

Preparing annual report

- A common template will be used for reporting 2015 TC activities.
- The annual report needs to be a working document to allow us to identify strengths and weaknesses, as well as tendencies and directions to follow.

Proposed Template for Annual report

- Name of the TC
- Chair, Vice-Chair, Secretary
- Mission Statement
- Structure
- Sub-committees (including names, mission statement and composition)
- List of TC Members (including emails)
- Web site, emailing distribution list
- Contributions for IES Conferences & Workshops
 - As Organizing Committee member (including Track Chairs)
 - As Special Session Organizer
 - As Tutorial Organizer
- Contributions for IES Publications
 - As Editorial Board member (EiC, coEiC, AE)
 - As Special Section Guest Editor
- Other activities performed
- Activities foreseen for the next year and requested extra budget (other than support for attending AdCom meetings)

IES Technical Committees structure

- **1 – New TC structure**
- **2 - Procedures for setting-up a Regular Long-Term Sub-Committee**
- **3 - Procedures for setting-up and dissolve an Ad-hoc Sub-Committee**
 - Ad-hoc sub-committees will automatically be dissolved at the end of the third year after its constitution (considering that the ad-hoc subcommittee has launched during year N, will stop activity at the end of year N+2).
- **4 – Transient**
 - Current TC Sub-Committees if defined within current TCs will be considered as Ad-Hoc Sub-Committees, being necessary to be approved during next two years by AdCom

New TC structure

Chair

Vice-Chair
(optional if S-C)

Secretary

Vice-Chair for X

Vice-Chair for Y

Secretary for X

Secretary for Y

Regular
Sub-committee

Ad-Hoc
Sub-committee

Technical activities

Liaison for
confs & works

Liaison for
pubs

Liaison for
tutorials

Liaison for IF
& standards

Liaison for TC
membership

Supporting activities

Members

Updating sub-committee structure for each TC

- Proposals for regular long-term sub-committees need to be prepared to be submitted to AdCom approval
- Actions needed from TC Chairs, forcing a reflection on most adequate TC structure
- Proposal for setting-up a new sub-committee needs to be based on a sustained record of accomplishments (including of organization of Special Sessions in IES sponsored conferences, and Special Sections in IES sponsored journals).