

INTERGRAF

International confederation for printing and allied industries a.i.s.b.l.



Sectoral Social Dialogue Committee for the Graphical Industry

Rules of Procedure

Preamble

Having regard to the Commission Decision 98/500/EC of 20 May 1998, a Sectoral Social Dialogue Committee has been established for the Graphical Industry, composed of the International confederation for printing and allied industries (Intergraf) on the one hand, and Union Network International Europe Graphical (UNI Europa Graphical) on the other.

In accordance with Article 5.1 of the abovementioned Commission Decision, which states that "[e]ach Committee shall, together with the Commission, establish its own rules of procedure", the aforementioned organisations agree on the following Rules of Procedure for the Committee.

Article 1 – Objectives and activities

The European Sectoral Social Dialogue for the Graphical Industry has the following objectives:

- to work together to better face the structural crisis and support the change the European graphical industry is undergoing with a view to enhance its competitiveness;
- to prepare joint recommendations on agreed topics, to be addressed to the European Commission, other European Institutions and/or the Member States, as appropriate;
- to encourage and develop all dimensions of the social dialogue in the sector at all levels.

Article 2 – Procedures

In order to achieve its objectives, the Committee will, amongst others:

- meet at least once a year;
- draw up a work programme covering an agreed period;
- organise the implementation of the work programme in a flexible manner, including by establishing the necessary working group(s);
- discuss the results of this work and decide on its follow-up;
- invite experts, including Commission officials, in order to assist the Committee in its work, as appropriate;
- promote the discussion and/or implementation of the outcomes of the

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Committee at all relevant levels.

Article 3 – Chairpersons

The organisations quoted in the preamble nominate each, for a two-year period, a co-chairperson, who will jointly chair the meetings of the Committee.

Should a co-chairperson cease to hold office, he/she shall be replaced by a person appointed by the organisation concerned.

Article 4 - Organisation

- The secretariats of the organisations quoted in the preamble will take all necessary initiatives in order to implement the Committee's work programme. They will prepare and coordinate the work of the Committee, including the establishment of the draft agendas of the Committee's meetings. They will do so in cooperation with the Commission's services.
- The Commission provides the Secretariat of the Committee at its various meetings. Minutes of the meetings will be drafted by the Commission and then circulated to social partners for comments and approval.
- The organisations quoted in the preamble appoint their delegates to the various meetings of the Committee, with due regard to geographical and gender balance.
- The Committee creates a Steering Group, composed of the chairpersons of the Committee and a maximum of five representatives from UNI Europa Graphical and Intergraf each. It will meet at least once a year.
- The Steering Group will:
 - take decisions concerning the procedure and methodology to follow in order to implement the Committee's work programme;
 - analyse the results achieved by the social dialogue process;
 - propose conclusions based on these results;
 - identify and suggest new issues to be part of the social dialogue;
 - take decisions concerning the dissemination of social dialogue results.
- The plenary meeting of the Committee will meet once a year and will:
 - Discuss and decide upon the work programme of the Committee;
 - Decide on the creation and mandate of ad-hoc Working Groups;
 - Discuss and decide upon the results and conclusions proposed by the steering group.

Article 5 – Expenses

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- The exercised functions and the participation in the meetings and activities of the Committee are not subject of remuneration.
- Subsistence allowance and travelling expenses will be paid in accordance with the Commission's rules and procedures.

Article 6 – Amendments and termination of rules of procedure

Requests for modification or the intention to terminate these Rules of Procedure have to be submitted in writing to the other party mentioned in the preamble with a notice of 6 months.

Article 8 – Validity

These Rules of Procedure enter into force in December 2012

Signatures:

(Signature)

Havard Grjotheim
Intergraf
President

Simon Dubbins
UNI Europa Graphical
President