



TECHNOLOGY COUNCIL REFERENCE MANUAL

This Reference Manual for Technology Council contains detailed operational, background and historical information that is useful for the operation of the Council. This document is subject to the approval of only the Council.

Section A Operations & Planning Subcommittee Reference Manual

Section B Mentoring Program

Section C Guidelines and Awards

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ATTACHMENTS

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*Approved January 2014
Updated September 2013
Updated 2012_8_28
Approved 2012_05_02
Updated 2012_01*

Section A Operations & Planning Reference Manual

OPERATIONS & PLANNING SUBCOMMITTEE TECHNOLOGY COUNCIL PLANNING REFERENCE MANUAL

September 2013

Scope and Purpose

The Operations & Planning Subcommittee of Technology Council uses program based budgeting to assure that Council budgets are meeting ASHRAE's Strategic Plan objectives. The review of budgets by the committee is to ensure that decisions on the committee budgets meet the needs of the Standing Committees assigned to the Council. This includes planning, monitoring, and oversight. The Operations & Planning Subcommittee formulates and maintains long-range plans for the Council based on the Society strategic plan.

Configuration

The Operations & Planning Subcommittee normally is made up of the Chairs of each of the Standing Committees reporting to the Council, as well as Technology Council officers and 3-4 assigned members of the Council.

Responsibilities and Duties

Staff, through the Director of Technology as the staff liaison to the Operations & Planning Subcommittee, is to prepare the annual Technology Council budgets with input from the committees, to present these budgets for review at each Technology Council meeting (typically the Winter, Annual, and Tech Weekend meetings), to incorporate committee recommendations, and to negotiate budgets with the ASHRAE Executive Vice President based upon the overall ASHRAE budget. The budgets are then communicated to the Finance Committee, and ultimately the Board, for final approval at the Annual Meeting for the following fiscal year beginning July 1.

The Operations & Planning Subcommittee is to educate the committee representatives (the committee Chairs) on the budgeting process, timing, the ASHRAE accounting system and continuous strategic planning. The Planning Subcommittee gathers input from the Council and the committees reporting to the Council for Society-level planning activities. This Reference Manual is to serve as a resource for the Council and its committees.

The Budget Process and Schedule

The fiscal year budget becomes effective July 1 for the fiscal year July 1-June 30 and is approved by the Finance Committee and Board at the Annual Meeting just prior to July 1. Thus the 09/10 budget is approved at the Annual Meeting in June 2009, to become effective July 1, 2009. Thereafter the budget remains fixed until July 1 of the following year when a new budget takes effect. The Council has the authority to reallocate up to

5% of the current budget, respective total expenses (less salaries, benefits and overhead). Transfer of funds to other Councils or to outside organizations must be approved by the Board of Directors.

The budget planning schedule is as follows:

May – June: Training of incoming Vice Chairs on program based budgeting, time line and reference manual.

Annual Meeting: Committee meeting to review prior year budget, upcoming year budget and the succeeding year budget. Incoming Vice Chairs to start planning for year they will be chair.

Technology Weekend (October): The planning process for the next fiscal year continues at Tech Weekend. Each current year committee budget is reviewed (actual numbers compared to budgeted numbers) and forecasts for the current year are adjusted. Each committee prepares its program based budget needs for the following year. This process rests on program based budgeting (outlined in the attached manual from the Society Finance Committee in Appendix A) and a review of new and existing programs to determine which programs have priority and should be funded and on a comparison of actual vs. budget numbers, which lead to adjustments for the following year.

All requests for new budget items shall be submitted on the New ASHRAE Program Sheet. (See Appendix A) The preliminary budgets are submitted to the accounting department, for review by the Society Finance Committee.

Winter Meeting (January): The preliminary budgets are again reviewed by the Operations & Planning Subcommittee, in light of committee actions and input from the Society Finance Committee during the Winter Meeting, and any needed adjustments are made. The current year budgets are reviewed and the forecasts are again adjusted.

During the spring the Director of Technology reviews each committee budget with the respective committee staff liaisons (Managers) and a draft budget for the next year is prepared. This draft is provided to the Executive Vice President who reviews all Council budgets for consistent procedures and appropriate balance. At this point budgets recommended by the Committees and Councils may be adjusted. The revised budgets are then submitted to the Finance Committee for review at its spring meeting.

Annual Meeting (June): The Finance Committee meets the Friday before the Annual Meeting begins and recommends a final budget for the next Fiscal year. At this late date adjustments are few, if any, and would be taken to the Board by the Chair of Technology Council. The Board approves the budget at the Annual Meeting.

Overview of Technology Council Budget: Revenues and Expenses

Program-Based Budgeting: Society uses program based budgeting to review new and existing programs to determine which programs will receive funding from the budget based upon availability of funds, value of meeting needs of Society and its priority. See attachment from the finance committee for further information. To get a clear view of Technology Council finances overview charts and graphs have been prepared. These start with a spreadsheet of budgeted revenues and expenses for the current fiscal year for each standing committee (Standards, RAC, TAC, EHC, and REF), as well as for Special Projects. It is important to note that the Technology Council budget comes in two parts: the General Fund and the Research Fund, which are kept separate in the ASHRAE accounting system. The General Fund is used to operate the activities of the Society. The Research Fund is used to operate Society's research efforts and funds donated or budgeted for Research are in this account. All Standing Committees except for RAC fall under the General Fund, as do all but a very few Special Projects. The RAC budget is only a portion of the Research Fund since Research Promotion activities, which are managed under Members Council, are included in this fund.

The spreadsheet (see Appendix A) breaks out the Technology Council budget into three parts:

- Non-programs, which cover the basic operation of the committees – essentially overhead. This includes staff salaries and benefits, committee volunteer and staff travel, meetings expenses, postage, telephone, consultants, etc.
- Committee-Based programs. These are activities within committees that are tracked by separate accounting sub-codes so as to enable separate monitoring. Examples include international standards, code interaction, and IAQ conference.
- Special Projects. These are projects that typically have a significant amount of outside funding and which often are collaborative with other organizations or Federal agencies. These are approved and monitored by the Special Projects Subcommittee of Technology Council.

Based on the spreadsheet various graphs are prepared depicting breakdowns of budgeted expenditures. Examples are shown in the attached figures (Appendix A). The Pareto Chart shows a breakdown of the budgeted expenses by committee plus Special Projects. This illustrates that the research portion of council operations is dominant, followed by Standards. Special Projects is a distant third but bear in mind that outside funding is not included in this graph.

The first two pie charts show the breakdown of budgeted expenses by programs vs. non-programs, first with research funds/grants (the dominant portion) combined and next with them separated out. The second two pie charts show the breakdown by committee, first with programs excluded (illustrating what it takes to operate each committee) and next with programs included.

Finally the bar chart shows the split between ASHRAE internal funds and external co-funding for all 16 current Special Projects. Note that most projects have significant co-funding.

Monthly Financial Reports – reviewed by the Director of Technology

The ASHRAE accounting system identifies each committee by number: Standards = 601, RAC = 731 (indicating the Research Fund), TAC = 602, REF = 605, EHC = 607, and Special Projects = 609. The councils do not have separate budget sheets; the council total is simply the sum of the committee budgets. In addition there is a 6-digit code attached to each committee: 000000 is for the committee base budget (without programs) and xxxxxx is for the committee based programs. For example 601005 is for the International Standards program. Most, but not all, committees have associated programs. The program and non-program sheets roll up to the total budget for each committee.

Each monthly financial report includes current month, year-to date (YTD) cumulative for the fiscal year through the current month, fiscal year budget and actual for the past three years, current year forecast, as well as draft (not yet approved) budgets for the next two years. Each report lists Revenues and Expenditures by budget line item. Note that for Technology Council there are few revenues, except for the research program through RAC. This is because we don't sell stuff – we provide the materials that are sold by the Publishing and Education Department. An explanation of the line items is given below in Appendix B.

Note that the Salaries and Payroll Taxes & Benefits lines are supplied by accounting staff and are not under the control of the committees. Typically the Travel Expenses (excl staff), Meetings & Seminars, and Outside Services-Other Services (consultants) require the closest scrutiny as these tend to be the largest items under the control of the committee.

Also note that each sheet include a TOTAL EXPENSE BEFORE OVERHEAD line as well as an Allocation of Overhead that is assigned to each committee scaled to its overall staff size. These figures should not be of concern to the committee – they are automatically assigned.

During the Fiscal Planning Subcommittee meetings the following should be reviewed by each committee

- Cumulative YTD actual vs. YTD budget through the current month – if these are significantly different, why?
- Forecast vs. budgeted for the current fiscal year. Again, if these are significantly different, why? If they are then the forecast probably needs adjustment.
- Draft budget for the next fiscal year – is this consistent with the trends of the current and recent past years? If not then any need budget adjustments should be noted for staff action.

Appendix A – Sample Program-Based Budget New ASHRAE Program Sheet



Program Based
Budgeting 9-07.1.doc



New ASHRAE
Program Sheet.doc



Budget Priorities
TechC Planning Subcc

The Continuous Strategic Planning Process and Schedule

The objective of having a continuous strategic planning process is to ensure that the Strategic Plan is a living document responsive to changing needs, current social, economic, financial and technological challenges.

Technology Weekend (October): Standing Committees reporting to Tech Council should have strategic planning sessions to identify gaps in the existing Strategic Plan or to identify new needs important to current social, economic, financial and technological challenges.

Winter Meeting (January): The Operations & Planning Subcommittee collects input from Standing Committees and makes recommendations to Tech Council for updates to strategies to present to the Society Planning Committee (PLC). These recommendations shall include information on fiscal impact to the Council.

Annual Meeting (June): PLC considers all recommendations submitted by the Councils and makes recommendations to the BOD. The New Strategic Plan is launched and sent to all members, committees, councils, and staff.

Appendix B

Definitions of Individual Line Items on Statement of Revenues & Expenses – Technology Council

- Line #31: Membership Dues-Earned – 2% of Dues allotted to Research Fund
- Line #32: Publication Sales Income – Handbook, books and CD's, print & non-print products
- Line #35: Meeting and Seminar Income – from ASHRAE specialty conferences
- Line #37: Special Project Income – contributions/contracts/grants designated for Special Projects
- Line #38: Contribution Income – Research Fund contributions from Resource Promotion campaign
- Line #41.2: Contributions and Matching Gifts – Matching funds from the AHR Exposition. Match is to Research Fund contributions of the **previous** year with a \$1.5 Million floor
- Line #44: Investment Income & Reserve Transfers – transfers of Research Fund reserve investment income – currently set at 4%
- Line #46: Miscellaneous Income – currency exchange (ASHRAE Research Canada), reimbursement for plaques, certificates, etc., government outreach program
- Line #52: Payroll Taxes, Benefits, Personnel Exp. – payroll tax, temporary help, personnel ads, health, disability, dental & life insurance, 401k matching, pension plan
- Line #61: Publication, Communication, Promotion Exp – publication costs, promotion (Resource Promotion Committee, IAQ conference, etc.), shipping and handling
- Line #64: Meetings & Conferences Expense – Annual/Winter meeting costs (extra room rental, AV equipment, extra refreshment and meals, etc.), SSPC interim meetings, ISO meetings, Technology Awards judging panel
- Line #66: Travel Expense – all reimbursed travel expenses – Annual/Winter meeting, CRC/fall and spring for staff and members, SSPC interim meetings, ANSI appeals and other, ISO meetings, Special Project meetings, Technology Awards judging panel
- Line #68: Awards, Certif, Logo, Cost of Goods Sold – costs for logo items, awards, certificates
- Line #71: Research Projects & Grants Expense – research contracts, Grants-in-Aid, New Investigator Award, government outreach
- Line #73: Special Projects Expense – contractor payments
- Line #82: Office Expense and Dues & Subscriptions – supplies, stationery, brochures, forms, postage, printing, telephone (conference calls), dues (ANSI, ICC, etc.), subscriptions, course supplies (e.g., 90.1 train-the trainer workshop materials)
- Line #84: Outside Services Expense – legal, ANSI ExSC, consultants
- Line #88: Other Expense – miscellaneous, sa

Section B Mentoring Program

This section is part of the Manual of Operations for Officers and Directors (ROB 3.400, Appendix D)

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

Before the next meeting of the Board of Directors/Board of Governors, council or committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.

The mentor should make every effort to update the new member on:

1. Board of Directors/Board of Governors, council, committee or chapter functions, focus and objectives.
2. Review the Rules of the Board (ROB) and Manual of Procedures (MOP) with the new member.
3. Discuss the typical meeting format and member duties and responsibilities.

The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:

1. Member's field of expertise and employer
2. Chapter and city of the new member
3. Former chapter, region and Society positions previously held by the new member

The new member will be sent a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The chair of the Board of Directors/Board of Governors, council, committee or chapter shall have the following responsibilities:

1. Assign a mentor to each incoming new member of the group prior to the first meeting.
2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

Process of Measurement at the Society and Regional Level:

Measurement	Actual %	Tool	Responsible Party
1. Each Board of Directors/Board of Governors, council, committee will include the mentoring program in their Manual of Procedures (MOP).		MOP	Committees/Council
2. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting.		MBO	Committees/Council
3. The mentoring program will be monitored to determine its effectiveness through the MBO process.		MBO	Council
4. The councils at each annual meeting will include in their report to the Board of Directors the status of that Council's mentoring program.		BOD Report	Council

Process of Measurement at the Chapter Level:

Measurement	Actual %	Tool	Responsible Party
1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee
2. Retention decrease of new members		Membership Report	Membership Promotion Committee

Section C Guidelines and Awards

This section is an excerpt from the ROB for the Honors and Awards Committee (ROB 2.411.003.2)

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to Members Council and the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has its defined form of award:

1. Personal Honors (plaque and medallion)
2. Personal Awards for General Society Activities (plaque and lapel pin)
3. Personal Awards for Specific Society Activities (plaque and lapel pin)
4. Paper Awards (plaque and honorarium)
5. Society Awards to Groups or Chapters (plaque)

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Paper Award). No business, product or other commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award after an individual.

Each proposed award shall be submitted to the Honors and Awards Committee with a detailed description including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process.

Initial total funding for the award shall be described in the proposal, along with provisions for future funding and inflation considerations. Funding shall be self-perpetuating and supporting for the expected life of the award.

Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.

Awards may be proposed by any committee, chapter, or individual to the immediate authority but eventually must pass through the Honors and Award Committee for approval prior to submission to Members Council and then to the Board of Directors. The Honors and Awards Committee will assist anyone wishing to submit a proposal for a new award. The proposal should be reviewed early in the process to allow determination for the appropriate nature of the anticipated award and meeting all necessary criteria for acceptance.

This committee shall include in their supporting material for candidates only information pertinent to the requirements for the particular award for which the candidate is being recommended. (70- 07-01-11)

All voting for honors and awards of the Society shall be strictly secret and held at meetings of the Board of Directors and Members Council (not by mail ballot), and that the H&A Committee be instructed to place the necessary information for such voting before the BOD at least two months prior to the applicable meeting. (65-01-28-19/06-01-25/26-8.16)

It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame.

Section D - REVISIONS TO RULES AND PROCEDURES

Part 1 Revisions to Rules of the Board

~~D1.1 Proposed changes to Rules of the Board (ROBs) shall be submitted by committees, Councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; Councils and Board members may submit proposed changes directly to the BOD.~~

~~D1.2 To propose a change to an existing ROB~~

~~Present a two column comparison showing the current ROB number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include the ROB number, the proposed change, and the reason for the change.~~

~~D1.3 To propose a new ROB~~

~~Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB framework. Examples:~~

~~It is recommended that this rule be placed in ROB Book II, Publishing Council ROB.~~

~~It is recommended that this rule be placed in ROB Book I, Section 300, Meetings of Members.~~

~~D1.4 To propose rescinding an existing ROB, include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.~~

10.3.3 Changes to Rules of the Board - Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

10.3.3.1 To propose a change to an existing ROB, present the current ROB with changes marked by double underlining to designate words proposed to be added and strikethrough to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).

10.3.3.2 To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:

It is recommended that this rule be placed in ROB Volume 1, Policies.

It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.

10.3.3.3 To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.

- D1.5 Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for proposed changes to ROBs.

Part 2 Revisions to Council and Committee ROBs

- D2.1 Proposed changes to ROBs and manuals (Book II documents) shall be submitted through the respective committees and Councils to the BOD.

- D2.2 To propose a change to a ROB:

Present a two-column comparison showing the current ROB paragraph number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include the ROB name, the ROB paragraph number, the proposed change, and the reason for the change.

- D2.3 To propose an addition to a ROB:

Present the wording for the addition.

Include a statement indicating the ROB paragraph in which the addition should be placed.

- D2.4 To propose rescinding a sentence or paragraph of a ROB, include in the recommendation the ROB Section or paragraph number, the wording, and the reason for rescinding.

- D2.5 Appendices to ROBs are considered part of the ROBs; therefore, revisions to appendices shall follow the same procedure as revisions to ROBs.

Part 3 Revisions to Council and Committee MOPs

- D3.1 This Council shall maintain its MOP, revising it as required to reflect current Council procedures.

- D3.2 This Council shall review proposed revisions to the MOPs and their appendices of committees assigned to this Council and approve or disapprove the proposed revisions.

Section E Position Documents

This section is based on the Manual of Operations (MOP) for Technology Council, D2.4.2 Position Documents.

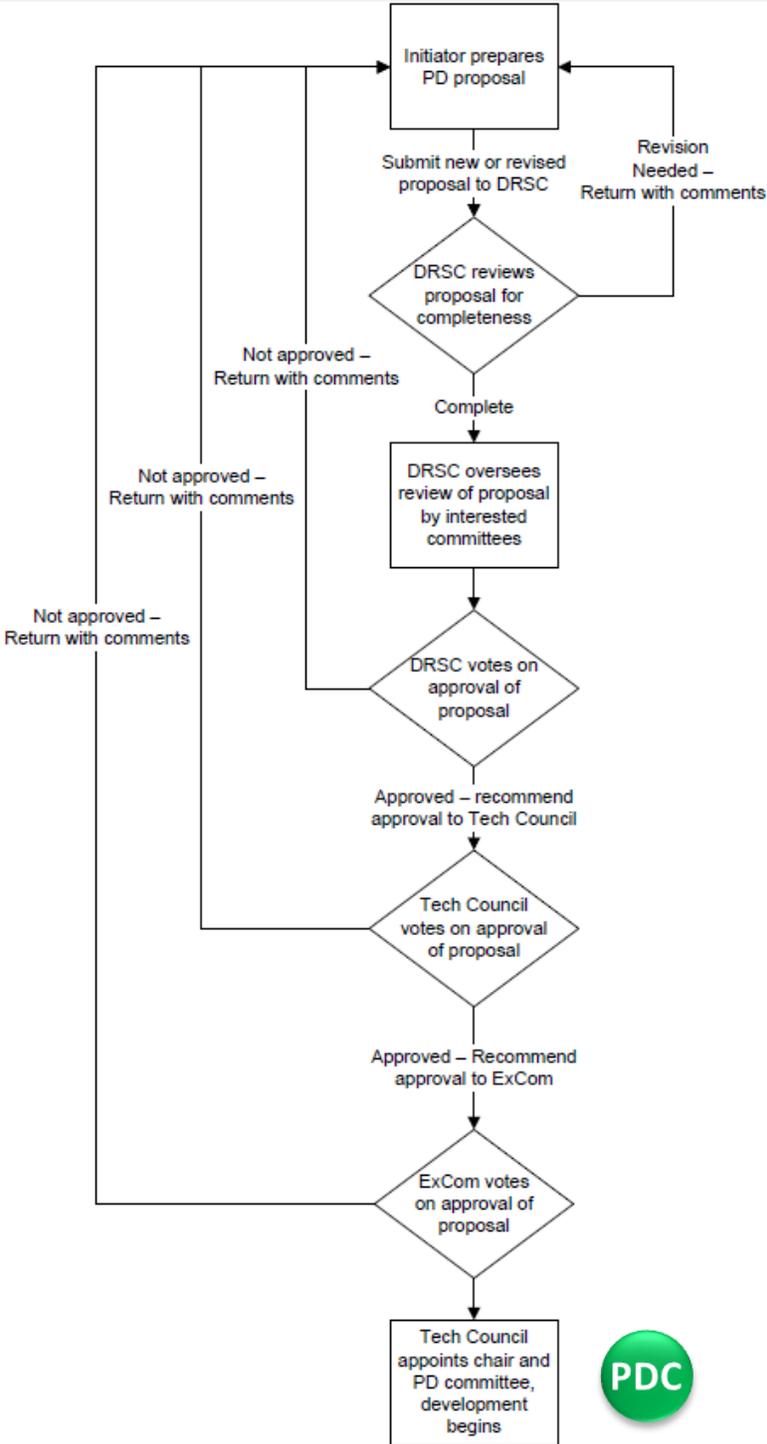
The Position Document initiation process is illustrated in Attachment E.1, as outlined in D2.4.3 of Technology Council's MOP.

The main stages of the Position Document development process are illustrated in Attachment E.2, as outlined in D2.4.4 of Technology Council's MOP.

The Position Document Template (Attachment E.3) should be used to prepare the final draft Position Document as outlined in D2.4.4 of Technology Council's MOP.

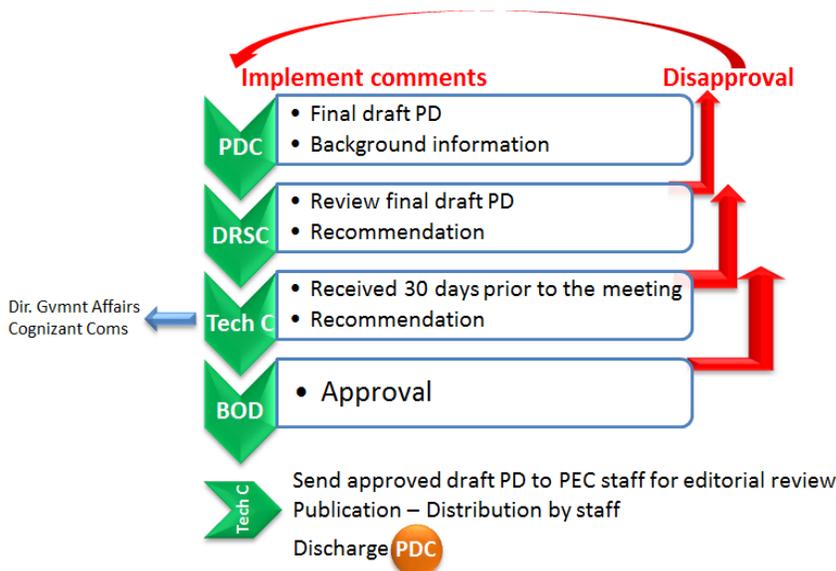
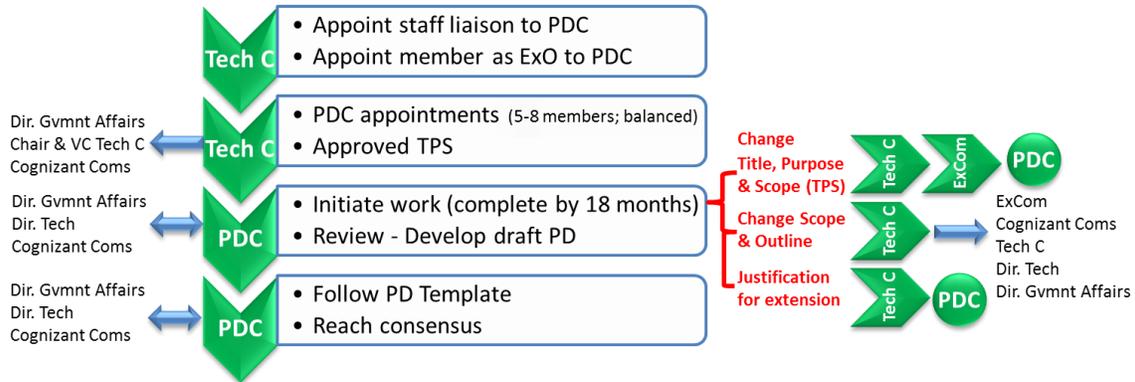
The Submittal Form (Attachment E.4) is a checklist that should be completed by the Position Document Committee Chair and submitted with the final draft Position Document to Technology Council's Document Review Subcommittee.

Position Document Initiation Flow Chart



- Abbreviations
- DRSC: Document Review Subcommittee
 - PDC: Position Document Committee
 - ExCom: BOD Executive Committee
 - PD: Position Document
 - PDC: Position Document Committee

Position Document Development Flow Chart



Abbreviations

- Dir. Gvmnt Affairs: Director of Government Affairs
- Dir. Tech: Director of Technology
- DRSC: Document Review Subcommittee
- ExCom: BOD Executive Committee
- PD: Position Document
- PDC: Position Document Committee
- PEC: Publishing and Education Council
- Tech C: Technology Council
- TPS: Title, Purpose and Scope of Position Document (Attachment B)



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ASHRAE Position Document on

**PD TEMPLATE (INSERT TITLE IN CAPS & WRAP
IF NECESSARY USING CAPS 26PT)**

Approved by ASHRAE Board of Directors (*completed by ASHRAE staff*)
Month day, 20YR

Reaffirmed by ASHRAE Technology Council (*if applicable, completed by ASHRAE staff*)
Month day, 20YR

Expires (*completed by ASHRAE staff*) Month day, 20YR

COMMITTEE ROSTER

The ASHRAE Position Document on "*Full Title*" was developed by the Society's *.....Name of Committee.....* Position Document Committee formed on *Month Day, 20YR*, with *...Name...* as its chair.

First and Last Name

Affiliation

City, State, Country

Former members and contributors (if any)

First and Last Name

Affiliation

City, State, Country

Cognizant Committees

The chairperson(s) of *(list cognizant committee(s) and names of their chair(s))* also served as ex-officio members.

First and Last Name

Committee, Chair

Affiliation

City, State, Country

First and Last Name

Committee, Chair

Affiliation

City, State, Country

HISTORY
of
REVISION / REAFFIRMATION / WITHDRAWAL DATES

The following summarizes the revision, reaffirmation or withdrawal dates (*to be completed by ASHRAE staff, if necessary*)

Note: Technology Council and the cognizant committee recommend revision, reaffirmation or withdrawal every 30 months.

CONTENTS

ASHRAE Position Document on

"Full Title"

SECTION	PAGE
Abstract	
Executive Summary	
Issues	
<i>Add all main section headings</i>	

ABSTRACT

The Abstract is a short paragraph describing the following main features of the Position Document. It should be developed so the Abstract can be used as the core of Public Policy Position Brief. The 5 key bullets below should be summarized in no more than 150 words in a coherent paragraph.

1. Briefly, what is the issue?
2. Why should ASHRAE be concerned?
3. What are ASHRAE's key commitments, positions on the topic?
4. What ASHRAE documents support our position?
5. What additional work should ASHRAE undertake in this area?

EXECUTIVE SUMMARY

ASHRAE Position Documents are approved by the Board of Directors (BOD) and express the views of the Society on a specific issue. The purpose of these documents is to provide objective, authoritative background information to persons interested in issues within ASHRAE's expertise, particularly in areas where such information will be helpful in drafting sound and relevant public policy.

This template is provided to facilitate Position Document Committees in preparing a publishable document. Follow the general page layout and comply with the font size, if possible. The shaded areas should be replaced with the appropriate text.

A concise —executive summary (approximately one page in length), indicating why this is a critical issue, emerging responses to it, and their possible implication. Short paragraph indicating ASHRAE's interest and concern with the issue, technical or other committees related to it, and, if applicable, related research, standards, etc.

ASHRAE's position at the present is that:

- clear short unambiguous sentence describing ASHRAE's position
- clear short unambiguous sentence describing ASHRAE's position
- clear short unambiguous sentence describing ASHRAE's position
-

ASHRAE is committed to (words like: continue its research activities currently related on and to

An overview of the Position Document (PD) development process is presented in Technology Council Manual of Procedures (MOP) and **Attachment B ASHRAE Position Documents**

- "**Attachment B** 3.0 DEVELOPMENT" and
- "**Attachment B** 5.0 APPROVAL"

When the PD committee finalizes its work, the draft PD is submitted to the Document Review Subcommittee (DRSC) for review and recommendation to Technology Council.

According to Technology Council MOP:

- "D2.4.2.1 This subcommittee will be responsible for reviewing Position Document drafts as they are developed, and keeping the Technology Council informed of the progress of all Position Documents that are active,"
- "D2.4.2.3 This subcommittee will be responsible for managing the review of status of existing Position Documents following procedures specified here within and bringing recommendations for continuation, revision, or withdrawal to the Technology Council as necessary."

Please keep in mind that

- "**Attachment B** 1.3 Every Position Document shall be evaluated by the Technology Council and the cognizant committee(s) with recommendations for revision, reaffirmation or withdrawal at intervals not exceeding 30 months."
- "**Attachment B** 3.9 The draft Position Document is approved by the Position Document Committee by consensus. The Position Document Committee ensures that the draft Position Document undergoes proper review by cognizant and interested committees within the Society. During distribution for review, the draft

document should include a "DRAFT" watermark on every page to clearly identify that this is a draft document still to be approved."

- "**Attachment B** 3.10 The final draft Position Document will be submitted to the Document Review Subcommittee with background information on the review process, any relevant correspondence with the cognizant committee(s) or other interested committees within the Society and a short justification of any negative votes by the Position Document Committee members, if applicable."
- "**Attachment B** 3.11 Document Review Subcommittee submits a recommendation regarding the draft Position Document to Technology Council at least 30 days prior to the meeting at which it will be considered with information copies sent to the Chair(s) of the cognizant committee(s), the Director of Technology and the Director of Government Affairs."

1. THE ISSUE

The concern is (brief wording of the issue). The alternatives are (a short amplification of the emerging responses to the issue, and their possible implications already in the executive summary).

2. BACKGROUND

ASHRAE, through its (TC, TG, or related committee), has been (explain ASHRAE's involvement in the issue).

In a second paragraph or section provide a review of key literature with complete references fully cited at the end of the text. Provide as well reference to current rulings, codes, etc. related to the issue.

In a third paragraph or section provide highlights and status of on-going studies and research related to the issue and their potentially differing implications. However, a PD is not a review research paper; it should include the views of the Society on the specific issue that can be helpful in drafting sound and relevant public policy.

In a fourth paragraph or section list and briefly highlight ASHRAE Standards and Handbook chapters related to the issue. If none, so state.

3. RECOMMENDATIONS

Present major recommendations. When appropriate use bullet styles.

- ASHRAE holds a strong position that (clear statement with implications of that position).
- ASHRAE recommends that further research (if appropriate, describe and justify further research or study to be conducted).
- ASHRAE is committed to (enumerate, if appropriate, ASHRAE's commitment to develop specific standards, address specific research, etc.).

3.1 Figures and Tables

When presenting data, charts, tables, figures would be of assistance. These could be added at the end of the text, or inserted in the text upon their being cited.

REFERENCES

All references should be cited in the text, properly elaborated so that they clearly support any relevant statements. ASHRAE's preferred method of citation, widely used in scientific texts, is the author-date method. Follow ASHRAE Authors' Manual.

- Arun, M., and E.G. Tulapurkara. 2005. Computation of turbulent flow inside an enclosure with central partition. *Progress in Computational Fluid Dynamics* 5:455–65.
- ASHRAE. 2001. *ANSI/ASHRAE Standard 52.2-2001, Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size*. Atlanta: American Society of Heating, Air-Conditioning and Refrigeration Engineers, Inc.
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Position Document Draft Submittal Form

PD Title	Insert Document Title	Submittal Date:
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PROJECT START DATE: _____

SECTION A. GENERAL INFORMATION

PLEASE COMPLETE THE FOLLOWING RELEVANT DATA:

Approved Title		Date Approved:	
Approved Purpose		Date Approved:	
Approved Scope		Date Approved:	
Cognizant committee(s)			

Committee Membership (5-8 voting members, balanced, consultants and liaisons)

	Position	Name	Employer	Member Class User, Producer, Public or General
1	Chair			
3	Vice Chair			
3				
4				
5				
6				
7				
8				

SECTION B. CHAIRMAN'S CHECKLIST

This checklist should help the Position Document Committee organize and present the PD, with minimum editorial effort.

Yes	No	N/A	Have all the requirements listed below been met? (please check the box once the requirement is met)
			Have the Director of Technology and the Director of Government Affairs been copied on all drafts, minutes and correspondence regarding Position Document Committee activity ?
			Is the Title, Purpose and Scope been the same since approval of the project ?
			Has the current Title, Purpose and Scope been approved by Technology Council and the Executive Committee ?
			Does this document utilize the guidelines set in the Position Document Template ? <i>The PD Template should help the Position Document Committee organize and present the PD, with minimum editorial effort. It provides a coherent presentation of the main PD contents outlined in D2.4.4 of Technology Council's MOP. The PD Template should be used to prepare the final draft PD submitted for review to the Technology Council Document</i>



Position Document Draft Submittal Form

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			<i>Review Subcommittee (DRSC). There is always flexibility to tailor the actual contents, provided that the main sections (i.e. Position Document Committee roster, contents, abstract, executive summary, issue, background, recommendations, references) are included.</i>
			Is the official title page being used and up to date ?
			Is the Committee Roster up to date ?
			Is the abstract 150 words or less ?
			Is the executive summary concise and approximately one page ?
			Is the PD informative, providing the necessary level of detail, without being lengthy ?
			Is the document written in informative language ?
			Are referenced documents readily available ?
			Are terms that deviate from the accepted meaning clearly defined ?
			Is this document free of commercialism ?
			Are dual equivalent units used in this draft ?
			Does this document make recommendations for future actions that the ASHRAE BOD, can commit to ? <i>Since the PD is intended to be a Board approved document, it should not be used to commit the Board to any recommendations for future activities (e.g. new publications, research etc) that have not already been approved by the ASHRAE BOD. For practical purposes, this can be handled by initiating proper actions through Technical Committees to update relevant Handbook chapters, initiate research etc. Use general language for the needs on general background information, research etc, where appropriate.</i>

Section C. REVIEW PROCESS

This checklist should help the Position Document Committee achieve consensus with other cognizant bodies.

Yes	No	N/A	The Position Document Committee should ensure that the draft PD undergoes proper review by cognizant and interested committees within the Society.
			Is a "DRAFT" watermark on every page to clearly identify that this is an unapproved draft document ?
			Have reviewers been properly instructed that the document is not for public distribution and it should be distributed only as appropriate for review purposes within their committee ?
			Has relevant input been taken into consideration for developing the final draft PD?
			Have the Chair(s) of the concerned committee(s) been responded to ?
			Has the final draft PD been approved by the Position Document Committee by consensus ?



Position Document Draft Submittal Form

PD Title	Insert Document Title	Submittal Date:
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Section D. SUBMITTAL PACKAGE

Yes	No	N/A	Information to include with submittal of the Final Draft Position Document
			Pertinent information regarding the review process is attached.
			Relevant correspondence with the cognizant committee(s) or other interested committees within the Society is included.
			Short justification of any negative votes by Position Document Committee members is included.
			Does this position document and other ASHRAE publications concur ? <i>If any conflicts exist please explain.</i>
			The document is submitted in electronic form.
			The original graphics are submitted in electronic form.
			Advisory list of organizations and/or individuals for PD announcement/distribution is attached.

Upon the completion of Sections A-D, the approval process will go through DRSC, Technology Council, and finally the ASHRAE BOD.

1. The final draft Position Document will be submitted to DRSC with background information on the review process, any relevant correspondence with the cognizant committee(s) or other interested committees within the Society and a short justification of any negative votes by PDC members, if applicable.
2. DRSC will submit a recommendation regarding the final draft Position Document to Technology Council
3. The Technology Council will make a recommendation regarding the Position Document to the BOD. The BOD will act on the Technology Council recommendation.
4. A copy of the BOD approved Position Document will be submitted to Publishing and Education Council staff for final editorial review.
5. Production and distribution of final Position Document.