Performance Plan for BPV Section IV, Europe International Working Group (EIWG)

1 Roles and Objectives
   a. The Europe International Working Group (EIWG) is expected to assist its Standards Committee in identifying, understanding, and addressing stakeholder issues in Europe, and contribute to the technical advancement of the BPV Section IV Code on Heating Boilers as managed by the Standards Committee.

   b. Items that are approved by the EIWG shall be brought to the BPV Section IV Standards Committee secretary who will then review and forward the request to the subordinate group responsible for the rules pertaining to the item.

   c. When the EIWG requires input from another BPV Section IV Subordinate Group, the EIWG shall have one of its officers (Chair, Vice Chair and/or Secretary) send a request in writing (e.g., via email) to the subordinate group officer(s) whose input is desired with a copy to the BPV Section IV secretary.

   d. When the EIWG requires assistance or input from another Standards Committee or other subordinate groups outside of BPV Section IV, one of the BPV Section IV EIWG officers (Chair, Vice Chair and/or Secretary) shall send a request in writing (e.g., via email) to the BPV Section IV Standards Committee Secretary with a copy to the BPV Section IV Standards Committee Officers. The request including its record number (if applicable), will then be forwarded by the BPV Section IV Standards Committee Secretary to the officers of the applicable Standards Committee with a request for the secretary to forward the item to the applicable Committee(s) for their review and consideration.

   NOTE: The BPV Section IV 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 request by the EIWG.

   e. The EIWG 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 EIWG should be afforded the opportunity to evaluate all open BPV Section IV stakeholder interpretations originating in their country or region and provide input to support the subsequent consideration of those interpretations by the Standards Committee prior to its approval, issuance and publication in the ASME’s Interpretation Database.

   NOTE: Should an interpretation be submitted to the EIWG via email correspondence, the EIWG Secretary shall forward such interpretation to the BPV Section IV Secretary for inclusion and discussion at their next meeting.
2 Milestones and Performance Metrics
The EIWG Officers will evaluate the performance of the EIWG and provide a report to the Standards Committee Chair on an annual basis. Typically, this report should be submitted to the BPV Section IV Secretary prior to their February 20XX meeting. The following are example attributes the EIWG Officer may consider in the evaluation.

a. EIWG
   i. Does the EIWG have the proper membership to support the roles and objectives of the EIWG or are members with additional knowledge and/or experience needed?
   ii. Are the regular guests or visitors working towards membership (volunteering to participate on items, providing relevant input to discussion, etc.)?
   iii. Is the EIWG encouraging guests or visitors to attend meetings and teleconferences?
   iv. Is the EIWG encouraging guest or visitors to participate in discussions and work on items?
   v. Is there additional support required from the Standards Committee? If support is needed, 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 proposal 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 officers are of the opinion that they are not performing to expectations, what steps have been taken to communicate deficiencies and how are the officers using mentoring to improve member performance?
3 Communications
Communication is essential to the success of the Standards Committee and the EIWG. The Officers of the Standards Committee and the EIWG 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 methodologies and the consideration of codifying new or emerging methodologies related to Heating Boilers.

a. At least twice per calendar year, the EIWG is expected to furnish an EIWG report to the BPV Section IV Standards Committee via the liaisons designated by the EIWG, Standards Committee and/or the ASME Staff Secretary. At least one of the reports should describe the Code use, Code acceptance, or jurisdictional acceptance of the relevant ASME Code. This may include information regarding the development of relevant regional codes.

a. Reports should convey the number of technical topics, proposals and interpretations presented to the EIWG during its proceedings and summarize their disposition.

b. Reports should also indicate the schedule of its recent and upcoming meetings.

c. With the support of the ASME Staff Secretary, the Standards Committee liaison should arrange and conduct periodic dialogue with the EIWG leadership to discuss any operational, strategic, or technical concerns facing the EIWG. 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.

d. The EIWG Officers will evaluate the performance of the EIWG 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 IV Standards Committee Chair or Vice Chair.

b. The EIWG liaison may be either the current Chair or Vice Chair or someone appointed by the BPV Section IV Standards Committee Chair or Vice Chair.
5  **EIWG Performance Evaluation**

a. Per section 2 of this performance plan, the Standards Committee Chair will conduct an annual evaluation of the EIWG 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 EIWG 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 IV Standards Committee and EIWG approval of this Performance Plan.

c. Upon completion of the evaluation, the results will be furnished to the EIWG Officers, BPV Section IV Standards Committee Officers, and BPV Section IV Executive Committee.

6  **Performance Plan Approval Date(s):**

a. BPV Section IV Executive Committee: June 28, 2022

b. BPV Section IV, EIWG: October 7, 2022

c. BPV Section IV: November 18, 2022