



## COMPETITION LAW CHECKLIST FOR MEETINGS

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**Ensure strict performance in areas of:**

### **Oversight/supervision**

- ✓ Have a secretariat representative at each meeting
- ✓ Consult with the secretariat on all questions which might be related to competition law
- ✓ Limit meeting discussions to agenda topics
- ✓ Provide each attendee with a copy of this checklist, and have a copy available for reference at all meetings

### **Recordkeeping**

- ✓ Have an agenda and minutes which accurately reflect the matters which occur
- ✓ Ensure the review of agendas, minutes and other important documents by the appropriate staff in advance of distribution
- ✓ Fully describe the purposes, structures and authorities of the group

### **Vigilance**

- ✓ Curtail any discussion or meeting activities which appear to violate this checklist
- ✓ Ask for those activities to be stopped so that appropriate legal check can be made by the secretariat
- ✓ Disassociate yourself from any such discussion or activities and, for the attendees, leave any meeting in which they continue (and have it minuted)

**This checklist is for the conduct of all meetings. Prohibited discussion topics apply equally to social gatherings incidental to those meetings. The checklist is not exhaustive.**



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**Do not, in fact or appearance, discuss or exchange information not in conformity with competition law, including for example on:**

### **Prices, including**

- ✗ Individual company/industry prices, price changes, price differentials, discounts, allowances, credit terms etc.
- ✗ Individual company data on costs, production, capacity (other than nameplate capacities), inventories, sales etc.

### **Production, including**

- ✗ Plans of individual companies concerning the design, production, distribution or marketing of particular products, including proposed territories or customers
- ✗ Changes in industry production capacity (other than nameplate capacities), inventories etc.

### **Transportation rates**

- ✗ Rates or rate policies for individual shipments, including zone prices, freight etc.

### **Market procedures, including**

- ✗ Company bids on contracts for particular products
- ✗ Company procedures for responding to bid invitations
- ✗ Matters relating to actual or potential individual suppliers or customers that might have the effect of excluding them from any market or of influencing the business conduct of firms toward them etc.
- ✗ Blacklisting or boycotting customers or suppliers