

Operating Guidelines for the BPV XI _____ International Working Group (IWG)

These guidelines are intended to provide additional guidance regarding the operation of the BPV XI _____ International Working Group. In addition to the guidance provided in this document, the BPV XI _____ IWG is required to conform to the procedures set forth in:

- (1) *Procedures for ASME Codes and Standards Development Committees* [Ref. (1)].
- (2) *BPV XI Supplemental Procedures* [Ref. (2)]

These documents must be used together to provide the complete set of procedures for the BPV XI _____ International Working Group.

1. Charter:

The _____ International Working Group (_IWG) will:

- Review and comment on proposed changes or additions to the BPV XI Code.
- Initiate and process proposed standards actions for the BPV XI Code.
- Conduct _IWG activities related to codes and standards, administrative and personnel matters in accordance with approved ASME procedures, policies, and established guidelines.
- Coordinate _IWG activities with the parent ASME BPV XI Standards Committee and ASME Staff.

2. IWG Meetings

- a. **Frequency:** A minimum of two meetings of the IWG shall be conducted and documented per year. The duration and frequency of IWG meetings is subject to consensus agreement of the IWG members, based upon the length of the Agenda.
- b. **Location:** The location of each IWG meeting is organized by the IWG officers and supporting organizations and may be subject to consensus agreement of the IWG members.
- c. **Language:** The language used to conduct the meeting is subject to consensus agreement of the IWG members.
- d. **Roster:** The official roster will be maintained on C&S Connect. The Secretary shall review the roster and forward any changes to the Standards Committee Staff Secretary
- e. **Agenda:** The Chair of the IWG shall work with the Secretary of the IWG to develop and distribute a Meeting Agenda to the IWG members and the Standards Committee Staff Secretary. It is recommended this distribution take place a minimum of 30 days prior to the scheduled meeting date. Agendas shall also be posted on the IWG committee page located on C&S Connect in English for the IWG. (See *C&S Guidelines for Agendas and Minutes*)
- f. **Minutes:** The Secretary of the IWG shall prepare the Minutes in accordance with the *C&S Guidelines for Agendas and Minutes* and distribute a final set of Minutes to the members of the IWG upon completion. Minutes shall be posted on the IWG web page located in C&S Connect in English, within 30 days of the meeting.

3. Applying for Membership

- a. Prospective members shall submit an application package to the IWG Chair for consideration by the IWG members. The application package shall include the following information:
 - i. A completed PF-1 Form (in English).
 - ii. A signed Participation Acknowledgement Form.
 - iii. A Professional CV (Resume) (in English).
- b. Consideration by the IWG 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.
- c. Upon approval for membership by a voted action of the IWG, the prospective member's application shall be forwarded to the Standards Committee Staff Secretary for consideration by the Standards Committee membership by voted action (either at a meeting or by ballot on C&S Connect).
- d. Upon approval of the Standards Committee, IWG Membership shall be granted for a period not to exceed five (5) years from the date of approval (All terms of membership shall end June 30th).
- e. Newly approved members should ensure their roster and professional profile information in C&S Connect is complete and up to date. Updates to address and contact information should be forwarded to the Standards Committee Secretary.
- f. Newly approved members should be trained in the use of C&S Connect before being assigned responsibility as the Technical Project Manager (TPM) for any action item. Training may be performed by the ASME Staff or as otherwise directed by the IWG Chair.

4. Membership Expectations

- a. **Meeting Attendance:** Members of the IWG are expected to be in attendance and participate in not less than 50% of all scheduled meetings of the IWG.
 - i. Participation in meetings by electronic media may be considered for meeting this requirement, subject to the approval of the IWG Chair.
 - ii. The Secretary of the IWG shall indicate either physical or electronic attendance for each member in the meeting attendance record.
 - iii. A member can nominate a representative by written notice to the IWG Officers if the member is unable to attend the meeting. The representative shall complete and sign the Participation Acknowledgment Form (PAF).
- b. **Ballot Participation**
 - i. *For Internal IWG Balloting of Proposals:* Members of the IWG are expected to participate in not less than (to be defined by IWG) _____ (e.g. 90%) of all IWG ballots.
 - ii. *For Review and Comment:* Members of the IWG will be afforded the opportunity to review and comment on all BPV XI Standards Committee first consideration ballots. Comments should be limited to suggestions for improvement of the proposal.

For additional guidance on voting on a ballot see C&S Connect Help Tab, "Online Help for Volunteers", Voting on a Ballot.
(http://www.cstools.org/Vol_Help/Current/Volunteer.htm)

- c. **Proposal Development:** Members of the IWG are expected to participate on the development action items for BPV XI Standards Committee consideration
 - i. As a Project Technical Manager (PTM) for an action item, or
 - ii. As a member of a project team as defined in item 7(b) below.

- d. **Membership Participation Evaluation:** The IWG Chair shall review the performance of IWG member every two years, and take actions to correct poor performance, including reaching out to the individual to determine reasons why they have not met the membership requirements in the past, and that they intend to meet them in the future. Based on the response or lack of response, the Chair may propose termination of membership. See paras. 3.2.3, 3.3.4, and 7.1 of Ref (1). Terminations must be approved by the IWG and forwarded to the standards committee for approval.

- e. **Reappointment of Members:** Prior to the expiration of IWG membership, the IWG chair shall submit the name of the member to the IWG membership for consideration of membership renewal by a voted action. Approval for renewal shall consider the members participation record (e.g. attendance at meetings, ballot participation and proposal development) 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.
 - i. Upon approval for membership renewal by a voted action of the IWG, the name of the member who has been approved for renewal of their membership shall be forwarded to the Standards Committee Staff Secretary for consideration by the Standards Committee by a voted action.
 - ii. Upon approval of the Standards Committee, IWG Membership shall be extended for an additional five (5) years beyond the current date of expiration.
 - iii. Renewed members should ensure their roster and profile information in C&S Connect is complete and up to date.

5. Selection of IWG Officers:

- a. **Eligibility**

IWG members with at least one year of service shall be eligible for an officer position.

- b. **Chair and Vice Chair Election Process**
 - i. In the case of a new IWG, the Chair and Vice Chair may be appointed by the Standards Committee Chair
 - ii. The Chair and Vice Chair shall be nominated and elected using the method specified in para. 4.2.3 of Ref (1), by holding an election via C&S Connect ballot.
 - 1. *Call for Interest* – An email shall be issued to all eligible IWG members at least 6 months prior to the end of the current officer’s term, providing them an opportunity to indicate their willingness to serve in the position and request that their name be added to the list.

2. *Weighted Nomination Ballot* - If more than 2 people are interested, a weighted ballot (3 points for 1st place, 2 for 2nd place and 1 point for 3rd place) is conducted to determine the top 2. (If second and third place are tied, then there is a further run off ballot to choose 2nd place.)
3. *Election ("Run-off") Weighted Ballot* – An election ballot shall be conducted for the top 2 nominees from the nomination ballot, or if only 2 people are interested in the position. The Chair and Vice Chair shall be elected by a majority of the IWG subject to confirmation of Standards Committee .
4. *Membership Approval Ballot* - If only 1 person is interested and willing to serve as an officer of the IWG, a membership ballot shall be issued to the IWG members on C&S Connect to approve the candidate as an officer of the IWG. Majority (51%) approval from the IWG is required to approve the appointment.

c. Secretary Selection Process

The secretary of the IWG may be:

- i. appointed by the Chair of the IWG, or
- ii. selected by using the weighted vote method specified in para. 4.2.3 of Ref. (1) and described above.

d. Reappointment of Officers

- i. If the current Chair or Vice Chair has reached their term limit (para. 5.2.2 or Ref. (1)) and;
 - i. Anyone on the IWG is interested in the position, the current chair is ineligible for reappointment.
 - ii. No one else is interested in becoming the Chair, the current Chair may be reappointed. The reappointment shall be voted on by the IWG at a meeting or via ballot on C&S Connect and requires majority approval.
- ii. If the current Chair has not reached their term limit, they are eligible for inclusion in the ballot process outlined in (b) above.
- iii. Secretary's terms are not subject to term limits.

e. BPV XI Standards Committee Approval

Appointments of all officers are subject to confirmation by the BPV XI Standards Committee via ballot on C&S Connect or at a meeting.

6. Duties of IWG Officers:

- a. The duties of officers described in para 4.4 of the Ref. (1) are applicable to the IWG officers.
- b. *Chair Duties*
 1. Calling the meetings
 2. The IWG Liaison or Chair shall prepare and submit a report to the Standards Committee Chair and the Standards Committee Staff Secretary following each IWG meeting, which shall include:
 1. A summary report of all action item proposals considered by the IWG, broken down by the Divisions affected, with the current status of each proposal.
 2. A listing of all scheduled meeting dates and locations.

- c. Secretary Duties
 - 1. The Secretary shall assist the Chair and be responsible for communicating
 - 2. Prepare and distribute agendas and minutes of all meetings to the IWG committee participants and Standards Committee Secretary.

7. Action Item Proposals: Within each calendar year the IWG should develop at least two original *standards action item proposals for revisions*, code cases or requests for interpretation (inquiries) of their own initiative which reflect the needs of fellow stakeholders in their home country. As an alternative, the standards action proposal could be 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 Standards Action Proposals for Revisions and Code Cases*
 - a. A proposal Record Number can be opened by the IWG Officers, alternatively it can be requested from and assigned by the Standards Committee Staff Secretary.
 - b. IWG Chair assigns a project manager (PM) or task group (TG) as appropriate for the scope of work required.
 - c. When a task group is assigned, the IWG Chair shall designate an individual within the TG to act as the TG Chair, who shall function as the TG Leader by maintaining the action item status in C&S Connect.
 - d. The PM/TG develops a proposal in English, and then uploads the proposal to C&S Connect.
 - e. The proposal shall be balloted among the IWG members or approved by the IWG membership during a meeting where there is a quorum.
 - f. Once approved by the IWG membership, the item will proceed to the standards committee as outlined in Section 9 below.
- b. *Submittal of Requests for Interpretation*

Submittal of requests for interpretation shall be made through the online submittal form: <https://cstools.asme.org/Interpretation/InterpretationForm.cfm>

NOTE: Additional guidance can be found in the front matter of the Boiler and Pressure Vessel Code "Submittal of Technical Inquiries."

8. Internal IWG Balloting of Proposals

- a. All ballots (IWG, subgroups or Standards Committee) which receive comments from voters shall be responded to by the PM/TG Chair in C&S Connect, who shall then review the comments for action either by:
 - i. revision of the proposal, or
 - ii. providing further explanation to resolve any comments or questions
- b. When a balloted proposal receives a "disapproved" vote, the action item cannot proceed to consideration by the Standards Committee until the actions described (a) above have been taken.
 - i. If a resolution cannot be found to the "disapproved" vote, the PM/TG Chair may elect to reaffirm the original proposal, and request that the proposal be balloted by the IWG members for recirculation ballot.
 - ii. Recirculation proposals that receive at least two thirds affirmative vote of the IWG membership, excluding any not voting and disapproved without comment responses, may proceed to

consideration by the applicable BPV XI Subgroups and the BPV XI Standards Committee.

- c. When a balloted proposal receives a “approved” or “abstain” vote which has accompanying comments, the actions described (1) above must be taken before the action item may proceed to consideration by the Standards Committee.
 - i. If a technical change is made in response to such a comment, the IWG Chair may require the proposal to be balloted of the IWG members once again.
 - ii. 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.

9. Submission of Approved Proposals to the Standards Committee

- a. The IWG Chair notifies the Standards Committee Staff Secretary of a proposal which has passed a ballot of the IWG members, and is now ready for consideration by the Standards Committee.
- b. The Standards Committee Staff Secretary forwards the proposal to all responsible Working Group (WG) and/or Subgroup (SG) Chairs for review and consideration by the respective SG or WG.
- c. The responsible WG or SG Chair initiates a WG and/or SG Ballot for the proposal.
 - i. If the proposal is “approved” by the WG/SG members, it proceeds to consideration by the Standards Committee, and the responsible Chair elevates the proposal to consideration on a Standards Committee Ballot.
 - ii. If the proposal is “disapproved” by the SG members, the responsible WG/SG Chair determines whether further actions will be taken by the responsible SG, or whether the proposal will be returned to the PM/TG Chair for further actions.

Note: It is recommended that the SG Chair note in the item record the follow-up action required.
 - iii. The Standards Committee Staff Secretary notifies the IWG Chair of the status of the proposal after each ballot.
- d. Standards Committee “approved” proposals are processed for publication.

10. BPV XI IWG Liaison Roles and Responsibilities

A member of the BPV XI Standards Committee will be assigned to the IWG to assist the IWG in their activities. It is the BPV XI committee’s expectation that each Section XI IWG liaisons will:

- a. Establish common expectations on:
 - i. How the IWG will interact with and support the BPV XI Standards Committee, and
 - ii. How the BPV XI Standards Committee will interact with and support the IWG
- b. Capture the common expectations for their assigned IWG
- c. Participate by teleconference in a pre-determined part of the IWG’s meetings, with a defined agenda item for the liaison’s participation.

- d. Participate in a liaison coordination teleconference prior to every other Code Week. This will be a standing item on both the BPV XI Executive Meeting Agenda as well as the IWG Meeting Agenda.
- e. Provide written reports to the Standards Committee or assigned committee (BPV XI Executive Committee) describing activities and communicating needs of the IWG.
- f. Communicate activities and needs of the BPV XI committee to the IWG.
- g. Assist the IWG in tracking progress on any proposed changes to Section XI that the IWG initiates.
- h. Assist their IWG in conduct and operations of the IWG by:
 - 1. Providing additional guidance for IWGs on administrative actions (e.g. election of officers)
 - 2. Work with IWG leadership to identify Standards & Certification Leadership and Training Modules, most needed by the IWG, and work with ASME Staff to ensure they are delivered in order of importance to their IWG.

REFERENCES:

- (1) *Procedures for ASME Codes and Standards Development Committees*, latest revision.
- (2) *BPV XI Supplemental Procedures*