



**CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)**

Table of contents

1.	Scope	2
2.	Purpose.....	2
3.	Definitions and acronyms	2
3.1.	Definitions	2
3.2.	Acronyms	2
4.	Authorities and responsibilities	2
5.	Referenced documents.....	3
6.	Introduction	3
7.	Role of the ActivFire® Technical Advisory Panel	3
8.	Composition of the ActivFire® Technical Advisory Panel	4
8.1.	General	4
8.2.	AFTAP membership terms	4
8.3.	Temporary AFTAP members.....	5
8.4.	Participation criteria	5
8.4.1.	General criteria	5
8.4.2.	Criteria for Representatives	5
8.4.3.	Criteria for Proxies, Observers, Invited Guests, or Working Committee members	6
8.5.	Membership process	6
8.5.1.	Category A members.....	6
8.5.2.	Post-application activities	6
9.	Rules of conduct of AFTAP meetings.....	6
9.1.	General	6
9.2.	Extraordinary meetings.....	7
9.3.	Voting at AFTAP meetings	8
10.	Resignation and removals from AFTAP	8
11.	Roles and responsibilities in the AFTAP	8
11.1.	Members of the AFTAP	8
11.1.1.	Responsibilities of AFTAP members	8
11.2.	Chairperson	9
11.2.1.	Responsibilities of the Chairperson	9
11.2.2.	Selection	9
11.3.	EO.....	9
11.3.1.	Responsibilities of the EO.....	9
Appendix A	Document history	10



CSIRO Verification Services Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

1. Scope

- a. These Terms of Reference apply to the ActivFire® Technical Advisory Panel (AFTAP) of CSIRO Verification Services (CVS) ActivFire® Scheme. They define the operation of the AFTAP, its composition, roles and responsibilities.
- b. This document is prepared in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.
- c. ActivFire® is a trademark owned by the Commonwealth Scientific and Industrial Research Organisation (CSIRO), registered with IP Australia and protected by applicable laws and regulations.

2. Purpose

- a. These Terms of Reference have been developed to establish the administration and management principles governing the operation of the AFTAP.

3. Definitions and acronyms

3.1. Definitions

- a. Commonly used terms in CVS's ActivFire® Scheme are defined in document AF-D001. In addition, the following definitions within this document shall apply:
 - i. **Invited Guest:** A person whom the AFTAP or a Representative request be allowed to sit in on an AFTAP meeting in accordance with clause 8.3 and 8.4.3.
 - ii. **Observer:** A person whom a Representative request be allowed to sit in on an AFTAP meeting in accordance with clause 8.3 and 8.4.3.
 - iii. **Proxy:** A person nominated by a Representative to represent them at ATAP meeting in accordance with clause 8.3 and 8.4.3.
 - iv. **Representative:** A person nominated by an industry stakeholder, industry aligned organisations, employer, professional or learned bodies or associations that promote and uphold the ideals ActivFire® (rather than asset owner/managers), with significant interests in the active fire protection industry.
 - v. **Scheme:** The third-party product certification program operating under the conformity assessment system of CVS and covering active fire detection and suppression equipment as used by the building and construction industries. In this case, ActivFire® is the applicable scheme.
 - vi. **Working Committee:** A body of one or more persons subordinate to and nominated by AFTAP to explore matters under discussion more in depth than able to by the AFTAP. Its members may comprise of people from different CSIRO divisions or companies that are collaborating on a project that would require their expertise or time. A working committee nominated AFTAP is allowed to sit in on an AFTAP meeting in accordance with clause 8.3 and 8.4.3.

3.2. Acronyms

- b. The following acronyms appear in this document:
 - i. **AFTAP:** ActivFire® Technical Advisory Panel
 - ii. **CSIRO:** Commonwealth Scientific and Industrial Research Organisation
 - iii. **CVS:** CSIRO Verification Services
 - iv. **EO:** Executive Officer, ActivFire®

4. Authorities and responsibilities

- a. The Executive Officer - ActivFire Scheme (EO) is responsible for the implementation and adherence to the requirements of this document and content.



CSIRO Verification Services Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

5. Referenced documents

- a. The following standards are referenced in this document:
- AS/NZS ISO/IEC 17065 – Conformity assessment: Requirements for bodies certifying products, processes and services.

These documents may be purchased through the Reference Standards Australia website:

<https://www.standards.org.au/>

- b. The document listed below is either referenced in this document or provides important and relevant additional information.
- AF-D001 – CSIRO Verification Services, Rules Governing ActivFire® Scheme.
 - AF-D004 – CSIRO Verification Services, ActivFire® Scheme Rules Governing Complaints and Appeals.
 - AF-F008 – ActivFire® Scheme AFTAP Application Form.

The above document may be accessed from the website: <https://activfire.csiro.au/>

6. Introduction

- ActivFire® is a third-party product certification program operated under the conformity assessment system of CVS and covering active fire detection and suppression equipment as used by the building and construction industries.
- Information about the history of the Scheme can be obtained from the website at <https://activfire.csiro.au/outline.asp>
- Public documents related to the scheme can be downloaded directly from the website.
- ActivFire® is managed and administered by the CVS group.
- For further information on the rules governing how ActivFire® operated, refer to ActivFire document AF-D001.

7. Role of the ActivFire® Technical Advisory Panel

- AFTAP is a technical advisory body constituted to assist the EO with the technical aspects of the Scheme.
- The role and objectives of AFTAP are:
 - To determine and recommend standards and specifications considered suitable for the evaluation and verification of conformity of active fire protection equipment.
 - To determine, interpret or obtain interpretation(s) in relation to the technical requirements, standards and specifications recognised and referenced for evaluation and verification of conformity of active fire protection equipment.
 - To determine the technical requirements for recognition of conformity evaluation agencies.
 - To advise on matters of technical uncertainty in relation to the evaluation and verification of conformity of active fire protection equipment.
 - To provide a forum for the review and consideration of technical developments in the field of active fire protection equipment and advise the management CVS of any changes either actual present or possible future, in the product program.
 - To provide expert advice, as appropriate, to the management of the CVS.
- CVS is obliged to accept the advice of the AFTAP where the reputation and independence of the scheme is concerned. However, where the CVS Manager determines that the financial and/or legal interests and/or reputation or name of CSIRO is threatened, they shall have the power of veto over any such advice or decision of AFTAP.



CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

8. Composition of the ActivFire® Technical Advisory Panel

8.1. General

- a. There shall be two (2) types of AFTAP members:
 - i. **Category A member:** Representatives of industry stakeholder, industry aligned organisations, employer, professional or learned bodies or associations that promote and uphold the ideals ActivFire® (rather than asset owner/managers), with significant interests in the active fire protection industry.
 - ii. **Category B member:** Temporary members under 8.3. below.
- b. The process of becoming an AFTAP member is described in clause 8.5 below.
- c. Participation in AFTAP is voluntary.
- d. Members of the AFTAP must show a degree of diversity in relation to geographical locations, experience and skill set regarding product knowledge, and be drawn from personnel familiar with the technologies of active fire protection equipment and its evaluation.
- e. Members of AFTAP shall be chosen by virtue of their technical expertise, ethics, knowledge of the intent of product certification programs and their perceived ability to contribute to the achievement of Clause 7 above.
- f. The AFTAP shall be comprised of the following:
 - i. A maximum of seven (7) Category A members.
 - ii. An unlimited number of Category B members.
- g. The composition of AFTAP shall be such that among Category A members, subject to clause 8.1.f.i. above, groups with a valid interest shall be invited to participate in AFTAP.
- h. Membership of AFTAP is restricted to organisations. Individuals cannot become members on AFTAP.
- i. The EO shall established and maintain a register of AFTAP members.
- j. The EO shall be an officer of CSIRO and ActivFire® and be a member of AFTAP.
- k. AFTAP shall choose from its membership a Chairperson whose roles and responsibilities are defined in clause 11.1 below.
- l. The AFTAP member's organisation has the right to nominate a replacement Representative at any time and shall do so in writing to the EO.
- m. Any AFTAP member not being able to attend a scheduled meeting, shall be entitled to nominate a Proxy to attend on their behalf.
- n. Proxy nominations shall be forwarded to the EO in writing a minimum of five (5) working days prior to the schedule date of the meeting.
- o. Acceptance of Proxy nomination shall be at the discretion of the EO.

8.2. AFTAP membership terms

- a. Category A members of the AFTAP:
 - i. May serve for a maximum period of three (3) years, at the conclusion of which they may re-apply for continuing AFTAP membership, or
 - ii. May be reappointed for a further three (3) years at the discretion of the EO and AFTAP Chair.



CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

8.3. Temporary AFTAP members

- a. At times, depending on whatever specialist issue is under consideration by AFTAP, it may become necessary to invite a person(s) or committee(s) with special knowledge to contribute to the discussion. In addition to the currently registered AFTAP members, the following person(s) shall also be permitted to attend AFTAP meeting subject to the rules contained in this document:
 - i. **Proxy:** refer to 8.1. m. and n. above and 8.4.3. below.
 - ii. **Observer:** refer to 8.4.3. below.
 - iii. **Invited Guest:** refer to 8.4.3. below.
 - iv. **Working Committee:** refer to 8.4.3. below.
- b. Observer status is for personnel required to advise the AFTAP members on specialist topics under discussion by AFTAP.
- c. Invited Guest status is for personnel invited by the AFTAP Chair to advise the AFTAP on specialist topics under discussion by the AFTAP.
- d. Working Committee status is for a body of one or more persons invited by AFTAP member(s) to advise on matters under discussion.
- e. Request for Observer attendance can come from any member of the AFTAP and must be made to the EO in writing at least three (3) weeks prior to the agreed AFTAP meeting dates.
- f. Request for Observer attendance shall include details of the proposed Observer – name, affiliation, reason for attendance and qualifications relevant to that reason. Such request shall be put (electronically) to AFTAP members for a decision at two (2) weeks prior to the agreed AFTAP meeting date. The decision shall be made by a simple majority of AFTAP members at least five (5) working days prior to the meeting.
- g. Requests for Working Committee attendance can come from any member of the AFTAP and must be made to the EO in writing at least three (3) weeks prior to the agreed AFTAP meeting date.
- h. Observers, Invited Guest(s), and Working Committee members may be present for either part or all of an AFTAP meeting as decided by the AFTAP prior.
- i. Observers, Invited Guest(s), and Working Committee members are not entitled to a vote.

8.4. Participation criteria

8.4.1. General criteria

- a. Members of the AFTAP shall support the role and objectives of the AFTAP as defined in clause 7 above.
- b. Members of the AFTAP shall have the support of their senior management. This support shall include meeting the financial costs associated with attending the AFTAP meeting including time away from their normal role.

8.4.2. Criteria for Representatives

- a. In order to be eligible as a Representative, the nominated person shall:
 - i. Have regular and close involvement in the specification, design, selection, and use of active fire protection equipment,
 - ii. Have a good knowledge of active fire protection equipment, and
 - iii. Have a strong belief in the positive value of third party (ActivFire®) certification.



CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

8.4.3. Criteria for Proxies, Observers, Invited Guests, or Working Committee members

- a. In order to be eligible as either a Proxy, Observer, Invited Guest or Working Committee member, a person shall be:
 - i. Either an employee or officer of AFTAP member organisation. Or
 - ii. A person with specialist knowledge, skills, or experience of relevance to the issues necessitating their attendance but not necessarily an employee or officer of an AFTAP member organisation. Or
 - iii. Such other person deemed appropriate by AFTAP and be capable of contributing positively for the betterment of the industry to the issue in question.
- b. These are ideal criteria and are intended as a guide for AFTAP members in approving a nominated Proxy, Observer, Invited Guest, or Working Committee.
- c. All Proxies, Observers, Invited Guests, and Working Committee members shall be well briefed as to recent meetings, discussions, and decisions relevant to issues to be discussed at the next meeting. For Proxies and Observers, responsibility for the briefing shall lie with the AFTAP members; for Invited Guests and Working Committee members, responsibility for the briefing shall lie with the EO or AFTAP Chairman, as agreed.
- d. All Proxies, Observers, Invited Guests, and Working Committee members shall be well briefed as to the Commercial-in-Confidence requirements of discussions engaged in, prior to, during and after the AFTAP meeting. The EO shall obtain their (verbal) agreement to abide by these principles.

8.5. Membership process

8.5.1. Category A members

- a. Applications for membership of AFTAP can come:
 - i. Directly from the applicant organisation.
 - ii. AFTAP members.
 - iii. An agreed resolution of the AFTAP having identified a potential AFTAP member who would contribute positively to ActivFire® and AFTAP.
- b. Applicant shall be on the appropriate form (ActivFire® document AF-F008, available from the EO by request) and shall be considered by the AFTAP at the next scheduled meeting, subject to restrictions in clause 8.1.f.i.

8.5.2. Post-application activities

- a. Applications shall be considered by AFTAP either at a scheduled in-person meeting or via a virtual meeting.
- b. Following ratification by AFTAP, an offer of an AFTAP seat shall be made in writing by the EO on the recommendation of the AFTAP.

9. Rules of conduct of AFTAP meetings

9.1. General

- a. AFTAP meetings shall be held a minimum of twice per year.
- b. The dates for the next year's AFTAP meetings shall be decided either at the final meeting of the year or subsequent to that meeting. In the latter case, the EO and AFTAP Chair shall liaise to align with the industry stakeholder events, where possible, and advise the agreed dates prior to the end of the year.
- c. A quorum is set at 50% of Category A members plus an additional member.
- d. Issues for consideration by AFTAP can come from:
 - i. Specific requests from the AFTAP members, and / or
 - ii. Specific requests from the EO, some of which may originate outside AFTAP membership.



CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

- e. The Agenda for the meeting shall typically be comprised of the following agenda items:
 - i. Welcome, Attendance and Apologies.
 - ii. Confirmation of the Agenda.
 - iii. Acceptance of the Minutes of the previous meeting.
 - iv. Review of any actions arising.
 - v. EO report.
 - vi. Business with Notice.
 - vii. Business without Notice.
 - viii. Date of next meeting(s).
- f. Wherever practicable, six (6) weeks prior to the meeting date the EO shall issue a Notice of Meeting to Panellists together with a Draft Agenda and a request for any Business with Notice.
- g. All request for Business with Notice shall be accompanied by a Briefing Paper from the proposer giving members details of the background to, and reasons behind, the issue. It shall also include an appropriately worded Resolution for AFTAP voting.
- h. Submissions under 9.1.g. above shall form part of the Agenda Papers distributed to members.
- i. Agenda Papers shall be distributed electronically to members wherever practicable three (3) weeks prior to the meeting date.
- j. The AFTAP meeting agenda, any agenda papers, meeting minutes and discussions during the meeting are strictly Commercial-in-Confidence and are not to be divulged to or at any time discussed with persons other than AFTAP members.
- k. The AFTAP Chairman shall chair the meeting and the EO (or nominated representative) shall take the Minutes.
- l. The EO shall chair the meeting in the absence of the AFTAP Chairman and a nominated representative shall take the Minutes on behalf of the EO.
- m. Minutes of the meeting shall be distributed (as Unconfirmed) wherever practicable within at least four (4) weeks of the date of the meeting to all registered AFTAP members. Minutes shall not be sent to Proxies, Observers, Invited Guests, or Working Committee members.
- n. Minutes are subject to the Commercial-in-Confidence rules stated in clause 9.1.j. above and are not to be distributed outside AFTAP membership.
- o. Upon a request from an AFTAP member, the EO shall provide a meeting summary that may be distributed to others outside of the AFTAP. This summary shall have all sensitive, commercial-in-confidence matters removed or de-sensitised.
- p. AFTAP members shall use all available and appropriate resources to promote the benefits of participation in ActivFire® both within their organisations and to the wider community of stakeholders, industry and the general public.

9.2. Extraordinary meetings

- a. Extraordinary meetings of AFTAP may be called by the EO or by a majority of AFTAP members.
- b. AFTAP members shall agree on whether an in-person meeting is required or whether a virtual meeting will suffice.
- c. An Extraordinary AFTAP meeting shall be called by the EO whenever there are technical issues of sufficient gravity and urgency to warrant AFTAP members incurring costs to attend the meeting.
- d. A formal agenda for an Extraordinary meeting is not required. However, the Notice of meeting shall include details of the issues that resulted in the call for the meeting (Briefing Paper).
- e. The EO shall schedule the Extraordinary meeting no more than two (2) weeks from the date of receipt of the Briefing Paper related to the issues.
- f. Clause 9.1.k. to m. shall apply to these meetings.



CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

9.3. Voting at AFTAP meetings

- a. The resolution of issues placed before the AFTAP shall, wherever possible, be resolved by mutual consensus for the betterment of the industry.
- b. Where mutual consensus is not possible a vote shall be held.
- c. Category A members present shall have only one vote each.
- d. Category B members shall not be entitled to vote.
- e. The EO shall not be entitled to a vote except in the condition described in clause 9.3.g. below.
- f. In the event of a tied vote, the Chair shall hold the casting vote and it shall be in favour of the status quo.
- g. In the event that an issue has the real or anticipated potential to impact negatively on CSIRO's name, business or reputation or places CSIRO in a conflict-of-interest situation, the EO shall have power to veto over the issue.
- h. Prior to a vote, the EO or any Panellist can request that the vote be conducted by a secret ballot.
- i. The EO shall not be entitled to vote in a secret ballot, except in the condition described in clause 9.3.g. above, and as such act as the vote coordinator.

10. Resignation and removals from AFTAP

- a. Resignations from AFTAP can be either:
 - i. Member initiated, or
 - ii. AFTAP initiated including the EO.
- b. AFTAP member-initiated retirements can be due to internal changes that mean AFTAP membership is no longer relevant to the member.
- c. AFTAP initiated removal can be due to any of the following:
 - i. Any breach of the rules governing how ActivFire® operates that can be attributed to the member.
 - ii. Failure to attend two (2) or more consecutive AFTAP meetings without a valid reason.
- d. Resignation from the AFTAP under clause 10.a.i. shall be made in writing to the Chairperson or the EO at least two (2) weeks prior to the next scheduled meeting.
- e. Resignation from the AFTAP under clause 10.a.ii. shall have first gone through the ActivFire® appeals and complaint handling process, refer to ActivFire® document AF-D004.
- f. Nominations for replacement of Category A representative shall be rectified by AFTAP before the new representative can assume their set.

11. Roles and responsibilities in the AFTAP

11.1. Members of the AFTAP

11.1.1. Responsibilities of AFTAP members

- a. Adhere to the rules governing how ActivFire® operates.
- b. To assist ActivFire® in achieving clause 7.b.
- c. To act in all matters before the AFTAP for the good of the Scheme in general and not for any personal or organisational benefit.
- d. To bring to the attention of the AFTAP Chairperson or EO any issues that may affect the reputation, viability, or effectiveness of the scheme, currently or in the future.
- e. To assist the AFTAP in keeping up to date with any developments and issues related to product certification schemes in general.
- f. Acknowledge any possibility of potential commercial conflict, AFTAP members are required to declare any such potential conflict and absent themselves from discussions or meetings where any conflict-of-interest may be expected to occur.
- g. To maintain a high level of confidentiality with respect to AFTAP papers, discussions, commercial data, market information and ATP outcomes.



CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

11.2. Chairperson

11.2.1. Responsibilities of the Chairperson

- a. Adhere to the rules governing how ActivFire® operates.
- b. To act in all matters before the AFTAP for the good of the Scheme in general and not for any personal or organisational benefit.
- a. To maintain a watching brief on technical aspects of the Scheme and ensure it meets its role and objectives.
- b. To work with the EO to ensure the Scheme delivers technical outcomes that provide the required level of confidence in the Scheme.
- c. To conduct meeting of the AFTAP in a professional and through manner in according with good meeting practices. This shall include:
 - i. Ensuring that all points of view are heard and considered.
 - ii. Ensuring that the AFTP operates smoothly and efficiently to achieve its objectives.
 - iii. Ensuring that all conflict is fairly and equitably resolved in a timely fashion.
 - iv. Ensuring that commercial confidentiality is always maintained.
- d. To liaise with the EO, as required, prior to and after AFTAP meetings to ensure AFTAP members have access to all necessary information and are satisfied with the process.

11.2.2. Selection

- a. The Chairperson shall be chosen by the members of the AFTAP and be appointed for a maximum of two (2) year term (the Term of Office).
- b. The Chairperson shall not serve more than two (2) consecutive terms of office unless an extension to the term is agreed upon unanimously by the AFTAP members.

11.3. EO

11.3.1. Responsibilities of the EO

- a. To act as the administrative support to the AFTAP including the responsibilities listed in the clauses above.
- b. To work with the Chairperson to ensure the Scheme delivers technical outcomes that provide the required level of confidence in the scheme.
- c. To liaise with the Chairperson, as required, prior to and after AFTAP meetings to ensure AFTAP members have access to all necessary information and are satisfied with the process.
- d. To ensure that any decisions or outcomes from the AFTAP on issues do not have real or anticipated negative impact on CSIRO's name, business, or reputation, or places CSIRO in a conflict-of-interest situation.



CSIRO Verification Services
Terms of Reference of the ActivFire® Technical Advisory Panel (AFTAP)

Appendix A Document history

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