



RILEM TECHNICAL ACTIVITIES – GENERAL GUIDELINES

TABLE OF CONTENTS

GUIDELINES FOR THE FORMATION OF A NEW RILEM TECHNICAL COMMITTEE (TC) AND TC MEMBERSHIP RULES	1
ROLE OF THE RILEM CLUSTER AND THE CLUSTER CONVENER.....	3
ROLE OF THE GENERAL SECRETARIAT.....	4
ROLE OF THE RILEM TECHNICAL ACTIVITIES COMMITTEE (TAC)	4
PUBLICATION OF TC OUTPUT	4
PUBLICATION IN <i>RILEM TECHNICAL LETTERS</i>	4
GUIDELINES FOR THE PUBLICATION OF TC RECOMMENDATIONS/TC DOCUMENTS.....	5
GUIDELINES FOR THE PUBLICATION OF STARS	5
GUIDELINES FOR THE PUBLICATION OF PROCEEDINGS.....	6

GUIDELINES FOR THE FORMATION OF A NEW RILEM TECHNICAL COMMITTEE (TC) AND TC MEMBERSHIP RULES

This procedure is also described in the **Annexes of TAC-N10** which is the document to use when proposing a new Technical Committee.

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 Spring Convention or Annual Week 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 or registered user can apply to become an observer or member of the TC so wide publicity should be given.
- Regional and scientific balance should be ensured, as far as possible.

Membership list: **All TC members, including the TC Chair and Deputy Chair, must be RILEM members¹ (staff member, free member, senior, retired, young or honorary).** The General Secretariat (assistant@rilem.org) will add the members listed in the TC proposal as active members. Any subsequent changes to the membership should be communicated to the Secretariat (assistant@rilem.org) to ensure records remain up to date.

Individuals who complete the "Join a TC" form will be automatically enrolled as observers for the first three years of the TC's life. After this initial period, their membership request to join the TC is subject to the approval of the TC Chair.

Non-RILEM members who have applied as registered users (free account) on the RILEM website are permitted to attend TC meetings. However, they will not be listed as TC members, nor 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 by default added as **observers** (apart from the TC Chairs/Deputies and members listed in the TC proposal who are automatically listed as active members) and then, depending on the actual proactive behaviour, the Chairs can promote the members from observers to active members. The Chairs are responsible for maintaining an up-to-date list of active members that must be shared with the Secretariat

¹ Free membership for low GDP countries

The applicant must be an active TC member from a low GDP country who cannot afford the membership fees and therefore cannot appear in the list of authors and/or members of the TC outputs. He/She should write a motivation letter (indicating why he/she wants to join RILEM and why he/she cannot pay the membership fee) and contact the relevant TC Chair, who should support the candidate for the free membership. DAC has a small sub-committee who evaluates all applications twice a year (RILEM Spring Convention and RILEM Annual Week).

(assistant@rilem.org) on a regular basis to update the database. Only active members who are up-to-date with their membership fees will appear on the RILEM website as belonging to the relevant TC(s).

Observers are on the TC mailing list but not 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.

During the lifetime of the TC, the Chair and Deputy Chair should remain the same. If a Chair wishes to change its Deputy Chair, the Chair 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 duration² 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.

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.

² If a TC is created solely for the purpose of revising an existing recommendation, its duration will typically be shorter than that of a standard TC, around 2 to 3 years instead of the usual 5 to 7 years.

ROLE OF THE GENERAL SECRETARIAT

Based in Champs-sur-Marne (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*.

PUBLICATION OF TC OUTPUT

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 General Secretariat is the coordinator of the different publications of the Technical Committees.

If a TC decides to publish elsewhere, RILEM and/or the TC name cannot be mentioned in the title or in the paper. These papers will not be considered as TC outputs and will not be advertised in the RILEM Technical Report, newsletter or social media,...

The TC Chair and Deputy Chair are ex-officio members of the Editorial Advisory Committee of the RILEM *Materials and Structures* Journal. They 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.

PUBLICATION IN RILEM TECHNICAL LETTERS

TCs are expected to provide two letters to RTL:

- An **opening letter** at the beginning of the TC reporting the state-of-the-art, the research needs and the rationale of the new TC creation (mostly based on the proposal for the new TC). This first letter should be submitted in the six months following the approval by TAC of the TC proposal.

- A **closing letter** at the end of the TC with an overview of the work done, remaining open questions, and future prospects (it could be written as a response to the first letter). This second letter should be submitted between the TC presentation of the outputs in the Spring Convention/Annual Week and the closure of the TC.

Regarding the authorship, in both cases the Chair and Deputy Chair are the authors by default, with possible addition of other authors in motivated cases. Guidelines for TC submissions in RTL are available in **TAC-N178**.

GUIDELINES FOR THE PUBLICATION OF TC RECOMMENDATIONS/TC DOCUMENTS

For publication of TC recommendations or TC documents in *Materials and Structures*, please refer to the latest version of **TAC-N109**. A template for RILEM recommendations can be found in the **TAC-N183** document, available on the website.

GUIDELINES FOR THE PUBLICATION OF STARS

Since December 2008, Springer publishes STARS but the General Secretariat is always available to answer questions of TC Chairs and Deputy Chairs. Please send your questions to a.griffain@rilem.org. **Instructions to Authors are available on Springer website** at <http://www.springer.com/series/8780>. The manuscript should be between 250 and 650 pages.

The RILEM Association is always the copyright owner. The copyright form is available at <https://www.rilem.net/our-forms>. Please send the forms (signed by the corresponding author) to a.griffain@rilem.org.

The **current procedure**, before publication of a STAR at Springer is:

- 1) To ask for a **book proposal** (Springer document) for the STAR. This book proposal can be directly sent by the General Secretariat on request (a.griffain@rilem.org).
- 2) **To complete this book proposal** and to send it back to a.griffain@rilem.org along **with the CV of the editors and a sample preliminary draft chapter**.
- 3) Springer establishes a contract based on the information provided in the book proposal. This contract is signed by Anne representing the editors of the STAR. The STAR is not invoiced. Be careful, as from the moment when the General Secretariat receives the contract, there is a deadline set by Springer to receive the final version of the STAR in Word format.
- 4) The final version (in Word + figures) must be sent first to a.griffain@rilem.org who is in charge of the process, with Springer, of the beginning of the production of the STAR. **In the case where the editors haven't received the approval of the Convener, the General Secretariat will contact him/her.**
- 5) The General Secretariat is responsible for the corrections of the first and fourth cover pages, and the first inner pages of the STAR and receives the proofs that have to be still approved by the General Secretariat. The scientific text is received by the General Secretariat for information only, only the TC Chair and Deputy Chair (editors of the STAR most often) are authorized to approve the scientific part of the proofs.
- 6) After approval of the different proofs, the STAR is published. The Springer e-book of the State-of-the-Art report is uploaded on RILEM website in the Technical Committee folder (available only for TC members). The unedited version is uploaded on RILEM website for all users.

The TC Chairs have to inform first the General Secretariat (a.griffain@rilem.org) of the future production of the STAR and to accept that RILEM keeps the copyright.

The General Secretariat is the essential contact between the editors and Springer.

GUIDELINES FOR THE PUBLICATION OF PROCEEDINGS

The proceedings can be published by Springer or by RILEM Publications SARL. In all cases, **RILEM always keeps the copyrights of all articles accepted to be published within the proceedings.**

PUBLISHING VIA SPRINGER

- **Springer-RILEM Bookseries is indexed in Scopus and Web of Science** (Scopus indexing normally takes 3/4 months since publication date, WoS indexing usually takes longer), therefore all published papers will be properly indexed.
- **The publication is always free of charge, and a purchase of multiple print copies (in addition to editors' free copies) is never mandatory, only optional.**
- The series publishes both extended and short papers, the only request is that **papers should be at least 6 pages** (Springer does not publish abstracts only and papers with less than 6 pages incl. abstract and references). Six is the minimum, but more pages are always welcome.
- Springer publishes both pre- and post-conference proceedings. **If you want to publish them pre-conference Springer needs to get the full manuscript 10 weeks prior to conference start.**
- **The contract is signed directly by the organizers with Springer. For SPRINGER guidelines** please refer to their website at: <https://www.springer.com/series/8781>
- **RILEM need to receive the copyright of all papers before publication** or a delay will occur in the publication. The forms must be signed by the corresponding author.

PUBLISHING VIA RILEM PUBLICATIONS S.A.R.L.

- **We let you manage the editorial work and the printing of the proceedings by a local printer.**
- The RILEM General Secretariat (a.griffoin@rilem.org) gives you the ISBN and/or e-ISBN number.
- Each corresponding author of accepted articles that are going to be published in the proceedings need to sign a copyright form. The editors will collect them and send them to RILEM General Secretariat (a.griffoin@rilem.org) along with the table of contents of the proceedings. **Reminder: a paper cannot be published if the signed copyright is not received by the General Secretariat.**
- You need to give us the name of the editor(s) and their date of birth. We need to have this information for legal reasons.
- We also ask to receive for free **15 printed copies** for legal registration and our collection as publisher.
- And at your convenience, we can publish the proceedings articles on the RILEM website just after the conference or some months later.
- Please also note that if you decide to be published by RILEM Publications SARL, we prepare the **layout of covers and first inner pages** and send them to you.

RILEM Publications are available on the website to the connected members (subscribing members and registered users). Springer Proceedings are available to the subscribing members only through their profile page.