

European Business Services Alliance

Memorandum of Understanding

VISION

The European Business Services Alliance's vision is to achieve an internal market for business services at the EU level and to gain recognition for the important role business services play for the European economy.

MEMBERSHIP

- 1 Membership of the European Business Services Alliance is open to any European association representing companies and/or national associations whose activities are in the Business Services field. Europe is understood as covering the EU, the EEA and the EFTA areas.
- 2 European Business Services Alliance's sphere of action is defined as covering the entire range of services where one business supports another in the execution of their activities¹.
- 3 Members of the European Business Services Alliance will retain their full autonomy and the right to make their own final decisions, while respecting the commitments as outlined in this MoU.
- 4 Member organisations nominate one representative, to serve as focal point for all correspondence and contacts concerning the European Business Services Alliance. However, they remain free to decide who will attend European Business Services Alliance meetings and events.
- 5 Any participant is free to leave the European Business Services Alliance any time. A simple notification of its intention to do so, in writing, to its Chair will be sufficient.

PURPOSES

- 6 The main purposes of the European Business Services Alliance is to:
 - a. Increase knowledge, visibility and recognition of the Business Services industry at the European level, notably via the collection of key facts and figures about the sector at EU level
 - b. Serve as a voluntary platform to network and to exchange information between its members;
 - c. Monitor EU policy & regulatory developments that could impact the Business Services;
 - d. Promote the convergence of views and positions expressed by European Business Services associations in order to enhance their ability to make strong

¹ Definition from the EU High Level Group on Business Services - 2014

representations to the EU Institutions and other relevant European or international stakeholders.

- 7 The European Business Services Alliance acts as a platform for its members to share views and, from time to time as deemed appropriate by them, to prepare position papers or synthesis of sectoral views for submission to relevant European institutions based on the individual submissions of members.
- 8 The European Business Services Alliance will provide a forum and conduit for representatives from the European institutions (including the European Commission and the European Parliament) and other relevant stakeholders (such as CEN, ILO Brussels, OECD, World Bank) to meet with representatives of members to discuss issues of relevance to the Business Services industry and to make presentations on forthcoming initiatives. It will give an opportunity to members to respond to these on behalf of their constituent members. It will also engage with those undertaking research into issues affecting the Business Services sector (e.g. Eurofound, Eurostat, academic world).

WORKING METHODS

- 9 In the interests of good governance, the European Business Services Alliance will elect a chair and a vice-chair for a 3 year-term. The chair will hold office for a maximum period of 6 years, unless otherwise agreed by the members.
- 10 In order to conduct its activities, the European Business Services Alliance may charge a reasonable membership fee to its members, which will be used for funding the day-to-day operations of the Alliance.
- 11 The European Business Services Alliance will organise a minimum of 4 meetings a year for its members, with the possibility to have additional meetings, confcalls and/or webinars if needed.
- 12 Members of the European Business Services Alliance agree to cooperate in order to achieve all the above objectives. To this end, they will :
 - a. Inform the Alliance in good time, either in meetings or in writing to the Chair, about any significant action or position taken or to be taken by their organisation on issues related to the Business Services industry.
 - b. Respect the confidential nature of information and discussions in the Alliance which is a voluntary network and not a decision-making body. Its value depends on the degree of mutual trust and cooperation between participants. That is why participants agree not to divulge the content and nature of internal discussions to third parties. Equally, any document sent by one participant for use by the others will not be given further distribution (physically, virtually or orally) without the consent of its originator.

Brussels, February 2016