

Policies and Procedures for the European Council on Computing in Construction (EC³)

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1. Introduction

This document describes the mission, main activities and the policies and procedures of the European Council on Computing in Construction, hereinafter referred to as “the EC³”.

“European country” in this document is defined as a country situated in whole or in part within the European continent, or a member country/associate country of the European Union.

1.1 Role of EC³

The European Council on Computing in Construction (EC³) advances professional knowledge and improves engineering practice in the built environment by fostering research, education and policy in current and emerging computing and information technologies.

EC³ is founded on the following four pillars and corresponding Technical Committees:

- DSA : Data Sensing & Analysis
- M&S : Modelling & Standards
- HDI : Human Data Interaction
- EDU : Education

EC³ will interact strongly with other Architecture, Engineering, Construction and Facility Management (AEC/FM) societies in related areas, strengthen the collaborations between academia and industry in topics related to EC³'s mission, spearhead research on such topics, identify and promote effective ways to advance the state of knowledge and the level of education and practice in these topics, assist in the making of policy, and support existing and new related specialty conferences and publications.

1.2 Modifications to These Procedures

These Policies and Procedures outline the orderly transaction of business by the European Council on Computing in Construction.

The EC³ may amend these procedures with the approval of its Board of Directors. The Board of Directors may modify these procedures if the related clause is not indicated as one that cannot be changed. All subjects included in these procedures must be addressed by the EC³. (See also Clause 3.8.0.)

1.3 Adherence to the Laws

Participants engaged in the activities of the EC³ shall comply with applicable national and international laws.

1.4 Fundamental Principles of Operation

Openness and due process are mandatory for activities of the EC³.

Openness means that any person who has or could be reasonably expected to have a direct and material interest, and who meets the requirements of these procedures, has a right to participate by:

1. Attending EC³ meetings (in person or electronically)
2. Becoming a member of the EC³
3. Becoming an officer of the EC³
4. Expressing a position and its basis,
5. Having that position considered, and
6. Appealing if adversely affected.

Due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. In addition, due process requires openness and balance (i.e., the activities of the EC³ shall strive to have a balance of interests and not to be dominated by any single interest category).

2.0 Sponsoring Professional Associations (SPA)

Role: SPAs are established national professional associations whose mission includes the advancement of computing innovations for the benefit of the stakeholders involved in the construction industry and the public. It is expected that SPAs derive their mission from their membership, comprised of either civil engineers, construction engineers, and/or other design and construction professionals who work in any of the technical aspects of the construction sector.

Eligibility: At most one (1) SPA can sponsor the EC³ per European country.

Duties: SPAs are required to:

1. Appoint a representative to the EC³ Board and finance his/her participation to the EC³ annual meeting.
2. Provide their representative with information about modern technical, managerial and policy challenges in their country related to the mission of EC³.
3. Help their representative develop a mechanism to facilitate the dissemination of the outcomes of the EC³ to the SPA membership.
4. Pay a fixed annual membership fee to the EC³. This fee shall be:
 - a. Set annually by the EC³ Board
 - b. Paid by the SPA to the Treasurer within one (1) month of the SPA receiving the corresponding invoice.
 - c. Used by the Board to cover travel and subsistence costs of EC³ Officers, with any leftover retained to fund ad hoc projects.

3.0 The EC³ Governance Board

The Board is responsible for overall policy and direction of the EC³ and may delegate responsibility of day-to-day operations to the committees and/or staff. The board shall have up to twenty (20), but no fewer than seven (7) persons. The Board has three (3) main duties:

1. Administer the conduct and activities of the EC³.
2. Gather information on the latest technical, managerial and policy challenges relevant to the EC³ mission from the Board Members, disseminate to the EC³ membership, and direct the EC³ technical committees to address them.
3. Collect the outcomes of the work conducted by the EC³ committees and disseminate them to the Board Members and the public.

3.1 Board Officers and Members

The Board shall be comprised of five (5) officers in total, and one (1) member per Sponsoring Professional Association (SPA). The role of each Member is to represent the SPA who appointed them. The roles of the Officers shall be Past-Chair, Chair, Vice Chair, Secretary, and Treasurer.

3.2 Election or Appointment of Officers and Members

Eligibility: Each Officer must hold an academic post equivalent to that of tenure-track "Assistant Professor" or higher in a Higher Education Institution (HEI) whose main campus is located in a European country. Each Member must be a staff member or an officially appointed representative of the SPA of a European country. The above eligibility requirements apply for the entirety of the Officer's or Member's appointment. Should a Member or Officer no longer be eligible for their current post, they are required to submit their resignation letter to the Board's Chair within one (1) month.

Duration: Each SPA separately sets the duration of their Member's appointment and may revoke it at any time. All Officer appointments have a two (2) year tenure, except the Treasurer. Treasurer appointments have a ten (10) year tenure. Officer appointments are not eligible for renewal. Individuals who have served a full term of appointment in any officer role are not eligible to serve in the same role in the future.

Process: The Board shall request each SPA who does not have a Board representative to appoint a Member. Each SPA has the right to appoint one (1) Member. The tenure of Officers starts on 1 September of their first year and ends on August 31 of their last year. At the end of an Officer two year term: a) the Past-Chair shall exit the Board, b) the Chair, Vice Chair and Secretary shall be appointed as Past-Chair, Chair and Vice-Chairs respectively, and c) a new Secretary shall be appointed. Officers who are unwilling to accept the automatic new appointment must notify the Board at least six (6) months in advance to allow the Board time to replace them before the term ends. The Treasurer and the Secretary posts, as well as any other Officer replacements are filled by election. The election takes place in person at the annual Board meeting. All Board members and officers are eligible to vote. Former officers of EC³ technical or administrative committees in good standing at the time of the Board meeting are eligible to be an Officer candidate. A person may not simultaneously hold two EC³ posts.

3.3 Temporary Appointments to Vacancies

If an Officer post becomes vacant for any reason (such as resignation, removal), the Board shall make a temporary appointment until the end of the current appointment period. An appointment or election for the vacated office shall be made in accordance with the requirements in Clause 3.0 and 3.1 at the earliest practical time.

3.4 Removal of Officers

The Board holds the right to suspend an Officer or Member for cause for up to six (6) months, terminate the appointment of Officers, and request that the SPA replace their Member.

An Officer may be removed by approval of two-thirds of the Board. Grounds for removal shall be included in any motion to remove. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

3.5 Responsibilities of EC³ Board Officers

The Board Officers are required (a) to act in the best interest of its members and the public and not on behalf of any individual, entity or interest group, (b) to comply with all applicable policies and procedures, and (c) to see that participants of the EC³ conduct themselves in accordance with the applicable policies and procedures.

The Board Officers shall manage the day-to-day operations of the Board. They are responsible for implementing the decisions of the Board and managing the activities that result from those decisions.

3.5.1 Past-Chair

The responsibilities of the Past-Chair shall include:

1. Serve as the Chair's advisor.
2. Chair the selection process for all EC³-sponsored awards by adjudicating all nominations and conferring all EC3 awards, in accordance with the rules of each award.
3. Preserve the integrity of the EC³-sponsored awards evaluation process, assuring that the process is both open and rigorous, and that the process contributes to the prestige of the council and the awards recipients.

3.5.2 Chair

The responsibilities of the Chair shall include:

1. Ensuring the work of the Board moves forward to pursue the mission of the EC³.
2. Leading the activity according to all the relevant Policies and Procedures.
3. Forming Task Groups, as necessary.
4. Being objective.
5. Ensuring that the Board pursues the mission of EC³ productively.
6. Entertaining motions, but not making motions.
7. Not biasing discussions.
8. Delegating necessary functions.
9. Ensuring that all parties have the opportunity to express their views.
10. Setting goals and deadlines and adhere to them.
11. Seeking consensus as a means of resolving issues.
12. Prioritizing work to serve the group and its goals.
13. Fulfilling any financial reporting requirements, in the absence of a Treasurer.

3.5.3 Vice Chair

The responsibilities of the Vice Chair shall include:

1. Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion) or chooses to delegate specific duties.

3.5.4 Secretary

The responsibilities of the Secretary include:

1. Scheduling Board meetings in coordination with the Chair and distributing meeting notices.
2. Distributing the Board meeting agenda. Notification of the potential for action shall be included on any distributed agendas for meetings.
3. Recording minutes of each Board meeting and publishing them within 15 calendar days of the end of the meeting.
4. Maintaining the EC³ mailing list and LinkedIn group.
5. Being responsible for the management and distribution of EC³ documentation.
6. Maintaining lists of unresolved issues, action items, and assignments.
7. Recording attendance of all attendees.
8. Maintaining a current list of the names of the voting members and distributing it to the members upon request.
9. Forwarding all changes to the roster of voting members to the Chair.

3.5.5 Treasurer

The Treasurer shall:

1. Register EC3 as non-profit organization in his/her country.
2. Setup and maintain the EC³ bank account.
3. Control all funds into and out of the EC³ bank account. Receive all the EC³ income and pay all the EC³ expenses.
4. Maintain the EC³ budget.
5. Maintain and present balance sheet to Board at each meeting.

3.6 Responsibilities of the EC³ Board Members

Each Board Member represents the SPA who appointed them. The responsibilities of the Board Members shall include:

- Be informed about the mission, services, policies, activities, and outcomes of the EC³.
- Collect and share with the Board any practical and professional challenges observed by their SPA.
- Facilitate the dissemination of the EC³ outcomes to their SPA's membership.
- Serve on committees or subgroups.
- Review agenda and supporting materials prior to board and committee meetings.
- Inform others about the organization.
- Stay up to date on technological, managerial and policy developments relevant to the mission of the EC³.

3.7 Board Meetings

Board meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Board meetings shall be held during EC³ annual meetings, to conduct business, such as making assignments, receiving reports of work, resolving differences between subgroups, and considering views and objections from any source.

An in-person meeting notice shall be distributed by the Board Secretary to all Board participants at least thirty (30) calendar days in advance. A meeting agenda shall be distributed to all participants at least 14 calendar days in advance. Meetings of task groups may be held as decided upon by the members or Chair of the subgroup.

Notification of the potential for action shall be included on any distributed agendas for meetings.

Meetings that do not include a face-to-face component require at least seven (7) calendar days' notice. However, if a task group schedules regular recurring meetings, e.g. weekly meetings on Tuesdays or monthly meetings on the first Monday of each month, then 7 days' advance notice is not required other than for the first of a series of regularly scheduled meetings. E-mail notification of the details, including an agenda, of each regularly scheduled meeting should be sent via e-mail a minimum of 24 hours in advance of the meeting. All face-to-face meetings shall establish a means for participation via teleconference and shall endeavour to have a minimum of one broadband Internet connection available for use by the meeting Chair or presenter.

While having a balance of all interested parties is not an official requirement for the Board, it is a desirable goal.

As such, the Board Officers should consider issues of balance and dominance that may arise.

Participants shall be asked to state their employer and affiliation at each Board meeting.

3.7.1 Quorum

A quorum shall be identified and announced before the initiation of Board business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, or at the next Board meeting. A quorum shall be defined as one-half of the Governing Board persons.

3.7.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting.

3.7.3 Executive Session

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

3.7.4 Meeting Fees

The meeting host (venue) may charge a meeting fee to cover services needed for the conduct of the meeting. This fee shall be paid by the EC³ meeting host (e.g. Local Chair of EC³ conference).

3.7.5 Minutes

The minutes shall concisely record the essential business of the Board, including the following items at a minimum:

1. Name

2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance, including affiliation
5. Call to order, Chair's remarks
6. Approval of minutes of previous meeting
7. Approval of agenda
8. Technical topics
9. Summary of discussion and conclusions
10. Motions, including the names of mover and seconder
11. Items reported out of executive session
12. Next meeting--date and location

Copies of handouts and subgroup reports may be included in the minutes or made available as separate items.

3.8.0. Voting

3.8.1 Approval of an Action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 3.8.1.1 (majority) and 3.8.1.2 (two-thirds) vote is defined as either:

1. At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
2. By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the EC³ responded.

3.8.1.1 Actions Requiring Approval by a Majority Vote

The following actions require approval by a majority vote

1. Formation or modification of a task group, including its procedures, scope, and duties
2. Disbandment of task groups
3. Approval of minutes.

3.8.1.2 Actions Requiring Approval by a Two-thirds Vote

The following actions require approval by a two-thirds vote:

1. Approval of change of the EC³ scope, mission, and charter rules
2. Establishment of fees, if necessary

3.8.2 Voting Between Meetings

At the discretion of the Chair, the Board shall be allowed to conduct votes between meetings using a letter or electronic ballot.

3.9 Communications

Formal inquiries relating to the Board should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair. These communications shall make it clear that they are responses from the EC³.

3.10 Appeals

Any person dissatisfied with a technical decision shall follow the approved procedures for providing technical input to the Board, including but not limited to presenting the concern to the Board, and making a technical comment during the applicable comment submission and/or balloting period.

Procedural concerns within the Board shall first be presented to the Board Chair for resolution.

4.0 The EC³ Conference and Summer School

The EC³ Conference and Summer School, denoted as CSS, is the premier European conference and summer school for information, communication, and technology research, innovation, and policy for the construction sector in Europe. Its remit is derived from the remit of the EC³ community. It occurs every year in the second half of July. It is the physical home of EC³, as it serves as the venue for all EC³ in-person annual board and committee meetings. The structure of the CSS is modelled after the 2017 Lean and Computing in Construction Congress. This conference differentiates itself from other events through its singular focus on academic quality. This is made possible by adopting best practices heavily from highly regarded computer science conferences, these practices include, but are not limited to the following:

- Area Chairs in major thematic topics to manage relevant submissions

- Optional abstracts reviewed only for scope; review process focused on delivering substantive reviews for full papers
- Ranking of accepted papers to select the best papers and guide the format of presentations
- Plenary sessions with keynote lectures delivered by the authors of the highest ranked papers.
- Extended Abstracts submitted along with camera-ready papers and included in the programme.
- 100% paperless. Digital programme and proceedings
- Video proceedings on YouTube linked to the digital proceedings
- A fast track for the best papers to special issues in the leading EC³-related journals

The above practices increase the scientific rigor of the reviewing process and reward authors with highly ranked papers. This ensures that presentation sessions are interesting and value-adding and that attendees get the most out of the time they invest in this conference.

5.0 The EC³ Awards

The EC³ advances its mission through its awards by recognizing pioneering contributions in advancing the fields of interest to EC³ to the benefit of society. The awards are conferred every year to eligible persons (see section 6.1.2). There are four awards categories:

1. The Scherer Award is awarded to an EC³ active or former officer for outstanding service to the computing community in the context of EC³.
2. The Thorpe Medal is awarded to all authors of a published journal paper in the last two years for its outstanding academic contributions to computing in the context of EC³.
3. The Smith Prize is awarded for outstanding contributions to computing education in the context of EC³.
4. The EC³ Best Paper Award is awarded to the best paper to be presented at the upcoming EC³ Conference and Summer School.

5.1 The Awardee selection process

The EC³ Board Past Chair shall (i) solicit and collect (a) award nominations from the broader community and (b) the top ranked papers of the EC³ from the Conference and Summer School committee; (ii) convene an evaluation panel comprised of the last 3 awardees of each of the awards starting with the award namesakes until enough past awardees are selected; (iii) support the panel in evaluating the nominations received; (iv) disseminate the results to the employers of the awardees, to the Board, and (via the Board's secretary) to the greater EC³ community via the website and social media. Meetings of the Awards evaluation panel will follow the general codes of conduct set out for Board meetings (3.7.2, 3.7.5). In lieu of a face to face meetings, the Chair will organise virtual meetings after the nominations have been received as necessary before the next EC³ Conference and Summer School to facilitate the evaluation process.

6.0 Committees of the EC³

The EC³ shall have administrative and technical committees to achieve its mission. The administrative committee is the Conference and Summer School Committee. The technical committees are the Data Sensing & Analysis Committee, the Modelling & Standards Committee, the Human-Data Interaction Committee, and the Education Committee.

6.1 Composition

The composition of the administrative committee is explained separately below. Each technical committee shall be comprised of four (4) officers in total and shall have any number of active members. The role of each Member is to actively lead or participate in the committee activities. The roles of the Officers shall be Past-Chair, Chair, Vice Chair and Secretary.

6.1.2 Election or Appointment of Officers and Members

Eligibility: Each Officer must hold a PhD degree and either (i) hold an academic post in a Higher Education Institution (HEI) whose main campus is in a European country, or (ii) hold an industry post in a private or public sector firm and reside in a European country. Committee Members must meet the above requirement, be graduate students, or industry practitioners in a HEI or company of a European country. The above eligibility requirements apply for the entirety of the Officer's or Member's appointment. Should a Member or Officer no longer be eligible for their current post, they are required to notify the Committee's Chair within one (1) month.

Duration: Members are appointed for three (3) year terms and may be reappointed any number of times provided that they are active members and attend at least two-thirds of the EC³ meetings. All Officer

appointments have a two (2) year tenure. Officer appointments are not eligible for renewal. Individuals who have served a full term of appointment in any officer role are not eligible to serve in the same role in the future.

Process: The Committee shall invite prospective members and officers interested in joining to attend its meetings. Prospective members and officers must be nominated by an existing committee member and officer respectively during a committee meeting and shall submit a recent CV in support of their nomination. The Chair shall request a motion to approve each nomination. A majority vote is required for admitting new members. The tenure of Officers starts on 1 September of their first year and ends on August 31 of their last year. At the end of an Officer two year term: a) the Past-Chair shall exit the Board, b) the Chair, Vice Chair and Secretary shall be appointed as Past-Chair, Chair and Vice-Chairs respectively, and c) a new Secretary shall be appointed. Officers who are unwilling to accept the automatic new appointment must notify the Board at least six (6) months in advance to allow the Board time to replace them before the term ends. The Secretary post, as well as any other Officer replacements are filled by election. The election takes place in person at the committee meeting occurring in even years. All committee officers and members in good standing at the time of the meeting are eligible to vote, and committee members to be an Officer candidate. A person may not simultaneously hold two EC³ posts.

6.1.3 Temporary Appointments to Vacancies

See section 3.3.

6.1.4 Removal of Officers

The Board holds the rights to suspend an Officer or Member for cause for up to six (6) months and terminate their appointment.

An Officer or Member may be removed by approval of two-thirds of the committee members present at the meeting. Grounds for removal shall be included in any motion to remove. The officer or member suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

6.1.5 Responsibilities of Committee Officers

The Officers are required (a) to act in the best interest of the committee members and the public and not on behalf of any individual, entity or interest group, (b) to comply with all applicable policies and procedures. The Officers shall manage the day-to-day operations of each Committee. They are responsible for implementing the decisions of the Committee and managing the activities that result from these decisions. The general responsibilities of each officer are outlined below. Additional, committee specific responsibilities are explained separately in later sections.

6.1.5.1 Past-Chair

The general responsibilities of the Past-Chair shall include:

1. Serve as the Chair's advisor.

6.1.5.2 Chair

The general responsibilities of the Chair shall include:

1. Reporting to the EC³ Board.
2. Leading the process according to all the relevant Policies and Procedures.
3. Forming Task Groups, as necessary.
4. Being objective.
5. Ensuring that the Committee pursues its mission productively.
6. Entertaining motions, but not making motions.
7. Not biasing discussions.
8. Delegating necessary functions.
9. Ensuring that all parties can express their views.
10. Setting goals and deadlines and adhere to them.
11. Seeking consensus as a means of resolving issues.
12. Prioritizing work to serve the group and its goals.
13. Fulfilling any financial reporting requirements.

6.1.5.3 Vice Chair

The general responsibilities of the Vice Chair shall include:

1. Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion) or chooses to delegate specific duties.

6.1.5.4 Secretary

The general responsibilities of the Secretary include:

1. Scheduling committee meetings in coordination with the Chair and distributing meeting notices.

2. Distributing the committee meeting agenda. Notification of the potential for action shall be included on any distributed agendas for meetings.
3. Recording minutes of each committee meeting and publishing them within 15 calendar days of the end of the meeting.
4. Maintaining a membership list.
5. Being responsible for the management and distribution of committee documentation.
6. Maintaining lists of unresolved issues, action items, and assignments.
7. Recording attendance of all attendees.
8. Maintaining a current list of the names of the voting members and distributing it to the members upon request.
9. Forwarding all changes to the roster of voting members to the Chair.

6.2 Meetings, Voting, Communications and Appeals

See 3.7, 3.8 and 3.9, 3.10 and 3.11 respectively

6.3 Reports

The Committee Chair shall provide a written highlight report to the EC³ Board during each EC³ Board meeting and shall provide additional reports as requested by the Board Chair.

6.4 Financial and administrative support

The committee can request financial support from the EC³ Board for specific committee activities. The Leader of each Board-sponsored activity shall have responsibility for these funds and must report progress to the committee that sponsors the activity.

The committee is responsible for providing its own administrative support. This includes agenda preparation; minute taking, including distribution and follow-up of action items; data gathering and analysis; meeting coordination (including setting up teleconferences); and others.

6.5 Administrative committees

6.5.1. Conference and summer school committee

The CSS committee is a permanent committee of the EC³ and reports to the EC³ Board. The committee has the responsibility of organizing a) the annual meetings of the EC³ Board and Committees, b) the EC³ Conference, and the (c) EC³ Summer School.

The EC³ Board carries the financial responsibility of all EC³ events. The CSS committee carries full responsibility for the logistical and quality aspects of the events it organises. It is also responsible for managing the CSS programme and logistics, along with all pre-conference and dissemination channels (publications, social media, websites, printed media) meant to solicit interest for CSS. Unless otherwise noted below, the policies outlined in 6.1-6.4 apply to the CSS committee as well.

6.5.1.1 Responsibilities of CSS committee officers

The following overrides the composition and responsibilities of committee officers presented in 6.1.5. The CSS shall be composed of the officer roles outlined below:

- **General Chair**, responsible for all EC³ events: a) the conference, b) the summer school, c) the industry sessions, d) the student competition and young faculty mentoring events. The General Chair has a one-year term and rotates out of the committee annually.
- **Programme Chair**, responsible for the paper management system, the paper review process, the ranking of papers, the allocation of keynote, plenary, parallel and poster session slots to papers strictly based on their rank, and the compilation of camera-ready papers and the conference programme. The Programme Chair has a one-year term and rotates annually to the General Chair.
- **Local Chair**, responsible for all local matters including the CSS venue, catering, transportation, accommodation, entertainment, permits, and any other local arrangements. The Local Chair is a member of staff of the conference management agency hired by the EC³ to support the CSS and appointed by this agency. The Local Chair may be replaced at the discretion of this agency and is permanent for as long as their employer's services are retained by the EC³ Board.
- **Dissemination Chair**, responsible for the industry sessions, the website, and social media. The Dissemination Chair has a two-year term and is eligible to rotate to Programme Chair at the end of their term at the discretion of the General Chair in consultation with the EC³ Board, else rotates out.
- **Publications Chair**, responsible for (i) the text and video proceedings; (ii) the special issue in the partner journal; (iii) maintaining the relationship with a partner journal and organizing special issues in it; (iv) organize teams of authors from the EC³ technical committees and broader community for drafting

publications such as position papers, white papers, policy papers, grand challenges reports, state of the EU in certain technologies reports, etc.; (v) Facilitate the publication of the above papers and reports in websites, magazines and social media of SPAs and in other trade publications. The Publications Chair has a two-year term and is eligible to rotate to Programme Chair at the end of their term, at the discretion of the General Chair in consultation with the EC3 Board, else rotates out. If the Publications Chair is unable to, or chooses not to, rotate to the Programme Chair, he/she may continue acting as the Publications Chair for a fixed term of two additional years.

- **Summer School Chair**, responsible for the Summer School. The Summer School Chair has a one-year term and is eligible to rotate to Programme Chair at the end of their term, at the discretion of the General Chair in consultation with the EC3 Board, else rotates out.
- **Summer School Vice-Chair**, responsible for assisting the Summer School Chair. The Summer School Vice-Chair has a one-year term and rotates to Summer School Chair at the end of their term.

If, at the end of a term, an officer is unable to rotate to their next designated EC³ Committee role as per this Charter, then the General Chair in consultation with the EC3 Board has the discretion to fast-track rotations of other officers to facilitate the smooth operation of the committee.

6.5.1.2 Exceptions and additional rules

Meetings of the CSS committee are entirely oriented towards the organization of the next upcoming EC³ CSS. These meetings will follow the general codes of conduct set out for the EC³ board meetings (3.7.2, 3.7.5). In addition, the committee runs monthly virtual meetings to ensure smooth planning of the CSS events. Additional meetings may be necessary at the discretion of the General Chair.

6.6 Technical committees

The role of all technical committees is to:

- Gather, maintain, and disseminate information on the application of the committee's area to AEC/FM
- Organise and support joint research activities in the committee's area
- Organise and support conference sessions, workshops, and meetings in the committee's area
- Disseminate innovation in the committee's area through position papers, white papers, grand challenges reports and policy work throughout the European spectrum
- Keep the SPAs aware of developments in the committee's area

6.6.1 Data Sensing & Analysis Committee

The Data Sensing & Analysis (DSA) committee is a permanent committee of the EC³ and reports to the Board. This committee has the responsibility for promoting the research and innovation agenda of EC³ on all matters relevant to data sensing and analysis.

6.6.2 Modelling & Standards Committee

The Modelling & Standards (M&S) committee is a permanent committee of the EC³ and reports to the Board. This committee has the responsibility for promoting the research and innovation agenda of EC³ on all matters relevant to modelling and standards development.

6.6.3 Human-Data Interaction Committee

The Human-Data Interaction (HDI) committee is a permanent committee of the EC³ and reports to the Board. This committee has the responsibility for promoting the research and innovation agenda of EC³ on all matters relevant to human-data interaction.

6.6.4 Education Committee

The Education committee is a permanent committee of the EC³ and reports to the Board. This committee has the responsibility for promoting the research and innovation agenda of EC³ on all matters relevant to education.

In addition to the scope of all technical committees, this committee shall:

- Review current educational programs related to computing in the construction industry across Europe
- Evaluate current educational programs for usefulness
- Recommend education activities and initiatives for Board consideration
- Explore and develop new educational programs and products in response to membership needs and/or Board requests

6.0 Task groups of the EC³

The EC³ Board and Committees may on occasion form task groups for the conduct of its business. Such formation shall be explicitly noted in the meeting minutes. At the time of formation, the parent group shall determine the scope and duties delegated to the task group. Any changes to its scope and duties will require the approval of the parent group. Any resolution of a task group shall be subject to confirmation by the parent group.

The Chair of the parent group shall appoint the Chair of the task group.