Description and Rules of the ITTC as adopted by the 30th Full Conference 2024

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Description and Rules of the ITTC
(International Towing Tank Conference)

1. DESCRIPTION

The International Towing Tank Conference (ITTC) is a world-wide independent association of hydrodynamics research organizations that support the designers, builders and operators of ships and marine installations by giving advice and information regarding the performance, safety and environmental impact of ships and marine installations using the results of physical model tests, numerical modelling and full-scale measurements.

2. AIMS

The aims of the ITTC are:

A) To stimulate progress in solving the technical problems which are of importance to the member organisations;
B) To stimulate research in areas in which a better knowledge is required in order to improve methods of predicting the full-scale hydrodynamic performance of ships and marine installations;
C) To stimulate the improvement of methods of model experiments, numerical modelling and full-scale measurements;
D) To recommend procedures for carrying out physical model experiments, numerical modelling and full scale measurements of ships and marine installations;
E) To validate the accuracy of full-scale predictions for quality assurance;
F) To formulate collective policy on matters of common interest;
G) To provide an effective organization for the interchange of information.

3. ACTIVITIES

The aims of the ITTC shall be pursued by:

A) Stimulating research into specific topics;
B) Organising and encouraging meetings to review progress in this research;
C) Making such recommendations and decisions on joint action and policy as seem desirable to the members of the ITTC;
D) Establishing procedures and guidelines to help the member organizations to maintain their institutional credibility with regard to quality assurance of products and services, such as, performance prediction and evaluation of designs by either experimental or computational means;
E) Recording and publishing discussions taking place at ITTC meetings.

4. COPYRIGHT AND PUBLICATION

ITTC.A shall hold the copyright to all reports, procedures, and guidelines (hereafter 'reports') produced by ITTC Technical Committees, Groups, and ad-hoc Working Groups as part of the work performed to fulfil the Terms of Reference assigned to them by the Full Conference, the Executive Committee, or the Advisory Council.

No papers or reports intended for the public domain that are based on an ITTC report(s), which are or will be copyrighted by ITTC, shall be published until said ITTC report(s) have been presented at an ITTC Conference. Papers and reports intended for the public domain shall properly cite and reference the ITTC reports used and shall not extensively quote ITTC reports.

However, there are no restrictions on the use of existing data or data acquired by any organization independently, in support of ITTC activities.

5. MEMBERSHIP

Membership of the ITTC shall be open to all organisations that carry out hydrodynamic work in support of the designers, builders and operators of ships and marine installations, and to other organisations that contribute to the aims of the ITTC.

Applications for membership shall be made to the Executive Committee through the ITTC Secretary. Each such organisation shall satisfy the Executive Committee that it is eligible for membership.

Each member organisation shall be represented by its director or other senior officer having the authority to bind the member organisation in matters relating to the ITTC (the designated representative).

A membership fee shall be payable by all member organisations. The Executive Committee shall propose the annual fee for the next three years for approval by the Full Conference. The fee shall be payable annually by October 1st. Member organisations may choose to pay annually or once for all three years. Members admitted during an ITTC period shall pay the full membership fee for the year they are admitted and for the following years.

A member organisation, which has not paid the fee by March 31st the following year shall no longer be a member organisation of ITTC and the name of the organisation shall be removed from the membership list. The Executive Committee may extend this deadline if unusual financial or administrative circumstances delay the payment of the fee.

6. FULL CONFERENCE

The Full Conference comprises the designated representatives of member organisations eligible to vote and present at general sessions that take place during the Conference.

6.1 Roles and responsibilities

The Full Conference shall:
A) Determine the policies of the ITTC;
B) Approve changes to the rules of the ITTC;
C) Appoint the Chairman of the Executive Committee and the ITTC Secretary;
D) Appoint the Chairman and members of each technical committee or group;
E) Approve financial reports and plans and the ITTC membership fee;
F) Approve the host organisation and chairman for the next Conference;
G) Approve terms of reference for technical committees and groups;
H) Approve recommended procedures and guidelines.

Only member organisations are eligible to vote. The vote shall be exercised by the designated representative of the organisation and no organisation shall be entitled to more than one vote. A designated representative who is unable to attend the meeting may choose to delegate the voting rights of the member organisation to another employee of the organisation or to the designated representative of another member organisation. The designated representative must inform the Chairman of the Executive Committee of the name of the alternate before the start of the general session at which the vote will take place. Postal or email votes shall not be allowed.

Voting may be by secret ballot or a show of hands as determined by the Executive Committee. An affirmative vote of at least 2/3 of members present shall be required to carry a motion.

A record of the decisions of the Full Conference shall be published in the proceedings of the Conference.

6.2 Decision making between Full Conferences

If for any reason a decision is required in the time gap between Full Conferences with regard to the items listed in 5.1, the Executive Committee unanimously and supported by a majority of the Advisory Council is mandated to make such

decision. If a unanimous decision cannot be made, a decision shall be made in accordance with a procedure approved by the Full Conference.

Any decisions made in accordance with 5.2 shall be reported to the Full Conference and recorded in the proceedings of the Conference.

7. EXECUTIVE COMMITTEE

7.1 Roles and responsibilities

The Executive committee shall:

A) Implement the decisions of the Full Conference;
B) Represent the ITTC between Conferences;
C) Replace members of technical committees or groups as necessary between Conferences;
D) Accept new member organisations to the ITTC;
E) Manage the income from the ITTC and Advisory Council membership fees.
F) Approve the arrangements and associated costs and registration fees for the Conference;
G) Prepare a report on its activities for presentation at a general session of the Conference.

The Executive Committee shall propose the following for approval by the Full Conference:

A) The Executive Committee Chairman, ITTC Secretary and members and Chairmen of technical committees and groups;
B) The terms of reference of technical committees and groups;
C) Recommended procedures and guidelines
D) The host organisation and chairman for the next Conference;
E) A financial plan and the ITTC membership fee.

In order to pursue the aims of the ITTC the Executive Committee may initiate formal interactions or collaborations between the ITTC and other organisations (for example the IMO or

ISSC). The Executive Committee may require technical committees to carry out specific tasks in support of such interactions.

Votes by the Executive Committee may be by a show of hands or secret ballot at the call of the Chairman. A simple majority shall carry a motion.

The Executive Committee shall meet at least three times between Conferences.

7.2 Membership

The Executive Committee shall normally consist of eight full-voting members including the Chairman.

A) There shall be one representative from each of the seven geographic areas listed in Appendix A. (the area representative). Where at all possible, the area representative shall represent a member organisation of the Advisory Council. The Executive Committee may approve exceptions to the area representative being from a member organisation of the Advisory Council. Each area representative shall normally serve for two terms of three years each. The area representatives shall be appointed at least one-half year prior to the Conference by the member organisations of that area. Each region shall decide on its own procedure for selection (election) of its area representative.
B) The Chairman of the next Executive Committee shall be appointed by the Full Conference at the end of the Conference and act as Chairman until the end of the next Conference. The Vice Chairman of the Executive Committee shall be elected by the Executive Committee from its members.

The following shall be ex-officio non-voting members of the Executive Committee:

A) The Chairman of the Advisory Council
B) The ITTC Secretary
C) The past Conference Chairman. If the past Conference Chairman is the representative of a geographic area, that person shall be a

full voting member of the Executive Committee.

D) The Chairman of the next Conference, if that person is not a member of the Executive Committee.

In the absence of the Chairman, meetings of the Executive Committee shall be conducted by the Vice Chairman.

8. ADVISORY COUNCIL

8.1 Roles and responsibilities

The Advisory Council proposes to the Executive Committee the topics that should be addressed by the ITTC, bearing in mind that the primary aim of the ITTC is to solve technical problems of importance to the member organisations. It proposes new technical committees and recommends terms of reference for all technical committees based on input from technical committees, ITTC members at large and the expertise and priorities of Advisory Council members.

The Advisory Council proposes recommended procedures and guidelines to the Executive Committee based on proposals by technical committees and groups. The Advisory Council may provide advice or recommendations to the Executive Committee on any other topics agreed by the Chairmen of the Executive Committee and Advisory Council.

The Advisory Council may set up mechanisms to support and monitor the work of Technical Committees. The Advisory Council may communicate with technical committees through the ITTC Secretary.

Votes on matters other than the appointment of the Chairman or Vice Chairman may be by a show of hands or secret ballot at the call of the Chairman. A simple majority shall carry a motion.

The Advisory Council shall meet at least three times between Conferences at times and places coordinated with meetings of the Executive Committee.

8.2 Membership

The Executive Committee appoints members to the Advisory Council. Applications for membership shall be made to the Executive Committee through the area representative. Each such organisation must satisfy the Executive Committee that:

A) The purpose of the organisation is the prediction of performance of marine vehicles, marine structures and marine installations. The organisation provides information, on a fee-for-service basis, to clients who are the designers, builders, owners or operators of these assets. The work is directed and executed by full time professional staff. The organisation may also conduct research, technology development, and education activities, provided the funding for these is secondary to its client revenue.

B) It has a long history of work in support of the ITTC as evidenced by membership of Committees and Groups, providing data in support of committee and group work, or making written contributions to committees and groups;

C) It operates at least two model test facilities and has the capability of performing a variety of experimental and numerical investigations within the scope of the ITTC.

No limit shall be put on the total number of members. However, the Executive Committee shall confirm the membership of each member of the Advisory Council once every six years. In order to remain a member of the Advisory Council members must demonstrate to the Executive Committee that they meet the criteria A), B) and C) and that in addition, they have had a record of regular attendance at meetings of the Advisory Council and the Full Conference and have made meaningful contributions to the Advisory Council. Half the Advisory Council member organisations shall be confirmed every three years.

The Advisory Council shall recommend the process for confirmation to the Executive Committee.

Member organisations appointed to the Advisory Council shall be represented on the Advisory Council by their designated ITTC representative. In the event of the designated representative being unable to attend a meeting, the member organisation may send an alternate who shall be a senior technical member of the management of the member organisation, able to contribute to technical discussions on hydrodynamic testing, numerical modelling and full-scale measurement.

Each member of the Executive Committee shall be an ex-officio member of the Advisory Council if he/she is not already a member in his own right as a representative of a member organisation.

The Chairman and Vice Chairman of the Advisory Council shall be elected by its members between one year and one-half year prior to the next Conference. The election shall be by secret ballot, the candidate with the maximum number of votes shall be elected. The Chairman shall take office immediately following the end of this Conference. In the absence of the Chairman, the meetings of the Advisory Council shall be conducted by the Vice Chairman.

Secretarial support to the Advisory Council shall be provided by the ITTC Secretary.

8.3 Advisory Council fee

Advisory Council members shall pay a fee to provide sufficient money to cover the cost of the additional workload on the ITTC Secretary of performing secretarial duties directly for the Advisory Council. The fee shall be approved by the Advisory Council and paid at the same time and under the same conditions as the ITTC membership fee. The Advisory Council shall be responsible for managing the income from the Advisory Council fee.

9. TECHNICAL COMMITTEES

9.1 Roles and responsibilities

The technical committees carry out the technical work of the ITTC defined in their terms of reference. The results shall be documented in reports published in the proceedings of the Conference.

Technical committees shall develop detailed plans in accordance with their terms of reference. The work of all technical committees shall be directed towards the techniques and understanding of physical and numerical modelling as a means of predicting full-scale behaviour. While maintaining an awareness of progress, fundamental theoretical studies and fundamental aspects of numerical fluid computation shall be covered by other forums, such as the ONR Symposium on Naval Hydrodynamics or Conference on Numerical Ship Hydrodynamics.

Technical committees may contact member organisations to request assistance (for example, by completing a questionnaire, participating in comparisons of the results of experiments or calculations or providing other information) or accept offers assistance from member organisations or individuals to help them carry out their work. Written contributions to the program of work of a technical committee may be submitted to its chairman by any member organisation or individual. The technical committee may include a short abstract of any such contribution in its report, with an indication of the source from which the full document may be obtained. The conclusions and recommendations published in the committee report are the sole responsibility of the committee.

A technical committee may make informal contact with technical committees of other organisations which may be working in areas of interest to the ITTC committee.

The report of a technical committee shall reflect the opinion of the complete committee. If the committee is unable come to a consensus, the different opinions of committee members shall

be published. The length, structure and format of the report shall be in accordance with guidelines set by the Executive Committee. The report shall include a general technical conclusion and recommendations for future work.

Technical committees may make proposals for future work in the subject area covered by the committee. Such proposals shall be communicated to the Advisory Council through the ITTC Secretary.

Reporting schedules for the technical committees shall be set by the Executive Committee and communicated by the ITTC Secretary.

Technical committees shall meet no more than four times in person between Conferences. Use of virtual meetings is encouraged.

9.2 Membership

Each technical committee shall normally consist of not more than eight members, including the chairman. The chairman and members shall in all cases be selected for their personal contributions to, interest in, and ability to contribute to the subject area of that technical committee. Formal qualifications and a balanced geographic representation shall also be considered in the selection process. The organisation sponsoring the candidate must have agreed to support the candidate financially in carrying out his/her committee work and travel to committee meetings.

The membership of each technical committee shall be reviewed by the Full Conference at intervals of not more than three years. A person shall not serve on technical committees for more than a total of four three-year terms, and shall not be a member on any one technical committee for more than three terms.

A member of a technical committee who is unable to continue in committee work shall be replaced by a qualified expert from a member organisation.

10. GROUPS

The Executive Committee may establish groups to carry out specific non-technical tasks for the ITTC. Examples of groups are the Symbols and Terminology Group and the Quality Systems Group. Groups may have fewer members than the technical committees. Membership on a group shall normally not exceed three consecutive terms of three years, but the Executive Committee may make exceptions. Groups shall be disbanded upon completion of their tasks. Groups shall meet no more than four times in person between Conferences. Use of virtual meetings is encouraged.

11. SERVING IN MORE THAN ONE CAPACITY

No person shall serve in more than one official capacity, or on more than one technical committee, at the same time. The official capacities are:

A) Membership of the Executive Committee;
B) Chairman of the Advisory Council;
C) Chairman of a technical committee or group.

A member of the Executive Committee or the Chairman of the Advisory Council shall not also be a member of a technical committee or group except for short periods of time at the expressed recommendation of the Executive Committee.

12. ITTC SECRETARY

12.1 Roles and responsibilities

The ITTC Secretary shall undertake all administrative and secretarial tasks in support of the operation of the ITTC.

The duties of the ITTC Secretary may include maintaining lists of ITTC memberships, publishing the ITTC Newsletter and maintaining the ITTC website. The ITTC Secretary provides secretarial support to the Executive Committee

and the Advisory Council and is the primary point of contact for communications within the ITTC and between outside organisations and the ITTC.

The ITTC Secretary shall be responsible for the administration of ITTC funds. The ITTC Secretary shall:

A) set up a bank account for ITTC funds;
B) collect ITTC membership fees and Advisory Council fees;
C) Perform accounting and arrange auditing of the accounts
D) prepare proposed budgets and financial reports for ITTC and ITTC Association;
E) make authorized withdrawals from the account.

12.2 Selection of the ITTC Secretary

The ITTC Secretary shall be employed by or in the case of a retiree, directly supported by a member organisation of the Advisory Council which undertakes to provide necessary services such as office space, internet, email etc. (The host organisation for the ITTC Secretary). The Secretary shall have experience as a representative on the Advisory Council or as a member of a technical committee.

The Advisory Council shall give the name of a qualified person willing to become ITTC Secretary for the next ITTC period to the Executive Committee between one year and one-half year prior to the next Conference. The name shall be chosen by secret ballot and the candidate with the maximum number of votes shall be passed on to the Executive Committee. The Executive Committee shall propose the ITTC Secretary to the Full Conference for appointment.

The ITTC Secretary shall normally serve for at least two terms.

The remuneration for the ITTC Secretary shall be decided by the Executive Committee.

13. MANAGEMENT OF ITTC FUNDS

The Executive Committee shall be responsible for the management of income from ITTC and Advisory Council membership fees. Income from membership fees shall be used to cover the costs of the ITTC organisation, including the remuneration of the ITTC Secretary, part of the cost of producing the proceedings of the Conference and other costs approved by the Executive Committee.

Once each year the Executive Committee shall review and approve the budget. The budget shall show actual income and expenditures to date, including any balance or deficit remaining from previous ITTC periods, and income and expenditures planned for the remainder of the current ITTC period.

The ITTC Secretary shall set up a separate bank account for ITTC funds. The ITTC membership fees and Advisory Council fees may be kept in the same bank account (the ITTC Account). Withdrawals from the account shall be made only by the ITTC Secretary with the written authority of the Chairman of the Executive Committee.

A financial report shall be included in the Executive Committee Report to the Conference. The Executive Committee shall also present an outline financial plan for the upcoming period including a proposal for the ITTC membership fee, for approval by the Full Conference. The financial reporting period for the ITTC is from October 1st to September 30th in the following year.

14. THE CONFERENCE

The Conference shall be held at three-year intervals.

Invitations from organisations to host the Conference of the next interval must be sent to the Executive Committee, through the area representative, at least one year before the Conference of the current interval.

The Executive Committee and the Full Conference shall ensure a balanced rotation of the Conference venue among the seven geographic areas. Each area shall decide on its own procedure for the rotation of venue among the countries in the area.

The host organisation for the Conference may be either an ITTC member organisation or an association whose mandate or aims are relevant to the aims of the ITTC, such as the American Towing Tank Conference, the Society of Naval Architects of Japan or the British Marine Hydrodynamics Panel.

The host organisation shall have overall responsibility for the organisation of the Conference.

When the host organisation is an ITTC member, the Conference organiser shall be the designated representative of the host organisation. When the host is a local association, the Conference organiser shall be the designated representative of an ITTC member organisation chosen by the association.

The Conference organiser shall be responsible for the detailed arrangements for the Conference including the preparation and publication of the Conference proceedings.

ITTC Association shall have the copyright to the Proceedings of the conference.

The arrangements, associated costs and registration fees for the Conference must be proposed by the host organisation for approval by the Executive Committee.

Participation in the Conference is by invitation only. The host organisation shall invite designated representatives of ITTC member organisations and members of technical committees and groups to the Conference. The host organisation may also invite observers and seniors to attend. The names of observers shall be proposed by their area representative. Seniors are persons now retired who have had a long association with the ITTC and whose attendance is

proposed by their area representative and endorsed by the Executive Committee. The host organisation shall offer reduced registration fees to seniors.

14.1 Conference arrangements

The Conference shall include general and technical sessions.

General Sessions shall include discussion of the report of the Executive Committee and presentations of proposals from the Executive Committee for decisions by a vote of the Full Conference. The agenda and decision record of the general sessions shall be published in the proceedings of the Conference. General Sessions shall be chaired by the Chairman of the Executive Committee.

Technical sessions shall discuss the reports and recommendations of the technical committees. No discussion shall be permitted that is not directly related to the report and recommendations under consideration. The Conference proceedings shall not be used as vehicles for disseminating technical papers. Technical sessions shall be chaired by members of the Executive Committee or Advisory Council.

The Conference may also include group discussions, to provide opportunity for discussion of topics of current interest to members. The Advisory Council shall propose topics for group discussions to the Executive Committee. The Executive Committee shall choose suitably qualified individuals to organise and chair the group discussions. A summary of the discussion shall be published in the proceedings.

Designated representatives, members of technical committees and groups, observers and seniors may participate in discussions at technical sessions (including submitting written discussion) and in group discussions. Designated representatives may submit written discussion on behalf of colleagues from their organisation. Presentation of written discussion during the technical session shall be at the discretion of the

session chairman. Only designated representatives of member organisations may participate in discussions at general sessions.

15. COMMUNICATIONS

The Executive Committee shall regularly communicate with member organisations on activities relating to the work of the Executive Committee, the Advisory Council and technical committees and groups and any other matters judged by the Executive Committee to be of concern to ITTC member organisations. The communications may be through the use of a web site, the publication of a newsletter or any other means chosen by the Executive Committee.

Member organisations may bring issues to the attention of the ITTC through their area representative. Members of the Advisory Council may do so at a meeting of the Advisory Council.

15.1 ITTC Website

There shall be only one ITTC web site. The ITTC Secretary shall maintain the site.

The ITTC website shall provide access to:

A) Membership information, rules, procedures and guidelines, and the archive of Conference proceedings;
B) Information relating to the upcoming Conference, including location, hotels, travel, technical and social programs, and committee reports, and other documentation for discussion at the Conference.

15.2 ITTC Newsletter

A newsletter may be used to communicate with member organisations. The newsletter shall be published twice a year. It shall be edited and produced by the ITTC Secretary. The newsletter may be published in paper or electronic form.

Appendix A.

Geographic areas

Area	Countries Included
Americas	Argentina, Brazil, Canada, Chile, Ecuador, Mexico, USA, Venezuela
Central Europe	Austria, Belgium, Germany, The Netherlands, United Kingdom Ireland
North and West Asia	China, Iran, Israel

Northern Europe	Denmark, Finland, Norway, Poland, Russia, Sweden Estonia
Pacific Islands	Australia, Indonesia, Japan,
Southern Europe	Bulgaria, Croatia, France, Greece, Italy, Portugal, Romania, Spain, Turkey
South and East Asia	Korea India Malaysia Vietnam Singapore

Countries not listed will be placed in an area to be decided by the Executive Committee

Appendix B.

B.1. Notes on the organisation and operation of the ITTC

This Appendix provides information to help new members of ITTC or members joining committees for the first time, understand the workings of the ITTC organisation. It includes background information, explains some rules in more detail than is appropriate in the formal rules document and includes brief descriptions of current practice.

The Appendix is supplementary to the Rules, and does not take the place of the Rules. In case of a perceived conflict between this Appendix and the Rules, the Rules shall be followed.

B.2. Definitions

In previous versions of the Rules and colloquially, the words 'International Towing Tank Conference', its initials, ITTC, and shortened form, 'Conference' have been used to mean different things depending on the context. The present Rules attempt to avoid this confusion by using these words with specific meanings:

The four letters **ITTC** means the association of organisations which functions according to these rules.

The Conference means the tri-annual meeting of ITTC member organisations.

The Full Conference means the representatives of member organisations with authority to vote.

The name "**International Towing Tank Conference**" is not used in the Rules except as the title. In other documents it may be used to mean the organisation (ITTC) or the tri-annual meeting (the Conference), depending on the context.

In addition the following three words are used in the Rules:

Shall: Conveys commitment to doing something. Of these three words, shall is used in the Rules in paragraphs which describe the operation of the ITTC.

Must: The action is mandatory; there are no alternatives; gives emphasis; stronger than shall.

May: The action is optional; the choice is up to the person performing the action.

These definitions are also used in this Appendix.

B.3. Brief history of the ITTC

In 1933 23 representatives of tanks from 10 countries including the superintendents of 9 tanks met in The Hague, to "confer in an open and confidential manner on their own methods and also on the manner of publication of tank results." The program for the new Conference of Ship Tank Superintendents was focused on the everyday business of tanks. The conference appointed a committee to work out "in a more definite way the general conclusions." This was the forerunner of the technical committees we have today. All decisions were made by all those present at the "the conference".

This simple organisation continued until 1948, when a Standing Committee of six regional members was formed to give continuity from one Conference to another. it later became the Executive Committee. Up until 1948 indi-

vidual Conference attendees made presentations, but from 1948 discussions at the Conference were based on reports of the technical committees. This continues to be the structure of the ITTC Conferences.

As the size and number of topics considered by the ITTC increased, there was concern that the ITTC should not evolve into a diffuse organisation loosely concerned with ship hydrodynamics. In addition, the member organisations whose primary business was model testing for clients were worried that they would be outnumbered by the tanks operated by educational and research institutions which did not share the same responsibilities to customers. There was a possibility that ITTC might adopt procedures and policies that would be harmful to the relationships between the more commercial facilities and their customers. The Advisory Council was formed at the 13th ITTC in 1972 in response to these concerns. The purpose of the Advisory Council was (and still is) to recommend the subjects to be considered "bearing in mind the primary aim of the conference is to solve technical problems of importance to tank superintendents." Organisations represented on the Advisory Council were selected from member organisations which met criteria chosen to show that their primary business was model testing for clients. In many ways the Advisory Council represents the community of Tank Superintendents which first met in 1933.

In 2005, ITTC was granted consultative status to IMO as a Non-Government-Organisation and several ITTC technical committees have contributed to the regulation issued by IMO..

In 2017, the Full Conference decided to create an association, ITTC.A, registered in Switzerland. ITTC.A is essentially identical to ITTC in structure and ways of working, but the formal status as a legal entity enables ITTC among others to enter into cooperation with organisations such as ISO and IEC.

B.4. Aims of the ITTC

The Aims of the ITTC written in the Rules have changed very little from the aims of the ITTC expressed in the first meetings in the 1930's. Over the years, they have been revised to keep them up to date by including numerical modelling and full-scale trials and work done by ITTC members on marine installations other than ships. The aims include stimulating relevant research in hydrodynamics, but the exchange of information concerning research in theoretical hydrodynamics and fundamental aspects of numerical fluid computations are not included. These are covered by other forums, such as the ONR Symposium on Naval Hydrodynamics or Conference on Numerical Ship Hydrodynamics. The ITTC establishes the need for research, encourages research and provides for co-ordination of research carried out by its members, but does not, as an organisation, fund or carry out research. The aims are written to ensure that the ITTC continues to focus on its unique role of meeting the needs of its members for giving advice and information on full-scale performance to the designers, builders and operators of ships and marine installations based on physical and numerical modelling.

B.5. The ITTC Organisation

Members

Members of the ITTC are organisations that satisfy the Executive Committee that they meet the criteria for membership stated in the Rules. (The ITTC does not have individual memberships; people participate in ITTC activities as representatives of member organisations).

Designated representatives

Designated representatives are directors or senior officers of member organisations who have authority to bind the organisation in matters relating to ITTC. Each member organisation has one designated representative.

Full Conference

Decision making authority for the ITTC rests with its member organisations. The Full Conference is the collective name of the designated representatives from member organisations present at general sessions held during the Conference. Votes taken during general sessions at the Conference are recorded as decisions of the Full Conference.

Executive Committee

The Executive Committee is in effect, the 'governing body' of the ITTC. The Chairman is elected by the Full Conference and is chairman of both ITTC and ITTC.A. The Executive Committee members are representatives from each of seven geographic areas. The Executive Committee implements decisions of the Full Conference and may take actions between Conferences. The agenda of the Executive Committee includes applications for membership of the ITTC, membership of technical committees, arrangements for the next Conference, financial matters and relationships with other organisations.

Chairman of the Executive Committee

The Chairman of the Executive Committee is the leader of the ITTC and chairs general sessions at the Conference.

Advisory Council

The Advisory Council drives the technical agenda of the ITTC. It is comprised of about 40 of the larger member organisations whose primary business is model testing for clients and have had a long history of involvement with the ITTC. The Advisory Council identifies topics of importance to the ITTC, drafts terms of reference for the technical committees and groups and provides ongoing support and monitoring of the technical committees as they carry out the work. It reviews proposed recommended procedures in detail, and ensures they are appropriate for practical application in work for clients. It reviews annual progress reports from technical committees.

Advisory Council Working Groups

To do its work effectively, the Advisory Council has set up four working groups. Each working group has responsibility for a technical area of importance to the ITTC. Members of the working groups are members of the Advisory Council who have an expertise or particular interest in the subjects covered by the group. The working groups take the lead in dealing with technical matters in their area of expertise and report at meetings of the Advisory Council.

Technical Committees

Technical committees carry out the technical work of the ITTC. Members of the technical committees are chosen for their ability to carry out the work. The Executive Committee chooses the Chairmen. The scope of work is defined in the terms of reference for the committee. All the technical committees have equivalent responsibilities. There is no hierarchy between technical committees. The reports of technical committees primarily contain reviews of research relevant to ITTC members and are not comparable in format or content with publications in technical journals or at other conferences.

Groups

Groups are similar to technical committees except that their work is primarily non-technical (for example symbols, quality control).

The ITTC Secretary

The ITTC Secretary is a central point of contact for communications between ITTC members and to and from organisations outside the ITTC. The ITTC Secretary undertakes secretarial tasks in support of the operation of the ITTC. The duties of the Secretary include maintaining lists of memberships, the administration and collection of membership fees, accounting and arrangement of auditing of the accounts, publishing the ITTC newsletter, maintaining the ITTC website and preparing agenda and minutes of meetings of the Executive Committee and the Advisory Council.

The Conference

The Conference is held once every three years, usually in September. The Conference agenda is based on the presentation and discussion of reports of technical committees, not presentations of papers by individuals. The plenary or general sessions are the opportunity for representatives of ITTC member organisations to discuss and for the Full Conference to vote on recommendations from the Executive Committee.

The Conference venue and host organisation are chosen to ensure a balanced rotation between geographic areas. The host organisation has overall responsibility for ensuring the Conference meets the requirements of the ITTC as described in the Rules and communicated by the Executive Committee. The detailed arrangements for the Conference are the responsibility of the Conference Organiser who is the designated representative of the host organisation. The Executive Committee must approve the arrangements and associated costs for the Conference.

Participation in the Conference is by invitation only. Invitations are sent to all designated representatives and members of technical committees and groups. In addition, area representatives may propose observers and seniors to attend. Employees of ITTC member organisations who are neither designated representatives nor members of technical committees or groups may attend the Conference as observers. Observers may also be persons with an interest in the work of the ITTC who are not affiliated with ITTC member organisations. Examples are representatives from ship designers and builders, classifications societies or other marine research organisations. Representatives of commercial companies with an interest in marketing to ITTC members may attend the Conference as observers, but no provision is made at most venues for the distribution of advertising material or product demonstrations.

Meetings

ITTC committees (including the Executive Committee and Advisory Council) meet three or

four times between Conferences. The cost of attending these meetings is a significant cost to committee members' organisations and every effort is taken to minimize them. Meetings are often scheduled to coincide with major conferences likely to be attended by several committee members and the cost to the host is kept small by using in non-commercial facilities whenever possible. The high cost of long-distance air travel is distributed among members by holding meetings in different geographic areas.

ITTC Fees

Member organisations pay a membership fee by which ITTC funds are raised. The ITTC funds are used to cover the cost of the ITTC organisation, including paying for the ITTC Secretary and a proportion of the cost of publishing the proceedings of the Conference. (Conference proceedings are distributed to all members, whether they attend the Conference or not).

Registration fees paid by Conference attendees cover the cost of the Conference and the remainder of the cost of the Proceedings.

Decision making process

The Full Conference is the decision-making authority for the ITTC. Decisions by technical committees, the Advisory Council and Executive Committee (other than those concerning only the internal operation of these committees or otherwise mandated by these Rules) are made as recommendations for adoption to the next level on the organisation as follows:

1) Technical committees or groups
2) Advisory Council
3) Executive Committee
4) Vote by the Full Conference