

# EFCE Guidelines for Working Parties (WPs) Procedure PR- 04

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## I Introduction

The European Federation of Chemical Engineering (EFCE) is a Charitable Incorporated Organisation (CIO). The general object of EFCE is to promote the co-operation in Europe and elsewhere between non-profit making professional scientific and technical societies which share among their aims the general advancement of science and education of the public in chemical engineering and the encouragement of the development of chemical engineering and any ancillary or incidental purposes that the charity trustees may think fit (see EFCE Constitution, Paragraph 3).

The object of the EFCE is defined in more detail in the EFCE Mission Statement (see EFCE Policy PL-01).

The Federation seeks to achieve its objectives among other means by establishing operating groups, i.e. Working Parties, Sections, Task Groups, etc. to survey and report on specific aspects or areas of chemical engineering.

The following revised Guidelines for Working Parties are based on experience, which has been gained in particular from the activities of EFCE Working Parties during the past years.

Working Parties are advised to make use of these Guidelines in the performance of their activities.

## II Extract from EFCE Rules (Procedure PR-01)

Throughout the present procedure, reference is made to EFCE Rules, reported in EFCE Procedure PR-01 (hereinafter the "Rules or PR-01").

PR-01 states the following in respect of Working Parties (Paragraph 6.4.1):

"Working Parties may be formed to deal with special fields with the objective of achieving active collaboration in Europe, for example, by preparing reports, investigating important problems and suggesting symposia to be held.

The decision as to the formation of Working Parties rests with the charity trustees on the recommendation of the Scientific Vice-President. The recommendation shall include the objectives and tasks of the proposed Working Party as well as a list of initial members. The decision as to the discontinuation of a Working Parties rests with the charity trustees on the recommendation of the Scientific Vice-President.

An EFCE Working Party shall be led by a Chair and Secretary and/or Vice-Chair.

The Working Party Chair shall be elected by the sitting members of the Working Party and confirmed by the President of the EFCE. The election procedure and term of office of Working Party Chairs shall be as given in the Guidelines for Working Parties. The Chairs of Working Parties must be members of a Member Society and are non-voting members of the General Assembly.

Working Party members shall be approved by the Working Party Chair, based either on an election by the sitting members of the Working Party or a nomination through a Member Society. The Working Party delegates and elected members must be members of a Member Society. Delegates may be entitled to financial support by the delegating Member Society, at the Society's discretion.

Working Parties may have guest members and honorary guests without voting rights. Details shall be defined in the Guidelines for Working Parties.

Working Parties may generate their own funds in accordance with the rules and purpose of the EFCE. The accounts will be held for the Working Parties by the General Secretariat under the supervision of the Executive Vice-President.

Save as set out in the Rules, the Working Parties shall carry out their proceedings as they think fit, subject to any requirements of the charity trustees.”

### **III Formation and Supervision of Working Parties**

1. A formal proposal for the formation of a Working Party may be made by:
  - a) the Scientific Vice-President;
  - b) any charity trustee;
  - c) a Member Society.
  
2. A Preparatory Committee shall be formed consisting of a small group of experts from various countries. This Committee shall be requested to define the objectives and to propose a programme of work in the form of a Memorandum. The Memorandum may be accompanied by suggestions as to the members to be recommended to the Working Party by the Member Societies.

3. The Scientific Vice-President shall examine the Memorandum with particular care to ensure that the sphere of work proposed is compatible with the objectives of the Federation and that it does not conflict with the fields covered by other Working Parties or Sections of the Federation or with international working parties already in existence.
4. The Scientific Vice-President shall present his recommendation concerning the formation of a new Working Party to the charity trustees, incl. the Memorandum. The charity trustees shall then decide on the formation of a Working Party in accordance with the Constitution and Rules of the EFCE. (One or more scientific experts who have drawn up the Memorandum should be invited to supply any necessary further information.)
5. The overall direction and coordination of Working Party activities is the responsibility of the Scientific Vice-President.
6. The Scientific Vice-President shall review the operations of every Working Party once every three years and recommend whether it shall continue or not. Such recommendations shall be submitted to the charity trustees for a final decision.

#### **IV Meetings**

1. After the charity trustees have passed a resolution to set up the Working Party, and after delegates have been appointed from at least five countries, the Working Party shall hold its inaugural meeting and may start work.
2. A Chair shall be elected by a two-thirds majority of the delegates present and voting at the meeting.
3. The programme of activities for the Working Party shall be decided on the basis of the Memorandum.
4. The Working Party shall normally meet at least once a year, at a suitable time and location as determined by the Chair. Where possible, there should be an option for members to participate remotely. Meetings, and any business usually covered therein including elections, may also be conducted entirely remotely, using any platform the members of the Working Party find suitable.

## **V Working Party members**

### **1. Membership Categories**

EFCE Working Parties may have four categories of members:

- Delegates
- Elected members
- Guest members
- Honorary members

#### **1.1 Delegates**

**1.1.1.** The Member Societies have the right to propose up to two of their members as delegates to the Working Parties. Member Societies shall consider a proper balance between industrial and academic interests when nominating delegates.

Proposals shall be submitted to the General Secretariat in Frankfurt together with an English CV of the nominee. The General Secretariat in Frankfurt shall send these to the Chair of the respective Working Party for the final decision.

When the consent of the Chair of the Working Party has been obtained to the acceptance of a delegate the General Secretariat in Frankfurt shall dispatch a letter of appointment on behalf of the Chair.

To foster the collaboration of national and European working parties, it is desirable that the Member Societies shall recommend experts who actively participate in national working parties in the same sphere of activity, where such exist.

To ensure records are correct and up to date, the General Secretariat shall confirm the current membership list with the Working Party Chair annually.

Working Party membership is not transferrable. Individuals may not join a Working Party as delegates without being nominated by an EFCE member society.

Delegates have full voting rights.

- 1.1.2 The delegates shall serve for a period of three years. This period may be extended for further periods of three years until replacement or termination of their membership.

The Member Society/ies concerned may replace the delegates or terminate their membership in writing to the Working Party Chair or the General Secretariat in Frankfurt. For the replacement of delegates the procedure given in the following Paragraph V.A.1. applies.

If a delegate resigns from a Working Party, it is for the Member Society/ies of the country, by which he was nominated, to propose the appointment of a new delegate for the Working Party, according to the procedure indicated in the following Paragraph VI.A.1

- 1.1.3 Should a delegate fail to participate in the activities of the Working Party for a period covering two consecutive years, the Working Party Chair may terminate his or her membership of the Working Party. The delegate shall be informed about the termination of his or her Working Party membership and the Member Society/ies concerned shall be asked to nominate a successor. The rights of appeal apply as described in the following Chapter V.2 “Removal from Working Party membership”.

## **1.2 Elected members**

- 1.2.1 The sitting members of the Working Party (delegates plus elected members) have the right to propose “elected members” to the Working Party. Proposed candidates shall be members of an EFCE Member Society.

Their membership shall be confirmed by a simple majority of the sitting members present and voting.

When the consent of the Working Party has been obtained to the acceptance of an elected member the General Secretariat in Frankfurt shall dispatch a letter of appointment on behalf of the Chair.

Care should be taken to ensure that elected members are limited to professionals who are active in the scientific and technical fields relevant to the sphere of activity of the Working Party, keeping a proper balance between industrial and academic interests.

The number of elected members per country is not limited.  
Elected members have full voting rights.

- 1.2.2 The elected members shall serve for a period of three years. Elected members may be re-elected for further periods of three years.

Should an elected member fail to participate in the activities of the Working Party for a period covering two consecutive years, the sitting members of the Working Party may decide by simple majority of the members present and voting to terminate his or her membership of the Working Party. The elected member shall be informed about this decision.

- 1.2.3 Elected members may resign from a Working Party by a written statement to the Working Party Chair or the EFCE General Secretariat in Frankfurt.

### **1.3 Guest members**

- 1.3.1 The Working Party Chair has the right to invite guest members to Working Party meetings. Invited guest members are not limited to European countries represented in the EFCE by a national Member Society. The appointment shall be announced to the General Secretariat in Frankfurt.

Guest members do not have voting rights.

- 1.3.2 Guest member shall serve for a period of three years. The period may be extended for further periods of three years until the guest member resigns from membership in writing to the Working Party Chair or the sitting members of the Working Party decide against the prolongation.

### **1.4 Honorary members**

- 1.4.1 The Working Party members may elect honorary members by a simple majority of the sitting members of the Working Party present and voting. Honorary members are not limited to European countries represented in the EFCE by a national Member Society.

The appointment shall be announced to the General Secretariat in Frankfurt. Upon request the General Secretariat in Frankfurt shall dispatch a letter of appointment on behalf of the Working Party and the President.

Honorary members do not have voting rights.

Honorary members shall serve for life or until the honorary member resigns from Working Party membership. Withdrawal of honorary membership shall be decided by the General Assembly on request from the Working Party Chair or the Scientific Vice President.

## **2. Removal from Working Party membership**

EFCE requires its members to conduct themselves at all times in a manner that does not bring EFCE into disrepute, and this includes conduct not directly related to EFCE activities. Reference is made to EFCE Policy PL-04, Conflict of Interest.

- 2.1 Should a member of any member category be found to have acted in a manner which is likely to bring EFCE into disrepute, the Working Party Chair can terminate the member's membership with immediate effect, and must notify the Scientific Vice-President that this has been done and on which grounds. The member or the member's member society has the right to appeal this decision, and the Scientific Vice-President may either uphold or overturn the Chair's decision.
- 2.2 The Scientific Vice-President may also terminate a member's membership directly on the basis of misconduct and must notify the Working Party Chair and the President on which grounds. The member or the member's member society has the right to appeal the decision, and the President may either uphold or overturn the decision. No further appeal is possible.
- 2.3 Possible reasons for termination of membership on the grounds of misconduct may be, but are not limited to:
  - Falsely representing EFCE
  - Financial or business misconduct within or outside EFCE
  - Disrespectful behaviour such as racial abuse, sexual harassment or bullying within or outside EFCE

## **VI Chair and Vice-Chair/Secretary**

### **1. Appointment of Chair and Vice-Chair/Secretary**

- 1.1. The Chair shall be elected from among the sitting members of the Working Party who are members of an EFCE Member Society. The right to vote is restricted to the delegated and elected members of the Working Party, see the previous paragraph V 1.1 and 1.2. The election of the Chair shall take place at the business meeting of the Working Party and shall be by a two-thirds majority of the sitting members present and voting.
- 1.2. The Chair shall serve for a period of three or four years but may thereafter be re-elected for one further term of three or four years.
- 1.3. Following (re-)election by the sitting members of the Working Party, the (re-)appointment of the Chair shall be subject to approval by the EFCE President.
- 1.4. If the EFCE President does not approve the (re-)appointment of the Chair and the situation cannot be solved between Working Party and EFCE President the matter shall be brought before the next meeting of the General Assembly. The General Assembly shall then decide whether or not the Chair should be (re-)appointed for a (further) term office.
- 1.5. The Chair has the right to propose a Vice-Chair and/or Secretary to the Working Party. The Vice-Chair and/or Secretary shall be elected by simple majority of the sitting members present and voting.

### **2. Nomination/Change of Chair and of Vice-Chair/Secretary**

Following the nomination or in the in the event of the replacement of the Chair and/or the Vice-Chair/Secretary, the General Secretariat in Frankfurt shall be informed accordingly.

### **3. Removal of a Working Party Chair -**

The Chair of the Working Party must comply with EFCE Policy PL-04, Conflict of Interest, and with EFCE guidelines, contribute to giving a positive image of EFCE and be actively involved in the Working Party activities. Should the Scientific Vice-President deem the Chair not to be meeting these requirements, then he/she may remove the Chair from office and will request that the Working Party elects a new Chair. The Working Party will be given 6 months to do so, or else the Working Party may be wound up. The Chair may remain a member of the Working Party unless the removal is on grounds of misconduct (see earlier paragraph V.2.3).

The Chair has the right to appeal the decision, and the President may either uphold or overturn the decision. No further appeal is possible.

## **VII Fields of Activities of the Working Parties – Working Procedure**

### **1. Fields of Activities**

On the basis of the Memorandum the Working Party shall draw up a programme, indicating the order of priority and urgency of the various problems for which it is responsible.

Examples for Working Party activities are:

- Investigation of problems and exchange of experience; preparation of related studies, technical guidelines, and summary reports.
- Preparation and organisation of specialised symposia, workshops, summer schools, courses, etc., based on the respective EFCE best practice guidelines. All conferences, courses and events where an EFCE Working Party is the main organiser, with the exception of those aimed solely at students, must apply for an EFCE Event Number and pay the appropriate levy to EFCE.
- Organisation of technical meetings, colloquia or excursions – experts being invited as guests, if necessary.
- Preparation of recommendations for research, application and training.
- Drafting of proposals for research activities at European level, incl. integrated projects, networks of excellence, etc.
- Maintenance of a Working Party website, and regular publication of Working Party activities (see also paragraph VIII.A).
- Initiation of the exchange of scientists.

## **2 Working Procedure**

Problems that might arise in the Working Party should preferably be resolved by general agreement among the Working Party members. Should it be necessary to vote on a controversial issue, however, the decision shall be taken by the simple majority of the sitting members (delegates and elected members) of the Working Party.

## **VIII Duties of Chair, Vice-Chair/Secretary, Delegates and Elected Members**

### **1 Duties of Chair**

The Chair shall:

- be responsible for maintaining contact with the Working Party members and guests, with the EFCE charity trustees, other Working Parties/Sections and third parties,
- convene business meetings of the Working Party at least once every year, wherever possible in conjunction with a suitable scientific or technical event, produce a summary report within a month of the business meeting. The summary report shall then be circulated to all members of the Working Party, the Scientific Vice-President and the three General Secretariats,
- maintain an up-to-date list of the Working Party members and guests and send the lists to the General Secretariat in Frankfurt once every year,
- give his or her consent to the appointment and renewal of delegation as defined in the earlier paragraph V,
- upon request, provide the Scientific Vice-President with an annual report on the activities of the Working Party and its future programme,
- conduct a Working Party website,
- produce reports on or announcements of Working Party activities for press releases and publication in the EFCE e-newsletter, and EFCE's social media pages at least once a year,
- upon invitation, present the activities of the Working Party at a meeting of the charity trustees,
- participate in the annual meeting of Working Party and Section Chair to discuss items of common interests of the Working Parties and Sections,
- participate in an advisory capacity in the meetings of the EFCE General Assembly.

## **2 Duties of Vice-Chair/Secretary**

The Vice-Chair and/or Secretary shall support the Chair in his or her duties. The distribution of work shall be defined within the Working Party and shall be noted to its members.

## **3 Duties of Delegates and Elected Members**

3.1 Within the framework of the Working Party, it shall be the duty of the delegates and elected members

- to regularly participate in the business meetings of the Working Party;
- to participate in the technical activities;
- to participate in the scientific preparation of symposia, etc.
- to obtain from their respective countries information of significance for the activities of the Working Party.

3.2 It shall be the duty of the delegates to distribute the results of their work to their colleagues in their own country, in particular by transmitting the summary reports of their Working Party to their Member Societies and the respective national working parties.

## **IX Finances**

Working Parties may generate their own funds in accordance with the rules and purpose of the EFCE. The accounts will be held for the Working Parties by the General Secretariat in Rugby under the supervision of the Executive Vice-President.

## **X Winding-up of a Working Party**

1. The decision whether to wind up a Working Party shall be taken by the charity trustees based on a recommendation by the Scientific Vice-President (see Paragraph 6.5.2 of the EFCE Rules PR-01).
2. Possible reasons for the discontinuance of a Working Party may be:
  - Solution of the problems defined in the Memorandum;
  - No proof of activity on the part of the Working Party for three successive years;
  - A vote of two thirds of the sitting members (delegates and elected members) present and voting to discontinue its activities;
  - A recommendation of the Scientific Vice-President based on a review of the Working Party activities (see earlier Paragraph III.6).