



# GUIDELINES FOR THE COORDINATION OF CIB WORKING COMMISSIONS AND TASK GROUPS

*(updated 25<sup>th</sup> June 2024)*

## 1. Overarching Philosophy

The overarching purpose and mission of CIB is to provide a global network for international exchange and cooperation in building and construction research and innovation. Working Commissions and Task Groups are the heart of CIB.

Serving as a Coordinator and leading CIB Working Commissions (WC) and Task Groups (TG) is a hallmark of international reputation and leadership in a built environment research domain. CIB values its volunteer leaders' knowledge, curiosity, inclusiveness, and commitment. The role of Coordinators and other volunteer leaders in leading Commissions activities and outputs and ensuring their effectiveness is crucial to the success of CIB as an international network.

The objectives of all Working Commissions and Task Groups are to:

- i. provide a physical and virtual locus for international peers to meet and exchange information,
- ii. validate research, and stimulate, inspire, and collaborate around research and practice in their specialist topic, and
- iii. demonstrate the function of CIB as an international association that provides a global network for international exchange and cooperation.

## 2. Definition and Expectations of Working Commissions

A CIB Working Commission is an international grouping of experts and others with an interest in the topic, established to promote joint international knowledge development, exchange of information, and the development of consensus in a built environment subject. Working Commission are central to CIB's purpose to provide a global network for international exchange and cooperation in building and construction research and innovation. These are the engines to enable members a unique global collaborative experience. Therefore, it is expected that there is some minimal level of activity happening and occurring within each Commission.

Activities expected from WC's include:

- Participation at the triennial World Building Congress through collaborative sessions or meetings.
- Developing and communicating annual and triennial plans to membership and CIB Secretariat.
- Providing CIB Secretariat with meeting minutes, news stories, and annual reports.
- Supporting and working with Student Chapters and the Early Career Researcher network.
- Support CIB membership promotion and recruitment.
- Maintaining websites on the CIB server as outlined in Section 5.
- Regular electronic communication with members through emails, newsletters, etc.



To maintain a Working Commission, activities must produce research outputs. The following recommended minimums are put forth as guidance in Table 1. CIB’s Programme Committee (PC) has the responsibility to monitor WC activity and output, and the discretion to recommend Coordinator changes and discontinuation of Commissions if Commissions are not meeting member expectations or are stagnant.

Table 1. Recommended minimum activities and outputs for Working Commissions

Activity	Recommended amount to be considered active
Arranging meetings to facilitate collaborations among their global network (these meetings can be web-based).	1 per year
International conference with peer-reviewed proceedings	1 every 3 years (excluding the WBC)
Producing a research output of the Commission’s choosing; examples include but not limited to webinars, research roadmaps, research summaries, special issues in journal, writing joint research proposals/grants.	1 output every 3 years

### 3. Definition and Expectations of Task Groups

A CIB Task Group has a similar composition to a Working Commission, but has a narrower scope and objective, and a defined lifetime (typically 3 years). The life of a TG is, in principle, terminated on completion of its task, or at the direction of the Programme Committee. Task Groups may provide the first step in developing a new technical activity within CIB. It may also be the precursor to a new Working Commission. Working Commissions can establish Task Groups for the purpose of most efficiently carrying out a specified time-limited task for that parent WC. The formation of Task Groups and the definition of its activities are specific to its objectives as approved by the Programme Committee. Appendix A provides a form to propose a new CIB TG or WC.

## 4. Organisation and Leadership of Working Commissions and Task Groups

### 4.1 Coordinator(s)

Serving as a Coordinator and leading CIB Working Commissions and Task Groups is a hallmark of international reputation in a built environment research domain. Coordinators are ultimately responsible for the activities and impact of a WC or TG. CIB strongly recommends several Joint Coordinators in this role to share tasks and workload. Coordinators must be willing to unite members within their WC/TG for the purposes of global collaborations. There is no minimum time requirement expected of Coordinators; the work will have its slow times and busy times. Succession planning and sharing the leadership responsibilities are essential provisions within each WC and TG.



CIB's Programme Committee is responsible to approve individuals in the role of Coordinator with ultimate ratification by the CIB Board. To be appointed as a Coordinator, individuals must be recommended from amongst their peers within the WC/TG or from the CIB Board.

For appointment as Coordinator, the Programme Committee will request the following items:

- i. detailed CV,
- ii. letter of support for role as Coordinator from the Head of School, Director of the Research Institute, or other research supervisor, and
- iii. a visionary statement from the Coordinator candidate about their aspirations and goals for the WC/TG.

At the CIB General Assembly on 25<sup>th</sup> June 2024 the following paragraph was added to Byelaw VI.4 on Coordination of Commissions:

“New Coordinators to be appointed shall be from Full or Associate member organisations, not Individual members. Existing Coordinators who are Individual members may continue to serve in the role provided that a) their institution upgrades to Associate or Full member status, OR b) they remain paid-up Individual members and have at least one Co-coordinator from an Associate or Full member organisation.”

## 4.2 Communications Coordinator(s)

In addition to the Coordinator(s), each Working Commission should develop and assign individuals the role of Communications Coordinator(s) to help facilitate global collaborations. Newsletters, websites, social media, webinars, and other means of communication are integral mechanisms of a global collaborative research network. Once the Secretariat establishes the individual websites for WC and TG, there is an expectation that these websites be maintained frequently.

## 5. Support from CIB

The CIB Secretariat and Board play important support roles in the activities and impact of Working Commissions and Task Groups.

The Secretariat will:

- provide each WC and TG with web space from the cibworld.org website and access to enable communications.
- provide staff support to help WC and TG deliver their programmes to membership in efficient manner. This includes support for, but is not limited to, webinars, communications, and marketing.
- hold a networking event and forum for all Coordinators and WC / TG leadership personnel at least annually.
- act as a central finance and support institution to enable WC and TG to compete for external funding to support their global collaborative research programme.

The CIB Board will, at least once per year, hold an open session with Coordinators at a Board meeting.

The CIB Secretariat, through its staff, Board members, or Regional representatives, requests to attend local WC/TG events for purposes of raising the profile of CIB and facilitating collaborations



amongst Commission and Task Groups and the global audience at these events. CIB requests conference registration fees to be waived for this purpose. CIB does not normally expect local hosts to provide funding for this travel, it will fund its own travel expenses assuming it has adequate budget available in that fiscal year.



## Appendix A – Proposal for New Task Group or Working Commission

### Background Information

Select ONE:

- New Task Group
- New Working Commission
- Task Group upgrade to permanent Working Commission

*Proposed full name of Working Commission / Task Group*

### General description

- a. Objectives and scope of work (set out the specific plan for this TG/WC)*
- b. Name(s) and affiliations of Coordinator(s)*
- c. Membership*
- d. Planned Meetings or schedule*
- e. Planned research outputs*
- f. Proposed CIB Encouraged Journal relationships*
- g. Proposed Student Chapter relationships*
- h. Communication proposal*
- i. Envisaged lifetime*