

# Template for Proposals to Establish a New CIB Task Group or Working Commission (updated 20<sup>th</sup> November 2025)

**Select ONE:**

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

1. Proposed full name of Working Commission / Task Group:
2. General description:
3. Objectives and scope of work (set out the specific plan for this TG/WC):
4. Name(s) and affiliations of Coordinator(s):

(According to the latest policy, approved at CIB General Assembly on 20 May 2025, Leadership of CIB Working Commissions and Task Groups can include up to five coordinators from which at least one shall be from CIB Full or Associate member organizations. In addition, leadership team of each Working Commission and Task Group shall include at least one ECR Co-coordinator.)

Role	Full Name	Current Position	Affiliation	Link to the website	Country	CIB Membership Type (Full/Associate/Individual/ECR)
<b>Leading</b> Coordinator						
<b>Co-coordinator</b>						
<b>Co-coordinator</b>						
<b>ECR Co-coordinator</b>						
<b>Communications</b> coordinator						

5. Membership (the Commission/Task Group’s membership is expected to be as international as possible)
6. Three-year work plan (please see Appendix A for the list of required activities)
7. Proposed CIB Encouraged Journal relationships
8. Proposed Student Chapter relationships
9. Communication proposal



10. Envisaged lifetime (applies only to new Task Group proposals. Typically, a Task Group is established for a duration of 3 years.)

## Appendix A. Performance Requirements for Coordinators of Commissions and Task Groups

<b>Activity</b>	<b>Required amount to be considered active</b>
<b>Holding online or in-person meeting</b> with members of the Commission/Task Group.	2 per year
<b>Producing a publication</b> , exclusively branded by the name of the Commission/Task Group and CIB logo – please note that coordinators' individual publications cannot meet this requirement.  Examples include but not limited to, research roadmap, research summary, special issue in journal, and writing joint research proposal/grant.	1 every 3 years
<b>Organizing webinar</b> on the Commission's focused research area, exclusively branded by the name of the Commission/Task Group and CIB logo.	1 per year
<b>Organizing in-person event (e.g., conference)</b> . CIB World Building Congress, which is organized every three years, provides an excellent opportunity for the Commissions to have their own event in parallel at the same venue.	1 in-person event every three years