

Standing Orders

International Federation for Information Processing (IFIP)

Approved by the Executive Committee in May 2017

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1 General

The Standing Orders of IFIP are established according to article 10 of the IFIP Statutes.

Except for IFIP or IFIP-approved official events, activities and assignments as part of their IFIP role, whenever individuals take on professional assignments or other activities with outside organizations, this shall be done as individuals and not as IFIP official representatives.

However they are encouraged to seek ways of promoting IFIP and are free to publicize their role in its activities.

2 Operation of TCs, SGs, WGs and SIGs

If a TC/SG wishes to establish a Working Group, it should request approval from the Technical Assembly.

Vice-Chairs and Secretary are nominated by the Chair of the Committee. The Secretary does not have to be selected from the members of the Committee.

The term of office of a TC, WG or SG Officer or member begins with the official appointment to that position and ends, either by an official re-appointment in cases where re-appointment is allowed, or by the official appointment of a successor, or by some extraordinary action such as the formal dissolution of the Body in question. It is the responsibility of the IFIP Secretary to monitor and supervise to ensure that action to end a term be initiated in sufficient time for the statutory three-year period, where applicable, to be enforced.

Records of attendance at meetings shall be maintained. A TC or SG member who has not made a real contribution over a period of two years by attending meetings, correspondence or contributing to events may be considered as having resigned from the Committee. At this time, the TC Chair will communicate this fact to the Member Society and request the nomination of a new member.

The Budget for a TC and SG is approved by the General Assembly. Expense Requests must be established according to the rules defined in 4.5.

2.1 Meetings

Frequency, location and timetable are determined by the Chairs of the TCs, WGs or SGs in collaboration with the members. A draft agenda should be sent out by the Secretary at least two months in advance to all the members and IFIP Secretariat. The unconfirmed Minutes or Proceedings of the Meetings should be sent to the members and IFIP Secretariat not later than two months after the Meeting.

Observers can be invited by the Chair. The invitation only extends to one Meeting.

2.2 Distribution of documents

Normally documents are distributed to all members of the TC, WG or SG. Furthermore, the Chair and Secretary of the next higher level should receive copies. These documents are considered as internal and not for reproduction or publication without specific authorization.

2.3 Bulletin

When appropriate, a Committee can establish a publication in the form of a Bulletin or Periodical

for dissemination and collection of ideas, criticisms, comments and working papers in a wider circle than the Committee. The subjects treated in the Bulletin must be of a scientific or technical nature only. An Editor is appointed who is, together with the Chair of the Committee, responsible for the contents of the Bulletin. Explicit mention shall be made of copyright in each issue as follows: "This Bulletin may not be reproduced in part or in total without written permission from IFIP."

2.4 Publication

All IFIP publications are under IFIP copyright. Exceptions must be decided by the Executive Committee. Author(s) of a paper to be published in an IFIP publication have to sign the IFIP Copyright Transfer Form. (Forms available from the Secretariat)

3 Operation of the Secretariat

The Secretariat is the permanent, full-time organization of the Federation, charged with executing the secretarial, administrative, communication and accounting work of IFIP. The Secretariat reports to the IFIP President and executes the administrative, secretarial and accounting work of the Federation.

The Secretariat is responsible for:

- the organization of Board and General Assembly Meetings, the preparation and distribution of the corresponding Minutes, the Information Bulletin and other general purpose documents;

- the financial and accounting operations of IFIP as follow:

For the financial and accounting operations, the Secretariat is responsible that:

- Budget proposals for the Secretariat are prepared;

- Approved budgets are communicated to the relevant budget holders;

- Annual dues are invoiced, recorded and monitored with adequate reminders;

- Portfolio transactions are received and recorded;

- Statements concerning income from publications are received and recorded;

- Proceeds from events are received and recorded;

- Adequate forms for payment requests are designed and applied;

- Support and expense approvals by competent officers are duly received and recorded;

- Expense requests are paid when duly approved (see article 4.5 Expense Approval Guidelines) and within budget limits;

- All recorded payments and other financial transactions are accounted;

- Requests for account specifications and other financial information are processed.

The Secretariat has the authority to:

- Maintain euro cash funds under proper security up to € 720 for local expenses;

- Sign orders to withdraw or transfer amounts from bank accounts within defined limits;

- Allocate financial operations among available Secretariat staff;

- Maintain an updated address lists of all persons and organizations related to the activities of IFIP;

- Handle the wide variety of inquiries and communications emanating from individuals or other International Institutions;

- Maintain the IFIP files and archives.

The Secretariat is the central point for information between the Member Societies and the

various IFIP functions. It is the source for IFIP standard documents and forms. It is responsible for the IFIP Information Bulletin which is a basic source of reference and contains a wide variety of information about IFIP including membership lists, committee functions, charters, aims and scopes, publications currently available and major forthcoming events, etc. The Bulletin is maintained electronically, is frequently updated and is easily accessible on-line.

4 Distribution and format of documents

4.1 Copies of correspondence

Copies of letters written by Officers, Councillors, TC/WG and SG Chairmen as well as by other Committee Chairmen should be systematically sent to the Secretariat where they are filed. Every letter or document should indicate clearly those persons who have received a copy. The Secretariat produces additional copies and distributes them according to the needs expressed by the various IFIP functions.

In all cases where contact with Organizations or persons outside IFIP is involved, a copy is also sent to the President and to other concerned parties.

4.2 Distribution of other documents

The Secretariat has the responsibility for dispatching several regular (e-)mailings including the IFIP Newsletter, GA and Board Minutes and IFIP Bulletin.

4.3 Documents for Board and General Assembly

The documents presented at Board and General Assembly Meetings should be concise and concentrate on matters requesting a decision.

The recommended structure is as follows:

- background information explaining why the proposed action is needed;
- resources needed to carry out the proposal together with a timetable if appropriate;
- impact on and benefit to IFIP of approving the proposal;
- short, clear statement of the proposal for formal approval by the meeting.

5 Events / Activities

5.1 Local organizing committee

The organizing Body (TC or SG) sets up the organization locally where the event is planned. This local organizing committee is responsible for all details regarding preparation (staffing, expenses, advertising activities, relations with speakers, rooms for conferences, audio-visual equipment, etc.), execution (documentation of the participants, badges, possibly hotel and transportation, etc.) and publications (refer 3.4 and 3.5).

The local Organizing Committee of a TC activity may use the IFIP Secretariat which will help in distributing information on activities to the various Member Societies.

The Technical program of the event must conform to the statutory aims of IFIP. This implies that the program must be designed for an international audience, controlled by an international program committee of recognized professionals and composed of international contributions of high quality.

The Technical Committee/Specialist Group is responsible for ensuring that loans given by IFIP

are reimbursed promptly.

5.2 Budget

The approved budget for the Program Committee should be incorporated within the overall budget of the event. The financing and accounting is performed locally with cognizance of the organizing Body. If the event is planned to have a surplus or a loss, it must be agreed from the outset how to share the surplus or to cover the loss. (see “IFIP Event approval procedure”)

If an IFIP loan has been obtained, it should be reimbursed within 60 days after the event. A report must be made by the TC Chairman in the TC report to the Board and the General Assembly.

Congress loans should be repaid to IFIP within 30 days following the close of the Congress unless an alternative agreement has been made between IFIP and the Organizing Committee. A preliminary estimate of the surplus should be prepared and made available within 30 days and final accounts submitted to IFIP within 180 days.

5.3 Publications and income from publications

The event should normally result in an IFIP publication. In order to prepare Conference Pre-Prints or Post-Conference Proceedings, a Conference Editor will be appointed who will contact the Contracts Officer of IFIP. (see IFIP Publications policy, Annex to the Bylaws)

IFIP receives income from its publications. The relevant details are contained in the “IFIP Event approval procedure” and the “IFIP Publications policy” (Annexes to the Bylaws).

5.4 IFIP Secretariat Support

For the preparatory, organizational and information activities, the Secretariat will help - in particular

- by including information on the events in the IFIP Newsletter and on the website;
- by sending relevant documentation to General Assembly Members or other persons;
- by answering requests about the events.

5.5 Confidentiality

Any list of names and addresses generated from IFIP activities and which is the property of IFIP shall not be released to any non-IFIP organization whether for commercial or non-commercial purposes.

Any such list may be used by IFIP or on behalf of IFIP for the promotion of IFIP's affairs and/or the potential benefit of its Members or participants in its activities.

6 Finances

6.1 Responsibilities and authority of the Honorary Treasurer

The Treasurer shall see that adequate and accurate accounts are kept by the Secretariat, that dues and other sums are duly collected, that all properly approved bills are paid, and that financial reports, statements, balances and budgets are prepared in agreement with adopted policies and submitted as requested by General Assembly.

Within restrictions determined by the Executive Committee, the Treasurer shall ensure that

adequate and accurate accounts are opened and maintained;

dues and other sums are duly collected;

all properly approved bills are paid,;

financial reports, statements, balances and budgets are prepared in agreement with adopted policies and submitted as requested by General Assembly

and has the authority to

open bank accounts in the name of IFIP;

sign orders to withdraw or transfer amounts from such accounts;

instruct the General Secretary of procedures for financial and accounting operations to be performed by the Secretariat.

6.2 Budget procedure

The IFIP fiscal year is the calendar year.

The budget and reporting cycle for year n involves the following steps:

February n-1	When Provisional Actual for year n-2, and thus the Opening Balance for year n-1, is known, the Budget Goals for year n are considered by the Treasurer.
May n-1	During the Board meeting targets for year n are discussed in Finance Committee and Executive Committee, and guidelines are stated for the Treasurer. The Treasurer prepares a Budget Draft for year n and invites comments and requests.
August n-1	Based on feedback received, and on results for the first half of year n-1, a formal Budget Proposal for year n is presented, first for Executive Committee and Board, and then - sometimes with amendments - for approval by GA.
November n-1	When the third quarter figures for n-1 are known, they are announced with the Budget Approved for year n.
February n	The Treasurer submits to the Board the unaudited statement and balance for year n-1 with his proposal for any adjustments to the adopted budget for year n and an Adjusted Budget may be agreed. The Board may reduce any budgeted expense; expense increases are only allowed as long as the total expenses do not increase by more than 10%.
May n	Actual for Jan-Mar of year n is reported.
August n	Actual for Jan-Jun of year n is reported and an estimated result for year n may be given by the Treasurer to GA.
November n	Actual for Jan-Sep of year n is reported and the estimated result adjusted.
February n+1	Provisional Actual for year n is reported, if possible with the Auditor's preliminary comments. The Board approves depreciations recommended by Finance Committee.
May n+1	Actual Audited for year n is announced for Executive Committee and Finance Committee.
August n+1	Actual Audited for year n is announced for and subsequently approved by GA.

6.3 Financial Safeguards

The books and accounts of IFIP shall be audited annually by a certified public accountant, appointed by GA.

The total balance for bank deposits on current accounts shall be maintained at a level of no less than 30% of the previous fiscal year's total expenses. Cash in excess of this level may be transferred to term deposit accounts, as the anticipated cash flow may justify.

Excess cash, not needed within a year, may be invested in the financial market in equities, securities bonds and funds. Such investments shall be handled by the bank as a discretionary portfolio with a mandate approved by GA.

The Chair of any substructure, such as Standing Committees, Technical Committees and Specialist Groups, holding funds on behalf of IFIP, shall submit annually an account of such funds at a time and in a manner prescribed by the Treasurer.

6.4 Accounting principles

Income is accounted when invoiced.

TC support (grants) are accounted when approved, other expenses when incurred.

Securities are accounted at their market value and include accrued dividends. Accounts receivable include dues and loans outstanding, with items considered dubious being written off by the end of the fiscal year.

6.5 Disposal of TC Funds

If a TC ceases to operate and is formally wound up its funds shall be transferred to and absorbed into the General Fund.

6.6 Expense Approval Guidelines

Expenses directly related to an approved IFIP activity or function, for which a budget has been approved, may be claimed from IFIP when the budget holder of the activity approves by signing the expense claim. These expenses may comprise services and supplies provided by external agents, but never include compensation for services rendered by an IFIP volunteer.

Travel expenses shall only be claimed by IFIP volunteers for travel made in their capacity as IFIP-appointed or IFIP-elected persons, and only to the extent that funding of such expenses is not available from other sources outside IFIP. Allowable expenses should be at the lowest overall cost to IFIP, price of transportation and other factors considered, with no loss or profit accruing to the traveller as a result. Members of GA and TC/SGs cannot claim travel expenses to attend meetings of bodies which they attend as representatives from an IFIP Member organization.

Claims from expense accounts and TC-Funds are submitted to the Secretariat on an Expense Request Form (obtainable from the Secretariat) properly completed and signed by the budget holder. In urgent and exceptional situations, the President or the Treasurer may approve in lieu of the budget holder. Expenses incurred by the President must be approved by the Treasurer. Expenses incurred by the Treasurer must be approved by the Finance Committee Chair. Expenses incurred by all other budget holders may be approved by the General Secretary according to instructions given by the Treasurer. The expenses of the General Secretary are approved by the Treasurer.

Requests for expenses claimed in full must be accompanied by original bills and receipts for all major items. For partially claimed expenses the request should contain a statement from the organization providing the remaining coverage which confirms that original bills and receipts are held by them.

If expenses are claimed from an account for which the budget has already been spent, the claim cannot be honoured, unless the request is co-signed by the Treasurer. Such co-signature

can only be expected if the Treasurer is confident that the particular excess spending is fully justified and will most probably be compensated by equivalent savings within other accounts in the same expense group. The Treasurer shall ensure that the total actual expenses do not exceed the total expense budget.

7 Annexes

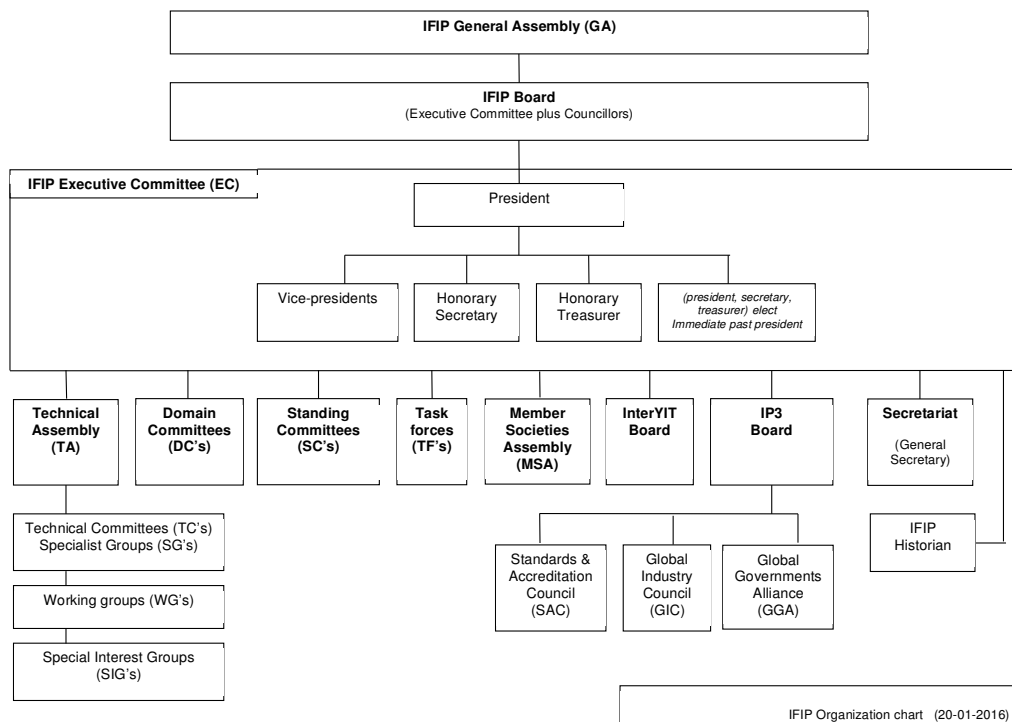
The annexes of the Bylaws and the Standing Orders are divided in the following classes:

	Class	Mandatory / Recommended	Remarks
A	General	Mandatory	Informative and/or directive
B	Policies	Mandatory	
C	Procedures and forms	Mandatory	Forms linked to official procedures
D	Contracts and agreements	Mandatory	Incl. MoU's
E	Charters	Mandatory (Bylaws) / Recommended (SO)	Terms of reference for substructures
F	Job descriptions	Recommended	Job descriptions for functions
G	Guidelines and handbooks	Recommended	

The annexes included In the Bylaws are approved by the General Assembly (as are the Bylaws). The annexes included in the Standing Orders are approved by the Executive Committee (as are the Standing Orders).

7.1 General

7.1.1 Organization chart



7.1.2 Overview of Technical Committees and Specialist Groups

As listed in the IFIP Bulletin and on the IFIP website.

- TC-1 Foundations of Computer Science
- TC-2 Software: Theory and Practice
- TC-3 Education
- TC-5 Computer Applications in Technology
- TC-6 Communication Systems
- TC-7 System Modelling and Optimization
- TC-8 Information Systems
- TC-9 Relationship between Computers and Society
- TC-10 Computer Systems Technology
- TC-11 Security and Protection in Information Processing Systems
- TC-12 Artificial Intelligence
- TC-13 Human-Computer Interaction
- TC-14 Entertainment Computing

7.1.3 Overview of Domain Committees

- Domain Committee on Health Informatics (joint group with IMIA)
- Domain Committee on Cloud Computing
- Domain Committee on IT in Disaster Risk Reduction

7.1.4 Overview of Standing Committees

As listed in the Bylaws, article 4.5.1.

There are Standing Committees, the scope of which is directly connected with the conduct of business of the General Assembly:

- Statutes and Bylaws Committee (SBC);
- Finance Committee (FC);
- Admissions Committee (AC),
- Nominations Committee (NC).

There are other Standing Committees whose scope extends beyond internal functions:

- Publications Committee (PC);
- Activity Management Board (AMB);
- Service Awards Committee (SAC);
- International Liaison Committee (ILC);
- Digital Equity Committee (DEC).

7.1.5 Overview of Task Forces

- Task Force Website (technical issues)
- Task Force Website (content issues)
- Task Force Next World Computer Congress (WCC)
- Task Force Next World CIO Forum (WCF)

7.1.6 Overview of Working Groups and Special Interest Groups

NB: to be added

7.1.7 Overview of functions and responsibilities with respect to finances

The following bodies / functions have tasks / responsibilities with respect to IFIP finances:

- General Assembly / Board
- Executive Committee / Honorary Treasurer
- General Secretary / IFIP Secretariat
- Auditor
- Finance Committee (Standing Committee)
- Task Force Finance
- TC chairs and WG chairs
- Event organizers

a. General Assembly / Board

The General Assembly reviews and approves:

- the annual financial statement (balance and profit & loss account) of IFIP;
- the annual budget;
- financial policies (such as the investment policy);
- changes in Statutes & Bylaws concerning financial issues;
- changes in membership fees.

The Board discusses the annual financial statement and provisionally approves the statement (on behalf of GA). The Board will review and revise (within reason) programme and budget, if needed, between GA meetings. Policies and changes in policies may also be discussed in the Board in preparation of presenting them to GA.

b. Executive Committee / Honorary Treasurer

The Executive Committee is responsible for the day-to-day operations of IFIP.

Within restrictions determined by the Executive Committee, the Treasurer shall ensure that:

- adequate and accurate accounts are opened and maintained,
- dues and other sums are duly collected,
- all properly approved bills are paid, and
- financial reports, statements, balances and budgets are prepared in agreement with adopted policies and submitted as requested by General Assembly.

The Treasurer has the authority to:

- open bank accounts in the name of IFIP,
- sign orders to withdraw or transfer amounts from such accounts,
- instruct the General Secretary of procedures for financial and accounting operations to be performed by the Secretariat.

The Treasurer shall provide a report to Board and GA about the annual financial statement and present the view of the Executive Committee on the figures.

c. General Secretary / IFIP Secretariat

The General Secretary is responsible for the bookkeeping, i.e. making sure that all income and expenses are registered timely and accurately in the IFIP accounting system. The GS is also responsible for timely generating (from the accounting system) and delivering the predefined periodical reports to the TCs, the Executive Committee, the Board and General Assembly. A specific periodical report to be generated is the annual financial statement (balance and profit & loss account) of IFIP. GS will generate this timely from the accounting system of IFIP and submit this to the Auditor in order for the statement to be timely audited before the Board meeting.

The Secretariat is the permanent, full-time organization of the Federation, charged with executing the secretarial, administrative, communication and accounting work of IFIP. It is responsible for the financial and accounting operations of IFIP as follows:

Responsibility that:

- Budget proposals for the Secretariat are prepared
- Approved budgets are communicated to the relevant budget holders

- Annual dues are invoiced, recorded and monitored with adequate reminders
- Portfolio transactions are received and recorded
- Royalty statements are received and recorded
- Proceeds from events are received and recorded
- Adequate forms for payment requests are designed and applied
- Support and expense approvals by competent officers are duly received and recorded
- Expense requests are paid when duly approved and within budget limits
- All recorded payments and other financial transactions are accounted
- Requests for account specifications and other financial information are processed

Authority to:

- Maintain euro cash funds under proper security up to € 720 for local expenses
- Sign orders to withdraw or transfer amounts from bank accounts within defined limits
- Allocate financial operations among available Secretariat staff.

d. Auditor

The Auditor is a certified public accountant from an external company that has to audit and provide an opinion on the annual financial statement (balance and profit & loss account) of IFIP and will provide a management letter on IFIP's financial operations.

e. Finance Committee (Standing Committee)

The General Assembly has established the Finance Committee whose responsibilities include:

- formulating policies for the sound management of IFIP finances and to propose such policies to the appropriate IFIP body for approval;
- issuing guidelines and/or to establish procedures as necessary to carry out approved policies;
- analyzing and evaluating IFIP's financial situation to ensure that policies are being followed, and to propose policy changes when appropriate.

FC will be responsible for a coherent and consistent set of financial procedures (including for instance expense approval guidelines, accounting principles, etc.). Some procedures will have to be checked with the Auditor. Treasurer and General Secretary are ex officio members of the FC and at least one TC chair and one GA member should be member.

f. Task Force Finance

This is a temporary body with a specific assignment. The mandate provided by the IFIP President assigned the task force to objectively review IFIP's streams of income, investigate new possible streams of income and basically create a 5 year financial scenario for IFIP. To be reported to Board and GA 2010. Depending on the result of the discussions in GA 2010, the TF will be disbanded after GA 2010.

g. TC chairs / WG chairs

TC chairs are responsible for the correctness of their fund balance and their income and expense account in the IFIP books. The appropriate reports to enable the TC chairs to meet this responsibility is provided by the General Secretary. TC chairs have to provide an annual budget timely to be included in the overall IFIP budget.

TC chairs are responsible for the financial aspects of the TC and all of its working groups. This includes checking and approving event budgets before an event is taking place and requesting and checking the financial statement of an event as soon as the event has finished.

h. Event organizers

Event organizers are responsible for timely drafting a budget for the event and submitting this for approval to the appropriate body (WG, TC, Executive Committee).

Event organizers are responsible for timely submitting a financial report about the outcome of the event to the appropriate body. For major events this report should be formally audited.

Summary

Financial figures (annual statement / budget)

- Preparing → General Secretary and Treasurer
- Auditing (opinion and management letter) → Auditor
- Analyzing (and view / proposals if needed) → Treasurer / Executive Committee
- Approving → General Assembly

Financial policies / procedures

- Preparing → General Secretary / Treasurer
- Analyzing (and view / proposals if needed) → Finance Committee
- Approving → Executive Committee / General Assembly

7.1.8 Overview of authority concerning IFIP substructures

Substructure	Procedure / appointment	Authority	Bylaws
Technical Assembly (TA)	Establishment / dissolution	General Assembly	4
	Chair	President	4.1.2
	Members	Explicitly designated	4.1.2
Technical Committee (TC)	Establishment / dissolution	General Assembly	4. and 4.2.1
	Chair	President	4.2.3
	Officers	TC Chair	4.2.4
	Members	Designated / TC	4.2.2
Specialist Group (SG)	Establishment / dissolution	Technical Assembly	4.2.1
	Chair	President	4.2.3
	Officers	SG Chair	4.2.4
	Members	Technical Assembly	4.2.1
Working Group (WG)	Establishment / dissolution	Technical Assembly	4.2.7
	Chair	TC / SG Chair	4.2.7
	Officers	WG Chair	4.2.7
	Members	TC / SG Chair	4.2.7
Special Interest Group (SIG)	Establishment / dissolution	Technical Committee	4.2.9
	Chair	Not specified	---
	Officers	Not specified	---
	Members	WG Chair	4.2.9
Domain Committee (DC)	Establishment / dissolution	Executive Committee	4.3.1
	Chair	President	4.3.2
	Officers	DC Chair	4.3.3
	Members	Not specified	4.3.3
International Young IT Professionals Group (InterYIT)	Establishment / dissolution	General Assembly	4

	Chair	IFIP President	4.4.2
	Officers	InterYIT Group	4.4.2 and Annex 6.4.2
	Members	InterYIT Group	4.4.2 and Annex 6.4.2
International Professional Practice Partnership (IP3)	Establishment / dissolution	General Assembly	
	Chair	IP3 Board	Annex 6.4.4
	Officers	IP3 Board	Annex 6.4.4
	Members	IP3 Board	Annex 6.4.4
Member Societies Assembly (MSA)	Establishment / dissolution	General Assembly	4.7.1
	Chair	MSA	4.7.2
	Members	MSA	4.7.2
Standing Committee (SC)	Establishment / dissolution	General Assembly	4 and 4.5.1
	Chair	President	4.5.2
	Members	President and SC Chair	4.5.2
Task Force (TF)	Establishment / dissolution	General Assembly, Board, Executive Committee	4.6
	Chair	President	4.6
	Members	Not specified (in principle the chair)	---

7.2 Policies

7.2.1 Website policy

NB: To be developed. To include domain name policy for IFIP / IFIP events.

7.3 Procedures and forms

7.3.1 Roberts Rules of Order

In cases where the Statutes, Bylaws or Standing Orders do not provide rules for decision making, Robert's Rules of Order provide guidance.

Robert's Rules of Order is the short title of a book, written by [Henry Martyn Robert](#), that is intended to be a guide for conducting meetings and [making decisions as a group](#). Originally published in 1876, it has been revised regularly through the years, including two major revisions, by Robert and his successors based on feedback from users. The most recent version is the 11th Edition published in 2011 under the name *Robert's Rules of Order Newly Revised* (abbreviated *RONR*). This book has details on the types of groups that use it, the ways that decisions could be made, and the various situations in which decisions are made.

[https://en.wikipedia.org/wiki/Robert's Rules of Order](https://en.wikipedia.org/wiki/Robert's_Rules_of_Order)

A copy of Robert's Rules of Order is available at the IFIP Secretariat.

7.3.2 Forms for awards

Forms for use when making nominations for IFIP awards are no longer included in the Standing Orders. All nominations for IFIP awards must be made using the online nomination system which includes all necessary forms. Links for General Assembly members to use to make nominations for the Silver Core Award, the Service Award, the Auerbach Award and the IFIP Fellow award are available in the secure area of the website. A link that non-GA members can use to make nominations for the IFIP Fellow award is given in the Awards section of the website. All forms used in the nomination process are subject to change by the Executive Committee by a simple majority vote.

7.3.3 Nominations form

A nominations form is to be developed where the following issues are addressed (partly from the old SO Supplement 6) in order to make candidates aware of the expectations that come with the position they want to be nominated for.

- a. General experience in IFIP. At least one, and preferably more than one, GA meeting is desirable for orientation prior to nomination as a Councillor. At least one year as a Councillor is desirable prior to election to Executive office for the same reason.
- b. Status in the profession. If an individual is well known in the computing world independently of IFIP, this fact should count in their favors when his nomination is being considered.
- c. IFIP Record. It is important that assignments undertaken by IFIP Councillors and members of the Executive Board should be carried out as agreed, or that alternative arrangements should be made by the individual concerned. It is also important that elected office bearers should exercise initiative in IFIP's interests. A proven record either within IFIP or elsewhere is an important qualification for nomination to office.
- d. Experience versus new blood. It is important that there should be a reasonable turn-over of office bearers. Some Member countries change their GA representatives regularly while others serve for many years. While longer tenure has advantages from some points of view, the election of some GA Members who have not previously held office is desirable for the continued renewal of IFIP.
- e. Support Available to Individuals. IFIP practice concerning the payment of expenses is that travel and living expenses re GA and Board meetings are covered from non-IFIP sources, and that other expenses are met by IFIP unless other funds are available. Moreover, office bearers must be free to attend GA and Board meetings and such other assignments as they undertake. For example, a President should expect to make several visits to Member countries each year during their term of office and possibly to have to deal with an occasional crisis situation at short notice. Because of these considerations, each candidate for office should be asked the extent to which their national society and their employer will support them in discharging the responsibilities of their office.
- f. Special Considerations. It is desirable that some office bearers should have special skills or experience. For example, a potential treasurer should have some proven experience in financial matters, and ready access to financial advice for the investment of IFIP funds. All executive officers should have ready access to secretarial and communications facilities.

7.3.4 Procedure for staff appraisal

7.4 Contracts and agreements

7.4.1 Overview of contracts and agreements

7.4.2 Overview of MoU's for individual events

7.5 Charters

7.5.1 Domain Committee charters

7.5.2 Task Force charters

7.5.3 Standing Committee charters

7.6 Job descriptions

7.6.1 Responsibilities of General Assembly members

GA Members' first responsibility is clearly to represent their Societies' interests at General Assembly and in all other relevant ways. At the same time they are members of the IFIP team and should work for the benefit of IFIP so that the value of its activities is enhanced to the ultimate benefit of all its Members. GA Members are expected to:

- Attend all GA meetings. If attendance is impracticable then they will seek a deputy from their Society. If that proves impossible then they are expected to appoint another GA Member as proxy giving instructions, if so desired, as to how that vote is to be used.
- Respond promptly to correspondence from IFIP.
- Ensure that IFIP literature (Annual Report, Bulletin and Newsletter) receives appropriate distribution within their Societies and seek to secure reporting of IFIP activities in their Societies' own publications.
- Publicise IFIP events and publications widely through their Societies and encourage participation by their members.
- Strive to secure good and active participation by their Society in Technical Committees and Working Groups and, when appropriate, on Program and other committees.
- Monitor the attendance and participation of their Societies' representatives in IFIP's activities and where there is a deficiency seek to improve the performance or to replace the representative.
- Request Annual Reports from their Societies' IFIP representatives and hold an annual meeting with them to review the value of their activities to their Society and to prepare for their Societies' Annual Reports to IFIP, dealing particularly with suggestions for improved IFIP performance. They ensure that these Annual Reports are prepared and submitted to IFIP in good time.
- Encourage their Societies to be prompt in their payment of IFIP dues.
- Endeavour to enhance and extend the interchange of technical and professional experience between their Societies, countries and IFIP for increased mutual benefit

7.6.2 Responsibilities of Member Society Representatives in TCs

Dedicated and productive participation in the various Technical Committees is critical to success. Each member of a Technical Committee has an obligation to work towards achieving the specific

individual goals of the Technical Committee and its Working Groups. In particular, National Representatives on Technical Committees are required to be active researchers / professionals in the field relevant to the particular Technical Committee and to actively be interested in the promotion of the global mission and goals of IFIP in general and of the Technical Committee in particular.

The following outlines particular responsibilities of National Representatives:

Meetings of the Technical Committee

- Regularly attend scheduled meetings and/or provide prior notification of planned absence.
- Document and report annually to the Technical Committee in the required format on relevant discoveries, activities and events of their home countries.

Technical Committee Activities

- Dynamically participate in Technical Committee events and activities.
- Assist with the identification of areas of advancement and improvement supporting continuation of IFIP's global mission and goals.
- Provide information about individual research communities, activities and events in their home countries when requested by people seeking information for Technical Committee conferences or publications.

In their Home Countries

- Aggressively promote the innovations of technology and pertinent R&D activities from the Technical Committee to their professional fields and other organizations in their home countries.
- Promote collaboration and involvement between the Technical Committee Working Groups and their national communities including educational institutions, professional organizations and personal affiliations.
- Encourage involvement and knowledge-sharing between scientists and experts in the corresponding relevant fields of the Technical Committee in their home countries.
- Nominate and suggest appropriate subject matter experts when required by representatives of the Technical Committee and/or Working Group Conference Program Chairs for a conference organized in their countries.
- Continually work to identify and nominate individuals in the technical community of their home countries to serve in Working Groups of the Technical Committee.

7.6.3 TC / SG chair job description

RESPONSIBILITIES

- To organize and co-ordinate the activities undertaken by the TC/SG in pursuit of its approved Aims and Scope.
- To appoint members to the TC/SG as specified in Bylaw 4.2.2.
- To appoint Chairs of Working Groups on the recommendation of the TC/SG and other members of Working Groups with the approval of the TC/SG. [Bylaw 4.2.7]
- To make proposals to the Technical Assembly on behalf of the TC/SG for the creation of new Working Groups or the dissolution or redirection of existing ones.
- To keep the Aims and Scope of the TC/SG under review and where necessary recommend changes to the Technical Assembly and General Assembly.
- To keep the membership of the TC/SG under review and initiate changes where necessary.
- To keep the Working Group structure and program of activities under review and initiate changes where necessary.
- To convene at least one meeting of the TC/SG each year and where possible

attend, chair and present a Chair's report at each such meeting. Where attendance is not possible, the meeting will be chaired by a proxy, normally the Vice-Chair. If necessary, meetings may be 'electronic'.

- To initiate and facilitate the development of a program of events for the TC/SG and its Working Groups.
- To co-ordinate the publication of event proceedings in collaboration with Working Group Chairs and others, as appropriate.
- To ensure that a register of members of the TC/SG is maintained.
- To ensure that an up to date website is maintained of information about the TC/SG, its Working Groups and activities.
- To prepare reports for the Technical Assembly and General Assembly as requested.
- To serve as an ex officio member of the IFIP Technical Assembly (TA) and General Assembly (GA). Where possible to attend at least one meeting of the TA and GA annually to report on the activities of the TC and discuss future developments. When attendance is not possible, to appoint a proxy.
- To communicate the policies determined at the IFIP General Assembly and Technical Assembly to TC/SG and Working Group members, as appropriate.
- To manage the TC/SG budget approved by the General Assembly.
- To foster collaboration with other TC/SGs and organize joint events where appropriate.

7.6.4 WG chair job description

RESPONSIBILITIES

- To co-ordinate the activities undertaken by the Working Group in pursuit of its approved Aims and Scope.
- To serve as an ex officio member of the parent TC for the duration of his/her term of office, with full voting rights.
- To keep the membership of the WG under review and initiate changes through the TC Chair where necessary.
- To maintain a register of members of the WG.
- To keep the Aims and Scope of the WG under review and where necessary recommend changes to the TC.
- To develop an ongoing program of events for the Working Group in collaboration with the WG members.
- To discuss progress and future plans with WG members at least once each year.
- To ensure that an up to date website is maintained of information about the Working Group and its activities.
- To make proposals to the TC for the creation or dissolution of a Special Interest Group of the Working Group, as appropriate.
- To make a written report on the activities of the WG to each meeting of the TC.
- To co-ordinate the publication of proceedings of Working Group events, in collaboration with the TC Chair.
- To foster collaboration with other WGs and organize joint events where appropriate.

7.6.5 Job description for General Secretary

The General Secretary (GS) is appointed by the President on behalf of the Executive Committee (EC). The GS acts under the authority of the President. The GS is responsible to the Executive Committee and reports to the President and the Executive Committee. The GS makes written reports

on the Secretariat's work to the meetings of the IFIP Board and General Assembly.

The GS manages the IFIP Secretariat and is responsible for its operations. The GS oversees the work of full-time and part-time staff and assumes responsibility for specific tasks.

The GS ensures the necessary planning and communication for Board and GA meetings and related activities and interacts with the host organization on local arrangements. The GS takes notes of proceedings and produces official minutes in conjunction with the Honorary Secretary. The GS works closely with the Honorary Secretary on matters related to preparation of meeting schedules and agendas and updates of Statutes and Bylaws and Standing Orders and any other reference or procedure documentation are maintained and distributed in a timely fashion.

The GS ensures that the Honorary Treasurer's instructions on financial and accounting procedures are recorded and executed by the Secretariat and works closely with the Honorary Treasurer and the Auditor in the preparation of the formal accounts.

The GS ensures that the IFIP records and databases including events, publications, distribution lists and details of TC and WG membership are properly maintained by the Secretariat.

The GS facilitates the integrity of the central IFIP communication and information network, assists the preparation and distribution of information updates related to IFIP activities and promotes the visibility of IFIP internationally. The GS contributes to the IFIP network by ensuring that the IFIP website is current, by setting up and maintaining list servers for GA, Board, EC and other IFIP entities as needs may arise and by providing effective communication, help and guidance.

The GS has responsibility for maintaining IFIP's relations with Member societies and external organizations. The GS may represent IFIP on external committees and forums when such a representation is necessary.

The GS assists EC in developing and implementing strategic initiatives and projects.

The GS has responsibility for maintaining relations with IFIP's Technical Committees. The GS provides support to the Technical Committees and updates the TCs on IFIP matters

The GS is also responsible for contract management. In this task the GS will:

- Maintain a complete list and monitor all IFIP activity related contracts.
- Alert the Executive Committee about all issues relating to contracts, such as the termination dates,
- Draft and (if necessary) negotiate standard contracts for publications and memoranda of understanding for organization of activities.
- Negotiate and advise IFIP on all cases requiring non standard contracts.
- Advise the Executive Committee on contract topics that need specialist expertise.

The GS is also the regular contact person for the official international relations such as for UNESCO, ITU and ICSU and the focal point for general contacts in both directions with such organizations.

7.6.6 Special functions job descriptions

Responsibilities of the IFIP Historian

The IFIP Historian shall report to the Executive Committee. The Job Charter includes:

- Advise the IFIP Honorary Secretary and the IFIP General Secretary, on IFIP document retention policies and storage procedures.

- Update the IFIP Digital Archive and review contents and accessibility.
- Update the "Silver Summary" and its diagrams.
- Update the List of Publications.
- Maintain the List of Obituaries.
- Contribute to the preparation of commemorative publications continuing the series "A Quarter Century of IFIP". It will be decided, case by case, when and how such books or other publications will be produced. The goal is that the IFIP History is properly and adequately documented in a processed form.

Planned actions

- Update historical records on the website to ensure there is a comprehensive record forming the IFIP Digital Archive
- Liaise with the communication and marketing efforts in IFIP to make use of the historical material for promoting and profiling IFIP
- Review status of the "Silver Summary" which records IFIP Office Holders and key events, first produced for the Silver Anniversary
- Prepare publication proposals for EC and GA to mark 60th anniversary of IFIP Founding in 2020
- Contribute to the IMIA plans for a 2017 "50th Anniversary IMIA History of International Biomedical and Health Informatics"

7.6.7 Officer job description

7.6.8 Councillor job description

7.7 Guidelines and handbooks

7.7.1 Event marketing guidelines

IFIP Event Marketing/ PR Checklist

A consistent and correct use of terminology and qualifications is essential for a long term branding and visibility of your series of events. IFIP Bylaws 6.3.3 Event approval procedure is leading for this. Make sure that in all your marketing and PR efforts you are complying with this procedure.

Prior to the event

- IFIP Logo – Once the event is approved by IFIP, request a file of the IFIP logo to include on event website and conference and marketing materials, as appropriate. This is particularly important for IFIP flagship events, IFIP events and IFIP joint events.
- If this is a major event, contact the IFIP secretariat to check the availability of a roll-up banner promoting IFIP.
- If the event is a 'Congress or Forum' or 'Open Conference', email a synopsis of the event with dates, keynote speakers and organiser contact details, to IFIP's PR team – caroline@quantumvalues.com or shuba@quantumvalues.com with a cc to the IFIP secretariat ifip@ifip.org
- If there is a LinkedIn or Twitter profile for the TC or conference, send out posts or tweets to promote the program. Link to IFIP using IFIP's LinkedIn Company Profile and the IFIP Twitter handle.

- LinkedIn Page: <https://www.linkedin.com/company/ifip--international-federation-for-information-processing>
- Twitter handle: @ifipnews OR <http://twitter.com/ifipnews>
- Check whether there are journals, newsletters, websites for the communities that your event is aiming at and try to get your event listed in calendars of events in such publications or more exposure via articles, announcements, etc.

TIPS FOR USING TWITTER TO PROMOTE YOUR EVENT

- When using Twitter for event promotion, it's recommended to send out daily tweets about the event. Inform the TC and WG committees that a Twitter handle or hashtag for the event or TC is available and to share any tweets. Experiment with sending tweets at different times of the day in order to catch the attention of different groups of people.
- Here are sample tweets for WCC 2015, based on press releases available at <http://ifipnews.org>.
 - o World tech conference to teach mindfulness?! <http://ow.ly/R4MZo> @WCC_2015
 - o @JohnFMorton says #BigData is about people and social responsibility. @WCC_2015 #WCC2015 <http://ow.ly/Qy0K4>
 - o Do you know the REAL impact of Digital Disruption on the world? Find out at @WCC_2015 #WCC2015 <http://ow.ly/QxZWD>

Note:

- #hashtag is used to highlight relevant topic, so followers of that topic will note your tweet
- By using @handle, it links the relevant event or person. In your case, you can link @ifipnews. When IFIP News tweets about your event, it will use your Twitter handle, if provided beforehand.
- Use a URL shortener to shorten the length of your URL, making it easier for Twitter followers to share while remaining within the 140 character limit.

TIPS FOR USING LINKEDIN TO PROMOTE YOUR EVENT

- LinkedIn is a good forum to share articles, including blog pieces, about the conference.

Recent Updates

International Federation for Information Processing (IFIP) Buddhist Monk to Teach Creativity through Mindfulness and Meditation at Leading International Technology Conference
<https://lnkd.in/bZrgDkX>



World Technology Conference 2015, IFIP, WCC 2015
ifipnews.org · IFIP, WCC 2015, Ajahn Brahm to speak on creativity to technology conferences

Organic ?

Targeted to: All Followers

11	0	0	0.00%
impressions	clicks	interactions	engagement

Like · Comment · Unpin · 1 day ago

- Pictures are valuable on LinkedIn; if videos are available, these are ideal too.

TIPS FOR USING BLOGS AND ARTICLE TO PROMOTE YOUR EVENT

- If articles from speakers and committee members are published and available online, please send the URL links to Quantum Values. Request these from speakers, when confirming their presentations. Blogs and articles may be used for inclusion in IFIP Insights and used to further promote your conference via social media channels.

It's important to encourage TC and WG committee members and confirmed speakers or attendees to follow IFIP and the conference on LinkedIn and/or Twitter and share posts and tweets.

During events

- You can use the time during the event to further engage the attendees and those who are following online and via social media, to encourage future attendance.
- Take photos of audience and speakers during conference sessions, panellists, and cocktail and dinner functions. Consider assigning a photographer for that job or at least assign this task explicitly to someone involved in the event who is willing to allocate time to it. Link to IFIP using IFIP's LinkedIn Company Profile and the IFIP Twitter handle.
- LinkedIn Page: <https://www.linkedin.com/company/ifip--international-federation-for-information-processing>
- Twitter handle: @ifipnews OR <http://twitter.com/ifipnews>
- Use the event hashtag and share at the beginning of all conference and workshop sessions, so attendees can follow the conversation via Twitter.
- When a conference speaker shares an interesting detail or makes an intriguing or controversial point, tweet that as a post.
- Consider assigning someone explicitly with the task of acting as a reporter: take notes, interview people, write summaries, etc., and have this person liaise with Quantum Values to maximise exposure

Post-event:

- Encourage attendees to complete the Event Feedback form, particularly if there is a section that allows the attendee to share what they most liked about the conference. Open-ended feedback is invaluable in understanding the conference experience from the attendee's viewpoint and helps improve the event for next time.
- Consider including a disclaimer tick box which says something to the effect of 'May we use your name and comments for future promotional purposes?'
- Write a post-event summary on the topics and sessions that were particularly newsworthy to share with to IFIP's PR team – caroline@quantumvalues.com or shuba@quantumvalues.com with a cc to the IFIP secretariat ifip@ifip.org. News from events could be:
 - o New research or breakthroughs revealed at the conference,
 - o Announcements from Governments, universities or large technology institutes and corporations
 - o Interesting panel discussions
 - o Controversial statements by speakers or panellists.

If you have any questions about how to promote your event, please contact IFIP's PR team by emailing caroline@quantumvalues.com or shuba@quantumvalues.com

7.7.2 Hosting an IFIP EC, Board or GA meeting

Guideline concerning visa for a host country

Prior to accepting an invitation to hold an IFIP flagship event or a Board or General Assembly Meeting in a particular country, the IFIP Secretariat should obtain from the local organizers a written indication that no obstacles will prevent the granting of visas to IFIP personnel and to bona fide information processing professionals who wish to participate. The local organizers should also supply information concerning the mechanism for applications for visas and an indication of the period normally required between application for and receipt of visas.

The IFIP Secretariat will consult with the Executive Secretary of the ICSU Committee on Free Circulation of Scientists concerning the past record of the country concerned with regards to delivery of visas.

The general information announcements of the event should include a statement as to the procedures to be followed by the participants to obtain issuance of a visa.

If visas are not available four weeks before the commencement of the event and the proper authorities are unable to indicate when the visas will be available, the relevant IFIP member society or - failing this - the participant themselves should inform the IFIP Secretariat who will immediately take action in accordance with the recommendations laid down in "Advice to Organizers of International Scientific Meetings" issued by the ICSU Secretariat.

The IFIP Secretariat will also immediately inform the IFIP President who should, if practically possible, reschedule the event to a venue in another country.

Guideline for hosting an IFIP General Assembly or Board Meeting

IFIP continues to be grateful to its Member Societies who invest significant resources in hosting our business meetings. This guideline gives a general indication of the facilities required for these meetings and which host organizations have generously provided. More detailed statements are available from the IFIP Secretariat, which works closely with the hosts in preparation for the

meeting.

Time and duration

Board normally meets in the first week of March and GA in the first week of September. Both meetings (including associated committee meetings) currently last for three days. The Executive Committee meets on day one and the full range of activity begins on day two. The Secretariat office needs to be set up one day prior to the opening and be available throughout all the meetings.

Attendance

Board: a maximum of about 30.

GA: a maximum of about 70.

In addition there may be an indeterminate number of “accompanying persons”.

Meeting accommodation

GA and Board

A large room to hold the full Board/GA attendance of 30/70 in a hollow square layout with tables (days 2&3).

At least two rooms for committee meetings for up to approx. 30 people each (day 1).

The large room needs to have power outlets widely available as a growing number of delegates bring laptops. A data projector and screen is also needed.

Secretariat

One large room is needed with modern office facilities including PCs, photo-copying and communications. Internet connectivity is needed for participants of the meetings. General help / technical assistance is a vital element.

Hotel accommodation

It is obviously ideal if the meetings can be held in the hotel used by delegates. If this is not possible the hotel/s should be close by. Most delegates seek comfortable accommodation which is not too expensive. Some may need a relatively cheap hotel.

Social program and hospitality

Any hospitality offered will be greatly appreciated but is not expected. A reception early in the week provides a valuable opportunity for delegates to meet their hosts and each other. Any social events should not be timed to clash with the published schedule of meetings.

Advice for accompanying persons on local cultural and sightseeing activities is appreciated.

Costs

Delegates are obviously responsible for their own hotel, subsistence and personal communications costs. Host organizations provide for the cost of meeting rooms, equipment, supplies and office help often through suitable arrangements with the hotel / meeting venue and sponsorship by local companies.

Location

Since delegates to our meetings may have long journeys it is desirable that we meet in locations close to major international airports

Detailed needs of Secretariat

The secretariat has to support the needs of up to 70 people who may be meeting in up to 3 parallel meetings. Inevitably from time to time papers are required urgently during meetings. Experience shows that the following requirements can ensure that the meetings go smoothly:

One large room is needed with modern office facilities including a PC, photo-copying and communications. In addition, there should be two desks and a computer with the Microsoft Office

Professional Software (including Word, Excel), a laser printer, access to email and WWW, and a telephone..

It is very important to have a good and powerful photocopier machine able to sort, staple, collate recto-verso, etc.

A sufficient quantity of A4 photocopier paper is necessary.

The secretariat should be supplied with all the office material to run a meeting of ca. 60 persons - pens, pencils, writing pads, tape, glue, punching machines (at least two for thick bundles of documents), staplers, scissors, plastic folders, wastepaper baskets, etc.

Office Assistants: Please make sure we can have the assistance at all working times of two-three English speaking persons for photocopying, distribution of documents, etc., one of them being a technical expert to set up the computer equipment and network, photocopier machine and printers and assist the Secretariat and delegates at all times, the other one also being able to take care of travel tickets, local information etc.

It is extremely useful if our hosts can prepare nameplates and badges from an attendance list that we provide.

7.7.3 Congress Guidelines

SO Supplement 10

Congress guidelines, to be revised, on website

http://www.ifip.org/index.php?option=com_content&task=view&id=82&Itemid=468

SO Supplement 7

Site selection

Presentations

The meeting will progress in the following sequence:

1. Order of presentation assigned by ballot
2. Each bidder presents their venue (with a time limit) and then answers questions
3. Report of Congress Steering Committee
4. GA members discuss all the bids
5. GA then votes in accordance with the rules below.

GA representatives of Member Societies bidding for the World Congress are not permitted to ask questions or participate in the discussion in stages 2 & 4. They are entitled to vote on the site selection.

Voting

Voting will be limited to those present or represented by proxy at the beginning of the voting process which will take place at a time to be announced.

Each GA Member will vote for one of the candidates.

In addition, the President will lodge with the tellers their casting vote, expressed as the sequence of their choice.

If one candidate gets more than 50% of the valid votes cast, then that candidate is selected.

If this is not the case, then the candidate with the lowest number of votes is eliminated from the process. If two or more candidates are tied with the lowest vote, then the President's casting vote sequence is to be applied to select the one or more to be eliminated.

The voting process is repeated until a final decision is made.