

Appendix 1

The Rules of the Organization

1. AIMS

The primary task of the International Towing Tank Conference is to stimulate progress in solving the technical problems that are of importance to towing tank Directors and Superintendents who are regularly responsible for giving designers, builders and operators of ship and marine installations advice and information based on the results of experiments with models. The Conference also aims at stimulating research in all fields in which a better knowledge of the hydrodynamics of ships and marine installations is needed to improve model experiment methods, at recommending standard procedures for general use in carrying out ship and marine installation model experiments, at formulating collective policy on matters of common interest, and at providing an effective organization for the interchange of information on such matters.

2. ACTIVITIES

The aims of the Conference shall be pursued by:

- 2.1 Stimulating research into specific topics.
- 2.2 Organizing and encouraging meetings to review progress in this research.
- 2.3 Making such recommendations and decisions on joint action and policy as seem desirable to the members of the Conference.
- 2.4 Recording and publishing discussions taking place at ITTC meetings.

3. MEMBERSHIP

Membership of the Conference shall be open to all towing tanks or model test laboratories that regularly have direct responsibilities to the designers, builders and operators of ships and marine installations and also to other organizations that contribute to the aims of the Conference. Each such organization shall satisfy the Executive Committee that it is eligible for membership. Each Member Organization shall be represented by its Director, Superintendent or his equivalent. In addition, the Executive Committee may invite individuals who have contributed significantly to the aims of the Conference to take part in the work of the Conference.

4. ORGANIZATION

Conference

The full Conference will consist of the representatives of the Member Organizations, members of the Technical Committees and such additional Individuals invited and approved by the Executive Committee and mentioned under Paragraph 3. The Full Conference shall determine its policies, decide what subjects it shall consider, elect the Executive Committee and appoint Technical Committees.

Executive Committee

The Executive Committee shall normally consist of eight members, broadly selected on a geographic basis, each of whom shall nor-

mally serve for a period of six years. The Chairman of the Executive Committee shall be appointed by the members of that Committee immediately following the end of a Full Conference, and act as Chairman until the end of the next Full Conference.

The Executive Committee shall implement the policies determined by the Full Conference. It proposes Members and Chairmen of Technical Committees for appointment by the Full Conference.

Advisory Council

The Advisory Council shall recommend to the Executive Committee subjects to be considered, bearing in mind that the primary aim of the Conference is to solve technical problems of importance to Tank Directors and Superintendents. It will review the Recommendations of the Technical Committees and advise the Executive Committee accordingly.

The Member Organizations to be represented on the Advisory Council shall be proposed by the Executive Committee for appointment by the Advisory Council. Such organizations have to satisfy the following conditions:

- a. Shall carry out a substantial portion of their work for clients and shall be able to demonstrate a prior and on-going responsibility for the prediction of performance of actual vessels.
- b. Shall have a long history of work in support of the ITTC as evidenced by membership of Committees, providing data in support of Committee works, or making written contributions to Committees.
- c. Shall have the capability of performing a variety of investigations within the scope of the ITTC.

No limit is put on the total number of members.

Member Organizations of the ITTC may nominate their representative on the Advisory Committee, accepting that this representative will be their sole voice in the policy of the ITTC.

The representative should be a senior technical member of the management of the Member Organization, able to contribute to technical discussions on hydrodynamic testing and with the authority to agree to providing members of Technical Committees and undertaking work in support of the ITTC.

In the event of the nominated representative being unable to attend, Member Organizations may send an alternate representative with either full authority satisfying the foregoing paragraph, or as an observer. The level of authority must be conveyed in writing to the Advisory Council by the Member Organization before the meeting.

The Chairman, Vice-Chairman and Secretary of the Advisory Council shall be elected by its members between one year and half a year prior to the next Conference. They shall take office immediately following the end of this Conference.

The Chairman and Vice-Chairman should both be a Director of a Member Organization of the Advisory Council, or his representative.

Technical Committees

The Technical Committees shall plan in detail the recommended program work. Each Technical Committee shall normally consist of not more than eight members, including the Chairman, who should in all cases be selected for their personal contributions to, interest in, and ability to contribute to the fields of the Technical Committee. The membership of each Technical Committee shall be reviewed by the Conference at intervals of not more than three years. No person may serve on more than one Technical Committee at any one time.

Written contributions to the program of work of a Technical Committee may be submitted to its Chairman by any member of the Conference on his own behalf or on behalf of any other individual. Each Technical Committee may include a short abstract of any such contributions in its report, with an indication of the source from which the full report may be obtained. Conference proceedings and technical reports are not to be used as vehicles for disseminating technical papers.

5. MEETINGS

Meetings

Meetings of the Executive and Technical Committees and the Advisory Council shall be held whenever their members consider them necessary.

Conferences

Full Conferences will be held from time to time; these have been held a three-year intervals, but the Full Conference may alter this at any time. The host country may invite Observers to attend the Conference but they may not take any active part in its work apart from contributing verbally to technical sessions. The detailed organization of each Conference is the responsibility of the host country, which will also arrange for the preparation and publication of the Proceedings of that Conference.

Each Conference will include Technical Sessions at which the Reports and Recommendations of the Technical Committees may be discussed by all Delegates; no discussion will be permitted that is not directly related to the Report and Recommendations under consideration.

Following the Technical Sessions, each Technical Committee will recast its Recommendations, if necessary. The Advisory Council will review these Recommendations and advise the Executive Committee accordingly. At the Final Session of the Full Conference, these Recommendations will be presented for approval.

6. COMPOSITION OF EXECUTIVE COMMITTEE BASED ON GEOGRAPHICAL AREAS

- 6.1 The Executive Committee shall consist of eight members.
- 6.2 The President and host of the next Conference shall be Chairman.
- 6.3 There shall be seven regional Representatives, one for each of the Geographical Areas given here.

7. LIST OF GEOGRAPHICAL AREAS

<u>Name of Region</u>	<u>Countries Included</u>
America	Argentina Brazil Canada Chile Ecuador Mexico USA Venezuela
East Asia	China Japan South Korea
Eastern Europe	Bulgaria German Dem. Rep. Poland Romania USSR
Northern Europe	Austria Belgium Fed. Rep. of Germany Netherlands
Southern Europe	France Greece Israel Italy Spain Turkey Yugoslavia
Scandinavia	Denmark Finland Norway Sweden
United Kingdom, etc.	Australia India United Kingdom

8. GENERAL ADDITIONAL GUIDELINES FOR THE OPERATION OF THE ITTC

- 8.1 No delegate should serve in more than one official capacity of the ITTC at the same time. An official capacity is considered to be:
 - a. Membership of the Executive Committee.

- b. Chairman and Secretary of the Advisory Council.
- c. Chairman of a Technical Committee, Panel or Working Group.

Note: While membership of a Committee or Panel is not included in this definition, it is generally expected that delegates will not perform in such a capacity in addition to a. or b., except for short periods at the express recommendation of the Executive Committee.

- 8.2 Membership on a single Technical Committee should not be for more than three consecutive periods of three years.
- 8.3 The work of all Technical Committees should be directed towards the techniques and understanding of physical modeling as a means of predicting full scale behavior.

While maintaining an awareness of progress, fundamental theoretical studies and numerical fluid computation should be covered by other forums such as ONR symposia, etc.

- 8.4 The Technical Committees have to be advised in more detail about the nature of their "Conclusions and Recommendations." The conclusions and recommendations of the Technical Committees should be divided into three separate parts:

- a. General technical conclusions,
- b. Recommendations to the Conference on carrying out or reporting work requiring Conference action (e.g., testing techniques, standard symbols, prediction techniques, etc.), and
- c. Recommendations for future work of the Committee.

In particular, b. and c. should be very specific.

- 8.5 There should be no more than four meetings of a Technical Committee between Conferences.
- 8.6 A Technical Committee member who is unable to take further part in Committee work will be replaced according to the following guidelines:
 - a. The name of the replacement Technical Committee member may be suggested by a Member Organization, the pertinent Technical Committee Chairman, or the Executive Committee Area Representative of the member to be replaced.
 - b. The Technical Committee Chairman and the above Executive Committee Area Representative will jointly recommend the name of the replacement member to the Executive Committee.
 - c. The Executive Committee appoints the new Technical Committee member.