

How to start a ETI (Emerging Technology Interest Group)

The IEEE Communications Society (ComSoc) has various Technical Committees (TC) covering diverse topics that fall under the purview of the ComSoc research community. When new ComSoc-related research areas come into prominence, the existing set of technical committees can be updated by the addition of new TCs or sub-committees within a TC. A pre-requisite for doing so is that such an addition has to be validated before-hand through an Emerging Technology Interest (ETI) group. The IEEE Emerging Technologies Committee (ETC) evaluates each ETI and provides an assessment on whether an ETI is ready to transition into a ComSoc TC or a sub-committee of a TC.

This document attempts to shed light on the key steps involved in forming a Emerging Technology Interest (ETI) group. This document builds upon the ComSoc guidelines identified in <http://www.comsoc.org/about/documents/pp> (Section 9.7.7.3). By publishing this additional document, the IEEE ComSoc ETC hopes to help the research community go about this process in a fast and efficient manner.

1. Define a Scope and Title for the new ETI

The first step is to identify the scope and an appropriate title for the ETI. While preparing the scope, it is important for the proposer to consider existing TCs and ETIs, and explain the relationship and possible overlap with them. The scope should also be clear if the ETI intends to serve the academic, the industry community, or both.

2. Explain what the ETI intends to do

The ETI must cover a topic of importance to the ComSoc community. It can either be a) an area with research scope for many years into the future, or b) a current “hot topic”, but with a possible rather limited lifespan. Identify any related research and standards activities (if any) associated with this topic.

3. Provide list of active researchers in the area

The ETI should be able to identify at least twenty or more active contributors in this area around the world. An active contributor can be defined as those who are publishing papers in flagship conferences/journals or contributing to standards in the topics to be covered by the ETI within the last year or two. The assumption here is some of these contributors would be willing to become officers of the ETI. At least ten of these contributors have to sign the application to become a ETI.

4. Call an open meeting

The next step is for the proposers to call for an open meeting of active contributors. Such a meeting could be held at suitable flagship conference venue that will likely

attract publications in this topical area. The levels of attendance and feedback from such a meeting will be critical in helping the ETC to assess the possible value of creating such an ETI. If sufficient interest is visible at the meeting (in terms of both attendance and feedback from participants), then a Chair, Vice-Chair and a Secretary should be elected, on an interim basis, for this potential ETI. Such an election has to happen at this meeting, and the list of members voting shall be noted.

5. Prepare formal ETI proposal to ETC

The interim officers (Chair, Vice-Chair and Secretary) shall prepare a formal proposal for establishing an ETI. The formal proposal shall contain the title, scope, description, information on the interim officers, and a listing of a community of active contributors in this space. The proposal should also contain minutes of the open meeting where the leadership committee was elected.

The formal proposal should be sent to etc@comsoc.org as an email attachment. The ETC will consider the proposal at one of their meetings, which may happen in-person or over a tele-conference. The ETC members will vote to either approve or reject the proposal. A decision to reject might be accompanied by a brief rationale for the rejection.

6. Establishment of the ETI

If the ETI is approved, then the ETI should convene a meeting of the active contributors to confirm/elect officers of the ETI. Such a meeting may happen over a tele-conference, if convenient to the potential participants. It is important to maximize participation in this first meeting. A mailing-list of such contributors must be setup as soon as possible. The ETI officers shall also undertake efforts to write the formal charter for the ETI within 2 months of approval. The ComSoc ETC Chair will provide a template for a charter.

7. ETI Activities

The ETI shall create ETI web pages under committees.comsoc.org that will disseminate information about the ETI activities (both ongoing and planned), including meeting minutes. The ETI shall conduct regular meetings among its members/contributors. The ETI shall seek to increase contributions in the topical area across publications, workshops, symposia, standards, tutorials, distinguished lectures and other technical meetings. The officers of the ETI must provide regular bi-annual report to ETC on a timely basis.