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General organisation

Statutes

ITA COSUF is a committee of ITA. It is subject to ITA statutes and bylaws.

The ITA COSUF budget is managed by the ITA secretariat but is independent from the ITA budget. All incomes and expenses are decided by ITA COSUF.

Relationship with PIARC

A Memorandum of Understanding between ITA and PIARC was signed in 2005 and revised in 2012. It defines the relationship between the two associations in the field of road tunnels.

According to this MoU, the activities of ITA COSUF must “take into account the activities managed by PIARC in terms of studies and communication activities, in order to avoid duplication and to keep consistency in the activities and missions of both associations”.

PIARC is invited to appoint a representative to the Steering Board of ITA COSUF.



Membership

ITA COSUF welcomes corporate and individual members. Membership in ITA COSUF is independent from membership in ITA (a member of ITA COSUF needs not be a member of ITA; membership in both is of course welcome and encouraged).

Membership in ITA COSUF is subject to an annual fee. The 2012 membership fee is as follows:

- 250 € for individual members, public and educational corporate members, and other corporate members with no more than 10 staff;
- 500 € for other corporate members.

Corporate members may participate in ITA COSUF activities with up to four people.

General assembly

The general assembly of ITA COSUF gathers all ITA COSUF members. It meets at least once a year. It approves the budget and elects the Steering Board members.

Steering Board

The Steering Board (SB) members work voluntarily. As far as possible, the SB membership should reflect the variety of underground facilities, organisations and countries covered by ITA COSUF.

The PIARC representative is appointed according to PIARC rules. Half of the other Steering Board members are renewed every 2 years. The new SB members are proposed by the current SB after a call for volunteers among the ITA COSUF members. The new SB members are elected by the ITA COSUF General Assembly by hand-raising for a 4-year mandate. On the principle, a Steering Board member cannot be elected for more than two 4-year mandates. The past ITA COSUF chair is entitled to remain a SB member for 2 years after he has left chairmanship.

When a Steering Board member goes into retirement, he/she may finish his/her 4-year mandate. Pensioners cannot be elected or re-elected Steering Board members.

The Steering Board meets at least twice a year.

The leaders of the Activity Groups are appointed by the Steering Board. They take part in the Steering Board meetings, email discussions, etc. and have the same rights and duties as the SB members. If they leave the leadership of an Activity Group, they do not take part in the SB meetings and discussions any longer, unless they have otherwise been elected SB members.

Chair and vice-chair

The ITA COSUF chair is elected by the ITA General Assembly and reports to the ITA General Assembly on the activities of ITA COSUF. He/she chairs the ITA COSUF General Assemblies and Steering Board meetings.

The ITA COSUF vice-chair is proposed by ITA COSUF among the SB members and elected by the ITA General Assembly. He assists the ITA COSUF chair and can represent him.

Tutor

The tutor is appointed by the ITA Executive Council. He/she takes part in the Steering Board meetings and reports to the ITA Executive Council.



Secretariat

The Steering Board appoints a Secretary General who is in charge of ensuring the everyday running of ITA COSUF and its SB. The Secretary General may be paid for his activity upon decision of the SB.

Secretarial support is brought by the ITA secretariat, which also acts as accountant for the ITA COSUF budget. The expenses and time spent by the ITA secretariat are approved by the ITA COSUF Steering Board and reimbursed to ITA using the ITA COSUF budget.

Activity Groups

All ITA COSUF members are encouraged to take part in at least one Activity Group (AG). However, AG4 is reserved for Road Tunnel Safety Officers appointed according to the EU Directive 2004/54/EC and a few other reference members appointed by the AG4 leader.

Only ITA COSUF members can take part in the AG activities. Exceptions can be allowed by the SB, e.g. to allow the participation of experts or representatives of other organisations.

AG leaders are appointed by and report to the SB. They take part in the SB activities (see "Steering Board").

AGs normally meet twice a year, if possible in conjunction with an ITA COSUF event (e.g. a workshop).

Running of the activities

Papers and reports

ITA COSUF should publish papers giving its views and demonstrating its activity. Preliminary papers should be made public rather quickly in order to give visibility to ITA COSUF activities and collect outside reactions; additionally, documents of a higher status are needed to disseminate ITA COSUF recommendations. This leads to distinguish two levels of documents:

- Provisional position papers, which do not require the consent of all ITA COSUF SB members,
- Recommendations and guidelines, which require a general agreement of the ITA COSUF SB, often after comments from relevant outside bodies.

ITA COSUF decides on the approval and/or publication of all documents produced. These documents do not need any other ITA approval as long as they are presented as ITA COSUF positions and not ITA positions.

Master theses and other reports from research projects supported by ITA COSUF should be published on the ITA COSUF website and by other means under the ITA COSUF logo.

Most ITA COSUF outputs should be made public. The SB decides which outputs will be reserved for members.

Award

The ITA COSUF award is granted annually to a student, young professional or researcher (less than 35 years old) who has recently completed an outstanding research work in theory and / or practice in the area of operational safety or security of underground facilities.



The award is ceremoniously presented and handed over by ITA COSUF chairman at an ITA COSUF event. The chairman outlines the reasons for the decision and congratulates the winner. The award consists of a certificate, a medal and Euro 500 in cash. ITA COSUF also grants the travel and accommodation to attend the award ceremony. The award winner is invited to present his/her work at the same event. Additionally, he/she is asked to draft a 2-page contribution for the ITA COSUF Newsletter and website.

The winner of the award is selected by the ITA COSUF steering board. Eligible for the award are those works that are specifically aimed at safety or security of underground facilities in operation, preferably reflecting an interdisciplinary approach. Among other criteria, the selected works should:

- describe new aspects in the area of safety in operation and/or security in underground facilities,
- have been completed for no more than two years before the time of the application,
- be of outstanding quality, including clear and concise descriptions of the objectives, scientific basis, work steps, results achieved and their relation to the current state of the art,
- be significant and represent a unique contribution.

Candidates need not be ITA COSUF members. Applications for the award must be sent to the ITA secretariat. They shall include:

- curriculum vitae (in English),
- description of work done in the field of safety in operation and/or security of underground facilities (in English),
- documents and publications produced by the applicant,
- any other document, certificate, etc. deemed useful to support the application.

Every year, the SB decides the deadline for application for the award and the event during which the award will be handed over.

Training sessions in relation with ITA CET

ITA has decided that ITA CET (the ITA Committee on Education and Training) should ask ITA COSUF for support whenever a training session deals with safety in operation or security. ITA COSUF involvement should cover the development of the training programme and the choice of the speakers. Additionally, PIARC should be involved whenever operation or safety of road tunnels is concerned.

ITA CET should send requests to the AG1 leader and the ITA COSUF chair (for his information). The AG1 leader will inform the relevant persons inside ITA COSUF. The SB will take notice of the contributions. The AG1 leader will also inform the PIARC representative in the ITA COSUF SB and the PIARC TC3.3 chair when relevant; PIARC will then decide if they wish to take part in the preparation of the session programme and/or send speakers.



Endorsement of third-party events

Endorsement and promotion by ITA COSUF of events organised by third parties is exceptional and is decided by the SB on a case-by-case basis. As main criteria to decide on endorsement, the event should:

- deal with topics within ITA COSUF scope and be of interest for the vast majority of its members (to avoid too specialised events);
- not be commercial (not too commercial at least);
- have organisers of a good standing/reputation in the industry, and preferably ITA COSUF members;
- be of a high quality;
- give ITA COSUF a good visibility (for example, logo on all documents, on website, with banner, etc.);
- allow ITA COSUF to do some promotion (like ITA COSUF flyers in the congress bag, dedicated ITA COSUF session, etc.) or offer another kind of reciprocity.