

MEMORANDUM

From Foundation meeting of CEE FMG held on 9. 11. 2015 in Prague in Hanava pavilion

Participants of the meeting:

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Guest of meeting				
Mieczyslaw (Mitch) Boryslawski	mitch@ecodomus.com			USA

Place of meeting: Hanava pavilion, Prague, Czech Republic

Time of meeting: 09. 11. 2015, 19 – 22 hr

1. Goal of meeting

Participants of this meeting decided to establish the CEE group of FM associations for cooperation and sharing of Facility management experiences and knowledge. This Union doesn't want to compete to other associations or Professions units as EuroFM, GlobalFM, IFMA etc. This union likes to manage closer cooperation between CEE units because CEE area has its own specific post communist history, developing FM phase, different perceptions of services by professional but also laical community etc.

2. Resolution

- 2.1. Participants agreed that establishing of this Unit has sense and that they will support this idea
- 2.2. Participants agreed that name of this unit will be "CEE FMG" (Central & Eastern European Facility Management Group).



- 2.3. CEE FMG will be a free group without establishing a formal legal body. This can be changed in the future if members will decide so.
- 2.4. All the activities will be financed by members; it means everybody runs it on his own costs.
- 2.5. Participants agreed that this Unit will be open for any FM subject from CEE countries which will be interested in collaboration and cooperation. This possibility is open for other EU countries (especially for Austria, Germany and Italy, which are adjacent countries to CEE). To be engaged in activities of CEE FMG just a letter or email from the FM association representatives with contact information of the person who will ensure organizational involvement in the group is requested.
- 2.6. Until governing body or other form of management is established, takes this task IFMA CZ, namely Ondřej Štrup.
- 2.7. CEE FMG will meet minimum once a year and will discuss previous activities and find areas of collaboration for next period. To save the costs, meetings will be organized in place and time of other event of one of the members.
- 2.8. Between the meetings, members will use any of electronic forms of communication. Ondřej Štrup will establish discussion platform CEE FMG on <https://www.linkedin.com/> immediately after this Memorandum will be finally agreed by participants.
- 2.9. CEE FMG is ready for developing activities under the lead of IFMA, EuroFM, Global FM, RICS or other professional group to increase FM profession in CEE region. Ondřej Štrup will send information about establishing CEE FMG to EuroFM and IFMA representatives.
- 2.10. Participants will inform about CEE FMG activity their contacts with offer to join us and cooperate.
- 2.11. Participants agree that they will act in accordance with the rules of the professional code of ethics IFMA (Appendix 2)

Recorded by Ondřej Štrup, IFMA Fellow

Appendix 1

For the next period, CEE FMG define these activities:

1. Richer **participation in conferences and events of its members**. Individual member organizations will be in a timely manner informed about coming events and allow representatives of the partners of any discount on entry fees (if permitted by the organizer).
 - 1.1. IFMA Poland announced event “The 7th European Economic Congress” to be held 20. – 22.4.2016 at Katowice <http://www.eecpoland.eu/scope/>. Any FM activity of CEE FMG will be coordinated by IFMA Poland.
 - 1.2. SAFM announced 5th Annual Slovak FM conference at spring/summer 2016. Date will be fixed later.
2. CEE FMG partners will cooperate at **FM Benchmarking activity**. IFMA CZ will share local experiences of commercial Benchmarking FMB of Alstanet and AT Karney which is developed from 2012 mainly for administrative buildings.
3. CEE FMG partners will cooperate in developing of **education and trainings of FM skills**. Each trainer or teacher will be ready to train or teach in other CEE FMG partners Facility course or school or university. This support is only on know-how level not in budget sharing. In case that CEE FMG will find any financial sources in future, these sources should support this education.
4. Each CEE FMG partners will prepare 2-3 minutes **movie scenario** about what Facility management is.
5. Each CEE FMG will delegate minimally one **contact person** responsible for communication between CEE FMG partners.

Appendix 2

IFMA's Code of Ethics & Resolution

Adopted September 16, 2014

1. DESCRIPTION

Statements concerning behaviors, perceptions, and actions of all members that relate to ethical compliance while acting within all areas of IFMA. This document is a guideline and does not represent the entire breadth of what constitutes good conduct and ethical behavior.

1. PURPOSE

To clearly set expectations so individuals will know how to act ethically at all times. The code is designed to foster trust and mutual respect among those working in IFMA and the facility management profession.

Governing Authorities: IFMA's Constitution and Bylaws

2. SCOPE:

- 2.1. This policy covers all volunteer leaders within IFMA. It also covers individual member's behaviors when acting in any capacity of IFMA membership. Individuals applying for and being accepted for membership in IFMA expressly agree to abide by the rules and regulations that govern the Association, which include these Code of Ethics statements.
- 2.2. Members are expected to comply with any and all similar standards and ethical guidelines that are prescribed by their employer.
- 2.3. These statements work in concert with the IFMA Standards of Business Conduct that are focused on the business operation functions within IFMA.
- 2.4. Member expulsion from IFMA is only approved by the Board of Directors.

Purpose: All IFMA members are expected to comply with the IFMA Code of Ethics. When in doubt, members have the responsibility to seek clarification from IFMA.

3. CONFIDENTIALITY

- 3.1. IFMA members shall not disclose, directly or indirectly, any confidential information relating to IFMA business, staff, or other IFMA members.
- 3.2. IFMA members shall be encouraged to share (within bounds of confidentiality and proprietary) educational and professional development information to the membership.
- 3.3. IFMA members shall maintain the highest professional standards and ethical behavior in their Association relationships. This includes, but is not limited to, the use of mail lists, membership information and membership resources, or any calls, contacts or working relationships outside of IFMA.

4. CONFLICTS OF INTEREST

- 4.1. Promptly disclose any known conflict of interest to related parties, and use any reasonable means to resolve such conflicts.

5. COMPLIANCE WITH LAWS

- 5.1. IFMA members will comply with all civil and criminal laws that may apply to them.
- 5.2. IFMA members will not engage in unlawful discrimination on the basis of race, sex, creed, age, disability, national origin, or any other category protected by law in their dealings with fellow IFMA members.

6. RESPONSIBILITY TO THE PROFESSION

- 6.1. IFMA members shall abide by the Constitution and Bylaws of the Association and shall support the objectives of its strategic plan and show respect in interactions with the interests of the Association.
- 6.2. IFMA members shall not engage in professional malfeasance, nor shall they make any misrepresentation concerning professional designations authorized by IFMA, nor shall any member misrepresent their educational qualifications, credentials, or working experience.
- 6.3. IFMA members shall treat each other with respect when dealing with matters that could affect their professional reputations. All members shall recognize that the profession will be judged by the conduct of individual members.
- 6.4. IFMA members shall use IFMA membership as a means of professional development for themselves and not personal aggrandizement.

7. PROTECTION OF ASSETS

- 7.1. Individuals who oversee Association assets shall apply the best available knowledge and techniques to preserve asset value and integrity.

8. FAIR DEALING

- 8.1. IFMA members shall endeavor to deal fairly with other members, competitors, vendors, and employees. No member shall take unfair advantage of anyone through manipulation, concealment, misrepresentation or material facts, or any other unfair dealing practice.
- 8.2. IFMA members will abide by policies which may restrict or forbid commercial transactions at certain times or certain events (e.g., a meeting at which an entity is the sole or exclusive sponsor of the event, in an educational presentation which forbids commercial references or endorsements).

9. REPORTING OF ANY ILLEGAL OR UNETHICAL BEHAVIOR

- 9.1. IFMA members are responsible to report the actions of individuals or companies considered contrary to the Code of Ethics to IFMA.
- 9.2. IFMA shall follow standard procedures for the enforcement of this Code as approved by the IFMA Board of Directors.

Revision Log: Date First Created: 1983

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Revision Date: June 18, 2004

Revision submitted for Board approval: July 3, 2014

Source: <http://www.ifma.org/about/governance/code-of-ethics#sthash.Sqcs7Tw3.dpuf>