

The Bureau has set up a *Project Committee* and an *Evaluation Committee* as committees of the Bureau. Council is requested, under Statutes 5.404 and 8.3 to establish these two Committees as *Standing Committees* and to approve their Terms of Reference.

Project Committee

Composition and Terms of Office

- (i) There shall be a Project Committee composed of a Chairman and five Elected Members of the Bureau. In addition, the Vice President shall be an *ex officio* voting member.
- (ii) The President, in consultation with the Executive Committee, shall appoint the members.
- (iii) The Chairman shall not be a member of any other IUPAC body.
- (iv) The period of service of the Chairman and members shall be two years.
- (v) The Chairman shall not serve for more than six years.
- (vi) The Executive Director shall act as Secretary for the Committee.

Terms of Reference

- (i) To make funding decisions on interdivisional projects.
- (ii) To make funding decisions on projects judged by a Division to be too large for its resources.
- (iii) To make funding decisions on projects from Standing Committees.
- (iv) To recommend projects for submission for external funding.
- (v) To operate within the project budget determined by the Treasurer and approved by the Council. To keep the Treasurer informed of its actions.
- (vi) To act in a timely fashion on approval requests so that project schedules can be met.

Evaluation Committee

Composition and Terms of Office

- (i) There shall be an Evaluation Committee composed of five Members of the Bureau.
- (ii) The President, in consultation with the Executive Committee, shall appoint the members and designate one of them as chairman.
- (iii) The period of service of the members shall be two years.
- (iv) The Executive Director shall act as Secretary for the Committee.

Terms of Reference

- (i) To determine the appropriate criteria for retrospective evaluation of each project.
- (ii) To evaluate all projects for conformance to plan.
- (iii) To evaluate the impact of projects on the relevant chemical community.
- (iv) To report to the Bureau, in writing, annually on the results of the evaluations done.
- (v) To inform, after discussion in the Bureau, the National Adhering Organizations of the completed evaluations.