



**Guidelines for Commission Chairs and Vice Chairs
and Early Career Representatives**

The URSI Secretariat
September 2014

Guidelines for Commission Chairs and Vice Chairs And Early Career Representatives

Commitment

The job of URSI Commission Chair, Vice Chair and Early Career Representatives (ECRs) is both a significant honour and a significant responsibility. By agreeing to accept these positions you agree to make the necessary commitment of time and to fully perform the duties of the position.

Your joint task, and particularly that of the Chair, is to provide Commission leadership. You are the interface between your Commission and the URSI Board, between your Commission and the Delegates on the Council, and between your Commission and the International science community.

If you are organized these roles will be a pleasure and you will have the satisfaction of knowing that at the end of your three years in office you pass on a well-organized Commission to your successors.

Please call on the advice of the Secretariat when needed – details can be found at Appendix 1 – and please also remember that you have a pool of past Chairs who can offer suggestions and advice.

You need to work as a team. Different Commissions will allocate the roles differently - but it is important that all are covered. It is particularly important that the Chair and the Vice Chair keep each other informed. It is the duty of the Chair to provide sufficient information, training, and experience for the Vice Chair so that the Vice Chair can seamlessly assume the position of the Chair.

Overview of Roles and Responsibilities

General

1. The Commission Chair has overall responsibility for a three year period commencing at the end of the GASS (in which they served as the Vice Chair).
2. The Vice-Chair acts as Chair of the Commission in the absence of the Chair, or should the Chair be unable or unwilling to perform their duties.
3. The Early Career Representatives (ECRs) work with the Chair and the Vice-Chair to ensure that the Commission is attractive to their early-career peers.
4. The Commission Chair is a member of Council, which meets several times during the General Assembly. The Chair prepares for and attends the meetings of Council during the General Assembly. If they are not able to attend a Council meeting the Vice-Chair must attend instead.

Guidelines for Commission Chairs, Vice Chairs and Early Career Representatives

5. Both the Commission Chairs and the Vice-Chairs are members of the Coordinating Committee (along with the URSI Board) held at the GASS and at the AT-RASC and AP-RASC meetings.
6. The Chair is responsible for the GASS commission programme. The Vice-Chair is responsible for the AT-RASC commission programme.
7. The ECR is a member of the Early Career Coordinating Committee, which will meet at the GASS, AT-RASC and the AP-RASC Meetings. The Committee will report directly to the President and Secretary General.
8. At the discretion of the Commission Chair the Vice-Chair or ECR may be nominated an Associate Editor of RSB. In this position, he/she will be required to solicit the submission of at least two papers per year for the RSB, and help to coordinate reviews of papers in the field of the Commission when requested.

Managing the Affairs of the Commission between the triennial GASS

9. The Chair is responsible for making recommendations to the Secretariat and the Treasurer on the use of the Commission Budget, and requesting approval for such budgetary expenditures.
10. The Chair is responsible for assisting the URSI Secretariat in the selection and approval of sponsored meetings and conferences.
11. The Chair is responsible for appointing one or more Associate Editors for the Radio Science Bulletin – this may be the Vice Chair, the ECR and/or another member of the Commission who is both qualified and willing to serve as Associate Editor.
12. The Chair is responsible for ensuring that the Vice-Chair, ECR and other appointed individuals (e.g., Working Group Chairs) fulfill their commitments.
13. The Chair is responsible for finding at least two and not more than four able candidates to stand for election for each of the posts of Vice-Chair and ECR at the following GASS.
14. The Chair will discharge other Commission specific responsibilities as required and as practical.
15. The Chair is of course expected to respond and deal with emails in a timely manner.

GASS

16. The Commission Chair is responsible for planning and overseeing the Commission's GASS programme.
17. The Commission Chair plans and chairs the Commission Business Meetings at the GASS.

18. The Chair assists the Secretariat in organizing the vote for the next Vice Chair and ECR according to procedure (see also item 5 above).

AT-RASC and AP-RASC

19. The Commission Vice-Chair is responsible for planning and overseeing the Commission's Atlantic Radio Science Conference (AT-RASC) programme. As this meeting will largely run with open sessions the work load should be relatively light. AT-RASC will be held in the year following the GASS.
20. The Commission Vice-Chair will help develop the AP-RASC programme. As this is not yet formally an URSI meeting the responsibility is to help – not organize.

More Details: Managing the Commission.

Introduction

During the triennium, the Commission Officers carry the responsibility of keeping the Commission visible with the Commission Members and others who might support URSI in the future. A strong, healthy Commission nurtures its membership, often with small but important actions.

Commission Report on GASS Commission Business Meetings

The incoming Chair is expected to provide a report on the Commission Business Meetings within three months of the GASS according to the following outline

1. Results of Election of Vice Chair
2. Results of Election of Early Career Representative
3. Appointment of Associate Editor for *Radio Science Bulletin*
4. Updates/Status of Working Groups
(Reports of Working Groups may be included in an appendix)
5. Updates to Terms of Reference of Commission
6. Meetings proposed to be supported in the coming triennium
7. Report and comments on the scientific program of the Commission for the current GASS
8. Proposed sessions for the next GASS
9. Proposed sessions for the AT-RASC
10. Other business

The report should end with the names, affiliation, and full contact information for the new Chair, Vice Chair, and Early Career Representative for the Commission. Descriptive paragraphs are preferred over bullet lists. Paragraphs are preferred to tables. Please remember that your report will be published in the *Radio Science Bulletin* and on the URSI Web site, so complex formatting generally does not contribute to the best readability.

Within the first six months of your tenure, please:

- An important subset of the membership are the Official Members who are nominated by the various academies. These individuals are the voting members when the Vice Chair is chosen. Please keep the Official Members of your Commission engaged. Identify all your Official Members (there ought to be about forty per Commission). Their names appear on the URSI Web site and in the December issue of the Radio Science Bulletin (RSB); they can be contacted using the *Commission Delegates* Mailing List, which is to be found on the URSI Commission page (go to www.ursi.org, click on your Commission page and look on the right hand side of the page). The Chairs may also ask the URSI Secretariat for the latest update of these addresses.
- Confirm with all the people on the list that they are indeed delegates to your Commission (things change) and inform the URSI Secretariat of any changes.
- Identify member committees without delegates and contact the President or Secretary of that member committee seeking a nominee. If the Council Member asks for advice, then propose a name. Advise the Secretariat of these actions, especially where no satisfactory response is obtained.
- You will be given funds to support Commission activities for the duration of the triennium, and it is important that you give due consideration to this at an early stage. Different Commissions use their funds in different ways. The funds can be used to run your own meetings, partner and sponsor meetings run by other groups, support young scientists, etc. More information on meeting support can be found in Appendix 2. You need to provide an outline budget by 31 December in the year of the GASS – the Secretariat will provide you with a proforma on request.

Commission Members Mailing List

It is imperative that you have and maintain a *Commission Members Mailing List*. You can use it to contact the membership as a whole, working groups can use it, and, indeed, you may allow the Commission Membership to use it more generally. Please work with the Secretariat to update your list. You should exercise this list at least once every six months, and more frequently in the run up to the two URSI flagship meetings and the GASS.

URSI Web site

As soon as possible after the GASS (two months), it is important that you help the Secretariat update the URSI Web pages relating to your Commission. This includes providing a photograph of the Commission Officers.

Commission Web sites

All Commissions need a Web site. The Web site can be very simple, and we do not recommend that you overcomplicate it. Consider the workload! A simple up-to-date Web site is better than a complicated and out-of-date Web site. Please contact the Secretariat who will provide a template and also host and help you maintain the Web site.

Commission Sponsored Meetings

The Chair will assist the URSI Secretariat in selection or approval of meetings and conferences to sponsor. This can be either in Mode T (technical support with no funds) or Mode F (support with funding).

The Chair must appoint an URSI representative to each meeting and ensure that they send a report to the URSI Secretariat (rsb@ursi.org) for publication in the *Radio Science Bulletin*. Further details of Mode T and Mode F and the process for sponsoring a meeting can be found in Appendix 2.

Radio Science Bulletin (RSB)

The Radio Science Bulletin (RSB) is URSI's journal and each Commission is expected to provide six topical reviews or articles per triennium. A Commission Associate Editor (AE) – possibly the vice-chair or ECR – should be identified during the GASS.

There should remain a number of extant reviews from the previous triennium, and the AE should have identified some Commission reviews during the previous GASS. A preliminary list and publications schedule should be provided to the Editor, Ross Stone (r.stone@ieee.org) before 31 December in the year of the GASS. As the triennium progresses, the AE should secure further articles up to and above the minimum of six. One of these should be the GASS Commission Tutorial.

The Commission Associate Editor should also work with other Commission officers to identify new books and other publications relevant to the Commission. He/she should inform the RSB Associate Editor for Book Reviews and help identify book reviewers.

Preparation of the Commission Triennial Report

A report describing Commission activities will be required approximately 3 months before the GASS and will be published in the RSB. For an example of such a report, please visit the URSI Web page at: http://www.ursi.org/files/CommissionReports/G_08-11.pdf .

The report is the responsibility of the Chair. The detailed structure of the Triennial Report is not specified, but must include the following:

- Overview of activities and initiatives
- Early career initiative report
- Use of Commission funds
- Sponsored meeting report
- Web site and Mailing List activity report
- RSB papers titles
- WG activity reports.

Finding Vice-Chair and ECR Candidates

Please think about this well in advance of the call for nominations. The Chair and the Vice-Chair need to work together to secure good nominations and you should seek the help of previous incumbents if you anticipate having trouble finding good candidates.

More Details: The GASS Scientific Programme and Business Meetings

It is the Chair's responsibility to deliver an exciting and scientifically rewarding GASS. To facilitate this, there are several coordinating meetings.

Coordinating Committee

The role of the Coordinating Committee is to develop the GASS Scientific Programme and the AT-RASC programme. The Chairs, Vice-Chairs and ECRs are members of the Coordinating Committee and are required to attend the meetings, which will be held during the GASS and AT-RASC Meetings. The Chair, the Vice-Chair and the ECR will be funded by URSI to travel to these meetings and to attend the associated Coordinating Committee Meetings. The VC and the ECR will be funded from Commission funds.

There will be a Coordinating Committee Meeting at AP-RASC attended by just the Chairs.

The Coordinating Committee cycle is:

- A planning meeting will be held April – May in the year after the GASS, during AT-RASC, at which a good first draft of the Commission programme for the forthcoming GASS will be required. This should include names and conveners for most of the Commission sessions together with the provisional title of the Commission tutorial and presenter and proposals for General Lectures.
- The complete program will be finalized through email by the following April.
- At AP-RASC two years after the GASS, the planning meeting will review the programme and allocate tasks for advertising the GASS widely in the scientific community.
- A short orientation meeting will be scheduled for the first Sunday afternoon before the GASS.
- A further short meeting will be held on the Saturday afternoon after the GASS to review roles and responsibilities for the following three years. At this meeting the Secretariat will seek clarification from each Commission on the nominated RSB Associate Editors.
- The new Chair will be responsible for the next GASS.

Drafting your GASS programme ready for the AT-RASC coordinating committee meeting should not be too hard as you should have identified sessions and conveners during the previous GASS and you will have recorded this in your Business Meeting Report. As part of your drafting please:

- Keep in touch with your Vice-Chair with your ECR and the Commission Membership at large.
- Especially keep in touch with your WG leaders – they can reasonably expect to sponsor a session at the GASS.
- Finally, keep in touch with the Commission members of the national committees right from the start and then follow this up to ensure productive information exchange.
- Identify your preliminary session titles.
- Identify session conveners. Try to select a wide range of conveners covering both senior and young scientists (the ECR will help here), and remember to select people from different countries.
- Decide if you will want to hold sessions for late developing subject areas.
- Liaise with other Commissions for joint sessions.
- Identify the Commission tutorial and presenter and when you choose a tutorial speaker, be sure they prepare a paper for the RSB that can be published before the GASS.
- Consider if your Commission will nominate a good topic and speaker for one of the General Lectures

During this time you should be liaising with the Scientific Programme Coordinator for the GASS.

GASS Promotion

This will be discussed at the Coordinating Committee Meeting held at AP-RASC. It will help lift the GASS visibility if each Commission promotes its sessions widely, generating early interest. For example:

- You could identify one flagship session. You might base this around one or more of the Commission review papers, making the early preparation of these papers very important.

Guidelines for Commission Chairs, Vice Chairs and Early Career Representatives

- You could ask your conveners to identify keynote speakers for their sessions. Make sure the keynote speakers are identified early;
- You might ask your keynote speakers to provide a short paper to appear in the RSB 6-9 months before the GASS. The paper could highlight the importance of the field, the outlook, differences of opinion etc.

Paper Submission (approximately one year before the GASS)

The papers will be submitted through a Web-based system.

No Shows

Working with your session Chairs the Commission Officers will need to create an attractive programme and also one that is robust to no-shows. A no-show at an oral session is expensive and detracts significantly from your Commission sessions.

- Session conveners need to contact all presenters when they are filling their sessions to ensure people will be present at the assembly. The rule is simple: no reply, or no strong assurance means no oral presentation.
- Notwithstanding this, conveners should still be prepared for drop-outs – late problems do occur. One mitigation approach is to seek out senior authors and request them to submit poster papers, but also prepare a back-up oral paper that can be called on at short notice.

Session conveners who develop a good relationship with their speakers will get notification of travel problems and late withdrawals. By working with their speakers, conveners protect both the GASS sessions and their speakers' reputations.

URSI Awards

URSI makes a number of awards at the GASS to distinguished Radio Scientists. The Commission Officers will be asked to nominate individuals for these awards around one year before the GASS. Be prepared.

Young Scientists

Around 50-100 Young Scientists (YS) will attend the GASS. The Young Scientists will usually receive a per diem of ~100 USD per day. In addition travel support for YS from developing countries will be provided by URSI central funds. Selection of the Young Scientists is coordinated by the Presidents of the Member Committees.

A Young Scientist reception will be held at the GASS and the Commission Chairs are expected to attend.

Student Paper Competition

A Student Paper Competition will be run at the GASS. The competition is open to all students and not solely the URSI Young Scientists. The details may vary, but the Commission Officers are expected to participate in judging the papers.

Business Meetings at the GASS

There are three Commission Business meetings. It is here that the future of the Commission is secured and it is important that as many members as possible attend. The new Vice Chair election must take place during meeting 1 and a draft programme for the next GASS should be developed during meeting 3.

The agenda for the three business meetings should be advertised ahead of time to increase attention, interest and involvement. The target publication date of the agenda is at least one month prior to the start of the GASS and should be circulated through your mailing list.

Guidelines for Commission Chairs, Vice Chairs and Early Career Representatives

A summary of the business conducted at the Business meetings will be recorded by the Vice-Chair who as the incoming Chair will provide the report to the URSI Secretariat. For an example of such a report, please visit the URSI Web page at:
http://www.ursi.org/files/CommissionReports/B_BusRepGA11.pdf

More Details: AT-RASC and AP-RASC

These meetings are the responsibility of the Vice-Chair.

To be added in due course.

Forms

The latest versions of these are available for downloading from the Web page reached by clicking on “Forms to Download” at <http://www.ursi.org> . Special attention should be paid to the following:

1. Procedure for the Vice Chair election
2. CV form for the Vice Chair election
3. Typical letter for the Vice Chair election
4. Ballot for the Vice Chair election
5. Forms for obtaining URSI sponsorship of meetings
6. ICSU statement on freedom in the conduct of science

Appendix 1: URSI HQ Staff

Name	Roll and Responsibilities	Email
Prof. Paul Lagasse	Secretary General	lagasse@intec.ugent.be
Prof. Peter Van Daele	Assistant Secretary General Mailing lists Websites	peter.vandaele@intec.ugent.be
Dr. W. Ross Stone	Assistant Secretary General for Publications	r.stone@ieee.org
Ms. Inge Heleu	Secretariat Executive Secretary	info@ursi.org or ursi@intec.ugent.be
Mrs. Inge Lievens	Secretariat Administrative Secretary	rsb@ursi.org or ingeursi@intec.ugent.be

Appendix 2

Guidelines and rules for URSI support of meetings

1. Initial step

When contemplating URSI support, organisers of meetings should obtain the essential documents, such as the application form and the set of ICSU rules on Freedom in the Conduct of Science* by:

- contacting the URSI Secretariat;
- or contacting the relevant Commission Chair;
- or downloading them from the URSI Website (http://www.ursi.org/en/ursi_forms.asp).

2. Approval procedure

(1) Use the application form for the appropriate support (Technical or Financial support as described below).

(2) The advice of the relevant Commission Chair(s) will be sought by the URSI Secretariat.

Approval depends on the application satisfying the conditions for the desired mode of support.

For all modes of support the following conditions must be met:

- The scientific level of the meeting is high enough;
- The local affiliated URSI Member Committee (if it exists) has been consulted;
- The meeting organisers agree that URSI and its officials shall have no liability whatsoever and, in particular, no financial liability, associated with the meeting;
- The ICSU Rules on the Freedom in the Conduct of Science* are satisfied;
- Participation by Young Scientists (less than 35 years of age at the time of the meeting) is encouraged.
- URSI co-sponsorship will be acknowledged on the meeting website together with prominent display of the URSI logo on the website and elsewhere.

Technical support (recognition by URSI) must also satisfy the following conditions:

- The meeting supports some of the URSI themes and areas of interest;
- There is no conflict between the meeting and the General Assembly and Scientific Symposium, which must be sufficiently distant.

Financial support (recognition and funding support by URSI) must also satisfy the following conditions:

- The meeting supports some of the URSI themes and areas of interest and is truly international in nature;
- There is no conflict between the meeting and other URSI meetings or, most importantly, with the General Assembly and Scientific Symposium, or the AT-RASC meeting which must be sufficiently distant.

3. Registration fees for URSI Individual Members

If the meeting is co-supported by URSI, URSI Individual Members should receive the same reduced fee as the members of any other supporting organisations.

4. Steps before the meeting

Support entails commitments beneficial to both URSI and the meeting organisers:

- (1) URSI's support must be mentioned in the various documents promoting the meeting. URSI logos are sent to the organisers upon request, 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.

* The Principle of the Universality of Science embodies freedom of movement, association, expression and communication for scientists as well as equitable access to data, information and research materials. Important responsibilities for scientists are inherent in these freedoms. The Committee on Freedom and Responsibility in the Conduct of Science (CFRS) serves as the guardian of the Principle, adherence to which is a condition of membership to ICSU. More information at <http://www.icsu.org/freedom-responsibility/freedom-responsibility-portal>.

Guidelines for Commission Chairs, Vice Chairs and Early Career Representatives

- (2) An official URSI representative must be chosen. His/her main task is to put the expertise of the URSI supporting Commission at the organisers' disposal. It should be somebody who will attend the Conference (his/her expenses *cannot* be covered by URSI). The URSI representative should be chosen by the Chair of the (main) supporting Commission.
- (3) Details about the meeting - such as the limit date for the submission of abstracts - must be communicated sufficiently early to the URSI Secretariat to permit publication in "The Radio Science Bulletin" at an early stage. All this information should also be on a meeting website.

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: rsb@ursi.org). The Secretariat uses *Adobe InDesign CS4*. Please enclose a copy of your text for comparison and e-mail the photos separately in .jpg.

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 a free (and significant) advertisement to the meeting, a particularly important point if the latter is part of a series. (Responsible person: URSI Representative or delegate)
- (2) If Young Scientists have been supported, their name, address and affiliation should be given to the Secretariat. (Responsible Person: URSI Representative or delegate)
- (3) A suitable financial report should be made in the case of Financial support. (Responsible Person: Meeting Organiser)

Appendix: Modes of Support

In order to promote the scientific objectives of the Union, URSI may support 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 as co-sponsors ; are particularly encouraged.
- (b) For meetings that are organised by scientific bodies outside URSI, a necessary condition for URSI to be mentioned as a supporting or co-supporting body is that the Union should be adequately represented in the preparation of the meeting. This category also includes national meetings intended to promote URSI themes in the member committees.

URSI support may be granted according to two modes:

Technical support: The meeting is recognised by URSI as appropriate and relevant to the Union's interests. URSI agrees to be explicitly mentioned as a supporting or co-supporting body. This kind of Technical support is granted only if the 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" and in the conference calendar on the URSI Website.

Financial support: URSI agrees to assist the meeting by providing seed funding. URSI grants a fixed, unconditional sum. This type of financial support is restricted to cover expenses of Young Scientists, key speakers, or other deserving scientists judged to be in need of financial support. The support for these people is typically EUR 500. It can be raised to EUR 1000, but only under special circumstances. It may not be used to absorb general expenses, and in particular meetings of the Organising and Program 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.

Note that URSI will not agree to share the financial responsibility in an event. In any case, the Union will not be liable for any losses.

**Application for URSI Sponsorship
FORM 1 (due for both Technical and Financial support)**

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 Environment & 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/en/commissions.asp>
For more information, please contact the URSI Secretariat <info@ursi.org>.

5. Organising Committee:

Guidelines for Commission Chairs, Vice Chairs and Early Career Representatives

6. Program 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 host country Member Committee been obtained?

10. Does the host country adhere to the ICSU Rules on the free circulation of scientists?

Date:

Name:

Address:

Fax:

E-mail:

Signature:

**Application for URSI Sponsorship
FORM 2 (additionally due for financial support)**

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 5 (2) of the Guidelines and Rules for Sponsorship)

- a) Number of young scientists from
- developing countries : _____ Euro
 - industrialised 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:
Bank account number:
IBAN:
Full address of beneficiary:
Name of bank:
BIC:
Branch and code of bank:
Full address of bank:

Communication (on bank transfer) for beneficiary:

Date: _____ Name: _____
Signature: _____