

INTERNATIONAL PAINT AND PRINTING INK COUNCIL

Operational Guidelines (Finalized by IPPIC, February 2001)

I. Introduction

The International Paint and Printing Ink Council (IPPIC) was begun in 1992 for the coordination of the work of paint and printing ink associations on issues and programs of international interest. These Operational Guidelines set out the objectives, qualifications for membership, organization, and working principles of the IPPIC in order to improve the effectiveness of its member associations in representing the interests of the paint and printing ink industry worldwide.

II. Purpose and Objectives

The International Paint and Printing Ink Council (IPPIC) exists to coordinate among associations worldwide on the strategy and representation of the paint and printing ink industry before international groups on key issues of common interest and on industry programs, through dialogue and cooperation among its member associations.

IPPIC's objectives include:

1. Ensuring representation of the paint and printing ink industry (by company and association persons) on key issues with international implications;
2. Early identification of issues, and information sharing on positions and developments;
3. Priority setting to focus industry resources on the more critical issues;
4. Promotion of the spirit, principles and practices of Coatings Care[®] worldwide among paint and printing ink industry companies and associations so as to sustain the integrity of the Coatings Care[®] initiative;
5. INSERT A TRADE STATEMENT [e.g. "Promotion of international free trade and fair competition within the framework of the World Trade Organization"];
6. Advancement of the paint and printing ink industry and greater recognition of its benefits and contributions to the quality of life; and,
7. Exchange of knowledge and best practices, and for the discussion of problems with an international dimension relating to the paint and printing ink industry.

III. Membership

A. General Considerations

- Only trade associations representing the paint and printing ink industry are eligible for membership in the International Paint and Printing Ink Council (IPPIC).
- Member trade associations can be regional federations of national associations (e.g. as in Europe, North and South America) and national associations who fulfill the

requirements of paint and printing ink production as set out in section IV of the Operational Guidelines.

- IPPIC is organized to facilitate regional representation at its meetings. Each of the three regions (The Americas, Europe/Africa and Asia/Pacific) is allotted delegations of up to seven official representatives. Additional meeting attendees are allowed as needed to assist delegations in making presentations on key issues.
- Regional groups are encouraged to communicate independently in preparation for IPPIC meetings, and allow for the efficient participation of more national associations (in the region) in the work of IPPIC.

B. Specific criteria for associations/federations

- The association/federation is the leading association or federation representing the paint and printing ink manufacturing industry in the country or region.
- The association/federation is committed to the IPPIC-approved principles and features of the Coatings Care[®] initiative, and is working with member companies to faithfully implement Coatings Care[®] and improve health, safety and environmental performance.
- The association/federation and its members are committed to representing the paint and printing ink industry at the international level by, among other things, participating in IPPIC meetings, committing time to the development of IPPIC positions and advocacy documents, and attending meetings of intergovernmental and other international organizations on behalf of IPPIC.
- The association/federation and its members accept, support and abide by the policies, positions, and procedures established by the IPPIC, and are committed to the future work plan of the IPPIC.
- INSERT A TRADE ISSUE STATEMENT [e.g. “The association/federation and its members support the principles of free trade and the World Trade Organization, and are working towards adoption of the Paint and Printing Ink Tariff Harmonization Agreement (CTHA).”]

C. Admission of New Members

- Any national association, regional federation, or regional group of paint and printing ink manufacturers that meet the criteria defined above may apply for membership in the International Paint and Printing Ink Council (IPPIC). The applicant must:
 - Demonstrate that it meets the criteria for membership;

- State its concurrence with the objectives of IPPIC, and its intent to accept, support and abide by the policies, positions and procedures established by the IPPIC; and,
 - Commit itself to the future work plan of the IPPIC, and to remaining in accord with IPPIC membership criteria.
- Approval of nominees as new members of IPPIC will require a three-fourths vote of members present at the Board of Directors meeting.

D. Revocation or Suspension of Membership Status

If a member or associate member of IPPIC is found to be out of compliance with the membership criteria of IPPIC, its membership status may be revoked or suspended by a three-fourths vote of members present at a Council meeting. Before any such vote is taken, however, the Secretariat will notify in writing the member whose compliance is of concern, and will follow a procedure for notice and response as outlined below:

Day 0	Receive written notice from Secretariat
By day 60	Response to notice received by Secretariat
By day 120	Council makes preliminary recommendation regarding status
By day 180	Response to preliminary recommendation received by Secretariat
By day 365	Council takes final action regarding membership status

IV. Organization

The work of the International Council of Paint and Printing Ink Associations shall be carried out by the staff of the IPPIC Secretariat and by the member associations and representatives from their member companies. To achieve its purpose and objectives efficiently and effectively, the IPPIC is organized so that it may delegate significant authority to committees and work groups of company and association professionals to manage IPPIC work on issues within their responsibility. The Secretariat undertakes the day-to-day executive work of the IPPIC. Decision-making is the responsibility of the full council, while management of IPPIC work and activities is focused in the Secretariat, its committees and in the member associations.

A. IPPIC Annual Conference

The IPPIC Annual Conference is open to all associations representing the paint and printing ink industry. The IPPIC Annual Conference shall be held on a schedule and frequency to be determined by the full IPPIC.

In addition to meetings of the IPPIC and the IPPIC Annual Conference, IPPIC members shall have the right to take part in IPPIC committees (See IV. E. below). Other associations not affiliated with IPPIC may also participate in IPPIC committees with full voting rights.

B. Governance of IPPIC through Regional Delegations

The regional IPPIC delegations constitutes the governing body of the organization and is consistent with the industries desire to foster representation from all regions of the world. In general, IPPIC regional delegations shall be comprised of no more than 7 representatives each with one vote.

A national association representative to a regional delegation would usually include the chief elected officer and chief staff officer of an association, although the size of the delegation shall not change its voting weight. Similarly, experts may accompany national association representatives, but such experts shall have no voting rights.

The Council shall meet at least once per year; its meetings are to be chaired by the elected President with the support of the Secretariat. The Council will, acting on behalf of the full membership, be given the authority to:

1. Establish priorities and strategies;
2. Ensure that necessary policies are developed, and approve broad policies;
3. Act on nominations for new IPPIC members;
4. Establish charters for and grant authority to Committees;
5. Make recommendations concerning the definition and realization of the objectives of the IPPIC, including these operational guidelines;
6. Recommend the solicitation and allocation of funds, as appropriate, for approved projects that require the sharing of costs among IPPIC members;
7. Review and revise the membership criteria, as appropriate;
8. Monitor the performance of the IPPIC; and,
9. Call and prepare an agenda for the IPPIC Annual Conference as necessary.

C. Activities of Regional Delegations Between Council Meetings

To encourage greater cooperation among paint and printing ink industry associations and to allow more countries to participate in the IPPIC without reducing efficiency, independent meetings of the regional delegations in organized groups is encouraged. The federations and regional groups existing at this time within IPPIC are as follows:

- European Council of the Paint, Printing Ink and Artists' Colours Industry (CEPE)
- Asian Paint Industry Council (APIC)

D. The Secretariat

There shall also be established a Secretariat whose staff will be responsive to the needs of the IPPIC members. The Secretariat shall regularly communicate with IPPIC members

and assist in their efforts to be responsive to IPPIC projects and activities. The Secretariat will be primarily responsible for the day-to-day work of IPPIC and its Committees including:

1. Oversee the implementation of work plans;
2. Review nominees for membership and forward nominees that meet the criteria to the Board for their action;
3. Prepare the agenda and any necessary papers for IPPIC sanctioned meetings;
4. Arrange for approval of Committee chairs, staffing, and rosters; and,
5. Oversee any approved projects sponsored by IPPIC members, and prepare any necessary requests to IPPIC members for expenditure of funds.

The Secretariat will serve at the discretion of the IPPIC membership, which shall hold it responsible for timely and correct correspondence with the IPPIC members, for the administrative work to assure the proper functioning of the IPPIC and its Committees, and for correspondence with international organizations and other outside groups on behalf of IPPIC. The Secretariat will move among the association members of the IPPIC so that existing association staffs carries out all necessary administrative work. Any additional or extraordinary costs required for activities of the Secretariat administration are to be paid for or absorbed by the IPPIC membership after notice and approval at a Council meeting.

Through its work with the member associations, the Secretariat will strive to manage IPPIC activities so that IPPIC has an effective global representation network and fulfills its purpose and objectives. If necessary, the Secretariat may also make recommendations to the Council to establish committees or work groups.

E. Committees

Committees shall be established to perform work on behalf of IPPIC in specific areas and the Council shall approve their charters. Members of Committees should be experts with relevant experience and responsibilities so that they can contribute to the work of the group. Members of Committees may be association staff, representatives from member companies of IPPIC associations, or other representatives from national associations.

Each Committee shall nominate from within its membership a chairman and secretariat that will be responsible for leading the group and administering the group's work, respectively. Committees shall meet normally once per year at an appropriate, opportune location to work on specific issues in accord with an established agenda (circulated in advance as described in V. D.).

Examples of IPPIC Committees are:

- Coatings Care®/Industry Stewardship Coordinating Committee;
- SHE LEG/REG Committee
- WorldWide POGs (auto-refinish, marine coatings, etc.)

In addition, the Council may establish formal Committees to manage specific projects or issues. Membership in these Committees shall be open to professionals with relevant experience from IPPIC associations and federations or their member companies. Such Committees would sunset after the performance of their work on the assigned projects or issues is complete.

V. Policies, Process and Procedure

A. Consensus Approval

In keeping with the goal of being representative of the global paint and printing ink industry, the International Council of Paint and Printing Ink Associations (IPPIC) will in good faith seek to reach a broad consensus among its members on policies and other proposals put forward for approval. Thus, it is expected that most actions would be adopted without the formal taking and recording of a vote.

If there are exceptional circumstances where a vote is necessary, votes shall be weighted in accordance with the representation as assigned on the Board of Directors.

B. Dissent Resolution Procedure

In the event that a member association or federation feels compelled to take a position that is inconsistent with established IPPIC policy, the association must inform the Council Secretary in writing before expressing the position. If the differences are not reconcilable, an association may express its views after such notice is given to the Council Secretary.

C. Delegation of Authority from the Council to the Committees

To accommodate a growing workload and increasing membership without becoming slow or ineffective, the IPPIC Board may delegate significant authority to Committees. Governance of the IPPIC needs to be carefully balanced so that groups of top-level executives establish broad policy and strategic direction, while authority is delegated to the Committees of company and association professionals who manage affairs within their responsibility.

The Committee should present statements of policy and position papers on major issues to the full Council for approval before public expression.

To satisfy the need of IPPIC associations to keep abreast of developments and to review IPPIC papers for concurrence, it is expected that Committees will communicate regularly as they manage their tasks on issues and coordinate programs among paint and printing ink industry associations. The member companies of IPPIC associations and federations will also play a significant role in this respect through their participation in IPPIC work and by communication within the company.

D. Papers for Meetings and Approval by Correspondence

To facilitate the conduct of IPPIC meetings, it is expected that the agenda and any necessary draft policies, proposals or support papers would be circulated four weeks in advance of the meeting. Recognizing the rapid pace of developments on issues important to the paint and printing ink industry, it may be necessary to circulate papers less than four weeks in advance of meetings. If a proposal or paper cannot be approved at a meeting because of inadequate review time, then it may be approved by correspondence in follow-up to the meeting.

It will also be necessary to circulate papers developed by Committees for approval by correspondence, especially in situations where approval of a paper cannot wait until the next meeting of the Council. An agreed procedure for approval of (technical) papers is shown in Attachment 3.

VI. NGO STATUS

The International Council of Paint and Printing Ink Associations (IPPIC) will seek the status of a non-governmental organization (NGO) before any agency of the United Nations or other international organization that is working on issues important to the paint and printing ink industry. The Secretariat will make the application on behalf of IPPIC.

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