

REHVA Task Force guidelines

How to gather and coordinate experts to publish REHVA guidebooks and other technical documents

Contents

1	What is a REHVA Task Force?	2
	Aim	2
	Composition of the team	2
	Decision process	2
2	Task Force outputs	2
3	How to establish a REHVA Task Force	3
	3.1 Proposal of the Task Force topic	3
	3.2 Development of the Task Force work plan.....	3
4	Work development and final approval.....	4
5	Publication	5
	Language.....	5
	Sales and promotion	5

1 What is a REHVA Task Force?

Aim

A REHVA Task Force (TF) consists of HVAC and building experts who volunteer to collect/generate knowledge to support and update HVAC professionals on a well-defined topic. The result of this work describes the broad consensus among experts on the issue tackled.

The fundamental goals of each REHVA Task Force are:

- to promote HVAC technologies for healthy and energy efficient buildings,
- to advance HVAC sciences,
- to disseminate information,
- to review important issues.

Composition of the team

A Task Force is an international team of experts representing REHVA Members from different climate and cultural zones. Task Force Members from REHVA Member Associations (MAs) shall be officially delegated by these associations.

Task Force teams also welcome external experts (i.e. not related to REHVA Members Associations), provided that REHVA is sufficiently represented in the Task Force having leading experts among the Task Force members. No minimum share of REHVA Member Associations' representatives is defined for a Task Force, but all TF members are required to actively communicate and cooperate with the involved Member Associations and with the REHVA Technology and Research Committee (TRC).

Each Task Force shall have active members (delegated by MAs) from at least three different REHVA Member Associations' countries.

Decision process

The Task Force topic, work plan, chairpersons and contents must be approved by the Technology and Research Committee (evaluation of need and added value) and Publishing and Marketing Committee (evaluation of markets).

2 Task Force outputs

The work of a Task Force can result in two types of REHVA publications:

- pre-normative work and support to standardisation activities (technical report)
- a consensus document on engineering practice (guidebook)

Table 1 summarize the typical¹ features of the two publication options.

Table 1. Typical features of the two Task Force publication options.

	European Guidebook	Technical report
Goal of the publication	Give a sufficient background information and a state-of art knowledge which is a broad consensus of professionals	<ul style="list-style-type: none">• Focus on future technology and HVAC-system development• Pre-normative work that support standards and future guidebooks

¹ The actual features of each publication are very much contents-dependent and have to be agreed with TRC and PMC.

	European Guidebook	Technical report
Contents	European engineering practices, how to apply knowledge into practice (good case studies are requested)	Collection of basic design and calculation principles
Publication format	<ul style="list-style-type: none"> Printed Digital 	<ul style="list-style-type: none"> Digital
Target audience	<ul style="list-style-type: none"> practitioners in HVAC industry (e.g. designers, manufacturers and building owners) 	<ul style="list-style-type: none"> practitioners in HVAC industry (e.g. designers, manufacturers and building owners) researchers students public authorities ...

3 How to establish a REHVA Task Force

To establish a Task Force, one or more delegated representatives of REHVA MAs interested in leading the work must submit their TF proposal to the Technology and Research (TRC) and Publishing and Marketing Committee (PMC).

The process to establish a Task Force has two stages:

- 1) **Proposal of the TF topic**, and its approval;
- 2) **Development of the TF work plan** and its approval.

TRC evaluates the proposal in both stages and PMC evaluates in stage 2. The final formal decision is taken by the TRC after consulting the PMC.

3.1 Proposal of the Task Force topic

The proposal of a Task Force topic (stage 1) should include:

- clear **objectives and added value** to the market
- short **analysis of existing publications** and tools in the market (European and international)
- intended **type of publication**:
 - type: guidebook, position paper or technical report
 - publishing format: printed book and / or electronic document (PDF)
- potential **target groups** (researchers, industry, designers, students, authorities, etc.) and countries (in and outside Europe)
- **chair** of the TF and potential **members**

The so-defined proposal should be submitted to the chair of the TRC committee and the chair of the PMC committee via the TRC secretariat (tb@rehva.eu) and officially presented during a TRC meeting. The PMC and the TRC evaluate the proposal, the TRC will take the final decision and informs the Task Force within one month the results and possible comments.

3.2 Development of the Task Force work plan

Within 3 months after the TRC approved a Task Force topic, the Task Force chairpersons shall submit a work plan to the TRC secretariat.

This work plan should include the following chapters:

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- **Name of the Task Force**
 - **General scope**
 - **Task Force chairs and members**
 - **Background**
 - **Market analysis:**
 - existing publications (European and International)
 - target groups
 - **Specific objectives and added value**
 - **Plan of work**
 - work packages and steps
 - division of work between members
 - suggested work schedule
 - Potential independent **reviewers** of the final draft (at least three)
 - **Draft Table of Contents** of the proposed publication
 - **Budget plan and external funding** (if any) of the work:
 - person-time
 - editorial work
 - travel
 - other

The work plan should be submitted to the TRC and the PMC chairs and to the REHVA office (tb@rehva.eu). PMC and TRC will review the proposal and the TRC will then make the final decision and inform the Task Force chair about the results and possible comments within two months from the submission.

If the final Task Force work does not comply with the approved work plan, the TRC has the right to refuse to publish the work.

4 Work development and final approval

Task Forces report periodically in TRC meetings about the work progress and eventual changes and developments in the work plan. In the case of significant changes to the initial work plan, a new approval of the TRC is necessary.

Task Forces are encouraged to convene working group meetings or workshops during or in connection with major international conferences, to discuss the draft before it is finalized and prepared for peer review. It is recommended that a complete draft document is available and circulated among all Task Force members before the submission to reviewers. The draft of the final document shall include illustrations and photos.

Three or more peer reviewers, proposed in the work plan and approved by TRC, shall review the final draft of document. If the initially identified reviewers are not available, TF chairs should inform the TRC and propose new candidates. The change must be approved by the TRC before proceeding with the review. In case the TRC does not agree with the selected reviewers, it can also directly nominate experts for the review.

Once the review is completed, Task Force chairs and the TRC shall make certain that review comments and concerns are considered in the final document.

Based on the final version of the text,

- Task Force members and the TRC decides about the publishing series (guidebook, technical report). **The final draft ready publication is approved by the TRC.**
- The Task Force and PMC shall make a final decision of publishing format (printed/e-copy) and prepare a marketing and sales plan.

5 Publication

- The publication process is overseen by the PMC and the PMC secretary (cg@rehva.eu).
- REHVA has non-exclusive rights to the results of Task Forces and exclusive publication rights to the products of the Task Forces.
- If the outcomes of a Task Force include a Position Paper, this must also be approved by the REHVA Board before publication.

Language

- The primary language for a Task Force report is **English**.
- Guidebooks/reports may be translated to other national languages according to the translation rights policy.

Sales and promotion

- The Task Force chair prepares a PowerPoint presentation about the content of the publication using the official REHVA presentation template.
- Guidebooks/reports will be edited, published, circulated and sold by the REHVA secretariat. All REHVA Member Associations and Supporters get one free copy of each new guidebook.
- Authors and reviewers receive one free copy of each new guidebook/report.
- PMC sets the pricing and marketing policy of the publications.
- REHVA Member Associations receive discounts for the resale of guidebooks/reports.
- REHVA Member Associations receive discounts for the translation rights to create a national version of guidebook (copy of original guidebook but translated to national languages).
- The guidebooks can be sold directly to educational institutions (students) at a significantly reduced price.