

**ICC CODE TECHNOLOGY COMMITTEE
MEETING #5**

**AGENDA ITEM 4.0
Establishment of Study groups (Section 3.5 of CP #5)**

To date, the CTC has established two study groups in accordance with Section 3.5 of CP #5 which reads:

3.5 CTC Ad Hoc Committees: The ICC Board of Directors may, when deemed necessary, appoint an ad hoc committee to study a prospective agenda item that may be necessary for the CTC to accomplish its objectives. Notwithstanding the above, the CTC may create study groups of interested persons for the specific purpose of preparing working drafts for consideration by the CTC. Such study groups shall meet in conjunction with the scheduled CTC meetings and the cost of participants are not defrayed by the ICC. All meetings of the CTC study groups shall be open and the notice of such meetings shall accompany the notice of the CTC meetings.

The purpose of this agenda item is to discuss the process/procedures/protocol for implementing CTC study groups. The points/issues raised are not intended to be all inclusive but rather a starting point to facilitate discussion.

Demonstrate the need for study group. Issues:

1. Who can bring forth a request to form a study group.
2. Documentation required to support the creation of a study group. Statement of desired goal/position/solution. Background information and data.
3. Opportunities to present case to the CTC.
4. CTC ultimately decides whether or not to create a study group.

Study group make-up. Issues:

1. Governance: Member voting privileges. Chair.
2. Size: Maximum size limitations. Opportunities for input from effected interests.
3. Representation: Adequate representation of effected interests.

Work product. Issues:

1. Creation of issue statement
2. Identification of supporting documentation
3. Identification of options for CTC to consider and provide direction
4. Reporting mechanism back to the CTC. Placement on the CTC agenda.
5. Final approval rests with CTC.

Requests for additional research. Issues:

1. Identification of means to execute research
2. Qualified researchers
3. Cost/funding sources
4. Testing methodology
5. Code change history

Meetings. Issues:

1. In person: Meet in conjunction with CTC meetings, but not simultaneously.
2. Teleconferences.

Other: