

Constitution for The Assembly for the “World Congress on Particle Technology”

(Final)

1. Name

The official name of The Assembly is “Assembly for World Congress on Particle Technology”.

2. Objective

The objective of The Assembly is to provide a means for international co-operation in the planning and co-ordination of the continuing series of Congresses know as “World Congress on Particle Technology”. The aim is to foster and co-ordinate international development of particle technology.

3. Structure

The organisational structure is outlined in **Appendix 1** attached.

The international community on Particle Technology will form Standing Committees which will represent the following regions:

- A Europe/Africa**
- B Asia/Australasia**
- C Americas**

The Standing Committees to serve until the end of the World Congress following the one held at Brighton, UK in 1998 will comprise the organizations stated in **Appendix 2** attached.

At each Congress the list of organisations will be reviewed by the Assembly. Applications from organisations for inclusion in a Standing Committee should be sent to The Assembly President and these will also be considered by the relevant Standing Committee.

The organizations accepted by The Assembly will be those making major technological and written contributions in the field of Particle Technology and having the willingness and capability of advancing the geographical scope, of advancing technology or of providing suitable papers to World Congress on Particle Technology.

4. The Assembly

4.1 The period of existence for The Assembly will be from after the last scheduled day of technical sessions at a World Congress through to the last day of the succeeding World Congress (ie. four years).

4.2 The officers shall be a President, a Vice President and Secretary. The President shall be the Chairperson of the National Organising Committee of the last World Congress, i.e. the former Vice-President of the Assembly. The Secretary shall be nominated by the Standing Committee not providing the President and the Vice-President.

- 4.3 The **President** shall preside at meetings of The Assembly, co-ordinate its international activities, issue (through the Secretary) the call of meetings, advise and support the Vice-President in matters concerning the next World Congress and represent the interests of The Assembly. The President shall report all his activities to The Assembly.
- 4.4 The **Vice-President** shall be the Chairman of the National Organising Committee of the forthcoming Congress. The Vice-President shall co-ordinate local co-operation in the host region of the up-coming Congress. Whenever possible the Vice-President shall also be from the host country and shall preside at Assembly meetings in the absence of the President. The Vice-president shall report all his activities to The Assembly.
- 4.5 The **Secretary** shall be responsible for the permanent records of The Assembly. At the request of the President, the Secretary shall issue the call for Assembly meetings and with the president shall prepare The Assembly meeting agenda. The Secretary shall be responsible for keeping the minutes of meetings and for conducting any formal voting by The Assembly between meetings. The Secretary shall also keep the official list of delegates of the Standing Committees and of representative organizations together with appropriate mailing addresses. The Secretary shall report all his activities to The Assembly.
- 4.6 The term of office for all Officers and Delegates shall begin the day after the last scheduled day of technical sessions at a World Congress through to the last day of the succeeding World Congress, provided that no officer's term shall end before a successor has been named.

5. Responsibility of The Assembly

- 5.1 The Assembly shall ensure that a World Congress on Particle Technology is arranged every four years, unless extenuating circumstances determine otherwise, in geographical rotation between regions A, B & C. The host region must be decided by The Assembly and the relevant Standing Committee must be invited to give outline proposals 8(eight) years before a Congress. These outline proposals for hosting a Congress should be submitted to The Assembly President via the relevant Standing Committee, so that they can be distributed to the delegates three months in advance of an Assembly meeting. The Assembly will approve one outline proposal.
- 5.2 The Assembly shall review the detailed Congress proposal presented by the Relevant Standing Committee 4 (four) years before the Congress.
- 5.3 The Assembly shall be responsible for the review and approval of the list of Affiliated organizations.
- 5.4 Whenever possible, agreements shall be achieved through discussion and consent. If necessary the President may invoke decisions by secret ballot in which case a quorum is required. In such cases this shall be one vote per delegate present at The Assembly meeting. The President will not vote until all results have been processed. The President will then have the casting vote

6. Responsibility of Standing Committees

- 6.1 Each Standing Committee shall meet at the World Congress and will appoint four delegates to The Assembly; at least one shall be an industry representative. These delegates must be from organizations which have a professional secretariat which has the facilities to organise a World Congress.
- 6.2 When requested by The Assembly, a Standing Committee shall submit outline proposals 8 (eight) years before a Congress to The Assembly. These outline proposals for hosting a Congress should be submitted to The Assembly President.
- 6.3 The Standing Committee shall then produce a detailed proposal for consideration by The Assembly 4 (four) years before their Congress for approval by The Assembly. The proposal must include:
 - a) the country and location where the Congress will be held;
 - b) proposed dates;
 - c) The name of the organisation which will administer the Congress which will be known as the "host organisation".
 - d) Report on organisational arrangements to date.
- 6.4 The Standing Committee shall review the list of affiliated organizations within its region and submitting this list to The Assembly for approval.

7. Terms of Delegates of Standing Committees

- 7.1 The term for delegates shall begin the day after the last scheduled day of technical sessions at a World Congress through to the last day of the succeeding World Congress.
- 7.2 A delegate may be re-appointed.

8. Organisational Aspects of the World Congress

- 8.1 A National Organising Committee (NOC) will be formed following consultation with the host organisation and the Standing Committee. The NOC will typically comprise 8-19 members including the Chairman of the Technical Programme Committee (see below). The Chairman of the NOC will be the Vice-President of The Assembly. Minutes will be made available to the Secretary and President of The Assembly.

The National Organising Committee will address issues such as:

- selection of a suitable venue
- selection of a suitable date
- identification of the aims and objectives of the Congress
- assistance to the host organisation with marketing and publicity
- advise on financial aspects
- set up and review the progress of the technical programme Committee
- consideration of bids for and arranging publication of the proceedings

- 8.2 A Technical Programme Committee (TPC) will be formed responsible to the NOC. The remit of the Committee should address matters such as:
- The development of the Congress theme and ensuring the technical content is of a high standard and appropriate to the Congress.
 - the preparation of the Call for Papers
 - setting selection criteria for papers
 - selecting abstracts
 - identifying referees
 - appointing session chairman
 - identifying plenary and keynote speakers
 - planning the programme
- 8.3 The host organisation will be fully responsible for providing administrative / secretariat support to the National Organising Committee and Technical Programme Committee for the Congress Programme only.
- 8.4 The host organisation will make suitable arrangements that no artificial barriers to attendance will be imposed on bona-fide members of the international community of Particle Technology.
- 8.5 The logo and congress title for the World Congress has been registered as a trademark and shall be used for all World Congress.

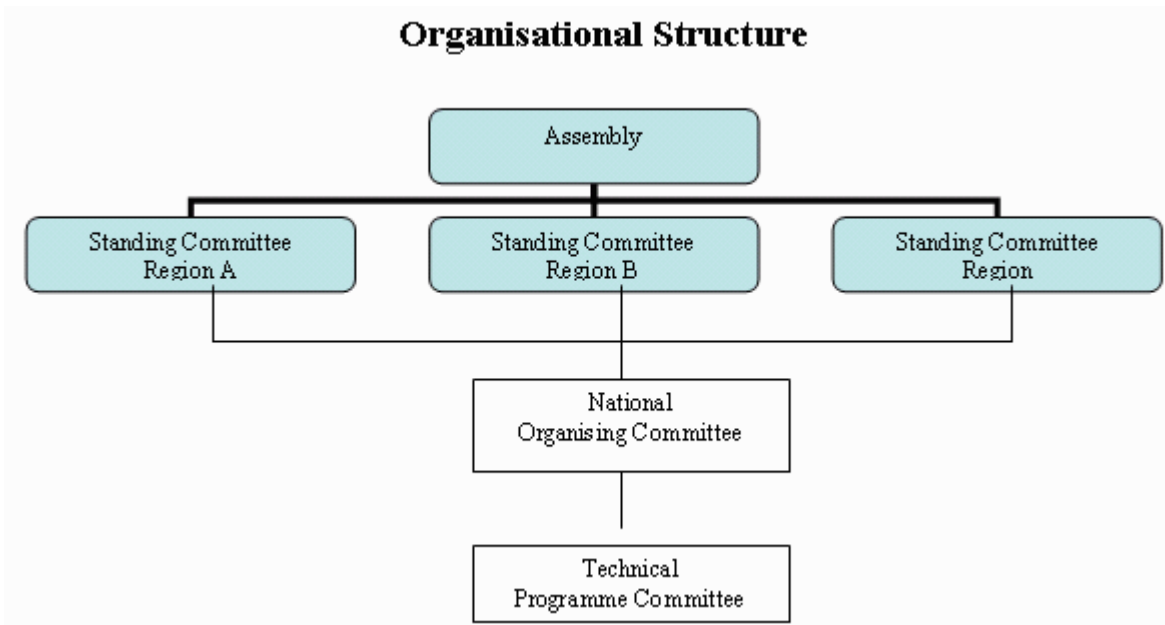
9. Finances

- 9.1 The Assembly will not provide funds for its delegates or for Congress hosts and shall not accept any financial commitment of any kind.
- 9.2 Full financial responsibility for the Congress is assumed by the host organisation.

This constitution is agreed by the founding affiliated organizations in **Appendix 2**.

Quorum – A Quorum is defined as 50% attendance from each of the Regions A, B & C. If the quorum is not reached, a written ballot will be required of all members of The Assembly including the Vice-President.

Appendix 1



Appendix 2

Founding Standing Committees (Affiliated Organizations) in July, 1998

A Europe/Africa

European Federation of Chemical Engineers
Institute of Chemical Engineers (Particle Technology Subject Group)
Technische Universität Braunschweig
Finnish Fine Particle Society

B Asia/Australasia

APPIE (Japan)
The Society of Powder Technology (Japan)
Australasian Particle Technology Society
The Chinese Society of Particuology, Beijing, China

C Americas

American Institute of Chemical Engineers (Particle Technology Forum)
International Fine Particle Research Institute
The Dow Chemical Company

Founding Delegates in July, 1998

Dr Jan Novosad, Chairman, EFCE, Mechanics of Particle Solids, Czech Republic
Deputy: Professor Eric Forsberg, Lulea University of Technology
Dr K R Yuregir, IChemE Particle Techn. Subject Group, Unilever Research, United Kingdom
Prof Dr Ing M Bohnet, Technische Universität Braunschweig, Germany
Professor Kari Heiskanen, Finnish Fine Particle Society, Helsinki University of Technology
Mr Makio Amano, President – APPIE, Japan
Prof. Yasuo Kousaka, President, The Society of Powder Technology, Japan
Professor J.A. Raper, Australasian Particle Technology Society, Australia
Professor M Kwauk, The Chinese Society of Particuology, Beijing, China
Professor M Roco, AIChE Particle Technology Forum, NSF, USA
Mr L J Ford, President – IFPRI, USA
Mr Karl Jacob, The Dow Chemical Co, USA