

Guidelines for project meetings – duties and conduct of meeting participants and chairpersons (as of January 2022)

Project meetings may involve companies that are in competition with each other, so particular attention must be paid to compliance with antitrust regulations. Project meetings must not be used for unrelated purposes, in particular to discuss topics that violate antitrust law. The following guidelines must be observed when holding project meetings at the BFI:

- The BFI guidelines for project meetings are sent out with the invitation to participants and are available here: [Guidelines for project meetings](#)
- All participants must ensure that project meetings do not result in any violations of antitrust regulations.
- Project meetings organised by the BFI are chaired by a BFI employee who is responsible for ensuring that there are no violations of antitrust regulations. If this task is not performed by the chairperson themselves, they shall appoint a suitable replacement.
- At the beginning of a project meeting, the responsible employee shall remind all participants that they must comply with antitrust regulations. This reminder shall be included in the minutes of the meeting.
- Discussions at project meetings should be limited to the specific research project. In particular, there should be no exchange of:
 - Strategic information that goes beyond what is necessary for the implementation of joint R&D. This includes coordination of future research activities of the companies.
 - Information that is normally confidential regarding the activities of the participating companies, such as delivery prices, quantities and sources of materials, as opposed to information that is publicly known.
 - Exchange or agreements on topics that are prohibited under antitrust law, such as prices, quantities, costs, suppliers or customers.
 - Agreements on restricting a company's own research and development in an area outside the specific research project, as well as restricting a company's own research and development in the area of the specific research project after its completion.
 - Agreements on granting licences to third parties or on non-aggression clauses.

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- Care must be taken to ensure that all written and verbal statements cannot be misunderstood.
 - If the responsible employee or a participant notices that a violation of antitrust law is imminent, he or she must inform the participants of the inadmissibility of such behaviour and work to bring the critical behaviour to an end. To this end, individual participants may be excluded from the meeting or the meeting may be terminated.

If a violation of antitrust regulations occurs during a meeting, the responsible employee shall immediately inform the management after the meeting.