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Seed Quality Assurance

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## Responsibilities of ISTA Technical Committees

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| CREATED          | REVIEWED   | APPROVED                 |
|------------------|--|--------------------------|
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| ISTA Secretariat | ISTA Executive Committee<br>Working Group on TCOMs | ISTA Executive Committee |

## SCOPE

This document is aimed to clarify the tasks and responsibilities of ISTA Technical Committees. It also defines the Technical Committees' budget framework.

## RELATED DOCUMENTS

The Articles of the International Seed Testing Association (ISTA)  
TCOM-SOP-02 Rules Proposal Procedure  
TCOM-SOP-04 How to become an ISTA Technical Committee Member  
TCOM-F-01-AppFormTCOMmem  
TCOM-F-22-Application for Technical Committee Financial Support  
TCOM-P-02-Responsibilities for TCOM section of the ISTA website  
TCOM-P-01- ISTA Method Validation for Seed Testing  
TCOM-SOP-05 ISTA Method Validation Process  
Event-P-01-Organising ISTA Workshops

## ABBREVIATIONS

ECOM – Executive Committee  
TCOM – Technical Committee  
TMgr – TCOM Manager  
PT – Proficiency Test(s)  
WG – Working Group  
TF – Task Force  
AG – Advisory Group  
EB SST - Editorial Board of Seed Science and Technology  
In addition, see TCOM abbreviations under “5. List of Technical Committees”

## 1. DEFINITIONS

1.1. **Technical Committees** (TCOMs) are standing committees and are constituted through the Executive Committee (ECOM) following the Articles of the International Seed Testing Association (ISTA) Article 15 (c) (5) to perform a continuing function.

The TCOMs work under the responsibility of the ECOM as laid down in the ISTA Article 15 (c) (5).

The TCOMs are founded according to different fields of seed science, seed sampling and seed testing or of different activities within the Association, which gives the committee its name.

The TCOMs fulfil all the tasks laid down in the ISTA Article 15 (c) (5) in their specific field of technical and regulative aspects.

1.2. A **Working Group** (WG) is a sub-group within one or more committees with a specific task. WGs may involve individuals that are not a member of any existing committee but seek cooperation with ISTA and possibly also intend to join a committee as a future member.

1.3. An **Ad Hoc Working Group** with a specific task and terms of reference that define its activities may be established by the ECOM. It has the same responsibilities as a TCOM.

1.4. A **Task Force** (TF) has a defined set of objectives that ceases to exist once these objectives are achieved or considered obsolete.

1.5. An **Advisory Group** (AG) is established to provide expert advice to ISTA in a specific topic area. It has its own terms of reference that define its activities.

1.6. The **Editorial Board of Seed Science and Technology** (EB SST) operates according to the Articles of the International Seed Testing Association (ISTA) Article 15 (c) (7) and consists of an appointed Chief Editor and a number of Associate Editors with different fields of expertise. The Chief Editor supported by the EB SST is responsible for the contents of Seed Science and Technology.

## 2. LIST OF TECHNICAL COMMITTEES, BOARDS, ADVISORY GROUPS

2.1. 18 TCOMs and 1 Board are constituted by the ISTA ECOM.

Advanced Technologies Committee (ATC)  
Bulking and Sampling Committee (BSC)  
Flower Seed Testing Committee (FSC)  
Forest Tree and Shrub Seed Committee (FTS)  
Germination Committee (GER)  
GMO Committee (GMO)  
Moisture Committee (MOI)  
Nomenclature Committee (NOM)  
Proficiency Test Committee (PTC)  
Purity Committee (PUR)  
Rules Committee (RUL)  
Seed Health Committee (SHC)  
Seed Storage Committee (STO)  
Statistics Committee (STA)  
Tetrazolium Committee (TEZ)  
Variety Committee (VAR)  
Vigour Committee (VIG)  
Editorial Board of Seed Science and Technology (EB SST)  
Wild Species Committee (WSC)

## 3. COMPOSITION OF TECHNICAL COMMITTEES (EXCLUDING THE RULES COMMITTEE)

### 3.1. Members

Each TCOM consists of the Chair, up to two Vice-Chairs and a maximum of 13 members. The maximum number can be increased but must be approved by the ECOM.

All members are engaged in the science or practice of seed sampling and testing and should be specialists on subjects of the committee.

The TCOM should consist of specialists from different regions of the world whenever possible.

Personal members, associate members or employees of a member laboratory receive priority to become a committee member.

A guideline TCOM-SOP-04 "How to become an ISTA TCOM Member" is available on the ISTA website: [www.seedtest.org](http://www.seedtest.org).

### **3.2 Nomination of Chair, Vice-Chairs and Members**

3.2.1. The Chair and Vice-Chairs are proposed by the committee at the end of each triennium and thereafter approved by the ECOM. The Chair and Vice-Chairs are usually approved for each triennium by the ECOM prior to the Congress, however if needed a Chair or Vice-Chair may be approved by the ECOM at anytime.

3.2.2. The Chair should be a personal member, an associate member, or an employee of a member laboratory whenever possible.

3.2.3. The Chair is usually appointed for a three-year term, i.e. from the adjournment of the Ordinary Meeting at which they were appointed by the ECOM to the adjournment of the ordinary meeting held in the third year after their appointment.

3.2.4. If no current member of the committee is available, the Chair or Vice-chair(s) will be appointed by the ECOM.

3.2.5. Other members of the committee are nominated and approved by the ECOM in accordance with TCOM-SOP-04 'How to become an ISTA TCOM Member'.

3.2.6. If the Chair or Vice-Chairs cannot sit on the committee for the whole period, a replacement will be made by following the principles for the nomination of the Chair.

## **4. RESPONSIBILITIES OF CHAIR, VICE-CHAIR AND TECHNICAL COMMITTEE MEMBERS**

### **4.1. Code of Ethics**

The Chair, the Vice-Chair and the TCOM members should all follow the Code of Ethics of ISTA.

#### **4.1.1 ISTA Code of ethics**

The Association promotes a working environment that values respect, fairness and integrity.

The Association expects its ECOM and TCOM members to always behave ethically, and be committed to:

- Respect for the integrity and dignity of individuals;
- Inclusiveness and equal opportunities;
- Respect for diversity;
- Transparency, integrity and honesty;
- Responsible stewardship of resources;
- Maintaining public trust;
- The work of the Association, its Articles and Strategy;
- Accountable for their actions.

### **4.2. Responsibilities of the Chair**

4.2.1. The TCOM Chair has the overall responsibility for the TCOM and manages its activities contained in the TCOM Working Programme (Terms of Reference) by:

- steering the committee and leading discussion on prioritising work areas
- ensuring that the work of the TCOM is consistent with the goals of the ISTA Strategy
- leading the creation and ensuring the implementation of the working programme
- encouraging scientific work
- recommending appointment or replacement of committee members to the ECOM, after the approval by voting within the TCOM
- guaranteeing a succession plan before he/she leaves the leadership

- initiating the establishment of WGs to deal with specific technical projects
- presenting oral and written annual reports of the committee's activities to the membership
- appointing a member as co-ordinator and contact person for updating the TCOM website
- keeping the ECOM Liaison Officer, and TCOM Manager informed on the main subjects discussed within the TCOM
- keeping records of all committee votes

### 4.3. How to deal with an inactive member

If a member is inactive the Chair will approach the person to discuss the situation and remind them of the responsibilities of a TCOM member (see below). If the situation does not improve the Chair should contact the Secretary General who will then contact the inactive member. Based on the discussions with the member and Chair, the Secretary General will decide with the ECOM if the person needs to leave the committee or be given another chance to remain on the committee. An objection to the decision of the Secretary General can be made to the ECOM liaison officer of the committee, who will ensure that the topic is discussed by the ECOM. The ECOM will then determine the ultimate decision to be taken. The ECOM liaison officer will inform the member and the Chair about the ECOM decision.

### 4.4. TCOM members

At the end of the triennium, the Chair and Vice-Chair will evaluate members to determine who should continue and who should retire from the committee. Criteria for determining whether a member should continue or retire will be based on an assessment of activity of the member as defined in 4.6 Responsibilities of a Member.

### 4.5. Responsibilities of the Vice-Chairs

4.5.1. The Vice-Chairs work closely with the Chair to manage the TCOM Working Programme activities. The Vice-Chair will usually take over the Chair of the TCOM, if needed during the three-year period.

### 4.6. Responsibilities of a Member

4.6.1. A Technical Committee member participates in discussions and votes taking place in the committee. They also actively support the work of the Technical Committee and its objectives by, for example by:

- answering technical queries
- taking part in validation studies (organising validation studies)
- contributing to at least one project or WG
- co-ordinating the work of a WG
- suggesting new activities to be taken on board by the Technical Committee

4.6.2. An **active member** participates in:

- committee meetings/discussions (at least 75%);
- committee votes (at least 75%); and
- at least one project.

4.6.3. An **in-active member** does not fulfill the requirements in 4.6.2 and may be asked to leave the committee to allow a new member to join.

## 4.7. Voting within Technical Committees

4.7.1. Votes are required within the Technical Committee:

- (a) before Rules Proposals are forwarded to the Rules Committee,
- (b) for Validation Reports,
- (c) to appoint new members, Chair and Vice-Chairs,
- (d) annual reports,
- (e) work plans, and
- (f) use of committee budget.

Voting on other issues may also be necessary.

4.7.2. Voting within the committee is conducted by correspondence (usually e-mail), and a minimum of two-thirds of the committee members must participate.

If fewer than two-thirds of the committee participate then the decision cannot be accepted because the committee is not quorate. 'Participation' in this context means to vote 'yes' or 'no' or to 'abstain'. Committee members who fail to reply cannot be included in the process.

Decisions on all proposals put to the vote are by simple majority; a simple majority is a majority of one or more 'yes' or 'no' votes (abstentions are not included). If the number of 'yes' and 'no' votes are equal, the Chair has the casting vote.

Example:

A committee has 15 members:

Two-thirds requires 10 or more members to participate, then the committee is quorate; if only nine participate, the committee is not quorate and no decision can be made.

If 11 of the 15 members have participated, with five voting 'yes', four voting 'no', and two 'abstaining'. The proposal is accepted because there were more 'yes' votes than 'no' votes.

Confidential voting may be conducted by the Secretariat if requested by one or more Committee members.

4.5.3. The TCOM Chair or Secretariat as appropriate must keep records of any voting that takes place i.e. number of members voting and their responses to ensure that the information is available if requested. At the Secretariat, the records of voting within committees are archived by the TMgr who should be copied into all e-mails relating to committee votes as described above.

## 5. TECHNICAL COMMITTEE WORKING PROGRAMME AND PROGRESS REPORT

### 5.1. Working Programme

The ECOM and membership develop an ISTA Strategy with strategic priorities for each new triennium. This document is a basis for the development of the committee's work programme (see the flow chart below).

The Working Programme is prepared by each committee taking into account the resources available and the needs of the members and other stakeholders.

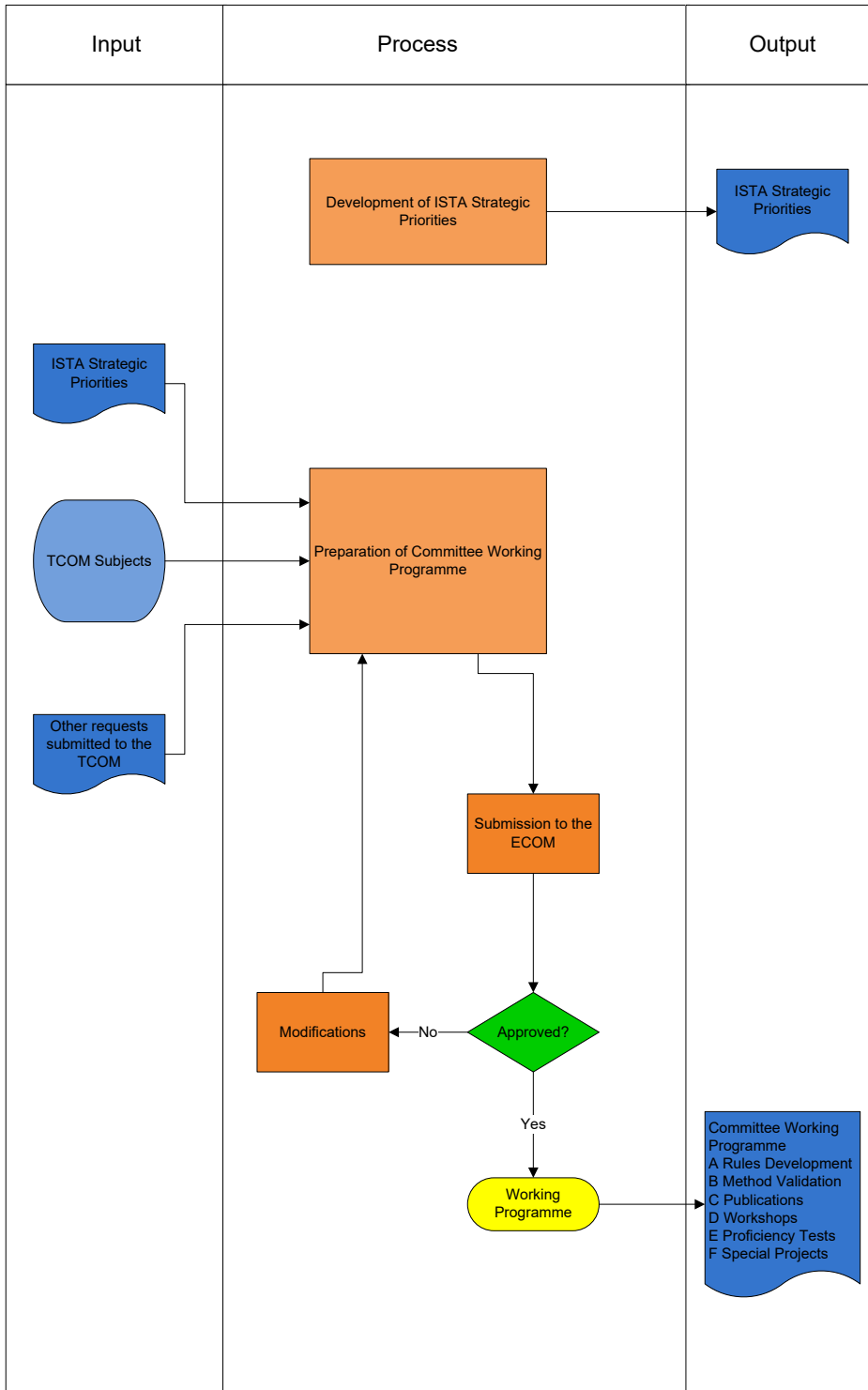
The working programme is established for a period of three years. Major changes should only be made in consultation with the ECOM and documented in annual progress reports.

Inter-technical-committee projects are discussed between the Technical Committees. A lead committee and a responsible member of this committee is nominated.

The Working Programme is approved by the ECOM.

Guidance on how to prepare the working programme is given in the form TCOM Working Programme and Progress Report Annex 1.

### Technical Committee Working Programme – Information Flow



## 5.2. Progress Report

The Committee's Progress Report is the record of the committee work for the last calendar year. It is presented to the ECOM at the beginning of the following year and published in the Annual Report in order to inform the ISTA Membership, and stakeholders about the progress, problems, final results and conclusions reached during the last year. The Progress Report reflects the development of the projects described in the Working Programme and the routine tasks fulfilled by the committees (see Annex 1).

## 6. COMMUNICATION BETWEEN THE TCOMS, ECOM AND SECRETARIAT

### 6.1. ECOM Liaison Officer

The ECOM appoints two individual ECOM Members as a liaison officer for each TCOM in order to have an immediate link to the ECOM. This is to facilitate the communication between the ECOM and the TCOMs, and provide support and advice as necessary. The interaction between the TCOM members and ECOM liaison officers should be a two-way flow of information.

As a minimum the ECOM Liaison Officers should:

- Attend at least one full committee meeting per year
- Biannual discussion/update with chair and vice-chair

The TCOM should:

Keep the ECOM Liaison Officers informed of important TCOM issues e.g. any challenges or opportunities within the Committee, voting, new projects outside of working programme.

The TCOM and ECOM Activity Reports and President's reports in STI will form part of the information flow. The ECOM liaison officers will be available to provide additional information if requested by the TCOM.

To ensure an archive is maintained the TMgr should be copied in to e-mails on at least key Committee decisions to confirm the correct process has been followed.

ECOM liaison officers are appointed at the first meeting of the new ECOM which is immediately after the congress and TCOM Chairs are informed as soon as possible.

### 6.2. TCOM-Secretariat relationship

The ISTA Secretariat supports the work of the TCOMs as follows:

- 
- Standard PT: announcements, registration, communication, preparation of documents, shipping of samples, handling of results (including analysis), process monitoring and optimization
- GMO PT: announcements, registration, communication, preparation of documents, handling of results (including analysis), process monitoring and optimization
- SH PT: announcements, registration, communication, handling of results, website, social media
- DNA PT: announcements, registration, communication, handling of results, website, social media
- ECOM/ TCOM liaison: Participation and preparation of ECOM/TCOM Meeting and in ECOM WG on TCOM issues
- Workshops: announcements, registration, communication, handling of the budget and finances, process monitoring and optimization
- Handbooks: process monitoring, editing (proof-reading and formatting is external) and publication, handling finances, sales
- Activity Report and Working Programme: compilation, handling of approval and publishing
- Financial support: handling of applications, administration of funds

- Method Validation: reminders on deadlines and procedure
- Rules: handling Rules Proposal vote, process monitoring, editing (proof-reading and formatting is external) and publication, handling finances, sales
- TCOM membership: handling applications, updating membership details
- IT: maintaining Teams/SharePoint for all TCOMs, IT support and training on request
- Website: updating TCOM webpages on request, updating member contact information

More generally the Secretariat promotes the TCOM work via the ISTA newsletter and social media channels.

The first point of contact for the TCOMs in the Secretariat is the TMgr.

## 7. COMMITTEE TASKS

### 7.1. Method Validation and Rules Development (*applies for the following TCOMs: BSC, FSC, FTS, GER, GMO, MOI, PUR, SHC, TEZ, VAR, VIG*).

The Technical Committee is responsible for the development and validation of methods and submission of Rules Proposals for the *International Rules for Seed Testing*. The TCOM ensures that Rules Proposals for introducing new methods or species, and Rules changes are technically and scientifically valid and applicable in routine testing of a seed testing laboratory and a sampling entity.

Guidelines for the preparation of a method validation report and the procedures for its submission and evaluation are set out in the documents 'TCOM-P-01- ISTA Method Validation for Seed Testing and TCOM-SOP-05 ISTA Method Validation Process' and 'TCOM-SOP-02 Rules Proposal Procedure'.

### 7.2. Training and Education (*applies to all TCOMs*)

#### 7.2.1. Organisation of training activities

The TCOM provides various educational events (in person or virtual), and training tools (e. g. videos, documents, presentations, and photographic images). in order to ensure the uniform application of the Rules and to keep analysts in seed testing laboratories informed about new methods and technologies in the area of seed science and technology. The committee members act as organisers and/or lecturers of training activities.

The committee should, when possible, organise at least one event per triennium and more if possible. The committee must co-ordinate actions relating to training with the Secretariat and ECOM.

Directions on the organisation of educational events and workshops are given in the 'Event-P-01- Organising ISTA Workshops'. When TCOMs are organising workshops, seminars, symposia and/or other events and/or projects, they must liaise with other TCOMs with an interest in the topic.

#### 7.2.2. Develop and review Rules accompanying publications (Handbooks) and training publications on specific seed testing topics

Accompanying publications to the *International Rules for Seed Testing* are handbooks and these refer usually to one specific chapter of the Rules or species group. They explain in detail techniques and relevant topics in seed sampling and testing methodology. The Handbooks also have the objective of giving guidance on the interpretation of the ISTA Rules. Handbooks are not limited to Rules' methods and species and aim to provide background and guidance regarding other tests and their development.

Other training publications (e.g., training course proceedings) are not intended to accompany the *International Rules for Seed Testing*.

The scientific and technical responsibility lies with the TCOM or the Chair of a working group within the TCOM, with the Secretariat providing guidance and assistance on format and other editorial matters.

The Handbooks and the other training publications should be applicable to the improvement of knowledge and training of laboratory staff.

To ensure the quality of Handbooks the TCOM shall keep them up to date by:

- ensuring they conform with the Rules;
- evaluating new scientific developments to ensure that Handbooks include appropriate, up-to-date methods
- suggesting new publications or withdrawal of outdated publications to the ECOM.

The development, review, and publication of accompanying publications to the Rules shall be approved by the ECOM.

### **7.2.3 Proficiency Test Programme**

The TCOM prepares its own PTs or assists the PT Committee and the ISTA Secretariat in conducting PTs by:

- establishing PTs on methods
- giving advice and expertise on the organisation and content of PT tests; and
- giving advice and guidance on the evaluation of the results and queries from participants at the request of the PTC

### **7.2.4. Exchange of information**

The TCOM is responsible for exchanging information in its technical field by:

- organising workshops, seminars, webinars or symposia
- discussions within the committee
- responding to requests related to its technical field(s)
- providing articles for STI
- providing information and updating information on the ISTA website

## **8. TASKS OF COMMITTEES NOT COVERED IN PART 7**

### **8.1 Seed Storage Committee**

The Seed Storage Committee characterises and maximises seed storage in agricultural, horticultural, and forestry species, and wild relatives of agricultural, horticultural, and forestry species, so that their sustainable use in trade is enhanced. This is also implemented by developing and amending guidelines on the storage of seeds.

### **8.2. Nomenclature Committee**

The Nomenclature Committee establishes and updates the ISTA Stabilised List of Plant Names every six years. It coordinates the correctness of the ISTA Rules in co-operation with the Rules Committee in this respect. It provides a record of the ISTA List of Stabilised Plant Names to the ISTA Secretariat for its publication and approval by the membership. The committee provides advice on nomenclatural issues.

### **8.3. Statistics Committee**

The Statistics Committee carries out statistics projects and develops statistical tools to be applied in seed testing. It supports the other Committees in different activities, such as method validation and PT programmes. The Statistics Committee organises training activities.

#### **8.4. Advanced Technologies Committee**

The Advanced Technologies Committee is appointed to identify and evaluate emerging technologies of relevance to ISTA members and stakeholders. The Committee works in close collaboration with the relevant TCOM and then communicates findings on promising technologies to Members and TCOMs that might have an interest.

#### **8.5. Rules Committee**

The committee members are the Chairs of all ISTA TCOMs, WGs and the EB. The Chair is appointed by the ECOM. As ex-officio member the Chair of the AOSA and SCST Rules Committees and the Honorary Past President as well as the Chair edits the Rules proposals and, through the committee's members, ensures consistency and consultation within all TCOMs.

The Rules Committee members vote on all Rules proposals and provide comments. The vote and comments assist the Chair in preparing the final set of proposals to be put before the ECOM and then the membership.

#### **8.6. Editorial Board**

The Chair of the EB acts as Chief Editor of Seed Science and Technology and appoints co-editors that are approved by the ECOM.

#### **8.7. Proficiency Test Committee**

The PT Committee defines the PT Programme Plan. With exception of the GMO, Seed Health and Variety PT, the PT Committee coordinates and administers all PT activities.

The Chair is appointed by the ECOM. It consists of PT Leaders, i.e. individuals belonging or having access to an ISTA accredited member laboratory, who volunteer to procure seed material and prepare samples for at least one PT round in the three year period between two congresses. The committee also provides advice to other TCOMs in setting up particular test rounds (e.g. seed health or variety testing) or components to regular PT rounds.

#### **8.8. Wild Species Committee**

The Wild Species Committee is a collaborative effort between the International Seed Testing Association (ISTA), KEW – Millennium Seed Bank Partnership, the Association of Official Seed Analysts (AOSA) and the Society of Commercial Seed Technologists (SCST) to create and maintain a website designed to provide recommended protocols for species which are not included in the ISTA or AOSA Rules for Seed Testing.

The Wild Species Committee collects existing methods used by seed analysis laboratories and seed banks and, where applicable, use these to develop standardised guidelines for viability (using tetrazolium salts), germination (including recommendations for alleviating dormancy), purity and moisture content assessment of seed of wild species.

### **9. ISTA TECHNICAL COMMITTEE BUDGET FRAMEWORK**

#### **9.1. Who does it apply to?**

This framework applies to the following TCOMs: ATC, BSC, FSC, FTS, GER, GMO, MOI, NOM, PUR, PTC, RUL, SHC, STO, STA, TEZ, VAR VIG and WSC

This framework does not apply to the Editorial Board of Seed Science and Technology.

#### **9.2. Purpose**

The purpose of this framework is to allow TCOM's more flexibility in how they spend money allocated to them from the ISTA budget and any surplus from Committee planned events (e.g. workshops) and remove the need to gain ECOM approval.

### 9.3. TCOM Budget

**Within scope:** Each 1 January TCOM funding of 3000CHF if included in the provisional budget for that year are made available to the TCOM; plus any surplus money from an ISTA workshop, training course or other meeting e.g. seminar organised by a TCOM or held jointly with other TCOM's. A proposed budget for expenditure of the CHF 3000 must be prepared and agreed by the TCOMs and sent to the TMgr by 31 January.

**Out of scope:** any other income (income from sources outside of those mentioned as within scope). Other income must be approved by the ECOM.

### 9.4. Process for spending TCOM budget

The process to enable a TCOM to spend allocated TCOM funds and surplus money from other activities is described in Figure 1.

**Figure 1: Process for approved budget spend**

Each 1 January 3000 CHF may be made available to the TCOM. TCOM's will prepare a proposed budget by 31 January for expenditure for the year and send to the TMgr.



Funding proposal identified within the TCOM that fits with the current TCOM Working Programme (see Table 1.)



Proposal discussed within TCOM



Vote required within TCOM: Decisions on proposals put to vote are by simple majority; a simple majority is a majority of one or more 'yes' or 'no' votes (abstentions are not included). If the number of 'yes' and 'no' votes are equal the Chair has the casting vote. Two-thirds of the committee must participate. For further information on voting please refer to Section 2 of this document.



Inform ISTA Secretariat Technical Manager who will keep a record of all votes and track budget spend of each TCOM. Spend from the allocated 3000 CHF and surplus money from events are held in separate accounts.



For re-imbursment of TCOM approved spend

or



Please follow ISTA re-imbursment form, to be requested from the TMgr of the ISTA Secretariat

For direct payment by the ISTA Secretariat please forward the invoice to the TMgr of the ISTA Secretariat

**Any remaining balance from the 3000 CHF in the account on the 31 December of the same year will not be carried forward to the next year.** Surplus money from a TCOM event can be carried forward. **If a TCOM requires more money than they have available for a special project they should discuss their idea with their ECOM liaison officer and with his/her support the proposal can be submitted on form 'TCOM-F-22-Application for Technical Committee Financial Support' to the ECOM for a decision.**

## 9.5.

Table 1 describes what a TCOM can spend money on without seeking ECOM approval and what is not within scope of the ISTA TCOM Budget Framework. As a general principle any funds spent should enable the approved working programme of the TCOM to be progressed.

**Table 1: Funding Proposal that fits with the TCOM working programme**

| Approved<br>(What money can be spent on without ECOM approval)  | Examples   |
|---|--|
| Travel<br>(TCOM member to attend meetings to progress the TCOM's working programme)   | Transport<br>Accommodation<br>Meals  |
| TCOM Meeting organisation   | Room Hire<br>Catering  |
| To further activities described within the working programme.   | Training materials<br>Seed for workshop<br>Seed, shipping costs, other necessary materials for a validation study.<br>Innovation within a particular aspect of the work programme. |
| <b>Anything not specified above will not be automatically approved, a separate proposal should be submitted to the ECOM for a decision using form TCOM-F-22-Application for Technical Committee Financial Support e.g. staff, student costs</b>   |  |
| <b>Not within scope of ISTA TCOM budget framework:</b>  |  |
| <ul style="list-style-type: none"> <li>• Expenses for organising Proficiency Tests (staff time and material)</li> <li>• Payment of TCOM member's time</li> <li>• Payments to people/organisations where there may be a conflict of interest</li> <li>• Purchase of equipment (for example for a laboratory organising an event)</li> <li>• Payment for a TCOM member travel to attend a non-ISTA meeting (unless ECOM approval given).</li> </ul> |  |

## ANNEX

### ANNEX 1: WORKING PROGRAMME AND PROGRESS REPORT

#### DISTRIBUTION LIST

ECOM  
TCOM  
TMgr  
Secretary General  
Website

## REVISION HISTORY

| Version # | Changes  |
|-----------|--|
| 2.0       | Reference to ISTA Constitutions to be changed to ISTA Articles<br>New Advisory Groups included<br>Rules paragraph deleted since procedure is described in Rules SOP<br>Document adapted to new format and structure of QA system (Guideline made to Directive) |
| 2.1       | Enclosure of the TCOM Budget framework<br>Positioning Annexes correctly in the document<br>Annex 3 renamed as Annex 1<br>Reference to the form TCOM-F-22-Application for Technical Committee Financial Support   |
| 3.0       | Layout changed<br>Code of Ethics added<br>How to deal with an inactive member<br>Clarification regarding ECOM Liaison Officer<br>TCOM-Secretariat relationship<br>Introduction of deadline for TCOM budget   |
| 4.0       | Removal of Seed Science Advisory Group (SSAG)<br>Change of Wild Species Working Group to Wild Species Committee<br>Removal of summary report for October STI issue.<br>TCord changed to TMgr<br>Indication of two ECOM liaison officers                        |

## ANNEX 1: WORKING PROGRAMME AND PROGRESS REPORT

### Committees' Working Programme and Progress Report

The Committees' Working Programme is structured in five areas: (A) Rules Development, (B) Publications, (C) Workshops and Seminars, (D) Proficiency Tests, (E) Questions to the Committee and (F) Special Projects.

The form is intended to be used for documenting the tri-annual working programme and for recording progress in each of three annual reports. New items added after the final programme was approved should be highlighted.

#### A Rules Development

##### A1 Introduction of New Methods

|   | TCOM:<br>COM | Method name/Subject | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|---------------------|--------------------------|-------------------------------|
| 1 |              |                     | YYYY                     |                               |
| 2 |              |                     | YYYY                     |                               |

##### A2 Introduction of New Species

|   | TCOM:<br>COM | Species and test | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|------------------|--------------------------|-------------------------------|
| 1 |              |                  | YYYY                     |                               |
| 2 |              |                  | YYYY                     |                               |

##### A3 Introduction of Rules Changes

|   | TCOM:<br>COM | Subject | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|---------|--------------------------|-------------------------------|
| 1 |              |         | YYYY                     |                               |
| 2 |              |         | YYYY                     |                               |

#### B Publications

##### B1 Rules accompanying publications

|   | TCOM:<br>COM | Publication title | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|-------------------|--------------------------|-------------------------------|
| 1 |              |                   | YYYY                     |                               |
| 2 |              |                   | YYYY                     |                               |

##### B2 Training publications on specific seed testing topics

|   | TCOM:<br>COM | Publication title t | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|---------------------|--------------------------|-------------------------------|
| 1 |              |                     | YYYY                     |                               |
| 2 |              |                     | YYYY                     |                               |

##### B3 Scientific information publications

|   | TCOM:<br>COM | Publication title | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|-------------------|--------------------------|-------------------------------|
| 1 |              |                   | YYYY                     |                               |
| 2 |              |                   | YYYY                     |                               |

#### C Workshops and Seminars

##### C1 Training and education workshops

|   | TCOM:<br>COM | Workshop subject and location | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|-------------------------------|--------------------------|-------------------------------|
| 1 |              |                               | YYYY                     |                               |
| 2 |              |                               | YYYY                     |                               |

## C2 Seminars

|   | TCOM:<br>COM | Seminar subject and location | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|------------------------------|--------------------------|-------------------------------|
| 1 |              |                              | yyyy                     |                               |
| 2 |              |                              | yyyy                     |                               |

### D Proficiency Tests

|   | TCOM:<br>COM | Proficiency Test Subject | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|--------------------------|--------------------------|-------------------------------|
| 1 |              |                          | yyyy                     |                               |
| 2 |              |                          | yyyy                     |                               |

### E Questions to the Committee

|   | Subject of question | Date | From (country) |
|---|---------------------|------|----------------|
| 1 | Subject             | yyyy |                |
| 2 | Subject             | yyyy |                |

### F Special Projects

|   | TCOM:<br>COM | Project title/Subject and collaborating<br>committees | Proposed<br>finalisation | Progress report<br>Date: YYYY |
|---|--------------|---|--------------------------|-------------------------------|
| 1 |              |   | yyyy                     |                               |
| 2 |              |   | yyyy                     |                               |

## Committee Membership Lists

The list of committee members is part of the working programme; changes recorded for the annual report shall be highlighted and dated

| TCOM: COM   | Name                 | Country | Change and date |
|-------------|----------------------|---------|-----------------|
| Chair:      | 1 Firstname Lastname | CC      | YYYY            |
| Vice-Chair: | 2                    |         |                 |
| Vice-Chair: | 3                    |         |                 |
| Members:    | 4                    |         |                 |
| ECOM        |                      |         |                 |
| Liaison     |                      |         |                 |
| Officers:   |                      |         |                 |

## Additional information for the annual report and issues of Common Technical Interest

The committee should present here any additional relevant information regarding activities. In addition, information regarding issues of common technical interest, and world-wide developments in the committee's field of activity should be listed.

| Date       | Subject                   | Comments             |
|------------|---------------------------|----------------------|
| mm.dd.yyyy | Short subject description | Comments by the TCOM |
|            |                           |                      |
|            |                           |                      |