International Confederation Of Contamination Control Societies

Organization Policy

REF NO : #20251130

Approved by Council of Delegates – November 2025

FOREWORD

The *Policy* should be used in conjunction with the *ICCCS Statutes* and the strategic business plan. The *Policy* contains detailed managing and governing positions of the association. Policy needs to be flexible and adaptable to changing conditions, and so it is adopted, waived, and amended by resolution of the Executive Board. *Policy* is also subject to review by the Council of Delegates and may be changed by majority vote of the Council. The *Policy* reflects ICCCS current practice, as well as best practices in the field of association management.

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SECTION I. OFFICIAL LOCATION

DIVISION A

LOCATION OF ICCCS

The official seat of the ICCCS is registered in Zürich, Switzerland. To facilitate communication, the contact information for the current secretary is listed on the ICCCS website. The address of the secretary shall not be considered as the legal address.

DIVISION B

ELECTRONIC ADDRESSES

The ICCCS primary e-mail address is secretary@icccs.net.

The ICCCS website address (URL) is www.icccs.net.

SECTION II. VISION, MISSION, GOALS OF ICCCS

DIVISION A

VISION AND MISSION STATEMENT

Vision

To serve as an international gateway to advance cleanroom and contamination control through leadership representation from national member societies.

Mission

The ICCCS is an umbrella organisation for national member societies to encourage, support and stimulate international collaboration and cooperation in the development, application, education, training and standardisation of cleanroom and contamination control technology best practices.

DIVISION B

LONG-RANGE GOALS (ALL ARE OF EQUAL IMPORTANCE)

The long-range goals provide the direction that ICCCS will pursue to realize its vision. Contamination Control is applied in industries such as aerospace, microelectronics, pharmaceuticals, medical devices, healthcare and food.

Goal A: Knowledge Exchange

ICCCS cannot perform research but should be a platform for the publication of technical reports, articles and abstracts, including those submitted to ISCC symposia.

Goal B: standardization

ICCCS maintains a close liaison with ISO Technical Committees, in particular ISO/TC 209 covering cleanrooms and associated controlled environments. the ICCCS will support ISO & regional standards activities related to cleanroom and contamination control. The ICCCS will support international as well as regional standardization activities related to contamination control.

Goal C: Education

ICCCS is an organisation that promotes and provides accredited education and training on cleanroom and contamination control technology through its national member societies.

Goal D: International Authority

ICCCS is an organisation that acts through national member societies and ICCCS committees in the development and application of cleanroom and contamination control technologies. The ICCCS will also offer technical commentary and scientific advice in support of regional and international regulatory bodies to update regulations, industry specific guidelines and cleanroom related reference documents such as ISO and other norms and guidelines.

Goal E: networking

ICCCS creates networking opportunity for the member societies and those involved in contamination control.

GOAL F: EXPANDING THE ICCCS WITH NEW MEMBERS

ICCCS will encourage and support the formation of new national societies and join the ICCCS.

GOAL G: SUPPORTING YOUNGER GENERATIONS

ICCCS will encourage and support young professionals; not necessarily young as an age but young in the field of cleanroom and contamination control.

SECTION III. NONPROFIT, LIAISON ACTIVITIES, OTHER ORGANIZATIONS

DIVISION A

NONPROFIT

ICCCS is established under Swiss Code of Civil Law as a nonprofit association. The organization will act in the best interest of its members and will not engage in activities in competition with, or to the detriment of, the member societies it serves.

DIVISION B

LIAISON ACTIVITIES WITH OTHER ORGANIZATIONS

1. ICCCS is an autonomous organization. The organization's statutes and local legal regulations take precedence in any liaisons or activities with any other organization.
2. Individuals who wish to act as a liaison between ICCCS and an external organization shall provide timely notice of their activity to the ICCCS Chair and to the ICCCS Secretary who shall be the communication links to the Executive Board.
3. ICCCS will not fund liaison activities without the advance approval of the Council of Delegates.
4. Individuals wishing to be liaisons on behalf of ICCCS shall provide the following minimum information regarding the activity:
    a. Purpose of activity
    b. Scope
    c. Planned activities
    d. Anticipated value to ICCCS

e. Cost

f. Commitment (time, resources)

RELATIONSHIP BETWEEN ICCCS AND OTHER ORGANIZATIONS

1. International Organization for Standardization (ISO)

ICCCS has a registered liaison with ISO Technical Committee 209, Cleanrooms and associated controlled environments. The ICCCS Secretary provides a report during the annual ISO/TC 209 Technical Committee meeting. There are no fees paid for the liaison. However, it is recommended that the hosting nation for the ICCCS Symposium provide meeting space for the ISO/TC 209 Technical Committee plenary meeting and associated Working Groups in order to facilitate attendance by delegates at both ICCCS and ISO/TC 209 meetings. The hosting country is encouraged to seek sponsors to facilitate a dinner for the delegates on the evening of the first day of the ISO/TC 209 meetings.

The ICCCS will encourage member societies to participate in the ISO Technical Committees (ISO/TC) such as TC209 through their national standards body. ICCCS will provide technical support to ICCCS society members that are experts in various international liaison organizations.

SECTION IV. MEMBERSHIP

DIVISION A

NATIONAL SOCIETY MEMBERSHIP

1. Conditions for membership by national societies are detailed in Section II of the Statutes of the ICCCS.
2. Only one delegate per country is allowed to vote on the Council of Delegates, name of the appointed delegate to be registered in advance.
3. When there is a society that represents a recognized combined region of countries, there will only be one Delegate representing that combined region or countries. Any other delegates representing that region of countries are to be registered in advance by their Head of Delegates.
4. Membership by more than one national society per country is not permitted without the consent of the existing national member society.
   a. Such consent should be submitted with the ICCCS Secretary.
   b. Only one delegate per country (not per society) is allowed to vote on the Council of Delegates;
   c. Other members from combined regions may attend as Observers, but only with prior registration and acceptance,
5. Any person designated to represent the ICCCS in its international programs must be from a member society and approved by that society to act on their behalf.

CONDITION FOR MEMBERSHIP

1. Only societies for the promotion of contamination control techniques and their applications in the domain of cleanrooms and associated controlled environment can apply for membership.
2. The members vest their membership through one voting delegate who must be designated by name to the chairperson and act on behalf of the national member society.

MEMBERSHIP APPLICATIONS

The application for membership must be made to the chair and secretary in writing. The CoD delegates decide ultimately on the acceptance by a majority decision. The application can be rejected without reasons being given. The ballot results will be shared with the applicant society, and upon approval, the process will be communicated to the ICCCS

TERMINATION OF MEMBERSHIP

National Member societies have a duty of care to follow the principles of Not for profit, Non-partisan and Open to all members in their country/region. In the event that a national member society consistently acts in a commercial and restrictive manner, the Council of Delegates may decide by a two thirds majority decision to suspend or expel a member.

DIVISION B

DUES AND FEES

1. Dues are decided by the budget approved by the COD each year.
2. Dues are nontransferable.
3. Dues are nonrefundable, except as permitted by the Council of Delegates.
4. Members that join during the year are exempt from paying dues until the next dues period.
5. Invoices will be sent in January of each year for that year's dues.
6. ICCCS Executive Board members who earn payment for services may submit the annual invoice from the member society and subtract the dues owed. Notice to the Treasurer is required during the invoice period.

SECTION V. 50 YOUNG PROFESSIONAL PROGRAMME

50YP (YOUNG PROFESSIONAL) PROGRAMME

The 50YP Programme is an Executive Board initiative formed in recognition of ICCCS' 50-year anniversary. It is a 50 year strategy to be executed the development and growth of the ICCCS. Its two purposes are:

1) *to encourage and support new members, and new member societies to be formed and join the ICCCS family and community of cleanroom and contamination control national societies*
2) *to encourage young/new professionals in the field of cleanroom and contamination control to become active and be a voice in their national societies.*

The 50YP Programme gives seasoned professionals a voice and the opportunity of experienced professionals to give back some of their technical knowledge, experience and guidance to support "new blood" and to volunteer in national member societies so that these seasoned professionals can become involved and be new experts in technical committees in their national societies, regional and international organizations.

50YP members must be nominated by their national cleanroom societies. Membership is open to all young professional in countries where there are no national member societies.

To support the 50YP members being involved in their national cleanroom societies, 50YP members will be invited to shadow key positions in the Executive Board (Chair, Secretary and Treasurer) and the chairs of the 4 four committees (ITC, IEC, IYPC and ISEC). In order to protect any sensitive information, the Executive Board and Committees may hold certain parts of their meetings as executive sessions, with committee members only, i.e. with shadows absenting themselves.

The 50YP Programme will be led by a Convener who will report to the Executive Board but supported by the ICCCS committees, in terms of technical training and soft skills in management, as part of their volunteer work for national member societies.

The 50YP member structure and operating procedures will be agreed by the IEB.

SECTION VI. FINANCE

DIVISION A

OPERATIONS

1) Maintenance of accounts

a) As required in Article 14 of the statutes, an annual audit of the financial statement shall be conducted each year.

b) Funds are maintained for ICCCS by the Swiss Contamination Control (SwissCCS)

c) Two auditors are appointed each year by SwissCCS.

d) The annual audit summary shall be reviewed by the Treasurer and presented for approval vote to the Council of Delegates.

2) Performance to budget

The Treasurer shall ensure that the budget is carried out as approved by the Council of Delegates. Over-budget expenses and/or under-budget revenues should be brought to the attention of the Chair.

3) Reimbursement of expenses

a) All reimbursement for Executive Board members must have advance approval as determined by the Council of Delegates in the annual budget process.

b) The Executive Board may be given flexibility by the Council of Delegates to develop new plans. The expense of such plans:

i) may be no greater than €5000 total for all plans during any one year; and a maximum of €5000 for any one plan, on a one-time basis;

ii) may not incur a deficit that would bring the reserves below the designated ratio;

iii) must be presented to the Executive Board with justification for approval, including potential offsetting revenue;

iv) and must be approved by a majority of the Board before any expenses are incurred.

c) Reimbursements to national societies for activities related to sponsoring service and program activities are as follows:

i) ICCCS Secretary: €4000 as reimbursement for time and expense associated with the duties of the secretary.

ii) Website: hosting expense plus €1000 reimbursement for time associated with hosting the website.

iii) Education: 50% of the accreditation fees up to a maximum of €4000 per year.

iv) Board members: €500 as reimbursement for in-person attendance at each meeting (maximum two meetings per year)

v) Committee Members: Only within the limitations of the annual budget approved by the COD, reimbursement may be provided not to exceed €500 per person except otherwise approved by the CoD. The Committee's plan for the meeting must first be approved by the Executive Board. For the sme's that are a member of more than one committees, trip per destination will be paid as one.

b) The national societies sponsoring members with activities should provide an invoice to the Treasurer:

i) For Board meeting attendance, immediately upon completion of the meeting.

ii) For service, at the end of the calendar year.

iii) Or in lieu of the options above, the sponsoring society may submit an annual attendance and service invoice and subtract the dues owed. Notice to the Treasurer is required during the invoice period.

DIVISION B

INVESTMENT POLICY

1. Objectives

The investment objectives of the ICCCS portfolio are to (1) ensure the safety of investment principal; and (2) provide for portfolio liquidity.

2. Ratio of cash reserves to operating expense

The optimum cash or cash equivalent reserves shall be designated by the Council of Delegates, but at no time shall be less than 150% of the annual operating expenses.

4. Monitoring

The Treasurer shall monitor the ongoing performance of the ICCCS portfolio.

SECTION VIII. EXECUTIVE BOARD

DIVISION A

DUTIES

1. Chair

a. At the beginning of the term, appoints a Board member to serve as temporary chair in the event the Chair cannot perform his/her duties. (In the case of a longer-term absence, see #5.)

b. Sets agenda for and presides over all meetings of the Executive Board.

c. Sets agenda for and presides over the Council of Delegates meeting.

d. Together with the Treasurer, provides input into the annual budget based on the objectives of the business plan.
e. Oversees the activities of the Executive Board members.
f. Determines the fields of interest of the committees and seeks or appoints committee chairs.
g. Ensures the development and implementation of the strategic plan.
h. Represents ICCCS at other conferences and functions as required by the Executive Board.
i. Attends all meetings of the Executive Board.

2. Honorary Chair

a. Executive Chair or a representative who presides over the hosting of ISCC and all event activities associated with the symposium.
b. Attends meetings of the Executive Board.

3. Treasurer

a. Reviews the financial statements and provides reports regarding the financial condition of ICCCS, performance to budget, accounts, and projected financial status.
b. Reviews and reports on all investments and reserve accounts.
c. Together with the Chair, develops and presents the annual budget.
d. Presents recommendations and fiscal strategy options to the Executive Board for review and approval.
e. Attends all meetings of the Executive Board and provides a summary of the fiscal condition.

4. Secretary

a. Maintains ICCCS's corporate records, including minutes, files, and reports.
b. Makes recommendations to the Executive Board and Council of Delegates regarding statutes and policy issues.
c. Attends all meetings of the Executive Board
d. Attends all meetings of the Council of Delegates

5. Inability to perform duties

a. Attendance

Any Executive Board member absent from two consecutive regularly scheduled meetings of the Executive board, and who cannot attend a third regularly scheduled meeting should inform the Chair and Secretary immediately. It is recommended that the national society then provide the name of a new candidate for the position, to be presented to the Council of Delegates for approval prior to the next meeting. In the absence of another candidate, open nominations will be taken and a new member installed.

b. Duties

Any Executive Board member who cannot fulfill the duties of his/her office as outlined within *Policy* and the statutes of ICCCS shall provide a letter of resignation to the Chair as soon as possible. The national society sponsoring the Board member may consider nominating a replacement for approval by the Council of Delegates.

DIVISION B

CONFLICTS OF INTEREST/CODE OF CONDUCT

1. Signature

Members of the Executive Board agree to the following:

As a member of the Executive Board, I agree to support and be bound by the following principles to assure effective and ethical decision-making and governance:

1. I will make decisions in the best interest of ICCCS as whole, and will keep my personal bias, national perspective or business interests out of my decision making process.
2. I will accept, support, and implement all decisions of the Executive Board, even those that I did not initially support or those that were made in my absence.
3. I will not speak or act for ICCCS or the Executive Board unless specifically authorized in advance to do so. I will not present opinions about ICCCS business unless the Executive Board has approved those opinions in advance, or unless those opinions are clearly expressed as personal opinions and not necessarily the view of ICCCS.
4. I will not discuss matters deemed confidential by the Executive Board outside of Executive Board meetings without the express advance permission of the Executive Board.
5. I will not use the name of ICCCS in ways that imply endorsement by, or business partnership with, ICCCS without approval of the Executive Board.
6. I will not use information that I obtain by virtue of my leadership position to create an unfair competitive advantage for any person or organization.

2. Reporting Procedure

An ICCCS member who perceives a potential conflict of interest or a possible conflict of interest on the part of a member of the Executive Board should immediately disclose it to the Chair (or to the Secretary, in the case of the Chair).

DIVISION C

ELECTION SEQUENCE

Positions on the Executive Board shall be elected for terms as follows:

1) Elected for three-year term beginning January 1 for three years:

- Chair

2) Elected for a two-year term beginning January 1 of even-numbered years:

- Treasurer
- Two Board members

3) Elected for a two-year terms beginning January 1 of odd-numbered years:

- Secretary
- Honorary Chair
- One Board member

IEB roles can be extended with max of two terms by vote of the CoD.

MEETINGS

The Council of Delegates shall meet at least once per year.

The Executive Board shall meet at least twice per year. Additional meetings may be held online.

SECTION IX. STANDING COMMITTEES

DIVISION A

EXECUTIVE BOARD NOMINATING COMMITTEE

1. **Composition and duties**
    a. The Chair shall seek two ICCCS Council members for appointment as the Nominating Committee.
    b. Appointees shall be ratified by a majority of the Executive Board.
2. **Operation**
    a. The Nominating Committee shall communicate regularly until a slate is determined.
    b. The Nominating Committee shall be familiar with the duties, term of office, and other requirements of each Executive Board position to be filled.
3. **Sources of nominees**

    Potential nominees may be solicited by the committee from:

    a. Recommendations from ICCCS members and officers.
    b. Interest expressed by potential candidates.
    c. Active solicitation by the committee itself.

Additional Standing Committees

1. There are 4 additional standing committees active in the ICCCS
    a. Education Committee (IEC)
    b. Technical Committee (ITC)
    c. Symposia and Events Committee (ISEC)
    d. Young Professionals Committee (IYPC)

    Note: Additional standing committees may be formed based on a determined need.

2. **General Composition of the additional Standing Committees**
    a. Standing committees reports to the IEB,
    b. Each standing committee consists of up to 6 members, including the IEB representative.
    c. Member societies may suggest subject matter experts (SME) for the committees by submitting applications for the committees to the ICCCS Secretary
    d. Applications are to be sent a minimum of 4 weeks prior to the CoD meeting and must consist of a professional biography of the candidate
    e. Standing committee members are volunteers from the members of the CoD or from member society SME's, or both, and are voted on by the CoD

f. IEB will be represented within the standing committees with at least one member to support activities and increase communication between IEB and standing committees.

g. Other IEB members can observe standing committee meetings.

h. Standing committee Chairperson are selected by the members of the standing committee.

Note: the Symposia and Events Committee chairperson is the past chairperson of the last symposia in order to support the next symposia.

i. If there are no volunteers for the chair of the standing committee, the ICCCS Chairperson will appoint an IEB board member.

j. Standing committee Chairpersons may welcome observers to their committee meetings. Observers must notify the Chairperson prior to the committee meeting that they intend to attend.

k. Standing committee Chairperson may augment task groups within their committee with external contributors to fulfil a task.

l. Membership on a standing committee is for three years, with max of two terms by vote of the CoD.

m. Committee chairs will report to the IEB in a timely manner by sending their update reports / meeting minutes to the ICCCS secretary.

Education Committee

a. Oversees the ICCCS training course program,

b. Identifies relevant subject material for ICCCS training courses,

c. Develops online/in-person training courses & course materials,

d. Reviews evaluations of the course material provided by ICCCS member societies for accreditation,

e. Assures continuity of instruction material of the training courses,

f. Maintains the list of accredited trainees on ICCCS websites,

g. Prepares and sends the invoices for accredited course fees on a timely manner,

h. Develops and maintains a long-range schedule of course work, and

i. Develops a strategic plan for the ICCCS training courses

Young Professionals Committee (IYPC)

a. Recruits new member societies,

b. Reviews and improves benefits in order to retain current members,

c. Maintains the ICCCS website,

   i. Provides recommendations and implements improvements to the site.

   ii. Reports on site statistics.

d. Manages the social media accounts of the society,

e. Supports the symposia hosting country by aligning with their marketing activities,

f. Develops and maintains an electronic newsletter, that contains updates on technical and organizational ICCCS activities,

g. Develops other communication materials as needed, and

h. Develops a strategic plan for the ICCCS communication program.

Technical Committee

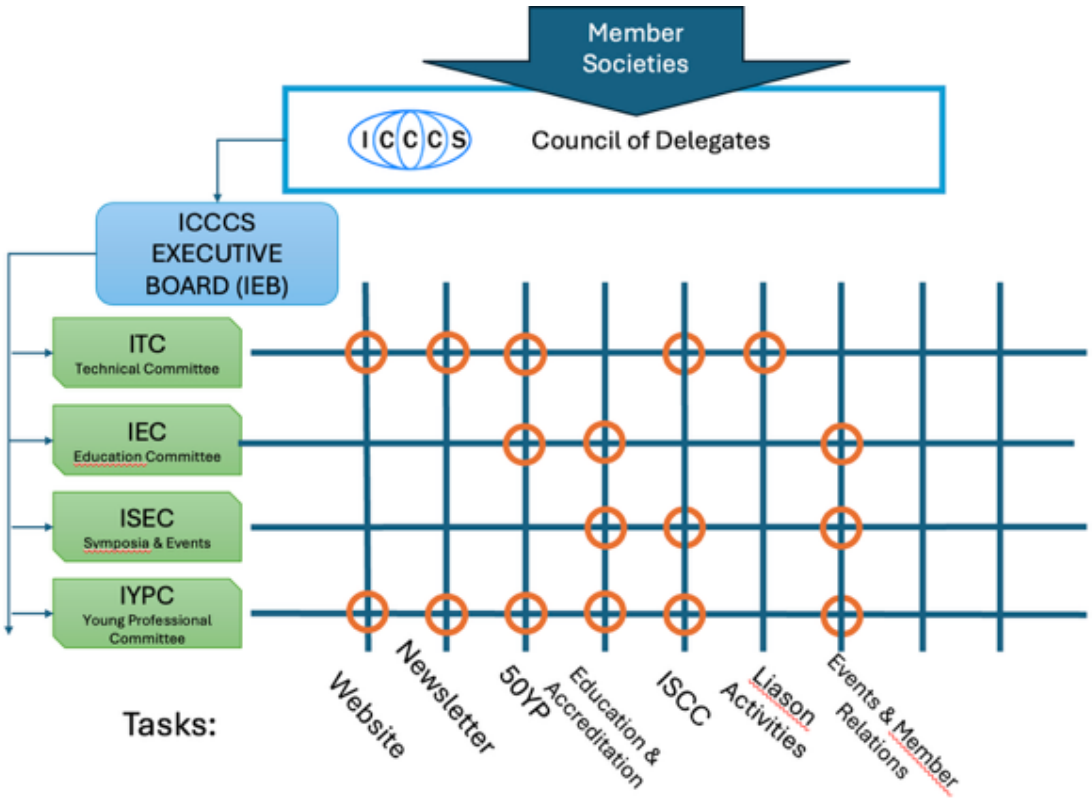
a. Develop a roadmap for ICCCS technical activities,
b. Increase involvement of expert within ICCCS,
c. Support ICCCS symposium with a technical content & SMEs,
d. Provide technical content for the ICCCS website and newsletter,
e. Provide an international voice for ICCCS in technical matters,and
f. Develop a strategic plan to accomplish their activities.

Symposia and Events Committee

a. Develops and promotes the ICCCS symposium with the host society,
b. Coordinates with ICCCS member societies to encourage attendance and support of the symposia,
c. Provides for liaison meetings of the ISO/TC 209 Technical Committee and its working groups in conjunction with the symposium, if agreed by ISO/TC 209,
d. Reviews potential for other regional conferences,
e. Supports regional international events, and

Note: A budget should be submitted to the IEB.

f. Reports on the progress of the symposium to the IEB, CoD, and ISO/TC 209.



SECTION X. EVENTS AND PROGRAMS

SYMPOSIUM

ICCCS coordinates international symposiums, conferences and meetings related to cleanrooms and contamination control as host, co-host, sponsor or supporting association. ICCCS can also support other events.

1. ISCC (International Symposium on Contamination Control)

ISCC will be held every two years as an ICCCS event and be hosted and organized by member societies on a voluntary basis. ICCCS should cooperate and support them according to the request of host countries.

2. Location

Members of ICCCS are encouraged to volunteer to host the symposium. The location of the ISCC will be in the territory of the host society.

3. Finances

a. The hosting society shall set the fee schedule.
b. All revenues and expenses are the responsibility of the hosting society.

4. Organization

The symposium shall consist of:

a. Technical sessions (paper presentations, mini-seminars, and panel discussions)
b. Training courses
c. Exposition
d. Social and networking opportunities
e. Administrative meetings, as applicable

EDUCATION PROGRAM

1. General

Next to a committee chair of the IEC there is an administrator, who performs all the work to be done by the education committee. The committee chair may be the administrator. The education administrator is paid for the executed work.

a) The ICCCS Education provides ICCCS accreditation for courses submitted to the IEC according to the Education guidelines.
b) The accreditation is valid for 5 years. During this period the society has to perform a self-audit (ICCCS Education form) and discuss the result in their education committee. When extending the accreditation,
c) Proposals by the IEC must be confirmed at the COD.
d) Societies report issued certificates using the ICCCS Education reporting form.
e) ICCCS keeps a register of trainers (teachers) of accredited courses and all successful candidates.

f) The structure of courses should be in line with ISO TC209 standards and requirements by the COD.

2. Subject matter and content

a) The Education committee selects the subject matter to be presented, according to the long-range plan for education.

b) Content is reviewed for accuracy, freedom from commercialism, relevance to the level and needs of the students, and support of ICCCS goals.

MEMBER E-NEWSLETTER

The Young Professionals Committee (IYPC) develops an electronic newsletter. It contains updates on technical and organizational activities. Due to the GDPR restrictions and for reaching out to more professionals, the Young Professionals Committee (IYPC) may also use social media platforms to develop and distribute the newsletter.

ICCCS WEBSITE

ICCCS shall maintain an Internet website for the benefit of ICCCS members and nonmembers.

1. Criteria for public access area

a. It shall be professional in both content and appearance in accordance with industry standards.

b. It shall promote ICCCS and its events and members.

c. The website shall not include information about any individual without that person's advance permission.

d. It shall include Internet hyperlinks that point only to other websites that are professional and appropriate in both content and appearance in accordance with industry standards.

e. Copyrighted material shall be used only with appropriate authorization.

2. Criteria for members-only area

Criteria for content of a "members only" website area shall be the same as those for the public site. In addition, this section may include:

a. Materials that are typically considered benefits of ICCCS membership.

b. Symposium proceedings.

c. Access shall be limited to members only by some means such as personal identification numbers or passwords.

d. Membership directory.

e. Newsletters and articles of interest to ICCCS members.

f. Download site for templates and data.

g. Surveys and forums.

h. Intranet for use of committees and other appropriate groups serving the interests of ICCCS.

SECTION XI. USE OF ICCCS MEMBER NAMES, MAILING LISTS, AND COPYRIGHTED MATERIALS

DIVISION A

COPYRIGHTED MATERIALS

1. Requests to reprint, in whole or in part, or otherwise use ICCCS copyrighted materials, shall be submitted in writing to the Secretary for approval in advance of such use.
2. A fee may be charged for the use of ICCCS copyrighted materials.

DIVISION B

TRANSFER OF COPYRIGHT

Work performed by ICCCS members and other volunteers on behalf of ICCCS is owned by, and subject to, copyright by ICCCS.

SECTION XII. INSIGNIA AND LOGO USE

1. Copyright of logo

The logo shown below is the official corporate insignia of ICCCS. This is the exclusive logo to be used by ICCCS members to represent the organization. ICCCS members in good standing are encouraged to promote their membership role in ICCCS. Such use should identify the information as related to their role as a member of ICCCS.



2. Official colors

The official colors for the use on stationery are blue/gray/black.

3. Modification of logo not allowed

The logo shall not be modified or integrated with another symbol. It must be used without modification or enhancement of any kind without expressed, written permission of ICCCS.

4. Jewelry

Any jewelry (lapel pins, etc.) items that could be construed to indicate ICCCS membership must be cleared with the Executive Board prior to its production.

5. Items offered for sale

Prior permission must be obtained from the Executive Board for use of logo on items offered for sale or for use by other individuals or companies.

6. Use of ICCCS in e-mail addresses or websites

The name and initials of ICCCS within e-mail addresses or on websites shall not be used by individuals or groups in any way that conveys or implies official ICCCS business without expressed, written permission of ICCCS.