

Organisational and Operational Regulations of the Industry 4.0 National Technology Platform

Table of contents

I. Preamble

II. General provisions

2.1. Name, seat, legal status and objective of the Platform

2.2. Mission of the Platform

III. Membership

3.1. Members of the Platform

3.2. Creation of membership status

3.3. Termination of membership status

3.4. Members' rights

3.5. Obligations of Members

IV. Structure of the Platform

4.1. Members' Assembly

4.2. The Presidium

4.3. Committees

4.4. Secretariat of the Platform

4.5. Electronic voting

V. Termination of the Platform

VI. Supervision of the Platform

VII. Signature and closing provisions

I. Preamble

The Industry 4.0 National Technology Platform has been founded by Hungarian research institutions, education institutions, companies and professional associations having premises in Hungary with the signature of the Deed of Foundation on the 06th of May, 2016.

II. General provisions

2.1 The Name of the Organisation: Industry 4.0 National Technology Platform

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Legal status: professional body and lobby forum of the Members' free association without any organised legal form.

Objective of the Platform: Fostering information exchange and cooperation between Hungarian companies, research and education institutions, and professional associations, as well as accelerating innovation in the key areas of digitisation and production, i.e. those of Industry 4.0.

2.2. Mission of the Platform

The industrial sector has entered a new technological era in which Internet economy fundamentally transforms the production systems. This process requires the advanced and paced deployment of the bridges between the physical and digital world, a special innovative adaptability, answers faster than ever, and bold innovative steps from each participant of the economy – with special regard to the companies involved in the key sectors targeted by the Irinyi Plan –, from the Government's economic policy as well as from the institutions of the innovation system.

Being aware of the above and in order to strengthen the achievements in the global competitiveness of the industry attained by our country, the Parties encourage the further deepening of the established broad and effective partnership relations, as well as the creation of an intensive and action-oriented system of cooperation compliant with the best practices in Europe.

The Founding Members, in order to ensure the necessary leverage and its professional coordination, established the Industry 4.0 National Technology Platform.

III. Membership

3.1. Members of the Platform

3.1.1. Founding Members

The Founding Members are the entities, who have signed the Deed of Foundation on the 06th of May, 2016. These entities are full Members of the Platform. The list of the Founding Members is in the Annex 1.

3.1.2 The Platform is open for new Members to join. The following entities may be Members:

- (a) Hungarian research institutions;
- (b) Hungarian education institutions;
- (c) Companies (including SME-s) having premises in Hungary;
- (d) Any other organisations who show interest in Industry 4.0 and have premises in Hungary.

3.2. Creation of membership status

3.2.1 In order to be admitted for membership in the Platform, a potential Member shall:

- (a) complete an application form provided by the Platform and return the completed form to the Secretariat of the Platform (as defined in Section 4.4);
- (b) sign a statement of acceptance of the Organisational and Operational Regulations of the Industry 4.0 National Technology Platform;

3.2.2. The Membership Committee (as defined in Section 4.3.) shall make a decision on the membership within 30 calendar days of receiving the application.

3.2.3. If the Membership Committee (as defined in Section 4.3.) rejects a membership application, then the applicant may, within 15 days of the receipt of this decision of the Membership Committee, place an appeal to the Presidium. The Presidium shall review any such appeal within 60 days of the receipt thereof. The decision of the Presidium on any such appeal shall be conclusive and binding for all parties.

3.3. Termination of membership status

3.3.1 A Member's membership in the Platform shall be deemed terminated if the Member:

- (a) provides notice to the Platform that it is withdrawing as a Member in accordance with the provisions of Section 3.3.2;
- (b) in the case of a Member which was a company, this company has ceased to exist;
- (c) is expelled from the Platform in accordance with the provisions of Section 3.3.3.

3.3.2 If a Member intends to withdraw as a Member, it shall deliver a written notice addressed to the Presidium and sent to the Secretariat of the Platform of its intention to withdraw as a Member.

3.3.3 Upon recommendation of the Membership Committee (as defined in Section 4.3), the Presidium may expel a Member for a violation of the Organisational and Operational Regulations of the Platform by him, or for dishonourable or immoral conduct that endangers the Platform's goals or reputation. A decision of the Board to expel a Member shall be conclusive and binding for all purposes. At any time following the second anniversary of a Member's expulsion from the Platform, a Member may reapply for membership in the Platform.

3.4. Members' rights

3.4.1. Each Member has the right to:

- (a) participate in the Platform's activities and its Committees (as defined in Section 4.3);
- (b) vote at the Members' Assembly of the Platform;
- (c) stand for elective office in the Platform pursuant to the requirements of Section 4.2, delegate an officer or employee to stand for such office;
- (d) receive information on the Platform's activities on a regular basis;
- (e) make suggestions to the Platform;
- (f) indicate its status as a Member on its stationery and letterhead in the way regulated by the Platform.
- (g) utilise the information sharing and community communication channels provided by the Platform;
- (h) submit his vote in the electronical voting system of the Platform.

3.4.2. At a Member's Assembly each Member can exercise its membership rights by proxy. Proxy rights shall be properly documented as determined by the Secretariat (as defined in Section 4.3.).

3.4.3. Members who are entitled to vote at a Members' Assembly and are not able to attend it may exercise their voting rights at the Members' Assembly by proxy. However, they cannot exercise their voting rights by submitting votes using absentee voting ballots.

3.5. Obligations of Members

3.5.1 Each Member is obligated to:

- (a) support the Platform's goals;
- (b) comply with the Organisational and Operational Regulations; and

(c) upon volunteering, to assist the Platform, such as through participation in a Committee (as defined in Section 4.3), complying with the responsibilities associated with such action.

3.5.2 Members of the Platform commit themselves to the following, in line with the purpose of the Platform:

(a) encourage the cooperation between domestic enterprises, research institutions, higher education institutions and other professional associations for information transfer and developments on the key fields of the Industry 4.0 Platform relevant from a domestic point of view with special regard to digital manufacturing, the Internet of Things (IoT), data and information protection and the fields of IT security;

(b) – in accordance with the currently evolving forms of the open, social and shared innovative economy characteristic to the new industrial era – strive to disseminate their own professional experience in the widest possible circle, helping to avoid parallel development activities;

(c) facilitate the dissemination of information for domestic enterprises – in particular with respect to the stabilisation of the start-up ecosystem and the strengthening of SMEs –, as well as the cooperation of domestic enterprises, creation of entrepreneurial networks, and the implementation of digital solutions;

(d) the enterprises operating in the field shall facilitate and disseminate in their development activities the enforcement of important considerations such as: user-orientation; market-based developments; competitiveness; raising awareness of market and technical risks; data and information security; safe operation; health and safety at the workplace; the protection of environment;

(e) facilitate the development of high quality and increasingly international education and training aligned with the needs of enterprises, the drafting of educational syllabuses and curricula, the implementation of practical training, aligning educational systems to the changing market demands and the accreditation and quality assurance of these processes, enhancing the competitiveness of higher education related to this field;

(f) take part in the cooperation between the actors of higher education and research institutes, in the field of industrial RDI, and facilitate their successful implementation;

(g) take part in the endeavours of the Platform aimed at professional excellence;

(h) disseminate the results of RDI, best practices and other professional information to the possible extent;

(i) contribute to the transmission of the newest foreign and domestic achievements for the domestic professional communities and enterprises, thereby aiding the shortening of the learning and technology implementation cycle for enterprises;

(j) facilitate the sophistication of the professional and business culture by adopting ethical codes, and publishing and sharing requirement lists and guides;

(k) facilitate the realization of the above objectives with the help of professional events, PR and informational activities;

(l) contribute to the elevation of social awareness, understanding, acceptance and recognition of the achievements with their communication activities, the presentation of success stories and digital solutions, and “technological evangelisation”;

(m) – as Members of the Platform and the flagships of the field – draft professional and legal regulatory, standardization proposals and recommendations for the Hungarian Government;

(n) formulate proposals for measures and projects related to the Industry 4.0 Platform supporting the implementation of governmental policies;

(o) facilitate the formation of the Hungarian B2B start-up ecosystem.

IV. Structure of the Platform

4.1. Members’ Assembly

4.1.1. All Members shall be entitled to participate in the Members’ Assembly.

4.1.2. The Members’ Assembly’s exclusive jurisdiction is as follows:

(a) establishing and modifying the Organisational and Operational Regulations;

(b) electing the Members of the Presidium (3.2) and decide on the structure of, and elect the Members of the Secretariat of the Platform (3.4); and

(c) accepting activity reports of the Committees, the Presidium and the Secretariat.

4.1.3 The Members’ Assembly may be convened as circumstances require, but must be convened at least twice a year.

4.1.4 The President (as defined in Section 4.2.) is responsible for convening the Members’ Assembly. The President must convene a Members’ Assembly if:

(a) it is initiated by the Presidium; or

(b) it is requested in writing by one tenth of the Members.

4.1.5 An invitation to a Members’ Assembly signed by the President (as defined in Section 4.2.) shall be sent out to all Members at least 7 days prior to the designated date of the Members’ Assembly.

4.1.6. Any Member may propose issues for consideration for the agenda of a Members’ Assembly by submitting such issues to the Secretariat of the Platform no later than 2 days prior to such Members’ Assembly. The agenda of each Members’ Assembly will be decided by the Presidium. The Presidium shall place on the agenda of the Members’ Assembly any issue proposed by a Member that is supported in writing by 10% of the Members. If, as a result of receipt by the

Secretariat of such a proposal, the agenda of the General Assembly shall differ from that which was sent out 7 days prior to a Members' Assembly, then the modified agenda shall be sent to the Members at least one day prior to such Members' Assembly.

4.1.7 A Members' Assembly shall have a quorum if 20% of the Members who are entitled to vote at the Members' Assembly are present. If the Members' Assembly does not have a quorum, another Members' Assembly can be called by the President no earlier than 30 minutes and no later than 30 days after the date and time of the original Members' Assembly with the same agenda as that of the original Members' Assembly, and such second Members' Assembly shall be entitled to make resolutions by simple majority of those Members which are present if the possibility for such second Members' Assembly was communicated to the Members in the invitation to the original Members' Assembly.

4.1.8 Resolutions of the Members' Assembly shall be made with a simple majority vote of the Members present thereat.

4.1.9 Deviation from this by-law requiring simple majority may be effected occasionally on Presidium's decision of requiring in a given issue a qualified (two-third or four-fifth) majority resolution of the Members.

4.1.10 Resolutions of the Members' Assembly shall be made by secret or open vote, as determined by the chairman of the Members' Assembly, however, the elections of all Platform officers shall be by secret vote.

4.1.11 The chairman of the Members' Assembly shall be elected by the Members' Assembly. The Chairman of the Presidium shall act as co-chairman of the Members' Assembly.

4.1.12 Minutes shall be prepared for each Members' Assembly. The President shall propose a candidate to be the chairman and asks the head of the Secretariat to be the keeper of the minutes of the Members' Assembly. The Members' Assembly will elect the chairman and the keeper of the minutes of the Members' Assembly by a simple majority vote. The minutes shall contain the list of attendees, the agenda, summary of the contributions and the presentations, the resolutions passed, and the winners of the elections to the Presidium. All written documentation submitted to the Members' Assembly shall be attached to the minutes.

4.1.13 The minutes shall be signed by the chairman of the Members' Assembly, the co-chairman of the Members' Assembly and the keeper of the minutes. The minutes of all Members' Assemblies shall be kept at the Secretariat of the Platform and shall be open for inspection by any Member.

4.2. The Presidium

4.2.1 The Presidium has seven members, two members by position and five elected ones as follows:

4.2.1.1. Current members:

- (a) The Chairman of the Presidium (the President) is the incumbent Director of the Institute of Computer Science and Control, Hungarian Academy of Sciences or the person appointed by him;
- (b) The incumbent Secretary of State for economic development and regulation, Hungarian Ministry for National Economy or the person appointed by him.

4.2.1.2 Elected members:

- (a) A person elected by the members from the candidates delegated by member companies, having premises in Hungary, operating in the field of production;
- (b) A person elected by the members from the candidates delegated by member companies, having premises in Hungary, operating in the field of Informatics;
- (c) A person elected by the members from the candidates delegated by member small and medium-sized companies;
- (d) A person elected by the members from the candidates delegated by member institutions of higher education, and
- (e) A person elected by the members from the candidates delegated by member professional organisations.

4.3. Committees

4.3.1 The platform creates permanent and ad hoc committees to discuss professional issues, as well as the membership applications processes.

4.3.2 For the constitution of the Committees the proposal will be presented by the Presidium to the Members' Assembly, and Members' Assembly shall accept it.

4.3.3 Committee members shall be elected by the Members' Assembly from the persons proposed by name in the Agenda

4.4. Secretariat of the Platform

The professional coordination, administrative and executive body of the Platform (the "Secretariat of the Platform") shall be headed by the Secretary (professional coordinator) and the Head of Secretariat (administrative and executive coordinator). The Secretariat of the Platform shall carry out the tasks defined by the Presidium in accordance with the Platform's declared goals and

objectives, and shall provide services for Members and candidate Members in a manner and to the extent determined by the Presidium.

Secretariat of the Platform is provided by the Institute of Computer Science and Control, Hungarian Academy of Sciences.

4.5. Electronic voting

4.5.1. An electronic voting system is operated by the Platform that guarantees the provision of a secret ballot for each of its Member. Each Member has one vote.

4.5.2. Electronic voting may be initiated by the Chairman.

4.5.3. An electronic ballot is valid if at least half of the Members have submitted their vote.

4.5.4. The outcome of the electronic voting is determined by the simple majority of the submitted votes.

V. Dissolution of the Platform

5.1. The Platform's existence shall terminate if it:

- (a) is broken up; or
- (b) merges with another organisation; or
- (c) announces (following a vote in favour of the same by the Members' Assembly) its termination.

VI. Supervision of the Platform

6.1 Ministry for National Economy shall act as the Platform's supervisor.

VII. Signature and closing provisions

7.1

(a) The following regulations shall apply for signing on behalf of the Platform: over or below the Platform's official written pre-printed or printed name, one of the following shall sign on behalf of the Platform: the President, or jointly, any two Members of the Presidium.

(b) The internal rules and guidelines approved from time to time by the Members' Assembly shall be signed by the persons entitled to sign in the name of the Platform.