



THE MAIN RULES GOVERNING CORESTA

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STATUTES OF CORESTA

TITLE I – GENERALITIES

Article 1: Nature of the Association

The creation of an association named "COOPERATION CENTRE FOR SCIENTIFIC RESEARCH RELATIVE TO TOBACCO" (CORESTA) was authorised by ministerial order dated 21 July 1956. CORESTA is governed by the law of 1 July 1901 and its subsequent amendments, and by its own statutes, modified by the General Assemblies held in Montreux (Switzerland) on 26 September 1974, in Manila (Philippines) on 14 November 1980, in Vienna (Austria) on 12 October 1984, in Jerez de la Frontera (Spain) on 15 October 1992, in Lisbon (Portugal) on 19 October 2000, in Shanghai (China) on 6 November 2008 and in Sapporo (Japan) on 26 September 2012.

Meeting as an Extraordinary General Assembly, the members approved a revised version of the Statutes as follows:

Article 2: Purpose

CORESTA is a non-profit organisation whose purpose is to promote cooperation in scientific research relative to tobacco and its derived products.

The association will use all legal ways appropriate to the fulfilment of its purpose as directed by its ruling bodies.

Article 3: Denomination

The association is named "COOPERATION CENTRE FOR SCIENTIFIC RESEARCH RELATIVE TO TOBACCO", abbreviation "CORESTA".

Article 4: Head office

The registered office of the association is located at 11 rue du Quatre Septembre, 75002 Paris, France.

A transfer to any other location within Paris or the "départements" of Greater Paris requires the approval of the Board of the association by a simple majority. The transfer to any other location requires the approval of an Extraordinary General Assembly.

Article 5: Duration

There is no limit for the duration of CORESTA.

Article 6: Internal Rules

The Rules referred to in various articles of these Statutes, of which they form an integral part, have the same force as the Statutes themselves and all members are required to abide by them. Changes to the Rules must be approved by the Ordinary General Assembly upon a proposal submitted by the Board. Every member of the association has the right to propose modifications to the Internal Rules provided that such proposals are received by the General Secretariat at least two months before the scheduled date for an Ordinary General Assembly.

Article 7: Languages

The working language of CORESTA is English. However, for the Statutes, Internal Rules, minutes of the General Assemblies and Board meetings, there will be a French version which will prevail in case of disagreement.

TITLE II - MEMBERS OF THE ASSOCIATION

Article 8: Admission & Members

8.1. Admission

All requests for admission as a member of the association must be approved by the Board.

8.2. Members

The members of the association are organisations which are actively involved or cooperate in scientific research relating to tobacco and its derived products and who agree to pay their annual membership fee.

Article 9: Membership fee

Membership fees are decided annually in accordance to the Internal Rules.

Before being admitted as a member the candidate-organisation must agree in writing to pay the membership fee for the current financial year.

Article 10: Resignation - Exclusion

10.1. Resignation

Members may resign by informing the Secretariat in writing.

Resignation becomes effective at the end of the current financial year, provided the fee has been paid.

10.2. Exclusion

The Board has the right to exclude a member from membership either for non-payment of fees one year after they are due, or in other serious circumstances as defined by the Board.

The Board must request a full explanation from the Members before exclusion.

The excluded Member can, if it desires, request that the reason for its exclusion be submitted to the first Ordinary General Assembly following the Board decision for its opinion. This request must be by registered mail. However, the Board makes the final decision.

Resigning or excluded members must pay their membership fees up to the financial year when their resignation or exclusion occurs.

Article 11: Liability of the members and administrators

The assets of the association are the only warrant for its commitments. No member or administrator can be held responsible personally for the commitments of the association. The only exception is when the law N° 85-98 dated July 25th, 1985, relating to the winding-up of companies, would apply.

TITLE III - ADMINISTRATION

Article 12: Board

The association is run by a Board composed of twelve to fourteen members. They nominate administrators to represent them.

Ten members of the Board are chosen from among the members of the association. They are elected by the Ordinary General Assembly out of a list validated by the outgoing Board.

The tenure of these members has a duration of four years, renewable.

Half of the elected members will be renewed every other year.

The ten elected members of the incoming Board will co-opt two to four members to complete the Board. The co-opted members will hold a two-year renewable tenure.

Article 13: Board Vacancy

In the case when a seat at the Board becomes vacant in between two Ordinary General Assemblies, or if a legal or financial change affects a member to the point where its representation be modified, the Board shall be allowed to replace this member provisionally. If the number of Board members becomes ten or less the Board must appoint a replacement immediately.

These nominations are subject to the approval of the following Ordinary General Assembly; however, the Board member nominated to replace another will hold his seat only for the remainder of his predecessor's tenure.

The decisions of the Board taken whilst some of its members were provisional remain valid even if subsequently the provisional nominations are not confirmed by the General Assembly.

Article 14: The Board's Executive Committee

The Board's Executive Committee shall consist of a President and a Vice-President, elected from among the administrators by secret ballot, and defined as *intuitu personae*.

The President and Vice-President are elected for a two-year term, renewable once. Either or both of these Officers may have their mandates extended for one further term, should their candidacy be approved by a two-third majority of the Administrators, prior to the vote.

In the case of a vacancy for either post within the term, the Board will replace them for the remainder of the term.

The administrators, President or Vice-President receive no remuneration.

Article 15: Meetings and deliberations of the Board

15.1. The Board meets on notice from the President at least once a year.

It may meet on notice from the President or half of the members as frequently as requested by the interests of the association, either at the Head Office or at any other place agreed upon by at least half of the members.

The agenda is established by the President or the Board members having requested the meeting.

15.2. No vote by proxy will be accepted. Members not present may give their opinion on the points of the agenda in writing.

For a Board meeting to be valid at least half of the members must be present.

Decisions are taken by simple majority of validly expressed votes by the members present, each member holding one vote.

The President has the casting vote.

15.3. The discussions at the Board are reported in minutes laid down on a special register and signed by the President and the Secretary General who may deliver jointly or separately extracts or copies of the said minutes.

Article 16: Powers of the Board

The Board has full powers to act on behalf of the association on all matters that do not specifically require the approval of a General Assembly.

In particular, the Board may hire or revoke employees, set the remunerations, rent the premises needed by the association, order maintenance works, buy or sell stocks, shares or movables, make use of the funds of the association, represent the association in law suits, in claim or defence, decide on the location of CORESTA Congresses.

Article 17: Powers of the Executive Committee

The members of the Executive Committee are entrusted with the following functions:

17.1. The President is in charge of the execution of the decisions made by the Board and ensures the proper functioning of the association, which he represents with respect to all jurisdictions and acts of civil life.

17.2. The Vice-President assists the President in his duties and replaces him in case he is not able to perform them.

Article 18: Secretary General

A Secretary General of the association is nominated by the Board in accordance with the Internal Rules. He is revokable *ad nutum*.

The Secretary General, acting on the authority and under the control of the President, is in charge of running smoothly the association and of the implementation of the decisions made by the Board.

His duties are detailed in the Internal Rules.

TITLE IV - GENERAL ASSEMBLY

Article 19: Composition and meetings

The members meet in General Assemblies which are designated as "Extraordinary" when a modification of the statutes is proposed, and "Ordinary" otherwise.

The General Assemblies comprise delegates from the members of the association; in case a member cannot send a delegate, it may give a proxy to another member. Each delegate can hold up to two proxies.

The Ordinary General Assembly meets at least once every other year upon notice from the Board, at the day, time and place stated in the notice. An Ordinary General Assembly may be requested to convene for an extraordinary meeting either by written request of at least one-third of the members of the association or upon special notice from the Board.

An Extraordinary General Assembly may be convened on notice from the Board. If a member requests modification of the statutes, giving at least two months prior notice before the next Ordinary General Assembly, the Board shall convene the Extraordinary General Assembly simultaneously with the Ordinary General Assembly.

Article 20: Notification and agenda

At least one month written notice, together with a summary of the purpose of the meeting is required for a General Assembly.

The agenda is set by the Board. It will include propositions from the Board and those reaching the Board at least two weeks before the meeting, provided they are signed by at least one fourth of the members of the association. The Assemblies meet at the place determined by the Board.

Article 21: Executive Committee of the Assembly

The Assembly is presided over by the President of the Board, or in his absence by the Vice-President or else by a member of the Board delegated by the Board to this effect.

The Secretary General, or in his absence a delegate designated by the Assembly, acts as the Secretary.

An attendance list is established; it is signed by the delegates upon their entrance and certified by the Chairman and Secretary of the meeting.

Article 22: Number of votes

Each member of the association holds a number of votes depending on its membership category as defined in the Internal Rules.

Article 23: Ordinary General Assembly

23.1. The Ordinary General Assembly receives the Board report on the general activity and financial status of the association and is presented with the Auditor's report on the accounts of the financial years completed since the previous meeting, confirms the nomination of provisionally designated Board members, votes on the renewal of the Board, authorises the purchase of real estate necessary to the good operation of the association, exchange or selling of the same, as well as operations of mortgage or loans,

and generally speaking discusses matters of general interest and questions put forward by the Board, with the exception of those relative to a modification of the statutes.

23.2. For an Ordinary General Assembly to be valid at least half of the members of the association must be present or represented.

If this condition is not met, the Assembly may be called again at a date at least one month and at the most two months after the date of the first meeting; at the second meeting, the vote will be valid whatever the number of present or represented members, but only on the Agenda items of the first meeting.

Decisions are taken by simple majority of validly expressed votes by the present or represented members. The Chairman has the casting vote.

Article 24: Extraordinary General Assembly

24.1. The Extraordinary General Assembly is required to approve any modification of the statutes or to dissolve the association or to merge it with other Assemblies.

24.2. For an Extraordinary General Assembly to be valid at least half of the members of the association must be present or represented.

If this condition is not met, the Assembly may be called again at a date at least one month and at the most two months after the date of the first meeting; at the second meeting, the vote will be valid whatever the number of present or represented members, but only on the Agenda items of the first meeting.

Decisions require at least a two-third majority of validly expressed votes by the present or represented members.

Article 25: Minutes

The discussions at the General Assemblies are reported in minutes laid down in a special register which can be the same as the register used for the minutes of the Board meetings; the minutes are signed by the Chairman and Secretary of the meeting.

Copies or extracts of these minutes for legal or other purposes must be signed by the President of the Board or by two administrators.

TITLE V - FINANCIAL DISPOSITIONS

Article 26: Financial year

The financial year has a duration of twelve months. It starts on April 1st and ends on March 31st.

Accounts of the association are established and are at the disposal of members.

The accounts are audited yearly by a chartered public accountant.

Article 27: Annual resources

The annual resources of the association comprise:

- membership fees paid by the members,
- revenues from property or stock owned by the association,

- subsidies possibly granted to the association,
- remuneration for services provided,
- donations that may be made by members.

TITLE VI - SCIENTIFIC ACTIVITIES

Article 28: Scientific Commission

The scientific and technical activities of CORESTA, the scope and limits of which are defined by the Board, are under the authority of a Scientific Commission.

The Internal Rules define the scope of its duties. It establishes its own rules of procedure.

TITLE VII - DISSOLUTION - LIQUIDATION

Article 29: Dissolution - Liquidation

In case of voluntary, statutory or forced dissolution of the association, the Extraordinary General Assembly will designate one or several liquidators who will be entrusted with the full power to sell the assets and discharge the debts, after the existing contributions have been taken back by their contributors or their heirs.

The net proceeds of the liquidation will be attributed to an association with a similar purpose or to any public or private organisation designated by the Extraordinary General Assembly.

TITLE VIII - FORMALITIES

Article 30: Declaration and publication

The Board shall meet the legal obligations of declaration and publication.

All empowerments are to this effect given to the bearer of an original of the present text.

This constitutes legal publication.

Drawn up in Paris in four copies, out of which two are for the Préfecture de Police de Paris.

IN THE YEAR TWO THOUSAND AND SIXTEEN, AND ON THE TWELFTH- OF THE MONTH OF OCTOBER.

INTERNAL RULES OF CORESTA

(October 2016)

The following Internal Rules are established among the members of the association "COOPERATIVE CENTRE FOR SCIENTIFIC RESEARCH RELATIVE TO TOBACCO" (CORESTA), in order to regulate the work of the association.

Article 1: Rights and duties of the members

Members participate in the life of the association by sending delegates to represent them at the General Assemblies and by taking part, if they so desire, in the work of the Study Groups under the conditions set out in the Rules Governing the Functions of the Scientific Commission and Study Groups.

Members are eligible for membership of the Board of the association.

All staff of a member organisation are granted access to the Community level in the private area of the CORESTA website. Individual access rights to the specific working group areas will be at the discretion of Secretary General in consultation with the relevant group executives.

Upon approval and annual review by the Board, individuals may be granted a status of Guest, giving them access rights to relevant levels of the website.

They can subscribe to or participate in any service set up by CORESTA under the specific conditions established for each service.

They may not spread or communicate to third parties the content of work undertaken within CORESTA, the publication of which has not been agreed upon by the ruling bodies of CORESTA.

Article 2: Membership fees

The membership fee for members is set by the Board and reviewed annually.

The fee is based on the type and size of the member organisation, according to the Membership Category table which will be examined annually by the Board and subject to its discretion.

Any modification of the present system shall be approved by the Ordinary General Assembly under the conditions laid down in the Statutes.

For *ad hoc* projects, the Board may call for exceptional contributions from members participating in those projects.

An invoice for the annual membership fee will be sent to all members at the beginning of each financial year. Members shall settle this invoice within the first three months of the financial year.

If the invoice is not settled within three months, membership rights will be suspended until payment.

Article 3: Board of the association

3.1. Renewal of the Board

At each Ordinary General Assembly, five members of the Board with a four-year term will be renewed, as well as the members co-opted at the previous Assembly.

The outgoing Board will submit to the General Assembly the full list of valid candidacies received. A Circular will be sent to all members several months in advance to inform them of the date of the General Assembly and deadline for submission of candidacies.

The five members on the list with the most votes at the General Assembly will be elected or re-elected for a four-year renewable term. The only votes to be considered valid for this ballot will be those selecting five names from the list.

The incoming Board, consisting of ten members, will then co-opt two to four additional members bearing in mind the sectorial and geographical representation of the Board.

3.2. Appointment of the Administrators

The members elected at the Board are requested to delegate as Administrators persons in active service within the Organisations who are well acquainted with the fields of activity of CORESTA and high-ranking, and therefore able to take an active part in Board activities. Moreover, it is requested that the same person should represent the member during the whole duration of its term.

3.3. Executive Committee of the Board

The *intuitu personae* designation of the President and Vice-President implies that their function is not transferable to any other person, unless this is done through a new election.

However, if these persons leave the Organisation which they represent on the Board for any reason, their resignation will be considered implicit.

The Board has the authority to decide on the emergency measure of replacing a defaulting President or Vice-President, with regard to the dates anticipated for its next meeting or the meeting of the General Assembly.

Article 4: Secretary General

The Secretary General of the association, by delegation of the President and under his authority, is in charge of running the association and executing the Board's decisions. He may, in particular:

- represent the association with regard to the State, to all public administrations and professional organisations, as well as to all private persons and organisations;
- sign the correspondence, receive from the mail and railways authorities and all carriers, letters, messages, parcels and packages of all types, including those registered or insured, give all receipts and, if necessary, all guarantees; contract all subscriptions for the telephone or other services provided by the telecommunication authorities, contract for power, gas or other public services, as well as for insurance against fire or other risks;
- within the budget of CORESTA, incur all expenditure necessary to the running of the association, and in particular lease the necessary office or storage space;
- and, in general, administer the association on a daily basis.

Moreover, he may, under his signature:

- open and operate, at any bank or financial institution, all current deposit accounts, loans and other, either in euros or foreign currency, either for CORESTA's own funds or those of the special fund for CORESTA Study Grants;
- deposit or have deposited all sums to the credit of these accounts;
- buy or sign all encashment slips, settle all invoices;
- effect withdrawals from the accounts; for this purpose sign cheques, drafts, receipts and orders of transfer; sign all pledges;
- lodge all securities in safe custody; for this purpose sign all deposit contracts;
- receive all arrears or dividends due or accruing on all securities kept in safe deposit as well as on those which may become so in future; receive the sums from the repayment of all securities redeemed, as well as the proceeds of all bonds collected by the banks; withdraw the said securities and transfer them;
- give all orders for the selling or purchasing and subscribing of shares on the Stock Exchange, appoint stock brokers; sign any application for conversion, transfers and pay sheets; receive the proceeds of all sales; withdraw all securities purchased or subscribed;
- give valid receipt in full for all sums and securities received;
- receive all cheque and transfers books;
- withdraw all documents and give receipts for them; approve all settlements of accounts;
- sign all letters and receipts in case of loss of receipts and other papers; in this case sign all agreements of pledges to banks, make all statements of returns and of authority;
- for the above purposes, conclude and execute all deeds; elect domicile;
- act as a Personnel Manager.

Article 5: General Assemblies

Voting at the General Assemblies is reserved to the official delegates of the members. These delegates are designated by the members, by letter to the Secretary General. The Assembly has the authority to deny voting rights to persons whose accreditation is not satisfactory.

The Executive Committee of the Assembly may allow official delegates to be accompanied by other persons, exclusively from the staff of member organisations represented at the Assembly, on the condition that this will not disturb the debates or influence votes.

Article 6: Scientific activities of CORESTA

6.1. Scientific Commission

The Scientific Commission is in charge of leading and organising the scientific and technical activities of CORESTA, under the conditions set by Article 28 of the Statutes.

It acts as a scientific counsel to the Board.

Its composition and electoral procedures are detailed in the Rules Governing the Functions of the Scientific Commission and Study Groups, a document established on its own initiative, but approved by the Ordinary General Assembly. Any amendments must also be approved by the Assembly.

6.2. Study Groups

Study Groups may be set up at the initiative of the Scientific Commission. They work according to regulations incorporated in the Rules defined in Article 6.1. hereabove.

6.3. Work of CORESTA

Work accomplished within CORESTA may be published in CORESTA publications and recognised as CORESTA work exclusively if approved by the Scientific Commission and the Board.

Distributing incomplete or non-approved work will be considered a major breach of the rules of the association.

Article 7: CORESTA Study Grants and Prizes

Upon the initiative of the Scientific Commission and approval of the Board, Study Grants may periodically be granted to young scientists already involved in research on tobacco and its derived products, with the purpose of allowing them to continue their work.

Rules governing the award of these grants will be established by the Scientific Commission and approved by the Board.

CORESTA Prizes may similarly be awarded to recognised scientists as a tribute to their contribution to the science of tobacco and its derived products.

The financing of the Study Grants and Prizes will be made either by funds drawn from the association's available financial resources determined by the annual budget or by voluntary contributions by members of the association. The amount and number of grants and prizes will be determined by the Board according to the available funds.

Special Prizes with a specific name and funding may be awarded following guidelines established by the Scientific Commission and approved by the Board.

Selective financial support may be provided on an ad hoc basis to proposed projects of value to the industry or to reputable scientists whose participation in CORESTA activities is considered worthwhile. Such cases are examined on an individual basis by the Board and subject to its discretion.

Article 8: CORESTA Medals

Persons who contribute significantly to the work or life of CORESTA, for at least six years, may be eligible for a CORESTA Medal. These medals are awarded by the Board, at its own initiative or upon proposals by the Scientific Commission.

There are three categories of Medals: bronze, silver or gold.

Article 9: Competition Law Compliance Policy

The present article details the competition law compliance policy of CORESTA. The purpose of the policy is to affirm CORESTA's long-standing commitment to compliance with applicable laws, to ensure that all participants in CORESTA activities are aware of the need to comply with competition law requirements and to provide guidance on how to avoid situations that might present a risk of non-compliance. This Policy applies to all CORESTA activities, including the Board and Scientific Commission, as well as Study Groups, Sub-Groups and task forces.

The policy of CORESTA, as an International voluntary association whose purpose is to promote cooperation in scientific research relative to tobacco and its derived products, is to comply strictly with the applicable laws of the Republic of France that govern its internal affairs as well as the competition and other laws of the European Union, the United States and other nations which may apply to CORESTA activities. Recognizing that the Republic of France (Article 7 of Ordinance

86-1243 of December 1st, 1986) prohibits "concerted practices, agreements, express or tacit understandings or coalitions" that "may have as their effect the prevention, restriction or distortion of competition," and that the laws of the European Union and the decisions of the European Court of Justice and the European Commission, as well as the laws of the United States and other nations, contain similar provisions, the following rules apply to all activities conducted under the auspices of CORESTA:

- 1) There shall be no agreement, communication or other exchange of information concerning members' prices, terms or conditions of purchase or sale, or other competitive or commercial information of a similar nature.
- 2) There shall be no agreement, communication or exchange of statistical information concerning sales or purchases of goods or services, exports or imports, or similar information relating to members' commercial activities unless it is in connection with the compilation of aggregate statistics, in which case there must be at least three contributors to the data base and the data shall be amalgamated by an independent party.
- 3) There shall be no communication or exchange of confidential or proprietary information, such as trade secrets or other competitively sensitive information. Information provided in connection with the activities of a Study Group, Sub-Group, Task Force or other CORESTA body shall be available to all participants.
- 4) There shall be no communication or exchange of information concerning members' commercial plans or intentions; competitive or marketing activity; plans or strategies; or other competitive information of a similar nature.
- 5) Where a CORESTA Study Group, Sub-Group, Task Force or other CORESTA body is engaged in a project which involves the generation or compilation of information concerning products or services, such as studies of harvesting and curing technology, pollution control technology, biotechnology, phytopathology, crop characteristics or the development of recommended test methods, any person or entity which has an economic interest in the product or service involved shall be permitted to provide the relevant CORESTA body with such information as it considers information relevant to the matter under consideration and the relevant CORESTA body shall give due consideration to such information.
- 6) The intent of these rules is to ensure that no concerted practice or agreement, whether express or tacit, that has the prevention, restriction or distortion of competition as its object or effect shall arise from any CORESTA activity. The person presiding over each CORESTA meeting or activity, such as Chairs of Study Groups, Sub-Groups and Task Forces, shall have full authority and responsibility to enforce these rules at each CORESTA meeting and shall notify the CORESTA Secretariat of any question concerning compliance.

RULES GOVERNING THE FUNCTIONS OF THE SCIENTIFIC COMMISSION AND STUDY GROUPS

(October 2016)

PREAMBLE

These Rules are those referred to in Article 6.1 of the Internal Rules of CORESTA.

TITLE I : SCIENTIFIC COMMISSION

1.1. Functions of the Scientific Commission

The Scientific Commission is in charge of leading and organising the scientific and technical activities of CORESTA.

The activities of Study Groups (see Title II) are subject to technical and operational oversight by the Scientific Commission.

The Scientific Commission has responsibility to authorise the formation or dissolution of working groups and to define their terms of reference.

Working groups can be committees responding directly to the Scientific Commission, or sub-groups and task forces set up within a Study Group.

The Scientific Commission also has responsibility to appoint or remove co-ordinators of the working groups.

The Scientific Commission is responsible for the scientific and technical content of CORESTA meetings, and has additional responsibility to review the scientific and technical merit of papers, analyses, and proposed test methods developed by working groups.

The Scientific Commission also serves as scientific and technical counsel to the Board.

1.2. Composition of the Scientific Commission

The Scientific Commission consists in the gathering of all Study Group Executive Committees.

Immediately after the elections in the Study Groups and completion of the Executive Committees, the incoming Scientific Commission meets and elects a President and a Vice-President at a secret ballot.

The President and the Vice-President are elected for two-year non-consecutive full terms.

As long as the Study Groups in CORESTA will be Agronomy & Leaf Integrity, Phytopathology & Genetics, Product Technology and Smoke Science, the President will come alternately from either the Agronomy & Leaf Integrity / Phytopathology & Genetics Groups or from the Product Technology / Smoke Science Groups. This rule will apply unless no candidate from the particular group volunteers for the position.

The Vice-President will be chosen from the other set of Groups than the President.

The Vice-President replaces the President when unavailable. Should the Presidency be definitely vacant, the Scientific Commission may either elect a new President or choose to have the Vice-President act as the President for the remainder of the original mandate. In such case, the Vice-President would keep his (her) right to run for the Presidency at the following election.

1.3. Meetings and deliberations of the Scientific Commission

1.3.1. The Scientific Commission meets on notice of its President at least once a year and at CORESTA Congresses. It may meet as frequently as needed on notice of the President or upon

request of at least half of its members. The place and date of the meetings must be agreed upon by at least half of the members.

The agenda is established by the President or by those members having requested the meeting.

1.3.2. For a Scientific Commission meeting to be valid, at least half of its members must be present. In case of unavailability, the members cannot be represented by another person, including other members of the Commission.

Decisions are taken at a simple majority, each member holding a vote and no vote by proxy being accepted. The President has the casting vote.

1.3.3. The deliberations of the Scientific Commission are confidential. Selected information on the meetings may be published under the control of the Commission.

TITLE II : STUDY GROUPS

2.1. Creation or termination of Study Groups

The Board of CORESTA, upon proposition from the Scientific Commission, has the power of creating a new Study Group, or terminating an existing Study Group.

2.2. Functions of the Study Groups

The Study Groups are, within CORESTA, forums for presentation of scientific papers, debates on scientific work, suggestions for new work to be undertaken.

Sub-groups and task forces may be set up within the Study Groups to conduct agreed work, under the responsibility of the Scientific Commission, in the conditions detailed in Article 1.1.

A description of the field of activity and terms of reference of the Study Groups and their working groups is produced by the Scientific Commission and published in the CORESTA documentation, with regular updates. Guidelines for the functioning of the sub-groups and task forces are established by the Scientific Commission and regularly published in the CORESTA documentation.

2.3. Study Group Delegates

Each member-organisation of CORESTA may designate one delegate to each of the Study Groups. This delegate will receive the correspondence and information issued by the Study Group. It is accepted that the same person could be designated as the delegate of a member-organisation for several Study Groups, but one single person cannot, within a Study Group, be the delegate of more than one member-organisation.

After each Congress, a delegate registration form will be sent out for updating purposes to member-organisations, who may at any time modify their designations.

2.4. Study Group Meetings

The Study Groups normally hold meetings once a year, separately, jointly with other Groups, or within CORESTA Congresses. These meetings are open to all CORESTA members, and not restricted to the designated Group delegates. However, the Group Executive Committee has the power to organise sessions or particular meetings restricted to the designated delegates only.

2.5. The Study Group Executive Committee.

2.5.1. Composition and functions of the Executive Committee

The Executive Committee constitutes the representation of the Study Group at the Scientific Commission.

The Executive Committee is composed of a President, a Secretary and three members. The Vice-President is the elected member with the more votes.

The mandate of the members of the Executive Committee, as well as of the Scientific Commission, is two years, renewable twice. Eligibility is regained after two years. A single person cannot belong to the Executive Committee of more than one Study Group.

A member of a Study Group Executive Committee who changes affiliation within the first year of his (her) term has to be confirmed or substituted at a partial election at the subsequent Study Group meeting.

The electoral procedure is described in the following Article 2.5.2.

The Vice-President becomes President if the latter is elected President of the Scientific Commission; he acts as the President when the President is unavailable.

The Executive Committee is in charge of leading and organising the activities of the Study Group, informing the Group delegates of the decisions taken in the various CORESTA bodies, and passing the information and suggestions gathered from the Group to the appropriate CORESTA bodies.

Whenever possible, every sub-group or task force meeting will be attended by at least one member of the Executive Committee of the relevant Study Group.

2.5.2. Election of the Study Group Executive Committee

This election takes place at CORESTA Congresses for the regular renewal of the Study Groups Executive Committees, at times allowing attendance by any individual at all Group elections. Partial elections may take place in yearly meetings to fill seats left vacant for any reason: for these exceptional elections a Group may adopt a less formal procedure than for the regular election, as long as it gathers the consensus of the Group delegates. Members elected to fill a vacancy remain in office for the remainder of the original mandate.

2.5.2.1. Voting rights

At a Study Group election, each CORESTA member-organisation has as many votes as accorded by its Membership Category. The person actually voting for the member-organisation must be designated by the member-organisation by any appropriate means. A member-organisation may also give a proxy to another CORESTA member-organisation. One member-organisation can hold up to two proxies, and a single person can vote up to three times, as a delegate and proxy holder. To be considered valid, proxies must be in writing and signed by the official delegate of the member-organisation giving the proxy.

2.5.2.2. Candidacies

The CORESTA Secretariat will inform the membership of the elections to be held and gather the candidacies to the various positions within the Study Group Executive Committees. Nominations will also be accepted from member delegates from the floor. Candidates for election must be representatives from member-organisations of CORESTA and should be present at the time of the Group elections to be eligible. An absentee candidacy will have to be validated by the President of the Scientific Commission, provided written commitment from the candidate has been received by the General Secretariat before the elections.

Eligible candidates must be able to fulfil their obligations and participate fully in the activities of the Study Group Executive Committee.

The same person cannot be elected in more than one Group.

2.5.2.3. Voting procedure

Quorum: no quorum will be required at a Study Group election.

Votes: Three separate votes will take place, for the election of respectively the President, the Secretary and three members. For all votes, only the validly expressed votes will be taken into account.

Election of the President:

Candidates to the Presidency of the Group are volunteers from the final list of candidates.

The President is elected at a secret ballot with a maximum of two ballots. The candidate with the most votes is elected at the first ballot if he (she) gathers a simple majority of the votes or at least as many votes as the two following candidates together.

If these conditions are not fulfilled, the three candidates with the highest votes are retained, a second ballot takes place and the elected President is the candidate with the most votes.

Election of the Secretary:

The Secretary will then be elected following the same procedure as for the President.

Election of three members of the Executive Committee:

The list of candidates will be updated after the previous votes, and the voting delegates will be asked at a secret ballot to select three candidates from the list. The only votes to be considered valid for this ballot will be those specifying three different names.

Candidates with a simple majority of votes will be elected at the first ballot. In case of equal number of votes or lack of majority, a second ballot will take place for the remaining seat(s) to be filled, keeping the candidate(s) having obtained the most votes at the first ballot, with a maximum of two candidates for each seat to be filled. At the second ballot, the candidate(s) with the most votes is (are) elected.

The only votes to be considered valid for this ballot will be those specifying a different name for each seat to be filled.

In case of equal number of votes for the last two seats, the outgoing Presidents of the Scientific Commission and of the four Study Groups will vote at a secret ballot. Their Vice-Presidents will replace absent Presidents to ensure an odd number of votes.

The member with the most votes at the earliest valid election becomes the Vice-President of the Executive Committee.

In case a position is not filled for lack of a candidate, the Executive Committee will nevertheless be considered validly constituted, with one less member.

The new Study Group Executives take office at the end of the Congress.

Resignation of a Member of the Executive Committees

If any Executive Committee member resigns during their tenure of office, and resignation is notified to the Secretary General within the first ten months after election, a partial election will be held at the forthcoming Study Group meeting to fill the seat. Otherwise, the seat will remain vacant until the next Congress

RULES FOR THE FUNCTIONING OF TASK FORCES AND SUB-GROUPS

(August 2016)

1. Definitions

Work within CORESTA Study Groups is undertaken in Sub-Groups and Task Forces, which are set up by the Scientific Commission.

A Task Force is established to solve a particular problem and has specific objectives. When the objectives have been accomplished the Task Force is disbanded.

A Sub-Group is established to handle a long term aspect of the Group activities.

2. Setting up of new Task Forces and Sub-Groups and defining their objectives

Any CORESTA member can suggest ideas for consideration as a Task Force or Sub-Group, either at Study Group meetings or directly to the Study Group President. The relevant Study Group Executive Committee examines the proposal with regard to its relevance, necessary resources, timings and success criteria. If necessary for clarification, the work area may be discussed in the form of a workshop to structure the work area and give more precision to the proposal. The objectives of Task Force and Sub-Groups are then agreed by the Scientific Commission and they may be modified only by the Scientific Commission. The Scientific Commission may also disband Task Forces and Sub-Groups.

3. Co-ordinator

The co-ordinator of a Task Force or Sub-Group is designated by the Scientific Commission upon the recommendation of the appropriate Study Group Executive and may be changed only by the Scientific Commission. The co-ordinator is responsible for planning, leading, co-ordinating and reporting the work of the Task Force or Sub-Group, in accordance with the objectives set by the Scientific Commission. The co-ordinator is especially responsible for making Task Force or Sub-Group members aware of all planned activities prior to meetings in order to allow them to allocate all resources needed. The co-ordinator should also liaise with the Study Group President if any clarification is needed on the objectives, or difficulties are encountered in the work.

4. Scientific Commission Liaison

The Scientific Commission designates one of its executives as a liaison member for each Task Force and Sub-Group. The liaison member is expected to attend all of their meetings. The liaison member reports all progress and eventual problems back to the Scientific Commission and keeps the Task Force or Sub-Group informed of all relevant Scientific Commission discussions. A meeting of all co-ordinators and the relevant Study Group Executive Committee will be organised each year at Congresses or Study Group meetings.

5. Membership

Although it is desirable that the number of members of a Task Force or Sub-Group be limited, they must be open to delegates from all CORESTA member companies. Delegates are supposed to actively participate and contribute to the work of the Task Force or Sub-Group. A member who, without justification, fails to participate in two consecutive meetings can be removed.

In special cases, it may be appropriate to include participants from non-CORESTA organisations. These are referred to as Guests and are defined in a specific chapter of the Main Rules of CORESTA. Every single case has to be explicitly approved by the Board. The request including sufficient rationale will be channelled to the Board through the General Secretariat.

6. Documentation

All members of the Task Force or Sub-Group are entitled to receive all its reports and documents. Until approved by the Scientific Commission and Board, all Task Force and Sub-Group documents are confidential, as defined in Article 6.3 of the Internal Rules of CORESTA. Co-ordinators are required to emphasise that approved participants from non-CORESTA organisations respect this rule of confidentiality.

7. Reporting

The co-ordinator of the Task Force or Sub-Group has an obligation to inform the respective Study Group President, Secretary and Secretary General of CORESTA of the scheduled meetings. Furthermore, they should be sent all the working documents. All documents are archived at the General Secretariat.

The co-ordinator presents a verbal report of the activities of the Task Force or Sub-Group to the Study Group each year. A summary is also written for inclusion in the Study Group Meeting Report. In addition, a Sub-Group co-ordinator has to prepare an interim report every three years or whenever a specific task is accomplished.

Each Study Group President reports on the activities of the Task Force or Sub-Group to the Scientific Commission at least once per year.

8. Final reporting

Before a Task Force or Sub-Group is disbanded, its work has to be summarised in an appropriate manner. This may be in the form of a final report, a CORESTA Recommended Method, a CORESTA Guide or a data collection of results.

9. Sub-committee reporting directly to the Scientific Commission

If an advisory committee, sub-committee or other working group is set up under the direct control of the Scientific Commission, its relationship with the President of the Scientific Commission will be similar to that of a Study Group President and the respective Task Force or Sub-Group.

PARTICIPATION OF NON-CORESTA MEMBERS IN THE ACTIVITY OF WORKING GROUPS

(August 2016)

The following policy is designed to regularize and standardize the participation of non-CORESTA Members in the work of Sub-Groups, Task Forces and Committees (Working Groups). They are referred to as Guests, a status created and approved by the General Assembly at the 2012 CORESTA Congress in Sapporo, Japan.

The categories of non-CORESTA Members are defined as follows:

Contributor - an organisation actively participating in the activity of a Working Group (WG) such as a Proficiency Test or a Collaborative Study, that may send a delegate to attend the meetings related to this activity. Contributors may take part in discussions and present.

Speaker - a person, independent or a delegate from an organisation, invited by the WG Coordinator to attend one or more of their meetings. Speakers may take part in discussion and present.

Observer - a delegate from an organisation attending one specific WG meeting without the possibility to formally take part in discussion and present.

Rules governing the participation of non-CORESTA Members in Working Group activities and meetings:

All non-CORESTA Members have to accept the rules and procedures governing CORESTA. Distributing non-published work of a Working Group is a major breach of the rules of CORESTA.

They will be asked to sign the commitment form regarding these rules.

Agendas for all Working Group meetings must indicate any delegates attending as Contributors, Speakers and/or Observers. The Co-ordinator is expected to introduce such individuals to Sub-Group and Task Force members, clarify the status of such individuals and set out any expectations regarding their entitlement to take part in discussions or present.

The minutes of all meetings must indicate the presence of any non-CORESTA participants and their status at the meeting.

a) Contributor

- The Co-ordinator may seek participation of contributors, and/or evaluate their request to participate in a specific project, for the benefit of the work performed by the Group and in the interest of CORESTA and WG objectives.
- The Co-ordinator must inform the CORESTA General Secretariat about any Contributors intending to participate in the activities and/or meetings of the WG. The CORESTA General Secretariat will inform the Scientific Commission (SC) and the Board and revert back to the Group Coordinator within 10 days in the case of objections.
- The Co-ordinator should encourage Contributors to become CORESTA members and should continue to re-evaluate their status on a project by project basis.
- Any organisation intending to participate in the activities of a WG must apply through the Co-ordinator or the General Secretariat to become a Contributor.
- Contributors will be expected to participate actively in the specific project.

b) Speaker

- The Co-ordinator can invite one or more Speaker(s) to present at meetings for the benefit of the Group's activities and in the interest of CORESTA and science in general.
- The Speaker's participation may be limited to specific items of the agenda.
- The Co-ordinator must inform the CORESTA General Secretariat about any Speaker(s) intended to be invited to the WG meeting. The CORESTA General Secretariat will inform the SC and the Board and revert back to the Coordinator within 10 days in the case of objections.

c) Observer

- Any person or organisation interested in attending a WG meeting as an Observer must submit the request to the Co-ordinator and/or directly to the CORESTA General Secretariat. If the request is addressed to the Group's Co-ordinator, it must also be forwarded to the CORESTA General Secretariat who will then submit the request to the SC and the Board for approval. The SC and the Board decision will be notified to the Observer and Co-ordinator by the CORESTA General Secretariat.
- It is expected that any non-CORESTA Members approved as Observers will delegate a particular person to serve as an Observer for the specific meeting.
- Observers are approved only on a one-time basis.

d) Confidentiality of meeting agenda, minutes and documentation

- Contributors may only receive WG documentation related to their specific contribution. They may not share documentation or notes of any kind outside of their organisation. The Coordinator has the authority to decide whether or not a Contributor should receive any document from the Working Group.
- Speakers and Observers are not entitled to receive any document from the Group.
- CORESTA Member participants shall regard information shared by a Guest as confidential and shall not communicate this information outside their organisation;

GUIDELINES FOR CO-ORDINATORS OF TASK FORCES AND SUB-GROUPS

(August 2016)

- ◆ The co-ordinator is fully familiar with the objectives of the Task Force or Sub-Group, as set by the Scientific Commission.
- ◆ Acts as a focal point for all matters concerning the Task Force or Sub-Group.
- ◆ Calls periodic meetings of the Task Force or Sub-Group, chairs those meetings, ensures that the Task Force or Sub-Group keeps to its objectives in a timely manner and that the written 'Rules for the functioning of Task Forces and Sub-Groups' are distributed to all participants and are followed.
- ◆ Prepares the meeting agenda and makes members aware of the work planned and especially points out any work area where members have to contribute and may have to allocate special resources.
- ◆ Informs the Study Group President, Secretary and Secretary General of CORESTA of the scheduled meetings, as well as sending them all relevant documents.
- ◆ Meets with the Study Group Executive Committee at Congresses or Study Group meetings to discuss all Task Force or Sub-Group issues. Any problem on resources should be submitted for discussion to the Scientific Commission.
- ◆ When Task Force or Sub-Group meetings are held during a Study Group Meeting or CORESTA Congress, the co-ordinator must decide whether the meeting is open to all Study Group delegates or only to the regular Task Force or Sub-Group members.
- ◆ Ensures that minutes, including a list of attendance, are produced in a timely manner, generally within one month, following each Task Force or Sub-Group meeting. These should clearly state the actions agreed and the names of those who will undertake the actions. (This may be delegated to a Task Force or Sub-Group member who acts as a secretary if the co-ordinator considers it necessary).
- ◆ Ensures that agreed collaborative or co-operative studies undertaken by the Task Force or Sub-Group are co-ordinated, results analysed and a summary sent to all Task Force or Sub-Group members.
- ◆ Produces an annual report of progress in the Task Force or Sub-Group for presentation to the relevant CORESTA Study Group and incorporation into the Study Group Meeting Report.
- ◆ Ensures that any Recommended Method from the Task Force or Sub-Group is well documented and is described in a manner that would enable a competent but non-specialist scientist to be able to use the method. In addition, ensures that the results from a collaborative study using the method protocol are in accordance with accepted statistical standards as given in ISO 5725.
- ◆ Submits the final report, CORESTA Recommended Method or CORESTA Guide to the Study Group Secretary and President, President of the Scientific Commission and the Secretary General of CORESTA.
- ◆ Keeps the Study Group President informed of progress in the Task Force or Sub-Group, and in particular lets the President know of any problems or difficulties in the work.