



Starter Kit for Chairs

The European Union Chamber of Commerce in China (hereafter “European Chamber”) serves as the voice of European business in China and provides an avenue of communication with Chinese and European political and economic circles. As the major driver of these communications, as well as major responsibilities for membership recruitment and retention, the Working Group / Forum / Desk Chairs and Vice Chairs (hereafter “Group Chairs”) are integral to the European Chamber’s pillar services.

In order to ensure that all elected Group Chairs are aware of the basic roles and responsibilities, This starter kit provides information for them to get an overview of Group Chairs’ roles and responsibilities as well as what support the Group Chairs can expect from the assigned business managers (BMs) during their appointment.

Roles and Responsibilities

1. Roles

- **Chair:** The Chair shall play a key role in driving the development of the Group. With support from the appointed Business Managers (BM), they promote the Group’s activities and communicate targeted messages on behalf of industry to policy makers and key stakeholders in China and Europe. The Chair shall also serve as spokesperson to raise the Group’s visibility in the media and at relevant events when appropriate.
- **Vice Chair:** The Vice Chair shall play a supporting role to the Chair of the Group. The Vice Chair assists the Chair when needed in driving the development of the Group and can also represent the Group in communicating messages to policy makers and stakeholders in China and Europe. In the absence of the Chair, the Vice Chair shall take over the responsibilities of the Chair.
- **Business Managers (BM):** The Business Manager shall be responsible for the overall administration and daily operation of the Group and serve a liaison between the chamber secretariat and the working group community.
- The Group Chairs serves a role of guiding and mentoring the appointed BMs to manage the Group. Depending on the level of commitment, Group Chairs on average spend less than one hour per week in their chamber’s role.

2. Responsibilities of Group Chairs

In coordination with the BM, the responsibilities of Chairs are as follows:

- 1) Develop and draft the Position Paper



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- Identify key concerns of the sector with Group members
 - Lead in drafting the Position Paper and other Group related documents
- 2) Develop and promote Group activities
- Guide the activities, strategy and priorities of the Group
 - Propose and identify topics, issues and speakers for Group meetings
 - Chair Group meetings, ensuring that Chatham House Rules are respected and discussions and agreements that may infringe on the PRC Anti-Monopoly Law or PRC Anti-Unfair Competition Law shall not take place during Group meetings
- 3) Develop and communicate Group messages to key interlocutors
- Develop and support the implementation of a lobby action plan for the Position Paper and for other key issues as needed
 - Present the Position Paper at the press launch and, if possible, the annual European Tour
 - Represent the Group at relevant governmental meetings and events
- 4) Develop and communicate Group messages to the media
- Act as spokesperson on behalf of the Group on agreed upon Position Paper issues and/or other lobbying issues in coordination with the Press Officer of the secretariat.
 - Be prepared to give interviews to selected media agencies
 - Offer inputs and content for chamber's media stance on industry related topics
- 5) Assist in the recruitment of new members to the Group
- Identify potential new member companies
 - Approach potential new member companies
 - Join meetings with potential new members when possible
- 6) Ensure that Chatham House Rules and PRC Anti-Monopoly Law are respected
- The AML guideline shall apply to any Group meetings. No commercially sensitive information shall be exchanged or discussed at the Group meetings. If inappropriate topics are raised at the meeting, the Group Chairs, with the support of BM, shall have the following responsibilities:
- Formally disassociate themselves from the discussion, ask for the discussion to be ended immediately and for their protests to be included in the minutes;
 - Tell attendees to leave the meeting if the inappropriate discussion is not immediately ended and ask for their objections to be recorded in the minutes;
 - Ensure that BM immediately reported the matter to chamber's management team

3. Responsibilities of Business Managers



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- 1) The BM of a Group shall be appointed by the SG and local GM in local Chapters.
 - 2) The BM shall attend all meetings of the Group, which may be done by teleconference or video conference.
 - 3) The BMs are responsible for the overall administration of Groups and, together with the Chair and Vice Chairs, the BM is responsible for:
 - Developing and promoting Group activities
 - Drafting the Position Paper
 - Creating the lobbying action plan for the Group
 - Communicating Group messages to key interlocutors
 - 4) The BMs shall ensure professional standards and continuity in the Group's activities and lobbying process as well as maintain a consistent level of service and provide administrative support to the Group.
 - 5) The BMs shall ensure that the Group's lobbying activities and messages are in line with chamber's overall media stance.
 - 6) The BMs of relevant Groups located in different Chapters shall be in regular communication to ensure unified overall functioning and execution of Group objectives and coherent messages to Chinese and EU authorities.
- 4. General Working Guidelines**
- 7) The Chair of the Group shall lead the strategic direction of the Group and during first month after his/her election shall work together with the Vice-Chairs and the responsible BM to create an annual action plan.
 - 8) The Group Chairs shall make sure that the Group members conform to the common interest of the members of the European Chamber. The Group Chairs have a responsible to ensure that the Group shall meet no less than twice for Group meetings per year.
 - 9) Upon appointment, the Group Chairs shall guide the BM to map out the relevant stakeholders, create strategies for building alliance and community, and devise a lobbying plan for implementation.
 - 10) In view of Chairs' extensive industry expertise and well-established professional network, the Group Chairs, with the support from BM, shall propose and identify topics, issues and speakers for Group meetings.
 - 11) The Group Chairs have the priority to contribute to chamber's publications. It is



encouraged that the Group Chairs provide content to Chamber's signature publication EuroBiz and other relevant publications.

12) The Group Chairs are welcomed to propose event ideas and speakers for public events.

Important things to start your role as Group Chairs

1. Read and sign the “Code of Conduct for Board Members and Chairs (CoC)”

In order to ensure that all elected officers of the European Chamber exercise their duties based on the highest standards of commitment and professionalism, the Executive Committee of the European Chamber has adopted a Code of Conduct for Board Members and Chairs (see the appendix), the elected Group chairs shall read the CoC carefully and sign your signature on it before your appointment becomes valid.

2. Wait for Chamber's announcement of Group Chairs' appointment

Election results of a Group shall be announced by the BM to all members of the Group through email within two weeks of the election. Your appointments become official after the announcement.

3. Apply and Get your European Chamber business cards

The Group chairs are entitled to have European Chamber Business cards. Please tell your BM if you would want to have Chamber business cards. The title of European Chamber business cards shall follow standardized format as below:

Role	English Title	Chinese Title
National Chair (WG)	National Chair, XXX Working Group	XXX 工作组主席
National Vice Chair (WG)	National Vice Chair, XXX Working Group	XXX 工作组副主席
National Vice Chair/ Local Chair (WG)	SH Local Chair/National Vice Chair, XXX Working Group	XXX 工作组北京/上海主席
National Vice Chair/ Chair of Sub WG	Chair of Sub XXX Working Group	XXX 子工作组主席
Vice Chair of Sub WG	Vice Chair of Sub XXX Working Group	XXX 子工作组副主席
Chair (Forum)	Chair, BJ/SH XXX Forum	XXX 论坛北京/上海主席
Vice Chair (Forum)	Vice Chair, BJ/ SH XXX Forum	XXX 论坛北京/上海主席

4. Schedule regular meetings with other Group leaders and the responsible BM

It is recommended that newly elected Group Chairs schedule working meetings with other Group leaders and the responsible BM on a regular basis to discuss Group strategies and plan Group activities.



5. Check with responsible BM about their chamber backup in case of emergencies

It is important that the Group Chairs know who are the backup person for your supporting BM in case of emergent situations where you cannot get hold of your supporting BM.

Appendix

Code of Conduct for Board Members and Chairs

The European Union Chamber of Commerce in China (hereafter “European Chamber”) serves as the voice of European business in China and provides an avenue of communication with high-level Chinese and European political and economic circles. In order to ensure that all elected officers of the European Chamber exercise their duties based on the highest standards of commitment and professionalism, the Executive Committee of the European Chamber has adopted this Code of Conduct.

This Code of Conduct applies to the Members of the Executive Committee of the European Chamber and the local Chapter Boards (collectively referred to as “Board Members”) as well as to the Chairs and Vice Chairs (hereafter “Chairs”) of the Working Groups, Sub-Working Groups, Fora and Desks (hereafter “Groups”). Terms not defined herein shall have the same meaning as in the By-Laws and the Articles of Associations of the European Chamber. Individuals shall be bound to this Code of Conduct by way of their appointment as Board Members or Chairs and signature of the Code of Conduct.

1. In addition to other qualification requirements, as set out in the Articles of Associations and By-Laws of the European Chamber, Board Members and Chairs shall be individuals in good standing, dedicated to the promotion and protection of European business in China.

2. Board Members and Chairs shall ensure the level of commitment to the European Chamber necessary to perform their duties and ensure continuity of and consistency in the activities of their respective Board or Group.

3. Board Members and Chairs shall not make use of their position to unduly favour the member company that they represent in a manner detrimental to other member companies’ interests.

4. Board Members and Chairs shall be individuals who have adequate knowledge of the business environment in China and shall use their knowledge and special skills to establish and foster relationships with PRC government officials, the EU Commission and Member State officials, the media and other key stakeholders in order to promote the objectives of the European Chamber. Chairs shall have at least one area of competence of their respective Group.

5. When performing their duties on behalf of the European Chamber, Board Members and Chairs shall not use any improper or illegal means to establish and maintain relationships with any of the aforementioned key stakeholders.

6. Board Members and Chairs shall use good judgment when assessing proposals for seminars and events organised by the European Chamber in order to ensure that the topics meet the expectations of the members and that members’ participation as speakers to such events is balanced to ensure broad participation and the highest quality and professionalism of the speakers.



7. When acting in their capacity as representatives of the European Chamber, Board Members and Chairs shall coordinate their liaison activities with PRC governmental authorities at all levels with the European Chamber secretariat. In principle, all contacts with governmental authorities related to the European Chamber activities shall be made through the secretariat and in particular the Government Liaison Officer and other dedicated staff of the European Chamber.

8. When acting in their capacity as representatives of the European Chamber, Board Members and Chairs shall channel any media statements or press release through the European Chamber Press Officer. Any comments related to European Chamber activities made by Board Members and Chairs in public shall, to the maximum extent possible, be respectful of the European Chamber as a whole and in line with the messages of the Position Paper.

9. Board Members and Chairs shall not engage in discussions, agreements or other arrangements during Board or Group meetings, when discharging their duties as Board Members or Chairs, which could result in a breach of either the PRC Anti-Monopoly Law or the PRC Anti-Unfair Competition Law. Board Members and Chairs shall ensure that such discussions, agreements or other arrangements do not take place during Board and Group meetings. Where a Board Member or Chair is in any doubt as to the compatibility of a proposed discussion, agreement or arrangement with the aforementioned laws, he/she must immediately raise his/her concerns with the other attendees at the meeting.

10. During their tenure at the European Chamber and thereafter, Board Members and Chairs shall refrain from making any disrespectful comments or observations in public that may negatively affect the reputation and image of the European Chamber.

11. Should Chairs not perform his/her duties, the European Chamber's Executive Committee reserves the right to dismiss the Chairs with a majority vote.

12. Board Members or Chairs who fail to attend three consecutive meetings of the relevant Board or Group shall be deemed to have resigned, unless the absence has been permitted by and subsequently ratified by the Executive Committee or local Board by majority vote.

13. Should Board Members or Chairs leave his/her company; this information shall be communicated to the Chamber secretariat within five working days.

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This Code of Conduct is adopted by the European Chamber's Executive Committee on 8 January 2017.

With my signature, I, hereby, certify that I accept the position and acknowledge the terms as set out in this Code of Conduct.

Full Name	Position
Date	