

Proposal for a new Technical Committee - Annexes

ANNEX 1: Formation of a new RILEM TC - Rules and guidelines (formerly SG-N3)

TECHNICAL PROGRAMME OF RILEM

The technical programme focuses mainly on the following themes, each represented by a cluster of TCs:

- A. Material Processing and Characterization
- B. Transport and Deterioration Mechanisms
- C. Structural Performance and Design
- D. Service Life and Environmental Impact Assessment
- E. Masonry, Timber and Cultural Heritage
- F. Bituminous Materials and Polymers

Every new TC will be assigned to one of the six clusters A to F.

FORMATION PROCESS

- The application form for a new RILEM TC (TAC-N10 document) can be downloaded from the RILEM website (www.rilem.net). Any Individual Member is entitled to present a new TC proposal. This form is filled and signed by the proposed TC Chair, who has to be a RILEM Individual Member (A Staff member should become a Senior or a Young member). The TC members listed in the application form, should have agreed on TC membership before submission of the form. This form is sent to RILEM General Secretariat (a.griffoin@rilem.org) by the proposed Chair or any other RILEM member.
- This proposal is sent by the RILEM General Secretariat to each TAC member, for comments and discussion during the RILEM March or September meeting. If needed, a revised proposal will be drafted by the proposed TC Chair to fulfil the TAC recommendations.
- After approval by the Bureau/General Council, the proposal is adopted and the TC begins to function. A three-letter code is given to the TC for reference.

TC MEMBERSHIP

- It is expected that the TC membership covers all geographical areas and technical groups of relevance.
- Having the TC Chair and Deputy Chair from the same institution is strongly discouraged.
- The roles of TC Chair and Deputy Chair are restricted to one TC each. Individuals cannot simultaneously hold the position of Chair or Deputy Chair in more than one TC. (Milan 2024)

Objective: getting the right people

- Chair's knowledge of the current research in the field is a key factor to get the best experts.
- TC should be open to include PhD students and young researchers.
- Participation of members from industry is highly recommended.
- Any RILEM member can apply to become a member of the TC so wide publicity should be given.
- Regional and scientific balance should be ensured, as far as possible.

Membership list: As indicated above, **all TC members, including the TC Chair and Deputy Chair, should be RILEM members**; the General Secretariat must receive, from the TC Chair, a list of potential members before the first meeting, for enrolment. The General Secretariat should receive the updated TC membership whenever changes are made.

However, **non RILEM members, who have registered as registered users on RILEM Website, can attend TC meetings**. But they will not be listed as TC members, not as authors on TC outputs. If they actively contribute to the TC work, non RILEM members may be acknowledged as contributors in a separate list, different from that of the TC members, on those outputs where they actively contributed.

To allow TC Chairs to manage the growing size of their TCs, new members are added as **observers** (apart from the TC Chairs/Deputies and members listed in the TC proposal who are automatically active members) and then, depending on the actual proactive behaviour, the Chairs can promote the members from observers to active members.

Observers are on the TC mailing list but nor on the members list. Observers are participating to enrich their knowledge, they are here to learn and not contribute.

Observers have no say in the TC publications, only active members can comment on the publications.

****Note 04.10.23: the Observer role is not available on the website yet. It will be implemented asap.**

During the lifetime of the TC, the Chair and Deputy Chair should remain the same. If a Chair wishes to change its Deputy Chair, he should send an email to all TC members explaining the reasons of the change. Then the TC Chair should ask for TAC's approval.

DATE OF CREATION: date of approval by the General Council (delegation to the Bureau for the Spring meeting).

OFFICIAL REGISTRATION OF A NEW TC

Following a resolution of the Bureau (Madrid, September 1992), a new TC will get its reference number assigned by the RILEM TAC after a preliminary period of one or two years of successful activity. During this probationary period, the new TC will have a 3-letter reference code.

LIFESPAN OF A TC

The TC duration is usually limited to 5 years. Under certain circumstances, the lifespan of a TC might be stretched but it cannot be any longer than 7 years.

EDITORIAL COMMITTEE

In the special case where a Technical Committee reaches the end of its lifespan but still has to finish some planned TC outputs, such as a STAR or a recommendation, an Editorial Committee can be established. The Editorial Committee can handle the completion and publication of TC documents that are in a final stage, on behalf of the TC. They shouldn't start any new work. In principle, the Editorial Committee may consist of all members of the TC at the time of closure, or of a number of members who should however then still obtain final approval of all TC members before the documents are submitted for publication. The TC Chair should share the list of members who are part of the Editorial committee with the General Secretariat (a.griffoin@rilem.org) and the Cluster Convener.

The Editorial Committee should publish the remaining documents within two years after the closure of the TC.

ANNEX 2: RILEM TCs – Relevance (formerly SG-N2)

The specific policy of RILEM regarding its TCs is to assign them a defined task that can be completed within 5 years.

WHAT IS A RILEM TC?

A group of international experts working together in a particular field in order to:

- review and evaluate research data;
- harmonise testing methods;
- suggest new topics for research and to promote their conclusions by publishing recommendations, technical reports or state-of-the-art reports for test methods or construction practice.

Each RILEM TC is of utmost importance to the organization since the building of scientific and technical expertise, and dissemination of recent results and development form the core of RILEM's mission.

ROLE OF THE RILEM CLUSTER AND THE CLUSTER CONVENER

Every RILEM TC is part of one RILEM Cluster of TCs with related tasks. The TC should be in direct contact with the corresponding Cluster, which is entrusted with co-ordinating and monitoring TC activities, and advising the RILEM Technical Activities Committee (TAC). The Cluster Convener reports on the activities and progress of the TCs in the Cluster during each TAC meeting. Therefore, the TC chair should report on the TC activities to the Cluster Convener about 1 month before the TAC meeting. The Cluster Convener reviews and approves all TC documents before they are accepted for publication by the General Secretariat. The Cluster Convener can be requested to intervene and help resolve conflicts that may arise within a TC. In such cases, the Cluster Convener could attend one of the TC meetings as an invitee and representative of the TAC.

ROLE OF THE GENERAL SECRETARIAT

Based in Paris (France), the General Secretariat is equipped to:

- ensure the flow of documentation in all directions from TCs to RILEM members at large,
- clarify technical points for General Council approval,
- ensure that drafts and documents are edited, printed and distributed,
- update the website,
- provide any specific information needed by the TC Chair.

The General Secretariat, therefore, must be in a position, at any time, to give information on the status and progress of any TC. It also co-ordinates organisational aspects of TC scope, work programme and membership.

ROLE OF THE RILEM TECHNICAL ACTIVITIES COMMITTEE (TAC)

Each TC proposal, received at the General Secretariat in Paris, is submitted to the RILEM TAC. When the initial proposal is considered satisfactory (frequently after amendments following consultations between the TAC and the proposed Chair), the Bureau will, upon recommendation of the TAC, propose this new TC to the General Council for official creation.

The TAC monitors the progress of the TCs through the Cluster Conveners and other experts. Cluster Conveners report on the progress of the TCs assigned to the respective Cluster during the March and September meetings. **Matters of concern regarding the progress, membership, output, etc. of the TCs will be discussed in the TAC meetings.** The TAC recommends to the Bureau the giving of code numbers after the probation period of the TC and also the closure of the TC when relevant. The TAC Chair will help resolve any conflict that may arise between a TC Chair and the Cluster Convener. The TAC Chair will be the Deputy Editor-in-Chief in-charge of the review of TC papers submitted for publication in *Materials and Structures*.

ANNEX 3: Assignments of a RILEM TC Chair (formerly SG-N9)

Mission of a RILEM TC Chair

As the main objective of a RILEM Technical Committee (TC) is to prepare documents of top quality, the specific work of a RILEM TC Chair involves leadership, efficient decision-making, and ability to achieve an international consensus that will ensure the widest possible implementation of the results. Furthermore, the RILEM TC Chair

- should be an Individual Member of RILEM throughout the life of the TC (A Staff member should become a Senior or a Young member),
- has the responsibility of supporting the general policy of RILEM, as defined by the General Council for implementation by the Bureau, Standing Committees and General Secretariat,
- should record all decisions taken by the TC, such as the approval of reports, recommendations and other documents, and upload the minutes in the web directory of the TC,
- is expected to encourage the participation of PhD students and young researchers in the TC in order to promote the involvement of new RILEM members and ensure a wider dissemination of RILEM TC work,
- is expected to review articles submitted for publication in *Materials and Structures* and which are related to the field in which the TC is working,
- is encouraged to organize short courses, workshops and seminars for students and practising engineers, architects and other professionals through the Educational Activities Committee (EAC) of RILEM, and
- is entitled to contact at any time the Cluster Convener or the General Secretariat for any specific need connected with organisational matters, and for any difficulty in the work of the TC. In case the issue raised is not resolved, the TC Chair can contact the TAC Chair for assistance.

Since there is a major commitment in chairing a RILEM TC, **only one TC can be chaired at a time by a RILEM member**. This rule was adopted in September 1999 by the General Council, to avoid an unreasonable work load for any individual. The same rule applies to the Deputy Chair (Milano 2024).

Assignment of RILEM TCs to Clusters

RILEM Technical Committees are classified in clusters. Several TCs of similar domains or fields of interest comprise a cluster. A RILEM TC is assigned to one cluster but can contribute to the topics of other clusters.

Participation in the RILEM Week

RILEM TC Chairs **are strongly urged to attend the RILEM Spring Convention and RILEM Annual Week**. The TC Chairs and Deputy Chairs are invited to attend part of the TAC meetings in order to interact with the Cluster Convener and other members of TAC, and to also communicate ideas and suggestions that can improve the functioning of TAC and TC activities.

Meetings of the TC

It is recommended that the first meeting of the TC be held at least three months after the date of creation so that there is enough time for RILEM members to have an opportunity to know about the TC and possibly become members. One meeting, if possible, should be held during the RILEM Annual Week or the RILEM Spring Convention of the year following the creation. Later meetings can also be held during the RILEM Annual Week or the Spring Convention of subsequent years.

Each RILEM TC Chair should prepare a detailed progress report of the TC, and send it to the Cluster Convener and SG before the Spring Convention and an update before the Annual Week. In these documents, the Chair is requested to present an evaluation of the progress achieved and highlight the important outcomes or conclusions until then.

In order to facilitate the work of the RILEM TAC and proper assessment of the TC progress, each RILEM TC Chair (or Deputy Chair) is requested to send all working documents of the TC to:

- the RILEM General Secretariat
- the corresponding Cluster Convener

Publication of TC output, including proceedings of workshops and conferences

All output resulting from TC work is to be published by RILEM. Any workshop or conference organised by a RILEM TC is to be a RILEM Event, and proceedings published by RILEM, following the procedures established by the Association. The document TAC109 gives guidelines for TC Publications in the *Materials and Structures* Journal.

Membership of the Editorial Advisory Committee of *Materials and Structures*

All TC chairs and deputy chairs are *ex-officio* members of the Editorial Advisory Committee of the RILEM *Materials and Structures* Journal, and, as such, are invited to propose articles written by specialists belonging to the TC or special issues in the scope of interest of the TC. In addition, TC Chairs and Deputy Chairs will be called upon to review articles submitted for publication in *Materials and Structures* and which are related to the field in which the TC is working.