

GUIDELINES FOR FORMATION AND FUNCTIONING OF TC's & TB

Technical Committees

Objective

To bring out Technical Documents like Reports, Guidelines, Specifications, Manuals, Recommendations, Hand Books etc, by pooling up expertise available within and outside ICI.

Formation of TC

1. Any ICI member is entitled to present a proposal to GC to form a TC mentioning the broad Topic, Objective, Content, Constitution etc,
2. This proposal is sent to the Secretary General of ICI (SG) who will send it to the Technical Board (TB) and place it, along with the recommendations of TB, on the agenda of the next ICI GC meeting for discussion. If needed, a revised proposal will be drafted by the proposer to fulfill the TB & GC recommendations.
3. After approval by the GC, the proposal is adopted. Secretary to the TB gives a reference number to the new TC.
4. TB will approve experts to the Chair and the Co-Chair of the Committee.
5. Chair's knowledge and awareness of the current industry practices and specifications, latest practices in advanced countries and R&D in the area will be the key factors in choosing the best experts.
6. The SG will send a summary of the new TC's Mission to all ICI members, so that, whoever is interested can send their request to the

Secretary to TB, for membership in the TC, explaining how he can contribute to the Mission. Secretary to TB to forward such requests to the TC Chair and Co-Chair.

7. Selection of members will be based on the merit, at the discretion of the Chair and Co-Chair and to be ratified by the TB.
8. The Membership of the TC is limited to max. of 20. In addition the committee can include a limited number of Corresponding Members
9. TC members are expected to participate in TC work on a voluntary basis and will not be entitled for any remuneration.
10. The TC membership, by and large, shall cover all technical groups of relevance to the topic, like Practicing Engineers, Manufacturers, Consultants, Academics, Government Officials, Research Scholars, etc, ensuring balance in expertise in the Committee. Members from peer institutes with whom ICI has signed MOU, can be invited to be the members of the TC.
11. The Chair of the TC to send the final list of members to the SG for record and to be publicized through ICI Journal/e-bulletin/website.

Date of creation of TC

The date, on which Governing Council approves the proposal shall be Date of Creation of the TC.

Life of Technical Committee :

TC shall continue even after preparation of the document to take care of revision/amendments to contents, answering queries from members, and to prepare additional documents, if required, related to the topic.

The TC Chairman, Co-Chairman, Secretary and Members will continue initially for 3 years. On the request of TC, the TB can extend their tenure by another two years.

Re-constitution of TC

TB can, with the approval of the GC, reconstitute the TC if the time lines are not kept or the functioning is not satisfactory.

Functioning of a TC

- TC to discuss and conclude on the contents of the documents to be provided.
- The Chairman of the TC to identify the contents leaders and the list of chapters to be sent to TB for review and finalization.
- The Chair of the TC to call for formal meetings at least twice in a year, with prior notice to all its members by setting up agenda.
- There could be informal meetings between the members, to discuss on the business of the committee, but all the members are to be kept informed on the outcome of all such discussions. The minutes of all the meetings are to be sent to the Secretary TB for records.
- A quarterly progress report is to be sent to TB, marking a copy to HQ, not less than 10 days prior to GC meeting , so that, TB and GC could be briefed on the progress of the TC.
- Suggestions from Industries and individuals could be sought to add value to the document, from the practitioners' angle, either by sending

the document for comments or organizing workshops for selected Invitees. Valid suggestions gathered are to be incorporated.

- Once the TC prepares the draft document, it will be put on wider circulation to all ICI members through email/ICI website, for their comments, if any. The comments received, will be reviewed by the TC and the revised draft then will be submitted to TB, for review. TB will review the document and in case they have any comments, the same will be communicated to TC, for modification of the document and to resubmit to TB. Once the TB is approves the document, the same will be presented to GC, for final approval for printing and publication.

Technical Board

Objective

To monitor, regulate and guide the TCs in their formation and functioning and after critical technical review, recommend approval of the Documents to the GC for printing and publication

Constitution

- ❖ The TB will have a Chairman and six Members approved by the GC.
- ❖ The term of the Board will be initially for three years and the Chairman could be re-nominated for one more term of three years, with the approval of GC.
- ❖ 1/3rd of the members will be replaced every year after expiry of the first term of the TB (three years).
- ❖ The TB will be assisted by the Secretary for carrying out all administrative functions..

Functioning

- ❖ TB will meet every quarter prior to the GC meeting on the same day and at the same place.
- ❖ The TB monitors the progress of TCs. Matters of concern regarding the progress, membership, output, etc., of the TC's will be discussed in the TB Meeting.
- ❖ The TB will help resolve any conflict that may arise within a TC or between TCs with special reference to overlapping of activities, if any.
- ❖ The TB shall review the documents prepared by TC and shall deliberate main issues in their meetings. TB shall make its recommendations to the GC for approval of the documents after ensuring that they have been made available for comments to all ICI members/GC members, and outside experts through ICI website.
- ❖ TB will lay down the specifications for the design of the documents like lay out, font, colour, size, cover design, etc.

Funding

GC will decide on the modalities of funding of Production of documents and Marketing.

Copyright

Copyright of all documents will be with ICI.