**Travel Support - Application**

**ACI Technical Cooperation Program (TCP)**

**November 20, 2023, Version 6.0**

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| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Title: |  | | | | |
| Employer: |  | | | | |
| Phone: |  | Email: |  | | |
| Date of Submittal: | |  | | | |
| Current Memberships on ACI Technical Committees (include leadership positions) | | | | | |
|  | | | | | |
| Current Memberships on Relevant Technical Committees outside ACI: | | | | | |
|  | | | | | |
| ACI Technical Committee(s) related to your planned technical cooperation: | | | | | |
|  | | | | | |
| External (International) Committee/Commission/Task Group: | | | | | |
|  | | | | | |
| Have you been participating in document/program development with this External Committee? | | | | |  |
| ACI Committee document/program that will use or be a resource for your interactions: | | | | | |
|  | | | | | |
| Venues and anticipated dates of travel: | | | | | |
|  | | | | | |
| Years anticipated for completion of that document/program1: | | | |  | |
| How many meetings do you expect to attend per year? | | | |  | |
| For how many years do you expect you to produce a significant impact? | | | |  | |
| Estimate of travel expenses per meeting? | | | |  | |

1CSAO approvals are on an annual basis. Approvals for subsequent years of multi-year efforts will be considered for approval upon review of activity reports for portion approved.

**Required Attachments:**

One page description of intended outcome of the specific technical cooperation activity and benefit to ACI.

Communication from ACI Technical Committee Chair supporting the need for engagement with the External Committee, including summary why the candidate is suited for this international cooperation.

Communication from External Committee representative supporting the need for engagement by ACI Technical Cooperation Representative.

**Agreement**

* Within 30 days of completion of each trip, I will provide a written report that includes updates on efforts related to improved cooperation between the ACI and corresponding External Committee. I acknowledge that reimbursement is contingent on completion and submittal of the report. The report will contain, at a minimum:

1. A description of External Committee(s) and individuals that were engaged,
2. A description of accomplishments from most recent trip(s), and
3. A description of how ACI has benefitted from this most recent or continuing technical cooperation with specific reference to ACI documents and programs.

• I agree to submit activity report s to:

1. ACI Technical Committee Chair, and
2. Steve Szoke – [steve.szoke@concrete.org](mailto:steve.szoke@concrete.org)

* Within 6 months of participation as an ACI Technical Cooperation Program Representative, I will be prepared to provide an oral report to the appropriate ACI Technical Committee(s) designated on this application.
* I agree to advise participants and leadership of the External Committee that my participation is, at least in part, due to support provided by ACI.
* While serving as an ACI Technical Cooperation Program Representative, I shall clearly state to all interested parties that while being supported by ACI, I do not specifically represent ACI or their Technical Committees.
* I understand that reimbursement for travel expenses is limited to $3,000 per trip and $5,000 per year. I also understand that all reimbursement expenses must be accompanied with a copy of a receipt.

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| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

**Submitta**l:

* Sign the agreement statement below
* Submit application form and required attachments to Steve Szoke, [steve.szoke@concrete.org](mailto:steve.szoke@concrete.org)

**Travel Support - Description of Criteria**

**ACI Technical Cooperation Program**

**November 20, 2023, Version 6.0**

**Concept:**

This program is designed to facilitate the exchange of technical information between ACI technical committees and committees of concrete codes and standards development organizations (SDOs) external to the United States. The latter is referred to as the External Committee. Priority will be given to applications indicating efforts integrating necessary technical considerations and concepts to facilitate the acceptance, use, and adoption of ACI codes, standard, guides, and programs in countries outside the US.

**Eligibility:**

ACI Members, who are full members of an ACI Technical Committee and have an interest in working cooperatively with an External Committee developing technical recommendations for analysis, design, and construction with concrete, are eligible for support. Prior interaction with the technical organization of interest is beneficial but is not necessary.

**Level of Travel Support:**

Participants are eligible to receive a maximum of $3000 per trip and $5000 per year in travel support for attending technical meetings of the non-US technical organization of interest.

**Limitations and Restrictions**:

Even though they are not official representatives of ACI, Technical Coordination Program Representatives (Representative) should, to the best of their ability, represent the views and activities of related ACI Technical Committee(s). They are allowed to deviate from a committee’s position on a technical topic and can express their personal opinions. However, in all oral and written communications, they should be clear whether such statements represent a consensus view from a related ACI Technical Committee or are their own opinion.

**Reporting Travel Expenses:**

Within 30 days of completing his/her travel, an ACI travel reimbursement form must be completed and submitted, with appropriate receipts, to [Steve.Szoke@concrete.org](mailto:Steve.Szoke@concrete.org). The Representative will be provided access to a travel reimbursement form once notified of approval.

**Application Submittals:**

Applications must be submitted for review by the ACI Codes and Standards Advocacy and Outreach Committee at least 60 days prior to the start of the ACI Spring or Fall Conventions.

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| TIMELINE: | | |  |  |  |  |  |  |  |  |  |  |  |
|  | Min. 30 days |  |  |  | Max. 15 days |  | TBD |  |  | Max. 30 days |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  | |  |  | |  |  | |  |  | |
| **Submittal** | |  | **ACI Convention** | |  | **Notification** | |  | **External Meeting** | |  | **Report** | |