

**Minutes of the
STATUTORY GENERAL ASSEMBLY
Held in Brussels on 28 May 2015**

<u>Participants</u> :	BORDAT Jacques, FCSIV – GAE President	F
	CAZES Bertrand, Glass For Europe Secretary-General	F
	DE CLIPPELE Guy, FIV-VGI Executive Manager	B
	FARRELLY Adeline, FEVE and GAE Secretary-General	IE
	FAVRY Véronique, GAE Coordinator	B
	GUSEO Maurizio, Assovetro	I
	HÜNLICH Thomas, Schott AG - ESGA President	D
	JORNS Axel, APFE GlassFibreEurope Secretary-General	D
	MAZZOLINI Peter, Czech Glass Federation President	CZ
	OKTIK Sener, Sisecam – TSVCF Turkish Glass Federation	TR
	OVERATH Johann, BV Glas Director	D
	RIVET Fabrice, GAE EHS Committee Chairman	B
	SWIATEK Jan, Polish Glass President	PL
	VAN DEN BOSCH Marijke, VNG	NL
 <u>Guest</u> :	 GABEL Gregor, Slovak Glass Association (SGA)	 SK
 <u>Apologies</u> :	 DALTON Dave, British Glass Director	 UK/ PROXY
	GIACOBBO Paolo, Assovetro (represented)	I
	KRISSMANEK Alexander, Austrian Glass Federation	AT/ PROXY
	IBLED Xavier, Arc International – EDG President	EDG/ PROXY
	PUPAZA Radu, STICEF Director, Romanian Glass & Ceramics Ass.	RO
	RODERO Carlos, Vidrio España	ES
	STAUB Franck, FCVMM Secretary-General	F
	VAN VALBURG Marco, VNG (NL) (represented)	NL

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1. Welcome, roll call of members and approval of the agenda
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The **President** welcomed all participants to this Statutory General Assembly.

He confirmed that the General Assembly had the necessary quorum to deliberate ($\frac{3}{4}$ of membership): 15 participants (incl. 3 proxies) for 17 voting members.

Members approved the agenda proposed.

2. Anti-Trust Statement

Members were reminded to respect the anti-trust laws.

3. Approval of the minutes of the Statutory General Assembly held on 26 June 2014

The **President** informed members that no request for modifications had been received on the minutes of the General Assembly held in Brussels on 26 June 2014. In the absence of any written or oral comments, the minutes were unanimously approved.

4. Report 2014-2015 by the President

Mr. Bordat was satisfied with the progress achieved by Glass Alliance Europe since its creation three years ago in 2012. It is the term of our first Business Plan (2012-2015) and the Executive Committee has started reflection about recent progress, achievements, room for improvements in all activities and the daily operations of the association. The results from the internal survey made recently among the members will be used to propose a new Business Plan 2016-2019 by the end of this year.

The survey confirmed that the main objectives of Glass Alliance have been achieved, i.e.

- to share resources,
- to avoid duplication of work,
- to join forces between national and sectoral associations,
- to ensure efficient lobbying in co-decision and comitology procedures,
- to coordinate and relay strong messages throughout Europe,
- to be flexible and efficient in the day-to-day management and the coordination of the different activities.

All members contributed with success to this mobilisation.

As further internal news, Mr. Bordat mentioned:

- **The new Public Affairs Committee started work in January 2015.**
GAE annual work programme 2015 includes proposals based on a new public affairs and communication strategy to clearly position Glass Alliance Europe in identified key policy issues as a pro-active glass industry and constructive partner.
Under the chairmanship of Dave Dalton, British Glass Director General, this Committee succeeded to deliver a complete global strategy and message house to promote the European glass industry after three months of activity.
- **GAE Web Page: A map with the location of all European glass plants, all sectors included,** has been recently finalised and added in the section "*Industries – Main Glass Sectors*".

- The **Secretariat** is run alternatively by FEVE (Adeline) and Glass for Europe (Bertrand) Secretary-Generals, who ensure a smooth transition every year thanks to the efficient management of the Coordinator (Véronique).
- Last but not least, today's AGM will welcome the application of the **Slovak Glass Association (SGA)**, a new member of Glass Alliance Europe, which will bring to 14 the number of national federations.

Mr. Bordat paid respect to the ENVI Task Force and its nominated issue leaders, co-leaders and national coordinators whose work is crucial and highly appreciated by all GAE members. They held intensive exchanges to progress on different issues: ETS and carbon leakage, REACH, Food Contact Materials, Industrial Emissions, and Respirable Crystalline Silica. He stressed that the association was counting on the voluntary contributions of its members to provide experts for all big dossiers. Without them GAE could not function.

The **President** then summarised the priority issues developed by these experts in the last year:

- 1) **Climate Change/ETS – Carbon leakage list 2015-2019 and post 2020 Strategy.**
 - GAE ETS WG worked on an input to the public consultation on carbon leakage post 2020.
 - The ETS Working Group and the Public Affairs Committee met on 17 April 2015 to discuss GAE PA Strategy on ETS Post-2020. This was the first joint meeting between technical and public affairs representatives, which serves as a pilot test to see if this is the right way to work on an issue. The debate is near conclusion and GAE will soon develop a tactical plan with clear action points, notably
 - develop strong privileged contacts with all EU institutions and elaborate a contact mapping with different levels of importance,
 - improve the image of the glass industry as provider of solutions for a decarbonised economy and sustainable growth,
 - develop a narrative on the ETS carbon leakage issue with key points/messages helping GAE members in their local lobbying ; the message must be robust on the technical side (detailed position paper) and credible on the political one.
- 2) **Air quality policies:** GAE ENVI Task Force monitors the revision of the legislative proposal for Air Quality and National Emissions Ceilings (NEC) EC Directives.
- 3) **Respirable Crystalline Silica:** a new regulation at EU level is under progress. GAE organised a workshop to discuss with experts the possible routes the Commission could envisage and their respective impacts on the glass industry.
- 4) **REACH:** New substances are proposed for classification; GAE maintains and strengthens its position on the intermediate role of all raw materials used to melt glass. A workshop was organised and a new legal opinion developed in support of our position.
- 5) **FOOD CONTACT:** new values, overall migration limits, European Laboratory work and glass analyses are closely monitored by the FCM Working Group.

The **President** reminded also the following events in which the alliance participated or took part in the organisation:

1. GAE Participation in EU High Level Groups

- **Meeting with Commissioner Nelli Feroci on 17 September 2014**
Dave Dalton represented Glass Alliance Europe during a meeting between EU Commissioner for Enterprise & Industry, Mr. Nelli Feroci, and representatives of energy-intensive sectors. During this meeting, representatives of energy-intensive sectors expressed their concerns regarding competitiveness and risks of carbon leakage under the EU ETS and called for a comprehensive package of reforms for the EU ETS post 2020.
- **Meeting with Commissioner Arias Cañete (DG Energy) on 19 February 2015** attended by Jacques Bordat and Fabrice Rivet. GAE was among a select number of Energy-intensive industries invited to present views on the future ETS and Climate Change 2020 policy. GAE highlighted the importance to have carbon leakage protection post 2020 as long as our EU competitors do not have the same constraints. All energy-intensive industries replied in one unified voice to the ensuing questionnaire the Commission had sent to all.
- **GAE invited to join new High Level Group of Energy-Intensive Industries.** This is a DG Grow (formerly DG Enterprise) initiative. Commissioner Bienkowska, who heads up DG Grow has decided to extend the High Level Group (HLG) for Steel (created by her predecessor Tajani) to ten other sectors, including glass. The HLG will comprise 15 EU Economics Minister, 10 CEOs from energy-intensive sectors and 10 representatives from civil society (trade unions, NGOs,...).
Its first mission is to drive the ETS reform post 2020. A first meeting took place yesterday 27 May, and they expect 2 meetings per year, with preparatory meetings (Sherpa meetings) involving the Secretary Generals. **GAE representative in this HLG is Mr. Vitaliano Torno, Managing Director at O-I Europe and FEVE President.**

2. GAE Workshop on Respirable Crystalline Silica (RCS) – 17 September 2014

40 participants attended the workshop on RCS, which helped clarifying the understanding of the future classification of RCS, with explanations on

- the CAD (Chemical Agents Directive) & the CMD (Carcinogens and Mutagens Directive) options,
- the current lack of standard harmonisation in Europe on measuring methods,
- IMA-Europe experience on RCS classification and on
- the case study of the wood industry.

Two brainstorming sessions were organised to debate on technical and economic aspects as well as on health and social aspects of RCS future classification.

The debates were dynamic and useful, and concluded that although exposure to RCS was generally very low in the glass industry, legislation could greatly impact operations.

3. GAE REACH Workshop – 31st March 2015

GAE organised a workshop on REACH in collaboration with Dr. Claudio Mereu from FieldFisher, which was attended by some 35 participants, half of which being raw materials suppliers.

The general goal of this Workshop was to promote a dialogue and enhance the exchange of information with our main raw materials suppliers, while notably aimed at clarifying certain issues in relation to the intermediate status of raw materials in the glass substance.

Prof. Dr. Conradt from the RWTH Aachen University gave in-depth technical and scientific explanations on the substance GLASS. Dr. Favaro explained the position of the industry towards REACH and the intermediate status of all raw materials used to melt glass. This position was supported by the legal opinion on intermediates in glass manufacturing presented by the law firm Field Fisher.

4. GAE Public Affairs Committee - 13 April 2015

The PA Committee finalised a narrative to position glass as a key enabler for sustainable growth. Work is still needed to complete the action plan with speaking opportunities to deliver our messages and participation in events/workshops. Mapping the important contacts GAE should develop with the EU institutions and decision-makers will also be analysed.

5. European Economic and Social Committee Opinion

Thanks to the work of Bertrand Cazes, GAE could coordinate the drafting of a report from the EESC on an *“industrial policy for the European glass sector”*. This was made in conjunction with the trade union IndustriAll.

GAE issued a press release on the adoption of this report on 22 April 2015.

As a follow-up activity to build up on the report’s contents, the Executive Committee approved the PA Committee’s proposal to organise a dinner debate with members of the European Parliament in autumn this year.

6. Cumulative Cost Impact Assessment (CCA)

The Commission will carry out a cost impact assessment to find out how much EU rules cost business. This will provide a lobbying tool to show the high costs of the current legislation and the need to avoid any further burden. A huge level of detail is required covering detailed costs for electricity, raw materials, etc and including profit margins.

DG GROW will focus on two glass sectors: Flat glass (2311) and hollow glass (2313 – container and tableware).

The **President** concluded that valuable work had been done so far and all members actively contributed to the progress made in the various working groups.

However, pressure remains on the shoulders of our issue leaders. It is up to all to help and guide them as well as possible and consider the limits we want to put to the range of actions we consider necessary.

Mrs. Farrelly informed members about the **High Level Group** meeting held on the eve.

Due to the air traffic problem in Belgium on 27 May, GAE representative, Mr. Vitaliano Torno, as well as many other CEOs and Ministers coming from abroad, could not attend the meeting. Adeline replaced him as GAE Secretary-General and was accompanied by Fabrice Rivet as Sherpa.

The meeting was chaired by Commissioner Bieńkowska with the participation of Jos Delbeke, Director General, Climate Action DG and architect of ETS.

The atmosphere was very formal with no discussion but only statements of max 2 minutes per participant.

The first part of the meeting focussed on a “tour de table” of all member states, and a few other participants on what priority topics the HLG should focus on in future. From the proposals, the Commissioner concluded that the next topics will be Energy union/energy costs, trade, competitiveness (e.g. better regulation). However the formal minutes and the final agreed priorities may differ.

By the time the tour de table was finished it was 5 pm and the second part of the meeting could start on ETS. Unfortunately Jos Delbeke had to leave at 5:30, which meant no time for discussion with him, which everyone found frustrating. Furthermore he did not give any news but said that:

- All options were under review;
- DG CLIMA want to shorten the list and only give allowances to sectors “seriously at risk”;
- The innovation fund will have 450 million unused allowances “worth €5-10 billion” to help industry decarbonise;
- They also try to get rid of the Cross Sectoral Correction Factor (CSCF) and look at different measures: review of benchmarks, better align on real production, focus on the sectors most in need.
- The Commission’s proposal is expected before or after the summer break. *Information we picked up was that the Impact Assessment (IA) Board did not approve the ETS Impact Assessment and therefore DG Clima will have to rework it. This is probably the reason for the further delay.*

The industry fully articulated the necessity for our sectors to be on the carbon leakage list in future.

Economics ministers or their representatives were generally rather supportive of industry position (importance of carbon leakage provisions, no correction factor, dynamic allocation,...). However, we need to watch out for some Member States (like UK, Sweden, The Netherlands, France), who mentioned the need to shorten the list.

Belgium and Germany mentioned investment leakage, which needs to be stopped.

Latvia quoted a.o. glass as industry to be protected.

Portugal requested that benchmarks reflect also the penetration rate of a technology, not only the 10% best; and that access to funding should be simplified.

Mrs. Farrelly took the floor for GAE to present the glass industry importance for the European economy in terms of several value chains, jobs and our long term investment intensity, essential to be on the carbon leakage list. She also responded to some NGO accusations that free permits are a licence to pollute. The Commissioner welcomed the intervention.

Next steps:

The Commissioner proposed that the HLG meet twice per year one day ahead of the Competitiveness Council. The industry participants asked for another meeting in September to discuss the ETS proposal. The Commission will give a reply a.s.a.p. The Commissioner indicated that the Sherpa group could have “monthly meetings of the lower group”, so we may have more opportunities to get our messages across. If no September HLG meeting, then the next HLG meeting will be In November 29th (TBC) and will likely focus on energy union/costs.

Conclusions:

Although we should not have too high expectations from this HLG, it is very important to be present and to establish good contacts with Member States representatives (sherpas, ministers' advisors, etc.).

Preparatory work will be needed for the next meeting to prepare a statement position of the glass industry regarding **energy costs**. We will need to collect data on production costs outside the EU, on energy subsidies, etc.

➤ A working group will be set up with glass experts able to bring input and knowledge on this issue. All members are requested to ask their companies if some volunteers could help in this.

5. Debriefing on the Meeting held in the Morning with the EU Commission

Regarding the general feeling from this annual meeting with the Commission, members agreed that there were no breaking news but the exchange of information with EU officials remains essential to keep a good relationship and get support when needed.

On the specific issues put on the table, **Mr. Rivet** confirmed that the replies delivered by the Commission were not really new.

ETS – We mainly heard the views of DG CLIMA without clear openness to the industry's position to keep the carbon leakage list as it is today. The Commission is still working on an impact assessment accompanying the draft proposal for a new ETS Directive, after the first impact assessment submitted to the Board of directors of the different DGs was rejected. The proposal should be made public before or after the summer break.

RCS – Replies from DG Employment were rather tough and clearly rejected any consideration for a revised NEPSi agreement. This voluntary agreement is purely an industry commitment that the Commission will not take into consideration when revising legislation on CMD/CAD.

REACH – Nothing new regarding the status of raw materials in glass making. DG Grow understands the glass industry's position but has to consider ECHA's request for further clarification as well.

FCM – The revision of the Ceramics Directive is a low priority for the Commission and DG SANCO is not entitled to produce anything on glass. Priority is given to the Plastics Directive.

6. Debriefing on the Public Affairs Committee (PAC)

Mrs. Farrelly explained that the work done by the PAC (global strategy engagement, a message house and story line) were aimed to enhance EU glass industry's visibility. It is stressing the importance to work more and more with MEPs and media to try to influence the Commission. **Mr. Cazes** reported that plants' visits were organised this year in the Czech Republic, in Belgium and in Germany by local glass associations and Glass for Europe. They were found very useful.

Mr. Gabel from the Slovak Glass Association (**SGA**) informed his colleagues that the SGA AGM in March 2015 agreed with the further development of contacts with MEPs as the support from Slovakian MEPs would help in having politically balanced meetings at Slovakia and EU level.

This important relationship with MEPs should nurture contacts from Brussels to Member States and vice-versa.

Mr. Cazes added that a first event proposed by the PAC has been validated by the Executive Committee. To keep momentum on the EESC (European Economic and Social Committee) report published in April in favour of an *“Industrial Policy for the European Glass Sector”*, an event will be organised in autumn 2015. It is a dinner debate with MEPs to talk about the glass industry and the need for reindustrialisation of Europe, based on the 3 pillars of the report (economic, environmental, social).

Regarding the lobbying strategy on the EU-ETS post 2020 to be elaborated by the ENVI Task Force, ETS WG and the PAC, **Mrs. Farrelly** confirmed that work was in good progress. Technical key points had been validated. With the help of consultant Weber Shandwick, a **GAE Advocacy Strategy on the EU ETS reform** was drafted and circulated to the Executive Committee for final approval. Volunteers will be needed to deliver the different action points ; a meeting with the ENVI Task Force, ETS National lobbying WG and the PAC will be organised soon to implement them. An ad-hoc lobbying management group has been set up to coordinate the process. It is composed of Fabrice Rivet (ETS expert), Christiane Nelles (National lobbying coordinator) and Cédric Janssens (PA expert), under the supervision of the Secretary-General (Adeline).

7. Finances

a) Approval of the accounts for 2014

Mrs. Favry presented the accounts for 2014, verified by an accredited accountant.

In summary, the expenses totalled € 164,258 and income € 193,075, in line with the budget.

Expenses were lower than expected thanks to lower rent charges in 2014 and the non-use of the PA and communication budget.

In 2014, the Romanian glass association STICEF and the Hungarian MÜSZ, which was dissolved by mid-2014, have not paid their fees. Taking into account the writing off of the Hungarian association's (MÜSZ) fees 2013 and 2014, we come up with a **total surplus of € 27,959 by the end of 2014.**

Financial Reserve

GAE total capital reserve by the end of 2014 amounts to €328,309. As it was already approved last year to limit the social reserve (currently at € 243,059), the Executive Committee proposes to the General Assembly to clearly limit the social reserve to a maximum amount of € 160,000 and to put the rest (€ 168,309) in the available reserve.

External Audit

GAE accounts have always been audited by an external company, Saint-Gobain Deutschland. Historically, CPIV members asked for an external audit in 1996 to replace the previous internal audit. This is a question of good practice but there is however no legal obligation.

The current auditors have asked to discontinue this exercise (free of charge for GAE), the Executive Committee suggested to stop the external audit and to ask two delegates to do an internal check when a problem is raised by the accredited account.

GAE EXPENSES (€)	FINAL 2013	ADOPTED 2014	Situation End of Year
Staff expenses	100.355	108.000	102.135
Environmental Expertise	0	-	-
Rent + Charges (GAE only)(*)	20.012	20.000	8.377
Meetings	17.911	24.000	17.773
Travel expenses	13	2.000	186
Office expenditure	15.063	14.000	13.180
Documentation	2.921	2.500	2.660
Fees	4.140	4.500	4.200
Taxes	1.707	2.500	1.984
Financing expenses	469	600	233
Equipment	0	1.400	-
Communication (web)	1.006	5.000	675
Studies / Research	3.600	-	12.855
Public Affairs	5.454	10.000	-
TOTAL	172.651	194.500	164.258

GAE INCOME (€)	FINAL 2013	ADOPTED 2014	Situation End of Year
Membership Fees	212.989	176.426	174.625
National Associations	106.189	88.213	86.412
Sectoral Associations	106.800	88.213	88.213
FEVE	59.992	53.508	53.508
Glass for Europe	22.987	17.562	17.562
EDG	13.804	8.762	8.762
ESGA	5.704	4.858	4.858
GlassFibreEurope	4.313	3.523	3.523
Secretariat Services	15.640	17.475	17.745
Glass Fibre Europe	5.500	5.225	5.225
EDG	2.800	5.225	5.225
ESGA	5.500	5.225	5.225
GAE INFO Subscriptions	1.840	1.800	2.070
Recuperation of costs	865	600	705
Bank Interest	865	600	705
TOTAL	229.494	194.501	193.075

- The members of the General Assembly approved the Accounts 2014. Members of the Executive Committee are consequently discharged from their responsibility for the accounts 2014.
- They also agreed to limit the social reserve to € 160,000 and to put the surplus in the available reserve.
- They validated the proposal of the Executive Committee to discontinue the external audit.

b) Situation 2015 (by end of March) and End of Year Projection

Mrs. Favry informed the members on the current status of the expenses in 2015 (first quarter). She confirmed that expenses and income were under control compared with the budget. Although some parameters were not predictable, no change in the approved budget was to be expected. As decided last year extra costs would be covered by the use of the reserve. Today we can confirm the need to draw down some € 50,000 from the reserve, including:

- Communication (web): update of webpage € 5,000
- Studies/Research: - REACH workshop & legal opinion € 10,000
- ISO TC 166 € 10,000
- Public Affairs - Weber Shandwick € 10,000
- Event with MEPs € 15,000

GAE EXPENSES (€)	ADOPTED 2015	SITUATION 31.03.2015	FORECAST 2015
Staff expenses	105.000	20.268	105.000
Rent + Charges (GAE only)(*)	23.000	12.681	12.000
Meetings	26.000	2.503	26.000
Travel expenses	1.400	-	-
Office expenditure	15.000	3.574	15.000
Documentation	2.500	302	2.500
Fees	4.500	-	4.500
Taxes	2.000	-	2.000
Financing expenses	600	136	600
Equipment	-	-	-
Communication (web)	Reserve	-	5.000
Studies / Research	Reserve	190	20.000
Public Affairs	Reserve	-	25.000
TOTAL	180.000	39.654	217.600

GAE INCOME (€)	ADOPTED 2015	SITUATION 31.03.2015	FORECAST 2015
Membership Fees	165.540	97.563	165.540
National Associations	82.770	59.067	82.770
Sectoral Associations	82.770	38.496	82.770
FEVE	50.545	18.500	50.545
Glass for Europe	16.623	16.623	16.623
EDG	8.104	0	8.104
ESGA	4.125	0	4.125
GlassFibreEurope	3.373	3.373	3.373
Secretariat Services	13.560	1.840	13.560
Glass Fibre Europe	2.930	0	2.930
EDG	5.860	0	5.860
ESGA	2.930	0	2.930
GAE INFO Subscriptions	1.840	1.840	1.840
Recuperation of costs	900	0	900
Bank Interest	900	0	900
TOTAL	180.000	99.403	180.000

8. Membership

- a) Members of the Board, the President and Vice-President were elected in 2013 for a two-year term, which needs to be renewed. Provided no change is requested, their appointment may continue for a second 2-year term.

Executive-Committee	National Representations	Mr. Jacques Bordat (France), President Mr. Guy De Clippele (Belgium) Mr. Dave Dalton (UK) Mr. Paolo Giacobbo (Italy) Mr. Alexander Krissmanek (Austria) Mr. Johann Overath (Germany), Vice-President Mr. Jan Swiatek (Poland)
	Sectoral Representations	Mr. Bertrand Cazes (Glass for Europe) Mrs. Adeline Farrelly (Feve) Mr. Thomas Hünlich (ESGA) Mr. Xavier Ibled (EDG) Mr. Axel Jorns (GlassFibreEurope – APFE)

- **The General Assembly approved the re-election of the President, the Vice-President and the Executive Committee members.**

- b) Application for membership from the Slovak Glass Association (SGA) represented by Mr. Gregor GABEL.

Mr. Gabel made a presentation on the newly created Slovak Glass Association (appended to the email).

- **The General Assembly approved the application for membership of SGA and congratulated their representative Mr. Gabel.**

9. Proposals 2016

Mrs. Farrelly presented the following proposals endorsed by the Executive Committee, and to be approved by the General Assembly:

- a) **New Secretary-General : Rotation with Mr. Bertrand CAZES (Glass for Europe)**

The Secretary-General proposed to continue the usual rotation between FEVE and Glass for Europe, on which Mr. Cazes agreed.

- **The members of the General Assembly approved the candidature of Mr. Cazes as next Secretary-General in 2016.**

b) Review of the Alliance operations: Board's recommendations from the survey

Mrs. Favry presented the results of the survey launched to capture members' feedback on the first 3 years of GAE operations (see slides). Members' global reaction was very positive on the delivery of the current structure and the good work done by the voluntary issue leaders, the rotating secretaries-generals and the coordinator.

Some paths for improvement were indicated to help in efficiency and better focus on priorities: better synergies within the Environment groups, inclusion of a political approach and strategy in important dossiers, efficient flow of information with easy access to the members.

The Executive Committee proposed to the General Assembly to further analyse these results and to use them to prepare the new Business Plan (2016-2019). A small working group will streamline our processes and see which gaps still to be fulfilled or what could be improved. They also stressed the high importance of volunteers in GAE business model and the need to get new ones to help in efficiency and better cover all requested issues.

- **The members of the General Assembly approved the proposals of the Executive Committee to use the internal survey for clarifying the possible improvements in GAE functioning.**

c) Working Programme 2016: Broad Guidelines

The Secretary-General explained to the members that it was too early in the year to prepare the working programme 2016. More time is needed to analyse the outcome of the survey, as well as the future needs of GAE in 2016.

The Working Programme will be elaborated on the basis of the input from the internal survey, the ENVI Task Force and the PA Committee, and presented for discussion to the Executive Committee in autumn, with a view to finalising it in December 2015.

d) Draft Budget Guidelines for 2016

Mrs. Farrelly presented the Budget Guidelines 2016, stressing that it was too early to elaborate a robust budget ahead of the finalization of the working programme 2016.

She added that the reserve will be used for non-operational costs, thus avoiding any increase of membership fees.

She pointed out that the proposed budget principles were to provide visibility and direction to GAE members, knowing that it would be detailed, fine-tuned and finalised by the Executive Committee in December 2015.

Proposed Budget Principles for 2016

- Stability in operational costs (i.e. all budget lines except studies and research, public affairs and communication).
 - Cap the budget to a maximum of EUR 180.000 – *stable*.
 - All operational costs (max EUR 180.000) financed by membership fees and other regular incomes.

- Use the reserve to cover studies & research, communication or public affairs, whose maximum budget lines will be agreed by the Executive Committee in the autumn 2015.
- Stability in membership fees.
- **The members of the General Assembly approved the suggested procedure (budget principles and cap) and gave a mandate to the Executive Committee to take a final decision on the working programme 2016 and its relevant detailed budget (maximum of € 180,000).**

In the absence of any further item or remark, the President thanked all members for their active participation and closed the meeting.
