



IUUSTA

97th Executive Council Meeting

Playa Teguisse, Lanzarote, Spain

20th February, 2005

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**Minutes of the Executive Council Meeting of the IUVSTA
Hotel Beatriz, Playa Teguisse, Lanzarote, Canarian Islands, Spain
Sunday February 20, 2005**

The President, Prof Ugo Valbusa, formally opened the meeting at 8.30.

1 Attendance

The Secretary General, Dr R J Reid, asked the delegates to the meeting and any observers present in the room to introduce themselves.

Officers:	President	Prof U Valbusa
	President Elect	Prof J W Rogers
	Past President	Dr M-G Barthés-Labrousse
	Secretary General	Dr R J Reid
	Treasurer	Dr J Grant
	Scientific Director	Dra M C Asensio
	Scientific Secretary	Dr Hongjun Gao
Councillors:	Austria	Prof Christoph Eisenmenger Sittner,
	Belgium	Prof Francois Reniers
		Prof Roger De Gryse (alternate)
	Croatia	Dr Nikola Radic (alternate)
	Czech Republic	Prof Dr Vladimir Matolin
	France	Dr Alain Andre Roche
	Great Britain	Dr David E Sykes (alternate)
	Hungary	Dr Laszlo Kover
	Italy	Dr Fabio Mazzolini
	Japan	Dr Masatoshi Ono
	Korea	Prof Ki-Soo Sohn
	Poland	Prof Marek Szymonsky
	Slovenia	Dr Janez Setina
	Spain	Prof Jose Avila
	Sweden	Prof Lars Johansson (alternate)
	Switzerland	M Pierre Strubin
	USA	Dr Joseph E Green

Observers: Monica Jenko (Slovenia, ASSD chair), Bill Sproul (USA, SED chair), H Wahl (Switzerland, Past Treasurer), J J Pireaux (Belgium, Statutes Committee), J L de Segovia (Spain, former President).

Recording Secretary: Dr D E Sykes

Dr Reid announced that there were 23 votes present in the room and 11 proxies available giving a total of 34 votes available. As the quorum for a meeting was 25 votes, the meeting was therefore quorate.

2 Approval of the Minutes ECM-95 and ECM 96

The Secretary General had received no communications identifying any corrections needed to the minutes of the two previous meetings and so they were approved as correct records.

3 President's Report

[ECM-97-02-01]

Prof Valbusa began his opening address by announcing the sad death of the Councillor for Finland, Professor Eero Ristolainen. He reported that the alternate councillor for Finland, Prof. Jari Koskinen, was unable to attend the meeting but had sent an obituary, [ECM-97-02-02] which Prof Valbusa read to the meeting. The committee stood in silence for one minute as a mark of respect.

Prof Valbusa reported that, in the period since ECM-96, the scientific and educational work of the Union had continued. He had received over 250 emails, letters, faxes and phone calls. In December, the Treasurer received 60,000 Swiss Francs from the Italian Vacuum Society, Prof Valbusa had written to the President of the AIV, Giovanni Bonizzoni, thanking them. He also expressed his thanks to the organisers of the IVC 16, in particular Massimo Sancrotti and Mariano Anderle, for their efforts.

It was noted that the Union's web site was less than satisfactory but Prof Valbusa was optimistic that it would soon be in a better state.

Congratulations were expressed to the French Vacuum Society on reaching its 60th anniversary.

Finally, Prof Valbusa reported that he had received a letter regarding the launch of National Institute of Vacuum Science and Technology in Pakistan.

Questions and comments were invited. There were no questions or comments.

4 Secretary General's Report

[ECM-97-03-01]

Dr Reid reported that he had circulated his report to all members before the meeting. He apologised for the late posting of the minutes of ECM-96 and emphasised the need for Committee Secretaries and Division Chairs to supply the Recording Secretary, Dr D E Sykes (d.e.sykes@lsaltd.co.uk), with electronic copies of meeting minutes and reports by the dates requested.

Thanks were expressed to the Spanish Vacuum Society for their work in organising a successful meeting.

Dr Reid informed the delegates that he had experienced some problems with his computers from which he hoped he had recovered. However, it was possible that some messages may have been lost and he requested that, if anyone had sent him an important message in September 2004 and had not received a reply, the message be resent.

Dr Reid asked for those Councillors who had not yet signed proxies for the triennium to do so. He reminded the Division Chairs of the importance of sending copies of electronic ballots to him to ensure the smooth running of the Union.

With reference to the IUVSTA web site, Dr Reid explained that the “Meantime” area of the website was where he posted communications that he had received that may be of interest to the members. He drew attention to several items that he thought noteworthy. Some communications were still being sent to the previous Secretary General and he thanked him for sending the communications on. He asked all members to check the accuracy of their details listed in the Directory. If any mistakes were found, Dr Reid asked that the correct information be sent to him, rather than using the modify details facility on the web site to avoid further confusion. If any members did not have the password for the website, Dr Reid asked them to email him and he would provide them with a password.

It was noted that an individual in Turkey had expressed interest in trying to establish a vacuum society. He had been sent some information to assist him in this.

Questions and comments were invited. There were no questions or comments.

5 Final Financial Report for the Triennium 2001-2004 [ECM-97-04-01]

Dr Grant, the Treasurer explained that the financial year for the Union was the calendar year and so did not finish until 31 December 2004. He invited the past Treasurer, Mr Hartmut Wahl, to present his final report.

Mr Wahl noted that copies of the accounts for the triennium had already been sent to members of the finance committee and that the accounts had been accepted unanimously.

Despite a difficult financial period there had been a modest increase in the general fund of the Union and an average return of 5.73% in interest had been achieved with the fixed interest investments.

Questions and comments were invited. There were no questions. Dr M-G Barthés-Labrousse, the Past President, expressed her thanks to Mr Wahl for his diligent work in managing the funds of the Union in difficult financial circumstances and for his support during her Presidency.

6 Treasurer’s Report

Dr Grant began by recognising the high standards set by his predecessor as Treasurer of the Union. Dr Grant explained that the Finance Committee had met the previous day and had decided to continue to use a Swiss bank account as he had encountered technical problems that inhibited the use of a US bank to operate Swiss Franc and Euro accounts. As US and UK citizens were prohibited from operating web based accounts in Switzerland, it was necessary to appoint a Deputy Treasurer who could operate a Swiss account on behalf of the Treasurer. Pierre Strubin had agreed to act on behalf of the Treasurer to make web payments. A motion to appoint M Strubin as Deputy Treasurer was proposed by Dr Grant and seconded by Dr M-G Barthés-Labrousse. The motion was approved unanimously. It was further reported that Pierre Strubin had agreed to act as Secretary to the Finance Committee for 2005.

Dr Grant reported that, as yet, no invoices had been sent out because of the temporary problem with operating the bank account. Despite this, some members had already paid their subscriptions. It had been agreed by the Finance Committee that invoices could be sent out in Swiss Francs, but countries that were in the Eurozone would have the option of paying in Euros (to the Euro account) and the USA would have the option of paying in US\$ (to the US\$ account). The conversion rate would be set by the Treasurer.

The Treasurer encouraged the member bodies to solicit contributions to the IUVESTA Prize fund from their local industries.

It was reported that Finance Committee had discussed investment strategy. Bank forms had been signed by the new President, President Elect, Treasurer and Deputy Treasurer.

Questions and comments were invited. There were no questions. Prof Valbusa thanked the Treasurer for his report and re-emphasised the need to increase the reserves in the IUVESTA Prize fund.

7 STD Report

Dra Maria Asensio, the Scientific Director, gave apologies from the chairs of the Nanometer Structures, Plasma Science and Technology and Electronic Materials and Processing Divisions.

Dra Asensio reported that it was her intention, as a matter of priority, to check on the organisation of the Scientific and Technical Directorate and to ensure that the Divisions followed the IUVESTA rules and guideline when carrying out their business. She proposed a revision of topics, identifying those which were active and those which were not, removing some where necessary and adding new ones as needed. She proposed a review of workshops and new activities and intended to make more use of the division web pages.

It was recognised that there had been some problems with the electoral processes with some divisions and that information had not been distributed fully.

Dra Ascensio stated that it was her aim to improve the prestige of the Union. She wished to try to recognise national needs and felt that these could be met by modifications to the web site. She

proposed helping national societies by generating a “standard web site” for workshops and small conferences and proposed working with the Publication Committee to achieve this. She also proposed that the Union should consider offering a “not for profit” consultancy service.

Proposals for the structure of the Highlights Seminar at ECM-100 were invited.

It was reported that IUVESTA Workshop No 42 had taken place and a report was to be found on the web site. Two IUVESTA Schools, Nos. 6 and 7, were planned to take place in the summer. A new Workshop proposed by the Surface Science Division, IUVESTA Workshop No 43, had been approved at the STD meeting. This Workshop, Chemical Resolution in Scanning Probe Microscopy, was proposed to be held in Poland, December 6-10, 2005. A second proposal from the Nanometre Structures Division was not approved as it did not comply with the IUVESTA guidelines. A motion was proposed to approve Workshop 43 and to allocate up to 10k Swiss Francs in financial support. The motion was seconded by Dr M-G Barthés-Labrousse. The motion was approved unanimously.

It was reported that there had been no requests for IUVESTA endorsement of any events.

7.1 Applied Surface Science Division

Monica Jenko, chair of the Division, presented the Division Report, [ECM-97-10B-01]. She identified the need to expand the scope of the Division to include bio-materials and said that new committee members would be co-opted to meet this need.

7.2 Electronic Materials and Processing Division

Dra Ascensio made a report on behalf of the Division chair, [ECM-97-10C-01].

7.3 Nanometre Structures Division

Dra Ascensio made a report on behalf of the Division chair, [ECM-97-10J-01].

7.4 Plasma Science and Technology Division

Joe Green made a report on behalf of the Division chair, [ECM-97-10D-01].

7.5 Surface Engineering Division

Bill Sproul, chair of the Division, presented the Division Report, [ECM-97-10G-01].

7.6 Surface Science Division

Dra Ascensio made a report on behalf of the Division chair, [ECM-97-10E-01].

7.7 Thin Film Division

Roger de Gryse, chair of the Division, presented the Division Report, [ECM-97-10F-01]. He invited Lars Johansson to give a short presentation on the forthcoming ICTF13 meeting to be held in Sweden in June 2005. Roger de Gryse showed a view graph summarising attendance at recent ICTF meetings, a clear decrease in numbers attending the conference series was evident. The importance of the Stockholm meeting to the Division was highlighted. It was reported that the Division committee had agreed upon Ghent, Belgium, as the venue for ICTF14 to be held in 2008.

Prof Valbusa commented on the declining numbers attending the ICTF meetings and expressed the hope for a better attendance at ICTF13. He suggested that perhaps new material needed to be introduced into the conference content, possibly by holding joint meetings.

7.8 Vacuum Science and Technology Division

Janez Setina, chair of the Division, presented the Division Report, [ECM-97-10H-01].

Dra Asensio commented that the best way for Division chairs to transfer information was by way of the web site although there was a need to balance quantity with quality.

Questions and comments were invited. Dr Sykes asked what she had meant by the term “workshop” when she had reported in her introduction that the STD was to develop a standard web site to assist national bodies with the organisation of workshops and small conferences. He commented that there was a need for clarity as the English language can at times be ambiguous. He asked whether she was referring to workshops in the sense that workshop is often used as a synonym to conference or to workshop in the specific meaning of an IUVSTA Workshop. He observed that without clarity confusion can arise as had been evident in the STD meeting the previous day. Dra Asensio replied that she intended this to mean workshop in the sense of an IUVSTA Workshop. Prof Valbusa expressed the opinion that this subject needed further discussion and should be addressed at the next STD meeting. He asked the Secretary General to allow for more discussion time at the next STD meeting. Dr Reid replied that all the committees wanted more discussion time and that the only way to achieve this within the limited time frame was to hold parallel sessions but this was not a good solution. He suggested that the committees could perhaps do more preparatory work in advance of the meetings by circulating discussion papers.

Prof Valbusa thanked Dra Asensio and Dr Hongjun Gao for their work. He reminded Division chairs of the need to send communications to all members of their electoral colleges and not just to the committee members.

8 Committee Reports

8.1 Awards and Scholarships Committee

ECM-97-20H-01

Dr Ono, chair of the Awards and Scholarship Committee presented his report. He informed the Executive Council that Bill Rogers was working with the Welch family on the future of the award. The amounts for the Elsevier Student Travel Awards had been set and it was reported that two further donations to the IUVESTA Prize fund were being negotiated. Bill Rogers asked how many more contributions were needed to make the Prize fund self sustaining. After some discussion it was stated that a further eight donations were required if travel costs were also to be covered. Dr Reid enquired whether the amounts allocated to the Student Travel Awards had been agreed with Elsevier; Mr Ono replied that Elsevier had not yet been informed of the allocations.

8.2 Education Committee

ECM97-20B-01

Dr Kover, the committee chairman, gave a brief overview of the committee meeting held the previous day where fifteen of the twenty committee members were present. He reported that ten short courses had been held at IVC16 and that four were planned for EVC9 due to take place in Paris. With regard to technical training courses, four had been approved, one of which had taken place successfully in China and had been reported on at a previous ECM. One to be held in Croatia had not yet taken place and an extension to the end of 2005 had been approved for the funds. One held in Pakistan had not complied with IUVESTA guidelines and so a request had been made to the Pakistan Vacuum Society to organise an appropriate course by the end of 2005. A training course put on by the Polish Vacuum Society had been very successful attracting fifty six participants, twenty seven of whom were supported by IUVESTA grants and twenty nine paying full fees.

It was reported that Nikola Radic had agreed to continue as technical training coordinator and that Joe Greene would be responsible for the education web site. John Robins was progressing with the revision of the Visual Aids, in particular modules 1, 2, 4 and 6. Maria Asensio was continuing her work with less developed countries.

Dr Kover commented that he wished to use the web to sell the Visual Aids modules and wanted to include some examples on the web to attract interest. He told the ECM that the committee had begun to discuss the awards of certificates for attending training courses but opinion had been divided and the discussion was to continue.

Questions and comments were invited. Joe Greene commented that he had agreed to talk to Angus Rocket about the education web site and not to take over the responsibility.

8.3 European Representative Committee

Marek Symonski, the committee chair, stated that three issues had been considered: The first was question of a European Vacuum Society. The second was links with relevant conferences. It had been agreed that, that in order to strengthen links with existing European conferences where there was an existing informal contact, the chairman would

contact the organising committees with a suggestion to formalise the arrangements. The third was EVC9, which was to be held in Paris. The next EVC meeting was not due until 2008 and so no further discussion on this topic had taken place. There had also been some discussion about joint meetings of national vacuum societies and experiences had been compared.

Questions and comments were invited. There were no questions or comments.

8.4 Long Range Planning Committee

Prof Rogers, the committee chairman, said that it was his desire to have a strategic plan for the Union, a road map for progress. As the members only met for a few hours each year this was obviously difficult to achieve. Prof Rogers identified three areas of concern; the growth of new societies and those existing ones experiencing problems with payment of subscriptions. He asked if the right structures were in place and thirdly identified financial issues as an area needing attention. He proposed forming sub committees to tackle the three issues and to discuss them one at a time over the next three ECMs.

Questions and comments were invited. There were no questions or comments.

8.5 Publications Committee

Dr Roche, as chairman of the Publication Committee, reviewed the meeting that had been held. There had been unanimity about three topics, the need to update the web site, what can be done to update the web site and when can that be done. It was agreed that there was much work to be done, the web site was the main communication tool but the old site was difficult to update and it was essential to move to a new format. A series of meetings had been planned beginning with a meeting with the web master in March to update the current site followed by a further working meetings to progress the new site.

Questions and comments were invited. There were no questions or comments.

8.6 Congress Planning Committee

Massimo Sancrotti reviewed the highlights of IVC16 and expressed his thanks to all those who had helped to make the event a success. The financial goal of donating 60k Swiss Francs to IUVESTA had been achieved. Material from the Technology Transfer event and the abstracts from the papers and the short courses had been posted on the web. Maria Asensio asked if the list of delegates had been posted on the web site. Prof Sancrotti replied that this had not been done as it would contravene privacy legislation. However, the mailing lists had been transferred to the organisers of forthcoming meetings. Money not used for student travel bursaries (for those students who failed to attend) had been returned to IUVESTA but certificates had been sent to all.

IVC17 was due to be held in Stockholm July 2-6, 2007 and ICTF13 which would be held there in the summer of 2005 will serve as a rehearsal for IVC17. IVC18 was planned to be held in Beijing in 2010 and no special problems were anticipated.

Questions and comments were invited. There were no questions or comments.

8.7 Statutes Committee

Dr Reid began by apologising to the ECM for omitting the committee of which he was the chair, from the agenda he had prepared. It was reported that the committee meeting had been relatively brief. Discussion had begun on a revision of the timetable for the events leading up to the General Meeting based on a suggestion from the previous Secretary General. This discussion will be continued at the next meeting.

Questions and comments were invited. Mr Wahl noted that there was a need to update the Statutes in Belgium with the names of the new Executive Committee. As he recalled a document was sent to a Judge for a stamp and then the document was sent to the bank. An action was placed on J-J Pireaux to check how this procedure had been carried out.

9 Future ECMs

Dr Reid explained that the next ECM, ECM98, was due to be held near Vienna 30 September to 2 October, 2005. He invited Prof Sittner to give some more detailed information about the venue.

Prof Sittner explained that the venue for ECM98 would be the small town of Gumpoldskirchen which was in a wine producing region about 20km south of Vienna.

A preliminary web site is available at
http://eaps4.iap.tuwien.ac.at/www/oegv/ECM_98/ECM_98.pdf

Dr Reid reported that one invitation had been received for ECM99 from the American Vacuum Society and he invited Joe Greene to give more information. Joe Greene reported that the AVS San Diego meeting would take place at the Town and Country Hotel May 1 to 5, 2006. He proposed that ECM99 use the same venue the weekend before or after the conference. A unanimous vote accepted the invitation from the AVS and it was agreed, on the casting vote of the President, to hold the ECM99 on the weekend before the conference, that is 28 to 30, April 2006.

With regard to ECM100, Dr Reid reported that the decision on the venue for that meeting would be made at ECM98, however, both the Swiss and the Czech Vacuum Societies had expressed an interest in hosting the meeting. P Strubin, on behalf of the Swiss Vacuum Society explained that three possible venues were being investigated, Basel, Lausanne and Luzern, however, it was not clear that there were any suitable scientific meetings taking place at that time. Prof Matolin, on behalf of the Czech Vacuum Society, proposed Prague as the venue before the JVC congress in Prague in September but after ECOSS in Paris. There was no discussion of these two proposals and others were invited to submit bids to the Secretary General well in advance of ECM98 so that

details could be circulated to delegates before the meeting. He emphasised the need to demonstrate a scientific conference taking place alongside the ECM which could host the Highlights Seminar.

John Grant enquired of Prof Matolin whether the Highlights Seminars would be open to the JVC delegates; the answer was in the affirmative.

10 The Spanish Vacuum Society

Prof de Segovia presented a brief history of the Spanish Vacuum Society, ASEVA, the hosts of the meeting.

11 Any Other Business

There were no items of any other business.

12 President's Closing Remarks

Prof Valbusa thanked everyone involved for making the meeting a success and felt there was a good basis for work in the triennium. He thanked ASEVA for their hospitality.

Before bringing the meeting to a conclusion, Prof Valbusa reviewed the decisions made at ECM97:

- 1) It had been agreed to appoint P Strubin as Deputy Treasurer.
- 2) The sum of up to 10k Swiss Francs was approved for Workshop 43, to be held in Poland December 6-12, 2005 on Chemical Sensitivity in Scanning Probe Microscopy.
- 3) It was agreed to accept the invitation from AVS to meet in San Diego for ECM99 28-30, April 2006.

Prof Valbusa called for a motion to adjourn the meeting, Joe Greene seconded the motion and the President closed the meeting at 12.00.

D E Sykes
Recording Secretary
30/03/2005