

GENERAL ASSEMBLY 2024 - MINUTES

watermarkEFCEM Annual General Assembly held under the presidency of

Mr. Martin Ubl

on Wednesday June 19th, 2023, from 09:00 to 14:00 CET

at Triaena Business Center, Leof. Mesogeion 15, Athina 115 26, Marianthi Hall (1st Floor)

Item 1 – Present & Apologies

Present:

Martin Ubl – President
Joakim Granfors – Vice President
Alfredo Oliveira – Vice President 2
Franke Kienle – EFCEM NAP Rep
Manfred Breunig – Treasurer
Iain Munro – Secretary General (SG)
Andre-Pierre Doucet - SYNETAM
Andrea Rossi - EFCEMItalia
Mattia Merlini – EFCEMItalia
Marco Imparato – EFCEMItalia
Maria-Jose Claudio - FELAC
Rafa Olmos – FELAC
John Cunningham - FEA
Andy Threlfall – FEA
Panos Moraitis – SEEME
Leonidas Avgerakis – SEEME
Andreas Tantalidis – SEEME
Christer Askerot - BFS

Apologies:

Henrik Jansson – BFS
Adam Lawrence – FEA
Phil Williams - FEA

The President welcomed everyone to Athens and thanked the SEEME members for their kind hospitality and assistance in the organisation of the 2024 GA. The President announced to the GA that unfortunately due to bankruptcy, BFSN (Norway) are no longer a member and therefore unable to attend.

Item 2 – Approval of the minutes of the General Assembly June 2023

The minutes of the 2022 General Assembly were unanimously approved.

Item 3 – Approval of the minutes of the Extraordinary General Assembly – January 2024

The minutes of the Extraordinary General Assembly February 2023 were unanimously approved.

Item 4 – Matters Arising not covered by the agenda

No additional matters raised.

Item 5 – Report of the President

The President reviewed key points in his report (attached). The President read a statement from Mr Phil Williams – Past President, advising the GA that due to needing to dedicate time to his business he would be resigning from the EFCEM MB with immediate effect. Mr Williams thanked the MB and members for their support over the years and wished EFCEM continued success in the future.

GENERAL ASSEMBLY 2024 - MINUTES

Item 6 – Statutory Matters

a)

Report of the Management Board

The SG provided an update on the general administration matters confirming the Bank signatories are now in place for the President and SG. The trading accounts were now fully audited and registered in Brussels for 2021 and 2022. The 2023 accounts had been drafted by the auditors and on approval by the GA they would be registered.

The SG confirmed that the Statutes (Articles of Association) were now revised and published in line with the Belgium Law. In addition, the UBO register listing the EFCEM Management Board was up to date and would be revised annually by the auditors.

b) **Resolution Proposals for Approval**

I. **To approve the appointment of the VP2 (AO) to the Vice President 2**

Approved unanimously.

II. **To approve the appointment of the VP (JG) to the formally be the President in 2025**

Approved unanimously.

Item 7 – Financial Reports

a) **Bank Account – 2023 Consolidated Report**

Report presented by the SG and confirmed by the Treasurer (MB).

b) **Bank Account – 2024 YTD Report Consolidated Report**

Report presented by the SG and confirmed by the Treasurer (MB)

c) **Review Budget (2024)**

Draft Budget presented and approved, it was agreed to allocate the Marketing, PR and Special Reserve allowances towards the engagement of a marketing partner (€9,000). The meeting agreed with the SG proposal to review the Budget items for the 2025 Budget, so it reflects the current out goings and overheads.

d) **Membership situation and fees 2024**

The President confirmed that at the Management Board meeting (18th June) the MB are proposing an annual increase of 3% to the annual fees. The GA approved the MB proposal.

NAP Large	€13,390
-----------	---------

NAP Med/Small	€ 6,695
---------------	---------

Direct Company Member	€ 2,790
-----------------------	---------

****The SG and President put out a request to members to help identify potential countries associations (NAPs) or companies that the SG could contact regarding them joining EFCEM as part of a recruitment drive for new members.***

Item 8 – EFCEM Disaster Recovery Framework (Administration Archive & Backup)

The SG confirmed the following steps had been taken to ensure that the administration files and archive files of EFCEM were now in place and accessible.

- Windows 365 Business account (OneDrive, Teams, Generic Email)
- SSD Hard drive backup in place
- FEA Archives now backed up and in the process of being filed by the year

GENERAL ASSEMBLY 2024 - MINUTES

Item 9 – Orgalim Presentation – Olivier Janin (Deputy Director General)

Mr Janin gave a very insightful presentation on the work and structure of Orgalim. Highlighted some of the key legislative issue facing the EFCEM members. Finally, he provided an overview of the European Parliament process and the recent election outcome (***presentation attached***).

The President thanked Mr Janin for taking the time to join us in Athens and providing such an informative presentation.

Item 10 – Report of EFCEM Working Groups

W1 & 4 – Connectivity and BIM – Andy Threlfall (FEA)

WG 2 – Environment – Sascha Deisel (HKI)

WG 3 – Health & Safety – Mattia Merlini (EFCEMItalia)

WG 5 – Marketing – Iain Munro (SG)

Working Group reports were presented by the WG Convenors and are included within the General Assembly presentation.

The meeting recognises the WG activity is a critical part of the EFCEM activity. It was agreed that the Working Group format should be reviewed, considering the following key elements.

- Structure
- Member Representatives
- Reporting
- Focus – Key Issues
- Orgalim Co-ordination
- Sustainability Factors
- SG Participation

****It was agreed a meeting would be held with the WG Convenors, Alfredo Oliveira (MB Technical Representative) and the Secretary General with the aim to agree the WG structure, increase the activity, participation, set clear goals and share output to the wider EFCEM and NAP membership.***

Item 11 – EFCEM Marketing Strategy

The SG presented an outline of current marketing position and acknowledged the support the FEA has provided over recent years. However, the MB now feel the marketing goals of EFCEM need to be clearly defined and a strategy put in place for the future.

The SG provided an overview of the thoughts discussed at recent WG 5 – Marketing meetings setting out some of the aims and aspirations of the market activity being proposed.

In addition, the President shared the thoughts of the MB regarding the engagement of a third-party professional marketer to assist the SG with content and a programme of activity. The President proposed an initial meeting with an industry known professional and the allocation of €9,000 from the 2024 budget towards this activity, which the GA approved.

It was agreed that following the meeting with agency (July) the MB will report back to the members with the outcome, marketing plan and costs for their consideration.

Item 12 – New Task Forces

NAP Representative Task Force

The formation of the NAP Representative TF as proposed at the 2023 GA by Marco Imparato was discussed. The aim of the TF as outlined by Mr Imparato (*see attached*) was reviewed and it was agreed the group should have a representative from the senior management of each NAP. The GA agreed a date for the first meeting of the 23rd September 2024 @ 14.30 (CET). The SG will send a Teams meeting invitation to the Director/GM of each member.

The aim of the initial meeting is to determine.

- Who will represent each NAP at the meetings?
- Is the group a Task Force or Working Group?
- The key focus and reporting of the group activity?
- The frequency meetings?

Statistics Task Force

At the 2023 GA in Paris, Keith Warren – Interim SG presented an overview with extract from the Power BI market report. It was agreed in Paris a Task Force would be setup to review the Caterlyst data with the aim to explore the best way the investment can benefit the members. To gain a better understanding of the overall market size and identify possible revenue opportunities by way of selling the data to interested third parties.

The 2024 GA agreed a Task Force should be formed with the aim to review the statistical data purchased from Caterlyst in 2022. Mr Frank Kienle – HKI offered to review Caterlyst data to determine if it is robust enough to use before we agree the next steps. The SG is to share the Caterlyst data file with FK- HKI. The next step in progressing the TF will be discussed at the next MB meeting.

Item 13 – Analysis of Economic and Financial situation

Each NAP reported their current economic update, it was clear there are still some of the key familiar challenges across all members such as a lack of labour, cost of living pressures and reduced volumes.

Turnover levels for the majority remain inline or slightly under 2023 figures, with volumes for manufacturers being in some cases significantly down in 2022.

The outlook for 2023 for most (not all) being in line with the economic commentators' forecasts of a minus 1.00 – 2.00% down on revenue, with signs of improvement showing towards the end of 2024 into 2025.

EFCEM Members Market Survey

The SG shared a Members Market Survey form which was previously used by EFCEM members to report the current market position. The SG proposed the form be re-introduced and it was agreed by the GA it would be issued at the year-end and the findings to be reported at the following year GA.

GENERAL ASSEMBLY 2024 - MINUTES

Item 15 – Any Other Business

CON-CENELEC – Alfredo Oliveira

AO – VP2 presented the benefits of a partnership with CENELEC and its ability to give EFCEM members an additional voice and insight to policy and technical matters.

Code of Conduct – The Secretary General

The SG shared a copy of the Orgalim Code of Conduct and made the proposal that EFCEM should develop and adopt their own Code of Conduct to ensure all EFCEM activity is carried out in line with competition law and provide guidance to Working Groups, Task Forces and the Management Board.

Item 15 – Date & Location of the General Assembly 2025

The date and location of the 2025 General Assembly was agreed to be held on the 17th & 18th June 2025. The GA agreed to ensure more time was made available to discuss matters in more detail the GA would be on the afternoon of the 17th and morning of the 18th June. The Management Board meeting would be held in the morning of the 17th and the group dinner would be held evening of the 17th June. The meeting agreed that based on previous location the next GA would be between the UK, Portugal or Brussels. ***Since the meeting the UK have confirmed they would welcome the opportunity to host the General Assembly in London 17th & 18th June 2025.***

Item 16 – Meeting Close

The President closed the meeting thanking SEEME for their exceedingly kind hospitality and the very enjoyable dinner the previous evening.

Minutes Approved:

President : Martin Ubl

Secretary General : Iain Munro

Signed :

Signed :