



## **SME COMMITTEE**

June 2002

**ECBL/SME/35/02**

### **TERMS OF REFERENCE**

#### **Preamble**

In the Business Groups of Europacable (ECBL), member countries, with very few exceptions, are represented by senior managers of large multinational companies.

SMEs' have a permanent seat (without voting right) in the Council of Europacable, the decision making body of the Association but in general, the large group of SMEs in the membership of National Associations needs to improve it's participation in the decision making process of ECBL.

SMEs have therefore agreed to establish the Europacable Committee of Small and Medium Sized Companies (ECBL SME) as a forum for interested senior executives (owners or CEOs) of SMEs to

- a) discuss items of common interest and concern, including standardisation and environmental issues.
- b) organise and manage the ECBL SME input into the various Business Groups of Europacable
- c) to establish and maintain direct contacts to the Directorate of the Commission responsible for SME policies.

The use of "SME" within ECBL is meant to include any manufacturing company that is not one of the recognised major multi national companies.

#### **Working Rules**

The following Working Rules shall apply:

##### **a) Participation**

Participation is only open to any senior executives of SMEs belonging to a national cable maker association that is member of Europacable. Should meetings become unmanageable due to the number of participants it is for the Chairman and Vice-Chairman to propose a limit of attendance.

Participants represent their individual company. If a company(ies) wishes to represent views of their national colleagues, which may be the case for National

Associations with a large membership of SMEs, they are free to do so, but they are responsible to organise the internal consultation and communication process.

#### **b) Chairman**

A Chairman and a Vice-Chairman are elected from the membership. The Chairman or the Vice-Chairman will attend the meetings of Europacable Council. The positions shall be reviewed every two years but the Chairman and Vice Chairman shall not be both changed at the same time.

#### **c) Voting**

Decisions should be arrived at by consensus. Should voting become necessary the voting rules of Europacable shall apply, to avoid an unbalance of voting rights which may occur as a result of the open participation (see item a). Note: Europacable voting rules foresee 1 vote per member country, 66,6% of votes are the majority.

#### **d) Meetings**

ECBL SME will meet at least twice a year and whenever agreed necessary. The Europacable Secretariat will provide the meeting organisation and documentation. Any documentation will be sent to participants directly and to National Associations.

### **2. Prime Targets of Interest**

The ability to influence and safeguard the interest of SMEs depends to a certain extent on the availability of "first hand" information on any new work item in the Business Groups of Europacable. Such information is normally handled in the various Officers Groups of Europacable or other specialist Committees.

The prime targets of interest are therefore defined as follows:

the Officers Groups of:      Europowercab Industrial  
   Europowercab Utilities  
   Eurodatacab  
   Eurotelcab

and the following:              Environmental Committee of Europacable (ECOE)  
   EPC Utilities Task Force B( e-commerce)

### **3. Organisation of Input**

All Business Groups have signalled to ECBL SME that a representative of this Committee would be welcome to attend the Officers Meetings. These meetings guide the work of the various Business Groups and are the most effective place to provide input and thereby influence.

The Committee shall ensure that such representation is provided on a permanent and consistent basis and that the representatives report back to ECBL SME.

The cost must be born by the individuals themselves unless ECBL SME agrees measures for a joint funding.