

THE IEEE COMMUNICATIONS SOCIETY

GLOBECOM/ICC TECHNICAL CONTENT COMMITTEE (GITC) CHARTER

1. INTRODUCTION

The IEEE GLOBECOM/ICC Technical Content Committee, hereafter referred to as GITC, is established as part of the Communications Society Department of Meetings and Conferences (M&C). This charter outlines the functions, organization and general policies that govern the operation of GITC.

2. GENERAL PURPOSE

The IEEE International Communications Conference – ICC - and the IEEE Global Communications Conference – IEEE GLOBECOM - are fully owned by the IEEE Communications Society (ComSoc). The objective of GITC is to provide strategic vision and manage the technical content of these two annual technical conferences on telecommunications research, technology and applications, in accordance with IEEE and IEEE ComSoc governing documents, policies and guidelines. Active participation by IEEE Organizational Units (OUs) and members as well as by the overall engineering community having substantial interests in communications is an objective. Appropriate attention should be devoted to international participation and providing conferences that are attractive to all segments of the communications engineering community.

3. EVENT SCHEDULE

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

4. GITC COMMITTEE STRUCTURE

4.1 PURPOSE AND SCOPE - The purpose of the GLOBECOM/ICC Technical Content Committee shall be to guarantee that the Technical Programs of ICC and GLOBECOM are current and of the highest level possible. The GITC shall oversee and provide guidance to the conference Technical Program Committees in their effort in putting together a program that is of value to a broad segment of the communications and networking engineering community. It shall also be responsible to work with the Technical Activities Council (TAC) in harmonizing the objectives of the Technical Activities and of the Meeting and Conferences ComSoc Departments. In summary, the GITC is responsible to the Conferences Council and the Technical Activities Council for the continuity, successful conduct, strategic evolution and policy recommendations regarding the technical programs of ICC and GLOBECOM, consistent with IEEE ComSoc's overall strategic goals and objectives.

The GITC chairperson is a voting member of ComSoc's Conference Council and a non-voting member of the Technical Activities Council.

4.2 RESPONSIBILITIES OF GITC

4.2.1 Appointing or approving the appointment of a Technical Program Chair, who shall be an IEEE ComSoc member, and Technical Program Vice-Chairs for each conference. Recommendations will normally come from the conference General Chair, ComSoc Technical Committee Chairs or a local ComSoc Chapter in the area hosting the conference.

The GITC may remove a conference Technical Program Chair for cause. The procedures given in Section 5.3.7 shall apply.

4.2.2 Approving the technical program of each ICC and GLOBECOM, upon recommendation of the respective Technical Program Chair. These include the overall technical content, Business and Application sessions (BAS), Panels, Tutorials and Exhibits.

4.2.3 Approving, in instances where the conference follows the ensemble of Symposia model, the names of the Symposia Chairs, upon recommendation of the respective Technical Program Chair.

4.2.4 Providing general consultation and appropriate guidance to the Technical Program Chair and technical committees for each conference. The GITC shall appoint from its membership (past or present) at least one member to serve as an advisor for each conference technical committee.

4.2.5 Providing strategic directions for the evolution of the technical content of ICC and GLOBECOM so that these conferences remain an exceptional value to its attendees and are permanently in consonance with ComSoc's general objectives.

4.2.6 Reviewing conference technical policies in accordance with the IEEE and IEEE ComSoc governing documents, including the IEEE Conference Organization Manual, ComSoc and Conference Council policies and GITC Policies and Procedures (P&P).

The GITC Chair is responsible for submitting specific recommendations for additions, deletions and modifications to the GITC P&P 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 executive committees. It shall be the responsibility of the Staff Secretary to record the approved action in the minutes of the meeting and to reissue a complete updated revision of the GITC P&P to all voting and non-voting members of GITC. GITC P&P must be approved by the Vice President – Conferences and the Vice President – Technical Activities

4.2.7 Receiving final reports on the technical program from each conference Technical Program Chair; approving and forwarding these to the Vice-President - Conferences and the TAC Secretary.

4.2.8 Reviewing the GITC Charter and recommending improvements.

4.3 MEMBERSHIP

4.3.1 All voting members of the GITC must be IEEE ComSoc members. The voting membership will total seven to nine volunteers, and will be constituted as follows:

a) The GITC Chair, who will be appointed jointly by the ComSoc President with recommendation of the Vice-President – Conferences and the Vice-President – Technical Activities. 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.

b) Between two and four members at large who will be appointed by the Chair with approval of the Vice-President – Conferences and the Vice-President – Technical Activities. These members-at-large shall serve staggered terms. The term of office is two years. A Member-at-Large can be reappointed for a maximum of two additional terms. Once a member-at-large has served six years in the committee he must step down, unless he is appointed Committee Chair.

c) Three past ICC or GLOBECOM Technical Program Chairs. These members will be appointed by the GITC Chair with approval of the Vice-President – Conferences and the Vice-President – Technical Activities and will serve staggered terms, one of them being appointed each year. For a volunteer to be eligible for this appointment he must have been a Technical Program Chair of an ICC or a GLOBECOM that was held in the past five years at the time of the appointment. For this class of members the term of office is three years with no reappointment allowed. If a past Technical Program Chair is not available to serve in this capacity the Vice Presidents of Conferences and Technical Activities will jointly appoint a ComSoc member with significant conference program experience and distinguished professional accomplishments.

d) The Chair of the GLOBECOM/ICC Management and Strategy Committee (GIMS).

e) Members defined in (b) and (c) cannot serve more than an aggregate of seven consecutive years in the committee, unless appointed GITC or GIMS Chair. When this limit is reached that particular volunteer must stay out for at least two years before being appointed for additional service in GITC.

f) 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. With respect to item 5.3.1.c, it is desirable to provide representation of past Technical Program Chairs of both conference series (ICC and GLOBECOM).

4.3.2 The ComSoc Vice-President - Conferences and the TAC Secretary are ex-officio non-voting members of GITC

4.3.3 The ComSoc Executive Director will appoint a staff member to serve as GITC Secretary. The GITC staff Secretary may appoint a staff recording secretary to assist in discharging his/her duties. GITC staff Secretary is a non-voting member of the committee.

4.3.4 The Vice President – Conferences and the Vice President – Technical Activities shall jointly select one of the committee sitting voting members to serve as GITC Vice-Chair, with term of office concurrent with that of the Chair. The GITC Vice-Chair will serve as Chair when he/she is temporarily unavailable or incapacitated.

4.3.5 The committee Chair may define committee member functional responsibilities in areas within the committee scope and also to work or lead Project Teams addressing strategic issues.

4.3.6 If an appointed voting member vacancy occurs for any reason, a replacement member to serve the unexpired term will be appointed by the appropriate officer(s) as defined in 5.3.1.

4.3.7 Any GITC voting member may be removed for cause by a two-thirds vote of the GITC with the concurrence of the President of ComSoc. The GITC member being considered for removal shall retain his position as a member of the GITC 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 GITC and the President of ComSoc. After a vote of the GITC and approval of the President of ComSoc, formal notification to the GITC member of his removal will be by letter signed by the President of ComSoc and mailed by registered mail (or equivalent, trackable air courier service). Copies shall be sent to all members of the GITC.

4.3.8 Meetings of the GITC 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 GITC members, with reasonable notice given. The meetings will be structured to address strategic issues first, including reports by Project Teams assigned to address issues between meetings. Project Teams and others are expected to meet by conference call and email between GITC meetings to address the issues assigned to them.

Robert's Rules of Order shall apply to the conduct of all meetings. Actions of GITC require simple majority. The Chair of the GITC may vote on all questions and may rule on a tie vote.

4.4 MEETING DOCUMENTS

Minutes of each GITC meeting will be distributed within 30 days after each meeting as follows: a copy to each voting member of the GITC; a copy to the ComSoc Vice-President of Conferences; a copy to the ComSoc Vice-President of Technical Activities; a copy to the President of ComSoc. Further distribution will be made as directed by the Chairman.

The Staff Secretary shall be responsible for minutes of meetings and general communication with members the GITC.

4.5 CONFLICT RESOLUTION

If a conflict concerning a particular issue arises between the GIMS and the GITC the following conflict resolution procedure shall be adopted:

- i) The issue will be first considered in a joint meeting of GIMS and GITC chaired by the ComSoc Vice-President - Conferences who shall schedule the meeting upon request by the Chair of GIMS or the Chair of GITC.
- ii) If the issue remains unresolved after the joint meeting then the matter shall be considered for final action by ComSoc's Conferences Council.
- iii) Appeals to the decisions of the Conferences Council shall follow established ComSoc policies.

5. AMENDMENTS

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

Proposed amendments must be submitted in writing to all members of GITC 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 specified parties.