



EUROPEAN TERRITORIAL QUALITY MARK

Regulations for the Management and Control Committee of the European Territorial Quality Mark

CHAPTER 1: COMMITTEE FUNCTIONS

Article 1.-

The functions of the Management and Control Committee for the European Territorial Quality Mark, hereinafter, M.C.C. and E.T.Q.M., son:

- Establish registries of territorial marks that can use the E.T.Q.M.
- Control the entire registration process.
- Issue technical reports necessary for control.
- Make proposals for approval or refusal of registration of territorial marks.
- Ensure compliance with the General Regulations.
- Establish the graphic letter of the E.T.Q.M. and control its correct use.
- Propose to the General Assembly of the proprietary entity for the E.T.Q.M. necessary modifications to the General Regulations, the graphic letter and these Regulations.
- Promote the E.T.Q.M.
- Organise training activities for all persons responsible for territorial marks.
- Present annual management reports, balance of accounts and results, as well as the budget and action plan for the following year, within the next 12 months.
- Promote any activities deemed appropriate for the E.T.Q.M. within the General Regulations, the articles of association of the proprietary entity of the E.T.Q.M., etc.

CHAPTER 2: COMPOSITION of the M.C.C. FOR THE E.T.Q.M.

Article 2.-

The M.C.C. will be chosen by the General Assembly of the proprietary entity of the E.T.Q.M.

Article 3.-

The M.C.C. will be comprised of a representative from each country with associated territorial marks, plus an additional representative per country for

every three marks, to a maximum limit per country of three representatives, plus the Chairman and the Secretary who will be the same as those for the proprietary entity of the E.T.Q.M..

Article 4.-

Each member of the M.C.C., with the exception of the Chairman, may have a deputy or empower another member of the Committee to represent him/her in writing. Each member of the Committee can be empowered by a maximum of two other members.

Article 5.-

The duration of the mandate of the M.C.C. will be three years.

Article 6.-

This is an eminently technical body, giving priority in its composition to persons that carry out these functions in the Marks.

Article 7.-

The functions of the members of the Committee are not remunerated.

CHAPTER 3: OPERATION OF THE M.C.C. FOR THE E.T.Q.M.

Article 8.-

The M.C.C. will ordinarily meet once every six months and extraordinarily as many times as the Chairman considers necessary or at the request of at least $\frac{1}{4}$ of its members.

Article 9.-

The Secretary will take minutes of the meetings. Those minutes will be archived and signed by the Secretary and the Chairman, and will be sent to all members of the Committee. They will be drawn up in the language of the Secretary and translated into English.

Article 10.-

Meetings will be called by the Chairman. Ordinary meetings will be called at least one month ahead, and urgent meeting at any time, and at least one week ahead. Urgent meetings may be called by e-mail or by post.

Article 11.-

Quorum in meetings is achieved by the simple majority of the members (50% + 1). Validity in decision making is as aforementioned, that is the simple majority of the members present (50% + 1). Each member, apart from the secretary, has the right of a vote. In a case of halved votes, the vote of the chairman dominates.

CHAPTER 4: ENTRY IN THE E.T.Q.M. REGISTRY

Article 12.-

The M.C.C. for the E.T.Q.M. will have a Registry of Territorial Marks. Additionally, each of these will have:

- Registry of companies and entities certified by the Territorial Mark.
- Registry of products, services and goods of public interest (villages, museums, cultural events, ...) for each company.
- Registry of assets for each certified company.

Article 13.-

For entry in the Registry each Mark must present a written request to the Committee using the application model provided by the Committee and will present any documentation requested.

Article 14.-

With the documentation presented, the Committee will make any visits that are deemed appropriate.

Article 15.-

On the basis of the above, a technical report will be issued by the Committee, which should be discussed thereby, deciding whether or not to proceed with entry in the Registry. Approval of registration will be for a period of three years.

Article 16.-

The applicant Mark will be notified of decisions by the Committee in a maximum period of 30 calendar days after they are taken.

Article 17.-

The applicant Mark may appeal the decision, in the case of refusal, in front of the General Assembly.

Article 18.-

Marks may be removed from the E.T.Q.M. Registry voluntarily or at the Committee's decision. In any case, after removal, new registration cannot be requested until at least one year have elapsed.

CHAPTER 5: USE OF THE E.T.Q.M.

Article 19.-

The label or logotype which differentiates products and services contemplated under the E.T.Q.M. will be the official model approved by the Committee, identical for all registered companies.

Article 20.-

The label may only be carried by products and services which have been formally authorised by the Territorial Mark and after having complied with the requisites established by that Mark for said product or service.

Article 21.-

Each Territorial Mark will provide the Committee annually with a complete list of certified entities, and their authorised products, services and goods of public interest.

Article 22.-

The Committee will make the Graphic Letter of the E.T.Q.M. available to the Territorial Mark.

Article 23.-

Each Territorial Mark is responsible for ensuring the correct use of the coexistence of the E.T.Q.M., the Territorial Mark and the mark of each entity or company.

CHAPTER 6: INSPECTION

Article 24.-

The M.C.C. may make as many inspections as it considers necessary in the area of Territorial Marks, and at least one inspection in each renewal period for entry in the E.T.Q.M. Registry. Those inspections will be carried out by technicians, independent personnel, who will carry out their functions under the supervision of the Committee.

Article 25.-

The inspection technician will be formally and legally capacitated to carry out inspection actions. To that end they will be accredited by the M.C.C.

Article 26.-

The inspection will be carried out as a complementary process to the application for registration or renewal thereof, and will randomly affect a sampling of companies and entities certified with the Territorial Mark.

Article 27.-

The inspections will be carried out at any stage of the production process and forewarning at least of one day will be given to the company or entity inspected.

Article 28.-

The inspections will always be made in the presence of a person responsible for the Territorial Mark. The company or entity is required to facilitate the inspection. When documentation is requested during an inspection and for any reason cannot be presented at that time, the company or entity has a period of 15 calendar days to provide the M.C.C. with that documentation.

Article 29.-

Refusal to permit access to the establishment, to documentation, to sign, etc., will be set out in the report as they represent an obstruction of the inspection.

CHAPTER 7: PROTOCOL FOR REPORTING BY THE M.C.C.

Article 30.-

As a result of the inspection process, a report will be prepared on each entity inspected, which is a public document which attests to the information set out therein. All information set out in that report will be taken to be true unless proved otherwise. The Technician of the M.C.C. for the E.T.Q.M. will be responsible for drawing up the report, which will never contain suppositions or personal interpretations. In the report, the Technician may set out statements by the attendee which may or may not be accepted as content of the report.

Article 31.-

This document will be filled in in triplicate. The original will stay with the M.C.C. for the E.T.Q.M., another copy will go to the company or entity inspected and another for the Territorial Mark.

Article 32.-

The report will be filled in in the presence of the person responsible for the Territorial Mark accompanying the inspector.

Article 33.-

The report will be read aloud before being signed by the parties. After accepting the terms set out in the report, it will be approved and signed by the three parties.

Article 34.-

The report will always contain:

- Territorial Mark
- Report number
- Place
- Date
- Time

Data for the inspected entity:

- Identification of the entity by its name or registered name, type of entity, address.
- Names and surnames of the person responsible or who accompanies the inspector (attendee)
- Spanish National Document number of the attendee
- Position of the attendee in the company
- Facts or sampling of the inspection
- Statements by the attendee
- Diligence
- Signatures

Data for the person accompanying form the Territorial Mark:

- Names and surnames
- Spanish National Document number
- Position in the Territorial Mark

Approved and signed in Edessa (Greece), on 26th of January 2007

FUNDACIÓ GARROTXA LIDER	ASOCIACION PARA EL DESARROLLO RURAL DE LA COMARCA DE EL CONDADO	ASOCIACION PARA EL DESARROLLO SOSTENIBLE DEL PONIENTE GRANADINO
<i>Joan ESPONA AGUSTÍN</i>	<i>Serafín MERINO PÉREZ</i> <i>Presidente</i>	<i>Andrés RUIZ MARTÍN</i>
CENTRO DE DESARROLLO RURAL VALLE DEL ESE-ENTRECABOS	ASOCIACIÓN PARA O DESENVOLVEMENTO RURAL DOS VALES DO ULLA E UMIA	CENTRO DE DESARROLLO RURAL MERINDADES
<i>JESUS LAUDEIRA ALVAREZ-CARCOS</i>	<i>José Amador EIRAS PAZ</i>	<i>Juan Esteban RUIZ CUENCA</i>
ASOCIACION PARA EL DESARROLLO DE LA COMARCA DE TALAVERA, SIERRA DE SAN VICENTE Y LA JARA – IPETA	ASOCIACION COMARCAL DON QUIJOTE DE LA MANCHA	ASOCIACION GRUPO DE ACCION LOCAL DULCINEA
<i>Tirso LUMBRERAS VÁZQUEZ</i>	<i>Manuel SORIANO HUERTA</i>	<i>Javier UBEDA NIETO</i>
ASOCIACION LIDER SERRANIA DEL TURIA-VALENCIA	ASOCIACIÓN POEDA	GAL VALLE UMBRA E SIBILLINI
<i>Francisco Javier OLTRA MARTÍNEZ</i>	<i>Miguel Angel DEL EGIDO LLANES</i>	<i>Enrico TESTA</i>

GAL TRADIZIONE DELLE TERRE OCCITANE	GAL PAYS CATHARE - ASSOCIATION AUDIOISE DE DEVELOPPEMENT LOCAL	DEVELOPMENT ASSOCIATION OF HALKIDIDKI S.A.
Dante RIGONI	<i>Francis BELS</i>	Καραγιάννη Γεωργία
DEVELOPMENT ASSOCIATION OF THESSALONIKI S.A.	DEVELOPMENT ASSOCIATION OF PELLA S.A.	DEVELOPMENT ASSOCIATION OF KILKIS S.A.
Σιαμίδου Ανατολή	Μίντσης Γεώργιος	Πασσαλίδης Παύλος
	DEVELOPMENT ASSOCIATION OF LEMNOS S.A.	
	Παραμύθας Θωμάς	