

AMPS Technical Committee

Constitution and Principles of Operation

1. Mission Statement

The Technical Committee of AMPS defines its mission statement as:

To provide AMPS members with clear technical guidance on national and international standards that are relevant to their businesses and access to industry experts to provide advice on technical matters. The Technical Committee, through its involvement with National and International standards bodies, Government and regulatory authorities, aims to represent AMPS members interests and influence, communicate and understand the relevant technical standards for our industry.

2. Definitions

Throughout this document, the following definitions apply:

AMPS	Is The Association of Manufacturers of Power generating Systems
Director General	Is the individual employed by AMPS as their Director General.
Chairman	Is the Chairman of the Technical Committee
Marketing Co-ordinator	Is the individual at the marketing company employed by AMPS for production of marketing materials.
Secretariat	Is the individual at the Secretariat host company performing general secretariat duties for AMPS Technical Committee
Technical Committee	Is the appointed membership of the Technical Committee, as detailed in the document attached in Appendix A.
Technical Membership	Is the individual advised by each member Company of AMPS as the Technical Contact.
Technical Secretary	Is the individual employed by AMPS to provide additional resource for the Technical Committee.

3. General Procedures

3.1 Finances

All finance issues are the responsibility of AMPS Council.

3.2 Membership

The Technical Committee represents the interests of all members of AMPS and it is their duty to inform and consult with the full membership where appropriate.

The Technical Committee should have a membership proportional to the size of AMPS Membership and should have member's representative of major product areas. Consideration being given to the practical limits of the size of the committee.

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Potential members may be proposed by their Company or at the discretion of the Chairman, may be approached directly.

Membership is considered permanent, but after three successive absences from meetings, or continued lack of engagement with the business of the Technical Committee the Chairman may request that the member withdraws.

The Chairman has the right to remove a member from the Committee should they, in his opinion, not be acting for the benefit of the membership as a whole or be damaging the reputation of the Technical Committee or AMPS by their actions. There removed member shall have a right of appeal to the Council.

Members may resign at any time by notice to the Chairman, and may propose a replacement.

Technical Committee Members per Member Company: Normally limited to one, but this may be increased at the discretion of the Chairman.

Member companies wishing to send Guests to a Technical Committee meeting, need to seek an invitation from the Chairman.

The Director General of AMPS is a member of the Technical Committee and his brief is to suggest communication and consultation with the full membership where appropriate.

Appointment of Chairman / Deputy Chairman: This is to be by simple vote which has to be ratified by AMPS Council.

The Chairman and Technical Secretary shall regularly review the make-up of the Technical Committee regularly and seek to manage the profile based upon the guide notes set out above.

3.2 Duties of members

It is a requirement of Technical Committee membership that an active role is taken in all aspects of Committee function. All Technical Committee members should join an appropriate Workgroup or BSI committee etc.

3.3. AMPS Technical Committee Meetings

AMPS Technical Committee Meetings will be held roughly 4 times a year. Prior to the meeting, a draft Agenda will be circulated to the Technical Membership.

The meetings are chaired normally by the Chairman of the Technical Committee or the Deputy Chairman.

Minutes of the meetings will be taken by the Technical Secretary. These minutes will be distributed to the Technical Membership typically within 2 weeks of each meeting.

Any disputes that cannot be resolved by the Committee are to be referred to AMPS Council for a ruling.

All finance issues are the responsibility of AMPS Council

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Quorum: The minimum number of members in attendance at a meeting, where formal decisions are to be made is four.

3.4. Technical Enquiries

AMPS, in the form of the secretariat, sometimes receive Technical enquiries. These may be phone calls or e-mails. Where these are received, they should be forwarded to the Technical Secretary who will normally respond to the enquirer directly to inform them that their enquiry has been received and is being processed. From there the Technical Secretary may choose to respond to the enquiry directly or to forward to the relevant members of the Technical Committee.

Where the enquiry comes from an AMPS member the response will be detailed and may also be anonymised to become an FAQ on the Technical Committee section of the AMPS website.

Where the enquiry comes from an organisation that isn't a member of AMPS details of the enquiry will be passed by the Technical Secretary to the Director General, to allow pursuit of potential members. The Director General and the Technical Secretary shall decide the level of response to the enquiry based upon the membership potential of the enquirer

3.5. Responding on Behalf of AMPS

If you are responding to any query on behalf of AMPS, e-mail footers and document templates will be supplied to you with appropriate information and branding on behalf of AMPS and an appropriate disclaimer. These should be used in all circumstances.

3.6. Attendance at External Technical Meetings

Individuals who are appointed by AMPS to external bodies such a BSI or National regulatory groups are expected to attend external Technical Meetings on its behalf. Where this is the case, members are expected to conform to the guidelines given in Appendix B. In particular, individual's attention is drawn to item 1 of Appendix B. Ideally, individuals are asked to provide the following information to the Secretariat at least two weeks prior to the meeting to allow notification of the meeting to all members of AMPS:

- The date and location of the meeting
- The subject of the meeting
- A short summary of the likely discussion and any anticipated conclusions.

Attention is also drawn to item 8 and individuals are asked to provide a short summary to the secretariat of the meeting within 2 weeks of the meeting having taken place, again to allow notification of the meeting to all members of AMPS.

3.7. AMPS Technical Publications & Articles

The Technical Committee as a group or through the Technical Secretary may from time to time produce publications for internal or external publication or placing on the web site. When this occurs, any such publications should be forwarded to the Marketing Co-ordinator for formatting and addition of necessary disclaimers.

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4. Working Groups

4.1. Composition of Working Groups

The normal activities of the Technical Committee are performed through a series of Working Groups. These are internally and externally orientated.

The external Groups may “mirror” equivalent groups in EuropGen, AMPS European equivalent organisation. The Technical Committee may choose to “close” existing Working Groups or “open” new ones as the work of the Technical Committee requires.

4.2. Working Group Method of Operation

Operation for each Working Group is broadly as follows:

a. For each Working Group (Workgroup) a Lead and a Deputy are nominated. The Lead Person of a Workgroup will normally be a member of the Technical Committee

Support People may be non-members, as may BSI committee members.

b. Upon nomination to a Working Group role, AMPS (the Secretariat) will write as a matter of routine to the employers of the Lead and the Deputy to ask for their support in their employee’s work with AMPS.

c. At the beginning of their work, the Working Group Lead and Deputy will produce a Terms of Reference defining the objectives of the Working Group. This will be circulated to the Technical Membership of AMPS for information and also to invite any interested members to participate in the Working Group. A template for this is attached in Appendix C.

d. Upon agreement of Terms of Reference, the Working Group will produce a work plan/estimate detailing the work they expect to undertake and the timescale. This will be reviewed as a part of the Working Groups report to each Technical Committee meeting (see below).

e. Where appropriate, or necessary the Working Group may produce a “White Paper” or submit formal responses to consultations or calls for evidence giving the position of AMPS on any specific issues in their Working Groups area. This information will be presented to the Technical Committee at the next available opportunity for approval.

f. The process of agreement for these responses shall be through seeking a consensus amongst the Technical Committee members. Where the information is being used to give a formal industry opinion the Technical Committee is seen to be representative of the wider AMPS membership and therefore its approval is deemed sufficient g. Should consensus not be possible the Chairman will refer the matter to the Council for guidance. Within the confines of the White Paper or other formal response, the Working Group members are free to act and express the opinions of AMPS as they believe is in the best interest of AMPS.

i. If necessary, either due to changing circumstances or information, the Working Group should review or amend their Terms of Reference or any White Papers and represent these to the Technical Committee for re-approval if necessary.

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j. Prior to each Technical Committee meeting (not less than two weeks), each Working Group Lead will produce a written report of any work or development in its area. This report will be agreed at the Technical Committee meeting. It should include reference to progress against the Work Plan for the Working Group.

k. Subsequent to each Technical Committee meeting, all the reports from all of the Working Groups will be aggregated together and circulated to the Technical Committee for information. This will be known as the Technical Digest, and may be attached to the minutes as a digest.

This method of operation is graphically represented in Appendix D.

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Appendix A – Technical Committee Membership

1. The Technical Committee shall be formed of number of permanent members including a Chairman and a Vice Chairman. It is anticipated that at least one of the Chairman or Vice Chairman will also be a member of the AMPS Council. If this is not possible then the Director General will act as the formal liaison between the bodies
2. Meetings of the Technical Committee shall be open to other members of the Association subject to the requirements of 3.2
3. Membership of the Technical Committee is personal to the individual, not to the Company to which the individual belongs and all actions by that individual should not be influence by monetary or other gains or loses his Company might suffer through a particular action of the Technical Committee

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Appendix B – Representation on External Technical Committees

Code of Conduct for Representation on External Technical Committees

You have agreed to represent AMPS. Please try to follow these practice guidelines applying to all AMPS representatives who are appointed to attend meetings with outside bodies:

1. Notify the relevant Technical Secretary of the dates and times of scheduled meetings.
2. Provide the relevant Technical Secretary with copies of any agendas, background papers or draft final documents sent to you direct by the convenors of meetings so that (a) AMPS is aware of the subjects to be discussed and (b) comments and advice on the agenda topics can be given to you by other members of the Technical Committee. If the outside body insists on confidentiality for its documents, the AMPS Director General should be informed.
3. If you are unable to attend a scheduled meeting, inform the Technical Secretary member as early as possible.
4. When representing AMPS at outside meetings you have a responsibility to represent the position of AMPS.
5. If a point is put to you at a meeting on which you know or believe that opinion in AMPS is divided, make sure that your comments to the meeting are qualified.
6. When acting on behalf of AMPS exercise care and good judgement in providing outside persons or organisations with opinions or comment purporting to be an industry point of view.
7. Unless briefed in advance by an AMPS committee, do not enter into formal agreement on any proposition put to you by the outside meeting, without the reservation that the agreement will need subsequent ratification - there may be implications that you have not taken into consideration.
8. As soon as possible after the meeting notify the appropriate Technical Secretary of any decisions taken and/or the general direction of the discussions held. Preferably this should be done in an email note but if this not convenient, make a telephone call to keep the Association up-to-date.
9. If you have been appointed by an AMPS committee be prepared to give that committee an oral account of your representation at its next scheduled meeting.
10. When the outside committee is disbanded or you resign from its membership, make sure that AMPS is informed.

Appendix C – Template Working Group Terms of Reference

Business Case	Opportunity Statement
Goal Statement: $Y = X1+X2+X3+X4+X5$ Y = X1 = X2 = X3 = X4 = X5 =	Project Scope In Scope: Out of Scope:
Project Plan (key dates only)	Team Selection WG Lead: WG Team:

Appendix D – Flow Chart of External Working Group Operation

