

# BYE-LAWS OF THE EUROPEAN FEDERATION OF CORROSION (EFC)

Revision November 2023

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## **1 THE OBJECTIVES OF THE EFC AND INTENTION OF THE BYE-LAWS**

- 1.1 The Objectives of the EFC are given in Article 3 of the Statutes.
- 1.2 The Bye-Laws are intended to provide the EFC with working rules that conform to the letter and spirit of the Statutes that are lodged in Belgium (Law of March 23, 2019) according to the last modification of the Statutes published in the official Belgian gazette on 30 November 2017 (date to be changed)).

## **2 WORKING PRINCIPLES OF THE EFC**

The work of the EFC is based on collaboration between its Member Societies. Nothing done by or in the name of the EFC shall detract from the autonomy of any Member Society. Thus, all the technical and scientific activities of the EFC are carried out by, or in close cooperation with, the Member Societies or their representatives.

As a general rule, all matters of a financial, constitutional or legal nature are considered by a Board of Administrators (BoA, para. 11); all matters of a scientific and technical nature are considered by a Science and Technology Advisory Committee (STAC, para.12), with both bodies being accountable to a General Assembly (para. 10) composed of delegates from Member Societies.

A President, Vice-President and Treasurer (Article 14 of the Statutes) are elected by the General Assembly on a proposal from the Board of Administrators (see para. 11.1).

The EFC President, Vice-President, Treasurer and the STAC Chair must live and work in Europe and be a member of a European Member Society.

### **3 WORKING METHODS OF THE EFC**

The EFC seeks to achieve its objectives by any or all of the following means:

- 3.1 providing opportunities for the exchange of views on corrosion and corrosion control;
- 3.2 providing sources of information and education on corrosion and corrosion control;
- 3.3 promoting the documentation of information and its access on corrosion and corrosion control;
- 3.4 providing, when appropriate, assistance to Member Societies, Affiliate Members and Branches;
- 3.5 cooperating with other appropriate organisations or institutions, within or outside Europe;
- 3.6 establishing Working Parties (para. 14) and, as necessary, Task Forces (para. 15) to survey and report on specific areas of corrosion science and technology;
- 3.7 encouraging meetings for the discussion of the science and technology of corrosion; normally, meetings of this type will be organised by the national Member Society or Societies: meetings may also be organised on specific topics by an appropriate Working Party, often with the encouragement and support of industry, and in such cases the national society or societies should be informed to ensure that there is no clash of interests;
- 3.8 preparing a Calendar of Events that lists all corrosion-related events together with meetings organised by, or supported by, Member Societies that will attract an EFC event number (see para. 19);
- 3.9 preparing Newsletters in printed and/or electronic form and press releases to disseminate information about work in the fields of corrosion and corrosion prevention and the activities of Member Societies and of the EFC generally;
- 3.10 encouraging Member Societies to issue invitations to members of other EFC Member Societies to attend functions and meetings held by them on favourable terms;
- 3.11 entering into cooperation agreements with other like-minded bodies (e.g. AMPP, CSCP, ACA, etc.);
- 3.12 participating in worldwide corrosion organisations (e.g. WCO, ICC, etc.);
- 3.13 establishing branches in and outside Europe, where no societies/organisations in the field of corrosion protection exist;
- 3.14 maintaining up-to-date website and social media sites.

## **4 DEFINITION AND ADMISSION OF MEMBERS**

The EFC is composed of the following categories of members:

### **4.1 Member Societies (European)**

European Member Societies are defined in Article 6.1 of the EFC Statutes, and the process of their admission is defined in Article 6.2.

### **4.2 Member Societies (International)**

International Member Societies are defined in Article 7.1 of the EFC Statutes, and the process of their admission is defined in Article 7.2

### **4.3 Members**

Members are defined in Article 8 of the EFC Statutes.

### **4.4 Honorary Fellows**

Honorary Fellows are defined in Article 9 of the EFC Statutes.

### **4.5 Affiliate Members**

Affiliate Members are defined in Article 10.1 of the EFC Statutes, and the process of their admission is defined in Article 10.2

### **4.6 Branches**

Branches are defined in Article 11 of the EFC Statutes. In addition:

- 4.6.1 Branches are established in and outside Europe, where no societies/organisations in the field of corrosion protection exist.
- 4.6.2 The objective of Branches is to encourage the formation of societies/organisations in the field of corrosion protection, where they do not exist.
- 4.6.3 A minimum of 5 members is required to initiate the formation of a Branch.
- 4.6.4 Branches may be hosted either by the EFC or by a structure in or outside Europe.
- 4.6.5 Each Branch has its own business model, and its own level of membership fees for individuals and institutions. The business model and the level of membership fees are subject to Board of Administrators recommendation and General Assembly approval.

## 5 FULL RIGHTS OF MEMBERS

### 5.1 Rights of Member Societies (European & International)

Member Societies are entitled to:

- 5.1.1 be represented in the General Assembly (see para. 10);
- 5.1.2 receive agenda, working papers and minutes of meetings of the General Assembly;
- 5.1.3 propose candidates to the Board of Administrators (para. 11) and appoint delegates to EFC Working Parties (para. 14);
- 5.1.4 have the benefit of participation of their individual members in EFC Working Parties as a matter of right;
- 5.1.5 provide the Secretariat of a Working Party;
- 5.1.6 volunteer to host a EUROCORR event (para. 21) but noting that this event must be held in a European country (European Member Societies only);
- 5.1.7 propose the formation of an EFC Working Party (para. 14);
- 5.1.8 register meetings as EFC events, subject to approval of the EFC (para. 19);
- 5.1.9 apply for an EFC Approved Course Label, subject to approval of the EFC Course Endorsement Committee (European Member Societies only);
- 5.1.10 receive current information via the EFC Newsletter;
- 5.1.11 propose nominees for awards presented by, or in conjunction with, the EFC.

N.B. The rights of Member Societies, as defined in para. 5.1, are maintained for so long as the Member Society is not in arrears in payment of its subscription for more than twelve months from the date of issue of the invoice by the EFC Treasurer (see para. 9.4).

### 5.2 Rights of Members and Honorary Fellows

Members and Honorary Fellows are entitled to:

- 5.2.1 have the benefit of reduced registration fees for EUROCORR;
- 5.2.2 have the benefit of participation in EFC Working Parties as a matter of right.

### 5.3 Rights of Affiliate Members

Affiliate Members are entitled to:

- 5.3.1 be represented in the General Assembly (see para. 10) without voting rights;
- 5.3.2 receive agenda, working papers and minutes of meetings of the General Assembly;
- 5.3.3 have the benefit of participation of their individual members in EFC Working Parties as a matter of right;
- 5.3.4 receive current information via the EFC Newsletter;
- 5.3.5 propose nominees for awards presented by, or in conjunction with, the EFC;
- 5.3.6 register events as EFC events, subject to approval of the EFC (para.19);
- 5.3.7 receive a discount on fees for EUROCORR booths.

N.B. The rights of Affiliate Members, as defined in para. 5.3, are maintained for so long as the Affiliate Member is not in arrears in payment of its subscription for more than twelve months from the date of issue of the invoice by the EFC Treasurer (see para. 9.4).

#### 5.4 Rights of Branches

Branches are entitled to:

- 5.4.1 be represented in the General Assembly (see para. 10) without voting rights;
- 5.4.2 receive agenda, working papers and minutes of meetings of the General Assembly;
- 5.4.3 have the benefit of participation of their individual members in EFC Working Parties as a matter of right;
- 5.4.4 receive EFC related information via the EFC Newsletter.

N.B. The rights of Branches, as defined in para. 5.4, are maintained for so long as the Branch is not in arrears in payment of its subscription for more than twelve months from the date of issue of the invoice by the EFC Treasurer (see para. 9.4).

#### 5.5 Resignation right

According to Article 12 of the Statutes, any Member Society, Member, Honorary Fellow, Affiliate Member or Branch is free to resign from the Association at any time by registered mail or by any means of written communication (including e-mail) with acknowledgement of receipt to one of the three offices of the General Secretariat.

## **6 DUTIES OF MEMBER SOCIETIES, AFFILIATE MEMBERS and BRANCHES**

The duties of Member Societies, Affiliate Members and Branches are:

- 6.1 to inform the Paris Secretariat of the EFC of the intention, or otherwise, to be represented at the General Assembly with the name of the delegate;
- 6.2 to ensure that their individual members are aware of the activities of the EFC including the opportunities for membership of Working Parties without further payment;
- 6.3 to make nominations for places on the EFC Board of Administrators, except for Affiliate Members and Branches;
- 6.4 to inform the EFC, through the Scientific Secretary, of activities such as symposia, special meetings, etc., in their countries, that would be of interest to other Member Societies, Affiliate Members, and Branches (e.g. through reports for the EFC Newsletter);
- 6.5 to ensure, wherever possible, that delegates to EFC committees, Working Parties, etc., receive financial support, in whole or in part, for attendance at these committees;
- 6.6 to pay to the EFC on receipt of the invoice from the EFC Treasurer an annual membership subscription as agreed by the General Assembly (see para. 9.1 and, for non-payment, para. 9.4);
- 6.7 the Branches, when admitted as members, designate one of their own members who takes part in the meetings.



## 7 SECRETARIATS

The administration of the EFC is carried out by the founding countries: Belgium, Germany, France, UK.

### 7.1 General Secretariat

The General Secretariat consists of three Offices at the following organisations:

- DECHEMA e.V., (Gesellschaft für Chemische Technik und Biotechnologie e.V.), Frankfurt am Main, GERMANY (referred to as the Frankfurt Office);
- The Institute of Materials, Minerals and Mining, London, UK (referred to as the London Office);
- CEFRACOR, Paris, FRANCE (referred to as the Paris Office).

Administrative tasks are undertaken by these Offices as follows:

- Frankfurt Office: Membership of the EFC and maintenance of membership records of the Board of Administrators, Science and Technology Advisory Committee, and Working Parties, and notification of elections and appointments to these, EFC website, EFC Calendar of Events, Newsletters, EUROCORR Congress Secretariat.
- Paris Office: EFC Awards and arrangements for meetings of the General Assembly and the Board of Administrators, Belgian matters.
- London Office: Financial matters of the EFC.

### 7.2 Registered Office

The Registered Office in Belgium, mentioned in the Statutes, has responsibility for maintaining liaison between the EFC and the Belgian Administration in a timely manner.

The responsibilities of the Registered Office are, assisted by an EFC Officer:

- 7.2.1 to register the annual financial statement with the competent Commercial Court in Belgium (see para. 9.3);
- 7.2.2 to publish the composition of the Board of Administrators in the official Belgian gazette, when the composition of the Board of Administrators has changed;
- 7.2.3 to publish the Statutes of the EFC in the official Belgian journal gazette, when the Statutes have been updated;
- 7.2.4 to publish the new registered address of the EFC in the official Belgian journal gazette, when the address of the legal seat has been transferred;
- 7.2.5 to maintain liaison with the Belgian authorities when necessary.

- 7.3 There is provision to change the Secretariats, if need be. This will require the approval of the General Assembly.

## **8 LANGUAGES**

The official languages of the EFC shall be the languages of the Offices of the General Secretariat.

The working language of the EFC shall be English.

## **9 FINANCE**

### **9.1 Membership fees**

The amount of the annual fee for Member Societies, and Affiliate Members and members of the Branches is approved by the General Assembly on the proposal of the Board of Administrators (Article 13 of the Statutes).

If the date of its approval gives the opportunity to the new members to have advantages of the discounts associated with EUROCORR, a full-year subscription fee is due. Otherwise, the first-year subscription fee is one-third of the annual one.

Invoices for annual subscriptions will be issued to the Member Societies, Affiliate Members and Branches by the Treasurer of the EFC in April each year and should be paid on receipt.

### **9.2 Budget**

A budget will be prepared by the EFC Treasurer for review by the Board of Administrators, and then submitted to the General Assembly for approval. This budget will be implemented from January 1st of the year following the approval of the General Assembly. The budget will be included in the working papers for the General Assembly meeting and circulated to members of the General Assembly prior to the meeting.

### **9.3 Annual Financial Statements**

The EFC financial year end is December 31st. Annual financial statements will be prepared by the EFC Treasurer for review by the Board of Administrators and then submitted to the General Assembly for approval. Financial statements will be included in the working papers of the General Assembly and circulated to members of the General Assembly prior to the meeting. Following the General Assembly approval, annual financial statements will be signed by two EFC Administrators and submitted to the official Belgian gazette by the Belgium office representative.

### **9.4 Non-Payment of Subscriptions**

A Member Society or Affiliate Member or Branch shall be deemed to have left the EFC when the annual subscription is in arrears of more than twelve months from the date of issue of the invoice. However, an enquiry will normally be made to the Member Society/Affiliate Member/Branch by the Frankfurt Office - as responsible for membership matters - before action is taken to exclude a Member Society/Affiliate Member/Branch.

A Member Society/Affiliate Member/Branch whose membership has lapsed through non-payment of their subscriptions may rejoin the EFC on approval of the General Assembly.

### **9.5 Special Funds**

The Board of Administrators may authorise the acquisition of funds to carry out special tasks that fall within the remit of the EFC.

## 9.6 Financial Contributions

The EFC and/or its Working Parties may accept financial contributions from other bodies, including industry, for general support. Such contributions will be recognised in the annual financial statement. Where contributions are made for specific activities, for example, for a Working Party task or meeting, the publicity or report of this activity shall be described as being of EFC origin with acknowledgement of the contribution from the other party.

## 9.7 Honorary Service

All members of the General Assembly, the Board of Administrators, and the Science and Technology Advisory Committee, serve in an entirely honorary capacity. The President and the Treasurer of the EFC serve in an honorary capacity, but are entitled to claim travel and subsistence funds for tasks entrusted to them by the General Assembly.

Members of the Board of Administrators and the STAC Chair may, in exceptional circumstances (for example, where there are no funds available from a Member Society or employer), apply to the EFC Treasurer for some financial assistance towards the costs of attending a Board meeting.

## 9.8 Bank accounts

The EFC operates a bank account in Belgium. All payments made from the EFC bank account must be approved by email by EFC President and electronically signed off by two authorised representatives, one of which is the EFC Treasurer.

A good practice is to have 3 signatures for the Belgium account: the EFC Treasurer, the Belgian representative and the Vice-President.

## 9.9 VAT

The EFC is registered for VAT in Belgium. Quarterly VAT reports are prepared by the VAT advisor in Belgium and submitted to the Belgian authorities based on the information provided by the VAT accountant and the EFC Treasurer.

# 10 GENERAL ASSEMBLY

The General Assembly considers the present and future activities of the EFC, provides policy guidance to the Board of Administrators and the General Secretariat, approves the budget for the forthcoming year, and takes decisions on important matters affecting the EFC.

The General Assembly, unless provision to the contrary is stipulated by law or in the statutes, may validly deliberate only if half of its Member Societies are present or represented. If this condition is not met, a new General Assembly shall be convened within three months, and shall deliberate validly, regardless of the number of Member Societies present or represented.

For specific circumstances, as listed in the article 10.3.10, requiring a two-thirds majority, a new General Assembly shall be convened within thirty days. In the event that it is known to be difficult to organize a new meeting within a reasonable period of time, the decisions of the General Assembly in question may also be validly taken by written resolutions. The above-mentioned requirement of a two-thirds majority of the votes cast shall apply.

## 10.1 Composition of the General Assembly

Two groups of people are entitled to attend meetings of the General Assembly, as follows:

- 10.1.1 Representatives of Member Societies: the representatives shall preferably be specialists in the field of corrosion. Only one nominated member of each Member Society is entitled to vote;
- 10.1.2 Representatives of Affiliate Members and of EFC Branches, members of the Board of Administrators, Chair of the Science and Technology Advisory Committee, Chairs of EFC Working Parties, and Honorary Fellows of the EFC may attend the General Assembly but without voting rights except when present as a nominated representative as described in 10.1.1 above.

The Chair of the General Assembly will be the President of the EFC (see Article 20 of the Statutes).

## 10.2 Duties of the General Assembly

The duties of the General Assembly are to:

- 10.2.1 take decisions on all matters of principle concerning the work of the EFC;
- 10.2.2 consider the long-term development of corrosion research and corrosion control and suggest fields of work to which particular attention should be directed;
- 10.2.3 appoint the members of the Board of Administrators following the results of a call for nominations made to the Member Societies (see para. 11.1);
- 10.2.4 approve the appointments, if the nominations are considered to be appropriate, of the following officers of the EFC as put forward by the Board of Administrators:
  - 10.2.4.1 *the President;*
  - 10.2.4.2 *the Vice-President;*
  - 10.2.4.3 *the Treasurer;*
  - 10.2.4.4 *the Scientific Secretary;*
  - 10.2.4.5 *the Chief Operating Officer;*
- 10.2.5 receive and approve reports from the Board of Administrators and the Science and Technology Advisory Committee on their activities and decisions;
- 10.2.6 approve, on the recommendation of the Board of Administrators, the level of subscriptions of Member Societies and Affiliate Members;
- 10.2.7 approve a budget for income and expenditure for the calendar year following the year in which the General Assembly is held;
- 10.2.8 approve annual financial statements for the year preceding the year in which the General Assembly is held;
- 10.2.9 discharge administrators of their responsibility;
- 10.2.10 decide on applications for new Member Societies and Affiliate Members and the creation of EFC branches on the recommendation of the Board of Administrators;
- 10.2.11 decide on modifications to the Statutes and Bye-Laws of the EFC as and when required.

### 10.3 Working Procedures of the General Assembly

- 10.3.1 The General Assembly shall meet by right once a year and within six months of the end of the previous financial year to fulfil requirements of the Belgian authorities.
- 10.3.2 If the same representative is appointed by more than one Member Society that representative may exercise each Society's vote on its behalf: the number of votes that the representative may cast is limited to three.
- 10.3.3 Proxy voting on behalf of any Member Society is acceptable on the basis of a written authority from the Member Society concerned which must be delivered to the President before the start of the General Assembly meeting.
- 10.3.4 For physical meetings, voting, when necessary, will be by a show of hands unless in case the representative of a Member Society requests a secret ballot, in which case it will be held; two scrutineers selected from non-voting delegates should be appointed with the approval of the voting delegates; (matters on which a vote could be requested will normally be emphasised in the working papers for the General Assembly meeting so that Member Societies can instruct their voting representative in advance). For online meetings, on the basis of the intentions of participation collected by the Paris Office, the EFC President will nominate 2 scrutineers few days before the meeting so that the Paris Office can share the appropriate documents used for the vote. At the moment of the vote(s) with a secret ballot, the President will ask the GA to approve the proposed scrutineers.
- 10.3.5 The minutes of the General Assembly meeting will be taken by a member of one of the three Offices of the General Secretariat and will record the discussions leading to recommendations and decisions reached at the meeting; the minutes will be presented in the English language.
- 10.3.6 Those persons responsible for implementing decisions reached at the General Assembly should be identified in the minutes.
- 10.3.7 The date and venue for a meeting of the General Assembly will be notified by the Paris Office of the General Secretariat to the Secretaries of Member Societies - or to those appointed by a Society to respond to EFC business - at least six weeks in advance of the meeting.
- 10.3.8 The working papers for the General Assembly meeting will be prepared and issued by the Paris Office of the General Secretariat at least thirty days before the meeting.
- 10.3.9 Notice of intention to be present at the General Assembly should be sent to the Paris Office not less than two weeks before the meeting (failure to comply with this request will not prevent attendance at the meeting, the purpose is to enable preparation of an attendance list and to ensure the quorum).
- 10.3.10 In all cases, resolutions shall be passed by a simple majority of the votes cast, and shall be made known to all the Member Societies. The exceptions to this are:
  - The dismissal of an Administrator, which requires a two-thirds majority of the Member Societies present or represented.
  - Changes to the Association's articles or dissolution of the Association, which requires a two-thirds majority of the Member Societies present or represented.
- 10.3.11 The resolutions of the General Assembly shall be recorded in minutes drawn up by the General Secretariat and communicated to the Member Societies. The minutes are kept in a register of minutes at the Paris office of the Association, where all Members, Associate Members and Administrators can consult them.

## 11 THE BOARD OF ADMINISTRATORS

The composition and responsibilities of the Board of Administrators are defined in Articles 21, 22, 23, 24 and 25 of the Statutes.

### 11.1 Membership of the Board of Administrators

In addition to the President, the Vice-President and the Immediate Past President, all three with voting rights, five groups of people are entitled to attend meetings of the Board of Administrators, as follows:

- 11.1.1 One member representing each of the General Secretariat offices (France, Germany and UK) and one from the country of registration in law (Belgium) of the EFC, together with eight other elected members, three representing Member Societies drawn from amongst European Members in countries other than the four administrators referred to above and five drawn from amongst the EFC members at large, i.e. European and International Members. These twelve members are entitled to vote.

For the founding countries (France, Germany, UK, Belgium) and if there is more than one Member Society, the process of nomination should include a joint consultation between Member Societies of the country in question before the nomination.

The Frankfurt Office will issue a call for nominations at least six months before the date of the General Assembly at which the election will be made. The nominations will be submitted by the Frankfurt Office to the President of the EFC who should ensure that at least seven different countries are represented. The President should seek further nominations from Member Societies, if necessary, to ensure that this requirement is met. The President may not withhold any nomination.

The list of nominations shall be sent by the Frankfurt Office to the Paris Office for inclusion in the working papers for the General Assembly.

The Board of Administrators will nominate and elect the President and Vice-President of the EFC from among its members and those of the Science and Technology Advisory Committee. Members of the Board of Administrators elected to these offices remain members after appointment; these appointments do not result in vacancies on the Board, the membership of which does not normally exceed fifteen persons.

- 11.1.2 The Chair of the Science and Technology Advisory Committee, the Scientific Secretary, the Chief Operating Officer, the EFC Treasurer and one representative of Young EFC are invited to attend meetings of the Board of Administrators in an ex officio capacity without the right to vote.
- 11.1.3 A representative from each of the three Offices of the General Secretariat, and a representative of the country of registration in law (Belgium) shall take part in the meetings of the Board of Administrators without the right to vote.
- 11.1.4 A minutes secretary (see para. 11.5.7).
- 11.1.5 Further members may be co-opted into the Board of Administrators under exceptional circumstances by decision of the elected members and approval of the General Assembly. Co-opted members have no voting rights unless elected to the post of President or Vice-President and Past President.
- 11.2 The term of office of members of the Board of Administrators is three years. At the expiry of their term of office, administrators are eligible for re-election for one further term of office (Article 21 of the Statutes).
- 11.3 On resignation, a member of the Board of Administrators will be replaced by a person nominated by a Member Society in the country of the resigned member and without further approval by the General Assembly to serve for the balance of the term.
- 11.4 Duties of the Board of Administrators are to:
  - 11.4.1 prepare proposals for the General Assembly;
  - 11.4.2 ensure that resolutions of the General Assembly are carried out;
  - 11.4.3 take any necessary decision on behalf of the EFC between the meetings of the General Assembly in accordance with the Statutes and Bye-Laws;
  - 11.4.4 supply the General Assembly with a report of its activities and decisions;
  - 11.4.5 liaise with the Science and Technology Advisory Committee on the establishment of new EFC Working Parties;
  - 11.4.6 decide, on the basis of submissions received, on the host country for EUROCORR at least three years in advance of the proposed date and inform the General Assembly;
  - 11.4.7 review a budget of income and expenditure and annual financial statement prepared by the EFC Treasurer for submission to the General Assembly;
  - 11.4.8 approve a budget for travel and subsistence expenditure to be incurred by the contracted and Honorary Officers of the EFC;
  - 11.4.9 propose from among its members and those of the Science and Technology Advisory Committee a President and a Vice-President of the EFC; the proposal to be forwarded to the General Assembly for approval;
  - 11.4.10 appoint the EFC Chief Operating Officer, maintain a work contract, set targets and approve bonuses when the targets are fulfilled, para. 17;
  - 11.4.11 propose the Scientific Secretary, taking into account the wishes of the STAC; the proposal to be forwarded to the General Assembly for approval.
- 11.5 Working Procedures of the Board of Administrators

- 11.5.1 The Board of Administrators may be referred to as the BoA.
- 11.5.2 The BoA shall be chaired by the EFC President.
- 11.5.3 A meeting of the BoA will be notified to its members at least six weeks in advance.
- 11.5.4 A provisional agenda and working papers will be prepared and distributed to members by the Paris Office, preferably not less than one month before the date of the meeting.
- 11.5.5 A member of the BoA may be represented by a fellow administrator; the nominee can exercise only one proxy vote.
- 11.5.6 The Board may validly deliberate if at least half of the administrators are present in person, by telephone, by videoconference or validly represented.
- 11.5.7 Minutes of the BoA meetings will be taken by a member of the Paris Office, or by some other person at the request of the Paris Office.
- 11.5.8 The minutes will be circulated only to members of the BoA or their nominated alternates and others present at the meeting and should identify those members of the BoA to be responsible for the actions arising from the meeting.
- 11.5.9 Generally, the meetings of the BoA will be hosted at the location of the year's EUROCORN. Liaison with the host will be the responsibility of the Paris Office (see also 11.5.4 above).
- 11.5.10 The BoA must meet at least once per year, whether convened by the General Secretariat or at the request of at least four of its members in good standing. Under normal business arrangements, the meetings of BoA will be held twice a year with one of the meetings being held during the annual EUROCORN Congress and the other one on a date and place decided by the BoA.



## 12 THE SCIENCE AND TECHNOLOGY ADVISORY COMMITTEE

The Science and Technology Advisory Committee shall advise the EFC on scientific, technological and educational matters and the implementation of decisions concerning these.

### 12.1 Membership of the Science and Technology Advisory Committee

Three groups of people may attend meetings of the Science and Technology Advisory Committee, as follows:

- 12.1.1 Chairs of EFC Working Parties are full members with voting rights. The Scientific Secretary and the Chairs of the STAC Task Forces are invited to attend meetings of STAC in an ex officio capacity without the right to vote.
- 12.1.2 The President and Vice-President of the EFC, the Chief Operating Officer, a representative of Young EFC as well as representatives of the EFC Secretariat may attend meetings but without voting rights.
- 12.1.3 Others who can contribute to the work of the EFC may attend meetings of the Science and Technology Advisory Committee by invitation of the STAC Chair but without voting rights.

### 12.2 Duties of the Science and Technology Advisory Committee

- 12.2.1 To establish Working Parties (see para. 14) in accord with the Objectives of the EFC (para. 1).
- 12.2.2 To receive and discuss reports from the Working Parties and STAC Task Forces, and to encourage cooperation between Working Parties.
- 12.2.3 To encourage Working Parties to publish their reports, guidelines and collections of scientific papers, preferably in the EFC book series.
- 12.2.4 To participate in the arrangements for the technical sessions at EUROCORR as members of the International Scientific Committee.
- 12.2.5 To elect from among its members the juries for the European Corrosion Medal, the Cavallaro Medal, the Kurt Schwabe Prize, the EUROCORR poster prize and part of the jury members for the EFC Honorary Fellow Award.
- 12.2.6 To give its agreement for any new EFC Award.
- 12.2.7 To select and prepare scientific and technical items for the Agenda of the General Assembly.
- 12.2.8 To report to the General Assembly, via the Scientific Secretary, on the activities of the STAC.
- 12.2.9 To report to the BoA, via the STAC Chair, on activities of the STAC and on any matters falling within the responsibility of the BoA.
- 12.2.10 To ratify the Chair and members of the EFC Course Endorsement Committee, see para. 20.

### 12.3 Working Procedures of the Science and Technology Advisory Committee

- 12.3.1 The Science and Technology Advisory Committee may be referred to as the STAC.
- 12.3.2 The STAC shall meet at least once a year and preferably on the occasion of a EUROCORR meeting one day in advance. In all cases, the venue and local arrangements for the meeting will be the responsibility of a Member Society. The Member Society will bear any costs associated with the local arrangements for a STAC meeting, if the meeting is not going to take place virtually.
- 12.3.3 The Chair will be nominated by the BoA and elected from among its voting members and will retain voting rights. The term of office of the Chair shall be three years with the option of re-election for no more than one further term.
- 12.3.4 The STAC will be assisted by a Scientific Secretary (para. 16) to be proposed by the BoA taking into account the wishes of the STAC and appointed by the General Assembly. (Involvement of the BoA is necessary as the Scientific Secretary is a paid official of the EFC and the BoA is responsible for expenditure associated with the work of the Scientific Secretary).
- 12.3.5 At least six weeks before a meeting of the STAC the Scientific Secretary will issue the invitation to those entitled to attend, i.e. as described in para. 12.1, with the date and venue as agreed at the previous meeting. Liaison with the hosting Member Society will be the responsibility of the Scientific Secretary.
- 12.3.6 The Scientific Secretary in consultation with the STAC Chair will prepare a draft Agenda and circulate this to those invited to attend. Working papers will be issued not later than three weeks before the meeting.
- 12.3.7 The Scientific Secretary will be responsible for taking the minutes of the meeting and for their subsequent distribution within three months from the meeting. In addition to circulation to all members of the STAC, one copy of the minutes shall be lodged with each of the three Offices of the General Secretariat.
- 12.3.8 The Chair, or appointed deputy, and 50 % of the members with voting rights constitute a quorum.

## 13 THE PRESIDENT'S ADVISORY COMMITTEE

The President's Advisory Committee may be referred to as the PAC.

### 13.1 Membership of the President's Advisory Committee

The following persons are entitled to attend PAC meetings:

- 13.1.1 The President, Vice-President and Immediate Past President.
- 13.1.2 Representatives of the General Secretariat Offices (France, Germany and the UK) and one representative from the country of representation in law (Belgium).
- 13.1.3 The Chair of the Science and Technology Advisory Committee, the Scientific Secretary, the EFC Treasurer and the EFC Chief Operating Officer.
- 13.1.4 Other persons may be invited by the President to attend.

### 13.2 Duties of the President's Advisory Committee are to:

- 13.2.1 prepare proposals for the BoA;
- 13.2.2 ensure that resolutions of the BoA and GA are carried out;
- 13.2.3 review day to day running of the EFC, including and not limited to financial matters, issues arising with Member Societies, Working Parties, EFC Branches and interface with Belgian authorities;
- 13.2.4 prepare a budget of income and expenditure and annual financial statements for submission to the BoA;
- 13.2.5 propose level of membership subscription fees, EUROCORR levy and other fees for submission to the BoA;
- 13.2.6 prepare and propose the EFC strategy.

### 13.3 Working Procedures of the President's Advisory Committee

- 13.3.1 The PAC shall be chaired by the EFC President or by an EFC Officer nominated by the President.
- 13.3.2 The meeting of the PAC will be scheduled in alignment with the PAC members in advance.
- 13.3.3 A provisional agenda will be distributed to members by the Chief Operating Officer with consent of the President, or by some other person at the request of the President, not less than one week before the meeting.
- 13.3.4 Minutes of the PAC meeting will be taken by the Chief Operating Officer or by some other person at the request of the President.
- 13.3.5 The minutes will be circulated only to the members of PAC or their nominated alternatives and others present at the meeting within 2 weeks, and should identify those members of the PAC responsible for the actions arising from the meeting.
- 13.3.6 Physical meetings of the PAC will be hosted by one of the offices of the General Secretariat or at an alternative location chosen by the EFC President.
- 13.3.7 Periodicity of the meetings is at the discretion of the EFC President. It is recommended to hold at least two PAC meetings a year approximately two months before each BoA meeting.

## 14 WORKING PARTIES

### 14.1 Principles

14.1.1 Working Parties (WPs) are formed with the aim of achieving collaboration on any aspect of corrosion or corrosion control.

14.1.2 WPs are the principal means of conducting the technical and scientific work of the EFC.

14.1.3 Member Societies have an automatic right to appoint delegates to WPs.

14.1.4 WPs may be established to work in the following areas, although the list is not exclusive:

- Study and critical assessment of the literature in the field of interest of the WP with a view to updating and publication;
- Preparation of State of the Art reports;
- Preparation of Guidelines documents as a basis for recommendations for good practice and for submission to Standards writing bodies;
- Drawing up recommendations for the education and training of corrosion experts at various levels;
- Preparation of training courses;
- Organisation of symposia on subjects of importance to the WP;
- Conducting field surveys on corrosion topics or laboratory corrosion tests across various European countries;
- Providing technical support to standardisation bodies, and to CEN in particular.

### 14.2 Formation of a Working Party

14.2.1 A Working Party may be formed on the proposal of the General Assembly, the BoA, the STAC, a Member Society or industry. WPs should not be started in topic areas where similar activities have already been well established on a European basis by a Member Society. A WP should be proposed only where the topic has significance in a European context. Topics associated with a particular country should, in general, be the responsibility of a Member Society in that country. That Member Society may, however, invite the EFC to establish an EFC WP. Alternatively, the topic, if of clearly defined objectives, could be investigated by a Task Force of the EFC (see para. 15).

14.2.2 A proposal for the formation of a Working Party must receive, on enquiry from the proposer or from the EFC Scientific Secretary, the written support of at least four Member Societies in good standing. This requirement is essential since Member Societies provide the major financial input for the operation of the EFC. It will apply even in cases where the initial proposal for formation of a Working Party comes from industry.

14.2.3 Proposals for the formation of a Working Party should be directed, in the first instance, to the Scientific Secretary who will, after making the appropriate enquiries, bring the proposal to the attention of the STAC. In summary, the following steps are required to establish an EFC Working Party. These steps should be taken in the order shown, but with the possibility of varying this as described below:

- A proposal, including scope and purpose;
- Approval of Member Societies;

- Approval by STAC;
  - Inaugural meeting;
  - Final approval by the General Assembly.
- 14.2.4 A proposal for establishing a new EFC Working Party should be submitted to the Scientific Secretary not later than three months before the date of a STAC meeting. The proposal should contain the following information:
- The status of the proposer, i.e. one of the bodies mentioned in para. 14.1;
  - The name, address, telephone, and e-mail details of the contact person;
  - The name of the EFC Member Society of which the contact person mentioned above is a member;
  - A short statement, of up to 100 words, of the suggested scope and objectives of the WP;
  - An indication of interest already expressed (this could mention Member Societies, industry, other European Institutions, etc.);
  - A proposal for the time, venue and convenor for an inaugural meeting of the WP.
- 14.2.5 For approval of Member Societies the Scientific Secretary will take the following actions:
- Inform all Member Societies by e-mail of the proposal with a request for a reply within six weeks indicating approval or objection; the e-mail should also invite Member Societies to nominate up to two delegates to attend the inaugural meeting of the Working Party;
  - Include the proposal, together with any replies from Member Societies, in the working papers for the next STAC meeting at which the STAC will be invited to approve the establishment of the new WP. The convenor of the proposed WP should be invited to attend the STAC meeting and introduce the proposal.
- 14.2.6 The STAC will examine the proposal taking particular care to ensure that the proposed field of activities fits into the technical and scientific scope of the EFC and that cooperation in the fields covered by other EFC WP and Member Societies or by any existing international working group is encouraged.
- 14.2.7 Following agreement by the STAC, the convenor of the proposed WP will be invited to proceed with the inaugural meeting; invitations to this meeting must include Member Society delegates as nominated in 14.2.2 above. Interested individuals can be invited or nominated by the chair of the proposed WP or by member societies as observers. EXCEPTIONALLY, where the above timetable would incur a delay of several months before the inaugural meeting could be held, and where there is a pressing demand for work to start, the inaugural meeting may be held before the STAC meeting. In this case, it will be necessary for the proposer in conjunction with the EFC Scientific Secretary to make the enquiries set out in 14.2.2 so that Member Societies may have their views made known at the inaugural meeting.
- 14.2.8 At the inaugural meeting:
- A Chair will be appointed from among those present. The Chair must be a member of an EFC Member Society in good standing;
  - A Vice-Chair and/or a Secretary shall be appointed after proposal of the Chair (if a Secretary is not appointed, it will be the responsibility of the Chair or Vice-Chair to

carry out the tasks normally to be expected from a Secretary (see 14.4)). The Vice-Chair and the Secretary must also be members of an EFC Member Society;

- Terms of Reference and Objectives of the WP should be prepared;
- A provisional membership list should be prepared which should indicate the EFC Member Society to which each WP delegate belongs. It is the duty of the Chair to encourage WP delegates to join an EFC Member Society;
- The Chair should inform delegates to the WP that membership is free for all who belong to an EFC Member Society in good standing; other delegates, not belonging to an EFC Member Society, may, on the decision of the Chair, be charged an annual fee to defray some of the administrative costs of the WP.
- The Chair is responsible for ensuring that a written record (minutes) is kept by the Secretary or other appointed person, of proceedings of the inaugural and subsequent meetings of the WP and that these minutes are sent to all members of the WP and to the EFC Scientific Secretary;
- The requirements for a quorum at meetings of the WP should be decided by those present at the inaugural meeting.

14.2.9 The minutes of the inaugural meeting should then be included in the working papers for the next STAC meeting when the STAC will be invited to recommend the establishment of the WP to the General Assembly, taking into account any contrary views from Member Societies made at the inaugural meeting or to STAC.

14.2.10 On receipt of the minutes of the inaugural meeting of the WP, the Scientific Secretary will prepare a summary indicating the names of the officers, the Member Society nominations and all other proposed members for inclusion in the working papers of the next General Assembly which will be asked to approve the establishment of the new WP.

14.2.11 The Scientific Secretary will keep the STAC Chair informed of progress in establishing the new WP and the STAC Chair will, in turn, inform the BoA of progress.

14.2.12 The WP may begin its work following the inaugural meeting but will be recognised as an official Working Party of the EFC only after the EFC General Assembly has approved its establishment.

### 14.3 Duties of the Working Parties

14.3.1 To offer technical sessions as well as joint sessions with other Working Parties at EUROCORR and arrange their programme.

14.3.2 To publish their reports, guidelines and collections of scientific papers, preferably in an EFC series.

14.3.3 To organise workshops, symposia, summer schools, training courses or other events in their field of corrosion science and technology.

### 14.4 Duties of Chair, Secretary and delegates of Working Parties

#### 14.4.1 Principles

In the distribution of tasks between the Chair, Vice-Chair and Secretary, it should be borne in mind that there are Working Parties in which the Chair and/or Vice-Chair and Secretary have at their disposal a well organised secretariat either in one of the Member Societies or in the office of the company or enterprise to which they belong, and others in which the Chair or Vice-Chair and Secretary manage their own Secretariat (see also para 14.2.8).

A final distribution of tasks between Chair, Vice-Chair and Secretary of a WP on the basis of the following suggestions should therefore be decided in each WP.

#### 14.4.2 Duties of the Chair

The Chair is responsible for ensuring that the stated objectives of the Working Party are achieved in a timely and effective manner.

The term of office of Chair and Vice-Chair is three years. Re-election by WP members is possible.

The Chair participates in the meetings of the STAC and provides, on request in advance from the Scientific Secretary, a written progress report on the activities of the WP for inclusion in the working papers. The Chair may also, from time to time, be requested by the Scientific Secretary to provide a summary of activities for inclusion in the EFC Newsletter.

The Chair calls the meetings of the WP on his own initiative or on the request of WP members; in general it should not be necessary for the WP to meet more than twice each year although sub-groups of the WP charged with particular tasks may meet on other occasions.

The Chair prepares and issues an Agenda for meetings and ensures that a suitable venue is available.

The Chair is responsible for ensuring that minutes of WP meetings are taken and that copies are sent to WP members and to the EFC Scientific Secretary.

The Chair is responsible for drawing up the programme for a session at EUROCORN in his work area when requested to do so by the Scientific Committee for the event.

The Chair is responsible for seeking qualified successors for Chair and Vice-Chair amongst the WP members. This ensures the future of each Working Party. A Chair or Vice-Chair should resign when entering retirement. Extension requires the consent of STAC Chair and President.

#### 14.4.3 Duties of the Secretary

The Secretary, together with the Chair, is at the disposal of the WP for the clerical and administrative tasks involved.

The Secretary conducts the correspondence with WP members on behalf of the Chair, and produces the minutes of each meeting.

#### 14.4.4 Duties of the Vice-Chair

The Vice-Chair represents the Chair at the Chair's request (particularly for STAC or paper selection meetings where the Chair is not available).

The duties of the Vice-Chair include the duties of the Secretary when no Secretary is appointed.

#### 14.4.5 Duties of Members

Members are expected to attend meetings of the WP on notification from the Chair or Secretary.

Members should participate in the technical and scientific activities of the WP by providing reports and, wherever possible, by participating in collaborative project work.

Members are required to give full support, notably by submission of high quality papers, to the annual EUROCORN conference of the EFC.

The Chair (and Vice-Chair) are responsible to decide to dismiss WP members who are violating the rules or are inactive.

#### 14.4.6 Voting at WP meetings

A vote may be taken at a WP meeting on any matter except of a scientific or technical nature.

A simple majority is sufficient to approve a resolution. However, a secret ballot may be taken if requested by any member.

In case of proxy vote, each member of the WP may be represented by another member acting as proxy. However, a member may not hold more than three proxy votes. Votes may be cast by correspondence.

#### 14.4.7 Replacement of Chair

In the event of the resignation or dismissal of a WP Chair (for example at the request of STAC because of inactivity), a new Chair shall be proposed by the WP members and the decision communicated to the STAC Chair. If a new Chair is not proposed by the WP, the matter shall be referred to the STAC Chair who will:

- appoint a temporary Chair; (1)
- bring the matter to the attention of the STAC for resolution at its next meeting; (2)
- refer the matter to the BoA if (1) and (2) produce no satisfactory result.

#### 14.4.8 Review and dissolution of a Working Party

The activities of the WP are to be thoroughly reviewed by the STAC. It is the duty of STAC to advise the BoA and the General Assembly of the results of this review, i.e. whether the WP should continue or be dissolved.

Reasons for the dissolution of a WP will be the following:

- achievement of the objective of the WP;
- no activity on the part of the WP for two successive years.

The final decision on whether to dissolve a WP is taken by the General Assembly on a proposal of the BoA made on the recommendation of the STAC or President/Vice-President.



## **15 TASK FORCES**

- 15.1 Task Forces may be established to carry out specific tasks that are not normally the responsibility of existing Working Parties or that have implications for the work of the EFC generally.
- 15.2 Task Forces may be set up by the BoA, STAC, PAC or Working Parties (to be referred to as the Parent Body). A Chair will be appointed by the Parent Body, and the members of the Task Force will be selected by that Chair. Neither the Chair nor the members of the Task Force are required to be members of the Parent Body.
- 15.3 The Chair of the Task Force will report to the Parent Body, as required.
- 15.4 A Task Force will be disbanded on completion of its work. For example, a STAC Task Force set up for the establishment of a new Working Party will be disbanded if the Working Party is not established.

## 16 THE SCIENTIFIC SECRETARY

Duties of the Scientific Secretary are:

- 16.1 development and coordination of the activities of STAC in cooperation with the STAC Chair, Member Societies, Branches, the BoA, and the General Secretariat;
- 16.2 liaison with the Member Societies hosting STAC meetings and the issuing of the invitation (para 12.3);
- 16.3 preparation and issuing of the Agenda and working papers for STAC meetings and the preparation and distribution of their minutes;
- 16.4 preparation of papers and reports for the dissemination of corrosion information across national boundaries, notably, but not exclusively, through publication in an EFC series of reports, guidelines, etc. (Detailed editing of manuscripts for publication in the EFC series is the responsibility of the series publisher);
- 16.5 reinforcement, where desirable, of scientific and technical links with other bodies having interests similar to those of the EFC;
- 16.6 maintaining an awareness of, and collaborating, whenever possible, with National, European, and International Standardisation bodies;
- 16.7 maintaining close contact with EFC Working Parties through their Chairs;
- 16.8 presenting a report on the work of the Scientific Secretary to the STAC and the BoA at their meetings;
- 16.9 reporting to the General Assembly on the scientific and technical work of the EFC;
- 16.10 maintaining a Calendar of EFC and other important corrosion events;
- 16.11 approving and issuing EFC event numbers;
- 16.12 managing the process of the EFC Approved Course labelling;
- 16.13 supporting the regular update of the EFC Working Party web pages and the pages on EFC events and courses based on the content received.

## **17 CHIEF OPERATING OFFICER**

- 17.1 The Chief Operating Officer (COO) is in charge of Business Development of the EFC, ensuring development of the EFC into a growing and financially strong international Association. The main responsibilities of the COO are:
- 17.1.1 Business Development;
  - 17.1.2 implementation of EFC strategies;
  - 17.1.3 ensuring sustainability of conference management, including sponsor and exhibitor management;
  - 17.1.4 coordination of the General Secretariat;
  - 17.1.5 liaison with other societies;
  - 17.1.6 recruitment and retention of members;
  - 17.1.7 central communication function within the EFC.
- 17.2 The COO is selected and appointed by the Board of Administrators, para. 11.4.10. Duties and remuneration scheme of the COO are detailed in the contract of the COO and are decided by the BoA. From 20 to 50 % of the COO remuneration is bonus-based and linked to achievement of specific financial and development targets.
- 17.3 The COO is a member of the PAC and a permanent member of the local organising committees of EUROCORR and any other EFC conferences. The COO reports to the BoA and works in close collaboration with the President and Vice-President.
- 17.4 The EFC may give the power to the Chief Operating Officer to represent the Association for signing contracts with third parties with the agreement of the President.

## 18 YOUNG EFC

### 18.1 The objective of Young EFC

Young EFC is an initiative created in 2016 by the EFC that aims to support early career researchers and engineers in the field of corrosion and protection of materials.

### 18.2 Working principles of Young EFC

18.2.1 The work of Young EFC is based on collaboration between early career researchers and engineers, senior advisors, and the support of the board of the EFC.

18.2.2 Young EFC is organised by a Board constituted by members affiliated to one of the Member Societies that collaborates with the EFC.

### 18.3 Working methods of Young EFC - Rights and Duties of Young EFC

18.3.1 Young EFC Board members are invited as observers to STAC and BoA meetings of the EFC.

18.3.2 One member of Young EFC Board forms part of the jury of the EFC Poster Prize during EUROCORR.

18.3.3 Proposal and organisation of activities during EUROCORR are carried out in direct contact with the local Congress organisers and the President of the EFC.

### 18.4 Young EFC membership

18.4.1 The membership of Young EFC is open to all scientists and professionals linked to corrosion science and engineering topics. Nevertheless, the main target of Young EFC activities is early career researchers and professionals (under 35 years old, or with less than 10 years of professional experience). Young EFC accepts members from all over the world.

18.4.2 No fees are applied.

### 18.5 Finances of Young EFC

18.5.1 The BoA approves the annual budget of Young EFC.

## 19 EFC EVENTS

A meeting, conference, symposium, non-regular educational course or other similar event may be described as a numbered EFC event providing the following requirements are met

- 19.1 Applications to have an event accepted as an EFC event must be addressed to the EFC Scientific Secretary;
- 19.2 The event must be concerned with a topic or topics that fall within the interests of the EFC;
- 19.3 The event must be organised by a Member Society, Working Party of the EFC, or an Affiliate Member: in the latter cases, the agreement of the national Member Society or Societies must be obtained (see also para. 3.8);
- 19.4 Events meeting the above requirements, but organised by other bodies, including industry, may be registered as an EFC event if written agreement is obtained from a Member Society in the country in which the event is to be held. In such cases, the Member Society must be invited to nominate a representative to the organising committee;
- 19.5 There should be no *unnecessary* restriction on the announcement of the event or on the attendance; there should be no *unnecessary* restriction on the subsequent reporting of the event although any requests from the organiser for speaker anonymity should be agreed in advance and respected;
- 19.6 Details of the event, dates, venue, language, organisers, publication route (if any), availability of abstracts or preprints, etc., should be entered on a form supplied by, and returned on completion to, the EFC Scientific Secretary;
- 19.7 Acceptance as an EFC event/course will ensure inclusion in the EFC Calendar of Events, publicity, and reporting in the EFC Newsletter;
- 19.8 Member Societies or Working Parties applying for EFC Event Numbers for meetings where there is an attendance charge may volunteer to offer a small discount to EFC members attending the event;
- 19.9 EFC Event Numbers should not be granted to events taking place within four weeks before or after EUROCORR.

NOTE: EFC event numbers are allocated in the order in which applications are received and are not related to the chronology of the events.

## 20 EFC APPROVED COURSE LABEL

- 20.1 The purpose of the EFC Approved Course Label (hereafter the Label) is to support the education and training of corrosion professionals in limiting the detrimental impacts of corrosion on assets, the environment, and health.
- 20.2 The Label is granted to courses reviewed in detail and proposed by EFC Member Societies, who are responsible for the course content and delivery. The course must be focused on corrosion, corrosion prevention, or corrosion protection. The labelling scheme is reserved for courses owned, developed, and maintained by European Member Societies of the EFC, or supported by the European Member Societies.
- 20.3 It is not intended that the Labelling Scheme will deliver profits towards the wider activities of the EFC; it is intended to support education and training.
- 20.4 Any European Member Society of the EFC is entitled to apply for the Label. The application comprises submission of a questionnaire on the course governance. It shall be delivered by e-mail to the EFC Scientific Secretary.
- 20.5 The application is examined by the EFC Course Endorsement Committee (hereafter the Committee) composed of four respected volunteers and the EFC Scientific Secretary. Members of the Committee do not receive remuneration or expenses for the examination work. The Chair and members of the Committee will be ratified by the STAC at their first meeting after their nomination. The period of membership for the Committee will be three years, which may be extended.
- 20.6 The Committee will consider if the course outcomes, content, and governance are appropriate in view of the Label objectives. In case of doubt, the Committee can ask the applicant for additional information. This assessment is to be preceded by the Member Society assessment of the course, the course developer(s), and the tutor(s) before the application, which is expected to be more detailed than any assessment that is appropriate to be undertaken by the Committee.
- 20.7 The decision of the Committee is anticipated to be by agreement or will be by a majority vote of all voting members. Committee member(s) associated with a Member Society which applied for the labelling is (are) not entitled to vote. The EFC Scientific Secretary shall not be the Chair and shall not vote. The Chair shall hold a casting vote under the common convention of having a second vote to be applied only if the first vote by all members (including the Chair) results in a tie and further open discussion between the members cannot subsequently resolve the tie. The decision of the Committee is final.
- 20.8 The EFC Scientific Secretary shall inform the applicant about the outcome of the assessment within 3 months after the first delivery of the documents by the applicants to the Scientific Secretary.
- 20.9 The applicant can start using the Label on the day the labelling fee is paid.
- 20.10 Course Label approval shall be valid for 3 years; no annual fee shall accrue.
- 20.11 The EFC shall advertise the labelled courses on its web page and elsewhere at no additional charge to the applicant.
- 20.12 The applicant is obliged to inform the EFC Scientific Secretary of any substantial change recognised by the Member Society in the course governance or content (e.g., course structure, new or novel content, departure from the present basis of technology or learning) within 2 months after the change occurs. The Committee will decide whether a new examination of the application is necessary. It can decide to revoke the Label.
- 20.13 If there is no substantial change in the course governance and content, the applicant Member Society is not obliged to re-apply for the Label after its expiration. The Label may be renewed upon a simple written request addressed to the Committee via the EFC Scientific Secretary

and, subject to agreement of the Committee, payment of a 3-year labelling fee. The Committee may determine to call for re-application if there are any doubts relating to the validity of the use of the Label or the course quality and outcomes.

## 21 EUROCORN

EUROCORN (for which upper case letters should be used) is the title of the annual EFC corrosion conference.

The requirements for the venue, hosting and organisation of EUROCORN are as follows:

- 21.1 EUROCORN must be held in a European country and organised by an EFC Member Society or Societies. Where there is more than one Member Society in the country, it is desirable that all the Societies should be involved.
- 21.2 Bids for hosting EUROCORN must be submitted to the Frankfurt Office as required in the bid manual. The BoA makes the final decision on the organiser of EUROCORN after consideration of all of the bids that have been received. Bids for hosting EUROCORN can only be accepted from Member Societies in good financial standing.
- 21.3 A bid to host EUROCORN should indicate the willingness of the organiser to enter into a form of agreement with the EFC.
- 21.4 EUROCORN should ideally commence on a date between September 1st and October 15th; the scientific programme should have a duration of 3, 4 or 5 days and efforts should be made to avoid clashes with other major corrosion conferences.
- 21.5 EFC Member Societies are requested not to hold conferences on any topic related to corrosion and its prevention between these dates; where long standing commitments exist, the matter should be discussed by the STAC with a view to reaching an acceptable compromise (also see para. 19.9).
- 21.6 All Working Party Chairs shall be invited to join the International Scientific Committee of EUROCORN.
- 21.7 The broad outlines of the technical programme should be discussed in the STAC, which will make appropriate recommendations to the organiser. A representative of the organising Member Society should be present at the STAC meeting.
- 21.8 The first announcement from the host society shall be made as soon as the date and venue have been established but preferably not more than two years before the event.
- 21.9 The second announcement of EUROCORN should not take place until the discussions (21.7 above) have taken place.