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CIMAC Working Groups

Objectives, Organisation, Membership

Guidance for WG Members, Chairpersons and Secretaries

2nd Edition

The 1st edition of the CIMAC Working Groups document was approved by the members of the CIMAC Council by correspondence on January 27, 2015. This CIMAC document aims at guiding WG Chairpersons, Secretaries, and Members in their rights and duties regarding CIMAC Working Groups in order to enable an efficient co-operation within and between all active CIMAC WGs. For further reading on general CIMAC rules please refer to the CIMAC statutes (available at the CIMAC website www.cimac.com) and the CIMAC Compliance Programme.

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1 General

CIMAC is an international organisation which represents the large engine industry including manufacturers, users, component suppliers, oil companies, scientists, classification societies and others. As such CIMAC has the unique ability to produce an authoritative and balanced view of matters affecting this industry. Through its Working Groups (WGs), CIMAC promotes the exchange of scientific and technical information including technological developments in a pre-competition state, contribute to international standards, and improve the understanding between different industry stakeholders and parties. CIMAC Publications such as Recommendations, Position Papers, and Guidelines are elaborated by the WGs on a variety of subjects neutrally and balanced, so that everyone may benefit.

1.1 Formation of new WGs

WGs are usually formed as a result of requests put to the CIMAC Council. The proposal for a new CIMAC Working Group shall be sent to CIMAC Central Secretariat. A goal would be roughly outlined and agreed upon at this stage. If there is sufficient interest, an acting Chairperson for the prospective WG must 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 Chairperson 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, in cooperation with CIMAC Central Secretariat.

1.2 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 outlined 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. If appropriate, the objectives should be split into stages with the aim of publishing a CIMAC Recommendations 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.

1.3 Communication

The WG's representatives are requested to inform the CIMAC Vice President WGs, CIMAC Central Secretariat, and Chairpersons of other WGs, when requested or deemed necessary. In particular the following regular information is necessary:

- A WG report once a year (on demand for the autumn meeting of CIMAC Council); this report is circulated by the CIMAC Central Secretariat to all WG Chairpersons in order to keep the other WGs informed.
- The CIMAC Central Secretariat with the meeting agenda in advance of each meeting and the meeting minutes after the meeting.

- A detailed updated members' list once per year. The list must include each participant's name, company, and contact details.

To support the effectiveness of the CIMAC WGs on the CIMAC homepage a “members’ area” is available, where each WG has its own area. The WG area facilitates the exchange of information among WG members, especially with regard to larger documents which can be easily downloaded from the web.

1.4 Completion of Task

Once objectives have been reached, e.g. when a CIMAC Recommendations has been published, the task of the WG has been fulfilled and the WG may be disbanded unless further aspects have to be explored. WGs are encouraged to follow good meeting practices to take best use of time.

2 Publications

A main purpose for most WGs will be the publication of CIMAC Recommendations or other types of documents. CIMAC publications 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 publications should be easy to understand also by people with little technical background like politicians, authorities and the wider public. When a final draft for a new publication has been elaborated it is recommended that the WG arranges a language check, e. g. by a native speaker of the WG. After that the final draft shall be sent to CIMAC Central Secretariat for electronic publication at the CIMAC web and / or in the CIMAC Technical Paper Database. All external communication or publication will be issued exclusively by CIMAC Central Secretariat in cooperation with the CIMAC Vice President Communication. The cost of publication will be borne by CIMAC.

The next chapters will describe the different existing documents. The formats for these are defined, and templates as well as good examples are available from CIMAC Central Secretariat:

2.1 Guidelines

Guidelines give information on certain technical aspects and shall enable the reader to understand a topic better and / or to evaluate it from technical perspective. Those documents are written by Working Groups and can be published on responsibility of the WG without any further decision process within CIMAC.

2.2 Position Papers

Position Papers may be written in cases a Working Group or CIMAC as a whole want to publish a statement regarding certain aspects, not necessarily on technical matters only. In case the content of the Position Paper concerns not only the WG but the complete industry,

any statement has to be approved by the CIMAC Council, while also the other WGs shall be informed and asked for comments.

2.3 Recommendations

Recommendations are the most formal CIMAC publications, aiming at the description typically of a technical matter, giving background information and recommending how to deal with this matter. It can be taken as a kind of industry standard and might be taken as the basis for later co-operation with other organizations in the standardization area. Thus, it is important that within the course of the procedure of preparing the CIMAC Recommendation the actual market situation is duly reflected. Preferably, any market information should come from neutral sources. Member company input can be considered, as long as this is neutral and undisputed common knowledge. In advance of the publication, a final draft document is published by CIMAC Central Secretariat in order to invite the public (i.e. not only the CIMAC community) for their review and comments within an objection period of 2 months, followed by a WG revision process in case of any comment. The CIMAC Recommendations have to be approved afterwards by the Council, before final publication.

3 Representatives

3.1 Chairperson

At the constitutional meeting, the WG should elect a Chairperson from amongst its members (if not yet appointed) who must be accepted by the Council. Commercial interests must be disclosed. If a conflict of interest cannot be avoided, then an impartial member should be encouraged to take the Chair.

The tenure of a WG Chair or Secretary is not limited in terms of duration; however, in the event that the Chair or Secretary wishes not to/cannot continue their role within the WG, volunteers or nominations will be requested. The positions will be decided upon by ballot, while the following must be taken into account:

- A Chair of a CIMAC WG should be still active in a professional career. If he is employed within the industry, he should have the support of his/her company regarding travel expenses, work capacity etc.
- A chairmanship of a CIMAC WG is assigned to a person, not a company. Therefore, the right of chairmanship remains with the person in case of a change of employment.

3.2 Secretary

At the initial meeting a Secretary shall also be elected in order to balance the workload. The Secretary's responsibility will be to record the discussions and circulate the minutes. The Secretary, with support from the Chair, shall also prepare and circulate meeting invitations, facilitate information flow from Central Secretariat to the WG members, and provide WG reports and up-to-date members lists to the Central Secretariat annually as well as on request.

3.3 Reporting to Council

Chairs or substitutes of WGs that are not at the same time members of the Council may be invited to attend certain Council meetings for the purpose of presenting reports. In any case the Vice-President responsible for WGs reports at each Council meeting about the aims and progress of all WGs. The work of the WGs is done under the auspices of the designated Vice-President. Any action of the WGs beyond their assigned work which may have an influence on CIMAC's policy needs at least the permission of the CIMAC President.

4 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 because of their special expertise of the WGs topic and not as representatives of their companies 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 discouraged or refused (see clause 4.2).

Should the number of WG members exceed the limit where meetings can be effectively held, a 'Core Group' may be defined. The WG Chair together with the CIMAC Vice President WGs decides upon the formation of a 'Core Group'. In this 'Core Group' only those members should participate whose contributions are the most vital for the WG's progress. Not more than one member per company may participate in a 'Core Group'. All WG members must be informed, however, about the 'Core Group's' activities by regular correspondence under responsibility of the WG Chair and the WG Secretary. One meeting per year must be held with all WG members.

4.1 Formation of a Sub-Group

Within a WG there may be several sub-groups (SGs) working on specific subjects, generally with a view to producing a CIMAC recommendation or guide on that subject. The following has to be taken into account:

1. Each sub-group has its own Convenor, and may, if it wishes, appoint its own Secretary. For those, the same tasks and responsibilities as for WG Chairpersons and Secretaries apply.
2. Typically, SGs will be given the opportunity to convene for a period during the main working group meetings. Additionally, the convenor may wish to organise face to face or telephone conferences to progress the work.

3. A SG Convenor is welcome to invite non-member guests to join the sub-group, who may possess specific and superior knowledge on that particular subject. The WG Chair and Secretary must be informed before participation in the sub-group meetings, or if invited to the WG meeting for discussion and/or presentations.

4.2 Restrictions of membership

Regarding WG membership, the following has to be taken into account:

1. To become a member of a CIMAC Working Group (WG), the parent company, organisation or institute must be Members of CIMAC, either as Corporate Members (CM) or as part of a National Member Association or Group (NMA or NMG).
2. If the parent company, organisation or institute is a member of CIMAC they are entitled to apply for membership to a WG, in some cases with more than one "member". Applications should be made directly with the WG Chairperson. The Chair makes the decision, based on the applicant/existing representation from this industry sector, in case of doubts after consulting the working group.
3. Membership status of the WG could be reviewed if members consistently do not attend. Three consecutive "no shows", will give the Chair the right to exclude a member.
4. For practical reasons to find meeting rooms and especially to keep a high efficiency of the group, it is of the control of the Chair and Secretary to regulate the number of members in the group. A stop for new members can be considered.
5. The individual's role in the WG is to represent the company, industry or institution that is the CIMAC member as above.
6. Each member, regardless of sector represented, has equal status within the WG and therefore in the event of a ballot for example, each vote carries equal weight.

4.3 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. CIMAC financially supports its WGs by bearing the costs for the CIMAC WG area on the internet.

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.

5 Meetings

The WGs shall meet in intervals appropriate to the WG's targets and the places of meetings should be selected to suit the majority. Meeting documents shall be distributed at least two weeks prior to each meeting to allow participants sufficient preparation time.

For speedy process it is essential that work takes place between the meetings. All members of the working group should hold the necessary discussions with their colleagues and others in

the field as well as correspond with each other and the Chair, so agreement can better be reached at the next meeting.

5.1 Participation of members

Regarding the meeting participation, the following has to be taken into account:

1. WG members are expected to attend where possible each WG meeting and contribute to the work accordingly.
2. It is reasonable that from time to time “members” cannot attend, however it is encouraged to “delegate” attendance to a colleague within the member company. Sometimes this is also not possible, and member companies are not obliged to attend every meeting. Where participation to a meeting is delegated, the member will be listed as having attended.
3. Members are obliged to fulfil the tasks agreed to between the WG and SG meetings.
4. Only the active members (after attending at least one meeting) receive the minutes of meeting and get access to the WG area at the CIMAC website.

5.2 Participation of guests

Regarding the participation of guests, the following has to be taken into account:

1. At WG meetings, a number of invited guests may attend. These may either be from member or non-member companies of CIMAC, but are invited to present, or contribute to specific discussions and tasks.
2. Where guests are invited to present to the WG, every effort should be made to ensure the presentation is relevant, technical, neutral and balanced, as per the rules of working in a pre-competitive environment.
3. Due to size limitations, guests should participate only in the section of the meeting to which they are invited and should not in turn invite their colleagues. Guests must request in advance and justify if they would like a colleague to accompany them to the meeting.
4. These guests are not permanent members of the Working Group and the guest-status is restricted to a limited time period.

5.3 Hosting of meetings

At each meeting, the Chair will look for a volunteer to host the next meeting. As certain WG meetings coincide with other industry working group meetings or events, a host may be a member of either or both committees. Therefore, a host may in fact be a non-member of CIMAC. The following must be taken into account:

1. It is not a requirement to host the meeting on the company's premises, and the meetings may take place in a hotel, for example, providing satisfactory facilities are available.
2. Generally, WG meetings will take place in Europe, due to the majority of members residing there. However, from time to time, a meeting may be held outside Europe.

3. The hosts are not responsible for any costs, other than those directly pertaining to the meetings. Examples of such costs are catering & coffee (during the actual meeting hours only), meeting room etc.
4. The organisers will look to the hosts for logistical and administrative support in arranging the meeting, facilities & accommodation reservations etc.
5. Guests from the host company will be welcome to join the meeting with prior agreement with the Chairperson.