

Guidelines for Membership and Operation of CIE Technical Committees

1 General

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 (BA).
- 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 (ToR) 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 ToR 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.

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 detailed 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, and to maximise the effectiveness and speed of working of TCs. They are not intended to stifle debate or restrict the ability of CIE Members to participate in the work of the Divisions.

2 Establishment of a Technical Committee and Ongoing Approval of TC Work

2.1 The procedure for establishment of a TC is as follows:

- 2.1.1 A member of the Division responsible for the work to be done shall prepare a draft recommendation for consideration by the Division. This recommendation shall include a justification for the work and a proposal for the ToR of the TC.
- 2.1.2 The Division shall decide whether to recommend the establishment of the proposed TC and shall agree the ToR and the TCC.
- 2.1.3 Based on 1.1.2, the Division Director (DD) shall make a formal recommendation to the BA, either verbally or in writing.
- 2.1.4 The BA shall decide on whether or not to approve establishment of the TC. This may be subject to specified conditions, such as a modification to the proposed ToR, a change to the suggested TCC, a requirement to liaise with another Division or Divisions, or a requirement for a detailed membership list to be submitted (and agreed) prior to approval.
- 2.1.5 The TC shall be established for a 4-year term initially, with the TCC also appointed for a 4-year term.

- 2.2 The TCC, with the approval of the Division and the DD, shall appoint members to the TC following the guidelines given in Section 3 below.
- 2.3 The TCC, in conjunction with the TC members, shall prepare a detailed work plan for the TC, which shall be made available to all Division members and the BA.
- 2.4 The TCC, ToR and detailed work plan for each TC shall be reviewed by the relevant Division each year. Any proposed changes to TCC or ToR shall be submitted by the DD to the BA for approval.
- 2.5 At the end of each 4-year term, the requirement for continuation of the work of the TC shall be the subject of a formal vote within the relevant Division. Based on this vote, the DD shall make a formal recommendation to the BA. The BA shall decide whether the work shall continue.
- 2.6 If continuation is agreed, this shall be for a further 4-year term (or shorter period if the BA so decides), at the end of which step 2.5 shall be repeated.
- 2.7 The TCC shall normally serve for only one 4-year term, although this may be extended to two terms with the formal agreement of the Division and the BA. The TCC shall not serve for more than two 4-year terms.

3 Technical Committee Membership

- 3.1 Anyone wishing to join a TC shall write to the TCC, copied to 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:
 - 3.1.1 What expertise they have in the technical area covered by the ToR of the TC, including a list of any relevant publications, if appropriate.
 - 3.1.2 Which specific aspects of the work of the TC they feel best able to contribute to.
 - 3.1.3 Note that it is not essential for a prospective TC Member to demonstrate knowledge at the leading edge of the subject, although this will be an advantage. Other ways in which a valuable contribution can be made include, but are not limited to: literature reviews, experimental investigations, analysis of data, preparation of tables, graphs and figures, and reviews of other standards or recommendations.
- 3.2 On receipt of an application to join the TC, the TCC shall 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, or make a valuable contribution to the work of the TC in some other way.
- 3.3 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, including information on how the new TC Member is expected to contribute.

- 3.4 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 following points:
- 3.4.1 The international nature of the CIE and the desirability of having inputs from a number of different countries (but not necessarily all countries).
 - 3.4.2 The desirability of involving members at early or developmental stages in their careers.
- 3.5 The TCC shall 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 shall be contacted in writing by TCC (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 3.1 above for potential new Members). Unless a sufficiently positive response is returned, the Member should be removed from the Membership list.

4 Technical Committee Meetings

- 4.1 TC meetings shall 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.
- 4.2 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 shall be firm in avoiding covering 'old ground' during the meeting.
- 4.3 TC Drafts are restricted to TC Members, Country Members, the Divisional Management Team and BA. 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'.
- 4.4 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 described in 3.1 above.

5 Management of Technical Committee Work

- 5.1 The TCC is responsible for ensuring that the TC work progresses in a timely fashion and that an appropriate level of confidentiality is maintained for draft documents (see 4.3).

- 5.2 The TCC is responsible for ensuring that the needs and views of other TCs, Divisions and organisations are included in the work of the TC as necessary and appropriate. The CIE and Divisional websites and other collaboration tools provided by the CIE Central Bureau shall be used to facilitate this.
- 5.3 The TCC is responsible for ensuring that information on the progress of the TC work is made available to TC Members, Country Members, the Divisional Management Team and BA. This includes the following requirements:
 - 5.3.1 The TCC is responsible for making sure the TC Membership List is kept up-to-date.
 - 5.3.2 The current Membership List shall be included with an annual Progress Report, submitted in writing to DD and DS immediately after the annual Divisional Meeting.
 - 5.3.3 If the TCC is unable to attend the annual 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.
 - 5.3.4 The TCC shall 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 within the TC at least annually and included with the annual Progress Report.

6 Acknowledgement of Member Contributions to TC Work

- 6.1 Those members who have made a significant contribution to the work of the TC and to the preparation of a Technical Report or Standard shall be acknowledged as authors of the Technical Report or Standard. Authors need not be TC Members at the time of completion of the TC's work, but they must have made a significant contribution during the period in which they were a member.
- 6.2 Where a member has taken a less active role, acting as an advisor rather than a contributor to the work, this may be acknowledged in the final report by inclusion in a list of Advisors.
- 6.3 Members who have not contributed to the work of the TC shall not be acknowledged, regardless for the length of time for which they have been listed as a TC Member.
- 6.4 The TCC shall maintain a list of all current Members and ex-Members, including notes on the contributions each one has made to the work of the TC, to aid in the preparation of the lists of Authors and Advisors in the final report and to ensure that these lists are accurate.
- 6.5 Before publication, the TCC should notify all current and ex-Members of the TC of whether or not they will be listed as Authors or Advisors in the Final Report, with a deadline for response (typically 1 month) in case any TC Member disagrees with the decision.