

# Extract from Water Europe Bylaws

Version 18 June 2021

## Article 13 – WE Ambassadors

WE Ambassadors are member representatives with a designated role within Water Europe. They include at least WE Board members, WE staff members, WE Working Group leaders and their co-leaders, and Members of the WE Vision Leadership Teams. A WE Ambassador is considered a WE representative in the sense of Article 16 of these Bylaws.

## Article 16 – WE Code of conduct

### 16.1 Persons entitled to represent Water Europe

The articles 5.1 and 6 of these Bylaws establish the persons entitled to represent WE:

- i. Under article 5.1 the President may delegate members of the Board of Directors to carry out representation missions. This is particularly relevant to the President's role of defending the interests of the Association and ensuring contacts with high-ranking EU officials.
- ii. The Executive Director has a broad power under Article 6 to ensure the representation of WE, in particular towards high-ranking stakeholders. The Executive Director can also delegate representation missions to staff members and WE ambassadors.
- iii. The Board of Directors may designate persons to represent WE before any entity or organization.

Any person appointed to represent WE under one of the above powers is referred to as a "WE representative".

No person shall represent WE or claim to represent WE unless authorized under this article.

### 16.2 WE Representatives

WE representatives shall

- i. Always be fully transparent of about their affiliations.
- ii. Give to the WE Secretariat as much notice as possible of meetings scheduled by the body for which they are designated to represent WE.
- iii. Ensure that WE's position is adequately represented in the relevant meeting. If necessary, a briefing note can be established in cooperation with the WE Secretariat. Where it is necessary to express a position on a topic on which no pre-defined position has been established, the WE representative shall indicate in the meeting that its position is not at that point official WE policy.
- iv. Report in writing to the WE secretariat about the outcome of the meeting within one week of the date of meeting.
- v. Check the official minutes of the meeting as to whether the WE contribution is correctly registered and if not inform the chair of the relevant meeting.

- vi. Ensure that the Executive Director of WE is copied in on all correspondence that the representative is involved with in the exercise of his functions.
- vii. Shall not send any letter or communication expressing a formal position on behalf of WE unless this is signed by the President or the Executive Director.
- viii. Shall in advance of a meeting with EU officials discuss the matter with the WE Secretariat and act on the basis of the instructions from the Secretariat which are intended to ensure compliance with this Code of Conduct

WE representatives dealing with EU institutions shall always familiarize themselves with and at all times act in accordance with the Code of Conduct established by the European Institutions. A link to the current version can be found here: [http://ec.europa.eu/transparencyregister/public/openFile.do?fileName=anx\\_III\\_Code.pdf](http://ec.europa.eu/transparencyregister/public/openFile.do?fileName=anx_III_Code.pdf)