

## Operations Manual of the IEEE...IES Technical Activities Committee

(revised at AdCom meeting October 23, 2018, Washington DC, USA)

The Technical Activities Committee (TAC) coordinates and plans the technical activities of the Industrial Electronics society. It is responsible for maintaining the technical interest and profile of the society. Besides its basic function of organizing, quality control, and managing the society technical activities, the Technical Activities Committee (TAC) suggests to IES AdCom the creation of new technical committees. **It also manages the grouping of the various Technical Committees (TCs) into clusters. In particular, it makes proposal to the AdCom on the number of clusters, their names and the list of TCs in the same cluster, updating it in case of specific needs or requests. It promotes and manages the process of selection of Technical Committee Cluster Delegates (TCCD). It also fosters the cooperation of the TCs within the same cluster.**

**Committee composition** IES has several technical committees (for more information about technical committees, please follow the link <http://www.ieee-ies.org/members/technical-committees>) covering the technical areas of interest of the society. The number of committee members is equal to the number of technical committee chairs, the IES president, the VPTA, plus four (4) other highly recognized experts from Industry and Academia. The Vice President for Technical Activities is the Chair of the Technical Activities Committee (TAC) of IES, hereafter called IES-TAC.

The IES-TAC is constituted by the following voting members:

- VP for technical activities, ex-officio -Chair
- Technical Committees Chairs (TCC),
- Four (4) IES members, two of them being from the industry

### Terms of the committee and membership

The term of the technical activities committee members is limited to 2 years. The term of each of the technical committee Chairs is limited to 2 years. It is possible for a Technical Committee Chair to be elected for a second consecutive term, maximum, serving at the same Technical Committee. To ensure continuity, only 50 percent of the technical committee chairs get elected or nominated every year. The term of the four (4) representatives and well-known experts expires with the term of the VP for technical activities (VPTA).

**For each Technical Committee, a slate of two candidates for Technical Committee Chair has to be submitted through the VP for Technical Activities, to be voted on by the AdCom. The most voted candidate will be appointed as TC's chair. Should a TC's chair resign from the position before the end of the 2-year term, the second candidate of the slate will take the role of TC's chair, for the remaining portion of the term. Should the second candidate not be available, the VPTA will act as the provisional chair, until the election of the new TC's chair.**

The two candidates should be recommended to VP for Technical Activities by current Technical Committee Chair no later than 28 days before the meeting where the elections will take place, after consultation with Technical Committee members, considering common rotating scheme or other justified criterion. This consultancy should preferably occur during a regular Technical Committee meeting.

In case of lack of reception of the proposal for the slate of two candidates for next term Technical Committee Chair, VP for Technical Activities should consult with IES members belonging to the Technical Committee.

For each of the four TCCD positions available in the AdCom every year, a minimum of two candidates must be proposed by the clusters to the VP for Technical Activities, at least 28 days before the last AdCom of the year. The VP-TA in turn, will forward the list of candidates to the Nomination and Appointment Committee, which, after verification of eligibility, will prepare the slate of candidates to be appointed by the AdCom.

### **Committee tasks**

- The Technical activities committee tasks are to plan, organize and assume total quality control of all technically organized, sponsored, and cosponsored activities by IES.
- The Technical activities committee, constituted by highly specialized experts, proposes to IES AdCom strategic directions on technical activities development and new areas to be explored for the interest of IES members.
- The Technical activities committee plans the technical activities to be organized annually in each of IES scientific manifestations (conference, workshop, etc..) and IES Transactions and Magazines.
- The Technical activities committee coordinates and regulates the flow of information and interactions between members of the technical committee and the IES forums (Conferences, Transactions, Magazine, etc.).
- The Technical activities committee evaluates on an annual basis the work achieved, the level reached and the quality of activities realized by each of its technical committees.
- The Technical activities committee prepares the motions to IES AdCom for creating a new technical committee, the merger of two or more technical committees, or the dissolution of a technical committee.
- The Technical Activities Committee prepares the motions to IES AdCom for creating new regular sub- committees within specific Technical Committees. Proposal for creation of a new regular sub-committee should come from the hosting Technical Committee, supported on a sustained record of accomplishments in the topic. The proposal needs to be supported by at least ten IES members also members of the Technical Committee. A Technical Committee member can be part of maximum two Technical Committee sub-Committees.
- The Technical activities committee targets specific problems related to the technical committee and timelines of the existing committee and the need for a new technical committee.
- The Technical activities committee prepares timely an annual operating budget.
- The Technical activities committee highlights the need to replace a technical committee chair in case of misconduct or conflict of interest.
- **The Technical activities committee regularly revise the organization of the Technical committees into clusters and promotes cluster-level initiatives**

### **Reporting lines**

- The Committee reports to the IES president on operational issues.
- The Committee reports to the IES AdCom through IES president on strategic issues