

P&P VIS Working Group – Terms of Reference

2nd Feb, 2023

Background

The P&P VIS – Pulp and Paper Value Chain Information System – is a joint initiative of chemical and paper companies with the objective of defining a standard way to communicate product stewardship information through the value chain with the purpose of maintaining compliance with regulatory and customer requirements as well as contributing to the risk assessments.

This standard way of communication is represented in the P&P VIS Harmonised Questionnaire created by the joint working group. In P&P VIS working group we respect EU Competition law requirements. A representative from either CEPI or EPGC must be present at each meeting. In our activities we carefully follow CEPI guidance on dos and don'ts. (attachment)

No commercially sensitive information such as prices, sales terms and conditions etc. are exchanged under the initiative. It remains the responsibility of the owner of the intellectual property rights to judge the level of confidentiality of the information in the questionnaire. Each owner of the intellectual property can independently choose to protect their information with a confidentiality agreement.

This working group is a joint initiative under both CEPI and EPCG. The group manages and promotes the use of the P&P VIS Harmonised Questionnaire. ~~It is also tasked with identifying, setting up and maintaining a suitable IT tool to support the generation of useful intelligence from data.~~

This document and the P&P VIS Harmonized Questionnaire shall be reviewed annually.

Membership and remit

Industry parties may request to join the working group by approaching the either of the chairpersons. They will be invited to attend meetings and receive minutes of the same.

All members and interested parties can contribute to the development of the Harmonised Questionnaire and agree on feature requests. ~~All members can propose IT tool features.~~

Eligibility to vote in decision-making or chair/secretary elections

Working group meetings are open to members and interested parties.

Members and interested parties of the P&P VIS working group are eligible to vote in decision-making and to elect a chair or a secretary. ~~Only members i.e. companies that have purchased the license to use the Stacksdata IT tool sending and/or receiving the Harmonized Questionnaire are eligible to vote in proposed IT tool features.~~

Decision-making

Decisions are ideally made on consensus basis. However, if consensus cannot be reached and voting is needed, simple majority determines the outcome. Each Member company receives 1 vote. Large companies with affiliates are counted as one company. These votes may be collected electronically or visibly for in-person meetings. A Quorum is needed for any valid vote.

Chair

- The group will have a chair and a co-chair. Both pulp and paper industry and the chemical industry share this responsibility
- Chairs are selected from current member companies
- The chair term shall be two calendar years, they can be re-elected
- A written note to the secretary initiates the termination process of the chair term and termination is final after the Steering Group has been informed at a meeting

The working group mandates

- To manage the Harmonized Questionnaire
 - ~~The Harmonized Questionnaire and the Stacksdata tool will be kept in line at all times~~
- To facilitate the use of it
- ~~To manage the development of any supporting IT tool~~

The way of working

- The working group will meet and work through a combination of “plenary” meetings and “thematic” sessions focused each time on a limited number of items

Definitions:

Member =	Any interested party in the pulp and paper value chain who uses and participates on future development of both the P&P VIS Harmonised Questionnaire and the supporting IT tool . They are requested to contact the secretary to get into the mailing list and to receive the meeting invitations
Interested Party =	Any interested party in the pulp and paper value chain who wants to participate on future development of both the P&P VIS Harmonised Questionnaire and the supporting IT tool . They are currently not using the tool. They do not get to vote for IT tool feature requests but can propose new features. They are requested to contact the secretary to get into the mailing list and to receive the meeting invitations.
Working Group =	All members and interested parties
Secretary =	EPCG / CEPI provides the secretariat
Quorum =	50% of the Paper Manufacturers and 50% of the Chemical suppliers, either Members or Interested Parties, present at any time