



INTERNATIONAL COMMISSION ON LARGE DAMS

COMMISSION INTERNATIONALE DES GRANDS BARRAGES

***GUIDELINES FOR TECHNICAL AND SPECIAL COMMITTEES  
of ICOLD***

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# GUIDELINES FOR TECHNICAL & SPECIAL COMMITTEES

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# GUIDELINES FOR TECHNICAL & SPECIAL COMMITTEES

## 1 INTRODUCTION AND PURPOSE

The International Commission on Large Dams (ICOLD) leads the profession in setting guidelines to ensure that dams are built safely and economically, and in an environmentally and socially sustainable manner. Committees are at the core of ICOLD actions to document the state of the practice for dams. At present (2020), there are 27 active Committees gathering more than 600 experts working on specific subjects to produce bulletins and other publications / meetings that represent the world experience and knowledge as guidelines for the global dam community.

The activities of each Committee are essential to ICOLD as the driver of development, not only through the wealth of exchanges which it enables, but also through the quality of the publications it generates. The diversity and high level of Committee members provide contributions that constitute the very foundation of ICOLD.

***The purpose of this document is to further standardize the organization, management, and technical activities of ICOLD Committees, and improve its efficiency and influences. To meet this purpose, the ICOLD Board of Officers has issued these Guidelines for the organization and operations of Committees.***

### 1.1 Definition of a Committee

The ICOLD Constitution <sup>1</sup> allows that “The Commission (ICOLD), whenever deemed convenient, may appoint Committees.”

An ICOLD **Committee** is a group of typically twenty or so experts, each from a different National Committee, who voluntarily share their knowledge and experience feedback, on a specific topic and at the end of their work produce some documents, both recapitulating the actual world level state of the art, summarizing international good practices and trends on the subject studied. Documentation is preferably in the form of a Bulletin publication, but may also be a White Paper, or series of papers for a specific ICOLD-related meeting or conference.

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<sup>1</sup> July 2011, Constitution / Statuts of the International Commission on Large Dams (ICOLD) / Commission Internationale des Grands Barrages (CIGB), Section IX.

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## 1.2 Committee Types

The ICOLD Constitution and By Laws allow for two types of Committees:

- Technical Committee
- Special (“Ad hoc”) Committee

In general, the features and characteristics of these two ICOLD Committee types are similar, except as specifically identified in this document. The differences in the formation and purpose of each type of committee is provided below.

### 1.2.1 Technical Committees

Technical Committees are formed to address a general topic, such as concrete dams, hydraulics, sedimentation, etc. These Committees are formed with the idea to provide representation from multiple National Committees, typically one member from each approved National Committee.

### 1.2.2 Special “ad hoc” Committees

Special Committees are formed to address a “special duty” such as a specific incident or focused topic in engineering for dams or levees. These Committees are formed with a panel of experts without regard to representation from specific National Committees.

## 1.3 Terms of Reference

Technical Committees and Special “ad hoc” Committees are both devoted to fulfilling stated and accepted Terms of Reference (ToR) that define their missions, including main goals with target objectives and approaches as accepted by the ICOLD General Assembly.

The ToR for each Committee must comply with the ICOLD mission and vision. Once accepted, any significant ToR change must be submitted to a General Assembly by the President after consultation and deliberation with the Board of Officers and Committee Chair. However, between General Assembly meetings, minor ToR changes may be proposed by the President of ICOLD, after consultation of the Board and accepted by the Committee Chair.

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## 2 OPERATION OF THE COMMITTEES.

### 2.1 Establishment of Committees

The ICOLD Constitution identifies the establishment of Committees as the responsibility of the President, in consultation with the Board of Officers, with formal approval by the General Assembly (Section IX, paragraph 1).

It is acceptable that whenever any member or National Committee deems it useful, it may propose to the President that a Technical Committees or Special "ad hoc" Committee could be established. Before any Committee is formally constituted, the Chair - after deliberation with the President – shall present a proposal to the General Assembly, including the ToR and countries to be represented, including the Chair and Vice Chair.

It is preferable that the ToR should be written by the Chair and/or one of the members of the Committee, but they could also be provided by the ICOLD Central Office. Upon approval by the General Assembly, the National Committees of the countries selected shall provide the name of the member who will represent them on that committee. Individual members of the Committee shall be approved by the General Assembly prior to becoming recognized and voting members of the Committee.

The National Committee of the Chair and Vice Chair of the Committee is called to agree and support the appointment. The President may appoint a Vice President of the ICOLD Board of Officers to serve as a non-voting member of a Committee as a representative of the Board.

#### 2.1.1 Urgent Matters or Other Special Conditions

For urgent matters or other special conditions requiring the formation and initiation of a Committee before the next scheduled General Assembly, the President may appoint the Chair and members of this Committee, subject to the agreement of the National Committee of each of the members so appointed. This decision must be submitted to the next General Assembly for formal approval.

### 2.2 Composition

A Technical Committee is composed by individuals representing several ICOLD National Committees, while Special “ad hoc” Committees are composed of individuals selected as members to address a specific topic or situation independent of consideration from their National Committee.

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An ICOLD Committee is composed of the following individuals:

- Chair
- Vice Chair
- Members:
  - TC – Members represent National Committees. They can be active or corresponding members.
  - SC – Members represent a specific area of expertise on a topic or incident.
- Co-opted Members: Invited experts with a specific focus for contributions on a Bulletin or other publication.

Any changes in the composition of a Committee (e.g. Committee Chair, Vice Chair, or member National Committees) must be submitted to a General Assembly by the President after consultation with the Board of Officers and the Committee Chair.

## 2.2.1 Members

The National Committees participating officially in a Technical Committee are the Members. A National Committee can address to the Chair for a late new proposal of an expert by writing with the candidate's CV. When appropriate, the Chair will support the proposal resending it to the President and Central Office.

## 2.2.2 Corresponding Members

Some Members who cannot attend the meetings can be considered as Corresponding Members, having all the benefits of accessing to working documents, authoring and participation. Corresponding Members must be approved by the Chair.

## 2.2.3 Co-opted Members

In some cases, proposed by the President, a Co-opted Member of a Committee is allowed with approval by the General Assembly. Co-opted Members are intended to serve in addition to the National Committee Member on the Committee.

## *Young Engineers on Committees*

ICOLD strongly supports the involvement of young engineers in all its activities, including their active participation in Committees. In addition to its Member, a National Committee may propose a young engineer as a Co-opted Member of a Committee. National Committees are encouraged to commit to several Technical Committees and become actively involved in their work, including young engineers who are eager to participate in activities of ICOLD.

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## *Invited Technical Experts on Committees*

If for any reason, a TC wishes to invite an individual technical expert as a Co-opted Member to strengthen its expertise for a specific publication. Such experts do not need to be associated with a specific National Committee but must be approved by the President with consultation by the Board of Officers and approval by the General Assembly. Such experts can be invited for a limited period or for the term of the committee.

## 2.3 Duration and Extensions

The Constitution allows that Technical and Special “ad hoc” Committees so constituted by ICOLD shall be dissolved when they have fulfilled the ToR tasks entrusted to it, or, at the latest, at the end of six years.

It has been an accepted mode of operation for ICOLD as an option to dissolution after six years from its acceptance by the General Assembly, that a Committee may request approval for extension from the President, Board of Officers and General Assembly with an updated ToR with the mission to complete ongoing work, or address new objectives. It is recommended that a Committee select a new Chair and Vice Chair as part of an extension.

## 2.4 Meetings

Committees are expected to meet once each year at a minimum, at the Annual Meetings, to discuss and present the progress of their work on ToR objectives. During the course of time between Annual Meetings, Committees are encouraged to exchange by telematics tools (e.g. email, teleconferences, etc.), including taking advantage of their dedicated shared spaces on the ICOLD website and meet, as they like, in places of their choice or conduct virtual meetings.

Select Committees may be asked to make a progress report (progress of work) at the General Assembly meeting.

The Chair and Vice Chair of the Committee shall be responsible to lead all meetings and use their best efforts to facilitate decisions by consensus as much as possible. Minutes of all formal meetings shall be provided to the Central Office, including a progress of work meeting the ToR objectives.



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## 2.5 Language

As stated in ICOLD Constitution and By-Laws, English and French are the official working language of the committees. During committee meetings, interpretation may be provided by the host, if necessary and appropriate. If requested, the ICOLD Secretary-General shall arrange a translation facility in coordination with the conference organizing committee.

## 3 ACTIVITIES DURING ANNUAL MEETINGS OR CONGRESSES

### 3.1 Workshops for Launching and Closing Works

Committees are strongly encouraged to conduct workshops at ICOLD Annual Meetings at the beginning and end of specific portions of its ToR, including preparation of Bulletins.

- **Work Launching Workshops:** At its first meeting each Committee will start its work by holding a workshop to share its ToR with ICOLD members, including a discussion of **the state of knowledge and specific objectives**. This workshop is envisioned for a half-day duration with formal presentations and open discussions.
- **Work Closing Workshops:** When the final report (Bulletin) has been completed, the Committee shall again organize a **knowledge transfer** workshop open to all ICOLD members.

The program and the speakers of these workshops shall be defined by the Committee Chair and communicated to the Central Office and the host National Committee's Organizing Committee, at least three months before the Congress or the Annual Meeting, to be mentioned in the final General Assembly Agenda and Conference Program.

The speakers shall mainly, but not necessarily, be members of the Technical Committee. Any other participant in the Annual Meeting or Congress is entitled to attend and participate in the workshop.

These workshops shall take place before or after the meeting days of the Technical Committees. Closing workshops are recommended to be held prior to Committee meeting in order to evaluate the conclusions and update final report according those remarks.

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## 3.2 Committee Meetings during Annual Meetings

The duration of Committee meetings is typically between half a day and two days during an Annual Meeting or Congress. The participants in the Committee meetings are its Members (or their alternates, if any, as designated by their National Committee), the Co-opted members, and observers. The availability of a Committee meeting to be open to observers is subject to the acceptance of the Committee Chair. All attending persons to Committee meetings are committed to keep undisclosed drafts and working documents confidential, including any documents placed in the Committee's shared space of the ICOLD website.

## 3.3 Progress Reports

The Committee shall submit to ICOLD a progress or activity report at each Annual Meeting, or more frequently, if so, requested by the Board. At the end of the Committee meeting during the Annual Meeting or Congress, the Committee Chair shall prepare a progress report within 24 hours for its distribution at the General Assembly.

The Progress Report shall contain the list of those present, including members and observers. The report shall cover the attendance or absence of current chair, vice chair, members (regular and corresponding, or replacing persons), and observers. Also, an indication of the active contribution of each member during the year will be placed in the table, including an indication of members who conducted a workshop. The Progress Report shall include a summary of discussions and decisions, including progress of works and workshop activities.

When a Technical Committee or a Special "ad hoc" Committee is tasked to study a particular issue, it must submit to each General Assembly a report updating the progress of this study since the previous General Assembly.

If a Committee wishes to raise some important questions about the work it performs or propose changes to the mission entrusted to it, the Progress Report must be submitted in writing to the Central Office at least three months before the date of the General Assembly, in order to be included in the agenda.

Any report presenting only the progress of studies for the information of the official delegates and others, can either be presented in writing to the Central Office, as noted above, to be annexed to the Agenda or be read during the General Assembly by its Chair or other member of the Committee.

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## 3.4 Attendance of members

Attendance and active participation by its Members during meetings are mandatory for the proper functioning of the ICOLD Committees. If a Committee Member has unexcused absences from two consecutive meetings, unless it has been prevented by the host National Committee and he has been actively involved by correspondence in the Committee, the Committee Chair shall notify the President of ICOLD and Central Office so that the National Committee concerned will be asked to provide a replacement for the next Annual Meeting.

## 3.5 GENERAL ASSEMBLY

The formation, ToR, and individual members of all Committees shall be approved by the General Assembly.

During the General Assembly, several Committees may present the progress of their work at the request of the President or Secretary General.

Changes in Committees (ToR or Members) are subject to the vote of the General Assembly, if they are proposed by the President and included on time in the agenda.

## 4 DOCUMENTS RELEASED BY TECHNICAL COMMITTEES

### 4.1 Document Types

Committees, according their ToR will release documents from its work such as Bulletins, reports, case studies, position papers, etc. In most of the cases, the result will be a Bulletin covering the issues defined in the ToR that could be divided in two or more volumes dealing with different aspects depending on the depth and written length of each topic.

### 4.2 Document Adoption and Publication Approval

As the finalized works of Committees, written reports destined to become technical Bulletins, are subject to the positive approval vote of the General Assembly. Only once this document is

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approved by the General Assembly will it be adopted as an **ICOLD document** as is described below. Documents not being adopted by the General Assembly cannot be recognized officially as ICOLD document.

That adoption as ICOLD document is not contradictory with the recognized authoring of the persons from the Committee or external, who co-participated<sup>2</sup> in the preparation of the document. This recognition will be included in beginning of the own publication.

## 4.3 Ownership and rights

Documents released by a Committee and adopted by the ICOLD General Assembly are owned exclusively by ICOLD. ICOLD can decide to publish documents by an independent editor through a third-party agreement authorized by the General Assembly. ICOLD retains full author's rights mentioning persons who contributed as personal co-authors.

Rights on the texts, pictures and figures will be defined in the agreement with edition companies. Experts providing pictures or graphs done by themselves will be protected by ICOLD in order to use them under their own criteria.

## 4.4 Steps to Release a Document for Publication

Once the Committee considers that it is ready to release a document, including formal Bulletins, the following steps should be carried out:

- a) The Chair shall send an electronic version of the draft document to the ICOLD Central Office (SG) for consultation.
- b) The draft document shall be reviewed and, if accepted, issued by the Central Office to National Committees at least four months before the next scheduled General Assembly. National Committees will be requested and encouraged to submit their comments on the draft Bulletin to the Committee Chair with a copy to the Central Office within 30 to 60 days. The Committee Chair, after consultation with the President of ICOLD, may invite a representative of a National Committee to the next scheduled Committee meeting to participate in the deliberations.
- c) The Committee Chair shall receive National Committee contributions and shall share with other Committee members to review and update the draft, as necessary.

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<sup>2</sup> Not all the Committee members are expected to be co-authors.

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- d) The Chair shall propose a Closing Workshop to present the draft Bulletin during the next scheduled Annual Meeting, preferable before scheduled Committee meetings.
- e) The Central Office (SG) shall include the approval of the draft report on the agenda of the General Assembly.
- f) The Committee shall update the draft document based on Closing Workshop commentary and conclusions, as necessary. If small changes in the document are to be updated, the proposed approval in the General Assembly Agenda will be retained. If the Committee considers that a large effort is necessary to modify the document, the Chair may recommend removing the proposal from the Agenda until another meeting.
- g) The President shall submit and introduce the draft document on the Agenda of the General Assembly.
- h) The General Assembly shall vote to approve and adopt the document as an official ICOLD document for publication.
- i) If any National Committee, before voting, proposes a deeper review of the document, the President could propose giving it back to the Committee for revision, or the President may call for a vote.
- j) Following a favorable vote, the Chair shall provide a “Final Draft” Bulletin to the Central Office for review and approval based on final comments from the Closing Workshop and Committee Meeting, and General Assembly discussions.
- k) A Final-Draft document shall be posted to the ICOLD website to be downloaded under actual selling criteria.
- l) If translation is still to be done, the Committee or Central Office shall arrange for a volunteer to carry it out in a timely manner (less than one year).
- m) National Committees are entitled to translate Committee publications by themselves (other than in French or English) under conditions established by ICOLD
- n) No National Committee or other entity shall sell an ICOLD document, including specialized translated versions.

### 4.5 Logistics of Publications

#### 4.5.1 Layout

Prior to starting a document, the Committee shall request the proper publication “template” from the Central Office. **Documents not using the proper template will not be accepted by the Central Office for submittal to the ICOLD General Assembly or publishing.**

#### 4.5.2 Translation

The Committee Chair is responsible for the French or English translation of the Bulletin depending on the language in which the work has been accomplished.

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For translation, the Chair may rely on Anglophone or Francophone members of his Committee, if possible. The ICOLD Central office is also available to explore other translation alternatives, including volunteer National Committees or professional external services.

## 4.6 Document Access

No distribution of drafts or working documents out of the Committees' scope are permitted before being officially adopted by the General Assembly. If needed, non-disclosure agreements (NDA) may be prepared for some specific cases before being shared among members and observers according decision of the Chair.

After approval of draft documents by the General Assembly, the Bulletins shall be posted on the website of ICOLD as "brut" or "pre-printed" files in order not to delay the dissemination of information to ICOLD National Committee members.

## 5 COMMITTEE ROLES AND RESPONSIBILITIES

### 5.1 Chair

The Chair shall provide overall Committee leadership, including the following responsibilities:

- Write and review the Terms of Reference, including development of consensus approval within the Committee members
- Attend the formal ICOLD Board Committee Chair meetings prior to each Annual Meeting, then report main discussion topics to Committee members
- Follow-up activities of members, compile contributions and distribute duties
- Propose workshops, define workshop contents, and write conclusions
- Follow the composition of the Committee and attendance of members
- Notify the President of ICOLD in case of two consecutive unexcused absences of a member so that he liaises with the National Committee concerned for replacement
- Write the **Progress Report** and the summary notes for each Committee meeting
- Report the progress activities before the General Assembly when requested
- Ensure the progress of the French or English translation of the Bulletin, including coordination with the Central Office

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## 5.2 Vice Chair

The Vice Chair shall assist the Chair with the roles and responsibilities identified above. The Vice Chair shall assume the role as Chair when needed due to absence.

## 5.3 National Committees

National Committees shall bear responsibility for their role in the successful deliberations and work of ICOLD Committees, including:

- Verification that assigned Committee Members Check attend regular meeting and provide active support of its activities.
- Collaborate with the ICOLD President and Committee Chair in case of problems or issues related to a Committee, including replacement of an approved member, if appropriate.
- Circulate drafts of proposed Bulletins among appropriate technical members of the National Committee for review and comments.

## 5.4 Committee Members

The success of ICOLD Committees depends on the commitment of its members, including a responsibility to:

- Actively participate in meetings, workshops, and the work of the Committee
- Involve their National Committees and regions when case studies must be found
- Contribute to the writing, proofreading, and translation of publications, including Technical Bulletins.

## 5.5 ICOLD Representation by Committees

Unless specifically authorized by the Board of Officers, it is forbidden for any ICOLD Committees to hold public meetings, public lectures, and public Symposia, or take part, as official representatives of ICOLD, in any meeting outside of the formal organization and sponsorship of ICOLD.

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## 6 ANNEX

### 6.1 Technical Bulletin Template

A template for the preparation of Bulletins has been developed by the approved ICOLD publisher BALKEMA, chosen for publication on behalf of ICOLD on a worldwide scale. The template is available to all National Committees and Committees. **This template should always be used from the beginning draft of an ICOLD Bulletin.**

For other ICOLD documents projects, the following text rules apply:

#### 6.1.1 Text

- MS Unicode ARIAL
- Characters 11 points

#### 6.1.2 Margins

- Top 31 mm (1.22 in)
- Bottom 33 mm (1.30 in)
- Left 35 mm (1.38 in)
- Right 35 mm (1.38 in)

#### 6.1.3 Illustrations

Illustrations shall be presented in the form of photographs or scanned drawings in JPG format.

- The Committee Chair shall ensure that the photographs used are of good quality and that ICOLD has the rights to use said photographs.
- No text words should be included within the drawings; letters or numerals refer to a legend given in the text, in French and English
- The scales should not be shown as fractions but should be graphically designed so as to remain valid after reduction.

**END OF ANNEX**