

IUVSTA
Thin Film Division
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Chairman

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What is expected from the Thin Film Division Committee of IUVSTA during the triennium?

Tasks:

- 1) At the beginning of triennium the committee has make a decision from bids where ICTF will take place.
- 2) At the end of triennium, a message should be sent around to national counsellors for new bids for ICTF so that the new committee can make their choice.
- 3) The committee of the Thin Film Division will make nominations for a part of the program committee of the ICTF conference that will take place within the triennium. It is advisable that one or more program officers are also member of the committee.
- 4) The chairman of the program committee of ICTF can ask the secretary of the Thin Film Committee to communicate with the national counsellors for suggestion of invited speakers and subjects.
- 5) Organising workshops. This action should be repeated several times depending on the money still available. The counsellors should be aware that they are to communicate this information to their own organisation.
- 6) The committee has to decide which proposed workshops are to be supported. Proposals accepted by the committee are to be presented at ECM by the chairman or by the counsellor involved.
- 7) Chairman or vice chairman has to give a highlight talk at the 4th ECM meeting during the triennium.
- 8) Committee will make suggestions for program officers for the Thin Film session of IVC that will be organised. It is advisable that one or more program officers are also member of the committee.
- 9) The program officers can ask the secretary to communicate with the national counsellors for suggestion of speakers and subjects for IVC.
- 10) At the end of the triennium the secretary organises the election of the new committee as well as the chairman, vice chairman and the secretary.

Communication and reports

- 1) Main channel for communication is e-mail for which the secretary is first responsible. The chairman is the second responsible.
- 2) A division meeting can be organised in parallel with the ECM meetings.
- 3) The chairman or vice chairman reports on all activities of the division at ECM meetings each half year. A written report is to be sent (as attachment) to all national counsellors.
- 4) An evaluation report on ICTF organised during the triennium is to be produced in collaboration with the local organising committee. This can be done by one of the committee members present at ICTF.
- 5) The chairman has to make a final report on all activities over the past triennium at the end.