

International Electrotechnical Commission

GUIDANCE FOR IEC NATIONAL COMMITTEES (NC) FOR HOSTING TECHNICAL COMMITTEE (TC), SUBCOMMITTEE (SC), WORKING GROUP (WG), PROJECT TEAM (PT) AND MAINTENANCE TEAM (MT) MEETINGS



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IEC Central Office, 3 rue de Varembé, PO Box 131, CH-1211 Geneva 20, Switzerland

IEC web site: <http://www.iec.ch>

GUIDANCE FOR IEC NATIONAL COMMITTEES (NC) FOR HOSTING TECHNICAL COMMITTEE (TC), SUBCOMMITTEE (SC), WORKING GROUP (WG), PROJECT TEAM (PT) AND MAINTENANCE TEAM (MT) MEETINGS

Introduction

The following guidelines apply to the organization of all types of IEC meetings, outside of the IEC General Meeting. They give general guidance on the organization and facilities that need to be provided by the meeting organizers. It is, however, recognized that circumstances may dictate alternative solutions and these can be implemented as long as they permit the meetings to be run in a similar manner to that described in these guidelines. An essential key to a successful and productive meeting is good communication between the organizing hosts, the meeting leadership and the TC / SC Technical Officer. All deviations from these guidelines should be discussed and reviewed with the relevant Technical Officer(s) of the affected TC or SC.

The document focuses on hosts of one or more technical committees and/or subcommittees along with related working groups, project teams and maintenance teams. These type of meetings shall be organized with and through the host national committee and utilize the IEC Meeting Registration System (MRS). Meetings of one or more working groups, project teams and or maintenance teams, without an associated TC or SC Plenary may be hosted by a National Committee, a government, industry or trade organization or a mirror committee or similar group. These types of meetings are organized in coordination with the Secretariat of the relevant TC or SC and in consultation with the appropriate Technical Officer.

1 Definitions

Host National Committee: The Host National Committee decides and offers to host, in their country, a technical committee, subcommittee, working group, project team or maintenance team meeting.

Host Country Member: Member of a working group/project team/maintenance team in whose country the meeting is being held. The host country member is responsible for all meeting arrangements.

National Committee Meeting Coordinator: The National Committee contact person who is responsible for the coordination of the meeting.

Local Sponsor Representative: The local sponsor representative is the person who liaises with an individual or organization contributing to the resources to support the meeting.

Local Host Organizer: The local host organizer is the individual or the member representing the organizing committee responsible for the planning, logistics and implementation of the meeting plan.

Technical Officer: IEC staff contact responsible for the TC/SC/WG/MT/PT

TC/SC Officers: Represented by the Chair and Secretary of the TC/SC

MRS (Meeting Registration System): System used in IEC to administer, manage and register for TC/SC meetings, as well as the General Meeting

2 Invitation

The majority of IEC TCs meet according to a frequency set by the TC or SC P-members and the TC Officers should plan, in consultation with Central Office, a meeting programme covering at least two years. For WG/PT/MT meetings, the Convenor should plan, in consultation with TC Officers, a meeting programme covering an appropriate period.

During a TC meeting, national delegates frequently advise of their availability to invitations for the next meeting. It should be emphasized that this is availability and it must be formally confirmed by the NC to the TC Officers with official invitations, with copy to the IEC Central Office. The date and place of a meeting is subject to an agreement between the chairman and secretary of the TC/SC, the IEC CO and the host National Committee.

NCs shall make every possible effort to select meeting facilities that are easily accessible by delegates (e.g. public transportation, close proximity to the airport) and, includes the availability of lifts or ramps.

Prior to issuing an invitation, the host NC shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any P-member of the TC/SC or WG/PT/MT for the purpose of attending the meeting.

NCs are reminded that they are not permitted to charge delegates any sort of participation fee and those meetings must be funded entirely by resources from the NC and local sponsors. Calls for voluntary contributions shall ensure that there is no discrimination against participants who do not contribute financially.

Once the official invitation for a TC/SC meeting has been accepted by the TC Officers, information on the meeting place and dates are entered into the Central Office database and an Administrative Circular is published with the specific dates and venues of the meeting. The WG/PT/MT Convenors shall notify their respective members using the IEC Collaboration tools. The host country member is responsible for all meeting arrangements in the case of WG/PT/MT meetings held separately from TC/SC meetings. Registration using the MRS system is not required for WG/PT/MT meetings.

NCs are reminded that TC/SC or WG/PT/MT meetings should not be scheduled concurrently or within a period of two (2) weeks before or after the date of the IEC General Meeting (GM) - normally September or October - as delegates and Central Office technical staff are frequently fully committed to the GM schedule.

3 Meeting announcements

When a WG/PT/MT meeting needs to be held, notification by the Convenor of the WG/PT/MT shall be sent to its members and to the Secretariat of the parent committee at least six (6) weeks in advance of the meeting.

At least six months before a TC/SC meeting, Central Office issues an Administrative Circular to all NCs announcing the meeting place and dates and creates an area for the meeting in the new online [Meeting Registration System \(MRS\)](#).

It is the responsibility of the Host NC to complete in MRS all essential and useful information under the appropriate sections, illustrated in the print screen below. The Registration Start date and End dates (under the "Details" section) must be completed by 4 months prior to the meeting to open the meeting for registration. Central Office will then issue an Administrative Circular to all NCs and announce the opening of registrations. Organizers should consult the MRS [NC Administration Guide](#) for full information on the use of MRS.



Figure 1 – Information is categorized under separate fields in the online Meeting Registration System (MRS) as shown above.

It is the responsibility of the TC Secretary to send out invitations to organizations and TCs in liaison.

4 General organization

4.1 Medical service

In accordance with the host country's national laws, adequate medical care should be accessible to delegates and staff, if needed.

4.2 Safety instructions

In compliance with the host country's national safety requirements, safety instructions and escape routes in case of fire or other emergencies, must be clearly displayed in all meeting rooms. This information should be also given verbally by a representative of the host NC at the start of the meeting.

4.3 Conflicting events

Meeting organizers should make every possible effort to ensure that no external event disturb the smooth running of the meeting (e.g. building works, external noise within the meeting facilities).

5 Meeting Rooms - General

It is recommended that the meeting room has an adequate heating, ventilation and air conditioning system to maintain a stable and comfortable environment for the delegates.

Provision should be made for the use of electronic devices by delegates during the meeting. Power outlets should be provided and accessible at or near the meeting tables. It is also recommended that power extension cables, and adaptors be made available as necessary. All power extension cables must be suitably installed to ensure the safety of delegates.

6 Meeting Registration

6.1 Meeting Registration (Check-in) – TC/SC Meetings

The host committee should provide a reception/registration area. On registration, delegates should be given an identification badge showing their name and country. The registration area should be open one hour before the first meeting session, approximately 30 minutes before subsequent sessions and remain open for approximately 30 minutes after the end of each session. Check-in should be electronically managed via the MRS Check-in function.

6.2 Meeting Delegate Work Collaboration Area – TC/SC Meetings

If at all possible, a work collaboration area should be provided, close to the registration area, to serve as a focal point for delegates to meet and discuss outside the meeting rooms. This can also serve as a work space to permit delegates to collaborate on drafts and reports. If internet access is not available across the meeting spaces, access in this area would be helpful.

7 Rooms – TC/SC Meetings

The meeting room should be arranged in accordance with the requirements of the TC/SC. The recommended arrangement is classroom style with a top table to seat the TC Chairman, Secretary, any Central Office representatives. For smaller meetings of less than 25 delegates, it is recommended to use a box style arrangement.

Tables shall have suitable dimensions (minimum size 90 cm × 70 cm) to permit the laying out of documentation and the use of laptop computers by delegates during the meeting. Tables should also have sufficient space between them (approximately 80 cm) to allow for the safe movement of people within the meeting room. A table for laying out meeting documents (minimum size 150 cm × 80 cm) should also be provided.

Table name-plates should be provided to identify the chairman, secretary, Central Office, and each National Committee represented.

Direct internet access should be provided for the TC/SC Officers and delegates, either in the meeting room, the work collaboration area or in the business centre. The internet access may be cabled or WiFi. Technical details should be included in the Registration form.

Meeting rooms must be equipped with a computer projector and screen. Also, the following should be made available in the meeting room: internet access, microphones for large meetings of more than 25-30 delegates with one microphone for the Chair/Secretary and one microphone between every two delegates (for meetings where participation is 50+ delegates organizers should consider additional microphones), flip charts and water; a sufficient number of power outlets to be accessible from the meeting tables, power extension cables, and adaptors.

As well as the TC/SC meeting rooms, a certain number of smaller rooms for working group meetings may be required. Information on the number of persons and WG meeting schedule should be requested by the TC/SC secretary.

The meeting room should be open in advance of the start of the meeting. This will ensure that the meetings start on time.

The host committee should ensure that they have a contact/back-up contact to resolve any technical/equipment issues or facility problems within the meeting room or that the TC/SC Secretary is suitably instructed prior to the start of the meeting.

Sponsoring of meetings is more common. The host committee should ensure that sponsors' promotional and advertising materials are discrete and external to the meeting room.

8 Business centre – TC/SC Meetings

An area allowing delegates to work from their laptops and have access to the internet enhances their meeting experience. If possible, providing access to a computer and a printer may prove to be very convenient.

9 Hospitality

The prime purpose of a TC/SC or WG/PT/MT committee meetings is to advance the preparation of IEC publications. Therefore, the host committee of a TC/SC meeting is not expected to provide lavish hospitality and in the case of a WG/PT/MT meeting, the host country member is not expected to provide any hospitality. Where resources allow, during the meeting sessions, tea, coffee and soft drinks may be provided by the host committee during breaks and, technical visits in the area of interest of the TC/SC may be organized.

However, where resources allow, much can also be accomplished outside the meeting room in a relaxed social atmosphere and delegates will appreciate a reception or dinner where they can meet their fellow delegates.

10 IEC Central Office (IEC CO)

The Central Office maintains a database, which includes all past meetings, current scheduled and future proposed meetings. This information is available on the [IEC web site under News and Views/Meetings and Events](http://www.iec.ch) (<http://www.iec.ch>).

11 IEC Meeting Registration Guide (MRS)

A User Guide to the online [Meeting Registration System \(MRS\)](#) is available on the IEC website and extensively covers all matters concerning meeting organization and accreditation for the Host Committee and other persons who have a role in the organization and accreditation processes.