



Terms of Reference for Code of Conduct Committee

1. The committee must comprise of at least 4 members.
2. The Committee will keep the code of conduct and accompanying guidance under review.
3. The committee will collect examples of cases of non compliance with the code of conduct
 - in order to develop a set of precedents which will determine how a new complaint might be dealt with;
 - in order to raise awareness of issues surrounding noncompliance with the code;
 - in order to illustrate the code of conduct with examples.
4. The committee, in conjunction with the policy and communications committee, will examine ways of raising awareness of the code among new members, within the institutions and the public in general. E.g. by contacting MEPs, Commission officials, those in the permanent representations and others to explain the revised code of conduct and ensure that any induction courses on lobbying refer to the SEAP code etc.
5. The committee will deal with complaints made against members of SEAP for Non compliance with the code of conduct in line with the agreed procedure.
6. The committee shall consider how SEAP may publicly react on issues of conduct relating generally to the profession which may arise.
7. The committee will devise and implement training on the code of conduct for all SEAP members. This will also include developing a list of Frequently Asked Questions.
8. The committee will benchmark the code against other relevant codes of conduct.