

Minutes of the Council Meeting

5 - 6 March 2003, Bilbao, Spain

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1. EXECUTIVE SUMMARY

IFIP Council 5 – 6 March, Bilbao, Spain

MEMBERSHIP: It was reported that at present there are 42 national member societies with voting rights (out of the 48 full IFIP members). This was a good indication of the interest in IFIP membership.

EVENTS: A second "electronic" vote was necessary to confirm a majority for the decision to hold Congress 2006 in Jerusalem and the process was done with the support of the IFIP Secretariat. There were outstanding issues related to WCC 2002 in Montreal and the President will oversee that these are resolved as soon as possible. There is some progress with regard to a new Charter for the IFIP Congress Committee and a survey within IFIP would be organized with respect to the periodicity of IFIP Congresses. There was a successful IT and Skills (GLITS) conference in October '02 in the UK and preparations for the WITFOR Conferences in August 2003, Vilnius [LT] are proceeding at a good pace. Plans for the World Computer Congress 2004 in Toulouse are also on the right track [for further information please refer to the respective information and links at <http://www.ifip.or.at/minutes/c2003.htm>]

It was reported that during 2002 there was a total of 85 events with IFIP's involvement which represents a very high activity level given the fact that 2002 was also a Congress year and the Congress in Montreal was counted as only 1 event.

PUBLICATIONS: Good news came from the Publisher. During 2002 a total of 31 volumes were published with Kluwer which is a 26% increase over the 23 books published in each of the previous 2 years. For 2002 there is an increase of royalties of 22% over 2001. [However, given the fact that royalties are paid twice a year the overall figure is not reflected in the 2002 accounts.]

Council unanimously adopted the following resolution:

"In the light of previous discussions and decisions of IFIP's Councils and General Assemblies that future publications shall also include electronic publication processes and digital libraries, Council requests that the contract with KAP should not be automatically renewed in the present form".

It was further agreed that the TC Chairs in cooperation with the Publications Committee and the IFIP Officers will draft a policy document and a set of requirements by the end of April so as to reach an agreement and a decision before 30 June 2003.

UNESCO: A resolution was unanimously accepted as follows: "IFIP's Council warmly welcomes the decision of UNESCO's Executive Board to renew its formal consultative relations with IFIP. On its part, IFIP gratefully accepts the continuation of these relations and the obligations and advantages that this relationship entails and looks forward to continuing its fruitful cooperation with UNESCO".

UNESCO & DCSC: Applications were reviewed under the IFIP-UNESCO Grant scheme and a total of 24,000 EUR was allocated to successful applications. It was

agreed that the DCSC Chair will contact the successful applicants to notify them and to provide further information with regard to the disbursement of the grants.

FINANCES: The 2002 operational income has decreased by 8.9% compared to the previous year. The periodicity of some leading conferences that generate proceeds and royalty payments was offered as one reason for this development. The President would pursue a conclusion of the financial matters related to WCC 2002. The 2002 operational expenses have increased by 3.7%. The "Return on Assets" in 2002 has produced a loss which is significant. Compared to 2001, the loss almost tripled. Council endorsed the 2002 actual accounts for approval by GA.

FUTURE ORGANIZATION OF COUNCIL AND GA MEETINGS: To optimize the organization of future meetings and reduce meetings time, TA developed a set of organizational improvements, including the function of a TA Vice-Chair responsible for the Technical Committees.

2. ACTION LIST

IFIP Council 5 – 6 March, Bilbao, Spain

Who Action

All Budget holders	Please supply comments relating to the 2004 Budget to the Treasurer as soon as possible
Treasurer	Contact TC Chairs regarding one-off payment in respect of TC Fund Balances for 2002
EB	Consider links between IFIP and EU including FP6
Marketing Committee	Develop integrated marketing plan for IFIP building on individual TC plans
AMB	Revisit event submission process and related forms to maximise simplicity and efficiency
Treasurer, FC	Ensure explanations available of IFIP Accounts for TC chairs
TC Chairs	Draft publications policy document and requirements by end-April in preparation for publications tendering exercise

3. ATTENDANCE LIST

IFIP Council 5 – 6 March, Bilbao, Spain

Council Members Present

Officers and Trustees:

Klaus Brunnstein (President)
Roger Johnson (Secretary)
Dipak Khakhar (Treasurer)
Dong Yoon Kim (Trustee)
Reino Kurki-Suonio (Trustee)
JAN Lee (Trustee)
Anselmo del Moral (Trustee)
Prins Ralston (Vice- President)
Ricardo Reis (Vice- President)
Niko Schlamberger (Trustee)
Basie von Solms (Vice- President)
Joe Turner (Trustee)

TC Chairs:

Takayasu Ito (TC1)
Robert Meersman (for TC2)
Jan Wibe (TC 3)
Gustav Olling (TC5)
Augusto Casaca (TC6)
Dewald Roode (TC8)
Jacques Berleur (TC 9)
Franz Rammig (TC10)
Leon Strous (TC 11)
John Karat (TC13)

Observers:

Yana Lambert

Secretariat:

Dorothy Hayden
Plamen Nedkov

Apologies:

Jose Granado, (Trustee)
Qinsheng Wang, (Trustee)
Irena Lasiecka (TC 7 Chair)
Bernd Neumann (TC 12 Chair)

4. COUNCIL MEETING

IFIP Council 5 – 6 March, Bilbao, Spain

4.1. Call Meeting to Order

The President opened the Council meeting and welcomed all participants. He was grateful to the Spanish Federation, FESI, for the invitation and the excellent arrangements. He welcomed the Rector of Deusto University, Bilbao, Professor Jose Maria Abrego and the Vice Rector, Professor Maria Jose Gil.

Mr Abrego extended some words of welcome to the members of the IFIP Council. He said that although it was the first time he had heard of IFIP he was very happy that the Council was meeting in Bilbao.

He expressed the hope that in addition to managing informatics that the Council would also find time to reflect on the ethical and social impact of informatics.

He said that he was confident that Anselmo del Moral would be a great host and he expressed the wish that the Council would have a fruitful meeting.

Ms Gil then added her welcome. She was very proud that Spain was represented in IFIP by Anselmo del Moral and that he was a member of their university. She hoped the meeting would be successful and that Council members might find time to enjoy the region.

The President thanked the Rector and Vice Rector for the opportunity to visit their university and thanked them for agreeing to IFIP meeting in the university.

The President then informed Council members of the sudden death of Mr Haeberer who had been chair of TC2. He paid tribute to Mr Haeberer's enthusiastic work on behalf of IFIP and TC2 and expressed the sincere condolences of IFIP Council to his family, friends and colleagues on the loss of a much respected and well liked scientist.

The President then announced that he had appointed Mr Meersman as Acting Chairman of TC2. He then introduced the newcomers to their first IFIP meeting and others attending in new roles:

- T Ito TC 1 Chair
- R Meersman Acting TC 2 Chair
- J Wibe TC 3 Chair
- J Karat TC 13 Chair

4.2. Attendance and Apologies

The Secretary announced the Council attendance and apologies received (please refer to the attendance list). TC 7 chair had sent her apologies. TC 12 was not present and no apology had been received.

4.3. Business Matters

4.3.1. Approval of Agenda

Council unanimously adopted the Agenda.

4.3.2. President's Report

The President reported that soon after GA-2002 it was realised that the final vote to hold WCC-2006 in Jerusalem had a procedural fault. S&B required an absolute majority whereas the vote taken achieved exactly 50% in favour. After discussion with IFIP S&B Committee and Moshe Gottlieb (IPA) it was agreed to confirm the decision by holding an email ballot. This achieved the required absolute majority for holding the WCC-2006 in Jerusalem.

WCC-2002 had been a scientific success but participation had been disappointing. Media coverage and the IFIP Youth Declaration had been very successful. The latter is to be included in the UN's World Summit on the Information Society.

Discussion of WCC-2002 continued under agenda item 4.3.5 Executive Board report.

4.3.3. Secretary's Report

Mr Johnson reported that membership had risen to 42 Full members with voting rights. EB's stimulation of new members continued to attract new interest in IFIP membership.

The Secretariat continued to be very busy and the Secretary congratulated the staff on their level of activity.

EB had completed the review of IFIP Standing Orders and its Supplements. Following S&B Committee approval EB would give final approval in Bilbao for their publication on the IFIP Web Site.

4.3.4. Executive Director's Report

The Executive Director said that following GA 2002 the most important decisions and information were circulated and the Minutes were available soon afterwards. All known changes in the lists of IFIP, GA, TC and WG officers and members were updated. The new IFIP Information Bulletin was distributed in January.

The new members admitted at GA 2001 (Chile, Lithuania, Oman and Zimbabwe) and GA 2002 (Croatia and Cyprus) have fulfilled their initial obligations.

Good progress continued with the IT-STAR initiative to promote regional co-operation and work is in hand on a Regional Pool of Experts. The latter could become a model for other world regions.

External funding had been obtained from UNESCO in support of IFIP activities. Full details under Minute 4.7.4.

The IFIP Web site continues to develop and the latest release had been well received by the IFIP community.

Mr Nedkov expressed his thanks to Mrs Dorothy Hayden and Mrs Brigitte Brauneis for their excellent work.

4.3.5. EB Meeting Report

The Secretary reported that the only major matter of concern at the Executive Board had been the financial consequences of WCC 2002. All minor matters were covered elsewhere on the agenda.

EB had heard that the company formed to run the congress, FIQ-FE, had filed for bankruptcy under Canadian law. EB had identified four specific financial issues which related directly to IFIP. These were:

1. Expenses (mainly stream and workshop) due to individuals – €20K (32K CAN\$)
2. Cost of Proceedings from KAP – €54K (87K CAN\$)
3. Loan provided by IFIP – €72K (115 CAN\$) (+ €7K (11K CAN\$) accumulated interest)
4. Guarantee to IFIP – €28K (45K CAN\$)

EB wished to ensure that items 1 and 2 were settled as quickly as possible. EB also wished to ensure that the loan and guarantee were repaid but would look sympathetically at a proposal to stage payments as part of a recovery plan.

EB advised Council that IFIP **cannot** assume responsibility for paying items 1 and 2 as this could have legal implications regarding IFIP's liability for other debts incurred by FIQ-FE as well. Consequently EB would seek to support CIPS/FIQ in settling these items rather than by IFIP intervening directly.

EB was concerned to note that certain streams may have significantly exceeded their stream budgets. FC would be looking into this matter to see if this had happened and, if so, why and would make recommendations as to how this can be prevented in future. However, it is also clear that all legitimate expenses must be reimbursed.

EB would also be monitoring the impact of WCC 2002 on other IFIP events, particularly in North America. Concern had been expressed at possible future problems for IFIP events in obtaining credit in order to book venues and enter into similar agreements.

EB welcomed CIPS/FIQ commitment to meet their obligations to IFIP and the individual volunteers. EB was willing to support CIPS/FIQ in resolving the current difficulties as quickly as possible. EB wished to conclude a formal agreement with CIPS/FIQ, including a structured recovery plan, for a full settlement of the debts listed above. EB wished the details of such a plan to be agreed as quickly as possible so as to remove any uncertainty for all parties concerned.

EB regretted the problems that resulted from WCC 2002 and was keen to assist CIPS/FIQ to recover from the consequences.

Mr Casaca asked why so large a loan had been given. The **Treasurer** replied that the loan had been requested by CIPS and approved by GA 2001. The **Executive Director** asked whether such a loan could be obtained from a commercial bank. The **Treasurer** replied that the relationship to the host society is based on trust but did include the possibility of interest charges if a loan was not repaid. The **Secretary** observed that commercial banks would charge for such facilities thus increasing organiser's costs.

Mr Ito stated that TC1 had received no information about the costs incurred by their stream.

Council endorsed EB's proposed actions.

(Council discussed WCC 2002 further under agenda item 4.6.1)

4.3.6. Treasurer's Report

Mr Khakhar said the 2002 Accounts were reviewed in February 2003 in cooperation with the IFIP Secretariat and the IFIP Auditor. The 2002 Result, after amortisation and depreciation according to approved policies, and after Special Fund provisions, is a deficit of €201,853. The result is much less than the budgeted surplus of €182K.

Compared with 2001, the 2002 Result shows less income while expenses are increased moderately. The Final Result, after Special Funds Provision of €13K is decrease in IFIP's General Fund by €201K.

Key figures for the last five years are:

(Amount in €K)	2002	2001	2000	1999	1998
Income	76	316	393	582	407
Expenses	264	255	260	237	249
Result	-188	61	133	345	158
Assets	1832	2087	2059	1970	1591
Liabilities	114	164	195	111	124
Funds	1717	1923	1864	1826	1433

Total income was €76K, which is much less than budgeted €538K. This is mainly due to deficit in Return on Assets, particularly due to securities evaluation. Income from Return on Assets, managed by UBS London since 1990 is actually a loss of €289K. Dues from Members were below budget. Royalties from Publications are decreased by €11K or 7.8% to €122K. Proceeds from Activities include proceeds from TC Events of €72K, an increase by €20K or 21% compared to 2001 figures (€92K).

Total expenses were €264K, or 30% below budget. This is due to savings in expenses, at all levels. All TCs had positive TC Fund balance available for 2001. All TCs have positive balances available at end of 2002, totalling €378K. The Technical Support expenses were €10K relating to AMB, digital library and DCSC.

The **Final Result**, after Special Funds Provision of €13K, is a decrease in IFIP's General Fund by €201K to €1,280K.

The 2003 Budget was approved in Natal. The 2003 budget implies total income of €435K and total expenses of €408K, thus giving a budgeted result of a surplus of €26K. On the income side Royalties of €97K is estimated as a tentative figure. Other components of the income consist of the Dues from Members (€160K), Proceeds from Activities (€87K) and Return on Assets (€90K).

On the expense side, expense for the Administrative Secretariat is estimated at €250K. Other major expenses are due to funded expenses budgeted by technical committees. The DCSC support includes compensation to developing countries according to the voucher scheme.

In preparing the 2004 Budget, 2002 Actual Result and 2003 Budget Approved will be considered. However, **the Treasurer** would appreciate to receive comments and recommendations of changes in written form as soon as possible from the budget holders. The proposed 2004 Budget will be prepared prior to the 2003 GA.

The Treasurer proposed a procedure for TC Funds. **Mr Meersman** commented that the proposal had not found favour in preliminary discussions in TA. **Mr von Solms** reported that TCs were against any cap on TC Funds and did not wish to have it applied to the 2002 financial year.

Mr Johnson suggested that since the auditor had completed the audit any changes to the figures would need another audit so it would be better to start any new rules with the current financial year. Mr Casaca reminded Council of the GA 2002 decision which he did not think had been implemented.

After discussion, **Council approved** the following resolution to apply from 2003:

TC Funds provisions are defined for each TC at the end of the fiscal year as the sum of the following components:

- a. 25% of royalties accounted, and*
- b. 75% of proceeds less expenses and grant accounted*
- c. Less 100% of Funded expenses*

In respect of (b) both positive and negative would apply.

Should the total net for a TC become negative, the TC Fund balance would be correspondingly reduced.

IFIP Treasurer to contact TCs concerning one-off payments in respect of 2002.

4.3.7. Finance Committee Report

The FC Chair reported that financially the 2002 operations had two perspectives:

- IFIP business – big decreases (around 31% loss);
- Return on Assets – visible loss (around 16% loss).

If we remove the “Return on Assets” for the last three years, our business was hardly decreasing:

Year	Income	Expenses	Balance	% Dev.
2000	426,402.05	260,450.56	165,951.49	
2001	402,191.93	255,528.86	146,663.07	-16.2%
2002	366,170.17	264,982.91	101,187.26	-31.0%

Looking into the “Return on Assets” alone, the 2002 loss is considerably significant. Compared to Return on Assets” from 2001, the loss almost tripled.

Year	Assets	Return	% Return	% Dev.
2000	2,087,603.87	-33,354.65	-1.6%	
2001	2,059,676.42	-85,821.49	-4.2%	-162.5%
2002	1,832,289.07	-289,761.44	-15.8%	-276.2%

The “Securities at Book Value” are being reduced every year. It reflects a potential loss that will only be realised if we liquidate the securities:

Year	SBV	Appr/Depr	%ApprDepr
2000	1,587,565.15	74,137.85	+4.7%
2001	1,746,439.56	-78,855.18	-4.5%
2002	1,736,461.24	-226,679.00	-13.1%

Considering “Income” in more detail, we can make the following observations:

Our operational Income decreased by €36K (-8.95%) due to a decrease in all the sources:

- Dues from Members -5,735.55 (-3.6%)
- Royalties from Publications -78,855.18 (-4.5%)
- Proceeds from Activities -19,786.43 (-17.9%)

The “Expenses” during 2002 increased by 9,454.05 (+3.7%), which reflects the tight control on administrative costs and an increase on operational costs of TCs. Looking in detail the figures presented by the Treasurer, we can observe the following:

- Administrative Secretariat +2,026.80 (+1.0%)
- Administrative Support -17,175.48 (-46.0%)
- Technical Committees +17,956.22 (+82.9%)
- Technical Support +6,646.51 (+155.1%)

The FC proposed this Council to endorse the 2002 actual accounts and to propose it for approval by the next GA with a recommendation of praise to our Treasurer and our Administrative Staff for the excellent job done.

The FC had examined the 2003 Budget and considers that it stays in line with the adopted policies and the last GA approval. The control over the “Expenses” is reflected on the budgetary non-increase. The “Income” stays in line with the year 2002 final values. The forecast for the “Return on Assets” is probably over optimistic and we should have a lower expectation. Conversely the “Royalties from

Publications” will most probably exceed the forecast and may somehow compensate the previous figure. There are no noticeable amendments introduced on the version approved in Montreal.

4.4. Technical Committee Reports

[**Please note:** TC updates to Council 2002 are posted at <http://www.ifip.or.at/minutes/c2002.htm> and the full GA 2001 reports are available at <http://www.ifip.or.at/minutes/ga2001.htm> In order to avoid duplication only key information and issues addressed during Council are included below. Regularly updated directory information for all IFIP Technical Committees and Working Groups is available at http://www.ifip.or.at/bulletin/bulltcs/b_tcs.htm]

4.4.1. TC 1 Foundations of Computer Science

Web site: <http://www.dis.uniroma1.it/~ifip-tc1/>

Forthcoming business meetings:

WG1.1	July 2003	Sydney, Australia
WG1.1	Sep 2003	Berlin, Germany
WG1.3	1-4 June 2003	Cala Galdana, Menorca, Spain
WG1.6	12 June 2003	Valencia, Spain

4.4.2. TC 2 Software: Theory and Practice

Web site: <http://www.cs.tut.fi/~rks/ifip/tc2.html>

GA 2001 report at <http://www.haeberer.org/users/ifip>

Forthcoming business meetings:

TC2	16-17 Jun 2003	St. Wolfgang, Austria
WG2.1	30 March-3 Apr 2003	Stony Brooks, USA (tentative)
WG2.4	July/August 2003	Houston or Santa Fe, USA
	July 2004	Paderborn, Germany
WG2.5	15-21 Jun 2003	St. Wolfgang, Austria
	June 2004	Washington DC, USA
WG2.7	4-6 April 2003	Fort Lauderdale, FL, USA

4.4.3. TC 3 Education

Web site: <http://www.edu.ge.ch/cptic/prospective/projets/ifip/>

Forthcoming business meetings:

TC3	5-6 July 2003	Pori, Finland
	July 2004	Cape Town, South Africa
WG3.2	2003	Gold Coast, Australia
WG3.3	July 2003	Pori, Finland
WG3.4	July 2003	Pori, Finland
WG3.6	2004	Netherlands

4.4.4. TC 5 Computer Applications in Technology

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc05.htm>

Forthcoming business meetings:

TC5	30-31 May 2003	Semmering, Austria
WG5.5	Oct 2003	Lugano, Switzerland

4.4.5. TC 6 Communication Systems

Web site: <http://www.ifip.tu-graz.ac.at/TC6/>

Forthcoming business meetings:

TC6	18-19 May 2003	Budapest, Hungary
	16-17 Oct 2003	Muscat, Sultanate of Oman
WG6.3	Oct 2003	Cyprus

4.4.6. TC 7 System Modelling and Optimization

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc07.htm>

Forthcoming business meetings:

TC7	23 July 2003	Sophia Antipolis, France
WG7.5	2-5 Nov 2003	Banff, Canada

4.4.7. TC 8 Information Systems

Web site: <http://ifiptc8.cis.gsu.edu/ifip>

Forthcoming business meetings:

TC8	11-13 June 2003	Athens, Greece
	August 2004	Toulouse, France
WG8.2	13 Dec 2003	Seattle, WA, USA
WG8.3	July 2004	Prato, Italy

4.4.8. TC 9 Relationship Between Computers and Society

Web site: http://www.info.fundp.ac.be/~jbl/IFIP_tc9/index.html

Forthcoming business meetings:

TC9	24-25 May 2003	Athens, Greece
WG9.1	Fall 2003	Toronto, Canada
	15-17 Sep 2003	Helsinki, Finland
WG9.23	Aug 2003	Karlstad, Sweden
WG9.36	Apr 2003	Irvine, CA, USA
WG9.6	14-15 June 2003	Copenhagen, Denmark
	8-9 Nov 2003	Frankfurt, Germany
WG9.7	15 June 2003	Trondheim, Norway

4.4.9. TC 10 Computer Systems Technology

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc10.htm>

Forthcoming business meetings:

TC10	1st week Dec 2003	Baden, Switzerland
WG10.4	25-29 June 2003	Monterrey, CA, USA
	March 2004	Moorea Isl., French Polynesia
	2-6 July 2004 (tent.)	Sienna, Italy

WG10.5 March 2003 Munich, Germany
 June 2003 Anaheim, CA, USA

4.4.10. TC 11 Security and Protection of IP Systems

Web site: <http://www.ifip.tu-graz.ac.at/TC11/>

Forthcoming business meetings:

TC11 25 May 2003 Athens, Greece
 WG11.7 see WG9.6

4.4.11. TC 12 Artificial Intelligence

Web site: <http://www.usc.edu/schools/business/atisp/AI/TC-12/>

Directory information: <http://www.ifip.or.at/bulletin/bulltcs/memtc12.htm>

Forthcoming business meetings:

TC12 To be advised

Mr. Neumann is retiring as TC 12 Chair at GA and a new Chair would be elected at that time.

4.4.12. TC 13 Human-Computer Interaction

Web site: <http://www.ifip-hci.org>

Forthcoming business meetings:

WG13.1 1-5 Sep 2003 Zurich, Switzerland
 WG13.4 see WG2.7

4.5. Technical Issues

4.5.1. Technical Assembly

TA paid its respect to Armando Haebeler by a minute's silence.

TC 12 Chairman not present (no apology received) and no report received.

TC 7 Chairperson not present (apology received) but no report.

TC 5 Will circulate its newly created "job description" for national representatives to all TCs. New Task Force on "Enterprise Modelling" had been established and there was interest from other TCs. Task Force on Bioinformatics is proceeding. Aims and Scope of the new TC 5 WG "Cooperative infrastructure for Virtual Enterprises and Electronic Business (COVE)" was accepted by TA.

TC 8 The name of the new WG "E-business Information Systems; Multidisciplinary research and practice" was accepted by TA.

TC 3 Task Force on Life Long Learning progressing well – decision about becoming WG at next TC 3 meeting. "Global IT Skills Needs" becomes a TC 3 responsibility.

TC 2 Discussion about EU 6th Framework and interaction with IFIP discussed.

TA recommended to Council that this interaction be investigated. **Council agreed** to refer the issue of links to the EU and FP6 to EB.

SG 16 Chairperson not present and no report received. This SG was supposed to contact all TCs but this did not happen. TA Chair will investigate.

WCC 2004 Discussion between WCC 2004 IPC and OC Chairs and TC Chairs. TC Chairs will send a contact name of the person who represents the TC on the IPC to IPC Chair by March 15th 2003.

Task Force on IT in Sport Possible conference planned in Germany in 2004
TA requests that the German Informatics Society (and the national representative) first be contacted and their support enlisted before further steps concerning the conference are taken. **Council agreed.**

Summer Schools as IFIP Events **TA proposes** that (academic) Summer Schools be recognised as a new type of IFIP event. The format, structure and royalties issues are to be investigated by the IFIP Executive Director in cooperation with TC Chairs, with a proposal to GA 2003. **Council agreed.**

New Structure of TA

The TC Forum will be integrated with TA as a closed part of TA attended only by TC Chairs and TA Chair. TA will start with a closed, informal dinner in the evening. Next morning TA hosts all SCs one by one (if necessary) for face to face talks. All Standing Committees (SC) are requested to provide written reports to all TC Chairs two weeks before these meetings. TA will then hold a closed meeting to discuss the results of the meetings with the SCs. TA will then meet to discuss in open mode to discuss other business.

Appointment of Vice-Chairman of TA

Leon Strous was elected as Vice-Chairman with responsibility for TCs.

Reporting to GA/Council of TA

TC Chairs attend GA and Council and submit written reports to GA and Council but only report verbally at GA. TC Chairs will use this opportunity to specifically address GA members and to expand their involvement and interest in TC activities. The idea of a management summary of all reports is being investigated.

TA reports at Council and GA and TC written reports will cover all relevant issues so that TC Chairs can leverage the opportunity at GA to specifically address GA members.

Appointment of National TC Representatives

The nomination/appointment of national representatives was discussed. This is, according to IFIP's statutes and bylaws, currently being done by the national member society without any influence by the TC Chair. The risk in this procedure is that there may be a good candidate who is active in a WG but who is not in the picture of his national society, does not get appointed. The TC Chairs find it very desirable that there would be a consultation between the respective computer society and the TC Chair about the candidates. **TA requested** Council to make provision to enable such consultations and make them standard practice.

Matters arising from discussions with Standing Committees

Committee for Cooperation with Industry – TCs can consider inviting industry representatives to be part of the TC if so required.

Marketing Committee – The feeling was that IFIP does not have a consolidated enterprise wide marketing plan. Several TCs have individual marketing strategies, but this must be consolidated into a “higher” IFIP marketing plan. **TA requests** MC to take on this initiative.

Activity Management Board – **TA requests** AMB to revisit the event submission process and relevant forms in order to ensure the highest level of simplicity and efficiency. **TC Chairs** will provide input on request.

Finance Committee – TA expressed support for the initiatives of EB to ensure that the financial issues around WCC 2002 are resolved and to ensure that all IFIP volunteers involved with WCC 2002 are re-imbursed as first priority as soon as possible.

TC Chairs will in the mean time directly get reliable figures from stream chairs and others involved for eventual reconciliation purposes, as well as to investigate claims submitted by all involved.

The proposal by the Finance Committee concerning limiting the growth of TC-funds above a certain limit (of €35K) was not received before the meeting and not circulated among the TC Chairs. It was discussed in the Forum whether a limit was necessary and what would be done with the money that would flow into other IFIP funds. An alternative to the formula presented in the proposal is to decide upon an absolute limit of e.g €90K. This has also disadvantages. In general, the TC Chairs concluded that it is felt as a “punishment” of good and successful work. Besides that, TCs need a good buffer for their activities in line with general IFIP policy. With respect to the fact that some TCs by nature or due to circumstances are less fortunate in terms of available funds, the TC Chairs expressed their solidarity in the willingness to find solutions for such situations. However, it was mentioned that for such cases a special activities fund has existed until last year and that this was not used.

TA decided that it would report to Council that the TC Chairs oppose the proposal currently put forward to the Council. They do not wish to see the TC Fund balance limited. If there is a need to support new emerging TCs or TCs suffering from external circumstances, the TC Chairs have an attitude of solidarity and will be open for suggestions and finding solutions to help those TCs. The TC Chairs wish to emphasise again that apparently the special activities funds which has been available for such purposes, has not been used for a number of years, resulting in the abolishment of this special fund last year resulting in the abolition of this special fund last year. The TC Chair considers the principle of limiting the TC Fund balance as unstimulating and discouraging.

It is repeatedly said by many TC Chairs that they feel a need for explanation/clarification of the treasurer’s report, especially with respect to the spreadsheet figures. It is unclear what are the meaning of many items in this report is and how the figures are composed/calculated. Upon a request from the TC Forum convenor for explanatory documents, the Treasurer referred to the information on the website (guidelines). This information however does not satisfy the needs of the TC Chairs.

TA requests the Treasurer and FC to ensure that such explanatory documents are available well in advance of the next TA/GA meetings.

Publications Committee – Concerning publications the TC Chairs expressed their disappointment about the fact that they have not received a draft set of requirements (as we agreed during TA and GA in Montreal) from the PC. This document is an essential document in the process of defining the IFIP policy with respect to publications and is the basis for bids. Given the time aspects concerning the current contract and the time needed for bid, it is possible to ask the PC to do the job and present it for GA in September.

TA reports to Council the disappointment about the progress made, to express the concern of the TC Chairs about the timelines and top propose to Council that the TC Chairs will draft the policy document and the set of requirements (based upon already available valuable input) within two months in order to reach an agreement and decision about these documents before June 30th 2003.

4.5.2. Activity Management Board

Mrs Hayden referred to her report and said that in March 2002 there were 49 registered events for 2002. At February 6th 2003 there are 40 registered events but since that date several event forms have been received and she was confident that last year's level of activity would be maintained. In 2002 there were 85 events registered in the IFIP Calendar which represents a record number. Event proceeds during the year were approximately at the same level of the previous year which was satisfactory given the fact that there was WCC 2002.

In her report, **the Events Facilitator** supported the creation of a new event category of Summer School. (See TA Report Minute 4.5.1)

Finally, **the Events Facilitator** raised the matter of the growing use of events in the "co-sponsored/in cooperation with IFIP". Practice shows many of these events use the IFIP name and logo for publicity but are reluctant to pay a sponsorship fee. The rationale is that such events profit from IFIP's association and at the same time do create an overhead for IFIP in terms of expenses for processing applications etc. **AMB proposes** a flat fee of €200 be introduced.

IFIP Events/Sponsorship Statistics as at February 6th 2003

	SPONSORSHIP					
	TOTAL	FULL	MAIN	CO-	JOINT	OTH
1999	64	20 31.25%	25 39.06%	17 26.56%	1 1.56%	1 1.56%
2000	78	27 34.62%	25 32.05%	22 28.21%	4 5.13%	0 0.00%
2001	64	14 21.88%	29 45.31%	19 29.69%	2 3.13%	0 0.00%
2002	85	20 23.53%	31 36.47%	32 37.65%	2 2.35%	0 0.00%
2003	40	10 25.00%	13 32.50%	16 40.00%	1 2.50%	0 0.00%
2004	2	1 50.00%	1 50.00%	0 0.00%	0 0.00%	0 0.00%

As at February 15th 2002

	SPONSORSHIP					
	TOTAL	FULL	MAIN	CO-	JOINT	OTH
1999	64	20 31.25%	25 39.06%	17 26.56%	1 1.56%	1 1.56%
2000	78	27 34.62%	25 32.05%	22 28.21%	4 5.13%	0 0.00%
2001	64	14 21.88%	29 45.31%	19 29.69%	2 3.13%	0 0.00%
2002	49	16 32.65%	19 38.78%	14 28.57%	0 0.00%	0 0.00%
2003	2	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%

4.5.3. Publications

Mr Lee and Mrs Lambert reported that a total of 31 IFIP books were published with KAP during the year 2002. Total revenues for all IFIP titles during 2002 were US \$ 633,711.40 (€663,378.97) which represents an increase of 15% over 2001. Sales of 23 front list titles (published since July 1st 2002) accounted for US \$326,296.50 (€329,265.79) and sales of 217 back list titles (published prior to July 1st 2002) accounted for US\$ 88,543.72 (€89,349.48) – 79% and 21% respectively.

Royalties to IFIP totalled US\$ 70,789.38 (€71,433.63) for the second half of 2002 and US\$ 106,352.30 (€111,203.74) for the year. This represents an increase of 22% over royalties of US\$ 87,040.42 (€97,318.93) for 2001 and is just short of matching total 2000 royalties of US\$ 107,525.49 (€115,476.47). TC 6 leads with total sales of US\$ 165,838.15 (€174,041.45) followed by TC 5 with sales of US\$ 96,460.80 (€101,860.02) and by TC 3, TC 8 and TC 11 with sales of US\$ 79,491.65 (€81,703.85), US\$ 79,354.10 (€82,426.51) and US\$ 73,937.65 (€80,617.76) respectively. Bulk sales revenues totalled US\$ 182,825.00 (€184,488.71) for the second half of 2002. Total 2002 bulk sales revenue of US\$ 241,987.50 (€250,650.14) represents a 51% increase over 2001 bulk sale revenues of US\$ 160,551.00 (€179,645.87) and represents a 29% increase over 2001 revenues.

Mrs Lambert reported 14 books were scheduled for publication in the first half of 2003 including 6 already published. 10-12 titles are expected to be published in the second half of 2003.

(Please note that an electronic copy of the Publisher's Report is available online at <http://www.ifip.or.at/minutes/c2003.htm>)

Mr Lee reported that the number of publications and income were greater than originally anticipated, though a portion of this can be ascribed to the IFIP World Congress in Montreal. The maintenance of the income level has been achieved somewhat by being much more “hard-nosed” about using the forgiveness of IFIP royalties to cover the shortcomings of some activities.

The major time consuming activity had been the continuing requests for less than the normal bulk orders, combined with the annoyance of the publisher receiving

manuscripts that significantly differ from the original contract specifications. Where these have originated from conferences or workshops that have already taken place it is difficult (if not impossible) to make changes when the amount of financing available is fixed by the already received conference/workshop fee. It cannot be expected that either the publisher or IFIP can cover any additional costs of publication. Thus if the conference/workshop originally contracted for a bulk order of (say) 100 copies of a 200 page proceedings at \$60, they have to reserve \$6,000 to use which may not accommodate 75 copies of a 350 page publication. Over-runs of pages and lower than expected bulk orders seem to be the main problems.

The PC Chair failed to give a timely response in writing to the TA with respect to the concerns for publications that were raised in the Montreal meeting, though the majority of comments were covered in verbal responses to questions at that time. This has now been remedied.

With respect to the potential decision not to automatically renew the contract with the current publisher, a time-line for action has been developed that will involve the further development of a set of requirements that reflect the revised needs of IFIP. A major element of these changes involves the inclusion of requirements with respect to electronic publication and an IFIP digital library activity.

Mr Lee closed his report by thanking Mrs Lambert for her yeoman work as the KAP liaison person. He doubted if IFIP has had a liaison person who has worked so hard to get IFIP a “good deal”. While an employee of KAP she has represented the needs of IFIP extremely well and has gone overboard on many occasions to make things work when it was difficult. Too many times she has been the one who “put things right” when the editors of prospective publications simply did not deliver as promised. IFIP owes a great many thanks to her for her work. He expressed his personal thanks for all the help she had been to him over the past year.

Council agreed unanimously to the following resolution:

In the light of previous discussions and decisions of IFIP's Councils and GAs that future publications shall also include electronic publication processes and digital libraries, Council requests that the contract with KAP should not be automatically renewed in the present form.

Council further agreed that TC chairs, in cooperation with PC and the IFIP Officers will draft a policy document and a set of requirements by the end of April so as to reach an agreement and a decision before June 30th 2003.

The President thanked Mr Lee for his work as PC Chair as he was retiring from the post before GA 2003.

Council applauded.

4.6. Congresses and Major Events

4.6.1. WCC 2002 Final Report

The **President** reported to Council that various reports were being received while the Council meetings were taking place. Various technical problems were being encountered in printing them out but that the reports did not contain all the information needed to allow IFIP Council to sign off the Final Congress Report. However, relevant pages of the report received from Canada were being tabled for Council members.

The report stated that “WCC 2002 was a financial failure but a media success”. The financial loss was expected to be between 285K CAN\$ (€178K). On registrations the report revealed that of the 986 registrations reported to GA 2002, only 427 paid some registration fee. Financial support sought from the Canadian government had still not been rejected although there was no expectation of any funding now being received. This caused a major shortfall on sponsorship income. The final blow was the lack of financial support from Canadian companies who had originally indicated their intention to support WCC 2002.

Council approved the following resolution:

IFIP Council received on March 5th 2003 a report of WCC 2002. However, the content and form of this report do not provide sufficient substantive factual information. Consequently, IFIP Council cannot accept it as the formal Final Congress Report.

IFIP Council requests its Canadian member society to provide a revised report giving sufficient financial and statistical information to adequately document WCC 2002.

IFIP Council requests that the Final Congress Report be submitted to the IFIP President by April 30th 2003.

4.6.2. WCC 2004

Mr Laprie presented a progress report on WCC 2004. The Congress would run from Monday to Thursday with keynote addresses and co-located conferences. On Sunday there would be Tutorials and Workshops and also Workshops on Friday. An exhibition would be held alongside the congress.

So far, TCs 1,3,5,8,10, 11, 13 had agreed to hold events. Discussions are continuing with TC 6. It was planned to have a session related to the European Framework Programme 6 leading edge research projects on ICT.

The schedule was to be:

First Announcement	March 2003
Call for Contributions	June/July 2003
Deadlines for sessions etc	October 2003

Deadline for papers	January 2004
Selection process	February 2004
Joint IPC/SPCs	end-March 2004
Preliminary Programme	end-April 2004
Camera-ready papers due	end-April 2004
Final Programme	June 2004

The registration fee would include social events and there would be a reduced rate for students. Proceedings would be one (or possibly two) paper volumes and a CD-Rom.

Mr Johnson reminded Mr Laprie of the valuable support provided by CEPIS to the 1998 Vienna/Budapest Congress and urged him to contact the CEPIS President to obtain their involvement.

4.6.3. Congress Committee Charter

The **President** introduced an interim report on discussions following the agreement in Montreal on the need for an advisory committee with the mission to advise on WCC management and programme development. It was recognised as important that any committee should not overlap in function with the existing IPC and OC.

Council members were invited to comment on a proposal to expand the charter of the existing Congress Committee and to add the IPC and OC chairs to its membership. If CC meetings were held during C/GA meetings they could consider the written reports and also produce short recommendations for C/GA to consider.

An issue that arose was the lack of synchronisation between WCCs and IFIP President's terms risking an "ownership lapse". CC proposed to conduct a survey amongst the IFIP Community concerning views on 2 or 3-year congress cycles and to report back. If a 2 year cycle is preferred consideration could be given to shortening the Presidential term to match.

Council welcomed the interim report.

4.6.4. WITFOR 2003

Mr Khakhar reported that WITFOR 2003 will be held in Vilnius, Lithuania, 27-29 August 2003. Planning is going well. Different Commissions are schedule to give their draft reports at the end of April. One added attraction is panel of IT ministers on the last day of WITFOR.

All interested are advised to visit www.witfor.lt and register for the conference.

4.6.5. Global IT Skills 2002

Mr Johnson introduced his written report and drew delegates attention to the conference web site at www.globalITskills.org

The event was attended by 35 experts from 14 countries in 5 continents. The speakers provided excellent input to the very constructive discussions which took place at the end of each session.

The main agreement was to continue activities to:

- Develop a high level reference model covering groups including IT professionals, IT practitioners and others
- Develop an inventory of IT professional registration arrangements in support of international mobility
- Explore options for extending international equivalencing of IT qualifications to support international mobility
- Explore the value of greater alignment of occupational frameworks internationally

IFIP was well represented by members of WG 3.4 (Professional and Vocational Qualifications in IT). The event was also supported by BCS, CEPIS, CompTIA, Intellect-UK, SEARCC and Birkbeck University of London in co-operation with ACM, CIPS and IEEE-CS.

The event aimed to cover its costs and expected to provide a small surplus to IFIP after all expenses had been paid including the IFIP delegate fee.

4.7. Standing Committee Reports

4.7.1. Developing Countries Support Committee

Mr Del Moral, the DCSC Chair, reported only one activity – the distribution of the UNESCO-DCSC money for the participation of eligible people in IFIP events. The UNESCO grant of approximately €13K supplemented the DCSC's own funds. Applications were sent to the Executive Director and DCSC Chair and were reviewed during the Council in Bilbao.

Under the UNESCO-IFIP scheme €13K from UNESCO and €11K from DCSC was distributed to applicants from Argentina, Bulgaria, Brazil, the Czech Republic, Slovakia, Zimbabwe, TC 3, TC 6 and TC 9. A further €6K from DCSC funds were allocated for activities related to TC 10, TC 13 and WITFOR. Emails had been prepared to all applicants advising of their successful applications. In those emails it is emphasised that the money granted has to be used for the activity and the person applied for. The procedure for paying the money to the interested parties is the following: The grant holders send the original receipts/vouchers/tickets to DCSC Chair for approval and once received they will be signed and sent to the Secretariat for the release of the money.

4.7.2. Marketing Committee

Mr Laprie, the MC Chair, gave his report as a Powerpoint presentation.

He reported the successful redesign of the web site and the switch to www.ifip.org. He hoped that the upgrading of the site would continue.

The MC would like to see the Newsletter available in paper and electronic (PDF) forms with summary messages to all IFIPers. For use at conferences, the MC planned to produce a poster to complement the "This is IFIP" leaflet. MC recommend that the logo be evolved in a manner similar to Renault, Fiat, Pepsi-Cola etc. All the redesign work would benefit from the involvement of a professional graphics designer subject to a budget being available.

The MC were going to look at options for including material about IFIP in widely distributed magazines such as those of ACM and IEEE-CS.

Finally, MC proposed the creation of a Youth Committee. It would comprise one or two students aged up to 25 appointed by the member societies. The aims would be to enunciate the student viewpoint on the evolution and future of the information society, make IFIP visible to young people, provide a steering committee for the WCC Youth Fora. The committee would meet in conjunction with WCC and WITFOR and report to GA. It was also proposed to create an award for the best student paper accepted for each WCC. Sponsorship by companies would be needed to fund the scheme.

Mr Johnson suggested that MC might consider distributing an annual report on IFIP activities each Spring including a set of Powerpoint slides that GA members could use to present IFIP to their societies. He also suggested contacting CEPIS about including IFIP material in their electronic journal, Update.

4.7.3. Admissions Committee

It was noted that Malaysia was seeking to switch to Corresponding Membership.

4.7.4. IFIP-UNESCO Liaison

The Executive Director presented his report as the IFIP-UNESCO Officer.

As well as the address given by the UNESCO Assistant Director at WCC 2002, another UNESCO staff member had been heavily involved in the preparation of the UNESCO-IFIP WCC 2002 Declaration on Youth and in the organisation of two sessions related to UNESCO's Draft Recommendation concerning the Promotion and Use of Multilingualism and Universal Access to cyberspace and the Information for All programme.

After the Congress the Declaration was translated into French and Spanish and widely disseminated within UNESCO and IFIP. It would form a special topic of the work of WITFOR Commission 4. It had also been sent to WSIS as a contribution to their work.

IFIP continued to be actively involved with other NGOs in preparing for the World Summit on the Information Society.

Member societies were advised to contact their National UNESCO Commissions to enquire about opportunities to obtain support for events under the UNESCO

Participation programme. This programme was providing significant support to WITFOR following an application via the Lithuanian National Commission.

IFIP is currently arranging for the chair of WG 13.3 on HCI and Disability to join a UNESCO Expert Group as the IFIP representative. The expert group is expected to produce a paper for discussion at an expert meeting which will take place at UNESCO, Paris in May 2003.

At its 165th session, UNESCO's Executive Board agreed to renew the formal consultative relationship between UNESCO and IFOIP for another period of 6 years. In the regard, the IFIP-UNESCO Officer proposed the following resolution:

IFIP's Council warmly welcomes the decision of UNESCO's Executive Board to renew its formal consultative relations with IFIP. On its part IFIP gratefully accepts the continuation of these relations and the obligations and advantages that this relationship entails and looks forward to continuing its fruitful cooperation with UNESCO.

Council agreed.

4.7.5. IFIP Newsletter

No report was presented. A special retrospective issue was prepared in time for GA with the assistance of the Executive Director.

4.7.6. Committee for Co-operation with Industry

Mr Ralston, CCI Chair, presented a proposal to disband CCI and subsume its major activities into the TA, TC and WG structures. TCs and WGs would take on specific reporting obligations to Council and GA as to:

- Industry involvement in TCs and WGs;
- Involvement in Standardisation activities; and
- Industry sessions at TC and WG events.

He outlined the origins of the CCI in 1999 and how its work had evolved since then. He paid tribute to its work in encouraging new initiatives, specifically the Entertainment Computing Task Force.

The current members of CCI had examined three different options and support the proposal set out above.

After discussion, **Council agreed**. **The President** thanked all concerned with CCI for their sustained interest and hard work.

4.8. Future Meetings

2003	GA	August 31 st – September 3 rd , Vilnius, Lithuania
2004	Council GA	March 1 st – March 4 th , Cape Town, South Africa August at WCC 2004, Toulouse, France
2005	Council GA	March, Lisbon, Portugal September, Gaberones, Botswana (To be confirmed)
2006	Council GA	March, Open for Invitations September at WCC 2006, Jerusalem, Israel

The attention of member societies is drawn to the importance of venues having easy access to major international airports.

4.9. Closing of Meeting

The President once more thanked the hosts again for their hospitality and Council members and TC Chairs for their contributions. He wished everyone a safe journey home and declared the meeting closed.