

IEEE Control Systems Society

Five-Year Technical Committee Review Programme

Procedures, Guidelines and Rolling Schedule

Prepared by Mario di Bernardo, VP Technical Activities | Version 1.0 | March 2026

1. Purpose and Objectives

The Five-Year Technical Committee (TC) Review Programme of the IEEE Control Systems Society (CSS) is established to ensure the ongoing health, relevance, and excellence of the Society's technical community and its associated activities.

The primary objectives of the Programme are:

- To provide a structured, periodic assessment of each TC's activities, membership, governance, and alignment with the CSS strategic objectives and vision.
- To identify and disseminate best practices across TCs, strengthening the overall technical community.
- To surface unmet needs and opportunities, informing CSS leadership of areas requiring support or intervention.
- To promote accountability, diversity, and transparency in TC leadership and operations.
- To create an archival record that supports institutional memory and informs future reviews.

Reviews are conceived as a positive and collaborative process, not a punitive one. They are an opportunity for TCs to reflect on their work, receive constructive feedback, and plan for the future.

2. Scope

This Programme applies to all Technical Committees of the IEEE CSS. Any proposed change to a TC's name, scope, or governing bylaws is also subject to this review process.

The Board of Governors (BoG) determines the scheduling of reviews in accordance with this Programme. In principle, every TC shall undergo a formal review at least once every five years. The VP Technical Activities maintains a rolling schedule (see Section 7) that distributes reviews evenly across years to avoid overloading the Review Committee.

3. Review Committee

3.1 Composition

The TC Review Committee is chaired by the CSS VP Technical Activities. Its membership shall include:

- The CSS President-Elect (ex officio);
- Two to four members appointed by the VP Technical Activities for two-year terms, drawn from among current and former members of the CSS Executive Committee or the Board of Governors.

In constituting the Review Committee, the VP Technical Activities shall pay particular attention to diversity of geographical region, professional background (academia, industry, government), gender, and career stage. At least one member should have direct experience as a TC Chair or Vice-Chair.

3.2 Duties

The Review Committee shall:

1. Oversee and guide the formal review process for each TC under review in a given year.
2. Meet at least once annually to conduct review activities and report findings to the CSS Executive Committee.
3. Prepare a Draft Review Report for each TC reviewed, agree on a Final Review Report, and submit it to the Executive Committee for acceptance.
4. Maintain records of all reviews to be referenced in subsequent cycles.

4. Review Process

The review process comprises three stages: (i) a self-assessment by the TC, (ii) a review meeting between the Review Committee and TC representatives, and (iii) the preparation and finalisation of the Review Report.

4.1 Stage 1 – Self-Assessment Questionnaire

By January 31 of the review year, the VP Technical Activities shall send to the Chair of each TC scheduled for review:

- Formal notification of the upcoming review;
- The Self-Assessment Questionnaire (see Section 5);
- The scheduled date and format of the Review Meeting.

The TC Chair is expected to complete the questionnaire in consultation with TC members. Given the depth of information required, TC Chairs should allow at least two months to gather input. The completed Self-Assessment Report, together with any supporting materials, must be submitted to the Review Committee no later than two weeks before the Review Meeting.

4.2 Stage 2 – Review Meeting

The Review Meeting is conducted by a panel of the Review Committee (typically two or three members) together with TC representatives, normally the TC Chair and Vice-Chair. Meetings may be held in person — preferably at a CSS flagship conference such as the Conference on Decision and Control (CDC) or the American Control Conference (ACC) — or by video conference if in-person attendance is not practicable.

The meeting explores the TC's responses to the Self-Assessment Questionnaire in a collegial and constructive manner. The Review Committee panel prepares brief notes from the meeting to inform the Draft Review Report.

4.3 Stage 3 – Review Report

Within one month of the Review Meeting, the Review Committee shall prepare a Draft Review Report containing observations, commendations, and recommendations. This draft is shared with the TC Chair, who has two months to respond and, if appropriate, revise the Self-Assessment Report.

A Final Review Report — incorporating the Review Committee's findings and the TC's response — is then submitted to the CSS Executive Committee for formal acceptance. Upon acceptance, the report becomes an archival record and is referenced in future reviews. The report is posted on the CSS website (access restricted to CSS members).

Where a review identifies significant concerns regarding a TC's activity levels, leadership, or alignment with CSS goals, the Review Committee may include specific recommendations for remedial action, to be monitored at the next annual TC report cycle.

5. Self-Assessment Questionnaire

The Self-Assessment Questionnaire provides a comprehensive snapshot of the TC's membership and activities. It shall address, at minimum, the following areas:

5.1 TC Identity and Scope

- TC name, scope statement, and mission/vision;
- Relationship to other CSS TCs, TCs of other IEEE Societies, and relevant non-IEEE bodies;
- Alignment with the CSS vision and society-wide strategic priorities.

5.2 Membership

- Total number of TC members and breakdown by region, career stage (student/early-career/mid-career/senior), sector (academia/industry/government), and gender;
- Trends in membership over the past five years;
- Strategies employed to attract diverse and international membership;
- Number and frequency of TC meetings, typical attendance, and quorum compliance.

5.3 Technical Activities

- Workshops, symposia, and special sessions organised or co-organised at CSS and non-CSS conferences;
- Papers reviewed for CSS-sponsored or co-sponsored conferences;
- Special issues of CSS publications organised or contributed to;
- Contributions to CSS Distinguished Lecturer nominations and Associate Editor nominations;
- Awards nominations and recognitions received.

5.4 Leadership and Governance

- Current TC Chair and Vice-Chair, terms of office, and election/appointment process;
- Diversity of leadership in terms of region, sector, and gender;
- Succession planning and mentoring of future leaders;
- Compliance with CSS TC reporting requirements over the past five years.

5.5 Visibility and Outreach

- TC website maintenance and update strategy;
- Social media strategy and management of any TC social account;
- Outreach activities to attract new members;
- Public engagement activities.

5.5 Strategic Outlook

- Key achievements during the review period;
- Challenges faced and how they have been addressed;
- Plans for the next five years, including new initiatives and areas of growth;
- Resource or support needs from the CSS.

Note on Self-Assessment Report preparation

TC Chairs should plan to allow at least eight weeks to complete the Self-Assessment Report. Early engagement of TC Vice-Chairs, officers, and active members is strongly encouraged. The VP Technical Activities is available to answer questions and provide guidance throughout the preparation process.

6. Review Timeline

The following table summarises the sequence of activities and responsible parties for each individual TC review. Month 1 corresponds to January 31 of the review year.

Timeline	Activity	Responsible Party
Month 1–2	VP-TA sends Review Questionnaire to TC Chair; Review Meeting date communicated	VP-TA
Month 2–3	TC Chair assembles Self-Assessment Report with TC input	TC Chair
Month 3 (deadline)	Completed Self-Assessment Report submitted to Review Committee	TC Chair
Month 4	Review Meeting held (in-person or virtual)	Review Committee + TC representatives
Month 4–5	Review Committee prepares Draft Review Report	Review Committee
Month 5	Draft Report sent to TC Chair for comments	VP-TA
Month 5–7	TC Chair responds; revised Self-Assessment returned	TC Chair
Month 7–8	Final Review Report finalised by Review Committee	Review Committee
Month 8	Final Report submitted to ExCom for acceptance	VP-TA
Month 9	Final Report archived and shared with TC	VP-TA / Director of Operations

The VP Technical Activities shall maintain a master tracker of all active reviews and provide a status update to the Executive Committee at each regular ExCom meeting.

7. Rolling Five-Year Schedule

The CSS currently has approximately 20 Technical Committees. To ensure that reviews are conducted rigorously and without placing excessive burden on the Review Committee or on TC volunteers, reviews are distributed across five cohorts of approximately four to five TCs per year.

The VP Technical Activities, in consultation with the CSS President and Executive Committee, shall assign TCs to cohorts based on the following considerations:

- Date of the TC's most recent formal review (or formation, if never previously reviewed);
- TC activity level and any known governance concerns;
- Logistical factors such as conference co-location opportunities.

Year	Cohort / Activity	Notes
2027	Group A TCs (approx. 4–5 TCs, to be identified by VP-TA)	Pilot cohort

Year	Cohort / Activity	Notes
2028	Group B TCs (approx. 4–5 TCs)	Rolling review
2029	Group C TCs (approx. 4–5 TCs)	Rolling review
2030	Group D TCs (approx. 4–5 TCs)	Rolling review
2031	Group E TCs (remaining TCs)	All TCs reviewed
2032+	Group A TCs reviewed again (second cycle begins)	Ongoing

The precise assignment of TCs to cohorts for 2026 onward shall be approved by the Board of Governors at the December 2025 meeting and published on the CSS website. Assignments may be adjusted by the VP Technical Activities in consultation with the President for good cause (e.g., a newly formed TC, a TC undergoing a significant restructuring, or an early-review triggered by specific concerns).

A TC that does not submit its Self-Assessment Report by the stipulated deadline without a prior-agreed extension, or that is unresponsive during the review process, will receive a Review Report noting non-compliance, which will be placed on record and considered in the context of TC standing within the Society.

8. Possible Outcomes and Follow-Up

Following acceptance of the Final Review Report by the Executive Committee, one of the following outcomes may be recommended:

- Continued operation — no concerns identified; TC is commended for its activities and encouraged to pursue stated plans.
- Continued operation with recommendations — specific actions are requested from the TC, to be reported on within 12 months.
- Probationary status — significant concerns identified; the TC is placed under enhanced monitoring with a follow-up assessment within 18 months.
- Merger or restructuring — the Review Committee recommends that the TC be merged with another TC or that its scope be substantially revised; this requires BoG approval.
- Dissolution — in cases of persistent inactivity or failure to meet minimum standards; this requires BoG approval following due process.

In all cases, the Review Committee's recommendations are advisory; final decisions on TC status rest with the CSS Board of Governors acting on the recommendation of the Executive Committee.

9. Relationship to Other CSS Procedures

The Five-Year Review Programme complements, and should be read alongside, the following CSS instruments:

- CSS TC Operations Manual and reporting requirements;
- CSS TC Leadership Procedures (governing TC Chair nominations, elections, and terms);
- CSS 2030 Vision Paper (providing the strategic framework against which TC activities are assessed);
- CSS Outstanding Technical Committee Award criteria.

Annual TC reports submitted to the Board of Governors constitute a key source of evidence for the review process. TCs with a consistent record of timely and complete annual reporting will be recognised for this in their Review Report.

10. Amendments

These procedures may be amended by the CSS Board of Governors on the recommendation of the Executive Committee. The VP Technical Activities shall review this document at the start of each new term and propose updates as needed to reflect changes in CSS structure, strategic priorities, or operational experience.