

National Sustainable Procurement Roundtable Rules of Engagement

1. Purpose
 - a. A private and independent platform to share information and contribute to the progress of sustainable procurement in Singapore.
2. Organisation
 - a. The roundtable will be run by members only.
 - b. The steering committee meets 4 times annually and has voting rights on all matters regarding the roundtable, with 1 vote per company represented, votes passed by simple majority.
 - c. There shall be no more than 7 members with voting rights on the steering committee.
 - d. A Secretariat shall provide the administrative and infrastructure support.
3. Membership
 - a. Membership is free but needs to be approved by the steering committee and will be reviewed on an annual basis based on contribution made.
 - b. Members can leave the workgroup by providing 30 days written notice to the Secretariat, which will need to inform the steering committee.
4. Roles & responsibilities
 - a. Steering committee. The committee shall set the agenda for the roundtable. The committee will vote on key matters pertaining to the roundtable including approval of initiatives.
 - b. Secretariat. The Secretariat shall facilitate and track all roundtable membership contacts and status, initiatives, meetings and events. The Secretariat will keep a central repository of knowledge and standards.
 - c. Members. Members will lead and/or contribute to initiatives and events.
5. Cost
 - a. Each member will bear their own cost and not charge that to the roundtable or another member, including the cost of the Secretariat or publications.
 - b. Cost-sharing arrangements are not prohibited but they shall be made directly between members outside the framework of the roundtable.
6. Publications, standards and specifications
 - a. All publications of the roundtable are intended to be publicly available.
 - b. All publications are to be used as a reference 'at own risk' with no warranty and cannot be construed as consulting service.
 - c. Members will not claim intellectual property rights, licensing rights or any form of cost associated for anybody's use of the publications.

- d. Members are expected to secure their own internal approvals for example if their companies are named in the publications.
7. Conduct of meetings
- a. Meetings can only be attended by members. Invitation of non-members must be notified to all invited members 3 working days in advance.
 - b. Meeting minutes are to be documented and filed with the Secretariat, but not to be publicized unless required by law as directed by Singapore law enforcement agencies.
8. Publicity
- a. All members agree to be associated with the roundtable in the event of public query.
 - b. Members' events and projects can be associated with the roundtable if approved by the steering committee prior.
 - c. The roundtable does not restrict members from directly responding to media or press queries, but cannot speak on behalf of other members or the roundtable unless specifically empowered by the steering committee.
 - d. Any media or press queries directed to the roundtable are best addressed to the steering committee and responded in writing that is approved by the steering committee.
9. Disputes
- a. All disputes between members are to be resolved directly between members.
 - b. The roundtable will not be handling or mediating disputes between members.

Approved by NSPR Steering Committee on 25 July 2019