

THE IEEE COMMUNICATIONS SOCIETY

LOBECOM/ICC MANAGEMENT AND STRATEGY COMMITTEE (GIMS) CHARTER

1. INTRODUCTION

The IEEE Globecom/ICC Management and Strategy Committee, hereafter referred to as GIMS, is established as part of the IEEE Communications Society (ComSoc) Department of Meetings and Conferences (M&C). This charter outlines the structure, responsibilities, and general policies that govern the operation of GIMS.

2. PURPOSE AND SCOPE

The International Communications Conference (ICC) and the Global Communications Conference (Globecom) are annual technical conferences covering telecommunications research, technology and applications. These conferences are fully owned by ComSoc. The purpose of the GIMS Committee is to: 1) provide strategic guidance for, and 2) oversee the operational preparation & management of ICC and Globecom.

GIMS is responsible to the Conferences Council for the continuity, successful conduct, strategic evolution, and policy recommendations of the individual conferences. The GIMS Chair is a voting member of ComSoc's Conferences Council.

3. COMMITTEE STRUCTURE

3.1 Voting members of GIMS

All voting members of GIMS must be members of ComSoc. The voting membership will total seven to nine in number, and will be constituted as follows:

3.1.1 The GIMS Chair will be appointed by the ComSoc President with recommendation of the Vice-President - Conferences. The term of office for the Chair will be two years, coinciding with the term of the ComSoc President. A Chair may be reappointed for at most one additional two-year term.

3.1.2 Three or four members at large (MAL) will be appointed by the GIMS Chair with approval of the Vice-President - Conferences. MALs shall serve staggered terms. The MAL term of office is three years. A MAL can be reappointed for a maximum of one term. Once a MAL has served six years on the committee, he must step down, unless he is appointed Committee Chair.

3.1.3 Three past members of an ICC or Globecom Organizing Committee (OC). Past OC members will be appointed by the GIMS Chair with approval of the Vice-President – Conferences and shall serve staggered terms. The term of office is three years. For a volunteer to be eligible for this appointment he must have served on the OC of a conference that was held during the past five years at the time of the appointment. It is desirable to include representation of past Chairs of one of the conferences (ICC or Globecom). One reappointment will be allowed provided the member still satisfies the eligibility criterion.

3.1.4 The GITC (Globecom/ICC Technical Content Committee) Chair shall be a voting member of GIMS.

3.1.5 The GIMS Chair shall appoint a Vice-Chair who will replace the Chair when he is temporarily unavailable or incapacitated. The Vice Chair will be responsible for managing the Decision Matrix and its deliverables. The GIMS Chair shall also appoint an

Operations Manager who will be responsible for meeting agendas and minutes, maintaining documents (GIMS Charter, GIMS Handbook, GIMS Policies, Directives and Guidelines), managing the GIMS Website, etc.

3.1.6 Whenever possible, the membership of this committee shall include both geographic and professional experience diversity. In particular, a special effort should be made to have sitting members that have their professional affiliation in industry.

3.1.7 If an appointed voting member vacancy occurs for any reason, the individual making the original appointment will promptly appoint another member to serve the unexpired term.

3.1.8 Any GIMS voting member may be removed for cause by a two-thirds vote of the GIMS with the concurrence of the President of ComSoc. The GIMS member being considered for removal shall retain his position as a member of the GIMS with full voting privileges until such time as he has been formally notified of his removal. A member being considered for removal shall be advised of the action and given an opportunity to state his position to GIMS and the President of ComSoc. After a vote of GIMS and approval by the President of ComSoc, formal notification to the GIMS member of his removal will be by letter signed by the President of ComSoc and mailed by registered mail. Copies shall be sent to all members of the GIMS.

3.2 Non-Voting Members of GIMS

3.2.1 A representative for each future conference shall attend all GIMS meetings to report on the status of their conference. They are also expected to attend the Wrap-Up meeting of the conference in progress.

3.2.2 The ComSoc Vice-President of Conferences is an ex-officio, non-voting member of GIMS.

3.2.3 The ComSoc Staff Manager of M & C shall attend all GIMS meetings and be included in all GIMS communications, but will not be a voting member. The ComSoc Staff manager will also provide administrative support as requested by the GIMS Chair.

3.2.4 The ComSoc Finance Manager shall attend all GIMS meetings and be included in all GIMS communications, but will not be a voting member.

4. RESPONSIBILITIES

The GIMS shall be responsible for:

4.1 Selecting the location, venue and dates for each conference consistent with IEEE conference planning policies. The selection of invitational bids to host a conference should take place 36 to 48 months before the date of the conference to minimize conflicts with other conferences and activities that might adversely affect the success of the planned conference.

4.2 Accepting and approving a GIMS standard Memorandum of Understanding (MOU) for co-sponsorship with the IEEE Section/Chapter in the geographical area where the conference is to be held.

4.3 Initiating and approving a GIMS/OC MOU addressing basic guidelines and directives for successfully managing a conference.

4.4 Appointing or approving the appointment of a General Chair and Vice-Chair for each conference. Recommendations will normally come from an IEEE Section, a local ComSoc Chapter, or ComSoc volunteers in the area hosting the conference. The General Chair and Vice-Chair shall be appointed at least two years in advance of the meeting. In the event that the General Chair for a conference is incapacitated or resigns, the Vice-Chair shall assume the full duties and powers of the General Chair on an interim basis.

4.5 Approving the appointment of a volunteer Finance Chairperson, upon the recommendation of the General Chair.

4.6 Approving, in consultation with the ComSoc staff, facilities proposed for the conference, i.e., hotel, convention center, university facilities, etc.

4.7 Providing general consultation and appropriate guidance to the General Chair and his Organizing Committee (OC) of each conference. The GIMS shall appoint from its membership (past or present) at least one member to serve as Conference Advisor for each conference OC to assess such issues as the Decision Matrix deliverables and financial reports.

4.8 Reviewing conference policy in accordance with the IEEE governing documents, including the IEEE Conferences Organization Manual, ComSoc policies, Conferences Council policies and GIMS Policies, Directives and Guidelines.

4.9 Approving financial plans for each future conference. The finances of all ICC and Globecom conferences will be entirely under the control of the ComSoc Treasurer. The ComSoc Treasurer will establish separate loan accounts for each meeting. GIMS will approve conference loan requests and submit the approved requests to the ComSoc Vice-President of Conferences who shall ask the ComSoc Treasurer to advance the loan to each conference. GIMS is to strictly follow all IEEE financial policies and guidelines.

4.10 Providing advice on the preparation of budgets, reviewing and approving said budgets, and overseeing the disposition of all liabilities and assets of a conference, following applicable IEEE policies and guidelines.

4.11 Recommending for ComSoc Vice-President of Conferences and ComSoc Executive Director approval the contracting or employment of any service providers (exhibits, administrative, hotel management, registration management, or publications) that may be warranted. .

4.12 Approving and aiding in the selection of themes and logos for the conference.

4.13 Receiving general status reports and financial reports from each conference General Chair; approving and forwarding these to the ComSoc Vice-President of Conferences and ComSoc Financial and Administration Manager.

4.14 Reviewing the GIMS Charter and recommending improvements.

4.15 Removing and seeking replacement members of Conference Organizing Committees when a two-thirds majority think the "member" has given cause that they are inappropriate to take a leading role in ICC/Globecom conference management.

4.16 The GIMS Chair may assign Work Group responsibilities to committee members in areas such as Finance, Local Arrangements, Registration, Expo/Exhibits and Strategic Issues.

4.17 The GIMS Chair is responsible for submitting specific recommendations for additions, deletions and modifications to the GIMS Policies, Directives and Guidelines to the full committee for its approval. In doing so the Chair shall recognize the need for balance between uniformity and conformity versus creativity and innovation by individual conference OCs. It shall be the responsibility of the GIMS Operations Manager to record the approved action in the minutes of the meeting and to update the GIMS Policies, Directives and Guidelines.

5. MEETINGS & DOCUMENTS

Meetings of the GIMS will be held in conjunction with ICC and Globecom. Additional meetings in person and/or by conference call or e-mail may be called by the Chair or at the request of three GIMS members, with reasonable notice given. The meetings will be structured to address strategic issues first, including reports by Work Groups assigned to address issues between meetings. Work Groups and others are expected to meet by conference call and e-mail between GIMS meetings to address the issues assigned to them.

Roberts Rules of Order shall apply to the conduct of all meetings. Actions of GIMS require simple majority. The Chair of the GIMS may vote on all questions and may rule on a tie vote. Five voting members shall constitute a quorum.

The GIMS Chair shall appoint a GIMS Operations Manager who shall be responsible for preparing minutes of meetings. Minutes of each GIMS meeting will be distributed within 30 days after each meeting to the following: each voting member of GIMS; ComSoc Vice-President of Conferences; ComSoc Vice-President of Technical Activities; and the President of ComSoc. Further distribution will be made as directed by the GIMS Chair.

ComSoc Staff shall assist the GIMS Operations Manager with tools (e.g., website) and administrative support (e.g. making copies, mailing hardcopy when needed, etc.).

6. GENERAL POLICIES

An objective of each conference is to invite and encourage active participation and co-sponsorship by IEEE Organizational Units (OUs) and their members. IEEE permits several types of involvement with conferences and complete definitions can be found in the IEEE Policies document and the IEEE Conferences Organization Manual. Participation is defined as direct involvement with the organization and conduct of technical or other sessions, assisting with publicity, and encouraging members to submit papers and attend the conference. Co-sponsorship implies a genuine and significant involvement in the technical, financial and administrative areas of the conference and requires a memorandum of understanding that clearly states the division of administrative and financial responsibilities among the co-sponsors.

Appropriate attention should be devoted to international participation and providing conferences that are attractive to the whole communications and networking engineering community.

ICC and Globecom locations and venues must be approved by GIMS. Prior to approval, an MOU must be executed between the conference Organizing Committee and the responsible local IEEE officials or the hosting Section/Chapter stating that the policies, procedures and directives established by the IEEE, the IEEE Communications Society and the GIMS will be followed.

Conference locations should, over a period of years, be distributed geographically so as to most effectively serve the membership of ComSoc, the communications industry and the communications profession.

ICC shall be held annually in the spring, preferably In June. Globecom shall be held in the fall, preferably in late November or early December.

Management activities for all ICC and Globecom conferences shall adhere to the following guideline documents:

- IEEE Policies
- ComSoc Policies
- ComSoc Conferences Council Policies
- IEEE Conferences Organization Manual
- GIMS Charter
- GIMS Handbook
- GIMS Policies, Directives and Guidelines

GITC Charter
GITC Handbook
GITC Policies, Directives and Guidelines

7. AMENDMENTS

Amendments and changes may be made to this Charter by action of the Conferences Council and submitted to the Vice President - Conferences for approval.

Proposed amendments must be submitted in writing to all members of the GIMS and the Conferences Council at least 30 days prior to the scheduled date of the meeting where action is expected. Amendments and changes shall require a two-thirds majority of the Conferences Council. Amendments shall become effective immediately after approval by all required parties.