

ICCC

**INTERNATIONAL CONGRESS ON THE
CHEMISTRY OF CEMENT**

ICCC

International Congress on the Chemistry of Cement

Code of Conduct

Status:
September 2019

Code of Conduct

1 Preamble

The International Congress on the Chemistry of Cement (ICCC) is the renowned global platform which summarises the state of the art of cement chemistry and major trends in cement application.

The ICCC's Operational Principles ensure openness, transparency, good governance and the efficient functioning of the ICCC not only during the actual congresses but also in the periods between them. The Operational Principles are as transparent and globally inclusive as possible, so as to ensure good and fair representation.

Members of the ICCC's Steering Committee, Scientific Committee and Permanent Secretariat work in mutual respect of each other. They commit themselves to the spirit of the ICCC in particular by taking responsibility for the scientific quality of the ICCC and by participating in refereeing, reviewing and evaluating oral or poster presentations.

While the Steering Committee, the Scientific Committee and the Permanent Secretariat aim to ensure a high scientific quality of the ICCC, the overall responsibility for the ICCC including financial risks lies solely in the hands of the hosting organisation.

2 Steering Committee

Although the Steering Committee is not a legal entity, it represents the highest level of supervision of the ICCC organisation, and ensures compliance with its internal rules, i.e. the Operational Principles and this Code of Conduct.

The members of the Steering Committee work on a voluntary basis, i.e. they are not paid by the ICCC.

The composition of the Steering Committee must reflect the global character of the ICCC by having a broad geographical reach. In addition, the scientific quality and industrial relevance of the congresses must be ensured by an adequate representation of renowned academic institutions and globally active industrial members. Based on this, the Steering Committee decides on the nominations, which must be made at least 6 weeks before a Steering Committee meeting. A nomination can only be denied if it is not in line with the spirit of the Operational Principles, and the reason for the denial of any nomination must be given in writing to the nominating institution.

The members are equally responsible for committee actions and decisions. They are collectively responsible and accountable for the application of the Operational Principles and for the preservation of the sound reputation of the ICCC worldwide.

Decisions of the Steering Committee should be taken by consensus. If no consensus can be reached, decisions will be taken by majority. If no majority can be reached, the vote of the chairperson counts as two votes.

The Steering Committee works in an open and transparent manner. Decisions can be made public whenever these are of importance for the ICCC community, or can be disclosed upon request. However, the Steering Committee will not disclose individual opinions of its members.

Members of the Steering Committee will never discuss issues relevant to antitrust law among each other.

3 Scientific Committee

For each ICCC the Steering Committee nominates a Scientific Committee which is responsible – together with the host country – for ensuring the scientific quality of the upcoming ICCC.

The members of the Steering Committee work on a voluntary basis, i.e. they are not paid by the ICCC.

The members of the Scientific Committee will be nominated by the Steering Committee. The membership must be based on:

- broad industrial and academic scope
- proven scientific records of nominated members
- adequate representation of the host country
- adequate regional scope.

No more than two representatives from any one country may be members of the Scientific Committee.

The host country for the upcoming ICCC has the right to provide the Chair as an additional member of the Scientific Committee.

Decisions of the Scientific Committee should be taken by consensus. If no consensus can be reached, the final decision is always made by the Chair.

The Scientific Committee decides on the papers which will be accepted (presentations or posters) based on a confidential review process. Since good industrial and academic scope as well as good regional scope should be reflected in the presentations given, the Scientific Committee has to take into account various aspects, which could make it difficult to restrict the number of presentations in the different theme sessions.

It is therefore important that the Scientific Committee operates in an open manner and makes the criteria for the selection of papers, presentations and posters transparent. However, the Scientific Committee will not disclose individual opinions of its members, in particular not the names of the members of the Scientific Committee involved in a review process.

The Scientific Committee will respect the rights of the authors and the applicants for presentations and posters.

Members of the Scientific Committee will disclose any conflict of interest when reviewing submitted oral or poster presentations.

Members of the Scientific Committee will never discuss issues relevance to antitrust law among each other.

4 Permanent Secretariat

The Permanent Secretariat is an independent and recognised organisation in the field of cement and concrete which has proven its ability to meet scientific and industrial requirements.

The assignment of the Secretariat requires the approval of the Steering Committee (majority vote). The Steering Committee can at any time propose to change the hosting organisation of the Secretariat for whatever reason they decide it must be replaced.

The Secretariat nominates the Secretary, who is automatically an additional member of the Steering Committee without the right to vote.

The Permanent Secretariat must operate efficiently on a small budget, and all incurred costs must be budgeted and reimbursed through sponsors from national, industrial or scientific organisations.

The Permanent Secretariat's work is based on confidentiality. It reports only to the Steering Committee. Any personal or private information such as e.g. e-mail addresses to which the Permanent Secretariat is granted access will not be disclosed without the consent of the owner of this information.

Duesseldorf, August 2019