



EuroHPC JOINT UNDERTAKING

DECISION OF THE INFRASTRUCTURE ADVISORY GROUP OF THE EUROHPC JOINT UNDERTAKING N° 01/2018 Adopting its Rules of Procedure

Having regard to Council Regulation (EU) 2018/1488 of 28 September establishing the European High Performance Computing Joint Undertaking¹ (hereinafter 'Regulation'),

Having regard to the Statutes the European High Performance Computing Joint Undertaking (hereinafter 'EuroHPC JU') annexed to the Regulation (hereinafter 'Statutes') and in particular Articles 2, 4, 10, 12 and 14 of the Statutes defining the members of the EuroHPC Joint Undertaking, the bodies of the Joint Undertaking, and the composition, the functioning and tasks of the Infrastructure Advisory Group (hereinafter '*INFRAG*') respectively,

has adopted the following Rules of Procedure:

Article 1

Composition

1. The INFRAG shall consist of no more than twelve members.
2. Members of the INFRAG are appointed for a period of two years. They may be re-appointed once.
3. The Governing Board has established the specific criteria and selection process for the members it appoints.
4. The names and functions or posts of the INFRAG members shall be published on the EuroHPC website.
5. The appointments, substitutions, removals or resignations of members of the INFRAG should be communicated to the Executive Director and the Governing Board Chair in writing. Once an INFRAG Chair has been appointed he/she should also be informed for any subsequent changes during his/her Chairmanship. The notice shall indicate the date on which the appointment, substitution or removal takes effect. In case of absence of such information in the notice, the effective date shall be the date on which the notice is received by the Executive Director.

¹ OJ L 252, 08.10.2018, p. 1-34

6. Efforts shall be made by the INFRAG Members to ensure adequate level of representation and continuity at INFRAG meetings.
7. When vacancies arise, the Governing Board shall decide on the new person to appoint to the INFRAG without undue delay.
8. Members participate in the INFRAG commit themselves to discuss the questions put forward and provide advice in their relevant fields of expertise to the best of their ability and in the best interest of the EuroHPC JU.
9. The INFRAG may appoint working groups where necessary under the overall coordination of one or more members.

Article 2

Tasks of the Research and Innovation Advisory Group

In accordance with Article 14 of the Statutes, the INFRAG shall carry out the following tasks:

- a) draw up and regularly update the draft multiannual strategic agenda for the acquisition of the petascale and pre-exascale supercomputers referred to in Article 18(1) of the Statutes for achieving the objectives of the Joint Undertaking set out in Article 3 of the Regulation. The draft multiannual strategic agenda for the acquisition of the petascale and pre-exascale supercomputers shall include the specifications for the selection of the hosting entities and the planning for the acquisition of infrastructure; for this purpose, it shall identify, inter alia, needed capacity increases, the types of applications and user communities to be addressed, the system architectures, and the integration with national High Performance Computing infrastructures;
- b) submit to the Executive Director the draft multiannual strategic agenda for the acquisition of the petascale and pre-exascale supercomputers as a basis for drafting the annual work plan within the deadlines set by the Governing Board;
- c) organise public consultations open to all public and private stakeholders having an interest in the field of High Performance Computing, to inform them about and collect feedback on the draft multiannual strategic agenda for the acquisition of the petascale and pre-exascale supercomputers and the related draft activities plan for a given year.

Article 3

Chair and Vice-Chair

1. The INFRAG shall elect its Chair and Vice-Chair from among its members.
2. The Chair and Vice-Chair shall be elected for a period of two year. They may be re-elected once.

3. Elections shall take place at the first INFRAG meeting of each 2-year term. For the first Chair and Vice-Chair elections should take place at the first meeting of the INFRAG after the INFRAG adopts its Rules of Procedure unless otherwise decided. The outgoing Chair shall remain on duty until a new Chair is elected, except if he/she ceases to be an INFRAG Member in which case the Vice-Chair shall take the place of the Chair as provided in paragraph 6. If the Vice-Chair also ceases to be an INFRAG Member, until the Chair is elected, the Executive Director shall act as Interim Chair.
4. The Chair and Vice-Chair shall be elected by secret ballot and in writing.

The election for the Chair and the Vice-Chairs shall be held separately.

The Secretariat shall be notified of those wishing to stand as candidates at five (5) working days before the meeting. The Secretariat shall present the list of proposed candidates to the INFRAG. All supporting documents, including a short curriculum vitae, should be sent to INFRAG members before the vote.

The candidates must, prior to the vote, declare that they are prepared to accept the post of Chair or Vice-Chair.

The candidate receiving the majority of the votes from the Members of INFRAG shall be elected. If none of the candidates receives an absolute majority, a second ballot shall be held between the two candidates with the highest individual totals of votes in the first ballot. The procedure shall be repeated until one candidate obtains the majority of the votes of the Members of the INFRAG. Candidates may withdraw their candidature at any time during the procedure. Where there is, or remains a single candidate, that candidate shall be elected provided that they receive the majority of votes cast.

5. In cases where the Chair is unable to fulfil his/her functions, the Vice-Chair shall act as the Chair instead.
6. The Chair may resign by notifying his/her resignation to EuroHPC Executive Director, and the Governing Board in writing. The Vice-Chair should also be informed. Until a new Chair is elected, the Vice-Chair shall act as interim chair.
7. The Vice-Chair may resign by notifying his/her resignation to the Chair, the Executive Director, and the Governing Board in writing.
8. If the office of the Chair or Vice-Chair falls vacant, the Vice-Chair or Chair, as appropriate, shall initiate no later than within three months the procedure for electing a successor- if need be by organising an extraordinary meeting. The representative then elected shall serve as Chair or Vice-Chair for the remainder of his/her predecessor's term.
9. In exceptional conditions, in the absence of both the Chair and Vice-Chair, the Executive Director shall act as Interim Chair.

10. Upon request from at least 50% of the INFRAG members, a vote can be held on the removal of the Chair and/or the Vice-Chair from office. The Executive Director shall chair this proceeding and organise the vote according to the procedures set in Article 8.

Article 4

Tasks of Chair

The Chair tasks consist of:

- a) Chairing the meetings and moderating the discussions of the INFRAG including inter alia, the following tasks:
 - declare the opening and closing of each meeting;
 - direct the discussions and sum them up;
 - ensure the observance of these Rules;
 - grant or withdraw the right to speak;
 - put proposals to the vote and announce decisions;
 - ascertain before each vote that a quorum is present.
- b) Reviewing the agenda of each meeting drawn-up by the Executive Director;
- c) Collecting the contributions, reporting and providing the consolidated advice of the INFRAG to the Executive Director for the consideration of the Governing Board;
- d) Representing the INFRAG at external meetings and events;
- e) The Chair and/ or the Vice-Chair of the INFRAG shall have the right, whenever issues falling within his/her/their tasks are discussed, to attend meetings of the Governing Board as observer(s) and take part in its deliberations, but shall have no voting rights.

Article 5

Attendance at meetings

1. The INFRAG shall hold its ordinary meetings at least twice a year.
2. The INFRAG members shall attend all meetings.
3. If an INFRAG member is not able to participate to a meeting he/she may delegate another INFRAG member to represent him/her. A prior written notification (by means of a letter or e-mail or any other means of electronic communication) shall be submitted to the Chair, Vice- Chair, Executive Director and the Secretariat in that regard no later than the day before the date of the meeting.
4. If an INFRAG Member is not able to physically attend a meeting, he/she may participate by means of audio or video conference, by informing the Chair, Vice- Chair, Executive Director and the Secretariat than the day before the date of the meeting.

5. The Executive Director shall convene the INFRAG meetings following consultation with the Chair by sending a written notice (by means of a letter or e-mail or any other means of electronic communication), accompanied by the provisional agenda and the relevant documents to each INFRAG Member no later than twenty (20) calendar days before each meeting.
6. In addition to the INFRAG members, the INFRAG meeting may be attended by:
 - The Executive Director or his/her representative
 - The Chair of the Governing Board or his/her representative
 - The experts appointed by the Governing Board in the reserve list of the INFRAG as observers
 - Staff of the EuroHPC Joint Undertaking ensuring the secretariat of the INFRAG
7. The Chair may also invite external participants, such as the members of the Governing Board, of other EuroHPC bodies or INFRAG working groups, or other scientific experts, to take part as observers in the deliberations of the INFRAG. These invitations shall be limited to duly justified cases, for instance if the presence of the above-mentioned participants is relevant to a specific item on the agenda.
8. The invited participants referred to in paragraph 6 and 7 and other attendees to the INFRAG meetings referred to in paragraph 6 shall receive the agenda and, unless otherwise decided, any other relevant documents, and shall participate in the deliberation where relevant but shall have no voting rights.
9. Extraordinary meetings may be convened upon request to the Chair by the Governing Board and with the agreement of the Executive Director.
10. When an extraordinary meeting is requested, the Executive director following consultation with the Chair shall convene the meeting by sending a written notice (by means of a letter or e-mail or any other means of electronic communication) accompanied by the provisional agenda and the relevant documents for decision-making within twenty (20) calendar days from the date of receipt of the request.
11. In case of urgency, some documents may be forwarded to the INFRAG Members and the relevant observers at a shorter notice, but not less than two (2) working days.
12. Meetings shall normally take place in Luxembourg at the seat of the EuroHPC Joint Undertaking.
13. The INFRAG meetings may also take place by audio conference, video conference or other means of communication with the exception of the meetings where the election or removal of a Chair or a Vice-Chair from office is discussed.

Article 6

Agenda

1. The provisional agenda for each meeting shall be drawn up by the Executive Director in consultation with the Chair.
2. The agenda shall be adopted at the beginning of each meeting.
3. With the agreement of the Chair, urgent questions may be added to the agenda at any time during the meeting. However, decisions on items that were not included in the provisional agenda circulated to the INFRAG Members shall be subject to a written procedure in accordance to Article 9 of the present, unless otherwise decided at the meeting in duly justified cases. Items on the agenda may be deleted or carried over to a subsequent meeting.

Article 7

Quorum

To ensure the quality of the discussion and the involvement of the INFRAG members, at least 50% of the total number of INFRAG members shall constitute the quorum necessary for the meeting to be valid.

Article 8

Voting

1. Each member shall have one vote. All votes shall be equal.
2. INFRAG members shall work together in the spirit of collaboration and for the benefit of all stakeholders. The INFRAG members shall use their best efforts to achieve consensus. Failing consensus, the INFRAG shall adopt its opinions by a two-third majority of the members present and voting. Abstentions shall not count as a vote.
3. An INFRAG member may delegate another INFRAG member or a delegated representative the right to vote on his behalf, provided that the latter submits to the Chair the power of attorney given to him/her explicitly stating whether this mandate covers all decision items in the agenda.
4. At each meeting of the INFRAG, an attendance list shall be drawn up.
5. The votes shall be cast by show of hands unless a secret ballot is requested by at least one third of voting members present. The Chair shall count the votes cast. A secret ballot shall be used when electing or removing a Chair or a Vice-Chair from office in accordance with the process provided for in Article 3(3)(4) of the present rules.
6. Each opinion adopted by the INFRAG as well as the record of votes (if applicable) shall be recorded in the minutes. Upon request by an INFRAG member, a statement of his/her views may be entered in the minutes together with the final decision, opinion and/or recommendation adopted.

Article 9

Written procedure

1. Between two INFRAG meetings, decisions or opinions may be obtained by written procedure.
2. The Executive Director, following consultation with the Chair, shall send the proposal and all relevant supporting material on which they have to decide in written (by means of a letter or e-mail or any other means of electronic communication) to all INFRAG members, identifying a deadline for replies, which shall not be less than fifteen (15) calendar days. In duly justified cases of urgency, a shorter deadline may be set, but not less than five (5) calendar days. The tacit acceptance principle is applied after that period. The proposal shall be considered adopted if it receives the agreement (explicit or tacit) of at least two thirds of the INFRAG members.
3. A proposal for an opinion to be taken by written procedure shall not be subject to amendments; it shall be approved or rejected in its entirety. If a proposal is rejected, it may be included in the agenda of the next INFRAG meeting at the request of at least one third of the INFRAG members.
4. The result of the written procedure shall be notified to the INFRAG members from the Executive Director of the EuroHPC Joint Undertaking no later than ten (10) calendar days after the deadline for replies to the procedure.

Article 10

Minutes

1. Draft minutes of INFRAG meetings, including an attendance list, shall be drawn up by a secretariat placed under the responsibility of the Executive Director not later than ten (10) calendar days after the meeting and shall be sent to the INFRAG Chair for approval. Once approved by the Chair, the Executive Director shall send the minutes to the INFRAG members not later than twenty (20) calendar days after the meeting.
2. The INFRAG members shall send their written comments (by means of a letter or e-mail or any other means of electronic communication) to the Chair and the secretariat not later than ten (10) days after receipt of the draft minutes. The tacit acceptance principle is implied after that period.
3. The Executive Director shall support the Chair to consolidate the minutes. Formal approval of the minutes shall take place at the following INFRAG meeting.
4. Without prejudice to Article 339 of the Treaty on the Functioning of the European Union and Article 12 of these Rules, Article 194 of the Treaty establishing the European Atomic Energy Community and Articles 24 of the Regulation, the minutes of the meeting shall be published on the website of the EuroHPC Joint Undertaking, unless otherwise decided for

the protection of sensitive information the disclosure of which could damage the interests of the EuroHPC Joint Undertaking, its members or participants to the activities of the JU. In the latter case, the INFRAG may decide that the minutes or a specific part thereof will not be made public.

Article 11

Confidentiality

1. Without prejudice to Article 339 of the Treaty on the Functioning of the European Union, Article 194 of the Treaty establishing the European Atomic Energy Community and Article 24 of the Regulation, members of the INFRAG and other participants at meetings of the INFRAG shall respect the confidential character of these proceedings and shall protect any sensitive information, the disclosure of which could damage the interests of the EuroHPC Joint Undertaking, its members and partners, and/or the participants in the activities of the EuroHPC Joint Undertaking. They shall sign confidentiality agreements in that regard [Annex 1 and 2 respectively].
2. The general rule is that all information received by the INFRAG members and any other participants at the INFRAG meetings should not be disseminated, unless authorised by the Executive Director and the INFRAG Chair. In case of doubts, any INFRAG member or participant can request a clarification from the Executive Director and/or the INFRAG Chair about the confidential character of the information and/ or documents received.
3. The decisions and minutes of the meetings of the INFRAG shall be subject to the provisions of Article 24 of the Regulation and the measures taken for its implementation.

Article 12

Conflict of interest

1. Members of the INFRAG and experts included in the reserve list shall carry out their duties in a personal capacity and they shall represent neither their employer nor their country. They shall carry their duties objectively and impartially and keeping their duty of loyalty to the EuroHPC Joint Undertaking. They shall not seek or act in any way to take undue advantage, or exercise undue influence on the implementation of the mandate and activities of the EuroHPC Joint Undertaking. They shall also abstain from any action adversely affecting the reputation of the EuroHPC Joint Undertaking.
2. They shall avoid conflicts of interest in carrying out their activities and commit themselves to provide advice to the best of their abilities, taking a pan-European aspect and in the best interest of the EuroHPC Joint Undertaking.
3. It shall be the responsibility of the members of the INFRAG and experts included in the reserve list to ensure that their conduct is in line with these rules on conflict of interest in both letter and spirit. The members of the INFRAG and experts included in the reserve

list shall assume an individual responsibility by declaring in good faith their interests and relevant information to the JU in accordance with this article.

4. Upon appointment members of the INFRAG and experts included in the reserve list shall make a personal declaration of confidentiality, interests and conflict of interests based on the template in Annex 1 to the present rules [Annex 1: Declaration of Interests and confidentiality of the EuroHPC Joint Undertaking INFRAG members]. These declarations shall be updated at the initiative of the individual concerned whenever a change occurs.
5. Members of the INFRAG and experts included in the reserve list, other observers or experts and any other attendee to a meeting shall make a personal declaration on any conflict of interests and confidentiality based on the template in Annex 2 to the present rules prior to their attendance to the INFRAG meetings [Annex 2: Declaration of confidentiality and declaration of conflict of interest- EuroHPC Joint Undertaking INFRAG meetings]. The declaration shall be updated before subsequent attendances at INFRAG meetings whenever relevant.
6. The declarations of interest, conflict of interest and confidentiality referred to in paragraph 4 and 5 and any other statement of interest made in that regard shall be adequately recorded by the secretariat of the respective body for a period of 5 years. This record shall be maintained in compliance with the applicable provisions of Regulation (EU) No 2018/1725.
7. In this context, inter alia, an INFRAG Member and experts included in the reserve list shall not be a Member of the Governing Board and should not be involved in any way in the evaluation or selection of any public procurement process of the EuroHPC Joint Undertaking. This does not prevent the organisation that directly or indirectly employs the person from participating in the preparation of any proposals for calls for tenders launched by the EuroHPC Joint Undertaking, or from taking part in the activities to be co-funded by the Joint Undertaking.
8. Should any item on the agenda or any subject discussed in a given meeting of the INFRAG be of relevance to calls for tenders launched by the EuroHPC Joint Undertaking that a member, or the organisation to which he/she belongs, has submitted or is likely to submit, the member should inform the EuroHPC Joint Undertaking and the INFRAG of the situation at least five (5) calendar days before the meeting. He/she can be requested to abstain from the deliberations and/or leave the room for the discussion of the concerned item/subject.
9. Members of the INFRAG and experts included in the reserve list must inform the EuroHPC Joint Undertaking of all interests, not explicitly stated above, which could be considered prejudicial to their independence.
10. The INFRAG may decide to examine and take a decision on specific items of its agenda without the presence of the members of the INFRAG whose participation may lead to conflict of interest. For that purpose, any member of the INFRAG may submit a request

to the Chair by no later than the day before the meeting and shall be motivated. The Chair shall present such request and the associated justification at the opening of the meeting. If the request concerns the Chair the request shall be submitted to the Vice-Chair who shall present such request and the associated justification at the opening of the meeting. If the request concerns both the Chair and the Vice-Chair the request shall also be submitted to the Executive Director who shall present such request and the associated justification at the opening of the meeting. The Member concerned shall not vote in the decision regarding his/hers possible exclusion from specific items in the agenda.

11. During a meeting any attendee whose participation in the work of the INFRAG leads or may lead to a conflict of interest with regard to a particular agenda item shall without delay inform the Chair who shall without delay and before any discussion is initiated, decide on any specific measure in this respect in consultation with the Executive Director. Upon proposal by the Chair, the INFRAG may decide to examine such an item without the presence of the concerned attendee. The Member concerned shall not vote in the decision regarding his/her possible exclusion from specific items in the agenda.
12. For the purposes of paragraphs 10 and 11, a number of factors shall be taken into account including the nature, type and magnitude of the individual's interest, as well as the degree to which the interest may reasonably be expected to influence the individual's advice. Due consideration should be given to the principle of proportionality, specific backgrounds, all relevant facts and mitigating circumstances. In this context, the role and tasks of the members of the INFRAG, being an Advisory Group to the governing board, the latter being the decision making body, shall also be taken into account.
13. When a member of the INFRAG is in breach of the requirements set out above, he/she will be considered as no longer being in a position to remain a member of the group.

Article 13

Transparency

The work of INFRAG shall be subject to the provisions of Article 25 of the Regulation, Regulation (EC) No 1049/2001, and measures taken for its implementation.

Article 14

Expenses

The INFRAG members shall not be entitled to any payment or reimbursement of costs by the EuroHPC Joint Undertaking.

Article 15

Secretariat and administrative support

1. The EuroHPC Joint Undertaking Programme Office shall provide the Secretariat and the appropriate administrative support to enable the INFRAG to carry out its work. It shall assist the INFRAG in its operation through drafting and circulating agendas, meeting summaries and related documents. Where appropriate and requested, the Secretariat may collect and/or circulate information of potential interest to the INFRAG, in time for the next meeting.
2. All correspondence with the INFRAG shall be addressed to the seat of the EuroHPC Joint Undertaking.

Article 16

Amendment of the Rules of Procedure

1. At the request of the INFRAG Chair or the Executive Director of EuroHPC Joint Undertaking, these Rules of Procedure may be amended following approval by decision of the INFRAG.
2. Amendments to the Rules of Procedure are approved by at least two thirds of all members and shall enter into force on the day of their adoption by the INFRAG.

Article 17

Scope and Entry into force

1. Without prejudice to the provisions of the Regulation, the scope of these Rules of Procedure is to ensure that the proceedings of the INFRAG run in a smooth and efficient manner.
2. The Rules of Procedure shall come into force upon the adoption by consensus by the INFRAG.
3. The Rules of Procedure cannot contradict the Regulation and Statutes annexed thereto. The provisions of the Regulation and Statutes annexed thereto shall always take precedence over those of the Rules of Procedure.

Article 18

Publicity

The present Rules of Procedure, and any subsequent amendment thereof, shall be published on the website of the EuroHPC Joint Undertaking.

Article 19

Protection of personal data

All processing of personal data for the purposes of these rules of procedure shall be in accordance with Regulation (EU) Regulation 2018/1725² on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data.

Done at Luxembourg, on 27 November 2018,

For the INFRAG

Gustav KALBE
Interim Executive Director

The Chair

² OJ L 295, 21.11.2018, p. 39–98

Annex 1

[MODEL] Declaration of interest and confidentiality of the EuroHPC Joint Undertaking INFRAG Members

[to be signed by the members of the EuroHPC Joint Undertaking INFRAG upon appointment]

The undersigned..... [Name],

..... [Function or Title].

I hereby accept to participate as a Member of the EuroHPC Joint Undertaking Research and Infrastructure Advisory Group (INFRAG) and as a member of this Advisory Group undertake to:

- 1. Act in the performance of my duties in the general interest of the Euro HPC Joint Undertaking.
- 2. Ensure the confidentiality of sensitive information whose disclosure could damage the interests or the reputation of the EuroHPC Joint Undertaking, the members of the EuroHPC Joint Undertaking or of participants in the activities of the EuroHPC Joint Undertaking even after my duties have ended. This includes the confidential nature of all opinions expressed by other members during discussions in meetings or provided in written form. I understand that the obligations of non-disclosure set forth above shall not extend to information which are or became publicly known or available through no fault of myself.
- 3. Declare promptly any conflict of interest that may arise from my participation in the Infrastructure Advisory Group. Therefore, at each meeting of the INFRAG or before any decision is taken by written procedure, declare any interest which might be considered to influence or bias my judgment and therefore be prejudicial to the way an item on the agenda is handled. I will therefore not participate in any discussion on the item, and leave the meeting room accordingly in case of conflict of interest.
- 4. To the best of my knowledge, the only direct or indirect interests I have in the High Performance Sector [are][is] those listed below:

(a) Past activities:

[posts held over the last 5 years in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliation or professional activities held over the last 3 years, including services, liberal professions, consulting activities, and relevant public statements.]

(b) Current activities:

[posts held in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliations or professional activities, including services, liberal profession, consulting activities, and relevant public statements.]

(c) Current Financial Interests

[Above a certain minimum threshold [xxx], any direct financial interests, (managerial stakes in companies, including ownerships of patents or any other relevant intellectual property rights), or assets (shares and/or securities held in companies) or grants or other funding which might create a conflict of interests in the performance of their duties, with an indication of their number and value, as well as the name of the company/provider of the grant/funding.]

[No Interest Declared]/ [Interest...]

(d) Any other relevant interests.

[No Interest Declared]/ [Interest...]

(e) Family Member Interest

[Spouse's/partner's/dependent family members' current activity and financial interests that might entail a risk of conflict of interest.]

[No Interest Declared]/ [Interest...]

I confirm the information declared on this form is accurate to the best of my knowledge and I consent to my information being stored electronically by the EuroHPC Joint Undertaking.

Made in [place], on

Signed [date] [name] [signature].....

Annex 2

[MODEL] Declaration of confidentiality and conflict of interest - EuroHPC Joint Undertaking INFRAG meetings

[to be signed by participants and attendees to the meetings of the EuroHPC JU INFRAG before each meeting]

The undersigned..... [Name],

..... [Function or Title].

I hereby:

1. Declare that I do not have any direct or indirect personal [or corporate] interest in the discussions and the outcome of any points on the agenda of the meeting of the EuroHPC JU Infrastructure Advisory Group of[date]
2. Declare that I do have a direct or indirect personal [or corporate] interest in the discussions and the outcome of point.....on the agenda of the meeting of the EuroHPC JU Infrastructure Advisory Group of[date]
3. To commit myself to strict confidentiality with regards to any and all oral or written confidential information pertaining to the work of the Research and Innovation Advisory Group. I also commit to respect the confidential nature of all opinions expressed by other members during discussions in meetings or provided in written form.
4. I understand that the obligations of non-disclosure set forth above shall not extend to information which are or became publicly known or available through no fault of myself.

Made in [place], on

Signed [date] [name] [signature].....