

**The Rules and Regulations
of the International Centre of Excellence on Coal Mine Methane of the Chamber
of the Natural Gas Industry**

§ 1

General provisions

The Rules and Regulations of the International Centre of Excellence on Coal Mine Methane of the Chamber of the Natural Gas Industry (Międzynarodowe Centrum Doskonałości w zakresie Metanu z Kopalń Węgla – referred to as "ICE-CMM") determines:

- a. purpose of ICE-CMM's activity,
- b. ICE-CMM's rules of functioning,
- c. ICE-CMM's structure and work organisation,
- d. organisation of ICE-CMM Bureau meetings.

§ 2

Purpose of ICE-CMM's activity

The purpose of ICE-CMM's activity is:

- 1) making efforts and collecting information on relevant case studies and experiences gained in frames of a balanced coal mine methane management; providing technical advice for the purpose of their development and serving as a source of information on such cases and practices;
- 2) organising training and visits to the International Centre of Excellence on Coal Mine Methane concerning coal mine methane mines by trainees from the interested UN member states;
- 3) organising training activities outside the ICE-CMM headquarters in cooperation with the Secretariat of the United Nations Economic Commission for Europe (UNECE) and members of the UNECE Group of Experts on Coal Mine Methane;
- 4) conducting research in the field of coal mine methane, in accordance with the needs of the UNECE member states, under the auspices of the UNECE Group of Experts on Coal Mine Methane and in cooperation with relevant intergovernmental and non-governmental organisations, industry representatives and other interested parties;
- 5) engaging in the issues of the wider mining community, including civil society, mining associations, and decision makers through electronic and social media in order to raise awareness of the challenges and opportunities in the coal mine methane sector;

- 6) promoting the Polish engineering solutions worldwide in the fields such as mining as well as extraction and efficient use of coal mine methane.

§ 3

ICE-CMM's rules of functioning

1. The founding members of ICE-CMM are:
 - Polskie Górnictwo Naftowe i Gazownictwo Spółka Akcyjna (Polish Oil & Gas Company) with the office in Warsaw,
 - Instytut Nafty i Gazu – Państwowy Instytut Badawczy (Oil and Gas Institute – National Research Institute) in Krakow,
 - Państwowy Instytut Geologiczny – Państwowy Instytut Badawczy (Polish Geological Institute – National Research Institute) in Warsaw,
 - Główny Instytut Górnictwa (Main Mining Institute) in Katowice.
2. The ICE-CMM Bureau accepts a new ICE-CMM member or excludes an ICE-CMM member by way of resolution after consultation with members of the UNECE Group of Experts on Coal Mine Methane
3. Both members of the Chamber of the Natural Gas Industry ("IGG") as well as entities non-associated with the Chamber of the Natural Gas Industry can become members of ICE-CMM.
4. An ICE-CMM member may be excluded due to non-compliance with the ICE-CMM's Rules and Regulations or ICE-CMM Bureau's resolutions or if he or she acts contrary to ICE-CMM' aims or to the detriment of ICE-CMM.
5. ICE-CMM operates basing on a budget approved by the ICE-CMM Bureau which is submitted to IGG Management Board.
6. ICE-CMM's funds are gathered on a separate bank account. The members of the ICE-CMM Bureau are authorised to manage ICE-CMM's funds on the basis of their mandates given by the Bureau of IGG Management Board.
7. ICE-CMM Bureau adopts, in consultation with the Office of members of the UNECE Group of Experts on Coal Mine Methane, the ICE-CMM's action plan for the period of at least one year but not exceeding two years.
8. At the end of each calendar year, the ICE-CMM Bureau adopts the document entitled „Sprawozdanie z działalności ICE-CMM” (“ICE-CMM activity report”), including the ICE-CMM's financial statement for a given year, which is submitted to the IGG Management Board.

9. The "ICE-CMM activity report" for a given year along with the "Action Plan" for the next year are presented every year by one of the members of the ICE-CMM Bureau at the annual session of members of the UNECE Group of Experts on Coal Mine Methane.

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ICE-CMM's structure and work organisation

1. ICE-CMM's work is managed by the ICE-CMM Bureau.
2. The ICE-CMM Bureau consists of:
 - a) ICE-CMM Chairman appointed by Polskie Górnictwo Naftowe i Gazownictwo Spółka Akcyjna with the office in Warsaw,
 - b) Members of the ICE-CMM Bureau appointed (one representative from each) by:
 - Instytut Nafty i Gazu – Państwowy Instytut Badawczy in Krakow,
 - Polish Geological Institute in Warsaw,
 - Główny Instytut Górnictwa in Katowice.
3. Members of the ICE-CMM Bureau are appointed and dismissed by written statement of a competent entity given to the IGG Management Board.
4. The ICE-CM Bureau is responsible for:
 - a. adopting resolutions on the admission or exclusion of an ICE-CMM member,
 - b. developing the ICE-CM's Rules and Regulations and submitting it for approval to the IGG Management Board,
 - c. appointing and disbanding working teams,
 - d. developing, approving and executing the ICE-CMM's business plan and budget,
 - e. directing the current activities of ICE-CMM,
 - f. submission of ICE-CMM annual activity reports to the IGG Management Board.
5. The ICE-CM Chairman is responsible for:
 - a. representing ICE-CMM in IGG and beyond,
 - b. convening ICE-CMM Bureau meetings,
 - c. Inviting non-members of the ICE-CMM Bureau to the ICE-CMM Bureau meetings after consultation with the other members of the ICE-CMM Bureau.
 - d. conducting the ICE-CMM Bureau meetings, including granting the right to speak, submitting issues for debate and resolutions for voting,

- e. applying to the IGG Management Board to allow ICE-CMM members to participate, free of charge or with allowance, in conferences, seminars, training and other events related to the business that are organised or sponsored by IGG,
 - f. representing ICE-CMM at IGG Management Board meetings.
6. In order to realise specific activities within the ICE-CMM's competence, the ICE-CMM Bureau may, by way of resolution, appoint a working group defining its composition and operating rules.
 7. The ICE-CMM works are managed by the ICE-CMM Office based in Katowice.

§ 5

Organisation of ICE-CMM Bureau meetings

1. ICE-CMM Bureau meetings are convened by ICE-CMM Chairman.
2. ICE-CMM Bureau meetings are held at least once in every six months in Katowice. The decision about convening the ICE-CMM Bureau meeting outside Katowice is made by the ICE-CMM Chairman after consultation with the other members of the ICE-CMM Bureau.
3. The members of the ICE-CMM Bureau receive the invitation to the ICE-CMM Bureau meeting as well as all documents to be discussed at the ICE-CMM Bureau meeting 14 days before the date of the meeting at the latest. Voting at the ICE-CMM Bureau meetings is open, except for personal matters which shall be regulated by secret voting.
4. The minutes of the ICE-CMM Bureau meeting, made by the ICE-CMM Office, along with all the documents discussed at the ICE-CMM Bureau meeting are approved by the ICE-CMM Chairman. The protocol is available for inspection at the IGG headquarters.

§ 6

ICE-CMM' s rules concerning adopting resolutions

1. ICE-CMM Bureau's resolutions, subject to paragraph 2, are adopted by simple majority of votes, and the presence of at least half of ICE-CMM members is required for the resolution to be valid.
2. Resolutions on the admission of a new ICE-CMM member or exclusion of ICE-CMM member are adopted by the absolute majority of votes, and the presence of at least half of ICE-CMM members is required for the resolution to be valid.
3. ICE-CMM Bureau's resolutions may be adopted if all ICE-CMM Bureau members have been duly notified of the ICE-CMM Bureau meeting.

4. In justified cases, the ICE-CMM Bureau members are permitted to vote in writing or by means of direct distance communication, and the minutes of such voting is adopted at the next ICE-CMM Bureau meeting.
5. In case of an equal number of votes “for” and “against”, the ICE-CMM Chairman has the deciding vote.

§ 7

Final provisions

The Rules and Regulations enter into force on the date of their approval by the IGG Management Board.