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# ITTC Quality System Manual Recommended Procedures and Guidelines

## Procedure

### Decision Making Between Conferences


- 1.0                    Scope
- 1.0-04              Decision Making Between Conferences

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Updated / Edited by	Approved
Quality Systems Group of the 28 <sup>th</sup> ITTC	27 <sup>th</sup> ITTC 2014
Date: 03/2014	Date: 09/2014

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## Decision making between Conferences

### 1. PURPOSE

The Full Conference is the highest authority of the ITTC and responsible for all policies and technical matters. The Executive Committee represents ITTC between Conferences. The close cooperation with external bodies such as IMO and ISO has demonstrated the need for the Executive Committee being able to make decisions on policy and/or technical matters between Conferences. The purpose of the present document is to establish a formal procedure for making such decisions.

Two situations are envisaged, viz.

- **Unanimous Agreement:** The Executive Committee members eligible to vote agree unanimously to the proposed decision and are supported by a majority of the Advisory Council members.
- **Disagreement:** No unanimous agreement is reached among the Executive Committee members eligible to vote or support is not obtained from a majority of the Advisory Council.

### 2. DEFINITIONS

**ISSUE** - means an issue that may arise at any level of the ITTC (TC, AC, EC) and has either of the following characteristics:

- A communication with a third party/organization on ITTC's policies, attitude, position or professional opinion on matters which may have a bearing on ITTC's image, credibility, independence or may have legal or financial implications
- Has a short time frame (in the sense that it is shorter than the committee life span and the Rules based decision processes)

- A situation which cannot be solved unani-  
mously

Whenever in doubt, any member of a technical committee, the Advisory Council or the Executive Committee can always address the Executive Committee for an evaluation whether a given subject shall be treated as an ISSUE.

**CORRESPONDENCE** - shall as regards this procedure always be by e-mail. It shall include:

- A clear indication of the type of response required
- A clear indication of the deadline for the response (a typical time frame shall be two weeks)

**VOTES** - can be given as YES, NO and ABSTAIN. Decision will be made by simple majority according to the ITTC Rules.


### 3. UNANIMOUS AGREEMENT

In case a unanimous agreement is reached among the Executive Committee members eligible to vote and the support is obtained by a majority of the Advisory Council members, the decision is executed.

### 4. DISAGREEMENT

In case a unanimous agreement is not reached, a task force shall be established, comprising

- Advisory Council Chairman
- Chairman of the relevant Advisory Council Working Group (re. 1.0-03)
- Chairman of the relevant technical committee

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The task force is chaired by the Advisory Council Chairman and shall, as its first action, produce an ISSUE note. This is a maximum two page description of the ISSUE with the following contents:

- Problem description
- Differences
- Task force views
- Recommendations
- Appendices (technical)

The ISSUE note shall be distributed to the Executive Committee and Advisory Council members.

Within a period of two weeks from receiving the ISSUE note, the Advisory Council members shall send an OPINION note to their respective Area Representative in the Executive Committee. This note shall be brief and clear and may in its simplest form just be a vote, Yes, No, or Abstain.

Based on the OPINION notes, the Area Representative produces a POSITION note, which he submits to the Chairman of the Executive Committee within a further time frame of two weeks. The POSITION note shall contain the views of the Advisory Council members from that area and a recommendation. Regardless of the extent of responses from the Advisory Council members, the Area Representative shall formulate the Area position on the ISSUE.

The Executive Committee decides on the ISSUE by simple majority and the appropriate action is taken to execute the decision.

## **5. RECORDING AND REPORTING OF DECISIONS**

### **5.1 Executive Committee meetings**

All decisions made by this procedure, whether unanimously or by the procedure described in Section 4, shall be recorded in the Minutes of the Executive Committee meetings.

### **5.2 Full Conferences**

All decisions made by this procedure, whether unanimously or by the procedure described in Section 4, shall be reported to the Full Conference in the Executive Committee report and shall be recorded in the Proceedings of the Conference.