



INFACON

Founded in 1974 by FAPA, Mintek, and the SAIMM

www.pyrometallurgy.co.za/Infacon/

200 Malibongwe Drive, Private Bag X3015, Randburg, 2125, South Africa

CONSTITUTION OF THE INTERNATIONAL COMMITTEE ON FERRO-ALLOYS

[As adopted at the ICFA meeting in Kyiv, Ukraine on 2 June 2015]

1. Preamble and History

The principal purpose of the International Committee on Ferro-Alloys (hereinafter referred to as ICFA) is to maintain oversight over the various formal activities of the international gatherings of the ferro-alloys community known as the International Ferro-Alloys Congress (Infacon). The Committee is not a legally constituted body but is a common-interest unincorporated association of persons bound together for the common purpose of promoting the interchange of technical information between professionals in the ferro-alloys industry. The Constitution of ICFA incorporates the rules identifying in whom control of the committee and its property is vested.

Primarily, ICFA has the authority to award the right to a country to host an International Ferro-Alloys Congress that draws together the world's leading ferro-alloys exponents, in order to promote, network, discuss, and reveal the latest advances in the science and technology of ferro-alloys production. The proceedings of Infacon are published and represent the current state of the art in ferro-alloys production. The International Ferro-Alloys Congresses began in 1974 as an unincorporated joint venture. Infacon takes place approximately every three years.

The first International Ferro-Alloys Congress (Infacon) was held at the National Institute of Metallurgy (now Mintek) in 1974, and the proceedings were published by the South African Institute of Mining and Metallurgy (SAIMM). The other founding body of Infacon was the Ferro Alloys Producers' Association of South Africa (FAPA). The following extract is taken from the foreword to the proceedings of that event (Robinson, 1974).

"During the Congress, an *ad hoc* committee was convened and acted as the first International Committee on the Organization of Ferro-alloys Congresses. The main ferro-alloy associations of the world were represented on it, and a number of important and far-reaching decisions were made. These were that the congresses would be continued, under the name of INFACON, at three-yearly intervals, that every third congress would be held in South Africa, and that NIM would provide the permanent secretariat."

The founding members of ICFA were: ABRAFE (Brazil), FAPA (South Africa), IFPEO (Europe), JFA (Japan), and TFA (North America).

The following Infacon events have been held so far.

Infacon I	Johannesburg, South Africa	22–26 April 1974
Infacon II	Lausanne, Switzerland	12–16 October 1980
Infacon III	Tokyo, Japan	8–11 May 1983
Infacon IV	Rio de Janeiro, Brazil	31 Aug – 3 Sep 1986
Infacon V	New Orleans, USA	23–26 March 1989
Infacon VI	Cape Town, South Africa	8–11 March 1992
Infacon VII	Trondheim, Norway	11–14 June 1995
Infacon VIII	Beijing, China	7–10 June 1998
Infacon IX	Quebec City, Canada	3–6 June 2001
Infacon X	Cape Town, South Africa	1–4 February 2004
Infacon XI	New Delhi, India	18–21 February 2007
Infacon XII	Helsinki, Finland	6–9 June 2010
Infacon XIII	Almaty, Kazakhstan	9–12 June 2013
Infacon XIV	Kyiv, Ukraine	1–4 June 2015

This series of international congresses has become the most prestigious technical conference series in the field of ferro-alloys.

2. Objectives

ICFA has the main objective of promoting the holding of Infacon approximately every three years in appropriate locations around the world, and to ensure that the established high technical standards of the events are maintained. ICFA arranges the meetings of representatives from ferro-alloy producing and consuming countries during each Infacon to discuss the relevant technical content for Infacon and decide on the country that will host the subsequent congress. Prospective host countries are invited to make submissions in advance to ICFA.

3. Committee Roles and Responsibilities

The committee shall consist of a Chairperson, Secretary General, and members representing countries active in ferro-alloy production and consumption.

Chairperson: Overall responsibility for the workings of ICFA
A person of international stature nominated by SAIMM and Mintek

Secretary General: Coordination of ICFA meetings and correspondence
Staff member of Mintek

Past Chairperson: All past chairpersons of ICFA are entitled to attend and participate in ICFA meetings

Previous Congress Chairpersons: The chairpersons of the previous three Infacon congresses are entitled to attend and participate in ICFA meetings

Member country: All countries judged by ICFA to have a sufficient interest in ferro-alloys
Nominations shall be made by the appropriate national professional association or learned society, for approval by ICFA

Members of ICFA: Representatives of each country covered by ICFA
Nominated by the country professional association

Each country may have only one voting member. That member (or an alternate) will be the single representative of that country.

The committee may for special reasons co-opt a person as a member from time to time.

The Secretary General will act as Chairperson in the Chairperson's absence.

The committee is responsible for all policy decisions and for the selection of host countries for congresses.

ICFA will meet as required, typically once at each Infacon congress. Other communication will take place by e-mail or telephone.

Voting rules: Except when choosing a host country or deciding on awards, voting on all matters shall be by a simple majority of a 'show of hands' of those attending, either in person or by telephone, and eligible to vote. Proxy votes will be permitted. If necessary, the chairperson will have a second or casting vote.

Members of ICFA are expected to assist the hosting organisation by actively soliciting papers for Infacon, and to be involved in the refereeing of papers.

4. Financial arrangements

ICFA does not maintain any bank account, and has no permanent source of income. In order to support the roles of Chairperson and Secretary General, the society that hosts Infacon is expected to cover that portion of the reasonable costs of travelling, accommodation, registration, and subsistence of these individuals and their partners that is not already covered by their employers. The necessary budgetary requirements for this support will be discussed and agreed to between the Chairperson or Secretary General of ICFA, and the Chairperson of the Organising Committee of any particular Infacon. Unless otherwise determined, committee members (or their employers) are responsible for the costs of attending congresses and meetings.

The hosting society will provide the required bridging finance for the hosting of Infacon, and will assume the full financial risk of holding the congress. Any surplus from the holding of the congress will go to the hosting society for the benefit of ferro-alloys research.

5. Infacon Host Selection Procedures

ICFA attempts to maintain geographic diversity in the hosting of Infacon congresses, while attempting to balance the original guidance of its founding principles (Robinson, 1975) with the preferences of its current members. The rotation of geographic location from ferro-alloy producing regions in the northern and southern hemispheres, as well as eastern and western continents, needs to be given consideration. The choice of country also needs to take into account the number of delegates and papers received from the primary member countries.

Criteria for selection as a host for Infacon include the appropriate professional standing of the organising entity, the suitability of the location with regard to accessibility and facilities, and the necessary level of local and regional support from major stakeholders, such as industry, government, and relevant technical institutions. A track record of hosting similar events will be a distinct advantage, as will the ability to obtain underwriting of the financial commitments. Proposals will be accepted only from recognised national technical professional organisations or learned societies in the relevant region that are properly and legally constituted.

Prospective host countries are invited to make submissions to ICFA, preferably three weeks in advance of the meeting, of their intention to propose the hosting of the next Infacon congress. This will ensure that provision is made in the agenda for the proposals to be presented briefly (in about five minutes) at the ICFA meeting. A brief summary of the submissions should preferably be sent to ICFA at least one week prior to the meeting, for circulation to ICFA members if the host region wishes to do so. In any event, the presentation should be provided electronically to the chairperson of ICFA in advance of the meeting, and printed copies should be made available to all participants at the ICFA meeting.

Prospective hosts whose countries are not eligible for selection for a particular year (because of geographical diversity considerations) may submit provisional bids for the next-but-one Infacon, in order to get feedback from the committee. It is intended that the provisional bid involves less tedious preparation than the more comprehensive full bid submission.

Proposals should include as much of the following information as possible:

- a. The name of the professional / scholarly / scientific / learned society or national academy or institute under whose auspices the congress will be organised
- b. The person who will most likely head the organising committee
- c. The probable structure of the organising committee
- d. The ability to finance and underwrite the cost of the congress
- e. Previous experience in the organisation of large international conferences
- f. Availability of a suitable congress venue and appropriate accommodation
- g. Availability of flights from various continents to the host city

- h. Potential to obtain support from industry and government
- i. The proposed broad outline of the technical and social programme of events
- j. Any specific topics or themes (perhaps locally important) that would receive special attention during the congress
- k. Visa regulations of the host country
- l. Local transport infrastructure
- m. Likely estimated cost of delegate registration
- n. Availability of local industry tours
- o. Cultural and religious considerations
- p. Reviewing / refereeing process for submitted abstracts and papers
- q. How long before the congress are abstracts and papers required?
- r. Processes to be used to identify suitable plenary and keynote speakers

Competing organisations in the same country or region are encouraged to collaborate and co-operate in the preparation of proposals. Proposals are made entirely at the cost of the applicants.

Proposers are prohibited from offering any committee member gifts or other inducements. Brochures, booklets, videos, or flash disks containing presentations are deemed acceptable.

ICFA must be completely satisfied that proposers are able to fully meet the following essential selection criteria:

- The ability to protect the health and safety of attendees
- The ability to finance and underwrite the cost of the congress
- The organisational and management skills and resources required in running a large international congress.

If there is any doubt, the proposal may be rejected. ICFA will consider all material and information presented to them in a fair and objective manner.

After a review of the presentations, voting on the final decision will be by secret ballot, on the forms or scoring sheets provided by the Secretary General at the meeting. There will be only one vote per country / region. In the event of a tie, the chairperson shall make the final decision.

ICFA shall keep a record of the voting score, and the chairperson must be able to advise unsuccessful proposers of the reasons for their lack of success.

The result shall be announced by the chairperson of ICFA during the closing ceremony of Infacon.

6. Congress Organising Committee

The chairperson of the Infacon organising committee is responsible to the hosting organisation and to ICFA for implementing an effective congress. The structure of the organising committee is not pre-determined, but ICFA must be satisfied that its composition

and operation are appropriate for it to be able to carry out all of its duties. The committee will meet as required, according to its own schedule and timetable, but ICFA always reserves the right to ensure that plans are progressing according to the submitted and agreed plan.

In the interests of continuity, the Infacon organising committee shall co-opt the chairperson of the previous Infacon. Even if this person is not able to physically attend all meetings of the organising committee, he or she should be kept informed at all times of its deliberations.

The Infacon organising committee is responsible for the safe and effective running of the congress. Following the conclusion of the congress, the committee shall present a full report to ICFA that includes full details of attendees, financial outcomes, and all other relevant matters.

The Infacon organising committee is required to fund the Infacon Lifetime Achievement Award (see Section 8) if one is made during the congress.

7. Congress Proceedings

The Infacon organising committee shall produce a high-quality publication of the proceedings of the conference. The papers shall be submitted to peer review by at least two reviewers. The services of an English language editor shall be obtained, if required. The proceedings will usually take the form of a printed book, supplemented by an electronic version of the papers.

The conference proceedings will also be made freely available via open access on the Infacon website, within a few months of the congress.

The copyright of papers submitted to Infacon will be held by the author and not the organising body, although the authors shall grant the organising committee and ICFA the right to publication of their work. Authors shall be free to submit their work to a journal of their choice after the congress, with the proviso that the paper must acknowledge that it was originally published at Infacon. The journal will obviously apply its own reviewing rules. The Journal of the SAIMM will make the opportunity available for authors to submit papers for re-publication in a special edition of the journal.

8. Infacon Lifetime Achievement Award

An award committee shall be set up, consisting of the chairperson of the forthcoming congress and the past three congress chairpersons. Other committee members may be nominated and agreed by the members of ICFA.

The Infacon Lifetime Achievement Award recognises a lifetime of distinguished achievement and outstanding contribution to the advancement of the art, science, and industrial practice of ferro-alloys production, together with participation in and contribution to Infacon.

The award committee shall decide whether an award will be made at each particular Infacon congress. The committee shall have the right not to make an award at any given congress. In the case of an award being made, the award committee will choose the recipient. An appropriate award (certificate, medal, or other gift) shall be decided on by the award committee. The award will take place at the congress banquet. The recipient will be invited by the Infacon organising committee to present a plenary lecture at the congress at which the award is made.

The award may only be awarded posthumously in the case of the recipient dying in the period between the decision to make the award and the presentation ceremony.

Nominations put forward by members of the award committee must (with the permission of the nominated candidate) include a full CV of the candidate, a statement highlighting the lifetime achievement and global impact of the contributions of the candidate, as well as the names, contact details, and signatures of three supporters. Supporters may or may not be members of the award committee, but shall be people distinguished in the field of ferro-alloys, and not from the same organisation as the candidate.

Voting will be by a simple majority of those present and eligible to vote (including written proxies). The chairperson of the award committee (usually the chairperson of the Infacon organising committee, unless otherwise agreed) will have a casting vote, but only when there can be no apparent conflict of interest in the exercise of the casting vote. The decision of the award committee is final. The chairperson of the award committee is required to inform the chairperson of ICFA of the name of one recipient.

Unsuccessful nominees may be invited by their nominator to allow their candidacy to be taken forward for a maximum of two further congresses.

The award committee will meet (in person or by teleconference) at least once before each congress, or more if required to determine an award winner.

9. Amendments to Constitution

Written proposals to amend the constitution can be submitted by any member of ICFA. In order to be considered at an ICFA meeting, such proposals should be submitted to the Chairperson at least one month prior to any formal meeting of ICFA. A two-thirds majority is required to approve an amendment.

10. References

Robinson R.E. (1974) Foreword to *Proceedings of Infacon 74*, The First International Congress on Ferro-alloys, South African Institute of Mining and Metallurgy, Johannesburg, South Africa, 22-26 April 1974, Edited by Helen Glen, Published in 1975, p.9.
<http://www.pyrometallurgy.co.za/InfaconI/000c-Introduction.pdf>