ITTC Quality System Manual

Recommended Procedures and Guidelines

Committee Structure of ITTC

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1. STRUCTURE OF THE TECHNICAL COMMITTEES

On recommendation of the Advisory Council, the Executive Committee will establish a number of General Technical Committees of a permanent basis. In addition, there will be a number of Specialist Technical Committees dealing with detailed, well-defined tasks that can be completed in a 3-year or maximum 6-year period.

The Executive Committee will continue to establish Groups from time to time to carry out specific tasks for the Conference which are not technical issues; for example, the Symbols and Terminology Group and the Quality Systems Group.

2. TERMS OF REFERENCE FOR THE GENERAL AND SPECIALIST TECHNICAL COMMITTEES

2.1 General Committees

Each General Committee will be responsible for a general subject area. It will review the state-of-the-art, identify the need for research and development, and carry out longer term studies with broad impact.

The principal thrust of the work of the General Committee will be to establish procedures and guidelines to help the ITTC member organisations maintain their institutional credibility with regard to quality assurance of products and services such as performance prediction and evaluation of designs. The committee will develop detailed technical plans in accordance with Conference recommendations and its work should be directed towards the techniques and understanding of physical and numerical modelling as a means of predicting full-scale behaviour. While maintaining an awareness of progress, fundamental theoretical studies and fundamental aspects of numerical fluid computation should be covered by other forum.

Each committee will submit a report on the results of its work to the Full Conference. The conclusions and the recommendations of the General Committee should be structured into three separate parts:

1. General technical conclusions.
2. Recommendations to the Conference on carrying out or reporting work requiring Conference action (e.g. testing techniques, symbols, prediction techniques, etc.)
3. Recommendations for future work of the General Technical Committee and identification of tasks which may be appropriate for Specialist Committees.

2.2 Specialist Committees

Specialist Committees will be proposed by the ITTC Advisory Council. Each Specialist Committee will be responsible for studying a specific technical problem such as 'Prediction of Waterjet Performance'. The committees will be appointed for a limited duration; it is expected that they will complete their tasks within one or two ITTC periods, i.e. within 3 to 6 years. They should interact closely with the appropriate General Committees.

Each Specialist Committee will present a final report on the results of its work to the Full Conference and interim reports on progress if the duration of the committee spans more than

one Conference. The conclusions and the recommendations of the Specialist Committee should be structured into three separate parts:

1. General technical conclusions.
2. Recommendations to the Conference on carrying out or reporting work requiring Conference action (e.g. testing techniques, symbols, prediction techniques, etc.)
3. Recommendations for future work and identification of tasks which may be appropriate for Specialist Committees.

2.3 Groups

Groups may be established from time to time by the Executive Committee to carry out specific tasks for the Conference which are not technical issues. Membership of a Group should not exceed three consecutive terms of three years, but the Executive Committee may make exceptions. Also, normally Groups shall have fewer members than the Technical Committees. Such Groups shall be disestablished upon completion of their respective task objectives.

3. MECHANISM FOR IDENTIFYING NEW SPECIALIST TECHNICAL COMMITTEES

As part of their terms of reference, the General Committees will be instructed to consider the need for new tasks and include appropriate recommendations in their technical reports. If the Advisory Council identifies a need for a new specialist committee when it reviews the draft recommendations of the general committees, the Council will prepare and agree a statement of the technical aims and objectives for the work of the Specialist Committee.

Independently of the recommendations of the General Committees, the Advisory Council will keep under continuous review the requirement for Specialist Committees.

When the need for a new Specialist Committee has been agreed by the Advisory Council, the draft statement of technical aims and objectives will be presented to the Executive Committee for endorsement. If the Executive Committee approves the formation of a new Specialist Committee, it will present the proposal to the Full Conference for endorsement.