

Part 5 of the I-INCE Rules for Operation

I-INCE CONGRESS EVALUATION COMMITTEE

Article 1. ESTABLISHMENT

The Congress Evaluation Committee (CEC) was established as a standing committee of the I INCE General Assembly at its meeting in Dearborn, Michigan, USA, 2002 August 18. The CEC for a current-year INTER-NOISE Congress is charged with providing a report with a frank and comprehensive assessment of that Congress.

Article 2. MEMBERS

Members of the CEC are individuals who are interested in assisting in the evaluation of the INTER-NOISE Congress they are attending.

The CEC shall have at least three, but no more than seven members. Each of the three I-INCE geographical regions of the world shall be represented by at least one member of the CEC. The I-INCE geographical regions are Europe-Africa, Pan-America, and Asia-Pacific.

The members of the CEC shall be appointed by the I-INCE Board and will typically include the presidents of the three most recent prior INTER-NOISE Congresses, but may also include the presidents of the next one or two upcoming congresses.

Article 3. OFFICERS

The officers of the CEC are the Chair, who is appointed by the I-INCE President from among the members nominated (typically the President of the most recent prior INTER-NOISE Congress), and any other officers that the Chair may wish to appoint.

Article 4. TERM OF SERVICE

The term of service is one year for the Chair and the other members of the CEC. The duties of the Chair and the members of the CEC commence immediately upon the confirmation of appointment by the I-INCE Board.

Article 5. EVALUATION REPORT

The principal task of the CEC is to prepare an evaluation report of the current-year INTER-NOISE Congress that shall include a statistical analysis section and a narrative section. A draft report shall be provided to the Congress President of the congress being evaluated for comment prior to the report being finalized. To the final copy of the evaluation report shall be appended the Congress President's report on the congress.

The statistical analysis section of the report shall be provided by the Congress President to the Chair of the CEC within 30 days of the close of the congress, and shall include a table of detailed information concerning the number of attendees, the technical program, the meeting facilities used, the proceedings published, the exhibition, the program for accompanying persons, and other quantitative data related to the congress.

The narrative section of the report shall assess the congress relative to the expectations contained in the instructions for the organization of Congresses. It should summarize practical problems that occurred during the planning and execution of the congress, determine how effective the I-INCE Instructions were in guiding the organization of the congress and the need for changes to the Instructions, identify errors and overlooked items in the planning and execution of the congress, and make recommendations, as needed, for changes that should be implemented for future INTER-NOISE Congresses. In short, the narrative section summarizes what worked well during the Congress as well as those features that need to be improved or modified in the future.

The report and recommendations contained therein shall be used as guidance to the I-INCE Board, the Future Congress Technical Planners, and to the refinement of the I-INCE Congress Guidelines.

Article 6. ANNUAL BUSINESS

The Congress Evaluation Committee may meet once a year on the final day of the current-year congress, subject to the call of the Chair. Alternatively, the business of the committee may be conducted by e-mail.

Article 7. BUSINESS TO BE CONDUCTED

The data to be included in the statistical analysis section are to be provided by the Congress President within 30 days of the close of the congress. The principal task of the members of the CEC is to provide commentary for the narrative section of the evaluation report. A draft of the evaluation report should be prepared and circulated by the Chair to the members of the CEC within 90 days after the close of the current-year INTER-NOISE Congress. The draft is also provided to the Congress President of the congress being evaluated for comment prior to the report becoming final.

Article 8. PRELIMINARY REPORT

It is expected that a typical CEC report will be six pages or less in length exclusive of statistical information. Within 60 days of the close of the INTER-NOISE being evaluated, a draft report is prepared and circulated to the committee members and the President of the Congress being evaluated for comment and suggested modification. Within 30 days of the circulation of the initial draft report, a second draft (preliminary report) is prepared by the committee Chair based upon comments received. The preliminary report is circulated to the committee, the President of the Congress being evaluated, the President of the next upcoming Congress, the Co-chairs of the FCTP, the I-INCE President, the I-INCE President elect, and the Secretary General.

Article 9. FINAL REPORT

The final report of the committee is prepared by the Chair, taking into account any comments or suggestions received on the preliminary report. The report includes statistical information about the Congress in the standard format that has been developed for the CEC report. The final report is provided to the Secretary- General at least 60 days in advance of the next I-INCE Board meeting for inclusion with the agenda papers for the meeting. The CEC should also review the current version of the Congress Instructions, and if appropriate, recommend revisions based upon their report. The work of the CEC for the current-year congress shall be complete upon presentation of its written report to the I-INCE Board and General Assembly. The presentations shall take place at the Board and General Assembly meetings in the year after the current-year congress.

NOTE: Part 5 of the I-INCE Rules was approved by the Board of Directors at a meeting in The Hague, The Netherlands, on 2001 August 26, and subsequent revisions were approved by the General Assembly on 2017 August 27.