Performance Plan and Evaluation for the BPV VIII Germany International Working Group (GIWG)

PERFORMANCE PLAN

I. Operating Guidelines
   a. A minimum of two meetings of the GIWG shall be conducted and documented per year. The duration and frequency of GIWG meetings is subject to consensus agreement of the GIWG members, based upon the length of the Agenda.

   b. The location of each GIWG meeting is subject to consensus agreement of the GIWG members.

   c. The language used to conduct the meeting is subject to consensus agreement of the GIWG members. Translators should be available if necessary.

   d. The Secretary or Chair of the GIWG shall prepare a GIWG membership roster, including the name of each member, members’ contact information, as well as their position held within the GIWG and membership expiration date. A copy of the official GIWG membership roster shall be provided to all GIWG members and the Standards Committee Staff Secretary. Note: The official roster shall be posted and maintained by the Standards Committee Staff Secretary on C&S Connect within AS-11.

   e. The Chair of the GIWG shall develop and the Secretary or the Chair of the GIWG shall distribute a Meeting Agenda to the GIWG members and the Standards Committee Staff Secretary. It is recommended this distribution take place two (2) weeks prior to the scheduled meeting date. Agendas shall be posted on the GIWG web page located in C&S Connect in English.

   f. The Secretary or Chair of the GIWG shall take note of the proceedings of the meeting; including all voted actions, notations of substantive comments and presentation, copies of all action proposals discussed, and any other pertinent documents distributed to the members during the meeting. The Secretary or Chair of the GIWG shall prepare and distribute a final set of Minutes documenting the proceedings of the meeting to the members of the GIWG and the Standards Committee Staff Secretary within two (2) weeks after the meeting. Minutes shall be posted on the GIWG web page located in C&S Connect in English.

   g. The Secretary or Chair of the GIWG shall maintain a record of GIWG members who
attend all scheduled meetings. A final copy of the meeting attendance record shall be provided to the Standards Committee Staff Secretary. The GIWG Chair should observe the level of participation for each member, which may be useful when considering membership renewals.

II. Membership Expectations
   a. Application
      1. Prospective members shall submit an application package to the GIWG Chair for consideration by the GIWG members. The package shall include at least the following information:
         a. A copy of the candidate’s signed PF-1 Form
         b. A copy of the candidate’s signed Participation Acknowledgment Form.
         c. The candidate’s specific areas of interest and expertise in working with the ASME Boiler and Pressure Vessel Code, Section VIII, Division 1 and/or Division 2 and/or Division 3.
         d. Biographical profile, including professional curriculum vitae.
         e. A listing of project records the candidate has worked on as the Project Technical Manager, and the associated project record numbers.
         f. A listing of ASME project teams or task groups where the candidate has been a participant, and the associated project record numbers from C&S Connect.
      2. Consideration shall be made by either voice vote with results recorded in the meeting minutes or by ballot on C&S Connect, and shall require a majority approval.
      3. Upon approval for membership by a voted action of the GIWG, the prospective member’s application package described in II.a.1 shall be forwarded by the GIWG Chair to the Standards Committee Staff Secretary for consideration by the Standards Committee membership by voted action.
      4. Upon approval of the Standards Committee, GIWG Membership shall be granted for a period of five (5) years from the date of approval. A membership confirmation letter should be prepared by the Standards Committee Staff Secretary and sent to the applicant and to the GIWG Chair.
      5. Newly approved members shall ensure their profile information in C&S Connect is complete and up to date.
      6. Newly approved members should be trained in the use of C&S Connect before being assigned responsibility as the Project Technical Manager (PTM) for any action item. Training may be performed by the ASME Staff or as otherwise directed by the GIWG Chair.

   b. Members of the GIWG shall be considered negligent in their duties if they have missed three (3) of the last five (5) meetings.
      1. Participation in meetings by electronic media or through a representative may be considered for meeting this requirement, subject to the approval of the GIWG Chair.
      2. The Secretary or Chair of the GIWG shall indicate either physical or electronic
attendance for each member in the meeting attendance record.

c. Members of the GIWG are expected to participate in not less than
   1. 2/3rd of all ballots made available for voting by the GIWG members, and
   2. 2/3rd of all ballots made available for review and comment by the GIWG members.

d. Members of the GIWG are expected to participate on the development action items for BPV
   VIII Standards Committee consideration
   1. As a PTM for an action item or
   2. As a member of an action item project team

e. Prior to the expiration of GIWG membership, the GIWG Chair shall evaluate the
   member’s performance based on II.b., II.c. and II.d., and in case the performance has
   met the requirements, the GIWG Chair shall submit the name of the member in good
   standing to the GIWG membership for consideration of membership renewal by a voted
   action. The vote shall be made by either voice vote with results recorded in the meeting
   minutes or by ballot on C&S Connect and shall require a majority approval.
   1. Upon approval for membership renewal by a voted action of the GIWG, the name of
      the member who has been approved for renewal of the membership as well as
      evidence for meeting the requirements specified in II.b., II.c. and II.d. shall be
      forwarded to the Standards Committee Staff Secretary for consideration by the
      Standards Committee by a voted action.
   2. Upon approval of the Standards Committee, GIWG Membership shall be extended
      for an additional five (5) years beyond the current date of expiration.
   3. Renewed members shall ensure their profile information in C&S Connect is
      complete and up to date.

f. If the member’s performance has not met the requirements specified in II.b., II.c. and
   II.d., the member should not be recommended for renewal.

III. Action Item Proposals: Within each calendar year the GIWG should develop at least two
     original standards action item proposals, inquiries for interpretation or Code Cases of their
     own initiative which reflect the needs of fellow stakeholders in their home country, or actions
     based on a technical detail of the code to be reviewed and considered for possible revision
     upon the request of the Standards Committee Chair.
     a. Development of Proposals for Action Items
        1. An Action Item Record Number is requested from and assigned by the
           Standards Committee Staff Secretary. Alternatively, the GIWG Chair may
           create a Record Number and open a first consideration Ballot.
        2. GIWG Chair assigns a PTM or Task Group (TG) as appropriate for the scope of
           work required.
        3. When a TG is assigned, the GIWG Chair shall designate an individual within the TG
           to act as the TG Chair, who shall function as the PTM by maintaining the action
           item status in C&S Connect.
4. The PTM/TG develops a proposal in English, and then uploads the proposal to C&S Connect.

5. The proposal shall be balloted among the GIWG members. Alternatively, the proposal may be voice voted with results recorded in the meeting minutes.

b. Approval of Proposed Action Item
   1. All ballots (GIWG, subgroups or Standards Committee) which receive comments from voters shall be responded to by the PTM/TG Chair in C&S Connect, who shall then review the comments for action either by:
      a. revision of the proposal, or
      b. providing further explanation to resolve any comments or questions
   2. When a balloted proposal receives a “disapproved” vote, the action item cannot proceed to consideration by the Standards Committee until the actions described in (1) above have been taken.
      a. If a resolution cannot be found to the “disapproved” vote, the PTM/TG Chair may elect to reaffirm the original proposal, and request that the proposal be balloted by the GIWG members once again.
      b. If the action item receives no more than four (4) “disapproved” votes on the second ballot of the GIWG members, the proposal may proceed to consideration by the Standards Committee.
      c. If the action item receives more than four (4) “disapproved” votes on the second ballot of the GIWG members, the proposal shall not proceed to consideration by the Standards Committee until no more than four (4) “disapproved” votes are received in a subsequent ballot of the GIWG members.
   3. When a balloted proposal receives a “approved” or “abstain” vote which has accompanying comments, the actions described in (1) above must be taken before the action item may proceed to consideration by the Standards Committee.
      a. If a technical change is made in response to such a comment, the GIWG Chair may require the proposal to be balloted to the GIWG members once again.
      b. If only editorial changes are made to respond to the comment, and there are no technical changes to the proposal, the action may proceed to consideration by the Standards Committee.
   4. Various subgroups or the Standards Committee can be included in GIWG ballots for review and comment purposes.

c. Submission of Approved Proposals to Standards Committee
   1. The GIWG Chair notifies the Standards Committee Staff Secretary of a proposal which has passed a ballot of the GIWG members, and is now ready for consideration by the Standards Committee.
   2. The Standards Committee Staff Secretary forwards the proposal to all responsible Subgroup (SG) Chairs for review and consideration by the respective SG.
   3. The responsible SG Chair initiates a SG Ballot for the proposal.
      a. If the proposal is “approved” by the SG members, it proceeds to consideration
by the Standards Committee, and the responsible SG Chair elevates the proposal to consideration on a Standards Committee Ballot.

b. If the proposal is “disapproved” by the SG members, the responsible SG Chair determines whether further actions will be taken by the responsible SG, or whether the proposal will be returned to the PTM/TG Chair for further actions. Note: It is recommended that the SG Chair note in the item record the follow-up action required.

c. The Standards Committee Staff Secretary notifies the GIWG Chair of the status of the proposal after each ballot.

4. Standards Committee “approved” proposals are processed for publication.

d. Reporting to the Standards Committee

1. The GIWG Chair shall prepare and submit an annual report to the Standards Committee Chair and the Standards Committee Staff Secretary, which shall include as a minimum:
   a. A copy of the current GIWG Membership Roster as shown in C&S Connect AS-11.
   b. Copies of all GIWG Meeting Agendas, as addressed in I(e) above.
   c. Copies of the final GIWG Meeting Minutes, as addressed in I(f) above.
   d. A summary report of all action item proposals developed by the GIWG, broken down by the Divisions affected, with the current status of each proposal.
   e. A summary report of the members’ participation in scheduled GIWG meetings.
   f. A listing of all scheduled meeting dates and locations.

2. It is preferred that this report be presented in person by an officer of the GIWG to the BPV VIII Standards Committee.
Performance Evaluation

IV. The Standards Committee Chair will direct an annual evaluation of GIWG performance, to determine if the roles, objectives, milestones and performance metrics established in this Performance Plan have been met; and an assessment to determine if the objectives, tactics and milestones established in this Performance Plan remain appropriate or require further revisions.
   a. The GIWG Chair, Standard Committee Staff Secretary, and the Standard Committee Chair will form a team to conduct the evaluation and assessment of the Performance Plan.
   b. The evaluation and assessment will be conducted concurrent with the anniversary of the Standards Committee approval of this Performance Plan.
   c. The performance evaluation will include:
      1. Members’ performance against the requirements of section II
         a. Meeting attendance and participation.
         b. Ballot participation and quality of comments received. Information about the participation in Review and Comment ballots shall be provided by the Standards Committee Staff Secretary.
         c. PTM assignments and progress on actions.
      2. Development and distribution of Agendas and Minutes to members and to the Standards Committee.
      3. The quantity and quality of action item proposals generated, and their progress.
      4. The quality of interactions and cooperation with the Standards Committee.
   d. Upon completion of the evaluation and assessment, a Performance Evaluation and Assessment Report shall be prepared by the Standards Committee Staff Secretary to summarize the observations, findings, and suggestions of the team.
      1. The Performance Evaluation and Assessment Report shall be presented to the Executive Committee for review and eventual forwarding to the Standards Committee.
      2. A copy of the Performance Evaluation and Assessment Report shall be provided to the GIWG Chair.

V. Unacceptable performance
   a. If the Performance Evaluation and Assessment Report identifies any aspects of the GIWG’s performance which are unsatisfactory, the Executive Committee shall prepare a set of recommended performance remediation actions, in collaboration with the GIWG Chair and designated ASME staff.
   b. Potential remediation actions may include:
      1. Taking actions to correct areas where compliance with the objectives of the Performance Plan has been reported as deficient in the Performance Evaluation and Assessment Report.
2. Implementation of suggestions for improvement of GIWG engagement and participation which have been identified by the Performance Evaluation and Assessment Report.

3. Reevaluation and revision of any parts of the GIWG charter or Performance Plan which have been identified as needing corrective actions by the Performance Evaluation and Assessment Report.

4. Implementing recommended changes to GIWG leadership or membership, including
   a. providing additional training or coaching to improve performance, or
   b. the appointment of new members, or
   c. removal of under-performing members.

5. Eventual dissolution of the GIWG if ongoing poor performance is repeatedly identified in subsequent Performance Evaluation and Assessment Reports.

c. The GIWG Chair shall be provided with specific written actions to be accomplished, and a time line for their completion during which the GIWG shall be considered under probationary guidance for performance remediation
   1. A probationary time period for implementation of the actions is established with the mutual agreement of the GIWG Chair.
   2. A target date for conducting a new performance evaluation and assessment of GIWG performance to verify progress is established with the mutual agreement of the GIWG Chair.
   3. The satisfactory restoration of GIWG performance as determined by a new performance evaluation and assessment shall be grounds for vacating probationary guidance.

d. If the performance reevaluation reveals continued unacceptable performance:
   1. The Executive Committee shall consider further remediation actions, and repeat the performance remediation process as described above if demonstrated progress is observed, or
   2. Consideration shall be given to revoking the GIWG Charter
      a. If revocation of the GIWG Charter is deemed necessary by the Executive Committee, their recommendation shall be forwarded to the Standards Committee for consideration.
      b. The Standards Committee shall be balloted on the Executive Committee recommendation for revoking the GIWG Charter.
      c. Results of the Standards Committee ballot is reported to the ASME Staff Liaison by the Standard Committee Staff Secretary.
      d. The ASME Staff Liaison notifies the GIWG Chair of the Standards Committee voted action to revoke the GIWG Charter.