

CEI-Bois Decision-Making Process for Policy related Actions and drafting of position papers Memorandum of Understanding (MoU)

1. TOPICS OF INTEREST & INFORMATION

The EU Commission is the main policy driver in the EU arena. The political and actions agenda set by the EU Commission dramatically influence all activities carried on by the Brussels based Organisations, and by CEI-Bois itself.

The CEI-Bois Team makes a first screening of the ongoing EU activities & policies. According to the topic, the specific Working Group Members are informed about issues that are considered as relevant. While the Working Group Members are the main addressee, depending on the importance of the matter the CEI-Bois Members are put in copy in the information that is sent via email. In this way, CEI-Bois can guarantee a good level of information spread.

- Any Member of CEI-Bois, including Members of the Board can propose topics to be followed or to be discussed. The proposal is then taken to the dedicated Working Group dealing with the specific issue for consideration.
- On technical matters, the CEI-Bois Technical Expert can also provide to Members and Board Members specific recommendations and advices on actions to be taken.
- CEI-Bois Board Members can instruct the Secretariat/CEI-Bois Team to consult a specific Working Group prior preparing an action plan. The CEI-Bois Board Members can also take the leadership in specific actions, nevertheless any proposals and correlated document should be submitted for approval/adoption to the competent Working Group Members.

TO BE NOTED:

This MoU doesn't cover decisions impacting the functioning or organisational structure of CEI-Bois. These shall be always first be suggested and agreed by the Board Members and then approved by the CEI-Bois General Assembly as intended in the CEI-Bois statutes.

2. GATHER INPUTS

The Working Group Members are invited to send comments and suggestions to the CEI-Bois Secretariat who will then draft a first action proposal. This can be a position paper, a press release, amendments to a legislative document, or a suggestion for an in-depth investigation of the issue e.g thought an ad hoc Study....

The draft document prepared by the CEI-Bois team is then sent to the appropriate Working Group in order to gather inputs and in a second step approved. Depending on the importance of the matters, CEI-Bois Members can be in copy of the message sent to the Working Group.

TO BE NOTED:

- For practical reason, Members are invited to coordinate comments and inputs with their own experts taking part in the Working Group, in order to allow the CEI-Bois Team to have a coherent view of the position of a specific Member.
- Companies are also allowed to send their contribution to the CEI-Bois Team and shared their expertise. In any case, when disagreements occurred between a Company and the National association to whom the company belongs, these disagreements shall be solved internally

and the CEI-Bois Team -while can offer its support and expertise -shall not be demanded to take position.

3. SHARED COMPETENCES

It might be that a specific dossier/topic falls under the competence of different Working Groups. In this case, the Working Groups will need to analyse the EU document and break down the competences according to the thematic areas. Working Groups will then analyse, discuss and take decisions only on the “selected area of competence”. Once all aspects have been analysed and agreed, then a unique document will be put together by the CEI-Bois Team and the Chairs of the competent WGs.

4. APPROVAL & BUILDING CONSENSUS

While the qualified majority sounds an efficient way to take decisions and adopt CEI-Bois documents, a general unanimous consensus should be always the target of every activity. Each Members should be felt fully represented in the CEI-Bois documents/positions.

The Secretariat/CEI-Bois Team will continue discussions with Members as long as a common understanding/view is reached.

The Secretariat will interpret silence as consent.

DIVERGENCIES REMAIN:

- In the regretful scenario that divergences remain and the Members that do not find a compromise had submitted detailed explanation of the problem to the CEI-Bois Secretariat/CEI-Bois Team, the CEI-Bois Secretary General will decide if the critical point shall be/or not be raised in the position/document of CEI-Bois.
- In order to take this decision, the CEI-Bois Secretary General will consult the Board Members in order to receive their approval and instructions.

5. EXCEPTIONAL CIRCUMSTANCES

If specific time constrain will not allow the CEI-Bois Secretariat/CEI-Bois Team, to consults the dedicated WG, the CEI-Bois Secretary General can take the decision on how to proceed. In doing so, its the responsibility of the CEI-Bois Secretary General to base judgment on the basis of previous positions papers and/or timber market/ previous discussions. The CEI-Bois Secretary General can also decide to consult the Member/s that are considered expert on a specific topic in order to receive an opinion.

6. CEI-BOIS YEARLY WORKING PROGRAMME

The CEI-Bois yearly action plan (for the year ahead) is drafted by the CEI-Bois team in coordination with the Chair of the Working Groups. A draft version is then provided to all Members on occasion of the Winter CEI-Bois General Assembly. Immediately after the Winter General Assembly, the Members of the Working Groups will be asked to further improve the working programme and tentatively to adopt it by Mid-January on the occasion of their first meeting of the year.

7. ADVOCACY ACTIONS & CORRELATED COSTS

Any advocacy activity that requires a specific budget needs to be discussed and approved by the Board Members when the correlated costs cannot be covered in the CEI-Bois budget. The CEI-Bois Board Members support the CEI-Bois Team to find the economic funds.