

## Onboarding Charter for Sector Committees Co-Chairmen

### Article 1 - Name

The France-Vietnam Chamber of Commerce and Industry (the "CCIFV") offers its members the possibility of joining working groups by sector in the form of sectoral Committees (the "Committee").

### Article 2 - Objectives

1° The mission of the Committee is to develop, represent and promote the French business community in Vietnam.

2° The Committee discusses the challenges encountered, identifies actions, as well as projects in its area of expertise. This objective is implemented by the Committee, in support of the CCIFV and its teams.

3° The Committee discusses other objectives, along with the means necessary to achieve them.

### Article 3 - Organization

1° During the annual "Committee Summit" event, each Committee prepares, in conjunction with the CCIFV, a strategic plan for the current year.

2° Apart from the election of the co-presidents, the Committee must operate independently, with a force of proposal and freedom of action in line with the strategy of the CCIFV, while respecting the principle of belonging to the CCIFV common house. The Chamber will, however, contribute to the strategic direction of the Committee by formulating projects and plans consistent with the vision and objective of the Committee.

### Article 4 – onboarding

1° The Committee is composed of at least 5 (five) members.

2° The Committee is open to members of the CCIFV only. In certain cases, non-members of the CCIFV may be authorized to participate in Committee meetings, subject to the acceptance of the Chamber. This participation, however, does not grant onboarding in the Committee. In addition, all information at these meetings remains strictly confidential and is subject to standard data confidentiality provisions.

3° The Committee is not subject to a maximum number of Committee members, however, each organization or company can only be represented by a maximum number of four (4) members in order to ensure that the Committee reflects diversity from the Chamber.

### Article 5 - Governance

1° Each Committee is governed by two co-chairmen.

2° Applications for the election of Committee co-chairs will be made during the annual "Committees Summit" and the result will be announced online by the CCIFV.

3° The co-chairmen of the Committee are appointed from among the members of the Committee. The co-presidents of the Committee are elected by the Board of Directors of the CCIFV.

4° Any member of the Committee is free to apply for the position of co-chairman.

5° The co-presidents represent their Committee. In the event of conflicts and disputes between the members, the co-presidents will have to settle them internally.

6°. All conflicts or disputes directly with the co-chairs of the Committee must be reported in writing to the Chamber. The Executive Director will mediate between the parties in conflict.

### **Article 6 - Committee onboarding**

1° Onboarding of the Committee is through a form accessible from the CCIFV website. This onboard is subject to acceptance of the Onboarding Charter for Sectoral Committees.

2° Any request for information on onboarding applications can be addressed to the Coordinator of Sectoral Committees ([Committees@ccifv.org](mailto:Committees@ccifv.org)) or to the co-chairmen of the concerning Committee

### **Article 7 - Meetings**

1° Meetings are held at least 3 (three) times a year. A calendar of meetings is established during the "Committee Summit" for the coming year. This calendar will be a basis that can be modified by the co-presidents or the CCIFV team, on the advice of the members of the Committee.

2° The dates, times and places of the meetings will be given verbally, in writing, or electronically to each member of the Committee, by the co-chairmen of the Committee or the CCIFV, at least 7 (seven) working days before the date of scheduled meeting.

3° The subject and the agenda of the meeting will be given verbally, in writing, or electronically to the CCIFV at least 14 (fourteen) working days before the scheduled meeting date, so that the communication of the event can be established.

4° The quorum for a meeting is reached if 1/3 of the members of the Committee are present, in person or through a video conference system. Registration for the meeting will be done on the CCIFV website.

### **Article 8 - Decisions**

1° The Committee conducts its work on the basis of consensus.

2° In the absence of consensus, the decisions of the Committee are voted on by a show of hands by a relative majority of the members present or represented at the meetings.

### **Section 9 - Resources**

1°. The Committee benefits, for its operation and its actions, from the resources of the CCIFV in terms of logistics, administration, expertise, skills and/or networks.

2° The members of the Committee will be able to communicate via groups dedicated to their Committee (social media validated by the CCIFV).

3° The members of each Committee will have access to a « *onedrive* » link, in order to find various documents related to their working group.

### **Section 10 - RACI Matrice**

Deadline	Actions	Tasks allocation	
		Committee Co-Chairs	CCIFV committee responsables
3 weeks before	Fill in the session form (We will receive an email when a response is added)	R	C
2 weeks before	Creation of the event page: 1/on the CCIFV website 2/on LinkedIn & Facebook 3/on the committee's communication channel	I	R
3 days before	Powerpoint of the session to be prepared and sent or directly upload in the committee onedrive file	R	C
24h before	Listing of the registrations to be uploaded in the onedrive	C	R
During the session	Listing of participants	R	I
During the session	Filling out the minute template and leaving it on the table after the session	R	I
Within 3 days after the session	Report sent to participants based on the Minute Template	I	R

**Définitions :**

A RACI matrix is a way of defining roles and responsibilities for any deliverable within a project team. RACI is an acronym for the following roles:

(R) Responsible: the person responsible for carrying out a given task.

(C) Consulted: the collaborator(s) responsible for checking and approving the work before it goes to the next step or the task is marked as completed.

(I) Informed: stakeholders are informed about the progress of the project.

**Committee Responsible - CCIFV:**

HR: Hao Dau

IT / Healthcare / Construction: Y vy Estelle Nguyen

Agro Food / Sustainable Development: Sixtine Moulin

By signing this document, I accept this charter for the committee sessions: