



In drafting minutes, the Secretary takes special care that minutes are accurate and complete, contain no unnecessary information, and are appropriate for potential disclosure.

Each Member may suggest changes to the wording or to the content of the minutes within one week of receipt ("**Objection Period**"). The minutes become final if no such changes are suggested during this period and if the Chairman has not objected to the content.

If changes are suggested or if the Chairman has objected to the content, the revised version of the minutes will be circulated to the Members for review within one week after the Objection Period or at the next meeting, whatever takes place earlier. If no further objections are received on the revised topics within one week of receipt, the minutes become final. The final minutes shall be distributed to the Members and to the Delegating Person within one week after finalisation.⁸

6.4 Notification, Information and Periodic Reports

The Committee notifies any decisions / declaration of intent with a material impact on a regional / country level to the respective Regional Management representative / committee responsible for such Region / country in order to enable Regional Management to fulfill its oversight mandate; the time frame for the escalation pursuant to section 6.5 applies. The distribution of meeting minutes and / or periodic reports does not replace the obligation of the Chairman to ensure proper and timely transfer of information to the Delegating Person. Periodic reports (if any) and their respective recipients are listed in Annex 4.

6.5 Escalation process

The Chairman 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 appealed⁹ by the Units and requesting an escalation with the Committee to the Delegating Person without undue delay. 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 Chairman 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.

⁸ Guests shall receive only those parts of the minutes which reflect their input (need-to-know-principle).

⁹ 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 / Chairman of