



Technical Committee - Terms of Reference

Purpose

The Technical Committee is the INCA authority on technical issues and is responsible for establishing and promoting best practice for EWI design and installation with the aim of raising quality standards within the industry.

Activities

The Committee will:

- Produce and update as required an EWI Best Practice guide with information on key areas including components, fixings, insulation materials, finishes and their installation and inspection
- Produce Technical Guides on key areas identified as priorities for the industry
- Provide a forum for discussion with BBA to resolve any issues experienced by members
- Monitor the quality and suitability of insurance-backed guarantees provided by QANW
- Liaise with the EAE Technical Committee raising and responding to any relevant issues
- Resolve ad-hoc technical issues identified by members if necessary
- Support the Secretariat to respond to technical queries where necessary.

Membership and Chair

Members of the Committee are elected on an annual basis by the INCA Board in December. Members should have relevant technical experience and knowledge.

The Committee comprises a maximum of 14 members which include:

- Chairman
- Vice Chairman
- Secretariat representative
- A minimum of two Contractor members
- A minimum of two System Designer members
- A minimum of two Associate members
- Five other members.

The Committee will be chaired by Julian Taylor (Insuletics) and Secretariat support will be provided by Ben Edmonson (INCA Technical Consultant).

In the absence of the Chair, a nominated member may chair the Committee.

Authority

The Committee is advisory and supports the INCA Board of Management.

Frequency of Meetings

The Committee will meet three times a year, generally in February, June and October.

Attendance and Participation

Members are expected to attend all meetings. If members attend less than two of the three meetings held in a year, they will not be eligible for re-election the following year. Proxies or additional attendees may be accepted where particular issues are under consideration.

Committee members are expected to:

- Engage with the Committee on an impartial basis to the benefit of the industry
- Actively participate in meetings
- Proactively raise issues and points of interest that are relevant to the wider membership
- Engage with requests for information/comment outside of meetings.

Quorum

A quorum will be the Chair, or his nominee, and six other members.

Secretariat

The Secretariat is responsible for circulating agendas and papers, producing and publishing minutes, and taking forward actions following the meeting with the support of Committee members.

Written Procedure

Issues or matters taken by the Committee will normally be considered in written form with papers and documents circulated at least two weeks prior to each meeting.

Reporting

Minutes taken from each meeting will be produced and published no later than four weeks after the meeting. Minutes will record key discussion points and actions to be taken forward.

Sub-Committees

The Committee has the authority to establish sub-committees to deal with specific issues.

Review

These terms of reference will be reviewed as required but no less frequently than annually.