Bi-Annual ETI Review Guideline

This document is designed to provide help for ETIs (previously called STCs) what information to provide in their bi-annual reports. The ETC committee is not interested to receive verbose text covering many pages but rather it is looking for concise information addressing specifically the items listed below. It is therefore recommended to the ETIs to structure their reports into the main sections and subsections listed below. Of course additional information beyond the topics listed below can always be provided, but it cannot substitute the mandatory items below. While a text document is preferred as opposed to a Powerpoint slide set, it is perfectly acceptable to provide bullet lists where appropriate. In addition, if there is any open question regarding what is requested, ETI members can always ask the ETC for guidance or help.

1. Technical Area

Summarize the importance of the technical area and describe if you envision this as a lasting area. Or, if it is a current "hot topic" with a possible rather limited lifespan.

Points to address:

– Importance, history and outlook of the technical area covered by this ETI

  • Related research and standards activities

– Contributions of this ETI to

  • papers in conferences, workshops and journals

  • conference organizations, editor or TPC roles

  • contribution to standards

– etc

2. Positioning within Comsoc

Describe the relationship of your ETI towards other TCs and ETIs within ComSoc. Which other TCs and ETIs cover similar themes in full or partially. We would like to understand whether and why we need a separate organization rather than to bring these activities and volunteers into some of the existing structures.

– Is your scope complementary or overlapping with them?

– Why do your activities not fit within the existing structures?

– Does this STC intend to serve the academic or the industry community?

– Differentiate your technical area from other existing technical committees.

– etc

3. Activities

Summarize the technical activities of this ETI regarding the points below. Please be careful to explain the role the ETI has actually played in these. Individual

researchers will always publish and organize conferences in some areas. However, we want to understand why the ETI has been instrumental in these activities

– Contributions and sponsorship of publications

– Contributions and workshop and symposia participation,

– standardization activities,

– other technical meetings,

– all other activities, e.g., tutorials, distinguished lectures, etc.

4. Governance and Participation

Please elaborate on the overall operation and participation within the ETI.

– Are ETI officers visible, engaged, and responsive

– How large is the STC? How is its geographic reach and the overall participation in STC activities?

– Does the ETI have regular meetings? When, where and how many members participate? Are there in between and teleconferences?

– Does the ETI have a charter and leadership structure? How and when have chairs and vice chairs been elected.

In addition to the information provided in the report, the ETC will take into account additional information in its review of the ETI:

– Does the ETI have a web page?

  • Is the web page current? When has it been updated
  • Does the web page contain
    ▪ Charter
    ▪ meeting agendas and minutes
    ▪ contact information
    ▪ etc?

– Quality of the bi-annual report, timeliness, responsiveness

5. Future Plans and Potential Impact

Describe your future plans including their potential impact. In particular whether and when you think you may be ready to become a full TC. Please also elaborate any specific support you may be expecting from the ETC (or other ComSoc bodies).