



CSLF-P/T-2008-03
08 February 2008

**POLICY GROUP
TECHNICAL GROUP**

**Recommended Modifications to
CSLF Terms of Reference and Procedures**

DECISION DOCUMENT

Note by the Secretariat

Barbara N. McKee
Tel: 1 301 903 3820
Fax: 1 301 903 1591
CSLFSecretariat@hq.doe.gov



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Background

The CSLF Technical Group, at the Al Khobar, Saudi Arabia meeting on 27-29 January 2008, recommended a rewording of Sections 4.2, 4.3, and 4.4 of the CSLF Terms of Reference and Procedures. The purpose of this rewording is to incorporate changes in the CSLF projects recognition procedure previously approved by the Policy Group into the Terms of Reference and Procedures. These changes are the project recognition criteria and the CSLF Project Submission Form.

The recommended change in wording:

- Replaces the text of the existing Section 4.2 Project Recognition;
- Replaces the existing Section 4.3 Project Agreements with a new Section 4.3, "Information Availability from Recognized Projects"; and
- Eliminates the existing Section 4.4: The Project Recognition Process.

This rewording more accurately describes the current procedure on how CSLF projects are proposed, reviewed, and recognized and aligns the Terms of Reference with the Policy Group decisions on this matter.

Action Requested

The Policy Group is requested to approve the recommended modifications to the CSLF Terms of Reference and Procedures.

Conclusions

The Policy and Technical Groups are invited to note in the Minutes of this meeting that:

"The Policy Group approved modifications recommended by the Technical Group to the CSLF Terms of Reference and Procedures."



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Existing Language, Sections 4.2, 4.3 and 4.4

4.2. Project Recognition. All collaborative projects will be recognized following a decision by the Policy Group. The Technical Group shall recommend technical projects to the Policy Group.

4.3. Project Agreements. Upon recognition, the parties to the recognized project should sign a Project Agreement based on minimum requirements to be set by the Policy Group.

The Secretariat shall have the responsibility of maintaining information on recognized collaborative projects and a synopsis including information on key contacts in the projects. The projects will be listed on the CSLF web site.

4.4. The Project Recognition Process. Proposals may be submitted by the representative of any Member to the Technical Group for projects in its area of responsibility as designated by Article 1.2 of these Terms of Reference. The proposals will contain the information required by the agreed Project Recommendation Guidelines and templates.

Recommended Change

4.2. Project Recognition. All projects proposed for recognition by the CSLF shall be evaluated via a CSLF Project Submission Form. The CSLF Project Submission Form shall request from project sponsors the type and quantity of information that will allow the project to be adequately evaluated by the CSLF.

A proposal for project recognition can be submitted by any CSLF delegate to the Technical Group and must contain a completed CSLF Project Submission Form. In order to formalize and document the relationship with the CSLF, the representatives of the project sponsors and the delegates of Members nominating a project must sign the CSLF Project Submission Form specifying that relationship before the project can be considered.

The Technical Group shall evaluate all projects proposed for recognition. Projects that meet all evaluation criteria shall be recommended to the Policy Group. A project becomes recognized by the CSLF following approval by the Policy Group.

4.3. Information Availability from Recognized Projects. Non-proprietary information from CSLF-recognized projects, including key project contacts, shall be made available to the CSLF by project sponsors. The Secretariat shall have the responsibility of maintaining this information on the CSLF website.