

SAE A-6 - Breakout session organization reminder

Background

The Steering Council has concerns that the breakout sessions are not working in the best interest of the Committee (as experienced in the Milwaukee meeting)... and would like to remind the Panels that these sessions are meant to provide the opportunity for the panels to more efficiently develop their documents in a more timely manner to better meet the needs of the industry.

Objectives of the breakout sessions

The breakout sessions consist of a succession of approx 1 hour individual project working group meetings, generally following the format defined below. The objective is to provide the opportunity for the working group members to more efficiently plan, schedule, review, and address issues to get documents approved and released in a more timely manner. Progress and issues need to be tracked and reported to the Panel.

Document sponsors

Document Sponsor assess the need for, and proposes, a working session for the next A-6 meeting, ahead of time, i.e. at the panel meeting or at the latest, 2 months prior to the meeting, to be mentioned in the meeting agenda. Net meetings between A-6 meetings shall also be considered.

Document Sponsor runs the project meeting

Sponsor contacts key document participants ahead of meeting, open to any others

Sponsor makes sure that electronic/hard copies of the document to be discussed are available at the meeting

Sponsor follows Project Meeting format:

- Document Status/Schedule
- Document Needs
- Document Issues
- Document Actions including net meetings or a break out session at the next A-6 meeting

Sponsor prepares Panel Meeting presentation according to the attached Project Reporting slides to be provided to Panel Vice Chair before the panel meeting. These two slides are required for all panel documents, whether there has been a breakout meeting or not. Ideally, these are the only slides needed. If other slides are needed to obtain a voice vote during the panel meeting, they can be added. The technical issues should be resolved prior to vote at the panel.

Sponsors planning not to attend the A-6 meeting make sure ahead of meeting that either co-sponsors or specifically delegated persons will run the project meeting and let the Panel Chair know prior to the meeting.

Panel chair

Panel chair makes sure prior to the meeting that

- all documents in progress that deserve a project meeting are addressed
- either the sponsor or an identified co-sponsor will be available for running the project meeting

Provides to the Subcommittee Chair prior to the meeting a list of the proposed project meetings with the names of the sponsor in charge and of the key participants

Makes sure throughout the day that the project meetings are running well, helps where necessary, and directs panel members and new comers if necessary

In the event that there is no working session proposed by document sponsors, or not enough to take benefit of available time, it is the duty of the panel chair to propose activities for the full day like collectively looking at the 5 year review candidates, or discussing impact of emerging technologies, or discussing industry concerns, or discussing need for short courses, or reviewing lessons learned, or thinking about contribution of the panel to future symposium etc...

Subcommittee chair

The subcommittee chairman has the visibility on 3 to 6 panel workshop agendas, he is then in a position to:

- Balance attendance and time dedicated to each project meeting
- Prepare time allocation for the project meetings taking into account as far as possible availability of sponsors and key participants throughout the day
- Provide ahead of meeting a table presenting the data above (projects, sponsor, key participant, time). These tables are to be shown as part of the A-6 meeting agenda, at the Welcome meeting and to be posted during the day
- Make sure throughout the day that the projects meetings are running well, helps where necessary, and directs panel members and new comers if necessary

Panel members

Those identified as “key participants” by the sponsors will be invited to attend the associated meetings
Others will be invited to select the project meetings of their choice or may be directed by the Sub committee or panel chair if attendance needs to be balanced

Newcomers

Will be invited to select the project meetings of their choice on the basis of the information displayed at the Welcome meeting, or details given by sponsors, panel or sub committee chairs

Facilities

Rooms will be available for each panel, to run meetings in parallel, digital projectors will be provided.

Between meetings

Sponsor are encouraged to continue working through e-mail, or arrange net meetings if appropriate.

Reporting slides

The change proposed in these slides is intended to encourage net meetings between our biennial committee meetings, or to better plan working sessions ahead of time.

SAE A-6B3 Mechanical and Electromechanical Actuation Systems

Project #	Document #
Title	
Scope	

SAE A-6 Boulder CO, Sept 29-Oct 3, 2013 Page 1

SAE A-6B3 Mechanical and Electromechanical Actuation Systems

Title	
Document status/schedule:	Document issues:
Document needs:	Document actions:
Net meeting <input type="checkbox"/> Breakout session <input type="checkbox"/>	

SAE A-6 Boulder CO, Sept 29-Oct 3, 2013 Page 2