

CFP Communication Program

Rules on establishment and operation
of advisory board

Established on April 2, 2012

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Japan Environmental Management Association for Industry

<Purpose>

Article 1

This document prescribes the rules on establishment and operation of the advisory board within JEMAI (Japan Environmental Management Association for Industry), in order to ensure fair operation of the CFP Communication Program (hereinafter called "the CFP Program") operated and managed by JEMAI, and also to obtain advice from each interested party of industry, government, academia, and private sector, about the matters necessary for sound development of the CFP Program.

<Constitution>

Article 2

The advisory board shall consist of about 20 members including academic experts, industrial professionals, consumers, and government officials, who have insights into global environmental issues as well as profound knowledge regarding the establishment of a recycling-oriented economic and social system and a low-carbon social system.

<Commissioning of committee members>

Article 3

Each committee member of the advisory board shall be commissioned by the chairperson of JEMAI, with consent of the each committee member, based on the recommendation by a JEMAI's director in charge.

<Chairperson and vice-chairpersons>

Article 4

- (1) The advisory board shall select one chairperson and one or two vice-chairperson(s) from the committee members.
- (2) The chairperson shall represent the advisory board and oversee its operation.
- (3) Vice-chairperson(s) shall assist the chairperson in operation of the advisory board. When the chairperson is absent, the vice-chairperson being appointed by the chairperson shall perform the duties of the chairperson.

<Term of office>

Article 5

- (1) The term of office of a committee member shall be 2 years, but any committee member shall not be prevented from being re-commissioned.
- (2) For a committee member who is commissioned as a replacement or an additional member, his/her term of office shall be the remaining term of the predecessor or other incumbent members.

<Advisory issues>

Article 6

The advisory board shall provide advice on the following advisory issues related to the CFP Program:

1. Operational policy
2. Project planning and budgeting
3. Establishment, revision, or abolition of the basic instructions related to the operation of the CFP Program
4. Request on technical matters related to the operation of the CFP Program
5. Other issues related to the operation of the CFP Program

<Summons>

Article 7

- (1) The chairperson shall summon the committee members according to the agenda and hold an advisory board meeting.
- (2) Advisory board meeting shall be held one or more times a year.
- (3) Advisory board meeting shall be summoned in writing by the chairperson.

<Requirement for holding advisory board meeting>

Article 8

An advisory board meeting shall be held with a majority of the committee members.

<Working group>

Article 9

The advisory board can set up a working group (WG), if necessary.

<Compliance>

Article 10

- (1) The committee members shall conform to the separately prescribed "Rules for the handling of ethical and confidential matter."
- (2) In the event any act of a committee member was found inappropriate against the "Rules for the handling of ethical and confidential matter," the chairperson of JEMAI can dismiss the committee member.

<Confidentiality>

Article 11

The committee members shall not divulge any confidential information obtained from opinions or distributed materials in the advisory board to a third party.

<General affairs>

Article 12

General affairs of the advisory board shall be handled by the secretariat (in JEMAI).

Supplementary provision

This document shall come into effect on April 2, 2012.