



**DRAFT**  
**Minutes to IEEE**  
**Technical Advisory Committee**  
**Committee Meeting**



Place: Sheraton Boston Hotel, Boston, Massachusetts

Date: Monday, 18 August 2003, 1730

Note: Per request of the Chair, the following minutes will be recorded in summary format

Meeting called to order at 1740 by Bill Strauss, Chair.

Sign in Sheet: Attendance sheet was passed around for signature.

Meeting described as Working Session\

Communication is PARAMOUNT ISSUE to be discussed  
Will also deal with several other issues

Elya Joffe presentation on Technical Co-Sponsorship (contact EJ for copy of charts)

Gist of presentation:

EMCS may provide co-sponsorship of deserving Symposia

Name only, Money, Technical

Istanbul partially supported \$, full Technical

Most activities only technical co-sponsorship

MOU required for co-sponsorship

Co-sponsorship has benefits

Pride of association

Membership/Mailing list exchange

Shared credit

Elimination of duplicate papers

Encourages high quality venue

Currently, 3 Symposia are automatically technically co-sponsored

Zurich, Feb 03/05, 400-500 attendees, 120-150 papers, tutorials

EMC Europe, Sep 04/06, 300-350 attendees, 120-130 papers

Wroclaw, Jun 04/06, 200 attendees, 120-130 papers

Quality of these Symposia is accepted Prima Facie by EMCS

Technical paper review is NOT YET required for these 3 Symposia

Scotland Symposia on Spectrum Mgmt coming up – may want technical paper review

Template on EMCS Website for application for co-sponsorship

**Discussion:** How do TCs figure in process; should act as filters; could have missed opportunities; TCs should and need to be involved; work load could be significant; TAC approval before BoD approval of co-sponsorship

TAC Chair opened main portion of meeting at 1810

Agenda Topics

Definition of TC

Communication

Succession Plans

Web Pages

Symposium Plans

TCs should be

Reviewing technical papers

Some TCs are involved in review of Transaction Papers; per BoD Charter, TCs should be reviewing Transaction Papers

Organizing sessions; some TCs are successful at this, some are not

Developing standards

**Discussion:** Communication difficulties in past discussed; John Norgard identified as champion to bring issues to BoD

At this point, all attendees were asked to introduce themselves

Communication issues

Communication last year dismal

Less than 25% response last year

NOT ACCEPTABLE

Could have been wrong email, wrong person

Need up to date contact info for ALL TC officers

Email protocol will be developed

BoD has funded telcons (4X per year) and mIRC activities (confirmed by K. Williams)

Voice and face to face is still needed; good comm. Is needed to sustain efforts

Complex issues get delayed response; simple issues get more rapid response

All TCs should send immediate response to acknowledge receipt of traffic

15 day time frame; 5 days for Chair, 5 days for VC, 5 days for Sec

eMail voting no good

Voting by telcon only

MIRC still available; lower tech is OK

**Discussion:** Default should be respond to sender; don't send total history plus attachments

Succession

Voting process

Up to date rosters for all TCs mandatory

Speaks to integrity

Allows for credit

Allows for statistics

Membership drive activity

**Off Topic Discussion:** what about technical papers; how do TCs know which papers are accepted; may be able to get info from Symposium Committee; if TCs recommend paper rejected, that paper should be rejected; what about papers sent to multiple TCs

**Discussion:** succession plans not necessarily mandatory; if person in position is really good and wants the job, let him have it; if succession is forced, may get wrong person in slot; if someone else shows up who really wants the job, let him have it; VPs want succession; these are volunteers; OK, every 2-3 years, revote for officers; if Chair is doing good job, forced succession not required; bylaws say 3 successive terms, but special circumstances can be brought into play; TCs should choose unless succession in force

Web Pages

MUST BE UPDATED

NARTE Questions

Too much time, process broken

**Discussion:** many questions just wrong; only 16 of 91 responses received to date

TAC Matrix

**Discussion:** can determine TC status at glance; matrix content will be reviewed on Thursday

TC3/TC6 Mergers are dropped at current time

TAC Chair adjourned meeting at 1920

Minutes submitted by: Bob Scully, Secretary, TAC ([bob.scully@ieee.org](mailto:bob.scully@ieee.org))

#### **Attendee List**

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Bill Strauss, TAC Chair  
Arto Chubukjian, TAC VC  
Bob Scully, TAC Sec  
William Croisant, TC7 Chair  
Jim Drewniak, TC10 Chair  
Tom Fagan, TC6 VC  
Jun Fan, TC9 Sec  
Richard Georgerian, TC8 Chair  
Don Heirman, TC2 Chair  
John Norgard, VP Tech Svcs  
Mike McInerney, TC5 VC, TC7 Sec  
Bill Radasky, TC5 Chair  
David Southworth, TC1 VC  
Kimball Williams  
(name not on sign-in sheet)