



#### 6.4 Notification, Information and Periodic Reports

The Chairperson of the Committee ensures that notice of any decision, decision preparation or declaration of intent with a material impact on (the decision-making of) other committees, position holders or functions are provided to whom it may concern in a timely manner through a designated Committee Member. The notification obligation shall be minuted accordingly.

The distribution of meeting minutes and / or periodic reports does not replace the obligation of the Chairperson to ensure proper and timely transfer of information to the Delegating Person or the next higher instance (as applicable).

Periodic reports issued and / or received by the Committee (if any) and their respective recipients / addressees are listed in Annex 4.

#### 6.5 Escalation process

The Chairperson of the Committee or the Committee shall escalate issues that it cannot resolve, issues that remain to be decided as a consequence of a veto, issues that need ratification or issues which have been appealed<sup>12</sup> by the Units and requesting an escalation with the Committee to the Delegating Person within 4 days of the day the issue occurred. The respective RRRC and, in case of multiple regions impacted, the Primary RRRC may escalate to the Delegating Person only. Escalated issues shall be clearly referred to in the minutes and addressed in the log of actions / issues.

Section 4.4 remains unaffected.

In case of an escalation to the Delegating Person, the Chairperson of the Committee or the Committee shall inform Regional Management simultaneously and a Regional Management representative to attend the meeting of the Delegating Person as guest.

Section 6.4 para 1 shall apply.

#### 6.6 Tracking of open issues

The Secretary is responsible for tracking open issues to ensure closure. In order to ensure that all Members of the Committee are aware of the status, the Secretary will

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<sup>12</sup> The Units have a commitment vote or disagreement vote in relation to the Committee's decision which should be provided by the Unit sponsor immediately after the communication of the Committee's decision, this sponsor vote becoming immediately effective. In the event of a disagreement vote by the Unit, the Unit is free to escalate the matter to its Unit ExCo. The Global Head of the Unit / Chairperson of the Unit ExCo can decide to act as sponsor to seek the escalation of the Committee's decision to the Delegating Person, support to be provided by the respective RRRC.

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