

Minutes of the General Assembly

1-2 September 2003, Vilnius, Lithuania

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1. EXECUTIVE SUMMARY

IFIP General Assembly 1-2 September, Vilnius Lithuania

Deaths: GA heard with sadness of the deaths of Messrs Haeberer and Speiser.

Membership: There are 41 national member societies with voting rights (out of the 47 full IFIP members). The recent WITFOR conference in Vilnius had also provided a number of new contacts that would be followed up.

Botswana IT Society was elected and formally admitted to full membership.

IFIP Staff: GA was informed that a mutually agreeable settlement had been negotiated with the former Executive Director, Mr Nedkov. EB was actively seeking a new Head for the IFIP Secretariat.

Finance: The treasurer reported a loss, largely to the decreased value of IFIP investments, of €188K for the 2002 financial year. A loss of €35K was expected in the current year due to a variation of €110K from budget resulting from losses arising from WCC2002 but a surplus of €35K was budgeted for 2004.

GA approved a revised procedure for TC Funds and an increase of the sponsorship fees charged for events to €5 and €10.

Elections: GA elected Mr Brunnstein as President (2004/7), Mr Schlamberger as Vice President (2003/6) and as Trustees, Messrs Gudauskas (2003/5), Bollerslev (2003/4), Brady (2003/6), Frisiani (2003/6) and Engel (2003/6).

Publications: An Invitation to Tender had been issued for the IFIP Publications Contract with a closing date of October 15th 2003.

During the first half of 2003 16 books had been published with a further 9 scheduled for the rest of the year. Sales in the first half of 2003 amounted to €408K.

WCC 2002: Agreement had been made with the Canadian national member for a staged repayment of sums due to IFIP from WCC2002.

Congress Steering Committee: GA approved the establishment of a Congress Steering Committee initially as an ad-hoc committee until an amendment can be made to the Statutes and Bylaws.

WITFOR 2003: This event had attracted 700 delegates from 68 countries including government ministers, director generals of international bodies and other important policy makers. All involved were thanked for all their hard work and congratulated on the outcome.

WITFOR 2005: This will be held in Gaborone, Botswana in August 2005.

Outstanding Service Award: These were given to Messrs Ruohonen, Perros, Leitold and Ms Watson.

Vote of Thanks: The President closed the GA by thanking the Lithuanian Government, and especially Mr Gudauskas, for their hospitality to WITFOR and GA.

2. ACTION LIST

Who	Action
TC Membership TA reminded all member societies of the importance of ensuring that they nominate national members to TCs and replace non-attending members	All national GA representatives
WCC2004 1. All national societies were invited to send suggestions for the programme to Reino Kurki-Suonio (rks@cs.tut.fi) 2. Additional copies of the Call for Participation are available from Jean-Claude Laprie (laprie@laas.fr)	All national GA representatives
Congress Committee GA agreed to bring proposals for amending the Statutes & Bylaws to GA 2004.	Secretary and S&B Committee

3. ATTENDANCE LIST

IFIP General Assembly, September 1-2, Vilnius, Lithuania

GA Members Present

Member Society Representatives

Argentina	C de Berdichevsky
Australia	P Ralston
Austria	W Grafendorfer
Botswana	A Ramaribana
Brazil	R Reis
Canada	G Boynton
Denmark	P Bollerslev
Egypt	A Sarhan
Finland	R Kurki-Suonio
France	J-C Laprie
Germany	K Brunnstein
Hungary	B Domolki
Ireland	D Brady
Israel	M Gottlieb
Italy	A Frisiani
Japan	H Horokoshi
Korea	D Y Kim
Lithuania	R Gudauskas
Netherlands	L Strous
Norway	G Gregersen
Portugal	J Granada
Slovakia	I Privara
Slovenia	N Schlamberger
South Africa	B von Solms
Sweden	D Khakhar
Switzerland	R Morel
Syria	N Idlebi
UK	R Johnson
US-ACM	J Turner
US-IEEE-CS	G Engel

TC Chairs

TC 3	J Wibe
TC 5	G Olling
TC 6	A Casaca
TC 7	I Lasiecka
TC 8	D Roode
TC 9	J Berleur
TC 10	F Ramming
TC 11	L Strous
TC 12	B Neumann
TC 13	G van der Veer (for J Karat)
SG 16	R Nakatsu

Affiliate

CEPIS	W Stucky
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Observers

D Hayden	IFIP Secretariat
M Bramer	TC12 chair elect
Y Lambert	KAP
M Dervilliers	LAAS/WCC2004
V Grimaldi	Europa-Org/ WCC2004
O Koloï	Botswana IT Society

Apologies

Bulgaria	K Boyanov
Czech Republic	(proxy to Slovakia)
Greece	S Katsikas (proxy to Sweden)
Poland	Z Bubnicki (proxy to UK)
Zimbabwe	L Gudza
TC 1	T Ito
TC 2	R Meersman
Hon Member	P Bobillier
	A Goldsworthy
	A Melbye
	G Morris
	A Rolstadas
	R Tanaka

4. GENERAL ASSEMBLY MEETING

IFIP General Assembly, September 1-2, Vilnius, Lithuania

4.1. Call Meeting to Order

The President opened the General Assembly meeting and welcomed all participants. He was grateful to our hosts for the excellent facilities and the warm welcome.

The President then introduced those attending their first IFIP meeting and others attending in new roles:

- Ms Nibal Idlebi (Syria)
- Mr Gerry Engel (USA-IEEE/CS)
- Mr Gerrit van der Veer (for TC13 Chairman)
- Mr Ryohei Nakatsu (SG16)
- Mr Max Bramer (Chairman Elect, TC12)
- Ms O Koloi (Botswana ITS)
- Ms A Ramaribana (Botswana ITS)
- Ms M Dervilliers (WCC2004/LAAS)

4.2. Attendance and Apologies

The Secretary announced the GA attendance and apologies received (please refer to the attendance list). 27 Full Members with voting rights were represented and three valid proxies had been given.

4.3. Business Matters

4.3.1. Approval of Agenda

GA UNANIMOUSLY ADOPTED the Agenda.

4.3.2. President's Report

The President reported with sadness the death of Messrs Haeberer and Speiser since the last GA.

He reported that the decision by Council on the location of WCC2006 had been confirmed by e-ballot after the original decision obtained support from only 50% of those voting rather than "more than 50%" as required by IFIP Statutes and Bylaws.

The President summarised the position on WCC2002 which is covered in Minute 4.8.1. EB recommended the establishment of a Congress Steering Committee to promulgate good practice on WCCs and also to advise other IFIP bodies. He hoped this would reduce the risk of a future failure similar to that in Montreal.

The President advised GA that, with the assistance of the Austrian Academy of Sciences, a mutually acceptable settlement had been negotiated with the former Executive Director. The President and former Executive Director had agreed to make no further comment other than the agreed statement which

had been distributed to GA members. Following earlier comments by a GA member, the President had asked the Chairman of Statutes and Bylaws Committee to review the steps taken by EB. All the steps were approved unanimously by EB. Mr Bobillier's detailed report (from which the confidential parts covered by the agreement with the former Executive Director had been removed) had been circulated to GA. This showed that EB had acted wholly within S&B rules. Some new procedures were recommended and EB would seek to implement these.

The President said that as a TC chair he had been grateful for the support of the former Executive Director and expressed the hope that he would soon be successful in obtain a new position.

He then reported that, in accordance with the Council decision, IFIP had given notice to KAP and that an Invitation to Tender had been issued to a number of publishers.

The President congratulated the John von Neumann Society on the forthcoming 100th anniversary of John von Neumann's birth. He also congratulated TC3 and TC6 on their 40th anniversaries.

He closed with a short comment on WITFOR. He congratulated everyone involved on a marvellous success. He admitted having some initial doubts. However, he was delighted to be proved wrong. About 700 delegates had come from 68 countries, including a number of government ministers. He especially wished to thank the Government of Lithuania together with Messrs Khakhar and Bollerslev.

4.3.3. Secretary's Report

Mr Johnson reported that membership had fallen to 41 Full members with voting rights following the dissolution of the Spanish federation, FESI. EB's stimulation of new members continued to attract new interest in IFIP membership. The Malaysian member, MSCC, had transferred to Corresponding Member status. EB would be following up a number of expressions of interest made at WITFOR.

The Secretariat had performed very well over the difficult past six months and the Secretary endorsed the President's congratulations to the staff on their work.

4.3.4. EB Report

The Secretary reported that most of the EB meeting had been routine business. Topics covered included the appointment of the new Head of the IFIP Secretariat. EB heard reports on the negotiations with CIPS and FIQ over the big losses for both IFIP and the Canadian societies from WCC2002. Updates were received on WCC2004 and WCC2006. EB had reviewed the President's paper on a Congress Steering Committee.

EB members were very pleased with the outcome of WITFOR2003 and heard that the contract for WITFOR2005 had been signed in Vilnius and planning was already under way.

EB would be proposing changes to IFIP Statutes and Bylaws concerning a number of matters including the Secretariat, establishment of the Congress

Steering Committee and widening the role of the Admissions Committee to become a Member Society Relations Committee.

EB was seriously concerned by the use of the acronym "IFIP" by Intersteno, the international association of stenographers. The President would be writing to Intersteno asserting IFIP's prior right to the acronym.

EB had discussed the future of the IFIP newsletter. They were sorry to hear that Mr Rosenfeld was unable to produce issues. EB agreed that the President should write thanking him for all his work and sending good wishes for his future health. Marketing Committee were looking urgently into future arrangements for the Newsletter.

4.3.5. Treasurer's Report

Mr Khakhar introduced his report. He said the 2002 Accounts were reviewed in February 2003 in cooperation with the IFIP Secretariat and the IFIP Auditor. The 2002 Result, after amortisation and depreciation according to approved policies, and after Special Fund provisions, is a deficit of €201,853. The result is much less than the budget surplus of €182K.

Compared with 2001, the 2002 Result shows less income while expenses increased moderately. The Final Result, after Special Funds Provision of €13K is decrease in IFIP's General Fund by €201K.

Key figures for the last five years are:

(Amount in €K)	2002	2001	2000	1999	1998
Income	76	316	393	582	407
Expenses	264	255	260	237	249
Result	-188	61	133	345	158
Assets	1832	2087	2059	1970	1591
Liabilities	114	164	195	111	124
Funds	1717	1923	1864	1826	1433

Total income was €76K, which is much less than budgeted €538K. This is mainly due to the deficit in Return on Assets, particularly due to the reduced securities valuation. Income from Return on Assets, managed by UBS London since 1990 is actually a loss of €289K. Dues from Members were also below budget. Royalties from Publications have decreased by €11K or 7.8% to €122K. Proceeds from Activities include proceeds from TC Events of €72K, an increase by €20K or 21% compared to 2001 figures (€92K).

Total expenses were €264K, or 30% below budget. This is due to savings in expenses, at all levels. All TCs had positive TC Fund balance available for 2001. All TCs have positive balances available at end of 2002, totalling €378K. The Technical Support expenses were €10K relating to AMB, digital library and DCSC.

The **Final Result**, after Special Funds Provision of €13K, is a decrease in IFIP's General Fund of €201K to €1,280K. **Mr Granado** observed that the loss shown in 2002 was due to the reduction in Book Value of IFIP's investments

GA APPROVED 2002 Accounts.

The Treasurer reported that a new procedure had been agreed with the TC Chairs for the use of TC Funds.

GA AGREED:

TC Funds provisions are defined for each TC at the end of the fiscal year as the sum of the following components:

- a) 25% of royalties accounted, and
- b) 75% of proceeds less expenses and grant accounted
- c) Less 100% of Funded expenses

In respect of b) both positive and negative values would apply.

TCs with a fund balance above €15K in year n, will use in year n+1 20% of the amount above €15K for activities that serve the goal of IFIP and the respective TC. The amount is not meant to be used for operating expenses but for activities such as:

- Tutorials in developing countries;
- Grants for speakers at conferences in developing countries;
- Grants for speakers from developing countries;
- Student grants
- Best paper awards

If the 20% is not (fully) used for such activities, the amount not used (of this 20%) will be transferred to IFIP General funds at the end of fiscal year n+1.

Should the total for a TC become negative, the TC Fund balance would be correspondingly reduced.

The Treasurer presented the 2003 Year to date and Forecast Outturn. The total income so far was €308,592 including membership dues (€146,500), publication royalties from last quarter 2002 (€84,711), proceeds from activities (€56,418) and return on assets (€20,961). Total expenditure for the period was €51,000 mainly due to the administrative secretariat. No other major expenses had been incurred. The result was a surplus to date of €256,865.

For the remainder of the year, the following major income and expenditure can be expected:

Income (in €K)		Expenses (in €K)	
Royalties	75	Travel	15
Proceeds from Activities	50	Salaries incl Social Security	140
Return on Assets	25	Supplies and Documents	30
		Office Expenses	30
		Auditor's Fee	5
		DCSC related activities	20
		TC related activities	50
		Extraordinary losses	110
		Miscellaneous	40
Total	150		440

The Treasurer reported that he expected an outturn for the full year of a loss of €35K. The earlier budgeted surplus had been reversed as a result of the losses of €110K incurred by IFIP on WCC2002.

The Treasurer introduced the 2004 Budget. This was an evolution of recent years and showed small increases in income and a slight fall in budgeted expenditure from 2003. On the income side Royalties are tentatively estimated at €112K. Other components of the income consist of member dues of €160K, event proceeds of €85K and return on assets of €83K. On the expense side, the Administrative Secretariat is estimated at €236K. Other major expenses are due to funded expenses budgeted by TCs for special activities and DCSC support. The DCSC support includes compensation to developing countries under the voucher scheme. The budget showed a total income of €441K and total expenses of €406K, thus giving a projected overall surplus of €35K.

GA APPROVED the Budget for 2004.

4.3.6. Finance Committee Report

Mr Granado introduced the Finance Committee report.

Looking at the three financial years 2000–2002 income (excluding Return on Assets) had fallen from €426K to €366K while expenditure had remained steady at around €260K. Return on Investments had shown losses of €33K, €85K and €289K in successive years. However, due to the excess of income over expenditure on IFIP's activities, the Book Value of IFIP's investments had still risen over the three years from €1.587M to €1.736M.

Nonetheless, **Mr Granado** expressed caution because in 2002 income from dues had fallen €5.7K (-3.6%), royalties €10.4K (-7.9%) and activity proceeds €19.7K (-17.9%).

Expenditure had risen in 2002 by €9.4K (3.7%). Secretariat costs had risen by €2.0K (1%) and, reflecting mainly changes in internal accounting, administrative support costs fell €17.2K (-46%) although offset by TC expenses rose by €17.9 (82%). Technical support had risen by €6.6K (155%).

Mr Schlamberger asked how Member Society subscriptions were falling as the numbers of members increases. The Treasurer responded that this was because of the fees for developing countries were reduced several years ago to a lower level.

GA ACCEPTED the FC recommendation that member society dues should not be raised.

The FC Chair recommended that IFIP should seek opportunities to expand its activities as the return on investment starts to increase.

GA discussed a suggestion from the IFIP Auditor concerning the possible use of bank guarantees for securing WCC loans. **GA AGREED** that Finance Committee, in bringing forward a request to GA for a loan in future, should carry out a risk analysis on the loan to be presented to GA.

GA APPROVED the FC recommendation that the Sponsorship Fee for Events should be raised to €5 and €10 per day for Working and Open Conferences for events approved after today. Vote 22:4:5

4.4. Elections and Admissions

4.4.1. Nomination Committee for Officers

There was one nomination for President Elect 2003/4 and President 2004/7 – Mr Brunnstein.

Valid votes cast: Yes 34, No 3.

Mr Brunnstein was declared elected as President Elect 2003/4 and President 2004/7.

There was one vacancy for Vice President (2003/6) and there were two candidates – Messrs Ralston and Schlamberger.

Valid votes cast:

N. Schlamberger (Slovenia)	21,
P. Ralston (Australia)	16.

The President declared **Mr Schlamberger** elected and thanked Mr Ralston for his work as Vice-President.

4.4.2. Nomination Committee for Trustees

There were three valid nominations from the Nominations Committee. Five additional nominations were received at GA. Five vacancies existed.

The votes cast were:

R. Gudauskas (Lithuania)	35,
P. Bollerslev (Denmark)	30 (47 weighted preferences),
D. Brady (Ireland)	30 (78 weighted preferences),
A. Frisiani (Italy)	28,
G. Engel (US-IEEE/CS)	27,
B. Domolki (Hungary)	20,
M. Gottlieb (Israel)	17,
C. Berdichevsky (Argentina)	14.

The terms to be served by those elected are:

- R. Gudauskas (2003/5),
- P. Bollerslev (2003/4),
- D. Brady (2003/6),
- A. Frisiani (2003/6)
- G. Engel (2003/6).

The President thanked all candidates for offering themselves and congratulated the new successful candidates.

4.4.3. Admissions Committee

Mr Reis introduced the representatives of BITS. **The President** invited Ms A Ramaribana (BITS) to introduce her society. **Ms A Ramaribana** said the membership of BITS was very excited by the opportunity of participation. Looked forward to meeting with TC chairs to see where BITS can contribute to IFIP activity.

The Committee Chairman then proposed the election of BITS as a full member. **GA APPROVED**. BITS, having paid their dues in advance, **GA** then **formally admitted by acclamation** BITS as a Full Member.

Mr Reis reported on the status of the membership of other national societies. CLEI – dues awaited soon.

Portugal – the society had suffered from severe financial problems for some time and had finally been declared bankrupt. Mr Granado was seeking a new IFIP member.

Spain – ATI had been contacted to succeed dissolved federation, FESI. No reply had been received so far.

The Admissions Committee will be following up a number of leads from WITFOR.

4.5. Technical Assembly

Mr von Solms presented the report of the Technical Assembly meeting.

New members of TA

Mr Bramer is the incoming Chair of TC 12, and **Mr Nakatsu** attended his first TA meeting as Chair of SG 16. **Mr van der Veer** represented TC 13.

Responsibilities of National representatives to TCs

Mr Olling will consolidate existing documents, eg from TC 3 and TC 5, to create a generic job description for National representatives to TCs – Report at Council 2004.

Job descriptions for TC Chairs and WG Chairs

Mr Bramer will consolidate existing documents to create a generic job description for TC Chairs and WG Chairs. TCs who have such documents must send them to him and he would present a report at Council 2004.

Task Force on IT in Sport

A first Workshop under the auspices of GI would take place in September 2004 in Cologne.

Consolidated Marketing plan

No report had been received from the Marketing Committee about the TA request (Bilbao 03) to start an initiative for a consolidated enterprise wide marketing plan. TA felt that a TC Chair should be a (permanent) member of the MC. TA proposed to EB that Mr Olling be appointed to the MC.

Summer School/IFIP Academy

Mr Strous will investigate this initiative in cooperation with Messrs Berleur and Wibe and report at Council 2004.

New Income streams

Noting Finance Committee's concerns on possible future changes in income streams to IFIP, TA requested EB to appoint a Committee to investigate, at strategic level, new strategies to generate new income streams for IFIP.

TC Funds

TC Chairs had restated their unhappiness about the regulations concerning the use of TC funds. Mr Strous had agreed to redraft the TC Funds proposal document in consultation with the Treasurer, the FC Chair, TA Chairman and TC 6 Chair. This was subsequently included in the Treasurer's Report to GA.

Publications

TC Chairs supported the present process of finding a new publisher for IFIP, and confirmed the fact that the process is transparent and that they are fully involved. They requested to be kept involved throughout the process.

National representatives

TA reminded national GA representatives to find suitable representatives for TCs. TC Chairs are upset that in several cases no reaction was received to such requests. Some TC Chairs have approached the National members societies directly, often with greater success.

Ms Idlebi stated that she was hoping to make a number of appointments of Syrian representatives to TCs in the near future.

Mr Privara outlined the Slovak society's plans to appoint members only to TCs when Slovakia felt able to make a real contribution. **Mr von Solms** expressed understanding for this approach.

WCC 2004

TA congratulated the Organisers of WCC on their efforts so far. TC Chairs request that the organisers keep note of all relevant statistics of attendance, and inform TC Chairs after the event about attendance figures.

Exhibition Kit

TA requested the Marketing Committee to acquire an exhibition kit as used during the IFIP Exhibition at WITFOR. This can then be used for IFIP and TC events.

Newsletter

TA strongly proposed to EB that the Newsletter becomes a responsibility of the Administrative Office, with an Honorary Editor to provide content editing. The Newsletter must be available in electronic and paper format.

TA proposed to EB that a letter of thanks be written to Jack Rosenfeld, as well as wishing him well with his health.

TA structure

TA proposed to EB that the Standing Orders be changed to limit TA membership to the TA Chair, TC Chairs and EB members (ex officio).

WCCs

TA proposed to EB that the structure, mission, cycle and funding model of WCC be reviewed.

IFIP Day

TA congratulated Mr Strous on the LIKS/IFIP Day, and proposes that it be repeated, where practically possible, during every Council and GA meeting. Mr Roode will take responsibility for the CSSA/IFIP Day during Council 2004 in Cape Town.

TC Reports to TA

TC 1 No attendance, but a report had been received

TC 2 No attendance, but a report had been received. The IFIP President had appointed Mr Robert Meersman as the new Chairman. Mr Strous reported on behalf of the Acting Chairman. A new WG 2.11 was approved. The TC Chair should get the input from all TC Chairs before Council 2004 to sort out possible overlap and collaboration.

TC 3 TC 3 was congratulated on its 40th anniversary

TC 5 WG 5.2 and 5.3 are merging. A new Special Interest Group on Computer Aided Inventing was approved by TA.

TC 6 TC 6 offers its financial and events management system to all TCs. This system allows TC 6 to have full control over all its activities. An example will be sent to all TCs for evaluation.

TC 6 requests that clauses concerning the provision of detailed statistics of all publications related issues be included in the new publishing contract. Such statistics are needed for the management system mentioned above. A list of such required statistics will be provided by TC 6 to the Chairman of the ad hoc committee responsible for finalizing the present Invitation to Tender process.

As this was Mr Casaca's last TA meeting, TA thanks Mr Casaca for his very valuable input during his two terms as TC 6 Chair. A successor has not been appointed.

TC 7 TC 7 was finding it very difficult to identify suitable national members.

TC 8 TC 8 remarked that information supplied for updating the Bulletin had not been used.

TC 9 All is well.

TC 10 The new Aims and Scope of the merged WGs 10.2 and 10.5 (now WG 11.5) were approved.

TC 11 The change of name and new Aims and Scope of WG 11.4 was approved.

TC 12 The IFIP President appointed the new chair, Mr M Bramer.

Documents concerning new Aims and Scopes for TC 12 itself, for 5 new WGs and as well as for existing WGs 12.5 and 12.6 were submitted during the meeting. TC Chairs were uncomfortable about the fact that they did not have the opportunity to study these documents before the meeting. TA provisionally approved the new Aims and Scopes for TC 12 itself, for the 5 new WGs and as well as for the existing WGs 12.5 and 12.6, on the following conditions:

TC 12 Chair should circulate the documents to all TC Chairs before September 30.

TC Chairs will send comments to the TC 12 Chair and TA Chair before October 30.

Comments will be integrated into the TC 12 documents, and resubmitted to TC Chairs before middle January 2004.

Final approval will be given at Council 2004.

TA thanked outgoing Chairman, Mr Neumann, for his contribution during his time as Chair of TC 12.

TC 13 All is well

SG 16 TA approved the request of SG 16 to hold its 3rd international conference as a joint event between IFIP and ACM. However, SG 16 must ensure that EB is kept up to date about the process. EB must also be informed about all financial arrangements which are made, and must be

involved in finalizing the publication issues surrounding the eventual proceedings.

Preliminary Aims and Scopes for 3 WGs are provisionally approved. Final Aims and Scopes must be submitted during Council 2004 for final approval.

4.6. Technical Committee Chairs' Reports

[**Please note:** Full TC GA 2003 reports are available at <http://www.ifip.or.at/minutes/ga2003.htm>. In order to avoid duplication only key information and issues addressed during Council are included below. Regularly updated directory information for all IFIP Technical Committees and Working Groups is available at http://www.ifip.or.at/bulletin/bulltcs/b_tcs.htm]

4.6.1. TC 1 Foundations of Computer Science

URL: <http://www.dis.uniroma1.it/~ifip-tc1/>

TC1	August 2004	Toulouse, France
WG1.7	March 2004	Barcelona, Spain

4.6.2. TC 2 Software: Theory and Practice

URL: <http://www.ifip-tc2.org>

TC2	22-27 Aug 2004	Toulouse, France
WG2.2	8-12 Sep 2004	Italy
WG2.4	July 2004	Paderborn, Germany
WG2.5	June 2004	Washington DC, USA
WG2.6	6-7 Nov 2003	Catania, Italy
WG2.7	11-13 July 2004	Tremsbuettel, Germany
WG2.10	6-9 January 2004	Orlando, FL, USA

4.6.3. TC 3 Education

URL: <http://www.edu.ge.ch/cptic/prospective/projets/ifip/>

TC3	July 2004	Cape Town, South Africa
WG3.2	2003	Gold Coast, Australia
WG3.6	2004	Netherlands

4.6.4. TC 5 Computer Applications in Technology

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc05.htm>

Forthcoming business meetings:

TC5	12-14 June 2004	Krakow, Poland
WG5.2	7-11 June 2004	Genova, Italy
WG5.3	7-11 June 2004	Genova, Italy
WG5.5	Oct 2003	Lugano, Switzerland

4.6.5. TC 6 Communication Systems

Web site: <http://www.ifip.tu-graz.ac.at/TC6/>

Forthcoming business meetings:

TC6	16-17 Oct 2003	Muscat, Sultanate of Oman
WG6.1	29 Sep-2 Oct 2003	Berlin, Germany
WG6.2	14 Oct 2003	Sultanate of Oman
WG6.2	May 2004	Athens, Greece
WG6.3	9-10 Oct 2003	Cyprus
WG6.6	21 Oct 2003	Heidelberg, Germany
WG6.8	28 Oct 2003	Singapore

4.6.6. TC 7 System Modelling and Optimization

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc07.htm>

Forthcoming business meetings:

WG7.5	2-5 Nov 2003	Banff, Canada
WG7.6	January 2004	Honolulu, Hawaii

4.6.7. TC 8 Information Systems

Web site: <http://ifiptc8.cis.gsu.edu/ifip>

Forthcoming business meetings:

TC8	26-27 August 2004	Toulouse, France
WG8.2	14 Dec 2003	Seattle, WA, USA
WG8.3	June 2004	Prato, Italy
WG8.4	June 2004	Salzburg, Austria
WG8.6	9 Oct 2003	Copenhagen, Denmark

4.6.8. TC 9 Relationship Between Computers and Society

Web site: http://www.info.fundp.ac.be/~jbl/IFIP_tc9/index.html

Forthcoming business meetings:

WG9.1	Fall 2003	Toronto, Canada
WG9.2	17-18 Jan 2004	Namur, Belgium
WG9.6	8-9 Nov 2003	Frankfurt, Germany

4.6.9. TC 10 Computer Systems Technology

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc10.htm>

Forthcoming business meetings:

TC10	1st week Dec 2003	Baden, Switzerland
WG10.4	5-9 March 2004	Moorea Isl., French Polynesia
	3-7 July 2004	Sienna, Italy
	1-5 July 2005	Hakone, Japan
WG10.5	December 2003	Darmstadt, Germany

4.6.10. TC 11 Security and Protection of IP Systems

Web site: <http://www.ifip.tu-graz.ac.at/TC11/>

Forthcoming business meetings:

TC11	22 Aug 2004	Toulouse, France
WG11.7	see WG9.6	

4.6.11. TC 12 Artificial Intelligence

Web site: <http://www.usc.edu/schools/business/atisp/AI/TC-12/>

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc12.htm>

Forthcoming business meetings:

TC12 To be advised

4.6.12. TC 13 Human-Computer Interaction

Web site: <http://www.ifip-hci.org>

Forthcoming business meetings:

TC13 2004 Port Elizabeth, South Africa

WG13.4 see WG2.7

4.7. Technical Issues

4.7.1. Activity Management Board

Ms Hayden reported that in September 2002 (GA Montreal) we had 78 registered events for 2002 and at the end of the year showed a total of 85 which represented a record number.

By the end of July this year we had 65 registered events for 2003. The number of events for the forthcoming year is stable. The statistics are below.

Total event proceeds for 2002 were €75,445. The forecast for 2003 shows €47,200 at the end of July. Out of this almost a quarter came from WCCE 2001. At the same time last year we had already received about €64,000 altogether, but there was €16,700 from one TC2 event (WICSA'01) alone. These figures do not include any proceeds from WCC2002 since the payment arrangements are still to be decided.

During Council 2003 the Secretariat suggested a new approach for calculating the IFIP sponsorship fee. A unified system with a new basis for calculation was presented for consideration but has not yet been approved.

Following the suspension of the Executive Director soon after Council **Ms Hayden** reported that she was charged with the day to day work of the Secretariat. Normal back-office functions such as the maintenance of records, answering queries, book-keeping, office functions, reminders to event organizers to submit event forms, collection of sponsorship fees etc. were carried out with assistance of Mrs Brauneis, her part-time assistant. She reported that in regards to these additional responsibilities she had worked closely with the President, Secretary and Treasurer.

IFIP Events / AMB Sponsorship Statistics

as per 22.7.2003

	SPONSORSHIP					
	TOTAL	FULL	MAIN	CO-	JOINT	OTHERS
1999	64	20 31.25%	25 39.06%	17 26.56%	1 1.56%	1 1.56%
2000	78	27 34.62%	25 32.05%	22 28.21%	4 5.13%	0 0.00%
2001	64	14 21.88%	29 45.31%	19 29.69%	2 3.13%	0 0.00%
2002	85	20 23.53%	31 36.47%	32 37.65%	2 2.35%	0 0.00%
2003	65	16 24.62%	19 29.23%	28 43.08%	2 3.08%	0 0.00%
2004	8	2 25.00%	2 25.00%	3 4.62%	1 1.54%	0 0.00%

The following was reported to GA 2002 as per 22.7.2002

1999	64	20 31.25%	25 39.06%	17 26.56%	1 1.56%	1 1.56%
2000	78	27 34.62%	25 32.05%	22 28.21%	4 5.13%	0 0.00%
2001	64	14 21.88%	29 45.31%	19 29.69%	2 3.13%	0 0.00%
2002	78	20 25.64%	29 37.18%	27 34.62%	2 2.56%	0 0.00%
2003	7	4 57.14%	3 42.86%	0 0.00%	0 0.00%	0 0.00%

Ms Hayden acknowledged their debt to the former Executive Director for their good training. **GA congratulated** Ms Hayden and Ms Brauneis on their work.

Mr Reis reminded TC Chairs of the importance of submitting the Event Request Form as early as possible.

Mr Casaca proposed to AMB that it should collect more detailed statistics on events.

4.7.2. Publications Committee

Mr Ralston reported, that following Council's decision in Bilbao, the Invitation To Tender had been distributed to about 15 leading publishers and the closing date for responses is October 15th 2003 Shortlisting will be completed by October 30th. The target date for selection of the winning bid is November 15th.

Ms Lambert introduced her Publisher's Report. Sales for the first half of 2003 exceeded all previous six-month periods going back to 1999. Seen in the context of the flat if not still declining global economy, this growth in revenues is quite remarkable, and can be attributed to the quality of the product and to Kluwer's worldwide marketing.

There is also clearly a correlation between revenues (thus royalties) and product output, i.e. new titles published. KAP published 16 books in the first half of 2003, which combined with the 23 books published in the second half of 2002 to generate sales of \$449,935.03 [€408,271.11] for the first 6 months of 2003. Sales of the 16 new titles will boost second half sales, though since it is currently scheduled to publish only 9 new titles in the second half, it remains to be seen whether total 2003 sales will exceed previous years' sales.

Ms Lambert reminded GA that royalties earned by IFIP for the first 6 months of 2003 will be paid by September 30, 2003, in accordance with the contract; so the Treasurer's Report does not yet show this as royalty income received.

In summary, during the first half of 2003 16 new IFIP proceedings volumes were published during the first half of 2003. By comparison, 8 new volumes were published in the first half of both 2002 and 2001, 12 in the first half of 2000, and 8 in the first half of 1999. In contrast to previous years, a majority of titles published in the first half of 2003 were post-conference volumes.

At the time of writing her report, 7 more manuscripts have gone into production for publication in the second half of 2003. We are scheduled to receive 2 more outstanding manuscripts before the September 12 production deadline for 2003 publication, thus bringing the number of new IFIP titles published to 25. Given the cyclical nature of IFIP conferences, including the biennial World Computer Congress, this apparent decline is actually an increase over the 23 IFIP books published in 2001, and over the 22 non-WCC titles published in 2002.

Sales revenues for IFIP titles totalled \$449,935.03 [€408,271.11] for the first half of 2003. In US dollars, this more than doubles revenues of \$218,871.18 for the first half of 2002; in Euros, this is an increase of 1.67 over sales of €244,763.70. The following table shows revenues for each 6-month period going back to 1999:

January—June 1999	\$256,290.99	€266,542.63
July—December 1999	\$332,633.65	€345,939.04
January—June 2000	\$297,686.69	€309,594.19
July—December 2000	\$355,897.89	€391,487.68
January—June 2001	\$261,495.37	€291,567.34
July—December 2001	\$289,309.21	€324,315.57
January—June 2002	\$218,871.18	€244,763.70
July—December 2002	\$414,840.22	€418,615.27
January—June 2003	\$449,935.03	€408,271.11

While the weakening of the US dollar against the Euro is apparent in 2003, IFIP gains from the currency exchange since a large percentage of sales revenues for IFIP books is recorded in Euros.

Sales of 16 frontlist titles (published since January 1, 2003) accounted for \$231,343.45 [€209,921.05] of total revenues for the first half of 2003, and sales of 240 backlist titles (published prior to January 1, 2003) accounted for \$218,591.58 [€198,350.06] of total revenues — 51% and 49%, respectively.

Bulk sale revenues totalled \$123,622.50 [€112,175.06] for the first half of 2003. In keeping with total sales revenues and number of titles published in this time period, this is more than double bulk sale revenues for the first half of 2002 and of 2001, both of which periods saw only 8 new titles published.

Royalties due to IFIP totals \$72,640.37 [€65,913.87] for the first half of 2003, again doubling royalties of \$35,562.92 [€39,770.11] for the first half of 2002.

TC6 leads with total sales of \$127,085.54 [€115,317.45] for the first half of 2003. TC3 moves into second place with sales of \$86,394.52 [€78,394.37], and TC11 takes third place with sales of \$68,732.46 [€62,367.87]. TC8 follows closely with sales of \$63,074.52 [€57,233.82].

With just 9 books published and/or scheduled for publication in the second half of 2003, sales revenues are expected to decline somewhat from first-half sales, if only for the loss of bulk sale revenues. A conservative projection would put total 2003 sales at \$650,000; more optimistically, she projected sales in excess of \$700,000.

Contracts have so far been offered for 9 volumes to be published in 2004 (and beyond), and it has been agreed in principle to publish at least 10 conference proceedings volumes for WCC 2004.

As the principal and official publisher of the IFIP book series, Kluwer's web site now hosts 260 IFIP proceedings volumes dating back to 1995; contents listings are included for most of those titles. A simple search of "IFIP" on the front page of Kluwer's online catalogue instantly brings up this comprehensive library of IFIP titles, and each new IFIP title continues to be posted on our web site weeks in advance of publication. This substantial presence clearly strengthens the IFIP brand name, and continues to be a compelling reason to publish all IFIP proceedings with Kluwer.

Kluwer continues to actively market the IFIP book series, both to the IFIP community and the scientific community at large. IFIP books are advertised alongside Kluwer's regular computer science and engineering, operations research/MIS, and education titles, in brochure mailings and at conferences around the world. 2003 brochures are scheduled to be mailed in September and October 2003 to target scientific communities worldwide for the aforementioned subject areas. New IFIP titles are also routinely included in Kluwer's monthly *New Title Bulletin*, which is mailed to over 7000 institutional

librarians and third party distributors globally. Examples of recent promotional materials were on display at GA together with the newest IFIP titles.

The 2003 edition of the *IFIP Bookshelf*, featuring descriptions of frontlist titles, was mailed to the entire IFIP mailing list in August. Please use this catalogue to purchase IFIP books at the 30% member society discount and to promote the IFIP book series to colleagues as well as institutional librarians. In addition to the annual *IFIP Bookshelf* catalogue, Kluwer also advertises the most recent IFIP books in the annual *IFIP Information Bulletin*, and when the *IFIP Newsletter* resumes publication, we will continue to advertise new IFIP titles there as well. The IFIP book series is an impressive body of work, which IFIP member societies can proudly promote to their membership.

The *Kluwer ALERT* service sends electronic announcements for new IFIP books usually weeks in advance of their publication. Everyone was invited to sign up for this free service, by going to Kluwer's web site at www.wkap.nl and clicking on the *Kluwer ALERT* button to register for advance electronic notification of new IFIP titles. *Kluwer ALERT* exemplifies the direction of KAP's electronic marketing efforts; as an opt-in service, subscribers choose their areas of interest and are thus only sent announcements pertinent to their interests.

Electronic new book announcements for IFIP titles are also e-mailed to the IFIP Secretariat periodically for distribution to the TC Chairs and IFIP member societies. TC Chairs and member societies are encouraged to post these new book announcements on their web pages and/or in electronic or print newsletters, to promote IFIP books to their membership and to remind members of the 30% discount for IFIP member society members. The announcements include a link to Kluwer's web page for each new book.

An electronic "button" that provides a link to the IFIP book series on Kluwer's web site is also available upon request from the IFIP Secretariat. The button can be posted on TC, WG and member society web pages, by itself or with an electronic new book announcement.

IFIP titles will be added to InterDok's *Directory of Published Proceedings* later in 2003. The *Directory of Published Proceedings* offers referenced citations for recently released conference literature. The primary audiences are special libraries and other information facilities seeking to identify and procure published proceedings required for their research needs.

In addition to the marketing and promotion actions described above, all IFIP titles are marketed to academic, research libraries and bookstores on a global basis via our extensive relationship with book distributors worldwide. For example, all IFIP titles are available on Amazon.com and Barnes and Noble's web stores.

Kluwer continues to deliver pre-conference volumes to their venues on time, often accommodating very tight schedules. The publication process is smooth when volume editors are actively involved in communicating with authors and

preparing the camera-ready manuscript. The converse also holds true, so it is to everyone's advantage if conference organizers appoint volume editors who have some experience editing and preparing a camera-ready manuscript and/or who will bring an abundance of positive energy to the task.

The style files and templates posted on our web site for IFIP volume editors and contributing authors, at www.wkap.com/ifip/styles, continue to work well for the editors that use them and instruct their contributing authors to use them. KAP desktop help experts stand ready to help, at dthelp@wkap.com, if and when editors and/or authors encounter difficulties in using the templates or style files.

Early planning is essential. Conference organizers and volume editors are encouraged to consult KAP web site for IFIP editors early in the conference planning process. KAP "Guidelines for Editors of IFIP Conference Proceedings" as well as the "Timeline for the Publication Process" are posted on this web site, along with the bulk sale price guidelines and copyright transfer form. Editors will find a link on this site to KAP style files and templates; authors should go directly to www.wkap.com/ifip/styles. Communicating the camera-ready requirements and deadlines to contributing authors early in the process, and taking care of the proposal and contract aspects well in advance of the manuscript delivery date, will contribute to a smooth collaboration.

Ms Lambert noted that KAP had not increased their bulk sale prices in 4 years, and they have no plans to increase them for the remainder of 2003. This price structure has allowed them to publish every new volume that has been proposed to us, in most cases paying IFIP its customary 18% royalty.

Kluwer launched its e-book store in 2002, with an initial offering of about 500 Kluwer titles. Of these, 100 titles were selected from the engineering/computer science area, including several IFIP titles; these are listed on the IFIP series web pages, adjacent to the print version. These books are presently available in their entirety, though Kluwer plans to offer chapters of its e-books on a "pay-per-view" basis in the very near future.

Considerable attention is being focused on selling e-books along with KAP electronic journals. Third party distributors such as NetLibrary are also selling KAP e-books. Sales data from these distributors is not yet available for the January to June 2003 period, but early sales include a purchase by the University of Zurich for all 10 IFIP e-books. The publisher's year-end report will include a column showing all electronic sales to date, by title, and of course royalties earned.

KAP expect revenues for IFIP e-books will grow at a healthy rate in the coming months, especially as we add more e-books. The outcome of the current contract negotiations will largely determine the pace at which more IFIP e-books can be produced.

The Journal, *Education and Information Technologies*, is running behind schedule in 2003, with only two of its four issues published; the third issue is now in production, and the fourth will hopefully follow soon. Subscriptions have held steady nonetheless, with 70 institutional subscribers in 2003, down just 1 from 71 in 2002, though down 6 from 76 in 2001. Private subscriptions have grown from 13 in 2002 to 18 in 2003.

The good news is that the journal is available electronically, via KluwerOnline, on millions of desktops globally, through hundreds of site licenses to institutions and consortia that include whole states and even countries, as is the case with the Danish site license. Usage statistics place *Education and Information Technologies* 7th out of 115 journals we publish in engineering and computer science, with over 9000 downloads in the first 6 months of 2003.

Mr Berleur pointed out that a joint venture between TC8 & TC9 was show in KAP report only under TC8. **Ms Lambert** agreed to look into the matter.

Mr Casaca asked about royalties from Springer. **Ms Hayden** said that she forwards account to TC chair on receipt. **Mr Khakhar** reported that he believed that the Springer contract excludes sales data.

Mr Berleur asked that sales figures for other books also be reported. **Mr Ralston** agreed Publications Committee would review options and bring forward option to Council.

4.8. Congresses and Major Events

4.8.1. WCC 2002 Final Report

Mr Boynton presented his Final Conference report on WCC 2002 held in Montreal, Canada.

Mr Wibe (IPC Chair) told Mr Boynton that he should not regard the event as a personal failure because, despite the financial outcome, the congress had been a scientific success.

IFIP Treasurer reported that it could not accept financial liability for any part of the debts incurred by the WCC 2002 Congress. Nonetheless, IFIP EB wishes to see compensation to individual volunteers for personal losses.

The President outlined the loan repayment scheme, noting that two-thirds was due very soon.

GA APPROVED the settlement with CIPS and FIQ.

GA ACCEPTED, with one abstention, the final report from CIPS.

4.8.2. WCC 2004

Mr Kurki-Suonio reported good progress and active support from TCs. He reminded all GA members that proposals were needed by October for workshops and tutorials. He hoped WCC2004 would attract not only specialists but also those with broader interests. GA members suggestions relating to any aspect of the programme were most welcome.

Mr Laprie explained the Congress committee structure and thanked those who had accepted responsibility for different aspects of the event. He had appointed a Submission Handling Chair to ensure a very efficient processing of submissions.

The Congress had established influential committees to seek support for event.

The web site was fully operational. Fliers printed. The Call for Contribution had been distributed to GA members. 30,000 were being mailed out at the current time. Further copies are available for distribution at events. Contact Mr Laprie.

The organisers had currently 200,000 email addresses for notification about the congress web site. Further lists would be appreciated.

The congress would stress partnership with industry. There would also be an exhibition.

A student forum was planned and student awards were being established. It was planned to offer 60 grants at €500. Details would appear in the Advanced Programme due in April.

There would be two volumes of proceedings per participant, one for the conference stream and one of general interest papers.

Mr Laprie said he had accepted a request for an indicative fee which was included in Call for Contributions. There would be reduced fee for students and also for members of IFIP bodies (GA, TC, WG).

The organizing committee's target was 2004 attendees but the breakeven had been set at 1000.

A major challenge for everyone involved was the scientific image. It was essential to a high quality event to establish the scientific value of event. The congress must also achieve real "Return to Attendee" to prove success of event.

Mr Laprie concluded by inviting the support of whole IFIP community.

4.8.3. WCC2006

Mr Gottlieb reported that following the result of WCC2002 IPA had reviewed their projections for WCC2006. The plans were now based on 700 participants and 200 sq. m. exhibition.

WCC2006 had been moved from Jerusalem Congress Centre to the Renaissance Jerusalem Hotel to strengthen budget position.

IPA and Kenes International would guarantee IFIP a minimum income of €22,400 (based on €32 per person). Kenes International will be responsible for all the financing of all preliminary stages of the congress until income, derived from delegate fees, is received. Kenes International undertakes upon itself to be responsible for a balanced budget and to ensure that expenses do not exceed the income. Kenes International undertakes upon itself not to ask the Local Organising Committee of IFIP to cover any losses, should they occur.

A congress web site has been established at www.kenes.com/ifip2006

4.8.4. Congress Steering Committee

The President reminded GA that during GA 2002 there was a discussion on the need to consider the establishment of a body, a “steering” committee, with the mission to advise on WCC management and program development so as to guarantee best possible results and to work in close cooperation with the TC chairs. EB had also considered the issue and it had proposed as a way to move forward to expand the functions of the Congress Committee. It was felt that the mandate of such a committee should be well defined so as not to overlap or conflict with the mandate of other congress committees such as the OC, the IPC and other sub-committees. GA 2002 agreed that a background paper needs to be ready for GA 2003.

The President reported that the current title of the “Congress Committee (CC)” had replaced the previous “Congress Site Selection Committee (CSSC)” in 1998. The change of name did not change the functions of the committee except for one major item – in its report to GA, CC should outline its findings with regard to its visits to the venues but should not recommend one candidate over another. This had to be left for GA members to consider and decide at the GA sessions during which the bidding societies make their presentations. GA felt that the committee should facilitate the process of bid preparations and review and clarify certain aspects with regard to venue and organization but should not interfere with the process of decision making during GA.

Following the selection of the winning bid, CC should assist the formation and appointment of the two major Congress committees (COC and IPC), which will actually carry out the day-to-day organization and report to GA and Council each year and on other occasions as requested by IFIP.

Around the time of the change of name (1998) the new Congress guidelines and forms were developed and approved by EB and GA [see <http://www.ifip.or.at/guidelines/guide.html>]. It was felt that the President and the (then) Executive Director should form the membership of this committee since they directly work with the congress organizers at all stages of the Congress organization.

The President reported that EB had considered several scenarios including the following:

1. Including the IPC and OC Chairs as members of the CC and scheduling a CC meeting during Council/GA meetings so as to consider their written reports and also produce short recommendations before the reporting at C/GA itself
2. In view of recent financial questions, CC should also advise Congress organizers about financial matters, in close contact with the IFIP Treasurer. A “Guideline for financial procedures” should help to implement the financial procedures and assist in early solution of problems
3. An important responsibility of the IFIP President is “his” Congress. Unfortunately, the current two year cycle creates an “ownership” lapse since it does not coincide with the President’s term of office (3 years).

In view of the plans for WITFOR events in alternate years the President told GA that he did not intend to propose any change to WCC's current alternate year frequency.

The President observed that any new mission for CC must not encourage any disengagement from responsibility and functions of the IPC and OC. These two bodies are the driving forces of the Congress, so other committees must have only an advisory character. One should also not forget that both Council and GA also serve as an advisory and control bodies to the Congress organisers. The organisers are also advised and controlled by the national member society, which is the actual IFIP partner in the organisation of the Congress. Therefore, he did not foresee any overlap in executive functions. If IFIP, however, wished to have more direct executive influence over the congress organization, this could only be achieved by a major overhaul of the whole IFIP organisation.

Mr Laprie suggested that in addition to its monitoring role the new committee should also have a role concerning future WCCs including their structure. Other GA members supported this. **Mr Laprie** also proposed the addition of the TA Chair to the committee. A suggestion was made that the CC should seek strategic sponsors for the WCC series.

GA AGREED to the proposal subject to adding the TA Chair to the committee.

The President announced that he would initially establish the Congress Committee as an ad hoc committee. A proposal would be brought to GA 2004 to establish the CC as a Standing Committee. The ad-hoc CC would report to GA 2004.

4.8.5. WITFOR 2003

Mr Bollerslev presented a preliminary report on WITFOR 2003 which had been held the previous week.

The event had attracted 700 delegates from 68 countries although it should be noted that around 500 registrations were received in the last month after the registration fee had been removed.

The event had attracted a significant number of government ministers, director generals of international bodies and other important policy makers.

The eight commissions had generally worked well and produced reports which will be published by IFIP Press. During the WITFOR sessions the reports were prepared, reviewed and revised.

Mr Bollerslev paid tribute to the Government of Lithuania who had been the hosts and expressed sincere thanks for their provision of excellent facilities and hospitality.

The conference prepared the Vilnius Declaration. This will be sent by the Government of Lithuania to all 203 other governments around the world. It will also be sent to all IFIP Member Societies. Other copies will be sent to international bodies such as the World Bank, OECD and ITU. The output of WITFOR will be input to WSIS which is being held in December.

A financial report will be available later. There were no costs to IFIP but also no fee to IFIP since no registration fee was charged. The organisers had hoped to create a fund to implement commission reports but no fund will be created.

Mr Khakhar paid tribute to Messrs Bollerslev, Roode, Gudauskas and Strous. Although IFIP made no financial gain, IFIP has acquired a wide range of contacts which it should follow up.

The President reiterated thanks to Mr Khakhar and everyone else involved.

GA unanimously endorsed the Vilnius Declaration. Due to its length it is not possible to include this in these minutes but it is available at www.witfor.org

GA charged the President with sending a letter of appreciation, especially addressing the Prime Minister's contribution, to the President of Lithuania.

The President concluded by again congratulating and thanking the commission co-chairs without whom WITFOR and the Vilnius Declaration would not have happened.

Mr Gottlieb asked for a statistical breakdown of attendees. **Mr Bollerslev** responded that details would be available later but there was a flatter profile of attendees with groups from a wide range of countries rather than a small number of large groups from wealthy countries as in most other major IFIP events.

4.8.6. WITFOR 2005

Ms Ramaribane presented, on behalf of the Ministry of Communications, Science and Technology of the Government of Botswana who are providing the WITFOR 2005's Secretariat, the concept for the event. The slides of the presentation are on the GA2002 web site under WITFOR 2005. She introduced Botswana describing its peoples, economy and its IT infrastructure.

WITFOR 2005 will help implement information development strategies and projects in developing countries. It will help put equity on the agenda of different organisations, government and groups now involved with IT. It will work with different groups to ensure that the issues of IT-equity are put on the agenda of senior policy makers and political leaders. WITFOR 2005 will promote more aggressive in use of new technologies explicitly to reduce existing social tensions and conflicts. It will encourage scholars, researchers and analysts to put ICT equity at the top of their agenda. It will encourage participants to share experiences with colleagues from around the world about their unique concerns over access to technology. Finally, WITFOR 2005 will enable analysts in industrialized nations, as individuals and groups, to listen to and learn from colleagues around the world.

The WITFOR 2005 process will be to start from the Vilnius Declaration and the output of the eight Vilnius commissions. The proposed timetable is:

Aug – Dec 2003	Identification of Volunteers & Scientists to setup the commissions
Feb – Dec 2004	Commissions are defined. Research and consultation starts. Finding are shared on the Web. Continuous consultation is made.
Jan – Mar 2005	Draft report of the different commissions is presented in workshops held worldwide
Apr – Jun 2005	Draft report is ratified and finalised by the commission. Contribution to the Gaborone Protocol will then be issued.
Aug – Sep 2005	WITFOR Conference in Gaborone, Botswana
Oct 2005	Adoption of Gaborone Protocol by UNESCO General Conference 2005

The President welcomed the initiative of the Government of Botswana in agreeing to host the next WITFOR and committed IFIP to working with all parties to ensure its success. He looked forward to receiving reports from the organisers at future meetings.

Mr Khakhar confirmed that work had begun and initial meetings had been held during WCC 2003.

4.9. Standing Committee Reports

4.9.1. Developing Countries Support Committee

Mr Khakhar reported on behalf of the committee. **Mr Boynton** asked about use of UNESCO funds by attendees from DCs. **Mr Khakhar** thought that the growing visibility for IFIP within UN structure will assist.

4.9.2. Marketing Committee

Mr Laprie presented the report. The committee wished to see the IFIP web site redesigned with professional input. The TC and WGs would be offered template for their own sites.

The Marketing Committee wished to see the IFIP Newsletter continue in paper and electronic formats. They recommended to IFIP EB that they consider issuing a Call for a new Editor.

The committee wished to raise IFIP profile at conferences and were actively examining the preparation of an IFIP poster to compliment the existing leaflets. The presentation slides are also to be redesigned.

They had also looked at the IFIP logo and invited views from GA members on whether to replace or evolve the existing logo.

Marketing Committee were seeking publicity in journals such as Computer and CommACM.

Finally they were looking at ways to increase student involvement including a Student Committee and providing student award at WCCs.

Ms Lambert replied to a question about the covers of the IFIP Book Series that the design was now quite old and it would be sensible to refresh it, possibly following the award of the new publishing contract.

4.9.3. UN Liaison

Following WITFOR a new approach is to be adopted. As an NGO of UNESCO IFIP will also seek contact with other UN bodies.

The President announced that to give continuity Mr Bollerslev would be responsible for IFIP contacts with UN bodies for the next two years including the forthcoming UNESCO WSIS.

4.9.4. Internal Awards Committee

The Committee Chairman presented the report. **GA APPROVED** the award of the IFIP Outstanding Service Award to:

TC3 Mikko Ruohonen
 Deryn Watson
 TC6 Harry Perros
 TC11 Herbert Leitold

4.9.5. IFIP Newsletter

No report was presented.

4.10. Member Societies and Affiliates

The President expressed a wish for greater support from member societies. He would welcome improved links between national SIGs and IFIP TCs/WGs. He informed GA that EB was reviewing links with IFIP Affiliates. He noted that there were two broad groupings – technical and regional.

Mr Stucky, CEPIS President, gave a short report of their work. He noted that there were 21 societies in common. He also noted the strong personal links through Messrs Grafendorfer, Johnson, Brady and many others. CEPIS supported the IFIP GLITS conference and the CEPIS CEO attended the last IT-Star meeting. CEPIS offered its support to the WCC organisers whenever it is held in Europe. ECDL had signed up its three millionth participant in June 2003. CEPIS is currently launching EUCIP which is a certificate for new entrants to the profession. CEPIS was also publishing a bimonthly technical electronic journal called Update. CEPIS continued to seek visibility with European institutions.

4.11. Appointments

The President announced the following appointments:

Technical Assembly (TA):

B von Solms, Chairman	(as before)
TC chairs	(as before)
Affiliate member representatives	(subject to change in S&B)
EB members (ex officio)	(as before)

Activity Management Board (AMB):

N Schlamberger, chairman	(NEW)
D Kim, F Rammig, A Sarhan, W Stucky, J Wibe	(as before)
DCSC chairman, EB members (ex officio)	(as before)

Admissions Committee (AC):

R Reis, chairman	(as before)
P Bobillier, N Schlamberger, B von Solms, J Turner	(as before)
N Idlebi, A Ramaribana	(NEW)

To become Member Society Relations Committee subject to changes to S&B

Marketing Committee (MC):

J-C Laprie, chairman	(as before)
G Boynton, W Grafendorfer, G Gregersen,	(as before)
C Mutukrishnan, R Reis, N Schlamberger	(as before)
D Bradley, N Idlebi, G Olling	(NEW)
PC chairman, NL Editor (tbd)	(ex officio) (as before)

Publications Committee (PC):

P Ralston, chairman	(NEW)
R Johnson, J Turner, J Wibe	(as before)
J Engel, A Frisiani, G Olling	(NEW)

Ad-Hoc Committee for Publications Contract:

B von Solms, chairman	(as before)
R Johnson, P Ralston	(as before)
D Roode	(NEW)

Developing Countries Support Committee (DCSC):

D Khakhar, chairman	(as before)
J Berleur, P Bollerslev, D Kim,	(as before)
C Mutukrishnan, D Roode, A Sarhan	(as before)
N Idlebi, A Ramaribana	(NEW)
Contracts Officer (tbd) (ex officio)	

Finance Committee (FC):

J Granado, chairman	(as before)
M Gotlieb, L Strous,	(as before)
D Brady, A Frisiani,	(NEW)
Treasurer (ex officio)	

Congress Committee (CC):

K Brunnstein, chairman (as before)

*To become Congress Steering Committee subject to changes to S&B***Ad-hoc Congress Steering Committee (CSC)****(NEW)**

K Brunnstein, chairman

B von Solms, W Grafendorfer, J Engel,

WCC-2004: J-C Laprie, R Kurkio-Suonio,

WCC-2006: M Gottlieb, IPC chair (tbd)

TA Chair, EB members (ex-officio)

Statutes and Bylaws Committee (S&BC):

P Bobillier, chairman (as before)

R Johnson, A Melbye, G Morris (as before)

Internal Awards Committee:

R Johnson, chairman (as before)

P Bobillier, G Morris (as before)

Nomination Committee for Officers:

R Johnson, chairman (as before)

J Granado, G Morris (as before)

Nomination Committee for Trustees:

N.Schlamberger, chairman (NEW)

R Reis, Q Wang (as before)

W Grafendorfer (NEW)

IFIP UNESCO Liaison Officer:

P Bollerslev (2003-2005) (NEW)

IFIP Newsletter Editor: tbd**Head of IFIP Secretariat:** tbd**IFIP Contracts Officer:** tbd

Interim: Klaus Brunnstein

4.12. Future Meetings

2004	Council GA	February 29 th – March 2 nd , Cape Town, South Africa August 28 th – 30 th after WCC 2004, Toulouse, France
2005	Council GA	March, Open for Invitations September, Gaborone, Botswana
2006	Council GA	March, Open for Invitations September at WCC 2006, Jerusalem, Israel

The attention of member societies is drawn to the importance of venues having easy access to major international airports.

4.13. Closing of Meeting

The President congratulated attendees on the apparent success of the shorter format. **GA agreed** that the format should be used for future GA and Council meetings.

Mr Brady asked that member societies be informed by TCs and WGs when they are meeting in their countries.

The President once more thanked the hosts again for their hospitality and the use of these excellent premises of the Lithuanian Government and GA participants for their contributions. **GA applauded.**

He expressed thanks to Ms Hayden and to the Secretary noting the additional work involved in arranging and conducting this GA.

He wished everyone a safe journey home and declared the meeting closed.