



EUROPEAN RESILIENT FLOORING MANUFACTURERS' INSTITUTE

ERFMI VZW
Vereniging Zonder Winstoogmerk
Montoyerstraat 24
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Minutes ERFMI Plenary Meeting
15th May 2019 from 09:00 – 14:15
EuFCA offices Brussels, Meeting Room Belliard, Rue Montoyer 24, 1000 Brussels

1. Welcome and Opening

The Chairman of ERFMI, Mr Smith, opens the meeting and welcomes all participants, especially Mr Barratt, the representative of the new member Designflooring, and Mr Neyroud, the new representative of Altro. Apologies were received from Amorim, Endesign and IVC.

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. Fourteen members of seventeen are present.

Company	Represented by		
Altro Group	Mr	Thierry	Neyroud
Amtico International	Mr	Jonathan	Duck
Artigo	Mr	Francesco	Villa
Aspecta	Mr	Marcel	Kies
Beauflor	Mr	Filip	Vandenweghe
Designflooring	Mr	Paul	Barratt
Dickson-Constant	Mr	Aymeric	Fauvarque
ERFMI	Ms	Jane	Gardner
ERFMI	Mr	Jochen	Zimmermann
Forbo International	Mr	Willem	Burmanje
nora Systems	Mr	Dietmar	Mävers
Gerflor	Mr	Pierre	Lienhard
James Halstead	Mr	Bob	Smith
Tarkett	Mr	Demosthene	Sakkas
Tarkett	Ms	Myriam	Tryjefaczka
Upofloor	Mr	Kyösti	Puurunen
Windmöller	Mr	Ralf	Eisermann

Lawyer

Liedekerke	Mrs Ellen	Vermeire
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Excused

Amorim	Ms	Graca	Rocha
Endesign	Mr	Eef	van Leusden
IVC	Mr	Jan	Vergote

(Enclosure 1, participants list + signatures competition law)

2. Competition Law

Ms Vermeire 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 with regard to EU and Belgian competition law.

3. Approval of the minutes of the meeting of 14th November 2018

The Chairman of ERFMI, Mr Smith, asks if there are any outstanding issues with regard to the minutes of the previous meeting, held on 14th November 2018.

Since there are no outstanding issues all members present at the Plenary Meeting approve and accept the minutes as a true record of the Plenary Meeting of the 14th November 2018.

4. Chairman's address

The Chairman of ERFMI, Mr Smith, prepares the participants for a busy agenda. The focus will lie on the presentation of the road map of Ms Gardner with focus on Circular Economy. The discussion will be enhanced by an external speaker from the European Commission.

5. Re-election EXCOM members and TC Chairman

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. According to the proposal of Mr Neyroud, 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 2021.

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. According to the proposal of Mr Puurunen, 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 2021.

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. According to the proposal of Mr Eisermann, 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 2021.

The members present at the Plenary Meeting take note that the mandate of Mr Demosthene Sakkas as Chairman of the TC ends immediately after this Plenary Meeting. According to the proposal of Mr Mävers, 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 2021.

6. Strategic Development Session

a) ERFMI Road map and planning for the future

Ms Gardner gives the attached presentation on ERFMI's road map. The key areas of focus are:

- Circular Economy
- Standardisation
- Lobbying
- Communication

Circular Economy

In a survey of members undertaken by Jane Gardner during her company visits between November 2018 to April 2019 Circular Economy was unanimously highlighted as the most important challenge for the industry. A subgroup within ERFMI will be set up, in order to define Circular Economy for the resilient flooring sector. Individual resource recovery programs will be set up in this group for PVC and Non-PVC products. A collaboration with MMFA is wanted from both sides. Based on the existing activities on recycling, a gap analysis will be carried out in order to develop more options for both product groups.

A circular economy 'funding pot' will be set up within ERFMI. The projects developed within each of the subgroups can be funded subject to a clear proposal and approval by a board of internal experts. Initially this will be taken from existing surplus and then saved for. Additional funds will be requested via Vinyl Plus for the PVC platform and grants for both platforms (ECP4 membership) will be applied for.

The Plenary Meeting approved these proposals on Circular Economy.

The other key points from the road map are Lobbying, Communication and Standardisation. Members agree with the strategy put forward but advise that the communication strategy needs to be more targeted and that support may be required from a third party to deliver the plan.

There is discussion on Green Public Procurement in Italy GPP:

According to a new regulation, the recycled content of plastic building material shall be at least 30% in weight, calculated on the total plastic materials used, whereby the definition of recycled content is not clear. Further there is an article in this regulation stipulating that floor coverings should have a European Ecolabel, which appears to preclude resilient floor coverings, as there is no Ecolabel for resilient flooring.

Mr Villa will send the original document to the ERFMI office for translation. Further, Ms Gardner will contact the Italian Construction Products Association via Construction Products Europe.

Comments received during the discussions include:

- ERFMI should be aware of negative press towards consumers against PVC, mainly from Germany; and
- ERFMI should communicate on CO₂ reduction and present ERFMI members as carbon neutral.

(Enclosure 2, ERFMI road map)

b) External speaker: The EU Circular Economy Package

Mr Porrà, Project Officer in DG Environment of the European Commission, gives the attached presentation highlighting the importance of the Circular Economy for the development of the European Union.

His presentation is followed by a lively discussion mainly on the conflict between the request for more circularity and steady growing regulatory burdens. Mr Porrà stated that DG Environment is aware of this conflict. Further, ERFMI members mentioned the contradiction between the positive acknowledgement of the Voluntary Commitment by the EU and on the other side the exclusion of PVC in e.g. EU ecolabels.

There is an online platform available to discuss issues with other stakeholders:

<https://circulareconomy.europa.eu/platform/>

(Enclosure 3, presentation Mr Porrà)

7. Financial status

c) Report 2018

Ms Gardner gives the attached presentation.

Overview:

Expenditure: €408,700

Income: €363,700

Outcome: - €45,000

Reserves: €358,000

- The main changes to highlight were as follows:
 - o The original plan for the transfer to a new MD was changed as Ms Gardner took over at a later date with the consequence that the cost was lower.
 - o Due to the notice period for the old office at EuPC a provision for the rent for the first semester 2019 was made. Expenses for separations and furniture of the new office were not in the budget for 2018.
 - o The payments foreseen for the website analysis were 50 % less than expected.
 - o The item "Projects ECRA and EPLF" mainly relates to EuFCA membership second semester 2018 and FCSS.
 - o As the old EPDs became invalid in March 2018; ERFMI asked for an extension and reserved a provision for this.
 - o The amount paid for the LCA project was taken from the provision. Deducting the 51,2K Euro for the LCA, the EPD expenses for 2018 were lower than foreseen.
 - o On the income side, the total amount of the received membership fees was lower due the insolvency of DLW Flooring. As there was no contribution from VinylPlus, the overspending is higher than budgeted, but as presented in the outlook in November 2018.
- Approval of the annual accounts relating to financial year 2018

Mr Burmanje of Forbo and Mr Eisermann of Windmöller report on behalf of the Auditing Committee that the bookkeeping for financial year 2018 was done correctly.

Since there are no further questions, the members present at the Plenary Meeting unanimously resolve to approve the annual accounts of 2018.

d) Outlook 2019

Ms Gardner presents the outlook for 2019:

- Due to the higher workload for the activities on Circular Economy, the Excom proposes to engage Ms Gardner for an extra day per week.
- The rent for the old office has only to be paid for 5 months. Also, the rent for the new office is lower than expected.
- The expenses for communication will be doubled. The work will be partly done by EuPC as part of the new agreement after leaving the EuPC offices.
- Also, the EuPC membership fee will increase to €16,500.
- Ms Gardner proposes a contingency of 50K Euro for Circular Economy activities.
- On the income side, the total amount of membership fees to be received will be higher due to the new member Designflooring and the fact that one member will be in a higher class of membership fee.
- Ms Gardner is optimistic to get a contribution from VinylPlus for 2019.

The Plenary Meeting agrees with the proposals in the Outlook.

(Enclosure 4, Report 2018 and Outlook 2019)

8. Address by the Chairman of the Technical Committee (TC meeting 4th April 2019)

The Chairman of the TC, Mr Sakkas, gives the attached presentation.

(Enclosure 5, Report TC)

9. REACH update – ADCA, TiO₂

Ms Gardner gives the attached presentation.

(Enclosure 6, REACH update)

10. European Floorcovering Association Update by Guy Verrue, MD EuFCA

Mr Verrue gives the attached presentation.

(Enclosure 7, EuFCA update)

11. ERFMI Management Report

a) Recycling Projects

- Data for Vinyl Plus Dynamic Waste Forecast Model
Ms Gardner gives the attached presentation. The Plenary Meeting agrees to provide historical data for the project.

(Enclosure 8, Dynamic waste forecast model)

- Update Circular Flooring Project ERFMI – Fraunhofer
Ms Gardner gives the attached presentation. The project kick-off meeting will be held on the 6th and 7th June at the ERFMI offices.

(Enclosure 9, Circular Flooring)

- Commitment ERFMI Oréade
Ms Gardner gives the attached presentation.

(Enclosure 10, Oreade)

- Update Revinylfloor cooperation
Ms Gardner will have a meeting with Ms Dero of VinylPlus and Mr Dangis of EuPC on the 23rd May in order to agree on the co-operation. It is the clear target to bring all activities for circularity of resilient floor coverings under ERFMI's umbrella.
- Update AgPR
Mr Zimmermann reports on the activities of AgPR. Representative projects are foreseen with the University of Regensburg and the WTC in Brussels.
- EUPC recycle monitoring tool [MORE](#)
The Plenary Meeting decides to participate in the project, as ERFMI rather than as individual companies.

(Enclosure 11, MORE)

Ms Gardner gives the attached presentation on a project proposal on unintentional release of microplastics. The Plenary Meeting decides that ERFMI should participate subject to the proposal being checked for quality and content by a member of the Technical Committee.

(Enclosure 12, project proposal on unintentional release of microplastics)

b) ERFMI Recycling data

Ms Gardner reports that the data of company internal recycling for 2018 are still not complete yet.

c) RFCI

Ms Gardner gives the attached presentation.

(Enclosure 13, RFCI)

d) ERFMI communications

- Discussion results analysis Hide & Seek
Ms Gardner gives the attached presentation on the analysis of the website traffic on the ERFMI website. The website traffic is improving. The Plenary Meeting decides not to go further with hide Hide & Seek and to use Google Analytics to analyse traffic instead.

(Enclosure 14, web analysis)

- PR update
Press release on management changes was issued in January 2019. It was translated into French, German and Dutch and taken up widely particularly by German, Dutch and UK trade press.
- Second release about new EPDs and calculator approved by TC and ready to go once the calculator has been updated.

e) Latest ERFMI statistics

Mr Zimmermann reports that the figures for the 4th quarter 2018 and the 1st quarter 2019 are still not complete. The Plenary Meeting asks the members to supply the figures in time.

12. Any other Business

Ms Vermeire informs the Plenary Meeting about the new Ultimate Beneficial Owner (UBO) register in Belgium. She will keep us updated on the actions to be taken.
Further there will be a new companies and associations code in Belgium applicable to ERFMI as from the 1st January 2020.

13. Register of members and date and place of next meetings

The ERFMI members are asked to check the distributed register of members and to inform ERFMI about changes.

ERFMI will make a Doodle in order to set the dates for the plenary meetings in 2020.

(Enclosure 15, Register of members)

14. Close of meeting

The Chairman of ERFMI, Mr Smith, closes the meeting and thanks the members for their active participation.

List of enclosures

(Enclosure 1, participants list + signatures competition law)

(Enclosure 2, ERFMI road map)

(Enclosure 3, presentation Mr Porrà)

(Enclosure 4, Report 2018 and Outlook 2019)

(Enclosure 5, Report TC)

(Enclosure 6, REACH update)

(Enclosure 7, EuFCA update)

(Enclosure 8, Dynamic waste forecast model)

(Enclosure 9, Circular Flooring)

(Enclosure 10, Oreade)

(Enclosure 11, MORE)

(Enclosure 12, project proposal on unintentional release of microplastics)

(Enclosure 13, RFCI)

(Enclosure 14, web analysis)

(Enclosure 15, Register of members)