



INSTITUT INTERNATIONAL DU FROID
INTERNATIONAL INSTITUTE OF REFRIGERATION

IIR Science and Technology Council

Notice

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1. Note on the role of IIR commission presidents

In accordance with the International Agreement governing the IIR and with the General Regulations for the Application of the Agreement, the scientific and technical work of the IIR is backed by its commissions. The commissions and their areas of competence are set down in the General Regulations for the Application.

The commissions are composed of **a President, Vice-Presidents, Secretaries and members**. The President, the Vice-Presidents and the Secretaries comprise the officers of the commission.

The commission President:

- participates in the work of the Science and Technology Council, and through this work, plays a role in the determination of the orientation of the IIR;

- leads the activities of their commission and is responsible for the contributions of the commission to the IIR goals.

To do so, the commission President ensures that they have the cooperation of their officers and members.

The President shall, with the assistance of their officers if necessary, send emails to the members of their commission on a regular basis, in order to:

- inform them of current or planned activities that might interest them;
- solicit their opinions on activities that could be undertaken;
- solicit their participation in IIR conferences, in IIR co-sponsored conferences of interest to their commission, and in IIR Working Groups;
- request that they promote the involvement of experts of their country in the various activities of the IIR;
- obtain information enabling the commission web page, if the commission has one, to be updated;
- request that they update their fields of expertise in the IIR expertise directory
- attract submissions to the International Journal of Refrigeration.

The President, with the assistance of their officers and in cooperation with the IIR Section Head shall regularly update the Commission 4-Year-Rolling Plan.

The President, with the assistance of the IIR head office, shall regularly enrich and update a commission web page that provides information on commission activities and provides links between commission members.

Through the officers, the President should seek to enter into contact with each of their members. This can be done as part of the preparation of conferences, in which the commission is involved, for those members able to attend. The commission president should ensure that they or one of the Vice-Presidents takes part in organizing the conference and attends the conference itself, and presides over a commission meeting on the activities of the commission. If it is the Vice-President who chairs

the commission meeting, the vice-president should prepare the meeting with the President.

The President is asked to maintain regular contact with the Director General of the IIR and to examine together how best to handle commission activities.

The President should maintain contact with the Section Head and with the President of the Science and Technology Council and, in particular, should consult them whenever considering to undertake a new initiative. Any activities that can be conducted jointly with other IIR commissions should be encouraged.

The President shall provide oversight and support for Working Groups of which their Commission is the lead sponsoring Commission. The President should seek to promote IIR cooperation with other international organizations, and solicit requests for IIR co-sponsorship of high-level scientific events.

Whenever necessary, the President should endeavour, with the agreement of the President of the Science and Technology Council, to represent the IIR at key strategic international events or to propose persons able to do so.

BENEFITS

Commission vice-presidents receive the following advantages:

- the International Journal of Refrigeration in open access in [FRIDOC](#);
- 10 IIR conference papers downloadable each year in [FRIDOC](#);
- subscription to thematic alerts;
- unrestricted access the newsletter of the IIR;
- all [IIR Informatory Notes](#);
- access to the [expertise and laboratory directories](#).

2. Note on the role of commission vice-presidents

In accordance with the International Agreement governing the IIR and with the General Regulations for the Application of the Agreement, the scientific and technical work of the IIR is backed by its commissions. The commissions and their areas of competence are set down in the General Regulations for the Application.

The commissions are composed of a President, Vice-Presidents, Secretaries and members. The President, the Vice-Presidents and the Secretaries comprise the officers of the commission.

Commission Vice-Presidents should be chosen according to:

- their qualifications;
- their desire and capacity to assist the President in the activities of the commission.

A Vice-President could be asked by the President to assist them in one of their given tasks, such as:

- the preparation of parts of the commission 4-Year-Rolling Plan;
- the preparation of all or part of a regular newsletter update;
- the organizing of commission meetings and participation in them and in IIR and IIR co-sponsored events; these responsibilities might include:
 - membership of the Organizing Committee and contacting speakers and persons who may wish to present papers;
 - participation, as a member of the Organizing Committee, in the selecting of papers, in order to ensure the level of quality required of IIR events;
 - representation of the commission at the event itself, with the President, or alone if the President is unable to attend; the President should in this case inform the Director General of the IIR, who will then notify the organizers;
 - chairing of the commission meeting.
- relations with a particular outside organization (on which a written report should be provided);

- relations with commission members who are specialists in the field or who are from a particular geographical area;
- chairing of Working Groups or sub-commissions;
- relations between the commission and the International Journal of Refrigeration.

Some of these tasks can be assigned to other commission members, but each Vice-President should assume at least some of them and report on them regularly, for example, just before each newsletter update is written.

BENEFITS

Commission vice-presidents receive the following advantages:

- 5 articles from the International Journal of Refrigeration downloadable each year in [FRIDOC](#);
- 5 IIR conference papers downloadable each year in [FRIDOC](#);
- subscription to thematic alerts;
- unrestricted access the newsletter of the IIR;
- all [IIR Informatory Notes](#);
- access to the [expertise and laboratory directories](#).

3. Note on the role of commission secretaries

In accordance with the International Agreement governing the IIR and with the General Regulations for the Application of the Agreement, the scientific and technical work of the IIR is backed by its commissions. The commissions and their areas of competence are set down in the General Regulations for the Application.

The commissions are composed of a President, Vice-Presidents, Secretaries and members. The President, the Vice-Presidents and the Secretaries comprise the officers of the commission.

The secretarial work of the commission is performed by a first secretary and one or two other secretaries.

Their purpose is to assist the President and Vice-Presidents, especially in helping commission members implement the programme of their commission.

Secretaries should enjoy contact with persons from other countries and should know a sufficient number of people who could take on important tasks within the commission's sphere of interest.

Commission Secretaries must speak at least one of the official languages of the IIR (French and English).

1. **The role of the first Secretary** is to assist the President in carrying out programme activities (4-Year-Rolling Plan). It is therefore necessary for him/her to be based geographically close to the president, in order to facilitate contacts. In particular, the first secretary:
 - assists the President in preparing and following the progress of the programme (4-Year-Rolling Plan), and in assigning activities;
 - helps manage the commission web page in close cooperation with the President and Vice-President;
 - assists the President in preparing information items for the IIR newsletter sent out on a regular basis to the commission members in order to update them on activities;

- assists the President in preparing the provisional agenda for the commission meetings held during commission conferences and co-sponsored events;
- prepares the minutes of commission meetings, or if unable to attend, designates a member who will be attending to do so;
- assists the organizers of commission conferences, particularly in correcting linguistic mistakes in the abstracts, in cooperation with the other Secretaries;
- sends commission news to the IIR head office, in order to keep the other commissions updated on its activities;
- assists the President in reporting on technical discussions at commission conferences, in cooperation with the other Secretaries, commission members and organizations involved.

2. **One or two other Secretaries** assist the Vice-Presidents:

- in one or the other of the two official languages of the IIR;
- by sharing tasks and by following up activities, particularly with the Working Groups.

These Secretaries are members of the commission and should be based geographically close to the Vice-Presidents with whom they will be working.

BENEFITS

Commission Secretaries receive the following advantages:

- 5 articles from the International Journal of Refrigeration downloadable each year in [FRIDOC](#);
- 5 IIR conference papers downloadable each year in [FRIDOC](#);
- subscription to thematic alerts;
- unrestricted access the newsletter of the IIR;
- all [IIR Informatory Notes](#);
- access to the [expertise and laboratory directories](#).

4. Note on the role and the commitments of IIR commission members

In accordance with the International Agreement governing the IIR and with the General Regulations for the Application of the International Agreement concerning the IIR, the scientific and technical work of the IIR is backed by its commissions. The commissions and their areas of expertise are set down in the General Regulations for the Application of the International Agreement. Commission members are chosen carefully on the basis of their qualifications and their availability to lend their support to the commission's activities. They are appointed for a 4 –year mandate (renewable).

The title **commission member** means that one is endowed with a certain authority and that one accepts certain responsibilities, within the international refrigeration community and within one's country.

A commission member —when he/she accepts his/her appointment — commits himself/herself to contributing to commission activities and more generally to IIR activities. In return, he/she benefits from several IIR services, and interactions with commission members, which include leading experts in the field worldwide.

If a commission member does not fulfil his or her commitments to the expected extent, the IIR reserves the right, provided the Delegate of the country of the commission member agrees, to replace the commission member before the end of the 4-year mandate of the commission member.

ENGAGEMENTS

- Participating in IIR scientific and technological activities:
 - contributing to the work programme of the commission (4-Year-Rolling Plan),
 - attending IIR conferences and presenting papers at them, to the greatest extent possible,
 - initiating or participating in Working Groups,
 - reviewing papers for IIR conferences and the International Journal of Refrigeration (IJR).

- responding to initiatives proposed by the commission President
- Contributing to the publication activities of the IIR:
 - writing books, Informatory Notes, technical files for the IIR website and commission web page, papers for the International Journal of Refrigeration and presenting papers at IIR conferences; the copyright of these papers, the reproduction rights, the translation and distribution rights belong to the IIR, except in the case of a specific agreement between the author and the IIR.
- Keeping in touch with the IIR on an ongoing basis, especially via the website of the IIR:
 - forwarding to their commission President and to the Head Office of the IIR any information of interest in the commission's field in order to publish this on the IIR/commission website,
 - being listed in the IIR Expertise Directory and agreeing to communicate via email with other IIR members interested in these fields and with the IIR head office in order to exchange information on these fields.

Each commission member shall send a CV and a digital ID photo to the IIR Head Office (iif-iir@iifiir.org). Commission members shall also update their fields of expertise in their account, on the IIR website.
- Promoting the IIR:
 - establishing and maintaining links with specialists within their countries and enhancing the IIR's scientific influence and image in their country,
 - providing links between the IIR and regional publishers,
 - seeking out potential IIR members, publicizing IIR services (FRIDOC, etc.),
 - promoting IIR publications and media (books, proceedings, IJR, IIR website, etc.).

- Mentoring a junior IIR commission member:

IIR Member Countries are responsible for nominating Junior Commission members (under the age of 35). Hence, a Commission Member will possibly be assigned to mentor a Junior Commission Member of the same country. Junior Commission Members are expected to attend IIR and IIR-cosponsored conferences in their country in fields related to their IIR commission.

BENEFITS

IIR commission members receive the following advantages:

- 5 articles from the International Journal of Refrigeration downloadable each year in [FRIDOC](#);
- 5 IIR conference papers downloadable each year in [FRIDOC](#);
- subscription to thematic alerts;
- unrestricted access the newsletter of the IIR;
- all [IIR Informatory Notes](#);
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