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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.