

Performance Plan for BPV IX Spain International Working Group (IWG)

1 Roles and Objectives

- a. The IWG is expected to help its parent standards committee to identify, understand and address stakeholder issues in Spain, and contribute to the technical advancement of the codes and standards managed by the parent standards committee.
- b. Items that are approved by the IWG shall be brought to the BPV IX Standards Committee Subgroup Responsible for the rules pertaining to the item when they have been approved by the IWG. If the IWG needs input from another BPV IX Subgroup, the IWG shall have its secretary or Chair send a request in writing (e.g. via email) to the subgroup(s) whose input is desired. If a BPV IX IWG needs to request assistance from another Standards Committee, or another Standards Committee Subgroup, Working Group or Task group the BPV IX IWG Secretary or Chair shall send a request to the BPV IX Standards Committee Secretary with a copy to the Standards Committee Chair and Vice Chair. The item will then be sent by the BPV IX Standards Committee Secretary, unless the Chair or Vice Chair determines the need for consideration by another Subgroup of the Standards Committee or discussion at the Standards Committee meeting prior to sending it.
- c. The IWG should develop action item proposals that reflect the needs of fellow stakeholders primarily in Spain.
- d. When requested by the parent committee or ASME staff, the IWG should be afforded the opportunity to evaluate all stakeholder inquiries originating primarily in Spain, and provide input to support the subsequent consideration of those inquiries by the standards committee.

2 Milestones and Performance Metrics

The Spain IWG Chair shall evaluate the performance of the IWG and provide a report to the Standards Committee Chair on an annual basis. The following are some items the IWG Chair may want to consider in the evaluation.

- a. IWG
 - i. Does the IWG have the proper membership to support the roles and objectives of the IWG, or are members with additional knowledge and/or experience needed?
 - ii. Are there regular visitors working towards membership (volunteering to work on items, providing relevant input to discussions, etc.)?
 - iii. Is the IWG encouraging visitors to attend meetings and teleconferences, participate in discussions and to work on items?
 - iv. Is there additional support required from the Standards Committee? (Suggestions for the type of support needed should be included.)
- b. Members
 - i. Attendance – Do the members regularly attend meetings either in person or through representatives and teleconferences? Members are expected to attend

a minimum of 2 of the annual meetings personally to assure proper communication within the IWG.

- ii. Participation – Does the member’s ballot participation generally include comments that improve the item or are approvals / no comment responses too often casually submitted?
- iii. Knowledge – Does the member have the required knowledge to support the roles and objectives of the group? Are the members action items well thought out and presented?

c. Mentoring

For members the Chair feels are not performing, what steps have been taken to communicate expectations and how is the Chair using mentoring to improve performance?

3 Communications

- a. At least twice per calendar year, the IWG is expected to furnish a summary report to the standards committee via the liaisons designated by the IWG and standards committee, and the ASME Staff Secretary.
- b. Reports should convey the number of technical topics, proposals, and inquiries presented to the IWG during its proceedings, and summarize their disposition.
- c. Reports should also indicate the schedule of its recent and upcoming meetings.
- d. At least once per calendar year, the report should describe the conditions of code use, code acceptance, or jurisdictional acceptance of the relevant ASME standard. This may include information regarding the development of relevant regional standards.
- e. With the support of the ASME Staff Secretary, the Standards Committee Liaison should arrange and conduct a dialogue with the IWG leadership at least twice per calendar year to discuss any operational, strategic and technical concerns facing the IWG. The dialogue may be conducted in person if practicable, otherwise by voice communications or email.

4 Liaisons

- a. The Standards Committee liaison is: BPV IX Staff Secretary
- b. The Spain IWG-designated liaison is: Spain IWG Chair

5 Spain IWG Performance Evaluation

- a. The Standards Committee Chair will conduct an annual evaluation of the IWG performance, based on the objectives, tactics and milestones established in this Performance Plan. The Standards Committee Chair will also evaluate whether the roles, objectives, milestones and performance metrics established in this Performance Plan remain appropriate. The IWG Chair, ASME Staff Secretary, and the designated liaisons will be requested to contribute to the evaluation and assessment of the Performance Plan.
- b. Evaluations will be conducted concurrent with the anniversary of the standards committee approval of this Performance Plan.

- c. Upon completion of the evaluation, it will be furnished to the IWG Chair, the Executive Committee and ASME Staff Secretary.

6 Performance Plan Approval Date

- a. IWG:
- b. Parent Committee: