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AGREEMENT  
ON  
**PAPER PROFILE ADMINISTRATION**  
BETWEEN THE COMPANIES  
WITH THE RIGHT TO USE  
THE PAPER PROFILE PRODUCT ENVIRONMENTAL DATASHEET

**Article 1. OBJECTIVE OF PAPER PROFILE**

The Paper Profile product environmental datasheet provides information on pulp, paper and paperboard products regarding the relevant environmental factors of the pulping and papermaking process. The declaration contains information supplied to pulp, paper and paperboard buyers. Instructions for the use of the Paper Profile can be found in the Paper Profile manual at [www.paperprofile.com](http://www.paperprofile.com).

**Article 2. REGISTRATION**

The Paper Profile is a registered collective trademark. The Paper Profile is intended for the use of pulp, paper and paperboard industry companies as described below. The trademark holder is the Finnish Forest Industries Federation (FFIF) which acts on behalf of the companies with the right to use the Paper Profile trademark as the holder of the Paper Profile trademark. The FFIF agrees to follow the decisions taken by the Paper Profile Steering Committee regarding the Paper Profile trademark.

**Article 3. STEERING COMMITTEE/SECRETARIAT**

Paper Profile is an initiative driven by major pulp, paper and paperboard industry companies in Europe. The companies guide the initiative through the Paper Profile Steering Committee. The Steering Committee is the decision-making body responsible for the functioning and development of the initiative. The Steering Committee consists of one representative from each member company registered to use the Paper Profile scheme. National Forest Industry associations and other experts may be invited to support the work of the Steering Committee.

The Steering Committee constitutes a quorum if more than half of its company members are present. Primarily the Steering Committee will work on every proposal in order to reach consensus. If a proposal cannot be adopted by the Steering Committee unanimously the Steering Committee may vote on the proposal.

The proposal may only be referred to the voting if the Steering Committee has not reached consensus within one meeting. The proposal to be voted on, is the proposal modified by the Steering Committee during the above mentioned time period and that one which has already got highest level of support in the Steering Committee.

The voting proposal is adopted if 90 % of the Member Companies vote in favour of the proposal. If there are less than ten Member Companies the decision is carried if all except one of the Member Companies vote in favour of the proposal. The voting may be arranged by a written procedure. Only votes given will be counted.

The Steering Committee will monitor the functioning of the Paper Profile based on this Agreement on Paper Profile Administration. The experiences will be analysed no later than five years after the present agreement has entered into force. Based on the experiences and analysis, the Steering Committee may propose changes to the Agreement on Paper Profile Administration. The decisions to change the Agreement on Paper Profile Administration are primarily made based on the consensus. The above mentioned procedure for the possible voting will be applied accordingly.

Member companies have equal voting power. Association representatives and experts do not have the right to vote. Company members of the Steering Committee or their substitutes are assumed to have a mandate to make decisions. A member company wishing to participate in the voting is not allowed to transfer its right to vote to another company.

Decision-making may also be carried out in writing. The written decision making procedure includes e-mails or letters. The member companies must take the decision (decision rules as stated above) to use the written decision-making procedure before the matter in question has been resolved. The decision must be made in no less than three weeks and shall not exceed six weeks from the time the proposal was sent to all Member Companies.

The Steering Committee meets at least once a year. The members will be notified at least three months in advance of the meeting date and the agenda (with separate items for decision-making and discussion items) will be distributed at least three weeks in advance. The Steering Committee makes decisions on how the Paper Profile form and manual can be revised. The Committee may meet frequently if considered necessary by the chairperson or on the request of two or more members acting together. The Committee may establish specific ad hoc working groups for certain assignments e.g. producing brochures or conducting surveys under the Paper Profile.

The Chairperson is selected every year from company representatives in the Annual Meeting of the Steering Committee. Circulation order of the Chairmanship is based on the order of companies joining the initiative. The Chairmanship turn can only be refused due to a force majeure. The order of the chairmanship:

- LEIPA (2023)
- Ahlstrom-Munksjö (2024)
- Koehler Paper (2025)
- Lessebo Paper (2026)
- James Cropper (2027)
- Maxauer Papierfabrik
- Kabel Paper
- Stora Enso
- Metsä Board
- UPM
- Norske Skog
- SAPPI
- Arctic Paper
- Holmen Paper
- Sylvamo
- Navigator Company
- Clairefontaine
- Mondi
- Burgo Group
- LECTA
- Lenzing Papier
- MM Group
- Laakirchen Papier
- Billerud

The Chairperson's mandate runs from the end of the Annual Meeting to the end of the following Annual Meeting. The Annual Meeting is held in the fourth quarter of each calendar year.

The Chairperson shall see to it that minutes are held at the Steering Committee meetings. The Steering Committee approves the minutes of the previous meeting at its meeting. In case of disagreement, the majority required to make the decision in question shall prevail.

Paper Profile has a secretariat in addition to its Steering Committee, whose responsibilities cover administrative services as described in detail under Article 8.

The Steering Committee chooses the secretariat.

#### **Article 4. PARTICIPATION IN PAPER PROFILE**

Paper Profile membership can be applied for by pulp, paper and paperboard companies. There is no fee for joining Paper Profile except shared costs described in Article 7.

A company wishing to join Paper Profile must apply by filling out and submitting the membership application form including questionnaire form online. The Steering Committee will be consulted on the received application. If one or more of the company members reacts contrary to the received application within the time limit set in the consultation message the matter will be referred to the Steering Committee for discussion and a decision. The time limit must be at least three weeks.

After approval by the Steering Committee as described in Article 3, the secretariat makes original Paper Profile files available for a new member.

The joining member must accept the terms and conditions of the agreement.

Membership becomes effective when a new member has entered in to the agreement as described in Article 12.

#### **Article 5. PROCEDURE IN THE CASE OF VIOLATIONS**

The Steering Committee can issue a warning to a company violating the provisions of the agreement set out in this document and/or the instructions for the use of the Paper Profile as described in the Paper Profile manual. If a company continues to violate the objectives and /or instructions after the warning, its right to use the Paper Profile can be refused by the Steering Committee. The warning can be made by the Steering Committee in a vote where all Member Companies except the Member Company being warned has to vote in favour of the warning. The same decision making rule will be used in the case of an expulsion decision of a Member Company. The time between the warning and the expulsion shall not exceed 36 months.

#### **Article 6. RESIGNATION FROM PAPER PROFILE**

A company may resign from the Paper Profile by a written notification to the secretariat. The company resigning loses its right to use Paper Profile on the date the resignation notification is sent to the secretariat.

A resigning company may not use the Paper Profile after it has sent its notification to resign. The resigning company is responsible for the running fee until the end of that calendar year.

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## **Article 7. FINANCING**

Paper Profile is a non-profit scheme. The activities of the Paper Profile are financed by cost-sharing among the companies with the right to use the Paper Profile. The costs are divided equally between the companies.

In order to cover collective expenses, such as the work of the secretariat, monthly website fees, possible costs for revising the customer brochure, manual, website or for producing new material the member companies are charged an equal basic running fee.

Each year the secretariat prepares a cost estimate based on an annual action plan, which is approved by the Steering Committee.

In the case of producing new brochures or other material, the costs for preparing the material (copy-writer for text, advertising agency for lay-out etc) are divided equally and the printing/delivery cost will be divided according to the number of brochures ordered by a single company.

The internal cost and the administration within the single companies are organised and financed by the companies themselves.

## **Article 8. RESPONSIBILITIES**

### **Each company shall:**

- name a contact person for the Paper Profile Steering Committee.
- name a contact person for each working group.
- name contact person(s) for the Paper Profile website to deal with any questions arising from the customer/public side.
- be responsible for use of and information provided in the Paper Profile product environmental datasheet
- be responsible for the internal control, education, administration and financing of Paper Profile activities.
- participate in preparing and adopting the annual action plan with the annual cost estimation as well as covering the collective costs based on this document, the annual action plan and annual cost estimation.

### **Steering Committee:**

- meets at least once a year
- elects a Chairperson
- reviews the Paper Profile form and manual and comes up with possible revisions to it.
- can initiate specific ad hoc working groups for certain assignments such as producing brochures or conducting a survey under the Paper Profile.
- chooses a secretariat.

### **Chairperson:**

- chairs at the Paper Profile meetings (SC, working groups)
- signs the agreements and documents (i.e. Secretariat Service, Accession Protocol)
- supports secretariat in possible inquiries

**The secretariat shall be responsible for:**

1. Management of Paper Profile material
  - Storing original Paper Profile files
  - Supplying companies with original or updated material for using Paper Profile
  - Updating the material (manual, information sheet, brochures, website) according to the decisions of the Steering Committee
  - Updating the list of companies using/supporting Paper Profile
  - Other issues on agreement
  - Present financial information on Paper Profile-related activities to the Steering Committee
2. Organising and preparing Steering Committee meetings and executing decisions made by the committee.

**Article 9. CHANGES TO THE AGREEMENT**

Changes to the agreement are made according to decision making rule in Article 3.

**Article 10. WINDING UP PAPER PROFILE**

The decision to wind up the Paper Profile scheme entirely, must be unanimously approved by the Steering Committee. The companies with the right to use the Paper Profile at the time of the wind up decision, continue to be responsible for any costs based on the agreements and decisions and/or costs related to the termination of the Paper Profile agreement.

**Article 11. OTHER PROVISIONS**

Any dispute arising from this contract which cannot be settled amicably, shall be ultimately settled by arbitration in Frankfurt am Main (Germany) in accordance with the rules of the International Chamber of Commerce (ICC), by one arbitrator. German laws apply. The parties expressly agree on jurisdiction in Frankfurt am Main (Germany) and that the arbitration will be held there. The arbitration shall be conducted in English unless the parties agree otherwise.

**Article 12. ENTRY INTO FORCE**

This agreement enters into force fourteen days after all Member Companies have signed the Administration Model and the Agreement on Administration Model has been returned to the Secretariat. After this agreement is signed by current member companies, possible future entrants enter the Paper Profile agreement by signing a separate accession protocol. The accession protocol enters into force as soon as it has been signed by the accessing company and Paper Profile Steering Committee Chairperson.

Digital signing methods can be applied. The documents can be signed by the Steering Committee representative or other representative with procura rights accordingly to the company's policy.

The terms referred in Article 3 will be applicable only from entry into force of this agreement onwards.

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Companies with the right to use the Paper Profile product environmental datasheet:

**Ahlstrom-Munksjö**

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**Arctic Paper S.A.**

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**Billerud**

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**Burgo Group**

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**Papeteries de CLAIREFONTAINE**

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**Holmen Paper AB**

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**James Cropper Paper**

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**Kabel Paper**

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**Koehler Paper**

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**Laakirchen Papier AG**

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**LECTA Group**

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**LEIPA Georg Leinfelder GmbH**

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**Lenzing Papier GmbH**

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**Lessebo Paper AB**

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**Maxauer Papierfabrik GmbH**

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**Metsä Board Corporation**

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**MM Group**

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**Mondi AG**

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**The Navigator Company**

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**Norske Skog AS**

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**Sappi Europe**

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**Stora Enso GmbH**

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**Sylvamo Corporation**

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**UPM-Kymmene Corporation**

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