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# INTERNAL RULES of EHEDG

## Bylaw No. 1

### Election Procedures

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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Bylaw number 1 describes:

- The election format and procedures referenced in Article 6, of the Internal rules of EHEDG effective 1 July 2016.

### **Election format**

The election of the President, Vice-President, Secretary/Treasurer, and Advisory Board takes place once every three (3) years in quarter four (4).

Industry Company Members and Institutes shall designate one (1) representative to the General Assembly and communicate this name to the EHEDG Secretariat. All communication about the election process will be done through this designated representative.

### **Election procedure**

Approximately six (6) months before the election date the EHEDG Secretariat will invite the EHEDG members represented in the General Assembly to nominate the following candidates:

- for the Advisory Board (1),
  - for the President
  - for the Vice President
  - for the Secretary/Treasurer.
- Each EHEDG member represented in the General Assembly can only propose one (1) candidate for the Advisory Board. Thus in total only four (4) candidates can be proposed.
  - Nominated candidates for the six (6) Advisory Board positions must be representatives of a company member, but not necessarily an employee of the members own company.
  - Candidates for other positions can be employees of a company or institute members or individual members as well.
  - Proposed candidates for all positions, including their CV and motivation letter, must be communicated to the EHEDG Secretariat no later than two (2) months before the election date.
  - Detailed voting procedure, names of candidates and other relevant information will be published by the EHEDG Secretariat on the website and communicated directly to the designated representatives, one (1) month before the election date.
  - The election will be done electronically on the EHEDG website and the election window will be open for a period of two (2) calendar weeks.

- The appointment of Advisory Board positions, excluding the President, will be done as follows:
  - The two (2) candidates with the most number of votes in each of the categories: food producers, equipment manufacturers, service suppliers & engineering companies will be elected
  - If two (2) or more candidates receive the same number of votes, a decision will be made by a draw, made under the supervision of the Executive Committee.
- The appointment of the President, Vice President and Secretary/Treasurer, will be done as follows:
  - The individual with most number of votes will be elected.
  - If two (2) or more candidates receive the same number of votes, a decision will be made by a draw, made under the supervision of the Executive Committee.
  - For practical reasons the physical location of the candidates for these three (3) positions must be Europe.
- In the case of an incomplete number of elected candidates for the Advisory Board positions (less than six (6)), then any open position will stay vacant for the election term.
- In the case of a lack of candidates for President, or Vice President or Secretary/Treasurer, candidates for these positions will be proposed by the current Executive Committee and approved by the Advisory Board.
- In case of departure of any elected position for any reason the vacant position will be offered to the next candidate with the second highest vote count, and so on, for the duration of the current term.
- In the case that one (1) General Assembly member has acquired more than two (2) positions, the member has to confirm its two (2) chosen candidates, of which only one (1) can become an Advisory Board member and one (1) an Executive Committee member.
- In the case that one country has acquired more than three (3) positions, the three (3) candidates with the most votes will be elected. Of these three (3) candidates only two (2) can become part of Executive Committee or of the Advisory Board.

## Voting rights

Voting entities are all Industry Companies and Institutes. Each voting entity can cast one vote for each of the four (4) positions: one Advisory Board position, the President, the Vice President and the Secretary/Treasurer.

Individuals have no voting rights.

When counting the number of votes per position, the vote count for Industry Companies will follow the fee structure as defined below, with the largest company vote for each position being multiplied by five (5) and multiplied by one (1) for the smallest.

The following membership classes apply for Industry Companies:

<b>Membership Class</b>	<b>Food-related turnover in EUR excl. VAT</b>	<b>Multiplier</b>
Class 1	> 500 Million €	5
Class 2	50 to 500 Million €	4
Class 3	10 to 50 Million €	3
Class 4	1 to 10 Million €	2
Class 5	< 1 Million €	1

Institutes have each one (1) vote multiplied by one (1).

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# INTERNAL RULES of EHEDG

## Bylaw No. 2

### Executive Committee

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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Bylaw number 2 describes:

- The Executive Committee meeting agenda referenced in Article 4 of the Internal Rules of EHEDG effective 1 July 2016.

### **Annual planning**

The planning of meetings is done on occasion of the last Executive Committee meeting of the previous year.

four (4) meetings shall be planned, one (1) in each calendar quarter. Topics that have to be dealt with are:

- Q1 : previous year results and achievements,
- Q2 : progress of the program, strategy update,
- Q3 : preliminary planning and budgeting of the year to come
- Q4 : preparation of the Advisory Board meeting and final planning of the year to come.

Every three (3) years, the preparation of the election has to be incorporated in the agenda of the Q1 and Q2 meetings.

### **Invitations and agenda to the meetings, meeting minutes**

Invitations shall be issued at least two calendar weeks in advance individually and on the EHEDG Website. The President is responsible for issuing the invitation and the agenda.

Executive Committee members must be given the opportunity to propose agenda items. Material for the complex decision items should be issued together with the agenda.

Minutes, including decisions and actions, shall be issued at the latest two calendar weeks after the meeting individually and on the EHEDG Website.

### **Executive Committee agenda mandatory items**

- Approval of the Agenda.
- Approval of the minutes of the previous meeting, review of the actions and consequences of the decisions.
- Membership status.
- Finance report.
- Progress reports from the three (3) Sub-Committees, including:
  - strategy update,
  - reporting progress on actions,
  - operational matters
  - any changes planned or made to procedures.
- Q1-Q4 focus points.
- Review of decisions of the current meeting.

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# INTERNAL RULES of EHEDG

## Bylaw No. 3

### Regional Development

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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Bylaw number 3 describes:

- various aspects of Regional Sections development as referenced, in Article 7 of the Internal Rules of EHEDG effective 1 July 2016.

### Contents

- Role, structure and functions as well as management aspects, in Article 1
- Interaction and support to Regional Sections, in Article 2
- Formation of new Regional Sections, in Article 3
- Definition of Strategic Plans for the Regional Development, in Article 4

## Article 1 – Regional Development Sub-Committee (RD SubCom)

- Role

The role of this Regional Development (RD) Sub-Committee (SubCom) is to lead and develop the specific strategies and programs in relation to Regional Sections (RS).

- Structure, members and functions.

The structure of the RD SubCom consists of a Chair, a Co-Chair and members who are appointed by the SubCom Chair. The Sub-Committee structure can be modified by the Executive Committee subject to new EHEDG needs. Their functions are described next:

### Chair

- Leading the SubCom activities.
- Coordination with President, Vice-president, Treasurer and EHEDG Secretariat.
- Coordination with other Sub-Committees.
- Reporting to ExCo and General Assembly on the RD SubCom activities.
- Representing EHEDG at regional events and communication activities.

### Co-Chair

- Playing the role of Chair in absence of the Chair.
- Playing the role of Member when the Chair is available.

### Members

- Supporting the Chair in all his/her functions.
- Contributing to the design of strategic plans.
- Providing support, identifying needs, gaps or opportunities, evaluating plans and activities carried out by a group of Regional Sections.
- Supporting the process of formation of new Regional Sections by identifying needs, evaluating applications, propose approvals to ExCO and formalize establishment of regional sections.
- Helping to organize and participating in the EHEDG activities with Regional Sections (e.g. EHEDG World Congress, General Assemblies, etc.).
- Helping to support the interaction with other Sub-Committees activities.
- Representing EHEDG in regional events and communication activities.

- Management

SubCom activities are coordinated by the Chair with the support of the EHEDG Secretariat (information feed, internal/external networking, meetings organization, languages review, logistics, financial requirements for SubCom activities, etc).

Approximately four RD SubCom meetings (in person or on-line) are annually held, one in each calendar quarter, one of them taking place before an ExCo meeting.

The SubCom meeting agenda includes items like updating Regional Section activities, strategy update, reporting progress on actions, internal management, preparation of ExCO meetings, financial and budgets aspects.

## **Article 2 – Supporting Regional Sections**

- Monitoring and supporting regional activities.

The RD SubCom members help the existing regional sections to understand and apply EHEDG strategy as well as to identify needs, gaps or opportunities, monitor and contribute to improve their performance.

A specific group of regional sections are assigned to a SubCom Member by the Chair according to geographical nearness, language knowledge, existing contacts, or other criteria. This strengthens the interaction between EHEDG and its regional sections.

- Annual Plans and Budget

The RD SubCom informs the Treasurer and the ExCO to evaluate and decide on specific financial needs proposed by the Regional Sections, including the annual budget planning.

## **Article 3 – Supporting the formation of new Regional Sections.**

- Approval of new regional sections.

In the past, a significant increase of new Regional Sections has been promoted by EHEDG. In order to have a sustainable growth, a clear policy will be applied for new approvals based upon:

- Definition of EHEDG regional priorities.
- Information required to applicants like characteristics of the region, size of food/machinery sectors, applicant entity, chair, management, resources, financing, etc.
- Evaluation procedure including scoring criteria, minimum thresholds, stages, interaction with the applicant, etc.
- Decisions (approval or rejection) are taken by ExCo during their meetings using the SubCom input.

EHEDG may provide initial funding for the establishment of new Regional Sections.

- Formation of new regional sections.

Specific by-Laws are mutually agreed (signed) upon EHEDG and the applicant entity including rules for individual and company membership, Regional Committee, decisions and finances. Each Regional Section shall have a treasurer who has knowledge of accounting practices and the local tax regulations.

## **Article 4 – Designing Strategic Plans for Regional Development.**

The SubCom designs 3 years Strategic Plans to guide the regional sections in their activities always in-line with the EHEDG general strategy and updated priorities. The Strategic Plans include global or specific “Objectives” for the period. It also describes “Actions” which are activities recommended to Regional Sections when preparing activity plans. Finally, the Strategic Plan identifies the need of creating new EHEDG “Policies” to be developed during the period including associated procedures, forms, etc. Example: policy for new Regional Section approval.

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# INTERNAL RULES of EHEDG

## Bylaw No. 4

### Product Portfolio

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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Bylaw number 4 describes manuals to be prepared by Sub-Committee Product Portfolio and to be cleared by Executive Committee with respect to:

- forming, tasks, and duties of EHEDG Working Groups
- development, life cycle policy, and terms of utilization of EHEDG documents
- development, life cycle policy and terms of utilization of EHEDG Training Material
- principles of EHEDG product certification, including test institutes related aspects

## **Article 1 – Manual on forming, tasks, and duties of EHEDG Working Groups**

Sub-Committee Product Portfolio shall provide a manual on forming, tasks, and duties of EHEDG Working Groups which covers at least

- Proposal of document
- Call for experts
- Nomination of working group members (including tasks and duties)
- Entitlement, tasks, and duties of workgroup chairmen
- EHEDG compliance policy.

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all interested parties.

## **Article 2 – Manual on development, life cycle policy, and terms of utilization of EHEDG documents**

Sub-Committee Product Portfolio shall provide a manual on development, life cycle policy, and terms of utilization of EHEDG documents which covers at least

- Structure and style-guide
- Development and approval of new EHEDG documents
- Life-cycle policy for EHEDG documents
- Terms of use

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all interested parties.

## **Article 3 – Manual on development, life cycle policy, and terms of utilization of EHEDG Training Material**

Sub-Committee Product Portfolio shall provide a manual on development, life cycle policy and terms of utilization of EHEDG Training Material which covers at least

- Development and approval of EHEDG training material
- Life cycle policy for EHEDG training material

- Terms of use
- Authorization of EHEDG trainers

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all authorized parties.

## **Article 4 – Manual on principles of EHEDG product certification**

Sub-Committee Product Portfolio shall provide a manual on principles of EHEDG product certification which covers at least

- EHEDG product certificate classes
- Certification procedures including certification schemes
- Life cycle policy for EHEDG product certificates
- Terms of use of EHEDG product certificates
- Authorization of EHEDG test institutes
- Certification fee schedule

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all interested parties.

## **Article 5 – ExCo Authorities**

Sub-Committee Product Portfolio shall defer the following authorities to the ExCo:

- Final approval of all documents (Guidelines, Training Materials, and Certification Schemes) prior to publication.
- Designation of the SubCom Product Portfolio Chair and confirmation of the SubCom Product Portfolio Chair's nomination for the Co-Chair.
- Approval of the proposed SubCom Product Portfolio Strategic Plan and annual budget
- Establish the royalty level paid to EHEDG by the Authorized Trainers.
- Eligibility, final approval, and dismissal of EHEDG test-institutes
- Terms of use of EHEDG certificates
- Establishment of royalty scheme for granting, prolongation, and renewal of EHEDG certificates

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# INTERNAL RULES of EHEDG

## Bylaw No. 5

### Communication

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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Bylaw number 5 describes:

#### EHEDG Events

- Events - internal
- Events - external

#### Membership Relations

- Communication structure
- Membership relation management

#### External Communication

- Communication policy
- Utilization of the “EHEDG Logos” referenced in article 9 and 10
- Liaison and affiliation with other organizations referenced in article 11
- Strategy for communication tools

of the Internal Rules of EHEDG effective 1 July 2016.

## **EHEDG Events**

### **Events - internal**

An EHEDG World Congress on Hygienic Engineering & Design shall be organized every second year in a suitable location recommended by the SubCom Regional Development and decided by the ExCo. The goal of the congress is to share and update on latest developments in the area of hygienic engineering & design for food safety.

Target participants shall be EHEDG members as well as potential members from the relevant industries and academia. Responsible for organizing the congress shall be a team consisting of a representative of the SubCom Communication, a Chair from a Regional Section, the EHEDG Secretariat, the Treasurer and a professional local event organizer if required. The ExCo approves the venue, the budget and the congress program.

The EHEDG World Congress should be self-financed by delegate fees and sponsorships.

An EHEDG Plenary Meeting shall be organized preferably in conjunction with the World Congress, and in years when congresses are not organized, the Plenary Meeting will be held preferably in conjunction with an ExCo meeting. Target participants for Plenary Meetings shall be the EHEDG ExCo, the Regional Chair and Co-Chairs as well as Working Group Chairs and Co-Chairs. The goal of the Plenary Meeting is to share and update on recent and planned activities of EHEDG. Responsible for organizing the Plenary Meeting shall be a Chair of a Regional Section, the EHEDG Secretariat and the Treasurer. The ExCo approves the venue, the budget and the meeting program.

The Plenary Meeting shall be financed by approved central EHEDG funds.

Internal regional events and workshops shall be organized by the SubCom Regional Development when required. The goals, objectives, location, participation and timing of the meetings shall be decided by the Chair and the Co-Chair with their respective teams. Funding can be made available from central funds but in which case it has to be included in the annual central budget process and approved by the ExCo.

### **Events – external**

Non-EHEDG local events can be organized and managed by SubCom Regional Development when required. Funding can be made available from central funds but has to be included in the annual central budget process and approved by the ExCo.

Participation in international exhibitions shall be planned by SubCom Communication, managed by the Secretariat and included in the approved EHEDG budget. Participation shall be limited to the world's leading trade fairs. The purpose of participation shall be to promote the EHEDG product portfolio and capabilities, and to attract and acquire new members.

Invitations to international events not organized by EHEDG will be evaluated by SubCom Communication before acceptance by the ExCo. EHEDG will participate only if participation provides value to EHEDG and if the right representation can be made available.

An EHEDG Events Policy is written (Bylaw 5.1) to explain details on management of events.

## **Membership Relations**

### **Communication structure**

The four main communication channels handled by the Secretariat are the Website, the Newsletter, direct mailing and the Yearbook. Content ownership, publication frequency, layout according to corporate identity and number of print copies shall be with the responsible SubCom or the responsible member of the ExCo.

### **Membership relations management**

Membership correspondence and administration such as membership applications, working group membership, invitations to events, technical support and Website access are handled by the Secretariat.

Membership terminations shall be handled as described in the Internal Rules, article 11.

Questions which cannot be dealt with directly by the Secretariat will be referred to the relevant SubCom or the responsible member of the ExCo and answered in the shortest possible time. Answers to questions of a general nature will be published to all members.

## **External Communication**

### **Communication policy**

The policy of EHEDG is to be reactive on external media communication depending on current topics of interest as approved by the ExCo.

EHEDG will proactively promote communication in specialized media if consistent with its mission. The respective SubCom shall be responsible for the content of such communication.

Invitations to press publications shall be evaluated by SubCom Communication before presented for acceptance by ExCo. EHEDG will participate only if participation provides value to EHEDG.

Proactive communication with legislators and key stakeholders is necessary for EHEDG to obtain global recognition as formulated in the mission statement. A yearly plan and budget shall be established by SubCom Communication and approved by the ExCo.

Non-members will be referred to the public part of the Website for general information about EHEDG and its products. Detailed information shall be only available to EHEDG members after log-in. Non-members shall always be offered a current information package and be informed of the membership benefits. The information package shall be kept up-to-date and provided on request by the Secretariat.

## **The utilization of the “EHEDG Logos” as referenced in the Internal Rules, article 9 and 10**

The following protected logos are available:

- Neutral EHEDG logo
- Company membership logo
- Institute membership logo
- Regional logos (e.g. EHEDG Japan)
- Certified equipment logos

All above logos are owned and protected by EHEDG. The utilization is referenced in the conditions for use. A suspected misuse or abuse of an EHEDG logo must be reported to the Secretariat who shall initiate an investigation and intervene with the company or person who is misusing the logo asking for immediate withdrawal of such publications. Any new EHEDG logos must be approved by the ExCo.

## **Liaison and affiliation with other organizations referenced in the Internal Rules, article 12**

Regional Sections are encouraged to collaborate with local or regional organizations in the area of food safety and hygienic design. Unless these local or regional organizations become formal members of EHEDG, the information shared must remain restricted to the public part of the EHEDG Website.

EHEDG shall seek affiliation with a limited number of organizations that pursue the same or related objectives. These affiliations shall be approved and formalized by the ExCo. Affiliations shall be maintained only as long as they provide value to EHEDG and its members.

An ExCo member or a SubCom shall be appointed for coordination of the relationship with each affiliation. The sharing of internal EHEDG information shall be decided from case to case by the coordinator responsible.

## **Strategy for communication tools**

The website is the major information platform and primary information tool of EHEDG. The Secretariat shall have the overall responsibility to maintain the Website.

The membership database, currently hosted by VDMA, shall be the major tool to maintain current member data, including categories of members, as well as the composition of Working Groups and Regional Sections. The overall maintenance of the membership database shall be the responsibility of the Secretariat. Membership data must be proprietary to EHEDG and subject to EHEDG confidentiality policy.

Social Media: The SubCom Communication together with the Secretariat will evaluate and propose, for the ExCo to decide, a suitable platform for internal communication between EHEDG members as a complement to the Website

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# INTERNAL RULES of EHEDG

## Bylaw No. 5.1 on Communication

### EHEDG Events Policy

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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## **EHEDG Events Policy**

Further to the main events mentioned in Bylaw No. 5, EHEDG offers a variety of other events and meetings of which the most common ones are specified and classified hereunder. EHEDG Working Group meetings and training courses are not described in this document, but are referred to in the SCP's of Sub-Committee Product Portfolio.

### **1 EHEDG Event Policy – INTERNAL**

#### **INTERNATIONAL EHEDG EVENTS**

##### **1.1 EHEDG World Congress on Hygienic Engineering & Design**

##### **1.2 EHEDG Plenary Meeting**

##### **1.3 EHEDG workshops, symposia or seminars on occasion of international exhibitions and other NON-EHEDG events**

#### **REGIONAL EHEDG EVENTS**

##### **1.4 EHEDG ...**

- Workshop
- Seminar
- Webinar
- Conference
- Info Day
- Round Table
- Annual Meeting
- ...

### **2 EHEDG Event Policy – EXTERNAL**

#### **NON-EHEDG EVENTS (national and international)**

## INTERNATIONAL EHEDG EVENTS

Title	Financed by	Organizing Team	Frequency	In scope of SubCom	Keywords & Criteria
<b>1.1 EHEDG World Congress on Hygienic Engineering &amp; Design</b>	<ul style="list-style-type: none"> <li>- Sponsors</li> <li>- Delegate fees</li> <li>- EHEDG International (if not fully self-financing)</li> </ul>	<ul style="list-style-type: none"> <li>- <b>EHEDG International</b> Treasurer, Program Chair, EHEDG Secretariat</li> <li>- <b>Hosting Regional Section</b> Chair and/or local Committee</li> <li>- <b>Professional local event or exhibition organizer</b></li> </ul>	<p>Every second year (currently in even years)</p>	<p><b>COM</b> (to be approved by ExCo)</p>	<ul style="list-style-type: none"> <li>- international &amp; high-level participants from all over the world</li> <li>- target groups: EHEDG membership &amp; other stakeholders</li> <li>- broad audience (+/- 300)</li> <li>- aimed to be self-financing</li> <li>- multidisciplinary, oriented towards new trends/innovations, commercial and sustainability aspects in HD, processing and food safety</li> <li>- two full days lecture program by invited high-level EHEDG speakers</li> <li>- by preference no parallel sessions</li> <li>- sponsorship &amp; exhibition opportunities</li> <li>- networking opportunities (1:1 meetings)</li> <li>- social program</li> <li>- own website <a href="http://www.ehedg-congress.org">www.ehedg-congress.org</a></li> <li>- for further details see Annex 1</li> </ul>
<b>1.2 EHEDG Plenary Meeting</b>	<ul style="list-style-type: none"> <li>- EHEDG International</li> </ul>	<ul style="list-style-type: none"> <li>- <b>EHEDG International</b> Treasurer, Program Chair, EHEDG Secretariat</li> <li>- <b>Hosting Regional Section</b> Chair and/or local Committee</li> </ul>	<p>Annually, either jointly with the EHEDG World Congress or on a stand-alone basis in non-congress years.</p>	<p><b>COM / RD</b> (to be approved by ExCo)</p>	<ul style="list-style-type: none"> <li>- major <b>internal</b> EHEDG event (all Advisory Board &amp; ExCo members, SubCom Chairs, RG/WG Chairs), upon invitation only</li> <li>- information, updates &amp; news about the EHEDG SubCom work, interactive sessions, discussions, Q&amp;A sessions</li> <li>- two-day program in non-congress years (with lectures on day two)</li> <li>- one-day program if jointly organized with the EHEDG World Congress on Hygienic Engineering &amp; Design</li> <li>- networking and social program</li> </ul>
<b>1.3 EHEDG Workshops or Symposia on occasion of international exhibitions and events</b>	<ul style="list-style-type: none"> <li>- EHEDG International</li> </ul>	<ul style="list-style-type: none"> <li>- <b>EHEDG International</b> Treasurer, Program Chair and/or Committee, EHEDG Secretariat</li> <li>- <b>External organizer</b></li> </ul>	<p>To be individually decided</p>	<p><b>COM</b> (to be approved by ExCo)</p>	<ul style="list-style-type: none"> <li>- International audience</li> <li>- All kinds of stakeholders</li> <li>- Number of participation can vary significantly</li> <li>- half- or one-day lecture program</li> <li>- Promotion by EHEDG International and external organizer</li> <li>- invited high-level EHEDG speakers</li> <li>- meant to increase the visibility of EHEDG</li> </ul>

## REGIONAL EHEDG EVENTS

Title	Financed by	Organizing Team	Frequency	In scope of SubCom	Keywords & Criteria
<b>1.4 EHEDG...</b> <ul style="list-style-type: none"> <li>- <b>Workshop</b></li> <li>- <b>Seminar</b></li> <li>- <b>Webinar</b></li> <li>- <b>Conference</b></li> <li>- <b>Round-table</b></li> <li>- <b>Annual RG meeting</b></li> <li>....</li> </ul>	<ul style="list-style-type: none"> <li>- Delegate fees and / or sponsorship</li> <li>- If not or only partly self-financing, EHEDG International to provide support upon request and approval, based on the annual budget &amp; activity planning as well as on a detailed calculation to be submitted by the RG in advance.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>EHEDG Regional Section</b> Chair and/or organizing Committee</li> <li>- <b>in coordination with EHEDG International</b> SubCom RD, EHEDG Secretariat, Program Co-Chair (if required)</li> </ul>	<p>To be individually decided and co-ordinated in accordance to the overall EHEDG events calendar. Depending on resources and time, at least one regional event should be organized every year</p>	<p><b>RD</b> (ExCo to be informed about annual planning)</p>	<ul style="list-style-type: none"> <li>- regional / national scope</li> <li>- local language</li> <li>- (potential) EHEDG members &amp; other stakeholders</li> <li>- small to medium scale audience (10 to +/- 100 persons)</li> <li>- usually one-day program</li> <li>- introduction of EHEDG as an integral part</li> <li>- local speakers and/or one or two invited international EHEDG speakers</li> <li>- lectures rather focused on a limited scope of topics</li> <li>- mostly irregular</li> <li>- coincidence with other EHEDG events to be avoided</li> <li>- organized in close cooperation with SubCom RD announcements, invitation and all at-site organization to be arranged by Regional Section additional promotion in EHEDG website news &amp; newsletter</li> </ul>

<b>Workshop:</b>	Characterized by group work. Meeting of a small group of experts who are intensively working on a topic in a limited time frame. Participants closely cooperate with each other to achieve a common goal and to learn from their professional colleagues. Workshops are chaired by a discussion leader.
<b>Seminar:</b>	Singular educational event not only meant for information purposes, but with the intention to impart knowledge or certain skills. Contrary to a lecture program, the participants are more actively involved and asked for their contributions by questions or discussions.
<b>Webinar:</b>	Internet-based, same purpose like seminar. Participants can communicate via microphone and webcam or chat.
<b>Conference:</b>	Formal meeting of professionals where experts and researchers present their results and activities in a given subject, scientific or technical developments. Conferences have a broader scope of topics and a broader attendance compared to seminars and are usually organized on a local or national basis by a national body. Often held annually or on some other recurring basis.
<b>Roundtable:</b>	Oral presentations followed by discussion with attendees seated around a table. Roundtables typically include 15 min. of presentation, followed by 30 min. of discussion and feedback. Roundtable presenters should ask targeted questions to others at the table in order to learn from and with those attending. Ideal format for networking and in-depth discussion on a particular topic.
<b>Annual Meeting:</b>	Get-together of all members of a Regional Section, periodically once a year. Introduction of EHEDG, update on achievements, membership and finances of the RG. Often accompanied by a lecture program. Opportunities for networking and discussion.

## 2 NON-EHEDG EVENTS (national and international)

### General

#### “The EHEDG Policy on external events is reactive”

Bylaw No. 5: “Non-EHEDG local events can be organized and managed by SubCom Regional Development when required. Funding can be made available from central funds but has to be included in the annual central budget process and approved by the ExCo (see page 3).”

“Participation in international exhibitions shall be planned by SubCom COM, managed by the Secretariat and included in the approved EHEDG budget. Participation shall be limited to the world's leading trade fairs. The purpose of participation shall be to promote the EHEDG product portfolio and capabilities, and to attract and acquire new members (see this page)”.

#### Exhibitions:

Proposed exhibitions for an EHEDG participation by a booth (manned by EHEDG experts and Secretariat staff), probably accompanied by a symposium, seminar or a lecture program:

- Drinktec (Munich/Germany), every 4 years
- Anuga FoodTec (Cologne/Germany), every 3 years
- Other exhibitions as defined minimum two years in advance by SubCom COM and agreed by the EHEDG ExCo.

Bylaw No. 5: “Invitations to international events not organized by EHEDG will be evaluated by SubCom COM before acceptance by the ExCo. EHEDG will participate only if participation provides value to EHEDG and if the right representation can be made available.”

#### EHEDG speaker participation in non-EHEDG events:

Individual inquiries of an event organizer are to be handed in to the EHEDG Secretariat, evaluated and agreed by SubCom COM and approved by the ExCo.

#### The benefit of an external event to EHEDG is evaluated based on the following criteria:

	Participation recommended if	Participation disapproved if
<b>Timing</b>	Inquiry is received with a leadtime of <b>more than six months in advance</b>	Inquiry is received <b>less than six months in advance</b>
<b>Internationality</b>	Target groups are international, cover the EHEDG membership and related stakeholder groups from food equipment and food industries (not too scientific) and are rather large and high-level	Target groups are rather local, either with very specific or unspecific expertise, local language
<b>Topics</b>	the overall program is in the scope of EHEDG	the program is out of the scope of EHEDG (also if too scientific)
<b>Importance</b>	Evaluation by screening of the event website and post-event reports, as well as by investigations with (EHEDG-)speakers in earlier events of the same organizer	

	<ul style="list-style-type: none"> <li>• addressing EHEDG target groups</li> <li>• broad audience of &gt; 100 persons)</li> <li>• multidisciplinary, oriented towards new trends and innovations, commercial and sustainability aspects of HD, processing, packaging and food safety</li> <li>• opportunity to submit scientific papers</li> </ul>	<ul style="list-style-type: none"> <li>• Rather non-EHEDG target groups</li> <li>• small audience of &lt; 100 persons</li> <li>• focusing on one or a few discipline/s</li> <li>• usually no scientific paper submission</li> <li>• clearly promotional/marketing oriented</li> </ul>
<b>Costs</b>	Organizer agrees on free-of-charge participation of the EHEDG speaker/s, and optionally covers the costs for travel and accommodation	Speaker participation is at own (EHEDG) expense

**Additional criteria for EHEDG participation in external events**

(not to be considered as a knock-out if not fulfilled):

- The event helps to increase the visibility of EHEDG and makes the organization well-known
- EHEDG is optionally shown by name and logo on the event website
- Other opportunities offered by the organizer to present EHEDG (e.g. by a booth)

**Event partnership:**

Same criteria as described above. No speaker participation, only publication of the EHEDG link and logo on the event website. Vice-versa publication of the event in the EHEDG website news and in the EHEDG newsletter. Details to be agreed on a case-to-case basis.

## ANNEX 1

### **EHEDG World Congress on Hygienic Engineering & Design – Additional Criteria**

#### **Title**

The denomination of this event to be used in all communication is “**EHEDG World Congress on Hygienic Engineering and Design Year – Country**”

The title ‘Congress’ signifies that the event is large and multidisciplinary contrary to a ‘Conference’ with is smaller and focused on a few topics only. EHEDG World Congresses are meant to disseminate, share and update on latest developments in the field of hygienic engineering & design as well as on hygienic processing know-how, but will also address scientific topics like food safety or economic aspects like cost savings by hygienic design.

#### **Target groups**

The event is aimed for an audience of 300 to 350 delegates, both experts and newcomers from EHEDG membership and other stakeholder groups on a worldwide level, e.g.:

- CEOs, decision makers and experts from companies involved in the manufacturing of food and food equipment, professionals from companies supplying engineering services, quality managers responsible for food safety control, sales & marketing managers.
- Scientists and students, governmental officials and NGO representatives working in the fields of hygienic engineering and design, food production, food processing, food quality and safety, innovative technologies, new trends in food safety, disinfectants, sanitizers and auditors.

#### **Frequency**

Every second year (currently in even years), as long as applications are available

#### **Applications and Approval**

The EHEDG Regional Sections are invited to apply for the organisation of a future EHEDG World Congress in their countries. The EHEDG Secretariat sends out a call for applications to all Regional Sections minimum two years in advance to the intended Congress year. After due consideration of all incoming proposals and upon recommendation of the Sub-Committees Communication and Regional Development, the EHEDG Executive Committee finally selects and approves the most suitable congress venue, the budget and the overall congress program.

#### **Duration and combination with other meetings**

The Congress program covers two full days which are required to adequately cover a broad range of topics and presenters. The EHEDG Plenary Meeting of all Board & ExCo members, Sub-Committee Chairpersons, Regional Chairpersons and Working Group Chairpersons is to be scheduled by preference on the pre-congress day.

## **Location and timing**

The Congress location should be easily accessible and in close distance to an international airport. EHEDG Congresses should be held in Europe for the time being as the majority of attendees come from European countries. Cost and time for travelling have to be taken into consideration by the organizers same as reasonable hotel rates. The Congress should be held by preference in a hotel where all participants are accommodated or at a venue nearby, like a conference or exhibition centre. This will enhance networking and facilitate the at-site organisation. Time conflicts with important international events and trade fairs as well as with any other EHEDG events shall be avoided. No other major EHEDG meeting or event should be scheduled in a period of minimum six weeks in advance or after the Congress.

## **Organization**

The Congress is organized by a team of EHEDG International consisting of the Treasurer, the EHEDG Secretariat, a Co-Program Chair and a representative of SubCom Communication, the Regional Section Chair and a professional local event organizer. The title “EHEDG World Congress” can be used by these parties upon prior written agreement only. EHEDG World Congresses should not be combined with training courses or Working Group meetings. The organizing committee members jointly and proactively undertake all efforts to make the Congress a success by promoting participation to national and international target groups from the EHEDG membership and other stakeholders, by setting up a high-level program, by recruiting speakers as well as by gaining a sufficient number of sponsors with the aim of making the event self-financing.

It is strongly recommended to involve a professional event or exhibition organizer for all at-site arrangements, accommodation, registration, social events, dinners etc. The event organizer is responsible for the professional organization and marketing of the Congress. Promotion to potential participants and the acquisition of sponsors are jointly followed up by the local organizers and EHEDG International based on an agreed marketing & promotion plan.

## **Congress Program & Speakers**

The search for and recruitment of speakers is a common task both of the local organizer and EHEDG International. The Congress program is drafted by the Regional Chair in co-operation with the Program Co-Chair of EHEDG International and subject to approval by the EHEDG Executive Committee.

Speakers are high-level, internationally renowned experts from the EHEDG Working Groups or membership, or have in-depth know how in the field of the Congress topics.

Speakers receive guidelines for submission of their abstracts and presentations. These details will be published in the book of abstracts, both in electronic format on the congress webpage and in hardcopy together with the congress handouts. Full presentations in.pdf format will be made available for download from a password-protected area of the Congress webpage to Congress delegates only.

## **Financing**

EHEDG World Congresses are aimed at being self-financing by delegate fees and sponsorships.

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# INTERNAL RULES of EHEDG

## Bylaw No. 6

### Financials

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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Bylaw number 6 describes:

- Membership contribution
- Fee monitoring
- Request for financial support of Regional Sections and Working Groups
- Reimbursement of travel expenses
- Expenditures and commercial transactions subject to own financial interest

As referenced in article 8 and 13 of the Internal Rules of EHEDG effective 1 July 2016.

## Finances

### Membership Contribution

- Industrial Member Companies:**

The annual fee is based on their food related global sales according to the following table.

Food related turnover in €p.a. excl.VAT	Contribution in €p.a. excl. VAT
>500 millions	10.000
50 to 500 millions	5.000
10 to 50 millions	2.500
1 to 10 millions	1.000
< 1 million	500

- Institute Members:**

Institutes in € excl. VAT:	500
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- Individual Members:**

Individuals in € excl. VAT:	100
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### Fee Monitoring:

Industrial Members, selected in case of doubt, shall have their fees verified each calendar year to confirm compliance.

The fee structure is to be reviewed yearly to ensure that the revenues meet the expectations of the members and are reflecting the EHEDG operating costs.

### Request for financial support of Regional Sections and Working Groups

Financial support for Regional Sections and Working Groups must be approved by the Executive Committee. Annual EHEDG support funds budgets are to be adhered to as closely as possible by neither exceeding nor underspending.

### **Financial Support of Regional Sections and Working Groups:**

- EHEDG supports fund budget requests from the Regional Sections and the Working Groups which must be received by the EHEDG Secretariat by 31 October of a year for the year to come.
- The EHEDG President, Treasurer and Secretary will evaluate, modify as appropriate and approve by 30 November of a year for the year to come based upon recommendation of the Chairpersons of the SubCom Regional Development and SubCom Product Portfolio.
- EHEDG support funds budget requests from the Regional Sections and the Working Groups must be evaluated by the EHEDG Treasurer and approved by the Executive Committee during the winter meeting in December for the year to come. The Chairpersons of the Regional Sections and Working Groups will be informed of the budget approved in January of the following year.
- Regional sections are to present to the EHEDG Treasurer an annually updated 3-year plan of their activities. The plan shall detail a spending plan for the EHEDG provided support funds against EHEDG approved activities. All invoices paid by EHEDG will be cross-checked for activities agreed on a yearly basis.
- In addition to their annual budget, the Regional Sections are to submit a mid-term report of their activity plan progress. The report is to include a review of actual income versus support fund budget allocations. The EHEDG Treasurer will remind the Regions in the mid-year of their obligation to spend their EHEDG support fund budgets as planned. Any major deviation should be reviewed by the Treasurer and the Executive Committee against a list of special projects where these expenses could be used, i.e. services, tasks, topics etc. or where savings could be realised.
- Approval of overspending EHEDG support funds budgets is the responsibility of the EHEDG Treasurer.
- All expenses above the amount specified in the Financial SOP shall be approved by the EHEDG treasurer. All other expenses can be approved by the Secretariat manager, provided the expenditures are in conformance to the approved budget.
- Each Regional Section shall have a Treasurer who has knowledge of accounting practices and the local tax regulations.

### **Reimbursement of travel expenses**

Reimbursement of travel expenses for participation in EHEDG activities must be approved by the Treasurer according to the SOP on Financials.

### **Expenditures and commercial transactions subject to own financial interest**

Individuals are not allowed to control and approve own expenditures or commercial transactions with entities with which they have a financial interest, directly or indirectly. Such expenditures will always need the approval of the Treasurer of the foundation.

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# INTERNAL RULES of EHEDG

## Bylaw No. 6 – SOP's

### Financials – SOP's

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This document was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016

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## **EHEDG Rules for Reimbursement of Travel Expenses**

### **General**

In case of no own funds for EHEDG meeting participation, an attendee can submit a request for financial support prior to travel (see 'Request for Financial Support of EHEDG Meeting Participation' form, Appendix 1).

Reimbursement is in Euro or as indicated on the 'Claim for Travel Expenses' form (Appendix 2).

All claims for refund of traveling and accommodation expenses incurred on occasion of EHEDG meetings have to be handed in to the EHEDG Secretariat two weeks after return at the latest.

Separate claims have to be handed in by the participant for all individual meetings attended by him/her.

Principally, meeting participants are not paid for their working time spent on EHEDG tasks. They are not refunded for any lost income in their regular work resulting from an EHEDG meeting participation nor are they paid a daily allowance by EHEDG.

### **1 Traveling**

All travel costs are refunded on the principle of the most economical overall expenditure.

#### **1.1 Travel by train and/or bus or long distance bus:**

The shortest and most economical route by second-class rail or bus between the departure point and the place where the meeting is held must be used.

The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

#### **1.2 Travel by air:**

For traveling by air, low cost tickets have to be used. To benefit from the most economical fare, early booking is essential.

Return flight tickets for one-day traveling have to be avoided in case of more favorable flight fares available in combination with an overnight stay. Alternatively, back-to-back tickets should be bought or a more favorable means of transport has to be chosen if appropriate and available.

Where no price is indicated on the ticket, the invoice must be enclosed.

Air tickets exceeding EUR 500 require prior approval by the EHEDG Treasurer.

Local airport transfer should use the most economical means of transport (bus, train or subway vs. i.e. taxi).

Airport parking can be reimbursed if economical.

### **1.3 Travel by private or rented car:**

If necessary, the use of a private car can be refunded with 0.30 EUR per km. If necessary, the use of a rental car is permitted.

### **1.4 Travel documentation:**

For the reimbursement of travel costs, originals or legible photocopies of air/train tickets must be provided with the claim form. They must clearly indicate the amount paid and the full routing.

Copies of all travel documents must be kept by the expert until the payment has been received.

Taxi fares per journey shall only be reimbursed where no reasonable public transport is available.

Costs of health, life and luggage insurance are not reimbursed.

Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar non-changeable fares.

## **2 Accommodation**

Reimbursement for room and breakfast will be made on the basis of a reasonable rate and to a maximum of one night before and one after the meeting. If any more nights are requested, the reason for the extended stay (e.g. savings on air fare) has to be explained in advance to traveling.

## **3 Meals / other expenses**

Meals provided by meeting support will not be paid. If at own expense and upon prior request, meals can be reimbursed at a reasonable rate.

Other costs such as telephone calls, internet etc. cannot be reimbursed unless exceptionally agreed in advance provided that they are for the support of EHEDG activities.

## APPENDIX 1



### Request for Financial Support of EHEDG Meeting Participation

Participants are asked to hand in this application in due time in advance to a meeting (upon confirming their participation) for approval by the EHEDG Treasurer. Please fill in and return the form to the EHEDG Secretariat

*To be completed by the participant:*

<b>Name(s):</b> (max. 3 persons per organisation/company)	1.	
	2.	
	3.	
<b>Organisation/Company:</b>		
<b>EHEDG Working Group:</b>		
<b>Chairman:</b>		
<b>Next meeting date:</b>		
<b>Estimate costs to be refunded:</b> (according to EHEDG travel reimbursement rules)		

**Date / Signature of Applicant:** \_\_\_\_\_

*To be completed by the EHEDG Secretariat:*

<b>Account:</b>	
<b>Cost Unit:</b>	
<b>Account Denomination:</b>	

*To be completed by the EHEDG Treasurer:*

<b>Cost assumption granted for:</b>	next Working Group meeting only (application to be renewed for all future meetings) <input type="checkbox"/>
	all upcoming Working Group meetings (permanent approval valid until finalization of work of the Working Group) <input type="checkbox"/>
	Not approved (see remarks) <input type="checkbox"/>
<b>Remarks Treasurer / President:</b>	

**Date / Signature of Treasurer:** \_\_\_\_\_

**Date / Signature of President:** \_\_\_\_\_

#### NOTE:

Working Group participants who verifiably do not receive any financial support from their company and participants from universities and institutes without own travelling funds may hereby apply for a reimbursement of their travelling and accommodation expenses to allow them participation in the meetings of above mentioned EHEDG Working Group. The expert should hand in his request for travel expense allowance to the EHEDG Secretariat in due time in advance to a meeting for approval by the EHEDG Treasurer. If approved, the participant is asked to forward to the Secretariat his detailed travel expense report (travel claim form) together with the relevant receipts not later than two weeks after the meeting for reimbursement to the account mentioned. All requests have to be submitted individually in advance to a meeting and approval is given on a case-to-case basis unless otherwise agreed with EHEDG. All requests for travel expense allowance should remain within reasonable limits according to the EHEDG travel reimbursement rules. The Working Group chairman will receive a copy of the completed and approved form.

## APPENDIX 2

 <b>CLAIM FOR TRAVEL EXPENSES</b> Please hand in this form not later than 2 weeks after return from a meeting.
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**To:**  
**EHEDG Stichting**  
**Dr. Catzlaan 19**  
**1261 CE Blaricum**  
**The Netherlands**

Please return this form to [jana.huth@ehedg.org](mailto:jana.huth@ehedg.org)

In case of any questions please contact  
 the EHEDG Secretariat:  
 Phone: +49 69 6603 1217 / Email: [jana.huth@ehedg.org](mailto:jana.huth@ehedg.org)

Name of meeting participant:					
Organisation / Company:					
Address, Country:					
Email, Phone:					
EHEDG Working Group Meeting:				Date:	
Other EHEDG Meeting (which):				Date:	
Currency:	EUR <input type="checkbox"/>	Other (which):		Exchange Rate:	
Bank Details:					
Account Number:					
Name of account holder:					
Bank name:					
Address of Bank, Country:					
SWIFT Code:					
IBAN:					

Please indicate total costs below		
Travel Costs:	All receipts to be attached	
	EUR	Other
Air fare:		
Train:		
Bus/Public Transport:		
(Rent) Car:		
Other: Taxi		
<b>SUBTOTAL:</b>	<b>0,00</b>	<b>0,00</b>
Accommodation Costs:	All receipts to be attached	
	EUR	Other
Lunch		
<b>SUBTOTAL:</b>	<b>0,00</b>	<b>0,00</b>
Other Expenses (specify):	All receipts to be attached	
	EUR	Other
Luggage, Tip Bus Guide		
<b>SUBTOTAL:</b>	<b>0,00</b>	<b>0,00</b>
<b>TOTAL:</b>	<b>0,00</b>	<b>0,00</b>

Date / Signature of Applicant: \_\_\_\_\_

Date / Signature by EHEDG: \_\_\_\_\_

<b>EHEDG Account:</b>		<b>Date of release:</b>	
<b>Cost Unit:</b>			To be completed by the EHEDG Secretariat
<b>Posting Text:</b>			

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# INTERNAL RULES of EHEDG

## Bylaw No. 7

### Amendments and Liquidation

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This document was adopted by the EHEDG Executive Committee on 13<sup>th</sup> of September 2016

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Bylaw number 7 describes:

- The steps that shall be taken when the Statutes, the Bylaws or the Procedures are amended/changed.
- The steps that shall be taken when the EHEDG is liquidated.

As referenced in articles 14, 15 and 16 of the Statutes of EHEDG effective 21 December 2015.

### **Change of the Statutes**

- The Advisory Board, Executive Committee and/or SubComs propose changes of the Statutes.
- The Executive Committee appoints a responsible person to develop a written proposal.
- The Executive Committee prepares final recommendation to the Foundation Board.
- The Foundation Board decides.
- The Secretariat communicates to the members.

### **Change of the Bylaws**

- The Executive Committee and/or SubComs propose changes of the Bylaws.
- The Executive Committee appoints a responsible person to develop a written proposal.
- The Executive Committee reviews and decides
- The Secretariat communicates to the members.

### **Change of the Procedures**

- The Executive Committee and/or SubComs propose changes of the Procedures.
- The SubCom appoints a responsible person to develop a written proposal.
- The SubCom reviews, decides and implements

### **Liquidation**

In cases listed in Article 15 of the EHEDG Statutes, once the Foundation Board has acted the end of EHEDG activities, the President declares the end and liquidation of the Foundation.