

Union Internationale pour la Science, La Technique et les applications du vide
International Union for Vacuum Science, Technique and Applications
Internationale Union für Vakuum-forschung, technik unk-anwendung



Procedures Manual

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IUVSTA is a Scientific Association

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Changes in this Version of the Manual

This Manual of Procedures is intended to document and codify the administrative functions of the Union. It therefore contains documents which are relatively static. It is possible that they may not contain the most up to date information about events, meetings, etc. Such information is to be found on the web site (<http://www.iuvsta.org>) which should always be relatively up to date. Where names appear in this Manual they may not be current and must be checked before making use of the document containing them.

The primary method of distributing documents related to the business of IUVSTA is now electronic by email or via the website, and this version of the manual has been recast to reflect that.

Several sections of previous versions of the Manual which are important in their own right have been removed and made available as individual documents. Similarly, sections which are probably of limited interest to most members of the Union have been separated out and are available elsewhere. Items removed are indicated below.

The ordering of sections of the Manual has been rearranged for greater clarity and to provide a somewhat more logical flow of material. More cross references have been introduced to help this. More uniform formatting has been used for consistency.

Some documents have been updated to reflect the operation of the Union in Triennium 2002-07.

Contents lists and an index have been generated.

The *Statutes* and *By-Laws* have been removed and are available as independent documents.

The section on the Archives has been much reduced and much of the previous material has been placed in a new document *The Archives of IUVSTA*

The lists of Executive Council Meetings, General Meetings and Welch Scholars have been removed and now form separate documents.

Sections substantially revised include *Numbering System for IUVSTA Papers* (page 15)

IUVSTA Objectives

IUVSTA is a Union of national member societies whose role is to stimulate international collaboration in the fields of vacuum science, techniques and applications and related multi-disciplinary topics including solid-vacuum and other interfaces.

Examples of activities reflecting these objectives are:

1. the creation of relevant international meetings, conferences and workshops - these may be large-scale and relatively general meetings, or specialist workshops. They might also be 'regional' (e.g. European) or fully international in concept. These include:
 - a. a triennial International Vacuum Congress (IVC) incorporating the International Conference on Solid Surfaces (ICSS)
 - b. a series of scientific and technical specialist 'Gordon-style' workshops on topics falling within the broad multi-disciplinary area covered by the Union
 - c. an annual series of European Conferences on Surface Science (ECOSS) co-sponsored with the European Physical Society
 - d. a regular series of European Vacuum Conferences (EVC)
 - e. a regular series of International Conferences on Thin Films (ICTF).
2. the co-ordination of existing international meetings within relevant scientific areas.
3. assisting national societies to host such international meetings, or to increase the international participation in regional meetings, with attendant advantages of local scientists being able to attend such meetings at low travel costs.
4. providing educational opportunities for transfer of expertise from the international community into a local community or into scientifically less-developed countries. Specific activities in this field include:
 - a. Organisation of educational workshops in the areas of activity of the Union in collaboration with the International Centre for Theoretical Physics (ICTP), Trieste, Italy
 - b. Organisation of educational short courses (half-day to a few days duration)
 - c. preparation and distribution of sets of visual aids for instruction in the range of topics covered by the Union.
5. administration and organisation of international awards and prizes in the scientific and technical areas covered by the Union.
6. giving national societies the opportunity to influence decisions on any of these matters which might impinge directly or indirectly on a national society - e.g. to avoid clashes or negative effects on national meetings.
7. providing an opportunity for national societies to discuss common problems of organisation and infrastructure with other societies with common problems through full executive council meetings and through the co-ordination of regional forums.
8. to represent the community covered by IUVSTA at an international level, for example by being an active participant in the International Council of Scientific Unions (ICSU), by serving on appropriate committees such as ISO, UNESCO and nongovernmental organisations, and to act as a conduit for interaction with other national and international organisations, such as ICTP.

9. organisation, in collaboration with the major international and regional conferences, of exhibitions of manufacturers' goods and related services for the benefit of both users and providers with the scientific and technical interests covered by the Union.
10. to assist and advise in the creation of new national and regional societies and to encourage them, at the appropriate time, to apply to become members of IUUSTA.

Administrative Structure of IUVSTA

General Meeting.

The General Meeting (GM) is the highest authority of IUVSTA and is convened at about 3 year intervals, usually in conjunction with the joint International Vacuum Congress and International Conference on Solid Surfaces (IVC/ICSS). The period between two GMs is commonly referred to as a triennium. Each National Vacuum Society which is a member of IUVSTA sends a Delegation (up to 3 people) to the GM.

The GM elects the Officers for the coming triennium and ratifies the national representatives who have been proposed by their National Vacuum Societies as the Councillors and Alternate Councillors for the same period. The GM also hears reports on the activities of the previous triennium, approves activities and a Budget for the coming triennium, determines the share value (subscriptions) and votes on changes of membership.

Executive Council.

The Executive Council administers the affairs of IUVSTA during the triennia between GMs. It consists of the Officers and Councillors. The Officers are: President, two Vice-Presidents (President-Elect and Past President), Secretary General, Treasurer, Scientific Director and Scientific Secretary.

The Executive Council usually meets twice per year and each of these Executive Council Meetings (ECM) is held in a country to which it has been invited by the local National Vacuum Society.

IUVSTA's Administrative Structure.

Under the direction of the President, the activities of IUVSTA are conducted by the Scientific and Technical Directorate (STD) and various Committees.

Scientific and Technical Directorate.

A major role of IUVSTA is to conduct scientific and technical activities. These activities are coordinated by the Scientific and Technical Directorate (STD), working through the scientific Divisions. The STD consists of the Scientific Director, Scientific Secretary, Chairs of Divisions, Chair of the Education Committee and other co-opted experts.

Divisions.

The current eight scientific Divisions are the Applied Surface Science, Electronic Materials and Processing, Plasma Science and Technique, Nanometer Structures, Surface Engineering, Surface Science, Thin Film, and Vacuum Science and Technology Divisions.

The Divisions are made up of the Divisional Representatives nominated by each National Vacuum Society with an interest in the subject of the Division. These Representatives form the Electoral College to elect 7 members for a Divisional Committee from amongst themselves, and up to three extra members are then co-opted to the Committee.

Committees.

During each triennium the President sets up a number of Committees which are jointly responsible for all of the activities not attended to by the STD. The Committees that were

active during the 1998-2001 and 2001-2004 triennia were the Awards & Scholarships, Congress Planning, Education, Finance, Long Range Planning, Publications and Statutes Committees.

Each Committee consists of a Chair and Secretary (appointed by the President) and all Councillors who express an interest to serve on that Committee. The Committees meet during the two days preceding each ECM. In fact it is common, and welcomed, for as many Councillors as may so wish, to attend the Committee meetings as observers and contribute to the discussion. In general, other observers, especially from the local National Vacuum Society, are welcome to participate at these meetings. Each Committee then reports to the ECM.

Executive Council Meetings.

At each ECM the members of the Executive Council hear reports and proposals from the President, Secretary General and Treasurer, as well as from the STD and Divisions, and all of the Committees which will have met during the preceding two days. The Executive Council, being the governing body between GMs, must then ratify, accept or reject proposals submitted to it and make its own determinations where necessary. It also monitors the spending against the Budget and determines the location of future ECMs.

Reporting at the General Meeting.

As described above, the GM receives reports on the activities of IUVSTA during the preceding triennium. These include reports from the President, Secretary General, Treasurer, STD, Divisions and Committees. These reports are compiled as written reports and distributed to delegates. The verbal reports presented were summaries, and discussion was invited.

Documents distributed at GM14.

IUVSTA's Administrative Structure (this document)

Secretary General's Report

Treasurer's Report

President's Overview and Committees' Reports

STD's and Divisions' Reports

Retiring President's Review

Incoming President's Inaugural Statement.

March, 2004

Officers of the Union

President

The President is elected at a General Meeting and serves as Vice-President (President-Elect) during the triennium following this General Meeting, President during the second triennium and Vice-President (Past President) during the third triennium.

The President is elected on proposal of the Executive Council or at least one fifth of the members of the Union. The President is chosen for his/her personal qualities and not to represent his/her national organization.

The main duties of the President during his/her term are as follows:

11. To preside over the Union as chief executive officer.
12. To be responsible for all the activities of the Union.
13. To preside over the General Meeting, Executive Council Meetings and other Ordinary and Extraordinary Meetings. He/she will also preside over any assembly or commission where deemed necessary, or nominate Chairs for such bodies.
14. To make a statement on the proposed activities at the beginning of the triennium to the General Meeting, and to give a review of activities at the end of his/her term. These are to be posted in advance with the Agenda of the General Meeting.
15. To designate committee Chairs and Secretaries; to appoint ad hoc committees, as necessary.
16. To determine the seat of the Secretariat.
17. To propose Officers.
18. To convene meetings of the Executive Council and to circulate the meeting agenda in advance.
19. To designate Observers to the Executive Council Meetings.
20. To nominate founder members and honorary members at the General Meeting.
21. To cast the deciding vote at Executive Council Meetings where a decision is tied.
22. To take action to secure the replacement of Councillors by Alternate Councillors or, when necessary, to appoint Acting Officers (to be confirmed by the subsequent ECM).
23. To receive all correspondence dealing with applications for membership and information on modification to the structure or statutes of member committees.
24. To represent the Union in dealings with other international bodies, or to designate representatives for this purpose.

(Original: November 1994)

President-Elect

The President-Elect is elected at the General Meeting, and serves as Vice-President during the triennium following this General Meeting, President during the second triennium and Vice-President during the third triennium.

The main duties of the President-Elect during his/her term are as follows:

25. The President-Elect shall assist the President in all his duties, and substitute for the President at his/her request.

26. The President-Elect becomes President in case of death, permanent incapacity or resignation of the President in office.
27. The President-Elect should become fully informed about the operations of the Union and the major issues which concern it. This is accomplished by:
 - a. Participation in meetings of the standing and ad hoc committees of the Union. Key committees include Finance, STD, Congress Planning, Statutes, and other committees in accordance with the incumbent's interests and the Union's needs.
 - b. frequent discussions with the Officers and Councillors concerning affairs of the Union.
 - c. detailed familiarity with the minutes and documents (Statutes, Bylaws, etc.) of the Union.
28. Approximately 3 months before the General Meeting at which he/she becomes President, the President-Elect shall propose a list of candidates for the following positions as Officers of the Executive Council:
 - Secretary General
 - Scientific Director
 - Scientific Secretary
 - Treasurer

This list of candidates shall be included in the Final Agenda distributed six weeks before the General Meeting.
29. Prior to the General Meeting, the President-Elect shall appoint the Chair and secretary of each of the standing and ad hoc committees, to serve during the next triennium.

Past-President

The main duties of the Past-President are:

1. to assist the President
2. to take the President's place on his/her request
3. to take over the President's duties until the next Ordinary General Meeting in case of death, permanent incapacity, or resignation of the President and inability of the President-Elect to take over
4. to be a member of the Executive Council as an Officer of the Union, not representing his national or organization.

Secretary General

30. The Secretary General is chosen to exercise his function on behalf of the Union because of his personal qualities and not to represent his national organization. He is proposed by the incoming President and is elected at the General Meeting.
31. The Secretary General is responsible for all administrative and legal matters of the Union and for advising the President on such matters.
32. The Secretary General will keep records of the names and mailing addresses of the:
 - a. Presidents of the National Committees of the Union
 - b. Officers, Councillors and Alternate Councillors of the Union
 - c. Division Chairpersons and Secretaries of the Union and

- d. Chairs and Secretaries of Committees
(Note that job titles and full names are required by the Belgian Ministry for all persons included in (b), (c) and (d) above.)
33. The Secretary General will handle all correspondence relating to:
 - e. requests for Union membership
 - f. requests for IUVSTA sponsorship of meetings
 - g. submission of reports to other organizations
 34. The Secretary General will be Chair of the Statutes Committee and will recommend to the President the names of members of this committee, including a Secretary if desired. The Councillor or Alternate Councillor from Belgium should be a member of the Statutes Committee and act as contact with the Belgian Government.
 35. It is the responsibility of the Secretary General and his Statutes Committee to keep the Union's Statutes consistent with Belgian Law and in agreement with recommendations for amendment made by the Executive Council which are approved by a General Meeting.
 36. The Secretary General will request proxies from members not attending the Executive Council Meetings and will report on the attendance and proxy representation to the Council.
 37. The Secretary General will request National Committees of the Union to supply him with the names of their Delegates, Heads of Delegation, Candidate for Councillor and Candidate for Alternate Councillor in preparation for the General Meeting.
 38. The Secretary General will make the necessary contacts to seek nominations for a President-Elect so that the Executive Council may propose a candidate to the General Meeting. The Secretary General will obtain from the nominees a short biography and an "electoral statement". The Secretary General will send these to Council members at least 6 weeks before the Executive Council meeting at which this candidate is determined.
 39. The Secretary General will assist the President in setting the Agenda for the Executive Council Meetings and for the General Meeting. He will also assist in producing a timetable for associated meetings of Divisions and Committees at the time of an Executive Council Meeting.
 40. The Secretary General will report on the activities of his office to the Executive Council Meetings and to the General Meeting.
 41. The Secretary General will, where possible, designate an alternate who will attend the General Meeting or Executive Council Meeting and transmit proxies and other relevant information to the President should the Secretary General fail to be present. The Secretary General will transfer this information to the alternate one week prior to a meeting.
 42. The Secretary General will maintain a Directory of Addresses, including e-mail addresses, of all Council members (Officers, Councillors, Alternate Councillors, Committee and Division Chairs, Electoral College members, Delegates to the General Meeting, Presidents and contact persons of member societies and other persons with official contacts with IUVSTA, including Welch Scholarship Administrator and Trustees, Visual Aids Editor). The Secretary General will arrange with the web editor to have the directory available only to persons involved in IUVSTA activities, as determined by the Secretary General. This may be done by issuing a password to those persons; the Secretary General will issue the password.

The Secretary General will also arrange with the Web Editor or Manager for appropriate lists (e.g. Officers, Councillors, Alternate Councillors, Committee and Division Chairs and Secretaries) of e-mail addresses to be available as distribution lists for the provision of information on meetings, etc.

43. The Secretary General will maintain an Events Schedule which will be posted on the web site and updated when additions or changes to the Schedule are required. The Schedule should list all IUVSTA events (e.g. Council Meetings, Workshops, Schools, meetings), events endorsed by IUVSTA and other related conferences and meetings which are likely to be of interest to IUVSTA participants.
44. The Secretary General will provide a summary of IUVSTA activities for the Bulletin to the Web Editor no later than 6 weeks after an Executive Council Meeting.

Time Line for Secretary General

ACTION	TIME BEFORE GM
1 year (June 2003)	Confirm with member societies their current President and e-mail address.
11 months (July 2003)	Write to the national reps to: -request name/address of correspondents -request nominees for President-Elect -request names for new Councillor and Alternate -request name of Head of Delegation to GM and names of two other delegates -check with Statutes Committee if any changes to Statutes or Bylaws required
9 months (September 2003)	Send names, bios & electoral statements of President-Elect nominees to national societies
> 8 months (October 2003)	Include on Spring ECM Agenda, nomination of future President and approval of GM Draft Agenda
> 6 months (January 2004)	Prepare text of modifications to Statutes and Bylaws in English/French/German and send to member national societies Prepare GM draft Agenda
4 months (February 2004)	Circulate GM Draft Agenda, including name of President-Elect, date, venue
3 months (March 2004)	All Councillors, Alternates and GM delegates confirmed. Reminder letter to Member if not received.
6 weeks (May 18 2004)	deadline for other nominations for officers Circulate final GM Agenda to Delegates and other nominees Prepare Certificates for retiring Councillors/Officers
4 days (June 26, 2004)	Last ECM: Agenda must include choosing site of IVC, 6 years ahead (i.e. 2010)
0	General Meeting (GM-15)

Scientific Director

The Scientific Director is elected at the General Meeting

The Director chairs the Scientific and Technical Directorate (STD) which consists of the Chairs of all the Divisions.

Scientific Secretary

45. The Scientific Secretary is elected at the General Meeting
46. The Scientific Secretary will record the minutes of all meetings with the Scientific and Technical Directorate (STD) and with the Awards & Scholarships Committee.
47. The Scientific Secretary will assist the Scientific Director with different aspects of his/her work, especially he/she will:
 - a. distribute agendas and Minutes of the meetings of the STD and the Awards and Scholarships Committee
 - b. assist the Divisions in their election procedures
 - c. complete the procedure for sponsorship of conferences or meetings after the Secretary General has checked that the application fulfils the IUVSTA requirements.
 - d. assist the Scientific Director in the organisation of the IUVSTA Prize competition (i.e. send information to member societies, Councillors, Alternate Councillors; gather nomination packages; send information on the result)
 - e. perform other duties according to the wishes of the Scientific Director.

Time Line for Scientific Secretary

Time before General Meeting	From	To	Subject
>6 months	Scientific Sec.	Division Chairmen	List of persons nominated by National Societies
6 months (April 1, 2001)	Division Chairmen	New Division College members	Initiation of election of Divisional Committees
~4 months	New Division College Members	Scientific Sec.	Votes
≥3.5 months	Scientific Sec.	Div Chairmen	Results of elections
≥3 months	Divisions	New Divisional College	Results of elections
3 months*	Division Chairmen	New Division Committee members	Initiation of election for officers; suggested co-options

~1 month*	New Division committee members	Div Chair	Votes for officers
1 month	Division Chairmen	New Division College members	Results of elections and co-options* Invitation to Division meeting at time of GM
At General Meeting	Division Chairmen		New Div Committee and officers presented

*Elections of officers are organized by the Chair of each Division either by ballot before the General Meeting or at a meeting with the new Divisional Committee in connection to the General Meeting. Electronic ballots must be copied to the Secretary General, as a back-up to avoid any votes being lost.

It may be convenient to get nominations for co-options at the same time as the balloting. The final co-option decision may be taken by the new Divisional Committee by a new ballot

Treasurer

48. The Treasurer, on behalf of the Executive Council, is responsible for all financial matters of the Union.
49. The Treasurer is elected at the General Meeting.
50. The Treasurer will set up appropriate bank accounts, if they are not already in existence, from which only he and the President can withdraw funds.
51. The Treasurer will obtain proper signature documents from the President for the banks.
52. All IUVESTA funds will be transferred to the new bank accounts as soon as practicable after the General Meeting at the start of the new triennium.
53. The Treasurer will be chair of the Finance Committee and recommend to the President a Secretary for the Finance Committee. The appointment of the Committee Members will be organized by the President. Generally, the Finance Committee will include the Councillors from the immediate past and future host countries for the International Congress.
54. The Treasurer will have an appropriate amount of stationary printed for the "Office of the Treasurer" with his name and mailing address printed thereon. The general format of this stationary will be uniform for all Officers of the Union.
55. The Treasurer will bill the National Committees of the Union at the first of each year for their annual subscriptions. The number of shares for each National Committee will have been previously approved by the Executive Council and the value of the share will have been determined at the immediate past General Meeting.
56. Checks will only be written by the Treasurer consistent with the budget approved at the immediate past General Meeting.
57. In an emergency, if the Treasurer is not available, or is incapacitated, the President may sign checks. If the President lives very far from the Treasurer's domicile the Treasurer may grant a third person, who lives close to the bank's location, authority for the bank account. This person, approved by the President, will be entitled to take action only on the basis of special orders given by the Treasurer or by the President

58. The Treasurer will not advance operating funds to any operation of the Union for more than one year in advance. Operating funds on hands of any one IUVSTA Expense Centre will not exceed CHF 10,000. The excess amount will be returned to the Treasurer.
59. The Treasurer will bring to the attention of the President and the Council any expenditures which show danger of exceeding the budgeted rate.
60. All extra budgetary items will be subject to Executive Council approval before checks for such items may be written by the Treasurer.
61. The Treasurer, with the help of his Finance Committee, will prepare and recommend a budget for the next triennium of the Union. This Budget will contain estimates of income and estimates of expenditures for each of the various operations of the Union. This budget will be submitted to the Executive Council for their approval and recommendation to the General Meeting for approval.
62. The Treasurer will give a Financial Report each year at the Executive Council and a triennial Financial Report at the General Meeting, which in particular will cover also the operating funds in the hands of the IUVSTA Expense Centres. In order to prepare this report the Treasurer will request each Expense Centre to provide its Financial Statement (normally once a year). The triennial Financial Report will be audited by the Finance Committee.
63. The Treasurer will give a report on the activities of the Finance Committee at each Executive Council Meeting.

The Records of the Union

The Record of the activities of the Union shall be maintained by the Recording Secretary

Recording Secretary

Although the Recording Secretary is not an Officer of the Union (i.e. he or she does not have an *ex officio* vote on Union matters) the role is an important one.

The Recording Secretary is appointed for a three year term by the President after consultation with the Secretary General Elect. The principal duties are:

64. To attend all General Meetings, Executive Council Meetings, any Extraordinary Meetings and any formal meetings of the Officers which take place during the triennium up to, but not normally including, the General Meeting at the start of the subsequent triennium.
65. Before the start of any Executive Council Meeting, to confirm with the Secretary General his or her availability for the next meeting. (Note that such meetings are generally arranged two in advance, i.e. about a year).
66. To inform all relevant Officers, Committee Secretaries and Division Chairs of the deadlines for submission of electronic copies of minutes, papers and reports relevant to the current meeting (see Timeline) This may take the form of a printed notice distributed at the meeting or by email sent immediately after the meeting, or both.
67. To take the minutes of all the meetings (except meetings of Officers) listed in paragraph 1 above.
68. To prepare an electronic draft of such minutes and to circulate it by email to all Officers for comments and corrections within the specified timescale (see Timeline).
69. To make corrections recommended by the Secretary General and other Officers and to prepare a final electronic version of such minutes.
70. The Recording Secretary at his or her discretion may agree to act as the Secretary of any Standing Committee if requested to do so by the Chair of that Committee.
71. To receive electronic versions of all minutes, reports and papers which are associated with the meetings, specifically those of the Standing Committees and the Scientific and Technical Directorate and to format and collate all those which have been received by an agreed deadline (see Timeline and the next section).
72. To ensure that all documents are numbered according to the IUVSTA guidelines (see page 15 of this version of the Procedures Manual).
73. To place all such minutes and documents on the restricted area of the web site set up for such purposes. The layout and indexing of the site shall be agreed in consultation with the Secretary General.
74. To circulate an email announcing the posting of the minutes to a mailing list agreed with the Secretary General (normally in the form of an alias list).
75. To ensure that a secure electronic backup of the minutes is retained.
76. At the end of the Triennium to prepare a full printed copy of the minutes of all meetings held during the Triennium, starting with the General Meeting, and all associated documents, to collate these chronologically and pass the resultant bundle to the Past President to be placed in the Archives of the Union, together with an archival quality electronic copy of all the documents (e.g. a CD or DVD).

77. Where financial support is being provided by IUVSTA, to keep a careful record of all expenses and submit this to the Treasurer at agreed intervals.
78. It is helpful for background information if the Recording Secretary can arrange to:
 - a. Attend as many Committee and Division Meetings as possible, and
 - b. Receive copies of the agendas of all meetings.

Time Line for Recording Secretary

Before the start of Executive Council Meetings, confirm availability for the next Meeting (ECM, GM or special) with the Secretary General.

At meeting	Record attendance Record minutes Distribute deadline document (or email immediately after meeting)
Week 3	E-mail draft minutes to Officers Divisional reports to be sent to Scientific Secretary. (It is useful if these are copied to the Recording Secretary)
Week 4	Receive and incorporate corrections and any relevant comments regarding draft Minutes. Prepare final version Receive by email all Executive Council Reports, Committee Minutes and Papers
Week 5	Receive STD Report and Divisional Reports from Scientific Secretary Collate all reports received, assigning numbers according to the IUVSTA guidelines. Format all minutes, reports and papers according to agreed guidelines (see Format document) Place all documents on the web site in accordance with the procedures agreed with the Webmaster Notify relevant persons by email that the minutes are available

Numbering System For IUVSTA Papers

Document Numbers take the format: www-xx-yyv-zz:

www refers to the class of the IUVSTA meeting, e.g. ECM, GM

xx refers to the number of the meeting in its series, e.g. ECM-100,

yy refers to the source of the paper as follows

00 is an Agenda

01 is a set of Minutes

02 emanates from the President

03 emanates from the Secretary General

04 emanates from the Treasurer

05 emanates from the Recording Secretary

06 emanates from the another Officer

10 are Divisional papers

20 are Committee papers

30 are papers concerning the Triennial Congress (IVC)

v is used for papers from Committees or the Scientific and Technical Directorate and is omitted in all other cases

STD

10A Scientific and Technical Directorate

10B Applied Surface Science Division

10C Electronic Materials and Processing Division

10D Plasma Science and Technique Division

10E Surface Science Division

10F Thin Film Division

10G Surface Engineering Division

10H Vacuum Science Division

10J Nanometer Structures Division

Committees

Committees in *italics* are defunct

20A Congress Planning

20B Education

20C Finance

20D *Developing Countries*

20E *Liaison*

20F Publications

20G Statutes

20H Awards and Scholarships

20I *Coordinated Activities*

20J Long Range Planning

20K European Representative

Congresses

- 30A IVC-14 Birmingham Congress
- 30B IVC-13 Hague Congress
- 30C IVC-12 Yokohama Congress
- 30D IVC-15 San Francisco Congress
- 30E IVC-16 Venice Congress
- 30F IVC-17 Stockholm Congress
- 30G IVC-18 Beijing Congress

zz is the number of the paper in the appropriate class

EXAMPLES

A paper from the Secretary General at ECM-65 could have the number ECM-65-03-02,
or
a paper from the Education Committee could have the number ECM-65-20B-03.

(Revised November 2005)

Format of Minutes, Reports, etc., which form part of the IUVSTA Record

General

79. All minutes, reports and papers for the Record (“documents”) are to be prepared according to the following guidelines.
80. All documents are prepared mainly in electronic format so that they can be distributed easily and at minimal cost to the Union.
81. Although any word processing software can be used, all text-based documents sent to the Recording Secretary shall be fully compatible with Microsoft Word™. Spreadsheets shall be compatible with Microsoft Excel™ and presentations with Microsoft PowerPoint™.

Document Formatting

82. Formatting shall be as simple as possible, compatible with good legibility. Where colour is used, compatibility with monochrome printing for hard copy should be borne in mind when choosing the palette.
83. Text font and size shall preferably be Times Roman, 11 pt, with headings in 12 pt bold.
84. Paper size shall be ISO A4 portrait with margins: top 2 cm, bottom 3.75 cm, left 2.5 cm and right 2.45 cm (ensuring broad compatibility with US letter size photocopying)
85. Each page of a document shall have a header displaying the document number according to the IUVSTA guidelines. This number shall appear twice, aligned with right and left margins respectively and shall preferably be in Arial Bold, 14 pt.
86. A footer shall be optional, but may be used to provide descriptive information, such as the date of printing. For long documents, it is recommended that page numbering

in the form “Page m of n” be used, aligned centrally. The font shall preferably be Times Roman, 8 pt.

Documents on the Web Site

87. All documents placed on the IUVSTA Minutes web site shall be in Adobe Acrobat™ (pdf) format.
88. Each document shall be protected against all operations apart from “Open” and “Print”. Standard security is quite adequate, since this is simply to ensure that all copies made are identical.
89. It is recommended that each document be given the name ECMnn_abcdef.pdf, where nn is the number of the meeting (e.g. ECM92) and abcdef is a short descriptive title for the document (e.g. Minutes or EdComm or PSTD, etc). No spaces should be used to ensure maximum cross-platform compatibility. Underscores (i.e. _) may be used for clarity instead of spaces
90. All documents relating to a particular meeting shall be placed in a single folder or directory named to identify the meeting (e.g. ECM92 or GM15).

Structure of the Minutes Web Site

91. The minutes web site is maintained on the server of the French Vacuum Society (SFV). The webmaster will provide details of how to log onto the server via ftp.
92. Access to the minutes web site by others is through the password protected “Members only” section of the website.
93. The minutes web site shall be arranged in a moderately organised fashion as a hierarchy of folders.
94. The top level shall be a folder which contains the file for the basic home page of the Minutes web site (index.html); the IUVSTA logo (iuvsta.jpg) and a style sheet (iuvsta.css). It also contains folders for each Triennium.
 - a. index.html is the page which is opened when a browser accesses the web site. It provides the basic navigational table to the sets of minutes for each triennium (starting with 1998-2001).
 - b. iuvsta.jpg is a graphics file containing a picture of the IUVSTA logo. All other files in the structure which use the logo shall refer to this file. Hence if a new version is required, simply replacing this file with one named identically will change it everywhere it appears on the site. (Note that this does NOT apply to logos embedded in the pdf files which should embed the logo appropriate to the time of publication.)
 - c. iuvsta.css is a style sheet which here does little more than apply uniform colours to page backgrounds, etc. Again all pages refer to this style sheet so that a change may be propagated everywhere by altering this one file. It is a simple text file.
95. The second level of the hierarchy resides in a set of folders at the top level, one for each Triennium, currently named Tr9801 and Tr0104 respectively. A third named Tr0407 will be added at the end of the current triennium (2001-04). Each of these folders contains a folder for each Executive Council Meeting (named ECMnn, where nn is the number of the meeting), one for the General Meeting (GMmm) and an index file index.html. These index files contain the basic navigation tables to access the documents from the individual meetings of the triennium

96. All the individual pdf files, one for each document are at the third level and are contained in the folders noted in paragraph 5 above. There is also an index file ECMnn_index.html which provides for navigation around the documents in the folder.

The General Meeting.

General

The GM is held at least every third year, during the IVC (2001, 2004, 2007, 2010); the period between two General Meetings is a triennium. The GM is the final authority and approves all actions of the ECM. Its principal tasks will be to guide the work of the Union, elect the members of the Executive Council, and to discuss, approve or reject the reports submitted by the Executive Council.

The General Meeting can make amendments to the Statutes and it determines the By-laws.

Each Member Society nominates up to 3 delegates to the GM, on request from the Secretary General. Each Delegation is led by a Head of Delegation nominated by the national committee which it represents who will vote in the name of the national committee.

Delegations are usually nominated at the same time as the nominations for Councillor and Alternate Councillor. Although the same people may be nominated by a Society for Councillor and GM Delegate, the responsibilities are quite different. A Delegate attends only 1 meeting, lasting only a few hours, in 3 years; a Councillor attends 2 meetings each year, each lasting 2-3 days.

The proceedings of the General Meeting are not valid unless two thirds or more of the members are present, or represented. The decisions of a General Meeting are decided by a majority of three quarters of the votes.

A draft Agenda is prepared by the Executive Council and circulated to the members at least four months before the proposed date. The final Agenda is communicated to the members six weeks before that date.

No decisions can be taken outside the Agenda.

Nominations for Officers, Councillors and Delegates

General

Towards the end of each triennium, nominations must be obtained from the members for their delegates to the General Meeting and Councillors for the following triennium, In addition, nominations must be requested for the position of President-Elect for the following triennium. The Statutes require that the GM Draft Agenda be sent out 4 months ahead of the GM and that it contain the list of officers proposed by the Executive Council and the list of new Councillors. The Draft Agenda must be approved by the Executive Council.

To meet these schedules, it is necessary for the Secretary General to contact the Presidents of the member societies approximately 8 months before the GM. A sample letter is included below.

President-Elect

Towards the end of each triennium, nominations for President-Elect are requested. Nominations by the member societies require the agreement of the nominee, a short biography and an "electoral statement".

The vote for President Elect must be held at least 4 months before the GM. (In 2001, ECM-87 was held on March 18, 8 months ahead of the GM. For 2004, the GM will be held at the beginning of July, requiring a vote for President Elect be held at least 2 weeks before

March 1 to allow the Secretary General to distribute the information. Approximately 6 weeks before the ECM vote (e.g. before January 1, 2004), the biographical outlines and "electoral statements" of the nominees should be sent to all Council members so that they can consider the candidates and inform their proxy holders of their preference, if they cannot attend the ECM.

The deadline for nominations should be 8 weeks before the ECM (e.g. Dec 15 in 2003). The letter asking for nominations should precede this by at least 4 months (i.e. before August 15 in 2003) to allow member societies to consider a nomination, to contact the nominee for his/her agreement and to obtain a bio and "electoral statement".

GM Delegates

Each member may nominate up to three delegates to the General Meeting. One of these must be designated as the Head of the Delegation who will cast the votes held by the member. The GM Draft Agenda must be sent to all delegates at least 3 months before the GM. (The Draft Agenda must be sent to all members at least 4 months before the GM and proposed changes to the Statutes must be sent to all members at least 6 months before the GM). Any changes to the Draft Agenda must be sent to the delegates at least 6 weeks before the GM.

These schedules require that all the delegates should be nominated more than 3 months before the GM with sufficient time for the Secretary General to distribute information to them. To enable this, each nomination should include an e-mail address for the delegate.

Councillors and Alternate Councillors

Each member must nominate a Councillor and an Alternate Councillor for the following triennium. These should be identified more than 3 months ahead of the GM. A list of all the Executive Council members for the following triennium is included with the GM Draft which is sent to all the GM delegates. For 2004, the deadline for providing the Secretary General with these names should be no later than Feb 1, 2004.

Sample Letter to National Societies re the General Meeting (GM15)

Union Internationale pour la Science, La Technique et les applications du vide

International Union for Vacuum Science, Technique and Applications

Internationale Union fur vAkuum-forschung, technik unk-anwendung



IUVSTA WEB Address: <http://www.vacuum.org/iuvsta>

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To David French
President
Vacuum Society of Australia

November 21, 2005

Dear David:

I am writing to ask your cooperation in preparing for the next IUVSTA triennium (2004-7), which will begin with the upcoming General Meeting (GM-15) to be held on Wednesday, June 30, 2004 in Venice in conjunction with the 16th International Vacuum Congress (IVC-16) and the 12th International Conference on Solid Surfaces (ICSS-12).

Input from each society which is a member of IUVSTA is sought on some matters and required on other matters, as listed below. I invite you, on behalf of the Vacuum Society of Australia, to provide me with the requested information.

A. Two issues on which you may choose to make a submission.

Hosting IVC-18/ICSS-14 I 2010

A bid to host the 18th International Vacuum Congress (IVC-18) and the 14th International Conference on Solid Surfaces (ICSS-14) which will be held in 2010 (N.B. IVC-17/ICSS-13 will be held in Stockholm in 2007). Attached is a request for proposal letter (IVC_18RFPand GeneralGuide03.pdf) from the Chair of the Congress Planning Committee which provides details on making a submission. Bids must be submitted before December 31, 2003. We would appreciate receiving by e-mail an indication of an intention to submit a bid.

2) Nominations for President-Elect of IUVSTA

If your Society wishes to nominate a candidate for President-Elect, please send to me the name of the nominee before December 12, 2003. The Executive Council will meet in France on February 15, 2004 to discuss all nominations and to vote to propose a nominee for President-Elect to the GM-15.

For your information, the current President is Dr. M-G. Barthés-Labrousse (France), the President-Elect is Professor Ugo Valbusa (Italy) and the Past President is Dr. D.P.

Woodruff (Great Britain). According to the Statutes, the nominee for President-Elect cannot come from France or Italy. Apart from this limitation, you may nominate a person from any society which is a member of the Union; that person need not be a member of your society. You must secure from the nominee his/her agreement to be a nominee. The nominee should supply a one-paragraph biography and a short "election statement" for distribution to the Council.

If you wish to make a nomination, please send me, by e-mail, the name, biography and electoral statement of the nominee before December 12, 2003.

Four issues on which you must make a submission.

Please complete the attached form (NominationForm) and return it by e-mail before January 15, 2004.

Although, as explained below, letters signed by the President are officially required, I would appreciate an initial e-mail response; the actual letters may be sent as a Word file (containing a scanned signature) attached to an e-mail, as a fax, or by mail.

1) Delegates to the General Meeting.(GM-15)

Since the Vacuum Society of Australia holds 3 shares, the delegation will have 2 votes. There is only one General Meeting in each triennium and important decisions on the future of IUVSTA will be made. It is important that all member Societies be represented. GM-15 will be held in Venice, Italy on June 30, 2004.

The Statutes specify that each member Society delegation may consist of up to three (3) members. Please send to me before January 15, 2004 the names of up to three individuals representing the Vacuum Society of Australia who will serve as delegates to the General Meeting. One of these individuals must be designated as the Head of the delegation. The letter appointing these delegates must be signed by the President of the Vacuum Society of Australia. If your delegates cannot attend the General Meeting, you may arrange to be represented by another member society. In this event, you must inform me by letter before May 15, 2004 how the Vacuum Society of Australia will be represented.

2) Names of Councillor and Alternate Councillor for the next triennium (2004-2007)

Each member society is represented at Executive Council Meetings by its duly appointed Councillor or, in his absence, by the Alternate Councillor. The names of the Councillor and Alternate Councillor are proposed by the member society and are confirmed by the General Meeting for the triennium; i.e. the Councillor and Alternate Councillor will serve for the whole triennium until the next General Meeting in 2007. According to the Statutes, you must submit the names of the Councillor and Alternate Councillor who will both represent the Vacuum Society of Australia and exercise a single vote at meetings of the Executive Council during the triennium. Please send to me before January 15, 2004 the names of the two individuals whom you propose to serve as Councillor and Alternate Councillor, respectively, for the 2004-7 triennium. The letter must be signed by the President of the Vacuum Society of Australia. Please provide also the addresses, phone and fax numbers and e-mail addresses of the two individuals.

Please note that the first Executive Council Meeting of the new triennium, ECM97, will be held in Venice on Friday, July 2, 2004 at the conclusion of the IVC-16.

For your information, your Councillor and Alternate Councillor for the current (2001-04) triennium are Prof Bruce King and David French; for the previous triennium, they were Prof John O'Connor and Dr Alan Morton. The Statutes require that, where possible, the same person should not hold the same position for more than 2 triennia.

3) Official contact.

In addition to the above, I would appreciate your sending me the name and address, including phone and fax numbers and e-mail addresses, of the person who is authorized to correspond with the IUVSTA secretariat on behalf of the Vacuum Society of Australia during the triennium. If this person is likely to change during the triennium, please include the date on which a change might occur. This letter should also be signed by the President.

4) Division Electoral College members

Each member society may nominate a member of each Division Electoral College. A vote by each Electoral College will determine the officers and executive committee of the Division during the triennium. Please enter the names of your nominee for all eight divisions on the attached form (NominationForm), with their contact information. Please send a copy of these names to the Scientific Secretary, Dr. J. William Rogers (jw.rogers@pnl.gov). You should also provide a short (5-10 lines) biography of each person; all the biographies will be sent to all members of the Electoral College to assist in voting for the division committee.

If you have any questions or comments, please contact me as soon as possible by e-mail.

Sincerely,

A handwritten signature in black ink, appearing to read "W.D. Westwood", is written over a thin red vertical line.

William D. Westwood

Relation of Shares and Votes at General Meeting

VOTES	National Member	Shares
2	Australia	3
2	Austria	3
2	Belgium	3
2	Brazil	2
2	China	3
1	Croatia	1
2	Czech Republic	2
5	Germany	15
2	Finland	2
4	France	9
4	Great Britain	8
2	Hungary	3
2	India	2
2	Israel	2
3	Italy	5
5	Japan	13
3	Korea	5
2	Mexico	2
3	Netherlands	5
2	Pakistan	2
2	Poland	3
2	Portugal	2
0	Romania*	1
5	Russian Federation	10
1	Slovakia	1
1	Slovenia	1
2	Spain	3
2	Sweden	3
2	Switzerland	3
1	Ukraine	1
5	USA	20
75	Totals	138

* Romania is currently suspended

Guidelines for Applicants to IUVSTA

(Approved at ECM70, Orlando, 21 November, 1993)

The following documents are required to satisfy the IUVSTA Statutes and Bylaws concerning admission of new member societies.

- 1 A letter applying for membership of IUVSTA, signed by the President of the applying society, addressed to the President of IUVSTA but posted to the Secretary General.
- 2
 - (a) A copy of the applicant Society's Statutes and Bylaws.
 - (b) A translation of these Statutes and Bylaws into English, French, or German (English is preferred).
- 3 An official letter confirming that the applicant society is the only society representing Vacuum Science, Technique and Applications in the country and that it is representative of all individuals and corporate bodies working in this field. Such a letter could, for example, be signed by a government minister, or a legal document could be prepared and presented.
- 4 A brief history of the applicant society indicating its fields of interest, recent activity and current membership. The fields of interest should match those of IUVSTA which are, currently, Applied Surface Science, Electronic Materials, Nanometer Science and Technology, Plasma Science and Technique, Surface Science, Thin Films, Vacuum Metallurgy and Vacuum Science. A society which represents just one of these fields would not normally be acceptable.
- 5 At a later stage in the application process the following is required.
- 6 A letter, signed by the President of the applying society,
 - (a) undertaking to abide by the IUVSTA Statutes and Bylaws,
and
 - (b) proposing the number of contributory shares to be paid to IUVSTA.
- 7 The IUVSTA Statutes Committee, which considers new applications, will be looking for evidence that the applicant society is well established and is likely to remain as the leading group in the country for some years to come. If a society has been formed only recently, IUVSTA may recommend a period of Provisional Membership whilst the society becomes established.

1993

The Executive Council

Outline of the Operation of The Executive Council

Information for new Councillors and Alternate Councillors.

Function

The Executive Council is the main governing body of the Union. Each member society has 1 vote, exercised by the Councillor, or Alternate Councillor, The Officers also each have 1 vote. Currently there are 31 members societies, but Romania's voting privileges are suspended because they have been unable to pay the annual dues. There are 7 Officers (President, President Elect, Past President, Secretary General, Treasurer, Scientific Secretary, Scientific Director). There are therefore 37 voting members of the Council. Two-thirds (i.e. 25) of the votes must be represented at a Council Meeting for business to be carried out; i.e. to form a quorum.

The Councillor and Alternate are nominated by the member society and approved by the General Meeting for a 3 year term. The Council submits its nomination for President Elect to the General Meeting for approval; J. W. (Bill) Rogers is the nominee for 2004; he would serve as President for 2007-2010. The President for 2004-2007 is Ugo Valbusa; the Past President is M-G Barthés-Labrousse. The President (Ugo Valbusa) will appoint the other 4 Officers (Secretary General, Treasurer, Scientific Secretary, Scientific Director). The GM 15 will approve all members of the Council.

The GM is held during the IVC (usually on Wednesday at lunchtime). The first ECM of the triennium (ECM-96 in 2004) is held at the end of the IVC (usually on Friday after lunch). It is an opportunity for the members to get to know each other, for the new President to introduce topics for future meetings and for the members to volunteer to serve on a committee.

In addition to the voting members of the Council, the Division Chairs should attend each ECM. With the Scientific Secretary and Scientific Director, they form the Scientific and Technical Directorate (STD), which is responsible for the scientific programs of IUVSTA. The Division Chairs, and the Division Committees, are determined by a vote of all members of the Division Electoral College; each member society nominates a member of each of the 8 Electoral Colleges. They also serve a 3 year term. Others (e.g. Division Secretaries, Committee Secretaries) may also attend the ECM, but do not vote.

Meetings

The Council meets at approx. 6 month intervals. The location is selected 1 year in advance, to allow members to apply to their funding agencies for support. The Executive Council selects the location from bids from member societies to host the ECM. The tentative schedule for the triennium 2005-2007 is:

ECM-97: July, 2004, Venice

ECM-98: February, 2005

ECM-99: September, 2005

ECM-100: February/March, 2006

ECM-101: September, 2006

ECM-102: February, 2007; the Agenda for GM16, including the Executive Council nominee for President Elect, must be sent out before February 27.

ECM-103: June, 2007, Stockholm, prior to IVC-17

The host society is responsible for all the local arrangements (meeting room, audio-visual set up, providing information on accommodation, & local transport). The attendees are responsible for their own travel and accommodation costs. It is usual for the host society to provide one dinner and an introduction to the local culture.

The actual ECM lasts for a few hours, but committee meetings are held before the ECM and the whole series of meetings (referred to as the ECM) lasts about 2 days. The Committees of the Council are: Awards & Scholarships (chaired by Scientific Director), Congress Planning, Education, Finance (chaired by the Treasurer), Long Range Planning (chaired by the President Elect), Publications, Statutes (chaired by Secretary General), Any attendee may attend any of the committee meetings but only members of the committee can vote. The meetings usually start on Friday after lunch and end at lunch on Sunday; the actual ECM is on Sunday morning.

The schedule of meetings, and information on travel and accommodation, are sent by e-mail to all the Council members, Division Chairs and Secretaries, Committee Chairs and Secretaries a few months before the ECM, by the Secretary General. The ECM agenda is sent out by e-mail a few weeks before the ECM. Please make sure that you inform the Secretary General if your e-mail address changes!

Proxy votes

Because it is important to have a quorum (i.e. 25 voting members) at the ECM, each Councillor and Alternate Councillor should assign a proxy to represent them if they are unable to attend, for any reason. Because of last minute commitments, it is advisable to do so, even if you do plan to attend. The Secretary General sends a proxy form with the schedule for the ECM. A proxy form for the triennium (i.e. for all ECMs from ECM-96 through ECM-103) is also available, for convenience. Completed proxy forms must be sent to the President,; the Secretary General should also be informed.

A proxy can only be assigned to a voting member of the Council; i.e. another Councillor or Alternate Councillor, or an Officer. A proxy issued by the Councillor or Alternate is invalid if either the Councillor or Alternate is present. (i.e. if the Councillor for Austria assigned his proxy to the President but the Alternate Councillor for Austria attended the ECM, he/she would vote for Austria; but, if both the Councillor and Alternate did not attend, the President could vote for Austria).

Guidelines for Assigning Proxies

The Rules

Statute IV.4.C.c states that "two thirds of the members of the Executive Council present or represented are necessary to form a quorum".

THIS MEANS THAT THE EXECUTIVE COUNCIL CANNOT TAKE PLACE IF LESS THAN 24 MEMBERS ARE PRESENT OR REPRESENTED BY PROXIES. IT IS THUS VERY IMPORTANT TO NOMINATE A PROXY.

Bylaw VII.d. states "If an officer is not able to be present at an Executive Council Meeting (ECM), he should designate at least two individuals as proxies to represent him, in order of preference. Similarly, if neither a representative councillor nor his alternate councillor is able to be present at an ECM, one of them should designate at least two proxies to represent him at the ECM in order of preference. An individual designated as a proxy must have voting rights on the Executive Council as an officer, representative councillor, or, alternate councillor".

IN RECENT YEARS IT HAS BEEN USUAL TO ASK COUNCILLORS TO NOMINATE 3 PROXIES

Background

The list of Executive Council Members for the triennium is provided in the Directory for the Triennium. The names on this list are the only people who need to give proxies. These are also the only people to whom proxies may be given.

There is no point in nominating your own Councillor/Alternate Councillor; as a proxy since both of them have already been approved as voting members by the General Meeting.

Suggested Action

Councillors and Alternate Councillors must contact each other as soon as they receive the announcement of the Executive Council Meeting and decide which of them will attend and which one of them will fill in the proxy form. Officers should also fill in a proxy form. Even if you plan to come to a meeting you should nominate 3 persons as proxies, in order of preference. You can always cancel the proxy on arrival at the meeting. To select valid proxies you should study the attached list of Executive Council Members and write down the names of three people from this list on the proxy Form, in order of preference.

If possible you should contact these people and ensure that they plan to attend. This is particularly important in the case of Councillors and Alternate Councillors since normally only one of them will attend. (If both of them plan to attend your proxy must go to the Councillor as he will be the voting member and the Alternate will be an Observer). It is useful to assign your third proxy to an Officer since it is more certain that he will be present.

You should advise your proxy which way you wish him to vote on any issues which you consider will be debated at the meeting (study the Agenda). If no instruction is given he will decide how to cast your vote.

Standing Committees of the Executive Council

1. The President will propose Standing Committees and their Chairmen.
2. Committee Chairmen will recommend to the President members for their respective committees, including a Secretary. Committee members will normally be chosen from members of the Executive Council but other qualified individuals may be appointed. The President is an ex-officio member of all Committees.
3. The President will request Executive Council approval (Statute IV.4.C.g) for all Standing Committees. (This will normally be done at the second meeting following the General Meeting.)
4. Standing Committee Chairs will set the agenda for each of the committee meetings and send it (by e-mail) to the members of their committees and the Officers of the Union at least one month in advance of the meeting. The President will inform the Chair of any special items to be considered at their meetings.
5. Standing Committee Secretaries will record the minutes of their committee meetings. A copy of the minutes will be sent to the Recording Secretary no later than one month after each meeting. (The Recording Secretary will give these minutes a number and include them with the minutes of the Executive Council meeting.)
6. The committee minutes should include any items that require consideration by the Executive Council at its next meeting; otherwise, it will be the responsibility of the Committee Chair to send any such items to the Executive Council Officers and members at least one month in advance of the next Council Meeting.
7. The Committee Chair will report on the activities of the activities of their committees at each Executive Council Meeting.

Committees of the Executive Council, Triennium 2001-2004

Overview

1. Awards & Scholarships
 - 1.1 Selects Trustees for the Welch Scholarship
 - 1.2 Oversees the administration of the Welch Scholarship
 - 1.3 Selects winners of the IUVESTA Prizes
 - 1.4 Selects conferences to receive Elsevier Student Awards
2. Congress planning
 - 2.1 Oversees the arrangements for the next two IVCs (IVC-17 in Stockholm in 2007, IVC-18 in Beijing in 2010)
 - 2.2 Reviews bids for IVC-19 (due 2013)
3. Education
 - 3.1 Plans and oversees the programmes in Visual Aids, Technical Training and Short Courses, assists Lesser Developed Countries in such programs
 - 3.2 Maintains the educational web pages
4. European Representative
 - 4.1 Considers all aspects of the work of the Union of particular relevance to National Vacuum Societies in European countries

- 4.2 Provides a forum for closer cooperation and interaction between the National Vacuum Societies in Europe
- 5. Finance (chaired by the Treasurer)
 - 5.1 Manages investments and reviews expenditure
- 6. Long Range Planning (chaired by President Elect)
 - 6.1 Discusses future directions and activities
 - 6.2 Considers matters relating to the structure of the Union
- 7. Publications
 - 7.1 Manages the web site
 - 7.2 Publishes the News Bulletin
 - 7.3 Publishes any public-facing documents pertaining to the Union (e.g. publicity flyers)
- 8. Statutes (chaired by Secretary General)
 - 8.1 Reviews and recommends required changes in Statutes and By-laws
 - 8.2 Required Belgian representative interfaces with Belgian Ministry of Justice (IUVSTA is officially registered in Belgium)

Terms of Reference of Committees

Education Committee

The duties of the Education Committee are to oversee all IUVSTA educational activity.

Currently this includes:

- 1. Preparation and upgrading of new and existing Visual Aid materials
- 2. Organization of special seminars
- 3. Organization of Summer Schools
- 4. Liaison with other relevant organizations such as UNESCO and ICTP (Trieste) through appointed Liaison Officers.
- 5. Assisting scientists in Developing Countries where there are problems of shortage of funds or facilities.
- 6. Organization of Technical Training Courses and Short Course programs.

One or more committee members with special responsibility for Developing Countries will be appointed to coordinate activities in this area including:

- 1. Assistance with the organization of conferences, workshops and seminars in these countries and to travel to similar meetings in other countries
- 2. Generation of data banks to assist workers in different countries to come together to formulate joint projects for support, for example, by the European Union or NATO, and to find experts to review national and international research proposals and projects.

The Chair of the Committee is responsible (with the help of the Secretary) for calling meetings, preparing the Agenda, taking the chair at these meetings, ensuring that the above listed activities continue and reporting at the Executive Council Meetings on the activity of the Committee

At the last Spring meeting before the General Meeting the Chair will, through discussions with his Committee, prepare a plan and budget for the next triennium.

At the last Committee meeting immediately before the General Meeting, the Chair will present a Report on the activities of the Committee during the triennium. The Chair will present this report, with any agreed amendments, to the last Executive Council Meeting of the triennium.

Publications Committee

The IUVSTA Publications Committee is a standing committee of the Union established under Statute IV 4 C g. The Committee is responsible to the Executive Council for recommendations on questions of publication of all archival material generated under aegis of the Union.

The Committee is responsible for the publication of all archival materials approved by the Executive Council, including the IUVSTA News Bulletin. It determines and monitors the costs of all publications. It serves in an advisory capacity concerning the publication of conference proceedings and publication of similar archival material which is intended for extensive distribution on behalf of the IUVSTA.

1. The Chair is appointed by the IUVSTA President at the beginning of each triennium and serves for a period of three years.
2. The Chair recommends a Committee Secretary and members for the Committee to the IUVSTA President. Each shall serve for a period of three years. Committee members are chosen from the members of the Executive Council or other desired qualified individuals from National Vacuum Societies or Committees on Vacuum. A Chair or members of the Committee who are not Executive Council members participate at Executive Council sessions as observers with the right to speak but not vote.
3. The IUVSTA President requests Executive Council approval of the Committee at its second meeting following the General Meeting.
4. The Committee Chair determines the number of committee meetings to be held each year. At least one is required, and it is usually held at the time of and prior to an Executive Council meeting but it may be held separately if necessary. The Chair also determines the time and agenda for each Committee meeting. Either the Chair or the Secretary will send an announcement of all Committee meetings, along with other pertinent information, to the members as well as the Officers of the Union at /east one month prior to the meeting
5. The IUVSTA President will inform the Committee Chair of any special items to be considered at their meetings.
6. The Secretary will record minutes of all Committee meetings. A copy of the minutes for the Executive Council meeting minutes will be sent (by e-mail) to the IUVSTA Recording Secretary no later than one month after each Committee meeting. The minutes should include any items that require action by the Executive Council at its next meeting; otherwise the Committee Chair will send information on any such items to the Executive Committee officers and members at least one month in advance of the next Executive Council meeting.
7. The Chair or his/her designate will report on the activities of the Committee at each Executive Council meeting.

8. The Chair shall recommend candidates for the position of Editor of the IUVSTA News Bulletin or any other special publications of the IUVSTA, as required.
9. The Committee has responsibility for publication arrangements for the News Bulletin and of such other publications as the Executive Council shall direct. It also provides recommendations on all publication procedures.
10. The Chair shall prepare a budget for the Publications Committee for the following triennium. This budget should be sent to the IUVSTA Treasurer well before the penultimate Executive Council Meeting of the triennium (normally, early in the spring of the Congress year). The budget should be discussed and adopted by the Finance Committee at this penultimate Executive Council Meeting.
11. The Committee shall serve in an advisory capacity to other Standing Committees of IUVSTA for publication of any type of archival material they generate. It will also assist with publication of IUVSTA documents, such as an Information Booklet, Directory and Procedures Manual.

Editor: IUVSTA News Bulletin

1. The IUVSTA News Bulletin serves as an archival publication of the Union to provide timely information on matters of interest to the Union membership.
2. The News Bulletin and its Editor come under the control of the IUVSTA Publications Committee as established by Statute IV 4 C g.
3. The IUVSTA News Bulletin Editor is recommended by the Publications Committee at the beginning of each triennium and is approved by the Executive Council. He/she shall serve for a period of at least three years.
4. The IUVSTA News Bulletin shall be issued on a regular basis, as agreed upon by the Publications Committee and the Executive Council. Current policy calls for publishing two issues a year on the IUVSTA web site. Current planned publication dates are the first weeks of February and August, with deadlines for inputs to specific issues two weeks before the planned publication date.
5. The Editor shall solicit information as required and include in various issues:
 - 5.1 Summaries of Executive Council meeting minutes and, every three years a summary of the General Meeting minutes.
 - 5.2 Reports of Division activities of general interest to Union members including special programs such as Divisional Research Highlights seminars which are held once a triennium
 - 5.3 Reports on Committee activities of general interest to Union members.
 - 5.4 Notices of meetings on IUVSTA related topics and technical meeting summary reports when available.
 - 5.5 Education course schedules or workshops on IUVSTA related topics and information on the Visual Aids Project including cost and availability.
 - 5.6 Notices of significant issues (editorials) or special announcements as desired by Union members.
 - 5.7 List of Executive Council Officers, Councillors and alternate Councillors, Divisional Officers, Committee Members, and National Vacuum Committee Presidents, etc. (usually in first or second issue after the beginning of each triennium).
 - 5.8 IUVSTA Budget information and Treasurers reports as desired.

- 5.9 IUVSTA Welch Foundation Scholarship announcements and other scholarship or award announcements of interest to the Union.
6. The News Bulletin may serve as a forum for Union members who desire to discuss policy issues (usually in letter form).
7. The News Bulletin shall be published on the IUVSTA Web Site.

Statutes Committee

The Secretary General is the Chair of the Statutes Committee. He will, after consultation with the President, determine the membership of this committee.

At least one Councillor from Belgium is normally a member of this committee because the Statutes are based on Belgian law. As long as Belgian law requires, one member of the committee must be Belgian. The STD is usually represented by the Scientific Secretary.

The committee normally meets in the days just before the ECM. The meeting is convened by the Secretary General who will send out an Agenda to committee members.

The duties of the Statutes Committee are:

1. To consider and, if necessary, propose to the Executive Council amendments to the Statutes and Bylaws of the Union. The text of all changes, in all three languages of the Union, must be dispatched to the members of the Union at least 6 months before the General Meeting. It is usual to contact the Belgian Ministry of Justice prior to this to ensure that the changes are in compliance with Belgian Law.
2. To establish and continually up-grade the material for a Procedures Manual to assist Officers and Chair of Committees and Divisions and improve the administration of the Union activities.
3. To monitor new applications for membership of the Union, to ensure that the Statutes and Bylaws of applicants are acceptable and that the new societies are the only groups representing vacuum and related interests in their countries (or regions) and that their interests cover the whole field of vacuum science, technology and its application.
4. To monitor applications by the Union for membership in and interaction with other National and International organizations and to report on progress of such activity to the Executive Council.
5. To consider the provisional agenda for all meetings, in particular for the General Meeting which should be tabled at the meeting held at least 4 months prior to this General Meeting.
6. To consider any other matters relating to Statutes and Procedures which the Union may require.

The Scientific and Technical Directorate

A major role of IUVSTA is to conduct scientific and technical activities. These activities are coordinated by the Scientific and Technical Directorate (STD), working through the Scientific Divisions. The STD consists of the Scientific Director, Scientific Secretary, Chairs of Divisions, Chair of the Education Committee and co-opted experts.

Principle activities are the IUVSTA Conferences (IVC, ICSS, ECOSS, EVC, ICTF and VASCAA Series), IUVSTA Workshops, IUVSTA Schools and Technical Training Courses.

Divisions

In Triennium 2005-07, there are eight scientific Divisions –

- Applied Surface Science
- Electronic Materials and Processing
- Plasma Science and Technique
- Nanometer Structures
- Surface Engineering
- Surface Science
- Thin Film
- Vacuum Science and Technology

The Divisions are made up of the Divisional Representatives nominated by each National Vacuum Society with an interest in the subject of the Division. These Representatives form the Electoral College to elect 7 members for a Divisional Committee from amongst themselves, and up to three extra members are then co-opted to the Committee.

Please refer to the document *Statutes of the Divisions* for the formal constitution of each Division

Standard Procedures for All Division Chairs

1. Represent the Division and present a report on its activities at meetings of the Scientific and Technical Directorate, meetings of the Executive Council and the General Meeting. If the Chair cannot attend in person he/she should arrange for a representative of the Division to attend and present the report on their behalf. A typed report on the activities of the Division between Executive Council Meetings should be sent to the Scientific Secretary and the Recording Secretary within several days after an ECM so that it can be included in the Minutes. A separate report, describing the activities of the Division during the whole triennium, should be submitted to the Scientific Director, who will make a summary presentation to the General Meeting. Outside the Union the Chair will represent the Division, especially with respect to interaction with other International or National societies.
2. Preside at business meetings of the Divisional Committee and College and report on the activities of the Division. Copies of the Agenda and, subsequently, Minutes should be sent to the Recording Secretary, the Secretary General and the Scientific Secretary and the Officers should be advised well in advance of the dates of future meetings. At least one meeting per year should, if possible, take place in conjunction with an ECM.

3. Respond promptly to all queries from the STD and the Executive Council, particularly those dealing with requests from various organizations for sponsorship of technical meetings or short courses.
4. Nominate, in consultation with the Divisional Committee (and, where possible, with all Divisional Representatives), up to six Program Committee members for the triennial IUVESTA Congress and, in addition, nominate candidates for the Divisional Program Chair, one of whom will be selected by the General Program Chair on the basis of a balance in the distribution of countries involved in the overall program. This activity normally takes place at the beginning of the second year of a triennium (during the time between the second and third ECM of the triennium).
5. Handle or oversee the election of Divisional Committee members and officers for the succeeding triennium. Ensure that ballots are sent out by e-mail to the College members (now called Divisional Representatives) by the Division Secretary for the election to form the Divisional Committee. A second ballot is then sent to the elected Divisional Committee members so that they can choose the Officers of the Division. **BOTH THESE BALLOTS MUST BE CARRIED OUT IN THE 8 MONTH PERIOD PRIOR TO THE END OF THE TRIENNIUM.**
6. The Divisional Secretary, or the person organizing the ballot process, should note the following. For an e-mail ballot from a member of the Electoral College or Committee to be counted, it must be copied to the Secretary General. The result of the ballot must also be communicated to the Secretary General. The total of all the ballots should then agree with the individual ballots copied to the Secretary General. The objective of the duplication is to ensure that all electronic votes are counted and none are lost in electronic transmission.
7. Note that it helps the smooth running of a Division if the previous Chair and, perhaps, two other previous members are co-opted to continue serving on the Divisional Committee.
8. Working with the Divisional Committee (and, where possible all Divisional Representatives), make assignments on various projects such as the organization of conferences or workshops, joint activities with other Divisions, or the preparation of visual aids material. In any joint activity the Chair should establish the roles and actions for which the Division is responsible. Also, in collaboration with the Scientific Director, the Chair should review and make recommendations concerning any changes in the role, title and Statutes of the Division.
9. Three months before the start of a new triennium (before the penultimate ECM) the Chair will forward to the Scientific Director the draft budget for the forthcoming triennium. The budget will have been prepared by the Division Secretary/Treasurer in consultation with the Divisional Committee and will have been approved by the Division Chairperson and already informally approved by the Director of STD.

Additional Procedures for Chairs of Certain Divisions

In addition to the standard procedures the Chairs of certain Divisions have the additional duties outlined below.

1. Applied Surface Science Division

- a. Interact with the organizers of the European Conference on Surface and Interface Analysis (ECASIA) when the IUVESTA Congress and ECASIA meeting are scheduled for the same year so as to minimize conflicts of meeting locations and times.

- b. Ensure that the ASS Division Program Chair discusses with the Surface Science Program Chair regarding joint activities at the IVC; in particular, common arrangements for a session of post-deadline papers at the Congress.

2. Nanometer Structures Division

- a. Interact with the organizers of the NANO series of conferences to ensure either that it runs as part of the IUVSTA IVC, or, that the dates and venues do not conflict.
- b. Interact with the organizers of the STM/S series of conferences to ensure either that it runs as part of the IUVSTA IVC, or, that the dates and venues do not conflict.

3. Surface Science Division

- a. Ensure that the SS Division Program Chair discusses with the Applied Surface Science Program Chair regarding joint activities at the IVC; in particular, whether common arrangements for a session of post-deadline papers at the Congress.
- b. Organize the ECOSS series jointly with the Surface and Interface Section of the European Physical Society

4. Thin Film Division

- a. Solicit proposals from IUVSTA member societies to host the triennial International Conference on Thin Films (ICTF) and to make a decision on the venue at least 3 (and preferably more) years in advance. ICTF is normally held in the year following the IVC.
- b. Oversee the organization and budgeting for ICTF and the publication of the Proceedings with the aim of maintaining a uniform high quality.
- c. ***What is expected from the Thin Film Division Committee of IUVSTA during the triennium?***

By Jan Verhoeven, September 2003

Tasks:

1. At the beginning of triennium the committee makes a decision from bids where ICTF will take place.
2. At the end of triennium, a message should be sent around to national delegates for new bids for ICTF so that the new committee can make their choice.
3. The committee 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 Chair of the program committee of ICTF can ask the secretary of the Thin Film Committee to communicate with the national delegates for suggestion of invited speakers and subjects.
5. Organising workshops. This action should be repeated several times depending on the funds available. The national delegates 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

submitted to the STD for approval by the chair of the TFD committee or preferably by the national delegate involved. The STD recommends approval by the Executive Council.

7. Chair or vice Chair 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 delegates 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 chair, vice chair and the secretary.

ii. Communication and reports

1. Main channel for communication is e-mail for which the secretary is first responsible. The chair is the second responsible.
2. A division meeting can be organised in parallel with the ECM meetings.
3. The Chair or vice Chair 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 delegates.
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 Chair has to make a final report to the Scientific Director on all activities over the past triennium.

5. Vacuum Science

- a. Solicit proposals from IUVSTA European member societies to host the European Vacuum Conference according to the guidelines agreed at ECM72 and laid out elsewhere in this manual (Page 65).
- b. Where necessary, arrange a ballot to select the venue for the EVC (again see EVC guidelines)

IUVSTA Sponsorship of Workshops or Schools

Regulations for Sponsorship of Workshops or Schools

1. Introduction

- a. The International Union for Vacuum Science, Technique and Applications (IUVSTA) may sponsor scientific workshops, summer schools, etc. (hereafter called "event") for which the subject content of the event is, or is capable of becoming, of wide interest, i.e. not only of interest to the host country. New or emerging subjects may initially be limited to a specific country but, by their nature, be of international interest.
- b. Attendance at the event is to be truly multinational, with expectations that a substantial fraction of the attendees will be from outside the host country.
- c. Requests for sponsorship must originate from within IUVSTA and normally from within one of the Scientific Divisions.

97. General requirements for sponsorship

- d. The subject of the event must fall within the broad areas of vacuum science and applications covered by the IUVSTA.
- e. The event must have an international scientific or technical papers committee, or, demonstrate broad international representation among invited speakers.
- f. Apart from the national language(s) which is (are) allowed, at least one of the three official languages of the IUVSTA (English, French or German), is to be used in abstracts and communications.
- g. The IUVSTA must be identified as the major sponsor of the event; i.e. the IUVSTA financial contribution must be significant but the IUVSTA accepts no additional financial responsibility beyond the agreed financial contribution. If sponsorship is granted, the organisers must indicate who will underwrite any financial loss.

2. Application Procedure

- a. The organizers must agree to the conditions below and provide all the information requested. Failure to do so may result in the withholding of the financial support.
- b. The organizers must **AGREE** to:
 - i. PROVIDE full information of the event:
 - ii. PROVIDE a Website url and the name and e-mail address of the person who will maintain the site. The IUVSTA financial contribution may be withheld until this contact information is received by the Secretary General.
 - iii. USE the IUVSTA numbering system (e.g. 30th IUVSTA Workshop) on all event announcements.
 - iv. PROVIDE a report of event for IUVSTA web page and the name and e-mail address of the person who will provide the report:
 - v. INCLUDE the IUVSTA name and logo on all event announcements:
 - vi. GIVE a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site)
 - vii. DISTRIBUTE IUVSTA material provided.

- c. Event organisers should add the phrase "Sponsored by the International Union for Vacuum Science, Technique and Applications" to subsequent literature describing the event.
- d. After the event the organisers are required to send a report on it to the Secretary General for publication on the IUVSTA Web Page. They must also provide a financial report to the Secretary General.

3. Processing Procedure

- a. The proposal for the event will normally be initiated within one or more of the IUVSTA Scientific Divisional Committees and the scientific subject and organisational aspects must be approved by at least one such committee, after debate involving as many members and associated representatives as possible.
- b. The Chair(s) or appropriate representative(s) of the nominating committees will then be responsible for passing full information on the proposed event to the Scientific Secretary and Scientific Director.
- c. The Scientific Secretary will notify all other Division Chairs of the application.
- d. The Scientific Secretary will submit the application for consideration at the next STD meeting. A final decision on whether to support an application will not normally be given if the full information on the application is not provided to the Scientific Secretary at least 1 month before the STM meeting. If approved by the STD, the application will be submitted to the Executive Council Meeting for approval.

4. Sponsored Events

- a. If sponsorship is granted the IUVSTA will, with the help of the appropriate Division,
- b. Provide financial support to a maximum decided by IUVSTA. The financial contribution will be recommended by the Scientific Director.
- c. Supply the organisers with addresses of all Divisional representatives who might be able to provide advice on the organisation of the event and the selection of invited speakers.
- d. Announce the event on the IUVSTA Web site and, subsequently, publish a report on the conference on this page.

IUVSTA Scientific Workshop Guidelines

1. Purpose/Format

The IUVSTA Workshop program was established to provide a forum for intense scientific debate and discussion between a small number of experts in a focused scientific field which falls within the area of activity of the Scientific Divisions of IUVSTA. The purpose of the Workshop program is scientific rather than educational. The format is intended to be rather similar to that of the US Gordon Conferences; specifically that they are informal, involve all delegates in residence together, typically in a relatively remote site (i.e. not in a large city), are small enough and long enough to ensure active debate (i.e. less than 100 delegates and typically 5 days duration). In order to guarantee the financial stability of such a meeting these meetings are supported by a contribution from the IUVSTA STD Discretionary Fund, currently to a maximum of 10,000 Swiss Francs. They are organized by one or more of the Scientific Divisions.

2. Size, Duration

Workshops will typically comprise 40-80 delegates. They will normally last 4-6 days.

3. Participation

High-level discussion can only be achieved if many of the best and most active scientists attend the meeting, so participation in the first instance should be by invitation. At the same time, it is essential that opportunity is also offered for participation from all the member countries of IUVSTA, including those in which science is less well developed than in the scientifically most active countries. For this reason, it is envisaged that the workshop will be advertised through the member societies (possibly via the electoral college members of the organizing Division(s)), although the organizers will also send specific invitations to the participants whose presence they perceive as most desirable scientifically.

4. Venue/Program

It is implicit in the workshop/discussion format that all delegates should be together throughout the meeting and should have limited external distractions, although communal recreation during part of the day (e.g. hiking, sailing) can be an effective means of creating extended scientific interactions through social contact. For this reason, a time schedule involving recreation during part of the day but lectures into the late evening, as at the US Gordon Conferences, may well be appropriate. Typically this is likely to mean that the venue will be an hotel, hostel, or possibly a University campus, situated in a small town or a rural area. Access (transport) for international visitors must, of course, also be considered. The dominant part of the program will be single session oral presentations with sufficient time for discussion. If appropriate, a poster session could also be included to allow even more delegates to present their work, but the emphasis should be on discussion and its generation.

5. Publication policy

In view of the informal nature of the discussions which the workshop is intended to generate, the STD has agreed that proceedings of the workshops should not be published under any circumstances.

6. Financial arrangements

- a. Clearly in running a 5-day meeting with 10-20 invited speakers and a total delegate population of only 50, the potentially substantial fixed costs, shared between the small number of participants, can make the delegate cost high, or

the financial arrangements potentially unstable, or both. For this reason the IUVSTA funding is intended to cover most of the fixed costs, which are dominated by invited speaker costs, so that delegates will pay little more than marginal costs. In this way the price for participants is low, and there are unlikely to be serious financial consequences if the total attendance is slightly lower than anticipated. This is the basic philosophy of the IUVSTA financial sponsorship.

- b. Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level (normally 10,000 Swiss Francs). If there is a financial loss, this is the responsibility of the organizers, and for this reason it may well be appropriate to run the meeting with the support of the local Vacuum Society. Prudent budgeting should ensure that there is normally a surplus, however, and it is expected that this would be returned to the STD Discretionary Fund of IUVSTA to support further workshops.

7. Approval/Organization

The normal procedure for organizing one of the IUVSTA Workshops will be:

- a. The basic topic, venue and draft program for a workshop is first developed by one of the Scientific Divisional Committees of IUVSTA (or a collaboration of two or more of them) and presented to the STD for approval at one of the Executive Council Meetings.
- b. If approved by the STD and ECM, a fixed level of sponsorship funding will be agreed. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer due to the fact that only limited funds are held in current accounts.
- c. The Division responsible for the organization will ensure that the meeting is publicized within the Union via their complete Electoral College. The Division will establish a web site for the workshop and inform the Web page editor of the site so that it can be linked to the IUVSTA web page. The organizers will also bring regular progress reports to the STD and their Divisional Committee.
- d. The workshop should be referred to in all publicity as an IUVSTA WORKSHOP, the specific topic title following as appropriate. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain small amounts of additional funding. Major co-sponsorship is not seen as appropriate.
- e. After the event, a brief scientific report and a financial statement will be given to the STD, and appropriate balances will be returned to IUVSTA. The scientific report will be sent in electronic form to the IUVSTA Web page editor for inclusion in the web page. The Workshop web page will be terminated.
- f. Divisional Committees should note that the statutes under which IUVSTA operates precludes formal financial commitments to be made in one triennium for expenditure in the next. This means that all of that organization process covering the period from approval of the plan to actually extracting the IUVSTA funds for a workshop must occur within a single IUVSTA triennium.

IUVSTA Schools Guidelines

1. Purpose/Format

The IUVSTA Schools program was established to provide education in a scientific topic within the fields covered by IUVSTA. The school is intended to provide an opportunity for students, particularly those who would not normally have such an opportunity without some support, to attend lectures and discussions with experts in the field. In order to guarantee the financial stability of such a meeting these meetings are supported by a contribution from the IUVSTA STD Discretionary Fund, currently to a maximum of 10,000 Swiss Francs. They are organized by one or more of the Scientific Divisions.

2. Size, Duration

Schools will typically comprise 40-80 delegates. They will normally last 4-6 days.

3. Participation

It is essential that opportunity is also offered for participation from all the member countries of IUVSTA, including those in which science is less well developed than in the scientifically most active countries. For this reason, it is envisaged that the school will be advertised through the member societies (possibly via the Electoral College members of the organizing Division(s)).

4. Venue/Program

It is implicit in the school format that all delegates should be together throughout the meeting and should have limited external distractions. Typically this is likely to mean that the venue will be an hotel, hostel, or possibly a University campus with suitable accommodation for students. Access (transport) for international visitors must, of course, also be considered. The dominant part of the program will be single session oral presentations with sufficient time for discussion.

5. Publication policy

In view of the educational nature of the event, course notes or copies of presentations should be available to the students.

6. Financial arrangements

- a. Clearly in running a 5-day school, the potentially substantial fixed costs, shared between the small number of participants, can make the delegate cost high, or the financial arrangements potentially unstable, or both. For this reason the IUVSTA funding is intended to cover most of the fixed costs so that delegates will pay little more than marginal costs. In this way the price for students is low, and there are unlikely to be serious financial consequences if the total attendance is slightly lower than anticipated. This is the basic philosophy of the IUVSTA financial sponsorship.
- b. Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level (normally 10,000 Swiss Francs). If there is a financial loss, this is the responsibility of the organizers, and for this reason it may well be appropriate to run the meeting with the support of the local Vacuum Society. Prudent budgeting should ensure that there is normally a surplus, however, and it is expected that this would be returned to the STD Discretionary Fund of IUVSTA to support further events.

7. Approval/Organization

The normal procedure for organizing one of the IUVSTA Schools will be:

- a. The basic topic, venue and draft program for a school is first developed by one of the Scientific Divisional Committees of IUVSTA (or a collaboration of two or more of them) and presented to the STD for approval at one of the Executive Council Meetings.
- b. If approved by the STD and ECM, a fixed level of sponsorship funding will be agreed. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer due to the fact that only limited funds are held in current accounts.
- c. The Division responsible for the organization will ensure that the meeting is publicized within the Union via their complete Electoral College. The Division will establish a web site for the Workshop and inform the Web page editor of the site so that it can be linked to the IUVSTA web page. The organizers will also bring regular progress reports to the STD and their Divisional Committee.
- d. The event should be referred to in all publicity as an IUVSTA SCHOOL, the specific topic title following as appropriate. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain small amounts of additional funding. Major co-sponsorship is not seen as appropriate.
- e. After the event, a brief scientific report and a financial statement will be given to the STD, and appropriate balances will be returned to IUVSTA. The event report will be sent in electronic form to the IUVSTA Web page editor for inclusion in the web page. The School web page will be terminated.
- f. Divisional Committees should note that the statutes under which IUVSTA operates precludes formal financial commitments to be made in one triennium for expenditure in the next. This means that all of that organization process covering the period from approval of the plan to actually extracting the IUVSTA funds for a school must occur within a single IUVSTA triennium.

May 1999

Application Form for the Organization of an IUVSTA Workshop or School

TITLE OF THE WORKSHOP/SCHOOL:

WORKSHOP OR SCHOOL?:

VENUE:

DATES (NB workshops should normally be 4-5 days in length):

PRINCIPAL THEMES/TOPICS:

IUVSTA SCIENTIFIC SPONSORING DIVISIONS:

NAMES AND NATIONALITIES OF ORGANIZERS (not more than 4) TOGETHER WITH IUVSTA DIVISIONAL COMMITTEE MEMBERSHIP (must include at least one Divisional Committee member; please identify the Chair and provide full contact details):

NAMES AND NATIONALITIES OF LIKELY INVITED SPEAKERS:

NAMES OF OTHER SPONSORS (actual and applied for; include indication of known or anticipated level of financial contribution: IUVSTA must be advertised as the main sponsor):

UNDERWRITING: Who will underwrite any financial loss? (If approved, IUVSTA will make offer sponsorship to a predetermined maximum level and will not have any further financial responsibility)

CHECKLIST FOR APPLICANTS

Organizers must undertake to fulfil the conditions below. Financial contributions from IUVSTA are conditional upon this undertaking.

PROVIDE full information of event to the IUVSTA Scientific Secretary

PROVIDE Dedicated Website for the event. Give url if known (this information must be passed to the Scientific Secretary before any IUVSTA funds will be released):

Name and e-mail address of person who will maintain the site:

PROVIDE a report of the event after its completion for the IUVSTA web site:

Name and e-mail address of person who will provide this report:

AGREE to include IUVSTA name and logo on all event announcements:

AGREE to use IUVSTA numbering system (e.g. 30th IUVSTA Workshop) on all event announcements:

AGREE to give a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site <http://www.iuvsta..org>)

AGREE to distribute IUVSTA material provided to the organizers:

AGREE not to have a published Proceedings of the event:

AGREE to follow the Workshop Guidelines described in the IUVSTA Procedure Manual (downloadable from the IUVSTA web site: HYPERLINK <http://www.iuvsta.org>)

I agree to fulfil all the points of the above checklist

Name:

Date and Signature:

IUVSTA Technical Training Courses

Introduction

A IUVSTA Program of New Educational Activities was successfully launched in the 2001-2004 triennium. Four requests from national vacuum societies were approved and individual grants of about 3,500 CHF were made. At the IUVSTA General Meeting 15 held in Venice in 2004, it was decided that for the 2004-2007 triennium a budget of 15,000 CHF would be available for this kind of Educational Activities. This would be used to support nationally developed/organized IUVSTA Technical Training Courses (ITTC) delivered in local languages at the rate of about four per Triennium. The goal to establish technical training courses in member Societies of the IUVSTA. The IUVSTA grants are primarily intended to be used for travelling/accommodation subsidies within their own national borders for participants and lecturers at the Technical Short Courses.

In general, IUVSTA will not financially support a series of ITTC's taking place in the same country in consecutive years. A second ITTC organized by a National Vacuum Society may be financially supported by IUVSTA if the second ITTC has a completely different topic. However, National Vacuum Societies applying for the first time have priority for support if otherwise all requirements for organizing a successful ITTC are satisfied.

Applications

The Application should answer the following questions:

1. location/date of courses; stand-alone course offering or part of a conference/workshop
2. title and content (abstract or outline) of each course
3. intent of the courses
4. who are the teachers; what language
5. expected educational and job level of students
6. expected average number of students per course
7. finances: cost per course in Euros, CHF, or US\$; sources and total amount of support; amount asked of us and how will it be used.

A sample application (submitted by the Polish Vacuum Society) which resulted in a very successful Technical Training Course, is reproduced below.

Report

The Society (the recipient of the grant) is required (within 1 month after ITTC completion) to send a Report to the IUVSTA Education Committee which should include the following information:

1. Title, location, and date of the TSC
2. Intent of the course, language of the course
3. List of teachers and attendants (with affiliations)
4. Names of beneficiaries of the IUVSTA support, with spending specifications

Coordinator

The Coordinator for the Technical Training Courses for Triennium 2004-2007 is

Dr. Christoph Eisenmenger-Sittner
Vienna University of Technology
Institute of Solid State Physics

A-1040 Vienna
Austria
Tel.: ++43-1-58 801-13774
FAX: ++43-1-58 801-13899
e-mail: christoph.eisenmenger@ifp.tuwien.ac.at

Sample Application

Application of the Polish Vacuum Society for the IUVSTA Technical Training Course Grant in 2005

1. Course location: Jagiellonian University, Kraków, Poland; stand-alone course.
2. Tentative time: 27-29 October, 2005
3. Title and content of each course:

Part I: **Basic physical processes relevant for vacuum technology (3+2 h):**

Introduction:

- a concept of vacuum (definition, units, history)
- applications of the vacuum technology

Kinetic theory of gases, ideal gas, molecular incidence rate and cosine law, transport phenomena, thermal transportation, gas flow.

Physical and chemical phenomena at gas/solid interface:

- physisorption, chemisorption
- desorption rate
- cryotrapping
- diffusion of gases through solid (metal)
- interaction of particles with solid surface.

Part II: **Methods and devices for obtaining vacuum (2 h):**

Basics of pumping technology, mechanical vacuum pumps (rotary pump, dry pump), turbomolecular pump, diffusion pump, cryopump, getter pump, ion pump.

Part III: **Vacuum measurements (4 h):**

Vacuum measurement and gauges: manometers, thermocouple manometer, ionization gauges (hot, cold cathode), calibration of vacuum gauge.

Partial pressure measurements: mass spectrometry/spectroscopy, ion sources - ionisers, ion detectors, mass analysers (magnetic deflection, quadrupole mass filter, time-of-flight), data analysis.

Leak detection: leak rate, leak detection techniques, mass spectrometer leak detection.

Part IV: **Applications of vacuum in industry (3 h):**

Practical examples of vacuum applications in various industrial processes selected and reviewed by representatives of the Polish vacuum companies.

4. Goals of the course:

The Technical Short Course is offered mainly to Polish technicians, production engineers, junior researchers and students responsible for safe handling/operation and maintenance of vacuum equipment/systems in the local industries and laboratories of educational and research institutions.

The Course should significantly enhance the knowledge and understanding of basic physical processes relevant for vacuum technology, provide practical knowledge required for every day operation of vacuum devices and measurements of vacuum, as well as introduce the trainees to selected aspects of technological processes requiring vacuum. Personal interaction between the course instructors and the trainees shall help in establishing long term contacts for future consulting and distribution of knowledge between academic circles, vacuum equipment producers and distributors, and vacuum practical users. The Course will end with test evaluation of the participant progress. The participants passing the required evaluation limit will be entitled for receiving the course certificate issued by the Polish Vacuum Society.

5. Teachers (all lectures will be in Polish):
 - Prof. Andrzej Hałas – Wrocław University of Technology, Wrocław
 - Prof. Stanisław Hałas – Maria Curie-Skłodowska University, Lublin
 - Dr. Piotr Szwemin – Warsaw University of Technology, Warszawa
 - Dr. Janusz Budzioch – Prevac - Vacuum Company
 - Maria Tymieniecka – COMEF – Vacuum Company
 - Ryszard Tyrankiewicz – ŻART – Vacuum Company
6. Expected educational and job level of students:
 - a) educational level: at least with senior high school education
 - b) job level: technician
7. Expected average number of students per course: min. 30
8. Finances:

Cost of Short Technical Course in CHF:

 - a) Total cost of STC: **7 200 CHF**,
 - b) Expected total amount of IUVSTA support: **3500 CHF** (IUVSTA grant),
 - c) STC participant regular fee without IUVSTA support (including full board accommodation per one participant): 250 CHF,
 - d) Full board accommodation cost (per participant): 190 CHF,
 - e) Travel costs for one participant (estimated value): 35 CHF,
 - f) Proposed IUVSTA financial support towards participant accommodation and travel : **140 CHF** per person.
 - g) Expected number of IUVSTA supported participants: 25 persons.

On behalf of the Polish Vacuum Society:

/-/ Prof. Marek Szymonski,
President, PVS Executive Board

IUVSTA Endorsement of Conferences or Meetings

Regulations for IUVSTA Endorsement of Conferences or Meetings

1. Introduction

- a. The International Union for Vacuum Science, Technique and Applications (IUVSTA) may endorse congresses, conferences, symposia, summer schools, scientific workshops, etc. (hereafter called "event") for which the subject content of the event is, or is capable of becoming, of wide interest, i.e. not only of interest to the host country. New or emerging subjects may initially be limited to a specific country but, by their nature, be of international interest.
- b. Attendance at the event is to be truly multinational, with expectations that a substantial fraction of the attendees will be from outside the host country.

2. General requirements for endorsement

- a. The subject of the event must fall within the broad areas of vacuum science and applications covered by the IUVSTA.
- b. The event must have an international scientific or technical papers committee, or, demonstrate broad international representation among invited speakers.
- c. Apart from, or including, the national language(s) which is (are) allowed, at least one of the three official languages of the IUVSTA (English, French or German), is to be used in abstracts and communications.
- d. It must be understood that the IUVSTA accepts no financial responsibility if endorsement is granted and the organisers must indicate who will underwrite any financial loss.

3. Application Procedure

- a. The organising body should request and complete the Endorsement Application form. This should be returned to the Secretary General of the IUVSTA.
- b. The organisers must AGREE to
 - i. include the IUVSTA name and logo on all event announcements.
 - ii. add the phrase "Endorsed by the International Union for Vacuum Science, Technique and Applications" to subsequent literature describing the event.
 - iii. provide a Website url for the meeting and the name/ e-mail address of the person who will maintain the site.
 - iv. distribute IUVSTA material provided to the organisers.
- c. After the event the organisers are REQUESTED to send a report on it to the Secretary General for publication on the IUVSTA Web Page. They are also asked to try to persuade publishers of Proceedings to donate free copies to the International Centre for Theoretical Physics in Trieste for distribution to scientists in developing countries.

4. Processing Procedure

- a. If the Secretary General is satisfied that the application fulfils the IUVSTA requirements, he will forward the papers to the Scientific Secretary who will complete the following endorsement procedure and notify the applicant and the Secretary General of the outcome.

- i. The Scientific Secretary will contact the Chair of the most appropriate IUVSTA Scientific Division and ask for Division approval of endorsement.
- ii. This Chair will respond promptly and give the approval, or otherwise, on behalf of the Division, normally after seeking the opinions of members of the Divisional Committee.
- iii. The Scientific Secretary will notify the Scientific Director and all other Division Chairs of the intention to grant Endorsement of the event.
- iv. If there are no objections, the Scientific Secretary will write to the event organisers and offer IUVSTA Endorsement. Copies of this letter will be sent to the Scientific Director and the Secretary General.
- v. The Director of STD will report to the next Executive Council Meeting on Endorsement requests and the decisions made.

5. Endorsed Events

- a. If endorsement is granted the IUVSTA will, with the help of the appropriate Division,
 - i. Supply the organising body with a list of addresses of Divisional Officers of the Division concerned.
 - ii. Advise the organising committee, if requested, on possible members for the scientific or technical papers committee.
 - iii. Attempt to send a delegate to the opening session of the event if so requested.
 - iv. Announce the event in the IUVSTA Bulletin on the Web Page and, subsequently, publish a report on the conference on this page.
98. Events organised by the IUVSTA Divisions such as ECOSS, EVC, ICTF will receive the IUVSTA endorsement automatically on request.

Request for Endorsement of a Conference/ Meeting by IUVSTA

Please complete this form and return it to the Secretary General

TITLE OF EVENT

VENUE.....

DATES

PRINCIPAL THEMES OF THE EVENT

.....

Circle the name of the appropriate IUVSTA Division: Applied Surface Science;
Electronic Materials & Processing; Nanometer Structures; Plasma Science and Technique;
Surface Science; Thin Film; Vacuum Metallurgy; Vacuum Science

Expected Attendance: Number

Nationalities

.....
Are abstracts and other communications in English, French or German? (Yes/No)

Exhibition arrangements (if any).....

NAMES AND NATIONALITIES OF INVITED SPEAKERS (if any)

.....
.....

NAMES OF OTHER SPONSORS and ENDORSERS (actual and applied for)

.....

NAMES AND NATIONALITIES OF PROGRAMME COMMITTEE..... (Separate Sheet)

With contact addresses

CHAIR.....

CHAIR OF SCIENTIFIC/PROGRAMME CTTEE.....

Website url:

Name/ e-mail address of person who will maintain the site:

UNDERWRITING: Who will underwrite any financial loss?

IUVSTA Visual Aids

Program

Module	Edition	Date	Format	Price	Produced In
1.	Fundamentals of Vacuum	1978	OHP		Netherlands
2.	Measurements and Gages	1990	OHP		France
3.	Gas Transfer Pumps	1988	OHP		Germany
4.	Residual Gas Analysis	1978	OHP		USA
5.	Vacuum Dep. (Thin Films)	2003	CD	\$100	USA
6.	Leak Detection	1984	OHP		Germany
7.	History of Vacuum Science	1989	OHP		USA
8.	Capture Pumps	1990	OHP		USA
9.	Vacuum Systems	1990	OHP		Germany
10.	Vacuum Materials	1991	OHP		UK
11.	Electron Spectroscopy	1994	OHP		France

Only those modules with a listed price (i.e. those on CD) are recommended for sale at present. Other modules are currently being updated.

For details of how to order these modules, please visit the Educational Materials section of the IUVSTA website, <http://www.iuvsta.org>.

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3. IUVSTA will normally supply Visual Aids Materials in the English language only.
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 - 4.1 Member Societies will bear all costs of making such translations.
 - 4.2 Member Societies may supply ONE translated copy of the material in the local language or languages relevant to that Society for any ONE purchased copy of any unit of material. Any such translation must be supplied to the purchaser of the original material to form a single complete package which must contain a notice that the translation may not be sold on without the accompanying original CD, disc(s) or other media.
 - 4.3 No transfer of this permission to any purchaser of this material is implied or permitted.
 - 4.4 Member Societies may charge for the supply of such a translation only to the extent of the costs incurred in making, copying and distributing such translation.
 - 4.5 The Member Society must inform the Chair of the Education Committee of IUVSTA that such a translation has been prepared. The number of copies supplied in any one year must also be notified to the Chair of the Education Committee of IUVSTA by the 31st December of that year.
 - 4.6 Member Societies must undertake to make a copy of any such translation available without charge to the Chair of the Education Committee of IUVSTA on request.
 - 4.7 Member Societies must agree to transfer the copyright in any such translation to IUVSTA and agree that the Chair of the Education Committee of IUVSTA or his or her agent may make any use that they wish of such translation consistent with the overall aims and objectives of IUVSTA. In particular, should IUVSTA consider it desirable, such translations may be added to versions of modules supplied on CD or electronically.
 - 4.8 Should the Chair of the Education Committee of IUVSTA or his or her agent be dissatisfied with the quality of the translation or reproduction of any such translation then the Member Society must withdraw the translation immediately and supply no further copies until such time as the Chair of the Education Committee of IUVSTA agrees that it is satisfactory for the purpose.
5. Where the purchased material is used by the purchaser or their agent as teaching material for a group of students on an educational course, then parts of such material may be copied for distribution to the students for their retention subject to the following conditions

- 5.1 Not more than 10% in total by page of written material or by number of illustrations or figures in the material in any one complete Module or 10% by page of written material or by number of illustrations or figures within any distinct part, chapter or section of a Module may be reproduced without further charge.
- 5.2 Multiple copies of the same material may be reproduced so that each student may have an individual copy as long as condition 5.1 is respected and **all** students receive the **same** material.
- 5.3 Where sufficient copies of an entire Module have been purchased from IUVSTA on CD or in electronic form for supply to each student for retention, then the student may also be given a printed copy of the Module for use during the course without further payment to IUVSTA. The costs of making such copies will be borne locally. Such printed copy must contain a notice that it may not be sold on without the accompanying CD, disc(s) or other media.
- 5.4 Students may be given for retention a printed copy only of the material in a module provided that a royalty of 50% of the appropriate purchase price (i.e. that appropriate to the locality in which the course takes place) is paid to IUVSTA for each copy supplied. The costs of making such copies will be borne locally. Such printed copy must contain a notice that it may not be sold on. Copies of the CD, disc(s), or other media must **not** be supplied to students in this case.
- 5.5 The number of copies supplied under these provisions in any one year must be notified to the Chair of the Education Committee of IUVSTA by the 31st December of that year.
- 5.6 In addition, the purchaser or their agent may make one copy of each illustration or figure for projection via a slide or overhead projector or some such. All such copies must be retained with the original material and may not be sold on separately.

September 2003.

