

RAL REGIONAL LECTURER (RRL) PROGRAM HIGHLIGHTS

July 2020

A. Introduction

The new RRL Program seeks to attract high quality RAL speakers with proven record of achievement. The program aims to reflect high integrity and professionalism in RRL selections, documentation, cost reimbursement, and chapter feedback.

B. RRL Designation

“RRL”, and “RAL Regional Lecturer” are official RAL designations that can be used in the signatures and business cards of the approved RAL Regional Lecturers only during their active duration of service.

C. RRL Program Committee

The RRL Program Committee (Committee) manages the RRL Program, including, but not limited to: RRL nomination details, RRL review/ approval/ renewal, and all other program details, as applicable. The Committee reports directly to the RAL DRC, who has the final decision in approving or rejecting the Committee recommendations.

The Committee comprises of the following voting members: (appointed by the RAL DRC)

1. RRL Committee Chair
2. RAL RVC CTTC, Vice Chair
3. SR1 ARVC CTTC, member
4. SR2 ARVC CTTC, member
5. Other members, as needed

The Committee aims to have consensus decisions, objectively graded evaluations, and unbiased recommendations. In case of voting on any topic, the Chair would have an advantageous vote, when applicable.

The Committee meets annually in the RAL CRC to finalize the decisions on the new RRL nominations, RRL renewals, and other agenda items. The meeting agenda should be prepared by the RRL Committee Chair, and shared with the committee members two weeks prior to its annual meeting (in the CRC). The Committee may schedule additional conference-call meetings as needed to resolve pending business as applicable.

The Committee sets the thresholds for approving new nominations, renewal of RRLs, and discontinuing RRL services.

Due to the sensitivity of the Committee operations, all the RRL nomination submissions, review deliberations, along with all the relevant evaluation and voting details are considered as confidential information and shall neither be disclosed nor discussed outside the RRL Program Committee except with the RAL DRC, when needed.

The Committee works independently and has the right to recommend the appointment, and renewal of RRLs, as well as discontinuity of RRL services at any time.

D. RRL Operational Rules and Highlights

1. The RRL selection criteria are intended to follow a robust and objective process, and should be subject to annual review.
2. Approved RRL nominations are appointed by the RAL DRC upon official recommendation by the RRL Program Committee.
3. The RRLs should be subject to annual evaluation by the Committee based on the received feedback and the number of chapter visits per annum.
4. ASHRAE DLs who are residing in the RAL Region are automatically considered eligible to utilize the RRL Program offerings.
5. It is preferred to choose RRLs from various geographic locations of RAL, and to follow the applicable percentage distribution -among the two subregions- used for RAL Officers. However, no compromise shall be allowed on the quality of selected RRLs and/or the delivered programs, under any circumstances.
6. The presence of documented violation of the ASHRAE Commercialism policy in any of the RRL offerings, and/or unauthorized use of copyrighted ASHRAE materials, to ASHRAE Chapters, are considered as material breaches of the RRL Program conditions that shall be subject to termination of the RRL services at the earliest convenience upon the Committee recommendation. The ASHRAE Commercialism Policy and Guidelines can be reviewed at <https://www.ashrae.org/about/governance/ashrae-commercialism-policy-and-guidelines>.
7. RRL is eligible for RAL transportation reimbursement for every approved chapter visit up to a maximum of \$400/Trip upon RAL DRC's prior approval. All other relevant expenses should be coordinated by the RRL and the inviting chapter. The definition of transportation fees and coverage shall follow the standard ASHRAE Transportation Policy as a guiding reference.

E. Important Notes:

1. The deadline for receiving the RRL Nominations is **July 31 of every year**
2. The approved RRLs are announced before **October 31 of every year**
3. Chapter requests can be submitted as of **November 1 of every year** (starting with up to one RRL allocation per chapter until December 31)
4. All unallocated RRL visits by **December 31 of every year** will be reopened for allocation by all chapters on first-come, first-served basis.
5. All RAL chapters are eligible for **unlimited number of Virtual RRL visits**.
6. Virtual RRL allocations must follow the standard RRL allocation and reporting procedures that are applicable to the standard RRL allocations with physical visits to the Chapter locality.

F. RRL Program Documents and Forms:

1. The RRL program has the following main documents and forms for use as applicable: RRL Program Highlights (this Document)
2. RRL Nomination Instructions
3. RRL Nomination Form
4. RRL Participation Form
5. RRL Event Evaluation Form
6. RRL Event Summary Critique Form
7. RRL Transportation Voucher Form
8. RRL Summary Report

All the RRL documents and forms along with the approved list of RRLs with their profiles are posted on the RRL website: www.ashraeral.org/rrls/

The RRL Program has a focal email address: RAL.RRL.Program@gmail.com, which could be used for all submissions and queries, as applicable.