

AIST

Technology Committee

Guidelines

Adopted 17 September 2004; Most Recent Amendment 26 March 2020

SECTION 1 **AIST**

AIST is organized to operate exclusively for charitable, scientific and educational purposes as set forth in its Articles of Incorporation. Specifically, AIST shall advance the technical development, production, processing and application of iron and steel through educational activities, presentation and publication of technical papers, dissemination of information related to iron and steel, and other activities.

SECTION 2 **TECHNOLOGY COMMITTEES PER AIST BYLAWS** *(ABRIDGED FROM ARTICLE X, SECTIONS 1, 3–6)*

Formation. Technology Committees of AIST may be established for the purpose of assisting AIST in carrying out its stated purposes whenever the Board of Directors may approve, subject to such requirements as to membership, organization, procedures and financial responsibility that the Board of Directors may from time to time determine. The Technology Committees shall be subject to these guidelines established by the Board of Directors.

Officers. Each Technology Committee shall have, at a minimum, the following officers: (i) Chair and (ii) Vice Chair. Technology Committee Officers shall be actively employed in the iron and steel industry, and shall be nominated from and elected by their respective Technology Committees for a term of one (1) year. Technology Committee chairs shall serve for no more than two terms in succession. Non-Producer Members shall be eligible for the office of Technology Committee Chair every other term.

Qualification. A member of any Technology Committee shall be a Member of AIST. AIST Members may belong to one or more Technology Committees.

Technology Council. The chairs of all Technology Committees shall form the Technology Council. The responsibilities of the Technology Council will include the overall strategic planning of the Technology Committees and approving Technical Reports created by a Technology Committee.

Composition. Each Technology Committee shall be composed of Members selected in accordance with guidelines established by the Board of Directors.

Technology Divisions. Technology Committees of similar technical disciplines are organized into Technology Divisions. The creation or dissolution of or change to a Technology Division is subject to approval by the Board of Directors.

Representation on Board of Directors of AIST. The representative Technology Committees of each Technology Division shall recommend to the Nominating Committee one Member to serve on the Board of Directors as that Technology Division Director pursuant to Article VI, Section 2 of the Bylaws. The Chairs and immediate past Chairs of the Technology Committees will be automatically

nominated pending their agreement. A majority vote of all the members of the Technology Committees within the Technology Division will determine the candidate.

Meetings. Each Technology Committee may hold such meetings as it deems appropriate, subject to the guidelines established by the Board of Directors.

Representation. No Technology Committee shall use the name of AIST in any manner whatsoever except as authorized by the Board of Directors. No Technology Committee shall publicly take a position on behalf of AIST except as authorized by the Board of Directors.

Governance and Bylaws. The affairs of the Technology Committees shall be managed by their respective governing bodies subject to these bylaws as approved by the Board of Directors of AIST and such rules and policies as the Board of Directors of AIST may adopt.

Termination. Technology Committees may be terminated at any time and in such manner as the Board of Directors may deem necessary. Upon termination of a Technology Committee, all funds in and records of such Technology Committee shall be returned to AIST.

SECTION 3 **STRUCTURE**

- I. Safety and Environment Technology Division
 - Safety and Health Technology Committee (SHTC)
 - Environmental Technology Committee (ETC)
- II. Cokemaking and Ironmaking Technology Division
 - Cokemaking Technology Committee (CMTC)
 - Ironmaking Technology Committee (IMTC)
 - Direct Reduced Iron Technology Committee (DRITC)
- III. Steelmaking Technology Division
 - Electric Steelmaking Technology Committee (ESTC)
 - Oxygen Steelmaking Technology Committee (OSTC)
 - Specialty Alloy and Foundry Technology Committee (SAFTC)
- IV. Refining and Casting Technology Division
 - Ladle and Secondary Refining Technology Committee (LSRTC)
 - Continuous Casting Technology Committee (CCTC)
- V. Rolling and Processing Technology Division
 - Hot Sheet Rolling Technology Committee (HSRTC)
 - Cold Sheet Rolling Technology Committee (CSRTC)

- Galvanizing Technology Committee (GTC)
- Tinplate Mill Products Technology Committee (TMPTC)
- Plate Rolling Technology Committee (PRTC)
- Long Products Technology Committee (LPTC)
- Pipe and Tube Technology Committee (PTTC)
- Rolls Technology Committee (RTC)

VI. Metallurgy Technology Division

- Metallurgy — Steelmaking and Casting Technology Committee (MSCTC)
- Metallurgy — Processing, Products and Applications Technology Committee (MPPATC)

VII. Energy, Control and Digitalization Technology Division

- Energy and Utilities Technology Committee (EUTC)
- Electrical Applications Technology Committee (EATC)
- Digitalization Applications Technology Committee (DATC)

VIII. Plant Services and Reliability Technology Division

- Project and Construction Management Technology Committee (PCMTC)
- Maintenance and Reliability Technology Committee (MRTC)
- Lubrication and Hydraulics Technology Committee (LHTC)
- Refractory Systems Technology Committee (RSTC)

IX. Material Movement and Transportation Technology Division

- Material Handling Technology Committee (MHTC)
- Cranes Technology Committee (CTC)
- Transportation and Logistics Technology Committee (TLTC)

Technology Committee Creation/Dissolution. Any additions, deletions or changes to the Technology Committee structure shall be referred to the Board of Directors for approval by simple majority.

Technology Committee Name Change. For a Technology Committee name change, the following criteria must be met:

1. Approval of the Technology Committee by simple majority vote from the entire committee membership.
2. Unanimous approval of the other Technology Committee Chairs within the Technology Division.
3. Approval of the Technology Council by a super majority vote of 75% of ballots cast from council membership.

Technology Division Name Change. Technology Division names may be changed by a super majority vote of the Technology Council.

SECTION 4 PARTICIPATION

Solicitation. If an AIST Member in good standing would like to volunteer to participate on an AIST Technology Committee, the Member should complete a Technology Committee Application stating the Technology Committee of interest.

Membership. After the application is received, the prospective Member will be added to the Technology Committee roster and be considered a full voting member of the Technology Committee pursuant to these guidelines.

Election of Officers. Officers for a committee will be elected by a majority of the members of the committee attending the election meeting. Proxies for votes of active members who cannot participate in person can be submitted electronically at the discretion of the Technology Committee. Nominations should be made by a committee member. The election meeting can occur at any time during the year. Officer transitions will occur on July 1 of each year.

Composition. AIST encourages representatives from steel producers, academia and suppliers to the industry to participate in Technology Committees.

Liaisons. Liaison members are established for the purpose of maintaining a flow of information from AIST Technology Committees or various technical organizations to a sponsoring committee. The liaison must be a member of the sponsoring committee and is welcome, but not required, to attend any or all meetings of the liaised committee. The liaison is responsible for reporting the activities of the liaised committee at the sponsoring committee's next meeting. To establish a liaison, the chair of the sponsoring committee or an AIST Staff Representative must request approval from the other committee's chair. Once approved, the liaison is identified and placed on the roster of the liaised committee and receives all correspondence for that committee, including minutes of meetings and meeting notices.

Guests. Committee members are welcome to bring guests to the meetings for the purpose of allowing that person to learn more about the activities of the committee or to make a contribution to the efforts of the committee.

Contribution. Technology Committee members are expected to take an active role in the committee's technical activities as a condition of membership.

Attendance. Regular attendance at committee meetings is a requirement for ongoing membership on any committee. Members who do not participate in the Technology Committee's activities over the course of a 12-month period are subject to removal from the committee. In the event an active committee member cannot attend a committee activity within a 12-month period, a substitute may be identified to the staff engineer or administrator and sent to fulfill this requirement.

Participation. All participation must be of a technical nature. There shall be no commercial activity at any committee function.

SECTION 5 MEETINGS

Regular meetings are the one activity common to all AIST Technology Committees. Committees should plan to meet a minimum of three times per year. Technology Committee meetings and activities shall not conflict with AIST Annual Conferences, committee-sponsored conferences or other AIST-sponsored events.

Meetings of AIST Technology Committees may include many of the following activities:

- Safety discussions
- Technical presentations
- Developing sessions for the annual conferences
- Plant tours related to the industry or technology relative to the committee's interests
- Informal updates by committee members on technical activities
- Roundtable discussions amongst members and guests
- Surveys and benchmarks of industry practices
- Review of progress on committee projects/upcoming activities
- Joint meetings with other AIST Technology Committees, AIST Member Chapters and/or with another association's committee of similar interests
- Inclusion of invited guests as potential committee members

- Review of previous sessions, conferences, seminars, etc. (AIST or other organizations)
- Developing Study Tours
- Review/development of books and other educational/technical materials

Meeting Notice/Agenda. AIST Staff drafts the meeting agenda using the standard agenda plus main agenda items as supplied by the Committee Chair. The standard agenda includes the following items:

- Chair's opening remarks
- Appoint minute-taker
- Review antitrust compliance guidelines
- Membership and attendance
- Review minutes of previous meeting
- AIST Staff announcements
- Main agenda items (see Technology Committee Activities as outlined in the preceding section)
- Discussion (member topics)
- Next meeting
- Chair conclusion
- Adjourn

AIST Staff sends the meeting notice, approved by the Technology Committee Chair, to committee members, candidates, liaisons and invited guests. The target date for sending the meeting notice is five to six weeks prior to the meeting, with responses due to AIST one to two weeks prior to the meeting. AIST Staff tabulates responses in order to plan final arrangements for the meeting facilities (size of room, seating arrangements, number of meals, etc.). The Chair may cancel the meeting if turnout is low based on the responses received; therefore, return of the response form by the due date is important.

Meeting Conduct. It is the Chair's responsibility to preside over the meeting. The first order of business is to assign a committee member to record the minutes of the meeting. Introductions should be made when new members are present. The agenda times should be reviewed to check whether any members must leave early due to travel arrangements or if any other agenda changes are needed. Minutes of the previous meeting are reviewed, and corrections are noted in the current meeting minutes. The meeting proceeds under the guidance of the Chair.

Digressions from the agenda should be held to the end of the meeting, where time for open discussion has been provided. Before the meeting is adjourned, arrangements for the next meeting are discussed with all present, so that tentative plans may be made. Concerning rules of order, committee business items are to be decided by consensus. When necessary, the Chair may call a vote to decide business items. A simple majority is required to carry a motion. Balloting of technical reports and items regarding the mission of the committee require a vote by the full committee.

Antitrust Compliance. Antitrust law prohibits agreements or understandings between two or more individuals or businesses to regulate prices or quantities of goods and services, to allocate customers or territories, to hinder or limit a competitor or potential competitor's operations, or otherwise unreasonably restrain business activity. Discriminatory pricing or servicing is also prohibited.

Every individual who participates in AIST meetings and activities should follow these guidelines:

- DON'T discuss with other members your own or competitors' prices, pricing procedures, or anything that might affect prices such as costs, discounts, terms of sale, or profit margins, or anticipated wage rates.
- DON'T make announcements or statements about your own prices or those of competitors.

- DON'T talk about what individual companies plan to do in particular markets or with particular customers.
- DON'T disclose to others any competitively sensitive information.
- DON'T propose or agree to any action intended to disadvantage or injure another company.
- DON'T stay at a meeting or activity where any such anti-competitive talk occurs.
- DO have an AIST staff person present at any meetings and insist on the agenda being followed and minutes kept.
- DO confer with AIST staff before making any statement with competitive ramifications.

It is incumbent upon all AIST members to adhere to these guidelines to avoid putting all parties and their respective companies at risk for antitrust law violation.

Anti-Harassment Policy. The Association for Iron and Steel Technology (AIST) is dedicated to providing harassment-free events for everyone, regardless of age, race, religion, disability, gender, gender identity or sexual orientation. We do not tolerate harassment in any form of anyone attending an AIST event.

Harassing behaviors include: offensive verbal comments related to age, race, religion, disability, gender, gender identity or sexual orientation; the use or display of sexual images, activities or commentary in public spaces; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of events; or inappropriate physical contact.

Participants asked to stop any harassing behavior are expected to comply immediately. Participants violating this policy may be sanctioned or expelled from the event or the membership at the discretion of the AIST leadership.

AIST Staff. The AIST Staff Representative serves as the committee's AIST headquarters representative; meeting facilitator; liaison with the hotel/meeting facility staff; and the committee's membership, communications and staff resource coordinator.

All committee meetings must be attended by a representative from the AIST Staff. Business conducted without the presence of an AIST Staff member will not be considered official business of AIST. Typically, each committee's meeting will be attended by the Staff Representative who has been assigned primary responsibility for that committee, although other AIST Staff may attend due to schedule conflicts, etc.

The assigned Staff Representative is responsible for supporting those activities of the Technology Committees within the AIST structure. Some support staff functions include:

- Setting up and coordinating meetings
- Distributing meeting notices and meeting minutes
- Maintaining attendance records
- Generating other committee correspondence
- Providing ongoing assistance for all committee activities
- Providing administrative support for Specialty Training Conferences, Technical Reports, sessions at annual conferences, roundtable discussions and other special projects

Meeting Minutes. Meeting minutes are to be taken by the assigned minute-taker. Minutes for each meeting become permanent documents in the AIST files. As such, minutes must reflect professionalism.

Minutes are to be composed using the agenda as an outline. The minute-taker should call attention to the Chair if he/she senses a drift away from the agenda. The Chair, minute-taker or any committee member may call for a pause in the meeting for clarification of minutes, as required throughout the course of the meeting. Time permitting, main points of the minutes should also be reviewed with

the committee by the minute-taker before adjournment, especially with regard to assignments made at the meeting.

Upon conclusion of the meeting, the minute-taker should type the minutes and submit an electronic file a copy of the minutes to AIST Staff for review and approval of the Committee Chair. Minutes will be distributed to the committee by AIST as a "draft" to be approved at the next meeting.

Minutes should be submitted to AIST as soon as possible, but no later than two (2) weeks after the meeting. Timeliness of submittal is very important for the following reasons:

- Minutes are the basis for the notice for the next committee meeting. If distribution of the minutes is delayed, the notice for the next meeting may also be delayed.
- Minutes are the official record of meeting activities. Also, they are the official guide for action to be taken subsequent to the meeting; many members will utilize the minutes as a reminder of follow-up responsibilities.

Plant Tours. Including a plant tour as part of a regular committee meeting provides strong technical content to the agenda.

Plant tours typically take place at a member's facilities, but may also include other facilities. Requests for plant tours must be coordinated through the AIST Staff to avoid overwhelming individual companies with excessive requests. Once approved by AIST, initial contact with the plant to request permission may be verbal and can even be made by a member of the committee. Verbal requests should be followed up by a written request from the AIST Staff, if required. The written request will outline tentative times and other practical details. Also included with the request is a copy of the committee roster, so the company hosting the tour can review the potential tour group. The AIST Staff will notify the company being toured of the actual anticipated attendance (based on member responses) several days prior to the event. Following the plant tour, AIST will issue a plaque and/or letter of appreciation for the hospitality extended by the company that was toured.

When committee meetings are combined with plant tours, the committee often issues an open invitation to the company contact, host or other employees of the Host Company to attend the committee meeting and/or dinner as guests. At the discretion of the Chair and the committee, such guests may also be invited to join the committee as permanent members. The invitation will be issued as per normal membership procedures.

Special Committee Activities. Technology Committees may elect to initiate Technical Reports or other special projects. Requests for funding must be submitted in advance for approval by the Board of Directors. Proceeds from these projects will be used to support programs beneficial to all Association members. Guidelines for sponsored projects can be found in Appendices A, B and C.

SECTION 6 OFFICERS

Chair. The primary goal of the AIST Technology Committees is to be of service to the industry through a variety of activities, with particular emphasis on returning value to all members and the companies they represent. It is the responsibility of the Chair to ensure that this long-term goal is fulfilled. Specific responsibilities for Chairs and other Chair appointed officers of the Technology Committees and Subcommittees are as follows:

- **Determine main agenda items for meetings**
- **Designate meeting location**
- **Preside over meetings**
- **Technical Program for Annual Conferences:**
Coordinate the review and selection of potential papers (and replacement papers) for technical sessions at the Annual Conferences; assign committee members to solicit potential authors as needed; solicit/assign session chairs; and encourage authors to submit manuscripts in a timely manner.

- **Specialty Training Conferences and Roundtable Discussions:** Define topic(s), purpose, scope and targeted audience; assign members to a Subcommittee specifically responsible for coordinating development of the program for the event, including questionnaires or surveys, recommendations for authors/topics and periodic review of program content.
- **Technical Reports:** Assign specific responsibilities to individual committee members; monitor progress for assigned responsibilities; coordinate periodic reviews of the draft document; coordinate revisions to the draft document based on comments from committee members and the balloting process; coordinate responses to inquiries; coordinate periodic reviews of and revisions or amendments to the document as needed. See Appendix A for details.
- **Special Projects:** Define the scope and objective of the project; submit a financially sound request for funds to the AIST Staff; manage evaluation of proposals and selection of contractor; conduct periodic and final reviews; and assist with presentation of results. See Appendix B for procedures.
- **Annual Report:** Review information compiled by AIST Staff on the current year's activities as well as goals for the upcoming year. This includes meetings (including plant tours, special presentations or other activities), sessions sponsored/to be sponsored for the Annual Conference, seminars/Specialty Training Conferences sponsored or being planned, and any other activities.
- **Mission Statement:** Develop and review the committee's mission statement. Each incoming Chair should periodically review the current mission statement and propose review and/or revisions as deemed appropriate.
- **International Study Tours** — See Appendix C

Vice Chair. The primary role of the Vice Chair is to assume the responsibilities of the Chair in the absence of the Chair.

SECTION 7 CONCLUSION

Through member participation and activity planning, the overall Technology Committee structure provides vital support to the mission of AIST in advancing the technical development, production, processing and application of iron and steel. Specifically, the Technology Committee activities promote the interchange of engineering knowledge, research, academia, process developments, equipment innovations and practical experiences across the industry. Through such activities, AIST plays a key role in the technological development of the iron and steel industry.

The Technology Committees represent the future for both AIST and the iron and steel industry. Through cooperative activities, dedication and creative effort, AIST will continue to facilitate the development of technology for the iron and steel industry worldwide.

APPENDIX A TECHNICAL REPORT DEVELOPMENT

Some of the Technology Committees may develop and maintain an AIST Technical Report. Following the development of the Technical Report, the committee also has ongoing responsibility for responding to questions regarding and requests for interpretation of the document, and for periodic revisions to the document, as needed.

The following sections summarize the steps that are involved in the development of an AIST Technical Report:

Topic. Topics may be suggested for consideration by any interested party. Typically, suggestions have come from the Technology Committees, AIST Staff or other AIST Members. Topic suggestions are reviewed and approved by the Technology Council. The Technology Council is responsible for assigning the Technical Report to an existing or new Technology Committee.

Development of the Draft Document. At the initial meeting of the assigned committee, plans are made for how the document is to be developed, including specific goals for completion dates. The Chair of the assigned committee may organize a Subcommittee to be responsible for specific functions in the development of the Technical Report. The Subcommittee Chair and members are appointed by the assigned Committee Chair. Periodic reviews are conducted by the parent committee to ensure that the original goals are being met through the course of the document's development.

As the draft document is written, reviewed and revised by the committee, copies of the draft document are made available to each committee member for internal review as deemed appropriate. Committee members are encouraged to facilitate in-depth review of the document at their places of employment. The full committee will consider comments and suggestions from committee member companies before they are acted upon.

Ballot Draft. Prior to publication of a Technical Report, formal approval of the document must be obtained from the parent Technology Committee of the document, the AIST Technology Council and the Board of Directors. Persons reviewing the report are sent a copy of the draft document, a ballot and a comment form to be completed and returned to AIST. Ballots are cast in one of four categories: (1) accept the document intact, (2) accept the document with comments, (3) reject the document outright, or (4) abstain due to no applicable knowledge of Technical Report subject matter. Ballots cast as "accept the document with comments" must be accompanied by completed comment forms with specific proposed corrections and revisions for the section(s) being questioned. Comments received in the form of a question or in any format other than on the AIST comment form will not be accepted. Ballots cast as "reject the document" or "abstain" must be accompanied by a reason for such action.

For approval of the ballot draft, the following affirmative votes are required:

- **Technology Committee Voting:** The ballot draft must be approved by 50% response of the parent Technology Committee with an affirmative vote of a minimum of two-thirds of its responding members. After the Technology Committee vote, the document moves on for approval by the AIST Technology Council.
- **AIST Technology Council Voting:** The ballot draft must be approved by the AIST Technology Council with an affirmative vote of a minimum of two-thirds of all submitted ballots. After the Technology Council vote, the document moves on for approval by the Board of Directors.
- **Board of Directors Voting:** The Board of Directors, with an affirmative vote of a simple majority, approves the ballot draft.

At each stage of the balloting, the Technical Report Subcommittee representing the parent Technology Committee formally addresses all received comments. Comments may be incorporated into the document with or without adjustment, rejected or deferred for further investigation by the parent committee. Once the report has been fully approved by the committees, Technology Council, and the Board of Directors, the report is published by AIST.

Document Maintenance. Requests for interpretation are to be submitted to AIST in writing and must include the requesting party's business interest. The requests for interpretation must include identification of the specific section, article or paragraph of the report in question. A procedure for requesting an interpretation of a Technical Report exists within AIST, along with a form to be used for submitting the requests. For a copy of the procedure and the form, please contact the AIST Staff.

The Chair of the responsible committee, along with AIST Staff, determines whether a request qualifies for consideration. The request for interpretation must satisfy the following requirements in order to be processed:

- Does not involve determination of compliance, validation of an installation or product, or the equivalence of a protection for a design.
- Does not involve a review of plans or specifications or require judgment or knowledge that can be acquired only through on-site inspection.
- Does not involve text that clearly and decisively provides the requested information.

If accepted for consideration, the request for interpretation shall be made an agenda item for the committee's next meeting, and a copy of the original request will be sent with the meeting notice. If a member is unable to attend the meeting, responses can be sent to AIST for review at the meeting. The formal interpretation shall require approval by a two-thirds majority of those present at the meeting. Upon approval, the formal interpretation is forwarded in writing by AIST Staff to the requesting party. The committee must review the text of the Technical Report to determine whether revisions to the document are necessary based upon the formal interpretation.

APPENDIX B SPECIAL PROJECTS

Committees may take on other projects of various types to perform a technical service to the industry, upon approval of AIST management and the Board of Directors. All projects undertaken by Technology Committees must be cost-justifiable. Procedures for developing support work to be performed with a contract to be awarded to a university, private consultant or other vendor, who requires AIST funding, is summarized as follows:

Topic. Ideas for projects may be submitted for consideration by any interested party. Typically, suggestions have come from the Technology Committees, AIST Staff or other AIST members.

Business Plan and Request for Funds. These are prepared by the committee and submitted to the AIST Chief Staff Executive for approval. Business plans must include the following:

- An analysis of all costs to be incurred, including consulting fees, labor costs, material costs, printing and assembly costs.
- Identification of target audience.
- Revenue plans from the sale of publications or seminars resulting from completion of the study or project.
- Time frame for costs, completion of the project and the resulting revenue streams.

Following approval of the business plan by the Chief Staff Executive, the request for funds and the accompanying business plan are forwarded to the Executive Committee for final review. The Executive Committee has authority to grant final approval for allocation of funds to the project.

Request for Proposal. The formal request for proposal is drafted by the Technology Committee, with the assistance of AIST Staff, and is submitted to the AIST Chief Staff Executive for approval. Consulting assistance may be required to assemble the request for proposal. The intent of the request is to describe the scope and schedule requirements for the work to be performed, to estimate costs for the work and to convey the concerns of the members to prospective bidders.

Bidders. A list of potential bidders for the project support work is developed by the committee members. Three bidders are usually listed. However, as a minimum, the committee may list one uniquely qualified bidder.

To avoid potential conflict of interest, neither committee members nor their companies are eligible to bid on contracted work for that committee. If a committee member or his company wishes to bid on the contracted work, the committee member must first resign from the committee. Once a former member or his company has bid on the project, that person is not eligible to return to the committee until

after completion of the project, regardless of whether that company was awarded the contract.

Soliciting Proposals. The approved request for proposal is sent by AIST to those on the list of potential bidders. All proposals must be submitted to AIST.

Pre-bid Meeting. A pre-bid meeting of the bidders and committee members may be held to discuss the proposal in detail and to ensure that all the bidders have the same understanding of the objectives.

Bid Evaluation. The technical portions of the bids are distributed to the committee members for evaluation. The objective is to obtain an unbiased engineering evaluation of the bids.

The preferred bidder is selected based upon Technology Committee (or Subcommittee) evaluation. This preference is based on the technical integrity and completeness of the proposals. Price is a factor only where two or more proposals are adequate and technically similar.

Committee recommendations are made to the AIST Chief Staff Executive to determine the selected bidder.

Letter of Intent. The AIST gives the selected bidder a letter of intent. AIST and the selected bidder then negotiate and sign a contract. Start and finishing dates for the work are defined at this time.

Performance. The contractor is to perform the work, with interim reports submitted to the committee as specified in the contract. Interim reports must be reviewed and approved by the committee before the work progresses further.

Final Report. The contractor must submit a final report, which must be approved and accepted by the committee.

Publication. The AIST maintains copyrights to all contracted work and may, at its discretion, publish the results of the study.

APPENDIX C INTERNATIONAL STUDY TOURS

AIST Technology Committees conduct regular International Study Tours of steelmaking operations throughout the world. Organized by the Technology Committee producer membership through the committee's Producer Only subcommittees, the strength of the Study Tours resides with the interaction between producers from diverse backgrounds discussing different operation practices, equipment designs and regulatory compliances.

Attendees benefit from the Study Tours by expanding their global networks; learning about unfamiliar mill designs and process methods; discussing different safety standards and regulations; recognizing environmental restrictions outside their region; comparing man-hour-per-ton utilization; seeing different quality innovations and product traceability practices, raw material programs, and steel process bottlenecks and preventive maintenance programs; and future development planning.

Study Tour Requirements: To effectively plan and execute a Study Tour, the producers on the Technology Committee must be engaged and to support the Study Tour via attendance. The international steel production facilities seek to have engagement and discussions with other steel producers; therefore, producer attendance should represent approximately 65–75% of the overall delegation.

1. The Study Tours **MUST HAVE** a Regional Representative in the region of interest.
 - a. The Regional Representative should have a physical presence in the region either through company association or long-term established business contacts.
2. There must be a key Committee Champion (i.e., Study Tour Chair or other designated individual) to lead the organization of the tour.

3. The producers must determine the key facilities in the region that would be of interest to them and would provide value to the tour.
 - a. The list of facilities should be determined 15 months out.
4. A draft Preliminary Tour Agenda should be produced 12–15 months out.
 - a. Potential hotels should be identified at this time.
5. The draft agenda must be submitted to the Regional Representative who will seek approval of tour locations.
 - a. 10–12 months out.
 - b. Upon confirmation of the tour locations by the tour hosts, hotels should then be confirmed. Room blocks to be arranged after attendee registration.
 - c. The agenda **MUST INCLUDE** addresses for the tour facilities **AND** the hotels.
 - d. The addresses will be required for any bus transportation.
 - e. The addresses are necessary for any delinquent attendee who may miss the transportation departure time.
 - f. Agenda should include information regarding proper dress per local custom for tour visits and dinner events.
 - g. The agenda should include a potential breakdown of an attendee's expenses.
 - i. Coach round-trip airfare from Chicago to destination, as an example.
 - ii. Hotel expenses each night.
 - iii. Study Tour Commitment Fee.
6. An outreach to the Steelmaking Association in the region should occur to encourage an opportunity for Technical Exchange.
 - a. 6 months out at a minimum.
 - b. Upon confirmation of a Technical Exchange, a request should be made to establish the topics of the Technical Exchange.
 - c. The Technical Exchange topics must be approved by the producers from the regional Steelmaking Association and the producers of the AIST Technology Committee.
 - d. All producers on the Study Tour are to engage in the Technical Exchange to enhance the value of the discussion for the tour hosts, the regional steel producers and the Study Tour attendees.
7. Identify Meal Sponsors for the Study Tour.
 - a. Breakfast should either be included in the overnight hotel or paid for by the individual attendee.
 - b. Lunches can be covered by the tour host of the day or, time permitting, a group lunch during the journey. This may be sponsored if available.
 - c. Suppliers (or Producers) may offer to sponsor the expense of an evening meal; otherwise, each individual pays for their own meal.
8. Establish Commitment Fee.
 - a. The Commitment Fee secures attendee participation.
 - b. The Commitment Fee is **NON-REFUNDABLE**.
 - i. The Commitment Fee covers AIST pre-paid expenses for transportation (buses, airfares, etc.) internal to the region.
 - ii. Because of the expense in securing internal airline tickets, train tickets or bus transport, the Commitment Fee locks in appropriate funds to cover those expenses.

9. Reconfirm tour agenda, hotel locations and transportation requirements at 6–8 months out.
10. Send out the agenda as follows:
 - a. Producer Only Subcommittee, Technology Committee Officers and any Meal Sponsors — 8 months out.
 - b. International Producers or Non-Technology Committee Producers — 6 months out (space permitting).
 - i. Any International Producer or a Producer who is not a member of the Technology Committee should be encouraged to join the Technology Committee at the conclusion of the tour to strengthen the international diversity of the Technology Committee.
 - c. Agenda to Non-Sponsoring Technology Committee members — 3 months out (space permitting).
 - d. Producers should seek to limit the number of attendees per facility to provide opportunity for other facilities to contribute their personnel. Diversity of backgrounds and operations is a strength of the Study Tour.
 - e. Sponsors must be engaged in the Technology Committee AND should limit their attendance to one attendee.
11. Confirm attendee information.
12. Security information for tours.
 - a. Passport/security clearances for attendees.
13. Attendees must submit prior to departure:
 - a. Arrival information to coordinate travel.
 - b. Cell phone or contact information in the region.
 - c. Payment method to secure hotel rooms.

Additional Information:

1. Attendees are to represent their company and their country appropriately during the Study Tour. Their conduct should reflect that they are guests and should respect any customs practiced in the region.
2. The arrival and departure times on the Agenda are FINAL.
 - a. The Study Tour schedules are very strict due to host commitments.
 - b. The arrival and departure times are established to ensure proper timing for the tour hosts and the dinner sponsors. Attendees are guests and should acknowledge the hospitality of the hosts.
 - c. If an attendee is not present at the listed departure time, a single attempt will be made to contact the attendee. If there is no response, the attendee is responsible for their personal transportation to the next location.
3. Pack light.
 - a. There can be a different hotel in a different city each night.
4. Most safety gear is provided.
 - a. A notice on the agenda will indicate if an attendee should provide any personal safety gear.
 - b. At a minimum, attendees shall bring hard-soled shoes and, if possible, the shoes should be hard-soled, safety type.
5. All attendees should look to participate in the Technical Exchange.
6. Bring plenty of business cards. A primary purpose of the AIST Study Tours is networking.
7. The Attendee is responsible for the following:
 - a. Hotel expenses.
 - b. Un-sponsored meals.
 - c. Transportation between the airport and hotel and any travel not handled by the chartered transportation.
 - d. Any travel visa requirements to enter the country for the Study Tour.
8. It is recommended that attendees possess some local currency for incidentals.