

**Statutes Committee Meeting**  
**Friday August 19, 2016**  
**Hotel Hyundai, Gyeongju, Korea**

**DRAFT AGENDA**

1. Welcome
2. Attendance
3. Previous Meeting
4. Preparation of General Meeting
  - Guidelines for short Courses – to be incorporated into procedures manual (see attachment 1, important passages marked yellow).
  - Admission to full membership of the Philippines and Bulgaria
  - Change of Membership for the Japanese Vacuum Society; New Member Society:  
The Japanese vacuum society (JVS) is considering to merge with the Japanese Surface Science society, and discussing to jointly establish a new society. The Process will start in Nov. 2016.
5. Changes to Procedures Manual (see attachment 2, important passages marked yellow):
6. Other Business
7. Next Meeting and Adjournment

## Attachment 1:

In the Procedures Manual we now have four types of events:

- Workshops
- Schools
- Technical Training Courses (TTC)
- Short Courses (SC)

Workshop, School and TTC Guidelines were left unchanged, the Guidelines for SC now read as follows:

### **Guidelines for IUVSTA Short Courses (IUVSTA SC) – To be incorporated into the Procedures Manual:**

#### **Purpose and Format**

The program of IUVSTA Short Courses (IUVSTA SC) is intended to teach the current state of the art of a technique or scientific field within the fields covered by IUVSTA. Such courses are held in conjunction with a major scientific meeting. A typical Short Course lasts 1 - 2 days and attracts all groups of specialists like students, technicians and full academics. Top notch experts of the field intensively teach the current state of the art of a technique or scientific field. An IUVSTA SC is typically organized by a National Vacuum Society in association with a major scientific meeting in a field covered by IUVSTA divisions.

In general, IUVSTA will not financially support a series of IUVSTA SC's taking place in the same country in consecutive years. A second IUVSTA SC organized by a National Vacuum Society may be financially supported by IUVSTA if the previous IUVSTA SC had a completely different topic. However, first time applicants have priority for support if otherwise all requirements for organizing a successful IUVSTA SC are satisfied.

#### **Financial arrangements**

IUVSTA financial support for such courses is intended to reduce the costs for the participants. The sponsorship should be advertised in the scientific meeting web page and any other scientific meeting documents.

Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level. The sponsorship is limited to 2000 Euro per IUVSTA SC. IUVSTA will support up to 5 IUVSTA SCs per triennium.

If there is a financial loss, this is the responsibility of the organizers, and for this reason, it will normally be appropriate to run the IUVSTA Short Course with the support of the local Vacuum Society who will have agreed to underwrite the IUVSTA SC.

Details of the bank account of the National Vacuum Society should be supplied to the Treasurer of IUVSTA who will transfer the agreed funds by electronic bank transfer.

After the Short Course a summary financial account of the course should be sent to the Scientific Secretary together with a scientific report.

#### **Approval and Organization**

The normal procedure for organizing an IUVSTA SC will be:

The basic topic, venue, budget and draft program for a course is developed by a member Vacuum Society (National Vacuum Society). Any member Vacuum Society is eligible to apply but preference will be given to Societies of developing countries.

A proposal must be submitted to the Scientific Secretary no later than one calendar month before the date of a meeting of the Executive Council if it is to be considered at that meeting.

The proposal will be considered by the Education Committee and if accepted will be submitted to the IUVSTA Scientific and Technical Directorate (STD). If the proposal is then accepted by the STD, it will be presented to the Executive Council with a request for a maximum level of sponsorship funding. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer of IUVSTA.

The organizers will provide progress reports to the Education Committee if required and present the final report at the next Education Committee Meeting which will typically take place a day prior to the Executive Council Meeting.

The course should be referred to in all publicity as an IUVSTA Short Course. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain additional funding. In the beginning of the SC a brief presentation on the purpose and structure of IUVSTA has to be given by the organizers.

After the Short Course, a report and a financial statement will be presented to the Education Committee. The report will be sent in electronic form to the IUVSTA Web editor for inclusion in the web page. The Short Course web page will be terminated.

#### **Non-compliance or Cancellation**

Should the Short Course be cancelled for any reason, any unexpended part of the IUVSTA financial contribution should be returned to IUVSTA.

Should the Executive Council determine that any cancellation was not for good reason, it may require the return of the entire financial contribution, whether or not it had already been spent.

Should the Executive Council determine that the guidelines for IUVSTA SC's had been deviated from in a significant way, then it may demand the return of its entire financial contribution.

## Attachment 2:

The chair of the ASC, Frank Richter spotted the following inconsistency in the Procedures manual:

The 3 main Tasks of the ASC are:

- a) Solicit nominations, looking through the submissions, taking care for their completeness,
- b) Formation of the juries and organisation of their work,
- c) Fabrication of medallions and diplomas, taking care of the prize winners talks during IVC.

In the IUVSTA procedures manual, all three tasks are assigned to the Awards and Scholarship Committee (see 2012 manual, p. 37). In contrast, at pp. 99 and 101, task b) is assigned to the IUVSTA president and the IUVSTA Scientific and Technical Director.

It is suggested that the AS Committee is solely responsible for tasks a) – c) and to modify the Procedures Manual as follows:

### **IUVSTA Prizes: Suggested modification in the IUVSTA Procedures Manual**

***i. Current text p. 38*** (Overview of the responsibilities of the Committees of the Executive Council):

#### **Awards & Scholarships**

1. To select Trustees for the Welch Scholarship
2. To oversee the administration of the Welch Scholarship
3. To solicit nominations and select winners for the IUVSTA Prizes
4. To liaise with the organisers of the IVC for the presentation of the IUVSTA Prizes at the IVC and plenary lectures by the prizewinners
5. To propose the conferences to receive Elsevier Students Awards
6. To oversee the World Transfer Program

#### ***Modifications:***

- Pts. 1 and 2: The Welch Award is practically dead but not officially. Therefore we cannot omit these points completely. In my opinion, the task is to watch the development carefully, remind the American colleagues to stay in touch with the family and – after the decision of the family – make suggestion for the use of the money which hopefully will come. Perhaps we should write:

1. **To take care of the Welch Award.**

Point 2 would be deleted.

- Pts. 3 and 4: We could leave these points as they are (with new numbers) because the complete descriptions of the tasks to be accomplished has to be brought somewhere else (pp. 99-102). I would just change the formulation in the last sentence:

2. To solicit nominations and select winners for the IUVSTA Prizes
3. **To liaise with the organisers of the IVC in order to make sure the IUVSTA Prizes are properly presented at the IVC and plenary lectures be assigned to the prizewinners.**

pt. 5: Introduce the MoU:

5. IUVSTA Elsevier students Award: To liaise with Elsevier in order to prepare a draft MoU for the next triennium well before the IVC and to propose the conferences to receive Elsevier Students Awards

pt. 6: To be omitted.

*ii. Current text pp. 99 and 101, resp.*<sup>1</sup> (Nomination and decision procedure):

Judges for the Prize will be a committee appointed by the IUVSTA President and chaired by the IUVSTA Scientific and Technical Director. The decision of this panel is final.

**Modifications:**

I suggest to omit the two sentences above and to introduce of a new point after the point **Eligibility:**

**Review procedure**

The whole process from announcement until the award ceremony is directed by the Awards and Scholarships Committee (ASC) and its chairman.

The most important tasks are:

- a) To solicit nominations, looking through the submissions, taking care for their completeness,
- b) to form the juries, preferably from the members of the ASC. Possible conflicts of interests have to be carefully avoided.
- c) To organise the work of the juries, including the distribution of the complete submitted material via e-mail. The ASC chairman has to verify that the submitted printed material and the electronic versions are identical. The prize winners are determined by the juries after careful discussion by e-mail voting. The decision of this panel is final.
- d) Taking care of the fabrication of medallions and diplomas.
- e) To liaise with the organisers of the IVC in order to make sure the IUVSTA Prizes are properly presented at the IVC and plenary lectures be assigned to the prizewinners.
- f) After the prize ceremony the electronic documents about the submission and decision procedure are given to the IUVSTA archive. The printed material has to be shredded by the ASC chairman.

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<sup>1</sup> The text on p. 99 and 101 are identical.