INTERNATIONAL SEED TESTING ASSOCIATION (ISTA)

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Directive

Responsibilities of ISTA Technical Committees

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Valid from: 01.11.2017			

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

TCOM-P-06-Terms of Reference SSAG

TCOM-P-05-Terms of Reference Industry Advisory Group

TCOM-P-04-Terms of Reference Wild Species Working Group

TCOM-P-08-Terms of Reference Vegetable Seed Industry Advisory Group

ABBREVIATIONS

ECOM – Executive Committee

TCOM – Technical Committee

TCord – TCOM Coordinator

PT – Proficiency Test(s)

WG – Working Group

TF – Task Force

EB SST - Editorial Board of Seed Science and Technology

In addition see TCOM abbreviations under "1. List of Technical Committees"

RESPONSIBILITY

A. DEFINITIONS

The 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.
They fulfil all tasks laid down in the ISTA Article 15 (c) (5) in their specific field on technical and regulative aspects.
Rules of order and tasks of the TCOMs are defined in the following parts B, C, and D.

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 EB/the Chief Editor is responsible for the contents of Seed Science and Technology.

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

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

1. List of Technical Committees, Boards, Advisory Groups
17 TCOMs, 1 Board, 1 Working Group and 3 Advisory Groups are constituted by the ISTA ECOM.

Advanced Technologies Committee (ATC)
Bulking and Sampling Committee (BSC)
Editorial Board of Seed Science and Technology (EB SST)
Flower Seed Testing Committee (FSC)
Forest Tree and Shrub Seed Committee (FTC)
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)
Seed Science Advisory Group (SSAG)
Seed Industry Advisory Group (SIAG)
Wild Species Working Group (WSWG)
Vegetable Seed Industry Advisory Group (VSIAG)

B. Rules of Order
(Part B. applies for the following TCOMs: Advanced Technologies Committee, Bulking and Sampling Committee, Flower Seed Committee, Forest Tree and Shrub Seed Committee, Germination Committee, GMO Committee, Moisture Committee, Nomenclature Committee, Purity Committee, Seed Health Committee, Seed Storage Committee, Statistics Committee, Tetrazolium Committee, Variety Committee, Vigour Committee)

1. Composition of Technical Committees

Members
The TCOM shall consist of the Chair, the Vice-Chair and a maximum of 13 members.
All members are engaged in the science or practice of seed sampling and testing and shall be specialists on the particular 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 "How to become an ISTA TCOM Member" is available on the ISTA website: www.seedtest.org.

Nomination of Chair, Vice-Chair and Members
The Chair shall be a personal member, an associate member or an employee of a member laboratory whenever possible.

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The tenure of office of the Chair shall be from the adjournment of the Ordinary Meeting at which he/she was appointed to the adjournment of the ordinary meeting held in the third year after the appointment (i.e. three years). A Chair can be reappointed for further terms.

Whenever possible, the Chair shall be proposed by the committee and thereafter approved by the ECOM at their February meeting prior the Congress. Eligible for the nomination are the current Chair or the Vice-Chair. In case that the current Chair or the Vice-Chair is not available, another member can be proposed and approved as a Chair. If no current member of the committee is available, the Chair shall be proposed by the ECOM and approved by the committee.

A new Vice-Chair will be appointed by the Chair and approved by the committee and thereafter approved by the ECOM at their February meeting prior to the congress to take effect after the congress.

Other members of the committee are nominated and approved in accordance with "How to become an ISTA TCOM Member" by the Chair and approved by the ECOM. A TCOM member is appointed for the three year period.

If the Chair or Vice-Chair cannot sit on the committee for the whole period, replacement shall follow the principles for the nomination of the Chair.

2. Responsibilities of Chair, Vice-Chair and Technical Committee Members

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

Responsibilities of the Chair

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

- developing a succession plan for the following triennium, and as a contingency during the current triennium, that should be communicated to the ISTA ECOM through the committee's ECOM liaison, in cooperation with the Vice-Chair

- steering the committee and prioritising work areas

- ensuring that TCOM's terms of reference fulfil the requirements of the ISTA Strategy

- leading the creation of the working programme

- encouraging scientific work, seed science and technology

- recommending appointment or replacement of committee members to the ECOM, after the approval by voting within the TCOM

- establishing WGs and appointing leaders for these groups to deal with specific technical projects

- presenting oral and written reports of the committee's activities to the membership (yearly)

- appointing a member as co-ordinator and contact person for updating the TCOM website

- keeping the ECOM, the Secretary General and the TCOM Coordinator informed on the main subject discussed within the TCOM

In case of an inactive member or other circumstances concerning the conduct of a TCOM member, the TCOM Chair may advise the ECOM who, if they agree, will ask the Secretary General for advice on appropriate actions to be taken.

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.

Responsibilities of the Vice-Chair

The Vice-Chair actively co-operates with the Chair.

The Vice-Chair shall take over the Chair of the TCOM, if needed during the three year period.

Responsibilities of a Member

A Technical Committee member participates in discussions and votes taking place in the committee. He/she also supports actively the work of the Technical Committee and its objectives by:

- answering technical queries

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- taking part in validation studies (organizing 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

An active member participates in:
- committee discussions (at least 75%);
- committee votes (at least 75%); and
- at least one project.

A non-active member does not fulfil these requirements.

Voting within Technical Committees

Vote are required within the Technical Committee before Rules Proposals are forwarded to the Rules Committee, for Validation Reports and to appoint new members. Voting on other issues like annual reports and work plans may also be necessary.

Voting within the committee is conducted by correspondence (usually e-mail), and 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 was 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:
If 10 or more members 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 six voting 'yes', four voting 'no', and one 'abstaining'. The proposal is accepted because there were more 'yes' votes than 'no' votes.

The TCOM Chair should 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 TCord who should be copied into all e-mails relating to committee votes.

3. Technical Committee Working Programme and Progress Report

Working Programme

The ECOM develops a document with strategic priorities, which should be understood as a recommendation for the Committees concerned (see the flow chart below).

The Technical Committees makes use of this strategic document to prepare the Working Programme. The Working Programme is prepared by each committee by evaluating the current situation in the committee related area worldwide, taking into account the resources available and the needs of the stakeholders.
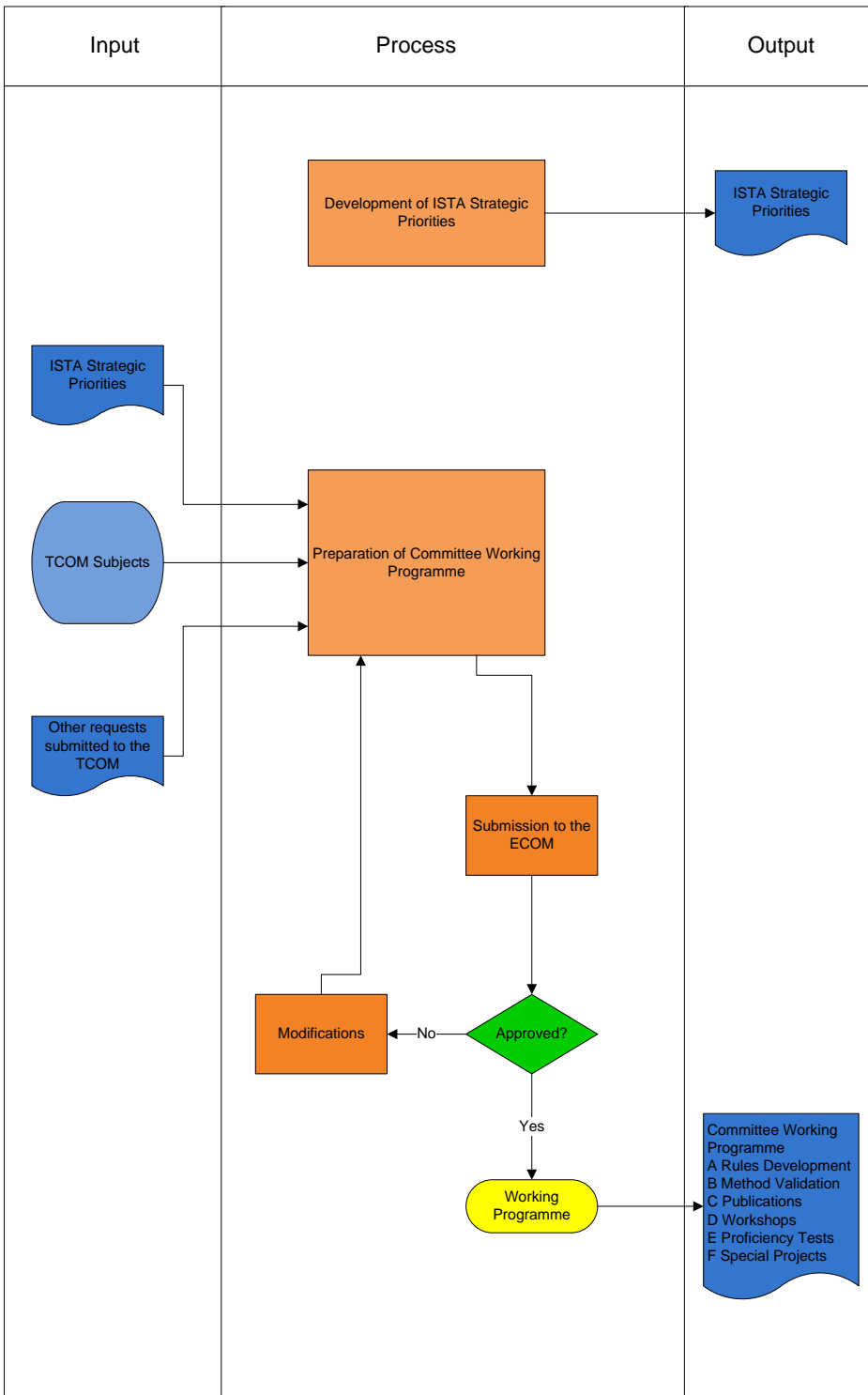
The working programme is established for a period of three years. Major changes should be made in consultation with the ECOM and documented in annual progress reports.

Inter-technical-committee projects are discussed between the Technical Committee Chairs. 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.

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Technical Committee Working Programme – Information Flow

Input	Process	Output

Development of ISTA Strategic Priorities → **ISTA Strategic Priorities**

ISTA Strategic Priorities

TCOM Subjects

Other requests submitted to the TCOM

→ **Preparation of Committee Working Programme**

→ **Submission to the ECOM**

→ **Approved?**

No → **Modifications**

Yes → **Working Programme** → **Committee Working Programme**
A Rules Development
B Method Validation
C Publications
D Workshops
E Proficiency Tests
F Special Projects

Progress Report
The 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).

4. Communication between the TCOMs, ECOM and Secretariat

The ECOM nominates individual ECOM Members as liaison officer for each TCOM in order to have an immediate link to the ECOM and to improve the communication between the ECOM and the TCOMs.
The interaction between the TCOM and ECOM member should be a two-way flow of information.
New ECOM contact persons 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. The ECOM member should be copied in to important TCOM issues, e. g. voting. To ensure an archive is maintained the TCord should be copied in to e-mails on at least key Committee decisions.

C. Tasks
(Part C. applies for the following TCOMs: Bulking and Sampling Committee, Flower Seed Committee, Forest Tree and Shrub Seed Committee, Germination Committee, GMO Committee, Moisture Committee, Purity Committee, Seed Health Committee, Tetrazolium Committee, Variety Committee, Vigour Committee)

1. Method Validation and Rules Development

The Technical Committee is responsible for the development and validation of methods and submission of Rules Proposals for the *International Rules for Seed Testing* (Rules). 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 'ISTA Method Validation for Seed Testing', 'ISTA Method Validation Process SOP' and 'Rules Proposal Procedure'*.

2. Training and Education

Organisation of training activities

The TCOM provides various educational events, activities and training tools (e. g. videos, documents, presentations, pictures, etc.) in order to ensure the uniform application of the Rules and also 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.
The committee should when possible organise at least one event per triennium and more if possible as a result of invitations to hold a workshop or the availability of funding. The committee should co-ordinate actions with the Secretariat and ECOM.

Directions on the organisation of educational events and workshops are given in the 'Guidelines for 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.

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.

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

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

The scientific and technical responsibility lies with the TCOM Chair, with the Secretariat providing guidance and assistance on format and other editorial matters.

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

3. Proficiency Test Programme

The TCOM runs 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

4. Exchange of information

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

organising workshops, seminars, or symposia

discussing 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

D. Tasks of Committees not covered in part B and C

Seed Storage Committee

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

Nomenclature Committee

The Nomenclature Committee establishes and updates the ISTA Stabilised List of Plant Names. 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 Stabilized Plant Names to the ISTA Secretariat for its publication and provides advice in nomenclatural issues.

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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 the PT programme.
The Statistics Committee organizes training activities.

Advanced Technologies Committee

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

Rules Committee
The committee members are the Chairs of all ISTA TCOMs and the EB. The Chair is appointed by the ECOM. As ex-officio member the Chair of the AOSA Rules Committee and the Honorary Past President as well as the Immediate Past President are included in all mailings.
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 membership.

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.

Proficiency Test Committee
The PT Committee defines the PT Programme Plan. It consist of PT Leaders, i.e. individuals 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. 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.

Seed Science Advisory Group
The Seed Science Advisory Group (SSAG) is made up of active applied seed scientists. The Advisory Group consists of up to 10 people. The appointed members of the SSAG are the Chief Editor of Seed Science and Technology, ISTA Seed Symposium Convenor, ISTA Honorary Life Member Alison Powell and the ISTA Secretary General. The ISTA President is an ex Officio member. An ECOM representative is appointed for the SSAG. Neither the ISTA President nor the ECOM representative is included in the membership count. The Chair, Vice-Chair and members of the SSAG in addition to those appointed, are elected under the same terms as the ISTA TCOMs. The group also consults with experts in fields outside their own expertise when needed.
The aim of this Advisory Group is <u>to provide a link between fundamental research and the use of that research to meet the needs of ISTA members. This includes identifying fundamental research results that have applicability to ISTA, and facilitating collaboration between the researcher and the end user. Further details are described in the Terms of References of the Advisory Group.</u>

Seed Industry Advisory Group
The objectives of the Industry Advisory Group are to provide a link between the Association and industry needs, including but not limited to technical challenges and research needs. This will be achieved by:
1. The Advisory Group bringing their needs to the attention of the appropriate fora within the Association such as the ECOM, TCOMs and the Secretariat. In liaison with these fora proposals to address these needs will be developed.

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2. The Advisory Group advising on ISTA aims and objectives from an industry perspective during the development of responses and proposals to address the needs of the industry and where necessary liaise with the organisations requesting that the need be addressed.

All members need to be approved by the ECOM and the number of members shall not exceed 15. The first 8 Industry Members automatically have a place on the Group but subject to ECOM approval. Subsequent members will require nomination. Any member of the Advisory Group has to be nominated by, and represent an ISTA industry member company. A representative of the International Seed Federation (ISF) is a member of the advisory, and is counted within the 15 members. The ISTA President is an ex-officio member of the Advisory. An ECOM liaison officer is also appointed to the Advisory Group by the ECOM. Neither the President nor the ECOM liaison officer is counted in the 15 members. The first eight members of the Advisory Group (excluding the ISF nominee) are coming from the first eight industry members subject to approval of the Executive. Thereafter the process of application for membership to the Advisory, the selection of a Chair, and Vice-Chair, will be the same as those ISTA TCOMs, as specified in the documents "TCOM-SOP-04-How to become TCOM member" and "TCOM Responsibilities of ISTA TCOMs".

The Chair of the Advisory Group reports to the ECOM and ISTA membership on its activities as for ISTA TCOMs but the form of the reporting differs reflecting the different objectives of the Advisory Group compared with the TCOMs.

Wild Species Working Group
The Wild Species Working Group is a collaboration between ISTA, AOSA, SCST and the Royal Botanic Gardens, Kew.
Actions of the Working Group:
1. To develop a list of priority species to be included in the guidelines and the tests needed for each of these species.
2. To collect existing methods used by seed analysis laboratories and seed banks and, where applicable, use these to develop standardised guidelines for viability (using tetrazolium), germination (including recommendations for alleviating dormancy), purity and moisture content assessment of seed of wild species. Guidelines could be standardised by peer comparisons between the organisations involved.
3. To collate the guidelines in a wild species handbook with an introductory chapter followed by working sheets for each species, genus or group of species.
4. To provide recognition for the guidelines when used to assess seed quality by including "tested according to ISTA/AOSA/SCST/Kew guidelines" on test reports.

Vegetable Seed Industry Advisory Group
The objective of the Vegetable Seed Industry Advisory Group is to identify existing options, challenges, opportunities and alternatives to current vegetable seed sampling and testing methodologies and provide the ECOM with a prioritized set of corresponding recommendations.
Means:
- The members of the WG will need to cover/support their own expenses
- ISTA provides the same support as for Technical Committees: TCOM coordination, web conferences facilities.
- The annual TCOM financial support does not apply to this WG.

E. ISTA Technical Committee budget framework

Who does it apply to?

This framework applies to the following TCOMs: ATC, BSC, FSC, FTC, GER, GMO, MOI, NOM, PUR, PTC, RUL, SHC, STO, STA, TEZ, VAR and VIG; and, the Wild Species Working Group and the Seed Science Advisory Group.

This framework does not apply to the Editorial Board of Seed Science and Technology, Seed Industry Advisory Group, or the Vegetable Seed Industry Advisory Group.

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.

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.

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

Figure 1: Process for approved budget spend

Each 1 January 3000 CHF are made available to the TCOM.

Funding proposal identified within the TCOM that fits with the current TCOM Working Programme (see Annex 2.).

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 Coordinator 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-imbursement of TCOM approved spend
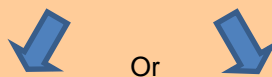
Or

please follow ISTA re-imbursement form TCOM-F-22-Application for Technical Committee Financial Support, to be requested from the TCord of the ISTA Secretariat

for direct payment by the ISTA Secretariat please forward us the invoice to the TCord 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 can send

their proposal on form 'TCOM-F-22-Application for Technical Committee Financial Support' to the ECOM for a decision.

ANNEX

Annex 1: Working Programme and Progress Report

Annex 2: Funding proposal that fits with the TCOM Working Programme

DISTRIBUTION LIST

ECOM

TCOM

TCord

Secretary General

Website

REVISION HISTORY

Version #	Changes
2.0	Reference to ISTA Constitutions to be changed to ISTA Articles New Advisory Groups included Rules paragraph deleted since procedure is described in Rules SOP Document adapted to new format and structure of QA system (Guideline made to Directive)
2.1	Enclosure of the TCOM Budget framework Positioning Annexes correctly in the document Annex 3 renamed as Annex 1 Reference to the form TCOM-F-22-Application for Technical Committee Financial Support

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.

<div align="center">

A Rules Development
</div>

A1 Introduction of New Methods

	TCOM: COM	Method name/Subject	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

A2 Introduction of New Species

	TCOM: COM	Species and test	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

A3 Introduction of Rules Changes

	TCOM: COM	Subject	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

<div align="center">

B Publications
</div>

B1 Rules accompanying publications

	TCOM: COM	Publication title	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

B2 Training publications on specific seed testing topics

	TCOM: COM	Publication title t	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

B3 Scientific information publications

	TCOM: COM	Publication title	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

<div align="center">

C Workshops and Seminars
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C1 Training and education workshops

	TCOM: COM	Workshop subject and location	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

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C2 Seminars

	TCOM: COM	Seminar subject and location	Proposed finalisation	Progress report Date: YYYY
1			yyyy	
2			yyyy	

D Proficiency Tests

	TCOM: COM	Proficiency Test Subject	Proposed finalisation	Progress report 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: COM	Project title/Subject and collaborating committees	Proposed finalisation	Progress report 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			
Members:	3			

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

ANNEX 2: FUNDING PROPOSAL THAT FITS WITH THE TCOM WORKING PROGRAMME

Approved (What money can be spent on without ECOM approval)	Examples
Travel (TCOM member to attend meetings)	Transport Accommodation Meals
TCOM Meeting organisation	Room Hire Catering
To further activities described within the working programme	Training materials Seed for workshop Seed, shipping costs, other necessary materials for a validation study Innovation within a particular aspect of the work programme

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

Not within scope of ISTA TCOM budget framework:

- Expenses for organising Proficiency Tests (staff time and material)
- Payment of TCOM member's time
- Payments to people/organisations where there may be a conflict of interest
- Purchase of equipment (for example for a laboratory organising an event)

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