ESTABLISHING A TECHNICAL COMMITTEE (TC)

It is not difficult to establish a RAS Technical Committee of new area. The key is showing that the proposed topic area is growing, relevant, sufficiently outside the scope of existing TCs, and identifying a very enthusiastic team of co-chairs to lead and sustain the group.

The first step is to submit an application with the information below to the Vice President of Technical Activities, which is then reviewed and brought before the Technical Activities Board and the RAS Administrative Committee at the next semi-annual meeting (usually at ICRA, IROS and CASE).

Note: please be sure to carefully read the **Duties of TC Co-Chairs** (below) and confirm that you and your co-chairs are willing to accept the duties for at least 3 years.

A Guideline of Establishment
1. It is important for the community is to have a good coverage of the RAS domain and related emerging areas, and to have wide lively activities of TCs. Establishing new TCs shall be promoted.

2. Once a TC is established, it should be enough active continuously to survive for some period with promoting the area. However, it takes time for the new TCs to organize new activities. Moreover, it is difficult to evaluate their performance beforehand. Therefore, we have introduced a system of Pre-TC, by which a newly established TC will be reviewed after 18 months and its future will be decided.

3. Although significant area overlapping (>30%) of TCs should be avoided, small overlapping (<25%) would promote the activities in the area by their collaboration and competition.

4. Balance of TC co-chairs and members in various respects is important for this international organization to keep fairness and to avoid bias: e.g. nations and regions, races, sex, etc. However, the core group of establishing a TC is sometimes not balanced from every point of view. In this case, the TC will be requested to solicit members (and co-chairs, if necessary) to achieve the balance, if it is approved.

5. Collaboration between TCs shall be encouraged. The boundary areas have created new science and technologies in our history. Joint activities such as workshops and summer schools should be promoted.

Application for Proposing a New Technical Committee

(Please send in pdf -- no attachments please).
1.   Proposed Title

2.   Proposed Scope (under 200 words)

3.   Motivation (under 200 words). Recent technical developments, growing number of papers, etc.

4.   Relationship to existing TCs (under 200 words). Which existing TCs are closest in scope and argument why it is not possible to coordinate this topic under an existing TC.

5.   Goals within 3 and 6 years (under 100 words).

6.   Proposed co-chairs (with affiliations and contact info). TCs can have up to 4 co-chairs, preferably at least one from each major geographic area: Asia, Europe, Americas. With one co-chair agreeing to be the corresponding co-chair to take responsibility for updating the website, corresponding promptly with the Society and new members. Note that all the co-chairs must be IEEE RAS members.

7.   Achievements of the co-chairs in the proposed field.

8.   Confirmation that the proposed co-chairs have reviewed the TAB Charter and are prepared to accept the Duties of TC co-chairs.

Duties of Technical Committee Co-Chairs

Every 2 years, the incoming RAS President appoints TC co-chairs. Most TC co-chairs serve from 4-6 years. One co-chair, the corresponding co-chair, is primarily responsible for prompt communication with the Society and with current and potential members of the TC.
Duties:
1.   Organize conferences, symposiums, workshops, seminars, summer schools, organized sessions, etc. to promote the field.
2.   Serve as a reliable point of contact for the TC via email
3.   Update the TC website at IEEE RAS Technical Committees.
4.   Define and annually update the TC scope
5.   Coordinate and promptly submit semi-annual reports to the Vice President of Technical Activities (VP-TA).
6.   Post an updated single slide on TC Technical Progress (see Appendix IV of Charter) in January each year.
7.   Maintain the TC membership list (including email addresses)
8.   Recruit new members
9.   Communicate at least twice a year with TC members via group email
10. Encourage research in their area
11. Advise junior researchers in their area
12. Track major developments in their area
13. Promptly respond to inquiries from fellow researchers and the press
14. Alert VP-TA about major research developments
15. Evaluate new results and initiatives when requested by the VP-TA
16. Recommend reviewers when requested by EICs

17. Attend or appoint a representative from the TC to go to the semi-annual TAB meetings (or sending a representative)
18. Coordinate and promptly submit Triennial TC self-evaluation reports (once every 3 years).
19. If a TC Corresponding Co-Chair will be away from email for more than 2 weeks, he or she shall set up appropriate auto-reply messages and appoint a co-chair to handle communication during this period. TC Co-Chairs can be replaced after a 4-week warning by the VP-TA if they are unresponsive to communication.