IES Operations Manuals

Operations Manual of the IEEE-IES Awards and Honors Committee

(revised October 2022)

1. Committee Description and Activities

1.1 Mission and membership

The IEEE IES Awards & Honors (A&H) Committee is a standing committee of the IES Administrative Committee (IES AdCom). The Committee mission is to assist the IES AdCom in awards activities. The Committee usually reports to the AdCom through the President-elect.

• IES Bylaw 10.9 (6 March 2018) states:

The functions of the A&H Committee shall be to solicit nominations, review nominations and recommend candidates for all awards and prizes in accordance with requirements, requests, and rules and regulations of IEEE, both for general IEEE Awards and IES Awards. The A&H Committee shall consist of a Chair and between 5 and 7 members.

• IES Bylaw 3.4.1 (8 May 2021) states:

> The functions of the A&H Committee shall be to solicit nominations, review nominations and recommend candidates for all awards and prizes in accordance with requirements, requests, and rules and regulations of IEEE, both for general IEEE Awards and IES Awards. The A&H Committee shall consist of a Chair and between 5 and 7 members.

• IES Bylaw 3.4.1 (8 May 2021) states:

> The selection of any Senior AdCom Member or Life AdCom Member shall be done once a year, based on submission of a list of nominees by the Senior & Life AdCom Member Standing Committee, to the Awards & Honors (A&H) Committee. A&H Committee shall review the nominations, and submit a final list of honorees for AdCom approval.

1.2 General policies

1.2.1 Terms of membership

1.   The entire A&H Committee is appointed by the IES President with advice and consent of IES AdCom.

2.   All A&H Committee members must be current members of IES AdCom.

3.   The term of members is two years. Terms are renewable, but no more than 1/3 of the Committee can be renewed at one time.

1.2.2 Soliciting awards nominations

A&H Committee should seek the widest possible pool of nominees for IES and IEEE awards. Working with IES leadership, A&H Committee should also seek nominations from all geographical regions, as well as historically under-represented people groups.

A&H Committee will help disseminate announcements seeking nominations for IES awards. Regular announcements within all aspects of IES technical activities (conferences, publications, membership, etc.), and as well as online channels, are encouraged. A&H Committee may also seek nominations through direct contacts with IES members.

Announcements seeking nominations should clearly describe how to find details of the nomination processes.

1.2.3 Reviewing award nominations and recommending candidates

• A&H Committee shall provide general oversight to all award nominations processes and to reviewing awards nominations. For example, the Committee should periodically review nomination forms, deadlines, and other operational details for each IES award.

• A&H Committee may seek external recommendations or reviews when needed. Personal identities of external reviewers shall not be divulged in Committee reports. A&H Committee shall not be obligated to accept unsolicited external recommendations.

• In cases where a nominations process and review are largely handled by another IES committee, the A&H Committee should review a brief summary report from the reviewing group. A&H Committee should ensure that processes and reviews adhere to the published award criteria, and ensure that no conflict of interest exists (see Section 1.6).

• After reviewing nominations and identifying the award candidates(s), A&H Committee may seek additional information to ensure that award candidates have no disqualifying characteristics. Award candidates should not be involved in any controversy, whether in their profession or private life. A&H Committee should take due diligence, such that award candidates reflect the principles of the IEEE Code of Ethics.

• A&H Committee may give assistance to IEEE awards committees, if requested, and if no conflict of interest exists. For example, A&H Committee members may serve on IEEE Technical Activities Board (TAB) Awards & Recognitions Committee (TABARC).

1.2.4 Reviewing Senior & Life AdCom Member nominations

A&H Committee reviews the nominations of Senior & Life AdCom Members supplied by the Senior & Life AdCom Member Standing Committee.

1.3 Awards selection and presentations

A&H Committee shall ensure that awards presentations are made in a timely manner, and with proper ceremony. The Committee shall ensure suitable presenters, memorabilia, and programs are prepared.

1.3.1 Definition of "major" conferences

Some IES awards stipulate that presentations shall be at (or nominations shall come from), a "major" IES conference. The major conferences so-referenced are IES international conferences whose target audiences cover the full scope of IES technical interests, and in which IES is the chief financial sponsor, and in which IES is the only IEEE technical society sponsor. The following are the "major" IES conferences:

• IEEE International Conference on Industrial Technology (ICIT)

• IEEE International Conference on Industrial Informatics (INDIN)

• IEEE International Symposium on Industrial Electronics (ISIE)

• Annual Conference of the IEEE Industrial Electronics Society (IECON)

If the presentation location is not clearly defined within the award description, then A&H Committee shall work with both the award recipient and IES leadership to determine a mutually acceptable presentation venue, as well as details of the presentation program.

1.3.2 Workflow timing

• A&H Committee should seek nominees for all awards on a year-round basis.

• IEEE policy requires IES AdCom to approve recipients of IES awards that carry a monetary prize. Therefore, the award recipients must be recommended and approved during an AdCom meeting that precedes the meeting where the award will be presented. The majority of IES awards are presented at the Annual Meeting of the IEEE Industrial Electronics Society (IECON), which is held near the end of the calendar year. Therefore, award recipients should be approved no later than the summer IES AdCom meeting (4-5 months in advance of IECON).

1.3.3 Reporting to AdCom

The A&H Committee reports to IES AdCom through the IES President-elect at least once per year. Since most award recipients need to be approved during the summer IES AdCom meeting, it is strongly recommended that the committee report be submitted at least 10-14 days prior to that meeting, so that IES AdCom members may review the award recipient recommendations.

The A&H Committee reports on both operational and strategic issues, as related to awards and honors. For example, A&H Committee must annually review and submit for AdCom approval the amounts of financial funds to support award recipients' travel to the respective presentation ceremonies, e.g.

Motion: US$xxxx travel reimbursement is approved for each IES award presented this year 2yyy. Reimbursement is for one person per award, economy class airfare, train, etc. In the case of multiple instances of one award (e.g., two chapter activity awards), the reimbursement shall be equally divided among the awards.

The A&H Committee should also report the circumstances and recommended resolution for deviations from normal practices. Examples include special arrangements or compromises made for travel or presentation location.

1.3.4 Working with the IES Treasurer

• Many IES Awards carry a monetary prize. The A&H Committee shall coordinate with the IES Treasurer to ensure that appropriate financial instruments (check, funds transfer, etc.) are prepared well in-advance of awards presentation dates.

• A&H Committee shall also coordinate with the IES Treasurer to produce the necessary awards mementos, e.g., plaque, certificate, etc. Additionally, the Committee and Treasurer should arrange for shipping, if needed.

• If an IES award also carries travel expense reimbursement, then A&H Committee shall inform the respective award recipients of this fact, and also give contact information (email, phone) of the IES Treasurer.

1.3.5 Publicity

A&H Committee shall promote publicity of IES awards recipients, including but not limited to, announcements in IES and IEEE publications, and printed and electronic media. The Committee shall endeavor to maintain historical records of awards recipients and citations, where appropriate.

1.4 Senior & Life AdCom Member Review

Based on the list of nominees submitted by the Senior & Life AdCom Member Standing Committee on a yearly basis, A&H Committee reviews the nominations and submit the final list of honorees for AdCom approval.

1.4.1 Reporting to AdCom

The A&H Committee submits the final list to IES AdCom through the IES President-elect once per year for approval. It is strongly recommended that the committee report be submitted at least 10-14 days prior to that meeting, so that IES AdCom members may review the recommendations.

1.5 New IES awards

IES A&H Committee shall review recommendations for new IES awards, and help ensure clear definition of award details. A&H Committee may also recommend new IES awards. For all new IES awards, the Committee will coordinate with IEEE Technical Activities Board (TAB) Awards & Recognitions Committee (TABARC) to secure Board approval.

1.6 Conflicts of interest

A&H Committee members and committee decisions must clearly avoid conflicts of interest and perceived conflicts of interest. In other words, there should never be question raised as to whether an award recipient has been selected because of their position. Consider the following examples.

• IES A&H Committee members are not eligible for any IES awards during the term of their committee service.

- IES A&H Committee members should not be nominated for IEEE-IES awards during the term of their committee service.

- The Editor-in-Chief (EiC) is ineligible for any award of the publication that they manage. They are eligible for an award of a different publication, e.g., the EiC of Transactions on Industrial Electronics may receive a publication award of the Industrial Electronics Magazine.

- An IES conference General Chair or Technical Program Chair shall not receive a Best Conference Paper award for their work presented at the conference that they manage. They are eligible to receive the award if their work was presented at a conference in which they did not hold such positions, e.g., the General Chair or Program Chair of ICIT may receive the Best Conference Paper award for their paper presented at ISIE, a conference in which they do not hold chair responsibilities.

- If an award has a separate selection subcommittee, then those subcommittee members are ineligible to receive that particular award.

- An A&H Committee member may serve on an IES award selection subcommittee, but must recuse themselves from voting within that subcommittee. They may vote on the subcommittee's recommended candidate, however, within the IES A&H Committee.

The above scenarios do not cover all potential conflicts of interest.

1.7 Discrepancies

If there are discrepancies between this Operations Manual and other IES communications (webpage, publications, online communications, etc), then the provisions of this document shall govern. If there are discrepancies between this document and IES governing documents (Constitution, Bylaws), or IEEE Technical Activities Board governing documents, or IEEE governing documents, then the provisions of the latter three shall prevail.

2. Dr.-Ing. Eugene Mittelmann Achievement Award

Established: 1975.

Description: To recognize outstanding contributions to the field of Industrial Electronics.

Administration: IES Awards & Honors (A&H) Committee

Eligibility: Must be a member of IES.

Prize: US$6,000 and certificate, plus reimbursement for IES-approved travel expenses to receive the award, up to but not more than US$3,000.

Funding: IEEE Industrial Electronics Society

Presentation: At the Society's major international conference

Other notes: This is the Industrial Electronics Society's major award. It was first presented in 1975 as the Achievement Award.

Operational details:

Nominee solicitation: Calls for nominations are announced in the IEEE Industrial Electronics Magazine and the society's website. Nominations must be submitted using the nomination form:

http://www.ieee-ies.org/images/files/awards/EM_Achievement_Award.zip

Deadlines: Nominations may be submitted at any time, but only those received by April 1 will be considered for judging in the same year. Nominations received after April 1 will be considered for the next year.

Judging criteria: May be given for a single major accomplishment or for a career of recognized achievements. Awarded only when suitable candidates are identified; the award is not necessarily awarded yearly.

Award recommendation: IES A&H Committee will review nomination materials. The recommended award recipient will be the result of the Committee vote. A&H Committee will present a recommendation to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

3.   Anthony J. Hornfeck Service Award

Established: 1979

Description: To recognize outstanding, meritorious services to the IEEE Industrial Electronics Society.

Administration: IES Awards & Honors (A&H) Committee

Eligibility: Must be a member of IES.

Prize: US$4,000 and certificate, plus reimbursement for IES-approved travel expenses to receive the award, up to but not more than US$3,000.

Funding: IEEE Industrial Electronics Society

Presentation: At the Society's major international conference

Other notes: This is the Industrial Electronics Society's chief service award. It was first presented in 1979 as Meritorius Service Award.

Operational details:

Nominee solicitation: Calls for nominations are announced in the IEEE Industrial Electronics Magazine and the society's website. Nominations must be submitted using the nomination form:

http://www.ieee-ies.org/images/files/awards/AJH_Service_Award.zip

Deadlines: Nominations may be submitted at any time, but only those received by April 1 will be considered for judging in the same year. Nominations received after April 1 will be considered for the next year.

Judging criteria: For exceptional service to the Industrial Electronics Society. More than one award may be given. Awarded only when a suitable candidate is identified. The award is not necessarily awarded yearly.

Award recommendation: IES A&H Committee will review nomination materials. The recommended award recipient will be the result of the Committee vote. A&H Committee will present a recommendation to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

4.   IEEE J. David Irwin Early Career Award

Established: 2005

Description: To recognize a young researcher who has made significant contributions to the advancement of the field of industrial electronics.

Administration: IES Awards & Honors (A&H) Committee

Eligibility: Must be a member of IES. Additionally, on the date of nomination, the nominee has no more than 10 years professional experience from the date of their last academic degree.

Prize: US$2,000 and certificate, plus reimbursement for IES-approved travel expenses to receive the award, up to but not more than US$3,000.

Funding: IEEE Industrial Electronics Society

Presentation: At the Annual Conference of the IEEE Industrial Electronics Society (IECON)

Other notes: Established in 2005 as the Young Researcher Award; renamed in 2010, formerly the Early Career Award. Revised prize in 2015. The award is not necessarily given yearly; it is awarded only when suitable candidates can be identified.

Operational details:

Nominee solicitation: Calls for nominations are announced in the IEEE Industrial Electronic Magazine and the society's website. Nominations must be submitted using the nomination form:

http://www.ieee-ies.org/images/files/awards/JDI_Early_Career_Award.zip

Deadlines: Nominations may be submitted at any time, but only those received by April 1 will be considered for judging in the same year. Nominations received after April 1 will be considered for the next year.

Judging criteria: The award is selected based on the technical importance of the contribution, subject matter, originality, and prospects for future success.

Award recommendation: IES A&H Committee will review nomination materials. The recommended award recipient will be the result of the Committee vote. A&H Committee will present a recommendation to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

5. IEEE Bimal Bose Award for Industrial Electronics Applications in Energy Systems

Established: 2013

Description: To recognize a young researcher who has made significant contributions to the advancement of energy systems through industrial electronics applications.

Administration: IES Awards & Honors (A&H) Committee

Eligibility: Must be a member of the Industrial Electronics Society (IES). Additionally, on the date of nomination, the nominee has no more than 25 years professional experience from the date of their last academic degree.

Prize: US$3,000 and certificate, plus reimbursement for IES-approved travel expenses to receive the award, up to but not more than US$2,000.

Funding: Seeded by a contribution by Dr. Bimal Kumar Bose and annual contribution by IES in order to help cover annual award expenses and not to build up fund balance.

Presentation: At the Annual Conference of the IEEE Industrial Electronics Society (IECON)

Other notes: The award is not necessarily given yearly; it is awarded only when suitable candidates are identified. The award is limited to a single recipient.

Operational details:

Nominee solicitation: Calls for nominations are announced in the IEEE Industrial Electronics Magazine and the society's website. Nominations must be submitted using the nomination form:

http://www.ieee-ies.org/images/files/awards/Bimal_Bose_Award.zip

Deadlines: Nominations may be submitted at any time, but only those received by April 1 will be considered for judging in the same year. Nominations received after April 1 will be considered for the next year.

Judging criteria: The award is given based on the technical importance of the contribution, subject matter, originality, and future prospects with emphasis on applications to power electronics and energy systems in the field of industrial electronics.

Award recommendation: IES A&H Committee will review nomination materials. The recommended award recipient will be the result of the Committee vote. A&H Committee will present a recommendation to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

6. IEEE Rudolf Chope Research & Development Award

Established: 2008

Description: To recognize distinguished research and development accomplishment in quantum and industrial electronics and for industrial electrical engineering.

Administration: The Industrial Electronics Society (IES) and The IEEE Foundation

Eligibility: IES members

Prize: US$1,000 and certificate(s) Multiple recipients will divide the prize.

Funding: Funded by the Rudolf Chope Award Fund, provided by Chope Family Bypass Trust, and IES.

Presentation: At the Society's major international conference

Other notes: This awarded is given annually. The award is not necessarily given; it is awarded only when suitable candidates are identified, and when the IEEE Foundation confirms expenditure authority.

Operational details:

Nominee solicitation: Calls for nominations are announced in the IEEE Industrial Electronics Magazine and the society's website.

Deadlines: Nominations may be submitted at any time, but only those received by April 1 will be considered for judging in the same year. Nominations received after April 1 will be considered for the next year.

Judging criteria: For distinguished R&D achievement in industrial and/or quantum electronics.

Award recommendation: IES A&H Committee must receive confirmation from the IEEE Foundation. IES A&H Committee will review nomination materials. The recommended award recipient will be the result of the Committee vote. A&H Committee will present the recommendation to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

7. Best (Outstanding) Publication Paper Awards

The society offers the best (outstanding) paper award for each of its five publications. In alphabetical order, the IES publications that give awards are:

• IEEE Industrial Electronics Magazine, IEEE Best Paper Award for the, (IEM)

• IEEE Journal of Emerging and Selected Topics in Industrial Electronics, IEEE Outstanding Paper Award for the, (JESTIE)

• IEEE Open Journal of the Industrial Electronics Society, IEEE Outstanding Paper Award for the, (OJIES)

• IEEE Transactions on Industrial Electronics, IEEE Outstanding Paper Award(s) for the, (T-IE)

• IEEE Transactions on Industrial Informatics, IEEE Outstanding Paper Award(s) for the, (T-II)

Established: T-IE (1997, Revised 2021), T-II (2007, Revised 2021), IEM(2007, Revised 2015), JESTIE(2022), OJIES(2022).

Description: To recognize the best (outstanding) paper(s) published in an IES publication, during the year specified for the award

Administration: IES Awards & Honors (A&H) Committee

Eligibility: Author(s) of papers published in IES publications during the year specified for the awards

Prize: US$2,000 and certificate(s), plus reimbursement for IES-approved travel expenses to receive the award, up to but not more than US$3,000. Co-authors may divide the US$2,000 prize.

Funding: IEEE Industrial Electronics Society

Presentation: At the Society's major international conference

Other notes: One award is normally given annually. In case of ties of multiple papers, up to but not exceeding three awards can be allowed. All awards are recognized with equal rank (not 1st, 2nd, 3rd place).

Operational details:

Nominee solicitation: The IES A&H Committee asks for recommendations from the Editor-in-Chief of each IES publication. Nomination can be made to the A&H Committee, by the Society's members at large.

Deadlines: Nominations may be submitted at any time, but only those received by April 1 will be considered for judging in the same year. Nominations received after April 1 will be considered for the next year.

Judging criteria:

Transactions awards– Recommended papers are judged on the basis of the value of the contribution, subject matter, originality, and composition.

Magazine award– For the tutorial service provided to IES membership, industrial interest, reference value and capability of expressing theoretical content in layman language terms with effective illustrations, tables and graphs.

Award recommendation: Each publication's Editorial Board, chaired by the respective Editor-in-Chief, shall recommend prize paper(s). Each Editor-in-Chief shall submit a brief summary report with award recommendation(s) to IES A&H Committee before 1 May. A&H Committee shall review all EiCs' reports, and present endorsements or other recommendations to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

8 Best Conference Paper Award

Established: 2005

Description: To recognize the best paper in the Industrial Electronics Society's major conference proceedings during the year specified for the award.

Administration: IES Awards & Honors (A&H) Committee, with IES VP Conferences.

Eligibility: Author(s) of papers in the Industrial Electronics Society's major conference proceedings during the year specified for the award. Must be a member of the IEEE.

Prize: US$2,000 and certificate, plus reimbursement for IES-approved travel expenses to receive the award, up to but not more than US$3,000. IES co-authors may divide the prize.

Funding: IEEE Industrial Electronics Society

Presentation: At the Society's annual conference.

Other notes: The award is only given when suitable candidates are identified; it is not necessarily awarded yearly.

Operational details:

Nominee solicitation: The IES A&H Committee and IES VP Conferences request nominations from General Chairs/Co-Chairs and/or Technical Program Chairs of the Society's major conferences.

Note: A few years ago IES Conferences Committee approved the use of selected conferences, as defined below. In view of the history of past recipients, IES A&H recommends drawing nominations from "major" conferences.

Selected conferences – IES events where IES is the only financial sponsoring entity (other than local organizers institutions), the paper submission system used supporting paper review is the IES-SUBMIT system, and the number of papers included in IEEE Xplore is greater than 100.

Deadlines: Nominations may be submitted at any time, but only those received by April 1 will be considered for judging in the same year. Nominations received after April 1 will be considered for the next year.

Judging criteria: The Best Conference Paper shall be selected based upon its originality and its contribution to the field of industrial electronics.

Award recommendation: A Selection Committee shall follow the procedure approved by IES Conferences Committee, completing the work before May 1. A&H Committee shall review the Selection Committee report, and present an endorsement or other recommendation to IES AdCom for final approval at the summer AdCom meeting.

Procedure approved by IES Conferences Committee

1. Handled by General / Technical Program Chairs of selected conferences:

(a) Screen accepted papers that received at least three reviews, with positive opinions from all reviewers, from those that received highest scores.

(b) Select up to two of these papers as candidates to the award. Three or four nominations may be accepted from large conferences (with more than 400 presented papers) under well-justified circumstances. The candidate papers from a conference cannot come from the same track or from a track and a special session in the scope of the track either, except under well-justified circumstances.

(c) Submit a report to the Selection Committee (defined below) with their evaluation of each selected paper according to the following criteria:

• Significance of original contributions

• Expected long-term impact in the area

• Balance of theoretical concepts and experimental results

• Applicability

• Importance of scope

• Writing quality

The report must include a statement regarding the main reason why the paper should be awarded. Reports are only disclosed to selection committee members.

2. Gather the following information about the candidate papers:

- Reviewers' names, affiliations, and comments (from IES-SUBMIT).
- Citations (from Google Scholar, Thomson, etc.).
- Downloads from IEEE Xplore (from IEEE).

Citations and downloads must not be the primary basis for decision making, since papers from conferences held later in the year have less time to accumulate good figures.

3. Rank by Selection Committee (composed of IES VP Conference, IES VP Workshops and 3-4 other volunteers):

(a)   Analyzes reports and additional data for all candidate papers.

(b)   Reviews candidate papers.

(c)   Issues a recommendation for the award to IES Awards and Honors Committee.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

9 Student Best Paper Award

Established: 2005

Description: To recognize the student best paper in the Industrial Electronics Society publications or conferences, and to encourage the student or graduate student author to contribute further to the field of industrial electronics.

Administration: IES Awards & Honors (A&H) Committee

Eligibility: Author(s) of papers in the IES publications or major IES conferences during the year specified for the award, where the first author must be a student IEEE member or a graduate student IEEE member.

Prize: US$2,000 and certificate, plus reimbursement for IES-approved travel expenses to receive the award, up to but not more than US$3,000. In the case of multiple papers being awarded, or multiple student co-authors, the prize and travel reimbursements are to be shared. Co-authors who are not students shall receive a copy of the certificate, but shall not share the prize or travel expense reimbursement.

Funding: IEEE Industrial Electronics Society

Presentation: At the Society's annual conference

Operational details

Nominee solicitation: IES A&H Committee calls for nominations through these persons:

- Editors-in-Chief: Transactions on Industrial Electronics, Transactions on Industrial Informatics, Industrial Electronics Magazine.
- General chairs: ICIT, INDIN, ISIE, IECON by sending the updated nomination form by 1 February each year. Each of them shall then coordinate an evaluation process to select one nominee from their respective publication or conference; their selection process must be completed by 1 April.

Deadlines: All nominee recommendations must be submitted to

IES A&H Committee by 1 April.

Judging criteria: The award paper shall be selected based on the value of the contribution, subject matter, originality, and composition. Awarded only when suitable candidates are identified. Not necessarily awarded annually.

Award recommendation: IES A&H Committee will review and send all eligible nominations to the VP Publications and Chair of the Student & Young Professionals Committee, who will jointly make a final selection. Their recommendation will be returned to IES A&H Committee no later than 1 May. A&H Committee will present the recommendation to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

10   IEEE IES Best Chapter Award

Established: 2007

Description: To recognize and appreciate IES chapter(s) that has/have demonstrated an outstanding performance in organized technical activities relevant to IES fields of interest, and contributions to IES membership development in a particular calendar year.

Administration: IEEE Industrial Electronics Society.

Eligibility: Only IES chapters, individual or joint, of which the Chapter Chairs are members of IES during the award period.

Prize: Certificate and US$1,000, plus reimbursement for IES-approved travel expenses by one chapter representative to receive the award, up to but not more than US$3,000. Also provided is membership-drive support up to but not more than US$1,000.

In the case of multiple Chapters being awarded, the prize and travel reimbursements are to be shared.

Funding: IEEE Industrial Electronics Society.

Presentation: At the IECON conference in the subsequent year.

Operational details

Nominee solicitation: The IES A&H Committee calls for nominations through the VP Membership Activities by sending the updated nomination form by 1 February each year.

The VP Membership Activities circulates the nomination form to all Chapter Chairs of Chapters and Joint Chapters that had the 'Active' status in the previous year, thus inviting nominations. The nomination form should be also available on the IES website. VP Membership Activities may direct attention to the Award information website.

Nominations may also be submitted year-round to the VP Membership Activities.

Deadlines: Nomination forms must be received by the VP Membership Activities or their designee by 1 April.

Judging criteria: Quantity and quality of organized technical activities, social, professional, educational activity, website content (all relevant to IES technical areas of interest) and contributions to the IES membership development.

Award recommendation: The VP Membership Activities shall coordinate an evaluation process, to be conducted by the Chapter and Joint Chapter Program Committee. The recommended award(s) will be the result of their vote and must be confirmed / supported by the VP Membership Activities. Committee work shall be completed before the end of April. The VP Membership will submit a brief report with award recommendation(s) to IES A&H Committee before 1 May. A&H Committee shall review the VP Membership report, and present a recommendation to IES AdCom for final approval at the summer AdCom meeting.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

11   IEEE IES Best Student Branch Chapter Award

Established: 2021

Description: To recognize the activities of the Industrial Electronics Society Student Branch Chapter (IES SBC). Through this, the most active IES SBC is selected and is given the opportunity to nominate one or more active student(s) to receive travel support for participating in one of the major conferences of the Industrial Electronics Society (IES): either the IEEE Industrial Electronics Conference (IECON) or the IEEE International Symposium on Industrial Electronics (ISIE).

Eligibility: Any IES SBC. Any IES SBC cannot receive more than one award in three years.

Prize: A certificate for the IES SBC, and travel support to attend the conference: IECON or ISIE. The travel support is in the form of reimbursement up to but not more than US$2,000. If multiple recipients, it is shared among them. The conference fee is waived for each recipient(s). Funding: IEEE Industrial Electronics Society

Presentation: IECON or ISIE.

Operational details:

Nominee solicitation: Each year the IES SBC Coordinator sends a call for nomination to each IES SBC. Chairs of SBC are requested to submit a narrative proposal.

Judging criteria: The award is accorded based on the activity in the IES SBC during the previous calendar year. This would include, but not limited to, conducting seminars/workshops, Distinguished Lecturers Program (DLP) participation, meeting/contest organization, promotion of IES Student Membership/attracting new student members.

Award recommendation: The selection process is delegated by IES A&H Committee to a selection committee. The selection committee is organized by the IES Vice President Membership Activities (IES VP-Membership) with the approval by the IES President. The selection committee recommends the candidate IES SBC to the IES A&H Committee, and the IES A&H Committee checks the eligibility and approves the recommendation. Then, the IES VP-Membership asks the candidate IES SBC to nominate the student(s) who will take advantage of the travel support. The eligibility is checked by the IES A&H Committee and the support is accorded in the form of reimbursement of travel expense with the approval by the IES Treasurer.

Publicity: The award winner(s) will be publicized in the IEEE Industrial Electronics Magazine and on the IEEE Industrial Electronics Society website.

Operations Manual of the IEEE-IES Constitution and Bylaws Committee
(revised 14 October 2021)

Aim

The IEEE IES Constitution and Bylaws Committee is a standing committee of the IEEE Administrative Committee (IES AdCom), whose role is to recommend changes in the Constitution and Bylaws as required.

Committee composition (<u>8 members or more</u>)

- IES Secretary, ex-officio – Chair
- IES President-Elect, ex-officio
- One past IES President (appointed by the IES President with the consent and advice of the IES AdCom)
- Vice-President Planning and Development, ex-officio
- IES Treasurer, ex-officio
- <u>Three or more AdCom members (appointed by IES President with the consent and advice of the IES AdCom).</u>

Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting and as otherwise required.
- The appointment of members follows the guidelines of the committee composition.
- The term of the members is **two years**.

Committee tasks

The objectives of IEEE IES Constitution and Bylaws Committee are to:

- Maintain records of the Constitution and Bylaws.
- Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE Headquarters.
- Make recommended changes in the Constitution and Bylaws as necessary to conform to the developments of the IES, its Administrative Committee, and its membership and mode of operation.

Reporting lines

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

Operations Manual of the IEEE-IES Chapters and Joint Chapters Committee
(revised 16 June 2018)

Aim

The IEEE IES Membership Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to assist the VP for Membership Activities in the communication with local chapters.

Committee composition (up to 11 members)
- IES VP Membership Activities, ex-officio – Chair
- Regional membership and chapter coordinators (up to 10). (The aim is to have one coordinator in each region, but it is possible to share coordinator between neighbor regions)

All members are appointed by IES President with consent and advice of the IES AdCom.

Terms of the committee and membership
- The Committee will meet before each IES AdCom meeting.
- The term of the members is **two years** and they can be reappointed.

Committee tasks:

The main tasks of the committee are:
- Promote IES membership in all 10 regions.
- Recover members in arrears.
- Assist IES chapters all over the world.
- Inform about the Distinguished Lecturers Program to IES and Joint Chapters.
- Establish special programs to promote local activities and to recognize outstanding performance.
- Evaluate the applications received and select the recipient of the Best Chapter Award every year.
- Recognize opportunities and promote the creation of new chapters in different geographical units.
- Promote Chapter Chairs Meetings.

Reporting lines
- The Committee reports to the VP for Membership Activities on operational issues.
- The Committee reports to the IES AdCom through the VP for Membership Activities.

Operations Manual of the IEEE IES Conferences Committee

(revised 18th May 2022)

Aim

The primary aim of the IEEE IES Conferences Committee is to attain the highest possible standard of quality for IES' conferences and workshops by executing the tasks listed below. It is a standing committee of IEEE IES Administrative Committee (IES AdCom), whose role is to assist the Vice-President for Conference Activities and Vice-President for Workshop Activities in planning and supervision of conferences and workshops activities, according to the IEEE IES Conferences Policies and Guidelines.

Committee composition
- IES VP Conference Activities, ex-officio - Chair
- IES VP Workshop Activities, ex-officio - Co-Chair
- IES President Elect, ex-officio
- IES VP Technical Activities, ex-officio
- IES VP Membership Activities, ex-officio
- IES VP Industrial Activities, ex-officio
- IES Treasurer, ex-officio
- IES Financial Advisor, ex-officio
- One representative of IES WIC (appointed by the IES President with consent and advice of the IES AdCom)
- Three IES AdCom members representing the three world large geographical areas (appointed by the IES President with consent and advice of the IES AdCom)
- Previous IES VP Conference Activities (appointed by the IES President with consent and advice of the IES AdCom)
- Previous IES VP Workshop Activities (appointed by the IES President with consent and advice of the IES AdCom)

If an individual is member of the committee in several capacities, he/she will have only one vote

Conflicts of interest
Conflicts of interest will be managed following the IEEE rules

When a voting member of the IES Conferences Committee incurs a conflict of interest on any agenda topic of a given meeting, he/she should abstain from participating in the discussions and must not vote on that topic.

If deemed necessary, the chair of the meeting can call for an executive session.

If the number of present voting members not incurring conflict of interest is less than one half of the total number of voting members, the topic will be removed from the agenda and all related discussions will be held at the IES AdCom meeting.

Terms of the committee and membership
- The Committee will meet before each IES AdCom meeting.
- The appointment of members follows the guidelines of the committee composition.
- The term of non-ex-officio members is one year, renewable.

Committee tasks
The objectives of IEEE IES Conferences Committee are to:
- Assure a short and long term planning for all IES sponsored conferences and workshops.
- Analyze all conferences and workshop proposals, according with IES Conferences Policies and Guidelines.
- Timely follow up all conference activities, since the preparatory steps till the conference proceedings publication in the IEEE digital library and conference closing, according with IES Conferences Policies and Guidelines.

- Approve technical (co-) sponsorship upon request to conference and workshops within the topics of interest of IES, considering specific guidelines for requesting IES technical co-sponsorship, as directed by IES AdCom.
- Identify opportunities to improve the efficiency and effectiveness of collaboration between IES and other IEEE Societies and OUs, as well as with other Professional and Scientific Organizations, promoting events in topics of common interest.
- Assure availability of electronic tools to support the paper submission and review process, as well as to support production of proceedings and materials to be distributed to participants.
- Assure a good cooperation with IEEE IES Technical Activities Committee to promote organization of Special Sessions or dedicated events on specific topics allowing specific discussions and advances in specific subjects for small groups of people.
- Assure a good cooperation with IEEE IES Technical Activities Committee to promote organization of tutorials allowing dissemination of well-established bodies of theory and technologies, as well as addressing the edges of new technologies.
- Assure a good cooperation with IEEE IES Publication Committee (in particular with IEEE Industrial Electronics Magazine) to proper dissemination of contents of tutorials and invited speakers lectures as well as of conference announcements and reports on successfully held conferences.
- Assure a good cooperation with the Industrial Activities Committee to promote, organize, and operate events, e.g. the Industry Forum series, which address pertinent needs of the industrial members of the IES.

Reporting lines

The Committee reports to the IES AdCom through the VP Conference Activities and VP Workshop
Activities.

Operations Manual of the IEEE-IES Distinguished Lecturer Program Committee
(revised 18 May 2020)

Aim

Employ the Society's Outstanding professional members, who are at least Fellow grade, to support the professional development of our members through Distinguished lectures to our Chapters throughout the world.

Composition

- Chair
- Five members

Terms of the committee and membership

- The Chair and committee members are annually appointed by the President.

Committee tasks

- Support existing chapters with Distinguished lectures.
- Provide motivation for the formation of new chapters.
- Support the professional development of the membership on a worldwide basis.

Reporting lines

Reports to the AdCom on a semi-annual or annual basis as requested by the President-Elect.

Operations Manual of the IEEE-IES Fellow Evaluating Committee
(revised 13 October 2021)

Aim

The goal of the IES-FEC is to provide the IEEE Fellow Committee with a critical evaluation and assessment of Nominees referred to the IES by the Nominator. This evaluation shall be performed by preparing an IES-FEC Evaluation Form for each referred Nominee and submitting it to the IEEE Fellow Committee.

Composition

- The Committee Members consist of a Chair and from six to ten Evaluators, who are active IEEE Fellows and active members in the IES.
- A diverse composition is recommended, i.e. industry/academia/government/other mix, nomination category mix, gender, geography, etc.

Terms of the committee and membership

a) Eligibility Requirements

The IES-FEC Chair:

- Shall not serve as a Nominator for any Fellow Nominee.
- Shall not serve as a Reference or Endorser for any Fellow Nominees evaluated by the IES-FEC.
- Shall not be a member of the IEEE Fellow Committee.
- Shall not be a member of the IEEE Board of Directors.

The IES-FEC Evaluator:

- Shall not serve as Nominator, Reference or Endorser for any Fellow Nominee evaluated by the IES-FEC.
- Shall not be a member of the IEEE Fellow Committee.
- Shall not be a member of the IEEE Board of Directors.

b) Appointment of Committee Members

- The IES President must inform the Fellow Chair/Fellow Activities Staff of the IES-FEC Chair and entire roster by January 31st – this deadline is very important for the early start of evaluations.
- The date above merely indicates when the information is needed by the IEEE FC. It is strongly recommended that FEC members be appointed much earlier than 31 January so that they can decline serving in other roles that may create conflicts or eligibility issues.
- The Chair shall be appointed by the IES AdCom upon recommendation of the President.
- The Evaluators shall be appointed by the President with the consent of the AdCom.
- Appointment of Evaluators shall be distributed over time so as to avoid the termination of more than about one-third of the members in any calendar year.
- The FEC roster must be made publicly available on the IES web site.
- The IES-FEC and the Fellow Nomination Advisory Committee (FNAC) shall share no common members.

c) Term Limits for Committee Members

- The Chair shall not serve for more than two consecutive terms of one year.

- Evaluators shall not serve for more than three consecutive years.

- Members shall not serve for more than 5 consecutive years, regardless of the position held.

- For reasons deemed to be in the best interests of the IEEE FC, limitations of tenure may be waived in individual cases with the approval of the IEEE FC Chair and Vice-Chair.

Committee tasks

a) The Evaluation Process followed by the IES-FEC

- As soon as the FC members have been defined for the evaluation period, they need to participate in Training Workshop, organized and managed by the IES FC Chair. The major objectives of this workshop will be: (i) to understand the evaluation criteria, (ii) to learn writing the ground-text of the Individual Evaluation Forms, (iii) to learn filling in the Individual Evaluation Forms so that they can be used by the FC Chair in completing the Society Evaluation Form, (iv) to learn aligning the ground-text of each Individual Evaluation Form and the individual scores, (v) to learn aligning Evaluation Form Contents, Evaluation Form Scores and Definition of the IES Fellow Nomination Ranking.
Note: The Individual Evaluation Forms and the Society Evaluation Forms are different!

- The Chair shall assign Nominees to Evaluators, but shall not perform evaluations nor score Nominees.

- The evaluation (performed by the Evaluators) shall be based on a technical assessment only. Nominees' service to the IES or IEEE is irrelevant at the IES level and shall be considered only at the IEEE Fellow Committee level.

- Each Nominee should be evaluated by a minimum of five (5) evaluators.. The allocation of nominees to evaluators is performed by the IES FC Chair.

- Evaluators check the nominees allocated to them for evaluation and report to the IES FC Chair, if any, the existence of Conflict-of-Interest (CoI). In the case of existence of CoI, the allocation of the nominee to the evaluator under CoI-Situation is annulated.

- Each evaluator completes one Individual Evaluation Form for each nominee allocated to her/him.

- The FEC performs a necessary number of consensus meetings in order to discusses and approves one society final evaluation and associated score for each nominee.

- The FEC defines and approves by consensus a ranking of evaluated nominees.

- The Chair prepares an IES-FEC Evaluation Form for each referred Nominee, based on the contents of Individual Evaluation Forms provided by each evaluator and on the outcome of the FEC consensus discussions.

- The Chair submits to IEEE "as is" what was approved by the FEC.

- The final submission to IEEE is shared with all Evaluators.

- No person external to the IES-FEC, except of course the IEEE-FC, may receive information about Nominations and their evaluations, nor provide any input about Nominees to the IES-FEC.

- There shall be neither collaboration nor exchange of any information related to the Nominations referred to the FEC between the FEC and any other committee in the IES or other Society, such as for example Technical Committees or Fellow Nomination Advisory Committee (FNAC).

b) Other Governance Requirements

- The President, Junior Past President, and President Elect of the IES, as well as any Officer to whom the IES Fellow Evaluating Committee reports, shall not be a Nominee or a Nominator for a Fellow Nomination evaluated by the IES.

- The IEEE Fellow Forms and Handbooks shall take precedence over the IES governing documents for matters related to the Fellow Nomination and Evaluation processes.

Reporting requirements

The IES Fellow Committee receives the material from IEEE Headquarters around the first of April of each year and the final evaluations have to be sent in online to Headquarters no later than June 15.

In addition, the Chair of the IES Fellow Committee semiannually provides a report to the IES AdCom on the status of the Committee's work. This report falls under the umbrella of the IES President-elect and is submitted to the IES AdCom through that individual.

Operations Manual of the IEEE-IES Finance Committee
(revised 18 October 2019)

Aim

  The IES Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of IES, develop and implement the IES budget development process, and project and monitor the financial performance of IES activities. The IES Finance Committee is responsible for making recommendations on all financial matters to the IES AdCom and for keeping the IES AdCom fully informed on all financial issues.

Committee Composition

  The Finance Committee is composed of the IES Treasurer (Chairman) and four to six members of the IES AdCom appointed by the IES President with consent of the AdCom. The IES President is an ex-officio member of the committee without vote.

Terms of the Committee and Membership

  The term of the committee members is two years. Committee members may be reappointed for successive terms.

Committee Tasks

  The functions of the Finance Committee shall be to: a) Compile and analyze financial data related to IES and make periodic reports to the AdCom on the financial status of the IES. b) Work with the President and Treasurer to develop the annual budget. c) Make appropriate financial recommendations to the IES Standing and AdHoc Committees. d) Observe financial operations of the IES and take appropriate actions to see that the money is spent wisely and in the best interest of the IES.

Travel Regulations

  IES will adhere to the IEEE Financial Operations Guidelines. Additional details of the financial operations for IES are listed below.

a) AdCom   Travel
  1. Permission to travel using Society funds must be approved in advance by the IES President or responsible officer.
  2. Travel to IES meetings for society officers will, in general, be supported subject to the availability of the fund.

  3. IES will support the travel of an AdCom Member at Large to attend AdCom meetings up to $2,000 annually subject to the availability of the fund. Other partial or full support may be granted at discretion of the President.

  4. IES will support the travel of a Technical Committee Chair to attend AdCom meetings according to the budget pre-approved by VP-TA and the President subject to the availability of the fund.

  5. Travel for reporting conference/workshop matters at an AdCom meeting should be charged to the relevant conference/workshop, and must be approved by the conference general chair.

  6. All travel expenses must be reasonable and customary. Air fare will not be budgeted to exceed economy fare. Discounted fares should be used when available. The Society will pay penalties associated with the cancellation or change of discounted tickets for authorized society travel of volunteers or staff caused by circumstances beyond the traveler's control. If railroad fare or personal mileage charges exceed the economy air fare available at the time, only the air fare cost will be allowed. Rental automobiles are allowed when public

transportation would not normally be utilized for personal travel, or when the use of a rental car is more economical than travel by common carrier.

The lowest cost form of local travel should be used whenever possible. Use of one's personal automobile may be reimbursed at the current rate per mile established by the IEEE. Total expenses, including tolls, may not exceed allowable air fare and expenses which would have been incurred if air transportation were used. Current IEEE policies (e.g., rental automobile collision insurance, piloting private aircraft, etc.) also apply (see IEEE Finance Operations Manual).

Daily meal and beverage expenses are limited to US$100 per day. This is not to be interpreted as a per diem amount; receipts are required for expenditures over US$25.00. All other expenses incurred during the course of travel on Society business not explicitly listed herein should be reasonable and customary.

7. The request for reimbursement form submitted to the Treasurer must account for all monies expended on travel. If prior approval for travel has not been obtained, the reimbursement form must be approved by the responsible vice president or other officer. Travel expense accounting should be filed within 60 days of the completion of the travel. Otherwise, it may result in non-reimbursement. The Treasurer is responsible for assuring that travel expenses are within Society policy before authorizing reimbursement unless specific exceptions have been approved. The Treasurer is responsible for seeing that appropriate documentation of expenses is provided by travelers requesting reimbursement.

b) President's   Authority
1. Payments or reimbursements, which do not appear in the approved IES annual budget, or in an approved conference/workshop budget, must be approved by the President before payment.
2. In all cases, the President shall have the authority to handle any request for payment or reimbursement as an exceptional matter.

c) Treasurer's   Authority
1. The IES Treasurer is authorized to make payments and reimbursements that are clearly in line with the approved IES annual budget, and also those approved by the President.
2. In addition, the Treasurer is granted the authority to pay for small items (under $2,500) based on his or her own judgment.

3. The Treasurer and President are encouraged to seek advice from the Finance Committee regarding expenditures that fall outside these guidelines.

d) Desired   Society   Reserve   Level
The desired level of society reserves should be held above the IEEE recommended level.

Reporting Lines

The Finance Committee reports to the IES AdCom through the IES Treasurer.

Operations Manual of the IEEE-IES Industry Activities Committee

(revised 24 May 2022)

Aim

The IEEE IES Industrial Activities Committee (IAC) is a standing committee of the IEEE IES Administrative Committee (IES AdCom), whose role is to design and facilitate industry-related programs and attract industry participation into IES activities.

Committee composition (six and <u>up to ten members</u>)

• IES VP for Industrial Activities, ex-officio – Chair

• IES President-Elect, ex-officio

• Members are appointed by the IES President with advice and consent of the IES AdCom.

It is recommended that the IES Standards Technical Committee (TC-Standards) Chair (or a representative of the TC-Standards) be an IAC member since standards topics are common in industry-related activities. It is also recommended that the majority of the members come from industry.

Terms of the committee and membership

• The Committee will meet before each IES AdCom meeting. However, more frequent meetings are advised (e.g., monthly online), in order to coordinate the committee activities.

Committee tasks

The objectives of IAC are to:

• Identify productive ways on how to interact with industry and how to bring value to both Industry and IES.

• Design, plan and facilitate programs to attract industry participation in IES. This includes support to traditional events such as conferences & workshops, publications, technical committees, but also other involvements beneficial to IES.

• Induce industry-focused events such as workshops and business-oriented programs.
• Organize at least one Industry Forum (IF) per year at a major IES conference following the goals, guidelines, and operations as defined in the Operations section.

• Provide recommendations and advice to the IEEE IES President, the President-Elect and the IES AdCom on matters related to attracting industry involvement in IES.

Reporting lines

• The Committee reports to the IES AdCom through the VP for Industrial Activities.

IAC Operational Issues

IAC Operations

   IAC should work together with the various IES Technical Committees (TCs) (especially those with a strong industry membership basis), and their individual industry members, in order to achieve its objectives. Especially horizontal-focus TCs (e.g., TC Standards) and the IES Technical Activities Committee (TAC) should be strongly engaged. Collaboration with other TCs, Working Groups and Task Forces outside IES, as well as IEEE Organizational Units (OU) is highly recommended. Activities requiring a budget are approved by the VP for Industrial activities from the annual budget approved by the AdCom.

Industry Forum (IF) Operations

The IF Series is a collection of sessions within an IES event, typically an IES conference or workshop. IF is a key activity driven by IAC and aims to enable the interplay between IES and industry, in the various IES events. Presenters consist of invited speakers from industry or representatives of industry groups and industry related projects. Presentations must follow the IF guidelines. The process must follow the IF operations and other activities such as event sponsorship assistance. An Industry Forum Committee (IFC) is set up for each event.

   Industry Forum Committee (IFC): IF is hosted by an IES event, in an agreement between the IAC and the event organizing committee (e.g. conference general chairs). The *Industry Forum Committee (IFC)* is created for the specific event and has both IAC members as well as local chairs (usually 1-2 representatives from local industries in the event region, appointed by the event organizing committee). The IFC subsequently is responsible for the organization of the IF for this event, while the IAC members of IF report the progress to the IAC regular meetings.

   IF organization: The topic areas and the number of IF sessions are established by the IFC. The IFC counts on the strong support of the local chairs to recommend industry speakers and possible sponsorship contacts. Speakers that otherwise are not involved in the event are considered invited guests. It is preferable that the speakers have their event fees waived for the day of the IF presentation, or for the whole duration of the event if they promise to actively participate and engage with the event participants during the event. If this is not possible, IAC can cover guest speaker registrations with VP for Industrial Activities approval. Speakers presenting papers in the event are also welcome IF speakers, but their fees are determined by the event organizing committee, typically the same as other event presenters. The IFC will organize and establish the agenda, utilizing the time allocated and space provided by the event organizing committee. The IFC decides on the presenters in each session and the suitability of their presentation topic according to the guidelines. The event organizers will make an effort to schedule the IF sessions either without other parallel happenings (e.g., paper sessions) or with as low as possible parallelization. This is needed to attract key industry speakers to talk at a critical mass of participants.

   IF Presentation Guidelines: The presentations in the IF Series focus on directions, use cases, changes, and challenges faced by industry associated with the technical areas of IES. Topics should represent an industry perspective on the subjects of interest to the IES community. Presentations must be predominantly of a technical nature, including the application of technology in the real world, or relate to the impact of such technologies and applications. Presentations should not be solely business marketing. The IF presentations should not focus solely on academic research results that are suitable subjects for the regular event presentations. Information and data that clarify points or stimulate interests and research directions of the IES community are acceptable to include in the IF. Speakers typically work with a member of the IFC to suitably focus their presentation and meet the IF guidelines. Speakers at the IF are only required to present an interesting topic to the attendees; there is no IF proceedings or a publication review. However, speakers will be invited, and are recommended to submit a suitable article, relevant to their presentation, to the IES Industrial Electronics Magazine (IEM), where the IF has a special session. Speakers are also encouraged to submit technical articles to the other IES publications and events.

Operations Manual of the IEEE-IES Membership Development Committee
(revised 16 June 2018)

Aim

The IEEE IES Membership Development Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to promote IES Membership in all 10 IEEE regions, supply assistance and information to IEEE geographical units and promote Students and Young Professional activities and promote Women in Engineering activities. The Committee is chaired by the VP for Membership Activities.

Committee composition (up to 14 members)

- IES VP Membership Activities, ex-officio – Chair
- Chair of the Student and Young Professional Activities Sub-Committee
- Liaison with Women in Engineering (WiE)
- Regional membership and chapter coordinators (up to 10)

All members are appointed by IES President with the consent and advice of the IES AdCom.

Organization

The Membership Development Committee has several Sub-Committees to better comply with its goals.

Student and Young Professional Activities Sub-Committee: This Sub-Committee is chaired by an appointed person. The chair can select other volunteers to help him in this sub-committee.

Conference On-Site Membership Promotion Committee: This Sub-Committee is chaired by the VP for Membership. The members are the General Chairs or Co-Chairs of the main Conferences Sponsored by IES.

Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting.
- The term of the members is **two years.**

Committee tasks:

The main tasks of the committee are to promote IEEE IES increasing its membership and to satisfy its members all around the world. To comply with the Committee objectives, it is composed of several Sub Committees which have particular tasks to develop.

Student and Young Professional Activities Sub-Committee:

- Establish different programs to promote Student Activities within IES.
- Distribute its budget to encourage Student participation all around the world.

Conference On-Site Membership Promotion Committee:

- This Promote and assist the establishment of a Membership Desk in every IES sponsored or co-sponsored conference.
- Establish different campaigns to increase IES membership attracting new members at the conferences.

- Distribute promotional material at IES Conferences

Reporting lines

- All the Sub-Committees reports to the VP for Membership on operational issues.
- The Committee reports to the IES AdCom through the VP for Membership.

-
Operations Manual of the IEEE-IES Nomination & Appointment (N&A) Committee
(revised 13 October 2021)

Aim

The IEEE IES N&A Committee is a standing committee of IEEE IES Administrative Committee (IES AdCom). The N&A Committee shall be reconstituted at the last AdCom meeting of each year. The role of N&A Committee is to prepare slates of nominees of IES AdCom members (elected and appointed), IES Officers, IES Technical Committee Cluster Delegates (TCCD) and Technical Committee Chairs for election and appointment, and Life and Senior AdCom members with voting rights for appointment. The committee shall assist the IES President and President Elect on IES election and personnel matters.

Committee composition

- The N& A Committee shall consist of a Chair and between 5 and 7 members
- IES Junior Past President, Ex-Officio – Chair
- 5-7 members appointed by the IES President with the consent and advice of the IES AdCom

Terms of the committee and membership

- The Committee shall meet before each IES AdCom meeting.
- The appointment of members shall follow the guidelines of the committee composition.
- The term of the members is two year and can be extended to one more term.
- Continuity among the membership is highly recommended.

Committee tasks

The objectives of IEEE IES N&A Committee are to:

- Prepare a slate of nominees for IES elected AdCom Members-at-large for the election by IES members.
- Prepare a slate of nominees for IES appointed AdCom Members-at-large for election by IES AdCom.
- Prepare a slate of nominees for IES Officers for the election by IES AdCom.
- Prepare a slate of nominees for TCCDs for the election by IES AdCom.
- Prepare a slate of nominees for TC Chairs for the election by IES AdCom.
- Receive nominations of IES appointed AdCom Members-at-large by petition, signed by 22% of the voting IES AdCom.
- Receive nominations of IES elected AdCom Members-at-large by petition, signed by 2% of the IES members.
- Run the elections smoothly at the IES AdCom meeting.
- Prepare a slate of Senior IES AdCom Members and Life IES AdCom Members with voting rights for appointment by the IES AdCom.
- Assist the IES President in the IES-related personnel.

Reporting lines

- The Committee reports to the President-Elect on operational issues.

- The Committee reports to the IES AdCom through N&A Chair on election and appointment issues.

Operations Manual of the IEEE-IES Planning & Development Committee
(revised 19 June 2017)

Aim

The IEEE IES Planning & Development Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to assist the Vice President (Planning & Development) (VP P&D) in the planning and development of future activities.

Committee composition (7 members)

- IES VP P&D, ex-officio – Chair
- IES President-Elect, ex-officio
- Three Past IES Presidents (appointed by the IES President with consent and advice of the IES AdCom)
- One representative of IES AdCom (appointed by the IES President with consent and advice of the IES AdCom)

Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting
- The appointment of members follows the guidelines of the committee composition
- The term of the members is two years.

Committee tasks

The objectives of IEEE IES P&D committee are to:
- Actively participate in the planning and direction setting of IES ensuring alignment with IEEE IES goals and priorities.
- Provide recommendations to the IES President, IES President-Elect and IES AdCom on matters related to strategy and planning of IES.
- Identify opportunities to improve the efficiency and effectiveness of the IES operations and contribute to the development of resourcing initiatives to achieve these improvements.
- Assist IES President and IES President-Elect in preparation of IEEE Reviews and any other matters deemed appropriate.
- Assist the VP for Planning and Development in the identification of long-term objectives for the IES, establishing development direction, establishing strategic plans for IES, and the analysis and assessment of IES activities.
- Interact with IES Officers in order to verify the progress toward the implementation of the strategic actions and the operational plans

Reporting Line

The Committee reports to VP P&D on operational issues.

The Committee reports to IES AdCom through VP P&D on strategic issues.

Operations Manual of the IEEE-IES Publications Committee

(revised 20 May 2022)

Aim

The Publications Committee's role is to

- supervise the status of IES sponsored and co-sponsored publications (e.g., assure quantity of technical articles for publication and the quality of produced publications),

- suggest to the IES President a list of possible Editors-in-Chief (EiCs) and Co-Editors-in-Chief (Co-EiCs), for sponsored and co-sponsored journals,

- suggest to the IES President representatives for co-sponsored journals,

- assist the VP Publications on the proposal of new publications to TAB,

- represent IES in all periodical publications reviews and

- help in other issues related to IES publications when requested by IES President or VP Publications.

The Publications Committee should ensure that all the IES publications are compliant with all the IEEE policies and regulations, especially with the PSPB Operations Manual.

Committee composition

The number of committee members is variable since the IES journals and co-sponsored journals are always subject to modifications.

- IES VP Publications, ex-officio - Chair

- IES President-elect, ex-officio

- IES Treasurer, ex-officio

- IES VP Technical Activities, ex-officio

- All the EiCs and Co-EiCs of the fully sponsored IES journals magazines, and newsletters, ex-officio

- One representative for each of the co-sponsored publications of the IES

- 3 to 5 well-known experts

The last – well-known experts – can be proposed by the VP Publications to the IES President who will appoint them with consent and advice of the IES AdCom.

Terms of the committee and membership

The terms of Editors-in-Chief, of IES sponsored journals and magazine (all being IES members) shall be three years. The term of Co-Editors-in-Chief of IES sponsored journals and magazine (all being IES members) shall be three years. Extensions to a maximum of one term (maximum 3 years) can be proposed by the Publications Committee to be voted on by the AdCom (no more than 50% of Co-EiCs can be changed at the same time).

The term of representatives to co-sponsored publications shall be three years with possible extension to a maximum of one extra term.

The term of Associate Editors shall be four years (with the first year as probation period) with possible extension up to a maximum of four additional years.

The representatives and well-known experts terms expire with the term of the VP Publications (2 years).

Committee tasks

The Publications Committee targets specific problems related to the technical quality and timeliness of the existing publications and the need of new publications forming ad-hoc committees.

The Publications Committee prepares the motions about page count of its main publications on the basis of:

- The indications of the EiC, supported by a detailed report about journal number of submissions, acceptance rate, backlog and journal interest and reputation measured with number of downloads/subscription and citation metrics

- The cost estimation made by the IES Treasurer

- The Publications Committee highlights the need to replace EiCs and/or Co-EiCs in case of severe misconducting.

- The Publication Committee expresses suggestions about:

  o the page count and the status of the co-sponsored journals on the basis of exhaustive report of IES representatives

  o The need to replace co-sponsored journals representatives in case they do not provide timely and exhaustive information.

Reporting lines

- The Publications Committee reports to the VP Publication on operational issues.

- The Publications Committee reports to the IES AdCom through the VP Publications on strategic issues.

Final remarks

The Operations Manual is subordinate to the Bylaws and consequently cannot contradict it, just define those aspects that were not defined in the bylaws.

Operations Manual of the IEEE-IES Technical Activities Committee

(revised 22 June 2020)

Aim

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, 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 and cluster delegates at the AdCom

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 by 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 for the TC's chair position 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. To promote the participation of all TCs, the two cluster delegates in one cluster cannot come from the same TC and the nomination of new Cluster delegates should follow a rotation principle, so that all TCs can contribute with a delegate. The VP-TA, 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. Cluster delegates will organize meetings with the TC chairs of their clusters twice per year. After the meetings, minutes will be prepared by the TCCDs, circulated for review among the TCs Chairs and finally sent to the VP-TA, who will made them available to 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 regularly revise the organization of the Technical committees into clusters and promotes cluster-level initiatives.
- 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.

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.

Operations Manual of the IEEE-IES Web & Information Committee
(revised 14 October 2021)

Aim

The IEEE IES Web & Information Committee (WIC) is a standing committee of the IEEE Industrial Electronics Society, whose role is to provide support to the Society in all the matters related to Web and Information Technologies.

Committee composition

- Chair
- 3 to 5 technical members
- IES President-Elect, ex-officio
- IES Treasurer, ex-officio
- IES VP for Conference Activities, ex-officio
- IES VP for Workshop Activities, ex-officio

Terms of the committee and membership

- The technical members and the chair of the committee are appointed by the President with the consent of the IES AdCom.
- The term of the members and chair is two years and can be renewed.
- The Committee will meet before each IES AdCom meeting.

Committee tasks

The objectives of IEEE IES WIC are to:
- Maintain and improve the IES website.
- Provide support to conferences, maintaining submission and review sites.
- Store all the Society information and archives in a secure server.
- Maintain ownership and initiate renewal as needed of the IES-owned domain names.
- Maintain ownership for all paid and free licensed services including but not limited to Amazon Web Services (AWS), Google Admin for G-drive and mailing lists, GitHub Organizations, and Survey Monkey.
- Interact with IEEE regarding IES services owned and/or managed by IEEE.
- Launch, improve and maintain all means of IES electronics information.
- Maintain ownership of social networking accounts and related matters, including any newly available technology.
- Explore new technologies and study their deployment and use by the Society.
- Make an appropriate budget and submit it to IES AdCom on time.

Reporting lines

The Committee reports to the IES President-Elect on technical issues, and to the IES AdCom through the President-Elect.

Operations Manual of the IEEE IES Ethics Committee
(revised 16 June 2018)

Aim

The IEEE IES Ethics Committee is an ad-hoc committee of the IES Administrative Committee (IES AdCom), whose role is to assist the President in the full implementation of the IEEE Code of Ethics in all IES activities.

Committee composition (between 4 and 7)

- IES Ethics Committee Chair (appointed by the IES President with the consent and advice of the IES AdCom)
- Three to six representatives of the IES AdCom (appointed by the IES President with the consent and advice of the IES AdCom)

Terms of the committee and membership

- The IEEE IES Ethics Committee is formed by the president, and dissolve once his/her term is over.
- The term of the members is the same as the term of the committee.
- The appointment of members follows the guidelines of the committee composition.

Committee tasks

The objectives of the IEEE IES Ethics Committee are:

- To give recommendations to the IES President, to keep the IEEE Code of Ethics in any activities in IES.
- To give suggestions, when requested by other IES AdCom members, to keep the IEEE Code of Ethics.
- To provide recommendations and advice to the President, the President-Elect and the IES AdCom on matters related to the revision of the IEEE Code of Ethics.

Reporting lines

- The Committee reports timely to the IES AdCom through the President-Elect on operational issues.
- The Committee reports timely to the IES AdCom through the President-Elect on strategic issues

Operations Manual of the IEEE-IES Senior and Life AdCom Members Committee
(revised 16 May 2022)

Aim

The Standing Committee will foster continued participation in IES activities by all those who have received the Senior and Life AdCom Member (SLAM) Honor Awards. The Committee forms these honorees into a Senior Cluster and a Life Cluster. Delegates from these Clusters are granted voting rights as prescribed in IES Bylaw 3.5.2, following the procedure described below.

The purpose of the Senior and Life AdCom Members Committee (SLAMC) is to recommend to the A&H Committee qualified nominees for new SLAM honorees, send to the N&A Committee slates of qualified Senior and Life Cluster Delegates (SLCDs) for election by the AdCom, organize activities targeted for Senior and Life AdCom Members (SLAMs), and assist the Society in developing new initiatives.

Committee composition

- The IES-SLAMC Committee consists of a Chair plus 4 to 6 other members.

- The members consist of an equitable mix of Senior and Life AdCom members whenever possible.

- The members are appointed by the IES President with the advice and consent of the IES AdCom.

Terms of the committee and membership

- The Committee shall meet before each IES AdCom meeting.

- The term of the members is two years and can be extended to one more two-year term as prescribed in the IES Bylaws.

- Frequent interactions among the membership are highly recommended.

Committee tasks

The objectives of IEEE IES Senior and Life AdCom Member Standing Committee are to:

- Prepare a slate of nominees for Senior and Life AdCom Member Honors and submit to the A&H Committee for the elevation and appointment of new SLAM awardees, with AdCom consent. The Standing Committee shall publish honors nomination forms that elaborate the needed qualifications. Members of the Standing Committee cannot be included in the slate.

- Prepare the slate of nominees for Senior and Life Cluster Delegates (SLCDs) to be recommended to the N&A Committee for the appointment by the IES President with the advice and consent of the AdCom. Members of the Standing Committee cannot be included in the slate.

- The Standing Committee shall publish a SLCD nominations form that elaborates the qualifications for these voting positions.

- Organize activities targeted for SLAMs.

- Advise and guide the Senior Members and Life Members Clusters in activities as listed in the Cluster tasks.

- Prepare a year-end performance report of the Standing Committee for presentation and evaluation by the IES AdCom. Performance metrics governing the evaluation shall be proposed by the Standing Committee and approved by the AdCom.

- Conduct the election of the Chair for each Cluster. The Chairs are nominated on a voluntary basis by the members of the respective Clusters. The Standing Committee is responsible conducting a selection process for the Cluster Chairs.

Cluster tasks

The objectives of the two Clusters, under the oversight of the Senior and Life AdCom Members Committee, are to:

- Solicit nominees for their Delegates to be recommended to the Standing Committee for the submission to the N&A Committee for appointment of the IES President with the advice and consent of the AdCom. Utilize a Standing Committee approved nomination form.

- Evaluate the pool of Cluster Delegates for SLCD nominations. Provide summary information about the evaluation for each nominee in the pool, and annually recommend to the Standing Committee a slate of five to eight nominees.

- Solicit Senior and Life Cluster honoree nominations for deserving IES active and past AdCom members that meet the Cluster qualifications as defined in the IES Bylaws. Utilize a Standing Committee approved nomination form. Nominations must adhere the IES A&H annual submission deadline.

- Evaluate the pool of Senior and Life Cluster honoree nominations. Provide summary information about the evaluation for each nominee in the pool and recommend to the Senior and Life AdCom Members Committee a slate.

- Support the Senior and Life Standing Committee in its efforts to fulfill requests made by the IES AdCom and IES Officers.

Reporting lines

- The Committee reports to the President-Elect on operational issues.

Operations Manual of the IEEE-IES Multimedia Committee

Aim

This committee provides recorded online educational resources for IEEE IES members by using but not limited to: IES Resource Center, IEEE.tv, and ITeN.

Committee composition

The Multimedia Committee shall be appointed by the IES President with consent and advice of the IES AdCom and consists of:

Four members including a chair

All Technical Committee Cluster Delegates.

Terms of the committee and membership

- The term of members is two years and they can be reappointed.

- The Committee shall meet at least once before each IES AdCom meeting.

-

Committee tasks

The objectives of the IEEE IES Multimedia Committee are:

(i)   to provide means for recording webinars
(ii)   to assist with recording based on the guideline for IEEE media, and
(iii) to make the recordings available for online access
(iv)   to identify opportunities and provide recommendations to the IES President, IES President-Elect and the AdCom members on matters related to Multimedia resources.

The solicitation and collection of materials shall be led by the Technical Committee Cluster Delegates and ratified by the Multimedia Committee. The collection will be available via IES Online Resource Center for members.

The recorded educational resources of IES cover the following areas:

- Distinguished and Frontiers Lecturer Presentations (DL & FL).
- Tutorials and Keynotes at Conferences (where possible).
- On-line Courses from TCs.
- Webinars from TCs.
- Spontaneous Contributions by IES members.

Reporting lines

- On operational issues the Committee reports to the President-Elect via the chair.