

# CHARTER

## Common Interest Groups (CIGs)

Effective as of January 1<sup>st</sup>, 2024,  
Updated 10 July 2025

### PURPOSE

The purpose of MateriNex Common Interest Groups (together, “CIGs”, or individually, a “CIG”) is to foster the cooperation between stakeholders in a MateriNex innovation domain, particularly by discussing and updating the corresponding innovation roadmap, by sharing information, and by presenting project results.

A dedicated CIG will be installed for each of the three MateriNex innovation themes, i.e., 1) Materials for Battery Technology, 2) Materials for Building & Construction, and 3) Strategic & Critical Raw Materials. In the future, new innovation themes may be added, and corresponding CIGs may therefore be established.

This Charter sets out the CIGs, their authority, composition and membership model, duties/roles and responsibilities, and meeting procedures.

### AUTHORITY

A CIG shall have the authority to undertake any action as it may deem necessary in the performance of its duties and responsibilities set forth in this Charter. However, a CIG cannot make decisions that directly or indirectly conflict with the Scope, Governance, and proper functioning of MateriNex. In case of any doubt, the MateriNex coordinator shall be consulted. The MateriNex coordinator will always have a decisive vote in this regard.

A CIG does not have financial responsibility or authority and cannot make financial commitments to third parties unless it is approved by the MateriNex coordinator.

Changes to the Charter can only be implemented at the level of the MateriNex Governance, which falls under the authority of the MateriNex team.

### COMPOSITION AND MEMBERSHIP

#### Members of a CIG

All stakeholders from the innovation eco-system related to one of the MateriNex innovation themes (as mentioned above) can participate in a CIG. In particular, representatives from the following organisations are invited to participate:

- the relevant industry (aiming for a representative representation of SMEs) and relevant research groups<sup>1</sup> from the knowledge institutions;
- VLAIO (the Flemish Agency for Innovation and Entrepreneurship) and EWI (Flemish Dept. Economy, Science, and Innovation) as the commissioning authorities;
- the spearhead clusters (SPCs) with complementary innovation domains and the relevant sector organisations.

To obtain a dynamic CIG, a broad call for participation will be launched at least annually. Participation in the CIG will also be strongly recommended to project applicants.

The MateriNex coordinator, the MateriNex community manager, and the MateriNex innovation managers (together, the “MateriNex Operational Team”) will also participate to facilitate the CIGs.

## Conditions of Membership

Participation in a MateriNex CIG is unpaid and non-paying.

Parties that match the member profile as indicated above can always apply to become member of a CIG. To this end, an applicant CIG Member will be asked to endorse and sign a “Letter of Commitment (LoC)” to express its commitment to participate in (one or more) CIGs in the frame of MateriNex and to designate a representative that will attend the CIG meetings.

Once the MateriNex coordinator has received a scanned version of the signed Letter of Commitment, membership for the CIGs for which membership has been requested will commence (provided the applicant member matches the CIG Member profile). This will be confirmed via email by the MateriNex coordinator to the designated representative(s) of the Member in question.

An individual representing a CIG Member can simultaneously be a regular member of several CIGs.

A CIG Member may appoint a different representative at any time by notifying this change in writing via email to the MateriNex coordinator.

Membership can be cancelled at any time by sending an email indicating the cancellation of the membership to the MateriNex coordinator.

Only members representing a company or a research group affiliated to a research institution (fulfilling the criteria of organization for research and knowledge dissemination as stated in the European Framework Regulation on State aid for research, development, and innovation<sup>2</sup>) have voting rights. Representatives from the commissioning authorities (VLAIO and EWI), from other governmental bodies, from the SPCs, and from the sector organisations have no voting rights and are acting as observers. Items to be voted on and Rules for Approval are elaborated further on in this Charter.

No maximum will be imposed on the number of independent organizations or research groups affiliated to a research institution that participate in a CIG.

By participating in MateriNex, Members grant permission for their organization's logos to be used on the MateriNex website strictly for informational and identification purposes. This

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<sup>1</sup> The VLAIO criteria for research groups will be used

<sup>2</sup> Framework (2022/C 414/01) of 19 October 2022 on State aid for research, development, and innovation. Specifically, a research and knowledge dissemination organization is defined in point 16, ff) of this R&D&I Framework Regulation.

includes referencing collaborations, events, or publicly available materials. Such usage does not constitute or imply any endorsement, sponsorship, or partnership unless explicitly stated otherwise. Should an organization prefer that its logo not be displayed, it may contact us at [info@materinex.be](mailto:info@materinex.be), and the logo will be removed promptly upon request.

A CIG is installed for the period from January 1<sup>st</sup>, 2024, to December 31<sup>st</sup>, 2028, hence, for a period of five years.

## **Conduct of Members**

Each Member will be expected to:

1. take responsibility for co-creating a friendly, enjoyable, and productive environment, that is supportive and constructively challenging.
2. be open to other perspectives and ideas, and to listen to others fully.
3. share ideas, thoughts and ask questions in a way that develops and opens discussion and ideas.
4. refrain from pursuing personal agendas which are not in the interest of the wider group.
5. refrain from sharing confidential information.
6. refrain from discussing or exchanging information not in conformity with competition law, including for example on individual company prices and market procedures.
7. treat all members fairly and with respect.

## **DUTIES, ROLES, AND RESPONSIBILITIES**

### **Duties of a CIG**

CIG Members participating at a CIG meeting:

- share state-of-the-art insights and ensure that the roadmap for their specific innovation theme remains up to date.
- can propose new application domains and/or focus domains within an application domain as well as corresponding ambitions and/or targets.
- initiate project ideas based on thematic offers and help to develop projects for financing from MateriNex reserved project resources.
- suggest focused actions through which MateriNex intends to proactively achieve more impact.
- may establish temporary focus groups to work out specific items/actions in detail, with the focus group reporting to the CIG.

### **Roles and Responsibilities**

A CIG meeting will be co-chaired by a Chair, Vice-Chair and the MateriNex coordinator. The MateriNex community manager and the MateriNex innovation managers will facilitate the CIGs.

#### Chair

- elected from the group of industrial representatives.
- elected based on the highest number of votes.
- mandate limited to two working years.
- stimulates, moderates, and concludes the discussions.
- has casting vote in case of equality of votes.

#### Vice-Chair

- elected from the group of knowledge institutions representatives.
- elected based on the highest number of votes.
- mandate limited to two working years.
- supports the Chair.

#### MateriNex coordinator

- monitors the existing roadmap and corresponding agreements.
- is responsible for implementing the conclusions of the CIG within the applicable agreement framework of MateriNex.
- has no voting rights.

#### MateriNex community and/or innovation manager

- supports Chair and Vice-Chair.
- informs the attendees about the status of the roadmap and in particular the on-going projects and project calls.
- takes care of all practical and logistical tasks.
- writes the draft meeting report.
- prepares the follow up steps resulting from the results and conclusions of the CIG.
- has no voting rights.

The Chairs of the CIGs will also be consulted by the MateriNex coordinator in setting the agenda of the annual **What's next MateriNex** event.

### **Election and Appointment of Chairs/Vice-Chairs**

Election of the Chair and Vice-Chair of each CIG will take place in 2024 (for the working years 2024-2025), in 2026 (for the working years 2026-2027), and in 2028 (for the working year 2028), respectively. To this end, the MateriNex Operational Team will launch a Call for Applications at the beginning of each respective working year period.

The received applications will be communicated to the CIG members eligible to vote (see “Conditions of Membership” Section), who will then be able to express their choice for a specific Chair/Vice-Chair to the MateriNex coordinator.

Candidates who have obtained the most votes (with at least 2/3 of the voting Members having cast their votes) will be appointed by the MateriNex coordinator as Chair and Vice-Chair for each of the respective CIGs for a term of two working years<sup>3</sup>. The results of the voting will be communicated to all CIG Members by the MateriNex coordinator.

If a Chair or Vice-Chair wishes to terminate his/her mandate prematurely, he/she will inform the MateriNex coordinator of this termination in writing via email. A new Chair or Vice-Chair will then be elected as soon as possible according to the same voting procedures as explained in this Charter.

## **MEETING PROCEDURES**

### **Frequency and Notice of Meetings**

The CIG will meet physically (at least) semi-annually. A CIG meeting will typically last about three hours.

The dates of the CIG meeting will be announced via mailing by the Materinex coordinator at the beginning of each calendar year and will be published on the MateriNex website.

### **Agenda**

The agenda for each CIG meeting will be sent well in time before the meeting date. The agenda for a CIG meeting is drawn up by the MateriNex coordinator, in close consultation with the Chair of the CIG.

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<sup>3</sup> In the working year 2028, only a term of one year is currently anticipated.

The venue of the CIG meeting will be chosen in accordance with the attendees and the agenda of the meeting.

## **Voting and Rules for Approvals**

To carry out its tasks, a CIG will sometimes have to vote on matters that are related to the roadmap of the innovation domain of the CIG.

Items to be voted on are, for instance:

- adding
  - o new focus domain in existing application domain: at least majority of eligible voting Members needed and one vote per eligible organization.
  - o new application domain and focus domains: at least 2/3 majority of eligible voting Members needed and one vote per eligible organization.
  - o ambitions/targets of new focus or application domains: broad consensus – benchmarking against EU roadmaps and Flemish priorities.
- changes to existing
  - o focus domains: at least majority of eligible voting Members needed and one vote per eligible organization.
  - o application domains: at least majority of eligible voting Members needed and one vote per eligible organization.
  - o ambitions/targets: broad consensus – benchmarking against EU targets.

A CIG can also deliberate and make written decisions.

## **Minutes**

The MateriNex community manager and/or the MateriNex innovation managers supporting a CIG will write the draft minutes of the meeting. In consultation with the CIG Chair and the MateriNex coordinator, the minutes will be consolidated.

The minutes will be circulated in draft form to all CIG Members and shall be considered for approval by the CIG at a subsequent meeting or via email exchange.

## **REVIEW OF THE CIG CHARTER**

The MateriNex Operational Team will review this Charter at least annually and will implement changes it deems necessary and appropriate to guarantee the smooth functioning of the CIGs. The next review date of the Charter will be December 2024.

If any changes are made to the Charter, these will be brought to the attention of the CIG members in writing by the MateriNex Operational Team.

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