

Working Group structure



Structure for working groups

Fleet Cards Europe will operate a number of working groups dedicated to specific activities in support of the association's objectives. The number of working groups shall not be limited, though when constituting a new working group, the Board of Directors should take into account available resources and expertise.

All working groups shall undertake all activities in strict adherence to the FCE's anti-trust and competition compliance policy.

The scope of work for each working group will be agreed at the time of its establishment in the terms of reference and reviewed regularly.

Working group membership

Working groups will be made up of at least one representative of each full member. Each full member should appoint a permanent representative for each working group. This person may be appointed for one or more working groups.

Permanent representatives can invite additional persons to attend working group meetings or contribute to the work of the working group.

All full members are eligible to request that the working group consider a particular issue. Any such suggestion should be examined at a subsequent working group meeting if it is in line with the objectives of the working group.

Associate members are able to join working groups and contribute to work carried out by the working group. They are not able to introduce new issues to the working group.

Role of the Chairperson

Each working group will be led by a Chairperson. The Chairperson will be a permanent representative of one of the full members. Each Chairperson will be supported in their role by FCE Secretariat.

To facilitate the start up phase of the association, the first term of the Chairperson will run until the end of 2022. Thereafter, the Chairperson will rotate among the permanent representatives every two years.

The Chairperson will make a recommendation to the Board of Directors as to the resource requirements of the working group for the next financial year.

The Chairperson will attend the meetings of the Board of Directors to present the activities of the working group.

The Chairperson will set the agenda for the working group discussions, in consultation with the permanent representatives.

The Chairperson shall recommend the frequency of meetings of the working group, in coordination with the other members of the working group. The frequency can vary, depending on the needs of the working group.

The Chairperson will reference to the association's anti-trust and competition compliance policy at the start of each working group meeting.

Working group resources

Each working group will have a budget set by the Board of Directors, on the recommendation by the Chairperson of the working group.

The Chairperson, in coordination with the working group lead, will ensure that the working group stays within the set budget.

Working group decisions

Decisions in the working group should be taken by 2/3 majority of the permanent representatives.

Working groups will agree terms of reference at the first meeting of the working group.

Working groups have the responsibility for agreeing final versions of position papers, press releases, engagement programmes, media materials etc.