



Integration process for new TRASCE Members

REGULAR MEMBERS

According to TRASCE Working Group Agreement, a **Regular Member** is a brand owner or supplier of the cosmetics industry, or an industry linked to the cosmetics industry.

A “Year” for TRASCE is a 10-month period from September to June (same as school year) with specific objectives and a facilitation plan voted by Members at the end of the previous Year.

An “Applicant” is a company who requests to be part of the TRASCE Working Group.

- ***Any Applicant can onboard on TRASCE chosen traceability tool at any time.***
- ***No new Member can join TRASCE during a Year*** because the Year strategy (scope of commodities and data to focus on) and associated means (workshops, assessments, budget) are decided at the end of the previous Year and onboarding new Members during the Year would slow down the traceability, decision-making and workshop progress.
- For the same reasons, ***Applicants must fill in and send the TRASCE Application form*** (Appendix 9 of the TRASCE Working Group Agreement) ***to TRASCE Project Manager by the beginning of June of each year***, in order to join the initiative at the beginning of the following “TRASCE” Year (September the same year).

As per the TRASCE Working Group Agreement, the Application Form testifies to the unanimous willingness of the company's management to join TRASCE, allocate the necessary human resources (one “Sponsor” and one “Referent”), undertake to subscribe individually through a bilateral agreement to the TRASCE chosen Traceability Tool and agree with TRASCE’s values and objectives.

- ***TRASCE Steering Committee takes the decision to ratify the entry of a new Member before or during the last Steering Committee meeting of the ongoing year.***

The vote can take place by email or during a meeting and requires 2/3 of the quorum as stated in the Working Group Agreement.

- ***Before joining TRASCE, ratified Applicants must fill in and sign:***
 - i. the “Participation form” of the ***Non-Disclosure Agreement*** (Appendix 1 of the TRASCE Non-Disclosure Agreement) and attach the currently signed Non-Disclosure Agreement;
 - ii. the “Adherence Form” of the ***Working Group Agreement*** (Appendix 6 of the TRASCE Working Group Agreement) and attach the currently signed Working Group Agreement.



- ***When the Applicant officially becomes one of TRASCE Members, the Project Manager adds the company’s logo to the “Official Presentation of TRASCE” (Appendix 4 of the TRASCE Working Group Agreement) and the Company Sponsor’s signature to the slide “TRASCE commitments on confidentiality towards suppliers” (Appendix 8 of the TRASCE Working Group Agreement).***