

# Bi-Annual ETI Review Guidelines

This document specifies to Emerging Technology Initiatives (ETIs) what information to provide in their bi-annual reports. Such reports should be concise and organized as below, with possibly additional information. The report should be a Word document and a template will be provided by the ETC Chair.

## 1. Technical Area

Summarize the importance of the technical area and describe if you envision this as a lasting area (which should be elevated ASAP to a full technical committee) or a current "hot topic" that may be appropriate to remain as an ETI or transition to a formal "Working Group".

### Points to address:

- Importance, history and outlook of the technical area covered by this ETI
- Differentiate your technical area from related and existing technical committees.
- Is your scope complementary or overlapping with them?
- Does this ETI intend to serve the academic and/or the industry community?
- Do you propose any alternative structure for this ETI instead of continuing as an ETI or being elevated to a TC? For example, a "Working Group"?

## 2. Activities

Summarize the technical activities of this ETI regarding the points below. Please use these categories. Contributions to:

- Special issues in journals and magazines (e.g. JSAC and Communications Magazine)
- Conference organization (e.g. SAC tracks at Globecom/ICC) or Workshops
- Online content, e.g. Best Readings or other online tutorials and resources
- Standards
- Any other notable activities

Please note that we want you to be clear about how exactly the ETI (and its members) contributed to these activities. Do not list related activities in IEEE that your ETI did not have a role in. You can list non-ComSoc activities your ETI was involved in but these should be of a limited number and it should be explained briefly why these were better suited to be outside of ComSoc.

## 3. 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
    - other useful information
- Quality of the bi-annual report, timeliness, responsiveness

#### **4. 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).

Finally, please describe activities that may be occurring on this topic outside of ComSoc and the ETI's relation to them, or efforts to collaborate with them. For example, many ETIs may be cross-cutting and have clear intersections with other IEEE Societies or non-IEEE entities that should be exploited.