

## CHECKLIST FOR MEETINGS

# Do

Ensure strict performance in the areas of:

### ● OVERSIGHT / SUPERVISION

- Have an ECTA secretariat representative at each ECTA organized meeting.
- Have an agenda and minutes that accurately reflect what is discussed, as well as an attendance list, and ensure that these documents are preserved.
- Consult with company counsel / specialized counsel on all questions related to competition law.
- Limit meeting discussions to agenda topics.
- Provide each attendee with a copy of this checklist, and have a copy available at all meetings.

### ● RECORDKEEPING

- Have an agenda and minutes which accurately reflect the matters discussed.
- Ensure the review of agendas, minutes and other important documents by appropriate staff or counsel, in advance of distribution if considered necessary.
- Fully describe the purposes, structures and authorities of the groups.

### ● VIGILANCE

- Protest against any discussion or meeting activities which appear to violate this checklist.
- Ask for those activities to be stopped so that appropriate legal checks can be made by counsel.
- Dissociate yourself from any such discussion or activities.
- Leave any meeting in which these activities continue and have it minuted.

This checklist is intended for the good conduct of ECTA sponsored meetings. The checklist is not exhaustive. Should you have specific questions, contact a specialized lawyer. If needed, ECTA can advise counsel upon request.

# ECTA

EUROPEAN CHEMICAL TRANSPORT ASSOCIATION

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# Don't

## OPERATION WITHIN NATIONAL AND EUROPEAN COMPETITION LAWS

**Do not discuss with competitors or exchange information not in conformity with competition law, including on:**

### ● PRICING

- Individual company / industry prices, price changes, price differentials, discounts, allowances and credit terms.
- Individual company data on any transport/supply chain costs/capacity (other than nameplate capacities).

### ● PRODUCTION/CONTRACTS

- Plans of individual companies concerning the production, distribution or marketing of particular products, including proposed territories of customers.
- Changes in production capacities (other than nameplate capacities) or inventories.

### ● TRANSPORTATION RATES

- Rates or rate policies for individual shipments, including basing point systems, zone prices and freight.

### ● MARKET PROCEDURES

- Company bids on contracts for particular products; company procedures for responding to bid invitations.
- Matters relating to actual or potential individual suppliers or customers.
- Blacklist or boycott customers or suppliers.

Prohibited discussion topics apply equally to social gatherings incidental to ECTA meetings.

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