

# **IAFSS Terms of Reference – Officers, Committee and Working Group Members**

## **International Association for Fire Safety Science (IAFSS)**

Version 2.0 – 12 June 2022

In addition to the IAFSS Constitution and IAFSS Rules, which lay out requirements for governing the Association, and are voted upon by the Membership, there are additional policies, procedures and terms of reference that govern operation of the Association. These items are established solely under the authority of the charity trustees. This document reflects the IAFSS Terms of Reference for Committee and Working Group Members.

### **1. Terms of Reference – Officers of IAFSS**

All trustees of the IAFSS are expected to fulfil their duties as outlined in the IAFSS Constitution and IAFSS Rules. In their role as officers of the IAFSS, the members of the Executive Committee (EC) of the CIO shall undertake the following additional duties.

#### (1) Immediate Past Chair (*ex officio*)

- (a) Supports the Chair in carrying out the objects of the IAFSS
- (b) Chairs Nominating Committee

#### (2) Chair

- (a) Chairs meetings of the EC
- (b) Chairs Annual General Meeting (AGM) and Special General Meeting (SGM)
- (c) Co-chairs Governance Committee
- (d) Coordinates activities of the EC
- (e) Coordinates the activities of the Secretariat

#### (3) Honorary Treasurer and Vice Chair Finance Committee

- (1) Chairs Finance Committee
- (2) Coordinates finances and audits
- (3) Supports the Chair in carrying out the objects of the IAFSS

#### (4) Honorary Secretary

- (a) Supports the Chair in carrying out the objects of the IAFSS
- (b) Conducts elections with Secretariat
- (c) Coordinates AGM and SGM with Secretariat

#### (5) Vice Chair Governance and Strategic Planning

- (a) Co-chairs the Governance Committee
- (b) Supports the Chair in carrying out the objects of the IAFSS

- (6) Vice Chair Diversity, Equity and Inclusion (DEI)
  - (a) Co-chairs the DEI Committee
  - (b) Supports the Chair in carrying out the objects of the IAFSS
- (7) Vice Chair Member Services
  - (a) Is member of and liaison to Early Career Researchers and Professionals (ERCP) Committee and Outreach and Communications (O&C) Committee. Will co-chair both committees.
  - (b) Supports the Chair in carrying out the objects of the IAFSS
- (8) Vice Chair Education
  - (a) Co-chairs Education Committee
  - (b) Supports the Chair in carrying out the objects of the IAFSS
- (9) Vice Chair Research
  - (a) Co-chairs Research Committee
  - (b) Supports the Chair in carrying out the objects of the IAFSS
- (10) Vice Chair Membership Advisory Council (MAC) and Symposium Planning Committee (SPC)
  - (a) Is ex-officio member of and provides liaison to the Membership Advisory Council
  - (b) Co-chairs the Symposium Planning Committee or Local Organising Committee
  - (c) Supports the Chair in carrying out the objects of the IAFSS

## **2. Terms of Reference - Committees of the IAFSS**

The following are the Terms of Reference of the Committees of the IAFSS.

- (1) Executive (see also clause 1 for roles and responsibilities)
  - (a) The Executive Committee (EC) is comprised of the charity trustees.
  - (b) The scope of the EC is to manage the affairs of the IAFSS as per the IAFSS Constitution.
  - (c) The EC shall meet as often as required but at least once per year.
  - (d) The EC shall minute their meetings in accordance with the Constitution and Rules.
- (2) Governance and Strategic Planning
  - (a) The scope of the Governance and Strategic Planning Committee is to draft rules and policies as may be requested by the trustees for their approval and use in carrying out the management of the IAFSS, and to carry out periodic development of long-range strategic plans for the IAFSS.
  - (b) Approval of any document drafted by the Governance Committee rests with the charity trustees, and/or the members, and /or UK Charity Commission, as set out in the IAFSS Constitution.
  - (c) The Governance and Strategic Planning Committee shall meet as often as required but at least once per year.

- (d) The Governance and Strategic Planning Committee shall minute their meetings in accordance with the Constitution and Rules.
- (3) Finance
- (a) The scope of Finance Committee is to prepare budgets, prepare annual financial reports, oversee the management of the IAFSS finances, and related financial duties as set out in the IAFSS Constitution and the UK Charity Commission and other pertinent governmental oversight bodies.
  - (b) Approval of any document drafted by the Finance Committee rests with the charity trustees, and/or the members, and /or UK Charity Commission, as set out in the IAFSS Constitution.
  - (c) The Finance Committee shall meet as often as required but at least once per year.
  - (d) The Finance Committee shall minute their meetings in accordance with the Constitution and Rules.
- (4) Diversity, Equity and Inclusion (DEI)
- (a) The scope of the DEI Committee is to support the IAFSS goal of being a diverse, inclusive, ethical and environmentally responsible professional society with equitable treatment of all its members and all other entities with which the IAFSS interacts during any of its activities regardless of ethnicity, race, gender expression, sexual orientation, age, social class, abilities, religious values, political viewpoints, national origin.
  - (b) The DEI Committee does this by various means including:
    - (i) Contributing to the development of and maintaining a code of conduct for members of the IAFSS.
    - (ii) Contributing to the development of and maintaining procedures for investigating and resolving potential violations of the code of conduct.
    - (iii) Contributing to the development of and maintaining of policies to foster diversity, inclusiveness, ethical conduct, and sustainable approaches for IAFSS activities.
    - (iv) Providing guidance on the avoidance of bias during the review of Symposium submissions
    - (v) Working in conjunction with Symposium planning committees and other IAFSS subcommittees and working groups to ensure principles of diversity and inclusivity are being upheld. For the Symposium this includes working to ensure diversity and inclusivity in keynote speakers, awards, and paper presentations; working to reduce barriers to participation in the Symposium; and assisting the host with establishing DEI events during the Symposium.
    - (vi) Identifying on-line DEI training courses and seminars.
  - (c) Approval of any document drafted by the DEI Committee rests with the charity trustees, and/or the members, and /or UK Charity Commission, as set out in the IAFSS Constitution.
  - (d) The DEI Committee shall meet as often as required but at least once per year.
  - (e) The DEI Committee may co-opt members from the general membership.
  - (f) The DEI Committee shall minute their meetings in accordance with the Constitution and Rules.
- (5) Early Career Researchers and Professionals (ECRP)

- (a) The scope of the ECRP Committee is to engage early career professionals and research students from around the world with the IAFSS community, facilitate funding opportunities to promote travel and lab exchanges, and assist in organising an IAFSS summer school to further integrate and educate early career members into the fire science community.
  - (b) The IAFSS define ECRP to be persons who are not more than seven (7) years from the date of award of the Ph.D. or highest terminal degree received.
  - (c) The ECRP Committee aims to do this by various means including:
    - (i) Developing and implementing a recruitment strategy to engage students and ECRP from all areas of study and from around the world in fire safety engineering and related topics.
    - (ii) Working with the Outreach and Communications (O&C) Committee to improve website communications and utilizing the website, newsletters and social media as a method of communication to and recruitment of graduate students and professionals.
    - (iii) Developing a framework which can follow and highlight winners of notable awards conferred to ECRP throughout their careers.
    - (iv) Facilitating funding opportunities for students and ECRP to partially fund travel for placements/internships in other labs, promoting lab exchanges in the fire science community.
    - (v) Facilitating IAFSS Summer Schools every three (3) years and providing subsidised funding for students to attend.
    - (vi) Hosting virtual seminars in Fall and Winter terms as a way for early career researchers to present their work, learn various skills (i.e., conducting a peer-review), network, and forge connections.
    - (vii) Facilitating a mentorship framework to allow early career researchers to become more involved in executive initiatives/committees as well as learn from mid and late-career academics/researchers (i.e., how to peer-review)
    - (viii) Effectively communicating with early career researchers on ways they can be involved in various aspects of the IAFSS (i.e., working groups).
  - (d) Approval of any document drafted by the ECRP Committee rests with the charity trustees, and/or the members, and /or UK Charity Commission, as set out in the IAFSS Constitution.
  - (e) The ECRP Committee shall meet as often as required but at least once per year.
  - (f) The ECRP Committee may co-opt members from the general membership.
  - (g) The ECRP Committee shall minute their meetings in accordance with the Constitution and Rules.
- (6) Outreach and Communications (O&C)
- (a) The scope of the O&C Committee is to support internal and external communications and seek to co-operate with other organisations concerned with the application of fire safety science.
  - (b) The O&C Committee aims to do this by various means including:
    - (i) Improving the website and web-based communications.
    - (ii) Facilitating use of the website, newsletters and social media as a method of communication within and external to IAFSS.
    - (iii) Developing a framework which highlights awards and accomplishments of members of the IAFSS to the broader fire safety community.
    - (iv) Supporting the ECRP Committee in mentorship activities with mid and late-career academics/researchers.

- (v) Supporting communication, and the establishment of professional liaison, with other organisations.
  - (vi) Facilitate activities of the MAC in terms of representation of, and exchange of information with, organisations with which the charity may have professional liaison relationships between IAFSS and other professional societies such as the Society of Fire Protection Engineers (IAFSS) and the Institution of Fire Engineers (IFE).
  - (vii) Building and maintaining relationships with industry and supporting Symposium Committee with fundraising.
- (c) Approval of any document drafted by the O&C Committee rests with the charity trustees, and/or the members, and /or UK Charity Commission, as set out in the IAFSS Constitution.
- (d) The O&C Committee shall meet as often as required but at least once per year.
- (e) The O&C Committee may co-opt members from the general membership.
- (f) The O&C Committee shall minute their meetings in accordance with the Constitution and Rules.
- (7) Education
- (a) The scope of Education Committee is to provide support, guidance, and leadership in education and academic issues to support the educational activities of the IAFSS and those within the international fire safety science community at large.
- (b) The Education Committee aims to do this by providing leadership and implementing the educational aspirations of the IAFSS and providing input to non-IAFSS educational activities which support the aims of the IAFSS. The Education Committee will not have any formal responsibilities for the Symposium except where requested by the Symposium committee.
- (c) Approval of any document drafted by the Education Committee rests with the charity trustees, and/or the members, and /or UK Charity Commission, as set out in the IAFSS Constitution.
- (d) The Education Committee shall meet as often as required but at least once per year.
- (e) The Education Committee may co-opt members from the general membership.
- (f) The Education Committee shall minute their meetings in accordance with the Constitution and Rules.
- (8) Research
- (a) The scope of the Research Committee is to help shape research directions for the underpinning science of fire safety through identifying knowledge gaps based on the international state of the art, the members' knowledge and experience, input gathered from the broader community.
- (b) The Research Committee aims to do this by various means including:
- (i) Analysing the areas which the IAFSS community should be encouraged to address in the light of the emerging technologies and their impacts on fire safety.
  - (ii) Disseminating the above findings to funding bodies and other stakeholders in coordination with the Communications and Outreach Committee.
  - (iii) Disseminating the findings/recommendations to the IAFSS community in

- coordination with the Communications and Outreach Committee
    - (iv) Helping to promote best practice in conducting research in fire safety science.
    - (v) Supporting the work of the IAFSS Symposium Committee and related technical activities of the IAFSS.
    - (vi) Preparing and disseminating position papers on the IAFSS vision for research to underpin a fire safe world.
    - (vii) Preparing and disseminating informative occasional papers on topical fire safety issues that are of local, national or international concern.
  - (c) Approval of any document drafted by the Research Committee rests with the charity trustees, and/or the members, and /or UK Charity Commission, as set out in the IAFSS Constitution.
  - (d) The Research Committee shall meet as often as required but at least once per year.
  - (e) The Research Committee may co-opt members from the general membership.
  - (f) The Research Committee shall minute their meetings in accordance with the Constitution and Rules.
- (9) Nominating
- (a) The scope of the Nominating Committee is to nominate, in their opinion, the most suitable candidates for charity trustees and for the IAFSS MAC, based on the information provided by applicants in nomination packages, taking advantage of personal knowledge of applicants, information provided, and other information as deemed suitable and appropriate.
  - (b) The Nominating Committee shall, in the course of their deliberations, follow principles of, and take into account diversity, equity and inclusivity across all pertinent dimensions, including but not limited to gender, race, ethnicity, discipline, professional position, and professional level.
    - (i) In undertaking their work, the Nominating Committee shall adhere to the balance in geographical distribution of nominees as set out in the IAFSS Constitution and the IAFSS Rules.
    - (ii) The Nominating Committee shall not be unduly biased by the specific discipline of candidates but shall seek to nominate the most qualified candidates from applications they receive or solicit.
  - (c) The Nominating Committee shall review the past service of IAFSS members as charity trustees and as members of the MAC, and consider the independent service term limits for charity trustees and MAC members, when considering eligibility of persons nominated for positions as charity trustee or MAC member. The Nominating Committee shall also take into consideration the requirement for retirement of 1/3 of charity trustees and 1/3 of MAC members in each election cycle.
  - (d) The Nominating Committee shall prepare and distribute nomination / application forms with the information that is sought for the candidates for the positions to be filled.
  - (e) The Nominating Committee can create other operational guidelines, as appropriate to the Committee, so long as they do not exceed powers delegated to them by the trustees nor go outside of the bounds of the scope of the Committee.
  - (f) The Nominating Committee shall meet as often as required but at least once per year.
  - (g) The Nominating Committee may co-opt members from the general membership.
  - (h) The Nominating Committee shall minute their meetings in accordance with the Constitution and Rules.

(10) Membership Advisory Council (MAC)

- (a) The scope of the Membership Advisory Council (MAC) is to advise and make representations to the charity trustees, in particular in IAFSS to relevant issues or needs within the regions they represent; to appoint from their ranks non-trustee members of IAFSS committees, with the exception of the Executive and Nominating Committees, and to provide representation of, and exchange of information with, organisations with which the charity may have professional liaison.
- (b) The MAC will be comprised of no more than 18 eligible members in good standing. See IAFSS Rules Section 4(1)(a) for election of MAC members.
- (c) The MAC will elect from their membership, as they see fit, a co-chair from each of the three IAFSS regions, to oversee the work of the MAC.
  - (i) The IAFSS Vice Chair Membership Advisory Council will be an *ex-officio* member of the MAC leadership team, providing liaison with the EC.
- (d) The MAC will elect from their membership the non-trustee co-chairs of the following IAFSS Committees:
  - (i) DEI
  - (ii) Education
  - (iii) O&C
  - (iv) ECRP
  - (v) Research
  - (vi) Symposium
- (e) Members of the MAC are eligible to serve on all Committees of the IAFSS except the Executive Committee.
- (f) The MAC shall meet as often as required but at least once per year.
- (g) The MAC Committee shall minute their meetings in accordance with the Constitution and Rules.

(11) Symposium Planning

Collectively, the ensemble of the Co-Chairs listed below, along with Topic Area leaders and co-leaders of the scientific content of the program, constitute the Symposium Planning Committee (SPC). Every Co-Chair in this structure has a crucial role to play, and all are on an equal footing, responsible for their area(s) of planning and implementation. However, the Symposium Planning Co-Chairs (SPCC) bear responsibility for overall coordination, the SPCC, Local Organising Co-Chairs (LOCC) and Technology Co-Chairs (TCC) have joint responsibility for delivery, with the Program Scientific Co-Chairs (PSCC) bearing primary responsibility for acceptance of papers and speakers, and the Program Communication Co-Chairs (PCCC) setting the final program in coordination with all. The SPC shall be comprised of members of the IAFSS.

- (a) The scope of the Symposium Planning Committee (SPC) is the overall coordination of the IAFSS International Symposium on Fire Safety Science.
  - (i) The IAFSS Chair and Immediate Past Chair will be *ex officio* members of the SPC.
  - (ii) The IAFSS Chair, working with the Honorary Secretary and Secretariat, will liaise with the SPC specifically on scheduling of trustee meetings and the Annual General Meeting, and on other issues as needs arise.
  - (iii) Budgets for the Symposium Planning will be developed by the Local Organising Committee Chair and agreed by the Executive Committee, as managed by the

IAFSS Honorary Treasurer.

- (iv) It will be expected that the SPC provide updates as needed, but at least quarterly, to the IAFSS Executive Committee through the IAFSS Chair and Honorary Secretary.

(b) Roles and Responsibilities of the SPC

(i) Symposium Planning Co-Chairs (SPCC)

- Overall coordination of the IAFSS Symposium.
- Work jointly with the LOCC, TCC, and PSCC on delivery of the Symposium.
- Assuring good communication throughout the SPC.
- Minuting all SPC meetings and actions.

(ii) Program Scientific Co-Chairs (PSCC)

- Identification of Topical Areas.
- Identification of 1 leader and 2 or more co-leaders per Topical Area. Diversification is strived for as much as possible. Work with DEI Co-Chairs as needed on this aspect. The ensemble of the PSCC and the topical (co-)leaders are the Program Scientific Committee (PSC).
- Communicate the names of the PSC and the topical areas to SPCC and PCCC.
- Selection of the plenary speakers:
  - Invite the IAFSS Membership Advisory Committee (MAC) to nominate plenary speakers.
  - Organise a vote by the IAFSS MAC based on the list of nominated plenary speakers.
  - Select the plenary speakers and submit the list of Plenary Speakers to the Symposium Planning Committee to confirm adherence to the guidance in the selection procedure in advance of final approval by the Executive Committee (EC).
  - Invite plenary speakers.
- Create instructions for authors through initial general expectations and paper submission stages (this reverts to PCCC and LOCC once paper is accepted).
- Communicate the instructions to the topical (co-)leaders and reviewers.
- Organise the review process for submissions for oral presentation:
  - Check the correct assignment of all papers to all tracks;
  - If necessary, invite additional topical co-leaders (i.e., if there are many submissions in certain tracks);
  - Organise the review process of papers in the track 'Conflict of Interest';
- Make the decision on (conditional) acceptance for oral presentation.

(iii) Local Organising Chair / Co-Chairs (LOCC)

- Coordinate with SPCC and MAC to decide on the format of the Symposium: in-person, virtual or hybrid.
- Make provisions for possible change in the format of the Symposium as may be required due to external constraints.
- In case of an in-person or hybrid meeting, secure local meeting space, A/V, and food and beverage.
- In case of a virtual or hybrid meeting, secure IT delivery platform.
- Work closely with SPCC, PSCC, PCC, ICC, TCC, WCC, DEICC, ECCC, ACC and EC, make room arrangements for different events, program timing



for symposia presentations, posters, awards, meals, social events, General Meeting, Committee meetings, and related components.

- In case of an in-person or hybrid meeting, identify / coordinate with local hotels and other accommodations.
- Deliver the Symposium, effectively fostering an environment for interactions/networking.
- Registration and budgeting (in conjunction with SPCC and TCC with approval from EC).
- Seek appropriate sponsors and exhibitors; promoting event; ensuring visibility and appropriate recognition of the very valuable IAFSS Symposium sponsors.
- Work closely with TCC to request their opinion and, as necessary help, in review and choice of technological platforms for event.
- Set up, populate and keep dedicated Symposium website current.
- Implement technological requirements for virtual components.
- Identify IT capability and support needed and elicit that support if not covered under other committees.
- Perform additional tasks as needed for a hybrid conference.

(iv) Program Communication Co-Chairs (PCCC)

- Coordinate with SPCC, TCC, LOCC, and SPCC on approach for hybrid event.
- Draft first call for papers and obtain approval from IAFSS Chair and SPCC.
- Launch first call for papers.
- Set up paper submission and review portal (with software platform as decided by SPCC, TCC, LOCC for hybrid event)
- Launch second call for papers.
- Launch call to review.
- Communicate instructions for authors on the IAFSS website and Symposium website.
- Launch final call for papers.
- Manage submissions for oral presentation.
- Communicate with paper authors, plenary authors and award authors throughout the process and all the way to requirements/instructions for their presentations at the Symposium.
- Communicate the decision on (conditional) acceptance for oral presentation. This communication includes clear submission instructions for submission to the selected journal.
- Construct the final program (including inviting session chairs) in close cooperation with all.
- Assign and communicate with session chairs.

(v) Program Proceedings Co-Chairs (PPCC)

- Communicate with the publisher to announce the intention of the Special Issue and set up the agreement in conjunction with the IAFSS Executive Committee.
- Communicate with the PSCC in the process of making the decision on (conditional) acceptance for oral presentation.
- Organise the review process for final acceptance of full papers:
  - Assign the submitted papers and review comments to the topical leaders in the journal system;
  - Make the final decision for acceptance of full papers;

- Communicate with the English Mentoring Chair (EMC) for papers where only the level of language prohibits final acceptance;
  - Communicate the final decision for acceptance of full papers to the authors.
  - Communicate with publisher to produce the proceedings.
  - Clarify requirements for virtual components during and after Symposium.
- (vi) Poster Co-Chairs (PCC)
- Work with the Program Scientific Co-Chairs to advertise the poster sessions; encourage the fire research community to submit posters.
  - Assemble and lead a team of reviewers for the poster review process.
  - After submission of poster abstracts, organise and coordinate the review process.
  - Communicate with the PSCC about the criteria for acceptance/decision of posters before a final decision is made; then make and communicate the acceptance or rejection decisions.
  - Work with the Local Organising Chair to organise the poster sessions.
  - Assemble a ‘book of poster abstracts’.
  - Act as Co-Chair of the poster sessions.
- (vii) Images Co-Chairs (ICC)
- Work with the Program Scientific Co-Chairs to advertise the images competition; encourage the fire research community to submit images.
  - Assemble and lead a team of reviewers for the image review process.
  - After submission of images, organise and coordinate the review process.
  - Communicate with the PSCC about the criteria for acceptance/decision of images before a final decision is made; then make and communicate the acceptance or rejection decisions.
  - Work with the Local Organising Chair to organise the image sessions.
  - Assemble a ‘book of images’ and/or image session, as appropriate.
  - Act as Co-Chair of the image sessions, as appropriate.
- (viii) Technology Co-Chairs (TCC)
- Serve as a resource to the SPCC, the LOCC, the PSCC and the PCCC to undertake reviews and recommend options for technology needs, such as;
    - On-line (virtual) symposia and/or workshops,
    - Hybrid symposia and/or workshops,
    - Apps for in-person delegates.
  - Assemble and lead a team of technology / social media expert members to assist.
- (ix) Workshop Co-Chairs (WCC)
- Work with the Program Scientific Co-Chairs to select the topic areas of the workshops.
  - Select and invite leaders (at least one per workshop) and work with the leaders to select and invite workshop speakers/panellists.
  - Work with the Program Scientific Co-Chairs to advertise the workshop sessions; encourage the fire research community to participate.
  - Work with the workshop leaders, technology committee and LOC to define a suitable workshop format (in-person, hybrid or virtual, podium presentation, panel discussion, etc.).
  - Work with the LOCC to organise logistics the workshop sessions.
  - Act as Co-Chair of the workshop sessions.

- (x) Diversity, Equity and Inclusivity Co-Chairs (DEICC)
  - Working in conjunction with Symposium Planning Committee, and other IAFSS subcommittees and working to ensure principles of diversity and inclusivity are being upheld within the Symposium planning. This includes:
    - working to ensure diversity and inclusivity in keynote speakers, awards, session chairs and paper presentations,
    - planning enhancements that highlight diversity and inclusion throughout the Symposium materials, and
    - working to reduce barriers to participation in the Symposium.
  - Organise, in conjunction with LOCC and PCCC, at least one DEI session/event in the Symposium.
  - Act as Co-Chair of the DEI session(s)/event(s).
  
- (xi) Early Career Co-Chairs (ECCC)
  - Working in conjunction with Symposium Planning Committee, seek opportunities for early career researcher participation. This includes providing input on early career researchers as speakers, for consideration for awards, and on related matters.
  - Organise, in conjunction with LOCC and PCCC, at least one Early Career session/event in the Symposium.
  - Suggest enhancements to the conference that might directly appeal to Early Career attendees but of course would also appeal to the broader audience as well and help LOC implement these as appropriate.
  - Act as Co-Chair of the Early Career session(s)/event(s).
  
- (xii) Awards Co-Chairs (ACC)
  - Establish sub-committees, solicit nominations, review nominations and make recommendations for all IAFSS awards:
    - The Howard W. Emmons Invited Plenary Lectureship,
    - The Kunio Kawagoe Gold Medal,
    - The Philip Thomas Medal of Excellence,
    - The Proulx and Magnusson Early Career Awards,
    - The Sheldon Tieszen Student Awards Sponsored by the FORUM,
    - The Best Thesis Award “Excellence in Research”,
    - The Dougal Drysdale Award for Extraordinary Service to the IAFSS.
  - Organise collection of information (bios, award descriptions, etc.) with LOC for use on website and in other materials.
  - Organise production of (artwork and printing), and payment for, the various types of awards.
  - Organise delivery to the LOC venue or virtual event.
  - Organise, in conjunction with LOCC and PCCC, at least one Award session/event in the Symposium.
  - Act as Co-Chairs of Award session(s)/event(s).
  
- (xiii) English Mentoring Chair (EMC)
  - Assemble, organise and lead a pool of English mentors.
  - Work with the PSCC and the PCCC to allow reviewers to identify (on paper review platform) those papers in need of English improvement.
  - After paper revision: Communicate with the Program Co-Chairs and Topic Area Leaders and collect the manuscripts of accepted papers that require English mentoring.
  - Work with the authors of the manuscripts that require English mentoring and generate new revised versions of the manuscripts.

- (h) The SPC Committee shall meet as often as required but at least once per year.
- (i) The SPC Committee shall minute their meetings in accordance with the Constitution and Rules.

### **3. Conduct Guidelines for IAFSS Officers, Committee and Working Group Members**

The basic structure and operating procedures of the IAFSS Committees has been set forth in the IAFSS Constitution, the IAFSS Rules, and other IAFSS policies and procedures established from time to time by the trustees. In fulfilling the general roles and obligations set forth under these regulations, policies, and procedures, all IAFSS Officers, Committee and Working Group members are expected to adhere to the following general principles:

- (a) Promote and support the overall mission of the IAFSS;
- (b) Promote and support the IAFSS Code of Conduct for Members;
- (c) Maintain a process that is open, honest, fair and inclusive to all participants;
- (d) Promote the development of fire safety science and engineering knowledge that is scientifically and technically sound, that promotes creativity and innovation in the development of new methods and technologies, that does not unduly impact vulnerable or disadvantaged populations, that sets reasonable standards intended to minimize the negative risks and impacts from fire and related hazards, and upholds the highest level of quality and integrity;
- (e) Promote the development of consensus through broad participation and full airing and discussion of all points of view; and
- (f) Adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing IAFSS Committees.

Although all participants in IAFSS Committees and Working Groups serve the same overall IAFSS mission and are expected to adhere to the general principles noted above, different roles within Committees and Working Groups may carry differing responsibilities and obligations. The following guidelines provide additional information to assist participants in IAFSS Committees and Working Groups in carrying out their respective roles and responsibilities. Because no single set of rules and guidelines can be all inclusive of every possible situation, members should attempt, even when the guidelines do not specifically address a situation, to act in a manner which is consistent with the IAFSS Code of Conduct and with these guidelines.

#### **3.1. Guidelines Applicable to All Committee and Working Group Members**

- (a) Committee and Working Group members should read and become familiar with the IAFSS Constitution, IAFSS Rules, the IAFSS Strategic Plan, and the Terms of Reference of the Committee in which they are participating.
- (b) Committee and Working Group members should act honestly and in good faith with a view to serve the best interests of IAFSS. Although it is recognized that legitimate differences of opinion can exist on individual issues, participants should support and promote the defined broad objectives of the Association.
- (c) Committee and Working Group members should stay current with the IAFSS strategic goals and objectives that influence the activities in which they are directly or indirectly involved.
- (d) Committee and Working Group members should fully prepare for and consistently attend all scheduled meetings; read and become familiar with all issues related to the upcoming tasks of the Committee; and promptly and thoroughly take all actions necessary to complete the processing of documents within their committees.
- (e) Committee and Working Group members should encourage full participation by all interested persons, and they should encourage and facilitate the full and open dissemination of all information necessary to enable full and fair consideration of all points of view.

- (f) No participant should ever attempt to withhold or prohibit information or points of view from being disseminated, particularly on the grounds that the participant is in disagreement with the information or points of view. Disagreements should be addressed and resolved through full presentation and discussion of all information and points of view, not through withholding information or preventing points of view from being expressed.
- (g) In all discussion, debate, and deliberation, participants should confine their comments to the merits of the scientific, technical, and procedural issues under review. Although participants may advocate their views or positions, they should be candid and forthcoming about any weaknesses in their position, and they should refrain from debate and discussion which is disrespectful or unprofessional in tone or which is unduly personalized or damaging to the overall process of achieving consensus.
- (h) Committee and Working Group members shall not share or discuss competitively sensitive information nor invite or reach an agreement on means of competing, including price fixing, bid rigging, dividing markets, or collectively refusing to do business with third parties. In addition, participants shall not seek to exploit their position within IAFSS in order to gain a market advantage over a competitor.
- (i) Committee and Working Group members should take appropriate steps to ensure that any public statements, either written or oral, which are not official statements of IAFSS, are properly portrayed as the opinion or position of that individual.
- (j) In circumstances where duly established policies and procedures related to IAFSS business require deliberations to take place, participants shall respect and observe the confidentiality of those discussions.
- (k) Committee and Working Group members should conduct themselves at all times in a professional and respectful manner and shall respect all rulings of the Chair(s). They should express their views through the making of appropriate motions and through participation in the formal debate on motions.
- (l) Committee and Working Group members frequently receive funding from their employers, organizations, or other sources for their participation in IAFSS committee work, and they have an affirmative and continuing obligation to declare funding sources other than their fulltime employer to the IAFSS. Apart from those declared sources of funding, participants should not solicit or accept gifts, hospitality, or transfers of economic benefit, other than incidental gifts or other benefits of nominal value, from persons, groups, or organizations having dealings with their committee or under any circumstances in which the benefit would be or would appear to be bestowed or accepted for the purposes of influencing the members' activities within Committees and Working Groups.

### **3.2. Guidelines Applicable to Committee and Working Group Chairs**

3.2.1. Interaction with the MAC. In addition to the guidelines that apply to all committee participants, Committee and Working Group Chairs have the following responsibilities to the MAC:

- (a) Regularly report operations of the Committee and Working Group to the MAC. The Chair is expected to attend at least one face-to-face meeting with the MAC per year.
- (b) All materials going before the MAC need to be submitted to the Secretariat at least 10 business days prior to the MAC meeting. Materials should be separated by 'informational' and 'actionable' items, as they will be addressed separately by the MAC. Materials, including committee reports, that are not submitted 10 business days prior, will not go before the MAC until the next scheduled meeting.
- (c) Present and receive quarterly scope, timeline, and resource approval of all Committee and Working Group activities during regularly scheduled reports to the MAC.
- (d) Determine and submit for approval by the MAC the necessary Subcommittees (SCs) and Task Groups (TGs) needed to execute the scope of the Committee or Working Group.

3.2.2. Interaction with Membership. In addition to the guidelines that apply to all committee

participants, Committee and Working Group Chairs have the following responsibilities to the committee membership:

- (a) Act in an impartial manner in the performance of their duties.
- (b) Recommend to the MAC for approval to appoint SC / TG Chairs.
- (c) Collaborate with SC / TG / to appoint members from among Committee or Working Group membership.
- (d) Disclose to all members of their Committee or Working Group all known or potential conflicts of interest or other circumstances that could influence their impartiality on a particular matter. The Chair must also recuse themselves from the Committee or Working Group consideration (i.e., discussion, deliberation, or voting) of any matter in which they have an actual or perceived conflict of interest. A conflict of interest is defined as any situation in which the Committee or Working Group decision could substantially and directly affect the Committee or Working Group Chair's financial or business interest.
- (e) Avoid potential conflicts of interest in the appointment of all SC / TG. If, in the opinion of the Committee or Working Group Chair, an individual has a known or potential conflict of interest, or other circumstances that could influence the individual's impartiality, that individual should not be appointed to Chair the SC / TG.
- (f) Exercise care and diligence in the appointment of SC / TG membership. Although SC / TG need not be fully balanced, Committee or Working Group Chairs should attempt to include, to the extent practicable, any interested committee member or others who could usefully contribute to the work of any SC or TG. Committee or Working Group Chairs should avoid constituting a SC / TG in such a way as to unfairly exclude participation of any interest desiring and qualified to participate.
- (g) Ensure that the body of work prepared and presented by the SC / TG is thoroughly reviewed and considered by the full Committee or Working Group membership.
- (h) Share personal technical position to facilitate or add clarity to discussions, but must refrain from dominating discussions or excluding other reasonable perspectives and input.
- (i) Be consistent in the conduct of meetings.
- (j) Consistent with the IAFSS Feedback and Complaints process and IAFSS Code of Conduct, work to arbitrate any SC / TG disagreements, impasses, split votes, or contentious discussions that cannot be resolved by the SC or TG Chair. As warranted, follow the IAFSS Feedback and Complaints process in the event that issues cannot be resolved at the Committee or Working Group level.
- (k) Endeavor to stimulate participation from all Committee or Working Group members.
- (l) Develop consensus among all stakeholders and advocate trustee-approved policies globally.

### Version control

Date	Action	Next review
12 June 2022	New policy	N/A
	<b>Policy reviewed and approved by the Board of Trustees</b>	