

Regulations for MATRIZ Council on Expertise-and-Methodology

I. General provisions

1.1. The Council on Expertise-and-Methodology (hereinafter referred to as CEM) is established for the purpose of expert evaluation of TRIZ training and training-and-methodological materials, as well as the organization and performance of the activities, associated with certification of TRIZ specialists.

II. Work and functions of the Council on Expertise-and-Methodology:

2.1. CEM carries out expert evaluation of submitted training and training-and-methodological materials.

2.2. Based on the results of the said expert evaluation, CEM makes decision on labeling these materials "Approved by MATRIZ" and classifies them into TRIZ training and training-and-methodological materials.

2.3. CEM reviews the documents and works submitted for level 1 - 3 certification. Based on the results of such review, CEM issues certificates for the claimed level to applicants.

2.4. CEM reviews all issues related to granting licenses for the activity of authorized representative of MATRIZ CEM in the field of level 1 - 3 certification and issues appropriate licenses.

2.5. CEM controls the activity of authorized representatives of MATRIZ CEM in the field of 1-3 level certification and, based on results of their activity examination, either prolongs or terminates the licenses of authorized representatives.

2.6. CEM develops procedures and methodological recommendations related to controlling the knowledge of TRIZ for candidates for level 1 - 3 certification, analyzes and coordinates the programs for controlling the knowledge of CEM authorized representatives for the 1-3 level certification.

2.7. CEM reviews certification theses submitted by candidates for level 4 certificates. Based on the results of this review, the Council issues level 4 certificates.

III. Composition of the Council on Expertise-and-Methodology and procedure for CEM staffing

3.1. Total number of CEM members (no less than 6 persons) and membership of CEM is determined by CEM Chairman and approved by MATRIZ President.

3.2. The Council is headed by the Chairman appointed by MATRIZ President from TRIZ specialists and TRIZ Masters (Level 4 and 5).

3.3. CEM is staffed with certified Level 4 and 5 TRIZ specialists.

3.4. If necessary, other specialists in TRIZ and other fields of human activity are invited to take part in the work of CEM as consultants. Persons invited as consultants have the right of a consultative vote.

IV. Organization of CEM work

4.1. CEM carries out its work according to the plan submitted by CEM Chairman and approved by MATRIZ President.

4.2. CEM Chairman organizes and conducts the work of the Council.

4.3. CEM Chairman appoints persons responsible for each direction of Council activity.

4.4. CEM decision is passed when over 50% of its members voted for it.

In the case of equal number of votes, the vote of the CEM Chairman becomes decisive.

V. Documentation of the Council on Expertise-and-Methodology

5.1. A protocol is drawn up for each CEM meeting. The course of discussions on the issues brought up for discussion at CEM meeting, comments and propositions of CEM members

and persons invited to the meeting should be recorded in the protocol. CEM protocols are permanently stored in CEM files and are transferred based on special acts.

CEM Chairman signs protocols of CEM meetings.

5.2. CEM is responsible for the issuance of the following documents:

- decision on granting the label "Recommended by MATRIZ" to training and training-and-methodological materials;
- decision on results of expert evaluation of training and training-and-methodological materials;
- decision on issuance of licenses for the activity of CEM Authorized representative responsible for level 1-3 certification;
- decision on renewal or withdrawal of licenses of the CEM authorized representatives responsible for level 1-3 certification;
- recommendations on procedures and methodological recommendations for controlling TRIZ knowledge of candidates applying for level 1 - 3 certification;
- decision on coordination of programs for controlling the knowledge of CEM Authorized representatives responsible for level 1-3 certification;
- regularly published Bulletin on Certification.