

Review on the IOC composition and Guidelines for the future

by

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in consultation with

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Background

An International Advisory Committee (IAC) was formed at the first Conference on Infrared and Millimeter Waves, chaired by Kenneth J. Button in 1974, in recognition of the strong international nature of the conference and of the need to include scientists from around the world in advising the local organizing committee. The IAC assumed the responsibility of organizing the International Conference on Infrared and Millimeter Waves when Kenneth Button was no longer able to do so. Members of the Committee were scientists who had already hosted the Conference or were willing to host the Conference in the future.

By the end of the 1990s members of the International Advisory Committee played the role of the present IOC, but there were rarely, if ever, as many as 20 people involved. The International Organizing Committee (IOC) was established in 2000 with the purpose of meeting annually to review attendance, financial results and planning of future conferences. The first Chair of the IOC was Richard Temkin (2000-2002), followed by Terence Parker (2003-2005).

In 2003 the issues of too many separate conferences in the field of far-infrared, sub-millimeter and millimeter waves was discussed within the IEEE-MTT subcommittee on THz Technology, which had Koji Mizuno and Peter Siegel among its members as well as Linda Katehi, who was in charge of organizing the 2004 THz Electronics Conference. An exciting development was initiated by R. Temkin and was carried through by T. Parker with support from many members of the community. Contact was made with Manfred Thumm, who was in charge of organizing the 2004 Infrared and Millimeter Waves Conference in Karlsruhe. Following discussions with Manfred, the IRMMW and THz Electronics communities merged together to organize, for the first time, a joint conference in 2004. After that conference, the IOC Chair, Terry Parker, made an effort to consolidate the merger by inviting many representatives of the THz community to join the Committee. The new IOC was then chaired by Koji Mizuno (2006-2008) and Peter Siegel (2009-2011).

In July 2009, with full support of the IOC, the IOC was formally transformed into the Board of the International Society of Infrared, Millimeter, and Terahertz Waves. As part of the application and approval process for maintaining the Society as a tax exempt mutual benefit corporation under US laws, the Society *must operate under a set of formal guidelines (By-Laws) and through a registered Board of Directors* that meets on a regular basis to conduct the business of the Society and maintains detailed Minutes of such meetings. As a consequence, a complete set of Society By-Laws was generated through a subcommittee of IOC members (Peter Siegel, Rick Temkin, Terry Parker and Michael von Ortenberg). These By-Laws codify the rules and regulations of the Society and provide operating guidelines for maintenance of the conference series. They were voted on and approved by the full Board of Directors at the first official Society Board meeting on September 21, 2009 in Busan, Korea.

With the establishment of the IRMMW-THz Society, the IOC has now assumed a number of subsidiary responsibilities, including the annual appointment of a general secretary and treasurer, the maintenance of corporate records, the filing of annual tax forms, oversight of the Society monetary accounts and awarding of the Student Paper Prize and the Exceptional Service Award, both recently established by the Society Board.

Past and present IOC composition

The IOC composition through the years 2004-2012 is presented in the accompanying Excel file, which gives a useful input to define guidelines and membership criteria. The member list for the year 2004 shows the original IRMMW IOC composition before the appointment of new THz members.

The IOC evolution can be followed through the years with a separate line recorded per each individual member. Overall, 52 different scientists have contributed to the IOC over the past nine years. This is an indication of the high value scientific content plays in Committee composition. Fields highlighted in yellow mark the attendance at IOC meetings. IOC Chairs serve for a three year term. They are shown in bold in the table.

Next to the member names, I have listed their main Area of Expertise and Topics of Interest. These need some improvement through IOC member input and, in some cases, through a better choice/definition of Areas and Topics.

The main changes in the IOC composition occurred in 2005 - the year following the IRMMW & THz Electronics conferences merger - and in 2009, when the IRMMW-THz Society was established. The IOC reached a maximum of 37 members in 2007. As recorded in the Minutes of several recent IOC meetings, it was recognized that the committee should be reduced to a more manageable size. In 2009, Peter Siegel, then Chair of the IOC and of the new Society Board of Directors, made an effort to expand the representation of disciplines, and to improve the balance in gender. The concept of Emeritus non-voting or Advisory IOC member (AIOC) was also introduced to facilitate the rotation of IOC members off the formal corporate board without losing totally their experience, knowledge and advisory capacity (see the second sheet of the Excel file). This brought the number of voting IOC members down to about 30.

In a separate file, you can find the current IOC distribution and the attendance of the Society Board and IOC meetings during the past three years. For each member I have listed the home institution, country, and geographical area (you will find Russia listed in the European geographical area by choice of the Russian membership).

Guidelines for the future IOC composition

Purpose

The *purpose of the IOC and the characteristics of its members* are already very well formulated in *Article 2a of the By-Laws* and meet the collected expectations of all former IOC Chairs:

“The International Organizing Committee shall be made up of representatives from host countries that have already, or plan to participate in the organizing and carrying out of individual conferences. In addition, members should have acknowledged international standing in one or more of the fields of study covered by the conference venue. Diversification by representative locality, professional affiliation, areas of expertise, nationality, age, gender, and ethnicity are all desirable attributes for the makeup of the overall IOC.”

I think we all agree on the importance of the *scientific/technical reputation* of IOC members in conjunction with their *history/frequency of conference attendance* and *potential future participation*. We have had cases of excellent scientists newly nominated to the IOC, who did not feel committed to this series of conferences, and quickly retired from the IOC. A few others became too involved in other commitments to devote the necessary time to this Society. Since this causes considerable disruption, a serious long term commitment by any nominee should be given additional weight before making future member appointments.

Duration of service

As to the duration of IOC member appointment, I concur with what is stated in the By-Laws - *a six year membership* - which provides a complete overlap with two conference cycles.

Article 2f of the By-Laws currently reads:

“IOC members are strongly encouraged to rotate off the Committee every six years and to suggest or nominate potential replacement members that represent their particular host country and area expertise. The IOC Chair may ask any member who has not rotated off the Committee after six years to do so at his/her discretion.”

Since most IOC & Society Board members were formally appointed in 2009, with the present regulations the six-year rotation will affect 17 members in 2015, 4 members in 2016, 1 member in 2017, and 3 members in 2018. I have excluded former IOC Chairs from this count.

I propose the following amendment and reformulation of Art.2f:

*“IOC members are appointed for a period of six years, including any period in which they may have served as Ad-Hoc members. In exceptional cases, as for instance the involvement of an IOC member in the LOC of a just completed or newly selected conference, or the active involvement of an IOC member in a standing subcommittee, they may extend their term for an additional specified period, following an invitation by the IOC Chair. IOC members that rotate off the committee will retain the status of Advisory IOC member for a period of nine years. They may suggest potential replacement IOC members that represent their particular host country and/or area of expertise. Such nominees will be considered, but are not assured selection to a committee slot. A formal selection process will be called for by the Chair if he/she deems it appropriate and the selection process will follow that described in *Article 2g*”.*

In addition I propose to reformulate Article 2b as follows:

“Former Chairs of the IOC will retain full honorary membership and voting rights on the IOC for as long as they fulfill the requirement of attending at least one IOC meeting in a three-year cycle”.

This will allow us to have better continuity in the IOC composition.

IOC size

From the discussion reported in the Minutes of various IOC meetings and from the considerations I received by the Vice-Chair and the former IOC Chairs, it appears that the ideal size of the IOC would be in the range of 20 to 25 members. However, we have to cope with the current size of 30 members and with an increasing number of countries actively participating in this series of conferences. It is interesting to note that the actual attendance of IOC meetings during the past six years has never exceeded 24.

The proposed six-year duration of service illustrated before and the rotation to the status of Advisory IOC member will provide a mechanism for gradually reducing the IOC size.

With regard to the representation by country, IOC membership must be about equally balanced between the three geographical areas – North America, Europe, Asia – that currently rotate in organizing the conference over a three-year cycle. This cycle, together with the IOC Chair and Vice-Chair rotation, has served the conference extremely well over the years. *IOC Members should consider themselves as representing an entire geographical area, not just their home country.*

Since we currently have a large basis of attendees, numbering over 1000 participants in a three-year cycle, *we should make an effort to appoint new members from established or emerging disciplines, who can significantly contribute to the development of the field and can stimulate participation from their geographical area*, including their home country. This will allow us to select members from countries with lively communities that are not yet represented in the IOC. Some wisdom and diversity in the representation of individual countries is also necessary.

IOC representation by country and discipline

Finally, I am attaching a table with the distribution of presented papers per country during the last three-year cycle. It provides some information concerning the present or potential interest of different countries in our Conference. Countries highlighted in yellow are already represented in the IOC. Countries highlighted in green have lively communities showing a growing interest. We can observe that in many cases there is a *factor of 3-times-higher number of papers from a given country, when the conference is organized in that specific country or in a country of the same geographical area*. This is again an indication of the wide scientific basis of the conference and it should act as a stimulus to organize the Conference in countries that have not yet hosted it.

Currently, 12 countries are represented in the IOC, while there are over 20 countries actively participating in the conference. At the same time, there are about 20 different topics covered by the conference. Considering also some overlap of different members on different topics, these can be easily covered by a number of members around 25.

We should therefore make an effort to promote the presence of new members from countries not yet represented while maintaining the correct equal split amongst the three geographical areas and aiming at a total number of members around 25.

In summary:

- An amendment of Art.2b and Art.2f (Duration of Service) of the By-Laws is proposed to be submitted to the IOC for a vote (passage requires 3/5 majority approval-*Art. 20a*);
- In exceptional cases, specified in Art.2f, IOC members may extend their term for an additional specified period, following an invitation by the IOC Chair
- Retiring IOC members will receive the status of Advisory IOC member and will retain this status for a period of 9 years. If necessary, a specific amendment to the By-Laws will be prepared to describe the role of Emeritus AIOC;
- Each year, a fraction (turnover) of retired members may be replaced by new members with the nomination procedure already defined in Art.2g of the By-Laws;
- Former Chairs of the IOC will retain full honorary membership and voting rights in the IOC as long as they fulfill the attendance requirements of amended Art. 2b;
- Individual members, who have had a long term in the IOC, are kindly asked to contact the IOC Chair if they are willing to move to the status of AIOC member before 2015.
- An effort will be made to promote the election of new members from countries not yet represented while maintaining the current balance between the three geographical areas.

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