ITTC Quality System Manual

Recommended Procedures and Guidelines

Guideline

General Guideline for the Activities of Technical Committees, Liaison with Executive committee and Advisory Council

1.0   Scope

1.0-03   General Guideline for the Activities of Technical Commit-tees, Liaison with Exec-utive committee and Advisory Council

Updated / Edited by	Approved
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General Guideline for the Activities of Technical Committees, Liaison with Executive committee and Advisory Council

1. PURPOSE OF GUIDELINE

The purpose of this guideline is to provide the technical committees with general information about their obligations and their liaison with the Advisory Council.

An ITTC Time Table for each term shall be prepared by the AC Secretary for approval by the AC and the EC, and shall be available on the ITTC website. The format of this time table shall be as shown in Annex 1 to this procedure.

2. INTRODUCTION

The EC/AC will meet three times between the Conferences, normally (1) September or October of the first year after the Conference, (2) September/October of the second year after the Conference, (3) March/April of the year of the next Conference. The detailed schedules shall be communicated to the TC Chairmen through updates of the ITTC Time Table.

The whole ITTC term is divided into the following four periods:

1. The First Period: From the end of the Conference to the First AC/EC meeting
2. The Second Period: Between the First and the Second AC/EC meetings
3. The Third Period: Between the Second and the Third AC/EC meetings
4. The Fourth Period: After the Third AC/EC meeting to the beginning of the next Conference

The activities of TCs which have to be carried out in those periods are explained in the sections of Chapter 7.

Besides the main stream of Committee work, TCs are encouraged to publish information of general interest to the ITTC community in the ITTC News, as explained in Chapter 6.

3. TERMS OF REFERENCE FOR THE TECHNICAL COMMITTEES

The Advisory Council (AC) drafts the terms of reference given to Technical Committees (TCs) for approval by the Executive Committee (EC) and the Full Conference. TCs are expected to work in close communication with the AC throughout the three year period during which they do their work. Communication with the AC is coordinated through ITTC Secretary. The AC has set up a number of Working Groups (WGs, see Chapter 4.) to support the work of the Technical Committees. Each WG is responsible for supporting the work of a number of TCs. Any information (questions, progress reports etc.) is sent to ITTC Secretary and is passed on to the appropriate WG for a response.

The Terms of Reference are given to the TC Chairmen by the EC soon after the end of the Conference at which they are approved. The TC chairman should examine them as soon as possible and consider how to formulate the work of the Committee. The results shall be distributed to the members and discussed among members via e-mail and at the first meeting.

However, the TC should understand that the Terms of Reference may be changed if they are not clearly understood or if, it is not possible to do the work as specified. In such cases, the TC's opinions and questions should be communicated to the ITTC Secretary who will transfer them to the appropriate AC WG for consideration, or after the first contact directly to the AC WG chairman with a copy to the secretary. The discussion may result in a modification to the Terms of Reference, and sometimes, even the elimination of a part of them.

It is hoped that, as the results of such communications, the TC can start its work with a clear understanding of what is requested of them.

Although the TCs are asked to address concerns with their Terms of Reference as early as possible, the TC should not hesitate to communicate to the ITTC secretary or the respective WG chairman (copy to secretary) whenever it encounters unclear points and difficulties in accomplishing its tasks.

4.   ORGANISATION FOR AC FOLLOW-UP OF TC ACTIVITIES

The AC introduced Working Groups with the objective to follow up more closely the work of the TCs.

The terms of reference for these WGs are:

1. To draft recommendations for terms of reference (ToR) for general committees
2. To identify requirements and propose terms of reference for specialist committees.
3. Review TC progress reports to assure that committees are following plans.
4. Review and make recommendations on proposed ITTC procedures.

5. Review and propose topics for group discussions at the full Conference.
6. Support the new committees as regards the start up and interpretation of their tasks.
7. Report to the full Council at its meetings.

First communication between the WGs and TCs shall in general be directed through the ITTC Secretary. Direct communication between the TC Chairman and the WG Chairman are useful and is encouraged. If such communication takes place the ITTC Secretary shall receive a copy.

As the composition and responsibilities of the working groups change from time to time the actual composition shall be shown on the ITTC website.

5.   RECOMMENDED PROCEDURES

Most of the TCs will be given a specific task to either update existing procedures or prepare new procedures and guidelines for the ITTC quality system. In addition, the general committees are expected to review all the procedures in their area and propose updates or new procedures, if necessary. While the specialist committees have specific tasks and are unlikely to review procedures they are not specifically asked to review, the specialist committees may also review and propose modification of any procedures.

Outline of proposed modifications and outline of new procedures shall be submitted at the end of the first period together with the first progress report.

AC will review these outlines at the first meeting and inform the TC if the proposal can be accepted.

Toward the end of the second period, the TC shall submit the first draft of the procedures (as MS word files). At this stage, the submitted documents do not have to be completed, but the TC should clearly demonstrate the general approach to be adopted in a new procedure or how an existing procedure will be changed.

At the beginning of the third period the TC will receive AC's response to their first submissions. Then, the TC shall revise the drafts to address the comments from the AC. Toward the end of the third period, the TC shall submit these second drafts (again as MS word files) for review by the AC. The second drafts should be complete both in contents and format.

The format shall be according to ITTC Procedures (4.2.3-01-01, "Guide for the Preparation of ITTC Recommended Procedures" and 4.2.3-01-03, "Work Instruction for Formatting ITTC Recommended Procedures"), including the correct use of symbols and terminology and clear definitions of parameters and expressions.

The procedures should in the opinion of the committee fully meet the requirements for publication. The evaluation of the procedure shall be made by the AC according to the criteria described in ITTC Procedure 4.2-03 "Document and Data Control, Review of ITTC Recommended Procedure by the Advisory Council".

In the submitted files of both the first and second drafts of revised procedures, the modified points and newly added parts should be clearly identified, e.g. by using the "track changes" function or in a separate note following the submission of the procedure.

At the beginning of the fourth period the TC will receive AC's response to their second submissions. Then, the TC shall prepare a final draft

documents including changes requested by the AC. Within three weeks after getting AC's comments, the finalized results shall be submitted to the ITTC Secretary. He will pass them on to the Quality Systems Group for a final review of the format, symbols etc., and transformation into .pdf files.

6. CONTRIBUTIONS TO THE ITTC NEWS

The Technical Committees are urged to publish information of general interest to the ITTC community in the ITTC News, which is issued six times during the three-year period. Contributions to the ITTC News shall be sent to the ITTC Secretary as follows:

Deadline	Publication date
Jan 15, year 1	Jan 30, year 1
May 30, year 1	June 15, year 1
Nov 30, year 2	Dec 15, year 2
May 30, year 2	June 15 year 2
Nov 30, year 3	Dec 15, year 3
May 30, year 3	June 15, year 3

7. SUMMARY OF THE ACTIVITY IN FOUR PERIODS

7.1 Technical Committee's Chairman

TC Chairman is formally appointed by letter from the EC Chairman.

The chairman is responsible for organizing the Committee to do the work described in the ToR, and for meeting all requirements for final and progress reports.

7.2 The First Period

The First Period starts immediately after the conference and ends in September/October of the following year.

7.2.1 Summary

The key word of this period is "Getting started". The Terms of Reference given to the committee should be familiarised, at first by the appointed chairman, and next through the discussion among the TC members via e-mail and at the first committee meeting. If necessary, the TC chairman can ask clarifications and/or propose the modifications of the Terms of Reference.

At the first meeting of the TC, the scope of the committee work shall be discussed. After the meeting, actual technical work of the TC may be started. The status at the end of the period shall be explained by the progress report.

7.2.2 Chairman's Leadership

Once appointed, the TC Chairman shall familiarise himself with the Terms of Reference given for the activities of his TC. If the TC Chairman finds the need for clarification and/or has proposals of modification to the ToR, these shall be communicated to the ITTC Secretary. who will pass these requests the appropriate AC WG for consideration. or directly the respective AC WG Chairman with a copy to the ITTC secretary.

As a result of these communications, some additional explanation and/or modifications may be made on the original Terms of Reference. Then, the TC chairman can set up the scope of the committee work and it should be distributed for the discussion at TC's first meeting.

7.2.3 The TC Meeting

It is expected that the TC shall have an informal meeting immediately after the last general session of the Conference. As there are not necessarily sufficient members present, it is expected that the following matters, only, are addressed at this meeting: place and time of the first formal meeting, the selection of TC Secretary and the process of reviewing the ToR.

The TC is expected to hold its first meeting within a period of approximately 4 months after the Conference. At this meeting, TC Secretary is appointed, the Terms of Reference shall be discussed and planned work distributed among TC members.

The ITTC Secretary shall be informed of the selection of TC Secretary and if TC encounters any difficulties in accomplishing its work.

The TC may have another meeting toward the end of the period.

The maximum number of meetings, excluding the attendance at the conference and the brief meeting immediately after, is limited to four.

7.2.4 Progress Reports

At the latest, 3 weeks prior to the first AC meeting, the TC Chairman shall submit a report on the progress of work in the TC. The contents of the Progress Report shall be as per the report template that will be provided in due time by the ITTC Secretary.

For the first progress report, it is very important to show that the committee has successfully started their works defined by the (revised,

if necessary) Terms of Reference and report the status of the TC at the time.

For the general committees and some specialist committees, the progress report shall contain a list of the procedures relevant to the subject covered by the committee and any suggestion made by the committee to revise these procedures and/or guidelines. The progress report shall furthermore include a list of proposed new procedures together with an outline of the objective and contents of these.

The TC will receive the response from AC at the beginning of the next period.

7.3 The Second Period

The Second Period is between the first and second AC meetings.

7.3.1 Summary

The latter half of the first period and the whole of this period are for "the real progress of the TC activity". The TC may have one or two meetings according to its plan during this period. The works defined by the Terms of Reference and the preparations and the reviews of the requested Procedures and Guidelines shall be pursued.

7.3.2 Progress Reports

At the latest, 3 weeks prior to the second AC meeting, the TC Chairman shall submit a report on the progress of work in the TC.

The TC will receive the response from AC at the beginning of the next period.

7.3.3 Recommended Procedures

Toward the end of the period, the first draft of the Procedures and/or Guidelines being prepared and/or reviewed shall be sent to AC through the ITTC Secretary. The TC will receive the response from AC at the beginning of the next period.

7.4 The Third Period

The Third Period is between the second and the third AC meetings.

7.4.1 Summary

This period is to "begin the Finalisation of the TC activity". The TC may have its last meeting during this period or at the beginning of the fourth period, according to its plan. Works of the TC defined by the Terms of Reference should be completed, and the preparation of the Committee Report started. The report should be in the format required for the ITTC Proceedings (Procedure 4.2.3-01-02). The conference organiser will usually issue a report template which follows this procedure and may be provided with a special conference header.

7.4.2 Progress Report

At the latest, 3 weeks prior to the second AC meeting, the TC Chairman shall submit a report on the progress of work in the TC.

The TC will receive the response from AC at the beginning of the next period.

7.4.3 Recommended Procedures

At the beginning of the period the TC shall receive the results of the AC review of the first

drafts of their procedures. Reflecting the comments by AC, the TC shall finalize them and the results shall be sent to the ITTC Secretary towards the end of the period.

7.4.4 Proposals for Future Work

At least three weeks before the end of the period, Proposals for Future Work in the subject area covered by the committee shall be sent to the ITTC Secretary to include in the AC process for developing draft ToRs for the next ITTC.

7.4.5 Conclusions and Recommendations

At least three weeks before the end of the period, the TC shall send the draft conclusions and recommendations of their report for review by AC. AC shall review the recommendations for compliance with the ITTC Rules and submit comments to the TC, if any. The conclusions and recommendations shall furthermore be considered by the AC in their definition of tasks for the next committees.

7.5 The Fourth Period

The Fourth Period is from the third AC meeting to the conference.

7.5.1 Summary

This period is for "the Finalisation of the TC activity and preparation of the presentation at the conference". The TC may have its last meeting at the beginning of this period, according to its plan.

The finalised Procedures or Guidelines and the Committee Report should be submitted at the early stage of this period. After that, the presentation of the committee report at the conference will be prepared.

7.5.2 Recommended Procedures and Guidelines

After getting AC's comments, the TC shall finalise the Procedures and/or Guidelines by reflecting the comments. Within 3 weeks after getting AC's comments, the TC should submit the final Procedures and/or Guidelines to the ITTC Secretary.

7.5.3 The Committee Report

After receiving the comments from AC at the beginning of the period, the TC has to finalise the Committee Report with the Recommendations reflecting AC's comments.

The Committee Report must be submitted to the conference organiser before the deadline specified on the conference website.

7.5.4 Presentation at the Conference

After the final image of the TC report becomes clear, presentation of the TC report at the Conference shall be prepared.

The points which shall be kept in mind are;

1. Total time allocated for the presentation is usually 90 minutes for General Committees, 75 minutes for Specialist Committees. To keep enough time for discussions and to allocate time for introduction etc., it is requested to formulate the presentation around 45 minutes for General Committees, 35 minutes for Specialist Committees.

2. As a current practice, the presentation shall be prepared by Microsoft Power-Point (or any of the compatible presentation software). When the EC give recommendations to use a common template or some concerning limitations in display ability, the TC shall do its best to follow them.

3. As the presentation file may include additional information to the Committee Report, the TC is requested to submit a summary version of the presentation file for the publication on the CD containing Vol. III of the Proceedings.

Appendix A **ROUGH TIMETABLE OF CURRENT PRACTICE**

Period	Month/Year	Conference, EC/AC	EC/AC & TC Exchange	TC	
First	Sep., 0	Conference		↑	
	Oct., 0		Discussion on the Terms of Refer-ence and the scope of Committee activities		The period for "Getting Started" including the first TC meeting.
	Nov., 0				
	Dec., 0				
	Jan., 1	Newsletter			
	Feb., 1				
	Mar., 1				
	Apr., 1				
	May, 1	Newsletter		↓	
	Jun., 1				
	Jul., 1		← Submission(1)[1]	↑	
	Aug., 1				
	Sep., 1	EC/AC meeting			
Second	Oct., 1		Response to Submission (1) →		The period for "Real progress of the TC activities" including one or two TC meetings.
	Nov., 1	Newsletter			
	Dec., 1				
	Jan., 2				
	Feb., 2				
	Mar., 2				
	Apr., 2				
	May, 2	Newsletter			
	Jun., 2				
	Jul., 2				
	Aug., 2		← Submission(2)[2]		
	Sep., 2	EC/AC meeting			
Third	Oct., 2		Response to Submission (2) →	↓↑	The period for "Fi-nalization of the TC activities" in-cluding the last TC meeting.
	Nov., 2	Newsletter			
	Dec., 2				
	Jan., 3				
	Feb., 3		← Submission(3)[3]		
	Mar., 3	EC/AC meeting			
Fourth	Apr., 3		Response to Submission (3) →		
	May, 3	Newsletter	← Submission(4)[4]		
	Jun., 3		← Submission(5)[5]		
	Jul., 3			↓	
	Aug., 3				
	Sep., 3	Conference	Written Discussions → Oral Discussions → ← Submission(6)[6]		

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[1] Submission (1) is Progress Report including outline of new procedures and procedure modifications.

[2] Submission (2) is composed of Progress Report and Draft Recommended Procedures & Guidelines.

[3] Submission (3) is composed of Progress Report, Draft Proposals for Future Work in the subject area covered by the committee, committee report conclusions and recommendations, and Final draft Recommended Procedures & Guidelines.

[4] Submission (4) is composed of Finalised Recommended Procedures & Guidelines.

[5] Submission (5) is composed of Committee Report.

[6] Submission (6), after the Conference, is composed of Replies to Written and Oral Discussions given to the TC.