THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

Technology Committee Manual

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1 Terms of Reference

The Technology Committee is a Standing Committee of the Institution. It has the overall responsibility for providing understanding, clarification and validation of the fundamental technical basis of building services engineering and for overseeing the policy work of the Institution.

The objectives of the Technology Committee are:

TC 1	To oversee engineering policy and make recommendations to the Board on matters within its remit.
TC 2	To generate Institution Position Statements for Board approval.
TC 3	To oversee the preparation of timely responses to consultation documents (including documents produced by other professional bodies, standards organisations and government).
TC 4	Subject to the provisions of Rule B21 in the Rules for the Board, to appoint and brief representatives where appropriate to contribute to and/or report on technical policy and publication activities of other organisations.
TC 5	To make recommendations to the Board regarding the Carter and Napier Shaw Bronze Medals for published and/or presented papers.
TC 6	To seek contributions to the work of the committee from all relevant international and interdisciplinary sources within the institution.

2 Committee Constitution

2.1 Appointment of chairs and members

Appointment to chair the Technology Committee, which is a Standing Committee of the Institution, is made by the Board, normally for a three year term, which may be renewed.

The Board is also responsible for appointing members of the Technology Committee, but may delegate this responsibility to the committee itself.

Standing Committees may establish and constitute their own task forces under powers delegated by the Board. A Task force is a temporary working party established for a specific purpose and disbanded when that purpose is achieved.

When setting up a new task force Standing Committees shall define and approve both their membership and terms of reference, in consultation with the Chief Executive or the Director responsible, and a period of operation shall also be stated.

The membership, terms of reference and any special responsibilities of members of the Technology Committee shall be reviewed at least every three years. It is desirable that new members be added regularly to Standing Committees to bring in new ideas and expertise, however, it is equally desirable to retain expertise.

When reviewing membership the Technology Committee should take into consideration the:

- continuing contribution which any particular member can make to the Standing Committee,
- regularity of attendance at previous meetings,
- need for gradual change in the personnel of the Technology Committee,
- need for Regional, Group and Society contributions to the Technology Committee,
- need to maintain continuity in the work of Standing Committees.

2.2 Period of service

Members of the Technology Committee are initially appointed for a three year period. At the end of this period they can be re-appointed for a further three year term. If it is desired that they be appointed for a further term after six years' continuous service, this should be reviewed by the Standing Committee. Members of the Technology Committee may retire at any time.

Members of task forces and those who chair them will normally be appointed for the period for which the task force is active, which will be defined when the task force is established.

2.3 Representation

The Institution seeks participation from all CIBSE interest areas. Members of the Technology Committee and its task forces should be drawn from a range of age, gender, background, experience and expertise, and include participation from a range of sectors and interest groups in the UK and overseas, e.g. Industry, Manufacturing, Project Management, Finance, Research, Academia.

The Technology Committee shall comprise at least 9 and no more than 15 non-staff members, including the Chair.

The Technology Committee may co-opt no more than three additional members to assist in specific matters. Co-opted members shall be appointed to serve for so long as the particular matter for which they were co-opted is on the agenda of the committee or sub-committee and shall not have a vote.

Non-members of the Institution may not normally be appointed to serve on committees unless they can make a specific contribution to the committee.

To provide a link between a task force and its parent committee, a member of the parent committee should be a member of the task force.

Details of the current membership of the Technology Committee is available from the CIBSE website.

2.4 Members attributes

To be considered for appointment to any of the Institution's Standing Committees and task forces applicants should normally be in CIBSE membership and must be able to commit their time to participate in meetings, either in person or remotely. In addition to participating in meetings, members will also be asked to read circulated papers to allow informed decision making and comment on draft documents as and when required.

In selecting new members, the Technology Committee shall consider the following attributes necessary to fulfil requirements of the committee:

- Willingness to get involved and commit the time to attend meetings and read papers;
- Knowledge of legislation affecting the building services sector and experience of using a range of national and international standards;
- Experience of contributing to legislative and policy-making processes;
- Awareness of future trends and policy developments likely to affect the sector and their impact on CIBSE members in their various roles, and also some awareness of current research activity.

2.5 Meetings

The Institution seeks to limit the time and expense of meetings and to promote maximum participation by those located away from London. Wherever possible meetings will be arranged so as to offer the facility for remote participation. The Technology Committee meets three times a year. The frequency of meetings of task forces shall be defined at the start of the work programme of the task force.

Meetings of the Technology Committee and task forces shall commence with the confirmation of the minutes of the previous meeting. The Chair shall decide whether the committee may consider any business which is not on the agenda for the meetings where the conduct of such other business is not covered by these Rules.

In the event of the Chair of the Technology Committee being absent from the meeting, the members present may choose one of the members to be a Chair of the meeting, unless a Deputy Chair is already identified and is present.

The quorum of the Technology Committee is four (non-staff members) except where otherwise stated.

2.6 Expenditure

No Standing Committee may commit the Institution to any expenditure until such expenditure has been sanctioned by the Board, nor commit the Institution to any allocation of non-financial resources (e.g. staff time) until such allocation of resources has been sanctioned by the Chief Executive.