

NORMAN STATUTES

Between the following parties:

- **INERIS - Institut National de l'Environnement Industriel et des Risques**, Parc Alata, BP 2, 60500 Verneuil-en-Halatte, France
- **BRGM - Bureau de Recherches Géologiques et Minières**, 39-43 Quai André Citroën, Tour Mirabeau, 75739, Paris, France
- **WRI/EI - Consortium of Water Research Institute and Environmental Institute, s.r.o.**, Nabr. Arm. Gen. L. Svobodu 5, 81249 Bratislava, Slovakia
- **UBA - Umweltbundesamt - Federal Environment Agency**, Wörlitzer Platz 1, 06844 Dessau, Germany
- **IAREN - Instituto da Água da Região Norte - Water Institute of the Northern Region - Non profit association**, Rua Dr. Eduardo Torres, 229 - 4450-516, Matosinhos, Portugal
- **IVL - Svenska Miljöinstitutet AB Box 21060 - Swedish Environmental Research Institute Ltd**, S-100 31 Stockholm, Sweden
- **BfG - Bundesanstalt für Gewässerkunde - Federal Institute of Hydrology**, Am Mainzer Tor 1, 56068 Koblenz, Germany
- **Alterra b.v.**, Droevendaalsesteeg 3a, 6708 PB, Wageningen, The Netherlands

and other parties in an unlimited number, which accept these statutes, has been created *a non profit association*, governed by these statutes and by the French law of 1901 on non-profit organisations.

ARTICLE 1 - NAME AND REGISTERED SEAT OF THE ASSOCIATION

(1) The name of the Association (hereinafter referred to as 'the Association') shall be «Network of reference laboratories, research centres and related organisations for monitoring of emerging environmental substances»; the acronym of the Association shall be **NORMAN**.

(2) The Association's registered seat is located in Verneuil-En-Halatte (60550) (France), Parc Technologique Alata, BP n°2.

ARTICLE 2 - OBJECTIVES AND SCOPE OF ACTIVITIES

(1) The object of the Association shall be to form a permanent network of reference laboratories, research centres and related organisations for monitoring and bio-monitoring of emerging environmental substances.

(2) The aims of the activities of the Association are:

- (a) To enhance the exchange of information and collection of data on emerging environmental contaminants;
- (b) To encourage the validation and harmonisation of common measurement methods and monitoring tools so that the demands of risk assessors can be better met;
- (c) To ensure that knowledge on emerging pollutants is maintained and developed by stimulating coordinated, interdisciplinary projects on collaborative, problem-oriented research and knowledge transfer to address identified needs.

(3) The main activities of the Association on emerging environmental substances are:

- (a) Publication of all scientific results and data, in whatsoever form, including preparation of 'science notes' (Scientific Watch Bulletins) highlighting relevant scientific findings for a given topic, after collection and review of publications in the scientific literature and information from well-known congresses and scientific meetings;
- (b) Organisation of workshops and Expert Group meetings, with the publication of position papers formulating joint views on existing and future needs on research infrastructures and programmes;
- (c) Data collection and initiation / organisation of EU-wide, and wider, monitoring campaigns;
- (d) Regular updating and maintenance of the EMPODAT, EMPOMAP, EMPOMASS databases;
- (e) Collection and dissemination of information about national research activities in the field of emerging environmental contaminants based on the feedback from National NORMAN Contact Points;
- (f) Initiation and, whenever necessary, organisation of interlaboratory studies, based on the identification of needs for specific emerging substances / groups of substances; the Association will encourage Proficiency Testing (PT) providers and / or members of the Association to organise and conduct such interlaboratory studies for validation and harmonisation of measurement methods;

(4) The Association may engage in all the activities necessary or useful for the achievement of the Association's purpose.

ARTICLE 3 - PREPARATION OF THE ANNUAL PROGRAMME OF ACTIVITIES

(1) Without prejudice to Article 11.2 (2), the activities of the Association shall be planned and organised on the basis of an Annual Programme of Activities to be proposed for each calendar year, following two main steps:

- i. Consultation of the members of the Association to invite their proposals and comments (cf. art. 10.1);
- ii. Submission of the draft Annual Programme of Activities to the Steering Committee for formal adoption no later than 30 November of the previous year.

(2) The Annual Programme of Activities shall contain outlines of the general policy of the Association, the Association's main positions regarding current issues and any other activities carried out by the Association to pursue its objectives.

ARTICLE 4 - DURATION

The duration of the Association shall be indefinite.

ARTICLE 5 - MEMBERS

(1) The Association has three categories of members:

- i. Founding Members (Voting Members),
- ii. Ordinary Members (Voting Members),
- iii. Associate Members.

(2) It is foreseen that the Association will be formed of any juridical entities, except private individuals, from the four groups of stakeholders mentioned below:

- i. National Competent Authorities and Reference Laboratories* ,
- ii. Research centres and Academia,
- iii. Industry and private sector,
- iv. Non Governmental Organisations and Institutional Bodies.

*Reference laboratories are institutes/organisations designated by the competent authorities at the national level to offer technical and scientific support in specific fields related to environmental protection.

(3) Founding and Ordinary Members shall pay an annual membership fee.

(4) Subject to the agreement of the Steering Committee, a part of the membership fee can be paid in kind.

5.1 FOUNGING MEMBERS

(1) Founding Members are:

- the members who create the Association by signing these present statutes

- the Ordinary Members approved by the General Assembly in accordance with Article 5.2(4).

(2) 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. After the first three years following the creation of the Association, Founding Members and Ordinary Members shall pay an identical membership fee.

(3) Each Founding Member shall automatically be a member of the Steering Committee for the first three years of the functioning of the Association. After this start-up phase, membership of the Steering Committee will be achievable only by election.

(4) Founding Members shall have the right to vote pursuant to the general rule 'one member one vote'.

(5) Each Founding Member shall have full access rights to all products of the Association under the conditions defined in the Association's Internal Regulations.

5.2 ORDINARY MEMBERS

(1) Ordinary Members shall pay an annual membership fee.

(2) Ordinary Members shall have the right to vote pursuant to the general rule 'one member one vote'.

(3) Ordinary Members shall have full access rights to all products of the Association under the conditions defined in the Association's Internal Regulations.

(4) After three years of continuous membership, Ordinary Members may seek to achieve the status of Founding Members, in consideration of their contribution to the development of the Association. Access to the status of Founding Member is controlled by resolution of the General Assembly.

5.3 ASSOCIATE MEMBERS

(1) Institutional bodies, Governmental and International Organisations, Standardisation bodies and Non Governmental Organisations can apply to become Associate Members. They do not pay any membership fee.

(2) Associate Members may participate in the General Assembly and other activities of the Association with a right to speak, but shall have no right to vote.

(3) Associate Members can make proposals and act as consultants to the General Assembly and the Steering Committee.

ARTICLE 6 - ADMITTANCE OF NEW MEMBERS

(1) An application for membership in the Association shall be sent in writing to the Executive Secretary at the address of the Association and shall include:

- A formal statement that the applicant will accept, apply and comply with the Association's Statutes and Internal Regulations;
- A declaration of the desired type of Membership (Ordinary or Associated Member);

- The contact person for the applicant;
- A copy of its Internal Regulations and/or registration certificate;
- A brief description of the institute / organisation together with the composition of its governing bodies.

(2) The Executive Secretary, after assessing whether the applicant meets the criteria for membership, shall seek the opinion of the Steering Committee. The Executive Secretary shall submit the application to the Steering Committee for decision.

(3) The Executive Secretary shall notify the applicant in writing of the decision. No appeal can be made against the decision of the Steering Committee.

(4) Membership (Ordinary Members only) shall start upon payment of the membership fee and full acceptance of the Statutes and Internal Regulations (Ordinary and Associate Members).

ARTICLE 7 - WITHDRAWAL OF A MEMBER

(1) Members of the Association may withdraw at any time, by giving three months notice and by means of registered mail to be sent to the Association's registered seat, for the attention of the Executive Secretary.

ARTICLE 8 - EXPULSION OF A MEMBER

(1) Any Member of the Association may be expelled by a decision of the Steering Committee if he seriously fails in his obligations or causes or threatens to cause serious disruption to the operation of the Association.

ARTICLE 9 - ORGANS OF THE ASSOCIATION

(1) The organs of the Association are:

- i. the General Assembly,
- ii. the Steering Committee.

ARTICLE 10 - THE GENERAL ASSEMBLY

(1) The General Assembly is the organ which brings together all members of the Association and allows each member to express their position. It determines the general policy of the Association and it has all powers needed for the realisation of the Association's objectives, and such powers as are explicitly delegated to the Steering Committee.

(2) The Voting Members shall be represented in the General Assembly by their legal representatives or by any other representative by means of a written proxy. Such a proxy shall be valid until any subsequent modification to be immediately notified to the Steering Committee by means of registered mail sent to NORMAN's registered seat. After the date of receipt of such notification, the former proxy-holder shall immediately lose the voting right vested in him by the written proxy.

(3) The meetings of the General Assembly shall be chaired by the Chairman of the Association (cf. article 11.4). If the Chairman is unable to attend a meeting, the General Assembly shall determine a chairperson for the meeting from the members of the Steering Committee.

(4) The Chairman shall be responsible that minutes of meeting are drafted, including a record of all decisions taken. The draft minutes shall be sent to all attendees of the meeting for comments. The final minutes shall be signed by the Chairman and one other Members' representative who is not a Steering Committee member and copies shall be distributed to all attendees and/or Members' representatives. The original minutes shall be kept in a separate register at the official address of the Association.

10.1 THE GENERAL ASSEMBLY ANNUAL MEETING

(1) All members of the Association are convened by the Chairman through written notice in the form of a letter and/or fax and/or electronic mail, at least 15 days prior to the date of the meeting. Such notice shall contain the agenda of the meeting, including the necessary documents related to the issues on the agenda.

(2) For other issues on the agenda, the General Assembly will deliberate validly when two-thirds of the Voting Members are present or represented. A Voting Member may appoint in writing one other member as its proxy.

In case the above mentioned quorum requirement is not met, a second meeting or ballot on these decisions may be called and decisions may be taken without the quorum being met.

(3) The General Assembly shall convene every year, to take decisions on any issues arising under any of the following heads:

- By a majority of votes of the Voting Members present or represented at the General Assembly annual meeting on the following issues:
 - ☞ Approval of removal of members or Executive Secretary on the grounds of poor performance (vote);
 - ☞ Election of members of the Steering Committee (vote);
 - ☞ Approval for admission of members with the status of Founding Members (vote);
 - ☞ Approval of the Annual Report (financial and activities) (vote);
 - ☞ Approval of the annual audited accounts (vote);
 - ☞ Recommendation and comments on the Association's Strategy and the Annual Programme of Activities (consultation¹);
 - ☞ Modification of the address of the registered seat (vote);
 - ☞ Modification of the internal regulations (vote);
 - ☞ Any other decision stated on the agenda (vote or consultation).
- By a majority of two-thirds of the votes of the Voting Members present or represented at the General Assembly:
 - ☞ Altering the Statutes of the Association;
 - ☞ Winding up the Association.

¹ Per project, each Member will decide whether or not it will participate in the project

(4) In the event of a tied vote, the Executive Secretary has the deciding vote.

10.2 EXTRAORDINARY GENERAL ASSEMBLY MEETINGS

In urgent matters, as may be determined by the Steering Committee, the General Assembly may be asked by the Chairman to take decisions in ballots without personal meetings (i.e. by exchange of letters, faxes, e-mail, or by video, audio or other simultaneous electronic conference). With respect to simultaneous electronic conferences the procedures and requirements set forth in Article 10 shall apply accordingly. Regarding ballots via letter, fax or e-mail, Voting Members must be given at least 10 working days to respond. A Member not responding within this period or not participating in the electronic conference shall be considered as not having cast its vote in the respective decision. The majority and quorum requirements as well as any other provisions of this Article 10 shall apply accordingly.

ARTICLE 11 - THE STEERING COMMITTEE

11.1 COMPOSITION AND ELECTION

(1) The Steering Committee shall be composed of no less than three members and no more than nine members.

(2) For the first three years of the functioning of the network, all Founding Members shall automatically sit on the Steering Committee. During these three years and by a joint decision, the Founding Members may co-opt other Steering Committee members from the groups defined in article 5(2).

These Steering Committee members cannot also be Founding Members, so as to guarantee an approximately equal representation of all groups of stakeholders in the Steering Committee.

(3) After this three-year start-up phase, the Steering Committee members shall be elected by the General Assembly three-year mandate. An approximate equal representation from all groups of stakeholders should be guaranteed in the Steering Committee. It should be composed of:

- at least 1/3 of members from the Founding Members;
- maximum 2/3 of members from the Ordinary Members from the different categories of stakeholders on ratio of collected voices.

(4) Each Voting Member of the General Assembly shall be entitled to vote for candidate(s) from each of the list of candidates from the different groups of stakeholders.

(5) The Steering Committee shall elect the Executive Secretary, the Treasurer and the Chairman. They shall serve for three (3) years (renewable mandate).

(6) The EC JRC-IES shall have a permanent invitation in the Steering Committee with a consultation role.

(7) The Steering Committee may decide to invite representatives of Ordinary Members, Associated Members and external organisations which are not members of the Association to participate in the meetings of the Steering Committee with a consultation role.

11.2 ROLE AND RESPONSIBILITIES

(1) The Steering Committee shall have all the powers necessary to manage and administer the Association in accordance with the applicable laws, these Statutes, the Internal Regulations and the decisions of the General Assembly.

(2) The tasks of the Steering Committee include, but are not limited to, the following:

- Admission or exclusion of new members
- Ensuring the overall direction and co-ordination of the network;
- Defining the Annual Programme of Activities, taking into account the proposals and comments of the Members and registering per project which Members will participate in the specific activities;
- Choosing the partners to be appointed for the realisation of the Annual Programme of Activities;
- Appointing the members of the Editorial Committee of the Scientific Watch Bulletin;
- Planning, monitoring and controlling the budget;
- Ensuring that NORMAN objectives are met;
- Assessing new membership applications;
- Approving the General Assembly meeting agenda drawn up by the Executive Secretary;
- Defining and approving the first Internal Regulations;
- Auditing and approving the provisional budget;
- Deciding, together with the adoption of the budget, on the amount and due date of the membership fees;
- Appointing Executive Secretary, Chairman and Treasurer;
- Administrative management of the day-to-day business of the Association and, if applicable, supervision of the Executive Secretary;
- Timely preparation of the Annual Report and Annual Accounts for approval by the General Assembly;
- Ensuring that any Member of the Association can have access to relevant documentation regarding the activities of the Association.

(3) Representatives of the Steering Committee should strive for consensus on all matters. In the absence of consensus, in order for a motion to be passed a two-thirds (2/3) majority of the votes cast is required and at least two (2) groups of stakeholders must be represented in the decisive vote.

(4) Recognised electronic voting ('e-vote') systems are an acceptable means of voting, providing reasonable notice is provided to all Steering Committee members for notification and participation in the vote.

11.3 EXECUTIVE SECRETARY

(1) The Executive Secretary is a member of the Steering Committee.

(2) The Executive Secretary reports directly to the Steering Committee and is responsible for the day-to-day operation of the Association and the proper running of interactions between the Association's members.

(3) The Executive Secretary shall:

- (a) Prepare and organise the General Assembly meetings;
- (b) Convene the Steering Committee;
- (c) Collects the proposals from the Steering Committee and the General Assembly for the preparation of the Annual Programme of Activities;
- (d) Assist in the preparation of the Annual Programme of Activities, based on the input of the Steering Committee, including the preparation of the draft proposal(s) to be presented to the General Assembly;
- (e) Appoint the Contact Points and the experts mandated by the Steering Committee to produce the planned deliverables (Expert Group meetings, workshops, Scientific Watch Bulletin, organisation of interlaboratory studies, etc.);
- (f) Ensure communication with the Contact Points (exchange of information about projects and initiatives in the various countries) and with external stakeholders (exchange of information about projects and initiatives in the various sectors);
- (g) Receive applications for membership;
- (h) Manage the day-to-day accounting operations.

11.4 CHAIRMAN

(1) The Chairman is a member of the Steering Committee.

(2) The Chairman shall chair Steering Committee and General Assembly.

(3) The Chairman shall:

- (a) Convene the Assembly;
- (b) Prepare the minutes of the meeting of the General Assembly (cf. article 10(4));
- (c) Implement the decisions made by the Steering Committee;
- (d) Represent the Association in public relations with external organisations and institutions;
- (e) Ensure specific communication with the Commission.

11.5 TREASURER

(1) The Treasurer is a member of the Steering Committee.

(2) The Treasurer shall:

- (a) Inform the Steering Committee on the financial situation of the Association and ensure proper accounting and management of the Association's property;
- (b) Prepare and manage the budget.

ARTICLE 12 - NO LEGAL REPRESENTATION OF THE ASSOCIATION'S MEMBERS

Unless explicitly authorised in writing to do so by the concerned Member, no member of the Steering Committee or other representative of the Association shall describe itself or act as an agent of a Member and nothing in these Statutes shall be construed as creating the right of such representative to enter into any obligation on behalf of such Member.

ARTICLE 13 - FINANCING

(1) The Association shall be financed either by subscriptions or other contributions from Members, under the conditions laid down by the Steering Committee and/or secondarily by any other allowed resources that might be paid to the association.

(2) The amount and terms of such payments shall be established by the Steering Committee.

ARTICLE 14 - BUDGET

(1) Each year and together with the Annual Programme of Activities (see Article 3) a Budget for the next financial year, including a proposal on how it will be financed, shall be formally adopted by the Steering Committee.

(2) The Steering Committee shall, together with adoption of the Budget, decide on the amount and due date of the membership fees.

ARTICLE 15 - FINANCIAL YEAR

The financial year of the Association shall coincide with the calendar year.

ARTICLE 16. LIABILITY

Each Member is obliged to comply with these Statutes and Internal Regulations, including timely payment of the membership fee as set forth in these Statutes. A Member shall, however, not be liable for any financial or other commitments of the Association.

ARTICLE 17. ANNUAL ACCOUNTS

(1) At the end of each financial year and within six months of the end of that financial year, the annual accounts shall be drawn up by the Executive Secretary who shall submit them to the Steering Committee for presentation to and approval by the General Assembly.

ARTICLE 18. WINDING-UP

When the Association is wound up, the Association shall be liquidated by one or more liquidators, appointed by the Steering Committee.

ARTICLE 19. DISPUTES BETWEEN MEMBERS

Any dispute which may arise over the validity, the interpretation or the performance of this contract, either between the Members and/or the Executive Secretary and/or the Association, or between the Members themselves, and which does not compulsorily have to be submitted to any State jurisdiction, shall be submitted to the Rules of Arbitration of the International Chamber of Commerce (ICC). Arbitrators are appointed in accordance with

the said Rules. The arbitration shall take place in Paris (France). This contract shall be subject to French law.

ARTICLE 20. LANGUAGE

(1) To the extent legally possible, the working language of the Association shall be English. In case of a dispute between the Members the French published version of the Statutes shall prevail.