

Minutes of the General Assembly Meeting

8 - 9 September 99, Petaling Jaya, Malaysia

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1 ACTION LIST

IFIP General Assembly, 8 - 9 September 99, Petaling Jaya, Malaysia

WHO	WHAT
All	Refer to C 99 and GA 99 Action Lists and Minutes and follow-up on all outstanding commitments
All	Mark in appropriate way during the year 2000 the 40 th Anniversary of IFIP
All GA reps., TC and WG Chairs	Continue to revise TC (and WG, resp. by TC and WG Chairs) membership, consider new nominations and advise Secretariat of changes in membership including contact information as soon as they occur
All Member Societies	Establish more visible links to the IFIP URL and to the IFIP Congress 2000 homepage. Promote IFIP WCC 2000
Member Societies in Arrears	Initiate prompt action for the payment of outstanding dues
EB	Consider new forms for interaction between IFIP and its member societies; review member society reports and discussion on strategic planning for further actions
EB	Propose to Council 2000 a new scheme for the organization of GA and Council meetings to permit more input from GA representatives and to be issues-oriented
EB	Send out invitation for nominations for the 4 th Auerbach Award
EB	Ensure that an invitation for Congress 2004 bids is sent out soon after GA 99
EB, AMB	Consider the establishment and the mechanism for a Risk fund for IFIP Events
EB, Treasurer	Revise scheme for sharing proceeds with TCs involved in the organization of Conferences as a part of the IFIP Congress and report to Council 2000
EB, PC	Develop a proposal for an IFIP Digital Library project
EB, DCSC	Consider DCSC proposal to introduce a new decreased level of membership dues for societies from very small developing countries
FC, Treasurer	Provide itemized breakdown of recent Congress expenditure to facilitate comparisons with current and future proposals
Congress OC and IPC Chairs	Ensure that written reports are presented to Council 2000 with detailed budget. Ensure regular updating of Congress 2000 web sites
TA, TC Chairs	Consider interaction between TCs and WGs on emerging "hot issues" such as Electronic Commerce
PC	Proactively assert IFIP's Publication Policy
PC	Oversee publication of the Congress 2000 proceedings with CIE
DCSC	Promote the voucher scheme for DC participation in IFIP activities
MC	Develop an IFIP Marketing Strategy. Finalize the design and arrangements for the printing of "That is IFIP" and the policy for accepting advertisements
SBC	Resubmit the SBC report in time for GA 2000 approval
TC and WG Chairs	Inform Member societies of countries in which business meetings are planned and invite the respective GA representatives to attend these meetings.
TC and WG Chairs	Encourage members to report to their societies about TC and WG activities

All Budget holders, Treasurer	Assist IFIP's cash flow management by more precise estimates of expenses and income during 2000
TC Chairs	Provide attendance statistics in Council and GA reports
TC and WG Chairs, IFIP Secretariat	Ensure that the forms for all IFIP Events are processed and recorded in the Events database
IFIP Secretariat	Continue to remind of the IFIP URL and the availability of online information and documents
Nedkov, Hayden	Keep track of duties and activities of the Event Facilitator and prepare a short report to Council 2000

2 ATTENDANCE LIST

IFIP General Assembly, 8 - 9 September 99, Petaling Jaya, Malaysia

Members Present

Australia & SEARCC	P. Ralston	
Belgium	R. de Caluwe	
Brazil	R. Reis	
Bulgaria	K. Boyanov	
Canada	G. Boynton	
China	Q. Wang	
Denmark	P. Bollerslev	President
Finland & TC2 Chair	R. Kurki-Suonio	
France & TC10	J.-C. Laprie	
Germany	K. Brunnstein	
Hungary	C. Gergely	
India	S. Ramani	
Ireland	D. Dolan	
Japan	T. Miura	
Malaysia	S. Masduki	
New Zealand	A. Mason	
Portugal	J. Granado	Vice-President
Singapore	A. Siow	
S. Africa & TC11 Chair	B. von Solms	
Spain	A. del Moral	
Sweden	D. Khakhar	Treasurer
Switzerland	K. Bauknecht	Past President
Syria	B. Mounajed	
Thailand	S. Charmonman	
UK & CEPIS	R. Johnson	Secretary-Elect
US based ACM	R. Aiken	Vice-President
US based IEEE CS	B. Shriver	
IAPR (Aff. Member)	R. Kasturi	
Individual Member	G. Morris	Secretary

Members represented by Proxy

Austria	W. Grafendorfer	(proxy to K. Bauknecht)
Czech Rep.	J. Dolezal	(proxy to P. Bollerslev)
Italy	G. Sacerdoti	(proxy to P. Bollerslev)
Norway	A. Berre	(proxy to P. Bollerslev)
Poland	Z. Bubnicki	(proxy to P. Bollerslev)
Slovenia	N. Schlamberger	(proxy to K. Bauknecht)

TC Chairs Present

(in addition to those listed above)

TC 3	B. Samways
TC 6	A. Casaca
TC 7	P. Kall
TC 8	B. Glasson
TC 9	J. Berleur
TC 12	B. Neumann
TC 13	J. Hammond

Observers Present

Past President	A. Goldsworthy
China/WCC2000	M. Zhou
China/WCC2000	X. Li
China/WCC2000	S. Jiang
Japan	M. Yoshizawa
Kluwer	Z. Rolnik
Kluwer	Y. Lambert
Malaysia	R. Kumaseelan
Youth Forum	P. Pfannes

IFIP Secretariat

P. Nedkov	Executive Director
D. Hayden	IFIP Secretariat

Regrets

Hon. Member	P. Bobillier	
Hon. Member	A. Melbye	
Hon. Member	A. Rolstadas	
Hon. Member	B. Sendov	
Hon. Member	R. Tanaka	
Hon. Member	H. Zemanek	
Ind. Member	J. Rosenfeld	
Albania	N. Fracheri	
Greece	S. Katsikas	
Israel	M. Gottlieb	
S. Korea	S. Park	
Netherlands	A. Melief	
Slovakia	I. Privara	
Iceland	A. Kristjansdottir	
Tunisia	M. Miled	
Argentina (Corr. M.)	C. Berdichevsky	(represented by R. Reis)
TC 1	G. Ausiello	
TC 5	G. Doumeingts	
CLEI	R. Cardoso	
INFORMS	M. Saltzman	

3 IFIP GENERAL ASSEMBLY MEETING

8 - 9 September 1999, Petaling Jaya, Malaysia

3.1 Call Meeting to Order

The President opened the General Assembly meeting and welcomed all GA representatives and invited observers. He was thankful to the local hosts, the Malaysian National Computer Confederation (MNCC), for the local hospitality and was grateful to Mr. S. Masduki, Malaysian GA representative to IFIP, and to the other MNCC officials and representatives who have assisted the organization of the IFIP meetings in Malaysia.

Mr. R. Kunaseelan, Vice-President of MNCC, welcomed the IFIP General Assembly and said that MNCC is honored to play host of such an important meeting. He spoke about MNCC and its activities. One important activity related to GA is a conference organized in cooperation with IFIP on Information Technology, 9 - 11 Sep 1999. All GA participants were invited to take part in the Opening Ceremony. He wished successful deliberations and a pleasant stay to all GA 99 participants in Malaysia.

Mr. Bollerslev thanked Mr. Kunaseelan for his welcome remarks and introduced the newcomers to an IFIP General Assembly:

Mrs. R. de Caluwe, GA representative of Belgium

Mrs. Q. Wang, new GA representative of China

Mr. K. Brunstein, new GA representative of Germany (attending GA in this capacity for the first time)

Mr. R. Aiken, GA representative of ACM (attending GA in this capacity for the first time)

Mr. B. Shriver, GA representative of IEEE CS (attending GA in this capacity for the first time)

Mr. R. Kasturi, new representative of IAPR (Affiliate member)

Mr. S. Jiang (China), Congress 2000 OC

Mr. Z. Rolnik, representative of IFIP's Publisher

Mrs. Y. Lambert, representative of IFIP's Publisher

Mr. P. Pfannes, representative of the Youth Forum

The President thanked all participants for coming to Malaysia for the meetings and for their support to IFIP.

3.2 Attendance, proxies and apologies

The Secretary announced the GA attendance, proxies and apologies (please refer to the Attendance List). Currently, 40 IFIP Members have voting rights. Representatives of 25 Full Members were in attendance and another 6 Members were represented by proxy.

Quorum - **20**

Present and proxies - **31**

In addition, 10 of the 12 Technical Committee Chairs were present.

Mr. Morris advised that the attendance makes it possible for General Assembly to proceed with its work. All representatives leaving the conference room were requested to consider giving their proxy to someone in attendance as there would be elections and other agenda items, which require voting.

3.3 Approval of Agenda

General Assembly unanimously **ADOPTED** the Agenda.

3.4 Approval of Minutes

3.4.1 GA Budapest 98

General Assembly unanimously **APPROVED** the Minutes of the GA 98 meeting in Budapest.

3.4.2 Council Goa 99

Council members unanimously **APPROVED** the Minutes of the March 99 Council meeting in Goa, India.

3.5 President's Report

Mr. Bollerslev referred to his written report and said that following the recommendation of the Council meeting in Goa regular updates and reports were sent out electronically to IFIP's Members and GA representatives. This has generated additional visibility to IFIP's activities.

The President referred to the Member Societies' Forum and was hopeful that it would help IFIP Members utilize the opportunities a membership in IFIP offers. SADIO of Argentina has submitted an application to be reinstated to Full Member and IAT, the Turkish Computer Society, has applied for Corresponding Membership. Estonia, Romania and Malta also showed interest in membership. **Mr. Bollerslev** has written to the Presidents of two IFIP Member Societies, the Greek and the Irish, pointing out that they have not paid their dues for a number of years. Both have responded positively informing IFIP that they will make arrangements to meet their membership obligations.

IFIP will celebrate its 40th Anniversary during the Year 2000 and there will be an event in conjunction with the IFIP March Council Meeting in Washington D.C., USA.

Mr. Bollerslev was pleased to report that many top-class IFIP events were organized and there were cooperative initiatives with other international bodies. UNESCO should be pointed out and the IFIP Executive Director and Liaison Officer was very instrumental in promoting the IFIP image and IFIP's interests in the framework of UNESCO. An IFIP/UNESCO Modular Curriculum in Informatics is being developed with the financial assistance of UNESCO. In relation to the Harmonization Project, a Memorandum of Understanding and a draft Commercial Agreement was negotiated with the International Standards Organization.

The preparations of IFIP's WCC 2000 in Beijing are proceeding well. Serious work is pending with respect to the selection of papers and other program related matters but **Mr. Bollerslev** was confident that Congress 2000 in Beijing will be a high quality IFIP Event with a Chinese flavor. Preparations for WCC 2002 in Montreal are also in progress and bids to host WCC 2004 will be invited soon after GA 99.

There are many other positive developments and issues that will be reported under the various Agenda items.

Finally, **the President** wished to thank his EB colleagues and GA representatives for their support.

He extended his grateful thanks to **Mr. Nedkov** and **Mrs. Hayden** for their hard and efficient work for IFIP at all times which made his life as IFIP President so easy.

3.6 Secretariat

3.6.1 Secretary's Report

Mr. Morris drew attention to his report and reminded that there were 40 Full Members with voting rights. The membership of 4 Full Members was suspended.

IFIP's offer to the Academy of Belarus for membership was withdrawn as they have failed to satisfy the admission criteria. Belarus, however, is not in debt to IFIP and can reapply. The Computer Society of

Zimbabwe resigned from Full Membership and submitted an application for Corresponding membership as of 1 January 1999. This was provisionally approved by EB but needs formal approval by GA.

The Societies of Albania, Greece, Ireland and Russia have suspended membership and face potential expulsion at the end of 1999. They were all advised of the precarious state of their Membership and of their debt to IFIP. The Greek and the Irish Computer societies responded encouragingly.

The **President** said that there was some feedback from Albania and Russia that they were searching for ways to pay their outstanding dues. **Mr. Bollerslev** felt that this might stretch over the period allowed by the IFIP's S&B. Should that happen he proposed a "freeze" of their membership until they pay back their accumulated debt. This will allow them to resume IFIP activities in future without the turbulence of reapplying.

General Assembly **AGREED**.

The Secretary reported that the Philippine Computer Society, an IFIP Associate Member, faced expulsion at the end of 1999 for outstanding dues for more than 3 years.

Since this was his last report as Secretary, **Mr. Morris** wished to briefly comment on the substantial changes that have occurred during the last 6 years. IFIP was well served for many years by Ms. Roberts and her colleagues in Geneva. Soon after Mr. Morris was elected as Secretary a decision was made to move the Secretariat to Laxenburg. This coincided with the retirement of Ms. Roberts and with the appointment of Mr. Nedkov.

One extremely important assignment was to work on a new information and communication platform in parallel to the smooth running of all administrative matters. **The Secretary** wished to pay tribute to Plamen Nedkov for keeping all the balls in the air during that period while a shop was being set up in a new country. IFIP was also fortunate that Dorothy Hayden joined the Secretariat.

Currently, the Secretariat was an efficient administrative machine, but more importantly, it was also the hub of an effective communication and information network that helps promote IFIP and its activities to a worldwide audience. **The Secretary** is indeed grateful to Plamen and Dorothy for all their hard and efficient work and for helping to make his job a pleasure rather than a burden. At the Council meeting in Goa it was decided to widen the responsibilities of the Secretariat. A part-time administrative assistant was recruited and will join the Secretariat soon after GA.

Messrs. Bollerslev and Aiken thanked the Secretary for his hard work and said that it was rewarding to work with him.

3.6.2 Executive Director's Report

Mr. Nedkov was grateful to the Secretary for his kind words with regards to the Secretariat. Mr. Morris has acted as a mentor, a colleague and a friend and **the Executive Director** hoped that such pleasant and helpful relations would continue to be maintained with the incoming Secretary.

Looking back, **Mr. Nedkov** reported that the GA 98 and Council 99 Minutes were produced and distributed soon after the respective meetings. All known changes in the IFIP lists were updated and uploaded on the web. TC Chairs were consulted on additional membership changes and on the basis of TC and WG responses the IFIP Information Bulletin was prepared and published. The Secretariat was actively involved in the management process of IFIP Events and Publications. A series of difficulties were encountered in the transition from C&H to Kluwer in late 1998, which required a stronger involvement on the part of the Secretariat.

1998 and 1999 continue the successful financial trend set in 1995 and the Secretariat is proud to be associated and supportive. The Secretariat will commemorate in a modest way its 5th Anniversary in Laxenburg.

Following the Goa 99 Council Meeting, **the Executive Director** and Mrs. Hayden initiated actions to implement the decision related to event facilitation. An assessment was carried out on what is currently being done and what should be implemented. A part-time administrative assistant was recruited and will start work in October 99. Dorothy will help with training and then will devote more time to activity management.

Ms. Hayden reported that in early 99 there were very few IFIP events in the Calendar but that significant progress was made since Council 99 in Goa and that the current year will again be successful. She was working closely with TC and WG Chairs and event organizers and there were some positive results - the number of events and the generated proceeds during 1999 will be comparable to previous years of best performance. Some other developments to be reported have to do with the following:

WG Chairs: Efforts were made to maintain closer contact with WG Chairs in order to establish stronger bonds on matters related to activity management.

Editors' List: A list of Member Society editors is now available with the intention to promote IFIP activities.

Promotion channels: Contacts are in the process of development with several external institutions, such as ICCA, World Meetings Publications and other, so as to promote and advertise IFIP events.

Advisory functions: Event organizers are advised by the Secretariat on matters related to event organization including issues related to event insurance, event publicity, assistance in completing the forms, etc.

Congress publicity: GA should be aware of the efforts made by the Secretariat in promoting IFIP Congress 2000 in Beijing.

Messrs. Aiken and Nedkov urged TC Chairs to exercise caution in this transition period. They should not adopt an attitude that the Event Facilitator will immediately solve all issues related to the processing and organization of IFIP events. Such an attitude will have a negative impact. It should also be noted that TC and WG Chairs continue to have a major responsibility to oversee the management of their respective events in conformity with IFIP's Event Approval Guidelines.

Finally, **the Executive Director** was pleased to report that the IFIP Internet Hub and Gateway was with a fresh design and with improved access to various sources of information. The traffic to the IFIP URL has more than doubled in the course of this year which shows that there is increasing value in the site as a medium for promoting IFIP's Membership and activities.

3.7 Executive Board Meeting Report

Messrs. Bollerslev and Morris said that EB met on 5 September and reviewed issues related to publications, the IFIP Secretariat, UNESCO, congresses, industry, structure of future GA/Council meetings and other items. EB's recommendations will be conveyed in detail under the respective agenda items.

Mr. Bollerslev said that soon after this GA IFIP Full Member society presidents will be invited to submit nominations for the 4th IFIP Auerbach Award. Details will be provided in the letter of invitation.

Mr. Morris drew attention to EB's nomination of Mr. Ashley Goldsworthy for Honorary Member. Mr. Goldsworthy has a long and outstanding career in IFIP and a summary of his IFIP activity was available under item 3.24 of the GA Budapest 98 Minutes.

General Assembly voted on the nomination:

A. Goldsworthy ELECTED as Honorary Member

3.8 Elections

3.8.1 Vice-Presidents

The Secretary recalled that the Nominations Committee for Officers had nominated Messrs. Grafendorfer and Miura and there were no further nominations from the floor.

W. Grafendorfer (Austria)	RE-ELECTED* 1999/2002
T. Miura (Japan)	ELECTED* 1999/2000

* Elected by DECLARATION (number of nominations equals number of vacancies)

3.8.2 Trustees

The Secretary informed that Mr. P. Ralston was nominated from the floor in addition to the 4 nominations of the Nominations Committee for Trustees.

R. Reis (Brazil)	RE-ELECTED 26 votes 1999/2002
G. Boynton (Canada)	ELECTED 36 votes 1999/2002
K. Brunstein (Germany)	ELECTED 32 votes 1999/2001
Q. Wang (China)	ELECTED 31 votes 1999/2001
P. Ralston (Australia)	NOT ELECTED 20 votes

3.9 Congresses

3.9.1 Final Report WCC 98

Mr. Gergely presented on behalf of the OC Co-chairs the final report of Congress 98 which was jointly held in Vienna and Budapest. There were some very slight deviations in the previously reported figures but attendance figures remain unchanged (for details please refer to item 3.7.1 of the Goa 99 Council Minutes). The overall Congress expenses were CHF 1,073 K and the total income, including subsidies, amounted to CHF 1,191 K. The Organizing societies made a surplus to the extent of CHF 118 K which partially offsets some of the costs of NJSzT and OCG with respect to staff, infrastructure, etc.

3.9.2 WCC 2000 IPC and OC

Mr. Li referred to a PowerPoint presentation and wished to inform GA of some developments further to his report at Council 99 in Goa. The Congress schedule was now available and distributed with the Call for Papers and Announcement.

The following related events are planned:

- Youth Forum
- Pioneers' Day
- Chinese students IT competition
- Industry exhibit

Mr. Berleur wondered whether the IPC were in touch with the WG 9.7 Chair with respect to the Pioneers' Day. Mr. Li confirmed.

The International Program Committee is currently looking into a list of possible Keynote and invited speakers and hopefully the selection will be made soon. There will be up to 4 Keynote Plenary speakers.

Mrs. Hammond thought that it is essential to have more women nominated as speakers. Mr. Neumann wondered how invited speakers were selected. Mr. Li explained that only "keynote" speakers are envisaged for plenary sessions. Each of the 8 conference sessions will have 2 "invited" speakers.

The Congress had received top level attention in China. It has an IEEE CS “in-cooperation” arrangement and promotional materials will appear in the October issue of “Computer”. The two Congress 2000 websites at <http://www.wcc2000.org> and <http://wcc2000.pku.edu.cn> are updated. 16000 copies of the CfP were sent out to all IFIP Member societies, bodies and individuals. Thousands of copies were distributed to other organizations and at international events.

Mr. Aiken stressed the importance of having the Congress web sites constantly updated.

The first group registration was made by Mr. G. Boynton, Canadian GA representative. The IPC and the OC count on the assistance of all IFIP member societies in promoting Congress 2000. Some target figures for Congress participation were set and these include 650 participants from Asia and Australia, 350 participants from North America, 500 from Europe and 1400 participants from China. **Mr. Gergely** wished to know whether projections are made for the financial outcome of the Congress and **Mr. Li** said that the OC has developed several schemes.

Finally, **Mr. Li** said the Lottery for a free Congress 2000 registration was very successful with 75 submissions out of which 51 were with correct answers. Given this interest all 75 participants would be qualified to take part in a second draw during the Congress.

[The draw for a free registration was conducted immediately after the Congress 2000 report and the winner was **Prof. G. Mauri (Italy), Chairman of WG 1.5**]

Mr. Pfannes informed GA that he had a meeting with the Chinese representatives and there was agreement to have a Youth Forum at Congress 2000 similar to the one during the Congress in Budapest and Vienna. He hoped IFIP’s Member societies would support the participation of young people from their countries in the Youth Forum meetings in Beijing.

3.9.3 WCC 2002

Mr. Bollerslev was pleased to announce that he appoints Mr. Jan Wibe as Chairman of the International Program Committee for the 17th IFIP World Computer Congress. Mr. Wibe chairs WG 3.6 and has served on previous International Program Committees for IFIP World Congresses.

Mr. Boynton said the Congress OC is full of enthusiasm. He invited all GA representatives who wish to assist the promotion of Congress 2004 and act as "Congress Ambassadors" to get in contact with him so as to explore possibilities.

Mr. Berleur said he had formally requested that a general-interest common session for interaction between technical areas, which fall within the TC9 scope, is included in the Congress program. **Mr. Nedkov** reminded that TC 1 had made a request for a theoretical track and **Mr. Neumann** considered that an early Congress schedule would be useful to all.

3.9.4 General

Mr. Bollerslev informed that the two-year congress cycle would continue. An invitation for Congress 2004 bids will be sent out soon after GA 99. One problem was that the Congress Guidelines were outdated. Mr. Goldsworthy has contributed a set of comprehensive notes and these were currently being reviewed. Once this is done the invitations will be sent out.

3.10 Treasurer’s Report

Mr. Khakhar reported that the 1998 audited accounts were considered by Council 99 and are now presented for final approval by GA 99.

The 1998 Result, after amortisation and depreciation according to approved policies and after Special Funds Provisions, was a surplus of 156,808 CHF, which was in accord with his forecast of CHF 150 K at GA 98 in Budapest. Compared to 97, the 98 Result shows approximately the same Income level without accounting for the appreciation of 59 K CHF of the portfolio investment while expenses had slightly increased (not considering the write-off of 53 K CHF for Congress 96).

The Final Result, after Special Funds Provision of 83 K CHF, was an increase in IFIP's General Fund by 156 K CHF.

Key figures for the last five years were:

<i>(Amounts in K CHF)</i>	<i>1998</i>	<i>1997</i>	<i>1996</i>	<i>1995</i>	<i>1994</i>
<i>Income</i>	<i>621</i>	<i>570</i>	<i>646</i>	<i>606</i>	<i>513</i>
<i>Expenses</i>	<i>380</i>	<i>327</i>	<i>345</i>	<i>447</i>	<i>576</i>
<i>Result</i>	<i>240</i>	<i>243</i>	<i>300</i>	<i>159</i>	<i>-63</i>
<i>Assets</i>	<i>2372</i>	<i>2156</i>	<i>1889</i>	<i>1520</i>	<i>1380</i>
<i>Liabilities</i>	<i>189</i>	<i>138</i>	<i>126</i>	<i>58</i>	<i>77</i>
<i>Funds</i>	<i>2182</i>	<i>2017</i>	<i>1763</i>	<i>1462</i>	<i>1303</i>

The **Total Income** of 621 K CHF was much better than the budgeted 571 K CHF. Income from Return on Assets, managed by SBC London since 1990, was 91 K CHF. However, this figure included a difference of 58 K CHF between book value and market value of the portfolio investment and the legal practice in Austria did not envisage accounting for profits without sales. IFIP's practice was to show both appreciation and depreciation on the income side. Dues from Members were below budget. Royalties from Publications decreased by 45 K CHF, or 22%, to 162 K CHF. Proceeds from TC Events remained at the level of 1997. Following a GA 98 decision, 50% of the guaranteed proceeds of 100 K CHF from Congress 96 were written-off.

Total Expenses were 380 K CHF or 27% below budget. This was due to savings in communications expenses, administrative and technical support. The total Secretariat expenses for 1998 were 271.5 K CHF, which was below the allocated budget.

Expenses of the 12 Technical Committees were in total 53% below the budgeted amount and show considerable variations. 9 TCs had positive TC Fund balances available for 1998, and 2 TCs spent part of this balance during 1998. 8 TCs increased their Funds balance during 1998 while 2 TCs decreased it. For 1999, 11 TCs have positive Fund balances available, totalling 417 K CHF. The Technical Support expenses were 15 K CHF or 70% below the budget relating to AMB, TA and DCSC. The Special Activities Fund, which was created at the request of GA 97 for initiating new activities, increased by 58 K CHF to the amount of 89 K CHF.

The Final Result, after Special Funds Provision of 83 K CHF, was an increase in IFIP's General Fund by 156 K CHF, or 10%, to 1,656 K CHF. With this concluding remark Mr. Khakhar moved GA to accept the 1998 Result.

General Assembly unanimously **APPROVED** the 1998 audited accounts.

The Treasurer informed that the financial status for 99, as at 31 July, shows a surplus of CHF 330,906. Total income was CHF 452,422, which includes membership dues (CHF 286,650), royalties from publications for the second half of 1998 (CHF 84,098), activity proceeds (CHF 44,022) and return on assets (CHF 37,652). Total expenses for the period were CHF 145 K out of which the main part was for the Secretariat's operational costs. No other major expenses have occurred.

For the remainder of the year the following major income and expenses could be expected:

<u>Income (in K CHF)</u>		<u>Expenses (in K CHF)</u>	
Royalties	70	Travel	25
Proceeds from activities	25	Salaries	100
Return on Assets	60	Office Expenses	30
		Newsletter	15
		Auditor's Fee	6
		DCSC related activities	20
		TC related activities	20
		Miscellaneous	40

The Treasurer's estimate is that 1999 will result in a surplus of CHF 200 K.

In preparing the 2000 Budget, **the Treasurer** had taken account of the 1998 Actual Result and 1999 Budget Approved. He had also considered the budget requested by the budget holders.

The 2000 Budget Proposed implied a total income of 437 K EUR and total expenses of 378 K EUR, with a surplus yield of 59 K EUR. On the income side Royalties of 123 K EUR are foreseen. Other components of the income consisted of membership dues (146 K EUR), proceeds from activities (114 K EUR) and return on assets (53 K EUR). On the expense side, the Secretariat related expenses are budgeted at 221 K EUR. The increase is largely to provide for the salary of the new part-time assistant. Other major expenses relate to TC funded expenses for special activities and DCSC support. The DCSC budget includes support to Congress 2000 and compensation for developing countries under the Voucher scheme.

Mr. Samways was unhappy with the fact that there was a significant decrease in the TC 3 Operating Expenses. All TCs were provided with an equal sum of CHF 3,000 equivalent to 1,875 EUR. Unlike other TCs, education did not bring money and TC 3 has some additional expenses related to the Harmonization project and other which were not taken into account when this budget was prepared. Furthermore, no AMB grants are included in the budget and the DCSC budget has increased significantly to CHF 80 K. The TC 3 Chair felt that at least the 97 and 98 levels for TC 3 Operating Expenses should be maintained. **Mr. Berleur** was also of the opinion that the Operating Expenses should not be reduced during 99. The Treasurer and FC should consult with the TC chairs before preparing this part of the budget. **Mr. Boynton** thought that education is an important area and since money was available he thought that IFIP could allow more expenditure in the field. **Mr. Casaca** thought that it was not only a question of money but also how it was spent. **Mr. Khakhar** felt that some control was necessary as there are persons who demonstrate "creative thinking" in preparing conference budgets.

The Treasurer clarified that there are no "general purpose" grants and the AMB grants are converted to DCSC support. This in fact is of benefit to TCs as allocated grants will no longer be deducted from the TC income in the scheme for calculating the TC funds. In the DCSC budget CHF 30 K are reserved for Congress 2000, CHF 20 K for the Voucher scheme and another CHF 30 K for Events. With respect to TC 3, CHF 5 K of the special activities fund for the year 2000 were budgeted for the Harmonization project. In Budget 98 CHF 12 K were allocated to TC 3 as a one-time grant and the expectations were that the project work will be done by the end of 1998. **Mr. Khakhar** did not understand the argument that TC 3 needs more money to operate compared to other TCs. He felt that TC 3 events should bring income, which will benefit TC 3. As to consultations, he reminded that all budget holders were asked to provide their budget proposals for the year 2000. **Mr. Solms** said that the simple solution is that TCs should accumulate funds from their activities, which in turn will permit them to operate rather than to expect money from IFIP. **Mr. Kurki-Suonio** queried the interrelation between Operating Expenses and Funds as, technically, for TCs who have accumulated funds the issue of Operating Expenses is irrelevant. **The Treasurer** confirmed that there was no change in this respect.

Mr. Johnson was of the opinion that IFIP should avoid changing proposed budgets during GA. Some small amendments are acceptable but major changes should be discouraged.

Mr. Aiken moved that:

1. In the Proposed 2000 Budget the Operating Expenses for each TC remain the same as in the 1999 Budget
2. The operating Expenses allocated to the TCs for future Budgets are discussed with the TCs in conjunction with the Treasurer and the Finance Committee.

General Assembly AGREED. (Motion 1: In favor – 23, Against – 9, Abstentions – 3;
Motion 2: In favor – 32, Against – 0, Abstentions – 3)

The Treasurer presented the revised budget, as requested by GA, with an income side of 437 K EUR, an expense side of 384 K EUR and a budgeted Result of 53 K EUR.

[Please also refer to item 18.4 of the Minutes]

3.10.1 Sharing Congress Proceeds

Mr. Khakhar said that the structure of Congresses has changed which required a new type of arrangement for the sharing of Conference proceeds between IFIP and its technical committees. With this in mind, EB had requested him to prepare a draft for a scheme to be discussed during this GA. His proposal was circulated well in advance and included some basic criteria.

An important task would be to evaluate the intensity and contribution of a TC in the overall Congress preparations.

Peripheral participation: TC Members in Congress IPC provide consultations and proposals to IPC and OC. General recommendations at GA and Council through TC or through TC chairs.

TC has one or several Congress tracks: Congress organizers have administrative, marketing, and overall responsibility but TC is strongly involved in the organization, contributes to program design, identifies speakers and assumes major responsibility within its competence.

TC participates in the Congress with its well-established conference: Established conferences are those organized by TCs in series with a long tradition and a good record of income from proceeds. Examples are TC11 Security conferences, TC5 PROLAMAT and CAPE and the TC13 INTERACT Series.

IFIP has the overall responsibility for a Congress. Having a TC representative in the IPC does not qualify that TC to share proceeds. For a TC that has assumed responsibility for a track, there is a need for well-defined criteria to evaluate the TC involvement. For example, a minimum number of registered delegates to a particular track. If the objectives are not achieved there should be no contribution to the TC. When a TC participates in a congress with its well-established conference it should be easier to apply profit sharing. Even though IFIP has the general responsibility, it would be fair to compensate the TC and **the Treasurer's** proposal was 50% of the surplus received by IFIP from the congress organizers for that particular conference.

A formula that could be considered to compensate TCs participating in Congress tracks or with their flagship conferences could be:

TC Proceeds = ½ of (IFIP proceeds from registrations for the TC conference/track less any portion of an eventual DCSC Congress grant used to support DC participants registered for the TC conference/track).

The current arrangement for the sharing of royalties will apply if a TC flagship conference in the Congress format generates royalties. In all other cases all royalties will go to IFIP.

Mr. Johnson thought there was support for such a proposal but it would need further refinement. **Mr. Aiken's** understanding was that a number of TCs that have responsibility to organize a given Congress track qualify to a sharing arrangement.

Mrs. Hammond did not feel comfortable about the proposal. She was concerned that it should have been made in consultation with the TC Chairs. **Mr. Khakhar** reminded that all TC Chairs were aware of the proposal well before GA 99.

The President said that the details and rules should be elaborated and offered to take this proposal back to EB so as to finalize the matter and decide on the scheme at Council 2000 in Washington D.C.

General Assembly AGREED.

3.11 Technical Assembly

Mr. Bauknecht said that this was his last meeting as TA Chair and shared with GA that he had enjoyed his work as such. Referring to the TA report he informed that the meetings he had with the TC Forum were very useful. Several management issues were considered and decisions were taken as follows:

- TC1: There were new WGs in preparation. The creation of an International Federation for Computational Logic was both an opportunity and a danger for IFIP and it should follow developments closely. In 2000 TC 1 will organize the First World Conference on Theoretical Computer Science, in Sendai, Japan.
- TC2: There was a proposal for a WG 2.10 on Software Architecture. TA provisionally agreed TC 2 to continue efforts to establish WG 2.10. TA's decision will be formalized during one of its next meetings when further information on progress is made and more definite Aims and Scope are presented for approval. TC 2 had serious concerns about publications with Kluwer. It had established a "Best Paper" Award for young researchers.
- TC 3: TA approved an update of the WG 3.5 Aims and Scope.
- TC 5: TA noted the important decisions concerning TC 5 with regard to its revitalization. The TC 5 Chair was not present and an in-depth discussion was postponed. All related decisions were postponed and the next TA Chair will ensure that this is conveyed to TC 5.
- TC 6: TA approved a new name (Photonic Networking) for WG 6.10. The Aims and Scope for TC 6 and WG 6.1 were approved following some extended discussions and modifications. A TC 6 Task group Electronic Commerce covers a field in which several TCs and WGs are interested and calls for further coordination. The TC 6 Handbook was very much appreciated.
- TC 7: TA approved the Aims and Scope for WG 7.6 on "Optimization-Based Computer-Aided Modelling and Design".
- TC 8: TA noted a proposal for a TC 8 sponsorship of a workshop on Electronic Commerce, preceding the Bled International Conference on Electronic Commerce in June 2000, and encouraged coordination with other IFIP TCs.
- TC 9: TA noted that new Aims and Scope would be proposed for WG 9.5. There was a query about the use of regional languages for IFIP workshops and this should be addressed elsewhere.
- TC10: TA noted that there were considerations about the future of WG 10.6 and WG 10.7.
- TC11: There was an ongoing discussion on "The position of Information Security in 2000 and further". The TC 11 deliberations will be documented in a Position statement intended for publication.
- TC12: TA noted a positive tendency of attracting key AI specialists to TC 12 and involving them in TC 12 activities.
- TC13: TA noted the successful organization of INTERACT 99.

Mr. Bauknecht finalized his report by saying that publications will remain an area of concern to TA and to the TCs and there is a need of an intensive flow of information from the Publications Committee to the TC Chairs and vice versa.

The President thanked Mr. Bauknecht for his report and for all his efforts on behalf of IFIP.

3.12 TC Forum

Mrs. Hammond had asked to be excused for this part of GA and **Mr. Glasson** reported on her behalf.

Matters related to Marketing

The TC Forum was pleased to learn of the progress of the Marketing Committee and in particular with the progress of the "IFIP Leaflet". The TC Forum was of the view that this document would be relevant for about 12 months before needing revision, so the large number of proposed paper copies was of concern. There was a need for a leaflet that could be made more specific with respect to IFIP events and for use by TCs to add their own information. A web version should be created, so that TCs and WGs could download it as required. This would allow the leaflet to be distributed in a timely way. This would also allow for changes to be quickly inserted and to keep the leaflet actual. The TC Forum felt that a one-page "IFIP annual report" could be useful to disseminate through IFIP's Member societies. The Forum looked forward to a Marketing Strategy which MC was requested to develop and present to Council 2000 in Washington. It believed that IAC should review the current Awards and make them relevant to the Year 2000 and beyond. There was a need to introduce other awards for people who do significant work for IFIP but are not members of TCs and WGs. Ways should be devised to ensure that WG members are better recognized by IFIP.

Matters related to Publications

With regard to Kluwer's Instructions for Editors, it would be helpful to have an author's and an editor's perspective. There are various concerns with regard to the length of the lead time for production, pricing policies and the fact that not all topic material is accepted by Kluwer. It is disappointing that Kluwer would not be publishing the Congress 2000 proceedings. There are negative implications of this in terms of lack of academic acceptance of the volumes, insufficient distribution of the Congress proceedings, poor post conference sales, unwillingness of editors, TC and WG members to participate in future Congresses.

The pricing of KAP books is prohibitive for developing countries. The TC Forum recommended that DCSC/AMB explore ways of making books accessible and available to developing countries.

It appears that the IFIP publisher reaches about 10% of academic and business institutions. Marketing and distribution strategies have the potential to increase sales and TCs can also offer routes to increase sales via promotions at conferences and other activities they organize. The TC Forum welcomed Kluwer's offer to provide more detailed sales statistics and looked forward to a marketing policy presentation at the next IFIP meeting.

Matters related to Activity Management

The TC Forum was made aware of the progress made by AMB and expected a proposal for a risk scheme which should be progressed and reported to GA 99 by Messrs. Aiken, Glasson, Nedkov and Khakhar.

With Mrs. Hayden as Event Facilitator, the TC Chairs hope to see a short description of her role and responsibilities for the information of those who may use her services. The TC Forum recognized that the Event Facilitator would not take all events on the books immediately.

Mr. Glasson advised that TC Chairs need to know how it will work in the early stages. A record should be kept so as to evaluate the tasks being done by the Event Facilitator in one year's time. **Mr. Nedkov** reminded that the current Event Approval Guidelines are in force and that TC Chairs are expected to recognize their responsibilities in event management. Chaos will occur if they elect not to be involved in the process and not to enforce the Guidelines. Records will be kept and reported, however, it is important to recognize that the new half-time resource added to the Secretariat, for which a job description was publicized, cannot possibly double the number of IFIP events. **Mr. Nedkov** believed that the Event Facilitator's role was to contribute to

improving the management process, the awareness and publicity of IFIP events. Dorothy also had to provide procedural assistance to IFIP Event Organizers.

Matters related to DCSC

The TC Forum supports the DCSC tutorial scheme. It proposes that DCSC should document the information about tutorials other than just putting forward a simple list.

Matters related to Finances

The TC Forum will appreciate having meetings with the Finance Committee, as with other IFIP committees at each C/GA. With regard to the sharing of congress proceeds with regard to flagship TC events the TC forum believes that the current policy should apply i.e. 75% of proceeds and 25% of royalties.

Finally, the schedule of the TC Forum meetings needs to be adjusted so as not to overlap with Committee meetings. The TC 3 Chair, Mr. Samways will act as the next TC Forum Facilitator.

3.13 Members' Interests

3.13.1 Report from Member Society Forum

[**Please note:** There was oral report during GA 99. Following the GA meetings a written report was submitted by Mr. Boynton and included as Annex 1 to the Minutes]

3.13.2 Member Society Reports

Mr. Morris reported that 26 annual reports were submitted. Some societies work with governments, either as members of official committees or acting as pressure groups on legislation - E-commerce, security, copyrights and other. Many are interested in IT projects in the education field, formal qualifications for professionals or practitioners, certification programs, etc. A number refer to the ECDL and to developing "advanced" levels. Some are involved in specific markets like schools and home users. Some societies are concerned about the feedback of IFIP work to their members. The Y2K problem is on the agenda of some. Recruiting and retaining members is of high priority to many societies. There are some with financial problems in general or in funding TC participation. Some societies aim to maintain wide communications with the general public at large. There is not too much mention of web pages but there is a growing interest in the availability of electronic publications. Many societies report on their publications and events and on awards to professionals and to institutions.

With this short summary **Mr. Morris** encouraged all to go carefully through the submitted reports.

[**Please note:** All Member society reports submitted to the Secretariat in electronic form are available from the GA/Council Minutes pages at <http://www.ifip.or.at/minutes/pj99.htm>]

Mr. Dolan shared that he represents the Irish Computer Society, which, unfortunately, has not submitted a report. ICS has outstanding membership dues to IFIP but all these will be paid by the end of 99. This was possible due to the fact that the financial situation of ICS has improved with its participation in the ECDL. Currently 19 Societies are involved in the ECDL scheme and 10 more are expected to join shortly.

3.13.3 Participation from Industry

Mr. Bollerslev reminded GA of the discussion on "Corporate Members" as reported in the Council 99 Minutes. EB had revisited the issue and **the President** was pleased to report that a Committee for Cooperation with Industry (CCI) will be established with Mr. Miura as Chairman.

Mr. Miura informed that JEIDA continues to maintain interest in IFIP and some representatives were now involved in WGs. Keywords for the future in IT are "global", "network computing" and "speed". For IFIP, it

would be important to offer a forum for cooperation between academia and industry so as to sustain a global network and to attract representatives of industry to contribute to IFIP's TCs and WGs. From an industrial point of view there would be great value to participate in IFIP if IFIP were to contribute to the development of standards and state-of-the-art technology and if it contributed to the synergistic effect between industry and academia.

Mr. Shriver shared that industry leads academia in the computer field. IEEE CS is very conscious of this fact and has a significant industrial component. IEEE CS conferences in their bigger part are driven by representatives from industry in cooperation with academics. He wondered whether anyone has studied the demographics of IFIP's WGs as they were appropriate forums to involve industry. Partnerships should also be explored with regard to the organization of IFIP conferences.

Mr. Brunnstein agreed that IFIP should work to change its image as a predominantly academic institution. **Mr. Goldsworthy** felt that it would be important to define what Industry represents in order to maintain incremental relationships. **Mr. Berleur** wished to know whether "Corporate membership" as a concept is included in the national membership or is something that transcends this category. **The President** responded there is no definition or scheme and CCI is established to consider the problem and to propose ways by which industry and academia can interact under the IFIP banner.

3.13.4 Structure of GA/Council Meetings

[**Messrs. Aiken, Casaca and Johnson** presented 3 separate proposals to improve the structure and the information flow during future meetings]

Messrs. Goldsworthy, Casaca, Shriver and Ralston argued that a lot of time is wasted during meetings due to the fact that the agendas are structurally driven. What is needed is an "issues driven" agenda that allows GA representatives to contribute to the debate rather than to listen to reports, which are submitted anyway. GA should be a powerful decision making body and its structure should be designed so as to contribute to this effect.

Mr. Brunnstein felt that the overall organization of the GA/Council meetings should be a series of events, which contribute to understand the process and to improve decision-making. **Mr. Berleur** said that often many words were used and not everyone understood what was happening. There should be a slower process to enable everyone to understand the consequences. The organization should not be hierarchical only. Horizontal sharing proves useful. **Mr. Kasturi** shared that in IAPR there are routine issues, which are handled between meetings and are not brought to GA. **Mr. Ralston** wished to have policy matters separated from operations. 80% of the ACS meeting concentrate on policy. **Mr. Reis** argued that more time is necessary for Committee meetings and that evening sessions should be considered. **Mrs. de Caluwe** felt that it would not be productive to have evening sessions. **Mr. Goldsworthy** urged EB to think about and put forward three issues for GA 2000 in Beijing.

The President felt there was a Gordian knot as there were many mutually exclusive wishes. EB had decided to meet in January 2000 and **the President** will add this issue to the meeting agenda.

3.14 Activity Management Board

Mr. Aiken reported that after Council 99 he had worked with the Secretariat on recommendations from the TC Forum with respect to the Event Approval Guidelines. A number of improvements were considered and are now displayed on the web pages.

The Secretariat was taking care of all operational matters related to the event process.

Things are working smoothly and the AMB Chair referred to the following statistics:

IFIP EVENTS (as at 18.8.99)						
	TOTAL	FULL	MAIN	CO-	JOINT	OTHERS
1995	68	11 16.18%	37 54.41%	15 22.06%	2 2.94%	3 4.41%
1996	64	6 9.38%	34 53.13%	17 26.56%	4 6.25%	3 4.69%
1997	73	19 26.03%	30 41.10%	17 23.29%	1 1.37%	6 8.22%
1998	71	13 18.31%	32 45.07%	26 36.62%	0 0.00%	0 0.00%
1999	61	19 31.15%	25 40.98%	16 26.23%	1 1.64%	0 0.00%
2000	16	4 25.00%	8 50.00%	3 18.75%	1 6.25%	0 0.00%
2001	4	1 25.00%	2 50.00%	1 25.00%	0 0.00%	0 0.00%
2002	1	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%

Mr. Aiken was grateful to the Secretariat for their support to the activity management process, which had permitted him to concentrate on policy issues.

Council 99 had requested him to Chair an ad hoc group mandated to consider changes to terminology and nomenclature and to propose a mechanism for a sensible financial involvement of IFIP in the organization of events. A report was circulated prior to GA 99 covering most of the issues raised by the TC Chairs. There was one outstanding matter related to a risk fund to permit TCs to take bigger risks in order to generate higher surplus shares to IFIP. A group consisting of Messrs. Glasson, Nedkov and himself had worked during this GA meeting so as to come up with a draft proposal for GA's endorsement.

The scheme envisages that a Risk Fund is established to underwrite any risk undertaken by TCs that do not have funds to provide their own guarantees. The basic idea is that TCs would submit to a Risk Fund Management (RFM) Committee their proposal for funding an event. Such requests could come from TCs that do not have a fund balance or TCs that have already committed funds for other events so they would not go beyond their "risk level" to fund additional events. Proposals will be evaluated and money allocated twice a year during GA and Council meetings.

- A Standard Spreadsheet should be designed for Conference Organizers to submit their budget detail for approval. Auditing software that integrates with the spread sheet will be explored to assist the TC Chairs and the Secretariat to follow the progress of budget expenditures (to be prepared by Messrs. Glasson and Khakhar).
- A TC would be entitled to commit up to 50% of its current (uncommitted) reserve with approval of the Treasurer; no more than 20% of its current (uncommitted) reserve may be allocated to a single event.
- A Risk Fund Management Committee (RFM) would be established to oversee the fund – suggested members of this committee: FC Chair, the Treasurer and a TC Chair [possibly the immediate past TC Forum Convener]. The RFM committee will meet twice a year – at the Council and GA meetings.
- It is suggested that the Fund is set at 30% of the average of the last three years income from IFIP Activities plus Royalties less Associated Expenses.

- A TC may request any combination of grant, loan and Risk Fund guaranteed support. However, where RFM guarantees are involved the final decision on IFIP funding support will lie with the RFM committee, which will take into account recommendations of AMB (for loans) and DCSC (for grants).
- The level of risk will not exceed the event's fixed costs.
- All accounts may be subject to audit. The Treasurer will provide the set of circumstances under which an audit will be called for.

Messrs. Granado and Brunnstein thought that the suggested risk levels should be assessed in order to allow only reasonable risks. **The President** said that this was a proposal which he believed GA supports in principle. EB and the responsible officers would have to follow up and to look into its components and details so as to have a workable arrangement.

[Please also refer to item 12 of the Minutes]

3.15 Publications

The PC Chair said that the Publisher's report was available on the GA 99 web site before GA and invited Mrs. Lambert to summarize the main issues.

Mrs. Lambert reported that Kluwer and IFIP were close to reaching a new agreement for ownership of the TC3 Journal on Education and Information Technologies. Kluwer expects to see subscription levels rise throughout 1999 and 2000. During the first 6 months of 1999 8 volumes were published and 6 more volumes were in production for July/August publication. Total sales revenues of \$256,290.99 were up 8.4% over ITPS sales for the comparable period of January 1–July 27, 1998. Royalties of \$43,830 for the first 6 months were up 16.27% over ITPS royalties of \$37,698 in the comparable period in 1998 TC 5 and TC 6 lead with total sales of \$71,444 and \$59,642, respectively. Kluwer expects to publish 24 IFIP titles in 1999, and projects that sales will nearly triple by the end of 1999.

The "Guidelines for Editors of IFIP Conference Proceedings" were designed to make the publication process productive and fruitful for all involved. She encouraged the TC Chairs to instruct conference organizers and volume editors to consult these Guidelines early in the conference planning process, noting that early planning is a critical component in the publication process. The Guidelines will be posted on Kluwer's IFIP web site, www.wkap.com/ifip. Included in the Guidelines is a timeline, which establishes a deadline of 6 months prior to the conference for submission of a proposal for a pre-conference proceedings volume. **Mrs. Lambert** closed by saying that IFIP and Kluwer have similar interests with regard to the IFIP series.

Mr. Johnson referred to his report and said that the President has appointed Mr. P. Ralston to take over as PC Chair after GA 99. Mr. Johnson will continue as Secretary of the PC.

A draft for Guidelines for Editors of IFIP Proceedings was received and reviewed. These guidelines were generally welcomed and any further input from the TC Chairs would be considered. **Mr. Casaca** said that he had gone through the document and was satisfied with the contents. Kluwer, however, was not able to commit to the production of CD Masters.

Mr. Johnson reported that Kluwer would prepare at 2-3 months intervals descriptions of new IFIP books for distribution to Member societies. It has agreed to develop an electronic button with a link to the IFIP catalogue, which can be offered to Member societies for their web sites. **Mrs. Hammond** was not happy with the way Kluwer advertises the IFIP publications. There are problems with the web pages and she was also concerned with Kluwer's outreach.

Sales during the first half of 1999 remained lower compared to those in 1997. The projected figure of USD 900,000 for 2000 was welcomed. The pricing policy was currently the main issue of concern. Bulk sale prices are higher than most TCs would wish. **Mr. Johnson** opined that there is a correlation between royalties and proceeds and any decrease in bulk sale prices would have to be compensated by a corresponding increase of conference sponsorship fees. **Kluwer** will conduct some experiments with the list

price to test the market elasticity. A limited number of books will be priced closer to their normative prices to compare their performance with previous books in the series. There were discussions on the TC 3 Journal to improve its long-term future.

Kluwer accepts the majority of IFIP book projects. There were a few titles with uncertainty about their market viability. In these cases external peer review was sought. In future, Kluwer will make available the reports from the reviewers in order to assist the Publications Committee and TC Chairs. **Mr. Berleur** was not happy with the arrangement for the publication of a TC book on Home Informatics and Telematics. He believed there was a good market for such a publication. Furthermore, Kluwer has not published another TC 9 proceedings of the last HCC5 conference.

Mr. Reis wondered why Kluwer required such a long production and delivery process of 12 weeks. **Mrs. Lambert** explained this was necessary so as to guarantee the delivery of the books to the conference organizers.

Finally, **Mr. Johnson** stressed the importance of digital libraries, as demonstrated by some of IFIP's Member societies, which offer a clear trend for the future. He felt that IFIP should participate in this process. IFIP possessed a wide variety of material, which could be appropriate for both initial exploration and long time exploitation. The IFIP World Congress proceedings, for example, are a unique record of development of information and communication technologies over a period of 40 years. With the digital library developments IFIP should look for a new revenue stream. IFIP should conduct an investigation of opportunities for the exploitation of electronic libraries and it is recommended that an invitation is sent to Member societies to make proposals for a joint agreement for electronic publishing of archival and new material. As a starting point PC recommends the World Congress series. **Mr. Brunstein** welcomed that all societies will be invited to contribute. **Messrs. Shriver and Reis** supported the proposal in principle but thought that the initiative should be considered as part of the strategic planning process. He thought that EB should analyze the possibility of IFIP running its own project for a Digital Library with IFIP's identity. **The President** concluded that EB would consider the recommendations during its January 2000 meeting.

[Please also refer to item 12 of the Minutes]

3.16 Marketing

Mr. Boynton referred to the MC report and said that it actually represents a snapshot of what was discussed during the meetings. A wide range of issues were discussed such as the This is IFIP pamphlet, the 40th Anniversary, publications, web sites, awards, marketing strategy, newsletter distribution and advertising (including the possibility to develop a revenue stream from advertising) and other issues.

MC had worked on a number of recommendations, which he wished to share with GA. IFIP should be "current". It needs to provide what members of academia and industry need today. IFIP's Mission statement should be refreshed. It should be an element in marketing and publicizing IFIP's successes and contributions to developing countries. Once the mission and accomplishments are well documented IFIP could make contact with a Public Relations firm for advice. MC considers it important that guidelines are developed to improve the flow of information between National Societies and TCs/WGs. It would be helpful to MC if a list server for its members is established in order to facilitate their contacts. MC would like to meet with EB prior to the Council 2000 meeting in Washington D.C.

Mr. Shriver agreed with the emphasis that IFIP should be current. Times have changed during the last 40 years and the IT sphere is different. He had talked about this during the GA 97 meeting in Brazil. **Mr. Mason** reasoned that IFIP should have a clear idea where it wants to go and make sure it is not heading somewhere else. The marketing of IFIP could be better organized and MC should provide the muscle.

Mr. Goldsworthy reminded that effective marketing is not only "pushing out" but also "getting in".

Mr. Mason believed that IFIP should accent on its international character. Saying this he queried whether IFIP's domain name should be changed from "ifip.or.at" to, say, "ifip.com". **Mr. Nedkov** responded that he could explore this issue if EB wished so. At the same time, he felt there was some significance in keeping the "at" as IFIP's headquarters and Secretariat were based in Austria and IFIP was supported by the Austrian government.

Mr. Ralston felt that what IFIP was doing might not be the best for its Members' members. There should be an outreach to the individual members of IFIP's societies. **Mr. Brunnstein** thought that in analyzing IFIP's role and place one should take into account IFIP's ability to promote knowledge transfer. **Mr. Siow** opined that IFIP should provide leadership on major issues in IT such as the Y2K problem.

Mr. Boynton said that there were action items as follows:

1. "This is IFIP" pamphlet

The graphic design needs to be validated and the content agreed with all TC Chairs. A print run of 50 000 copies should be organized (1000 per TC, from 100 to 2000 per Member Society plus copies for the IFIP Secretariat). The pamphlet should be available electronically and guidelines need to be provided as to how much liberty TC/WG chairs and Member Societies have in "personalizing" the pamphlet for the needs of their TC/WG.

2. IFIP's 40th Anniversary

Discussions of options and ways to benefit from this occasion will continue.

3. Advertising Revenue

MC will work to provide the Finance Committee with a response how this could be organized. So far there was agreement on accepting advertisements in the Newsletter.

Mrs. Lambert said that Kluwer's expenses for the Newsletter's production amount to USD 12,000, not counting her time. She would appreciate to be kept aware of who will advertise.

Finally, **Mr. Boynton** advised that MC would need more time during Council and GA meetings to exchange ideas and to formulate recommendations. Members of the MC intend to have monthly exchanges, on pre-determined dates, concerning the Action Items.

[Please also refer to item 12 of the Minutes]

3.17 Technical Committees

[Please be advised that the complete TC reports are available electronically at <http://www.ifip.or.at/minutes/pj99.htm>]

3.17.1 TC 1 Foundations of Computer Science

TC 1 homepage: <http://hermes.dis.uniroma1.it/Ifip-Tc1/>
Report available at: http://www.ifip.or.at/minutes/GA99/tc1_report.htm

Mr. Bauknecht reported on behalf of the TC 1 Chair and said that the main TC 1 effort was to start new WGs and to promote new initiatives. Two WGs were established in hot areas such as term rewriting and formal methods in security. The last TC 1 meeting was on 5 May 99 in Atlanta, USA. In the year 2000 the TC 1 meeting will be either in Geneva in conjunction with ICALP 2000 or in Sendai, Japan during the first World Conference in Theoretical Computer Science from 17 to 19 August.

15 National Societies had formally nominated their representatives to TC 1. These were from Austria, Bulgaria, China, Denmark, Germany, Greece, Hungary, Italy, Japan, Poland, Portugal, Slovakia, Thailand, ACM and IEEE CS. All previous members of other countries were invited to meetings until formal nominations were made. It was worth noting that countries with a strong theory community such as the Czech Republic, France, GB, India, Russia, Spain and the Netherlands have not produced nominations. The 7 WGs had an active involvement of leading experts and in most cases these groups are widely recognized in their respective fields.

3.17.2 TC 2 Software: Theory and Practice

TC 2 homepage: <http://www.cs.tut.fi/~rks/ifip/tc2.html>

GA 99 report available at: <http://www.cs.tut.fi/~rks/ifip/rep.ga99.html>

Mr. Kurki-Suonio reported that the last TC 2 meeting was held on 19-20 June 99 in Munich, Germany prior to a WG 2.3 meeting and was attended by 17 representatives and WG Chairpersons.

Since GA 98 the representatives of Canada, Switzerland and GB had resigned but replacements were not yet nominated. There were new members from ACM and IEEE CS and the WG 2.4 Chairperson was also appointed as South African representative. Mr. Kazman (US) was appointed as WG 2.7 (WG 13.4) Chair and Mr. Meertens (NL) was the new Chair of WG 2.1.

Two books were published recently with Kluwer. A Working Conference was organized in February 99 in San Antonio, USA with a participation of 100 specialists. TC 2 was involved in the organization of FM 99 and Congress 2000 and will explore whether a WG should be established in the field of software architecture. Most WGs are active with planned events.

Mr. Dolan was delighted that next year TC 2 will meet in Ireland and volunteered to assist so that an Irish representative could be identified. There had been a meeting of WG 2.9 last year in Ireland. **Messrs. Dolan, Glasson, Johnson, Mason and Reis** urged that GA representatives were informed and invited to attend such meetings and that Member societies were kept aware. They reminded that this was requested some years ago from WG and TC Chairs. **Mr. Bollerslev** informed that he had attended recent TC meetings in Denmark.

Mr. Aiken liked the idea for a "best paper" award to young researchers. This will encourage the involvement of young people in IFIP's activities.

3.17.3 TC 3 Education

TC 3 homepage: <http://www.edu.ge.ch/cptic/prospective/projets/ifip/>

Council 99 report available at: http://www.ifip.or.at/minutes/GA99/tc3_report.htm

Mr. B. Samways informed that the 50th TC 3 meeting was held on 1-2 August 99 in Irvine, USA. The 51st meeting is planned for 24-25 November 2000 in Copenhagen, Denmark. Since last GA there were changes and additions to the TC 3 membership list from Brazil, Bulgaria, Canada, China, Germany, Greece, India, Japan, ACM and IEEE CS. New Chairs and Vice-Chairs were appointed for WG 3.3, WG 3.4 and WG 3.7. There were a number of persons with assigned special responsibilities. Progress was made to encourage attendance at meetings and with the Voucher scheme it could be expected that representatives from developing countries will be able to attend more regularly in future. TC 3 was trying to encourage Chile to become an IFIP Member and will organize next year a conference in that country.

TC 3 WGs were active. The TC 3 web pages continued to expand with up-to-date information on TC 3 activities. The TC 3 Journal on Education and Information Technologies continued into its 4th year of existence and all IFIP Members were requested to support it with subscriptions. Mrs. D. Watson (GB) had taken over as Editor-in-chief as from January 99. All registered delegates for the World Conference on Computers in Education, planned for 2001 in Denmark, will receive a one-year subscription for the Journal.

UNESCO commissioned from IFIP a project for a Modular Curriculum in Informatics and this was a major involvement for TC 3. Work was also carried out to update a University Curriculum originally completed in 1994. In preparing for the IFIP/UNESCO Modular Curriculum very tight deadlines were set by UNESCO. The fourth stage of the UNESCO work plan was expected to result by mid September 99 with a report from Messrs. Mulder and van Weert. TC 6, TC 8, TC 9, TC 11 and TC 13 had designated representatives.

The project for the Harmonization of Professional Standards in IT was under the leadership of I. Mitchell and a Working Party of 4 persons. A sales and copyright agreement was finalized with the International Standards Organization. However, funds were not made available to continue work after the Council 99 meeting and the **TC Chair** had to temporarily put a halt to further work. If GA wished to approve the continuation of this project then appropriate funding should be provided for the year 2000.

The Treasurer reminded that CHF 5K were reserved in Budget 2000 for this activity. Saying this he felt that a product is needed and money should not be spent only for travel. **Mr. Bauknecht** recalled that the decision of GA 97 was that a one-year subvention was allocated and expectations were that the work would be completed and approved by GA 98. Sadly, not much was done. **Mr. Mason** was not clear at all with the results so far and **Mr. Boynton** queried whether it just gave opportunities for people to meet. **Mr. Johnson** supported the project but was impatient with the results. **Mr. Berleur** felt that the representation of the Writing Party was not adequate and the core was composed only of Anglo-Saxons.

Mr. Samways said that TC 3 was involved in the International Olympiads in Informatics. Contacts with other TCs were encouraged with a History of Computing project with TC 9 and a workshop during the TC 13 INTERACT 99 Conference. The "Harmonization" project provided links to CEPIS and the ISO. TC 3 supported scientifically the Conference on Intelligent Tutoring Systems, June 2000, Montreal. Future projects included the continuation of the "Guidelines for Good Practice" series and work on the TC 3 web site to offer a route into national education policies for which financial support would be needed.

Financially, TC 3 needed more support from IFIP as education was a special case and in general had limited funding. **The TC 3 Chair** believed that it would be unfortunate if IFIP were to reduce the TC 3 Operating Expense budget below 8,000 CHF, which really was the minimum for TC 3 to continue as a World leader in Information Education.

Messrs. Khakhar, Casaca and Glasson argued that TC 3 was no exception and all TCs should be treated the same way.

[Please also refer to the discussion under item 10 of the Minutes]

3.17.4 TC 5 Computer Applications in Technology

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

GA 99 report available at: http://www.ifip.or.at/minutes/GA99/tc5_report.htm

Mr. Bauknecht reported on behalf of the TC 5 Chair and said that the last TC 5 meeting was held on 12 September 1998 in Trento, Italy and the next one is on 11 September 1999 in Berlin, Germany.

Representatives of Spain and Sweden were appointed as TC 5 members. The Swiss representative had resigned. There were new Chairs of WG 5.3 and WG 5.11.

WG 5.3 and WG 5.10 were very active. There were no reports from WG 5.10 and WG 5.11. Some very important decisions were made at the last TC 5 meeting and the TC 5 Chair regretted that WG 5.2 and WG 5.3 had not accepted to merge.

3.17.5 TC 6 Communication Systems

TC 6 homepage: <http://www.ifip.tu-graz.ac.at/TC6/>

Council 99 report available at: http://www.ifip.or.at/minutes/GA99/tc6_report.htm

Mr. Casaca said that this year TC 6 had its meetings in Copenhagen, Denmark (23-24 April) and in Szentendre, Hungary (29-30 August). The IFIP President had attended the meeting in Copenhagen and had shared information on IFIP. Next year TC 6 will meet on 14-15 May in Paris, France and on 25-26 August in Beijing, China.

TC 6 would appreciate to have nominations for representatives from Egypt, Korea, Israel, Ireland, the Netherlands, Singapore and Thailand. Australia, India and Syria should consider substitutes as their representatives were inactive. In Hungary, TC 6 had agreed to grant honorary membership to the past TC 6 representative of that country.

All WGs were very productive and continue to organize many events. A Task Group on Electronic Commerce was involved in a Conference on Trends towards a Universal Service Market. Another Task Group was operating in the field of Communication Systems for Developing Countries. 4 books were published with Kluwer this year. Best paper awards were made during TC 6 flagship events and some TC 6 travel grants for tutorials and conferences in developing countries were provided.

Messrs. Bauknecht and Glasson encouraged TCs with interests and activities in the E-Commerce field to work together in order to set up a joint mechanism.

3.17.6 TC 7 System Modelling and Optimization

TC 7 homepage: <http://www.ifip.or.at/tc07.htm>

Council 99 report available at: http://www.ifip.or.at/minutes/GA99/tc7_report.htm

Mr. Kall reported that TC 7 held its business meeting during the 19th IFIP Conference on System Modelling and Optimization, 12 - 16 July 1999 in Cambridge, GB. The Conference was a great success with 10 plenary lectures, 130 contributed papers and 215 participants. The 20th conference in the series is scheduled for 23 - 27 July 2001 in Trier, Germany.

Regarding meeting attendance, **the TC 7 Chair** informed of a TC 7 decision to contact national societies with requests for replacements of their representatives who had not attended more than 5 meetings of which more than the last 3 meetings were unexcused.

There was a new TC 7 IEEE CS representative and there were a number of membership changes in WG 7.2, 7.3, 7.5 and 7.6. Some activities and publications were carried out and further events are planned for the future.

3.17.7 TC 8 Information Systems

TC 8 homepage: <http://ifiptc8.cis.gsu.edu/ifip>

GA 99 report available at: http://www.ifip.or.at/minutes/GA99/tc8_report.htm

Mr. B. Glasson reported that the last business meeting was held on 26-27 June 99 in Copenhagen, Denmark and was attended by 17 TC members. The next one is scheduled for 17-19 August 2000 in Hong Kong, China.

TC 8 will explore activities in the field of E-Commerce. It will also investigate the formation of a new WG on Organizational Engineering. The TC is involved in ICIS and ISWorld. Most WGs are web oriented and maintain list servers. TC 8 is affiliated to the Association for Information Systems.

The proceedings of the conference on "IS: Current Issues and Future Challenges" were published electronically.

3.17.8 TC 9 Relationship Between Computers and Society

TC 9 homepage: <http://www.uta.fi/jarjestot/ifip/>

GA 99 report available at: http://www.ifip.or.at/minutes/GA99/tc9_report.htm

Mr. Berleur referred to his report and said that the last TC 9 meeting was held on 12 – 13 June 99 in Stockholm. The next meeting is scheduled for 24 – 26 May 2000 in Cape Town, South Africa.

There were new TC 9 members from Bulgaria, India, Finland, ACM and IEEE CS. Membership remains under review and contacts were made with all Member societies to encourage regular attendance and nominations of representatives to TC 9. There were new Chairs for WG 9.1 and WG 9.6. The WG 9.4 Chairperson was reelected for a second term and a new WG 9.2 Chair will step into office on January 1, 2000.

TC 9 encouraged an exchange between its WGs and before business meetings a WG Chairs' Forum convened to consider ways to increase their interaction.

Mr. Berleur reported that several WGs organized successful conferences. WG 9.4 had gained experience in the organization of successful regional conferences and had forthcoming events in Sarawak, Malaysia (15 - 16 September 99) and in Cape Town, South Africa (24 – 26 May 2000). SIG 9.2.2 had published a brochure on Ethics and the Governance of the Internet which is also available electronically at <http://www.info.fundp.ac.be/~jbl/IFIP/cadresIFIP.html> . **Mr. Berleur** had distributed hard copies of the brochure to GA 99 representatives. Finally, the TC 9 Chair was happy to hear that a Pioneers' Day is envisaged during Congress 2000 and no doubt WG 9.7 will contribute.

Mr. Bauknecht reminded that an issue regarding the use of regional languages for IFIP events was raised during TA and wondered if some guidelines to the specific conditions could be developed. **Mr. Reis** said that developing countries could benefit from such a development. **Mr. Brunnstein** suggested that this could relate to a series of conferences in the respective regions. **Mr. Boynton** wondered if this would require funding from IFIP. **Mr. Nedkov** informed that interpretation was very expensive. **Mr. Casaca** felt strongly that IFIP funds should not be used for interpretation and that any expenses in this regard should be borne by the local organizers.

3.17.9 TC 10 Computer Systems Technology

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

Mr. Laprie reported that the last TC 10 meeting was held on 30-31 August 99 in Toulouse, France. IFIP's role was considered and three issues were highlighted:

1. IFIP is for some countries the only organization that offers a real and structured scientific environment.
2. There is a necessity for a true international scientific organization in computing and Communication Technologies
3. A correspondence matrix should be established between bodies of IFIP member societies and IFIP TCs and WGS.

Mr. Aiken advised that such a matrix was available from the IFIP web site.

TC 10 will prepare a breakdown of expenses and income generated by its WGs in order to improve planning. The next TC 10 meeting is scheduled to take place during IFIP Congress 2000 in Beijing. During the reported period several TC members resigned and there are 3 new appointments. The WG 10.7 Chair had resigned and a new appointment is under consideration.

The most active working groups were WG 10.3, WG 10.4 and WG 10.5. A very successful PACT 98 conference was held in October 98 in Paris and PACT 99 was scheduled for October in Newport Beach, California. The DCCA-7 Conference in San Jose, California in January 99 had a good submission of papers but had moderate attendance. WG 10.4, in cooperation with IEEE CS, was proceeding to establish a new conference on Dependable Systems and Networks to be sponsored jointly by IFIP and IEEE CS. The first edition of this conference will take place in 2000. VLSI 99 will be in Lisbon, Portugal in December.

3.17.10 TC 11 Security and Protection of IP Systems

TC 11 homepage: <http://www.ifip.tu-graz.ac.at/TC11/>

GA 99 report available at: http://www.ifip.or.at/minutes/GA99/tc11_report.htm

Mr. von Solms reported that the last TC 11 meeting was in Vienna before IFIP Congress 98. The next TC 11 meeting was scheduled for 28 October 99 in Amsterdam, the Netherlands. There was no IFIP/SEC 99 conference in 1999 and IFIP/SEC 2000 is planned as part of IFIP's Congress 2000 in Beijing. There were a number of replacements and new appointments to TC11. No changes to the TC 11 management structure have occurred during the reported period and, with the exception of WG 11.4, all WGs were active.

Mr. Brunnstein wished to see attendance statistics in future TC 11 reports. **Mr. Aiken** commended TC 11 for their project to produce a Monograph in Information Security and thought it would be of interest to all IFIP Member societies.

3.17.11 TC 12 Artificial Intelligence

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

Council 99 report available at: http://www.ifip.or.at/minutes/GA99/tc12_report.htm

Mr. Neumann reported that the last TC 12 meeting took place in Stockholm, Sweden on 2 August 99. The next one is planned for August 2000 in conjunction with the IFIP World Congress in Beijing. There was a new member from ACM. Jose Cuenca, TC 12 member from Spain and WG 12.5 Chair, had passed away and a new WG 12.5 Chair was appointed.

Currently two working groups - WG 12.5 and WG 12.6 – were in operation and both were contributing to the preparations of the International Conference on Intelligent Information Processing under the umbrella of IFIP Congress 2000 in Beijing. This conference was designed to be a forum for TC 12 activities and offered the following tracks: Intelligent Information Management, Knowledge-Based System Architecture and Distributed Intelligence.

3.17.12 TC 13 Human-Computer Interaction

TC 13 homepage: http://www.csd.uu.se/ifip_tc13/

GA 99 report available at: http://www.ifip.or.at/minutes/GA99/tc13_report.htm

Mr. Morris informed GA that the TC 13 Chair, Mrs. Hammond felt unwell and had asked him to inform GA that INTERACT 99 was a great success with a participation of over 500 attendees. A detailed report will be submitted in due course. **Messrs. Bauknecht and Glasson** referred to different parts of the report. The 14th TC 13 meeting was on 12-13 February 99 in San Sebastian, Spain. The 15th meeting was organized in conjunction with INTERACT 99 and the 16th meeting is planned for 30 –31 March 2000 in Eindhoven, the Netherlands.

25 IFIP Full Members were currently represented on TC 13. Nominations of representatives from France, India and Singapore are expected. It was a concern that the Canadian representative did not attend meetings. There was a new Chair and Vice-Chair of WG 13.3. Mr. Oestreicher (Sweden) was the TC 13 Vice-Chair with special responsibility for information resources. The WGs were active but the overall number of events had not increased. It is hoped that the TC 13 web site will promote the visibility of TC 13 activities.

3.18 Committee Reports

3.18.1 Statutes and Bylaws

The Secretary referred to the SBC report and said that two types of changes are proposed: "editorial" changes concerned with tidying up of the S&B and "real" changes.

Mr. Morris recommended the following editorial changes:

<u>Page</u>	<u>Art.</u>	<u>line</u>	
6	3.1a	8	"Information" (remove gap)
6	3.1a	12/13	Delete "Only Full Members have the rights to the assets of the Federation" (see Art 7 p16, approved in 96)
6	3.1c	4	"Members" (capital M)
8	3.3.1		Delete final sentence (see Art 7, p16)
8	3.3.2		Change title to "The Membership of an Affiliate, Corresponding or Associate Member" Add at end - c) "If an Associate Member is three years in arrears with the payment of dues"
9	4.1.1	6	Delete "Corresponding" (Such Members are not members of GA)
16	7	6	After "proxy" add "and ex-officio members" (Such members are entitled to vote - see 4.1.1. p10)
16	7	6	Start new paragraph with "In the case of..."
26	3.3	7	Delete "at least 40 days prior to the election" (This is inconsistent with "one month" in lines 8/9)
27	3.5	6	The normal practice is to hand over a voting card so replace "orally" by "by handing his voting card to whoever"
29	4	6	Add at end "web pages"
31	4.3.2	10/12	Delete "s" in "organisations" and "elections"
33	4.3.7	6	Add at end "web pages"
37		6	TC Officer appointment is by TC Chair, not TA Chair.

General Assembly unanimously **AGREED**.

Mr. Morris said that the "real" changes were considered during Council 99 and the **Secretary** recommended that GA addresses the issues in two steps. First, there were changes with respect to the termination of the membership of Societies in arrears with their dues payment:

<u>Page</u>	<u>Art.</u>	<u>line</u>	
8	3.3.1c		Delete "more than". Historically "more than three years" has been taken to mean four years. Members lose voting rights if they are one year in arrears, are suspended if two so it is logical for termination to occur after three.
25	2.8		(Similarly) Delete "more than"

General Assembly **AGREED**. (One abstention)

Mr. Morris then referred to the Council discussion on the issue of majorities in voting at GA (item 3.17.1 of the Council 99 Minutes). **The Secretary** reminded GA of some of the experienced difficulties with the current requirement for "a three quarters majority of those present or represented by proxy". In many organizations a two-thirds majority requirement is common practice and **Mr. Morris** reported that SBC recommends IFIP to modify the requirement in Section 7 of the S&B as follows:

<u>Page</u>	<u>Art.</u>	<u>line</u>	
16	7	5	Replace "three quarters" by "two-thirds"

Mr. Goldsworthy stressed that if GA adopts this recommendation there will be implications to other parts of S &B. GA would have to make sure that the implications to other parts of the document are considered by SBC. **Mr. Morris** agreed that all aspects should be taken into account.

Messrs. Berleur and Brunnstein felt that this is such an important issue that the procedure for its adoption should comply with the legal requirements of IFIP. Unfortunately, the SBC proposal was not submitted 40 days in advance of a GA meeting and any decision on the proposals should be deferred. Alternatively, IFIP will be breaking its rules.

General Assembly DECIDED to postpone further discussion and decision on all of the SBC recommendations (as submitted on 13 August 1999) to GA 2000 in Beijing.

3.18.2 Admissions

Mr. Gergely referred to his report and said that two applications for IFIP membership were received by the Admissions Committee:

SADIO (Argentina), a Corresponding Member since GA92 Toledo, applied for Full Membership. In assessing this application AC regarded the Argentine society, established in 1960 and admitted to IFIP in 1974, as a well-known Member of the IFIP community. It downgraded to Corresponding membership due to financial reasons. SADIO appears to have overcome the financial problems and their professional activities and ongoing contacts with IFIP are very encouraging. There is every hope that SADIO will smoothly resume its active participation in IFIP should GA elect to reinstate it as Full Member. With this in mind AC recommends to GA to honor SADIO's application with immediate effect.

General Assembly unanimously **ACCEPTED** SADIO as an IFIP Member.

IAT (Informatics Association of Turkey) had no former IFIP record and applied for Corresponding membership, with a possible upgrade into Full membership as soon as it receives clearance from the respective Turkish authorities. A formal application signed by the President and a member responsible for external relations of the Governing Board of IAT was received together with a supporting document. IAT claims and substantiates eligibility for IFIP Full Membership in accord with the admission criteria as outlined in IFIP's Statutes and Bylaws. However, as the Turkish legislation requires a clearance procedure for any association to become member of an international body, at this point they apply for Corresponding membership. The comprehensive description of IAT's goals and objectives, membership and organization, functions and activities can be considered as a formal document. IAT, established in 1971 and mustering by now a membership of 5000 IT professionals and users, is representative of the Turkish IT community and embraces the full range of information science and technology. The proposed gradual approach (i.e. corresponding membership at the initial stage) would give IAT the opportunity to establish contacts with various IFIP bodies as well as engage in their activities, further to provide evidence of its professional maturity and financial condition as regards full membership at a later stage. With this in mind AC recommends GA to accept this application.

General Assembly unanimously **ACCEPTED** IAT as Corresponding Member.

The AC Chair reported that an official request was received from its Syrian member, the Scientific Studies and Research Center (SSRC) of the Syrian Arab Republic to the effect that the Syrian representation in IFIP should be transferred to the Syrian Computer Society (SCS).

Subsequent correspondence provided useful information about SCS and extensive additional information on its web site at <http://www.scs-syria.com>. SCS was founded in 1989 and appears to be the most representative computer science organization in Syria. It organizes prestigious conferences and other events. It is involved in extensive training programs throughout the whole of Syria. It works actively with the media and appears to be solid financially. Given the fact that this transfer of Syrian membership is from a multi-discipline scientific type institution to a specific computer society and that both SSRC and SCS are supportive of this change AC recommends to GA to agree to the transfer of membership.

General Assembly unanimously **AGREED**.

Mr. Mounajed thanked GA and said that SCS looks forward to a mutually advantageous cooperation with IFIP.

Mr. Morris reminded of the new status of the Computer Society of Zimbabwe (please refer to item 3.6.1) and requested GA to formally endorse the transfer to Corresponding Membership.

General Assembly unanimously **AGREED**.

3.18.3 DCSC

Mr. Khakhar drew attention to his report and said that following Council 99 in Goa there were a number of initiatives in which DCSC was involved, such as:

- TC 6 Tutorials in Latin America in September/October 99 tutorials in Latin America by R. Puigjaner, A. Danthine and A. Chapin.
- Planning of tutorial in Bangkok with the Asian Institute in November 1999 Coordinator: F. Aagesen, Norway (TC 6)
- Workshop organized by Mr. Ramani immediately after Council 99 with S. Masduki and R. Kurki-Suonio
- Participation in the EU sponsored Summer School in Information and Computer Security, August 1999, Greece

Mr. Nedkov informed GA that he has just received a message from the Argentinean representative, Mrs. C. Berdichevsky, who wished GA to be informed that the TC 6 tutorials are proceeding successfully and are very much appreciated.

The DCSC Chair stressed that the DCSC activity needs to be more organized and proactive. Activities should be sustainable and hopefully bring more active members from developing countries. DCSC members should monitor activities in selected world regions. It is also essential for DCSC to work closely with IFIP's TCs. TCs were requested to nominate corresponding members to DCSC and so far the following were appointed:

TC 2 - Judith Bishop
TC 3 - Brian Samways
TC 6 - Ramon Puigjaner
TC 7 - Arunabha Bagchi
TC13 - Judy Hammond

A Voucher scheme was approved by Council 99 whereby developing countries are encouraged to be active in IFIP activities in return for some financial compensation (please refer to Annex 1 of the Council 99 Minutes).

New initiatives foresee IFIP involvement in a conference in Syria and Lebanon, April 25-28, 2000. (A. del Moral and B. Mounajed), tutorials/seminars in Central European countries (P. Bollerslev and K. Boyanov) and a grant of EUR 18,000 to WCC 2000.

Finally, **the DCSC Chair** felt that IFIP needs to promote membership of societies in developing countries. The voucher scheme is of help to current Full Members from such countries and could hopefully serve as an incentive for new Members. However, there are a number of very small developing countries requiring more support. DCSC proposes that if societies from such countries wish to become IFIP Members there should be a reduced membership fee of half a unit, i.e. 800 EUR.

Mr. Ramani recalled that IFIP would get more value if it invests money for activities in developing countries.

Mr. Johnson was very sympathetic for any assistance that IFIP can provide to developing countries but he felt that IFIP should ask itself seriously what is the purpose of requesting dues from such countries in the first place. The dues levels should be packaged together with other issues. Such countries would have problems to raise funds so as to participate in IFIP activities and this is another matter to be addressed.

Mr. Brunnstein was not aware of the financial implications of DCSC's proposal and thought that a financial analysis would be necessary. With this in mind he MOVED that GA requests EB to revisit DCSC's recommendation in detail and to submit a cost-analyzed proposal to Council 2000.

General Assembly unanimously **AGREED**.

3.18.4 Finance Committee

Mr. Granado reported that the FC had met prior to GA and had examined the Treasurer's report and IFIP's financial condition and practices. On this basis FC offers the following considerations and recommendations to GA:

1. 1998 Audited Result

- The forecast for the 1998 Result was precise
- There was a tight control on Expenses and Income and the Result was comparable to 1997
- The management of Return on Assets is improving
- The collection of membership dues continues to be below budget
- Bank deposits continue to have cash in excess

With these observations, the **FC Chair** recommended GA to accept the 1998 Audited Result.

General Assembly unanimously **ACCEPTED** the 1998 Result.

Mr. Granado recommended GA to congratulate the Treasurer and the Secretariat for their excellent work.

General Assembly **APPLAUDED**.

2. 1999 Actual Accounts, January - July

- IFIP continues to have high amounts of cash on Bank deposits
- In spite of a deteriorating financial environment IFIP's Portfolio maintains a sound performance with close to 60% of the budgeted Return on Assets during the first 7 months
- The Income and Expense sides of the budget were tightly monitored
- The Treasurer's forecast of the 1999 Result is 200 K CHF; the Result will probably treble the budgeted figure.

Messrs. Goldsworthy and Boynton recalled that there was a decision with respect to the levels of bank deposits and wondered why our banks were not instructed with a standing order for transfers of sums above certain levels. **Messrs. Khakhar and Nedkov** explained that cash levels relate to cash flow management. Corresponding levels of cash on the Vienna accounts should be available to guarantee expenses vis-à-vis adopted budgets. If budget holders were to produce more precise projections of their income and expenses then better management could be achieved. At year-end there has to be enough cash to cover liabilities from the previous year and also to keep the operations going for some months until membership dues begin to flow in. Additionally, there is the issue of bank transfer charges, which are significant and should be avoided when possible. All these are factors to be considered.

Mr. Boynton thought that IFIP is too conservative with the risk level of its Portfolio investment. **Mr. Granado** explained that the risk level was discussed in EB and agreed by GA in 1997. **Mr. Goldsworthy** opined that at that time there was another risk profile. Now IFIP has the opportunity to invest for the long-term. **The FC Chair** responded that this issue would be reassessed.

3. Budget 2000

- The Budget Proposed reflects an orientation towards growth in Membership dues, royalties, proceeds, Secretariat expenses, TC expenses and technical support.
- The Income side is very optimistic and expenses are budgeted at an unusually high level
- The proposed Expenses will slightly exceed 25% of IFIP's Assets.

With these observations (and further to the debate under item 10) **the President** moved that the proposal for Budget 2000 be approved.

General Assembly **APPROVED**

(In favor - 36, Abstentions - 2, Against - 0)

The FC Chair reported that the current level of IFIP's Assets guarantee IFIP's operational expenses for a period of 4 years. **Messrs. Mason, Boynton and Samways** thought that this was rather high while **Mr. Granado and the Treasurer** stressed that it gives IFIP stability and security, especially when future budgets are developed on more optimistic assumptions. The Treasurer believed that the assets play an important role not to increase the membership dues' levels and will allow IFIP to take more risk in events. **Mr. Brunnstein** agreed that the Assets are poised on a reasonable level and said that the philosophy of caution should be commended.

Mr. Granado advised that IFIP's Portfolio Investment is denominated in EUR and that IFIP's accounting will be converted to EUR as of 1 January 2000. There should be well-formulated cash-flow projections and tight control on expenses. Some key indices for better management are still missing. With this in mind FC recommended further work to optimize the cash flow management for the Year 2000. FC will propose to Council 2000 a set of indices for financial management.

Finally, the **FC Chair** wished to stress that IFIP sustains a healthy financial situation. The introduction of the EUR will contribute to IFIP's financial stability. There should be a balance between expenses and income. This said, **Mr. Granado** recommended that expenses should be driven by income receivables in the execution of Budget 2000.

General Assembly **AGREED.**

3.18.5 UNESCO Liaison

Mr. Nedkov recalled that IFIP was reelected to the UNESCO-NGO Liaison Committee. A web-site of the Liaison Committee was established at <http://www.ifip.or.at/UNESCO/unesco.htm> .

The project for an IFIP/UNESCO Modular Curriculum in Informatics is proceeding well and the first two installments of the negotiated UNESCO subvention of USD 18,000 were transferred. IFIP took part in the Info-Ethics conference and exhibit, organized by UNESCO in Monaco and was represented by K. Brunnstein who delivered a presentation on IFIP and its activities.

The WG 9.5 Chair, G. Cyranek, was appointed as Regional Informatics and Telematics Adviser in the UNESCO Office in Addis Ababa and he will assist in promoting IFIP activities in the region. The UNESCO Regional Office for Science and Technology in Montevideo, Uruguay was also in contact with IFIP and there are plans to support IFIP related activities in Latin America and the Caribbean. IFIP Members in Latin America are aware of these developments and were encouraged to maintain contact with the responsible UNESCO Officer in Montevideo. UNESCO will support the IFIP TC 3 WG 3.1 conference "The Bookmark of the School of the Future" in Vina del Mar, Chile, 10-14 April 2000.

3.18.6 Internal Awards

The Secretary advised that TC 8 had submitted a nomination for the Outstanding Service Award. **Mr. Kurki-Suonio** said that he has not heard of this before and the Secretary responded that a regular call was sent to all TC Chairs.

Mr. Morris recommended to General Assembly the nomination of

TC 8/ WG 8.2: **Richard Welke (USA)**

Motion **CARRIED.**

3.19 Affiliate Members

[General Assembly took note of the reports submitted by CEPIS, IAPR, ICCC and SEARCC]

Mr. Kasturi was the second Vice-President of IAPR and was recently appointed as the Liaison to IFIP. IAPR is “a society of societies” with members from 36 countries. He was a newcomer to the IFIP General Assembly and hoped his participation will enhance future contacts. Currently there was limited interaction. He felt TC 12 and TC 13 activities were related to IAPR and hoped that fields of common interest will be investigated.

Mr. Goldsworthy considered that IAPR’s representation at this GA was an excellent opportunity to build a stronger relationship. He wondered if the relationship could develop so that IAPR could acquire a status similar to that of an IFIP Technical Committee. **Mr. Neumann** felt that TC 12 and IAPR were closely related and said that he would be happy to explore cooperative arrangements.

Mr. Bollerslev had correspondence with IMIA, which started as an IFIP Technical Committee. Following a period of sporadic contact IMIA now wished to reconsider its relationship with IFIP in order to search for closer contacts.

Mr. Ramani reported that the interaction between IFIP and ICCC is rewarding and there is much hope that this trend will continue to grow in future.

Mr. Johnson said that the membership of CEPIS continued to grow. CEPIS celebrated its 10 years of existence during the 16th IFIP Congress. The ECDL Foundation and scheme were faring well. There were a number of CEPIS projects in the pipeline including a scheme to promote professional skills and standards, creating products for individual members and increasing the public awareness of IT. CEPIS was involved and was supportive of a number of IFIP events.

Mr. Ralston reported that SEARCC 98 was successfully organized in Darwin and the next conference was scheduled for December 99 in Singapore. Sites for future SEARCC conventions were selected until the year 2010 under “partners” arrangements. Regional Interest Groups on E-Commerce and IT certification were established. Plans were under way for a Security group, a survey on ICT manpower and other projects.

Messrs. Boynton and Brunnstein referred to the part of the written report which claims that SEARCC was refused the possibility of a slot to share with GA members its aspirations and activities in the region and wished to know whether that is so. **The President** responded that this statement does not correspond to the actual state of affairs. **Mr. Nedkov** reported that there was correspondence on the matter of which the SEARCC President and President-Elect were aware. Several initiatives were suggested within the framework of GA 99 to promote SEARCC and its work. There was a misunderstanding and prior to GA 99 Mr. Iau and **Mr. Nedkov** were in telephone contact to clarify the matter and to consider some steps to enhance contacts.

Mr. Ralston said that some problems have accumulated in the past and he wished to take the relationship into the next era. **Mr. Johnson** thought it is important for IFIP to reflect on its relationship with regional associations. **The President** said that there are plans for a visit to SEARCC to consider the relationship.

Mr. Goldsworthy drew attention to the reference that SEARCC was the first IFIP Regional Member and called upon Messrs. Ralston and Siow to revisit the issue of having again SEARCC as a regional Full Member.

Mr. Shriver thought that one useful initiative would be to explore overlapping activities between IFIP and its Affiliate Members with the purpose of outlining cooperative projects and encouraging the relationships. **Mr. Brunnstein** opined that IFIP has different types of membership and the relations need to correspond to the level of IFIP involvement.

3.20 IFIP Newsletter

[The IFIP Newsletter Editor could not attend due to health reasons and GA took note of his written report]

The publication of 16 volumes of the Newsletter was nearly completed. The total circulation was approximately 4,500. 3,300 copies were sent to individuals and the rest, in bulk, went to societies and event organizers. The experience with Kluwer with the printing of the NL was most satisfactory and the contacts with Mrs. Lambert have been very pleasant. Profiles of all TCs with the exception for TC12 have been published. If any TC chair was ready to have an updated profile of her/his TC printed she/he should contact Mr. Rosenfeld.

3.21 Appointments

The President announced the following appointments:

TECHNICAL ASSEMBLY

R. AIKEN, Chairman

TC Chairs

Affiliate Member Representatives

Ex-officio: Executive Board

ACTIVITY MANAGEMENT BOARD

J. GRANADO, Chairman

Ex-officio:

- DCSC Chairman

- Executive Board

MARKETING COMMITTEE

W. GRAFENDORFER, Chairman

G. Boynton

R. de Caluwe

C. Gergely

A. Mason

R. Reis

N. Schlamberger

Ex-officio:

- PC Chairman

- Newsletter Editor

PUBLICATIONS COMMITTEE

P. RALSTON, Chairman

K. Brunnstein

G. Davis

R. Johnson

B. Neumann

B. Shriver

Q. Wang

Ex-officio:

Contracts Officer

TC Chairs

MC Chair

Invited Observers: Kluwer representative

FINANCE COMMITTEE

J. GRANADO, Chairman

K. Bauknecht

M. Gottlieb

S. Masduki

A. del Moral

Ex-officio: - Treasurer

ADMISSIONS COMMITTEE

C. GERGELY, Chairman

P.A. Bobillier

Z. Bubnicki

G. Sacerdoti

DEVELOPING COUNTRIES SUPPORT COMMITTEE

D. KHAKHAR, Chairman

K. Boyanov

K. Brunnstein

S. Masduki

A. del Moral

B. Mounajed

S. Ramani

B. Samways

A. Sarhan

Ex-officio: - Contracts Officer

TC Correspondents

STATUTES AND BYLAWS COMMITTEE

P. BOBILLIER, Chairman

A. Melbye

G. Morris

J. Dolezal

R. Johnson

INTERNAL AWARDS COMMITTEE

R. JOHNSON, Chairman

P. Bobillier

G. Morris

COMMITTEE FOR COOPERATION WITH
INDUSTRY

T. MIURA, Chairman
R. Aiken
G. Boynton
A. Goldsworthy
S. Masduki
A. Rolstadas
B. Shriver

NOMINATIONS COMMITTEE FOR
TRUSTEES

T. MIURA, Chairman
K. Brunnstein
A. Siow
Q. Wang

NOMINATIONS COMMITTEE FOR
OFFICERS

R. JOHNSON, Chairman
J. Granada
G. Morris

IFIP HISTORIAN
H. ZEMANEK

IFIP NEWSLETTER EDITOR
J. ROSENFELD

IFIP UNESCO LIAISON OFFICER AND
CONTRACTS OFFICER
P. NEDKOV

3.22 Future Meetings

The Secretary advised of the following schedule of future meetings:

GENERAL ASSEMBLY/COUNCIL (and related meetings)

2000	Council	Washington, DC, USA 5 - 9 March, 2000
2000	GA	Beijing, China 26 - 29 August, 2000
2001	Council	Naples, Italy 4 - 8 March, 2001
2001	GA	Open for invitations
2002	Council	Open for invitations
2002	GA	Montreal, Canada (in conjunction with the 17 th IFIP Congress)
2003	Council	Open for invitations
2003	GA	Bilbao, Spain (tentative)

3.23 Other Business

The President recalled that Mr. Morris had reached the end of his term as Individual member and IFIP Secretary.

His association with IFIP went back to its creation in 1959 and he had attended every Congress until Madrid. He had been a GA member since 1977 and had been Trustee and Vice-President as well as Secretary and had also chaired many committees. He could safely be described as an honorable and faithful member of IFIP.

The President presented Mr. Morris with a token of IFIP's gratitude for his work. In return Mr. Morris thanked IFIP for the interest and enjoyment it had given by presenting a pewter bell from Malaysia for us by future Secretaries in shepherding unruly GA members !

Mr. Bollerslev thanked Mr. Morris for all his hard work for IFIP. In view of his enormous contributions to the organization he had consulted with GA and was very pleased to announce GA's decision to admit Mr. Morris as IFIP Honorary Member.

General Assembly APPLAUDED.

Mr. Morris was grateful to GA for honoring him with this unexpected recognition. He had been involved in IFIP for many years and has many fond memories and friends in IFIP. As Honorary Member, he will continue with what he can to assist IFIP.



Mr. G. Morris presents a pewter bell to the incoming Secretary, Mr. R. Johnson.

3.24 Closing of Meeting

The President once again conveyed to the MNCC representatives IFIP's appreciation of the hospitality arrangements. He thanked all GA representatives and attendees for their contributions and declared the General Assembly meeting closed.

4 ANNEX 1

Member Society Forum

September 6, 1999

Petaling Jaya

Objective:

- To provide an opportunity for Member Societies to explore matters of common concern, and, hopefully, to profit from each other's experiences;
- To facilitate inter-Member Society cooperation.

Proceedings:

As planned, two representatives of Member Societies, Messrs. Masduki and Mason, opened the exchange of information by presenting facts and issues relating to the Malaysian National Computer Confederation (MNCC) and the New Zealand Computer Society (NZCS) respectively.

After giving some information on the MNCC, Mr. Masduki presented the following:

Issues

- declining membership;
- declining participation at activities;
- increasing attitude of 'what's in it for me?';
- competition from other specialized societies.

Challenges

- Professional recognition;
- Community services (e.g. for the elderly, for the disadvantaged, ...).

Actions

- involve prominent people;
- joint efforts with other groups;
- technology updates.

Mr. Mason, on the other hand, announced that the NZCS has grown by 30% and has a target membership of 15% of the IT workforce.

The NZCS's slogan is 'professionalism does make a difference'. Consequently, the NZCS promotes its Certification Program and Industry Structure Model. One of their issues is whether or not to maintain memberships in both IFIP and SEARCC.

Other Member societies provided the following input in the order presented here:

British Computer Society

- Would like help to develop 'products'.

Swedish Information Processing Society

- Reminded the audience of the value of the IFIP network.

Federation des Associations Informatiques de Belgique

- The six societies within the Belgian federation want arguments to justify their IFIP membership;
- They want Working Group (WG) members to 'pass through' the National Member Societies;
- They ask how IFIP can entice the best people to work with IFIP rather than some other body.

South East Asia Regional Computer Confederation

-Suggests that more young blood is needed.

Australian Computer Society

- Feels that information from WGs and TCs stays locked up;
- Technology transfer from WGs and TCs to Member Societies is negligible;
- Need technology transfer help **right now**.

Swiss Federation of Information Processing Societies

- The federation comprises 20 societies;
- Their IFIP representative meets once a year with the Swiss Technical Committee (TC) representatives;
- The WG and TC members are not only IFIP assets; they also bring back experience to the federation.

Gesellschaft fuer Informatik

- Has 20 000 members;
- They challenge and offer input to legislation;
- They ask if IFIP can play a bigger role in affecting legislation world-wide;
- They feel that promising technologies are not sufficiently covered by IFIP;
- Twice a year the IFIP representative meets with German TC members.

Brazilian Computer Society

- Wishes that the output of symposiums and conferences had greater visibility; such output could be 'products';
- Would like IFIP to announce events of Member Societies;
- Hopes for a catalogue of IFIP publications.

Associacao Portuguesa de Informatica

- IFIP is perceived as an academic body;
- Latin countries do not have as good a record as do Anglo-Saxon ones with respect to 'societies'.

IEEE CS

- Different societies have different interests;
- IFIP can be a broker of technical information;
- IFIP can be a broker of relationships (e.g. in the domain of education);
- IFIP can bring together people who can deal with issues such as intellectual property;
- IFIP can promote universal dissemination;
- So, where are we going?

Summary:

It is probably correct to add that, in general discussions, Member Societies highlighted that IFIP suffers from a lack of awareness, something that could be addressed by promoting IFIP "products" more.

There is no doubt that Member Societies would like IFIP to be a better known entity, and would like to 'unlock' the information from WGs and TCs.

The author of this report believes that Mr. Shriver of IEEE CS provided one of the more memorable comments of the discussion when he stated that IFIP can be not only a broker of technical information but also a broker of relationships. Another especially noteworthy point was that raised by Mr. Brunnstein, namely, that of the role that IFIP can play in influencing legislation.

IFIP must set its course for the 21st century.

George H. Boynton

Canadian Representative (Canadian Information Processing Society)