

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.