Organisation of the PHB Working Group

1. Main Objective of the Working Group
The mission of the working group is to:
- Ensure that our products are **safe** and **food-grade compliant** to guarantee the safety of our customers.
- Update and maintain the charter that guarantees the high quality of our products, in compliance with all applicable and current EC regulations concerning materials in contact with food, including but not limited to Regulation (EC) 1935/2004 and Directive 10/2011.

2. Group Structure
The group consists of the following key roles:
- **Chairman**
  - Elected for a term of **two years**, with a possibility to renew
  - Responsible for overall supervision, coordination of meetings, and strategic direction.
  - Represents the group at official events.
- **Secretariat**
  - In cases where a company is found to be using the logo inappropriately or without authorization, the **Secretariat is** responsible for sending an **official warning letter** to the company, requesting the immediate removal of the logo from their products or marketing materials.
  - **Prepare the meeting agenda** in consultation with the chair. **Attend and take the minutes** of the meeting.
  - Manages the **financial accounts** of the group and presents an annual financial report to members.
  - Updates the **website**.
  - Coordinates the group's official communications.
- **Members of the Working Group**
  - Actively participate in the development and review of standards, providing their technical and industry expertise.
  - May be assigned specific responsibilities within the group if the **Chairman** deems it necessary.
  - Take part in voting on important decisions.

3. Terms and Election
- The **Chairman** is elected for a term of **two years**, renewable.
- The **Secretary** is appointed by the group and serves under a paid contract, with evolving responsibilities based on the group's needs.

4. Meetings
- The group organizes **two in-person meetings** and **one online meeting** per year.
- The **Secretariat** prepares the agenda and the minutes in consultation with the Chairman.
- Meetings aim to evaluate project progress, discuss charter modifications, and discuss compliance with current regulations.

5. Annual Membership Fee
- An **annual membership fee** is required from members and must be paid at the end of each year. This fee contributes to the group's operating costs and the Secretariat's compensation.

6. Financial Management
- The **Secretariat** is responsible for managing the group's financial accounts.
- An **annual financial report** is prepared by the Secretariat and presented by the Chairman to the members during one of the in-person meetings.
- The report includes an overview of the group's financial status, expenses, and income, ensuring transparency and accountability.

7. Main Missions
- **PHB Charter Updates**: Align the charter with European regulations, particularly **Regulation (EC) 1935/2004** and **Directive 10/2011** (excluding FDA regulations).
- **Regulatory Monitoring**: Ongoing monitoring of legislative, with an annual update of the charter.
- **Charter Protection**: Prevent unauthorized or inappropriate use of the PHB logo. In case of misuse, a first warning letter will be sent by the secretariat. If the offender does not respond, legal action will be taken to protect the group's interests.
- **Communication and Public Relations**: Promote the values of the group and the PHB charter, while raising awareness among members and partners on compliance and environmental practices.

8. Decision-Making Process
- Important decisions (charter modifications, strategic direction, actions) are taken by **majority vote** of the members present at the meetings. In cases where referenced regulations are amended or repealed, necessary updates to the charter for continued compliance shall be initiated by the Secretariat and adopted as a matter of urgency, without being subject to regular voting procedures.
- Any proposal for charter modification must be submitted in writing and will be discussed at the following meeting.

9. Website Update
- The **Secretariat** is responsible for updating the group's website, including changes to the charter, new directives, and meeting minutes.

10. Assignment of Responsibilities
- The **Chairman** has the authority to assign specific responsibilities to individual members if a need arises. This ensures that members can actively contribute their expertise to specific tasks or projects that benefit the group's objectives.

11. Compliance Committee
- All members must be informed of any charter violations, after which they should assess actions to protect the group against companies that misuse the PHB logo or violate the PHB Charter.
- In cases where a company is found to be using the logo inappropriately or without authorization, the **Secretariat** is responsible for sending an **official warning letter** to the company, requesting the immediate removal of the logo from their products or marketing materials.
- If the offending company does not comply with the removal request within a reasonable timeframe, **legal proceedings** will be initiated. The group will seek **damages and interest** for the misuse of the logo and intellectual property infringement.