

ZERO DEBRIS TECHNICAL BOOKLET

Work and coordination structures

1. Introduction

This document presents the work and coordination structures of the Zero Debris Technical Booklet initiative, defining the roles, responsibilities and member selection processes of its various bodies: the Technical Working Groups (TWGs), the Technical Steering Committee and the Coordination Group. This structure enables transparent and effective coordination to maintain the open, collaborative and consensus-based development approach of the Zero Debris Technical Booklet, following the philosophy of the drafting of the Zero Debris Charter in 2023.

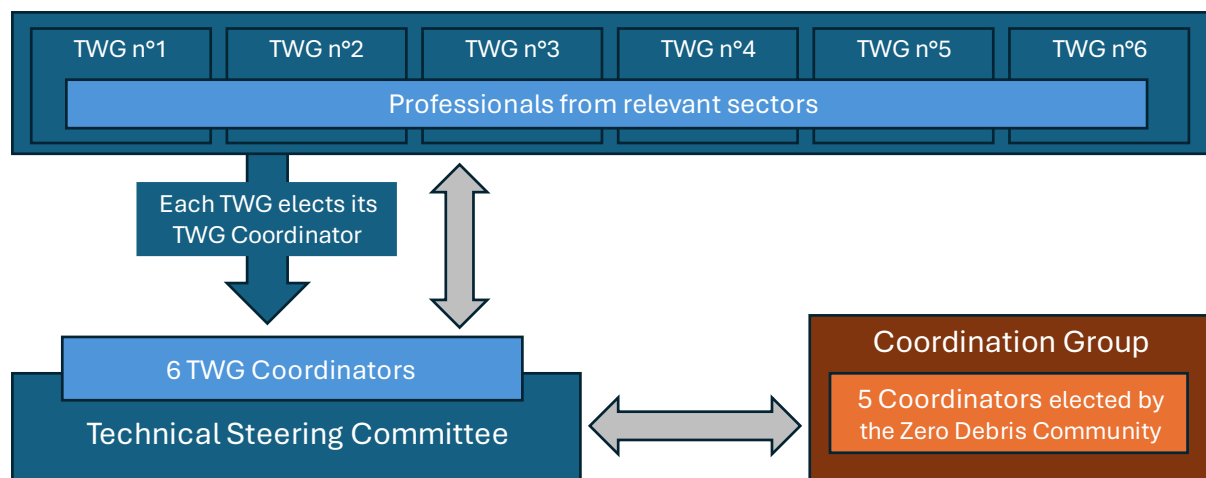


Figure 1: Work & Coordination Structures for the ZDTB

N.B.: In this document, the term “Zero Debris Community” refers collectively to the organisations that have signed the Zero Debris Charter.

2. Work structure: the Technical Working Groups

Each chapter of the Zero Debris Technical Booklet is under the responsibility of a TWG.

2.1. Roles and responsibilities

The roles and responsibilities of TWGs are:

- Conducting research, analysis, and discussions on their assigned technical area to develop recommendations for updates and improvements to the Zero Debris Technical Booklet.
- Working with other TWGs to ensure a cohesive and comprehensive technical approach across all chapters.
- Providing technical insights and contributions to their TWG Coordinator, who represents their work within the Technical Steering Committee.

2.2. Participation

TWGs are composed of professionals from all relevant sectors (e.g. industry, government, academia, non-profit). Participation is open to all interested individuals and organisations contributing to Zero Debris. Participants are welcome to join multiple TWGs if their time, skillset, and experience allows.

2.3. Technical Working Group Coordinators

Each TWG is coordinated by an elected TWG Coordinator.

2.3.1. Roles and responsibilities

Their responsibilities include:

- Facilitating discussions, decision-making and consensus-building within their respective TWG.
- Ensuring that their assigned chapter of the Zero Debris Technical Booklet remains up to date with current knowledge, best practices, and emerging developments. This includes implementing and updating relevant accompanying initiatives and tools.
- Acting as the primary point of contact of their TWG, in particular during discussions of the Technical Steering Committee, representing the TWG's work and ensuring alignment with broader objectives of the Zero Debris Technical Booklet.

2.3.2. Selection of TWG Coordinators

TWG Coordinators are elected from each TWG. The voting eligibility and process are as follows:

- Candidate eligibility: any individual can apply to a TWG Coordinator position, with no restrictions or pre-selection criteria.
- Application process: during a four-week application period, interested candidates must apply for the role of Coordinator of only one TWG using the provided forms. Applying to more than one TWG Coordinator role will result in all applications from that candidate being invalidated. The names of all valid candidates will be announced shortly after the end of the application period.
- Voting eligibility: each participant of a TWG can cast one vote to elect the TWG Coordinator. If one participates in multiple TWGs, one can cast one vote per TWG Coordinator election.
- Voting process: the vote is conducted anonymously via a secure online platform. The candidate with the highest number of votes for each TWG is elected as the TWG Coordinator, while the candidate with the second-highest number of votes is appointed as Deputy Coordinator. In the event of a tie for a TWG Coordinator position, an additional election round with the tied candidates will be conducted over a voting period of one week. The names of the elected TWG Coordinator will be announced shortly after the end of the voting period.
- Term duration: TWG Coordinators serve a two-year term, after which a new election is held. Incumbents may run for re-election without limit. TWG Coordinators may also resign before the end of their term. In this case, a special election will be organised to fill the position until the end of the current term, following the same process and eligibility as regular elections.

3. Coordination structure: the Technical Steering Committee and the Coordination Group

The coordination structure of the Zero Debris Technical Booklet is composed of two bodies:

- The **Technical Steering Committee**, composed of elected TWG Coordinators, which ensure the open and collaborative development of the technical content of the Zero Debris Technical Booklet, both within and among the TWGs.
- The **Coordination Group**, composed of elected representatives of the Zero Debris Community, responsible for coordinating logistical support, resources and outreach efforts.

3.1. Technical Steering Committee

The Technical Steering Committee coordinates the technical content of the Zero Debris Technical Booklet.

3.1.1. Roles and responsibilities

The Technical Steering Committee has the following roles and responsibilities:

- Ensuring that the Technical Booklet is developed in an open and collaborative manner, with high-quality, evidence-based content and reasonable consensus over its substance.
- Validating and adopting other accompanying initiatives and tools based on their technical relevance and added value to the management of the Technical Booklet (e.g. shared databases, websites, wikis, workshops, webinars, etc.).
- Facilitating technical exchanges among TWGs and requesting operational or logistical support from the Coordination Group when needed.

3.1.2. Composition

The Technical Steering Committee is composed of all the TWG Coordinators.

3.1.3. Officers of the Technical Steering Committee

During the first meeting of the Technical Steering Committee following the election of the TWG Coordinators, members will elect among themselves a Chair and a Secretary.

The Chair presides and moderates the meetings of the Technical Steering Committee and serves as the primary point of contact with the Coordination Group. The Secretary will assist the Chair in their duties by setting up meetings, preparing agendas and taking simple minutes of the discussions.

3.2. Coordination Group

The Coordination Group is composed of five elected individuals affiliated with members of the Zero Debris Community. It serves as the primary coordination bodies on all matters related to the Zero Debris Technical Booklet, except its technical content.

3.2.1. Roles and responsibilities

The roles and responsibilities of the Coordination Group include:

- Overseeing the production and publication of the Zero Debris Technical Booklet.
- Coordinating logistical and operational matters to support the TWGs and the Technical Steering Committees, including supporting the implementation and management of other accompanying initiatives and tools.
- Coordinating outreach and engagement efforts to expand the initiative's impact and strengthen stakeholder involvement.

3.2.2. Selection of members

Coordination Group Members are elected by members of the Zero Debris Community. The voting eligibility and process are as follows:

- Candidate eligibility: each member of the Zero Debris Community can nominate one candidate to the position of Coordination Group Member.
- Application process: during a four-week application period, nominations must be submitted using the provided forms by an official contact from a Zero Debris Community member organisation. If more than one nomination is submitted per organisation, all nominations from that member will be invalidated. Candidate names will be announced shortly after the end of the application period.
- Voting eligibility: each member of the Zero Debris Community can vote for up to three candidates.
- Voting process: the vote is conducted anonymously via a secure online platform. The five candidates with the highest number of votes will be elected as Coordination Group Members. In the event of a tie, an additional election round with the tied candidates will be conducted over a voting period of one week. The names of the elected candidate will be announced shortly after the end of the voting period.
- Term duration: Coordination Group Members serve a two-year term, after which a new election is held. Incumbent may stand for re-election without limit. Coordination Group Members may also resign before the end of their term. In this case, a special election will be organised to fill the position until the end of the current term, following the same process and eligibility as regular elections.