

5 September 2024

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**Chairperson of a CEI-Bois Working Group.  
Role and elections rules**

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**Working Groups:**

Working Groups are established to work on specific thematic areas. The purpose of working groups is to work towards common goals set by CEI-Bois. Currently, CEI-Bois counts 5 Working Groups: Sustainability, Trade, Construction, R&D, Social Affairs. Each Working Group can establish Task Forces to address specific topics or issues and are made up of appropriate subject matter experts with the knowledge and expertise required for specific topic.

Working Groups shall always comply with the antitrust rules.

**Election and mandate of the Chair Person:**

Chairs of the working group are appointed by the CEI-Bois Board on consensus. The General Assembly is simply informed about this decision. The working group itself will consider specific perspectives required for the working group and their work, which will be forwarded to the CEI-Bois Board Members.

Each member of CEI-Bois has the right to propose a candidate as Chair of the Working Groups. Each Working Group shall have a Chair proposed by different CEI-Bois national or European Member.

Companies expert can be nominated by its affiliated CEI-Bois national/ European member. Companies without a national affiliation shall be proposed by any CEI-Bois national/ European Member.

The Chair person is elected for a mandate of 3 years and can be re-elected although a rotation approach should always be the preferred option.

The first election of the Chairs according to the “Chair person of a CEI-Bois Working Groups. Role and elections rules” is taking place in June 2025, during the CEI-Bois board meeting.

**Leaving a position:**

Any elected chair person can resign or be removed by the Board members at any time. In this last case, the CEI-Bois General Assembly shall be notified of the decision taken by the Board members accordingly and of the reason behind it. In case of voluntary resignation, the CEI-Bois general Assembly is simply notified.

**Remuneration.**

No remuneration is foreseen for the Chairperson.

### **Criteria For Chairpersons:**

Chairpersons of Working Groups must:

- Have knowledge of the issues of the working group, especially with regard to European perspective.
- Commit to attend and chair meetings of the group;
- Be willing to undertake the various duties of the Working Group Chair
- Provide leadership within the relevant topics of the working group

### **Chair Role & Chairing meeting:**

Chairing meetings is the most visible role of the Chair. The chairperson shall contribute in running the meeting smoothly and efficiently while involving everyone.

Specifically the Chair shall:

- plan and think about the meeting in advance
- prepare an agenda together with the CEI-Bois Secretariat
- make sure the meeting gets through all the necessary business
- make sure everyone gets a chance to talk and no one dominates
- make sure clear decisions are reached and any actions are noted

The Chair is an important part of the Working Group, nevertheless the Chair cannot take individually decisions but he/she rather has to encourage and involve all committee members in whatever way they are able to contribute.

### **Overview of the work of the working group:**

The WGs activities aims at supporting the CEI-Bois secretariat in the advocacy activities correlated to the topics discussed at European/International level.

If a specific task cannot be done or guaranteed, either because of missing knowledge or personnel resources, the Board will need to evaluate how to solve this issue.

Once a year, the Chair shall have a discussion at the Working Group about the group's plans for the coming year.

### **Working Group contact person:**

The CEI-Bois Secretariat is the first point of contact for anyone else interested in the work of the group.

It's not the Chair's job to decide who is allowed to participate in meetings.

### **Agenda of the meetings:**

Often agenda items are just decided by the Chair and the CEI-Bois Secretariat. However, WG members can always present points for discussion.

### **Taking minutes at meetings of the Working Groups:**

Taking minutes is under the responsibility of the CEI-Bois Secretariat. Minutes are notes taken during the meeting to remind you what was discussed and agreed. A few central points to remember are:

- the CEI-Bois Secretariat do not write everything down - it's impossible and not useful
- the CEI-Bois Secretariat will note the most importance issues of the meeting
- the CEI-Bois Secretariat will concentrate on getting down what has been decided, and - when relevant- who is to do it

### **Decision process of the Working Group:**

Decision in a WG follows the rules explained in the Memorandum of understanding “*CEI-Bois Decision-Making Process for Policy related Actions and drafting of position papers Memorandum of Understanding (MoU)*” – In annex to this document.

#### **CEI-BOIS TASK FORCES**

##### **1. CREATION OF A TASK FORCE:**

Each Working Group can establish Task Forces to address specific topics or issues. These are made up of appropriate experts with the knowledge and expertise required for the topic.

Task Forces are allowed to adopt position papers in agreement with the corresponded Working Group.

The CEI-Bois Board Members shall be informed about the creation of the Task Force and receive the list of participants registered in the Task Force mailing list.

##### **2. CHAIR OF THE TASK FORCE:**

Members of the Task Force and the chair of the Task Force shall be elected by the corresponding working group.

The Chair of the Task Force is asked to provide to the CEI-Bois Board Members a short summary of the activities conducted by the Task Force at the end of each year.

##### **3. INTERNAL WORK OF TASK FORCE:**

Due to the technical nature of the topics Task Force, Task Force Members are free to decide how to organise the internal works. The CEI Bois secretariat or the chair person of the corresponding working group are invited to participate in these meetings.

An update of the activities of the Task Force shall be provided in the appropriate Working group of reference. If position papers are adopted, a copy shall be provided to the appropriate Working group.