

## Best practices and guidelines for large TC management

TC guidelines already exist and are available in the [FAQ](#) section of the website:

- General guidelines for RILEM Technical Activities
- Guidelines for the chair and deputy chair to upload and modify the files in their directory
- Guidelines for the TC members to access the files in the TC directory
- Assignments of a RILEM TC Chair
- TAC-N121: Note on the resolution of conflicts within a TC
- TAC-N109: Guidelines for TC Publications in the journal *Materials and Structures*
- TAC-N220: Topical Collection instructions
- TAC-N178: Guidelines for TC Publications in the journal *RILEM technical letters*
- TAC-N183: RILEM Recommendation purpose and template
- TAC-N189: RILEM TC participation and authorship
- TAC-N194: Guidelines for submission of TC papers

- **Definition of membership roles**

Establish and communicate clear criteria distinguishing active members from observers at each TC meeting or task groups meetings.

Suggested criteria for active membership:

- Involvement in the technical activities (laboratory testing, data collection and analysis, development/review of TC outcomes etc.)
- Involvement in a significant number of TC meetings and involvement in discussion and decision-making
- Regular contributions to reports, sub-groups, or publications

Suggestion: implement a self-declaration from members to declare themselves active.

- **Regular membership verification**

- Aurélie will send the lists of members and observers to the TC Chairs and Deputy Chairs twice a year (in January and June) and request updates. In the meantime, you may also request the lists directly from her ([assistant@rilem.org](mailto:assistant@rilem.org))
- Conduct membership audits **at least twice a year** and send the updates to Aurelie
- Engage task groups leaders in periodic reviews of member activity status

- **Create a Communication Coordinator role in each TC (optional but recommended)**

- Recommended responsibilities:
  - Welcome and onboard new members
  - Maintain mailing lists and member affiliations
  - Share meeting dates, agendas, and minutes
  - Update shared folders and tools (e.g., Google Drive, Dropbox, RILEM website)
  - Disseminate updates via LinkedIn, or RILEM channels, coordinate social media

Note: In smaller TCs, these responsibilities may be shared between the Chair and Deputy Chair.

- **Challenges in managing discussions**

Effective communication management is seen as critical to maintaining engagement, especially in large TCs with hybrid or online meeting formats. Common issues include low active participation relative to total membership.

- **Recommendations:**

- Use **task groups** or subcommittees to streamline focus
- Assign clear roles and expectations for each member
- Keep meetings structured: use agendas, time limits, and moderators
- Track participation through simple attendance and contribution logs

- **Publication policy implementation**

- **Recommended improvements:**

- Briefly **present the policy at the first meeting** and annually thereafter
- Clearly define what constitutes a “substantial contribution”
- Maintain a record of contributions for fair authorship attribution
- Share the document TAC189 summarizing the membership/authorship policy with your members as often as needed