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INSOL Europe's Guidelines for The Membership Development Committee

INSOL Europe is the European association of insolvency practitioners, insolvency lawyers and restructuring professionals who specialise in insolvency, bankruptcy and business reconstruction and recovery. We have over 1,250 members across Europe and beyond, mostly lawyers, accountants, insolvency practitioners, academics, lenders, regulators, members of the judiciary, credit managers, credit insurers and students of the insolvency discipline.

The association was founded in 1981 and registered in France. One of our key aims is to encourage greater international communication and cooperation to maximise outcomes in distressed situations. We do not have a political agenda.

With its sister organisation INSOL International, INSOL Europe has been at the forefront of developing national insolvency regimes. It has also been a key driver behind the UNCITRAL model law, forming a viable basis for the insolvency regimes of many emerging countries. As you will be fully aware, a functioning corporate insolvency regime is an absolute pre-requisite for any bank lending and, therefore, for the flourishing of economic activity.

In the last couple of years, we have become increasingly aware of our need to increase cooperation with the national professional communities and to establish our local footprint. As such, in 2018 we created INSOL Europe's Membership Development Committee, an outreach team, with the purpose to stimulate the local visibility of INSOL Europe in each country, to facilitate the networking between INSOL Europe members and ultimately to increase our membership.

This team includes, if possible, in each country represented by the membership of INSOL Europe, one or two Country Coordinators in charge of fostering the relationship between their country's local organisations and INSOL Europe and three Membership Development Committee Leaders in charge or actively coordinating this outreach program.

Given the Membership Development Committee's role, the INSOL Europe Executive adopts this guideline to assist the members (of the Membership Development Committee) in fulfilling their

duties to INSOL Europe, focusing on the areas of risk and providing guidance to the members of the Membership Development Committee.

This guideline applies to all the members of the Membership Development Committee - the Country Coordinators, the Membership Development Committee leaders and any person assisting them (collectively, named here covered persons).

The standards contained in this guideline are neither exclusive nor complete. For additional guidance, or if you have questions regarding the existence, interpretation of this guideline, please contact the Membership Development Committee Leaders.

Compliance with Laws, Rules and regulations

INSOL Europe strives to ensure that all activity by or on behalf of INSOL Europe complies with applicable laws, rules and regulations. During their mandate, all covered persons are required to comply with all applicable laws, rules and regulations both in letter and spirit. To assist INSOL Europe in promoting lawful and ethical behaviour, the covered persons must report to the INSOL Europe's Executive any possible violation of the law, rules, regulation of this guideline.

Fair and Honest Dealing

All covered persons shall conduct their activities, on behalf of INSOL Europe in good faith, with honesty, integrity and fairness. They shall behave ethically and shall not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or other such unjust actions or inactions.

Conflict of Interest

INSOL Europe and its covered persons must adhere to the highest standards of ethical conduct and this includes paying attention to conflict of interest or the appearance of a conflict of interest. A conflict of interest exists when a covered person's personal interest interferes or appears to interfere, with the interests of IE. All covered persons may not misuse their positions to profit personally or assist others in profiting at the expense of INSOL Europe. If the covered persons cannot avoid the conflict of interest, they shall promptly communicate to the Executive the situation that will reasonably give rise to an actual or apparent conflict of interest.

Transparency and Confidentiality of Information

The covered persons should conduct themselves to meet the expectations of transparency to the Membership Development Committee Leaders and the Executive, respectably, while at the same time maintaining the confidentiality of information.

- a. "Confidential information" includes all INSOL Europe's information not authorised by the Executive for public dissemination. Any information concerning INSOL Europe which is not in the public domain and to which the covered persons have access or which is possessed by them under their position/status in the organisation must be considered confidential information.
- b. All confidential information must be held in confidence unless (i) authorised by the Executive or otherwise permissible by this guideline; or (ii) the same is part of the public domain at the time of disclosure, or (iii) is required to be disclosed per applicable laws.

Interaction with media

- a. All information that the covered persons may provide either formally or informally, to the press or any other publicity media, shall be as per this guideline. In all its public appearance concerning disclosing information about INSOL Europe's activities to public constituencies such as the media, INSOL Europe shall be represented only by the mandated country coordinators and the Membership Development Committee leaders or by someone authorised explicitly by the Executive. The list of the mandated country coordinators is available on the INSOL Europe website.
- b. All statements made to the media on behalf of INSOL Europe should be true, fair and under this guideline. If possible, all comments, opinions on behalf of INSOL Europe, should be prior agreed by the Membership Development Leaders and the Executive.
- c. For any outside publication of books, articles or manuscripts which relate specifically to INSOL Europe's activity, opinions and policies, the covered persons should take the approval of the Executive before its release.

Political Activity

When acting on behalf of INSOL Europe, the covered persons will not be involved in political activities and advocacy. The covered persons are encouraged to participate fully as private citizens in the democratic process at any level, including campaigning in the elections or running for or holding public office. However, the covered persons engaging in such activities shall take care to separate their personal activities from their association with INSOL Europe.

The covered persons shall ensure that any views they express in the context of their political participation are clearly and unequivocally stated to be that of the covered persons' personal views and not the views of INSOL Europe.

All political activity and advocacy in INSOL Europe's behalf or associated with INSOL Europe in any way should only be in relation with INSOL Europe's professional purpose and only after the covered persons have coordinated and received prior approval from the Executive.