

Statutes Committee Meeting
Friday, March 29, 2019
at 17:00 SORAT Insel-Hotel Regensburg, Regensburg, Germany

DRAFT AGENDA

1. Welcome
2. Attendance
3. Previous Meeting
4. Procedures Manual:
 - New procedures for the Welch Scholarship included in manual.
 - New guidelines for Elsevier Awards to be included into procedures manual (Attachment 1)
 - New guidelines for EBARA Awards to be included into procedures manual (Attachment 2)
8. Other Business
9. Next Meeting and Adjournment

Attachment 1:

IUVSTA procedures manual (to be updated)

IUVSTA Elsevier Student Awards

Aims

The scheme is designed to give partial financial support to postgraduate research students within seven years of obtaining their first degree at the start of the conference to help them to attend IUVSTA meetings and conferences at which they are presenting a paper.

Preferably, the students should have limited support to attend the meeting. The leading motive should be supporting students who do not have sufficient means to attend the meeting. **Given all things equal (e.g. abstract rating), the conference organizers should strive for gender balance.**

The precise means of allocation of the support money is determined by the conference organizing committee. However, the conference committee is expected to at least waive registration fees for the selected students. Any other help the organizing committee can offer to the student (for example free meals) is appreciated.

Procedure

1. Elsevier will agree to provide a certain amount of funding for each triennium. In consultation with the Chair of the Awards and Scholarship committee, the supported conferences in the upcoming three years will be chosen. The funding can be divided between more than one conference.

2. The Chair of the Awards and Scholarship committee will contact the organizers of the selected conferences to inform them. He will also inform them on conditions and procedures as they are described here.

The Conference Chair will contact Elsevier with details of the conference bank account so that the money allocated can be transferred well before the meeting time. In his letter of request the Conference Chair declares the binding obligation that the money will be used only for financial support of postgraduate research students within the IUVSTA Elsevier Student Award scheme.

3. Conference committees will post a description of the award, conditions for applications and the application form (see below) on the conference website. Depending on the amount of money allocated to a given conference, a certain number of awards shall be announced in the following manner: "Financial support for one award is up to 500 €. In very exceptional cases, more than 500 € can be awarded on an individual basis".

4. Applicants must complete these forms, countersigned by a member of the higher education establishment (who will confirm that the student is enrolled in a research degree course) and submit it by the abstract submission deadline together with

- The abstract of their planned contribution to the Conference
- Indication of requested financial support and description how it will be spend.

Although the normal value of the award will be 500 € in most cases, the conference organisers have the freedom to deviate in both directions from the 500 € standard amount.

5. The Conference Chair will take care that the scientific quality of the submitted abstract is reviewed following the procedure of the conference in order to make sure that only applications which are eligible for acceptance are considered for the award. This makes it possible for the successful applicants to be informed at the same time about both the award and the acceptance of their submissions. Not more than one student may come from any single laboratory.

6. Successful applicants must confirm their attendance within 2 weeks. When attendance is not confirmed, the award will be re-allocated.

7. All awards will be handed out as cash or by bank transfers at the time the awardee presents himself/herself in person at the conference venue registration desk in a convenient (normally local) currency. A form of photographic identity such as a passport will require to be produced. The recipient will sign for the funds provided.

The IUVESTA Elsevier Student Awards will be announced on the conference website. Details of the selected students will also be announced on the website.

The IUVESTA Elsevier Student Awards will be acknowledged during the opening ceremony of the selected conference and in the program book

Elsevier will announce the Award and winners on its websites.

The organizers of the conference will submit a short report about how they used the travel support, including contact details of the selected students.

IUVSTA Elsevier Student Awards: Application Form

FULL NAME OF APPLICANT (Block CAPITALS):

Signature

DATE OF AWARD OF FIRST DEGREE (NOTE: WITHIN SEVEN YEARS OF THE START DATE OF CONFERENCE):

Please submit copy of the degree certificate-

FULL ADDRESS OF RESEARCH LABORATORY (give fax and email if possible as well):

TITLE OF PAPER SUBMITTED TO THE CONFERENCE:

NAME, DATES AND LOCATION OF CONFERENCE TO BE ATTENDED:

THIS FORM MUST BE ACCOMPANIED BY A (SCANNED) LETTER ON OFFICIAL HEADED NOTEPAPER COMPLETED BY MEMBER OF STAFF OF YOUR RESEARCH LABORATORY AND GIVING THE FOLLOWING SIGNED STATEMENT

Name of Applicant (CAPITALS)

Name of Staff Member (CAPITALS)

I confirm that the above named person is enrolled on a research course at this Institution, will be submitting a paper and plans to attend the above conference (Note that only ONE student will be supported from your laboratory).

Signature of Staff Member

SEND THIS FORM AND SUPPORT DOCUMENT together with the abstract of the planned conference contribution TO THE CHAIR OF THE CONFERENCE TO ARRIVE BEFORE THE IUVSTA Elsevier Student Award submission deadline given at the conference website.

IUVSTA Elsevier Student Awards: Offer Letter

I am pleased to advise you that, provided you send the confirmation as instructed below, you will be awarded a student grant to assist with costs of attendance at the following conference:

The amount of the award is: [add amount granted]

YOU MUST NOW SEND A MESSAGE IMMEDIATELY TO CONFIRM THAT YOU WILL ATTEND THE CONFERENCE AND WISH TO ACCEPT THIS OFFER. IF WE DO NOT HEAR FROM YOU BY [add date!] THE OFFER IS WITHDRAWN.

SEND CONFIRMATION TO: [add e-mail address!]

The award can be collected at the registration desk when you arrive where you will be asked to sign and prove identity. This award cannot be transferred to another person. IUVSTA wishes to acknowledge the support of Elsevier Science Limited who have made this award available.

Attachment 2:

Proposed Procedure for IUVSTA-EBARA Young Scientist Award to be included into Procedures Manual:

IUVSTA-EBARA Young Scientist Award Procedure and Conditions

The award is to reward young researchers and engineers for work on environmentally friendly solutions in the area of vacuum-related science and technologies. It is expected that the work submitted to the Award will be related to vacuum science and technologies and demonstrate considerable environmental benefits (e.g. energy savings). Visibility with respect for environmental protection is important.

Conditions of the Award:

Applicants submit a research or technology result in the spirit of the award intention.

The award is announced after receiving funds from the sponsoring company. It is expected that an award will be announced in the framework of an International Vacuum Conference.

There is no more than one Award **each triennium**. The deadline for applications is **February 15**.

Candidates will be informed of the results of their applications as soon as possible but probably before the end of **May**.

Candidates for the Award should be within 10 years after receiving their Ph.D. at the time of the proposal deadline. The candidates need to submit a CV, a summary of the research work and how it fits in relation to the Award intent as well as a list of published papers and other communications. **They will be asked also to present their PhD diploma, indicating the date of their PhD defense.**

The amount of the Award is EUR 3000.-.

The work for which the award is given shall be presented as an invited lecture at an International Vacuum Conference (IVC).

Full details and application forms are available on the IUVSTA web site (www.iuvsta.org).

IUVSTA-EBARA Committee

A subcommittee of the Awards and Scholarship Committee is formed. It shall consist **in** an odd number of members. The **IUVSTA-EBARA** Committee should consist of a balanced

membership in gender, age, organization type (e.g. academic, industry), and geographic diversity (*i.e.* coming from different countries and continents).

The **IUVSTA-EBARA** Committee is elected by the IUVSTA Awards and Scholarship Committee. The committee member serves for three years. The members of the **IUVSTA-EBARA** Committee shall have staggered duty periods as to have some overlap with new Committee members.

A chairman or chairwoman is presiding over the IUVSTA-EBARA Committee and is responsible for the proper functioning of the Award.

The task of the **IUVSTA-EBARA** Committee is to receive the applications and select the best work in the framework of the sponsor intent as stated above. The Committee informs the Awardee and the non-successful applicants.

The IUVSTA-EBARA Committee will report to the Awards and Scholarship Committee.

Award Schedule

This is a tentative schedule so far as the dates are concerned. Actual dates will be published on the web site (www.iuvsta.org)

15 October	Awards & Scholarship Committee	The Awards & Scholarship Committee requests donation by EBARA Corporation to start proceedings for next cycle. This follows IUVSTA Executive Council Meeting at which full report on the EBARA Award has been given.
1 November	Awards & Scholarship Committee	The relay of EBARA Award funds for the next cycle should have been received. If not, communicate with the company.
15 November	Awards & Scholarship Committee	After funds have been received in the IUVSTA account, circulation of announcements will start. The national societies are advised to distribute the announcements within the national society and in their national scientific publications.
30 October	Awards & Scholarship Committee	Notice of the Scholarship may be relayed to appropriate Award directories during this time period.
15 Nov. – 15 Feb.	Chair of IUVSTA-EBARA Committee	Answering inquiries.
15 February	Chair of Ebara Committee	Application deadline. The applications should be reviewed by the Chair of the IUVSTA-EBARA Committee for completeness. Receipt of the application should be acknowledged to the applicant.
15 April	IUVSTA-EBARA Committee	Each member of the IUVSTA-EBARA Committee is sent a set of applications for his review with a form letter which the Chairman will supply and which instructs the member on

the rating system. A list of the current committee members and addresses will be supplied by the IUVSTA secretary.

15 May	IUVSTA-EBARA Committee	Deadline for the Chairman to receive assessments from Committee members. Results of the assessment are forwarded to the Chair of the Awards & Scholarship Committee with a copy to the Secretary General. The IUVSTA-EBARA Committee Chairman informs the successful applicant stating that he has won the Award and the payment modalities. At that time personal details (e.g. date of birth, citizenship, sex, passport number etc.) will be requested if a visa support letter is needed. As soon as acceptance from the Awardee is received, the Chairman of the Ebara Committee authorizes the IUVSTA Treasurer to release funds of the Award. Also, upon acceptance by the successful candidate, the Chair of the Ebara Committee informs the unsuccessful candidates, pointing out that a new competition will open in a few months.
15 September following IVC (approximately)	Chairman of the IUVSTA-EBARA Committee	Financial Report. (The IUVSTA holds an Executive Council Meeting approximately in September or October of each year and the financial status of the Ebara accounts is usually reported at that time. Needed is an accounting of the monies on hand and the monies paid out to the Awardee.)
	New IUVSTA-EBARA Committee Member.	Normally at this Meeting of the IUVSTA Executive Council, the Chair of the Awards & Scholarship Committee will submit the names of a new Committee replacing the Committee completing his 4-year term.
Sept.-Oct. and March-April (approximately)		On these dates, the Awards & Scholarship Committee (ASC) Chairman will report to the IUVSTA Executive Committee on the IUVSTA-EBARA Award. Further, the Chair of the IUVSTA-EBARA Committee is responsible for asking the successful candidate for a final report for submission to the ASC Chairman. The Chair of the IUVSTA-EBARA Committee will organize an invited talk at an IUVSTA sponsored conference closest to the topic of the project.
	The Secretary General	The Secretary General will keep all archival files related to the Award

Rating System Example

The 5 applications have been numbered alphabetically by surname at the top of the first page: 1 (XXX), 2 (XXX), 3 (XXX), 4 (XXX) and 5 (XXX). All 5 applicants have or expect to have completed their PhD prior to the time they would take up the scholarship.

You should assign scores to each candidate (identified as candidate 1 (surname), candidate 2 (surname)....) as follows:

- a) Each candidate is given a score between 0 and 100, in increments of 10

(i.e. 0, 10.....90, 100).

b) Your top selection must be given 100; the bottom selection 0

c) No two candidates can be given the same score.

d) You must give a score to each candidate; if you feel that you have a personal conflict in assigning the score to a particular candidate, you should indicate this, but you must give a score in any case.

Ebara Award Set-up

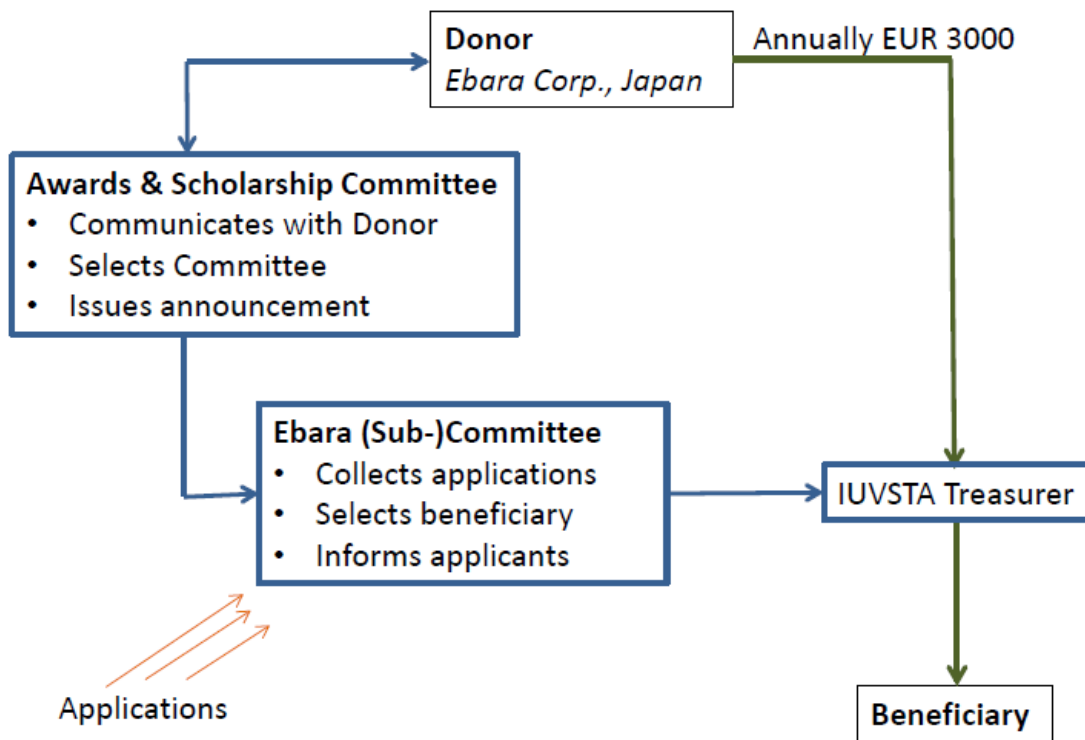


Figure: Relationship of the players in the IUUSTA-Ebara Award