

Minutes of the Council Meeting

1st-2nd March 2004, Cape Town, South Africa

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1. EXECUTIVE SUMMARY

IFIP Council 1 - 2 March 2004, Cape Town, South Africa

Events

WCC 2004 reported excellent progress. Paper submission had been generally good.

Preparations for **WITFOR 2005** is going well. The commissions are being set up. Each Commission is being led by groups of co-Chairs representing governmental, IFIP and developing country interests. Preparatory workshops are being held around the world to prepare for the event.

IFIP continues to monitor the fallout from **WCC 2002**. The bankruptcy proceedings continue in Canada. The President expressed regret at the continuing delay in the reimbursement of IFIP volunteers. The hearings are expected to be completed within 2-3 months.

Discussions took place between the TC Chairs and an IPA (Israel) representative concerning **WCC 2006**. Less support than expected had been forthcoming. TC Chairs are to report on what their TC could contribute by mid-April. IPA agreed to provide a detailed programme to the IFIP President by early May.

Secretariat

A new Head of Secretariat had been appointed and is due to take up his post on April 1st 2004. Dorothy Hayden had arranged last year to take early retirement in September 2004.

Finance

The Treasurer reported that 2003 had been a good year with a surplus of €194K. This reflected tight control on expenditure, generally satisfactory income and an improving stock market. 2004 was broadly on budget so far.

Publications

The Publications Committee Chair reported good sales performance with royalties of €104K in 2003 up 7% over 2001 (the previous year with a WCC).

Negotiations for a new five year publication contract starting in January 2005 were going ahead. Two publishers had been shortlisted and IFIP wished to have a new contract signed by May 2004.

Marketing

Council members selected a possible new logo for IFIP. This, together with a possible IFIP strapline, would be displayed on the IFIP web site. All members of the IFIP community would be invited to give their views.

2. ACTION LIST

All

1. Comment on the new logo and strap line on the IFIP web site.

All Budgetholders

1. Send comments and recommendations for changes on the budget for 2005 to the Treasurer in writing as soon as possible.

IFIP Secretariat

1. Prepare WCC 2006 contract between IFIP and IPA for signing as soon as possible after receipt of programme from IPA
2. Prepare draft list of Silver Core nominees for Internal Awards Committee
3. With Marketing Committee, propose updates to IFIP web site.

Israel IPA

1. By first week of May – IPA to put forward to IFIP President details of events for WCC2006 based on input from TC Chairs and IPA.

Marketing Committee

1. With Publications Committee, develop a brochure that re-enforces IFIP policy that TC's should be publishing with the IFIP publisher.

Secretary

1. Draft proposed amendments in conjunction with S&B committee in accordance with comments made at Council
2. Incorporate Job Charter for Trustees into Standing Orders Supplements
3. Distribute criteria for OSA to TC Chairs and invite nominations for IAC
4. Circulate list of proposed nominations for Silver Core
5. Arrange for Executive Board to meet during WCC 2004.
6. Make the WITFOR 2005 slides used in the presentation available on the IFIP web site.

TC Chairs

1. By mid-April
 - inform IPA of the ability of their TC and WGs to participate in WCC2006 and
 - provide comments on possible alternative components and structures for WCC2006
2. Make nominations to Secretary for Outstanding Service Award
3. Review list of nominations for Silver Core.
4. Invited to discuss the "added value" of IFIP to events and bring forward proposals to GA.

Treasurer

1. Present a full written report on WITFOR 2003 to GA 2004
2. Prepare, with Mr Strous, a revised set of guidelines and procedures for the use of TC-funds.

3. ATTENDANCE LIST

IFIP Council 1 - 2 March 2004, Cape Town, South Africa

Brazil	R Reis
Denmark	P Bollerslev
France	J-C Laprie
Germany	K Brunnstein
Ireland	D Brady
Italy	A Frisiani
Korea	D Y Kim
Lithuania	R Gudauskas
Portugal	J Granada
Slovenia	N Schlamberger
South Africa	B von Solms
Sweden	D Khakhar
UK	R Johnson
US-ACM	J Turner
US-IEEE-CS	G Engel
Australia*	P Ralston
* Specially invited	
TC 1	T Ito
TC 3	J Wibe
TC 5	G Olling
TC 6	Represented by R Puigjaner
TC 8	D Roode
TC 9	J Berleur
TC 10	F Rammig
TC 11	L Strous
TC 12	M Bramer
TC 13	Represented by J Hammond
SG 16	R Nakatsu
Affiliates	
CEPIS	W Stucky
Observers	
KAP	Y Lambert
KAP	J Evans
LAAS/WCC2004	M Dervilliers
WCC2006	M Gottlieb
Apologies	
IFIP Secretariat	D Hayden
TC 2	R Meersman
TC 6	O Spaniol
TC 7	I Lasiecka
TC 13	J Karat
Finland*	R Kurki-Suonio
* Specially invited	

2. COUNCIL MEETING

IFIP Council 1 - 2 March 2004, Cape Town, South Africa

2.1. Call Meeting to Order

The President opened the Council meeting and welcomed all participants. He was grateful to the Computer Society of South Africa for inviting the Council to hold its meeting in the beautiful city of Cape Town. He noted the excellent meeting facilities in the Graduate School of Business of the University of Cape Town and expressed pleasure at his first visit to a prison! (*For those not present, the Graduate School of Business is housed in an imaginative conversion of a former prison – see cover photographs*).

2.2. Attendance and Apologies

The Secretary announced the Council attendance and apologies received (please refer to the attendance list). TC 2, TC6, TC 7 and TC 13 chairs had sent their apologies. TC6 and TC 13 were represented at the Council meeting by Observers.

2.3. Business Matters

2.3.1. Approval of Agenda

Council unanimously adopted the Agenda.

2.3.2. President's Report

The President reported on developments in IFIP and the re-positioning of IFIP in the international world.

Developments in IFIP

Firstly, he reminded Council members that, as reported before, the Canadian organisers of WCC-2002 (CIPS and FIQ) suffered a severe financial loss as the enterprise established to manage WCC-2004 went bankrupt shortly after the event. Consequently, that part of the congress fees which IFIP should have received from the congress organisers had been written off. Concerning the loans given by IFIP to CIPS and FIQ to prepare for the event, an agreement had been signed after GA 2003 regulating how the loans are to be paid back. IFIP had been informed that an important part would be transferred to IFIP soon.

The other – very serious – aspect was concerned with reimbursement of outstanding travel and accommodation expenses of IPC members and invited speakers. These expenses form part of the bankruptcy hearing in which a Canadian court is to decide how the remaining assets would be distributed among creditors. Until the legal case was closed, IFIP can regrettably not reimburse its active contributors otherwise IFIP would become liable for all other outstanding payments. According to recent news from the CIPS

secretariat, it was expected that the court would make its decision within the next 2-3 months, with some likelihood that creditors would receive 5-7 cents per Canadian dollar. As soon as the case was closed, the IFIP Treasurer would compensate the remainder part (based upon presented receipts and within the framework originally approved by IPC).

The President wished to express to all active contributors his regret for the long delay, but the legal situation makes it impossible to act before the court case has been closed. While IFIP's Executive Board understood the disappointment and anger of some, it was not acceptable that some have threatened WCC2004 organisers (which have nothing to do with the problems in Montreal) with boycotting that event.

Concerning the new publication contract (the present one expiring on Dec.31, 2004), we received responses from 6 publishers, from which the newly emerging entity "Springer Science and Business Media" (established from IFIPs well-known publication partners KAP which has merged with Springer-Bertelsmann) plus a second enterprise have been shortlisted.

The President thanked Messrs von Solms and Roode for their analysis of the tenders. The start of the discussions with the shortlisted publishers has been slightly delayed as the organisational structure of "new Springer" emerged only on Feb.1, 2004. Contract discussions are planned to begin in mid-March and a contract is expected to be ready mid-May, 2004.

Concerning the operation of the secretariat, this continued to work well with Dorothy Hayden and Brigitte Brauneis especially in the absence of a Head of Secretariat. This was helped by some duties having been taken over by certain EB members. As the Honorary Secretary will report, this interregnum will end on April 1st 2004 when a new "Head of Secretariat" will take up office.

Re-positioning IFIP in the international world

With WITFOR2003 in Vilnius (as reported at GA 2003), IFIP entered into closer cooperation with UN organisations esp. addressing ICT issues related to development.

Besides the very good and long established relationship of TC-3 with UNESCO, new partners in the UN system include ITU, FAO, UNDP, UNECE and World Bank, which actively supported WITFOR2003 (and will support WITFOR2005, as **Mr Khakhar** subsequently report – see Minutes section 4.4.3).

Based on traditional links with UNESCO (being IFIP's founding "mother"), the President and Treasurer participated in the UNESCO General Conference (Paris, October 2003) and contributed IFIP's expertise to discussions of topics such as "Preserving the Digital Heritage" (where contemporary media do not store valuable knowledge with sufficient persistency compared to traditional archives) and "Overcoming the Digital Divide". Concerning the latter, the "Vilnius Declaration" was presented by H.E. Adamkus (formerly President of Lithuania and UNESCO Goodwill Ambassador) to the UNESCO Assembly.

IFIP's UN Liaison Officer, Mr Bollerslev attended another important UNESCO event and established closer links with UNESCO and its Institute for Education (IITE) as described in his report – see Minute 4.7.5.

Based on these links, IFIP has also made significant contributions to the first UN “World Summit on Information Society” (WSIS-2003) in Geneva, December 2003. Among others, H.E. Adamkus presented “The Vilnius Declaration” in a plenary session. Besides a half-day session organised by IITE and involving IFIP Past Presidents Sendov and Bollerslev as well as active members from TC-3, a 2-day workshop was co-organised by TC-3 (Mr Morel) addressing “Engineering in the Knowledge Society” (with the proceedings being published by Kluwer Academic Publishers).

Following WSIS-2003, IFIP members are actively participating in the preparation of WSIS-2005, to be held in Tunisia. Prime partners in this discussion are the World Engineering Organisation (WFEO) which was IFIP's cosponsor for the 2nd event, and the International Council of Scientific Unions (where IFIP is affiliate). This development includes discussions with potential IFIP members in Tunisia as well as in other Arabic countries to support IFIP contributions to address problems and help finding solutions relevant to the Arab world. Further, WITFOR2005 will contribute a major paper (The Gaborone Protocol) to WSIS.

Both the WITFOR and WSIS conference series give IFIP outstanding opportunities to present its technical expertise about manifold aspects from “The Information Society” (as UN describes it) and “The Knowledge Society” (as UNESCO prefers to refer to the future society) to United Nation organisations.

The positioning of IFIP as THE leading international body of technical expertise including both academia AND ICT-related enterprises needs complementary actions by IFIP member societies which IFIP regard as best placed to advise national governments on ways for their countries to join the Information/Knowledge Society. This issue will be addressed in the next Member Society Forum at GA 2004 in Toulouse.

2.3.3. Secretary's Report

The Secretary presented his report.

Head of Secretariat

The selection panel appointed by EB comprised the President, Treasurer and Secretary. In December 2003 they met a candidate who had been recommended to them but after discussion it became clear to him and the panel that his objectives would not be fulfilled by the post.

The post was therefore advertised in late January and 16 applications were received. Four candidates were interviewed on February 20th 2004 and an offer made to one candidate which has been verbally accepted. The

Treasurer was prevented by a cancelled flight from attending the interviews but supported the decision.

Following previous IFIP practice, employment would be with the Austrian Academy of Sciences acting on behalf of IFIP.

Secretariat Staffing

EB had agreed last year to Dorothy Hayden's request to join an Austrian national early retirement programme. Consequently she will leave IFIP at the end of September. It is expected that an advertisement will be placed for a successor in May with a target start date of August 1st 2004 to allow for a short handover period.

IFIP Awards

The nomination process will start shortly for the Silver Core and Outstanding Service Award. Copies of the regulations will be circulated shortly to TC Chairs.

Proposed Updates to Statutes & Bylaws and Standing Orders

A number of changes need to be made to the S&B at the Toulouse GA. EB will also be making a few related amendments to Standing Orders. The Secretary presented a list of possible changes to Statutes and Bylaws and invited Council members to comment on them to assist S&B Committee in bringing forward the amendments to GA. The issues to be addressed were:

- Clarification of the role of Affiliates within IFIP
- Creation of Congress Steering Committee
- Require all Standing Committee chairs to be Members of GA, reflecting current practice
- Creation of Member Societies Relations Committee assuming responsibilities of Admissions Committee but retaining the principle that only Full Members of GA vote on admissions
- Clarification of definitions of majorities at both GA and Council
- Resolve ambiguity over absent Trustees being deemed to have resigned.

Council members gave a general welcome to the proposals.

2.3.4. EB Meeting Report

The Secretary reported that EB had discussed several matters already reported in these Minutes in the President's and Secretary's reports. These included the staffing of the Secretariat and recent and forthcoming events. EB noted the good progress on WCC2004 and WITFOR2005. These are reported in detail elsewhere in Council Minutes.

EB was encouraging IPA to provide a detailed list of conferences strands. The contract for WCC2006 was still to be signed.

EB will ask the Head of Secretariat to investigate refreshing the web site. This will be done in conjunction with the Marketing Committee.

ATI (Spain) have made an application. A new society from Portugal will succeed API at the end of 2004. An application received from Nigeria. Kazakhstan may apply in conjunction with WITFOR2005. Tunisia may apply in summer 2004. Malaysia may resume full membership. Cameroon may be interested.

EB approved subject to some minor changes a Job Charter for IFIP Trustees drafted by the Secretary. This will be incorporated into IFIP Standing Orders.

2.3.5. Treasurer's Report

The Treasurer introduced his report.

2003 Accounts

The 2003 accounts were considered in January 2004 in co-operation with our Auditor in Vienna. The 2003 Result, after amortisation and depreciation according to approved policies, and after Special Funds Provisions, was a surplus of €143,096. The result was much better than the budgeted surplus of €65K.

Compared with 2002, the 2003 Result showed significant increases in both income and expenses. The Final Result, after Special Funds Provision of €51K, was an increase in IFIP's General Fund by €143K.

Key figures for the last five years are:

<i>(Amounts in K €)</i>	2003	2002	2001	2000	1999
<i>Income</i>	568	76	316	393	582
<i>Expenses</i>	374	264	255	260	237
<i>Result</i>	194	-188	61	133	345
<i>Assets</i>	2074	1832	2087	2059	1970
<i>Liabilities</i>	185	114	164	195	111
<i>Funds</i>	1889	1717	1923	1864	1826

Detailed figures were presented. Total income was €568K, which was significantly more than budgeted €435K. This was mainly due to an increase in the Return of Assets, particularly from Securities Valuation and Royalties from Publications. Income from Return on Assets, managed by UBS London since 1990 was a surplus of €141K. Dues from Members were in line with the budget. Royalties from Publications increased by €55K, or 4,4%, to €122K. The Proceeds from Activities included proceeds from TC Events of €72K, was exactly the same as of 2002.

Total expenses were €374K, or 8%, below budget. This is due to savings in expenses at all levels but at the same time there was a loss of receivable of €75K. All TCs had positive TC Fund balance available for 2003. All TCs had positive balance available at end of 2003, totalling of €429K. The Technical Support expenses were €4K relating to DCSC support.

The Final Result, after Special Funds Provision of €51K, was an increase in IFIP's General Fund of €143K to €1,424K.

2004 Budget

The 2004 budget implied a total income of €441K and total expenses of €406K thus giving a budgeted result a surplus of €35K. On the income side Royalties of €112K were estimated as a tentative figure. Other components of the income consisted of the Dues from Members (€160K), Proceeds from Activities (€85K) and the Return on Assets (€83K).

On the expense side, the cost of the Administrative Secretariat was estimated at €236K. Other major expenses were due to funded expenses budgeted by the Technical Committees. The DCSC support included compensation to developing countries under the voucher scheme.

2005 Budget Guidelines

The 2005 Budget would be based on the 2003 Actual Result and 2004 Approved Budget. However, the Treasurer would appreciate receiving any comments and recommendations of changes in written form as early as possible from the budget holders. He expected to be able to prepare the 2005 Budget prior to the next GA.

2.3.6. Finance Committee Report

Mr Granado reported that the 2003 financial operations had three different perspectives:

- IFIP business – level back to 2001 (up 25% over 2002 and 5% over 2001);
- Return on Assets – into positive territory again;
- Dues from Members – stable.

If we remove the “Return on Assets” for the last three years and the extraordinary losses due to WCC 2002 from 2003 “Expenses”, our business has been steadily increasing:

Year	Income	Expenses	Balance	% Dev.
2001	€402,191.93	€255,528.86	€146,663.07	
2002	€366,170.17	€264,982.91	€101,187.26	- 31.0%
2003	€427,083.08	€299,105.36	€129,977.72	+26.5%

This was mainly due to “Royalties from Publications” up 45 % or €55K. The sources were €139K from Kluwer and €39K from other publishers. Conversely, the “Expenses” (excluding the extraordinary losses) grew by €34K (up13%) mainly due to “Administrative Secretariat”, +€27K, (up 14%) and “Administrative Support”, +€6K, (up 31%).

Considering the “Return on Assets” alone, the 2003 performance is very significant. Compared to “Return on Assets” from 2001 and 2002, it clearly shows a reversed trend:

Year	Assets	Return	% Return	% Dev.
2001	€2,087,603.87	-€85,821.49	-4.1 %	
2002	€1,832,286.07	-€289,761.44	-15.8 %	-276.2 %
2003	€2,074,289.83	€141,469.67	+6.8 %	+148.8 %

The “Securities at Market Value” started recovering, while not yet reaching the 2001 value. It reflected a minor potential loss that would only be realised if we liquidated the securities:

Year	SMV	SBV	Appr/Depr	%Ap/Dep
2001	€1,667,584.38	€1,746,439.56	-€78,855.18	-4,5 %
2002	€1,509,782.24	€1,736,461.24	-€226,679.00	-13,1 %
2003	€1,646,804.00	€1,697,071.88	-€50,267.88	-2.9 %

Council AGREED to the Finance Committee’s proposal to endorse the 2003 actual accounts and to propose it for approval to the next GA.

WCC 2002 Financial Impact

It may be seen clearly in the 2003 accounts that there are several negative effects of WCC 2002 already booked, amounting €147 K:

“Loss of Receivables” -€75K;

“Print of proceedings” -€55K;

“Travel expenses of invited speakers” -€20 K.

“Dubious Income” (1/2 of “Guaranteed Fee”, interest on loan) -€34K;

The other 50% (€34K) was written off in 2002.

“Dubious Loan” (50% of WCC 2002 Loan) – €38 K.

The write-off is due to uncertainty in the re-payment agreement with CIPS.

As a result of IFIP’s experience with the organisers of WCC2002, Finance Committee wished to see some guaranteed agreements in the contracts for these types of events because, if badly managed, they can severely hamper IFIP’s reputation and finances.

2004 Budget

The Finance Committee had examined the 2004 Budget approved at GA 2003 and considered that it stays in line with the adopted policies. The control over the “Expenses” was reflected in the budgetary non-increase. The “Income” remained in line with the year 2003 budgeted values. The forecast for the “Return on Assets” was probably conservative and may exceed expectation. Similarly the “Royalties from Publications” would most probably exceed the forecast.

No noticeable amendments were required to the budget approved in Vilnius.

Council ACCEPTED the report.

2.4. Congresses and Major Events

2.4.1. WCC2004

Mr Laprie gave an update on WCC 2004. It looked very promising.

Paper submissions total up to Council totalled a little over 700, coming from 52 countries. 16 submissions for topical sessions had been received, with 11 submissions for tutorials and 18 submissions for workshops (including the preparatory WITFOR workshops). The only disappointing number concerned the Student Forum with just 22 submissions. On 1-2 April the International Program Committee will meet and decide on the final program.

2.4.2. WCC2006

Mr Gottlieb presented a verbal report on progress on WCC 2006 in Jerusalem. He began by reminding Council members that WCC was an IFIP event and so he hoped that it enjoyed support from all IFIP bodies. He had taken part in the TA discussion with TC chairs. The outcome of this discussion is reported in TA Report Item 7 (see Minute 4.5.1).

In the light of that discussion he agreed to discuss with IPA changing the make-up of the WCC. The TC's suggested having a focussed series of co-located events reflecting local academic and industrial strengths and interests. He noted that some TC's had other conflicting commitments. He had planned a smaller event in case of problems. IPA could not risk a €200K loss.

Mr von Solms asked about contingency plans. **Mr Gottlieb** replied that GA had voted for Jerusalem in 2006 but a responsible person must have a contingency plan.

Council AGREED that the issue of the WCC programme structure must now be resolved quickly to be ready for a full announcement at WCC2004 and accepted the following timetable:

- by mid-April - TC Chairs to:
 1. inform IPA of the ability of their TC and WGs to participate and
 2. provide comments on possible alternative components and structures for WCC2006
- by first week of May – IPA to put forward to IFIP President details of events for WCC2006 based on input from TC Chairs and IPA
- contract between IFIP and IPA to be signed as soon as possible after this.

2.4.3. WITFOR 2003

Members of **Council REQUESTED** that a detailed written report and evaluation on WITFOR 2003 be presented at GA 2004.

2.4.4. WITFOR 2005

Mr Khakhar reported on excellent progress on WITFOR 2005 which is being hosted by the Government of Botswana.

The programme for the event includes expert invited speakers, panels of IT Ministers and on Civil Societies and the Private Sector. Content preparation is being handled by a number of Commissions:

- Building the Infrastructure
- Economic Opportunity
- Empowerment and Participation
- Health
- Education
- Sustainable Natural Resources
- Agriculture
- Social and Ethical Aspects

Each Commission is being led by groups of co-Chairs representing governmental, IFIP and developing country interests.

The point of departure will be the Vilnius Declaration with an emphasis on common threads resulting in an implementable action plan. The threads include the issue of the fallacy of bridging the digital divide and why most attempts at bridging the divide have contributed to the widening instead of the closing of the divide. Commissions will also focus must be on what constitutes the root problem: that of the development of people through and by the use of information and communication technologies (ICT). The divide that has to be addressed is the divide between “technocentric” and “sociocentric” approaches. The Commissions will not be expected necessarily to carry out new research. Their task will be to gather, through their members and networks, available knowledge to develop such action plans. This will provide a vision of that will constitute the Gaborone Protocol.

The timetable for the preparations is as follows:

- **End of March 2004**
 - Closing date for submissions for Toulouse workshop(s)
- **End of May 2004**
 - Selection of papers for Toulouse completed
- **End of August**
 - Meeting with co-chairs (26 Aug)
 - Toulouse workshop(s) (27 Aug)
- **Period November 2004 – April 2005**
 - Other workshops in Central Asia, South America, Africa, Asia, Middle East and meetings with co-chairs
 - All or some Commissions
- **Period April 2005 – July 2005**
 - Meeting of all co-chairs in Botswana; final reports by end March
 - Development of a coherent set of implementable action plans
- **August 2005**
 - WITFOR 2005

Council ASKED the Secretary to make the slides used in the presentation available on the IFIP web site.

Council AGREED that an evaluation report of future WITFOR conferences should be made to the next GA.

The President reported that the Vilnius Declaration had been reported at WSIS but that the organisation and presentation of WSIS had been disappointing. In contrast the environment and exhibition were well presented. Two streams he had attended, including that where the Vilnius Declaration was presented, were disappointing. IFIP had not been very visible. IFIP was not regarded as a scientific body by ICSU where IFIP is an Affiliate. Consequently he could not predict what impact the Gaborone Protocol would have on WSIS in Tunisia. (See also Council Minute 3.6.5)

2.5. Technical Issues

2.5.1. Technical Assembly

Mr von Solms presented his report as Chairman of the Technical Assembly.

The chairs of TC-1, TC-3, TC-5, TC-8, TC-9, TC-10, TC-11, TC-12, SG-16 attended. TC-2 and TC-6 were represented by their vice-chairs. Apologies were received from TC-7 and TC-13.

a. Matters brought forward from last TA meeting

Responsibilities of National Representatives

A document had been drafted to describe the responsibilities of national representatives in a TC. This document was intended to be a guiding document for these representatives. TA was of the opinion that this kind of guideline will be very helpful. The TC-chairs have a second chance to send their comments to **Mr Olling**, its author. The revised document is to be submitted to GA in September. After completion, it may be necessary to amend the Statutes & Bylaws and/or Standing Orders.

Job descriptions of TC and WG chairs

Two documents had been drafted to describe the tasks and responsibilities for TC and WG chairs. Both documents had been accepted by TA. Further formalisation was not considered necessary. These documents would be available for inclusion in the letters of appointment for TC chairs (sent by the IFIP president) and for WG-chairs (sent by the TC-chair). The documents would be put on the IFIP website.

IFIP Schools

A proposal had been drafted to establish the "IFIP Summer School" as a new type of IFIP event. "Schools" are emerging in many different area and this type of event would be an excellent opportunity to involve young students in the work of IFIP and in this way create the volunteers of the future, besides adding value to the development of computer science and information technology.

The duration of the event would typically be one or two weeks. The IFIP proceeds should be very low because it would be aiming mainly at PhD students, e.g. €2 per day per participant. The issue of whether and how to publish papers or proceedings would have to be decided on a case by case basis by the organizers in consultation with the “parent” TC.

The successful Summer Schools organised by TC 9 were noted by members of TA.

Council AGREED to the proposal from TA for the establishment of such events with a minor change of the title to “IFIP School”.

The ideas for an IFIP Academy was to be pursued before the next meeting.

TC Funds

TA had agreed that **Mr Strous** will draft, in cooperation with **the Treasurer**, a revised set of guidelines and procedures for the use of TC-funds in order to clarify possible existing misunderstandings.

b. Strategic Issues

TC Updates on Activities since GA 2003

- TC 1. The TC report contained a remark concerning the revision of the statutes & bylaws with respect to the different types of membership of a TC. TC 1 encounters problems with the lack of voting rights for member category c. TA agreed that the TC chair should draft a proposal to be discussed at the next meeting.
- TC 5. In the report of TC 5 two specialist interest groups were mentioned (on Computer Aided Inventing and on Bioinformatics). These groups were supposed to report directly to the TC. The bylaws do not identify a body other than a Working Group that reports directly to the TC. A special interest group is part of a Working Group, a specialist group is a body on the same level as a TC. TC 5 will seek a practical solution for this formal problem. Mr Strous will consider whether the bylaws should be revised with respect to (sub)-bodies.

Discussion on the format of TC reports

The previous TC-6 chair had circulated the TC-6 Handbook. This could be used as an example by other TC’s. The contribution by the previous TC 6 chair on statistics reporting was briefly discussed. TA had noted that it might be an administrative burden, especially for WG’s but it could provide valuable information. For the moment no decision had been taken on this issue.

Council REMINDED TC Chairs of the importance of including attendance lists in their reports to GA.

New publication contract

TA had been given a brief update on the status of the contract negotiations. TA requested the negotiators to pay careful attention for the copyright issue.

Digital library

TA suggests that the Committee finalizing the Publication Contract includes this in their discussions.

Encyclopaedias

KAP has put forward a proposal to start a series of encyclopaedias in the fields of the TCs. The idea had been briefly elaborated. The TC Chairs asked for a more detailed written proposal which they could discuss with their TCs

*c. Management issues**Decisions concerning existing TCs*

- TC 1. Proposed to dissolve WG 1.5 on Cellular Automata and Machines. **Approved by TA.**
- TC 3. Proposed change in scope of WG 3.3 on Research (in education). **Approved by TA.**
- TC 5. Proposed new group on Bioinformatics. **Approved by TA to start this group.** The TC 5 chair will contact all TCs to check where, in this stage of the group, cooperation is already possible with others
- TC 12. Recirculated the aims and scopes of all its WGs. No objections with the exception of the group on Semantic Web. This group was not being proposed at this meeting. **All other WG's approved by TA.**

Decisions about events within the concern of TCs

The decision making process and selection criteria concerning WITFOR were briefly discussed. It was felt that some feedback and clarity with respect to these aspects would be a good idea. TA wished to see an extensive report on WITFOR given at Council.

Council ENDORSED this request. See Council Minute 4.4.3.

Mr Berleur questioned the “added value” of IFIP to events. **Council INVITED** TA to discuss this and bring forward proposals to GA.

WCC 2004

The WCC 2004 chair informed TA about progress. See Council Minute 4.4.1 for details.

WCC 2006

For this agenda item, **Mr Gottlieb** was invited to attend. The purpose was to give him an idea about the level of expected participation by TCs in WCC 2006.

In general there was great hesitation to participate on a TC level for a number of reasons. Some TCs were not keen, if not reluctant, to participate in WCC irrespective of the location. Some TCs have a conflict of timing with competitive conferences. Many TCs have great worries about the number of submissions and participants, due to the location and due to the perceived safety even if there are less safe places in the world statistically speaking. Some TCs do not have “TC-events” but only have WG events. Some TCs could not give a final yes or no before their next TC meeting (mostly in the first half of this year).

TA recommended that **Mr Gottlieb** work on alternative models for WCC 2006 as opposed to the model of co-located TC conferences. TA was more than willing to assist in this. TC Chairs that could not give a final yes or no at this meeting were requested to do so at the earliest moment possible. TC Chairs were asked to check with their working groups whether there was any interest from Working Groups in organising events as part of WCC 2006.

WCC cycle and TC involvement with WCC

The format and cycle of WCC and the TC involvement had been discussed at the TC-chair dinner. This topic was related to IFIP's strategy and the question of what added value IFIP and WCC gave to the community. It was agreed that the TC-chairs would draft a discussion document on this, to be discussed at the next meetings of TA, EB, GA.

Event Organising Software

AMB discussed event organizing support software and asks TA whether there is a need for IFIP to have its own system. TA is of the opinion that there is no need for this.

The forthcoming meetings below are those notified to IFIP Secretariat. Details of other activities are to be found on the relevant TC's web site.

2.5.2. TC 1 Foundations of Computer Science

2.5.3. TC 2 Software: Theory and Practice

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
WG2.7	11-13 July 2004	Tremsbuettel, Germany

2.5.4. TC 3 Education

TC3	July 2004	Cape Town, South Africa
WG3.6	2004	Netherlands

2.5.5. TC 5 Computer Applications in Technology

TC5	12-14 June 2004	Krakow, Poland
WG5.2	7-11 June 2004	Genova, Italy
WG5.3	7-11 June 2004	Genova, Italy

2.5.6. TC 6 Communications Systems

TC6	15-16 May 2004	Athens, Greece
	21-22 Nov 2004	Bangkok, Thailand
WG6.2	May 2004	Athens, Greece
WG6.3	May 2004	Athens, Greece
WG6.8	21-23 Sep 2004	Delft, Netherlands

2.5.7. TC 7 System Modelling and Optimisation

2.5.8. TC 8 Information Systems

TC8	26-27 August 2004	Toulouse, France
	17-19 Sep 2004	Oslo, Norway
WG8.3	June 2004	Prato, Italy
WG8.4	June 2004	Salzburg, Austria

2.5.9. TC 9 Relationship Between Computers and Society

TC9	5-6 June 2004	London, UK
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2.5.10. TC 10 Computer Systems Technology

WG10.4	3-7 July 2004	Sienna, Italy
	1-5 July 2005	Hakone, Japan

2.5.11. TC 11 Security and Protection of IP Systems

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

2.5.12. TC 12 Artificial Intelligence**2.5.13. TC 13 Human-Computer Interaction**

WG13.4	see WG2.7
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2.5.14. Report from Affiliate

Mr Stucky, CEPIS Past President, reported the launch of European Certificate of Informatics Practice (EUCIP). CEPIS continued to be heavily involved in ICT skills taking a leading position in various European bodies. CEPIS was keen to achieve closer links with IFIP's WG 3.4.

CEPIS' Special Interest Network on Legal and Security Issues had prepared a paper on the Retention of Data.

2.6. Standing Committee Reports**2.6.1. Publications Committee**

Mr Ralston, Chair of the Publications Committee, gave his report.

Request regarding list of all publications for 2003 including royalties

A list by TC of all publications notified for 2003 indicating the publisher had been prepared and was attached to his report. He reported that he had been informed that, other than for Kluwer, royalties are either not received or cannot be sourced currently.

Sales from Backlist – Kluwer only

Steady sales of the 256 backlist titles and sales of 8 frontlist titles published in the second half of 2003 combined to give a strong year for the IFIP book series published by Kluwer.

Sales for 2003 – Kluwer only

With 16 new IFIP titles, sales had been exceptionally strong in the first half of 2003, boosted by the 23 new titles published in the second half of 2002 (including 9 World Computer Congress volumes). As expected given the correlation between revenues and new titles published, revenues for the second half of 2003 declined, with only 8 new titles published. Nonetheless, total revenues for 2003 fell only slightly (less than 1%) from 2002, which saw 31 new IFIP titles published compared to just 24 new IFIP titles published in 2003. Unit sales were down just 1% from 2002 (7044 vs. 7115), thus indicating stronger sales per title.

Sales Cycle – Kluwer only

The number of titles published in 2003 vs. 2002 mirrors the cyclical nature of IFIP conferences, with a clear pattern evident in the number of titles published each year since 1998:

1998	32	
1999	24	
2000	23	(1 WCC volume published by KAP; others published by Chinese)
2001	23	
2002	31	(9 WCC2002 volumes published by KAP)
2003	24	
2004	29	(under contract or proposed to date)

2004 was expected to follow a similar cycle and produce an excellent year for IFIP.

Details of Kluwer Sales July – December 2003

Mr Ralston presented a summary of the results for the period July through December 2003, including new titles published, sales revenues and royalties earned for the last six months and for the year in total. He reminded Council that royalties earned by IFIP for the second half of 2003 would be paid by March 31, 2004, in accordance with our contract; thus, the Treasurer's Report did not yet show this as royalty income received.

- 8 books were published during the second half of 2003, bringing the total of 2003 IFIP volumes to 24. This seemed to be average for the years in between the biannual World Computer Congress (up one volume from 23 in 2001), though it was expected that this "off-year" number would grow significantly as Kluwer and Springer begin to merge.
- Revenues for IFIP titles totalled \$287,116.56 [€248,556.78] for the second half of 2003. 2003 year-to-date revenues for all IFIP titles totalled \$737,051.59 [€656,827.89]. While up 16.3% over 2002 revenues in US dollars (\$633,711), there was a decrease of less than 1% from 2002 revenues in Euros (€663,279). In comparison with the previous "off-WCC year", revenues had risen sharply from \$550,805 (€615,883) in 2001 to \$737,052 (€656,828) in 2003.
- Sales of 8 frontlist titles (published since July 1, 2003) accounted for \$110,689.93 [€95,824.28] of total second half revenues, and sales of 256 backlist titles (published prior to July 1, 2003) accounted for \$176,426.63 [€152,732.50] — 39% and 61%, respectively. IFIP proceedings still

seemed to have a longer shelf life than other similar conference proceedings.

- Royalties due to IFIP totalled \$44,628.13 (€38,634.48) for the second half of 2003, and \$117,268.50 (€104,548.35) for the year. In Euros, this showed a decrease of 6% from royalties of €111,203.74 for 2002, but an increase of 7% over royalties of €97,318.93 for 2001, again reflecting growth when seen in the context of the previous “off-WCC year”.
- Sales data by TC was included in the Publishers Report. For the year in total, TC6 led with total sales of €153,665, followed by TC3 with sales of €125,687, then by TC11, TC8 and TC5, with sales of €95,585, €83,116 and €72,658, respectively.
- Bulk sale revenues for IFIP titles totalled \$52,812.75 (€45,720.00) for the second half of 2003, and \$176,435.25 (€157,895.06) for the year in total. With only 24 titles published in 2003, vs. 31 in 2002, bulk sale revenues in 2003 were naturally down from 2002 bulk sale revenues of \$241,987.50 [€250,650.14], and were expected to be up significantly in 2004 with at least 29 titles under contract and/or proposed for publication in 2004, including at least 11 World Computer Congress volumes.

e-book offerings/sales

As Kluwer was aiming to aggressively expand e-book offerings, with all new books as of January 2004 simultaneously published as e-books, e-book revenues were expected to grow substantially.

Royalties and low bulk orders

The practice of attempting to accommodate wherever possible the needs of TC's/IFIP and Kluwer were met in publishing low bulk order proceedings had continued by using a variable royalty structure. In general it had been possible to reach agreement on these by using a lower initial royalty reverting to a full royalty once an agreed number of sales have been reached.

Publishing with other than the IFIP publisher

The TC's were very happy in general with the services being delivered by Kluwer. There still remained a number who choose to publish other than with the IFIP publisher. The Chairman offered to cite in the meeting some recent examples of curious decisions by TC's to publish other than with the IFIP publisher.

With the new contract nearing completion IFIP needed to ensure that the PC and Marketing Committee developed a brochure that re-enforced IFIP policy that TC should publish with the IFIP publisher. The brochure/education material should:

- demonstrate what value (e-publishing and linkages to the digital library) publishing under the current/new arrangement delivers to the TC as well as the IFIP community – especially member societies;
- identify the services and qualities the current/new publisher brings to the table;
- emphasise the quality of the publication;
- explain the marketing of publications that will take place and at what discounts;

- describe how it helps to build the IFIP brand as a quality and enduring brand in publication;
- explain what publishing mediums are available (paper, CD/DVD, audio, e-publishing, digital library) available and any associated issues (translations and so on);
- clarify bulk sales, pricing issues and revenue expectations.

WCC2004

Mr Ralston reported that Kluwer had signed a general letter of agreement with Messrs Laprie, Kurki-Suonio and Strous stating basically who will do what and when. In summary:

- Kluwer would publish 9 pre-conference volumes for the co-located WCC conferences, a volume for the topical sessions (distributed to all delegates), and a volume for the tutorials - all in hardcover, with the standard royalty and minimum 75-copy bulk order (and further reduced bulk prices for any order over 200 copies).
- Kluwer would also produce a softcover volume comprised of workshop summaries and the student forum, for distribution only at the WCC to the workshop and student forum participants.
- Kluwer would publish the proceedings for any of the workshops opting for a minimum bulk order of 50 copies (with the royalty exception to be negotiated). Currently 9 workshops (+ pre-WITFOR workshop) were planned. It appeared that the workshops would all publish post-conference volumes.
- Kluwer would create and reproduce a CD-ROM comprising all the conference proceedings, topical sessions and tutorials, workshop summaries and student forum report. This would be distributed to all delegates.

Mr Ralston reported that he understood that Mr Strous would be putting together the proposals for each of the volumes, with input from the chairs and editors. As the proposals were finalized the standard IFIP-Kluwer contracts would be prepared.

Mrs Lambert gave the detailed report from KAP. She reviewed the royalties paid to IFIP reviewing the performance of individual TCs. She was pleased to report that the latest royalty payment had included electronic royalties for the first time.

The TC3 journal Education and Information Technology had come 8th out of 115 journals measured by numbers of hits on the KAP web site.

The President asked that TC Chairs ask everyone involved to minimise delays in signing of book contracts.

The President gave an update on the negotiations for a new publications contract. Six bids had been received and two publishers shortlisted including “new” Springer – the result of the merger of KAP and Springer Verlag. The merger had delayed the start of negotiations. Nonetheless he hoped to be able to sign a new contract in mid-May.

2.6.2. AMB

Mr Schlamberger presented the AMB report.

Event organising software had previously been identified as of interest within the IFIP community. The AMB chairman would be writing a paper for discussion at AMB. See also Minute 4.5.1 “Event Organising Software”.

He presented the Event Facilitator’s report in her absence for the period September 2003 – February 2004. He noted that the low number of events shown for 2004 was probably due to under-reporting by TC chairs.

In September 2003 (GA Vilnius) there were 65 registered events for 2003 and the end of the year showed a total of 72, compared to 85 at the end of 2002.

As per now there are 30 registered events for 2004 and 1 for 2005. The statistics presented are given below.

Total event proceeds for 2003 were about €71,656. (CHF 9,117 plus €65,856). In 2002 IFIP generated €75,445. The preview for 2004 shows €1.568 for the time being.

Royalties received during 2003 from Kluwer for the 2nd half 2002 were €71,433.63 and the 1st half of 2003 generated €65,913. As usual, the 2nd half 2003 will be credited during 2004.

IFIP Events / Sponsorship Statistics

	TOTAL	CO-	JOINT	OTHERS
2000	78	22 28.21%	4 5.13%	0 0.00%
2001	64	19 29.69%	2 3.13%	0 0.00%
2002	85	32 37.65%	2 2.35%	0 0.00%
2003	72	30 41.67%	2 2.78%	0 0.00%
2004	30	11 36.67%	2 6.67%	0 0.00%
2005	1			

Figures reported to Council 2003

	TOTAL	CO-	JOINT	OTHERS
2000	78	22 28.21%	4 5.13%	0 0.00%
2001	64	19 29.69%	2 3.13%	0 0.00%
2002	85	32 37.65%	2 2.35%	0 0.00%
2003	40	16 40.00%	1 2.50%	0 0.00%
2004	2	0.00%	0.00%	0.00%

ROYALTIES KLUWER Jul-Dec'02		ROYALTIES KLUWER Jan-Jun'03	
IFIP	€ Royalties	IFIP	€ Royalties
TC	By TC	TC	By TC
1	3,212.94	1	607.98
2	3,854.21	2	3,508.83
3	11,878.90	3	12,209.50
5	9,764.39	5	3,854.33
6	18,823.86	6	20,220.58
7	117.52	7	370.04
8	10,065.20	8	9,292.55
9	2,735.97	9	660.02
10	3,665.54	10	882.74
11	2,789.78	11	10,199.32
12	2,179.22	12	686.37
13	2,346.10	13	246.11
		SG16	3,119.34
Other	0.00	Other	56.16
Sum	71,433.63	Sum	65,913.87
UBS rec'd	16,220.23	Rec'd	65,888.87
Bank fee	10.00	Bank fee	25.00

Mr Schlamberger concluded by reporting that the Presidents of IFIP and CEPIS were to be invited to the next meeting of IT STAR.

2.6.3. DCSC

Mr Khakhar gave a brief report from the committee. They were pleased to note the excellent progress on WITFOR 2005 reported in Minute 4.4.3.

He reported on the proposed IFIP Academy which would provide high quality courses organised under the IFIP umbrella. A trial was to be held with the Korean Agency for Digital Opportunity (KADO).

Mr Puigjaner asked that the DCSC maintained links to WGs 9.4 and 6.9 which were both concerned with developing countries.

2.6.4. Marketing Committee

Mr Laprie presented the committee's report.

He introduced three suggestions for a new IFIP logo. After discussion **Council SELECTED** one for display on the IFIP web site for comment. If the reception was generally favourable it would be unveiled at WCC2004.

The committee also put forward proposals for a new strapline for IFIP. After discussion **Council AGREED** on "The Leading Edge of Information Technology".

A poster introducing IFIP's work was displayed and received a warm welcome. It was suggested that the text might include the aggregate membership of the member societies. It was also noted that IFIP used "European" spelling. It was planned to make the poster available for use at conferences together with the IFIP leaflets.

The committee pointed out that the IFIP presentation slides needed to be redesigned. They were also seeking free publicity in member society journals.

Other work was in hand to increase the involvement of students. Consideration was being given to establishing a student committee to meet in conjunction with WCC and WITFOR together with a prize for the best student paper at WCC.

The Publications Committee was asked to look at whether opportunities existed for the creation of new IFIP archival journals or magazines.

2.6.5. UN Liaison

During the first half year as IFIP UNESCO Liaison Officer, **Mr Bollerslev** reported that he had had a number of contacts with UNESCO and other organizations with relation to UNESCO. The co-operation between IFIP and UNESCO seems to grow stronger and stronger. Also UNESCO shows a growing tendency to involve IFIP related people in the organization's projects, not only because they are well known experts but also because of their IFIP connection. However, he admitted that this was a personal perception which

he had got from conversations with UNESCO officials, he had no written evidence.

WSIS

The WSIS took place in Geneva in December 2003. People connected with IFIP were heavily involved in the preparations of WSIS as well as in the running of the event itself. Wherever you went in this 16000 participant event you met IFIP'ers.

One of the events at WSIS where IFIP was especially visible was the Round Table Discussion: "Towards Knowledge Societies; Education and Knowledge Societies", organized by the UNESCO IITE. The Chairman of the Round Table was an IFIP person, about 50% of the presenters were IFIP'ers, amongst them the President and two former Presidents of IFIP (and yet another former President was in the audience). A document expressing the participants' agreement to a number of principles and recommendations was adopted at the end of the event and circulated within the UN system.

The number of attendees at this Round Table was a clear sign of the success of the event. This should give IFIP a very good opportunity to go further with the work, in the framework of the next step of the World Summit.

UNESCO NGO Conference

This conference took place in the UNESCO headquarters in Paris in December 2003. 140 NGOs were represented at the conference. Very few of them seemed to have strong interests in Information and Communication Technologies.

The Director-General of UNESCO, Koïchiro Matsuura opened the conference and the Peace Nobel Prize Winner 2003, Mrs. Shirin Ebadi (Iran) gave an opening keynote. Again IFIP was mentioned for its good work when the President of the NGO Liaison Committee, Mrs. Monique Fouilhoux, in her opening speech said that the NGOs should show more interest in and benefit more from collective reflections and reactions. She quoted the report from the "UNESCO IITE **IFIP** Round Table" at WSIS. Issues of ICT were not really in focus at this conference. **Mr Bollerslev** reported that he participated in Round Tables on "Cultural Diversity" and "Human Rights" without finding really good opportunities for adequate interventions on ICT issues. The hottest discussions took place in a Workshop on "Common good and future generations: which role for the youth?".

Even if ICT was not the issue in focus at the conference **Mr Bollerslev** found it worthwhile participating and he imagined that in the future IFIP may benefit from being an active and visible member of this forum.

UNESCO IITE High Level Seminar

The UNESCO IITE has invited a number of experts from IFIP to participate in a team which runs the so-called High Level Seminars around the world. This has so far happened three times with seminars in Moscow, Bangkok and

Bucharest. The High Level Seminar is held for decision-makers and policy-makers from a region.

The aims of a seminar are:

- Address the new questions raised by ICTs in education;
- Share views and experiences from different countries;
- Observe the world tendencies in the field;
- Establish state core principles, which have to be taken into account in Educational Policies;
- Provide ideas for action plans, and recommendations;
- Help the participants in designing national and local educational policies in the sphere of ICT application.

The participation and input from the IFIP'ers have been very much appreciated.

IFIP TC3 and IITE

Mr Bollerslev told Council that currently a possible formal co-operation between IFIP TC3 and UNESCO IITE is being discussed and negotiated. The negotiations might end up with a Memorandum of Understanding which in its implementation might lead to a close co-operation in holding conferences, symposia, workshops and training sessions as well as co-operation in the preparation, printing, translation and publication of studies and references dealing with ICTs in Education.

Co-operation with other organizations

During the activities related to the IFIP-UNESCO collaboration **Mr Bollerslev** reported that he had met colleagues from other agencies who showed interest in a closer relationship with IFIP. This will be investigated in the future. The two most interesting parties in this connection seemed to be the Club of Rome and the Joint Programme Commission on Communication and New Technologies. Both parties were interested in getting involved in IFIP WITFOR 2005 and the IFIP activities in relation to WSIS 2005 in Tunisia.

Mr von Solms asked if Mr Bollerslev could encourage UNESCO to become more closely involved in WCCE 2005 in Cape Town and thus obtain visibility in southern Africa. **Mr Bollerslev** agreed to try.

2.7. Future Meetings

The Secretary was requested to try to arrange for EB to meet during WCC so that delegates would only need to extend their stay in Toulouse by three days. *(EB subsequently agreed – this is reflected in the dates below)*

2004	GA	August 26 th – 29 th following WCC 2004, Toulouse, France
2005	Council GA	February 26 th – March 1 st , Korea September, Gaborone, Botswana following WITFOR
2006	Council GA	March, Open for Invitations September following WCC 2006

2.8. Closing of Meeting

The President thanked KAP for donating their book display to our hosts who will make them widely available.

He said that he had never enjoyed being in a prison so much before. He congratulated the hosts on the very fine weather in Cape Town and thanked them for inviting all the delegates to the dinner and wine tasting at Groot Constantia.

The President closed the meeting by again thanking our hosts for their hospitality and everyone present for their contributions. He wished them all a safe journey home and formally declared the meeting closed.