

ERFMI VZW
Vereniging Zonder Winstoogmerk
Montoyerstraat 24
1000 Brussels
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Minutes ERFMI virtual Plenary Meeting
15th April 2021 from 10:00 – 12:30 am CET

1. Welcome and Opening

The Chairman of ERFMI, Mr Smith, opens the meeting and welcomes all participants, especially our new lawyer Mr Jakob Mulier of the law firm Liedekerke Wolters Waelbroeck Kirkpatrick CVBA. Apologies were received from Altro and BINTG. Mr Rudolph de Jong of dtr8 joins at 11:48 to discuss agenda point 9.

The Plenary Meeting reaches the necessary quorum of two thirds of the members in accordance with article 6.7 of ERFMI's articles of association. Fifteen members of seventeen are present.

Company	Represented by		
Amorim	Mr	Jean-Sébastien	Moinier
Amorim	Ms	Graca	Rocha
Amtico International	Mr	John	Baggalay
Amtico International	Mr	Jonathan	Duck
Amtico International	Mr	Gary	Wilson
Artigo	Mr	Francesco	Villa
Aspecta	Mr	Marcel	Kies
Designflooring	Mr	Paul	Barratt
Designflooring	Mr	Steve	Curry
Dickson-Constant	Mr	Amaury	Flipo
mFlor	Mr	Nick	Atkins
ERFMI	Ms	Jane	Gardner
ERFMI	Dr	Jochen	Zimmermann
Forbo International	Mr	Willem	Burmanje
Gerflor	Mr	Pierre	Lienhard
IVC	Mr	Ivo	Schintz
James Halstead	Mr	Bob	Smith
Kährs	Mr	Jonas	Bäck
nora Systems	Mr	Dietmar	Mävers
Tarkett	Mr	Demosthene	Sakkas
Tarkett	Ms	Myriam	Tryjefaczka
Windmüller	Mr	Ralf	Eisermann
Windmüller	Dr	Thomas	Hohberg

Lawyer

Liedekerke	Mr	Jakob	Mulier
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Speaker

Guest	Mr	Rudolph	de Jong
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Excused

Altro Group	Mr	Thierry	Neyroud
BINTG	Mr	Arne	Hautekeete

2. Competition Law

Mr Mulier gives a brief overview on how competition law is to be complied with during the Plenary Meeting. Furthermore, the document "Do's and don'ts for a Competition Safe Environment" is distributed amongst the participants of the meeting. The members of the meeting are invited to examine the distributed document.

All members present are aware of the EU and Belgian competition rules. No present ERFMI member had any further questions regarding EU and Belgian competition law.

(Enclosure 1, competition law)

3. Approval of the minutes of the meeting of 5th November 2020

The Chairman of ERFMI, Mr Smith, asks if there are any outstanding issues regarding the minutes of the previous meeting, held on 5th November 2020.

Since there are no outstanding issues, according to the proposal of Mr Burmanje, all members present at the Plenary Meeting approve and accept the minutes as a true record of the Plenary Meeting of the 5th November 2020.

4. Chairman's address

The Chairman of ERFMI, Mr Smith, highlights that the recently sent comprehensive report is a useful document to follow ERFMI's activities and that it prepares the participants for a busy agenda. Mr Smith further expressed his hope to be able to hold an in person Plenary meeting in autumn 2021.

5. Re-election EXCOM members, TC Chairman and Auditing Committee

The members present at the Plenary Meeting take note that the mandate of Ms Myriam Tryjefaczka as member of the EXCOM ends immediately after this Plenary Meeting. Ms Tryjefaczka expressed her willingness to continue for another election period before the meeting. The members present at the Plenary Meeting unanimously re-elect Ms Tryjefaczka as member of the EXCOM. Her mandate as member of the EXCOM will end immediately after the Plenary Meeting in May 2023.

The members present at the Plenary Meeting take note that the mandate of Mr Pierre Lienhard as member of the EXCOM ends immediately after this Plenary Meeting. Mr Lienhard expressed his willingness to continue for another election period before the meeting. The members present at the Plenary Meeting unanimously re-elect Mr Lienhard as member of the EXCOM. His mandate as member of the EXCOM will end immediately after the Plenary Meeting in May 2023.

The members present at the Plenary Meeting take note that the mandate of Mr Dietmar Mävers as member of the EXCOM ends immediately after this Plenary Meeting. Mr Mävers expressed his willingness to continue for another election period before the meeting. The members present at the Plenary Meeting unanimously re-elect Mr Mävers as member of the EXCOM. His mandate as member of the EXCOM will end immediately after the Plenary Meeting in May 2023.

The members present at the Plenary Meeting take note that the mandate of Mr Démosthène Sakkas as Chairman of the TC ends immediately after this Plenary Meeting. Mr Sakkas expressed his willingness to continue for another election period before the meeting. The members present at the Plenary Meeting unanimously re-elect Mr Sakkas as Chairman of the TC. His mandate as Chairman of the TC will end immediately after the Plenary Meeting in May 2023.

According to article 12 of ERFMI's Articles of Association the General Assembly shall annually appoint two members of the Auditing Committee who shall examine the Annual Accounts of ERFMI, as drawn up by the EXCOM, and report their findings to the General Assembly.

The members present at the Plenary Meeting take note that the mandate of Mr Nick Atkins as member of the Auditing Committee ends immediately after this Plenary Meeting. Mr Atkins expressed his willingness to continue for another election period before the meeting. The members present at the Plenary Meeting unanimously re-elect Mr Atkins as member of the Auditing Committee for the financial year 2021. His mandate as member of the Auditing Committee will end immediately after the Plenary Meeting in May 2022.

The members present at the Plenary Meeting take note that the mandate of Mr Ralf Eisermann as member of the Auditing Committee ends immediately after this Plenary Meeting. Mr Eisermann expressed his willingness to continue for another election period before the meeting. The members present at the Plenary Meeting unanimously re-elect Mr Eisermann as member of the Auditing Committee for the financial year 2021. His mandate as member of the Auditing Committee will end immediately after the Plenary Meeting in May 2022.

6. Regulatory landscape in Europe

Ms Gardner gives the attached presentation and highlights the following points:

- EU Green Deal
- Circular Action Plan Policies
 - Sustainable chemicals strategy
 - Sustainable products
 - Sustainable construction
 - Waste and Recycling
- Extended producer responsibility
- ERFMI position on EPR
- BREXIT

Ms Gardner proposes to join the UK Construction Products Association (UKCPA) for at least one year in order to get first-hand information on matters with regard to BREXIT. This proposal is accepted by the plenary.

(Enclosure 2, Regulatory landscape)

7. ERFMI management and activity report

Ms Gardner gives the attached presentation and highlights the following points:

- Roadmap – key focus areas
 - Circular economy
 - Brexit
 - Technical compliance
 - Statistics
 - Standardisation
 - Lobbying
 - Communication
- Circular Plastics Alliance (CPA)
- Circular Economy
 - Developing a Vision and mission for the circular economy: To what extent are members willing to work together and on what topics
 - Circular Flooring Horizon 2020
 - Revinylfloor projects:
 - Research into recycling technologies (Solfirmus)
 - Research into identification and sorting (Solfirmus)
 - Supercritical CO2 extraction trials
 - Collection trial: investigate feasibility by June 2021
 - CiSuFlo: Circular Sustainable Flooring
- Communication
 - Webinars held on the following topics
 - Extended Producer Responsibility November 2020
 - UK REACH February 2021
 - Overview of Building market in Europe March 2021
 - Copy on cleaning
 - Circular economy position paper

ERFMI will review and revise the roadmap in the six months to the next plenary meeting in November 2021, Jane Gardner will contact all members individually to discuss the progress and to identify areas they would like to focus on in the next two year.

(Enclosure 3, Management and activity report)

8. Update from the Technical Committee

Ms Gardner gives the attached presentation and highlights the following points:

1. Revision of Construction Products Regulations (CPR)
2. Delegated act AVCP reaction to fire and continuous glowing combustion
3. Article 13 of French Circular Economy Law
4. Waste Definition
5. Brexit: UK Bodies and Standards
6. Standardisation
 - Convenor WG7 the work has been mainly focused on revisions in the past 12 months.
 - Active involvement WG10.
 - WG 10 has taken the lead on circular economy standards. JG Project leader for Terms and Definitions technical document and involved in Design guidelines working group. WG 10 is also starting work on product passports.
 - ISO 219 WG 2 - JG takes part in this group.

- Liaison TC 249 Plastics WG 11 Recycling. JG follows the work of this TC as a liaison for TC 134
- Jochen Zimmermann representative in DIN German mirror Group; FNK NA 054-04-05 AA
- Jane Gardner member of BSI PRI 60 British mirror group

(Enclosure 4, update from TC)

9. ERFMI's position paper on the Circular Economy

Mr Rudolph de Jong of dtr8 joins the discussion and Ms Gardner gives the attached presentation, highlights the following points and asks for general comments:

Purpose of the position paper on the Circular Economy:

- To inform policy makers- EU and national, visitors to website, members and potential new members of our commitment to Circular Economy
- Discuss and define feasibility of working together on certain project.

Action: ERFMI members are asked to respond to the position paper, especially on the question to integrate targets and timelines by April 30th 2021. There is a proposal for a two-step approach:

1. General position paper
2. Roadmap including targets and timelines.

Next session with Mr Rudolph de Jong of dtr8 to be agreed, the lawyer should be invited with regard to competition law.

(Enclosure 5, ERFMI's position paper on the Circular Economy)

10. Associate membership for national floorcovering associations

Ms Gardner gives the attached presentation and highlights the following points:

A proposal for a new membership fee structure will be developed and reviewed by the board for discussion at the next plenary meeting in November 2020.

KALÉI, the national French association is interested in associated membership in ERFMI. This requires a change of the wording in ERFMI's Articles of Association.

Proposal for change in AoA:

- ASSOCIATE MEMBERS
 - Associations which comply with the following conditions can apply to become an associate member respecting the procedure for admission in article 3.
 - Be a national association (with legal personality) representing resilient flooring manufacturers in 27 European Member States (= EU 27) + UK, Switzerland and Norway

Conditions to be formulated but would include: nominal membership fee e.g. €1000; no voting rights; permission to attend specific meetings by invitation only.

The plenary agrees on associated membership of national flooring associations under the condition that ERFMI has full control, e.g. associated members cannot speak independently on specific projects. The Articles of Association shall be changed accordingly.

(Enclosure 6, associated membership)

11. Finances

Mr Zimmermann presents the actual 2020. The expenses and the income are according to the budget. Deviations are explained.

- Additional days management covered by Circular Flooring Project and Revinylfloor project
- Outcome: **+ €1,800**
- Cash position €304,190
- Plus provisions for:
 - LCA 2024 € 31,500
 - Circular Flooring €227,600
 - Circular Economy Projects € 46,700

Approval of the annual accounts relating to financial year 2020

Mr Atkins of mFlor and Mr Eisermann of Windmüller report on behalf of the Auditing Committee that the bookkeeping for financial year 2020 was done correctly.

Since there are no further questions, the members present at the Plenary Meeting unanimously resolve to approve the annual accounts of 2020.

Mr Zimmermann presents the outlook for 2021

- 10% corona virus membership reduction
- ~ €266,000 additional income from Revinylfloor (including transfer of €41,000 from 2020 for collection)
- €297,000 additional income from Circular Flooring Project
- Expected outcome - € 17,200.
- Cash position: € 287,700

The members present at the Plenary Meeting have no comments regarding the outlook 2021.

(Enclosure 7, actual 2020 – outlook 2021)

12. ERFMI Statistics

The situation of the collection of ERFMI's estimates of the current total market size volume in Europe and the World is discussed.

Six members sent in figures, three announced not to participate. The remaining members were asked to send in figures in any case, even if their information does not cover all products, or the information is considered not to be very precise. Every input is welcome and helps to improve the quality of the outcome!

13. ERFMI update discussion on future topics and roadmap

Ms Gardner gives the attached presentation on topics, which will be covered in future webinars and the workplan until November 2021.

(Enclosure 8, update discussion on future topics and roadmap)

14. Summary of actions and next steps

Ms Gardner summarizes the decisions:

- Accounts 2020 approved.
- Associate membership for national floorcovering associations accepted, change of AoA necessary.
- ERFMI to undertake feasibility study regarding collection trials within the Circular Economy Project
- Membership in UKCPA for at least one year
- Webinars on proposed topics

15. Close of meeting

The Chairman of ERFMI, Mr Smith, closes the meeting and thanks the members for their active participation. He expressed his hope to have the next as a regular presence meeting in Brussels.

ERFMI plenary on the 18th of November 2021 in Brussels
with a dinner on the evening of the 17th of November 2021 in Brussels

(Enclosure 9, register of members)

List of enclosures

(Enclosure 1, competition law)

(Enclosure 2, Regulatory landscape)

(Enclosure 3, Management and activity report)

(Enclosure 4, update from TC)

(Enclosure 5, ERFMI's position paper on the Circular Economy)

(Enclosure 6, associated membership)

(Enclosure 7, actual 2020 – outlook 2021)

(Enclosure 8, update discussion on future topics and roadmap)

(Enclosure 9, register of members)