**Travel Support - Application**

**ACI Technical Cooperation Representative**

**August 14, 2017 Version 3.0**

**Send Completed Form to Kelly.Dudley@concrete.org**

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| --- |
| Name: |
| Phone: | Email: |
| Date of Submittal: |
| Consideration Requested at: |
|  Spring ACI Convention (Enter year): |  Fall ACI Convention (Enter year):  |
| Affiliation(s) and Position(s): |
| Current Memberships on ACI Technical Committees (include leadership positions): |
| ACI Technical Committee(s) related to your planned technical cooperation with External (International) Committee/Commission/Task Group:ACI Committee document/program that will use or be a resource for your interactions:Your current role with that document/program:Timeline for completion of that document/program: |
| External Committees/Commissions/Task Groups related to your planned technical cooperation:Document/Program Topic that will be the primary focus of your interactions:Your anticipated role with that document/program:Timeline for completion of that document/program:Other ACI members (if any) actively working with this document/program: |
| How many meetings do you expect to attend in 2018?Estimate of travel expenses per meeting? For how many years do you expect your technical interactions will need to continue to produce a significant impact? For what length of time will you need travel support to continue your participation with this external technical group? |

Required Attachments:

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

 Communication from ACI Technical Committee Chair supporting the need for engagement with the external committee, including summary why this person is best suited for this international cooperation.

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

Within 45 days of completion of each trip, I agree to provide a written report that will include updates on efforts related to improved cooperation between the ACI and corresponding External organizations.

The report should 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, 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.

 Report will be sent to:

1. ACI Technical Committee Chair,
2. Matt Senecal - matt.senecal@concrete.org for distribution to ACI Technical Activities Committee (TAC); and
3. Steve Szoke - steve.szoke@concrete.org for distribution to the Codes and Standards Advocacy and Outreach Committee (CSAO).

Within 6 months of participation as an ACI Technical Cooperation Representative, I agree to be prepared to provide an oral report to the appropriate ACI Technical Committee(s) designated on this applicaiton.

I agree to advise participants and leadership of the external entity that my participation is, at least in part, due to support provided by ACI.

While serving as an ACI Technical Cooperation 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.

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

(To be completed by TAC)

|  |
| --- |
| Comments and recommendations from TAC: |

**Travel Support - Description of Criteria**

**ACI Technical Cooperation Representatives**

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**Concept:**

This program has been developed 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. Priority will be given to applications indicating efforts integrating necessary technical considerations and concepts to facilitate the adoption and use 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 technical organization that is developing technical recommendations for analysis, design and construction with concrete, are eligible for support. Prior interaction with the technical organization of interest would be useful, but is not necessary. Applications must include the title of the committee, commission, task group or working group with whom you propose to cooperate and share technical information.

**Level of Travel Support:**

Participants are eligible to receive a maximum of $3000 per trip and $4000 per year in travel support for attending technical meetings of the non-US technical organization of interest. In 2018 and 2019, ACI is planning to support up to eight Technical Cooperation Representative per calendar year.

**Reporting Requirements:**

Within 45 days after attendance at a technical meeting of the non-US technical organization, the ACI Technical Cooperation Representative will provide a short-written summary of topics covered and significant technical developments, and shall make a short oral presentationto related ACI Technical Committee(s) during the next scheduled meeting of those committees.

**Limitations and Restrictions**:

Even though they are not official representatives of ACI, Technical Coordination Representatives 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 the CSAO secretary. The Technical Coordination Representative will be provided access to a travel reimbursement form once notified of approval to be a participant in this program.

**Application Submittals:**

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

*Exception:* In the inaugural year (2018), applications should be submitted at least 60 days prior to the intended activity.