Bylaws

International Federation for Information Processing (IFIP)

Approved by General Assembly in September 2025

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1. General

1.1 Activities

IFIP achieves its objectives by the following, non-exhaustive list of activities:

- organization of events such as international congresses, conferences, symposia and educational seminars;
- establishment of relations with other (inter)national organizations and participating in their activities;
- establishment of international groups to undertake a task falling within the sphere of activity of IFIP;
- publishing.

1.2. Principles of organizational structure

The structure and the activities of IFIP shall be partly centralized and partly decentralized.

Centralized matters are those which are under the supervision of the General Assembly, Board or Executive Committee, and include among others:

- plans for long-range programmes;
- schedule of activities;
- financial resources, including methods, sources and guarantors;
- publication rules.

Decentralized matters are left to the discretion of substructures of IFIP, and include:

- programme implementation, including location, technical content and staffing;
- implementation of the financial plan approved by the General Assembly;
- establishment of operating rules in accordance with Statutes and Bylaws;
- publication in accordance with approved rules.

2. Membership

2.1 Denomination of countries

The official denomination of the country of an IFIP Member shall be in accordance with the UN/UNESCO country name list and shall be used according to the rules governing the use of this list. If a country is not on this list, then IFIP will use the name indicated by the President of the Member Society, provided it does not conflict with any of the names on the list.

2.2 Admission of Country Representative Members

2.2.1 Eligibility

The following is a list of societies and organizations that are eligible for Country Representative Membership:

- National general ICT society of individuals, entire ICT field
- National scientific / academic society of individuals, entire ICT field
- National professional society of individuals, entire ICT field
- National association or federation of such ICT societies, entire ICT field
- (Academy of Sciences) (only if none of the above exists or does not wish to become a Country Representative Member)
- (University or research institute) (only if none of the above exists or does not wish to become a Country Representative Member)
- (Governmental bodies, government related organizations) (only if none of the above exists or does not wish to become a Country Representative Member)

2.2.2 Criteria

The organization applying for Country Representative Membership must be representative for the respective ICT community and committed to active participation in IFIP activities (insufficient active participation could mean replacement by another society).

In assessing how representative of a country an organization applying for admission may be, the Admissions Committee shall consider such matters as:

- the activity level of the applicant, as measured by the number and kinds of meetings each year;
- the publications circulated;
- the size of the applicant organization relative to the number of those active in that country in the field of information processing;
- the technical qualifications required of the members admitted to the applicant organization;
- the financial condition of the society;
- the rules governing the conduct and organization of the applicant, as embodied in its Statutes, Constitution, Bylaws or other equivalent documents.
- the role and influence in relation to the country's professional ICT activities, including tasks such as reviewing governmental proposals for education, research and industry and reviewing the governance of qualification standards.

In assessing the attributes of a proposed Country Representative Member, the Admissions Committee shall give no consideration to matters relating to the country's political, social or economic system.

2.2.3 Procedure

An organization asking to join the Federation as a Country Representative Member should apply using the online membership application system on the Federation's website. It will be asked to provide the following document or documents in English:

- the constitution;
- a list of financial resources (provided they are not evident through the constitution);

- the names of officers and executive staff;
- the number of members of the organization,
- a brief outline of its history.

The Admissions Committee shall prepare a recommendation and send it to all General Assembly Members at least forty days before the General Assembly meeting or before the planned electronic voting. This procedure shall take place within three months after receiving the request.

If the Admissions Committee considers it appropriate, it may request additional information from the applicant before its recommendation is made. It may also offer the applicant the opportunity to withdraw the application in which case no report will be made to the General Assembly. In the latter case the applicant will have the right to insist on the application being placed before the General Assembly for a decision.

2.2.4 Application for Membership from a country already represented

If an application is received from a country already represented by a Country Representative Member, the applying organization may normally only apply for Member at Large or Associate Member.

However, the Admissions Committee may investigate whether the applying organization is more representative than the existing Country Representative Member. If this is the case, the Admissions Committee will inform the existing Country Representative Member in writing that it may recommend to the General Assembly to accept the applying organization as the new Country Representative Member and propose to the existing Member to become Member at Large.

If the Country Representative Member is aggrieved by the decision of the Admissions Committee, the Member may provide their reasons to the Admissions Committee in writing as to why the matter is prejudicial to its interests. If the Admissions Committee does not accept the explanation of the Country Representative Member, the matter must be presented to the General Assembly, with each side being allowed to present its case. The General Assembly shall decide on the case and the admission by a two- thirds majority of Country Representative Members present or represented by proxy.

2.3 Admission of Members at Large

2.3.1 Eligibility

The following is a list of societies and organizations that are eligible for Member at Large:

- National general ICT society of individuals, entire ICT field
- National scientific / academic society of individuals, entire ICT field
- National professional society of individuals, entire ICT field
- National association or federation of such ICT societies, entire ICT field
- International general ICT society, entire or part(s) of ICT field
- International scientific / academic society, entire or part(s) of ICT field
- International professional society, entire or part(s) of ICT field

- International association or federation of such ICT societies, entire or part(s) of ICT field
- Academy of Sciences

2.3.2 Criteria

The organization applying for Member at Large must be representative for the respective ICT community and committed to active participation in IFIP activities (insufficient active participation could mean replacement by another society).

In assessing how representative of a country an organization applying for admission may be, the Admissions Committee shall consider such matters as:

- the activity level of the applicant, as measured by the number and kinds of meetings each year;
- the publications circulated;
- the size of the applicant organization relative to the number of those active in that country in the field of information processing;
- the technical qualifications required of the members admitted to the applicant organization;
- the financial condition of the society;
- the rules governing the conduct and organization of the applicant, as embodied in its Statutes, Constitution, Bylaws or other equivalent documents.

In assessing the attributes of a proposed Member at Large, the Admissions Committee shall give no consideration to matters relating to the country's political, social or economic system.

2.3.3 Procedure

An organization asking to join the Federation as a Member at Large should apply using the online membership application system on the Federation's website. It will be asked to provide the following document or documents in English:

- the constitution;
- a list of financial resources (provided they are not evident through the constitution);
- the names of officers and executive staff;
- the number of members of the organization,
- a brief outline of its history.

When the Admissions Committee receives an application for a Member at Large which is largely a national society, the Admissions Committee will consult the relevant Country Representative Member for its views. If the Country Representative Member considers that the admission of the Member at Large is prejudicial to its interests, the Member should provide the reason or reasons to the Admissions Committee in writing as to why the admission of the Member at Large is prejudicial to its interests.

If the Admissions Committee does not accept the explanation of the Country Representative Member, the matter must be presented to the General Assembly, with each side being allowed to present its case. The General Assembly shall decide on the case and the admission by a two- thirds majority of Country Representative Members present or represented by proxy.

This procedure shall take place within three months after receiving the request.

The Admissions Committee shall prepare a recommendation and send it to all General Assembly Members at least forty days before the General Assembly meeting or before the planned electronic voting.

If the Admissions Committee considers it appropriate, it may request additional information from the applicant before its recommendation is made. It may also offer the applicant the opportunity to withdraw the application in which case no report will be made to the General Assembly. In the latter case the applicant will have the right to insist on the application being placed before the General Assembly for a decision.

2.4 Admission of Associate Members

2.4.1 Eligibility

A list of types of organisation that are eligible to be considered for Associate Membership is given in Statute 4.1.3.

2.4.2 Criteria

The society or organization applying for Associate Membership must have a professional interest in ICT and support / subscribe to IFIP's goals and lines of activities.

In assessing how representative an organization applying for admission may be, the Admissions Committee shall consider such matters as:

- the scope of the organization with respect to ICT;
- the kind of activities the organization undertakes;
- the possibilities for a reciprocal membership of IFIP in the organization;
- the possibilities for IFIP to cooperate with the organization in activities and projects;
- the position of the organization compared to similar organizations.

2.4.3 Procedure

Proposals for Membership may be submitted by the organization itself, or by invitation of a General Assembly Member. All proposals shall be examined by the Admissions Committee and a recommendation shall be submitted to the General Assembly. Positive recommendations shall include a definition of arrangements for liaison between IFIP and the respective organization requesting Associate Membership.

If the Admissions Committee considers it appropriate, it may request additional information from the applicant before its recommendation is made. It may also offer the applicant the opportunity to withdraw the application in which case no report will be made to the General Assembly. In the latter case the applicant will have the right to insist on the application being placed before the General Assembly for a decision.

2.5 Admission of Honorary Members

2.5.1 Eligibility

Eligible for Honorary Membership are individuals.

2.5.2 Criteria

The Admissions Committee will take into consideration the role the proposed candidate has played in IFIP, the duration of service to IFIP and the kind of contributions that were accomplished by the candidate.

2.5.3 Procedure

A proposal for nominating an Honorary Member must be submitted by a Member of the General Assembly to the Admissions Committee for its recommendation to the General Assembly.

If the Admissions Committee considers it appropriate, it may request additional information from the nominator before its recommendation is made. It may also offer the nominator the opportunity to withdraw the nomination in which case no report will be made to the General Assembly. In the latter case the nominator will have the right to insist on the nomination being placed before the General Assembly for a decision.

Voting will be by secret ballot.

2.5.4 Formal admission

The formal start of the membership will be immediately after approval by the General Assembly. New members will be added to the membership list as of that day.

2.6 Change of name or amendment of Status of a Member

IFIP Members are to transmit all changes in the Statutes of their Societies to the Chairman of the Admissions Committee through the IFIP Honorary Secretary:

- if the change has no substantial effect on the aims and representative situation of the Society, the Admissions Committee may inform the General Assembly as a matter of interest;
- if the change is substantial, the Admissions Committee shall follow a procedure similar to that for new admissions. All the prerogatives of the Member shall continue to be in force during this procedure.

2.7 Composition of the Admissions Committee

When the Admissions Committee is acting on any matter concerning one of its members, the member concerned shall be replaced temporarily by another member appointed by the President.

2.8 Date of Admission and Liability for Dues for New Members

(a) Associate Members. The membership will begin immediately after approval is given by the General Assembly.

(b) Country Representative Members and Members at Large. Once a membership application has been approved the General Secretary will send the organisation concerned an invoice for dues payable from the start of the following calendar month up to the end of the year for an amount pro rata to the annual rate. Membership will start on payment of this initial invoice. In the case of a membership application approved after September 1st the organisation will be given the option of having its membership start on January 1st of the following year, again on payment of the initial invoice.

2.9 Liability for Dues

Membership dues for all Country Representative Members and Members at Large become payable on January 1st each year for the year ahead. The Secretariat will issue invoices to all members around this date. Dues should be paid within one calendar month of the date of the invoice. A member society will only be entitled to vote in the General Assembly (including using the electronic voting system) and its GA representative will only be entitled to make a nomination for or be nominated for any officer or councillor post once the dues for the year have been paid.

3. Governance

3.1 General Assembly (GA) and Board Chairmanship

In the absence of the President and all Vice-Presidents, the General Assembly and the Board may appoint a temporary Chairman.

3.2 General Assembly and Board Observers

The President may invite any individual or representative of an organization to be an ad hoc Observer or Adviser to the General Assembly and Board Meetings.

Chairs of Domain Committees and Standing Committees that are not GA members will be Observers at the General Assembly Meetings.

3.3 Nomination of Officers and Councillors

At least 90 days before the start of each General Assembly the President shall appoint a Nominations Committee of at least four Country Representative Member or Member at Large representatives with voting rights or ex officio members of the Assembly, henceforth in this statute referred to as voting members. The Committee shall normally be chaired by the Honorary Secretary. Acceptance of a post on the Nominations Committee shall disqualify the member concerned from standing for election at the forthcoming General Assembly.

At least 60 days before each General Assembly the General Secretary shall notify all voting members of the elections due to take place and call for nominations. All voting members are eligible both to make nominations and (with the exception of members of the Nominations Committee) to stand for election. Such members may nominate as many candidates as there are vacancies for each type of position. Nominations shall be sent to the General Secretary.

Each eligible member who is nominated by at least four other voting members at least 40 days prior to the start of the General Assembly and who confirms that he/she is willing to stand for election shall be considered properly nominated and shall be notified to that effect by the General Secretary.

Should there be fewer candidates than vacancies for any category of election (President, Honorary Secretary, Honorary Treasurer, Vice-President or Councillor) the General Secretary shall notify this to the Nominations Committee which shall attempt to find additional candidates to make the number of candidates in that category the same as (but not greater than) the number of candidates. Any eligible member who receives the unanimous support of members of the Nominations Committee within 20 days of the start of the General Assembly and who confirms that he/she is willing to stand for election shall be considered properly nominated and shall be notified to that effect by the General Secretary.

Twenty days before the start of the General Assembly the General Secretary shall notify all voting members of the valid nominations received and shall point out where the number of candidates is fewer than the number of vacant posts in any category. In such cases further nominations will be taken 'from the floor' during the General Assembly meeting itself. Each voting member personally present at a General Assembly shall have the right to propose from the floor as many candidates as there are vacancies. Each eligible member who is nominated by at least four other voting members and who confirms that he/she is willing to stand for election shall be considered properly nominated.

Any officer elected to a different officer post and any councillor elected to an officer post at the General Assembly shall automatically be deemed to have resigned from his/her previous post with effect from the end of the General Assembly if that post would not otherwise have reached the end of its natural term. Such unexpected vacancies shall be filled later in the General Assembly by nominations 'from the floor'. Each voting member personally present shall have the right to propose as many candidates as there are vacancies. Each eligible member who is nominated by at least four other voting members and who confirms that he/she is willing to stand for election shall be considered properly nominated.

3.4 Election of Officers and Councillors

Approximately one year before the end of the term of the President in office, the next President shall be elected. The Honorary Secretary-elect and the Honorary Treasurer-elect shall be elected one year before taking their office to allow a smooth transition.

The election procedure is described in an Annex to these Bylaws.

Newly elected Officers and Councillors assume their functions at the end of the General Assembly Meeting at which they have been elected, except for the President, Honorary Secretary and Honorary Treasurer, who shall take office at the end of the next General Assembly Meeting after election.

3.5 Proxy

3.5.1 General Assembly

All GA members with voting rights, including Ex-officio members, can give a proxy to any other member with voting rights, including Ex-officio members, to vote on issues that those giving the proxy votes are entitled to vote upon.

Notice of proxy shall be sent by letter or e-mail to the Administrative Secretariat before each meeting.

A Member who is temporarily absent during a session may indicate orally who holds his temporary proxy.

For electronic votes that open five days in advance of the meeting, proxy votes will not normally be required.

3.5.2 Executive Committee and Board

Any member of the Executive Committee or Board can give a proxy vote to another member of the same body by notifying the Administrative Secretariat to that effect by letter or email before the meeting. Any member who is temporarily absent during a meeting may indicate orally who holds his / her temporary proxy.

3.6 Conduct of meetings

Unless otherwise specified in the Statutes and Bylaws, meetings of the General Assembly, the Board and the Executive Committee shall be governed by "Roberts Rules of Order".

3.7 Activities

The Activity Management Board (AMB) is authorized to grant the IFIP brand to a conference. The General Assembly must be kept informed of such decisions on a regular basis.

The AMB is authorized to provide a loan to a conference organizing committee, subject to the limit of the approved budget.

IFIP conferences will be international or regional conferences. Even if the organizing body is national, the programme committees must be international.

IFIP may participate in joint activities with other international organizations.

a) IFIP shall nominate a significant number of the members of the programme and organizing committees of these joint conferences.

b) IFIP must obtain information and guarantees from the programme and organizing committees on at least the following items:

- organization and operating methods;
- budget of the conference;
- responsibility in case of financial losses;
- allocation of surplus.

IFIP may agree to co-organize a conference with one or more other international organizations on a "lead organization" basis.

In this case, it will be agreed which organization will be the lead organization in all business and technical affairs of the activity. Both, or all, organizations share the technical and organizational work. The lead organization is completely responsible for all financial matters and any associated publication(s). It provides the initial loan, receives any surplus and royalties, is responsible for deficits, and holds the copyright to any associated publication.

When IFIP is the lead society, the contract with the publisher must be approved by the Publications Committee.

3.8 Electronic Voting outside Scheduled Meetings

Motions may be placed before the members of General Assembly, Board or Executive Committee for ‘electronic voting’ outside of its scheduled meetings to enable decisions to be made without unnecessary delay. Electronic voting on a motion may be requested as follows:

- General Assembly: by the President and any two other members with voting rights OR by any five members with voting rights.
- Board and Executive Committee: by the President and any two other members OR by any three members.

The following conditions apply:

- All requests for electronic voting must be made through the General Secretary who must be provided with the names of those requesting the electronic vote, plus the identity of the formal proposer and seconder of the motion. All those concerned must confirm their support to the General Secretary.
- Optionally the originators of a motion may give the General Secretary a machine-readable file (in a generally available data format) containing background information about the motion. If this is provided it will be placed on the Federation's website and made available to voters via the Federation's online discussion board and electronic voting system.
- Elections are explicitly excluded from this arrangement as are any motion for the dissolution of the Federation and any motion that the Statutes and Bylaws specify as requiring a 'secret ballot'.
- Proxy voting on motions is not permitted, as it is considered not to be required with an online system.

For each such motion the General Secretary will notify the members of the body concerned (General Assembly, Board or Executive Committee) by email that an electronic vote is to be taken and will direct them to a website containing a statement of the motion, the names of the proposer and seconder, a link to a file giving background information provided by the originators of the motion (if provided), a discussion area where members may post their comments on the motion and a facility to register their votes (for, against or abstain) prior to a specified closing date. This will be at least 21 days after the date that the email is sent, in the case of the General Assembly and at least 14 days after in the case of the Executive Committee and the Board. In the case of a proposal to the General Assembly for a change to the Statutes and Bylaws it will be at least 40 days after the date that the email is sent. Once a member's vote has been recorded, he/she will not be able to withdraw or change it.

Information about the identity of those who have already voted will not be displayed until the specified closing date has passed, to avoid any risk of influencing other potential voters. After the closing date the General Secretary will notify all members of the result by email. The names of all those voting and the way they voted will be displayed on the website up to the end of the following General Assembly, at which time they will be removed from both the website and the Federation’s database. All information on the website about individual votes is confidential to members of the General Assembly and the IFIP Secretariat.

The Federation's policies on quoracy shall be construed as implying that a vote will only be valid if at least 50% of the members of the body concerned (in the case of the General Assembly at least 50% of the Country Representative Member or Member at Large representatives with voting rights) take part in it by voting for or against the motion or by abstaining. In the case of voting by the General Assembly on admission of a new Country Representative Member or Member at Large, the percentage required to meet the quoracy requirement will be at least 33%, not at least 50%. The term "those present or represented by proxy" in Statutes 4.2 and 5.1.1 shall be construed to mean those who take part in a vote, by voting for or against the motion or by abstaining.

3.9 Project Reviews

Each of the Federation's projects shall be reviewed by the Executive Committee at least once every 3 years to ensure that it continues to meet the Federation's aims and provides good value for money. In addition, each new project shall be reviewed at the end of its first year of operation. For the purposes of this Bylaw, 'project' shall be interpreted to mean an activity that incurs significant capital and/or recurrent expenditure.

4. Substructures

The General Assembly will establish substructures such as the Technical Assembly, Technical Committees, Domain Committees, the International Young IT Professional Group and Standing Committees.

Organization and operating rules for these bodies are contained in annexes to these Bylaws and in the IFIP Standing Orders. An organization chart is published on the IFIP website.

4.1 Technical Assembly (TA)

4.1.1 General

The Technical Assembly has the responsibility for guiding IFIP through the rapidly changing technological world in which we operate. It monitors performance in our existing technical work, stimulates the extension and development of that work and initiates new activities.

4.1.2 Composition

The Chair is elected by the Technical Assembly members. Its members are the Chairs of the Technical Committees and Specialist Groups. The officers of the Executive Committee are members ex-officio.

4.1.3 Authority

The authority of the Technical Assembly is specified in its Charter as approved by the General Assembly. It includes the establishment and dissolution of Working Groups, the regular review of the activities of TCs, SGs and WGs, together with their Aims and Scope, the identification of new fields of activity relevant to IFIP and the recommendation of the best ways of interfacing with the activities of its Associate Members.

4.2 Technical Committees (TC) and Specialist Groups (SG)

4.2.1 General

A Technical Committee (TC) is established by the General Assembly. Its Aim and Scope shall be published on the IFIP website and can be changed only by the General Assembly.

To allow new areas of interest to be explored, the Technical Assembly may establish provisional Specialist Groups (SG), composed initially as a small group of recognized specialists and with a provisional charter to assess the interest for more permanent activities in IFIP within the area. Within five years the Technical Assembly will either disband the group or recommend to the General Assembly that it be transformed into a Technical Committee or a Working Group of an existing Technical Committee.

4.2.2 Membership

Technical Committees shall be composed of:

a) one representative from each Country Representative Member or Member at Large;

b) one or more representatives recommended by the TC and accepted by the relevant Country Representative Member or Member at Large;

Both of these categories of member will be appointed by the Technical Committee Chair, have full voting rights and be eligible for election as officers.

c) any number of persons (not exceeding 25 % of the total TC membership) who possess expert or specialist knowledge, who need not be members of an IFIP Member society. Such persons will be appointed by the Technical Committee Chair on the recommendation of the TC. They will have no formal vote nor be eligible for election as officers of the Committee.

In all cases the term of appointment is three years, renewable without limit. Working Group Chairs of a Technical Committee or Specialist Group are ex-officio members of that Committee or Group for the duration of their terms of office, with full voting rights.

Each Associate Member may send one representative to each TC and SG of their field of relevance to be an associate Member, subject to the approval of the Technical Committee Chair. Such members have no right to vote. Their term shall be three years, which may be renewed without limit.

Should a Country Representative member or a Member at Large cease to be a member of the Federation, its representation on all Technical Committees (category (a) above) will automatically cease. The former representatives and the relevant Technical Committee chairs will be informed of this by the General Secretary. Any of the representatives who are Technical Committee chairs will be allowed to compete their elected terms of office.

4.2.3 Chair

The Chair of a Technical Committee (TC) or Specialist Group (SG) must be recommended by the TC or SG and is appointed by the President. The Chair must be a member of the TC or SG. The appointment is for a term of three years and may be re-appointed for one additional term.

4.2.4 Officers

The Chair of a TC or SG may designate Vice-Chairs and a Secretary with the approval of the TC or SG. The Vice-Chairs must be a member of the TC or SG. They shall serve for a term of three years and may be designated for one additional term. The term of office for Secretaries is three years which may be renewed without any limitation.

4.2.5 Voting

Decisions require a simple majority vote of members present or represented by proxy at a meeting of the TC/SG. All TC/SG members with voting rights can give a proxy to any other member of the TC/SG with voting rights, with the restriction that no member may exercise more than three proxy votes at any time. As an alternative, should a Country Representative Member or Member at Large representative or Working Group Chair be unable to attend a meeting of the TC/SG he or she may be represented by another member of that Country Representative Member or Member at Large or Working Group who may attend the meeting and vote in his or her place.

4.2.6 Finances

The budget for a Technical Committee or Specialist Group shall be as approved by the General Assembly. A TC or SG is not authorized to take any financial risk which exceeds its budget.

4.2.7 Working Group (WG) of a Technical Committee or Specialist Group

A Working Group may be established by the Technical Assembly upon the submission by a Technical Committee of the proposed scope of the Working Group. A Working Group consists of technical experts selected and assigned without consideration of nationality to work in a specified technical area. The scope of an established Working Group shall be published on the IFIP website.

A Working Group may be dissolved or re-directed by the Technical Assembly upon consultation with, or recommendation of, its Technical Committee or Specialist Group.

The members of a Working Group are appointed by the Chair of the corresponding Technical Committee or Specialist Group, with the approval of that Committee or Group.

Membership is not restricted to those who belong to an IFIP Member Society. The Chair of the Working Group is appointed by the TC or SG Chair upon the recommendation of the Technical Committee or Specialist Group. The Working Group Chair may designate Vice-Chairs and a Secretary with the approval of the Working Group. The Vice-Chairs must be members of the Working Group.

The term of office of Working Group Chairs and Vice-Chairs shall be three years and may be renewed once only. The term of office for Secretaries is three years which may be renewed without any limitation.

The appointment of Working Group Chairs may be terminated by the TC or SG Chair upon recommendation of the Technical Committee or Specialist Group.

Publication in the name of a Working Group may be made after review by the TC or SG, subject to submission and approval of the General Assembly. After such approval, the publication becomes an official IFIP publication.

4.2.8 Joint Working Groups

A Joint Working Group may be established by mutual agreement of two or more Technical Committees and/or Specialist Groups subject to the following:

a) One of the TCs and SGs must be designated as having full responsibility for all matters of administration and finance.

b) The Joint Working Group may report to one or more of its parent TCs and SGs on technical matters.

c) The Joint Working Group will be listed on the IFIP website under the TC or SG which has administrative responsibility with a reference to its other parent(s).

4.2.9 Special Interest Groups (SIG)

Any Working Group of a Technical Committee may, with the approval of its parent Technical Committee, create or later disband a Special Interest Group. Membership of such a SIG will be open to any scientist or professional who wishes to join subject only to the formal approval of the Working Group Chair.

4.3 Domain Committees (DC)

4.3.1 General

Establishment and dissolution of Domain Committees (DC) is done by the Executive Committee after consultation with the Technical Assembly.

A Domain Committee is not a competitive body to Technical Committees, Working Groups or possible partner organizations. Domain Committees can strengthen inter-disciplinary work, specifically in the area of application domains where ICT is increasingly being deployed. It will provide an additional opportunity for IFIP members to work with external specialised bodies. It will also provide IFIP with an opportunity to explicitly showcase its' work on topics that touch upon more TCs and WGs.

A DC can coordinate efforts with respect to well established and new events (or other kinds of activities) of different TCs / WGs and partner organizations and can start its' own (series of) events with the involvement of members of various TCs / WGs.

4.3.2 Chair

The chair of a Domain Committee is appointed by the President. The appointment is for a term of three years and may be re-appointed for one additional term.

Chairs of DCs will have observer status in the General Assembly (if they have no other position in GA). This will further strengthen the links, especially in cases where the chair would be from a partner organization.

4.3.3 Officers and membership

Given the intended main activity (coordination), domain committees will usually be very small committees of 5 – 10 persons). The Chair of a DC may designate Vice-Chairs and a Secretary with the approval of the DC. The Vice-Chairs shall serve for a term of three years and may be

designated for one additional term. The term of office for Secretaries is three years which may be renewed without any limitation.

DCs that have their own (series of) events, can have a larger membership base, comparable to working groups. This might attract additional professionals to the work of IFIP. In such a case, the management team of the DC will be composed of the official representatives of the TCs (with a maximum of one per TC). Vice-chairs and secretary will be appointed from this management team.

4.3.4 Finances

For a DC that does have activities that generate income, a fund comparable to a TC fund will be created in the IFIP bookkeeping system. The same rules apply as for the TC funds.

Work can and should be done via electronic communications or conference calls. Expenses for attending GA or Board meetings will not be covered by IFIP nor from the DC fund.

4.4 International Young IT Professionals Group (InterYIT)

4.4.1 General tasks and responsibilities

The International Young IT Professionals Group (hereinafter known as InterYIT) is the substructure that:

- Promotes the views of Young Professionals within IFIP and member societies;
- Encourages the professional growth of Young Professionals around the world;
- Advances cooperation between existing Young IT Boards in member societies;
- Encourages the formation of new Young IT Groups in member societies;
- Promotes the activities of IFIP and its' member societies among the young professionals around the world.

4.4.2 Composition and eligibility

InterYIT has a Board of its own. The chair of the InterYIT Board is appointed by the IFIP President. At the time of his first appointment the chair should not be older than 35 years. In addition to the chair, the Board will consist of minimum five to maximum 10 members. Eligible are individuals younger than 35 years from IFIP Member societies. The Chair of InterYIT is an Ex-officio member of the IFIP General Assembly. The terms of office for Chair is three years, with a maximum of two consecutive terms.

4.4.3 Terms of Reference

The Terms of Reference of InterYIT are included as an annex to these Bylaws.

4.5 Standing Committees (SC)

4.5.1 General

Standing Committees will be established and dissolved by the General Assembly and upon establishment a global task description will be approved by GA.

There shall be Standing Committees, the scope of which shall be directly connected with the conduct of business of the General Assembly. These are:

- Statutes and Bylaws Committee;
- Finance Committee;
- Admissions Committee,
- Nominations Committee.

Chairs and members of these Committees must be Members of the General Assembly.

There shall be other Standing Committees whose scope shall extend beyond internal functions. These are:

- Publications Committee;
- Activity Management Board
- Service Awards Committee
- International Liaison Committee
- Digital Equity Committee

Membership of these Committees shall not depend upon General Assembly Membership. Chairs must be Members of the General Assembly.

4.5.2 Chair and members

The composition of Standing Committees will be reviewed once a year at the end of the General Assembly meeting. The chair of a Standing Committee shall be appointed by the President. The members will be appointed by the President in consultation with the SC chair. The Chair may be reappointed with a maximum of six consecutive years of office. Members may be reappointed without limitation.

4.5.3 Mandate and authority

The mandate and authority of Standing Committees is laid down in a charter for each SC. This charter is elaborated by the SC based upon the global task description and approved by the Executive Committee.

4.6 Taskforces (TF)

Task Forces (TF) are small groups with a specific task, generally to be completed within one or at most two years. Task Forces may be established by the General Assembly, the Board or the Executive Committee. The chair will be appointed by the President. Dissolution of a task force will be done by the body that has established it.

4.7 Member Societies Assembly (MSA)

4.7.1 General

The Members Societies Assembly (MSA) is a forum for discussion of matters of common interest to Member Societies with a view to bringing proposals to the General Assembly or

other parts of the Federation's structure as considered appropriate. The MSA will have a face-to-face meeting shortly before the General Assembly each year and such other 'virtual meetings' as the Chair considers appropriate.

4.7.2 Composition

The MSA consists of 11 members elected by the Member Society representatives from among their number. The chair is a member of the MSA and is elected by the MSA. The term of office is three years, with a maximum of two consecutive terms. If an MSA member is replaced as Member Society representative before the term of office has ended, the successor as Member Society representative will also take the place as MSA member for the remainder of the term.

4.7.3 Authority

The authority of the Member Societies Assembly is specified in its Charter as approved by the General Assembly.

4.8. International Professional Practice Partnership (IP3)

4.8.1. General tasks and responsibilities

The principal purpose of IP3 is to establish IT as a profession that is recognized and valued globally and shares the same key strategic features as established professions.

In support of this, IP3 will:

- promote and communicate the benefits and substance of professionalism in IT;
- articulate and communicate the value of certification of individuals and demand for quality programmes;
- define international standards for professionalism in IT;
- accredit IP3 member societies and other organizations which meet these standards to grant recognition to individual professionals who meet and maintain the required standards for knowledge, experience, competence and integrity; and
- encourage and support the development of IT professional bodies whose purpose it is to improve the quality of IT practice of its members.

4.8.2. Composition

The International Professional Practice Partnership (IP3) is a cooperation of professional bodies, industry, governments and academia. IP3 consists of an IP3 Board with the following sub-committees: Standards & Accreditation Council (SAC), Global Industry Council (GIC) and the Global Governance Alliance (GGA). These are further detailed in the IP3 Charter, see Annex.

4.8.3 Authority

The IP3 Board has the mandate to set up an accreditation framework and assess member societies and other organizations against the set criteria for accreditation. One of the primary benefits of accreditation is that it mitigates and lowers the risk for participating societies in accepting the bona fides of members transferring between countries. The

accreditation framework will also identify and minimize the risks to IFIP and IP3 that are inherent to the tasks and activities of IP3.

5. Awards and Distinctions

5.1 Isaac Auerbach Award

5.1.1 General

The most prestigious IFIP service award is the Isaac Auerbach award. This award is named in memory of one of the founders and the first president of IFIP.

The Isaac Auerbach Award is specifically for exceptional services rendered to IFIP or exceptional contributions to the IFIP mission and goals or exceptional furthering of the position of IFIP on different levels. The distinction is awarded by the IFIP General Assembly in even years to at most one person. Eligible is any person except current members of the Service Awards Committee and prior recipients of the Isaac Auerbach award.

5.1.2 Procedure

The procedure consists of the following steps:

1. By January 15th (or a later date determined by the Executive Committee) a nominator submits a nomination using the online nomination system available to General Assembly members in the website Secure Area. A nominator can be any member of the IFIP General Assembly[1]. A nomination must be supported by at least 4 members of the IFIP General Assembly.
2. The Service Awards Committee selects at most 2 nominations (simple majority) and presents them to the IFIP Board.
3. The IFIP Board selects/approves one nominee (absolute majority, secret ballot) and presents her/him to the IFIP General Assembly.
4. The final decision is made by the IFIP General Assembly (absolute majority, secret ballot).
5. The award consists of a plaque and it is presented to the recipient by a member of Executive Committee during a ceremony, preferably at one of major IFIP conferences to which the winner will be invited. The award is also recorded in the IFIP Information Bulletin and on the IFIP website.

5.1.3 Selection criteria

The Service Awards Committee when selecting nominations uses the following criteria:

- Involvement with the workings of IFIP and role in expanding the vision of IFIP.
- Contributions via work and activities to the IFIP mission and goals.
- Most important roles played by the candidate in IFIP bodies and their duration.
- Most important IFIP events co-organized by the nominee and her/his roles.
- Proceedings of most important IFIP events co-edited by the nominee.
- Other achievements.
- Awards (including IFIP awards) and other distinctions received by the nominee.

[1]That includes chairs of technical committees.

5.2 IFIP Silver Core

5.2.1 General

The distinction is awarded by the IFIP General Assembly in odd years in recognition of significant achievements of the recipient that are important from the point of view of the mission and goals of IFIP. Eligible are past members and current members of any IFIP body (e.g. General Assembly, technical committee, working group, task force etc.), and people involved in organization of IFIP events (e.g. chair of organizing committee, chair of programme committee etc.). However, current members of the Service Awards Committee, and recipients of IFIP Silver Core or Isaac Auerbach Award are not eligible. The maximum number of recipients per award year, M, is 16.

5.2.2 Procedure

The procedure consists of the following steps:

1. By July 15th (or a later date determined by the Executive Committee) a nominator submits a nomination using the online nomination system available to General Assembly members in the website Secure Area. A nominator can be any member of the IFIP General Assembly[2]. A nomination must be seconded by another member of the IFIP General Assembly.
2. The Service Awards Committee selects at most M nominations (simple majority) and presents them to the IFIP General Assembly.
3. The final decision is made by the IFIP General Assembly (absolute majority, secret ballot).
4. The award consists of a certificate and a pin, and it is presented to the recipient by a member of the IFIP Technical Assembly or the IFIP Board. The award is also recorded in the IFIP Information Bulletin and on the IFIP website.

5.2.3 Selection criteria

The Service Awards Committee when selecting nominations uses the following criteria:

- Roles played by the candidate in IFIP bodies, their duration, and percentage of meetings attended.
- Roles played in organizing IFIP events and importance of those events.
- Proceedings of IFIP events co-edited by the nominee
- Other achievements.
- Awards (including IFIP awards) and distinctions received by the nominee.

5.3 IFIP Service Award

5.3.1 General

The distinction is awarded by the IFIP General Assembly every year in recognition of active role played by the recipient at an IFIP body or in organization of an important IFIP event. Eligible are past members and current members of any IFIP body (e.g. General Assembly, technical committee, working group, task force etc.), and people involved in organization of an IFIP event (e.g. chair of organizing committee, chair of programme committee etc.). However, current members of the Service Awards Committee, and recipients of IFIP Service

[2] That includes chairs of technical committees.

Award, IFIP Outstanding Service Award, IFIP Silver Core or Isaac Auerbach Award are not eligible. The maximum number of recipients per year, N, is 30.

5.3.2 Procedure

The procedure consists of the following steps:

1. By July 15th (or a later date determined by the Executive Committee) a nominator submits a nomination using the online nomination system available to General Assembly members in the website Secure Area. A nominator can be any member of the IFIP General Assembly.
2. The Service Awards Committee selects at most N nominations (simple majority) and presents them to the IFIP General Assembly.
3. The final decision is made by the IFIP General Assembly (simple majority, secret ballot).
4. The award has a form of certificate and it is presented to the recipient by an officer of technical committee or a member of the IFIP General Assembly. The award is also recorded in the IFIP Information Bulletin and on the IFIP website.

5.3.3 Selection criteria

The Service Awards Committee when selecting nominations to present them to the IFIP General Assembly uses the following criteria:

- Roles played by the candidate in IFIP bodies, their duration, and percentage of meetings attended.
- Roles played in organizing IFIP events and importance of those events.
- Proceedings of IFIP events co-edited by the nominee.
- Other achievements.

5.4 IFIP Fellow

5.4.1 General

The most prestigious IFIP technical distinction is the title of IFIP Fellow, which is conferred by the IFIP General Assembly on a current or past member of an IFIP body (e.g., WG, TC, GA, Domain Committee, IP3) in recognition of outstanding contributions in the field of information processing, in the role as a Technical Leader, Scientist, Engineer, or Educator. Current members of the Fellow Selection Committee are not eligible.

5.4.2 Procedure

The procedure consists of the following steps:

1. By January 15 (or a later date determined by the Executive Committee) the IFIP Secretariat invites all voting members and the members of all IFIP substructures to submit nominations explaining the terms of nomination and the deadline.

2. By April 30th each year (or a later date determined by the Executive Committee) a nominator submits a nomination using an online nomination system. A nominator can be any person (except the candidate nominated or a member of the Fellow Selection Committee). A nomination must indicate three other people as referees, who must all be current Working Group, Technical Committee or General Assembly members, or Fellows. Optionally the nomination may also name up to two people other than the nominator, the referees and the candidate who will provide endorsements; endorsers need not be IFIP Fellows, nor WG, TC or GA members. The nominator is responsible for obtaining all references and (if applicable)

endorsements and uploading them when the online nomination is made. Members of the Fellow Selection Committee are not eligible to act as referees or endorsers.

3. (a) The Fellow Selection Committee (FSC) selects at most 16 candidates and presents them to the IFIP General Assembly by the end of July.

(b) FSC members should vote to support, not to support, or abstain on all applications received by the deadline and in the appropriate format. Late submissions or submissions not conforming to the format will not be considered. A nominee is deemed supported if they have received support from at least two thirds of the members of the FSC exercising a vote with abstentions not being counted. In addition there must be a minimum of 4 votes supporting the nomination.

(c) In any given year, no more than five (5) candidates aligned to a given technical area may be recommended to GA. In the event that there are more than five supported candidates in the same area, the FSC must identify its top 5 candidates in that area, priority being given to those with most votes in support. If this leaves any ties, the Chair may resolve them using additional casting votes as necessary. Any candidates rejected by this process will thereafter be considered unsupported in that year.

(d) If following the above process leads to more than 16 nominees being deemed supported, the FSC must identify its top 16 candidates to present to GA, using the same method as in (c). Any candidates rejected by this process will thereafter be considered unsupported in that year.

4. The final decision on supported candidates is made by the IFIP General Assembly (absolute majority, secret ballot).

5. The distinction is accompanied by a certificate and pin which is presented to the recipient by a member of the Executive Committee during a ceremony, preferably at one of IFIP's sponsored events. The distinction is also recorded in the IFIP Information Bulletin and on the IFIP website.

6. The selection and approval process shall be considered strictly confidential. The only feedback that may be given is to tell the nominators that their nominees have or have not been approved. The only exceptions to this policy are that nominators of candidates who have been rejected under Bylaw 5.4.2 section 3(c) and 3(d) may be told that this was the reason as they may wish to resubmit the application in a future year. No publicity should be given to the nominations approved by the GA until the successful candidates have been notified and have confirmed their acceptance of the Fellowships.

5.4.3 Selection Criteria

The Fellow Selection Committee, when selecting nominations, uses the following criteria:

- Individual contribution as a Technical Leader, Scientist, Educator, or Engineer.
- Evidence of technical accomplishments.
- Role played in IFIP-sponsored events and functions in IFIP bodies (including membership).
- Awards (including IFIP awards) and other distinctions received by the nominee.

5.4.4. Fellow Selection Committee

The Fellow Selection Committee (FSC) shall consist of between 9 and 15 members, including a voting Chair. The Fellow Selection Committee is not a Standing Committee and there is no restriction on who may be a member, except as specified below.

The Chair is appointed for a three-year term by the Executive Committee on the recommendation of the President from among the current members of the General Assembly. He or she may serve only one term as Chair.

Other members of the committee are appointed by the Chair subject to formal approval by the Executive Committee. Nominations will be sought shortly after the appointment of the Chair from current and recent members of the FSC and also from the members of the Technical Assembly, but there shall be no obligation to accept these nominations and other individuals considered suitable may be appointed. Particular attention will be paid to the availability of suitable Fellows willing to take on the role of FSC member.

Appointments are generally made for a three-year period, but in the interest of stability may also be made for one year or two years in order to ensure that as far as is reasonably possible the terms of office of a third of the members come to an end each year. For the purpose of this bylaw, a year shall be deemed to be the period between the close of two consecutive 'regular' General Assemblies. Members may serve two terms of office (not necessarily of the same duration), which may or may not be consecutive.

Each potential member of the FSC must identify their primary technical area from those covered by the Technical Committees. This determination may not be changed for the duration of the member's current term. In choosing members for the FSC, both the Chair and the Executive Committee will generally act on the principle that no more than two members aligned to any given technical area should serve on the FSC in any particular year.

There is no prohibition on a Chair having previously been a 'regular' member of the FSC or being appointed as a 'regular' member after ceasing to be the Chair. However, in all cases the time served as Chair shall count toward the two-term limit for membership of the FSC.

It is intended that in due course all members of the FSC except the Chair should be IFIP Fellows. However, this should be regarded as an aspiration rather than a binding rule.

5.5 Deadlines

The deadlines for uploading nominations to the online nomination system given in Bylaws 5.1.2, 5.2.2, 5.3.2 and 5.4.2 shall be interpreted as meaning midnight local time in the country in which the Federation's seat is located.

6. Annexes

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).

6.1 General

6.1.1. Overview of voting rights of GA members

Topic (voting on / eligibility for)	Country Representative member / Member at Large	Honorary Member	Ex officio members
Fee			
Fee structure	Y	N	N
General			
Statutes	Y (see note)	N	N
Bylaws	Y	N	Y
Dissolution and liquidation of IFIP	Y	N	N
Strategy and fundamental policies			
• Strategy	Y	Y	Y
• Long-range programmes	Y	Y	Y
• Publication policy	Y	Y	Y
• Digital library policy	Y	Y	Y
• Website policy	Y	Y	Y
• Financial policy (incl investments)	Y	Y	Y
Membership			
Admission and exclusion of Members			
• Country Representative	Y	N	N
• Members at Large	Y	N	N
• Associate Members	Y	N	N
• Honorary Members	Y	N	N
Organization			
Establishment / dissolution of			
• Member Societies Assembly	Y	Y	Y
• Technical Assembly (TA)	Y	Y	Y
• Technical Committees and Specialist Groups (TC/SG)	Y	Y	Y
• Domain Committees (DC)	Y	Y	Y

Topic (voting on / eligibility for)	Country Representative member / Member at Large	Honorary Member	Ex officio members
• Standing Committees (SC)	Y	Y	Y
• InterYIT / IP3	Y	Y	Y
Operation			
Election / discharge of Officers and	Y	N	Y
Finances – annual dues	Y	N	N
Finances – budget approval	Y	N	Y
Finances – acceptance of audit	Y	N	Y

Note: National Members at Large do not have voting rights for amendments of the Statutes. Associate members have no voting rights

6.1.2. Eligibility to be nominated or appointed as officer

Topic (voting on / eligibility for)	Country Representative member / Member at Large	Honorary Member	Ex officio members
President	Y	N	Y
Vice-president	Y	N	Y
Honorary Secretary	Y	N	Y
Honorary Treasurer	Y	N	Y
Councillor	Y	N	Y
Member Societies Assembly chair	Y	N	N
Technical Assembly chair	Y	N	Y
Technical Committee / Specialist Group chair	See Bylaw 4.2.3		
Domain Committee chair	No Restriction		
Standing Committee chair	Y	Y	Y
Task Force chair	No Restriction		

6.1.3 Membership Fee Structure

(a) No membership fee is payable by Associate and Honorary members.

(b) The membership fee for a Country Representative Member is determined by the method described in Bylaw 6.1.4.

(c) The membership fee for a Member at Large (MaL) is based on the membership fee for the corresponding Country Representative Member (CRM).

- The fee for an International Member at Large is the CRM fee level that applies to the country of the headquarters of the MaL or its legal seat if no headquarters exists.
- The fee for a National Member at Large is a proportion of the fee for the CRM of that country and depends on the number of national MaLs there are for the country at the beginning of the year in accordance with the following table.

Number of MaLs	Proportion of the CRM rate payable by each MaL
1	0.3
2	0.25
3 or more	0.2

6.1.4 Overview of fee structure and annual dues

(a) The membership fee for a Country Representative Member is based on the current United Nations (UN) Scale of Assessment[3] value for the corresponding country. This scale is normally set by the UN General Assembly for a three-year period and re-assessed at three-yearly intervals.

(b) The fee payable by a Country Representative member is in two parts:

(i) a fixed basic fee of *min* Euros that is the same for every member

(ii) a variable part, which is proportional to the corresponding country's score on the United Nations Scale of Assessment.

(c) The variable part of the fee is calculated as the product of a multiplier *mult* and (the country's score less 0.140).

(d) The sum of the fixed and variable parts of the fee is capped at a minimum value of *min* Euros and a maximum value of *max* Euros.

(e) The values to be used for *min*, *max* and *mult* are 840, 13440 and 1930, respectively.

(f) It is recognised that the transition from one UN Scale to another may involve a substantial increase or decrease in the membership fee for some Country Representative Members. In order to ensure a relatively smooth transition, for those members that would have an increase or decrease of their fee of more than 500 Euro due to the use of the new scale, in the first year the change will be capped at 50% of the increase or decrease, the new fee applying from the second year onwards.

(g) From calendar year 2026 onwards the membership fee for a Country Representative Member calculated from the formula given in the above sections of this bylaw shall be increased annually by the percentage increase in the Austrian Consumer Price Index over the last but 1 calendar year.

[3] This is a scale used by the UN to determine the apportionment of its expenses to its member organisations.

6.2 Policies

6.2.1 Publications policy and guidelines

1. Introduction

This document includes policies and procedures governing all IFIP publications. An IFIP publication is one that is published under the auspices of IFIP, including the proceedings of conferences of which IFIP or one of its subunits (technical committee, working group, etc.) is a sponsor, “white papers” or other official IFIP advisories or summaries, and documents indicating an association with IFIP by using IFIP’s name or logo, or that of a subunit of IFIP.

2. Publications Other Than Periodicals

2.1. Publication Options

An IFIP publication can be a print publication, an electronic publication, or both. In this document, *print publication* designates a document that is produced and distributed in printed (i.e., “hard copy”) form, even if the distribution is limited (for example, limited to the attendees of a conference). An *electronic publication* is a document that is produced and distributed in an electronic format by making it accessible on the web, including it on a CD, sending it as an email attachment to a general audience or by request, etc.

For the proceedings of an IFIP conference, the conference organizer and other conference officials, such as the general chair, program chair, and steering committee, decide the form of publication. The determining factors include such things as the relative cost, the availability of access, and the likelihood of citation among the various options.

2.2. Print Publications

IFIP maintains a contract with a publisher to publish IFIP conference proceedings and possibly other publications in print form and in the digital library of the publisher. The publisher has the exclusive right to distribute its publications, and royalties accrue to IFIP from the sales. For conferences sponsored by IFIP technical committees and working groups, a percentage of the royalties accrue to the relevant technical committee(s).

An IFIP conference that wishes to publish a printed proceedings with an established publisher and does not have a previously-established arrangement with another publisher must offer the publication rights to the IFIP publisher. If the cost or other factors in using the IFIP publisher are considered unacceptable, then other options can be pursued after approval by the Chair of the IFIP Publications Committee on behalf of the committee. A conference also can publish a proceedings locally, with limited distribution to the conference participants. An ISBN can be obtained through the IFIP Secretariat for such proceedings. A copyright transfer form from each author must be completed, and an appropriate copyright notice must be included on each paper of the proceedings.

In general, IFIP print publications must:

- be under IFIP copyright.
- have the IFIP logo prominently displayed.

- be written in the English language.
- generate royalties to IFIP.
- provide copies for the IFIP Secretariat.

IFIP has no control over regulations or procedures used by a publisher other than the IFIP publisher, Springer-Verlag GmbH Berlin Heidelberg, for the IFIP Advances in Information and Communication Technology (AICT) and IFIP LNCS Series. However, IFIP is not involved with the regulations or procedures for the Springer LNCS Series (including the IFIP subseries of LNCS). Editors of publications not in the Springer IFIP AICT Series are responsible for dealing with rejection, delays, or any other problems involved with the publications.

2.3. Electronic Publications

A conference proceedings or other IFIP publication can be produced in electronic form only, or in addition to a locally-produced and distributed print publication. An electronic proceedings can be in the form of a CD, web site, or other convenient medium. An ISBN for such a document can be obtained through the IFIP Secretariat. Note that copyright transfer forms must be completed for electronic-only publications, and an appropriate copyright notice must be included on each paper of a proceedings.

2.4. IFIP Digital Library

IFIP maintains a digital library of its publications, and all information in the IFIP digital library itself is available on a free-access basis to the public. All IFIP publications by the IFIP publisher are added to the digital library soon after publication, but only metadata (title, author, abstract, etc.) is initially available directly from the IFIP digital library on a free access basis. The full text of conference papers and other documents initially is available electronically only from the publisher, and a link to the publisher's electronic library is provided in the IFIP digital library. Obtaining the full text from the publisher may require payment of a fee. When the exclusive distribution rights of the publisher have expired, then the full text will become available through the IFIP digital library.

Proceedings and other documents for which IFIP holds the copyright and distribution rights may be added to the IFIP digital library, and the full text will be included for free access by a user of the library. A fee may be required by IFIP for including a document not published by IFIP's publisher in the digital library.

2.5. Copyright

Except by special approval by the IFIP Executive Board, a copyright transfer form for each paper or other separately-authored component of an IFIP publication must be completed and submitted to IFIP. As indicated on the form, papers or other documents authored by employees of certain government agencies requiring public access and prohibiting copyright transfer can be noted on the copyright form, in which case the document is in the public domain. For a conference proceedings, the proceedings editor is responsible for collecting the copyright forms and submitting them according to the instructions for editors.

An author of an IFIP publication may post a copy of the publication on the author's web site provided a notice is included of the copyright by IFIP as specified in the copyright transfer

form. Permission is granted by IFIP for the reproduction of IFIP publications under certain conditions as specified in the copyright transfer form. Reproduction or reuse not satisfying the stated conditions must be approved by the IFIP Publications Officer at the IFIP Secretariat.

3. Journals and Other Periodicals

IFIP or any of its subunits can establish and manage a periodical publication such as a journal or transactions. Such publications, print or electronic, are established by a contract with a publisher after approval by IFIP, unless the periodical is an electronic-only publication that is "published" in the IFIP digital library. All work associated with the establishment and operation of the periodical is the responsibility of the subunit or subunits proposing the periodical.

The process for approval of a periodical is:

1. An initial proposal for the periodical must be submitted to the IFIP Publications Committee. The proposal must describe the periodical in terms of its scope, nature of its contents, procedure for the selection of articles, papers, etc. for inclusion in the periodical, planned frequency of publication, overlap with, and similarity to, existing periodicals from all sources, and the result of any preliminary discussions with potential publishers. The proposal must be endorsed by the chair of all IFIP subunits sponsoring the periodical, and also by the Technical Committee Chair of any Working Group sponsoring the periodical.

2. The IFIP Publications Committee will make a recommendation on the proposal, normally within two months after receiving it, to the IFIP Executive Board (EB). The EB will approve or disapprove the proposal, perhaps with conditions, within two months of receiving the recommendation from the Publications Committee.

3. If the proposal is approved, the subunit proposing the periodical obtains bids for publication of the periodical, unless the periodical is to be accessible only through the IFIP digital library. Normally a bid from the IFIP publisher is expected, unless the IFIP publisher declines to submit a bid, and other bids may be obtained as well. The bids will specify where copyright ownership will reside and financial arrangements, including royalties in addition to other standard matters that would be included in a contract to publish the periodical. Actual contracts (unsigned) should be submitted where possible.

4. A final proposal, including specification of the initial editor and editorial board for the periodical, the bids received from publishers, and a recommendation for the bid to be accepted is submitted to the Publications Committee. The Publications Committee makes a recommendation on the establishment of the periodical to the Executive Board within one month of receiving the final proposal.

5. The Executive Board makes the decision on final approval of the periodical, perhaps with conditions, within one month of receiving the recommendation from the Publications Committee.

6. If the proposal receives final approval, then the organizers of the periodical may proceed to establish a contract for publication as stated in the final proposal and

conditions of the final approval. Publication may begin as soon as the contract is complete.

4. Origin of Work and Attribution

All work published under the auspices of IFIP must be the original work of the authors, or full attribution must be given for every portion of the work that is not the original work of the authors. “Original work of the authors” means that the text, content, ideas, illustrations, etc. were created by the authors and are not publicly available elsewhere. Thus “portion of the work that is not the original work of the authors”, includes other work by an author that was previously available publicly, so reuse of previous work by an author requires full attribution in the same way as if the work was that of another author.

IFIP publishes codes of conduct for the authors and referees of IFIP publications, and authors and referees for IFIP publications are expected to abide by these codes of conduct. By submitting a paper or other document for possible publication, an author agrees to adhere to the Author Code of Conduct, and by accepting a review assignment, a referee agrees to adhere to the Referee Code of Conduct. Violation of an applicable code makes the author or referee subject to penalties as specified in the relevant code.

6.2.2 Investment and portfolio management policy

IFIP Investment and Portfolio Management Policy

Background

IFIP has over the years accumulated funds of somewhat over 2 million EUR. These funds are invested in a balanced investment portfolio consisting of bonds and equities in approximately equal weighting.

Investment Rationale

Several reasons can be identified why IFIP as a non-profit international non-governmental organization should have accumulated funds. Each reason gives a justification for a certain amount of funds to be kept and what the time horizon of an investment should be:

- The relationship between IFIP's operational income and expenses fluctuates over the years, both due to fluctuations in income and in expenses. Income sources that are irregular include conference and publications proceeds, also the timing of the cash in for these proceeds can be delayed in an unpredictable fashion. Expenses that vary are, e.g., project costs or costs for support activities that depend on the availability of worthwhile support proposals. The amount of year-on-year variation historically has been in a bandwidth of below +/- 200 K Euro. This indicates that a "liquidity reserve" of around 200 K Euro is needed even in case of a long-term balance between income and expenses to avoid running into liquidity issues. However, as IFIP has current accounts in addition to its investment portfolio, liquidity needs going beyond its current account funds are generally known in advance and needed payouts can be planned over a calendar year time period. Thus, such liquidity needs can typically be served by using the most liquid assets in its investment portfolio (e.g. cash, money market investments etc.).

- IFIP has certain financial responsibilities, e.g. to its employees, that it has to honour even in exceptional circumstances. Exceptional circumstances might be that member societies become insolvent, conference income vanishes, etc. The upper limit on such liabilities that can safely be assumed is a one year budget for regular expenses, i.e. in the range of 300 K Euro. This is based on the worst case assumption that in a particular year the income suddenly drops to 0, while regular expenses can only be stopped a year after such a development taking place due to notice periods etc. As such a "risk reserve" will only be needed in exceptional circumstances; the funds for this risk reserve can be invested with a long time horizon (but with limited risk exposure).

- IFIP might decide to run strategic projects that produce one-time costs not covered by IFIP's operational income. Thus, these costs have to be paid from its investment portfolio. Similarly, IFIP might decide to run its operations with a structural deficit (operational income minus operational expenses) for some time. In these cases, sufficient funds have to be available in IFIPs accumulated funds. The time horizon for investing such a "project reserve" depends on when the money is assumed to be spent. The risk that can be taken with these funds is higher, as losses and gains just decrease or increase the amount of project funding available in the future. The amount IFIP decided to keep for this purpose is 200 K Euro.

- IFIP might decide to bolster operational income by using predicted average returns on investments as budgeted yearly income for its operational expenses. Such a strategy requires a certain level of capital to be available (along with a target return rate). As an example, a 1.5 M Euro "capital reserve" with a target return rate of 3% results in 45 K Euro additional contribution to the yearly operational budget. The time horizon for investing such a "capital reserve" is long-term. Again, a higher risk can be taken with these funds, as losses and gains just decrease or increase the amount of additional funding available to operations in the future.

A summary of the investment rationale is given in the table below:

Type of Reserve	**Amount**	**Investment Time Horizon**	**Investment Risk Profile**	**Usage of Returns**
Liquidity reserve	200 K Euro	<1 year	Low risk	Distribution
Risk reserve	300 K Euro	>10 years	Low risk	Accumulation
Project reserve	200 K Euro	1-5 years	Higher risk	Accumulation
Capital reserve	1.5 M Euro	>10 years	Higher risk	Distribution

Again, to get a distribution of returns does not strictly require to invest in assets with regular interest or dividend payments. A similar effect can be achieved by regularly selling liquid parts of its investment portfolio.

Portfolio Management Roles

Decisions regarding the portfolio can be classified into these categories:

- Day-to-day decisions on individual investments: IFIP does not have the personnel for such decision making. Thus, such decisions are delegated to financial institutions (Investment Manager) on behalf of IFIP, based on a clearly defined portfolio strategy and benchmark. The development of IFIP's investments is followed up regularly, at least every quarter, by the General Secretary, who also has the task to alert the IFIP Honorary Treasurer and the Finance Committee on unfavourable developments.

- Decision on financial institutions managing IFIP's funds: Regularly, at least annually, as well as on request of the IFIP Honorary Treasurer, the IFIP Finance Committee reviews the performance of each financial institution holding IFIP funds and compares it with the defined benchmark. In case of an unsatisfactory performance, the IFIP Honorary Treasurer proposes how to react (e.g. assign the funds to a different financial institution after two years of unsatisfactory performance). The IFIP Honorary Treasurer can use external expertise (from a financial consultant) in case of having to choose a different financial institution.

- Decision on portfolio strategy: Based on the investment rationale, the type and mix of investments ("portfolio strategy") has to be defined as well as the benchmark a particular investment should be compared with. This portfolio strategy is the basis for allocating funds to a particular financial institution and deciding on the type of investments that this financial institution should hold. The investment rationale and portfolio strategy have to be

reviewed every 3-5 years. The review is the responsibility of the IFIP Finance Committee. The IFIP Finance Committee can use external expertise (from one or more financial consultants) to define or update the portfolio strategy. The IFIP Finance Committee submits the results together with its recommendations to the IFIP Executive Committee for approval.

A summary of the roles and responsibilities is given in the table below:

Task	Frequency	Immediate Responsibility	Approval / Oversight	Comments
Detailed investment decisions	Day-to-day	Financial institution	IFIP Honorary Treasurer	
Review of portfolio development	Quarterly	IFIP General Secretary		Escalate to Honorary Treasurer and Finance Committee if necessary
Review and selection of Financial institution(s)	Yearly/2-yearly	IFIP Honorary Treasurer	IFIP Finance Committee	May use Financial consultant for input
Review of investment performance vs. benchmark	At least yearly	IFIP Honorary Treasurer	IFIP Finance Committee	
Definition and review of portfolio strategy	Every 3-5 years	IFIP Finance Committee	IFIP Executive Committee	May use financial consultant for input.

Portfolio Strategy 2016 - 2020

For the coming years, IFIP has decided to keep its balanced investment strategy (with fixed-income bonds and equities having equal weight).

- To gain a sufficient diversification, the investments tend to be in funds rather than in individual equities.
- For developed markets, the use of low-cost index funds (ETFs) is preferred, whereas for markets not suited for ETFs, managed funds would be used.
- The investment manager may complement the core bond and equity-based investments with real-estate funds (up to 10% of the portfolio value), a lower share of commodity investments (up to at most 3%) may also be added. IFIP does not want to invest in hedge funds.
- For investments into managed funds, IFIP prefers the investment manager not to choose funds created or managed by his own financial institution or its affiliated companies in order to avoid conflicts of interest (unless a clear rationale is available why the chosen fund of his own financial institution provides superior results).

- The base currency of the investment account is EUR (as the IFIP secretariat creating the largest fixed cost position is located in Austria). However, a reasonable diversification in currencies is expected, without the need for currency hedging.
- As IFIP is an international organisation with a large footprint in developing economies, emerging market investments may be higher than for comparable portfolios of otherwise similar investors. A regional split in the range of 60% Europe, 25% USA/CDN/JP/…, and 15% Other (Emerging) Markets would be possible.

Following the decision to keep its balanced investment strategy, IFIP has decided that the

- financial institution managing IFIP's funds is UBS;
- portfolio strategy is UBS Managed Wealth Portfolio – Balanced Strategy.

Following the table summarizing the investment rationale it has been decided that the balance of IFIP's savings minus the 200 K Euro liquidity reserve will be held in this UBS portfolio.

IFIP is recognised in Austria as a not-for-profit organisation, i.e. its investment income is tax-free in Austria.

6.2.3 Compensation of Executive Committee Members' travelling costs

Members of the IFIP Executive Committee who are neither General Assembly representatives of an IFIP member organization nor TC chairs may claim expenses for attending Board and GA meetings. Members of the IFIP Executive Committee may claim expenses for travel other than the above mentioned EC meetings and made in their capacity as IFIP-appointed or IFIP-elected persons, but only to the extent that funding of such expenses is not available from sources outside IFIP.

6.3 Procedures and forms

6.3.1 Election procedure for officers and councillors

1. A secret ballot, consisting of an electronic vote and/or paper ballot will be held, except in the case of elections for Vice-Presidents and Councillors when the number of candidates is equal to or less than the number of vacancies. In these circumstances the candidates will be declared elected unopposed.

Whenever possible, an electronic voting procedure will be opened five days in advance of the GA meeting and will remain open until the agenda item is completed.

2. There will always be a ballot for the election of President, Honorary Secretary and Honorary Treasurer. When there is a single candidate for any of these posts that candidate will not be elected if he or she receives less than 50% of the valid votes cast.

3. Where a ballot is needed, electronic voters and voters who use a ballot paper will be given the candidates' names listed in alphabetical order. If there are n vacancies, voters should place a cross against the names of up to n candidates. In the case of a ballot paper, if it has a cross against the names of more than n candidates or contains any other marks (including a signature) that vote shall be considered invalid. The number of votes for each candidate shall be counted and the n candidates with the largest number of votes shall be deemed elected for a three-year term.

If it is not possible to separate n candidates from the others by this process because of ties there shall be another ballot in which only the tied candidates are listed. If this process does not fully resolve the tie, the choice between the remaining tied candidates will be made by drawing lots.

4. If there is a tie between two candidates, then the President will give a casting vote except in the case where the President is a candidate. In this case, Statute 5.4.3, paragraph 3, is applicable to determine who should have the casting vote.

If there is a tie among several candidates, the choice between the remaining tied candidates will be made by drawing lots.

6.3.2 Support Available to Individuals

IFIP practice concerning the payment of expenses is that travel and living expenses relating to General Assembly and Board meetings should be covered by office bearers from non-IFIP sources. The specific case of Executive Committee members who are neither General Assembly representatives of an IFIP member organization nor TC Chairs is covered by Bylaw 6.2.3.

6.3.3 Event approval procedure

1. Introduction

This event approval procedure lists the different qualifications of an event that identify the role that IFIP can play in an event. In addition the different categories of events are explained. The category clarifies the nature, size and some other characteristics. Next the criteria for attaching the right qualification and category to an event are listed. Finally the procedure to obtain approval for an event is included together with the event approval form.

This procedure is mandatory for each event with an IFIP involvement. A correct and consistent use of the event qualifications and categories is essential for the visibility and branding of IFIP.

2. Event qualifications

The role of IFIP in an event is identified by the following qualifications (that have to be clear for all events in all media releases like calls for papers, announcements, advertisements, webpages, programme brochures, etcetera):

- **IFIP flagship event**
  - Events on IFIP general level such as the World Computer Congress (WCC) and the World IT Forum (WITFOR) and the World CIO Forum (WCF).
  - Full program responsibility with IFIP (others may participate in program committees).
  - Events have to be labelled as IFIP WCC, IFIP WITFOR, etc in all documents and media releases.
  - Other roles than IFIP can be announced as hosted by, organized by, sponsored (financially) by, supported by, media partners, etcetera.
  - Organization in cooperation with third parties such as IFIP members, government departments or agencies, commercial organizers.
  - Formal agreements between IFIP and organizer / host have to be signed. Agreements may vary per event.
  - Responsibilities concerning organization, financial arrangements and other arrangements may vary and will be agreed in the formal agreement.
  - Approval by Executive Committee (EC).
  - Note that flagship events might also be considered for joint event qualification.

- **IFIP event**
  - Events of Technical Committees (TC), Specialist Groups (SG), Working Groups (WG), Special Interest Groups (SIG), Domain Committees (DC), InterYIT, etcetera.
  - Full program responsibility with IFIP (others may participate in program committees).
  - Events have to be clearly visible and recognizable as an IFIP event.
  - Other roles than IFIP can be announced as hosted by, organized by, sponsored (financially) by, supported by, media partners, etcetera.
  - Organization is usually done by an IFIP member, university, research institute, etc.
  - There is an online event approval form in which responsibilities, financial arrangements and other arrangements are agreed.
  - Approval needs to be given by the relevant TC and (if applicable) WG and the Activity Management Board (AMB).

- **IFIP joint event**
  - Joint event of IFIP (IFIP as a whole or a group within IFIP such as TC, SG, WG, SIG, DC, InterYIT) with other organizations, in particular but not exclusive with member societies or similar groups within IFIP member societies.
  - Shared program responsibility.
  - Role of IFIP must be clearly visible and recognizable.

- Require a Memorandum of Understanding (MoU) (can be one MoU for a series of events) in which responsibilities for organization and program, liabilities and financial consequences are regulated.
- Approval needs to be given by the relevant TC and (if applicable) WG and the Activity Management Board (AMB). For flagship events approval by the EC is required.

- **IFIP sponsored event**
  - Any kind of event for which IFIP has decided to grant financial sponsorship.
  - The event must clearly show in its announcements and marketing that IFIP is sponsoring the event.
  - Approval by the Executive Committee (EC).
    - A TC may also decide to sponsor an event. To be identified as "Sponsored by IFIP TC-x". Approval needs to be given by the TC, within the constraints of TC funds guidelines and the Activity Management Board.

- **IFIP supported event**
  - Event of another organization that is supported by IFIP, as a way of moral support.
  - Typically events for which the above qualifications are not applicable or suitable. An important group of events that might be considered for support are the events organized by IFIP's member societies. Other examples are events that serve goals of IFIP but that cannot be (co)organized by IFIP (e.g. UN events, government events).
  - This type of qualification has to be chosen with great care, it may dilute the role of IFIP and the benefits for IFIP from other event qualifications.
  - Role of IFIP will be identified as "Supported by".
  - No program or organizational responsibility for IFIP, however IFIP may be invited to contribute to the program and / or organization.
  - Approval for "Supported by IFIP" by Executive Committee (EC), approval for "Supported by TC 1/2/3/.." by Activity Management Board (AMB) and relevant TC, approval for "Supported by WG 1/2/3/.." by AMB and the relevant TC and WG.
  - Goals of the supported events, the reputation and quality have to be taken into consideration when approving the support.

3. Event categories

The following categories of events are identified:

- Congress / Forum
  - Open and large event, 500+ participants.
  - Scope can be general / wide (like WCC) or specific (like WCCE).
  - Type of target audience can be broad (all stakeholders) or specific (CIOs).

- Conference
  - General category for events
  - Open and medium to large sized event, 100+ participants
  - Scope usually the area of the TC or the joint areas of a number of Working Groups
  - Professional / scientific purpose
  - Mix of invited and solicited, refereed contributions, often presented in several parallel tracks and with published proceedings.

- Working conference
  - General category for events within a special subject area
  - Open and small to medium sized event, 50 – 100 participants
  - Professional / scientific purpose
  - Mainly refereed contributions with published proceedings

- Workshop
  - Special subject area
  - Open and small sized, less than 50 participants
  - Professional / scientific purpose
  - Unrefereed contributions normally not intended for published proceedings

- Tutorial / Seminar / Lecture
  - Special subject area
  - Open, variable sized
  - Educational purpose
  - Invited contributions, not intended for published proceedings

- School
  - An event of usually one or two weeks intensive study and discussion
  - Can be a mix of subject areas
  - Brings together young students, and research assistants with researchers, academics and peers in the field
  - Invited and refereed contributions, normally with published proceedings.

4. Financial aspects

- **IFIP flagship event**
  - For all IFIP flagship events: cost for IFIP volunteers if any (e.g. for preparatory meetings) must be included in the event budget. IFIP may pre-finance this but has to be refunded irrespective of the event result.
  - WCC and WCF
    - Fixed fee to be paid by the conference to IFIP
    - Congress fee structure must provide in discount for participants who are members of IFIP member societies
  - WITFOR
    - No fee to be paid to IFIP

- **IFIP event**
  - For all IFIP events: cost for IFIP volunteers if any (e.g. for preparatory meetings) must be included in the event budget.
  - For all types of event: wherever possible the fee structure should include a discount for participants who are members of IFIP member societies.
  - Congress / Forum (other than flagship events)
    - Fee per participant per day (10 euro), number of days has to be officially mentioned in event request form, may be half days.

- Conference
  - Fee per participant per day (10 euro), number of days has to be officially mentioned in event request form, may be half days.
- Working conference
  - Fee per participant per day (5 euro), number of days has to be officially mentioned in event request form, may be half days
- Workshop
  - Fee per participant per day (5 euro), number of days has to be officially mentioned in event request form, may be half days
- Tutorial / Seminar / Lecture
  - Financial aspects of a tutorial / seminar / lecture will be decided on a case by case basis.
- School
  - Fee per participant per day (2 euro), number of days has to be officially mentioned in event request form, may be half days

- **IFIP joint event**
  - For all joint events an agreement (MoU or otherwise) has to be signed in which the specific financial arrangements for that (series of) event(s) are agreed. If profit / loss sharing is agreed, criteria for this have to be made explicit. Wherever possible discount for members of IFIP member societies should be negotiated.

- **IFIP sponsored event**
  - Amount of sponsorship can vary and must be agreed in sponsor contract.
  - No other financial aspects.

- **IFIP supported event**
  - No financial implications other than possible arrangements by the organizer for IFIP contributors. Income and / or cost for IFIP only in very exceptional occasions.

From calendar year 2025 onwards the 'fee per participant per day' figures given in subsection 'IFIP Event' shall be increased annually by the percentage increase in the Austrian Consumer Price Index over the previous calendar year. The increased fees apply to events that start from January 1st 2025 onwards that are approved after the end of the 2024 General Assembly. All individual event fees figures are to be rounded to the nearest 10 cents.

Other financial aspects

- 75% of event proceeds of events organized by TCs / SGs and WGs / SIGs are credited to the fund of the responsible IFIP Technical Committee.
- **Loans** are the primary vehicle for IFIP financial support to IFIP events. As a principle, the requested loan should not exceed the pre-event expenses. A detailed budget should be submitted together with the request for a loan.
- **Grants** may be allocated to an IFIP event. As a principle, grants should be earmarked (to support participants from developing countries, lecturers to events in developing countries, for special awards, etc.) and are not provided for event administration. In order to have an IFIP grant approved, a detailed conference budget is requested. A final financial statement, with original receipts, would have to be submitted after the event in order to allow the transfer of the allocated grant. A grant can be from IFIP funds or from TC funds.

- IFIP expects that each conference organizer will accept all **financial** and other **legal liabilities** apart from any support eventually approved by IFIP. The local organization and arrangements are the responsibility of local organizing committees. IFIP recommends event organizers to consider insurance locally and to include any insurance costs in the conference budget. Many universities and research organizations have blanket insurance policies for their events. IFIP event organizers are encouraged to investigate whether their organization has an existing insurance policy before other arrangements are explored.

5. Approval procedure

Approval of IFIP's involvement in a particular event is given by the appropriate combination of the Activity Management Board (AMB), the Executive Committee (EC), the TC and the WG (see Section 2). To confirm such approval the IFIP Secretariat must receive a fully completed online event request and each of the bodies responsible for IFIP's involvement in the event (TC, WG etc) must indicate its approval using the online approval system. Approval on behalf of the AMB, a TC or a WG is given by its Chair. In cases where approval by the EC is required, it is given online on the EC's behalf by the AMB Chair following appropriate consultation.

Events with approved IFIP involvement are listed in the IFIP Event Calendar, published in the IFIP Newsletter and other publications.

6. Obligations regarding approved events

For IFIP:

In the following, the term 'IFIP Responsible Chair' is used to mean the WG Chair for a WG event, the TC Chair for a TC event and the AMB Chair for other events.

The approval implies an obligation for the IFIP Responsible Chair to inform the IFIP Secretariat about progress in planning the event (such as still under study, postponed, relocated or cancelled). The IFIP Responsible Chair is also expected to inform the IFIP Secretariat about progress in implementing the event. The IFIP Secretariat has to ensure proper publicizing of the event in the IFIP Event Calendar and providing centralized contact and communication with all IFIP bodies involved.

The approval of financial sponsorship or a loan implies an obligation for the IFIP Secretariat for proper recording in the IFIP accounts.

For the responsible Organizer (as identified on the Event Request Form):

Approved IFIP involvement implies an obligation to include the name and logo of IFIP, as defined by IFIP, in all announcements of the event. For all IFIP Flagship events and for IFIP Events the name "IFIP" shall be included as prefix to the event name (if desired, extended with the respective IFIP body (TC, WG, etc). For Joint, Supported or Sponsored events this shall be done wherever possible.

IFIP expects the Organizer to accept all financial and other legal liabilities in accordance with the class of event and as formally agreed, apart from any support eventually approved by IFIP. Local arrangements are the responsibility of local Organizing Committees. The Organizer has the responsibility to insure the event locally, if deemed necessary, and to include any

insurance costs in the conference budget. Many universities and research organizations have blanket insurance policies and the Organizer is encouraged to investigate whether such a policy is in place before exploring other arrangements.

The approval implies an obligation for the Organizer to inform the IFIP Responsible Chair about progress in planning the event (such as still under study, postponed, relocated or cancelled). The Organizer is also expected to inform the IFIP Responsible Chair about progress in implementing the event. This information is to be given at least every 3 months and on request. It includes information on submissions (e.g. number of submitted papers, number of accepted submissions), on registered participants (e.g. their number), and on sponsors and sponsoring amounts.

Finally, the Organizer is also obliged to submit to the IFIP Secretariat three months after the event a final report. It should contain information about the outcome of the event, such as a summary of the program and the papers submitted, accepted and presented, proceedings, no. of participants, the reactions of the participants, experiences and suggestions of relevance to subsequent events of similar types, etc. This also includes transfer of any amounts due to IFIP (loan reimbursement, surplus share and others) as described above.

7. Criteria for Event Approval

IFIP's involvement is not approved unless four general criteria are fulfilled:

- ***The technical program*** of the event must conform to the statutory aims of IFIP and involve IFIP directly, (one or more of IFIP's own sub-ordinate bodies [TC, WG etc.] have to be included). If more than one IFIP body is included, one (which may be a WG) must be identified as representing IFIP towards the Organizer. 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 general organization*** of the event must involve IFIP, at least indirectly. This implies that the organizers must include one or more of either IFIP's own subordinate bodies (TC, WG etc.), or IFIP Member Organizations, but none of these needs to be the Organizer. The organizers may include other non-IFIP bodies such as local organizations, but if one of these is the Organizer then the local IFIP Member Organization will be given an opportunity to approve or disapprove this organization. If an IFIP WG is involved, the related TC is also considered to be involved as it is responsible within IFIP for the WG. If more than one TC is involved, one of them must be identified as the IFIP Responsible Body.

- ***The official language*** of the event must be English. All announcements and printed material must be in this language. Upon approval of the Executive Committee in exceptional cases another language may be the official language of the event.

- ***The financial implications*** of the event for IFIP must be defined with regard to support from IFIP as well as proceeds to IFIP, in accordance with the guidelines described below (specific criteria for event approval). Final approval of any financial support from IFIP cannot normally be confirmed until the IFIP budget for the year in which the support needs

to be transferred has been approved. Such transfer is normally not expected to take place more than one year prior to the event. If earlier approval is needed, reserved support may be requested. If the Organizer is a non-IFIP body, as is often the case, this body must accept full financial and other legal responsibility for the event, apart from any financial support approved by IFIP. If the Organizer is an IFIP-body, each non-IFIP Co-Organizer must agree to cover a specified financial and legal commitment, usually expressed as a loss share. It is the duty of the IFIP Responsible Chair to ensure that these criteria are fulfilled.

Specific criteria for some events:

- World Computer Congresses. These require a Country Representative Member or Member at Large of IFIP as host and contract partner. The event organization must adhere to the IFIP WCC Guidelines (see Standing Orders). The financial implications for IFIP should be specified in the bid for hosting the WCC and IFIP expects these include:
    - All financial and other legal responsibility to be born by the host / main organizer;
    - A fee per registered participant with a guaranteed minimum amount specified;
    - A share of the surplus generated by the event.
- World IT Forums. These require a government as host and contract partner. The event organization must adhere to the IFIP WITFOR Guidelines (see Standing Orders). The financial implications for IFIP should be specified in the agreement and budget

Specific criteria of IFIP sub-ordinate bodies [TC, WG etc.]:

IFIP sub-ordinate bodies (TC, WG etc.) may have their own additional criteria for approving and supporting an event. These criteria must be decided by the respective body and documented. They must be made available to the next-higher body on request.

8. Procedure for submitting requests

To facilitate the proper recording, a request for IFIP involvement in an event must be submitted using the online event approval request form. Submission of the form will prompt a request for the organiser who submits it to print out a paper copy of the form, sign it and send it by post or fax to the IFIP Secretariat.

6.3.4 Procedure for TC funds

1. Basic rules

a. Budget

TC Chairs shall submit a budget before July 1 in year n to the Honorary Treasurer, indicating the expected income and expenses for year n+1. The budget lines will follow the reporting lines listed under paragraph 3 “Reporting on TC funds”. As a rule, the total budgeted expenses for year n+1 will be less than 50% of the TC fund balance of year n-1. In exceptional cases a budget greater than this may be allowed but the total budgeted expenses for year n+1 cannot exceed the TC-fund balance of year n-1.

The TC must approve the budget and this must be recorded in the minutes of the annual meetings. If submission of the budget has to be done before the annual meeting of the TC takes place, approval can be obtained via e-mail and this can be formally recorded during the meeting. The Honorary Treasurer will check compliance with the rules and include the TC budgets in his overall budget for approval by GA.

b. Expenses

Expenses can be claimed via the Expense Request Form (obtainable from the Secretariat) properly completed and signed by the TC-chair. 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. Expenses claimed by the TC Chair must be signed by the TA Chair (or an IFIP Vice President for the TA Chair). With respect to the TC funds, the TC will follow a prudent policy and use the funds to the extent possible for activities that serve the goal of IFIP and the TC. Best practices for the use of funds are listed in paragraph 4 below.

c. Expenses versus budget

Expenses that do not exceed the budget and which fall within guidelines will be refunded as soon as possible. Expenses that exceed the budget will have to be approved by the Honorary Treasurer who will contact the TC Chair to discuss the consequences for the TC funds. The Honorary Treasurer shall ensure that the total actual expenses do not exceed the total TC funds.

d. Overview of finances

The Honorary Treasurer will provide a detailed overview to the TC Chairs of the income and expenses of their TC in the past year.

e. Approval

TC Chairs will obtain annually the approval of their TC for the income and expenses in the past year, based on the overview of the Honorary Treasurer. This approval must be recorded and these minutes must be sent to the Secretariat and Honorary Treasurer.

2. Calculation of TC-funds

Income for TC's

a. Income of publications (25% of income accounted);

b. Proceeds of events (75% of proceeds);

c. Other income (100% of sponsorships, sale of remaining proceedings, etc.)

Expenses of TC's
d. Expenses, based on claims

3. Reporting on TC-funds
The report on TC funds will consist of:

a. TC x Income from publications – Part for TC fund
b. TC x Income from publications – Part for IFIP General fund
c. TC x Event proceeds – Part for TC fund
d. TC x Event proceeds – Part for IFIP General fund
e. TC x Other income – For TC fund
f. TC x Expenses
g. TC x Result (a+c+e-f)
h. TC x Fund balance (balance previous year + g) (g can be negative)

For approval by the TC, a to f have to be provided in detail.

4. Expenses
Provided that the basic rules in paragraph 1 concerning the budget (timely submission and approval of the TC) are followed, the usage of the TC funds is at the discretion of the TC. Following is a list of best practices for the use of these funds.

- Travel support for speakers at tutorials in developing countries (i.e. countries in the list of developing countries that is used by the Developing Country Support Committee).
- Grant for speakers at conferences in developing countries.
- Grant for speakers from developing countries.
- Student grants
- Best paper award grants
- Special projects
- Expenses for social events at meetings should be moderate and reasonable.
- Website registration and maintenance will be hosted by "sponsors" as much as possible.
- Rental expenses for premises for holding meetings should be reasonable, preferably hosted by a "sponsor".
- Administrative expenses are eligible but should be kept to a minimum. Travel and accommodation expenses are not considered to be administrative expenses. Administrative expenses concern use of office equipment, postage costs, handling costs for mailings, etc.

When accepting the nomination to become a TC member (country representative or otherwise) or officer, candidates should be aware that in order to attend business meetings funds have to be obtained from employer, national computer society or otherwise. Using TC funds to compensate TC or WG officers or members for travel and/or accommodation expenses for attending the TC business meetings should only be done in exceptional cases. Each TC that wants to spend money on such expenses has to establish written general rules prior to any spending (e.g. which kind of expenses are eligible for funding, specifying money caps, …). These rules (and any subsequent changes thereof) have to be approved by the TA

before the rules come into effect. Such costs also have to be clearly visible in the TC budget and have to be approved by the TC as laid down in the rules about approval of the budget.

6.4 Charters

6.4.1 Technical Assembly (TA) - Charter

1. To stimulate action to develop new initiatives with regard to the overall nature and scope of IFIP's technical activities, the level of participation, and the general need to ensure that IFIP constantly improves its relevance to its target audiences.

2. To constantly review the aims, structure and thrust of IFIP technical activities with the aim of recommending to the General Assembly changes as appropriate to improve the continuing relevance of IFIP.

3. To review proposals for IFIP participation in new areas of activity with a view to recommending to the relevant authority appropriate action to be taken, including the establishment of new TCs, SGs and WGs.

4. To promote the effective interfacing of Affiliate Members' and other relevant organizations' activities where this contributes to the advancement of information processing to the benefit of such bodies and IFIP, as well as the community at large.

5. To initiate Review Committees; to receive their reports, if necessary adding comments and recommendations, and distribute to Council Members and members of the reviewed body.

6.4.2 International Young IT Professionals Group (InterYIT) - Terms of Reference

1. Name and Aims

The International Young IT Professionals Group (hereinafter known as InterYIT) shall be a group under the International Federation of Information Processing (hereinafter known as IFIP) with the following aims:

- To promote the views of Young Professionals within IFIP and member societies
- To encourage the professional growth of Young Professionals around the world
- To advance cooperation between existing Young IT Boards in member societies
- To encourage the formation of new Young IT Groups in member societies
- To promote the activities of IFIP and its' member societies among the young professionals around the world.

2. Structure

InterYIT consists of:

- the InterYIT Group
- the InterYIT Board

2.1. InterYIT Group

The tasks of the Group include, but are not limited to:

- determining fundamental policy
- adopting the programme of activity
- electing Officers
- maintaining the Terms of Reference

2.1.1. Composition and Voting Rights

Every IFIP member society may appoint a representative to the Group. The Group can make suggestions for candidates to the IFIP member societies. If an IFIP member society has a young professionals group the representative to the InterYIT Group ideally comes from that group.

Admission of a new representative to the Group can take place during any time of the year. The list of members of the Group has to be up to date at any time, every change has to be processed immediately.

Every member of the Group has one vote. The Chair of the InterYIT Board has the deciding vote in the case of a draw.

The Group shall be able to conduct business only if at least half of the Group Members are present or represented by proxy. Decisions of the Group shall be taken by an absolute majority of those Members present or represented by proxies, unless otherwise provided in these Terms of Reference.

2.1.2. Meetings

There will at least be one annual meeting of the Group. The Group shall decide on the dates of its meetings. It may, however, be convened at any time if the Chair of the Board deems it necessary. It shall also be convened at the request of a simple majority of the Group.

Face to face meetings will be attempted, depending on cost, otherwise teleconference or email will suffice.

2.2. InterYIT Board

The InterYIT Board has 5 - 10 members, elected from the members of the Group

The terms of office for Board members is three years, with a maximum of two consecutive terms

The Chair of the Board is appointed by the IFIP President, upon nomination by the InterYIT Board

The tasks of the Board include, but are not limited to:

- drafting the fundamental policy
- drafting the programme of activity
- taking care of and monitoring the execution of the programme of activities

- adopting the budget (within the IFIP budget procedures)
- reviewing the expenditures
- reporting to the IFIP Board and IFIP General Assembly

2.2.1. Positions

The Board will have the following positions drawn from its members:

Chair: The Chair represents the Board as well as the Group and sets direction for the Group and represents the Group in the community. The Chair is also the representative to IFIP and reports to the IFIP Executive Committee.

Vice-Chair: The Vice-Chair supports the Chair in their work and performs duties as required. They are responsible for ensuring the smooth operation of Board meetings

Secretary: The secretary takes the minutes of the Board and Group meetings, is the point of contact for unsolicited correspondence and organises the mailing list as required

2.2.2. Meetings

There will at least be one quarterly meeting of the Board. The Board shall decide on the dates of its meetings. It may, however, be convened at any time if the Chair of the Board deems it necessary. It shall also be convened at the request of a simple majority of the Board. the Board meeting can be of any of the following forms: Face-to-face, tele-conference, video conference or real time live electronic chat.

3. Elections

3.1. Elections to the Board

The Group will elect the members to the Board. Elections will take place at the annual meeting or sooner if required. The Group will define an election process that should not conflict with IFIP rules.

3.2. Elections of the Chair, Vice-Chair and Secretary

The Board will elect the Chair, Vice-Chair and Secretary from its' members. The elected Chair has to be appointed by the IFIP President.

6.4.3 Member Societies Assembly (MSA) - Charter

1. To share knowledge, experience and good practice.

2. To stimulate action to develop new initiatives with regard to the overall nature and scope of the Federation's activities, the level of participation, and the general need to ensure that the Federation constantly improves its relevance to its target audiences.

3. To periodically review the aims, structure and thrust of the Federation's activities with the aim of recommending to the General Assembly changes as appropriate to improve the continuing relevance of the Federation.

4. To review proposals for the Federation's participation in new areas of activity with a view to recommending to the relevant authority appropriate action to be taken, including the establishment of new substructures.

5. To discuss matters of concern to Member societies, seek to identify common areas of interest and activity.

6. To make proposals to the General Assembly or other parts of the Federation's structure as considered appropriate.

6.4.4. International Professional Practice Partnership (IP3) – Charter

IP3 Board

Governance

A group of elected officers, collectively known as the IP3 Board, is responsible for the IP3's strategy, direction and governance. The IP3 Board reports to the IFIP General Assembly and the IFIP Board.

The IP3 Board nominates from the IFIP General Assembly an IFIP Councillor, who will represent IP3 on the IFIP Board.

Purpose

The principal purpose of the IP3 Board is to establish IT as a profession that is recognized and valued globally and shares the same key strategic features as established professions. It will do this by developing a shared consciousness of the value of IT within its partnerships with organisations from industry, academia, government and professional bodies.

Key Responsibilities

In support of its purpose, the IP3 Board will within members of the IP3 partnership and more broadly:

- promote and communicate the benefits and substance of professionalism in IT;
- articulate and communicate the value of certification of individuals and demand for quality programmes;
- define international standards for professionalism in IT;
- upon recommendation of the IP3 Standards and Accreditation Council accredit IP3 member societies and other organizations which meet these standards to grant recognition to individual professionals who meet and maintain the required standards for knowledge, experience, competence and integrity; and
- encourage and support the development of IT professional bodies, IT practitioners and employer organizations in support of it's purpose.

Strategic Planning and Management

The IP3 Board will be responsible for:

- Establishing and maintaining IP3 membership and partnership rules and procedures;
- Establishing and maintaining a business plan to fulfil its key responsibilities;
- Reporting annually to IFIP GA against the business plan and presenting the business plan for the following calendar year;
- Executing the business plan;
- Raising financial resources and supervising their expenditure in fulfilment of the business plan;

- Admitting new members and partners to IP3 in accordance with IP3's rules;
- Establishing committees to assist in fulfilment of the business plan; and

When needed, recommending to IFIP the engagement of staff to support the IP3 Board's work.

IP3 Board Composition

The IP3 Board will comprise eleven (11) members made up as follows:

- IFIP representative (appointed by the IFIP President);
- Six (6) board members elected from qualifying IP3 members;
    - within these 6 seats founding members who are still IP3 qualifying members will automatically have a seat on the board;
- Three (3) ex-officio members:
    - Chair of the IP3 Standards and Accreditation Council (SAC);
    - Chair of the IP3 Global Industry Council (GIC);
    - Immediate past IP3 Chair;
- One co-opted member (appointed by the IP3 Board).

The IP3 Board will appoint its Chair and Deputy Chair from its Board members.
The term of office of all Board members is three years with a maximum of three consecutive terms.

IP3 Members

All IFIP member societies are considered to be IP3 member societies. Qualifying for IP3 Board positions are those IFIP member societies that:

- Have a current IP3 accredited scheme; or
- Have given a commitment to the IP3 Board to develop a professionalism scheme within 5 years and to actively promote professionalism; or
- Can fund their attendance at the annual IP3 meeting.

Rights and responsibilities of qualifying and non-qualifying members are defined by the IP3 Board.

IP3 Standards and Accreditation Council (SAC)

Mandate

The Standards and Accreditation Council (SAC) provides independent advice to the IP3 Board on standards and management of the accreditation functions of IP3.

Decisions of the SAC will be forwarded as recommendations to the Board for ratification through the SAC Chair. The Board may ratify the decisions or send back to the SAC for review with comments.

Role and function

The role and function of the SAC is to:

- Establish and maintain standards, policies and procedures for the accreditation function;
- Manage the accreditation function, including the recruitment, appointment and training

of assessors;

- Ensure compliance with the standards, policies and procedures and ensure consistency of decisions by assessment panels, including an audit function if required;
- Provide an assistance service to IP3 members in planning for accreditation provided that such assistance service does not compromise standards or the integrity and independence of the assessment process; and establish a working relationship with the Seoul Accord[4].

Membership

The IP3 SAC will comprise of the following members:

- The Chair of SAC;
- The Chief Assessor who is appointed by the SAC;
- Nominees of two member societies who have experience in standards and accreditation and are not members of the IP3 Board;
- One member nominated by IFIP who is not a member of the IP3 Board and who is engaged in IT professionalism research from the IFIP Technical Committees/Working Groups;
- Three members nominated by the IP3 Global Industry Council; and
- One nominee from the Seoul Accord (observer status only).

The SAC will nominate the SAC Chair for appointment by the IP3 Board. The SAC Chair is ex-officio member of the IP3 Board.

IP3 Global Industry Council (GIC)

Mandate

The IP3 Global Industry Council (GIC) provides independent advice to the IP3 Board and creates a mechanism for the Board to engage and seek valuable, independent advice from the industry and outside organizations in the fulfilment of its aims and objectives.

Role and function

The support of the international employer community and academia is critical to IP3's goal of building ICT professionalism globally. Recognizing this criticality, IP3 has established the Global Industry Council (GIC) as the principal forum within which ICT employers and educators can engage with IP3 and influence the development of the global profession.

The role and function of the GIC is to:

- Provide a global forum for sharing issues and solutions of interest to major global organizations, with facilitation by IP3, if desired;
- Demonstrate a public commitment to professional IT standards;
- Play a real and active part in developing the global IT Profession;
- Provide detailed comment of the certification requirement and on the shape and content of development and support services for professionals; and
- Provide valuable support to the growth of IT capability within

[4] [The *Seoul Accord* is an internal agreement between those organisations that accredit educational programs for IT and the IT-related professions.]

developing nations.

- Assist IP3 in enabling projects to further the goals of IP3 in developing nations, the World Summit on the Information Society (WSIS) Action Lines and Sustainable Development Goals (SDGs);
- Articulate the needs of industry to IP3, specifically those which can be addressed though IT professionalism, certification, and activities related to the IP3 mandate;
- Review current or proposed IP3 standards, programs or policies in order to advise on their effectiveness in industry;
- Propose specific initiatives aside from accreditation and IT professional standards which IP3 may wish to undertake in order to collaborate more effectively with industry and specific outside groups;
- Offer expert advice and insight in an effort to help IP3 remain responsive to the needs of industry with respect to IT professionals, professional skills and competence;
- Recommend individuals who can make a valuable contribution to the work of the IP3 Professional Standards Council;
- Discuss ways in which GIC and individual Council members may help to advance the IP3 cause; and
- Provide the Board and Members of IP3 with access to industry leaders and help them build enduring relationships and networks.

Membership

Members of the GIC may be individuals who are committed to actively promoting professionalism within their own organization and those they can influence. Members of the GIC are specially nominated and invited for their strong history of providing substantive contributions to global business, industry, society, education, and governments. The GIC decides by majority on the acceptance of new individual members.

Organisational members of the GIC are those that can facilitate a wider audience globally and which will provide a flexible ability to engage with corporate entities which are the organisations that can require the appropriately qualified individual practitioners for their business. These organisations will serve as a financial and logistics resource to IP3 through their annual registration. Organisational members are admitted to membership by the IP3 Board upon recommendation by the GIC Chair.

The GIC will nominate the GIC Chair for appointment by the IP3 Board. The GIC Chair is ex-officio member of the IP3 Board.

IP3 Global Governments Alliance (GGA)

Mandate

The Global Governments Alliance (GGA) provides independent advice to the IP3 Board and creates a mechanism for the Board to engage and seek valuable, independent advice from governments and outside organizations in the fulfilment of its aims and objectives.

Role and function

The GGA allows IP3 to engage the national governments of countries that have expressed an interest in the global ICT standard. The purpose of GGA is to promote the adoption of professionalism standards and best practices as expressed in the IP3 partnership for ICT practitioners and professionals in the countries of the Alliance members.

The role and function of the GGA is to:

- Provide a global forum for sharing issues and solutions of interest to governments and government, with facilitation by IP3, if desired;
- Demonstrate a public commitment to professional IT standards;
- Play a real and active part in developing the global IT Profession;
- Provide valuable support to the growth of IT capability within developing nations.
- Assist IP3 in enabling projects to further the goals of IP3 in developing nations;
- Articulate the needs of governments to IP3, specifically those which can be addressed though IT professionalism, certification, and activities related to the IP3 mandate;
- Offer expert advice and insight in an effort to help IP3 remain responsive to the needs of governments with respect to IT professionals, professional skills and competence; and
- Provide the Board and Members of IP3 with access to governments and government bodies and help them build enduring relationships and networks.

Membership

Members of the GGA are individuals who are committed to actively promoting professionalism within their own organization and those they can influence. Members of the GGA are specially nominated and invited for their strong history of providing substantive contributions to global business, industry, society, education, and governments. The GGA decides by majority on the acceptance of new members.

The GGA will nominate the GGA Chair for appointment by the IP3 Board.