

Rules and Standing Orders of the Investigation of Air Pollution Standing Conference (IAPSC)

1. Objectives and History

Many local authorities, businesses and other organisations monitor air quality either as part of centrally co-ordinated surveys or for their own local and/or other purposes. As a result of this, the standing conference acts as a consultative and advisory body for all interested organisations involved in the monitoring of or research into pollution and air quality. Secondly, in the national interest it aims to promote the practical application of newly acquired knowledge and current developments.

This conference has operated since the 1960s. Prior to June 1986 the conference was entitled the Standing Conference of Co-operating Bodies (SCCB) but thereafter was renamed the Investigation of Air Pollution Standing Conference (IAPSC). The conference operates under the technical leadership of the Department for Environment, Food and Rural Affairs (Defra) and its business activities are managed by Ricardo Energy & Environment (referred to here as 'Ricardo').

2. Duration

For the purposes of these Rules and Standing Orders the year refers to the calendar year, 1st January to 31st December.

3. IAPSC Events

Two IAPSC conferences will be held in each year, June (occasionally May) and December (occasionally November). Ricardo will keep a 'mailing list' of contacts: details of the date, venue and provisional agenda will be notified directly to organisations on Ricardo's list of contacts, by e-mail and published on the IAPSC website. This will be done as early as possible: the date, venue and topics will be notified at least three calendar months before the conference.

4. Facilities at Conference

IAPSC conference will usually be one-day conferences. All delegates who have booked, and paid for, a place at an IAPSC conference by the specified date will be entitled to the refreshments provided. These normally include lunch and one or more coffee/tea breaks.

5. Constitution

As of 1st April 2018, IAPSC will no longer operate on its former 'membership' basis. Instead, all places at conferences will be offered on a price per person basis.

All delegate places at IAPSC events must be booked using the booking form provided and by the specified date.

6. IAPSC Agenda Committee

IAPSC delegates' interests will be represented by an elected committee. The Committee will ensure that the conferences provided are in accord with the current interests of the target audience (primarily UK Local Authority personnel with responsibility for, or interest in, management of local air quality: also other organisations working in the field of air quality.)

The terms of reference and rules governing the IAPSC Committee's composition are set out in Rules 13 and 14 - below. The Committee will decide the date, time, venue and agenda of each conference (in accordance with its terms of reference as given in Rule 13 – below). In determining these matters, the committee will welcome suggestions from people or organisations who have attended recent conferences, the scientific community and other relevant organisations.

7. Terms of Reference of the IAPSC Committee

To assist the IAPSC Chairman and the IAPSC conference organiser (Ricardo Energy & Environment), the elected committee shall be established with the following terms of reference. In recent years the meeting has been conducted by teleconference.

- To meet twice in each year and direct and manage all activities of the Conference, in order to optimise the usefulness of IAPSC to its delegates.
- To review at each Committee meeting:
 - the objectives of IAPSC and its meetings within the context of the Rules and Standing Orders; and the contents of the agenda –
 - In the light of (iii) above, to suggest relevant to themes, topics and subjects for presentation at the forthcoming IAPSC conference, and to arrange speakers presentations on agreed subjects. In the decision-making process for topics for meetings and subjects for presentation, Defra's advice will be of great importance as a guide to future developments in the evolving local authority role in air quality improvements and in environmental protection in general.
- To agree on the date and venue for conferences, subject to feedback from previous conferences and to the availability and cost of providing the conference and all of the facilities.

8. Chairman

The Chairman will be appointed at the first meeting of the IAPSC Committee in each year by those present and voting at the meeting. He or she will hold office until the close of the first Committee meeting of the following year. The Chairman is eligible for re-appointment but shall not continue in office for more than three successive years. A representative who has vacated the post of Chairman may be immediately re-appointed to the Committee.

In the absence of the Chairman, the Deputy Chairman, who is appointed from the Committee at its first meeting in each year will convene and conduct the business of the meeting.

9. Composition of the IAPSC Committee

The Chairman of IAPSC will automatically be a member of the Committee.

Up to twelve ordinary members will be elected by the representatives of the member organisations and shall serve for three years. Of these:

- Up to eight Committee members will be nominated local authority representatives.
- One Committee member will be a representative of the industrial, commercial, and business membership.
- One Committee member will be a representative of the academic membership.
- Two others may be from any type of organisation.

Defra will appoint one representative. The Defra representative may serve for more than three years.

Ricardo Energy & Environment will provide the Secretariat for the Committee.

Ricardo will appoint two representatives to serve on the Committee: one of the Ricardo Energy & Environment representatives shall serve as Technical Secretary. The Ricardo Energy & Environment representatives may serve for more than three years.

An ordinary member who has reached the end of his or her three-year term of office may only again be re-appointed to the Committee after at least six months' absence. (The exception to this where he or she was subsequently appointed Chairman: in this case the member may be immediately re-appointed to the Committee on vacating the post of Chairman as explained in Rule 8 above).

For the purposes of conducting business, any three members - including the Chairman, will constitute a quorum.

Business will be conducted by simple majority and the Chairman's casting vote.

10. Meetings of the Agenda Committee

The Agenda Committee will meet twice yearly, usually no more than six weeks after each of the twice-yearly conferences.

11. Organisation and Secretariat

The activities of IAPSC will be organised by Ricardo Energy & Environment on behalf of the Committee. Ricardo will provide the secretary for each of the meetings. Ricardo will also be responsible for maintaining and updating the IAPSC website.

12. Business

Regulation of the business discussed at each Conference and at each Committee meeting of IAPSC will be in the hands of the Chairman. In addition to the agenda agreed by the Committee, it will be the responsibility of the Chairman to determine acceptability of items for discussion, whether for inclusion as separate agenda item(s) or as 'Other Business'.

Any member of Agenda Committee wishing to bring any matter before a meeting of the Agenda Committee may do so by contacting the Secretary prior to the meeting, in reasonable time for the

item to be considered for insertion into the agenda. The agenda for each meeting shall be distributed to Committee members at least two working days before the date of the meeting.

13. Conference Prices and Invoicing

The price of a delegate place, and the charge for a table-top exhibition space at conferences (if exhibition spaces are offered, which is subject to space available at the venue) will be determined in advance each year by the Committee. The Secretariat will e-mail all contacts (current and previous attendees and others), usually in February each year, with an invitation to book places at the summer (June) conference. Invoices for each booking will be issued on receipt of a completed booking form. Payment terms will be as specified on the invoice: non-payment of the invoice by the due date may be taken as cancellation of the booked conference place.

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