



CIMAC WORKING GROUPS OBJECTIVES AND GUIDELINES

Motivation for Working Groups (WGs)

CIMAC is an international organisation which represents the non-automotive engine industry including manufacturers, users, component suppliers, oil companies, scientists, classification societies and others. As such CIMAC has the ability to produce an authoritative and balanced view of matters affecting this industry. The Recommendations elaborated by CIMAC are therefore in the form of reports, produced by the WGs on a variety of subjects, so that everyone may benefit.

Formation of WGs

WGs are usually formed as a result of requests put to the CIMAC Council. The proposer shall fill the form sheet *“Proposal for a new CIMAC Working Group Project”* and send an application to CIMAC Central Secretariat. A goal would be roughly outlined and agreed upon at this stage. If there is sufficient interest, an acting chairman for the prospective WG has to be defined. This can be either the one who has proposed this field of interest or somebody proposed by him or by the Vice President WGs. This acting chairman will then issue an invitation to those interested in attending a meeting, with the aim of forming a WG. The coordinator at this stage would generally be the CIMAC Vice President responsible for WGs.

Membership

Membership in WGs is open to CIMAC members only and is made up of individual specialists who can contribute to the proposed work of the WG. In exceptional cases non-CIMAC members may be invited to join a WG for a limited period. All members join the WG as individual specialists and not as representatives of their employer or their countries.

For a WG to be effective it is strongly recommended that all members should be in employment and have the support of their own organisation because of the time and costs involved. Sleeping members, who do not attend meetings, those who only request circulation of minutes and others who do not plan to contribute in any way to the working of the WG, should be strongly discouraged or refused.

Chairmanship

At the first meeting the WG should elect a chairman (if not yet appointed) who the WG feels will represent the majority interest and has the skills required to focus the attention of the WG and maintain pressure on them to meet the objectives. Commercial interests should be declared and if a conflict of interest cannot be avoided, then an impartial member should be encouraged to take the chair.

It is strongly recommended that a new chairman should be elected every two to three years with the past chairman standing down and not being eligible for re-election until a further two to three year period has passed.

Secretary

At the initial meeting also a secretary should be elected. The secretary's responsibility will be to record the discussions and circulate the minutes. The chairman should not take over the role of secretary as well, because the increased work load often leads to delays and inefficiencies which are detrimental to the working of the WG.

Minutes of meetings should be circulated to:

- WG Members
- CIMAC Vice President WGs
- CIMAC Central Secretariat
- Chairmen of other WGs, when requested or deemed necessary.

Objectives

It is important that the WG defines its detailed objectives as early as possible in clear and concise terms and in line with the outline objective as agreed by the CIMAC Council. Any deviation from the agreed objective, especially when political implications are involved, has to be agreed upon by the CIMAC Council in every case. If appropriate, the objectives should be split into stages with the aim of publishing a Recommendations document or another form of publication at the end of each stage. Additionally, if the objectives are very complex it may be advisable to form subgroups dealing only with a defined part of the total objectives. A time table should also be agreed.

Method of operation

The WGs shall meet in intervals appropriate to the WG's targets and the places of meetings should be selected to suit the majority. For the meetings to be efficient it is essential that work takes place between the meetings. This should not only be the chairman and secretary but members should hold discussions with their colleagues and others in the field as well as correspond with each other and the chairman, so agreement can better be reached at the next meeting. Where minutes of meetings are produced, these are far more effective when issued a few days after the meeting but confined to a list of points agreed and actions required, than if a many page document is produced and issued only shortly before the next meeting.

If the WGs are operating by correspondence alone without any meetings it needs a strong chairman to maintain progress to do this and to keep the WG together.

Recommendations

A main purpose for most WGs will be the publication of CIMAC Recommendations. The format for these are defined and good examples are available from CIMAC Central Secretariat. The Recommendations are intended to have a wide circulation and may be used as a guide by CIMAC members as well as government legislators or other authorities. The Recommendation should thus be easy to understand and should avoid jargon with any technical explanation or formulae in the appendices.

When a final draft for a Recommendation is available it should be sent to the Vice President WGs for approval and then passed to the Secretary General for publication. The cost of publication will be borne by CIMAC but should be recovered by sales. The Secretary General may therefore ask WGs to get orders for a guaranteed minimum circulation before he decides on print number and price.

Publicity

WG chairmen may be asked to report periodically on their progress to the Vice President WGs and other WGs. They are also encouraged to produce regular press releases for circulation to appropriate publishers and the CIMAC webpage for wider dissemination. WG members can often be encouraged to assist with this in their individual countries. The Vice President WGs will then coordinate a WG report at regular intervals for the CIMAC Board, the CIMAC Council and for CIMAC NEWS when it is published.

Financial Support

WG members are expected to be supported by their own organisations or other sponsors to cover their costs of time, travel and subsistence.

In exceptional cases Central CIMAC can be asked for financial support for specific, time consuming and timely restricted tasks. Requests for this support should be made to the Secretary General and the Vice President WGs who will decide upon any financial support. In any case the budget agreed by the CIMAC Council cannot be exceeded.

Completion of Task

Once objectives have been reached and Recommendations published, the task of the WG has been fulfilled and the WG may be disbanded unless further aspects have to be explored.

In some circumstances it will be clear that the Recommendations will have to be revised from time to time. In this case the WG may decide to continue in operation but at a lower rate of effort. WGs should be discouraged from holding meetings without clearly defined objectives, because this is seen by many to be inefficient and throws into disrepute the whole concept of CIMAC WGs.

Conclusion

The above guidelines are intended to provide encouragement. It is intended that they should be enforced in cases where they are not appropriate. It is neither possible nor suitable to set down requirements which must be followed because each WG has different needs.

The Vice President WGs should be contacted where assistance is required and suggestions for improvements and other ideas from WG chairmen will be welcomed.

Information about existing WGs can be found at the CIMAC webpage: www.cimac.com