



## **Internal Regulations of the Association**

**Network of reference laboratories, research centres and related organisations for monitoring of emerging environmental substances**

### **NORMAN**

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These Internal Regulations are intended solely to clarify the Statutes of the Association and should not be considered a substitute for them.

These Regulations are to be interpreted in accordance with the Statutes of the Association, and any provision of these Regulations that runs counter to any clause of the Statutes shall be considered null and void.

These Internal Regulations are established and approved by the Founding Members of the Association. Any amendment must be approved by the General Assembly.

Membership shall start upon payment of the membership fee and full acceptance of the Statutes and the present Internal Regulations.

#### **FINANCES**

##### **ARTICLE 1. MEMBERSHIP FEES**

- (1) Founding and Ordinary members of the Association shall pay an annual membership fee.
- (2) The amount of the membership fee for year 2009 is 2500 €.
- (3) During the first three years following the creation of the Association, Founding Members shall pay an extra membership fee in order to help the start-up phase. The extra membership fee for Founding Member is 7500 € for the first year. For the second and the third years of the functioning of the Association, the amount of the extra fee shall be decided by the Steering Committee, depending on the annual budget. After the first three years of the functioning of the Association, there shall be no extra fee, unless otherwise agreed upon by the Steering Committee.
- (4) The membership fee shall be paid by each member every year by 31 January. The annual membership fee covers the period from 1 January to 31 December.
- (5) The Association shall have absolute title to all subscriptions paid to it. There shall be no reimbursement of the membership fee if a member decides to withdraw from or is excluded from the network before the end of a year for which it has paid the subscription fee.

##### **ARTICLE 2. RULES FOR IN-KIND CONTRIBUTIONS**

- (1) Subject to the agreement of the Steering Committee, an in-kind contribution may be allowed, to cover part of the membership fee for Ordinary Members.
- (2) In-kind contributions can be proposed for the following items:
  - Organisation of Expert Group meetings and workshops;
  - Organisation of interlaboratory trials;



- Sharing/submission of datasets, projects, reports and information for the NORMAN databases;
  - Submission of 'Science notes' for the Scientific Watch Bulletin';
  - Other types of contribution, subject to the approval of the Steering Committee.
- (1) A member willing to provide an in-kind contribution will need to address a formal request to the Steering Committee, describing the contribution proposed.
  - (2) The acceptance or not of the offer of an in-kind contribution shall be decided on a case-by-case basis by the Steering Committee. The Executive Secretary shall notify the applicant in writing of the decision of the Steering Committee.
  - (3) The Steering Committee shall be responsible for judging whether the in-kind contribution actually made is of the promised quality. If the provided in-kind contribution does not meet the promised standard, the member involved shall pay the full membership fee.

### **ARTICLE 3. BUDGET**

- (1) The overall cost of the annual programme should fall within the total of anticipated receipts, while respecting a safety margin recommended by the Steering Committee.
- (2) To this purpose, each year and together with the Annual Programme of Activities a draft budget for the next financial year, including a proposal on how it will be financed, shall be prepared by the Executive Secretary and the Treasurer. The Steering Committee shall examine it, amend it as they see fit and formally adopt it.

## **ANNUAL ACCOUNTS and FINANCIAL REPORTS**

- (1) The annual accounts shall comprise a balance sheet and a profit and loss account.
- (2) The annual financial report and accounts shall be submitted to the General Assembly for its approval and shall be published two weeks before the annual meeting of the General Assembly.
- (3) The General Assembly may appoint an (external) auditor to examine the annual financial report and accounts and submit their own report on the management of the Association for approval to an extraordinary General Assembly meeting.

## **ACTIVITIES**

### **ARTICLE 4. PREPARATION OF THE PROGRAMME OF ACTIVITIES AND BUDGET**

The Annual Programme of Activities shall be prepared by the Steering Committee as follows:

- i. The Executive Secretary collects the proposals from the Steering Committee and the General Assembly.
- ii. The Executive Secretary assists the Steering Committee in the preparation of a draft proposal of the Annual Joint Programme of Activities and, together with the Treasurer, the budget to be presented for consultation at the annual meeting of the General Assembly.
- iii. The Steering Committee, taking into account the comments of the General Assembly, prepares and adopts the final Annual Joint Programme of Activities and the budget no later than 30 November.



- iv. The adopted Annual Programme of Activities shall start on 1 January of the following year.

## **ARTICLE 5. THE SCIENTIFIC WATCH BULLETIN**

### **5.1. ROLE AND RESPONSIBILITIES OF THE EDITORIAL COMMITTEE**

The members of the Editorial Committee of the Scientific Watch Bulletin shall be appointed by the Steering Committee with a mandate of 3 years (renewable), taking into account the proposals made by the General Assembly.

The Editorial Committee shall appoint its Coordinator, whose role shall be to liaise with the Steering Committee.

The Editorial Committee is in charge of:

- Assisting the Steering Committee in the selection of the themes/topics of the Scientific Watch Bulletin, on an annual basis, taking into account the opinions expressed by the General Assembly at the moment of the definition of the Joint Programme of Activities;
- Assisting the Steering Committee in the selection of the candidate experts (or teams) for each of the topics of the Scientific Watch Bulletin;
- Ensuring editorial control of the Scientific Watch Bulletins, i.e. in the interests of consistency of editorial style and ease of reading, the Editorial Committee shall check the notes and propose amendments which shall be submitted to the original author, who shall have the opportunity to review the edited version.

The Editorial Committee shall have the opportunity, if necessary and within the budget constraints, to meet to discuss the proposed amendments to the notes. However, it shall also be possible for the members of the Editorial Committee to carry out the work (revision and submission of comments) by email.

### **5.2. PROCEDURE AND ELIGIBILITY OF THE EXPERTS**

One expert (or team of experts) shall be appointed for the preparation of each of the 'Current science notes'. The appointment of the experts may take place via a call launched by the Executive Secretary on behalf of the Editorial Committee.

Any expert from research organisations or universities, health and environmental institutes (public and private), and scientific institutes or groups working within the fields of emerging substances, interested in taking part in this scientific watch activity for one of the topics identified for the current year, may apply to the Executive Secretary.

An expert may make an application under more than one theme if they can demonstrate the required competence.

## **ARTICLE 6. THE CONTACT POINTS**

The National NORMAN Contact Points shall be experts from leading institutes, organisations or research centres to be identified in the different countries to collaborate with the network in facilitating access to the information on reports (including grey literature) and research initiatives conducted in his/her country in the field of emerging substances.

Contact Points are committed to:

- Provide the Executive Secretary on a regular basis (at least once a year) with written feedback / first-contact information about the relevant research projects, written reports,



monitoring programmes and other initiatives relating to emerging substances within the country in the field of emerging pollutants;

- Submit on a regular basis information on projects and monitoring data in the NORMAN databases EMPOMAP, EMPODAT and EMPOMASS;
- Support the NORMAN network in creating links to the key research centres, reference laboratories and institutions;
- Help to disseminate information about NORMAN reports, workshops and activities to relevant institutions/organisations in the country.

Candidate Contact Points are appointed by the Steering Committee.

Contact Points must be members of the Association.

#### **ARTICLE 7. INTELLECTUAL PROPERTY RIGHTS PROVISIONS**

It is not envisaged that exploitable intellectual property will be generated by or within the activities of the Association.

#### **ARTICLE 8. USE OF MARKS**

Each Member retains all rights, title and interest in any of its trade and business names, service marks, trade marks, logos or other symbols it uses to identify itself or any of its activities ("Marks") and no Member shall acquire under this Association any general licence or any other right, expressed or implied, by law or otherwise, title or interest in or to any such Marks or any other Member.

Each Member shall obtain the other Member(s)' prior written approval of any publication or any press release or public announcement making reference to said other Member(s) and specifically on the Marks of said Member(s) to be used and on the manner in which they will be used.