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To the Chairs and Vice-Chairs
of the Scientific Commissions

Dear Colleague,

Let me first congratulate you on your election as Chair or Vice-Chair of one of the Scientific Commissions of URSI. I am looking forward to working with you in this new triennium.

At the last Co-ordinating Committee in Maastricht, I promised to send you a set of guidelines. I am pleased to enclose these guidelines in this mailing.

Thank you for sending us the summary of the results of the business transacted within your Commission during the Maastricht General Assembly. All reports of the Commissions are available on the URSI web site at : <http://www.ursi.org/Reportcomm.htm>

I would appreciate if each Commission would have its own section on our Homepage. Thank you, Commission G, for giving the example! If you send all relevant information by e-mail to ursi@intec.rug.ac.be (or on floppy), we will put it on your section of the Web.

The Commission budget for the triennium, *including the next General Assembly*, is 9,000 Euro. Experience has shown that it is probably better to concentrate the money on a limited number of events in which URSI can have an impact, rather than spreading the money over numerous occasions.

Please note in the guidelines for URSI-sponsored meetings the rules regarding reduced fees for URSI Radioscientists. It is very important that we receive receipts from the conference organisers for the total amount of sponsorship. Our auditor is very strict. Please help us with this. All sponsored meetings are announced in our Conference Calendar, both in the Radio Science Bulletin and at <http://www.ursi.org/Calendar.html> (please note the links to the conference sites).

Please visit the "Latest News"-section of our Homepage as frequently as possible. This is the best way of communication. Go to : <http://www.ursi.org/Latest.html>. Our quarterly magazine can be downloaded, free of charge, from the web. Do not wait for the mail to deliver your magazine, visit the URSI web site and see the pictures in colour : <http://www.ursi.org/RSB.htm>

Sincerely yours,

Prof. P. Lagasse
Secretary General



GUIDELINES

FOR

COMMISSION CHAIRS

AND

VICE-CHAIRS

The URSI Secretariat
December 2002

General Job description Chair and Vice-Chair

(each Commission may add specific items)

1. Manage the affairs of the Commission between general assemblies :
 - a) manage the Commission budget (for meetings sponsored by your Commission + for travel expenses of invited speakers at the next General Assembly); please make sure that all the receipts (+ a financial report for all mode B & C meetings) are sent to the URSI Secretariat (our auditor is very strict!);
 - b) assist the URSI Secretariat in selection or approval of meetings and conferences to sponsor;
 - c) appoint an URSI representative to each meeting sponsored in Mode B and C, and assure that he/she sends a report to the URSI Secretariat (ursi@intec.rug.ac.be) for publication in the Radio Science Bulletin;
 - d) develop plans for future activities of the Commission;
 - e) set up a Commission Homepage on the URSI WWW (or send all the information by e-mail or on diskette to the URSI Secretariat);
 - f) write and distribute the Commission newsletter (if there is such), one copy should go to the URSI Secretariat (this can be put on the Homepage as well).
2. Prepare reports to URSI : general assembly report, triennial report of the commission
3. Plan, organise and chair the Commission symposium (if there is such)
4. Plan, organise and oversee the Commission's general assembly programme : plan sessions, appoint convenors, organise programme (this too can be put on the Homepage)
5. Attend the meetings of the Co-ordinating Committee :
Chair : the Co-ordinating Committee meeting one year prior to the General Assembly (the Vice-Chair may also attend, but his/her expenses are not reimbursed)
Chair and Vice-Chair : the Co-ordinating Committee meetings during the General Assembly
6. Plan and chair the Commission business meetings at general assemblies
7. Appoint a commission associate editor for the *Radio Science Bulletin*; this person is expected to send two scientific articles per year to Dr. W. Ross Stone or the URSI Secretariat for publication in the Radio Science Bulletin.
9. The Chair and the Vice-Chair keep each other informed on all activities.
10. The Chair is a member of the Council which meets during the General Assembly. The Chair attends the meetings of Council during the General Assembly. If he/she is not able to attend a Council meeting the Vice-Chair should replace him/her.
11. The Chair assists the Secretariat in organising the vote for the next Vice-Chair. Proper procedure will be sent in due time.

**Reports from Commission Chairs and Vice-Chairs
to URSI Secretariat :**

TRIENNIAL COMMISSION REPORT

For an example of such a report, please visit the URSI Homepage at :

<http://www.ursi.org/Reportcomm.htm>

REPORT OF BUSINESS TRANSACTED BY COMMISSIONS

For an example of such a report, please visit the URSI Homepage at :

<http://www.ursi.org/Reportcomm.htm>

Next General Assembly

The next General Assembly will be held in New Delhi, India from 23 to 29 October 2005.

Rules and Suggested Procedures for Commission Vice-Chair Elections

1. Each Commission Chair must write to the Official Members no later than 1 January 2005 inviting nominations for the position of incoming Vice-Chair to be sent to the Chair by 1 March 2005. The Chair (or designate) may also solicit nominations, and should do so if the number of qualified candidates is insufficient. Each nomination must be supported by a curriculum vitae (example will be provided in due course).
2. From the list of nominees, the Chair (or designate) may use whatever method is acceptable to the Commission (e.g. using a nominating committee composed of previous Commission Chairs) to select a slate of at least two, but not more than four, candidates. This slate must be sent to the URSI Secretariat by 1 May 2005.
3. The Secretariat shall send the slate of candidates and ballot forms (example will be provided in due course) with a covering letter (example will be provided in due course) to the Official Members shortly after 1 May 2005. The Official Members are asked to express first and second choices of candidates, and to send their votes to the Chair no later than 1 August 2005. This letter ballot is mandatory. In tallying the vote, each first choice is awarded two points and each second choice is awarded one point.
4. The final vote counting takes place at a Commission Business Meeting in New Delhi. If the Official Member is present, he (she) is allowed to cast a vote if the mailed-in ballot was not received by the Commission Chair. If desired (and before vote counting) an Official Member may also change his (her) mailed-in vote. If an Official Member is unable to be present, a proxy may be designated who is empowered to vote provided the Chair is informed. The votes are then tallied, and the names of the winner and runner-up are announced.
5. Following the Business Meeting and prior to the appropriate Council Meeting, the Chair must provide the Secretariat with the ranking (winner and runner-up) and their point totals. To ensure better geographical distribution of Commission officers, Council reserves the right, in extraordinary circumstances, to select the Vice-Chair and not be bound by the ranking.

URSI-sponsored meetings

1. Initial step

When contemplating URSI Sponsorship, organisers of meetings should carefully read the rules and complete the forms for URSI-sponsored meetings, which can be downloaded from the URSI Homepage at <http://www.ursi.org/Rules.html>

2. Approval procedure

- (1) fill in the application form, choosing one of the modes (A, B or C) described in the Appendix. Additional details should be provided if financial support is requested (modes B and C);
- (2) the advice of the relevant Commission Chair will be sought by the Secretariat. Note that the final decision is made by the Board. Approval depends on a set of conditions, such as:
 1. The meeting has a truly international character;
 2. The scientific level of the meeting is high enough;
 3. The local Member Committee (if it exists) was consulted;
 4. The ICSU Rules on the Freedom in the Conduct of Science are satisfied;
 5. There is no conflict with other URSI meetings or, most importantly, with the General Assembly, which must be sufficiently distant;
 6. Participation by Young Scientists (less than 35 years of age at the time of the meeting) is encouraged.

3. Registration fees for URSI Radioscientists

If the meeting is co-sponsored by URSI, we should ensure that the URSI Radioscientists receive the same reduced fee as the members of the other sponsoring organisations.

If the meeting is organised solely by URSI, without involvement of other organisations, then the registration fee for persons who are not URSI Radioscientists should be raised by EUR 30. After the meeting the organisers have to send the list with names and addresses of these people and the 30 Euro per person to the URSI Secretariat. These new Radioscientists will receive the Radio Science Bulletin until December of the year of the next ordinary General Assembly.

4. Steps before the meeting

Sponsorship entails a few commitments, which are beneficial to both URSI and the meeting organisers :

- (1) URSI's sponsorship must be mentioned in the various documents promoting the meeting. URSI logos are to be used in conjunction with the meeting literature. Such use is truly desirable, because one of the advantages URSI provides is the "blessing" which our Union gives to the meeting; the appearance of the logo makes this "blessing" evident.
- (2) An official URSI representative must be chosen. His main task is to put the expertise of the URSI sponsoring Commission at the organisers' disposal. It should be somebody who would attend the Conference anyhow (his expenses *cannot* be covered by URSI). He is chosen by the Chair of the sponsoring Commission. The URSI Representative is normally

the Official Member of the main sponsoring Commission in the country where the meeting is held.

- (3) Details on the meeting - such as the limit date for the submission of abstracts - must be communicated sufficiently early to the Secretariat to permit publication in "The Radio Science Bulletin" at an early stage. To ensure an efficient flow of information, please send copies of the scientific programme and the various announcements to the Secretariat.

It would be appreciated if the texts meant for insertion in "The Radio Science Bulletin" could be e-mailed to the Secretariat (e-mail address: ursi@intec.rug.ac.be) or sent on diskette. The Secretariat uses *Microsoft Word 97*. Do not place any pictures in the Word file, but send the original pictures to the Secretariat. Please enclose a copy of your text for comparison.

5. Steps after the meeting

- (1) A suitable report on the meeting - 2 to 4 pages long - must be sent to the Secretariat shortly after the end of the conference. This report will be published in "The Radio Science Bulletin", thus providing free (and significant) advertisement to the meeting, a particularly important point if the latter is part of a series.
- (2) A copy of the Proceedings - if they are printed - should be sent to the Secretariat, together with clear instructions for ordering additional copies. This information will be published in "The Radio Science Bulletin".
- (3) If Young Scientists have been supported, their name, address and affiliation should be given to the Secretariat. The latter has a complete list of the Young Scientists who enjoyed our support since 1981. Such a cumulative index is of decisive importance in our efforts to obtain financial support from sources such as ICSU or UNESCO.
- (4) In the case of B and C sponsorship a suitable financial report must be sent to the URSI Secretariat together with proof (receipts, invoices of travel agencies, boarding passes, copies of plane tickets) for the total amount of support.

Items (1), (2) and (3) are typically the responsibility of the URSI representative.

Appendix 1 : Modes of Sponsorship

In order to promote the scientific objectives of the Union, URSI may sponsor scientific meetings of two kinds :

- (a) URSI-generated meetings, which are organised by official bodies of URSI (Commissions, Scientific Committees, Working Groups), maybe with other bodies are co-sponsors ; they should be particularly encouraged.
Proposals made by Member Committees will also receive consideration provided the international character of the meeting is duly established.
- (b) Meetings which are organised by scientific bodies outside the Union. A necessary condition for URSI to be mentioned as a sponsor or co-sponsor is that the Union should be adequately represented in the preparation of the meeting.

URSI sponsorship may be granted according to three Modes :

Mode A : URSI agrees to be explicitly mentioned as a sponsor or as a co-sponsor. This kind of moral support is granted only if the international character and scientific value of the meeting is ensured. No financial commitment is involved, but URSI will support the meeting by publicising it in "The Radio Science Bulletin".

Mode B : URSI grants a fixed, unconditional sum. This type of financial support is strictly restricted to cover expenses of Young Scientists and scientists from the New Independent States (NIS) and Developing Countries. It is also possible to pay a part of the travel expenses of key speakers*. It may not be used to absorb general expenses, and in particular meetings of the Organising and Programme Committees. Receipts from the beneficiaries are required. The support monies will be paid, either directly to the beneficiaries, or by way of the Organising Committee, which will then take care of payments to individuals.

Mode C : URSI grants a sum which is to be regarded as a loan. This sum may typically be used to cover preparatory expenses. It may be combined with an additional, fixed unconditional sum to be used in accordance with Mode B.

URSI will not agree to share financial responsibility in an event with a potential deficit. Guarantees about financial health are taken through participation of an appointed URSI representative on the Financial or Organising Committee of the meeting. Financial support under Mode C will be granted only if the budget shows that the loan will be reimbursed to URSI. The Union should be adequately associated with profits, if any. In any case, the Union will not be liable for losses exceeding the loan granted under Mode C. A financial closing statement after the meeting is expected.

* support for key speakers is typically EUR 500. It can be raised to EUR 1000, but only under special circumstances.

Appendix 2 : ICSU Statement on Freedom in the Conduct of Science

The International Council of Scientific Unions (ICSU) is the oldest existing non-governmental body committed to international scientific co-operation for the benefit of humanity. Created in 1931, after its predecessor, the International Research Council, was dissolved because of discrimination against scientists of certain countries, ICSU has been vigorously pursuing a policy of non-discrimination ever since. ICSU maintains that discrimination hinders the free communication and exchange of ideas and information among scientists and thereby blocks the progress of science, which depends on their collective efforts.

ICSU's Members are 23 International Scientific Unions and 92 national academies of science or research councils. Together they set up international mechanisms to carry out scientific programmes of an interdisciplinary nature. An important factor in the success of these activities, which are concerned with issues such as the protection of the environment, Antarctic regions or space research, is that they are carried out under the aegis of a respected independent and international body such as ICSU. Each Member adheres to the Council's Statutes when involved in activities carried out within ICSU's framework. One of the basic principles in these Statutes (see Statute 5) is that of non-discrimination, which affirms the right and freedom of scientists to associate in international scientific activity without regard to such factors as citizenship, religion, creed, political stance, ethnic origin, race, colour, language, age or sex. All of these rights are embodied in a variety of articles in the *International Bill of Human Rights*. ICSU seeks to protect and promote awareness of, the rights and fundamental freedoms of scientists in their scientific pursuits. ICSU has a well-established non-political tradition which is central to its character and operations and it does not permit any of its activities to be disturbed by statements or actions of a political nature.

As the intrinsic nature of science is universal, its success depends on co-operation, interaction and exchange, much of which goes beyond national boundaries. In order to achieve its objectives, scientists involved in ICSU activities must therefore be able to have free access to each other and to scientific data and information. It is only through such access that science can produce its fruits and international scientific co-operation can flourish. ICSU recognises that scientists are not working in a world where such open access is always assured and it uses its best endeavours privately to resolve difficulties where they arise. In most cases it has been successful. Where such consultations have failed ICSU has, however, had to publicise acts of discrimination against scientists and take steps to prevent their repetition, even to the extent of encouraging members of the ICSU family to decline invitations to hold meetings in the country concerned. On the basis of its firm and unwavering commitment to the principle of the free circulation of scientists ICSU continues to oppose any tendency to weaken or determine this principle.

Application for URSI Sponsorship
FORM 1 (due for modes A, B and C)

1. Name of the meeting :

2. Location and dates :

URL Conference Web site : <http://>

3. Scope and subject :

4. This meeting may be of interest to the following URSI Commissions (Please tick)

- A Electromagnetic Metrology
- B Fields and Waves
- C Radio-Communication Systems and Signal Processing
- D Electronics and Photonics
- E Electromagnetic Noise & Interference
- F Wave Propagation & Remote Sensing
- G Ionospheric Radio and Propagation
- H Waves in Plasmas
- J Radio Astronomy
- K Electromagnetics in Biology & Medicine

P.S. The terms of reference of these Commissions can be found on the URSI Homepage at the following URL : <http://www.ursi.org/Commissions.html>
For more information, please contact the URSI Secretariat (ursi@intec.rug.ac.be).

5. Organising Committee :

6. Programme Committee :

7. For URSI-generated meetings :

7.1. Involved URSI bodies :

7.2. Co-sponsors (with their responsibilities and involvement) :

8. For non URSI-generated meetings :

8.1. Sponsors (with their responsibilities and involvement) :

8.2. Proposed URSI representative :

Name :

Address :

Fax :

E-mail :

9. Has the agreement of the local Member Committee been obtained?

10. Does the host country adhere to the ICSU Statement on Freedom in the Conduct of Science?

Date :

Name :

Address :

Fax :

E-mail :

Signature :

**Application for URSI Sponsorship
FORM 2 (fixed sum - due for modes B and C)**

1. Name of the meeting :

2. Location and dates :

3. Requested fixed sum, total : _____ Euro

3.1. For invited scientists : _____ Euro

Give for each scientist (if already known) name, country, amount and purpose of financial support :

Are there similar known or expected grants from co-sponsors?

3.2. For young scientists : _____ Euro

(see Section 4 (3) of the Guidelines and Rules for Sponsorship)

a) Number of young scientists from

- developing countries : _____ Euro

- industrialized countries : _____ Euro

b) Is the registration fee waived or reduced for :

- young scientists?

- students?

c) Are there similar known or expected grants from co-sponsors?

4. URSI is requested to transfer the above mentioned sum to :

Name of beneficiary :

International bank account number (IBAN):

Name of bank :

Bank identifier code (BIC) :

Full address of bank :

Communication (on bank transfer) for beneficiary :

Date :

Name :

Signature :

APPLICATION FOR URSI SPONSORSHIP
FORM3 (loan - due for mode C)

1. Name, location and dates of the meeting :

2. Requested loan : **Euro**

3. Budget of the meeting

3.1 Expenditure

3.1.1 Working costs

a) Secretariat : give breakdown of personnel and other costs :

- b) Renting costs (rooms, equipment)
- c) Photocopying facilities
- d) Stamps
- e) Telephone, telex
- f) Transportation
- g) Insurance

3.1.2 Travel costs : give, for each beneficiary, name, title or quality,
departure location, cost :

.....

3.1.3 Subsistence costs : give, for each beneficiary, name, title or quality,
number of days, amount :

.....

3.1.4 Grants paid to speakers or reporters :

.....

3.1.5 Announcements and programme printing costs :

.....

a) Announcements in journals

.....

- b) Call for papers
- c) Programme

3.1.6 Pre-prints :

- a) Fixed costs
- b) Printing costs
- Number times unit cost =

3.1.7 Simultaneous translation costs :

3.1.8 Scientific visits and tours :

3.1.9 Welcome costs :

- a) Hostesses
- b) Information to participants (documents, briefcase, etc.)

3.1.10 Social programme (if included in budget) :

- a) Lunches or dinners offered by key speakers
- b) Reception
- c) Banquet

-

TOTAL EXPENDITURE :

EUR
=====

3.2 Income

3.2.1 Registration

- a) Normal fee times participants :
- b) Reduced fee times participants : (for advance payment)
- c) Reduced fee times participants : (for young scientists and students)

3.2.2 Grants :

- a) From URSI : fixed sum (mode B) :
- loan :
- b) From other sponsors : give, for each of them, the name and amount, mentioning if known or expected.

3.2.3 Selling of reports :

a) Pre-prints : number times unit price

b) Other :

c) Copyrights :

3.2.4 Advertising

3.2.5 Registration for scientific visits :

3.2.6 Social programme (if included in budget)

a) Grants :

b) Registration for receptions :

c) Registration for banquet :

Does the fee include the banquet ? YES - NO

-

**TOTAL INCOME
EUR**

=====

3.3 Balance

3.3.1 Difference (Total 3.2 less Total 3.1) :
(should at least be equal to URSI loan)

.....

3.3.2 Less URSI loan :

.....

-

**NET PROFIT
EUR**

=====

Date :

Name :

Signature :

Report of a scientific meeting
FORM 4

A report of scientific meetings sponsored by URSI should be sent to the URSI Secretariat (preferably by e-mail to ursi@intec.rug.ac.be) for publication in the "Radio Science Bulletin". This form lists useful information which should be published. Its use, though not mandatory, will facilitate the work of the secretariat in the preparation of the "Radio Science Bulletin". It is requested to send one copy of the symposium proceedings or reprints for information to the URSI Secretariat. The report should contain all information on the availability of these documents.

Title, location and dates of the meeting :

Organisers :

Sponsors and co-sponsors :

Number of participants (young scientists, students, countries represented)

Results (one A4 page describing scientific results, sessions organised, invited speakers and titles of papers, scientific visits, etc)

**FINANCIAL REPORT
FORM5**

To be sent to the URSI secretariat within three months after the end of a meeting supported by URSI according to mode C.

1. Name, location and dates of the meeting

2. Detailed accounts of the meeting (in Euro)

2.1 Expenditure

2.1.1 Working costs

a) Secretariat : give breakdown of personnel and other costs :

- b) Renting costs (rooms, equipment)
- c) Photocopying facilities
- d) Stamps
- e) Telephone, fax
- f) Transportation
- g) Insurance

2.1.2 Travel costs : give, for each beneficiary, name, title or quality, departure location, cost :

2.1.3 Subsistence costs : give, for each beneficiary, name, title or quality, number of days, amount :

2.1.4 Grants paid to speakers or reporters :

2.2.3 Selling of reports :

- a) Pre-prints : number times unit price
- b) Other
- c) Copyrights

2.2.4 Advertising

2.2.5 Registration for scientific visits

2.2.6 Social programme (if included in budget)

- a) Grants
- b) Registration for receptions
- c) Registration for banquet

Does the fee include the banquet ? YES - NO

TOTAL INCOME in Euro: =====

3. Balance

- 3.1** a) Gross profit (2.2 less 2.1)
- or
- b) Loss (2.1 less 2.2)

3.2 To be returned to URSI (this amount is the smallest of the two figures URSI loan and gross profit) : =====

3.3 Net profit if any (3.1 less 3.2)

In case of a net profit : does the Organising Committee propose a higher reimbursement to URSI ? What are his wishes regarding the affectation of this supplement ?

Certified sincere and complete

Date :

Name :

Signature :