



**EUROCONSTRUCT
INTERNAL RULES**

Paris, November 22nd 2018

1 THE EUROCONSTRUCT NETWORK

1.1 EUROCONSTRUCT was established in 1975 by research organisations from France (BIPE), Germany (IFO), Netherlands (EIB), Italy (CRESME) and United Kingdom (NEDO) as a study group for construction research and forecasting. It has since then expanded to include research organisations from most Western European countries, as well as a number of Eastern European countries.

Euroconstruct is therefore an international, non-profit, legal entity, conducted as a network based on local members in each participating country, with unique country-specific knowledge. Its objective is to provide decision-makers in the construction sector and its related markets with information, analysis and forecasts to enable better and more effective business planning. The national reports and forecasts are carried out by the local network members.

1.2 Euroconstruct's research focuses on:

- Short and medium-term macro-economic forecasts and construction trends in Europe;
- Analyses of structural changes, business strategies and competition in the construction industry; and
- Market studies for industrial goods and services used by the building and infrastructure sectors.

1.3 Euroconstruct's research and forecasts are designed to meet the needs of many types of business including but not limited to:

- Construction contractors;
- Manufacturers and traders supplying construction materials, products and equipment;
- Banks, financial and credit institutions;
- Government departments and national agencies; and
- The Commission of the European Communities.

1.4 Each member of Euroconstruct has the project management resources to offer their customers turnkey studies of pan-European scope. They can guarantee:

- A consistent multinational approach;
- Project co-ordination and quality control; and
- Reports in the languages of the customer's choice.

1.5 Twice a year, Euroconstruct organises an international conference on:

- Forecasts by every Euroconstruct member country for the main market segments (housing, non-residential buildings, infrastructure and renovation/modernization activities) regarding its country;
- An issue or topic selected for its impact on the construction industry (e.g. demographics, lifestyles, technological change, and internationalization of strategies, changes in the demand and supply structure).

1.6 The official language of Euroconstruct is English.

2 OBJECTIVES OF EUROCONSTRUCT

2.1 Euroconstruct is a network that brings together research organisations whose objectives are to work together to produce economic forecasts and undertake research related to Europe's construction markets for public or private clients.

2.2 The terms and regulations as set forth in these Internal Rules shall apply for the member organisations of Euroconstruct.

3 THE MEMBERS OF EUROCONSTRUCT

3.1 Membership of Euroconstruct

3.1.1 Membership of Euroconstruct is applied for by invitation only.

3.1.2 New members of Euroconstruct can enter into membership only when admitted by Euroconstruct. The decision to admit a new member can only be made by Euroconstruct's members at an internal meeting by voting. The decision of admitting a new member requires a majority of three quarters of the present votes.

3.1.3 Euroconstruct may not admit a new member from a country already represented in Euroconstruct except when a member from the same country cancels its membership, is excluded or is otherwise about to leave Euroconstruct.

3.1.4 Any professional organisation applying (or reapplying because of changes in management or ownership) for membership shall submit the following documents to the Head of Marketing and Strategy Group:

- a declaration of intent to adhere to Euroconstruct's regulations as set forth in these Internal Rules,
- a confirmation from the Standards & Statistics Working Group (see clause 5.3 below) as to the professional skills of the candidate in relation to its forecasting and research work.
- a confirmation from the Marketing & Strategy Working Group (see clause 5.3 below) that the candidate is not a part of or related to any organisation with possible conflict of interest with the Euroconstruct network.

3.2 Membership requirements

3.2.1 In order to preserve the independence of their forecasts and research work, Euroconstruct members should have research, including analysis of the construction industry, as their principal activity. Members should not be a trade representative body or any other institution with potentially conflicting interests with those of Euroconstruct.

- 3.2.2 Membership of Euroconstruct requires the following:
- a capacity to demonstrate professional skills in forecasting and research work; and
 - an undertaking to abide by the regulations set forth in these Internal Rules.
- 3.2.3 In order to guarantee the quality of Euroconstruct's work, those responsible for the forecasts produced by each member should be able to demonstrate a high level of professional skills in their forecasting and other research, in particular in the construction industry. The Standards & Statistics Working Group has a special responsibility monitoring those quality requirements. Reports and forecasts shall continuously be approved by the Standards & Statistics Working Group to ensure that they are of sufficiently high level.

4 MEMBERS OBLIGATIONS

4.1 Euroconstruct Conferences

- 4.1.1 Unless otherwise is agreed upon at an internal meeting, Euroconstruct will organise conferences twice a year in the months of June and November / December. The conference should take place in the country of the hosting member.
- 4.1.2 Each member shall agree to organise the Euroconstruct conference at least once every ten years. Failing to do so may lead to exclusion.
- 4.1.3 The conference agenda shall be as follows:
- presentations by construction professionals or other specialists on forward-looking topics of current interest; and
 - presentation of national forecasts (submitted by the members of Euroconstruct in accordance with sub-clause 4.1.10).
- 4.1.4 Before each conference, every member must submit a national forecast report. This contribution should:
- be sent to the conference organiser by email within the time limit laid down by the organiser;
 - adhere to the presentation format agreed upon at the internal meeting prior to the conference (visual presentation and editorial rules for text and tables);
 - be written in professional-level English; and
 - link its construction sector forecasts to a consistent international and national macro-economic scenario.
- 4.1.5 The submitting member of the national forecast report shall submit a report that is accurate and up to date at the time of writing. If the content of the report proves to be inaccurate or outdated the submitting member shall, at its own costs, promptly correct the faults and provide an accurate and up to date national forecast report. The member shall also ensure that the new report is distributed to everybody that has received the inaccurate and/or outdated report.

- 4.1.6 The national forecast report shall be the submitting member's sole property and is therefore subject to intellectual property rights and may not be amended or altered. The report can however be summarized for the purpose set forth above and/or translated in accordance with sub-clause 4.2.4 below.
- 4.1.7 Each member agrees to delegate a qualified representative to attend each conference, in order to present a sector forecast and/or respond to questions put by participants, and to attend each internal meeting.
- 4.1.8 Each member should present at least once every five years, if required, a European overview of the forecasts of Euroconstruct members on one of the sectors of the construction market. This requirement shall not apply for members if it is resolved at an internal meeting that the member concerned does not currently have means capable of making a high-quality oral presentation in one of the following languages: English, French or German, or another language agreed upon at an internal meeting, with interpretation in those three languages.

4.2 Conference reports and databases

- 4.2.1 A summary of the report could be issued to the members shortly before the conference. Such summary is strictly confidential. The report and its contents are made public at the conference.
- 4.2.2 A complete forecast report shall be assembled for each conference by the organiser on behalf of Euroconstruct. The owner of the report is therefore Euroconstruct. This report shall include the following two volumes:
- A "Summary Report" with all overview summaries including a compilation of the housing, non-residential and civil engineering summaries, the overall construction sector summary and the methodological notes, to be provided to conference participants. It is also recommended to include relevant documentation about the special topic presentations.
 - A "Country Report" including all national reports (single country reports).
- 4.2.3 The reports must be published in English and must display either the EUROCONSTRUCT Trademarks (see clause 6) and indicate the name and country of the organiser (cover) and authors (overview summaries, single country reports, special topic reports).
- 4.2.4 Translation of all or part of the reports into a language other than English is permitted if a high quality of the translation is ensured. The member requesting such translation is responsible for the quality of the translation.
- 4.2.8 All members are entitled to make use of the Euroconstruct reports and databases for their own internal purposes in their own county (the country the member is acting for within Euroconstruct, in case of international organisation) and in the interest of the network (e.g. press releases).

4.4 Confidentiality

4.4.1 The members of Euroconstruct undertake without limitation as to time to not disclose to third parties confidential information received within Euroconstruct.

4.4.2 For the purpose of this undertaking confidential information shall mean any and all information – including but not limited to technical, practical and commercial information – unless otherwise stated under a)-c) below.

- a) Information, which is known or which will become known in full detail to the public other than by breach of the obligations herein contained.
- b) Information, which the disclosing member can show was in its possession before receiving it from Euroconstruct or a member within Euroconstruct.
- c) Information, which the disclosing member has received or will receive from a third party without restraints as to the disclosure thereof.

In cases under c) the disclosing member is however not entitled to reveal to third parties that the same information has been received from Euroconstruct under this undertaking.

4.4.3 The disclosing member shall not expose to third parties products, samples, models or other physical objects provided by Euroconstruct, which objects contain or may reveal confidential information.

4.4.4 Future conference locations, except the next conference, should not be made public to customers, in the reports of the current conference.

4.4.5 Reports and any of their content should not be made public or released to third parties before the end of the conference day.

4.5 Duty of Loyalty

4.5.1 Members of Euroconstruct undertake to refrain from any participation in public campaigns or in forecasting and research, solely or jointly with a third party, where this runs counter to the network's interests, as defined in sub-clause 1.1 in these Internal Rules.

4.5.2 Members of Euroconstruct are under a duty to contribute to the membership of Euroconstruct and to loyally promote Euroconstruct's interests.

4.5.3 A member shall not undertake any transactions or other measure designed to provide the member or other person with undue advantage to the detriment of the network or other members.

4.6 Information / self-commitment

- 4.6.1 A member has to inform all other members in writing if
- a) the ownership or the management of the member institute substantially changed or
 - b) the direction of the aim and/or purpose of the member institute changed
- 4.6.2 In case the new owner is / or is a part of an international organisation the Euroconstruct network (with three quarters majority) can demand an official self-commitment statement that Euroconstruct data shall not be used nor transferred to other parts of the international group.
- This self-commitment is then a precondition for the continuation of the Euroconstruct membership.
- 4.6.3 Such information and self-commitment statement should be given without delay.

5 INTERNAL MEETINGS

5.1 Meetings and decisions

- 5.1.1 An internal meeting bringing together all members of Euroconstruct will be held before each conference and be chaired by the organiser of the conference. The meeting shall be held in English.
- 5.1.2 The internal meeting is the only forum at which Euroconstruct's Internal Rules may be amended.
- 5.1.3 The decisions of the internal meeting are binding for all members. Decisions shall be taken by simple majority of the votes, unless otherwise stated. There is no right of veto.
- 5.1.4 The meeting may deal with any topics and any decisions necessary in the common interest of the network if such topics and proposals for decisions have been submitted to the members in the summons for the meeting.
- 5.1.5 Typical decisions of the meetings regard:
- venues for future conferences;
 - conference fees and what to be included;
 - technical measures aimed at enhancing forecasting quality;
 - promotional activity aimed at developing the commercial activities of the network;
 - membership, governance or objectives of working groups (see clause 5.3 below);
 - the structure of Euroconstruct product and distribution channels;
 - budgeting and cost allocation for special action programmes; and
 - admission / expulsion of members.

5.1.6 Resolutions passed at internal meetings are formally recorded in minutes by the organiser of the next conference or by someone appointed by the organiser in English and sent out within one (1) month to all members and approved at the next internal meeting.

5.1.7 The organiser of the conference shall send information to the members of Euroconstruct regarding the date of the next internal meeting three (3) months prior to the meeting, and a summons to the members one (1) month prior to every internal meeting. The summons shall state the topics that shall be dealt with at the internal meeting, such as but not limited to, the topics set out in sub-clause 5.1.4 above as well as admittance and/or exclusion of members.

5.2 Chairmanship

5.2.1 The member organising the next conference shall chair Euroconstruct from the day following the conference where the member is appointed organiser of the next conference to the day of this next conference. The chairmanship therefore rotates every six months.

5.2.2 The chairman has the following duties:

- organisation of the next conference,
- drafting of the minutes of the internal meeting held immediately before the conference,
- preparation of the summons regarding next internal meeting,
- preparation of the documents to be considered at the next internal meeting,
- management, in consultation with the other members, where necessary, of issues relevant to the network's common interests (notably relations with the press and international organisations); and
- representation of Euroconstruct in dealings with third parties.

5.3 Working groups and permanent groups

5.3.1 Internal meetings may resolve to set up restricted working groups. Their membership and their purpose shall be agreed upon at internal meetings. For reasons of effectiveness, no more than seven Euroconstruct members shall preferably participate in a working group.

5.3.2 The members of the permanent and working groups shall be elected or re-elected every second year. The chairman of the group should be elected every second year.

5.3.3 The remit of the working groups is solely to make proposals to be discussed and voted as regulated in 5.1.3 upon at an internal meeting, and to implement internal meeting resolutions.

5.3.4 There are currently two permanent groups:

- the Standards & Statistics Working Group (among whose tasks is an examination of the quality of the forecasting work of members of Euroconstruct and of

applications for admission, and to prepare resolutions for submission to internal meetings) and

- the Marketing & Strategy Working Group (for the further development of Euroconstruct and promotional initiatives).

5.3.5 Members outside the working groups may suggest topics, issues or proposals for the working groups to propose for the members of Euroconstruct at the internal meetings.

5.3.6 The next and the current conference organiser should take part in the meetings of the Marketing & Strategy Working Group and the Standards & Statistics Working Group.

6 PUBLIC RELATIONS AND TRADEMARKS

6.1 Euroconstruct has two registered trademarks in the European Union, one trade-mark is in ordinary letters (CTM reg No 010457778) and one as a logo (CTM reg No 010457919), and both trademarks are protected in the International Classes No 16, 41 and 42. See appendix 2 with copies of the certificates of registration. Those trademarks are in the Internal Rules referred to as "EUROCONSTRUCT Trademark(s)".

6.2 The Swedish member has registered the two trademarks on behalf of Euroconstruct. The owner of the trademarks is therefore Euroconstruct, but the holder, according to the register of Office for Harmonization in the Internal Market, is the Swedish member. If the Swedish member membership ends, for whatever reason, the Swedish member is obliged to transfer all rights to the trademarks to another member. An internal meeting should decide which member the trademark rights should be transferred to. The new holder of the trademarks is also obliged to transfer the trademark rights in the same way, if such member's membership ends.

6.3 The EUROCONSTRUCT Trademarks should always be used together with ® in order to show that they are registered. If the ® is difficult to use, the member is obliged to state that the trademark is registered. For example in a footer with the text "EUROCONSTRUCT is a registered trademark".

6.4 A member is allowed and obliged to use one or both EUROCONSTRUCT Trademarks on behalf of the organisation Euroconstruct, when describing its membership in Euroconstruct or in other ways within the scope of Euroconstruct regarding activities or publications directly related to official Euroconstruct business.

6.5 The EUROCONSTRUCT Trademarks can solely be used by the member itself. In case the member is owned or related to an international organization, the international part is not allowed of any use of the EUROCONSTRUCT Trademark in any other country than the member country itself.

6.6 All documents and databases issued by Euroconstruct members including information from Euroconstruct reports must display a EUROCONSTRUCT Trademark, and when detailed information is given on a specific country (analysis, data and/or forecasts)

indicate the name of the Euroconstruct member who produced this information (see sub-clause 4.2 for other conditions regarding publication of Euroconstruct material).

- 6.7 The EUROCONSTRUCT word trademark should be written in capital letters, i.e. EUROCONSTRUCT®, not Euroconstruct®. The EUROCONSTRUCT logo should be used exactly as it is registered.
- 6.8 A EUROCONSTRUCT Trademark must not be incorporated or used in any manner as part of, or in close proximity to, a third party's name, product or service name, logo or trademark. Another third party's logo may not be located directly above, beside or under a EUROCONSTRUCT Trademark.
- 6.9 All members shall pay attention to the use, management and misuse of the EUROCONSTRUCT Trademarks. All exposure of EUROCONSTRUCT Trademarks shall comply with good marketing practice and the ICC's (International Chamber of Commerce) guidelines for marketing and advertising (www.iccwbo.org).
- 6.10 If a member is unsure if it is allowed to use the EUROCONSTRUCT Trademarks for a specific situation, the member should ask the Marketing & Strategy Working Group, before using the trademark.
- 6.11 If a former member, an unauthorised company/organization/person or other third party uses a EUROCONSTRUCT Trademark, or a trademark similar to a EUROCONSTRUCT Trademark, the Marketing & Strategy Working Group must immediately be contacted.
- 6.12 A member, or a former member, is not allowed to use or register trademarks or company names that are confusingly similar to the EUROCONSTRUCT Trademarks.
- 6.13 The organisation is Euroconstruct and the trademarks are EUROCONSTRUCT®, and the logo. A trademark should always be used in its registered form and together with ®, while a business or organisation name may be used in different forms such as in its possessive form, i.e. Euroconstruct's.
- 6.14 Members of Euroconstruct should, at their own expense, endeavour to use the EUROCONSTRUCT Trademarks in order to advertise the services offered by Euroconstruct through suitable means: press notices, articles, presentations, participation in conferences, web, radio and/or TV.
- 6.15 Invitations to press members to attend conferences should be left to the discretion of the member organising a conference.
- 6.16 Relations with official European organisations are encouraged, on the condition that all members of Euroconstruct are advised by them.

7 CODE OF ETHICS

- 7.1 The network has not any own ethical guidelines but pre-suppose that every member follows its own code of Ethics.

8 LIQUIDATION OF EUROCONSTRUCT

- 8.1 The decision to liquidate Euroconstruct can only be made at two succeeding internal meetings by voting which requires a majority of three quarters of the present votes at each meeting.
- 8.2 Prior to the first internal meeting, during which the decision of liquidation of Euroconstruct could be made, an extra internal meeting shall be held during which the matter of liquidation shall be raised.
- 8.3 The value of assets which may become available or realised through the liquidation shall be equally divided between the members. The EUROCONSTRUCT Trademarks should be deregistered and no member/former member should be allowed to use the trademarks or the organisation's name if not the members decide something else at the two succeeding internal meetings mentioned in subclause 8.1 above. The decisions should be made by voting which requires a majority of three quarters of the present votes at each meeting.

These Internal Rules supersede all previous internal regulations for EUROCONSTRUCT which were adopted at the internal meeting of EUROCONSTRUCT in Copenhagen on June 13, 2013. These Internal Rules shall remain in force until new rules are agreed upon in writing.