

Internal Procedures for the AFC IA

The members of this organisation will work according to the best practices of the Advanced Fuel Cells Implementing Agreement.

ExCo Meetings

Before an ExCo Meeting

- Agenda development begins immediately after the previous meeting.
 - Discussion topics suggested
 - Outputs from previous meetings to be discussed or reviewed
 - Co-ordination
- Dates of ExCo meetings to be established at least 6 months in advance, and circulated to all by email and made available in the Members' Area of the website.
 - Meeting dates and locations
 - Co-ordination
- Liaise with local host of the forthcoming meeting regarding meeting room, numbers attending, travel information and visa requirements.
- On-going activities as recorded by the minutes and towards generating outputs and reports.
 - Co-ordination

ExCo
Members,
Operating
Agents
ExCo
Members,
Operating
Agents
Secretary

ExCo Members
Secretary

Secretary,
ExCo Member

ExCo Members
and Operating
Agents
Secretary

At least 2 months before

- Outline Agenda and travel information to be circulated and made available through the website.
- ExCo Members and Operating Agents to confirm attendance.
- Draft Agenda to be sent to Chairman.
- Requests for reports (presentations) to be sent to Operating Agents and ExCo Members.
- ExCo members and Operating Agents to identify any items they wish to have included on the Agenda.
- Request to be sent to Members and Operating Agents for any documents for review and discussion at the forthcoming meeting.

Secretary

ExCo Members
and Operating
Agents

Secretary

Secretary

ExCo Members
and Operating
Agents

Secretary

At least 6 weeks before

- Provide input and comment on the proposed Agenda. Chairman
- Any discussion documents received from Members and Operating Agents to be circulated for review. Secretary
- Secretary's Report, Financial Statement and Proposal for providing the services in the following year to be with the Chairman and Vice Chairman/woman (Autumn/Winter meeting only). Secretary

At least 4 weeks before

- Presentations and Reports from Operating Agents and National Representatives to be received by the Secretary ExCo Members and Operating Agents
- Presentations to be circulated to Chairman and Vice Chairs. Secretary

At least 2 weeks before

- Meeting documents to be (re)circulated: Secretary
 - Final Agenda
 - Reports (presentations) received from Operating Agents and ExCo Members
 - Travel Information, including maps
 - Minutes and Actions from the previous meeting
 - Documents for information and those previously circulated for review
 - Secretary's Report, Financial Statement and Proposal for Secretariat Services (Autumn/Winter meeting only).

During the Meeting

- Liaise with the local host over the meeting room, the facilities, the hosted meal and any other meals, local information, security information, etc. Secretary
- Ensure meeting room set up is adequate including the provision of name badges and name cards, a working projector and laptop are available, power sockets and extension leads are provided. Secretary
- Take Minutes and list Actions. Secretary
- Reissue/reprint documents as necessary. Secretary

After a meeting

Within 2 weeks

- Send draft Minutes and Actions to the Chairman. Secretary

Within 4 weeks (2 weeks to comment)

- Provide any comments on the draft Minutes and Actions to the Secretary. Chairman

Within 5 weeks (1 week to incorporate comments)

- Draft Minutes and Actions to be circulated to all ExCo Members. Secretary
- Reporting to the EUWP (2 page summary of Minutes) to be submitted within 7 weeks of meeting, after approval of the Minutes by the Chairman. Secretary
- Provide any comments on the draft Minutes and Actions to the Secretary. ExCo Members
- Minutes to be made final at the following meeting. Secretary

Annual Report

January

- Create draft Annex Chapters and membership lists (based on Annex Reports submitted to the ExCo for the relevant year). Secretary
- Create country sections. Secretary

February

- Draft Annex Chapters and membership lists sent to Operating Agents by 1st February. Secretary
- Country level sections to be sent to each National Member by 1st February for updating. Secretary

February – March

- Populate gaps in Chapters, provide comments, improvements to Chapters, appropriate diagrams and pictures, and return final version to Secretary by 31st March. Operating Agents
- Country level sections to be updated by and returned to the Secretary by 31st March. ExCo Members
- Draft Chairman's introduction section and send to the Chairman by 1st March. Secretary
- Provide updated introduction section to Secretary by 31st March. Chairman

April

- Draft Annual Report to be circulated for comments by 15th April. Secretary

May

- Provide any comments on the full Annual Report by 15th May (will have at least 1 month for comments). ExCo Members and Operating Agents
- Provide final version of the Annual Report to the proof reading and design team for final layout by 20th May. Secretary

June

- Final version of the Annual Report to be released before end of June. Secretary

Newsletters

Within 1 month of each ExCo meeting

- Produce a draft newsletter (word format) following each ExCo meeting, based on the presentations and material presented there, and based on receiving an article from each Operating Agent each year. Typically the newsletters will contain sections including 'A word from the Chairman', 'Summary of the recent ExCo Meeting', 'Annex Activities' and updates of meetings and other events to come. Secretary
- Circulate a draft version of the newsletter ExCo Members and Operating Agents Secretary

Within 2 months of each ExCo meeting

- Provide any comments on the draft newsletter. ExCo Members and Operating Agents

Within 3 months of each ExCo meeting

- Generate final version of the newsletter (pdf, and dotMailer versions), place it on the website and circulate it to the contacts list. Secretary
- Send the newsletter on to their national contacts. ExCo Members

Procedure to be followed for identifying potential new members

- Share details of any potential new contacts. ExCo Members, Operating Agents and Secretary

Within 1 week

- Send an introductory email to the contact, containing an introduction to our work, an introduction to the Secretary and her role, a link to our website, to the latest Annual Report and information on our activities and how to join our Implementing Agreement. Secretary

Within 1 - 3 months

- Follow up with emails and, where possible, with telephone calls (telephone call may depend on language – it can be challenging to connect to the right person through switchboards, etc) at least three times. Secretary
- Add the potential contact to the central distribution list for newsletters and Annual Reports. Secretary

On-going

- Continued follow up. Secretary

Website

- Papers for meetings to be added to the relevant meeting section in the Members' Area of the website as received. Secretary
- Papers, reports, links received from National Representatives to be added to the public area of the website as received. Secretary
- A dedicated quarterly review of the contact information for Members and Operating Agents, and of the Annex and ExCo Meeting dates to be undertaken, with requests for updated information made if this is identified as out of date. Secretary
- Website maintenance and update is an on-going and continual process. Secretary
- Updated information, links, reports, Annex meeting dates to be provided to the Secretary. ExCo Members and Operating Agents

When approached by a Journalist

Media engagement and talking to the press provides an excellent opportunity for the AFC IA to communicate important messages about our work and to disseminate these widely to our peers, potential members and inform the wider world about the potential of fuel cells.

Press Releases

- Press releases should be drafted by the initiator and the Secretary. Initiator and Secretary
- The draft press release to be provided to the Chairman and ExCo members for review with at least 1 week for comments. The Chairman has ultimate approval authority. Secretary
- The final version to be circulated to all ExCo members and made available through the AFC IA website. Secretary

Interviews with a Journalist

- The Chairman must authorise any interviews with journalists, and authorise final versions of text sent to journalists.
- The Secretary will direct any press enquiry to the Chairman and to the most appropriate Operating Agent where relevant.