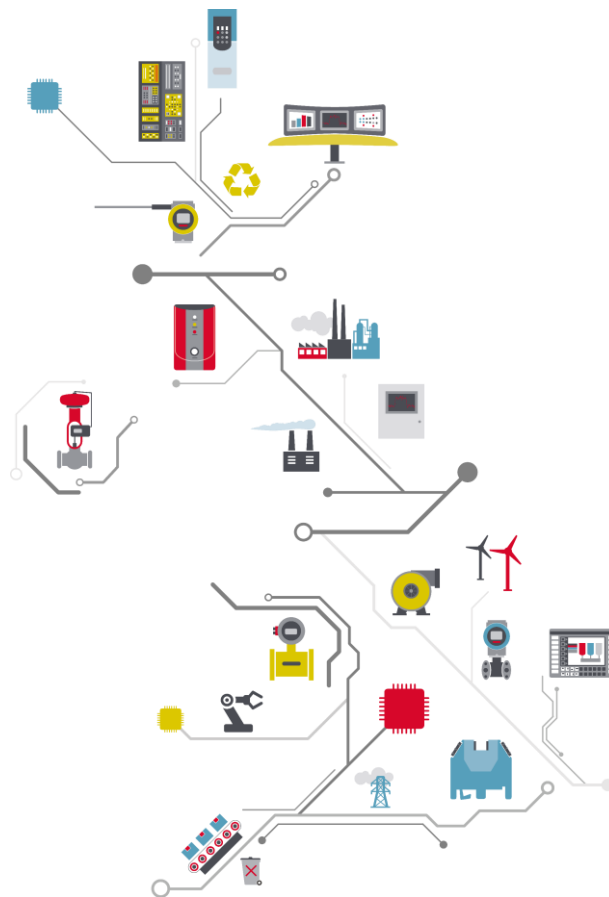


MACIES

RULES FOR DATA SUBMISSION



MACIES is subject to Competition Law. These Rules were developed taking into account the Office of Fair Trading's guidance for 'Trade associations, professions and self-regulating bodies', OFT 408:2004, and the Competition Law Guidance of The GAMBICA Association Ltd. To adhere to the law, it is essential to only discuss generic market data and, for trends, to provide personal opinion only.

NO INDIVIDUAL COMPANY DATA SHALL BE PRESENTED OR DISCUSSED

INTRODUCTION

The following document provides the rules for data submission to ensure that MACIES complies with Competition Law and to ensure consistency and accuracy for data supplied by participants. GAMBICA reserves the right to challenge any company it feels has not complied with the following rules.

Please study this document in conjunction with the [MACIES Industry Definitions](#) and [MACIES Category Definitions](#) before completing your data collection forms.

Please contact Scott Pepper (scott.pepper@gambica.org.uk) or Helena Robinson (helena.robinson@gambica.org.uk) with any questions.

RULES

1. Only those returning a completed data collection form can participate and providing they are manufacturers or distributors who are sole agents, with the majority of their business in the supply of products to the process industries.

For the purpose of MACIES, Process Industries are:

1. Oil & Gas (upstream and midstream)
2. Chemicals
3. Petrochemicals & Refining
4. Pulp & Paper
5. Food & Beverages
6. Life Sciences
7. Power Generation & Distribution
8. Water & Wastewater
9. Marine
10. Glass
11. Metals, Mining, Aggregates & Cement
12. Other

Please see [MACIES Industry Definitions](#) for full definitions of the above.

Note: *All participants should ensure that, because of their strategic alliances, distribution, etc., they do not double count or non-count.*

2. All organisations participating must contribute to at least one category and must:
 - a) Contribute to all categories in which they supply products. A list of participating companies will be presented at the beginning of the meeting, which will detail all categories a company has said it will contribute to. Participants may request a company to be excluded from discussions on any category where it has not contributed and it is considered that they supply the product. See also Rule 5 and Rule 8.
 - b) Return all inputs to GAMBICA by the published closing date for contributions, which will be at least three weeks before the meeting.
 - c) Attend the MACIES meeting. Non-attendance at the meeting is occasionally permitted subject to there being enough participants to ensure meaningful discussions on a category. See also Rule 12.

3. Data required on data collection forms:
 - a) Total invoiced orders for the previous calendar year placed on a UK organisation, and where the sales opportunity is available to other UK based competitor organisations, regardless of final destination

Notes:
 1. *Unless otherwise stated in the Product Category Definitions, record both value and units.*
 2. *Where there is difficulty deciding which category data should go in due to an overlap with definitions or because of product design please contact Scott Pepper (scott.pepper@gambica.org.uk) for guidance to ensure consistency between contributors.*
 - b) Percentage of sales into each industry sector in Rule 1. If actual percentages cannot be identified an estimate should be used.
 - c) The Export & Domestic columns are for a % split between final destination abroad and final destination UK.

4. The Chair reserves the right to exclude any company from the discussions/access to specific data. See also Rule 2 a).

5. Data must only be submitted using the GAMBICA data collection forms.

6. The data collection forms will only be seen by the GAMBICA Statistics Manager and when necessary the GAMBICA Process Instrumentation & Control Sector Head. These individuals will be the only people who know to which participant any data belongs.

7. 'NIL' or '0' returns are not accepted on the data collection forms, except by agreement of participants when there is a risk of contravening Rule 2 a).

8. Final results for each category will be those presented at the meeting (unless corrections are required following discussions at the meeting).
9. There must be at least three contributors to any category for its results to be automatically displayed and published. Where there are only three contributors to a category and one contributor has greater than 70% of the market, we will request approval from that contributor prior to publishing results.
10. Each participant will receive a consolidated set of results for each valid category, except where Rule 4 has been invoked, and the total value for the collection.
11. Results will only be made available to participating companies except for the single headline 'UK Process Automation Market Estimate' figure which may be shared publicly. Note that there may be situations where utilising aspects of MACIES data would be valuable in supporting industry positions when influencing UK or EU regulatory or policy decisions. MACIES participants will always be consulted for approval prior to data being shared.
12. Should the meeting be cancelled a full refund of the charge will be made less any cancellation charges for the venue.

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