



OPERATIONAL PROCEDURE

CTL-OP 105

Application for CTL ETF - _or WG - _ Membership

Previous document IECEE-CTL/322/INF, approved at the 47th CTL Meeting
Approved by CMC on 2010-07-01 in Tel Aviv



Application for CTL/ETF or WG Membership

The following procedure is to be used when applying for membership of a CTL-ETF or CTL-WG:

1. A NCB proposes an Expert to the Convenor of the ETF / WG and submits a completed questionnaire (next pages). The appropriate ETF numbers or WG numbers, designated by a blinking cursor, must be filled out on the MS Word version of the form.
2. The Convenor informs the CTL Chairman and Secretary.
3. The Convenor makes a decision on the application and advises the CTL Chairman and Secretary.
4. If the Convenor accepts the applicant, the CTL Chairman ratifies the appointment and informs the interested NCB and to the relevant ETF / WG.
5. The CTL Secretary provides a notice of the appointment to the IECEE Secretariat, and requests an update of the ETF/WG member list on the CTL Website.
6. The IECEE sends out a notification of the change in the CTL Website.



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QUESTIONNAIRE (for ETF -  or WG -  Experts) 09/2009

SURNAME:	FORENAME(S)	TITLE (MR, MS, DR., ETC).
FIRM	ADDRESS	
COUNTRY	AREA/ZIP/POSTAL CODE	
PHONE	Fax	E-MAIL

EDUCATION :	
Compl. Date(s)	Degree, Diploma, Title, Qualification(s) achieved

MEMBERSHIP OF RELEVANT PROFESSIONAL BODIES :		
Date(s)	Body/Association	Grade of membership (if applicable)



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PROFESSIONAL EXPERIENCE (Please only indicate up to three that are relevant to the ETF - or WG - subject matter):

Date (from/to)	Employer	Type of Business	Duties

AREAS OF EXPERTISE

Please indicate areas of specialty in the ETF - or WG - subject field including (but not limited to) field experience, manufacturing, standards development, testing and/or certification.



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If appointed as an Expert to the Expert Task Force - or Working Group - I will conduct my work to the requisite standard of integrity, competence, impartiality and confidentiality.

I certify that the information given in this questionnaire is true and correct.

Signed : Date :

ENDORSEMENT BY EMPLOYER/ORGANIZATION OF THE ETF EXPERT

On behalf of being a proposed expert to the ETF - or WG - I confirm that this work has our support.

Firm :

Name :

Signature :

Date :