

3. Guidelines

3.1 TC Members (new)

Profile

Members of TCs are highly rated ranked experts in the field of science and technology represented by their TC.

TC members should be active in the field of their expertise in industry or academia.

Their expertise should be well documented e.g. by publications, patents, invited talks. ...

TC members should be “teampayers”, i.e. they should have effective skills in communication and teamwork.

Tasks and duties

Members are expected to **attend meetings** of their TCs, in particular the annual TC meeting (a minimum of once in two years). Members should inform their TC chairperson of any intended absence from scheduled committee meetings as early as possible. If a member cannot attend a TC meeting he should contact the chairperson to ensure that he can still play an active role in the work of the TC. A member who cannot attend a TC meeting should communicate opinions, suggestions and information to his chairperson in advance of the meeting.

Members will **assist** their chairperson to formulate work programmes within the technical terms of references defined for their committee. He will support the chairperson in the organization of meetings, forums or conference sessions. He will give input to future activities e.g. roadmap preparation and relevant research topics.

Members should have **access to resources** and experimental facilities which enable them to participate in the work programmes of their TCs. The member must ensure that their parts of an investigation are completed within the time scale agreed by the TC.

Process of installation/appointment/exclusion

(Motto: “Strengthen position of the chairperson”).

Anyone can nominate a new TC member to the TC chairperson.

The TC chair selects on the basis of the “profile” of the proposed member.

New members of TCs are appointed by the TC chairperson. The TC chairperson must submit their proposals to the CTC, the SteCo and the relevant participating local/national organization within one year, and at the latest at the annual CTC, for endorsement.

Members can serve continuously, as long as they are active in their research field. The TC chairperson will formally re-appoint them every three years.

Members are excluded from their TCs if they are inactive for a period of two years.

Deliverables from the TC to the members

TC members will be provided with minutes of the previous meeting, relevant reports and an agenda of the next meeting. They will be part of an **existing network of experts** which can be used to promote scientific exchange. They will receive a range of formal and informal information during the sessions.

3.2TC Chairperson

Profile

Chairs of TCs are internationally accepted scientist and leading experts in the field of science and technology represented by the TC.

The chairperson should have experience in acting as a leader and organizer of groups i.e. should have effective skills in communication and networking.

The chair should be active in the field represented by the TC in industry or academia.

Tasks and duties

The chair co-operates with the CTC in the appointment of members to their TCs (typically between 15 and 20) and in ensuring that the CTC is informed of changes in membership.

The TC chair will agree technical objectives and work programmes with the CTC and must convince the CTC of any substantial change to an agreed programme.

The chair will ensure that the work of their TCs is carried out speedily and effectively.

The chair will ensure that the rules on terms of service are complied with.

The chair will establish useful scientific co-operation with relevant specialist international bodies if appropriate and notify the CTC of these relationships.

The chair will install a network to other TCs and define joint projects together with other TC chairs.

The chair will assist in the organization of sessions for ICG conferences.

Reporting

The TC chair will respond promptly to requests from the CTC for information on the work of their TCs - typically, two reports per annum are required.

The TC Chair will decide when work should be published and submit written reports to the CTC which will specify the method of publication.

Minutes of meetings should be sent to the chair of the CTC within 4 weeks of the event.

Meetings

TC business meetings will take place at least once a year but typically twice a year or more.

Project meetings and core group meetings will be organized more frequently.

Installation of TC Chair

TC Chairs are appointed by the Steering Committee on the recommendation of the CTC.

Chairs can serve continuously for a maximum of three consecutive terms, each term lasting three years. Further re-appointments may occur after a lapse of one year.

TC members

Members should be expert in their TC's field of technology and have access to facilities to enable them to participate in round robin studies.

The Chair is responsible for the structure of membership in his TC, i.e. for an appropriate mix of members from academia and industry.

A suitable Vice-Chair who can deputise for the Chair in his absence (and who can possibly succeed him on retirement) must be appointed to each TC.

Expert consultative members may be appointed to TCs.

TC membership should have a wide international representation.

3.3TC Meetings (new)

- The TCs should define **core groups** (chair, 1-2 vice chairs, secretary, active members).
- The TC core groups
 - meet at least twice a year
 - organize telephone conferences every 2-3 months.
- All TC members should meet at least once a year in an “**annual TC business meeting**”
- Non-participating and non-active members should be excluded after 2-3 successive meetings, if they do not apologize with good reasons.
- Joint activities with other TCs (workshops, conference sessions, meetings) are recommended to foster communication within the ICG network.

1.1 Reporting of TC

- The **minutes of TC meetings, core group meetings and TelCo** should be distributed within four weeks of the meeting to the participants and to the CTC (chair and cluster coordinator).
- The minutes must include an **abstract / executive summary** of approximately ten lines, which can be used in the **CTC news line**.
- The TC chairperson (or a substitute) has to participate and **report in a CTC** (alternatively a cluster) meeting once a year to obtain an endorsement of the activities of the previous year.
- The **annual report (AR)** should be produced directly after the last action in the year, but at the latest in the last week of November. The AR should be sent to the respective cluster coordinator and the CTC chair.
- The cluster coordinator **reviews** the annual report and offers feedback to the TC chair, recommending changes and improvements. This process should be finished by the middle of December and the final TC report must be sent to the CTC members.
- The CTC will evaluate the annual reports in a telephone conference at the end of December.
- An assessment and ranking of the AR will be carried out by the CTC (**AR award**).
- The CTC report will be distributed at the beginning of January to the TCs, and their members, the CTC, the Steering Committee and the Council.

- Extracts of high quality work should be placed on the **website** (therefore the reports should have a semi-professional layout, that can be directly used for publication on the website).

1.1.1 Annual Report (new)

Targets and goals of the annual report

- The annual report is used for internal information within the ICG Council, Steering Committee, CTC, TCs and TC members.
- The Annual Report will also be published on the ICG webpage, i.e. the reports are public for the whole glass community. Therefore the reports have to have a quality and layout which is up-to-date to make the TC and ICG activities attractive.

Process

- The TC chairs send their annual report in the last week in November to their cluster coordinator and the CTC chair.
- The cluster coordinator reviews the annual report and offers feedback to the TC chairs on changes to improve the report.
- By the end of December the cluster coordinator obtains the final version of the AR and carry out an evaluation using the criteria for annual reports.
- The annual report will be distributed in January to the Council, Steering Committee, CTC and TC's.
- The highlights will be put on the webpage.
- The three best reports will be named (AR award).

Outline of the annual report

- To reduce the amount of editorial work a **TEMPLATE** has to be used by the TC chairs.
- The first name and the surname of the chairman, vice chair and the active members (and institute or company) have to be placed below the TC title (personal titles like Prof., Dr., ... are optional but not necessary).
- The length of the annual report should be a maximum of three to four pages including pictures and illustrations.
- The **SUMMARY** should contain the date and place of meetings, number of participants, topics on the agenda and the main results. This part should be no more than 10 lines and should be written concisely in a style such that it can also be used in the CTC newslines.
- In the section **plans and deliverables for 20xx** a short time plan for the current year should be mentioned in bullet points or in the form of a master plan, and the deliverables should be described.

- In the **activities for the current year** the results and deliverables achieved should be described in detail.
- In **plans and deliverable for 20xx + 1** the long term plans should be described.
- **Publications and other contributions** should be a list of additional documents, presentations, conferences contributions and other activities.

Annual Report documents



CTC AR + templ



Guideline for Annual reports



evaluation of AR scheme



evaluation of AR