

## Guidelines for BIR Chairpersons

Revised, February 2019

### 1. Purpose of the guide

This guide is intended to set the framework for BIR Leaders in their effective leadership, thereby ensuring the implementation of the strategy of the BIR President and the continuity of BIR's overall work.

The guide is based upon the BIR Internal Regulations. Where appropriate, the text refers to the articles of the Internal Regulations for a better understanding<sup>1</sup>.

In case of contradiction between provisions, the BIR Statutes of Associations will prevail over the Internal Regulations which prevail over the present Guidelines.

Guidelines are intended for four types of BIR Chairpersons:

1. BIR President, BIR Treasurer – proposed by the BIR Nominations Committee and elected by BIR's effective members (Chapter VIII BIR Internal Rules).
2. President of a BIR Commodity Division<sup>2</sup> – appointed by the Division Nomination Committee.
3. Chairman of a BIR Commodity Committee<sup>3</sup> – appointed by the Steering Group of the Committee.
4. Special Committee Chairman<sup>4</sup> – appointed by the BIR President.

### 2. Goals of BIR

BIR, the only world federation of the recycling industries, represents the interests of the recycling enterprises and communities wherever they are located. The main objectives of the federation are: To be the unified voice of the recycling industry on a world level, thereby aiming to develop the awareness of international authorities and the public about the economic, social and environmental contribution of the industry.

To promote free trading of materials worldwide, as this is maximizing the business opportunities of our members, the proper management of waste and recyclables in all countries, and enabling those

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<sup>1</sup> Download the BIR Rules on: <http://www.bir.org/about-bir/introduction>

<sup>2</sup> Commodity Divisions : Ferrous, Non Ferrous, Paper, Textiles + Stainless Steel Committee.

<sup>3</sup> Commodity Committees: Plastics, Tyre & Rubber, E-scrap; Cross-Commodity Committees: EIC, ITC.

<sup>4</sup> Special Committees: Communications, Convention, Exhibitors, Finance, IEC, ITC, Membership, Nominations, Articles of Association, Young Traders.

member companies that need it to implement environmental sound management in the running of their operations.

- To provide its members with a forum to discuss issues of importance to the development of the recycling industry, thereby proactively addressing the challenges and opportunities provided by the international trading conditions.
- To promote and defend the collective interests of the members of the Federation pertaining to the Federation's areas of activity.
- To animate the international network of 40 national associations, working to represent their interests in the appropriate international forums and vice-versa assisting them in the national or regional priorities requiring BIR's international view to add a local benefit.
- To provide BIR members with an Arbitration Service, a fast and effective means of resolving commercial disputes.

### 3. Terms of BIR leadership

The term of BIR leadership, for all positions, is for a period of 2 years that can be renewed once for a period of 2 years.

The Article 7 of the Internal Regulations indicate the necessity of geographical representation of the Commodity Boards and leave open the possibility for the Board to prolong certain mandates over the maximum period of 4 years (2x2) in the Division's own interest, with a maximum period of 6 consecutive years (recommended) or 8 consecutive years (in exceptional cases).

It is however the priority for the Executive Committee, under the President's Guidance, that the mandates of BIR leaders are to be regularly updated with the intention of welcoming new generations of leaders occupying BIR positions.

The Chairpersons guidelines also apply to Vice Chairs whose role is to support their Chair's efforts. Should a Chairperson not be able to participate in a specific meeting, one of the Vice Chairs as appointed should be assigned by the Chair to assume *in absentia* the duties of the Chairperson.

A Chairperson cannot delegate his participation to the Executive Committee (participation limited to BIR President, Treasurer, Division Presidents, appointed Commodity Chairs, and Director General), and/or the Advisory Council (all BIR leaders).

### 4. Duties and responsibilities in general

As leaders of BIR, Chairpersons are asked to perform their service in line with BIR Articles of Association, BIR Internal Rules (IR).

Furthermore, as official representatives of BIR, Chairpersons are requested to perform their duties within the codes of ethics and the BIR antitrust rules<sup>5</sup>, with respect and fairness.

A Chairperson finding the responsibility difficult to bear will work with the BIR President to find a constructive way forward.

A Chairperson responds as soon as possible to requests from the BIR Secretariat. Time is of the essence in this Question & Answer relation.

### **5. A Chairperson is a BIR representative**

A Chairperson may be called by the BIR President and/or the BIR Director General to represent BIR at specific events. In that case, BIR will shoulder, subject to BIR Director General's prior approval, the main costs related to the mission (see reimbursement table in Annex 1 that is provided as guideline for acceptable costs).

A Chairperson can receive an invitation to intervene at specific events. It is the duty to inform the BIR President and BIR Director General of such occasions prior to the event and check that a BIR participation is adequate. BIR does expect from the Chairperson that they properly represent BIR, however BIR will not fund such occasions. If speaking on behalf of BIR, the text and/or the slide deck presented needs to be checked by the Secretariat.

A Chairperson is a point of contact for our media partners. As such, a Chairperson should make him/herself available for interviews or discussions about the commodity market they represent.

As updating commodity news and market information is a core value of BIR Conventions, it is also expected from Chairpersons that they do not hesitate to engage with the media present at BIR Conventions. Planned media outreaches should be organised with the BIR Secretariat, however, in a Convention framework, Chairpersons should be aware that questions can be asked by the media at any time.

In all cases of BIR representation, the BIR Secretariat will provide, on demand, the Chairperson with all necessary BIR communications material. The Chairperson will ensure that the BIR Secretariat receives a copy of any speech, interview, or presentation before it is made public, giving the Secretariat a chance to review all communication material for the consistency of BIR messaging.

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<sup>5</sup> See "Guidelines governing BIR Meetings and BIR Representatives"

Chairpersons should be aware and should make use of the BIR branding guidelines agreed by the Executive Committee of BIR. The BIR Secretariat will provide any necessary BIR template on request.

## **6. Guidelines for meetings at BIR Conventions**

BIR Division Boards and Commodity Committees Steering Teams meet at least twice a year at the occasion of the BIR Conventions. These meetings are occasions to be used to plan ahead for the agenda of the meetings at the next Convention. Additional meetings can be called in between the meetings that take place during the BIR Conventions. Those intermediate meetings can be in person or by means of video or telecommunications tools.

At the BIR Convention in May/June (lasting 1+3 days), it is advised to initiate the discussion with Division Board or Committee Steering Team the program of the next BIR October Round Table, and plan how speakers and the program will be defined<sup>6</sup>.

At the BIR Round-Table Sessions in October (lasting 1+2 days) it is advised to initiate the discussion with Division Board or Committee Steering Team the program of the next BIR May/June Convention, and plan how speakers and the program will be defined<sup>7</sup>.

In order to be invited to attend a meeting all former BIR Presidents, former Board Presidents and any other guest have to be invited by the respective Division Presidents and Committee Chairmen.

All guests invited to BIR meetings have a role as observers. While they are allowed to participate in the discussions, the decisions will rest with the members of the Board and its President.

## **7. Interaction with other BIR Divisions & Committees**

Chairpersons have to interact with the Young Traders Committee to ensure the representation of a Young Trader on their Board / Steering Group.

Chairpersons should also ensure to be present or have a representative in selected BIR Special Committees, such as Finance, Communications, Convention, etc..., so as to inform their Boards and Steering Groups on all important matters discussed in these Committees.

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<sup>6</sup> For the October sessions, ideally speakers will be defined before the end of June, and the agenda finalised at least 4 weeks before the event.

<sup>7</sup> For the May/June sessions, ideally speakers will be defined before end of January, and the agenda finalised at least 4 weeks before the event.

Presidents of BIR Divisions are *de facto* members of Special Committees, and are advised to name representatives to selected special committees. *In absentia* of a representative, the BIR Secretariat can assist Division Presidents to summarize the decisions reached by Special Committees.

## 8. General Delegates (art. 9 IR)

A BIR Division President and the Chairman of the Stainless Steel Committee are required to designate a General Delegate who will be in charge in following the administrative work and the decisions and actions requested by the Division Board of the Committee Steering Group.

The Chairperson will ensure that the General Delegate will write the board/meeting draft Minutes in a reasonable amount of time (max 4 weeks after official meetings) (see Annex 2 for process leading to finalising Minutes of meetings).

## 9. BIR Arbitration Service

“The president of each Commodity Division and the chairman of each Commodity Committee of BIR shall be, for the entire duration of their mandate, *ipso jure* (automatically) Vice-Chairmen of the Arbitration Committee and members of the Arbitration Panel.” (Article 3, BIR Arbitration Rules<sup>8</sup>).

Chairpersons may be called upon to lead Arbitration cases relevant to their field of business expertise<sup>9</sup>.

When Parties name their own Arbitrator(s), the Chairperson will help the BIR Secretariat to ensure the independency of view of the persons named.

The Chairperson should assist the BIR Secretariat to determine experienced and knowledgeable Arbitrators, when required by the BIR Secretariat.

Chairpersons intervening as member of an Arbitration panel will be rewarded with a minimum 500€ fee (covering 5 hours) + 100€ for any additional hour spent on a case.

## 10. Advice from your predecessors in chairing BIR meetings

Since the beginning of BIR in 1948, literally hundreds of meetings have been held by your predecessors. Hereunder, you will find a list of learning and advice that we have gathered from them over the years until very recently.

<sup>8</sup> Download the BIR Arbitration Rules: <http://www.bir.org/membership/bir-rules-of-arbitration/>

<sup>9</sup> **Nota Bene:** Presidents of BIR Divisions and Chairmen of Commodity Committees are *de facto* Arbitrators in case the commodity represented in the Arbitration is relevant to their Division or Committee.

Before a meeting:

- The date, time, place and agenda for the meeting are proposed by the Secretariat, are agreed with the Chairperson and circulated in good time to Board/ Steering Committee members.
- Inform Board / Committee members of the speakers' / panellists' biographies and topics of their presentation / discussion.
- Make sure that the General Delegate is aware of the BIR internal rules.
- Prepare the presentation of speakers using their speaker biographies and, if possible, having a pre-meeting discussion with them.

During a meeting:

- Ensure that each speaker is introduced to you by BIR staff when they arrive at the venue and, as necessary, ask questions concerning their presentation or biography.
- Endeavour to start the meeting on time – ask everyone to sit down, put mobile phones on silent, and set the scene for the meeting.
- It is recommended for the Chairperson to arrive 15 minutes before the start of the Board / Committee Steering meeting.
- Board / Committee Steering meetings are scheduled to take place before the respective Plenary & Committee Meetings, so as to prepare and coordinate the subsequent public meetings.
- Keep track of time and if time permits, give a short wrap up of the meeting, thanking, as appropriate, all participants. Preparations for the next Board / Committee Steering meeting: it is ideal if, at the occasion of the meeting, members are proposing speakers or panelists for the following BIR Convention.
- Remind the participants with the necessity to read and comply with the BIR antitrust rules<sup>10</sup>
- Circulate a list of presence and have it signed by participants.

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<sup>10</sup> See "Guidelines governing BIR Meetings and BIR Representatives"

**Annex 1: Examples of acceptable cost reimbursement table. All expenditures are subject to Director General prior approval**

Capacity as BIR representative	National, regional transport	International (extra regional) transport	Accommodation
Speaker/Panelist as requested by BIR	Flight: economy+ Terrestrial: 1st class Car: 0,15€/km	Flight: business class (1)	€250/night max
BIR trade mission	Flight: economy+ Terrestrial: 1st class Car: 0,15€/km	Flight: business class (1)	€250/night max
Participant to an event	Flight: economy+ Terrestrial: 1st class Car: 0,15€/km	Flight: economy+	€150/night max

(1) Business class: D Class fares will be reimbursed; C & J Class fares will not be reimbursed.

**Annex 2: Process for the production of final Minutes for BIR divisional board meetings**

- The General Delegate receives the recording of the meeting by the BIR Secretariat and writes the draft Minutes on basis of hand written notes completed by the recording.
- The General Delegate sends the draft Minutes to the Division President for approval/comment.
- Approved Minutes are sent to the BIR Secretariat. The Secretariat proceeds last edits and distributes the Minutes to the mailing list.
- The Minutes of the meeting are officially approved at the occasion of the next meeting on the Divisional Board.
- The Finalised Minutes of all BIR meetings are stored in the BIR archives.