



Rules and regulations of ECR Baltic

1. General Provisions

- 1.1. ECR Baltic is non-commercial, non-profit voluntary and informal partnership operating in full compliance with operating principles of ECR Europe.
- 1.2. ECR Baltic is not a legal entity.
- 1.3. The secretariat of ECR Baltic is run by Latvian Chamber of Commerce and Industry (hereinafter "LCCI") as a subsidiary of the LCCI with a separate bank account.
- 1.4. ECR Baltic is based in Riga, Latvia.
- 1.5. The area of operations of ECR Baltic is the territory of the Baltic States (Latvia, Lithuania and Estonia).

2. Objective

The objective of the partnership is to promote ECR strategy in supply chains of fast moving consumer goods and to help enterprises in its implementation.

3. Activities

In order to reach of this objective ECR Baltic shall perform the following activities:

- 3.1. Providing knowledge in the form of:
 - plenary meetings
 - conferences
 - training
 - workshops
 - informative materials
- 3.2. Creation and running of projects as well as implementation of their results.

4. Membership

- 4.1. Membership of ECR Baltic is open to all legal entities operating in Latvia, Lithuania and Estonia and supporting ECR principles. The members shall represent manufacturer, retailer and companies providing services in the field of fast moving consumer goods, and organisations supporting the sector.

4.2. Rights and obligations of members

4.2.1. Members of ECR Baltic have the right:

- 4.2.1.1. to participate in all forms of the partnership's activities,
- 4.2.1.2. to take part in the General Meeting with voting rights,
- 4.2.1.3. to be elected in the Board of ECR Baltic,
- 4.2.1.4. to submit in proposals to the Board connected with ECR Baltic activities,
- 4.2.1.5. to apply of ECR knowledge and results from partnership's projects.

4.2.2. Members of ECR Baltic are obliged to:

- 4.2.2.1. participate in ECR Baltic activities,
- 4.2.2.2. implement jointly adopted standards,
- 4.2.2.3. attend General Meetings of ECR Baltic,
- 4.2.2.4. deliver declared contributions in time,
- 4.2.2.5. observe the rules and regulations and decisions of the partnership's authorities.

5. Organisational structure of ECR Baltic

5.1. The General Meeting

- 5.1.1. The highest body of ECR Baltic is the General Meeting of its members, which shall be convened by the Board once a year.
- 5.1.2. The Extraordinary General Meeting can be convened by the decision of the Board as well as on the request of at least 1/3 of the members.
- 5.1.3. An annual General Meeting and the Extraordinary General Meeting shall be convened at least twenty-one day before with a written notice.
- 5.1.4. General Meeting is entitled:
 - 5.1.4.1. to adopt Rules and Regulations,
 - 5.1.4.2. to make all amendments, supplements and changes in the Rules and Regulations,
 - 5.1.4.3. to elect ECR Baltic Board,
 - 5.1.4.4. to take the final decision about termination of the activities of ECR Baltic,
 - 5.1.4.5. to solve other questions concerning ECR Baltic activities.
- 5.1.5. The General Meeting has the authority to take decisions upon receipt of the simple majority of the member votes presented on the General Meeting.

5.2. The Board

5.2.1. The operations of ECR Baltic are governed by the Board of ECR Baltic, consisting of 7 persons: 3 representatives of manufacturers, 3 representatives of retailers and 1 representative of the organization that does not represent any of abovementioned, elected by the General Meeting for a two-year term.

5.2.2. The Board shall meet nominally 4 times a year.

5.2.3. The key tasks of the Board of ECR Baltic are:

5.2.3.1. to indicate the direction of development of ECR in the Baltic States,

5.2.3.2. to agree the priorities and work plans for the ECR Baltic,

5.2.3.3. to agree and evaluate the budget plans,

5.2.3.4. to confirm the annual membership fee,

5.2.3.5. to convene the General Meeting,

5.2.3.6. to evaluate the progress.

5.2.4. The Board has authority to take decisions if not less than ½ of the Board is presented.

5.2.5. The decisions of the Board are adopted by open voting with majority of voices and are recorded in minutes.

5.2.6. Decision-making without a meeting is possible via email. In this situation the same rules for normal voting shall be applied (see articles 4.2.4., 4.2.5.).

5.3. The Chairmens

5.3.1. The operations of the ECR Baltic Board shall be managed by two co-chairmen, elected by the Board for a two-year term, one representing manufacturing companies and the other representing retail companies.

5.4. The Secretariat of ECR Baltic

5.4.1. The executive body in charge of organisational management of ECR Baltic is the Secretariat of ECR Baltic.

5.4.2. The secretariat of ECR Baltic is run by GS1 Latvia as a subsidiary of the LCCI.

5.4.3. Tasks of ECR Baltic secretariat include:

5.4.3.1. to ensure implementation of resolutions and the general policy of the General Meetings and Board,

5.4.3.2. organisation of the General Meetings, Board meetings, plenary meetings, workshops and conferences,

5.4.3.3. organisation of meetings and leadership of working groups,

5.4.3.4. registration of new members,

5.4.3.5. to be a central information point for co-operation and promotion of ECR to ECR Baltic stakeholders,

5.4.3.6. administration, financial and organisational support of ECR Baltic.

5.4.4. The activities of the Secretariat are governed by the Office Director, who is an employee of the "GS1 Latvia", Bureau of the Latvian Chamber of Commerce and Industry .

6. Costs of activities

6.1. The costs of activities of ECR Baltic are covered jointly by its members.

6.2. ECR Baltic budget must be published every year during the General Meeting and has to be approved by the Board.

7. Final

7.1. The Rules and Regulations are adopted by following ECR Baltic members on 4th April,2007:

1.	Colgate-Palmolive (Latvia)	
2.	Henkel Latvia	
3.	Kraft Foods Lietuva	
4.	Latvian Chamber of Commerce and Industry/GS1 Latvia	
5.	Maxima LT	
6.	Nestle Baltics	
7.	Procter&Gamble	
8.	RIMI Baltic	
9.	Unilever Baltic LLC	

Last modified by the General Meeting on 13 May 2008