11 Document history**

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