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AIRAH Representation on Third-Party Committees

Nomination process and member requirements





AIRAH Strategic Direction

Our vision

Safe, sustainable, healthy, and comfortable built environments.

Our mission

To provide leadership, promotion, representation, and support to the air-conditioning, refrigeration, heating and related services industry and membership.

Our goals

In order to achieve our Mission, AIRAH will provide:

1. Professional and ethical standards
2. Technical resources and access to knowledge
3. Professional development, education and training and accreditation programs
4. Communication to members, industry and stakeholders
5. Industry leadership, representation and advocacy
6. Local and global peer interaction
7. Growth and retention of membership.

Our strategic aims 2014 - 2107

In order to achieve our Goals, AIRAH will:

1. Promote and develop tomorrow's efficient, productive and resilient industry
2. Grow industry skills and capability for the future
3. Inform regulation and policy processes
4. Build member value and engage members.

Thought leadership

AIRAH has consulted widely with industry leaders and identified five key issues requiring AIRAH thought leadership.

They are:

1. **Resilience** – the ability for buildings to operate during, and to recover quickly from adverse events
2. **Sustainability** – building sustainability aligned to energy use and emission reduction.
3. **Compliance** – addressing undiscovered and discovered compliance issues across all elements of the supply chain.
4. **Transition to appropriate level refrigerants** – addressing the move to appropriate level GWP refrigerants and the training needs of the industry.
5. **Innovation** – leading the drive for continuous improvement through innovation and research.



AIRAH Representation on Third-Party Committees

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AIRAH Representation on Third Party Committees

Nomination process and member requirements

1. AIRAH Nominations

A corner stone of AIRAH activity and a strategic aim of the Institute is informing regulation and collaborating with industry on important standards, guides and a range of industry initiatives. These initiatives generally involve participation and collaboration in or through a group formed for the project and managed by a third party.

As a result AIRAH is regularly invited to nominate a 'representative of the institute' to participate in Coordination Groups, Advisory Groups, Technical Committees, Subcommittees, Working Groups or other consensus group established to undertake a particular piece of work. AIRAH is generally expected to represent the members of the HVAC&R industries and provide advice and technical support on HVAC&R related issues.

These invitations can come from a range of third party organisations including:

- Commonwealth and State Government agencies and departments;
- Standards Australia;
- Australian Building Codes Board;
- Australian Sustainable Built Environment Council;
- Green Building Council of Australia;
- Administrators for NABERS and CBD schemes;
- PRIME Steering Council;
- Industry associations or organisations.

The roles of these groups generally range from providing technical and industry advice, to technical review groups, technical development groups and project implementation or sponsor groups.

As an organisation AIRAH does not have the technical expertise or capacity to fulfil all of these requests from AIRAH permanent staffing, and often AIRAH members with knowledge and expertise in the topic can be nominated to represent the Institute. AIRAH encourages members to participate in this type of work whenever possible and values each nominee's contributions. Participation in these groups can provide significant benefits to AIRAH members including an increase of individual skills and knowledge, continued professional development and skills maintenance, as well as an opportunity to increase personal and corporate networks.



This document is intended to outline and explain the open and transparent process that AIRAH goes through to identify and nominate an AIRAH member to represent the Institute on a third-party committee.

2. The Process

The Application Process

The process for AIRAH to identify and nominate a member to represent the Institute on a third-party committee is as follows:

1. A third-party organisation or agency requests AIRAH for a nomination/representative to participate in a committee, subcommittee or working group. The third party typically provides information on the scope of the project or terms of reference of the committee.
2. AIRAH develops a list of specific requirements for the role, called the *Role Requirements*. These include the general requirements for representing AIRAH at a third party committee, as well as the specific Role Requirements relevant to the topic or activity at hand. Role Requirements are developed by AIRAH management for each nomination and are based on the information provided with the invitation.
3. AIRAH communicates the availability of the role to all AIRAH members (individual members maybe targeted) and asks for self-nominations. Communications are generally included in the weekly update emails, announcements made on LinkedIn and Twitter accounts, and in some cases items published in one of the AIRAH magazines (Ecolibrium/HVAC&R Nation).
4. Self-nominations are received from members, who are then requested to complete a more formal application form (See Appendix A).
5. Eligible applications are compiled for review by AIRAH management.
6. Multiple applications are assessed against the stated role responsibilities and a nominee appointed by AIRAH Management. In some cases a second or back-up representative could be appointed.
7. The selected Nominee accepts the role and the associated terms and conditions including the AIRAH Terms of Appointment (see Appendix B) and any conditions imposed by the third party organisation.
8. The selected nominee is appointed to the third party committee.
9. The selected nominee is managed by AIRAH to comply with the Terms of Appointment.

Multiple Applicants and Mirror Committees

Where there is significant level of AIRAH member interest in a particular project or topic, an AIRAH 'mirror committee' may be established to help inform the work.



This mirror committee can be used to assist the nominated representative participate in the third-party committee, subcommittee or working group, by developing AIRAH positions on the subject, reviewing and commenting on draft documents and performing other work related to the project.

The mirror committee would be chaired by the nominated representative and populated by the other interested applicants. The AIRAH membership are encouraged to provide input and feedback to the nominated representative and AIRAH mirror committee as appropriate.

Limitations

This nomination process applies to technical type work only.

For committees and work groups that undertake policy type work AIRAH Management, Staff or Directors may be appointed directly without following this process.

Applicants

Interested persons who self-nominate for the role will be provided with the Role Requirements for the Committee/Work Group nomination.

Applicants will be asked to provide a copy of their CV (or similar) to demonstrate that they meet the Role Requirements as well as a brief statement of their expertise relevant to the Committee/Work Group they are nominating for. This statement should outline why they want to participate and what they feel they can contribute to the work.

Refer to the Committee Nomination Application form in Appendix A.

Multiple Applicants

Where multiple applications have been received, the selection of the nominated representative is based on a consideration of the nominee's skills and experience by AIRAH management (as detailed by the nominee's CV).

This decision is taken by AIRAH management after the consideration of all eligible applications and the decision is final.

3. AIRAH Terms of Appointment

General conditions for nomination

The following conditions apply generally for AIRAH representation on committees of third party organisations:

Representative: The proposed representative must be an AIRAH member and be able to demonstrate knowledge and competencies relevant to the topic under consideration. The representative must not unduly affect the balance of the group in terms of sectors and companies already represented on the group.

Length of Tenure: Generally each nomination for representation on a committee or work group is limited to a 12 month period, after which the nomination must be re-confirmed by AIRAH.



Meetings: Representatives are encouraged to attend all meetings to optimise participation and value. Representatives must attend at least 67% of all meetings to maintain a nomination.

Reporting: Representatives must report activity on the group as follows:

- Representatives must provide feedback to AIRAH on any significant issues that arise, or any questions or requests for support that should be relayed to AIRAH National office.
- Representatives do not have the authority to enter into agreements on behalf of AIRAH.
- Representatives must provide a brief activity report to the AIRAH Technical Manager periodically every 6 months and when any significant or reportable committee event occurs (for example a new project, a public comment draft, publication of materials).
- Representatives must agree to confidentiality and privacy requirements.
- Representatives must declare any vested interest or conflict of interest (to AIRAH and at committee) as they arise.

Specific conditions for nomination

Role Requirements

In terms of the Role Requirements for specific committees, subcommittees and workgroups; these are developed on a case-by-case basis and include the requirements nominated and supplied by the third party as well as the following AIRAH requirements:

- Nominees must have demonstrable knowledge and competencies in the specific topic area.
- Nominees must represent the views of AIRAH members and act in accordance with the AIRAH Code of Ethics.
- Nominees must comply with the committee/workgroup terms of reference.
- Nominees must comply with all third party conduct and behaviour requirements.

Example Role Requirements

This example is for the AIRAH nomination to the Standards Australia residential air conditioning committee EE-001. For this committee work AIRAH would be looking for nominees that possess some or all of the following:

- A commitment and ability to comply with the Standards Australia committee member deed (available on request);
- Good understanding of the residential air conditioning sector;
- Knowledge of load estimation and equipment selection processes;
- Knowledge of current system design/install practices;
- Good understanding on the impact of architectural and location factors on systems



energy efficiency;

- Good understanding of best practice design and installation procedures to enhance/support system energy efficiency;
- A commitment to best practices within the industry.

Costs of participation

Nominees participate in committees, subcommittees and workgroups on a voluntary basis. It is important to note that AIRAH is not in a position to reimburse travel or other costs associated with participation.

AIRAH acknowledges nominees voluntary participation and contribution of professional expertise, which is often recognised for the purposes of Continuing Professional Development (CPD).

AIRAH expectations

AIRAH have certain expectations of representatives on third party committees such as:

Representatives must disclose any 'material personal interest' to a committee as soon as they are aware of this interest. A material personal interest is defined something that can have a significant impact on a matter being discussed.

Benefits to nominees for participation

The following benefits flow from representing AIRAH on third-party committees:

- Nominees are recognised for their contribution to the betterment of AIRAH through their participation.
- Nominees know that they contribute to the betterment of the industry through their participation.
- Nominees keep up-to-date with the latest developments in processes and technologies
- Nominees expand their professional networks.
- Nominees can claim Continuing Professional Development (CPD) hours for some cases.

Support by AIRAH

AIRAH can assist nominees in their representation activities by providing assistance towards resolution of any negative issues that arise.

AIRAH can publicise drafts for comment or other news-worthy information associated with the project.

AIRAH can assist by reaching out to AIRAH members that are experts in the field to help determine policy views on specific topics. This capacity can bring the entire AIRAH network to focus on specific issues if required.



4. Appendix A - Committee Nomination Application

Ensure all questions are answered and supporting documentation is provided with this application where requested. Submit a separate application for each Committee, Subcommittee or Work Group being applied for.

I am applying to participate and represent AIRAH on the following Committee, Subcommittee or Work Group : _____.

My Contact Details

NAME:
COMPANY:
POSITION:
POSTAL ADDRESS:

TELEPHONE
MOBILE:
EMAIL:

Please indicate the type of **AIRAH membership** that you have:

Please state your competencies and qualifications to meet the specified Role Requirements and provide supporting documentation.

Note: Role Requirements are available from the AIRAH Committees Officer.

Please state your reasons for nominating for membership of this group.

I certify that all of the information on this application is true and accurate.

Name:

Date:

Signed (applicant):

Please return this signed form to the AIRAH Technical Manager vince@airah.org.au



5. Appendix B - AIRAH Terms of Appointment

Terms of Appointment

I agree to the following terms when representing AIRAH on the following Committee, Subcommittee or Work Group: “ _____ ”

I understand that I must have demonstrable knowledge and competencies in the specific topic area.

I understand that I must represent the views of AIRAH members and act in accordance with the AIRAH Code of Ethics.

I understand that I must comply with the committee/workgroup terms of reference.

I understand that I must comply with all third party conduct and behaviour requirements.

I understand that there is an expectation that I must attend Group meetings, that may be interstate, and the cost of attendance at these meetings is met by either my employer (if applicable) or myself.

I agree to notify AIRAH of any change in my status, including change of employment, role, or contact details.

I have read and agree to abide by the *confidentiality agreement*.

I agree that any material that I author, either individually or with others, in connection with work performed as a an AIRAH representative is, to the extent that I retain any rights in copyright in such material authored by me, considered to be works made for hire for AIRAH.

Disclosure of name and company:

I agree to allow AIRAH to disclose my name (and company) as the representative of AIRAH on this Group

Signed: **Date:**

Please return this signed form to the AIRAH Technical Manager vince@airah.org.au



6. Appendix C - Confidentiality Agreement

1. I agree at all times during the term of my appointment to;
 - a) hold in strictest confidence, and not to use or disclose to any person, organisation or firm, without written authorisation from AIRAH:
 - i) Confidential Information of AIRAH.
 - ii) Confidential Information of other members of the Group or any related or associated organisation.
 - b) use Confidential Information solely for the purpose of performing my duties under the terms of appointment to the Group(s); and
2. I must not at any time, without the consent in writing from AIRAH, copy or take extracts from any Confidential Information or remove any Confidential Information from AIRAH or third party premises.
3. I warrant and covenant that:
 - a) I will not, from any source, transmit Confidential Information via the Internet or any other means of communications either electronically, verbally or written without permission from AIRAH;
 - b) I will not, either during or after my appointment disclose any Confidential Information to any person, organisation or third party unless required to do so by AIRAH or by law;
 - c) I will not make use of any Confidential Information to gain directly or indirectly any improper advantage to myself, my company or to any other person;
 - d) I will not make use of Confidential Information to disadvantage AIRAH, its members or any other person; and
 - e) My obligations of confidentiality owed to AIRAH continue for three (3) years after my appointment to the Group(s) has ceased, except in respect of information that is part of my stock of general skill and knowledge.
4. I may share confidential information with a third party as part of my role as a member of a Group provided I meet points 3 c) and d). Any confidential information shared with a third party must retain all references to the confidential nature of that information;
5. If I am made a representative on (or participate in) a committee, working group or any other group based on my membership of the Committee Subcommittee or Work Group, any confidential information I obtain through this representation is also subject to this confidentiality agreement except where any part of this agreement conflicts with the confidentiality conditions of that group.
6. I understand that if I disclose Confidential Information – except as per item 4) – my nomination to the Group may be suspended while it is reviewed by AIRAH. While under suspension I will be removed from the distribution lists and any other communications to that group. Following the AIRAH review I may be reinstated, removed or subject to other measures as deemed appropriate.

Declaration:

I _____ hereby agree to unconditionally agree to abide by the terms and conditions of this confidentiality agreement.

Signature:

Date:



Please return this signed form to the AIRAH Technical Manager vince@airah.org.au

7. Appendix D - Application process checklist

The following is a checklist of the steps in the nomination process:

- Request for participation received from third party organisation (Org: _____)
- AIRAH management agree that the institute should be represented (Y/N)
- AIRAH nominate representative directly (Y/N)
- Announcement/Request for self nominations in AIRAH comms (Date: _____)
- Applications received (Date close: _____)
- Applications compiled (Number: _____)
- AIRAH management review applications, nominee selected (Nominee: _____)
- Applicants informed of outcomes (Date: _____)
- Nomination made to third party organisation (Date: _____)
- Nominee managed by AIRAH committee officer (Reporting: Y/N; 12 month review)

End of Document