

# Proactive Alliance

28 February 2019

This document sets out the terms of reference for the Proactive Alliance group. The terms of reference define the purpose and the structures of the Proactive Alliance group.  
At the fourth meeting of the Proactive Alliance (17 December 2018) participants agreed on the need to develop a Terms of Reference for the Group to support implementation of the Programme.

## Terms of reference for the Proactive Alliance Group

### I. Proactive Alliance (PA) Group

#### Background

1. The Proactive Alliance Steering Group was established during the Chemical Watch Global Business Meeting Conference in March 2018 with representatives from Industry.
2. The PA group is open to any industry or industry association that can contribute to the SiA (Substances in article) Mission. The Mission of the PA group is to contribute to the development of a global cross-sector standard for the communication on SiA (as defined by REACH but extendable globally).
3. The PA Steering group is requesting sofia (society for institutional analysis) subject to the availability of resources, to continue to lead the Proactive Alliance group in an open, transparent and inclusive manner to promote and facilitate implementation activities, with input from stakeholders, to coordinate periodic updates as necessary.

#### Composition and responsibilities

4. Group members are expected to:
  - be active in the discussions and in providing feedback to documents and issues before the Group meeting
  - be proactive within their constituencies in promoting awareness of, and engaging and participating in the implementation of the SiA project
  - provide advice and approve updates on the Proactive Alliance project on SiA
5. The composition of the Steering Group includes members who created the group.  
5.1- Membership is limited to European based associations and is established following these criteria:
  - a) PA members may belong to local/national trade associations if such association is not represented at the European level.
  - b) PA members belong to European trade associations, or have been designated or mandated by such associations.
  - c) PA members may belong to individual companies if such a company is not represented by a trade association.
  - d) Companies and trade associations recognized as originators of the PA are regular members.

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## 5.2- Representativeness

PA Members identify their representatives: at least one main representative or one main and one alternate representative.

5.3- A probation phase of 6 months is implemented for new participants.

The industrial sectors represented on the Group may vary with time but any sector (in the PA defined scope) could apply for membership.

Appendix A contains the list of members of the PA. Also new members to come are identified.

5.4- The Group will choose a Chair, whose duties include to promote effective support of the Group to the SiA Programme and to coordinate within the Group to address relevant issues as they will arise.

The Chair may be either an additional position, or may be chosen from the standing membership of the Group. The Group will confirm the Chair in the same manner as for new members (Re. paragraph 6). The Chair will serve for a two-year term, with the possibility of reconfirmation.

6. Members may be nominated through the Steering Group keeping in mind the goal to maintain a balance of stakeholder interests and bring expertise to the Group as needed to achieve effective and efficient fulfilment of the Proactive Alliance objectives.

Consensus agreement to confirm a nominated member will be sought. Should consensus not be possible, then a two-thirds majority of the group in favour would confirm the nominee as a member of the Group.

7. Group members, including the Chair, are encouraged to nominate an alternate member.

Alternates can participate as Group members in the absence of the member. Group members should ensure that alternates are kept up to date of developments in the Proactive Alliance and particularly as relevant for their constituency.

8. Members, including the Chair, are expected to participate in the Proactive Alliance for a minimum of 2 years. After serving for three years members will have their position reaffirmed through the Proactive Alliance Steering Group. Outgoing members are encouraged to participate in the hand-over to their incoming replacement.

9. Incoming replacement members will be nominated by the Proactive Alliance Steering group.

10. There is no membership fee

## **Meetings / Communication**

11. The Group will meet when deemed necessary and with clear meeting objectives. Preference will be given to hold meetings by electronic means. Face-to-face meetings will be held annually, resources permitting. The Group will aim to convene minimum a conference call on a quarterly basis to exchange information on ongoing SiA efforts.

12. Group members are requested to cover all costs of the meetings (e.g: travel cost, cost for the room, refreshment etc.). The hosting of the meeting can rotate between members.

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13. Reports of the meetings will be made available to all members. Minutes of meeting are archived on sofia Web site (link)

14. Status of members:

Observer: Stakeholders from outside the Group may be invited to participate in meetings as non-voting observers as may be beneficial to the discussions.

Full member: as defined under art 8 and with full voting rights

### II. Amendments

15. An amendment to these TOR can be proposed to the Group if it has the support of at least three Group members. The Group shall make every effort that adoption of amendments to the TOR is by consensus. If all efforts by the Group to arrive at consensus on the proposed amendment have been exhausted and no agreement has been reached, the decision may, as a last resort, be taken by a vote of the Steering Group members, provided a minimum of two-thirds of the members are participating at the time of the vote. The amendment is adopted if at least a two-thirds majority of members vote in favour.

A revision of the document is foreseen after one year (March 2020)