



CCIC

Technical Committee Terms of Reference

1 Purpose

- 1.1** The main purpose of the Technical Committee is to draft the CCI core tables (CCI).
- 1.2** Content developed by the Technical Committee shall be known as CCI for promotion and dissemination by the CCI Collaboration.
- 1.3** In particular, the Technical Committee shall be responsible for ensuring:
- CCI is created and maintained;
 - The Technical Committee shall not copy or otherwise infringe any intellectual property rights of any third party, including Collaboration members;
 - The Technical Committee shall not use any Copyright Material unless written permission has been obtained from the holder of the Copyright Material to enable the Technical Committee to analyze, evaluate and review the Copyright Material for the purposes of undertaking a comparative analysis.
 - Intellectual property in CCI is vested in the Collaboration at all times; and
 - These activities are in line with the strategy and objectives set by the Collaboration Board of Trustees from time to time.
- 1.4** The Technical Committee will work in the interest of the world market and will not represent any person, entity, organization, country or region. The Committee and committee members will work for the world market based on the merit of their own knowledge, skill and experience.

2 Membership and appointment

- 2.1** The Technical Committee will be comprised of such number of Committee members as the Board of Trustees sees fit. Suitable criteria for appointment to the Technical Committee shall be set by the Board of Trustees.
- 2.2** The Board of Trustees shall appoint individuals to the Technical Committee who are deemed by reason of experience or technical knowledge to be experts. Collaboration Trustees may recommend candidates to the Board of Trustees for appointment to the Committee. Technical Committee members and candidates do not have to be Collaboration Trustees or members of CCIC.



3 Term of appointment

- 3.1** Members of the Technical Committee shall be appointed for a three (3) year term, renewable for further three (3) year terms.
- 3.2** To stagger turnover of members on the Technical Committee, initial appointments from the date the Collaboration is formed will be split into 3, 4 and 5 year terms. Any additional terms will be for three years. Therefore, after these initial staggered terms, 1/3 of the Committee will be eligible for renew each year.

4 Chair

- 4.1** The Chair of the Technical Committee shall be determined by the Committee. Following the incumbent's term or upon resignation or removal of the incumbent, subsequent Chairs shall be elected by the Technical Committee. A Chair shall automatically cease to hold such office upon the individual ceasing to be a member of the Technical Committee for any reason.
- 4.2** The Chair shall have a casting vote at meetings of the Technical Committee.
- 4.3** In the absence of a Chair at any given meeting, the Vice Chair will assume the Chair's duties. In the event both the Chair and the Vice Chair are absent from any given meeting, those Technical Committee members present will elect a Chair for the duration of the meeting, on a majority vote.

5 Vice Chair

- 5.1** The Vice Chair of the Technical Committee shall be determined by the Committee. Following the incumbent's term or upon resignation or removal of the incumbent, subsequent Vice Chairs shall be elected by the Technical Committee by a majority vote. A Vice Chair shall automatically cease to hold such office upon the individual ceasing to be a member of the Technical Committee for any reason.
- 5.2** The Vice Chair will perform the role of the Chair in the latter's absence.

6 Executive Secretary

The Technical Committee shall nominate an Executive Secretary to issue notice of meetings, set the agenda and take minutes of its meetings.

7 Quorum

The quorum necessary for the transaction of business shall be one third of the members of the Technical Committee.



8 Frequency of meetings and conduct of meetings

- 8.1** The Executive Secretary shall issue notice of meetings to each Technical Committee member and any other person required to attend and the notice of each meeting shall confirm the venue (or joining details if by electronic communications), time and date together with an agenda of items to be discussed and supporting papers, no later than ten (10) working days before the date of the meeting, unless otherwise agreed.
- 8.2** The Technical Committee shall meet no less than on a quarterly basis at locations convenient to its members or by electronic communications in which each member can be heard.
- 8.3** An approval or resolution of the Technical Committee may be passed by a simple majority of those present and entitled to vote at the meeting but the intention of the Technical Committee is to proceed by consensus without the need for formal votes.
- 8.4** The Technical Committee may make arrangements to pass resolutions between meetings either in writing or by electronic communications. Any decision made by the Technical Committee outside a meeting must be notified to the Technical Committee at its next meeting and recorded in the minutes.
- 8.5** Any member of the Technical Committee who has a material interest relating to any decision to be made by the Technical Committee must declare his interest before the item relating to that decision is discussed and will not be entitled to vote on that decision. The Chair will have the final say on whether or not the member is entitled to vote.

9 Minutes of Meetings

The Executive Secretary will take minutes of the meeting and circulate a draft to the Chair within seven (7) working days of the meeting, for final approval within seven (7) working days after receipt. Final minutes will be circulated to all Technical Committee members. The minutes will be posted on the Collaboration's external facing website as soon as practicable after the minutes are finalized internally.

10 Duties and responsibilities

The Chair of the Technical Committee shall:

- 10.1** Report to the Board of Trustees on at least a quarterly basis or as requested by the Trustees setting out its activities against the work plan and strategy set for it by the Board of Trustees, and
- 10.2** Review regularly, and not less than annually, CIC and report to the Board of Trustees any gaps, opportunities and threats identified.



11 Delegation of duties

- 11.1 **The technical Committee may delegate any of its duties to working groups or otherwise**, to effectively undertake its responsibilities and may approve the terms of reference, membership and any delegated authority to its working groups, all strictly within the ambit of its authority under these terms of reference.