

LETTER OF COMMITMENT

With this letter I, *(name, first name)*,
in my capacity as legal representative of *(name of the organisation)*,

hereby declare that our organisation commits to participate in, and to contribute to the activity of EOTA, working together in a consistent and uniform way as defined by the EOTA Statutes (“Statutes”), in particular Art. 15, the EOTA Internal Regulations (“Internal Regulations”) and the Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011, laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC, so that a proper execution of EOTA’s duties is achieved.

The experts, mentioned in the ANNEX I, commit themselves to:

- take notice of the Statutes, the Internal Regulations and the Ethical Code of EOTA, as well as of the documents referred to in Clause 15 of the Internal Regulations, and to recognise to accept and to be bound by the rules and regulations as set forth therein;
- take an active role in supporting the Technical Board of EOTA and dedicate the necessary resources to this task in order to guarantee the optimal functioning of the Technical Workgroup(s) concerned;
- contribute in an objective manner and with sound technical judgement to the technical work, and as specified in the “Explanatory note on communication and participation rules of observers in the work of EOTA Working Groups” (Annex II to this letter of commitment);
- respect, in light of its Observership of EOTA and EOTA’s duties, that EOTA owns and disposes of all intellectual property rights as regards EAD’s and ETAG’s used as EAD’s, Technical Reports and any other EOTA document;
- license to EOTA its/their Copyrights on all materials and documents used to support the EAD development work or any other participating activities of EOTA, in compliance with the obligations as set forth in article 21 of the Internal Regulations that will mutatis mutandis apply to the Observers;.
- use the information it receives during its Observership of EOTA solely as intended to support the EAD development work or any other participating activities of EOTA and shall refrain from exploiting such information for other purposes. The confidentiality obligations as set forth in article 22 of the Internal Regulations shall apply mutatis mutandis to the Observers.

Done at *(place)* on *(date)*.

For the organisation

(Signature)

The legal representative



ANNEX I: Designated Technical Experts¹

Undersigned Technical Experts declare, in their capacity of Observer, to have duly read and understood and to be bound, by the rights and obligations as set forth in the “Observers letter of Commitment” of (name of the observer organization) dated (date) .

Working Group reference	Sex M/F	Name	First name	Status	e-mail	Telephone	Signature
				Spokesperson of Observer			
				Observer			
				Observer			
				Observer			
				Observer			
				Observer			

¹ Please complete this form with the contact details of the relevant expert.

² In case of more than one representative of the organisation a spokesperson responsible for the common understanding of all comments of this organization shall be named

ANNEX II to Observer letter of commitment

Explanatory note for communication rules for participation of observers in the work in EOTA Working Groups

By means of signing the **Observer Letter of Commitment** the representative of the organisation commits to participate in, and to contribute to the activity of EOTA, working together in a consistent and uniform way as defined by the EOTA Statutes (“Statutes”), in particular Art. 15, and the EOTA Internal Regulations (“Internal Regulations”).

Regarding the participation of an organisation in its capacity as observer in an EOTA Working Group this means:

- Communication and consultation in writing goes exclusively to the nominated members of the organisation, adopted as observer by the EOTA Technical Board.
- For the participation in meetings of the Working Group the organisation shall nominate an official representative (speaker) within the group of nominated representatives.
- It is the responsibility of the official representative to coordinate the position within the own organisation and to express its common view; this also applies in case of divergent comments by its representatives in writing.
- Objections on draft EADs need justifications; proposals introduced in the consultation of draft EAD(s) shall be detailed and supported by relevant explanations, as far as necessary.
- Comments shall be given within the timelines set by the convenor of the Working Group; Comments not given within the timelines established are to be disregarded.
- Comments in subsequent enquiries on draft EADs shall be limited to the changes done in the draft EAD and to those items resulting from previous enquiry in case the proposed changes in the draft EAD due to comments on previous draft EAD are not agreed (means the technical content of the version on hand already agreed on cannot be subject to any further comment).
- The official representative may be accompanied by not more than two persons in meetings of the Working Group (equivalent to the participation of members and observers in EOTA Technical Board meetings).
- For specific issues the convenor of the Working Group may decide on written demand on participation of further representative(s) in the meetings, taken from the pool of nominated representatives for the organisation, and in charge of such specific issues.
- In case of dissent within an organisation this is to be considered as no position expressed by the organisation yet.