

COMMITTEE GUIDELINES

of the

EUROPEAN BUSINESS COUNCIL IN JAPAN

Revised
April 2004

1) Committee Definition

The term “**Committee**” means a committee of the EBC, formed to represent sectoral business interests of the respective Committee Members, operating in accordance with the Constitution and the Rules and the term “**Committees**” means, as appropriate, some or all of the Committees

Refer to Article (6) of the EBC Constitution for details relating to formation of a committee, committee membership, committee operation and committee representatives in the EBC Board of Governors.

2) Committee Objectives

The objective of each Committee is to advance the views and defend the interests of European business activities in Japan by:

- a) Defining and disseminating the views of the sector to the Japanese and European authorities, business associations and the local industry.
- b) Providing information to the EBC Secretariat in respect of the sector.
- c) Formulating a sector committee mission statement.
- d) Formulating and implementing a strategy to articulate the objectives of the mission statement
- e) Exchanging views and information between members of the Committee.

3) Methods of Operation

There are several methods by which the Committee may operate:

- a) By publicizing the position of the European business sector in Japan.
- b) By lobbying the EC Delegation in Tokyo and the EU Commission in Brussels and taking a direct approach to the Japanese government ministries.
- c) By requesting the Executive Operating Board to endorse Committee papers and present matters to the relevant authorities.
- d) By using Japanese Government offices such as the Office of Trade and Investment Ombudsman, the Fair Trade Commission and other relevant entities.
- e) By having Committee members' companies represented on sector consultation committees organized by Japanese Government Ministries.

4) Committee Chairpersons and Members

- a) A Committee Chairperson may serve for two 2-year consecutive terms with a term taking effect from January 1st of the relevant year.

- b) A formal biennial reaffirmation or election, as applicable, is required before January 1st of the relevant year. The result of the reaffirmation/election must be reported in writing to the EBC Secretariat no later than December 15 of the previous year.
- c) New Chairperson nominations are subject to approval by the EBC Executive Operating Board (EOB) prior to taking effect.
- d) Upon approval by the EOB, a new Chairperson must be briefed fully on his/her new role by the outgoing Chairperson and provide written agreement of his/her willingness to abide by the EBC Constitution and Committee Rules.
- e) Committee Chairpersons are responsible for ensuring that each committee member receives a copy of the EBC Constitution and Committee Rules.
- f) In order to avoid conflict of interests, members of the Board of Governors and the EOB cannot undertake responsibilities as Chairperson or Vice-Chairperson of a Committee or Chair of a Subcommittee unless approved by the Board of Governors.
- g) All members of EBC Committees must fall under one of the categories of EBC membership. Refer to Appendix 1 of the EBC constitution.
- h) Category (2) members of an EBC Committee must be affirmed as current and fully paid members of their respective Chamber of Commerce throughout their tenure on the committee.
- i) A complete list of Committee Members, their addresses, telephone and fax numbers, e-mail addresses and information regarding membership of European National Chambers of Commerce must be made available to the EBC Secretariat.
- j) The deadline for Committee Chairpersons to provide updated membership lists stated in 1h) above is December 31. Any change in the membership should be reported to the EBC Secretariat at the time at which it occurs.

5) Duties of Committee Chairpersons

- a) The Committee must meet at least four times a year to discuss issues related to their activities. Minutes of the meetings should be recorded and distributed to committee members and the EBC Secretariat. A written report concerning the Committee's activities must be presented by the Committee Chairperson to the Secretariat of the EBC upon request.
- b) The Committee Chairperson must advise the Executive Operating Board of any internal operating budget arrangements (as per 6a) by January 1st each year.
- c) The Executive Operating Board Member delegated to oversee the Committee must be advised of all the Committee's activities, and should always be invited to participate in Committee meetings.

- d) The EBC secretariat must receive copies of Committee meeting schedule and agendas, as well as the minutes of all meetings.
- e) The Committee Chairperson must ensure that all official requests concerning the Committee's sector are responded to by the requested deadlines.
- g) The Committee Chairperson must advise any person seeking membership of his/her committee to submit an application to both the EBC Secretariat.
- h) The Committee Chairperson must advise the EBC Secretariat of any change in the committee membership.

6) Funds

- a) The Committee must be self-sufficient and may establish an operating budget utilising **internal funding** (defined as funds raised within an EBC Committee directly from the members) if agreed upon by a majority of the members of the Committee. The EOB should be advised of any such budget arrangements by January 1st each year. New members must be advised of such budget arrangements at the time of joining the committee. However for internal funding the following must be respected:
 - i) If a committee utilizes internal funding to conduct a project, an event and so forth, and engage a subcontractor etc. in the name of the EBC - any agreement between the Committee and the subcontractor must be in writing and a copy must be sent to the EBC Secretariat. The agreement must be signed by the Committee Chairperson and by the subcontractor.
 - ii) In the event of a dispute relating to this utilization of internal funding, the Committee Chairperson and Committee members must accept the responsibility for the fulfillment of any outstanding financial obligations and resolve the dispute expeditiously to avoid damaging the reputation of the EBC and the members of the EBC Board of Governors.
- b) If any member does not fulfill the financial obligations for internal funding as defined above, the Committee can decide by a majority vote, on the member's expulsion.
- c) Any special requirements, in addition to any financial obligations imposed by a committee on its members (as in item 6a above) are to be clearly stated in writing and distributed to the EBC Secretariat by January 1st each year as well as to new members at the time of joining the committee.
- d) Regarding **external funding** (defined as any funding raised from a source outside of the EBC Board of Governors and EBC Committees, for example from the EC), the following stipulations apply:
 - i) A committee can not apply for or utilize external funds directly in the name of an EBC committee.
 - ii) If a committee wishes to utilize external funding, only the EBC Secretariat can apply for the external funding in the name of the EBC with the authorization of the Board of Governors.

- iii) Pursuant to ii) a committee must request the EBC Secretariat to apply for the external funding. The EBC Secretariat will apply for the external funding if the project is deemed relevant to the mandate of the EBC by the Board of Governors.
- iv) In the event of obtaining external funds, the EBC Secretariat will proactively manage and audit any project utilizing these external funds. The relevant committee will act as a steering group in the implementation of the project and hence advise the EBC Secretariat during the course of the project.

7) Other Responsibilities of a Committee

Committees should work to the following principles:

- a) The Committee Chairperson is accountable to the EBC Board of Governors.
- b) Only the Chairperson of each Committee, the EBC Chairperson and Members of the Executive Operating Board can make public oral or written statements on matters concerning a committee.
- c) Only the EBC Chairperson or his nominated representative can make public oral or written statements on global policy matters of the EBC
- d) The EBC Secretariat must be copied on all such statements at least 24 hours in advance before the statement is released.
- e) All endorsements by a Committee in the name of the EBC must be supported by the Board of Governors

8) Termination of a Committee

- a) A Committee may terminate its activities subject to the provision of evidence that the majority of members of the committee are in agreement with the decision and to prior approval from the EBC Board of Governors.
- b) The Board of Governors can dissolve a committee if it is inactive or is not operating in accordance with the aims of the EBC.

(N.B.: In this document, the term “majority” means 51% of people present at the meeting)