IPTComm

Principles, Systems, and Applications of IP Telecommunications - Technical Committee
(IPTComm-TC)
http://iptcomm.org

Organization & Procedures

Last Approved: January 15, 2020

1. Mission

The primary goal of the IPTComm-TC shall be to bring together researchers from academia, industry, and government to promote technical discussions and interactions on topics in the general area of real-time computer communications, as well as give them the opportunity to broaden their professional contacts through interactions with peers. The Technical Committee shall assist in the following activities:

    a) Promote the research of real-time programmable IP communications

    b) Promote the understanding of real-time programmable IP communications

    c) Promote open standardization for interoperability

d) Support open education and workshops
e) Support and promote technical activities

The IPTComm-TC shall organize the annual IPTComm conference and publish peer reviewed scientific research papers. It shall seek conference sponsorship support from technical organizations such as IEEE or ACM. The IPTComm conference shall discuss current topics such as programmable network services, 5G, internet of things, blockchain systems, machine learning in interactive communications with a focus on reliability, security, privacy, performance, and scalability properties, as well as on the applicability of these technologies for public-safety applications such as Next Generation 9-1-1.

2. Membership

A member is defined as anyone interested in furthering the goals of IPTComm-TC, and who subscribes to the IPTComm-TC mailing list. The IPTComm conference partners may impose additional membership requirements. Anyone can subscribe to the IPTComm-TC technical mailing list; only subscribers to that mailing list can post messages.

3. Steering Committee and Elected Officers

The Steering Committee (SC) shall be the IPTComm-TC governing body. The SC shall provide technical and operational direction to the IPTComm-TC. It shall oversee and provide inputs to the strategic initiatives. The SC shall be composed of no less than four (4) members. The IPTComm-TC shall have four elected officers: Two (2) Technical Committee Chairs and two (2) Technical Program Committee (TPC) Chairs. In the absence of an elected chair, the second elected officer shall fulfill the required duties.

1 – Steering Committee (SC) Member – The SC membership is by invitation only. The members shall represent academia, industry and/or government organizations. They shall have world-class credentials in IP Telecommunications – subject matter expertise, leadership experience, international recognition, and outstanding technical achievements. These may include, but not limited to, research publications, standards participation, patents, technical awards, leadership roles and/or recognized contributions. The SC membership invitation is confirmed only after all existing SC members reach a consensus. Current and past elected Officers shall be invited to be part of the SC. The members of the SC shall be appointed or reappointed at the annual SC meeting. Each member shall continue to be a member of the committee until a successor is appointed, unless the member resigns, is removed, or ceases to be a member.

2 – Technical Committee (TC) Chairman - The TC chair shall be elected by a well-known open election process. The officer shall represent academia, industry and/or government organizations.

They shall have world-class credentials in IP Telecommunications – subject matter expertise, leadership experience, international recognition, and outstanding technical achievements. These may include, but not limited to, research publications, standards participation, patents, technical awards, leadership roles and/or recognized contributions. The TC chair shall:

a) Set overall direction and policies, in consultation with other officers and the steering committee.
b) Coordinates conference activities of other IPTComm-TC Officers.
c) Chairs the IPTComm-TC meetings.
d) Represents IPTComm-TC at other technical bodies such as ACM and IEEE.
e) Initiates elections for vacant officer positions.

3 – Technical Program Committee (TPC) Chairman – The TPC chair shall be elected by a well-known open election process. The officer shall represent academia, industry and/or government organizations. They shall have world-class credentials in IP Telecommunications – subject matter expertise, leadership experience, international recognition, and outstanding technical achievements. These may include, but not limited to, research publications, standards participation, patents, technical awards, leadership roles and/or recognized contributions. The TPC chair shall:

a) Organize and manage sponsored technical conferences
b) Invite TPC members.
c) Assign research papers to TPC members based upon topic preferences.
d) Co-ordinate publication process with conference sponsoring entity.
e) Support publication of the final conference proceedings.
f) Participate in regular committee meetings.
g) Manage conference website.
h) Manage conference registration process.
i) Maintains the mailing list(s).
j) Review scientific research papers, if required.

3.1   Officer Skills and Requirements

Skills important for the elected officers:

a) Able to work in a team environment with a variety of individuals from different backgrounds, experiences, and skills.
b) Good listener who is willing to consider a variety of viewpoints.
c) A commitment to actively engage in Steering Committee discussions both in-person and virtually.
d) A commitment to make sound decisions for the good of the organization by reviewing and considering all presented materials.

e) Able to follow through with providing feedback and completing projects and tasks assigned in a timely manner.

f) Good organization, time management, and delegation skills.

The officer nominee must be involved in IPTComm-TC activities, e.g., by conference participation, presentations, standardization work, topic discussions beyond meeting posts and job announcements.

3.2   Officer Nomination and Election Procedure

The officers shall be elected for a renewable term of two years. If an officer resigns before the expiration of his or her term, a successor is elected to fill the remainder of the term. Any member of the IPTComm-TC can nominate candidates, including himself or herself. The Chair shall solicit nominations for a period of at least two weeks. Candidates nominated must agree to serve before being put on a ballot.

Each IPTComm-TC member shall have one vote. The election shall be conducted using instant runoff voting, in which each vote includes a ranking order of all candidates for each office. Ties shall be resolved by randomization using publicly verifiable information, such as a well-known stock market average. A candidate can be a nominee for more than one office. If a candidate is elected for Chair, he or she shall be removed from consideration for all other offices.

The Chair shall invite IPTComm-TC members to the annual SC meeting. The floor shall be opened for other nominations prior to a vote on approval of the recommended slate. Voting shall be restricted to those in attendance. The election shall be supervised by the SC members and the Chair. If the Chair is also a candidate, only SC members shall oversee the election process.

4. Meetings

The IPTComm-TC members shall meet online and/or at places deemed convenient for its membership, chosen from the major academic conferences such as Real-Time Conference (RTC), IEEE ICC, Globecom, Infocom, and CQR. Meetings are announced at least three (3) months prior. Meetings are open to any conference attendee.

Meetings are chaired by the IPTComm-TC Chair or a designated substitute, typically another Officer. Any member can suggest items for the agenda. The meeting minutes shall be recorded and made available within one month of the meeting.

5. Activities

The Technical Committee shall undertake following activities to promote its mission.

5.1   Conferences and Workshops

The IPTComm-TC members shall organize conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Committee. In particular, the committee shall organize the annual IPTComm conference and seeking sponsorship from technical organizations such as IEEE or ACM. The members shall be active in academic, industrial and/or government conferences by sharing technical presentations, providing representatives to their respective Technical Program Committees, and by providing professional review of submitted papers (soliciting such assistance from among its membership).

5.2   Publication Services

The IPTComm-TC will further support journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The Committee will seek ways to increase active participation of its information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of journals and magazines; and by sponsoring workshops, tutorials, short courses, panel sessions, etc. on special topics.

5.3   Information Dissemination

The IPTComm-TC committee shall maintain an Internet website. The website be used to organize IPTComm conference and committee announcements will be made available on this website.

6. IPTComm Conference

The IPTComm-TC officers shall organize the annual IPTComm conference to promote its activities. The conference shall discuss current topics such as programmable network services, 5G, internet of things, machine learning in interactive communications with a focus on reliability, security, privacy, performance and scalability properties, as well as on the applicability of these technologies for public-safety applications such as Next Generation 9-1-1. The conference shall invite TPC members for reviewing technical papers and workshop proposals.

6.1   Technical Program Committee Membership

The SC members and elected officers shall nominate individuals for TPC membership. Existing TPC members can also nominate individuals. The nominees must show strong subject matter knowledge, experience, recognition, and significant performance in the respective technical areas. The performance may include leadership roles, publications, awards and/or recognized

contributions. The TPC Co-Chair shall make the final decision to invite new TPC members. The invited TPC members shall:

a) Accept or decline assigned papers for scientific review.
b) Nominate others to review assigned technical papers, if required.
c) Review the assigned papers before deadlines.
d) Provide constructive technical feedback to authors.
e) Agree to shepherd selected papers for final publications, if required.
f) Attend TPC organization meetings, if required.

7. Budget and Expenses

The IPTComm-TC shall not have a set annual budget. The Chair shall work with the hosting organization for sponsorship, registration, and publication financials for the IPTComm conference. A budget review shall be done annually during SC meetings.

8. Changes in Policies and Procedures

Any IPTComm member can petition to make changes in the above organization policies and procedures. Such changes can be voted in either by a "last call" or by an explicit vote. A "last call" solicits objections to the change on the mailing list. If there are none within a two-week period, the change becomes effective. If there are objections, a formal vote is held. Changes are voted by a simple majority of respondents, with a quorum of 10% of the IPTComm membership. The change petition fails if no quorum is reached.

9. Precedence of Policies and Procedures

The IPTComm-TC seeks sponsorship for the annual IPTComm conference from technical organizations such as IEEE or ACM. If the sponsoring organization has its own organization policies and procedures, and requires precedence/changes to the current IPTComm-TC policies document, the IPTComm-TC officers will work with the respective organization personnel to reach a mutual agreement. Any policy change will be valid for the duration of IPTComm conference sponsorship.