

**Systems Council AdCom Meeting Minutes**  
**April 3-4, 2014**  
**Fairmont Chateau Laurier, Ottawa, Canada**

Attendees: Bob Rassa, Frank Reyes, Jose Azorin, Stephanie White, Steve Dyer, Rich Hochberg, Steve Hoyt, Vincenzo Piuri, Paolo Carbone, Jian Sun, Judy Scharmann  
On telephone: Haibo He, Roger Oliva, Mengchu Zhou, Mark Montrose, Ophir Kendler

Bob Rassa opened the meeting at 1:10 pm.

**Introductions, Review Agenda - Rassa**

In review of agenda, Vincenzo wanted to add Awards to the agenda.

**Review and approve Minutes - White/Scharmann**

**MOTION:** Rich Hochberg moved to approve the minutes. Paolo Carbone 2nd. Motion passed. M-0111

**Review Action Items - Scharmann**

All prior action items were reviewed, closed, or comment and further actions inserted.

**ACTION ITEM:** Roger Oliva - Coordinate with Steve Holt, and Stephanie White to organize Communities of Practice and then have bird of a feather meetings at the conference. AI-0250

**Finances - Reyes**

Frank reviewed the 2013 financial results. Reserves are at \$476K. We are going to run a deficit in 2014 of \$28.2K. Our conference income will not be as much as is in the budget. The numbers were down for Systems Conference, due to location.

Vincenzo wants to revise the budget for the Journal. Budget inputs are due May 1. Paolo and Vin will submit page counts and admin costs for the Journal. All officers need to submit requests for the budget.

**ACTION ITEM:** Frank Reyes/Ian Hiskins/Bob Rassa - Work to get budget inputs together. AI-0251

**Review of recent Tab actions - Rassa**

Bob discussed the newly adopted "Appropriately Allocating Expenses for Technically Co-Sponsored Conferences." Now, all technically co-sponsored conferences will be charged \$1,000, plus \$15 per paper. This replaces the \$50 fee currently charged to IEEE OU (\$500 if no Xplore content).

The Watch List might be eliminated soon. There really aren't any consequences, so we are no longer concerned about any impact. We are doing what we can to remain financially viable and IEEE understands this.

Bob reviewed the MOUs from the member societies. As always, we want more collaboration between member societies and the council. We talked again about having member societies having a track at the conference.

**Chapters Update - Hochberg**

Rich reported on the Chapters of the Systems Council.

**ACTION ITEM:** Judy Scharmann - Make sure the website reflects the chapters listed by Rich. AI-0252

Amara Amara wants to start a chapter in France. The French government is putting a lot of money in Systems Engineering. Jean-Yves Choley (jean-yves.choley@supmeca.fr) will help Amara. They are also interested in the conference we want to have in Europe.

**ACTION ITEM:** Vincenzo Piuri - Ask Lilliana about the South Africa Section Joint Chapter with Systems, Man and Cybernetics. AI-0253

**Distinguished Lecturer Program - White**

Stephanie reported on our current Distinguished Lecturers.

**Publications/Journals - Carbone/Piuri**

Paolo reported on the Systems Journal.

Paolo reviewed the Special Issues coming up. Bob commended Vin for the very good topics.

**MOTION:** Paolo Carbone moved that we raise subscription rates for the Journal from:

PRT (Air freight add: \$55) \$25  
ELE \$15  
EPC \$30

To

PRT (Air freight add: \$55) \$75  
ELE \$70  
EPC \$75  
Steve Dyer 2nd.

There was much discussion about this. Vin would like to move toward electronic only. Others that have done this, and have not noticed a drop in the subscriptions. We have only about 80 individual subscriptions and Bob noted that mailing costs are \$5.40 per issue so it costs more just to mail than we receive in subscription fees. Most of our revenue comes from IEL. Is there a penalty for taking print away? We don't think so.

It was suggested that we raise the print price significantly to discourage people from choosing print.

**Vote: Motion passed unanimously. M-0112**

**MOTION: Paolo Carbone moved that we move to electronic only as soon as possible, if there is no financial penalty. 2nd Rich Hochberg. Motion passed unanimously. M-0113**

No discussion.

We may need to ask permission from Periodicals Committee and PSPB. This can be done in June. The budget cycle may affect when we can do this.

**ACTION ITEM: Vincenzo Piuri/Paolo Carbone - Work with IEEE to get the appropriate approvals for discontinuing printing of the Journal. Contact John Baillieul. AI-0254**

By the end of 2014, we do not need to pay for a Journal assistant. Everything is done by Manuscript Central. Frank can remove this expense from the 2015 budget.

Paolo reviewed the other publications with Council involvement.

- Transactions of Cloud Computing - 2 issues are already out.
- IEEE Cloud Computing Magazine - prototype has been produced. We are only technically co-sponsor.
- Transactions on Big Data - Phase I and II are approved. We have 5% financial involvement.

**ACTION ITEM: Judy Scharmann - Put Call for EIC for Transactions on Big Data on the website. AI-0255**

Paolo talked about the Transportation Electrification Initiatives. Bob Lyons and Bob Rassa are attending the meetings.

Paolo discussed the 1st Annual IEEE International Systems Symposium in Rome. A 2-day symposium. We now have a French connection for collaboration. Paolo proposes to postpone to 2015. We will discuss during the Conference Report.

International Summer School on Systems Engineering (ISSSE)  
We will be discussed in Conference Report.

### **Technical Operations - Oliva**

The Council currently has four TCs:

- Standards
- Systems Engineering Education
- Large Scale Systems Integration Monitoring Critical Infrastructure
- Security and Privacy in Complex Information Systems

We need a chair for Large Scale Systems Integration Monitoring Critical Infrastructure.

Roger proposes that we add:

- Systems Biology TC
- Intelligent Transportation Design TC
- Workforce Development TC
- Industrial Interface (Systems Engineering in Business and Finance) TC

Then Roger had a list of topics that could be pursued. He needs the help of the AdCom to find people to head these up.

Oceanic has a TC called GEOSS. Space exploration was discussed. Many countries have complete support: CSA, ESA, NASA, and Japan has a space agency. AESS has a TC on Space. Marina Ruggieri would be open to collaboration.

Bob reported the fact that IEEE members could indicate technical interest areas, of which technical councils and committees are listed. So people actually can choose to belong to the Systems Council. We can access the contacts.

We will send an Email Blast containing the following:

1. CFP for Systems Conference 2015 (Bob will write)
2. Symposium in Rome (Shreek or Paolo)
3. Journal (Vin will write)
4. Technical Committees (Roger will write)

[ACTION ITEM: Judy Scharmann - Send newsletter email blast to IEEE to send to our affiliates. AI-0256](#)

[ACTION ITEM: Roger Oliva: Send a tailored email to the Presidents and the TC VP of each of our member societies. AI-0257](#)

### **Nominations & Appointments - Rassa for Lyons**

We do not have to do anything until Fall.

We need a candidate for President Elect. Begin thinking about this and let Bob Lyons know.

### **Governing Documents - Rassa**

Bob reviewed the governing documents. The documents are up-to-date as we completed an extensive review with IEEE resulting in minor update last year.

### **Awards - Sun**

The Council would like to start an Awards Program.

Possible awards: Technical Field Award, Technical Achievement Award, Best Paper Award, Distinguished Service Award, Outstanding Young Systems Engineer Award, Systems Journal Prize Paper Award.

The IEEE Technical Field for Systems Engineering would be a large award, \$10,000. We can establish this award if we can guarantee five years of funding. The establishment of this award would show the relevance of systems engineering over all of IEEE. Bob Rassa is going to approach Raytheon, Boeing, Lockheed for \$5,000 each.

[ACTION ITEM: Bob Rassa - Approach Raytheon, Boeing, Lockheed Martin about supporting an IEEE Technical Field for Systems Engineering, \\$5,000 each. AI-0258](#)

Jian and Vincenzo will write a motion for tomorrow.

The meeting is recessed until tomorrow morning.

### **April 4, 2014**

Bob reconvened the meeting at 8:00 am.

### **Conferences - Shreekanth Mandayam**

We discussed the downturn in attendance at the 2014 Systems Conference and attributed it to the location. The withdrawn papers were up due to Government attendees inability to travel.

Amara Amara suggested that we have geographical liaisons to solicit papers.

We need to advertise the conference to our affiliates. We should have sent an announcement this year.

The International Symposium on Systems Engineering was postponed from October, 2014 to 2015, late September or early October to allow more time to plan. We are aiming at 50-60 attendees. Planning a 2-day symposium. We will have 2 conferences in 2015. We will see how that goes. We may decide in the future to keep both, or combine and alternate between US and Europe.

There was discussion on Systems for Healthcare Delivery. How do we reach that? We need to invite a good keynote speaker in this area. Shreek will look into someone from National Institute of Health. This conference has existed with zero advertising. We are really the only conference on Systems Engineering.

**ACTION ITEM:** [Judy Scharmann: Set up a reciprocal conference advertising program with our member societies. AI-0259](#)

**ACTION ITEM:** [Chris Dyer: We need to increase our visibility on Google. Go to Network Solutions. When we type systems engineering, our council and conference should come up. AI-0260](#)

We need to get our program finished and on the web earlier. We also need to set our keynotes well in advance and use that as leverage in advertising.

It was suggested that we need to change our Important Dates.

We are thinking of requiring full papers from academia and 400 word abstract from industry.

Another issue is the Systems Conference is very diverse. Authors may choose a conference more aligned with their research. We would like to develop a following for those that want to network with Systems Engineers.

People are valuing conferences less than they used to. In Europe, only Journal papers carry weight.

### **Summer School on Systems Engineering - Carbone**

Paolo showed a spreadsheet with tentative budget. The primary cost is paying professors.

Do we want students to pay a fee, or will we sponsor this?

The concept is very good. If we charge a fee, professors are not going to send their students to an educational opportunity. They would rather send students to a conference with a paper publication.

We would need to give scholarships. Idea: start with a webinar and gauge interest.

Perhaps we could partner with a university to get CEUs.

**ACTION ITEM:** [Bob Rassa - Contact chief engineer at NASA \(Mike Ryszczeiwic\) to see if they will co-sponsor our summer school. AI-0261](#)

**ACTION ITEM:** [Paolo Carbone - Explore the Summer School idea a little more. AI-0262](#)

**ACTION ITEM:** [Judy Scharmann: Put Paolo in touch with Ron Goldfarb regarding Magnetics summer school. AI-0263](#)

### **Society Involvement - Rassa/member reps**

What can we do for our member societies to foster collaboration?

Jose Azorin discussed and presented some slides on the activities of Robotics. He is advertising the Systems Conference on the RAS website. He will send a RAS conference for us to advertise. He is also doing a special issue on Systems-related topics.

How can we cross-fertilize more with RAS? Jose said RAS would help to build the Robotics Track of the Systems Conference. Or RAS would like to run a workshop next year at the Systems Conference. This is a way to attract more people to the conference.

**ACTION ITEM:** [Jose Azorin - Ask RAS to build up the Robotics Track and also organize a workshop on Monday of the conference. AI-0264](#)

Our tutorial day centers on some educational focus. It is very specific. It was discussed that we would like a tutorial on basic Systems Engineering. Bob Rassa could do that.

**ACTION:** [Bob Rassa - Develop a tutorial on basic systems engineering. AI-0265](#)

The Networking Event that was held at the Systems Conference this year had 70 register, but only 37 actually showed up. Was it because it was free? If we charge a nominal fee, people are more likely to show up. Those who attended gave excellent feedback so it was worthwhile.

**ACTION ITEM:** [Judy Scharmann - Send the Networking Event registration list to Ophir. AI-0266](#)

Then the section can apply for the STEP funding. We can split the funding with the Ottawa section. We want to do this again in Vancouver in 2015.

We can help the OES look at systems engineering. GEOSS is a systems of systems.

**ACTION ITEM:** Steve Holt - Set up collaboration between OES and Systems Council for a joint workshop or tutorial. Most effective would be a workshop at an OES Conference. Suggesting the conference in DC in October 2015 or Genoa. Have a tutorial on Systems Engineering by someone on the Systems Council. AI-0267

There was discussion regarding our tutorials. We need to be more proactive in soliciting our focused tutorial speakers.

**ACTION ITEM:** Steve Dyer - Populate some ideas for focused tutorials. AI-0268

### **Awards (continued) - Sun**

Jian reviewed the purpose and considerations of our Awards program.

Jian proposes to start with three awards and then later look into the Technical Achievement Award and the Outstanding Young Systems Engineer Award.

#### IEEE Systems Journal Prize Paper Award

- give one for every 100 papers published in previous year. After discussion it was decided just one award.
- Award item is certificate and \$500
- Selection process: nomination by AEs and TC; voting by AEs. The selection will then be made by the EIC based on votes.

#### Outstanding Service Award

- Initially every 2 or 3 years
- Award item is certificate and \$1,000
- Selection process: nomination by individuals or member societies
- voting by the award committee or AdCom

#### Systems Engineering Technical Field Award

- inquire at IEEE, and Bob is looking into possible sponsors

Awards will be given at the Systems Conference. We will also recognize the Fellows at the luncheon.

**MOTION:** Jian Sun moved to establish an IEEE Systems Journal Prize Papers Award to be first presented in 2015 or 2016. This came from committee, no 2nd necessary. Motion passed unanimously. M-0114

**MOTION:** Jian Sun moved to establish the IEEE Systems Council Outstanding Services Award to be first presented in 2015 or 2016. Motion passed unanimously. M-0115

Discussion: The awards committee does the selection and then the AdCom approves it.

**ACTION ITEM:** Jian Sun - Consider Possible Awards Committee: Jian Sun, Chair; Steve Dyer, member; Stephanie White, member. Jian is going to think about this. Mark Montrose is another suggestion. AI-0269

**ACTION ITEM:** Jian Sun - Write up the Award descriptions and get AdCom approval before sending to IEEE. AI-0270

### **Fellows**

Bob Rassa reviewed our Fellows process.

We need a new Fellows ID Chair for the Council. Bob appointed Steve Dyer.

**MOTION:** Rich Hochberg moved to adjourn. 2nd Paolo Carbone. Motion passed. M-0116

Meeting adjourned at 11:05.