



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

INCORPORATED

BOX A, LENOX HILL STATION
NEW YORK 21, N. Y.

March 23, 1964

MEMORANDUM TO: Chairmen of Groups in Area #5

FROM: R. M. Emberson

SUBJECT: Report on Special Meeting, Friday, March 20, 1964

1. Attached is a copy of the report that was drafted and unanimously adopted by the representatives of the Area #5 Groups, meeting on Friday, March 20, 1964, under the chairmanship of Director B. M. Oliver. Please note that those present were unanimous in believing that joining the Area #5 Groups was a proper and appropriate step; the appendices suggest means of implementing the above recommendation.

2. Area #5 Groups, whose Administrative Committees ratify this recommendation will be asked to report to the next PTG Committee meeting, scheduled for Friday, April 24. At that time, Dr. Oliver will ask for the establishment of a task force to review the above mentioned appendices and to develop detailed procedures for the proposed transition. No time schedule was set. Some activities may be coordinated very easily and promptly. In other cases, commitments have been made for 1965 and detailed plans have proceeded so far that it would be unwise to make radical changes at this time.

3. Because several Area #5 Group Administrative Committees will meet on March 24, and later in the week, we are duplicating copies of material at hand. At the time of writing, Appendix D, on a possible organizational structure for the Group on Electronic Systems has not been received. This and any other related material will be duplicated and distributed as promptly as possible.

4. At the March 20 meeting, General Manager Fink briefed the ad hoc committee on steps taken by the Directors, and by him, to reorganize the IEEE headquarters to provide better service to the membership. He also mentioned the experiment undertaken by the Transactions on Power in the use of display ads; the experience by most Groups of a decline in exhibitor participation at meetings; the competition between meetings for high quality papers, for attendance, and for exhibitor or other support. The Directors are much concerned about this situation and Directors

Blackmon, Clark, Oliver, and Ryder have been asked to review the matter, including plans for the 1965 March Convention. A joint TOC-PTG Committee, under the chairmanship of Messrs. E. L. Harder and W. E. Peterson, has also been established to examine some aspects of the meeting problems, particularly as related to the adequacy of the outlets for papers generated by the Technical Committees.

5. Dr. Oliver reported that a sub-committee of the PTG Committee had been formed to provide a coordinating mechanism for all the Groups in Area #4 (Communications). This sub-committee has adopted the name "IEEE Council of Communication Area Groups." Its recommendations for direct action will be binding only on those Groups that individually ratify or adopt the recommendations. Dr. Oliver cautioned that this sub-committee was perhaps an interim arrangement and not the ultimate solution.

cc: Dr. B. M. Oliver
Area #5 Group Ad Coms



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REPORT OF AREA 5 COMMITTEE

The Area 5 study committee met on March 20, 1964 to consider the general problem of how better to serve the membership of the Groups in this area. This report was unanimously adopted by those present.

The following Groups were represented by the individuals listed.

Aerospace	Dale Scott
Aerospace and Navigational Electronics	Carroll M. Barrack, Archie Brown, S. H. Dodington
Electromagnetic Compatibility	Z. V. Grobowski
Human Factors in Electronics	J. H. Hill
Military Electronics	C. L. Engleman, D. C. Ports, L. C. Van Atta
Space Electronics and Telemetry	H. B. Riblet

On the basis of problems presented by General Manager Fink and by various committee members, it was the unanimous opinion

1. That there is a considerable common interest among the membership of the AS, ANE, MIL and SET Groups.
2. That in the separate symposia presently held by these Groups, there is serious competition for attendance, papers and exhibitors.
3. That there is increasing competition for papers and readership among the separate Transactions of these Groups.
4. That these problems are a direct consequence of the present organizational structure and cannot be solved without modifying this structure.

5. That the common interest of these four Groups is Electronic Systems. A tentative definition was suggested as follows:

A complex assembly of primarily electronic sub-systems and components designed comprehensively to accomplish a major end function or functions.

Therefore the committee recommends

1. The formation of a new IEEE Electronic Systems Group embracing the interests of the Groups that merge to form it.
2. That those Ad Coms that approve in principle becoming part of such a Group appoint working representatives to an Organizing Committee.
3. That this committee define the scope, the constitution and bylaws, the organizational structure and the activities of the new Group so as to best represent the interests of the merging Groups, and that, further, the committee develop a plan for orderly merger.
4. That the merger committee's report be submitted to the Ad Coms of the merging Groups for their approval.

Some suggestions for consideration by the merger committee were also discussed and are included in the appendices attached.

It was recognized that PTG-HFE and PTG-EMC have "across the board" or staff-level responsibilities not only to the subject-area of interest, which is composed of system Groups, but also to other key interest areas of IEEE. Therefore, it would be inappropriate for these two Groups to merge with, or to become exclusive sub-groups of an overall electronic systems group.

It is strongly suggested that, as the IEEE organization and technology group concepts develop further, the area of interest for "across-the-board" service Groups such as PTG-HFE, PTG-EMC, and perhaps PTG-EWS and PTG-R, be re-assessed and new administrative concepts for such Groups be developed within IEEE and Group structure.

For the time being, it is felt that both PTG-HFE and PTG-EMC should be continued in their current status. Present meetings and publication programs are strongly focussed and highly specialized as to technical subject matter. Thus, it is believed that no economic problem and no administrative difficulties would be posed by the continuance of their status for an interim period, pending a study of the across-the-board service Groups.

APPENDIX A.....SCOPE

APPENDIX B.....MEETINGS

APPENDIX C.....PUBLICATIONS

APPENDIX D.....ORGANIZATION

APPENDIX A

SCOPE: ON ELECTRONIC SYSTEMS

The field of interest of the Group is:

1. The advancement of the theory and practice of the electrical and electronics arts and sciences as they relate to electronic systems, including supporting systems, such as electrical and electro-mechanical systems.
2. The sponsoring of meetings, symposia and publications for dissemination of information on electronic systems.

Meetings

It shall be an objective of the Electronic Systems Group to encourage the holding of meetings and symposia of a high technical caliber which will attract attendees and exhibitors in sufficient numbers to assure financial solvency.

Such meetings may be of several types: -

1. National meetings, with exhibits - e. g. MIL-E-CON, NAECON, etc.
2. Regional meetings, without exhibits, with the main objective of serving those members who cannot travel.
3. Specialist meetings.

While all meetings must meet the criterion of financial solvency, a major objective shall be a reduction in the number of meetings in Category 1. It is specifically recommended that no division hold more than one such meeting a year and that an attempt be made to make meetings in Category 1 common to all divisions.

To this end a standing committee on meetings shall be established to pass on all meetings. Among its duties shall be: -

1. Review all proposed dates for conflict within and without IEEE (e. g. AIAA, etc.).
2. Approve budgets.
3. Assure itself that competent technical papers review board has been established.
4. Make recommendations for new meeting locations, working closely with the Sections.
5. Actively explore means whereby the interests of the membership can be better served.

PUBLICATIONS

It is recommended that the publications of the Group consist of Transactions and Newsletters.

The present membership of the four Groups numbers approximately 15,000. Knowing that an IEEE member belongs to an average of slightly more than two PTG's and being somewhat conservative, it will be assumed that the new Systems Group would have 10,000 members. If it is assumed that the total funds for publications remains approximately the same, about 840 pages of Transactions could be published yearly. If the membership fee is assumed to be \$4.00, membership fees would total \$40,000. Assuming a subsidy of 12,000 from IEEE, \$48,000 would be allotted for Transactions with the remainder together with other income (meetings, etc.) being used for Newsletters, administration expenses, etc.

The circulation of 10,000 for the Transactions invites consideration of extra income from advertising.

The choice of frequency of publication, but at least on a bi-monthly basis, and the structure of the editorial staff would have to be carefully considered to provide equitable coverage for the various broad technical areas of interest of the present Groups. For example, there might be one editor-in-chief who would be assisted by associate editors representing the various technical divisions.

The Newsletter structure could be designed around these same divisions and issued only to those members identifying themselves with these divisions. This selectivity will be easily accomplished when the IEEE computer record system is finally implemented.



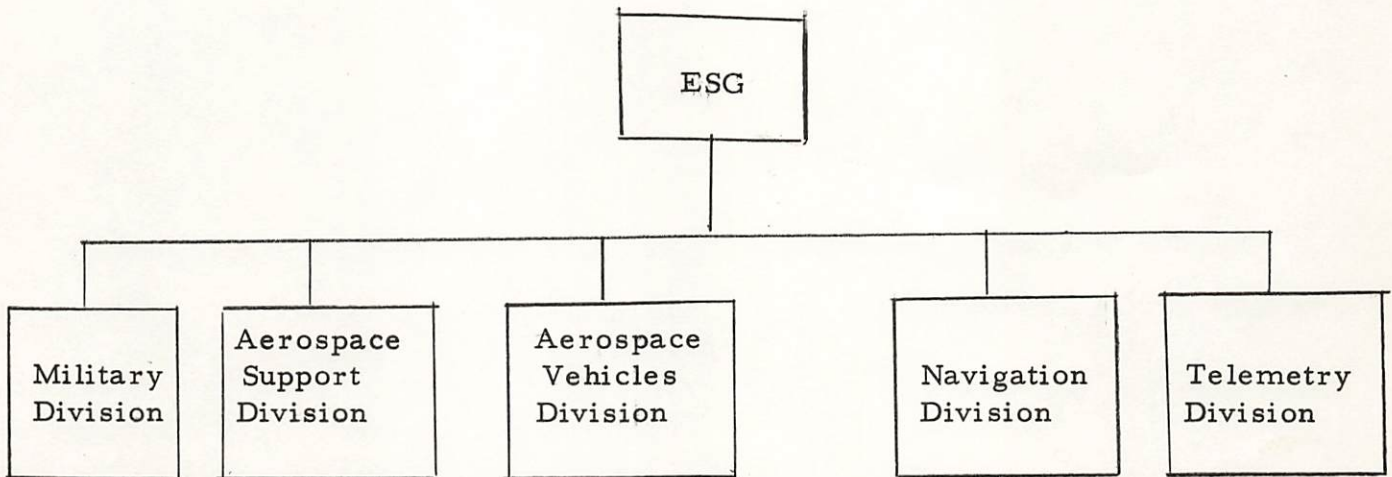
Area 5 Report (3/23/64)

APPENDIX D

POSSIBLE ORGANIZATION FORMAT

The Electronic Systems Group can be set up in various ways. Two are illustrated as follows. They both have advantages and might be considered as evolutionary steps.

No. 1



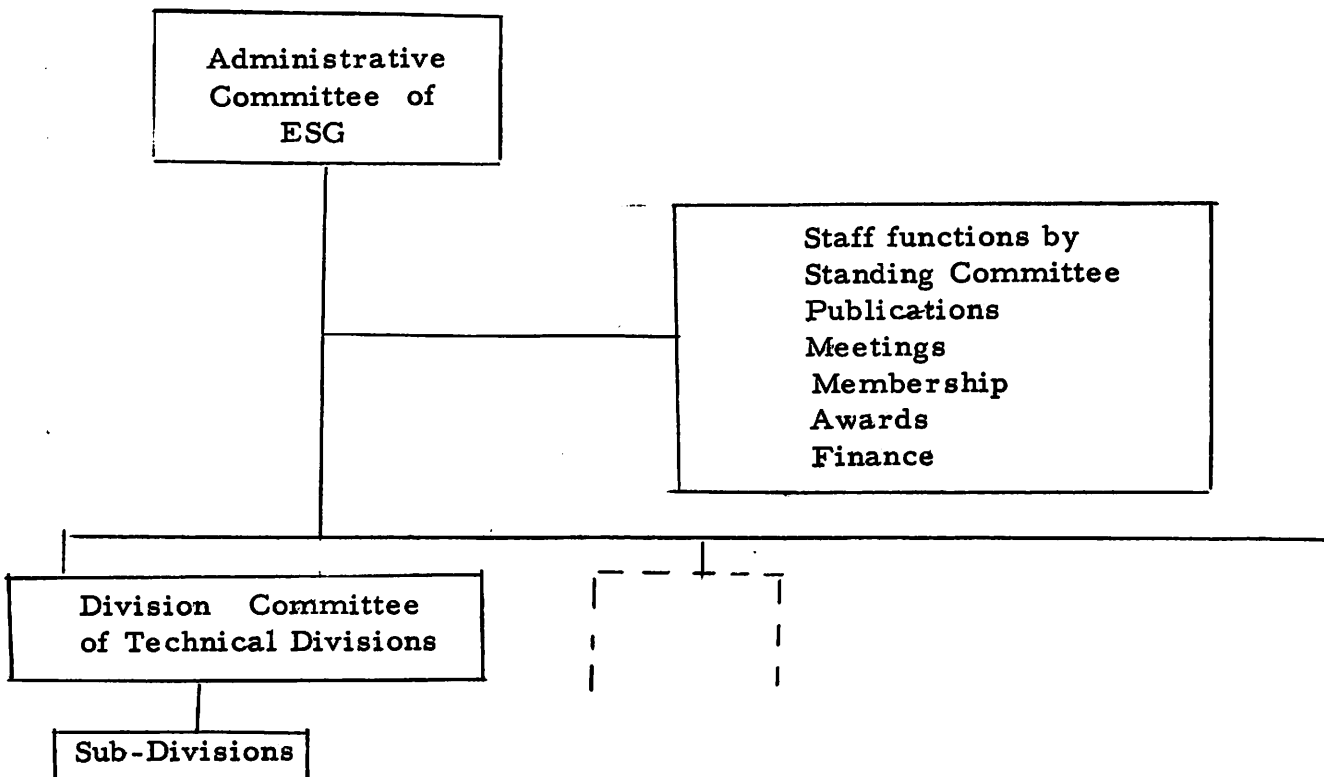
Possible Organization (continued) Appendix D

No. II

A possible alternate form for the division structure.

- a. Systems Management Division (Military and Industrial Management).
- b. Sub-system Integration Division.
- c. Electrical sub-system Division.
- d. Navigation sub-system Division.
- e. Instrumentation and Telemetry Division.

The administrative structure for the Electronic System Group could be as follows:



Anticipated Permanent Organizational Format (Appendix D, Continued)ADMINISTRATIVE COMMITTEE OF ESG

One member each appointed by the Division Committee of each Technical Division (probably the Division Chairmen).

Fifteen members elected by total Group membership (three year terms, five each year). Chairman of Group Ad Com elected by the members of the Ad Com.

DIVISION COMMITTEES

Members elected by Division members.

NOMINATIONS

Chairmen of nominating committee appointed by respective chairmen of ESG Ad Com and Division Committees.

POSSIBLE INTERIM PROCEDURE DURING TRANSITIONAL STAGE.

Each participating Division appoint three members to the ESG Ad Com. For sake of continuity these should include present outgoing chairmen of respective Groups.

This interim Ad Com functions until formal election under permanent organized procedure.

Interim Division committees should consist of current Ad Coms of corresponding Groups. Special adjustments required for re-aligned areas in some cases.

PREPARATION OF CONSTITUTION AND BYLAWS

Could be prepared by a committee appointed by ESG Ad Com. They would be ratified by the Division Committee of each Division and subject to the approval of the PTG Committee. The McElroy model now being prepared could be a guide.

DIVISION BYLAWS

Responsibility for the preparation of these rests with the Division Committees and would be subject to approval by the ESG Ad Com.

INTERIM CONSTITUTION AND BYLAWS

It is felt that participating Groups are so similar and any one of the existing constitutions could be used insofar as it is reasonably applicable.

ADDITIONAL SUGGESTIONS

Dues: A common basic fee for the ESG plus \$1.00 for each Division of the member's choice.

Treasury: Common treasury under supervision of the Finance Committee. Money allocated and distributed in accordance with approved budgets.

Present treasuries of existing Groups could be applied to the new parent Group, any indebtedness of existing Groups to be absorbed by IEEE.

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It is also suggested, based on the experience of PTG-MIL, that the services of a professional Executive Secretary be provided the ESG Ad Com.