Performance Plan for BPV Section V, Italy International Working Group (IIWG)

1 Roles and Objectives
   a. The Italy International Working Group (IIWG) is expected to assist its parent committee to identify, understand, and address stakeholder issues in Italy, and contribute to the technical advancement of the BPV Section V Code on Nondestructive Examinations as managed by the parent committee.

   b. Items that are approved by the IIWG shall be brought to the BPV Section V Standards Committee and the appropriate subordinate groups responsible for the rules pertaining to the item when they have been approved by the IIWG.

   c. When the IIWG requires input from another BPV Section V Subordinate Group, the IIWG shall have its Secretary send a request in writing (e.g., via email) to the subordinate group chair(s) whose input is desired.

   d. When the IIWG requires assistance or input from another Standards Committee or other subordinate groups outside of BPV Section V, the BPV Section V IIWG Secretary shall send a request in writing (e.g., via email) to the BPV Section V Standards Committee Secretary with a copy to the BPV Section V Standards Committee Officers. The item (Record Number) will then be forwarded by BPV Section V Standards Committee Secretary to the officers of applicable Standards Committee for their review with a request for authorization for the Secretary to forward to the applicable Standards Committee(s) and/or subordinate groups for their review and consideration.

      NOTE: The BPV Section V Standards Committee officers upon review may determine the need for consideration of another Standards Committee and applicable subgroup or discussion at the Standards Committee level prior to forwarding the Record as requested by the IIWG.

   e. The IIWG should develop proposals [(Record Number(s)] that reflect the needs of fellow stakeholders in their country or region.

   f. When requested by the parent committee or ASME Staff, the IIWG should be afforded the opportunity to evaluate all BPV Section V stakeholder inquires originating in their country or region, and provide input to support the subsequent consideration of those inquires by the Standards Committee.

      NOTE: Should an inquiry be submitted to the IIWG Secretary or a member via email correspondence, the IIWG Secretary shall forward such inquiry to the BPV Section V Secretary for inclusion and discussion at their next meeting.
2 Milestones and Performance Metrics

The IIWG Chair will evaluate the performance of the IIWG and provide a report to the Standards Committee Chair on an annual basis. Typically, this report should be submitted to the BPV Section V Secretary prior to their February 20XX meeting. The following are example attributes the IIWG Chair may consider in the evaluation.

a. IIWG
   i. Does the IIWG have the proper membership to support the roles and objectives of the IIWG or are members with additional knowledge and/or experience needed?
   ii. Are the regular visitors working towards membership (volunteering to participate on items, providing relevant input to discussion, etc.)?
   iii. Is the IIWG encouraging visitors to attend meetings and teleconferences?
   iv. Is the IIWG encouraging visitors to participate in discussions and work on items?
   v. Is there additional support required from the Standards Committee?
      a. Suggestions for the type of support needed should be included.

b. Members
   i. Attendance – Does the member regularly attend meetings either in person or via teleconferences?

      NOTE: Attended at least 50% of the meetings during the past two years.

   ii. Participation – Does the member’s ballot participation generally include comments that improve the item (record) or does the member typically submit approvals/no comment responses a majority of the time?

      NOTE: Respond to at least 80% ballot returns.

   iii. Knowledge – Does the member possess the required knowledge to support the roles and objectives of the committee? Are the members action items well thought out and presented?

c. Mentoring
   For members that the Chair is of the opinion that they are not performing to expectations, what steps have been taken to communicate deficiencies and how is the Chair using mentoring to improve member performance.

3 Communications

Communication is essential to the success of the Standards Committee and the IIWG. The Officers of the Standards Committee and the IIWG shall communicate on a periodic basis. It is the responsibility of the Officers to foster an environment that is non-biased and offers encouragement in the promulgation of best practice concerning the updating of existing
Nondestructive Examination (NDE) methodologies and the consideration of codifying new or emerging NDE methodologies.

a. At least twice per calendar year, the IIWG is expected to furnish an IIWG report to the BPV Section V Standards Committee via the liaisons designated by the IIWG, Standards Committee and/or the ASME Staff Secretary.

b. Reports should convey the number of technical topics, proposals and inquiries presented to the IIWG 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 reports should describe the 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 periodic dialogue with the IIWG leadership to discuss any operational, strategic, or technical concerns facing the IIWG. The dialogue may be conducted in person when practicable, otherwise by voice communication or email. The dialogue should be conducted at least twice per calendar year.

f. The IIWG Chair will evaluate the performance of the IIWG and provide a report to the Standards Committee Officers on an annual basis.

4 Liaisons

a. The Standards Committee liaison may be either the current Chair or Vice Chair or someone appointed by the BPV Section V Standards Committee Chair or Vice Chair.

b. The IIWG liaison may be either the current Chair or Vice Chair or someone appointed by the BPV Section V Standards Committee Chair or Vice Chair.

5 IIWG Performance Evaluation

a. Per section 2 of this performance plan, the Standards Committee Chair will conduct an annual evaluation of the IIWG performance based on objectives, milestones, and performance metrics 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 IIWG Officers, ASME Staff Secretary, and the designated liaisons will be requested to contribute to the evaluation and assessment of the Performance Plan.

b. Evaluations should be conducted concurrent with the anniversary of the BPV Section V Standards Committee and IIWG approval of this Performance Plan.
c. Upon completion of the evaluation, the results will be furnished to the IIWG Officers, BPV Section V Standards Committee Officers, and BPV Section V Executive Committee.

6 Performance Plan Approval Date

a. BPV Section V, IIWG: 10/23/2019

b. BPV Section V: 12/23/2019