TC6 HANDBOOK

1. INTRODUCTION

This Handbook for Technical Committee (TC) Members, Working Group (WG) Chairmen, and their members has been prepared to provide general guidance and to assist those leading the work of TC6.

All TC Members and WG Chairmen should also refer to the various documents available from the IFIP Secretariat and the IFIP Internet hub.

All TC Members and WG Chairmen should obtain a copy of the publications listed in Section 2.2 of this Handbook. These give guidance on IFIP policies and procedures, and help to ensure the maximum effectiveness of TC and WG activities.

This handbook may be provided to WG Members, if a WG Chairman wishes. It is not obligatory, but recommended.

Where necessary, clarification on any issue should be sought from the TC6 Chairman or the IFIP Secretariat.

Contact addresses (including email, telephone and facsimile numbers) can be obtained from the TC6 Membership List; the most recent version of this list is in the TC6 Web page.

The TC6 Web page address is: http://www.ifip.tu-graz.ac.at/TC6/

The IFIP Web page address is: http://www.ifip.org

2. IFIP

2.1 PURPOSE AND GOALS

IFIP's mission is to be the leading, truly international, apolitical organization which encourages and assists in the development, exploitation and application of Information Technology for the benefit of all people.

The principal elements of IFIP are:

1.To stimulate, encourage and participate in research, development and application of Information Technology (IT) and to foster international co-operation in these activities.

2.To provide a meeting place where national IT Societies can discuss and plan courses of action on issues in our field which are of international significance and thereby to forge increasingly

strong links between them and with IFIP.

3.To promote international co-operation directly and through national IT Societies in a free environment between individuals, national and international governmental bodies and kindred scientific and professional organizations.

4.To pay special attention to the needs of developing countries and to assist them in appropriate ways to secure the optimum benefit from the application of IT.

5.To promote professionalism, incorporating high standards of ethics and conduct, among all IT practitioners.

6.To provide a forum for assessing the social consequences of IT applications; to campaign for the safe and beneficial development and use of IT and the protection of people from abuse through its improper application.

7.To foster and facilitate co-operation between academics, the IT industry and governmental bodies and to seek to represent the interest of users.

8.To provide a vehicle for work on the international aspects of IT development and application including the necessary preparatory work for the generation of international standards.

9.To contribute to the formulation of the education and training needed by IT practitioners, users and the public at large.

IFIP takes no account of the political, social or economic aspects of its member organizations because IFIP is totally dedicated to the transfer of scientific and technical information and experience.

IFIP work is based on volunteers who cover their own expenses in respect to their attendance at meetings.

Developing nations are of special concern to IFIP. It is a major and an important task to contribute to technology transfer between these nations and developed nations and newly industrialized countries.

Meetings must be held in countries which will grant visas for all participants as IFIP does not address itself to political issues.

2.2 REFERENCE DOCUMENTS

The following documents will provide more detailed information about IFIP policies and operation, and will be useful to TC Members and WG Chairmen.

- **IFIP Information Bulletin** (http://www.ifip.or.at/bulletin/bulletin.htm)
  This publication, normally issued annually in hard copy and regularly updated on the IFIP Website, contains all names and addresses of the IFIP General Assembly (GA) representatives, Technical Committee (TC) and WG Chairmen, and names of all TC and

WG Members with country affiliation. It also contains committee members, job charters, and the aims and scopes for the various TC's and WG's.

- **Statutes and Bylaws** (http://www.ifip.or.at/s&b.htm)

Article 3 in the Statutes describes the main organization of IFIP. Section 4 in the Bylaws describes the operation of TC's and WG's.

- **Publications** (http://www.ifip.or.at/pub_pol.htm)

This document describes the policy for publication adopted by the IFIP Publications Committee.

- **IFIP Event Plan** (http://www.ifip.or.at/cal_even.htm)
  Contains a list of all approved activities.

- **IFIP Newsletter** (http://www.ifip.or.at/newsletters/newsl.html)
  The IFIP Newsletter is an important element of IFIP's communication with its Members and is published quarterly in both hard copy and electronic form.

- **IFIP Event Approval Guidelines** (http://www.ifip.or.at/events/evforms.htm)
  A reference document on the process of managing events.

Copies of the above reference documents can be obtained electronically from the IFIP website.

The administrative, communication and information hub of IFIP is the IFIP Secretariat in Laxenburg

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Hofstrasse 3	FAX:	+43 2236 736169
A - 2361 Laxenburg	Email:	ifip@ifip.or.at
AUSTRIA	Web:	http://www.ifip.or.at

3. TC6 COMMUNICATION SYSTEMS

3.1 AIMS AND SCOPE

AIMS
The Aims of the Committee are:

1. to promote the international exchange of information related to communication systems;

2. to bridge gaps existing between users, telecommunication operators, service providers, and computer and equipment manufacturers;

3. to establish working contracts with international bodies concerned with data communication, such as ITU, ETSI, ISO, IEEE, IETF, ITC and ATM Forum.

SCOPE

The Scope of its work includes all aspects of communication systems, such as research on and design, manufacture and operation of products, systems, concepts and architectures related to information exchange.

Some examples of areas of special interest are:

- Work fostering the development of standards;

- Formal protocol specification and verification techniques;

- National and international communication networks;

- Local and wide area communication networks;

- Integrated services digital networks;

- Network management;

- Distributed computing and information interchange between data bases within a network of computers;

- Communication systems in the office and manufacturing area;

- Communications tools and communication services;

- Promotion of existing and innovative communication concepts both in developing countries and in developed countries;

- Teleservice architectures;

- Multimedia communications;

- New applications of communication systems, e.g. electronic commerce.

3.2 MEMBERSHIP

All full Member Societies of IFIP are entitled to nominate one representative as a member of TC.6. Other members of IFIP may nominate observers to attend TC6 meetings. TC6 can invite guest members (without voting rights).

TC Members are appointed by the TC chairman on the advice of the National GA Member. Each TC Member serves for three years, but the term may be renewed without limitation. Only the representatives of Full IFIP Members Societies and Working Group Chairmen have voting rights in the TC. The TC Chairman can invite well reputed scientists as guest members (without voting rights).

The TC Chairman is appointed by the President on the recommendation of the TC. The Vice-Chairman and Secretary are appointed by the TC Chairman. All serve for a three year term which can be renewed once for the Chairman and Vice-Chairman and without limitation for the Secretary. WG Chairmen are full members of the TC6 according to the IFIP rules.

3.3 MEMBERS' RESPONSIBILITIES AND REPORTS

As representatives of their national Member Societies, TC Members have a dual responsibility - both to monitor and help forward the work of the TC and to represent interactively the member society and the TC to each other. This is best done through personal attendance at TC meetings and events;however, it is recognised that distance, travel costs and limitation of funds within the member's society may limit the extent of personal attendance. Nevertheless all TC Members are expected to be 'active' either through direct personal attendance or through indirect contributions by phone, fax, email or letter and to attend at least one TC6 meeting per year.

Therefore, TC6 trusts that:

- TC Members will demonstrate active interest and regular participation in TC activities.

- Active participation is interpreted to mean direct personal attendance or indirect contributions by phone, fax, email or letter to TC work, including expecially the brief annual report (see below).

- The non-attendance of three consecutive TC6 meetings will be taken as an indication that the member is no longer actively interested in the TC work and will lead to the TC Chairman asking the member society to replace its representative.

- Each TC member is invited to prepare a brief report each year to be presented at the TC 6 meetings. This report shall include TC related activities in the members country and suggestions of TC events (such as summer schools, seminars, workshops, etc.)

3.4 FINANCE

TC6 may have a Treasurer who is elected by the TC6 delegates. In cooperation with the TC6 chairman, the TC6 Treasurer will normally submit an operating expenses budget request to IFIP Finance Treasurer. The budget request for financial support for specific events will be submitted through the TC Chairman by WG Chairmen for event organizers to the Activity Management Board (AMB).

The income of TC6 consists of 25% of royalties from TC6 publications and 75% of event proceeds.

Expenses are operating expenses, event grants, funded expenses. TC6 spends money to support new activities, actions in developing countries and operating expenses. WG's shall use the money to promote professional activities in their area, such as scholarships, seminars in developing countries, special awards.

3.5 REPORTING

3.5.1 To TA, Council and GA

The TC Chairman submits about one month beforehand (or at the meeting in person) a written report of TC progress to the Council Meeting in March and to the General Assembly meeting in September each year.

3.5.2 To TC6

From the above IFIP Business Meetings the TC6 Chairman has established the practice of reporting on relevant topics to TC6 Members.

The WG Chairmen provide WG reports (see 4.5) to the TC6 Chairman prior to each TC6 meeting such that they may be included into the IFIP TC6 meeting documents.

3.6 MEETINGS

TC6 will meet twice a year. At least one of the annual meetings takes place in Europe or North America.

If a WG Chairman cannot attend the TC6 meeting, an authorized member of the WG should attend.

At TC6 meetings, the activities of the WG's will be discussed among other items.

3.7 CONFERENCES, WORKSHOPS AND OTHER EVENTS

TC6 encourages its WG's to organize scientific events on a global base according their technical scope.These events need to have a TC6 approval in order to use IFIP logo. For the approval an event request form has to be sent to the TC6 Chairman at least a year ahead of the event.

IFIP is prepared to support the technical events with a loan according the IFIP rules. Once an event is approved such a loan can be given within a few weeks after a request, which has to include the budget of the event.

3.7.1 Event Categories

TC6 supports the following event categories: Open Conference (OC), Working Conference (WC), Workshop (WS) and Seminar (SE). The main characteristics differentiating these events are in the IFIP Event Approval Guidelines document.

Specifically, for TC6 sponsored events, the following conditions apply to each of those events:

<u>Open Conference</u>

- Selection of papers done based on full paper submission

- At least three reviews per paper

- Conference proceedings to be distributed at the event

- One or more streams in the program

- Expected attendance above 100 participants.

Working Conference

- Selection of papers done based on full paper submission

- At least three reviews per paper

- Conference proceedings to be distributed at the event

- Only one stream

- Expected attendance below 100 participants.

Note: to give some flexibility to the organizers of a Working Conference, small deviations from the indicated characteristics might occur, but they should be previously approved by TC6, case by case.

Workshop

- Participation by invitation or open call

- No special requirements for publication

- Expected attendance below 50 people.

Seminar

- Event organized for educational purpose

- Not intended for publication.

3.7.2 Event Organization

TC6 distinguishes the following ways of involvement in an event:

Full sponsor: TC6 is the only sponsor.

Main sponsor   TC6 is the main sponsor, other professional societies act as cosponsors
(preferable IFIP member societies)

Co-sponsor: TC6 sponsors the event together with another professional society, either in equal
terms or in a smaller part.

In Cooperation: The event is sponsored by other societies. TC6 is not financially involved.

General   For all sponsored events a substantial technical contribution from TC6 and its
procedure: WG's is expected, as well as a substantial finantial contribution to IFIP.

Financial involvement in the case of full and main sponsorship:

A fee of x Euro/day/attendee for IFIP has to be foreseen in the budget, where x=4 for working conferences and x=8 for open conferences. Small workshops may be held without a sponsorship fee; the reasons why no fee can be paid have to be clearly explained to the TC6 chairman and to the TC6 treasurer, if any. In the case of surplus, IFIP expects to receive an additional revenue.

(Remarks: 75% of sponsorship fee and surplus comes back to the TC and is the main income of theTC).

In the situation of co-sponsorship, the fee due to IFIP is proportional to the percentage of sponsorship of TC6 in the event.

Technical involvement in the case of full and main sponsorship:

The program chair and major part of the program committee shall be nominated by the WG. In case of co-sponsorship a certain percentage of these regulations have to be negotiated with the other sponsors. In case of "in cooperation with" the WG involvement is a very weak one, it is mainly an act of good will.

TC6 trusts that WG's concentrate their activities to sponsored events.

3.7.3 Event Request Form

Before an event can use IFIP logo on its publications or make a reference to TC 6, this event has to be approved by TC6 Chair. This approval needs an event request form; in particular the proposed budget must be accepted by the TC6 chairman and treasurer, if any. The event request form (and guidelines for events) can be found in the IFIP www pages. The event request form should be submitted at least one year before the event.

In case of any kind of sponsorship an approval is only given if the technical and financial involvement is clearly stated.

3.7.4 Event Report

After the event the organiser must submit a final report on the event to the IFIP Secretariat with copy to the TC chairman and appropriate WG chairman. The report form can be found in the IFIP www pages.

4. WORKING GROUPS

WG 6.1 Architectures and Protocols for Distributed Systems

AIMS

- To identify and study questions associated with the development of distributed systems and the communications and middleware protocols that support distributed applications.

- To support convergence of information processing systems, communication and networking technologies into a distributed infrastructure that is open for application to all members of the global society.

- To investigate rigorous methods applicable to the specification, verification, implementation and testing of distributed systems and applications.

- To support and promote the systematic use of these methods, and make them amenable to the practitioners, hence increasing awareness of formal methods in the distributed networking and computer networking areas at large.

- To bring together researchers, developers, and practitioners working in these areas to discuss recent innovative results and future directions by promoting and supporting the organization of meetings, workshops and conferences.

- To disseminate information and publications, foster an active participation of industry and encourage the transfer of knowledge between academia and industry.

- To encourage young researchers to enter this field.

SCOPE

This WG provides a framework for the launching and the continued organization of activities in areas that include:

- Formal Description Techniques: including rigorous models, methods and tools applicable to the design, specification, validation, verification, implementation, easy prototyping, efficiency evaluation, and testing of communicating systems and object-based distributed systems.

- Open Distributed Systems: including the design, implementation, deployment and evaluation of distributed systems platforms and architectures for networked environments and distributed applications.

- Quality of Service: including architectures, services, multimedia, operating systems and middleware in a networked or distributed environment.

WG 6.2 Network and Internetwork Architectures

AIMS

To identify and study advanced issues related to networking and internetworking design, with main emphasis on the provision of services at the network layer and on the integration of all present and future technologies for physical and data link layer.

SCOPE

This WG provides a framework for the launching and the continued organization of activities in the area of Network and Internetwork architectures, namely:

- Network Architectures: including architectures of local area networks, wide area networks, access networks, mobile IP networks, internetworking.

- Network Protocols: including transport and network layer protocols, IP and ATM integration, IP and ATM mappings on the lower layers, Multi Protocol Label Switching.

- Network Control and Quality of Service: including traffic engineering and control, signalling, network quality of service.

- Network Components Design: including switch and router design, techniques for the transport of packetized voice and video.

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WG 6.3 Performance of Communication Systems

AIMS

To improve the state of the art in the performance evaluation of new and existing communication systems.

SCOPE

- Analysis of the performance (i.e. throughput, response time, buffer occupancy distribution, etc.) of various aspects of current communication networks, such as IP and ATM networks, wireless networks, and LANs/MANs.

- Congestion and call admission control in communication systems.

- Performance evaluation of future high-speed networks as they would be deployed over optical switching networks.

- Performance evaluation of internetworking devices.

- Performance analysis of protocol enhancement for LANs/MANs.

- Traffic characterization of existing and future networks.

- Monitoring and tuning communication systems, for better performance.

- Knowledge acquisition for performance evaluation of communication systems.

- Development of relevant performance evaluation techniques, as motivated by real-life communication systems.

- Understanding the performance of communication software systems as they interact with kernels, and applications such as multimedia.

WG 6.4 Internet Applications Engineering

AIMS

To investigate and report on Internet applications which typically reside above the IP level, encompassing World Wide Web applications.

SCOPE

This Working Group provides a framework for the launching and the organization of activities in the area of Internet applications engineering, including:

- Applications: agent technologies, distributed games, hypertext and hypermedia, multimedia on the Web.

- Infrastructure: audio/video/voice coding for Internet services, Internet security, multicast, searching and querying, virtual private networks, Web navigation strategies.

- Performance: caching, quality of service, scalability aspects, traffic characterization.

WG 6.6 Management of Networks and Distributed Systems

AIMS

To facilitate cooperation between different organizations and individuals internationally in the areas of distributed operations and management, systems management, and integrated network management. To be an effective conduit in the technology transfer between the academic and research communities, industry and the standard bodies.

SCOPE

Our planet is increasingly being networked using a variety of media, a variety of protocols and a variety of services. On the other hand, computers are becoming increasingly pervasive in a variety of forms and architectures ranging from large scale parallel systems, vector machines and mainframes to micro computers in any type of appliances, cars, etc. The scope of WG 6.6 is Operations and Management paradigms and technologies for these novel and complex systems and networks continuously evolving over different levels of abstraction such as element, network, service, and business level. The Operations and Management encompass different function areas such as configuration, fault, accounting, performance and security. This includes new technologies such as policy based management, active networks and mobile agents as well as already established management protocols and information models.

WG 6.7 Smart Networks

AIMS

To identify and study current issues related to the development of intelligent capabilities in

networks. These issues include the creation, distribution and management of telecommunication and Internet services. The services can be based on circuit and packet switched networks and applied from fixed, mobile and wireless terminals.

SCOPE

Smart Networks is concentrated on research into telecommunications and Internet services programmed on top of network functionalities such as switching, routing, locality and mobility. The concept of Inteligent Networks (IN) was developed for voice and telephony services and is now applied widely in mobile networks for service creation and integration. At the same time, as there has been a shift from centralized IN based services to more distributed architectures, centralized solutions are also proposed to combine Internet and IN services. New emerging resarch includes Intelligent Agents, Active Networks, Programmable Networks, Hybrid Networks, Configurable Architectures for software and hardware, Dependable Reconfigurable Networks, Mobility Management, QoS Management and Network Integration issues. The creation, distribution and management of intelligent services on top of Internet infrastructure will demand standardized solutions for authentication, billing, security and service platforms.

WG 6.8 Mobile and Wireless Communications

AIMS

To organise and promote the exchange of information on wireless communication systems and networks, fixed and mobile, terrestrial and space, local and global. To help in the research, development, design, standardisation and applications for mobile and wireless modules, equipment and systems. To examine technical operational capabilities of the future mobile and wireless networks for voice, data, text and image communications. The results of the work will be made available to individuals as well as organisations concerned, such as manufacturers, operators, common carriers, standardisation bodies, users.

SCOPE

The scope of the Working Group includes:

- Wireless LANs.

- Mobile computing.

- Cellular networks.

- Ad-hoc networks.

- Mobile and wireless personal communications.

- Short range communications and applications.

- Digital microwave systems and networks.

- Digital radio and TV broadcasting.

- Satellite networks.

All topics should be examined from the viewpoint of architecture and protocols, modulation, coding and decoding, methods of communication functions (multiple access, error control, flow control, routing, etc.), security, implementation, user aspects, legal, economic, social and human related issues.

WG 6.9 Communication Systems in Developing Countries

AIMS

To identify and study technical problems related to the access to, understanding of and application of network and telecommunications technology in developing countries or regions.
To encourage cross-fertilisation of concepts and techniques among developing countries, and between developing countries and developed countries.
To promote activities oriented to the diffusion of the methods and techniques for accessing computer networks in developing countries or regions.

SCOPE

The areas of study include models and methods for transfer of concepts and methods in communication systems and establishment of new applications in developing regions for existing technologies.
The requirements of the users of those regions include cost-effective technologies for global access, rural access to services and social development in those regions through appropriate applications of communication systems.
The problems of human resources, sharing of experience and cost of technology are particularly acute, and are to be examined in detail.
Although not limited to, the following items are of particular significance in the scope of the Working Group:
- Satellite systems
- Applications for cellular technology
- Alternative network technologies
- Technologies for distance learning, e-business, tele-meeting and any other reducing the distance effect between partners
- Global access and interconnectivity technologies
- Internet services.

WG 6.10 Photonic Networking

AIMS

To strengthen research on photonic networks, to explore the potentials of photonic networks and to accelerate their early development. Additionally, the Working Group provides a platform for presenting and discussing research activities, major achievments and trends involving the all-optical communication networks.

SCOPE

The Working Group scope includes:

- Architectures, system design, control mechanisms and applications that exploit the abundant transmission capacity and flexibility of photonics.

- Development of analytical and simulation tools as well as methods for analysing, operating, dimensioning, and planning photonic networks.

WG 6.11 Communication Systems in Electronic Commerce

AIMS

To organise and promote the exchange of information on communication protocols and information exchange mechanisms for Electronic Commerce. To foster research, development, standardisation, and applications for communication platforms and services for pre-sales support, sales and service management, settlement, and virtual enterprises in an open trading environment.

SCOPE

The scope of the work encompasses all aspects of communication and information exchange in Electronic Commerce, including:

- Navigation, brokerage, advertising, and catalogue exchange in pre-sales activities.
- Negotiation and contract making protocols in interactions between consumers, businesses, and public administration.
- Secure exchange of documents, content and value in open trading protocols.
- Communication platforms for the e-Economy, including e-commerce, e-business and e-government.
- Application of mobile agent technology.
- Advanced devices and protocols for the support of mobility and the ubiquitous access to electronic markets.

4.2 WG MEMBERSHIP

As a general rule, IFIP prefers the membership of any Working Group to be drawn from as many countries as possible in order to ensure that input to WG activities is truly international and so to draw on as a wide base of experience as possible. Membership in WG's is based on professional interest only.

Members are appointed by the TC6 Chairman, usually upon a written recommendation from the WG Chairman. It is considered good practice to evaluate a candidate member's cv to ensure the best possible standing of the WG. WG membership is not restricted to those who belong to an IFIP Member Society.

The WG Chairman is appointed by the TC6 Chairman upon the recommendation of the TC. The WG Chairman may designate a Vice Chairman and a Secretary with the approval of the WG Members. Each official can serve for a three year term which can be renewed once for the

Chairman and Vice Chairman and without limitation for the Secretary.

Experience has shown that to be effective WG's must be able to meet regularly. A meeting of members should be held at least annually.

The WG Chairman should, insofar as is possible, aim to establish an active membership, who may if appropriate be drawn mostly from within a broad geographical area so as to facilitate meetings and project work. Clearly, however, there will be other members who will be able to travel from further afield from time to time, and with much improved electronic communications there can be active participation worldwide. In addition to those who can participate directly, there may be some who do not wish to be actively involved but would like to be kept informed; such persons are referred to as 'observers', and they may be sent all the WG information, but will not be listed as Members in the IFIP Bulletin.

WG members should be encouraged to communicate via electronic mail. Hardcopy mail delivery systems should only be used where circumstances so demand.

The following general rules for WG Members shall apply:

1. Members are expected to be qualified professionals or researchers in the field of activity covered by the function of the WG

2. Members are appointed by the TC6 chairman, usually upon a written recommendation of the WG chairman. Observers are accepted by the WG Chairman on the advice of the WG.

3. Acceptance as a member may be dependent upon the individual demonstrating an active interest in the WG activities.

4. At a minimum, active participation means a positive contribution to the work of the WG, for example by the presentation of papers or assisting in running a project or playing an active role in the organization of a meeting at least once in every three years.

5. A three year period of inactivity will be taken as an indication that the member is no longer actively interested in the area of WG focus and can be cause for the member being removed from the membership register.

6. Those members who, by virtue of their geographic location cannot expect to attend meetings regularly, will be expected to involve themselves actively in ways identified by the Chairman and the other members.

7. Those who have been accepted as Observers should be expected to attend one meeting in each three year period. Failure to do so will indicate that the individual is no longer interested in the area of WG focus and should therefore no longer be sent the WG information.

8. WG Chairmen may, at their discretion, investigate additional rules pertinent to their particular WG without limiting the right of any current or future member.

4.3 CORRESPONDENCE

All written correspondence should preferably be printed on IFIP letterhead which can be obtained from the IFIP Secretariat.

As a matter of course, the IFIP Secretariat should be kept informed on meetings, activities, membership and other important issues through the copy of correspondence for filling in the office of the Secretariat.

WG Chairmen should be aware of this expectation and should send copies when deemed necessary. TheTC6 Chairman must also be kept informed through the same process.

4.3.1 With WG Members

It is particularly important that WG Members are kept informed on a regular basis. WG Chairmen might consider some form of 'newsletter' at not less than six-month intervals with a view to maintaining contact and passing on to members any IFIP matters of general interest.

4.3.2 Electronic Mail

It is strongly recommended that WG Members obtain an electronic mail connection so as to facilitate communication.

Should any WG Member experience difficulty in obtaining access to one of the networks, a request should be made to the TC6 Chairman for a letter designed to support the process.

4.3.3 Communication with IFIP Members especially via the IFIP Newsletter

It is good for both IFIP and for its TC's and WG's, to have any interesting and unusual technical activities described in the IFIP Newsletter. It is possible for the Editor to write articles about an IFIP activity when he is furnished with drafts of one or more papers (generally keynote or survey papers or the foreword to proceedings) and a brief list of essential facts, including:

> Title of meeting.
> Dates.
> Key individuals (including full names, titles and nationalities).
> Number of participants.

If some information is sent prior to the activity, and the remainder as soon as possible after, it should be possible to include a report of the meeting while it is still news. Any material should be sent to the Editor as early as possible.

Each WG should designate someone associated with each activity to be covered as a reporter for that activity so as to ensure that maximum publicity is obtained.

4.4 MEETINGS

Each WG should preferably hold at least one business meeting in each year. This meeting should discuss future activities as well as experience from previous activities and may be organized in conjunction with some conference or other event of the WG to facilitate and justify travel costs.

It is important that the TC6 Chairman and the IFIP Secretariat is informed about business

meetings. Inform them as soon as a decision is taken on where and when the next meeting will be held.

It is desirable that minutes be prepared from all meetings. Both agenda and minutes should be copied to the IFIP Secretariat and to the TC6 Chairman.

Attendance records should be kept for the meetings and included in the WG report to TC6.

4.5 REPORTING

Each WG Chairman must prepare written reports for the TC6 meetings and submit it to the TC6 Chairman.

The reports should include any changes in membership, details of past and future activities, meetings held and any special areas of concern.

The written report should if possible be presented in person at the TC6 meetings. In any case it is to be received by the TC6 chairman early enough to be included in the meeting documents.

5 JOB DESCRIPTION

5.1 TC6 CHAIRMAN

REPORTS TO: IFIP General Assembly and IFIP Technical Assembly
RESPONSIBLE FOR: The coordination of activities undertaken by the Technical Committee in pursuit of the approved aims and scope *(see IFIP Bylaws – Section 4.3.3)*.

DUTIES AND RESPONSIBILITIES

Strategy:

- Propose strategic measures to TC6 in order to guarantee the achievement of the aims and scope of the Technical Committee.

- Stimulate technical discussions within the Committee for the creation of new activities.

- Coordinate the different TC6 WGs.

- Establish an appropriate calendar of events, which covers the aims of the TC and WGs. It is recommended to aim for a six year planning cycle.

- Coordinate the publishing of the event proceedings with the IFIP designated publisher.

Administration:

- Appoint TC6 members after recommendation of the GA representative of the member's country.

- Appoint WG chairmen after recommendation of the Technical Committee.

- Establish and maintain a register of TC6 members.

- If required, designate a Vice-Chairman and a Secretary for ratification by the TC.

- If required, designate a treasurer for ratification by the TC.

- Guarantee that the appropriate information on the Committee is provided in the TC6 web page.

- Prepare the annual budget and guarantee the correct execution of the approved budget.

- Supervise the allocation of loans and grants.

Reporting:

- Prepare reports for presentation to the IFIP Council ,IFIP General Assembly and IFIP Technical Assembly.

- Report to TC6 on the decisions taken at the IFIP meetings

Meetings:

- Guarantee the organization and running of two TC6 meetings per year.

- Attend the IFIP Council and IFIP General Assembly meetings. His presence in IFIP meetings should be guaranteed at least once a year.

5.2 TC6 WORKING GROUP CHAIRMAN

REPORTS TO: TC6 Chairman
RESPONSIBLE FOR: The coordination of activities undertaken by the Working Group in pursuit of the approved aims and scope *(see IFIP Bylaws – Section 4.3.7)*.

DUTIES AND RESPONSIBILITIES

Administration:

- Establish and maintain a register of members, who share common interests in pursuing the stated aim of the WG.

- Submit names of new members to the TC6 Chairman for approval and advice to the IFIP Secretariat.

- If required, designate a Vice-Chairman and a Secretary for ratification by the WG.

- At least once a year send to members of the WG a newsletter or report on the progress of formal activities.

- Guarantee the filling out of the Event Request Form and Contract with Publisher, at least one year in advance of the WG event.

- Guarantee that a report of the event is produced and sent to IFIP and the TC6 chairman.

- Guarantee an hyperlink of the CFP to the TC6 Web site.

Reporting:

- Ensure that the TC6 Chairman and Secretary are kept informed of all WG activities.

- Prepare a report for presentation at TC6 meetings.

Projects:

- In association with WG Members, identify and establish study projects pertinent to the defined purpose and scope of the WG.

Meetings and Conferences:

- Arrange meetings at frequencies (at least annually) which are appropriate for those members able to attend in person.

- Ensure the organization of scientific meetings (open conferences, working conferences and workshops) which cover the aims and scope of the WG.

- Consider the cooperation with events of other WGs when an appropriate synergy can be achieved.