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	Guidelines for delegates representing ITTC vis-à-vis external bodies	Effective Date 2017	Revision 00

ITTC Quality System Manual

Recommended Procedures and Guidelines

Guideline

Guidelines for delegates representing ITTC vis-à-vis external bodies

- 1.0 Scope
- 1.0-05 Guidelines for delegates representing ITTC vis-à-vis external bodies

Updated / Edited by	Approved
Quality Systems Group of the 28 th ITTC	28 th ITTC 2017
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Guidelines for delegates representing ITTC vis-à-vis external bodies

1. ITTC POLICY

The ITTC does not get involved in the development of policies expressed by governments or any other authoritative body. It is an independent body that consists of experts in their own technical field.

2. REPRESENTING THE ITTC

The Executive Committee (EC) represents the ITTC between Full Conferences (ITTC Rules article 6.1).

The EC may delegate defined tasks, regarding representing the ITTC vis-à-vis external bodies, to an individual or a technical committee for a defined period of time.

In the event that a task requiring vis-à-vis an external body is delegated to a technical committee, the committee shall be represented by its chairman or a member appointed by the chairman and approved by the EC. The delegate shall act on behalf of the entire technical committee, and the entire committee shall be informed about and approve the action of the delegate. In the case of any disagreement within the committee, the EC shall be informed and take appropriate action.

The delegate shall report to the EC and the Advisory Council (AC) on the activities in relation to the delegated work.

2.1 Terms of Reference for delegates

The delegate shall operate according to the following Terms of Reference.

2.1.1 Contact between the delegate and the EC and AC

All contact between the delegate and the EC and AC shall go via the ITTC Secretary.

2.1.2 Written submissions

Any written submission in the name of the ITTC shall be submitted to the EC for review and comment (to be performed by the AC) no later than three weeks before the deadline for the submission to the external body.

In consideration of the comments from the AC, the EC may approve, modify or reject the written submission to be made by ITTC.

The written submission shall be sent to the external body by the ITTC Secretary.

Any joint submission where ITTC is part shall follow the same guidelines.

2.1.3 Documented expenses

The ITTC will cover reasonable and documented expenses for travel, board and lodging incurred by the delegate in connection with performing the delegated work.

Prior to incurring the expenditure, the delegate shall provide the EC with an estimated cost and obtain approval.