

Guidelines for Membership of D2 Technical Committees and Attendance at TC Meetings

Background

The CIE Code of Procedure for Divisions and Technical Committees sets out the general guidelines for membership of a Technical Committee (TC). These can be summarised as follows:

- The TC Chair (TCC) is nominated by the Division members; this nomination must be formally approved by the Board of Administration.
- The TC Chair, with the approval of the Division, is responsible for appointing members to the TC.
- TC members must be experts in the technical area covered by the Terms of Reference of the TC.
- The membership of the TC should represent the range of knowledge and viewpoints which exist in the technical area covered by the Terms of Reference of the TC.
- It is not necessary to have a TC member from each National Committee (NC). However each NC has the right to appoint one member to the TC, if they so wish.
- The TC members must be formally approved by the Division.
- Should a TC member be inactive, the TCC shall write to the person (with a copy to the DD and the Division member and NC of the country from which the TC member comes). If necessary a TCC, on the authority of the DD, may revoke the appointment of an inactive member. If the member was appointed by the NC, the NC must be informed.

The CIE Code of Procedure for Divisions and Technical Committees also makes reference to 'Advisors'; these are experts invited to join a TC by the TCC to give specific advice. Such Advisors may be acknowledged in TC Reports at the discretion of the TC.

The CIE Code of Procedure for Divisions and Technical Committees does not specifically state whether, or not, attendance at TC meetings should be restricted to TC members. D2, in common with most CIE Divisions, has opened TC meetings to all interested parties, which has meant that attendance is often very large. Whilst this is to be welcomed, since it results in sharing of ideas between different areas of expertise and encourages inputs from a wide range of experts, it can also cause some problems, in particular:

- Time is often spent going over ground that has been previously discussed and agreed within the TC; the TC meetings then do not move forward the work of the TC.
- Many of those attending the meeting as observers (i.e. non-TC members) express a wish at the meeting to join the TC; if all these requests are accepted, the membership list can quickly become unmanageable, again slowing TC progress.

If the CIE is to respond to the need for Technical Reports and Standards to be both up-to-date and relevant, it is important that TCs complete their work in a timely fashion. The following guidelines have been prepared to facilitate this. These are supplemental to the guidelines given in the CIE Code of Procedure for Divisions and Technical Committees. They are intended to assist TC Members and TCC in their work, not to stifle debate or restrict the ability of D2 Members to participate in the work of the Division.

New Guidelines for D2 TC Membership and Meetings

1. Anyone wishing to join a TC must write to the TCC, copied to Division Director (DD) and Division Secretary (DS) giving a clear commitment to actively participate in the work of the TC (if accepted as a TC Member) and stating:
 - a. What expertise they have in the technical area covered by the Terms of Reference of the TC, including a list of any relevant publications
 - b. Which specific aspects of the work of the TC they feel best able to contribute to.
2. On receipt of an application to join the TC, the TCC should review the existing TC Membership, and the activity of each Member, to assess whether the new applicant will bring relevant expertise to the TC that is currently lacking, or additional expertise in an area where the existing Members are not particularly active.
3. If the TCC feels that the new applicant will be a valuable addition to the TC Membership, they should write a formal letter of appointment, copied to the DD and DS, setting out a specific work plan and timetable for the work of the TC and highlighting where the new TC Member is expected to contribute.
4. If the TCC feels that the current Membership adequately fulfils the need for a range of knowledge and viewpoints in the work of the TC and that the new applicant will not assist in the more rapid completion of the work, they should first discuss this with DD and then write to the new applicant, copied to DD and DS, explaining the decision. In making this decision, although the technical expertise required within the TC should be the first priority, consideration should also be given to the international nature of the CIE and the desirability of having inputs from a number of different countries (but not necessarily all countries).
5. The TCC should review the TC Members list annually. If, during this review, the TCC identifies a Member (or Members) who has been inactive for some time, this Member should be contacted in writing (copied to DD, DS and the Division Member and NC of the country from which the TC Member comes) to determine whether they are still interested in the work of the TC and asking for a commitment to contribute to a specific area of the TC's work (as in point 1 above for potential new Members). Unless a sufficiently positive response is returned, the Member should be removed from the Membership list. The TCC should retain a list of all ex-Members and their previous contributions (if any) to aid in the preparation of the acknowledgements lists in the Final Report (see point 6 below).
6. The TCC should review the current and ex-Membership lists when finalising the TC Report for publication. Final TC Reports should include a list of all those who have made a significant contribution to the Report or to the work of the TC, whether or not they are a TC Member at the time the Report is finalised. A list of 'Advisors' may also be included, if appropriate, listing those who have made a smaller contribution. The TCC is responsible for keeping a record of contributions so as to ensure these lists are accurate. Members who have not contributed to the work of the TC should not be acknowledged.

7. Before publication, the TCC should notify all current and ex-Members of the TC of whether or not they will be listed as Contributors or Advisors in the Final Report, with a deadline for response in case any member disagrees with the decision.
8. TC meetings should continue to be open to all interested parties. However the TCC should make it clear that non-Members are welcomed in an observer capacity; the work of the TC should not be impeded by their presence.
9. For the benefit of TC Members, as well as observers, it will be helpful for the TCC to begin the meeting by summarising the aims and objectives of the TC, the current status of the TC's work and the purpose of the meeting (e.g. any specific points to be addressed and resolved during the meeting). The TCC should be firm in avoiding covering 'old ground' during the meeting.
10. TC Drafts on the D2 website are restricted to TC Members, Country Members and the D2 Management Team. Printed copies of the current draft may be made available to observers attending TC meetings at the discretion of the TCC; they should be clearly marked as 'Confidential draft, not for distribution'.
11. An attendance list should be circulated at each TC meeting. This list should not, however, include an option for observers (sometimes called 'guests') to request to join the TC. Any such requests should be made after the meeting, in writing, as in point 1 above.
12. The TCC is responsible for making sure the TC Membership List is kept up-to-date. The current Membership List should be included with an annual Progress Report, submitted in writing to DD and DS immediately after the D2 Meeting each year. If the TCC is unable to attend the annual D2 Meeting to make a verbal progress report at this meeting, then the written report should be sent to DD and DS at least 2 weeks before the meeting. DS is responsible for maintaining the updated Member lists for all TCs on the D2 website.
13. The TCC should also maintain an up-to-date Work Plan for the TC, setting out the work to be done, specific (agreed) responsibilities for each TC Member and deadlines. This should be reviewed at least annually and included with the annual Progress Report.