



MINT DIRECTORS' CONFERENCE

Technical Committee

**Organisational Guidelines
&
Governance Issues
Period 2016 - 2020**

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**MINT DIRECTORS CONFERENCE TECHNICAL COMMITTEE
GOVERNING PRINCIPLES**

GOVERNING PRINCIPLES

Principle I. Name and Governing Authority

1. Name: The Technical Committee of the Mint Directors Conference (MDC-TC)
2. Governing Authority: The Technical Committee is established by the Mint Directors Conference (MDC) and must report annually its activities to the MDC Executive.

Principle II. Purpose

1. The exchange of information on all monetary matters and related legal, economic, technical, administrative and numismatic aspects of common interest.
2. Co-operation in the study and mutual solution of questions in these spheres.
3. Study and research into all payment related matters including the impact of new means of payment on coinage.
4. Central collection point for technological innovation and dissemination of information.

Principle III. Membership

1. Membership is defined as per the MDC Constitution. MDC members are indicated under the website www.mdcnews.com . All full MDC members, institutions and individuals, are “automatically” MDC-TC members. The MDC-TC Chairman, in consultation of the Deputy Chairman, may remove a MDC-TC member in case, the particular member does not attend two subsequent MDC-TC plenary meetings and in case of breach of any Governance rules or regulations. This includes exceeding the levels.

Member classifications are as follows:

1.1. Full Members

- 1.1.1. Official members of MDC who are entrusted to produce legal tender coins of their countries.
- 1.1.2. Only Full Members can vote.

1.2. Authority Members

- 1.2.1. Pertinent authorities of countries officially entrusted to deal with currency. Responsible for issuing legal tender coins that are produced abroad.
- 1.2.2. Authority Members are by invitation only by MDC-TC.
- 1.2.3. Authority Members cannot vote.

1.3. Associate Members

Associate membership is open to selected organizations meeting the requirement of:

- 1.3.1. Providing information, knowledge, and opinions on technology, markets, coin demand, involvement of coin related R&D and other coin related issues.
- 1.3.2. Associate membership cannot exceed 50% of the total membership.
- 1.3.3. Associate Members cannot vote.
- 1.3.4. If requests for Associate Members exceed 50%, then the full members will select associate members in five categories. At least ONE but maximum THREE from each category will be selected:
 - Blank manufacturers
 - Press manufacturers
 - Packaging machine manufacturers
 - University/R&D Organization
 - Professional Association like EVA

2. Rights of Members

Membership	Attend Committee Meetings	Participate in Committees & Sub-com.	Receive confidential documents *	Access to MDC Official Website	Access to ve-works	Voting Rights
1.1 Full Member Mints	Yes	Yes	Yes	Yes	Yes	Yes
1.2 Authority Members	Yes	Yes	No	No	Yes	No
1.3 Associate Members	Yes	Yes	No	No	Yes	No

* In the case of “no” access to confidential documents, they will be provided as far as relevant for participation in committees and sub-committees. Restriction can be lifted by the Technical Committee decision for special purposes (for example access to technical specifications)

3. Responsibilities of the Members

- 3.1. Members must actively participate and be assigned to a sub-committee(s).
- 3.2. Members must ensure completion of questionnaires sent to their organization.
- 3.3. Members must meet deadlines set by the Chair, Deputy Chair or sub-committee leaders.
- 3.4. Membership to MDC-TC may be terminated after a discussion and vote by the Full Members, if any member remains absent for two consecutive meetings.

Principle IV. Governance

1. The general direction of the work of the Technical Committee shall be the responsibility of the Chair of the Technical Committee.
2. The Chair of the Technical Committee shall be appointed by a majority vote (unanimous if possible) of MDC-TC Full Members immediate before the Mint Directors Conference. The Chair assumes office immediately and remains in office until next the Mint Directors Conference. The Chair must be from a Full Member Mint.
3. MDC-TC Full Members may also elect a Deputy Chair in the similar way as the Chair.
4. If the Chair leaves his/her Mint during the term of his/her office, the Deputy Chair shall accept the responsibility to Chair until the end of the current term.
5. The Chair will lead the creation of sub-committees
6. Responsibilities of the Chair include, but are not limited to:
 - 6.1. Initiating action to carry out the purpose of the Technical Committee including the authority to appoint and discharge any sub-committee deemed necessary to conduct the work of the Committee.
 - 6.2. Keeping all the technical meeting records, correspondence, publications, documents, etc.;
 - 6.3. Keeping members of the Technical Committee fully informed of program activities;
 - 6.4. Recommending agendas for future the half yearly Technical Meetings;
 - 6.5. Identifying location and endorsing the bi annual meetings;
 - 6.6. Inviting up to three observer organizations in any meeting. These observers may only attend once.
 - 6.7. In consultation with Convenor, inviting guest speakers in any meeting.
 - 6.8. Presenting a two year work plan to MDC Executive and seek endorsement.
7. MDC-TC shall seek unanimous decisions, where possible. In the event, an unanimous decision cannot be achieved, majority decisions will be respected.
8. The Chair and Deputy Chair shall be elected by voting. Terminating membership is defined by the Constitution. Changing the Governance and accepting the two-year work plan is a discussion process in the MDC-TC plenary, followed by the MDC plenary itself.
9. MDC-TC Chair shall have the opportunity to be appointed Honorary President of the MDC-TC committee. Preconditions are: chairing MDC-TC actively for at least 8 consecutive years and provided special achievements. A 75 % majority decisions within the MDC-TC plenary will be respected.

10. In all cases, as specified in Principle III, voting is restricted to Full Members only.
 - 10.1. Full Members present at the meeting may vote
 - 10.2. Full Members that are not present at the meeting may also vote by e-mail in arrangement with the Chair.
 - 10.3. Each country, where Full Members are incorporated, get one vote for elections. Multiple votes from one country (e.g. in case of Australia, China, Germany) are void.
 - 10.4. A quorum is reached, if more than 50 % of the MDC-TC Full Members are voting. So the minimum number is 50 % of the MDC-TC Full Members plus one. The Chair does vote only in case of a tie.

Principle V. Technical Committee Meetings

1. Technical Committee Meetings
 - 1.1. The Technical Committee shall meet at least 2 times each year in order to allow reasonable work and coordination between MDC events.
 - 1.1.1. Each technical committee meeting may be hosted by a member with one of the meetings coinciding with the Mint Directors Conference in even-numbered years and the TEMAN conference in odd-numbered years.
2. The Technical Committee will strive to meet in the different member countries and incorporate a vendor workshop showcasing the local minting expertise.
 - 2.1. At each meeting, the following will be presented:
 - 2.1.1. Report of the Chair
 - 2.1.2. Minutes of the previous meeting
 - 2.1.3. Approval or modification of the future work program and sub-committee membership
 - 2.1.4. Deal with such other matters as may be brought forth by members
 - 2.1.5. Status reports on each by sub-committees
3. English is the official language used in the course of meetings and in the publications.
4. Other Members of staff from the Mints in member countries hosting meetings, together with the Host Mint Director may attend and take part in all the sessions.
5. Any member organization can send up to four people in any MDC-TC meeting. This number is limited to ONE for Associate members.
6. Chair may appoint a representative in his/her absence.
7. The Chair can invite up to three observers with recommendation from sub-committee Convenors. Observer can attend only one meeting per term of MDC-TC (i.e. about 2 years).

Principle VI. Publishing and MDC Presentations

1. Publishing

- 1.1. All documents and presentations in any form, which shall be published with any reference to the MDC-TC shall be presented at least once in a MDC-TC plenary meeting in their final publishing version.
- 1.2. Later modifications of the documents and presentations are limited to minor cosmetic changes.
- 1.3. These presentations must not be objected with substantial reasoning by any MDC-TC full, associated or scientific member within 2 weeks after publication of the corresponding MDC-TC plenary draft minutes.
- 1.4. The Chairman, in consultation of the Deputy Chairman, reserves the exclusive exemption right to waive the necessity of a MDC-TC plenary presentation in case of substantial reasoning. In this case, the Chairman will organize a written procedure with at least 2 weeks objection period for MDC-TC publishing endorsement.

2. MDC Presentations

- 2.1. All presentations held at the MDC plenary with any reference to the MDC-TC shall strictly follow the Publishing guidelines as outlined in Principle VI, paragraph 1.
- 2.2. The presentation will strictly be stopped immediately during the running event, if any content was altered with respect to the Publishing Rules by the Chairman, the Vice Chairman or an delegated MDC-TC member.