

## TC Guidelines

Technical Committees (TCs) are responsible for technical activities within the I&M Society's field of interest. These committees are the Society's "centers of expertise." The TC should have a specific scope in the field of Instrumentation and Measurement compliant with the I&M Society mission

The mission of the TCs is:

- to foster bringing together Society members with like professional interests for the exchange of information, education, and the development of professional expertise.
- To foster link with industry in the specific field of interest of the TC.
- To foster the development and promotion of Standards having the IEEE- IMS as sponsor.
- To nominate members for various Society Awards and recognitions.

Organizationally, they communicate with the AdCom via the Technical and Standards Activities Committee (TSAC) which is a standing committee of the AdCom and is chaired by the Vice President TSAC. The management of TC activities is supervised by the TSAC. The establishment of a new TC and closing an existing TC is approved by the AdCom following the proposals made by TSAC Vice President who also proposes to the Society President the appointment of TC chairs. TC has to adopt and make available to the TSAC for approval, within one year from TC establishment, of the TC Procedures. TC Procedures should comprise the process of accepting TC individual members (for example, based on a TC application form). The current list of TCs is approved yearly by the AdCom during the Spring AdCom meeting in May.

A list of current TCs is kept updated on the Society webpage (<http://www.ieee-ims.org/technical-committees>).

Development and management of IEEE Standards are supervised by the TSAC who ensures the process of approval of the P&P of IM Society in full accordance with the requirements of IEEE-SA. Each TC acting as sponsor of an IEEE standardization process has to develop the P&P specific to the specific working group prior of initiating a new standard or reaffirmation of an existing IEEE standard and submit it for approval to the TSAC Vice President.

The TC activities are reviewed periodically following the information provided yearly by the TC chair (before 1st of February) using the TC reporting Form.

There is a minimum set of requirements for a TC to be recognized:

- TC has a minimum of 7 members. 5 must be IMS members.
- TC should technically [co-]sponsor at least one workshop, or organize a session at an IMS conference.
- TC should maintain the webspace with currently relevant information (<http://tcX.ieee-ims.org/>)
- TC should hold at least 2 [e-]meetings /events held/ in the past year;
- The TC annual report is classified (by the TSAC) as "satisfactory";