

SECRETARY GENERAL'S REPORT

Report for Triennium 1995-1998

The major activities of the Secretary General over this period may be listed as follows:

- a) general administration and correspondence,
- b) organisation of Executive Council Meetings
- c) interaction with new applicant and existing vacuum societies,
- d) interaction with ICSU
- e) up-dating the IUVSTA Directory,
- f) up-dating the IUVSTA Procedures Manual
- g) organisation of GM13
- h) establishment of the IUVSTA-Elsevier Student Awards
- i) interaction with ISO
- j) interaction with UNESCO
- k) processing sponsorship requests

This report will comment briefly on these activities.

a) General correspondence:

The Secretary General has corresponded with many colleagues and organisations during the triennium. Amongst these many letters were those to our hosts in Yokohama thanking them and their colleagues for all the hard work put into a very successful International Vacuum Congress and also letters to Professor H Jahrreiss, former President of IUVSTA and J. Dupont, Belgian Alternate Councillor thanking them for preparing and transmitting IUVSTA archive material to its store place at the Military Academy in Brussels. He also wrote to thank Prof Thomas who made this storage space available.

b) Executive Council Meetings

During the triennium many societies have hosted our Executive Council meetings and the Secretary General thanks them all for their hospitality. Letters were sent to these societies and to our main IUVSTA hosts at each venue expressing our appreciation for the work they put into all these meetings.

Council Meetings have been held as follows:

ECM75: Yokohama Pacifico Convention Center	28 Sep, 1995
ECM76: Town & Country Hotel, San Diego, USA	28 Mar, 1996
ECM77: Parador Nacional, Segovia, Spain	22 Sep, 1996
ECM71: Hotel Aranyibika, Debrecen, Hungary	25 May, 1997
ECM79: Port Stephens, Nr.Newcastle, Australia	23 Nov, 1997
ECM73: Hotel Tatra, Bratislava, Slovakia	23 Mar, 1998
ECM74: Stratford Manor, Stratford, UK	30 Aug, 1998

c) Interaction with new applicant and existing societies

The Secretary General sent letters to

- 1) The Czech Vacuum Society
- 2) The Slovakian Vacuum Society and
- 3) The Ukrainian Committee on Vacuum

welcoming them as Full Members to IUVSTA following their election at GM12.

Letters have been received from Dr Javaid Ahsan Bhatti with information on the newly established Pakistan Vacuum Society. The Secretary General has sent information about IUVSTA, including the procedure to apply for membership, to Dr Bhatti.

d) Interaction with ICSU (International Council for Science)

The Secretary General has provided ICSU with a full name and address list of all IUVSTA Officers, Division Chairs and Secretaries and Committee Chairs and Secretaries. He has also supplied announcements of future IUVSTA meetings and conferences and has provided Annual Reports on the activities of IUVSTA in March each year. All this information is published annually in the ICSU Yearbook. Dr N Rey Whetten, former Councillor from the USA, kindly agreed to attend on our behalf the 25th General Assembly of ICSU in Washington, DC on 24-27th September 1996. These dates clashed with the 77th ECM in Segovia and the Secretary General thanks Rey Whetten for attending and for sending a full report. Following a request by the Secretary General, ICSU have agreed to provide a holding account into which IUVSTA funds would be transferred should the IUVSTA cease to exist. These funds will be released to a similar organisation to IUVSTA according to the guidelines laid down in the modified Statute VI.3.

e) Up-dating the IUVSTA Directory

The Secretary General has, with the help of Lyn Provo, produced up-dated versions of the Directory during the triennium. A new format, listing all those involved in IUVSTA Divisions and Committees in alphabetical order, was introduced by the Secretary General in Spring 1997. This is a useful publication for internal use but please note that it should not be distributed outside IUVSTA.

f) Up-dating IUVSTA Procedures Manual

Many new entries have been made to this manual, most using different print-style, and it was time to produce a new uniform version. Bill Rogers and Bob Langley kindly agreed to organise this by "scanning-in" old data to a disc. IUVSTA thanks Bill and Bob and others who have contributed to the latest version of this document. It will always need up-dating so would all new Officers and Chairs please check their entries and let the Secretary General have amendments.

g) Organization of GM13

The Secretary General sent letters to all member vacuum societies in August, 1997 asking for:

- a) nominations of President-elect (by 31st December, 1997)
- b) correspondence addresses (immediate)
- c) nomination of head of delegation and two other delegates to GM12 (by 31st May 1998)
- d) nomination of Councillor and Alternate Councillor for the 1995-8 triennium (by 31st May 1998).

The SG sent a further letter to member societies on 12th January, 1995 advising them that three nominations had been received for President-elect and enclosing a copy of the CV's of these candidates. The SG also reminded societies that other nominations could be made up to the 80th ECM.

The Provisional Agenda for GM13 was sent to Member Societies on 8th May, 1998 and the Final Agenda on 1st August, 1998.

The Secretary General has had extensive correspondence with Ms Sue Lippmann of the Institute of Physics and is most grateful to her and her colleagues for their help in setting up the Birmingham series of IUVSTA meetings.

h) Establishment of the IUVSTA-Elsevier Student Awards

The Secretary General negotiated an arrangement with Elsevier Science Ltd. where they will provide GBP 2000 per annum for agreed IUVSTA Conferences to allow students, presenting a paper, to attend. This was first used at ICTF-10/EVC5 and in Salamanca and again at ECOSS-13 in Enschede; allowing 10 students to attend each of these meetings and to receive GBP200 each. The award for IVC-14/ICSS-10 is GBP 3000. IUVSTA is grateful to Elsevier for this valuable support.

i) Interaction with ISO

All ISO material comes to the Secretary General's office and is posted to the appropriate Division Chairperson (Vacuum Science or Applied Surface Science).

j) Interaction with UNESCO

During the triennium UNESCO changed its interaction with Non-Governmental Organisations (NGO's). Instead of the old "Category C" interaction IUVSTA has been offered the status "relations operationelles". Dr Croset attended the first NGO meeting in Paris on 21st November 1997 on our behalf and has proposed that IUVSTA become a member of the new NGO-Liaison Committee of UNESCO.

k) Processing requests for Sponsorship

The Secretary General receives all applications for IUVSTA sponsorship of conferences and meetings and checks these against the guidelines for sponsorship. A new procedure was agreed at ECM 79 where the Scientific Secretary, after receiving approval from the Secretary General, will complete the sponsorship procedure by checking with Divisions and, if everything is satisfactory, will confirm sponsorship immediately, rather than wait for the next ECM to give approval. A list of sponsored conferences and meetings will appear with the STD report.

In Memorium

Sadly, over the triennium, the following colleagues have passed away and will be sadly missed. The Secretary General has sent condolences to their families:

Herman Adam

Max Auwärter

Jesus Calvo (husband of Prof A Calvo, Salamanca)

Vvytas Grazhulis

Conclusion

It has been a pleasure to serve the Union over the last 9 years as Secretary General and I thank all colleagues who have given me friendship and support over that period. The Union has a good team to lead it into the 21st Century and I wish it every success.

Respectfully submitted,

John S Colligon.

May, 1998