

Membership Matrix

Submission to the PSES Risk Assessment TC for discussion.

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Introduction

The purpose of a 'Membership Matrix' is to help ensure that the input to the Technical Committee is as balanced as possible. This submission is based on the CSA model used in their consensus-based standards Technical Committees. I have modified this approach to be more suitable to our less formally structured TC.

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Definitions

[The following definitions are drawn directly from CSA SDP-2.1-99. I would like to suggest that we adopt these definitions as part of our committee 'by-laws' or 'procedures'. We may need to approach CSA for copyright clearance if we choose to use this material exactly as shown.- DN]

Consensus - substantial agreement. Consensus implies much more than a simple majority, but not necessarily unanimity.

Consensus process - the development and approval procedures followed to achieve consensus. A consensus process includes applying the following four principles underlying consensus processes:

- (a) inclusive, not exclusive, participation*;
- (b) respect for diverse interests;
- (c) accountability; and
- (d) consensus achievement.

* **Note:** *In applying the principle of inclusive, not exclusive, participation, consideration must be given to resources, balancing of interests, and timely publication.*

Interest - the perspective of a committee member in the context of the purpose and scope of the committee.

Matrix - the total membership of a committee expressed in terms of interest categories (e.g., producer, user, regulatory authority, general) rather than specific names or affiliations.

A minimum and maximum number of voting members is given for each interest category.

Quorum - at least 50% of the voting members of a committee or their alternates.

Stakeholder - an individual, group, or organization that could be directly and demonstrably affected by information developed by the Committee. Participating stakeholder interests are consistent with the categories defined in the committee matrix, e.g., producer, user, government/regulator, supplier, etc.

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[The following text is based upon CSA SDP-2.1-99, but contains significant edits to make it more suitable for our TC. - DN]

Committee composition matrix

The purpose of the committee composition matrix is ensuring that all stakeholders are properly represented on the Executive Committee, and that the Executive Committee develops and maintains the balance of representation on the committee over time.

Matrices and interest categories

The composition of the TC Executive Committee shall be set by the Executive Committee with the objective of ensuring that all points of view pertinent to the field of interest of the TC are represented in reasonable proportion, and that any lack of balance of representation through attrition is immediately apparent.

Minimum and maximum

The matrix shall stipulate the minimum and maximum numbers of voting members for each interest category and shall be established on the basis of the following principles:

- a) the matrix shall provide for a reasonable balance of representation; and
- b) the chair shall be considered part of the matrix.

An appropriate balance of representation must be determined by the TC Executive Committee in conjunction with the VP Technical Activities Committee.

Interest categories

The following interest categories make up the TC matrix:

- a) **Producer Interest** - those who are predominantly involved in production (i.e., manufacture), promotion, retailing, or distribution of the electrical or electronic products and the software or firmware used with those products, or products containing electrical or electronic products and the software or firmware used with those products.
- b) **User Interest** - those who predominantly represent consumer interests or end users of electrical or electronic products and the software or firmware used with those products, and who are not involved in any way in production and/or distribution of electrical or electronic products and the software or firmware used with those products or containing electrical or electronic products and the software or firmware used with those products.

- c) **Regulatory Authority** - those who are predominantly involved in regulating the use of electrical or electronic products and the software or firmware used with those products, or products containing electrical or electronic products and the software or firmware used with those products.
- d) **General Interest** - those who are not associated with production, distribution, direct use, or regulation of electrical or electronic products and the software or firmware used with those products but who have demonstrated relevant expertise or credentials. This category may include representatives of academic and scientific interests.

Balance of representation

Balance of representation means that the actual number of voting members in anyone interest category is not more than the sum of the actual number of voting members in the two smallest interest categories.

Imbalance

Whenever balance of representation is not met, the situation should be rectified promptly by the Executive Committee.

Voting

There shall be balance of representation when a recorded vote is taken.

Size of the Executive Committee

The size of the Executive Committee shall be determined by the Executive Committee within limits (minimum and maximum) that ensure that:

- a) necessary interests are represented;
- b) balance of representation is maintained; and
- c) the committee is able to function efficiently.

Membership in the Technical Committee

Any interested party can be a member of the Risk Assessment Technical Committee. Unless specifically called as a private meeting, all meetings are public. Members are not required to be a member of the IEEE or the PSES.

Following Members

To become a following member, the individual or organization interested in following the work of the Risk Assessment TC must complete an application form and submit the form to the Secretary. Following members names will be added to a mailing list database used to communicate with following members.

Executive Committee Members

To become a member of the Executive Committee, an individual must complete a membership application form and submit the form to the Secretary. Prospective members must declare their affiliation and suggest a Interest Category into which they may fit.

Applications will be reviewed at the next Executive Committee meeting and new members approved by consensus of the Executive Committee members when Quorum is present, until the Committee Matrix is full in all Interest Categories.

Applicants who are approved in principle, but who cannot be invited to join as a voting member because the matrix is currently full, will have their applications held in order of receipt for a period of X years. In the event that an opening in the matrix occurs, and if they remain interested in the work of the committee, they will be appointed to the position with the approval of the Executive Committee.

At the end of the holding period, expired applications will be destroyed.

All approved members of the Executive Committee are Voting Members.

Members of the Executive Committee agree to have their names and interest category published on the Technical Committee web site.

Senior Executive members of the Executive Committee agree to have their contact information in the form of a phone number and email address published on the Technical Committee web site.

Senior Executive Roles

Roles and responsibilities of the Senior Executive Committee Members are set by the Executive Committee and can be modified by consensus through a recorded vote with a quorum of members present.

Chair

The Chair is required to be a member of the PSES. The Chair's responsibilities include:

- Interface with VP Technical Activities Committee;
- Provide monthly reports to the VP TAC in advance of the Board of Director's meetings;
- Organize meetings with ExCom;
- Develop Committee Agenda with ExCom.

Vice Chair

The Chair is required to be a member of the PSES. The Vice Chair's responsibilities include:

- Assist the Chair in carrying out the Chair's duties;
- Act as Chair when the Chair is not available.

Secretary

The Secretary's responsibilities include:

- Prepare an Agenda for each meeting and circulate it to the ExCom and Membership;
- Record the Minutes for each meeting and circulate them to the ExCom and Membership;
- Develop and Maintain the ExCom mailing list;
- Working with the Communications Coordinator, develop and maintain the TC membership and mailing list;
- Develop and Maintain the ExCom membership matrix.

Communications Coordinator

The Communications Coordinator's responsibilities include:

- Working with the Secretary, develop and maintain the TC membership and mailing list;
- Develop and maintain a web site for the TC working with the Society's VP Communications;
- Maintain the TC's LinkedIn sub-group;
- Monitor the discussions on the sub-group and bring important discussions to the attention of the ExCom for review and response.

Matrix Codes

Risk Assessment Technical Committee	
Code	Description
GI	General Interest This category includes anyone or any organization who is not associated with production, distribution, direct use, or regulation of electrical or electronic products and the software or firmware used with those products but who have demonstrated relevant expertise or credentials. This category may include representatives of academic and scientific interests.
PI	Producer Interest This category includes anyone or any organization who is predominantly involved in production (i.e., manufacture), promotion, retailing, or distribution of the electrical or electronic products and the software or firmware used with those products, or products containing electrical or electronic products and the software or firmware used with those products.
RA	Regulatory Authority This category includes anyone or any organization who is predominantly involved in regulating the use of electrical or electronic products and the software or firmware used with those products, or products containing electrical or electronic products and the software or firmware used with those products.

Executive Committee Matrix

Risk Assessment Technical Committee				
Code	Min	Max	Actual	Description
GI	2	5		General Interest
PI	2	5		Producer Interest
RA	2	5		Regulatory Authority
Totals	6	15	0	