New Technical Committee Proposal

Proposals for a new Technical Committee (TC) shall include the following fields of information:

# Title

Which field is your proposal intended to cover?

# Terms of Reference

The terms of reference shall define the purpose of the publication to be developed by the new TC.

# Scope

The scope shall give a clear indication of the coverage of the proposed subject matter of the publication to be developed by the new TC and, if necessary for clarity, exclusions shall be stated.

For an International Standard, the scope shall be clear as to which one of the following is intended:

* fundamental or basic work;
* the application of fundamental or basic publications;
* the application of common practice or other application publications.

# Publication Type

Indicate which type of publication shall be prepared by the proposed TC (Technical Report / International Standard).

NOTE In the case that a proposed TC intends to prepare a Technical Note (TN) in addition to a Technical Report / International Standard, then this shall be noted in the proposal stage, with evidence that the TN to be developed complies with the requirements given in the CIE Code of Procedure.

# Relation to and Impact on Existing Work

Provide a statement regarding any relation or impact the work of the proposed TC may have on existing work, especially existing CIE TCs. Explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized and/or liaison to relevant committees shall be established.

Indicate whether your proposal could be dealt with by widening the scope of an existing committee.

# Relevant Country Participation

Provide a list of countries where the subject of your proposal is important to their national interests.

# Initial Members (from at least five different countries)

Provide TC Membership Application Forms.

# Initial TC Chair

In addition to the TC Membership Application Form the proposed TC Chair should indicate his/her motivation and resources (incl. time) f

or chairing the TC, along with his/her CV.

# Cooperation and Liaison (if applicable)

Provide a list of relevant Divisions or TCs as well as external international organizations to be engaged as liaisons in the development of the intended publication. In order to avoid conflict with, or duplication of efforts of, other bodies, it is important to indicate all points of possible conflict or overlap.

Verify with the DMT whether this proposal is subject to a collaboration agreement with organizations in liaison with CIE.

Include the result of any communication with other interested bodies.

# Affected Stakeholders

Provide a simple and concise statement identifying and describing relevant affected stakeholder categories and how they will each benefit from or be impacted by the proposed publication.

# Scientific and Technical Objectives

Provide an overview which objectives your proposal shall achieve to contribute to the work programme of the respective Division(s) and CIE overall.

# Outline/Table of Contents

Provide a proposed outline or table of contents.

# Work Plan

Provide a detailed work plan with work packages (from Table of Contents) and milestones as well as the intended finalization of a Working Draft (WD).

# Copyright

If an existing document is affected that is copyrighted or includes copyrighted content, the proposer shall ensure that appropriate permissions have been granted in writing for CIE to use that copyrighted content.

# Impact Metrics

Please note that the items listed in the bullet points below represent a menu of suggestions or ideas for possible documentation to support the purpose and justification of proposals. You should consider these suggestions, but you are not limited to them, nor are they required to comply strictly with them. What is most important is to develop and provide purpose and justification information that is most relevant to the proposals and that makes a substantial case for the relevance and need of the proposals. Thorough, well-developed and robust purpose and justification documentation will lead to more informed consideration of proposals and ultimately their possible success in CIE.

* Technological benefit – a simple and concise statement describing the technological impact of the proposal to support coherence in systems and emerging technologies, convergence of merging technologies, interoperability, resolution of competing technologies, future innovation, etc.
* Societal benefit(s) – a simple and concise statement describing any societal benefits expected from the proposed deliverable(s).
* Environmental benefit(s) – a simple and concise statement describing any environmental or wider sustainability benefits expected from the proposed deliverable(s).
* A simple and concise statement clearly describing the intended use(s) of the proposed publication.