

Guidelines for CSS Technical Committees

1. Responsibilities of Technical Committees

Following the general mission and spirit of the Technical Activities Board of the IEEE Control Systems Society, each CSS Technical Committee is responsible for generating and promoting activities in its areas of interest. The Technical Activities Board can provide limited financial and administrative support for such initiatives. CSS envisions each Technical Committee as a leading worldwide resource in the respective subfield of control systems, under the leadership of the TC chair.

2. Examples of TC activities

- a) Organizing invited sessions in society-sponsored or related conferences, for example, CDC, CCA, ACC.
- b) Organizing or promoting workshops. The workshop can be part of a conference or an independent event.
- c) Promoting collaborations with sister organizations in other societies such as IFAC, EUCA, SICE, SIAM.
- d) Proposing and organizing special issues in pertinent journals, including but not limited to the CSS publications, the *IEEE Transactions on Automatic Control*, the *IEEE Transactions on Control System Technology*, and *Control System Magazine*.
- e) Disseminating information via newsletters, the Web, etc.

3. Financial support

There is a limited annual budget (approximately \$10,000) allocated to the Technical Activities Board (TAB). This budget is available to TCs for a variety of purposes such as room and equipment rentals, complimentary food/drinks, administrative assistance, postage, etc. (However, the budget cannot support travel expenses for TC chairs or members, except in special cases.)

Pre-approval of all proposed TC expenditures must be obtained by the TC chair from the VP- Technical Activities.

4. Meetings, conferences, workshops

TCs are encouraged to organize, or assist in organizing, a variety of meetings and events:

- a) With approval from the CSS Executive Committee, the TC (and CSS) can be a technical cosponsor of a conference or workshop. After technical co-sponsorship is approved, the conference can use the Society's name and the IEEE and CSS logos in its advertising and publications.
- b) A TC can organize an event, possibly jointly with local/regional or other technical organizations (e.g., CSS chapters and other technical societies), without seeking official CSS co-sponsorship. In such a case the event materials can include a sentence such as "This workshop is organized (or co-organized) by such-and-such Technical Committee of the IEEE Control Systems Society." The term "co-sponsorship" and the use of IEEE and CSS logos should be avoided.
- c) To make it easier for a TC to organize a conference or symposium, CSS is establishing an annual "multi-conference," with individual-TC-organized tracks. In this case, a TC would simply be responsible for the technical program of a specific conference/symposium that is part of the multi-conference. The logistical,

financial, and administrative aspects associated with conference organization would be handled by the multi-conference.

5. Information dissemination

It is expected that TC chairs will publicize and promote the activities of their committees. This can be done through several mechanisms:

- a) Through the CSS TC Web page at <http://www.ieeecss.org/TAB/Technical>. To post information on this page, contact the Chair of the Electronic Dissemination Committee (currently Pradeep Misra, p.misra@ieee.org). We recommend that each TC set up a Web page including the TC chair's contact information and photograph, the TC membership roster, and an activity report/calendar. The Web page can link to a separate site maintained by the TC chair or a delegate if convenient.
- b) IEEE is promoting "Virtual Communities" as a convenient platform for information exchange among its membership. TC members and other interested CSS members can take advantage of this platform. See <https://www.ieeecommunities.org/> for more information.
- c) A TC can establish a newsletter as an alternative to this IEEE resource.
- d) Occasional reports of TC activities should be prepared for publication in *Control Systems Magazine*, which enjoys wide distribution among all CSS members and many other control engineers and scientists.

6. Membership

Technical Committees should strive to increase their membership. The TC should be open to all CSS members and the procedure for joining the TC should be posted on the TC Web page. (This procedure may be as simple as an e-mail note to the TC chair.) The current membership roster for the TC should be posted on the Web page. Even a few *active* members can make a tremendous difference in what a TC can accomplish and can develop momentum and positive feedback!

7. Technical Activities Board meetings and reports

The CSS Technical Committees are part of the CSS Technical Activities Board, which is headed by the Society's Vice President for Technical Activities. Twice a year, the TAB VP prepares a report for the CSS Board of Governors. The majority of this report consists of activity summaries from the TC chairs. TC chairs must prepare and deliver their TC summaries to the TAB VP in sufficient time to allow compilation and inclusion in the TAB report. The TAB VP will solicit summary reports adequately in advance of their due date.

TAB meetings are held twice a year, during the ACC (usually in June) and CDC (usually in December) conferences. TC chairs are encouraged to attend these meetings if they are attending the conference. (TAB meeting attendance is not mandatory.)

8. For further information...

TC chairs are encouraged to get in touch with the Vice President for Technical Activities with any questions or comments they may have or to explore possible TC activities. The TAB VP is currently Yutaka Yamamoto (yy@i.kyoto-u.ac.jp).