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## Review of ITTC Recommended Procedures and Guidelines by the Advisory Council

### 1. PURPOSE OF PROCEDURE

- Ensure that ITTC Recommended Procedures (IRPs) and Guidelines are correct and valid.
- Ensure that recommended procedures and guidelines are revised according to the criteria of ITTC

### 2. SCOPE


- Committees (Panels do not exist in the new Rules. The requirement is met with specialist committees) and Groups of ITTC who prepare ITTC Recommended Procedures.
- Advisory Council and working Groups of Advisory Council.

### 3. TASKING AND MONITORING THE TECHNICAL COMMITTEES AND GROUP OF THE ITTC

This document is a supplement to the Procedures 1.0-03- “General Guidelines for the Activities of Technical Committees Liaison with Executive Committee and Advisory Council, 4.2-01 “Adoption or Modification of ITTC Recommended Procedures”, 4.2.3-01-01 “Guide for the Preparation of ITTC Recommended Procedures and Guidelines”, and 4.2.3-01-02 “Work Instruction for Formatting ITTC Recommended Procedures and Guidelines“ and

deals with the review of the procedures and guidelines before publishing.

1. The Secretary of the Executive Committee shall write to the chairmen of all of the technical committees after the Conference to inform them of the terms of reference for their committee. These tasks may include the preparation of draft recommended procedures or the review and updating of existing procedures.
2. The EC secretary shall write to the TC chairmen giving the reporting requirements and deadline dates which the committees should follow.
3. The Advisory Council shall review the progress of the work of each committee.
4. The technical committees shall report to the Advisory Council before its first meeting in the autumn of the year following the Conference on the requirements for any changes to existing procedures
5. Drafts for new or amended procedures shall be submitted to the Advisory Council for review at its second meeting during the autumn the year before the Conference.
6. The Advisory Council may set up working groups to follow and support the work of technical Committees. The terms of reference of the working groups are:
  - a) draft recommendations for terms of reference (ToR) for general committees

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- b) identify requirements and propose terms of reference for specialist technical committees
- c) review and make recommendations on proposed ITTC procedures
- d) propose topics for group discussions at the full Conference
- e) support the new Committees as regards the start up and interpretation of their tasks

For each Working Group a chairman is nominated to co-ordinate the work of the group.

Each Working Group reports on its activities to the Advisory Council and recommends actions for discussion and approval by the full Advisory Council.

#### 4. CRITERIA FOR REVIEW OF ITTC RECOMMENDED PROCEDURES

The following criteria are provided to assist the Working Groups and the Advisory Council to come to consistent decisions when reviewing proposed ITTC recommended procedures. Accepted means the draft procedure will be published and proposed for adoption by the Full Conference

##### 1. Accepted without reservation

The procedure describes current practice in many organizations, and while not all organizations will follow it in all details there is sufficient flexibility in the procedure to enable most organizations who are active in the area to follow it "in principle", and to note the exceptions in their own proce-

dures. The procedure will be published in this ITTC period.

##### 2. Accepted, with minor editorial revisions


The procedure will be acceptable provided minor editorial changes are made. To ensure consistency the Quality Systems Group will make the changes, and the procedure will be returned to the technical committee for its acceptance of the changes. Provided the committee confirms their acceptance of the changes, the procedure will be published in this ITTC period.

##### 3. Accepted, with areas of concern noted

The procedure, although requiring more work, will be useful to the ITTC members as it is written. It is impractical for the present technical committee to make the changes required to address the working group's concerns in the time available. The procedure will be published in this ITTC period together with the comments of Advisory Council working group. The revisions required will be proposed as a task for a future committee.

##### 4. Publication postponed

Either the physical basis of the procedure is not in line with current practice or there are other technical problems making the procedure impractical for many organizations to follow. The publication of the procedure should also be postponed if the document is not drafted to a level of detail at which it could be useful or because it is inconsistent with other published ITTC procedures. The revisions required are major and would be proposed as a task for a future committee. The draft of the procedure and the comments of the Advisory Council will be passed to the future committee.

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## 5. RESPONSIBILITY IN GENERAL

Tasks of Recommended Procedures	Responsibility				
	①	②	③	④	⑤
request for recommended procedure	D	I	A	I	I
documentation of recommended procedure	D	I	A	E	I
implementation of recommended procedure	D	I	A	A	E
review of recommended procedure	I	I	E	I	E
modifications of recommended procedures	D	I	A	E	I

① Full Conference

D decide

② Executive Committee

E execute

③ Advisory Council

A advise

④ Technical Committees, Groups

I inform

⑤ Quality Systems Group