

## **Charter**

of the Standardisation Working Group (Stds WG)

as part of the EUROPEAN FORUM for RECIPROCATING COMPRESSORS e.V. (EFRC)

3<sup>rd</sup> Edition, December, 2020

Under EFRC statutes, one of the purposes of the EFRC is to promote the development of guidelines for reciprocating compressors. The Standardisation Working Group is the mean to pursue this goal. This Charter is the guideline for an efficient way of collaboration across the members and partners of the EFRC Standardisation Working Group.

### **Article I**

#### **Validity of the charter**

- (1) The Charter shall be agreed by all members of the EFRC Standardisation Working Group.
- (2) Changes to the Charter need a positive voting of two third of all members of the EFRC Standardisation Working Group.
- (3) Changes to the Charter need to be voted at the EFRC General Assembly if the total amount of members of the Standardisation Working Group is less than 20 % of all EFRC members.
- (4) Changes to Article XI of the Charter need to be voted by the EFRC General Assembly.

### **Article II**

#### **Membership**

- (1) Membership in the Standardisation Working Group is open to all EFRC members.
- (2) Membership registrations have to be filed to the EFRC Office (contact@recip.org) or the Chairman of the Standardisation Working Group by using the Standardisation application form.
- (3) The membership time periods (work years) are calendar years and membership is unlimited unless the member indicates to leave the Standardisation Working Group.
- (4) Membership fees are valid for a full work year and the amount is defined by the character as follows:
  - a. End-Users: 1,000 € cash.
  - b. Academic institutions: free member ship.
  - c. Non-profit-organisations: 2,500 € cash.
  - d. SME's (< 1 mil. €): 1,000 € cash.
  - e. Consultancies: 5,000 € cash.
  - f. OEM/supplier: 5,000 € cash

- (5) Changes in membership fees have to be discussed within one of the member's meetings and they need a voting (see Article X) to be accepted.
- (6) Membership fees have to be paid till 30<sup>th</sup> of June for the active work year.
- (7) Leaving the Standardisation Working Group requires an official document (letter to the EFRC Office or the Standardisation Working Group Chairman) until December 31<sup>st</sup> of the last year of membership (prior to the year of non-membership).

**Article III**  
**Standardisation Working Group chairman**

- (1) The chairman of the Standardisation Working Group shall be elected during the EFRC's General Assembly (GA).
- (2) The chairman shall serve a three-year term unless the member's meeting stipulates a different term. He/she shall in any case keep the chair until a new chairman has been named.
- (3) The chairman represents the Standardisation Working Group in relation to EFRC and in relation to third parties.
- (4) To the extent that the chairman of the Standardisation Working Group has actions to take as a representative on behalf the EFRC under the provisions of this charter, the EFRC board shall grant him/her a written power of attorney indicating his/her authority to represent the EFRC.
- (5) The chairman must respect and implement the resolutions passed by the meetings of the Standardisation Working Group members.
- (6) The chairman shall chair the member's meetings. If he/she is unable to attend, the chairman shall appoint a member of the Standardisation Working Group to chair the meeting.

**Article IV**  
**Member's meetings**

- (1) A minimum of 2 annual meetings (online - or face-to-face) of the members ensures a sufficient collaboration between the members.
- (2) A member's meeting shall be convened by the chairman. The invitation must go out to every member of the Standardisation Working Group and to all other EFRC members.
- (3) The invitations must be mailed by 30 days before the date of the meeting at the latest. They must indicate the exact time and venue of the meeting and the agenda of the meeting.
- (4) Every member of the Standardisation Working Group shall be entitled to ask the chairman in writing to include further items in the agenda. This request must be received by the Chairman at the latest four working days prior to the meeting.
- (5) The meetings shall constitute a quorum if at least one half of the members are present or duly represented (refer to Article X – Voting procedure).

- (6) Beside the regular meetings of all members, additional physical meetings or online meetings for special topics and/or project related meetings are beneficial for improving the quality of collaboration.
- (7) An extra physical meeting among all members must be held if at least one third of the members so request. The chairman shall also be entitled to convene this meeting.

**Article V**  
**Duty of member's meeting**

- (1) The members should support the Standardisation Working Group projects by the following actions:
  - a) To pre-select proposed ideas and pre-proposals.
  - b) To vote on final proposals to be accepted as new projects.
  - c) To fix responsibilities for given projects.
  - d) To update the members about the progress and results of projects.
  - e) To give support to the executing parties of active projects.
- (2) Tasks concerning the financial situation are:
  - a) To fix the contributions members are obliged to pay.
  - b) To set the budget for the following working year.
- (3) To fix date and location of the next meeting.

**Article VI**  
**Standardisation Working Group project selection process**

- (1) Pre-proposals are the starting points for upcoming projects; members have to vote on pre-proposals to express their support for a project idea.
- (2) Pre-proposals are turned into full proposals by the executing parties.
- (3) The Standard EFRC word template must be used for a pre-proposal and proposal.
- (4) The proposals have to include:
  - a) Description of the project objectives and scope.
  - b) Description of the benefit to our industry.
  - c) Description of the type of the project, e.g. feasibility study, proof of concept, literature study, and others.
  - d) List of project deliverables: reports, etc.
  - e) Description of resources to be used to perform the work.
  - f) Project planning, including major milestones.
  - g) Cost overview, including anticipated cost breakdown.
- (5) Larger projects may be divided into annual phases, so that an application for these phases can be submitted each work year.
- (6) A member's voting is performed to turn a proposal into an accepted proposal.
- (7) An accepted proposal will be turned into an active project if it fits into the current Standardisation Working Group budget; otherwise, it can be stored as "project backlog" for future use.

- (8) Contracts of active projects have to be signed by the chairman of the Standardisation Working Group and by a member of the EFRC board.
- (9) If a single member feels that a project violates his own interests, then the member can escalate its concerns to the EFRC board. If the conflict of interests cannot be solved by the board, then it will be discussed at the EFRC General Assembly. The project process is “on hold” until the conflict of interests is solved.
- (10) The chairman is responsible that every member is informed about new pre-proposals and/or proposals to keep everyone up to date about the progress.

## **Article VII**

### **Standardisation Working Group project selection criteria**

- (1) Projects must be selected on the basis of their attractiveness and on the basis of the total contributions the members of the Standardisation Working Group must render or commit to for the projects.
- (2) Standardisation Working Group projects must fulfil the following criteria:
  - a) Conform with the EFRC statutes.
    - Improve standardisation of reciprocating compressor systems.
    - Improve safety, reliability and service life of reciprocating compressors.
  - b) Emphasize future aspects.
  - c) The projects must be of common interest; more than one EFRC member must be willing to invest in the project in the form of contributions.
  - d) Have reasonable chance of success.
- (3) All selected projects as a whole constitute the annual work of the Standardisation-Working-Group-Programme.

## **Article VIII**

### **Standardisation Working Group project execution**

- (1) The executing party commences work on the active project and prepares intermediate reports and presentations according to the project schedule.
- (2) The executing party need not to be an EFRC member.
- (3) The project manager of the executing party is responsible for:
  - a) Keeping track that the project work is carried out according to the original timeline and budget.
  - b) Providing financial overview to ensure that the budget will not be exceeded.
  - c) Approving any expenditure in case of consultancy or support by 3<sup>rd</sup> parties
  - d) Providing interim project updates to the project coordinator or the advisory committee.
- (4) The executing party finalises the project and delivers the final report and other deliverables to the EFRC Standardisation Working Group members.

**Article IX**  
**Project support**

- (1) For smaller projects, a coordinator (on a volunteering basis) is assigned to the active project.
- (2) The project coordinator supports the executing party to complete the project within the requested time and cost frame and according to the original scope and task.
- (3) Larger projects (e.g. multiple milestones, complex interconnecting work packages) require an advisory committee for the appropriate support to the executing party. If the project is progressing well and smaller support is sufficient, the advisory committee can transfer the responsibility to a project coordinator.
- (4) The project coordinator/the advisory committee is external to the executing party.

**Article X**  
**Voting procedure**

- (1) Each member of the Standardisation Working Group has one vote.
- (2) At least half of the members have to participate in order to have a valid voting.
- (3) A voting can be performed physically at a member's meeting or it can be held as an online voting.
- (4) If a member cannot attend, she/he may transfer his vote to a delegate. This has to be officially confirmed by the non-participating party and this confirmation is only valid for a specific member's meeting.
- (5) For project related decisions (e.g. proposal selection, changes in project scope, time-line or other topics) the procedure is as follows:
  - a. The vote can be either "in favour", or "against".
  - b. At least 50 % of the present votes have to be in favour to be regarded as a positive outcome.
- (6) Organisational changes (e.g. personnel decisions, membership fees, Standardisation Working Group budget related decisions) need a majority of at least two thirds of "in favour" of the present votes.

**Article XI**  
**Property rights**

- (1) No parallel EFRC Standardisation projects of the same topic are allowed, as this will lead to difficulties concerning the property rights.
- (2) No EFRC Standardisation project is allowed if an EFRC member is working bilaterally with another partner on the same topic.
- (3) The EFRC shall be entitled to all rights, in particular exploitation rights to the work results of the Standardisation Working Group, as well as incorporeal rights to the extent permitted in law.