



**Cooperation Centre for Scientific Research  
Relative to Tobacco**

# **THE MAIN RULES GOVERNING CORESTA**

June 2022

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# **CORESTA STATUTES**

(June 2022)

## **TITLE I - GENERAL INFORMATION**

### **Article 1: Form**

By order of the Minister of the Interior dated July 21, 1956, the constitution of an association named "COOPERATION CENTER FOR SCIENTIFIC RESEARCH RELATIVE TO TOBACCO" (hereinafter "CORESTA" or "Association") was authorized, governed by the Law of July 1<sup>st</sup> 1901 as amended, as well as by the present statutes and the amendments made thereto at Extraordinary General Assemblies.

### **Article 2: Purpose and compliance with competition rules**

#### **2.1. Purpose**

CORESTA is a non-profit association whose purpose is to promote and facilitate international cooperation and best practices in scientific research relative to tobacco and its derived products.

The Association implements, at the discretion of its responsible bodies, all lawful means appropriate to its purpose.

#### **2.2. Compliance with competition rules**

Within the framework of their exchanges within CORESTA, the Members of the Association undertake to respect competition law.

### **Article 3: Name**

The Association is named "CENTER FOR COOPERATION IN SCIENTIFIC RESEARCH RELATIVE TO TOBACCO" or by abbreviation "CORESTA".

### **Article 4: Registered office**

The registered office of the Association is located in PARIS (75002), France, 11 rue du Quatre Septembre.

It may be transferred to any other location in Paris or its surrounding departments by simple decision of the Board of the Association, and to another location by decision of the Extraordinary General Assembly of the Members of the Association.

### **Article 5: Duration**

The duration of the Association is unlimited.

### **Article 6: Internal Rules**

A set of Internal Rules including various points not provided for in the Statutes, relating in particular to the internal functioning of the Association, is established.

These Internal Rules are an essential complement to the Statutes.

The Internal Rules have the same force as the Statutes and shall be executed as such by each Member of the Association.

The Internal Rules may be amended by decision of the Ordinary General Assembly of the Members of the Association on the proposal of the Board. Any Member of the Association may propose a modification of the Internal Rules by sending its draft to the General Secretariat at least two (2) months before the date scheduled for the next Ordinary General Assembly.

### **Article 7: Languages**

The working language of CORESTA is English. However, the Statutes, the Internal Rules, the minutes of the General Assemblies and Board meetings shall be written in French, which shall be the authentic language in case of discrepancies.

## **TITLE II - MEMBERS OF THE ASSOCIATION**

### **Article 8: Membership**

#### **8.1. Membership**

The Board shall decide, either at a meeting or by remote consultation, on applications for membership submitted and shall approve each new Member of the Association in accordance with the voting conditions provided for in Article 15.2. The Board shall inform the Members of the Association of any new membership.

#### **8.2. Members**

Members of the Association are legal entities that cooperate or take an active interest in scientific research and best practices relative to tobacco and its derived products. Members of the Association shall pay their annual membership fee.

### **Article 9: Membership fee**

Membership fees are set annually in accordance with the provisions of the Internal Rules.

Once approved, each new Member of the Association shall pay the current fiscal year's fee within the set deadlines.

### **Article 10: Resignation - Exclusion**

Membership of the Association is lost through resignation or by exclusion.

#### **10.1. Resignation**

Members of the Association may resign. The resigning Member shall address a written letter or an official email to the Secretariat.

Resignation shall become effective at the end of the current fiscal year, provided that the membership fee has been paid.

#### **10.2. Exclusion**

The Board has the power to exclude a Member from the Association in case of:

- Failure to pay the membership fee by the end of the current fiscal year,
- Serious reason (in particular in the event of a criminal conviction for an offence or any action likely to be prejudicial, directly or indirectly, to the activities of the Association or to its reputation).

Prior to any decision to exclude, the Board will explain to the interested party, by any means (e.g. by electronic registered letter or by traditional registered letter), the breaches of which they are accused and will invite them to provide the Board with any explanations.

The Board shall decide on the exclusion of a Member from the Association under the conditions provided in Article 15 of the Statutes.

The excluded Member of the Association may demand that the assessment of this measure be submitted to the next Ordinary General Assembly, before which the excluded Member will present its justifications, and which will rule on the exclusion as a last resort.

Members of the Association who resign or are excluded are liable for the payment of any outstanding dues and membership fee for the year of their resignation or exclusion.

### **Article 11: Liability of the Members of the Association and Administrators**

The Association shall be solely responsible for commitments made on its behalf, without any of the Members of the Association or the Administrators being held personally liable, except for the possible application of the provisions relating to collective proceedings.

## **TITLE III – ADMINISTRATION**

### **Article 12: Board**

The Association shall be governed by a Board composed of twelve (12) to fourteen (14) Members of the Association (hereinafter "Administrator(s)") elected as follows:

- Ten (10) Administrators are elected for four (4) years renewable by decision of the Ordinary General Assembly from a list of candidates composed of Members of the Association and validated by the outgoing Board;
- Two (2) to four (4) Administrators are co-opted by the elected Administrators to complete the Board and for a renewable term of two (2) years.

Half of the elected Administrators are renewed every two years.

### **Article 13: Power of the Board to supplement itself**

In the event that an Administrator's seat becomes vacant in the interval between two Ordinary General Assemblies, or that a legal or financial change occurs that affects an Administrator such that their power of representation is affected, the Board may temporarily replace the Administrator.

The Board shall replace the Administrator who is unable to attend its next meeting if the number of Administrators is reduced to ten (10) or less.

Such an appointment is subject to ratification by a decision of the next Ordinary General Assembly. The Administrator appointed, and duly approved, as a replacement shall remain in office for the remainder of the term of office of the prevented Administrator.

In the absence of ratification, the deliberations and acts performed by the Board since the provisional appointment shall remain valid.

### **Article 14: The Board's Executive Committee**

The Administrators shall constitute an Executive Committee of the Board consisting of a President and a Vice-President, elected from among the Administrators' Delegates and by secret ballot of all Administrators' Delegates.

The President and Vice-President shall be elected by simple majority (one-half plus one of the votes cast) for a term of two (2) years, renewable once (1). Either of them may be extended for a third additional term of two (2) years, if their candidacy is approved, prior to the vote, by a qualified majority of two-thirds of the Administrators.

In the event that the President or Vice-President appointed is unable to carry out their duties, they shall be replaced by the Board. The new President and the new Vice-President are elected by simple majority (half plus one of the votes cast) and for the remaining term of office of the President or Vice-President who is unable to serve.

The Administrators and the Board Executive Committee shall receive no remuneration for their functions.

### **Article 15: Meetings and deliberations of the Board**

**15.1.** The Board shall meet at least once (1) a year at the call of its President.

The Board may also be convened by the President or by half of its Administrators as often as the interests of the Association require.

The agenda is sent by the President or the Administrators.

**15.2.** The meetings of the Board shall be held in-person or by video conference or by audio conference or by online consultation.

At least one physical meeting will be held per year unless prevented by external circumstances.

When meetings are held remotely, the Administrators shall choose any method of communication for the expression of decisions: they shall proceed by electronic vote or by vote by email or by show of hands or by dematerialized vote or by written vote. The method of expression will be determined according to the nature of the vote (secret or not).

Proxy votes are not permitted at the Board; absent Administrators may only give their opinion in writing on the matters included on the agenda.

The Board validly deliberates if at least half of the Administrators are present.

Decisions shall be taken by simple majority of the validly expressed votes (half plus one of the votes cast) of the Administrators present. Each Administrator has one (1) vote. In the event of a tie, the President has the casting vote.

**15.3.** The deliberations of the Board shall be recorded in minutes.

The minutes in French are included in a special register and signed by the President and the Secretary General. The President and the Secretary General may issue together or separately any extract or copy of the said minutes.

### **Article 16: Powers of the Board**

The Board is invested with full powers to act in the name of and on behalf of the Association, to do and authorize all acts and operations which fall within the purpose of the Association and that are not reserved to the General Assembly.

It may, in particular, appoint and dismiss all employees, fix their remuneration, lease the premises necessary for the needs of the Association, carry out all repairs, buy and sell all securities and all movable property and objects, use the funds of the Association, represent the Association in legal proceedings, both as plaintiff and defendant, and fix the location of CORESTA's congresses.

## **Article 17: Powers of the President and Vice-President**

The President and Vice-President have the following powers:

- 17.1.** The President is in charge of executing the decisions of the Board and to ensure the proper functioning of the Association. The President represents the Association in court and in civil matters.
- 17.2.** The Vice-President shall assist the President in his/her duties in case of temporary incapacity.

## **Article 18: Secretary General**

A Secretary General of the Association is appointed by the Board under the conditions set forth in the Internal Rules.

The Secretary General may be dismissed *ad nutum*.

The Secretary General, by delegation of the President and under his/her control, is responsible for ensuring the proper functioning of the Association and for carrying out the decisions of the Board.

The Internal Rules specify his/her remit.

## **TITLE IV - GENERAL ASSEMBLY**

### **Article 19: Purpose, participation, representation and chronicity**

The Members of the Association meet at an Extraordinary General Assembly when their decisions relate to a modification of the Articles of the Statutes, and at an Ordinary General Assembly in other cases.

The General Assemblies consist of the Members of the Association who have paid their membership fees.

The Members of the Association are represented by delegates. In case of impediment, a Member of the Association may be represented by another Member of the Association or by the Secretary General at the General Assembly. Except for the Secretary General, no one may hold more than two (2) proxies.

The Ordinary General Assembly meets at least once (1) every two (2) years by convocation of the Board. If necessary, the Ordinary General Assembly may be convened exceptionally either at the written request of at least one third of the Members of the Association who are up to date with the payment of their membership fees, or upon special notice from the Board.

The Extraordinary General Assembly meets when convened by the Board and/or, more exceptionally, at the request of a Member of the Association up to date with the payment of its membership fee, to propose a modification of the Statutes. This request must be made at least two (2) months before the date of the next Ordinary General Assembly. In this case, the Board has to convene an Extraordinary General Assembly at the same time as the Ordinary General Assembly.

### **Article 20: Notification, agenda, format and voting procedures**

Notices of meetings shall be sent to the Members of the Association by ordinary letter or by e-mail at least fifteen (15) days before the date of the Assembly.

The agenda shall appear on the notices of meeting and shall be set by the Board. The agenda contains the proposals of the Board and the proposals that have been signed by at least one quarter of the Members of the Association who are up to date with the payment of their membership fee and that have been communicated to the Board at least fifteen (15) days before the General Assembly.

At the Board's discretion, General Assemblies may be held in-person, remotely, by video conference, by audio conference or by online consultation. When the General Assembly is held remotely, the Board chooses any means of communication for the expression of decisions: the voting delegates of the Members of the Association proceed by electronic vote or by vote by email or by show of hands or by dematerialized vote or by written vote. The method of expression will be determined according to the nature of the vote (secret or not).

### **Article 21: Executive Committee of the Assembly**

The Assembly is chaired by the President of the Board. In absence of the President, the General Assembly shall be chaired by the Vice-President or, in default, by an Administrator appointed for this purpose by the Board.

The duties of Secretary shall be performed by the Secretary General or, in his/her absence, by a Member of the Association designated by the Members of the Association present.

An attendance list shall be established and certified by the President and the 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 indicated in the Internal Rules.

### **Article 23: Ordinary General Assembly**

**23.1.** The Ordinary General Assembly deliberates on all matters of general interest and on all those submitted to it by the Board, except those concerning the modification of the Statutes. The Members of the Association shall in particular:

- take note of the report of the Board on the management and on the moral and financial situation of the Association and on the report of the Auditor on the accounts of the fiscal years closed since its last meeting,
- approve the accounts for the last two fiscal years,
- ratify the appointment of provisionally appointed Administrators, and vote on the renewal of the Board
- authorize all acquisitions of real estate necessary for the realization of the purpose of the Association, all exchanges and sales of such real estate, as well as all mortgages and all loans.

**23.2.** The Ordinary General Assembly can only deliberate validly if at least half of the Members of the Association who have paid their membership fee are present or represented.

If this quorum is not reached, the Ordinary General Assembly shall be reconvened within a period of fifteen (15) days minimum and two (2) months maximum from the date of the first meeting. At the second meeting, the Assembly shall deliberate validly regardless of the number of Members of the Association present or represented, but only on the matters on the agenda of the previous Assembly.



Decisions are taken by simple majority of the votes (half plus one of the votes cast) validly cast by the Members of the Association present or represented and up to date with the payment of their membership fee. In the event of a tie, the President of the Ordinary General Assembly shall have the casting vote.

#### **Article 24: Extraordinary General Assembly**

- 24.1.** The Extraordinary General Assembly can modify the Statutes in all their provisions; it can, in particular, decide the early dissolution of the Association or its union with other associations.
- 24.2.** The Extraordinary General Assembly can only deliberate validly if at least half of its members who have paid their membership fee are present or represented.

If this quorum is not reached, the Extraordinary General Assembly is reconvened within a minimum of fifteen (15) days and a maximum of two (2) months from the date of the first meeting. At this second meeting, the Assembly deliberates validly whatever the number of its members present or represented, but only on the questions on the agenda of the previous Extraordinary General Assembly.

Decisions are taken by a qualified majority of two-thirds of the validly cast votes of the Members of the Association present or represented and up to date with the payment of their membership fee.

#### **Article 25: Minutes**

The deliberations of the General Assemblies of the Members of the Association shall be recorded in minutes laid down in special registers that also contain the minutes of the Board. The minutes of the deliberations of the General Assemblies are signed by the Chair and the Secretary of the meeting.

Copies or extracts of these minutes intended to be produced in court or communicated to third parties are signed by the President of the Board or by two Administrators.

### **TITLE V - FINANCIAL PROVISIONS**

#### **Article 26: Fiscal year**

The fiscal year has a duration of twelve (12) months. It begins on April 1st and ends on March 31st. An accounting system shall be kept and any Member of the Association shall be entitled to consult it.

The accounts are audited each year by an Auditor.

#### **Article 27: Annual resources**

The annual resources of the Association consist of:

- the fees paid by the Members of the Association,
- the income from the property or securities it owns,
- the grants that would be awarded to it,
- remuneration paid by certain users of its services,
- revenues from CORESTA events,
- financial contributions to events/sponsorship,
- manual donations that may be made to it by the Members of the Association.

## **TITLE VI - SCIENTIFIC ACTIVITIES**

### **Article 28: Scientific Commission**

The scientific and technical activities of CORESTA are conducted by a Scientific Commission operating within the limits and according to the general orientations defined by the Board.

The Internal Rules define its remit. The Scientific Commission establishes its own operational procedures.

## **TITLE VII - DISSOLUTION – LIQUIDATION**

### **Article 29: Dissolution - Liquidation**

In the event of voluntary, statutory or forced dissolution of the Association, the Extraordinary General Assembly appoints one or more liquidators who will have the broadest powers to realize the assets and pay the liabilities, after possible recovery of the existing contributions by the contributors or their heirs or known beneficiaries.

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

## **TITLE VIII – FORMALITIES**

### **Article 30: Declaration and publication**

The Administrators will carry out the declaration and publication formalities prescribed by law. All powers are conferred for this purpose to the bearer of an original of the present document.

DULY NOTED

Done and established in Paris in four (4) copies, two of which are for the Préfecture de Police de Paris.

THE YEAR TWO THOUSAND AND TWENTY-TWO AND ON THE EIGHTH OF THE MONTH OF JUNE

# **INTERNAL RULES**

(June 2022)

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.

Any modification of the present Internal Rules shall be approved by the Ordinary General Assembly under the conditions provided in the Statutes.

## **Article 1: Rights and duties of the Members of the Association**

### **1.1. Participation in the life of CORESTA**

The Members of the Association are organizations that are actively involved and/or cooperate in scientific researches and best practices relative to tobacco and its derived products. The Members of the Association participate in the life of CORESTA by sending Delegates to represent them at the General Assemblies and in various groups set up in the framework of CORESTA. All Delegates may participate 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.

### **1.2. Eligibility for the Board**

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

### **1.3. Eligibility for the Scientific Commission**

Delegates of Members of the Association are eligible for membership of the Scientific Commission.

### **1.4. Services**

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

### **1.5. Access to CORESTA's website**

All staff of a Member of the Association are granted access to the Community level in the private area of the CORESTA website (with a dedicated "member access"). Individual access rights to specific working group areas will be at the discretion of the Secretary General in consultation with the relevant group executives if more than two people of the same organization request an access.

### **1.6. Work & publication in the framework of CORESTA**

The work undertaken within CORESTA whose publication has not been approved by the governing bodies of CORESTA is confidential. Members of the Association must at all circumstances respect the CORESTA confidentiality rules.

## **Article 2: Membership fees**

The Members of the Association have to pay a membership fee. The amount of the annual fee is set by the Board and reviewed annually.

The annual fee is based on the type and size of the organization Member of the Association, according to a Membership Category table which is examined annually by the Board and subject to its discretion.

An invoice for the annual membership fee is sent to all Members of the Association at the beginning of each fiscal year. Members of the Association shall settle this invoice within sixty days (60) from date of invoice.

If the invoice is not settled within sixty days (60) from date of invoice, membership rights will be suspended until payment.

For *ad hoc* projects, the Board may call for exceptional contributions from Members of the Association participating in those projects (and, possibly, from organizations participating in the project but which are not Members of the Association).

### **Article 3: Board of the Association**

#### **3.1. Renewal of the Board**

Half of the Members of the Association elected to the Board (“Administrators”) is renewed every two years at the Ordinary General Assembly, as well as the Administrators 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 the Members of the Association a couple of months in advance to inform them of the date of the Ordinary General Assembly and deadline for the submission of candidacies.

The five candidates on the said list with the most votes at the Ordinary General Assembly will be elected or re-elected for a four-year (4) renewable term. Only the ballots selecting five (5) names from the list are considered valid.

The incoming Board, consisting of ten (10) Administrators, will then co-opt two (2) to four (4) additional Administrators. In order to ensure a certain representativeness, when constituting the possible candidates to be co-opted, account will be taken of the sector of activity and the location of the said candidates.

#### **3.2. Appointment of the Administrator’s Delegate**

Each Administrator shall appoint a Delegate. The Delegates are required to be active within their organization and must be acquainted with the fields of activity of CORESTA and therefore be able to take an active part in the activities of the Board.

Moreover, it is requested that the same person should represent the Administrator during the whole duration of the mandate.

The Administrator’s Delegate shall not be elected to the Scientific Commission.

#### **3.3. Executive Committee of the Board**

The functions of President and Vice-President are not transferable to any other person, unless done through a new election.

However, if the President or the Vice-President leave the organization they represent at the Board, for any reason, their resignation will be considered implicit.

In case of resignation, 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 and the meeting of the General Assembly.

#### **Article 4: Secretary General**

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

- represent the Association with regard to the State, to all public administrations or bodies and professional organizations, as well as to all private persons and organizations;
- 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 under the delegation and supervision of the President.

Moreover, the Secretary General may:

- open, operate and represent the Association, at any bank or financial institution, on 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, prizes (see Article 7 hereunder) and projects;
- deposit or have deposited all sums to the credit of these accounts;
- buy or sign all encashment slips and 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;
- 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;
- manage the CORESTA Secretariat staff.

#### **Article 5: General Assemblies**

Voting at the General Assemblies is reserved to the voting Delegates of the Members of the Association. These Delegates are designated by email sent to the Secretary General by the Members of the Association which they are part of. The Board's Executive Committee has the authority to deny voting rights to persons whose accreditation is not satisfactory.

When the General Assembly is organized live, the Board's Executive Committee may allow voting Delegates to be accompanied by other persons. Are only authorized the staff of the Members of the Association 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 organizing 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.

### **6.2. Study Groups**

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

### **6.3. Work of CORESTA**

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

Work accomplished within CORESTA may be published and recognized 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 and prizes may periodically be granted to:

- scientists already involved in research and best practices relative to tobacco and its derived products, with the purpose of allowing them to continue their work;
- recognized scientists as a tribute to their contribution to the science and best practices relative to tobacco and its derived products.

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

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 allocated by Members of the Association. The amount and number of grants and prizes will be determined by the Board according to the available funds.

Selective financial support may be provided on an *ad hoc* basis to proposed projects of value to science and best practices relative to tobacco and its derived products, 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 authorization.

## **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 proposal 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 possible risk of non-compliance. This Policy applies to all CORESTA activities, including, but not limited to, 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 and facilitate international cooperation in scientific research and best practices relative to tobacco and its derived products, is to strictly comply with the applicable laws of the Republic of France as well as the Competition laws of the European Union, and other national laws which may apply to CORESTA activities. Recognizing that, the following rules apply to all activities conducted by CORESTA:

- 1) There shall be no agreement, communication or other exchange of information concerning Members' prices, terms or conditions of purchase or sale, commercial plans or strategies, 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 database 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) When 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.

The intent of the above-mentioned 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 Presidents of Study Groups, Coordinators of Sub-Groups and Task Forces, shall have full authority and responsibility to enforce these rules at each CORESTA meeting and shall notify the Secretary General of any question concerning compliance.

# RULES GOVERNING THE FUNCTIONS OF THE SCIENTIFIC COMMISSION AND STUDY GROUPS

(June 2022)

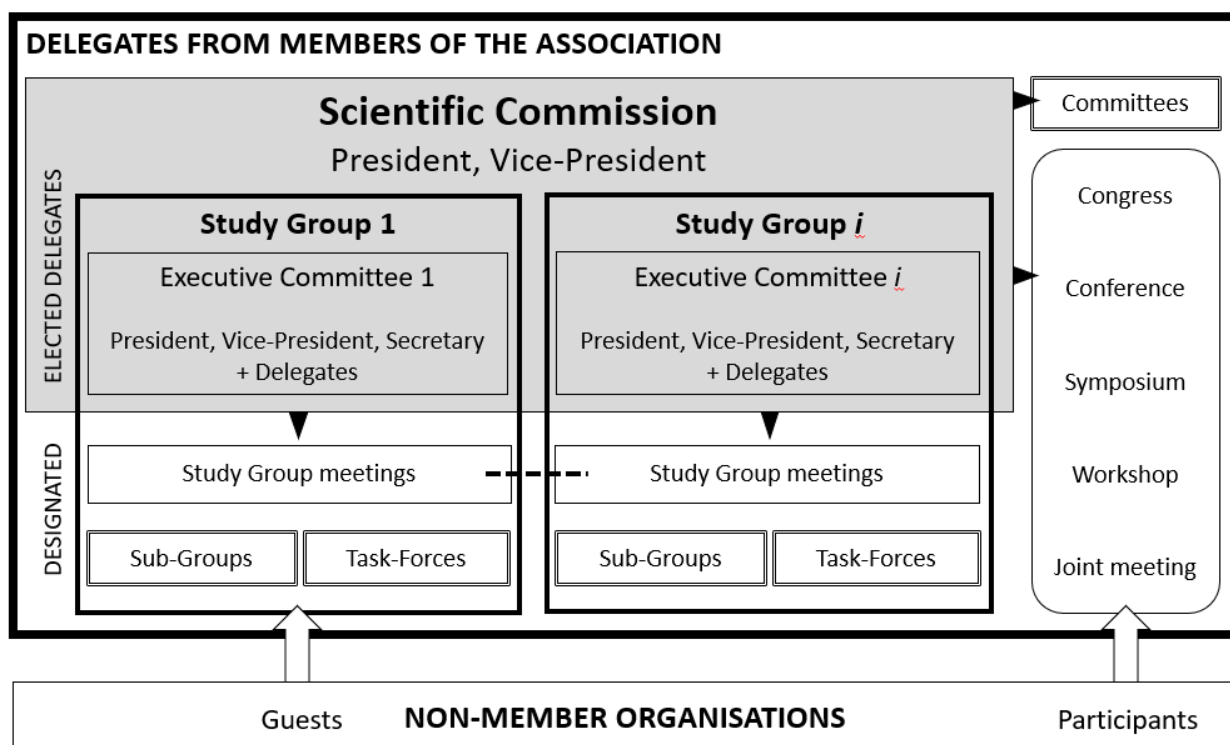
These Rules are those referred to in Article 6.1 of the Internal Rules of CORESTA.

Any modification of the present Rules governing the functions of the Scientific Commission and Study Groups shall be approved by an Ordinary General Assembly.

## DEFINITIONS

- **Delegate:** a person designated by a Member of the Association to officially act on its behalf in the framework of CORESTA.
- **Official Delegate:** a person designated by a Member of the Association to receive all official correspondence and information issued by the CORESTA Secretariat (e.g. invitations to General Assemblies, activity and financial reports). The person designated should not be the Official Delegate of more than one Member of the Association.
- **Study Group(s):** forums for presentation of papers, debates on scientific work and cooperation on specific scientific fields. Study Groups structure the Scientific Commission and are placed under its authority.
- **Study Group Executive Delegate:** elected to a Study Group Executive Committee of the Scientific Commission.
- **Study Group Executive Committee:** committee of the Scientific Commission associated to a Study Group and composed of a President, a Vice-President, a Secretary and additional elected Delegates.
- **Liaison Member:** a Study Group Executive designated by the Scientific Commission to ensure the connection between the Task Force or Sub-Group and the Scientific Commission.
- **Working Group:** generic expression to designate a Sub-Group, a Task Force or a Committee.
- **Sub-Group(s):** Sub-Groups are established to handle a long-term aspect of the Study Group activities.
- **Task Force(s):** Task Forces are established to solve a particular problem and have specific objectives. When the objectives have been accomplished the Task Force is disbanded.
- **Committee:** working group responding directly to the Scientific Commission. Its relationship with the President of the Scientific Commission is similar to a Study Group President and the respective Task Force or Sub-Group.





## TITLE I - SCIENTIFIC COMMISSION

### 1.1. Functions of the Scientific Commission

The Scientific Commission is in charge of:

- leading and organizing the scientific and technical activities of CORESTA;
- authorizing formation or dissolution of Working Groups and defining their objectives;
- appointing or removing Coordinators of the Working Groups under the notice of the Liaison Member;
- reviewing and approving the scientific and technical merit of papers, analyses, and proposed test methods developed by Working Groups before circulation to the Board;
- the scientific and technical content of CORESTA meetings.

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 of the Study Group Executives, the incoming Scientific Commission meets and elects a President and a Vice-President of the Scientific Commission at a secret ballot.

The President and the Vice-President of the Scientific Commission 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 Study Group volunteers for the position.

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

The Vice-President replaces the President when unavailable. When the Presidency is definitely vacant, the Scientific Commission may either elect a new President or choose to appoint the Vice-President as the President for the remainder of the original mandate. In such case, the Vice-President of Scientific Commission would keep the right to run for the Presidency at the following election.

### **1.3. Meetings and deliberations of the Scientific Commission**

The Scientific Commission meets on notice of its President at least once a year and at CORESTA Congresses. The Scientific Commission also meets as frequently as needed on notice of its President or upon the request of at least half of its Study Group Executives.

The Scientific Commission meetings may be held in person, remotely, by video conference, by audio conference or by online consultation. When the meeting is held remotely, the President chooses any means of communication for the expression of decisions: the voting Study Group Executives proceed by electronic vote or by vote by email or by show of hands or by dematerialized vote or by written vote. The method of expression will be determined according to the nature of the vote (secret or not).

The Scientific Commission deliberations are valid if at least half of its Study Group Executives are present and vote. Study Group Executives of the Scientific Commission cannot be represented by another person, including other Executives.

Decisions are taken by simple majority (one-half plus one of the votes cast). Each Study Group Executive holds one (1) vote. In the event of a tie vote, the President of the Scientific Commission has the casting vote.

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

## **TITLE II - STUDY GROUPS**

The activities of Study Groups are subject to technical and operational oversight by the Scientific Commission.

### **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 and cooperation, 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 here above.

A description of the field of activity and objectives of the Study Groups and their Working Groups is produced by the Scientific Commission and published on the CORESTA documentation and website, with regular updates. Guidelines for the functioning of the Sub-Groups and Task Forces are established by the Scientific Commission and published in the CORESTA documentation.

### **2.3. Study Group meetings**

A Study Group Executive Committee may organize meetings at least once a year, separately, jointly with other Study Groups, or within CORESTA Congresses. These meetings are normally restricted to Working Group Coordinators only. However, a Study Group Executive Committee has the power to organize conferences or particular meetings that are open to all Members of the Association and/or non-member organizations.

The Study Groups meetings may be held in person, remotely, by videoconference, by audio conference or by online consultation.

### **2.4. Study Group structure**

#### **2.4.1. Composition and functions of the Study Group Executive Committee**

The Study Group Executive Committee represents the Study Group at the Scientific Commission.

The Study Group Executive Committee is composed of a President, a Secretary and three (3) additional elected Delegates. Among these additional elected Delegates, the Vice-President is the one with the highest number of votes.

The mandate of the Study Group Executives is two (2) years, renewable twice. Eligibility is regained after two years without a mandate.

A Study Group Executive who changes affiliation within the ten months of the mandate has to be confirmed or substituted at an interim partial election at the subsequent Study Group meeting. A Study Group Executive who loses his/her affiliation can remain in the Scientific Commission under the discretion of the Board.

The Vice-President of the Study Group Executive Committee becomes President of the Committee if the latter is elected President of the Scientific Commission; the Vice-President replaces the President when unavailable.

The Study Group Executive Committee is in charge of:

- leading and organizing the activities of the Study Groups,
- passing the information and suggestions gathered from the Study Group to the appropriate CORESTA bodies.

Whenever possible, every Sub-Group or Task Force meeting will be attended by at least one Study Group Executive, typically the Liaison Member.

#### **2.4.2. Election of Study Group Executives**

This election normally takes place during CORESTA Congresses for the regular renewal of the Study Groups Executive Committees.

Partial elections may take place in yearly meetings to fill seats left vacant for any reason. For these exceptional elections, a Study Group may adopt a less formal procedure than for the regular election. Decisions are adopted as long as it gathers the consensus of the voting Delegates. The Delegate elected to fill a vacancy remains in office for the remainder of the original mandate.

Candidates should be present during the Study Group elections to be eligible. The candidacy of a candidate not present shall be validated by the President of the Scientific Commission, provided written commitment from the candidate has been received by the Secretary General before the elections.

When the Congress is held remotely, the voting Delegates may proceed by electronic vote or by vote by email or by dematerialized vote or by written vote.

A same person cannot be elected in more than one (1) Study Group Executive Committee.

#### **2.4.2.1. Voting rights**

At a Study Group election, each Member of the Association is entitled to the number of votes determined by its Membership Category. Each Member of the Association can designate by any appropriate means a voting Delegate. Proxies can be given to other Members of the Association or to the Secretary General. Except for the Secretary General, no one may hold more than two (2) proxies. Consequently, a single voting Delegate can vote up to three times, on behalf of his/her organization and as a proxy holder. To be considered valid, proxies must be signed by the Official Delegate of the Member of the Association.

#### **2.4.2.2. Candidacies**

The CORESTA Secretariat will inform the Members of the Association of the opening of candidacies. The CORESTA Secretariat will also gather the candidacies to the various positions within the Study Group Executive Committees.

Are accepted candidacies from Delegates from the floor. Candidates for election must be affiliated to Members of the Association, and must be able to fulfil their obligations and participate fully in the activities of the Study Group Executive Committee.

#### **2.4.2.3. Voting procedure**

**Quorum:** no quorum is required at a Study Group Executives election.

**Votes:** for each Study Group Executives election, three (3) separate votes will take place, for the election of respectively the President, the Secretary and three Delegates.

#### **Election of the President of a Study Group Executive Committee:**

Candidates to the Presidency of a Study Group Executive Committee are volunteers from the final list of candidates.

The President is elected at a secret ballot with a maximum of two (2) ballots. The candidate with the most votes is elected at the first ballot at a simple majority of the votes or if his/her total of votes gathers at least the sum of the two (2) following candidates votes.

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 of a Study Group Executive Committee:**

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

#### **Election of three additional Delegates at a Study Group Executive Committee:**

The list of candidates will be updated after the previous votes. The voting Delegates will be asked at a secret ballot to select three candidates from the list. Are only considered valid the votes that specify three different names.

The first ballot: candidates with a simple majority of votes will be elected.

The second ballot: in case of equal number of votes or a lack of majority, a second ballot will take place for the remaining seat(s) with the candidate(s) who have obtained the most votes at the first ballot, with a maximum of two candidates for each seat to be filled. The candidate(s) with the most votes is (are) elected. For this ballot, the only votes that are considered valid are those that specify a different name for each seat to be filled.

In case of equal number of votes for the last two (2) seats, the outgoing President of the Scientific Commission and the four outgoing Presidents of the Study Group Executive Committees will vote at a secret ballot. In case of absence, the Vice-Presidents will replace absent Presidents to ensure an odd number of votes. In case a position is not filled for lack of a candidate, the Study Group Executive Committee will nevertheless be considered validly constituted, with one (1) less Executive.

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

### **Election of the Vice-President of a Study Group Executive Committee**

The candidate with the most votes at the earliest valid election of additional Delegates becomes the Vice-President of a Study Group Executive Committee.

### **Resignation of a Study Group Executive**

If any Study Group Executive resigns during their mandate, and resignation is notified to the Secretary General within the first ten months after election, an interim partial election may 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**

(June 2022)

Any modification of the present Rules for the functioning of Task Forces, Sub-Groups and Committees shall be approved by an Ordinary General Assembly.

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

## **1. Definitions**

- **Working Group:** generic expression to designate a Sub-Group, a Task Force, a Committee or any other group of people working together.
- **Sub-Group(s):** Sub-Groups are established to handle a long-term aspect of the Study Group activities.
- **Task Force(s):** Task Forces are established to solve a particular problem and have specific objectives. When the objectives have been accomplished the Task Force is disbanded.
- **Committee:** working group responding directly to the Scientific Commission. Its relationship with the President of the Scientific Commission is similar to a Study Group President and the respective Task Force or Sub-Group.

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

Any Member of the Association can suggest ideas for Task Force or Sub-Group work. The relevant Study Group Executive Committee examines the proposal. If necessary for clarification, the work area may be discussed in the form of a workshop to scope the work area and give more precision to the proposal. The objectives of Task Forces and Sub-Groups are then agreed by the Scientific Commission and may be modified only by the Scientific Commission. The Scientific Commission may also disband Task Forces and Sub-Groups.

## **3. Coordinator**

The Coordinator of a Task Force or Sub-Group is designated by the Scientific Commission upon the recommendation of the appropriate Study Group Executive Committee and may be changed only by decision of the Scientific Commission. The Coordinator is responsible for planning, leading, coordinating and reporting the work of the Task Force or Sub-Group, in accordance with the objectives set by the Scientific Commission. The Coordinator should also liaise with the President of the Study Group Executive Committee or the Liaison Member if any clarification is needed on the objectives, or difficulties that are encountered.

## **4. Scientific Commission Liaison Member**

The Scientific Commission designates one (1) of its Executives as a Liaison Member for each Task Force and Sub-Group. The Liaison Member is expected to be well-informed of the activities of the assigned Sub-Group(s) and/or Task Force(s) and to attend their meetings when necessary. 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 Coordinators and the relevant Study Group Executive Committee should be organized by the Scientific Commission each year at the Congress or at Study Group meetings.

## **5. Membership**

Although it is desirable that the number of Delegates in a Task Force or Sub-Group be limited, they must be open to Delegates from all the Members of the Association. Delegates are supposed to actively participate and contribute to the work of the Task Force or Sub-Group. A Delegate who, without justification, fails to participate in two (2) consecutive meetings can be removed.

In special cases, it may be appropriate to include participants from non-member organizations. These are referred to as Guests and are defined in a specific chapter of the Main Rules of CORESTA. Every single case has to get the final approval from the Board. The request including sufficient rationale will be channeled to the Board through the Secretary General.

## **6. Documentation**

All Delegates in a 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 Articles 1.6 and 6.3 of the Internal Rules of CORESTA. Coordinators are required to emphasize that approved participants from non-member organizations respect the rules of confidentiality.

## **7. Reporting**

The Coordinator of the Task Force or Sub-Group has an obligation to inform the Liaison Member and the Secretary General of the scheduled meetings and send all the working documents. All documents are archived at the CORESTA Secretariat.

The Coordinator presents a verbal report of the activities of the Task Force or Sub-Group to the Study Group each year.

Each President of Study Group Executive Committee 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 summarized in the form of a final report, a CORESTA Recommended Method, a CORESTA Guide or a data collection of results.

## **9. Committee reporting directly to the Scientific Commission**

If a Committee is set up under the direct control of the Scientific Commission, its relationship with the President of the Scientific Commission is similar to a President of Study Group Executive Committee and the respective Task Force or Sub-Group.

# **RULES FOR THE PARTICIPATION OF NON-MEMBER ORGANIZATIONS IN THE ACTIVITY OF WORKING GROUPS**

(June 2022)

The following policy is designed to regularize and standardize the participation of non-member organizations in the work of Sub-Groups, Task Forces and Committees. People designated by these organizations are referred to as Guests.

Any modification of the present policy shall be approved by an Ordinary General Assembly.

## **The categories of Guests**

- **Contributor:** a person actively participating in the activity of a Working Group such as a proficiency test or a collaborative study. Contributors may take part in discussions and present.
- **Speaker:** a person invited by the Working Group Coordinator to attend one or more of their meetings. Speakers may take part in discussion and present.
- **Observer:** a person attending one specific Working Group meeting without the possibility to formally take part in discussion or present.

## **Rules governing the participation of Guests in Working Group activities and meetings**

All Guests 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 a commitment form regarding these rules.

Agendas for all Working Group meetings must indicate any Guests attending as Contributors, Speakers and/or Observers. The Coordinator is expected to introduce such individuals to Sub-Group and Task Force Delegates.

The minutes of all meetings must indicate the presence of any Guests and their status at the meeting.

### **a) Contributor**

- The Coordinator may seek participation of Contributors, and/or evaluate their request to participate in a specific project, for the benefit of the work performed and in the interest of CORESTA and Working Group objectives.
- The Coordinator must inform the Secretary General about any Contributors intending to participate in the activities and/or meetings of the Working Group. The Secretary General will inform the Scientific Commission and the Board and revert back to the Group Coordinator within 10 days in the case of objections.
- The Coordinator should encourage Contributor's organization to become Member of the Association and should continue to re-evaluate their status on a project by project basis.
- Any non-member organization intending to participate in the activities of a Working Group must apply through the Coordinator or the Secretary General to become a Contributor.
- Contributors will be expected to participate actively in specific projects.



b) Speaker

- The Coordinator can invite one or more Speaker(s) to present at meetings for the benefit of the Working Group 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 Coordinator must inform the Secretary General about any Speaker(s) intended to be invited to the Working Group meeting. The Secretary General will inform the Scientific Commission and the Board and revert back to the Coordinator within 10 days in the case of objections.

c) Observer

- Any Guest interested in attending a Working Group meeting as an Observer must submit the request to the Coordinator and/or directly to the Secretary General. If the request is addressed to the Working Group Coordinator, it must also be forwarded to the Secretary General who will then submit the request to the Board for approval. The Board decision will be notified to the Observer and Coordinator by the Secretary General.
- Observers are approved only on a one-time basis.

d) Confidentiality of meeting agenda, minutes and documentation

- Contributors may only receive Working Group documentation related to their specific contribution. They may not share documentation or notes of any kind outside of their organization. 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 Working Group.
- Delegates shall regard information shared by a Guest as confidential and shall not communicate this information outside their organization.

## **GUIDELINES FOR COORDINATORS OF TASK FORCES AND SUB-GROUPS**

(June 2022)

A Coordinator:

- 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, prepares agendas, chairs those meetings, makes Member of the Association aware of the work planned and especially points out any work area where Members of the Association have to contribute and may have to allocate special resources.
- Ensures that the rules for the functioning of Task Forces and Sub-Groups are understood and applied by all participants.
- Informs the Study Group President and Secretary of the Study Group Executive Committee, and the CORESTA Secretariat of the scheduled meetings, and sends 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 Conference or Congress, the Coordinator must decide whether the meeting is open to all Delegates or only to the regular Task Force or Sub-Group Delegates.
- 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 (This may be assigned to a Task Force or Sub-Group Delegate who acts as a secretary if the Coordinator considers it necessary).
- Ensures that agreed collaborative or cooperative studies undertaken by the Task Force or Sub-Group are coordinated, results analyzed and a summary sent to all Task Force or Sub-Group Delegates.
- Produces an annual report of progress in the Task Force or Sub-Group for presentation to the relevant 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 Secretary and President of the Study Group Executive Committee, the President of the Scientific Commission and the CORESTA Secretariat.