IEEE Robotics and Automation Society

Policies and Procedures Manual

SEPTEMBER 2016

Table of Contents

IEEE Robotics and Automation Society Policies and Procedures[1,2,3]

1. Nominations

1.1. General Policies

The Nominations Committee is responsible for three categories of nominations: 1) nominations for the AdCom election, 2) nominations for Society officer positions and 3) nominations for Division Director, IEEE TAB and IEEE positions. As per Article X, Section 11 of the Bylaws, the Nominations Committee shall consist of five Society members, its Chair being the Junior Past-President and there being at least one other Administrative Committee (AdCom) member on the committee. The members of the Advisory Committee shall serve as ex officio members of the Nominations Committee.

Nominations for AdCom membership or President-Elect shall be submitted to the Chair of the Nominations Committee or his/her designee (e.g., the Society Administrator). Nominators (or self nominations) must indicate the position for which the nominee is being considered and the nominee's agreement to serve if elected. The Nominations Committee shall select the candidates from the nominees.

Nominations for the Vice Presidents-Elect shall be submitted by the President-Elect to the Chair of the Nominations Committee or his/her designee (e.g., the Society Administrator). The Nominations Committee will serve in an advisory role to the President-Elect as the President-Elect selects one candidate for each Vice President-Elect office.

The Nominations Committee (co-)chair(s) is (are) responsible for ensuring that the necessary information about AdCom candidates is communicated to IEEE within the IEEE prescribed deadline. Calls for nominations shall be published in the Society Magazine and electronic newsletters at times consistent with the schedule of Nominations Committee activities.

The schedule of Nominations Committee activities pursuant to AdCom elections shall be developed with the goal of having the election results available by approximately December 15. The schedule of activities pursuant to Society officer elections shall be developed each year so that the slate of officer candidates, together with their biographical information and candidate statements can be made available to the AdCom at least 30 days prior to the election.

1.2. Specific Rules for the Nomination and Election of AdCom Members

All candidates must be graduate student or higher grade members in good standing. There are three sources from which nominations may come:

- Petitions with the required number of valid member signatures (2% of Society membership). Persons obtaining this number of valid signatures must be placed on the ballot.

---

[1] These policies and procedures may be modified by a majority vote of AdCom.
[2] October 2003; minor revisions November 2004, April 2005, October 2006 and September 2008
[3] September 2008; major revisions. Fall 2009; major revisions. Since 2011: AdCom motions with ongoing consequences are entered in this document, so updates can be expected twice per year.

- Nominations submitted by a member (may include self nominations).
- Nominations made by members of the Nominations Committee.

All nominations by petition or a member are to be sent to the Nominations Committee via the Society Administrator. The following rules apply to petition preparation and submission:

- Paper petitions must be submitted with original (not faxed) signatures **in accordance with the timeline established by the Nominations Committee (see Sec. 1.5).**
- An online petition may be set up by IEEE staff and posted on the IEEE website at the request of a society member seeking candidacy. Those who wish to use a secure online petition posted on the IEEE website should send a request to the Society Administrator with the following information:
  o Name
  o IEEE number
  o A statement that he/she is willing to serve the three-year term if elected

The Nominations Chair, in consultation with the Secretary, Society administrator and IEEE Technical Activities Department shall determine the validity of petitions and eligibility of nominees. The Nominations Committee will determine a target number of candidates to be placed on the ballot from each geographical area, ensuring that the minimum number requirement is satisfied. The committee may revise this number at any time in the process, e.g., allowing an extra candidate if there is a tie or near tie in the internal voting. The Nominations Committee shall select a set of candidates in each geographical area from the set of nominees.

Candidates must submit the following material to the Nominations Committee:

- their IEEE membership numbers
- a brief position statement, bio and photo to be included in the ballot
- a statement of willingness to serve the 3 year term.

This information shall be distributed to the voting AdCom members at least 30 days prior to the election. The template in Appendix A is provided as a guide for this.

1.3. *Geographical AdCom Distribution*

The following RAS Geographical Areas are identified:

- RAS GEOGRAPHICAL AREA 1 = IEEE Regions 1, 2, 3, 4, 5, 6 , 7, 9 (Americas)
- RAS GEOGRAPHICAL AREA 2 = IEEE Region 8 (Europe, Middle East & Africa)
- RAS GEOGRAPHICAL AREA 3 = IEEE Region 10 (Asia & Pacific)

Six of the eighteen AdCom elected members will be elected at-large. Twelve of the eighteen AdCom elected members will equally represent the three RAS Geographical Areas.

AdCom vacancies will rotate among the three Geographical Areas as follows:

- AdCom term beginning 2005: two at-large, one from Area 1, one from Area 2, two from Area 3
- AdCom term beginning 2006: two at-large, two from Area 1, one from Area 2, one from Area 3
- AdCom term beginning 2007: two at-large, one from Area 1, two from Area 2, one from Area 3

After 2007, this method for computing the vacancies is repeated on a three-year cycle.

If an AdCom member representing an RAS Geographical Area resigns or is removed from the AdCom before the end of his/her three-year term, a replacement from the same RAS Geographical Area shall be

appointed by the President. If an At-Large AdCom member resigns or is removed from the AdCom before the end of his/her three-year term, the President shall appoint a replacement, who can come from any Geographical Area.

The AdCom election process was changed in May 2013, and applied to the election held in Fall 2013 to elect six AdCom members for terms beginning in January 2014. See Appendix B for details on the motion which was adopted by the AdCom. The election rules were modified in order to give RAS members more direct representation to elect AdCom members to represent their own Geographical Area, and also to increase diversity among AdCom members across both Geographical Areas and countries. The two at-large representatives in each election would continue to be elected by all of the voting members of RAS. The following three additional rules were also adopted:

- The two representatives elected at-large must be from different Geographical Areas.
- The two representatives elected from the Geographical Area with two vacancies must be from different countries.
- Only one AdCom member can be elected from a country if (a) one of the newly elected at-large representatives is from that country, AND (b) the total number of AdCom members from that country would be more than five (of the eighteen AdCom elected members).

The result of the first two rules is that up to two candidates can be elected from any country in any election, but this is further limited to one for the special case set in the third rule. In any election then, at least one seat (at-large or Geographical Area) is available for the candidates from any particular country.

The Nominations Committee will field a set of candidates that complies with the new election policy. Three groups of candidates will be nominated for each AdCom election. Each group will be composed of a slate of candidates from each of the three RAS Geographical Areas. Each slate of candidates from each of the three RAS Geographical Areas will be composed of at least two more nominees than the number of vacancies, and generally include nominees from at least two countries. Two special cases for nominees from each country must be considered when composing the slate of candidates from each Geographical Area: (1) when a country is limited to at most one AdCom elected member that year, and (2) when a country has the most nominees for the Geographical Area with two vacancies. In these two cases, a sufficient number of candidates must be fielded from other countries in the same Geographical Area so that at least two candidates are eligible to be elected to fill any of the vacancies in that Geographical Area.

All RAS voting members will receive a ballot which has two parts. The first at-large part of the ballot displays all of the candidates' names in alphabetical order (by family name). Each RAS voting member can vote for a maximum of two candidates belonging to any or the same Geographical Area. The candidates, from two different Geographical Areas, receiving the most votes will be elected.

Any candidate elected as an at-large representative automatically becomes *ineligible* as a candidate for the Geographical Area representative(s). All candidates from the same country as a candidate elected as an at-large representative, and whose country is limited to at most one elected AdCom member that year, automatically become *ineligible* as candidates for Geographical Area representatives.

The second Geographical Area part of the ballot displays all of the candidates' names from the member's Geographical Area in alphabetical order (by family name). If the Geographical Area has one vacancy, then each member can vote for up to two candidates, and the top *eligible* vote-getter will be elected. If the Geographical Area has two vacancies, then each member can vote for up to three

candidates, and the *eligible* candidates, from two different countries, receiving the most votes will be elected.

1.4. *Specific Rules for the Nomination and Election of Officers*

The officer elections shall be held by secret ballot. Voting members must be present to vote. No proxies are permitted. A majority of votes cast is required for election. Each candidate will be allowed to make a short oral presentation (5 minutes or less) before voting. All other candidates for the same position must leave the room during this presentation. In case the candidate is absent for some acceptable reason, such as illness, a colleague can make the presentation on his/her behalf.

1.4.1. Specific Rules for the Nomination and Election of the President-Elect

The Nominations Committee shall do their best to ensure that there are at least two candidates for the office of President-Elect. The AdCom shall be notified of the candidates put forward by the Nominations Committee at least 90 days prior to the election. Nominations can be also made by a voting member of the AdCom and must be seconded by a voting member of the AdCom. If such nominations are made, nominators must inform the Nominations Chair at least 60 days in advance of the election so that the biographical information described below can be obtained and distributed for the candidate being nominated.   Nominations from the floor will not be permitted.

A brief biographical and information summary of each candidate, including a personal statement shall be distributed to the voting AdCom members at least 30 days prior to the election. The template in Appendix A is provided as a guide for this. Further, each candidate must agree, in writing, to serve if elected.

A majority of votes cast is required for election. If no candidate receives a majority vote, the individual with the least number of votes shall be dropped and a new vote taken. In the case of a tie for the least number of votes, a runoff between those two candidates will be held to decide which one will be dropped for the next round of voting. The voting members present will cast secret ballots, and a designated two-member Tally Committee will count the ballots.

1.4.2. Specific Rules for the Vice Presidents-Elect

The President-Elect shall submit the initial list of nominees for the Vice Presidents-Elect to the Nominations Committee at least 120 days prior to the election. The Nominations Committee in its advisory role will provide feedback to the President-Elect on the strength of the nominees. The President-Elect shall inform the Nominations Committee of his/her final slate of candidates, one for each Vice President-Elect office, no later than 60 days before the election so that the biographical information described below can be obtained and distributed for the candidate.

A brief biographical and information summary of each candidate, including a personal statement shall be distributed to the voting AdCom members at least 30 days prior to the election. The template in Appendix A is provided as a guide for this.

The election consists of a confirmation vote. A majority of affirmative votes among those cast is required for confirmation. In case of a failure to confirm, the President-Elect will propose another candidate to the AdCom.

1.5. AdCom Nominations Process Schedule

The nominations process schedule is very important. The target is to have the election results available by December 15. In order to achieve that, the following time intervals need to be considered:

- **7** days are needed for IEEE to obtain the results after the election is closed.
- The election period should be **6 weeks.**
- The IEEE will not guarantee to prepare the election materials in less than 60 days after we send them (currently to Mary Curtis m.curtis@ieee.org) the names and associated materials.
- The Nominations Committee requires **60 days** to review the nominees, select the candidates and verify that those selected are eligible, e.g.,
  - o 15 days needed for scheduling telecom
  - o 15 days needed for Committee voting
  - o 30 days needed to gather materials from candidates
- All candidates must be graduate student or higher grade members in good standing
- Nominees must submit to the Nominations Committee:
  - o their IEEE membership numbers
  - o a brief position statement and bio to be included in the ballot
  - o a statement of willingness to serve the 3 year term.
- The IEEE will not guarantee to validate the eligibility of petition candidates in less than 30 days.
- Nominations are to be submitted to the Society Administrator. Approximately **1 week** is needed to distribute the nominations to the Committee.

Appendix C contains an example spreadsheet for 2009 backing these times up from a December 15 target date, with the result of showing the necessary submission times of nominations, petitions, etc.

Note that in order to guarantee election results by December 15, it is necessary to have petitions submitted by approximately May 15.

1.6. Publicity

A call for nominations for the AdCom shall be included in the December and **March** issues of RA Magazine, placed on the Society Webpage, and included in at least three e-newsletters at intervals of approximately one month starting four months prior to **the petition due date**, with an additional reminder sent electronically approximately two weeks before the deadline**.** The AdCom shall be given a call electronically for nominations for President-Elect at least 60 days prior to the time at which the Nominations Committee makes its candidate selections.

1.7. AdCom Candidate Selection and Information Transmission

At the close of the nominations period, those nominees with petitions containing valid signatures from at least 2% of the Society membership shall become candidates and placed on the ballot. The remaining candidates in each geographical area are selected from the list of nominees in the area by vote of the Nominations Committee. The Committee voting process shall rank order the nominees in each area. Once the rank order is established, the nominees shall be contacted in that order to determine their willingness to run, until the agreed upon number of candidates in each area has been selected.

Once the candidates have been identified, the Nominations Chair shall ensure that the needed information is obtained from them and transmitted to IEEE. Typically, the Society Administrator will assist in this task.

2. Awards

2.1. Society Responsibilities

There are several levels of awards for which the society has varying degrees of responsibility: IEEE awards, society awards, technical conference awards and publication awards. There are two IEEE level awards in which the Society is involved, the Robotics and Automation (RA) Technical Field Award and the IEEE Fellow awards. Appendix D contains a list of the current society level awards. This section addresses the policies and procedures related thereto.

The Robotics and Automation Technical Field Award nomination and evaluation process is handled by an IEEE level committee. The Society may recommend people to be on the Technical Field Award Committee, but does not appoint them. They are appointed by the IEEE Awards Board. Normally, the Technical Field Award Committee recommends one candidate to IEEE. A second is selected as Alternate, and the Alternate is carried over to the following year. The Society is responsible for providing the award funding, which is $10,000.

For IEEE Fellow awards, the Society has one formal responsibility. It must provide a Society evaluation of the nominees for Fellow. It may also encourage nominations of worthy individuals. The final selection is made by an IEEE level Fellow Committee.

The IEEE requires that all society or publication awards receive approval by IEEE and the IEEE Technical Activities Board (TAB). Prior to consideration at the IEEE TAB level, TAB requires approval by the Society AdCom. Technical Conference Awards must be approved by the AdCom, but need not be approved by IEEE TAB. In the case of awards cosponsored by multiple IEEE societies or councils, approval by each cosponsoring society/council is required. In the case of cosponsored awards, a memorandum of understanding is normally also required. See Appendix I for an example.

2.2. Organization of Awards Activities

The organization of awards within the IEEE Robotic and Automation Society (RAS) is shown in Fig. 1. It shows that all awards, including publications and conferences, are under the RAS Awards Committee. It leaves the details of the publication/conference awards committees and processes out since these vary from award to award. It also acknowledges that some of these awards are co-sponsored by other organizations. The awards process is managed by the RAS Awards Committee. According to the Bylaws, the Awards Committee will be chaired or co-chaired by the Senior Past President, or an appointee of the President should the Senior Past President not be available for the duties.

The Awards Committee is responsible for the following:

- Reviewing all proposals for new awards, working with the proposers to ensure that suitable documentation for submission to IEEE TAB is prepared and making a recommendation to the AdCom regarding approval or disapproval of the proposed award.

- Reviewing existing awards with respect to continuance from time to time.

- Recommending people to serve on the IEEE RA Technical Field Award Committee.

- Ensuring that the society evaluation for IEEE Fellow nominees is properly completed.

- Establishing an awards nomination process.

- Establishing an awards evaluation process.

- Making other award-related recommendations as appropriate, e.g., establishing a fund within the IEEE Foundation to support award costs.
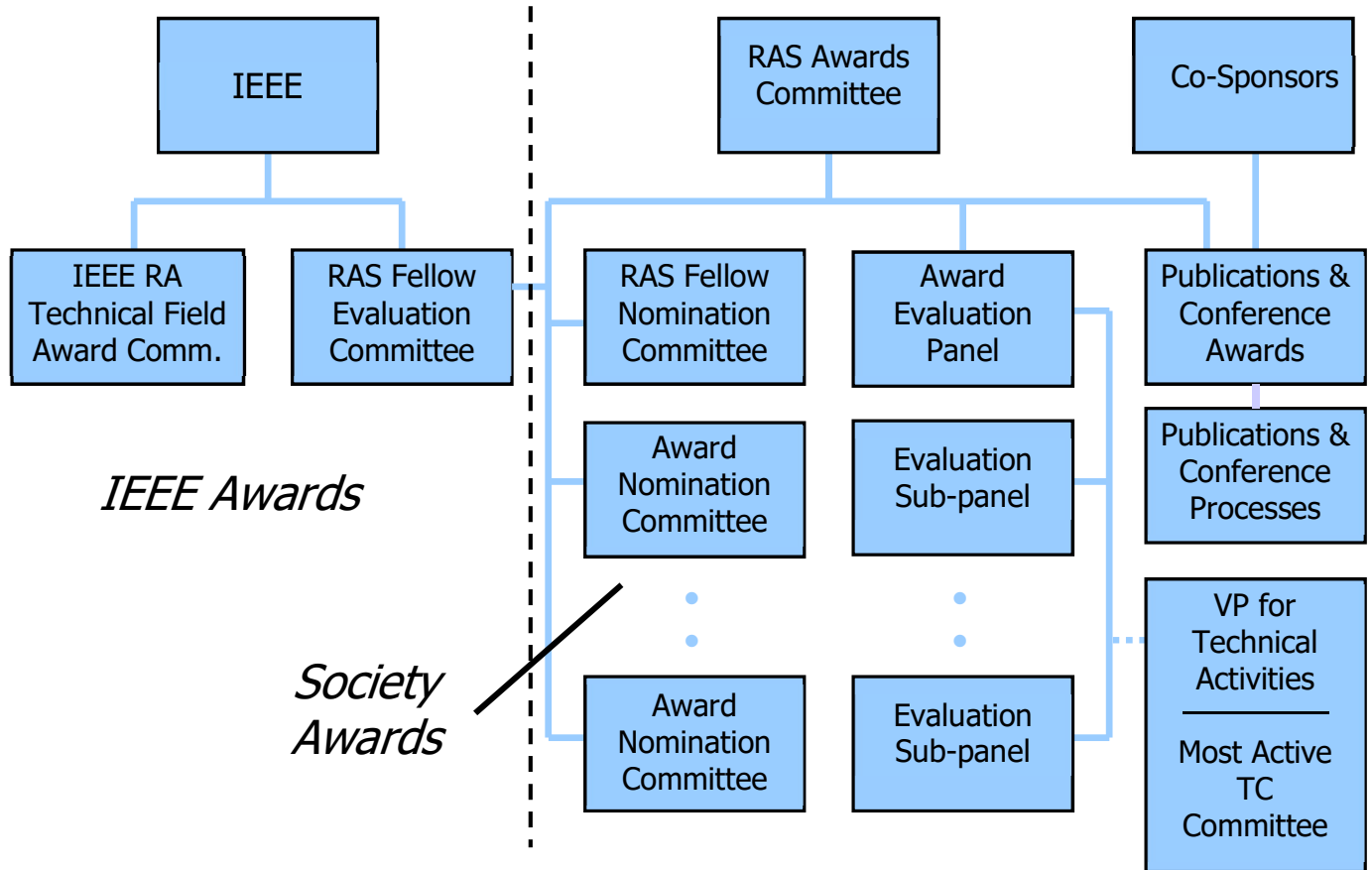
Figure 1: Organization of IEEE Robotics and Automation Society Awards

To accomplish these responsibilities, three categories of subcommittees and panels shall be established, in consultation with the Society President:

- Award nominations committees.

- An Award Evaluation Panel, and, possibly, award evaluation sub-panels.

- A Fellow Evaluation Committee.

A few of the awards have conditions that require special handling. These are:

- The Most Active Technical Committee Award.

- The IEEE/IFR Invention and Entrepreneurship Award.

While all publication and technical conference awards must go through the Awards Committee, AdCom and, for the case of publication awards, the IEEE TAB review and approval cycle, the management of the awards process is handled by the cognizant publication or conference organizing committee.

2.2.1.   Award Nominations Committees

The Awards Committee shall establish a number of nominations committees. Each nomination committee is responsible for seeking worthy nominees for the awards for which they are responsible, and helping complete the nomination process. They may, but are not required to be the nominator, but should help find a nominator if needed. They should, if needed, help the nominator find and prepare the proper nomination forms and find the necessary references. It is not necessary that there be a nominee for each award if no qualified persons can be identified.

The identity of the nominees identified by the nominations committees is confidential and should not be transmitted to anyone outside of the committee. To maintain proper openness of the awards process, it is especially important that no one involved in the evaluation process be aware of which nominees came from the nominations committees and which from the open call for nominees. Also, each nomination should be submitted by the nominator (not the committee) to the Society Administrator by the due date whether they come through the nominations committees or not.

The number of responsibilities of the committees established may vary from year to year, but some division of the responsibilities has been found useful. As an example, a division along the following lines has been helpful.

- Pioneer Award Nomination Committee.
- Distinguished Service and Saridis Leadership Awards Nomination Committee.
- Early Career Awards Nomination Committee.
- Inaba and Product Innovation Awards Nomination Committee.
- Chapter of the Year Award Nomination Committee.

2.2.2.   Award Evaluation Panel

The Award Evaluation Panel shall meet once a year, during IROS, and determine the winners for each of the awards for which it is responsible. The members of the Panel shall be appointed by the Awards Committee.

Evaluation sub-panels may also be appointed to assist with the evaluation by conducting a preliminary evaluation of the nominees. Such sub-panels may be assigned the handling of multiple awards. An example set of such sub-panels is:

- Pioneer Award Evaluation Sub-panel.
- Distinguished Service and Saridis Leadership Awards Evaluation Sub-panel.
- Early Career Awards Evaluation Sub-panel.
- Inaba and Product Innovation Awards Evaluation Sub-panel.
- Chapter of the Year Award Evaluation Sub-panel.

2.2.3. Fellow Evaluation Committee

This committee is specified in the Bylaws, and is chaired or co-chaired by the Senior Past President or a presidential appointee if the Senior Past President is unavailable. The Fellow Evaluation Committee will consist of the chair and at least 5 members. The committee shall have no members who either nominated or wrote a reference or endorsement for any candidate to be considered. Its members are appointed by the Awards Committee.

2.2.4. IEEE/IFR Invention and Entrepreneurship Award Evaluation Panel

Three people are to be appointed by the Awards Committee to the Evaluation Panel for the Invention and Entrepreneurship Award. As this is a joint award with the International Federation of Robotics (IFR), there will also be three IFR members appointed to this Panel. They manage their evaluations independently from the society Evaluation Panel, as described in Sec. 2.9 below.

2.3. Conflict of Interest Policy

In the establishment of the committees and conduct of all aspects of the award process, it is important that conflicts of interest be avoided. Appendix E contains a Conflict of Interest policy to which all members of the committees associated with awards management must adhere.

2.4. New Award Proposal Process

All awards presented by the Society or any of its publications or committees must be reviewed by the Awards Committee, approved by the AdCom and approved by IEEE TAB. Technical Conference Awards must be approved by the AdCom, but need not be approved by IEEE TAB (TAB Policy is attached in Appendix F). Prior to consideration by the AdCom, the award proposal must be reviewed by the Awards Committee, which will make a recommendation to the AdCom. The actual submission to IEEE TAB is via the TAB Awards and Recognition Committee, which must first review and approve the award. Proposers should expect the entire process to take on the order of six to nine months if all goes smoothly, depending upon the timing of the initiation of the request.

A template for a new award proposal is provided in Appendix G, and is also available on the Society web page at http://www.ieee-ras.org/about-ras/society-resource-center/ras-resources.

2.5. Award Presentations

The forum and timing of award presentations depend upon the category of award. IEEE Technical Field Award winners are typically announced in the summer of the year before they are presented. The recipient generally has a choice of receiving the award at an IEEE awards ceremony or at a Society function of his/her choice. The presentation is made by a person designated by the IEEE Awards Board. In the past, Technical Field Awards have been presented by IEEE Division Directors, IEEE Presidents and IEEE Past Presidents.

New IEEE Fellows are announced shortly after the last IEEE Meeting series of the year (typically in the latter part of November). Recipients receive their certificate and a pin in January, and those in attendance are recognized at ICRA.

Winners of Society level awards will be determined during IROS of the year (N) of nominations. Plaques, certificates and award checks will be presented at the next ICRA Awards Ceremony, which will be in the year (N+1) following the year of the nominations. The interval between IROS (Fall of the year of nomination, N) and ICRA (the next Spring, N+1) will provide adequate time to prepare awards

materials, and to notify winners with the goal of assuring their attendance at the ICRA Awards Ceremony. Those not able to attend will be recognized at the Awards Ceremony and the awards materials mailed to the address of their choice.

The presentation of Technical Conference awards is normally handled by the cognizant conference. Similarly, the presentation of publication awards is normally handled by the cognizant editor-in-chief along with the Vice President for Publications Activities. These latter awards may be recognized or presented in conjunction with an appropriate Society Technical Conference.

2.6. *Financial Considerations*

2.6.1. Funding for Awards

Funding for awards can come from several sources: the Society, the IEEE Foundation, a Technical Conference or external donations. There are also multiple methods by which the funds can be received from entities outside the Society. These include:

1. A donor makes an annual gift to either the Society or the Technical Conference involved and the Society or Technical Conference gives a check to the winner(s).

2. A donor is invoiced annually for the award amount and the Society or Technical Conference gives a check to the winner(s). The difference between this method and the previous one is the formality or informality of the arrangements with the donor.

3. A donor makes an up-front gift for a multiple year period of time to the Society or Technical Conference for the award and the Society or Technical Conference gives a check to the winner(s). It has been generally recommended that this time period be at least five years.

4. A donor attends the awards ceremony and directly presents the prize to the winner(s).

5. Funds are obtained from an IEEE Foundation endowment and the Society or Technical Conference gives a check to the winner(s). Currently, part of the Pioneer Award, and funds for the Inaba Award, both Early Career awards, the Saridis Award, the T-RO Best Paper Award and the T-ASE Best Paper Award are primarily funded by this mechanism.

Unfortunately, standardization of the mechanism to be used does not appear possible. E.g., since donors are making the gifts, it is difficult to insist that any specific mechanism be used. Presently, several different methods are in use. In any event, in the case of external donors, there should be an agreement, written if possible, that specifies how the fund transfer is to be handled. Further, for our major conferences at which Society and/or IEEE awards may be presented, the Society Administrator, Treasurer and relevant conference personnel must agree well ahead of time how things are to be handled.

There are several aspects of the different methods of accepting donations that need to be considered. There are tradeoffs between our access to the funds, the amount of volunteer and staff work required, and potential difficulties in satisfying legal requirements. With respect to the mechanisms above, the following considerations must be taken into account:

1. An annual gift directly to the Society or Technical Conference is straightforward to handle. The funds go into the respective account and a check is drawn on that account to pay the winner(s). However, someone must remember to contact the donor each year to remind them of the donation. The Society Administrator should maintain a list of these contacts and remind them two months prior to the need for the funds.

2. When invoicing the donor, it is best if the invoice calls for the funds to be sent to the entity (Society or Technical Conference) that will use them for the award prize. However, if need be, the invoice can direct the funds to be sent to the Society. The Society Administrator should handle this, with help as needed from the Treasurer.

3. There is a problem with multi-year donations up front. Due to IEEE accounting procedures, the funds not spent in the first year (i.e., all future year funding) goes into the Society Reserves. Once in the Society Reserves, the funding can only be accessed in very limited ways, and sometimes not at all. Thus, most of the time, the funds for the awards would have to come from our operating funds, not the gift.

4. If a donor makes a presentation directly to the winner(s), there is the problem of obtaining the W8 or W9 forms (see below). If these forms are not obtained, there are potential problems with the U.S. Internal Revenue Service that could harm the IEEE and the Society. IEEE has made the following statement regarding this possibility: "You would have to notify the sponsor in writing of the following: (a) the sponsor will not receive a charitable tax deduction for the contribution; and (b) the sponsor (and not IEEE) is responsible for obtaining and filing the necessary IRS forms (e.g., W-8 and W-9 forms). Additionally, because any failure of the sponsor to file the necessary forms would reflect poorly on the IEEE for an IEEE award, you would need to get the sponsor to agree to indemnify IEEE for any claims, including but not limited to, tax liability that might result from such failure". Thus, this method should be avoided.

5. The Society Administrator should contact the IEEE Foundation early in each calendar year and obtain a statement of the funds available for each of the awards identified above.

2.6.2. Payment and Tax Considerations

There are a few things that must be carefully handled with respect to giving award winners their monetary prizes.

First, those winners receiving a monetary award are required to complete either a W8 (for non-US residents) or a W9 (for US residents) United States Internal Revenue Service form before they may receive monetary prizes. For IEEE Field Awards, the IEEE Award Activities Staff is responsible for obtaining the W8 or W9 forms. For Society and publication awards, this responsibility lies with the Society Administrator. For Technical Conference Awards, the Conference Awards Chair or General Chair is responsible for obtaining the W8 or W9 forms. When obtained, the forms should be sent to the Society Administrator.

Second, the method of giving winners their monetary prizes must be clearly established ahead of time for each award to be given. For some awards, there are choices as to how the award is to be received (e.g., at which conference it will be presented or whether just sent by mail). There must also be coordination of the manner of fund transfer to the winners and the source and manner of receipt of the funds for the award. For Society and publication awards, this responsibility lies with the Society Administrator. For Technical Conference Awards, the Conference Awards Chair or General Chair is responsible, but is encouraged to work with the Society Administrator on this. The Society Administrator is to engage the Treasurer as needed.

2.7. Timing Considerations

IEEE sets the deadline for the submission of nominations for the IEEE Technical Field and Fellow awards. Typically Technical Field award nominations are due in January, and Fellow nominations are due March 1. Absolutely no extensions are given and if all materials are not submitted on time. The nomination will not be considered.

The deadline for submission of nominations for Society level awards is August 1 of the year N in which the nomination is to be considered. No extensions will be given. Nominations will be evaluated and winners selected by the Award Evaluation Panel at the IROS in the year N of the nominations.

Technical Conference and publication award nomination submission deadlines are established by the cognizant conference or publication.

In order to meet the above submission and presentation deadlines, a number of other schedule considerations need to be met. These include:

- The Awards Committee for year N should be established by December 31 of year N-1.

- All award nominations committees should be established by March 31 of year N of the submission deadlines of the awards for which they will seek nominations.

- The Award Evaluation Panel and all sub-panels should be appointed by May 31 of the year N of the submission deadlines of the awards they will evaluate.

- All W8 forms, W9 forms and requests for plaques and certificates from IEEE must be submitted to IEEE at least 30 days prior to the date at which they are needed. Normally, these will be submitted by the Society Administrator, which means that the relevant committees must send all necessary material to her/him sufficiently in advance of this time.

2.8. Society Award Nominations Process

For each of the Society awards, there is a set of eligibility criteria and judging criteria. These are available on the Society web page at http://www.ieee-ras.org/awards-recognition. In addition, this information is presented, along with the required nomination information, in Appendix H in the form of nomination templates.

2.8.1. Additional Society Award Considerations

There are several general policies that apply to Society awards, of which both the nominations committees and the Evaluation Panel and sub-panels must be aware.

A. One of the fundamental requirements for the Society awards is that except for the service awards (Distinguished and Saridis), Inaba award, Production Innovation and the Early Career awards, the number of awardees may be no more than one less than the number of nominees. This means that the Pioneer Award, the Chapter of the Year Award and the Most Active Technical Committee Award must have two nominees for the award to be given. It is important that the nominations committees recognize this rule in determining the number of nominees they identify and assist.

B. It is important that the Evaluation Panel and sub-panels not know whether nominations are initiated by one of the nominations committees or are independent submissions. Thus, there

must be no transmittal of information between the nomination and evaluation groups regarding the nominees.

C. Several of the awards are of a "win once" category. That is, once one has won the award, that person should not be eligible for that award again. These include the Distinguished Service Award, the Early Career Awards, the Inaba Award, the Pioneer Award and the Saridis Leadership Award.

D. A chapter or technical committee is eligible for the Chapter of the Year Award or Most Active Technical Committee Award, respectively, at most once in any three-year period.

E. Eligibility for the Early Career awards is restricted to those who are less than 7 years after being granted their highest earned academic degree. This period is defined as the time between the date on the nominee's diploma and the close of nominations for the award.

2.8.2. Calls for Award Nominations

Open calls for award nominations shall appear in multiple forums in year N. These include:

- A call in the March and June issues of the R&A Magazine.

- Calls in the e-News at approximately two to four week intervals from May 15th through July 15th.

- Other calls if they appear useful.

2.8.3. Nomination Committee Responsibilities

The nominations committees have a number of responsibilities, in addition to identifying qualified candidates. These include:

- To help candidates to find nominators.

- To help the candidates to obtain and complete the proper nomination forms.

- To help the candidates to find references (when appropriate for the award).

- To ensure that candidates are aware of all relevant deadlines and understand that there will be no extensions granted.

- To help any member seeking nomination with understanding the process, submission deadlines, acquisition of nomination forms, and advice on the process.

Individuals on the nominations committees may serve as nominators or references, but are not required to do so. In identifying qualified candidates, the nominations committees may need to do some preliminary evaluation of a broader list of potential nominees. There should be no communication of this evaluation or ranking to anyone on any of the Evaluation Panels. However, in this process, no contact with the candidate should be made until after the decision has been made to encourage the candidate to go forward. Furthermore, at no time should it be implied by any communication or action that endorsement by a nomination committee is necessary or sufficient to eventually win an award.

2.9. Society Award Evaluation Process

The specific evaluation process used by the Evaluation Panel, e.g., voting, ranking methods, etc., is up to the Panel. However, it is important that the evaluation process be completely independent of the

nomination process. There is to be no communication between any member of the Evaluation Panel and its sub-panels, and any member of the nominations committees regarding any of the nominees, other than the nomination or reference forms received from nominations committee members through the Society Administrator. In particular, members of the Evaluation Panel and its sub-panels should not know whether a nominee was nominated through a nomination committee or independently. In addition, there should be no communication between any member of the Evaluation Panel or its sub-panels with any nominee they are evaluating regarding the nomination or materials pertaining thereto.

The Awards Committee (co-)chair(s), with the assistance of the Society Administrator, will examine the nomination materials submitted for errors, omissions, etc., and then forward information on nominations to be considered to the Evaluation Panel and its sub-panels. The Evaluation Panel and its sub-panels are to evaluate nominees on the basis of whatever information the Awards Committee (co-)chair(s) forward to them.

There are citations accompanying several of the awards. The Evaluation Panel may edit the wording of the citations for consistency and length.

2.9.1. Information and Materials to be Transmitted by the Panel

Immediately after the selection of the winners has been completed, the chair of the Panel is responsible for transmitting necessary information to others. This includes the following:

- The identity of the winners is to be communicated to the Awards Committee (co-)chair(s) and the Society President. The winners can then be contacted by the Awards Committee (co-)chair(s) to inform them that they have won.

- The names, affiliation information, citation (as appropriate for the award) and award names are to be given to the General Chair and ICRA Awards Chair so that the winners can be recognized at the ICRA Awards Ceremony.

- The names, affiliation information, citation and award names are to be given to the Society Administrator so that the process of obtaining award checks, plaques and certificates can begin.

The chair of the Panel is responsible for obtaining this information from the Vice President for Technical Activities for the awards he/she manages. The Society Administrator is responsible for contacting the winners to determine the venue in which they would like to be formally presented with their award.

2.9.2. Most Active Technical Committee Award

This award is based primarily on activity data recorded during the previous calendar year. This activity is under the Vice President for Technical Activities. Accordingly, the nomination and evaluation process is managed by the Vice President for Technical Activities. Nominations are open and anyone may make a nomination, but the nomination must include an evaluation of activity. As the activity information is maintained on the Technical Activities web site, this information should be available. At least two nominations are required for the award to be offered. At least two people from the Technical Activities Board should be involved in the evaluation process, and, as with all other awards, they must be different than those involved in preparing nominations.

2.9.3   Invention and Entrepreneurship Award

The IEEE/IFR Invention and Entrepreneurship Award is sponsored jointly by RAS and IFR. The process for managing it is described in the establishing Memorandum of Understanding, which is attached in Appendix I. A supplement on "Payment and Plaque Procedures" is also included in Appendix I.

2.10.   Awards Ceremony Checklist

Since ICRA is the Society's flagship Technical Conference at which the largest number of awards are presented, a guide for ICRA conference organizers has been prepared. Appendix J contains a checklist of activities that need to be carried out in preparation for the ICRA Awards Ceremony. Other Technical Conferences should also find that many parts of this are useful for their conferences as well.

2.11.   Overall Schedule Summary

Deadline Date	Year	Activity
December 31	N-1	Appointment of Awards Committee
First Monday in January	N	Submission of Call for Nominations for March issue of Magazine
March 31		Appointment of award nominations committees
After ICRA		Call for award nominations in e-News
May 31		Appointment of Award Evaluation Panel and sub-panels
1st week of June		Call for award nominations in e-News
Middle of June		Call for award nominations in e-News
1st week of July		Call for award nominations in e-News
Middle of July		Call for award nominations in e-News
August 1		Deadline for submission of award nominations
August 3		Nominations sent to Evaluation Panel
IROS		Evaluation Panel meeting to select winners
Within three weeks of IROS		Winners, Awards chairs and Society Administrator informed
ICRA	N+1	Award winners announced at ICRA Awards Ceremony
If (optional) a formal presentation		Then at least 1 month prior to award check & presentation, W8 or W9 and all forms to IEEE for processing
Else		At least 1 month prior to mailing award check & plaque, W8 or W9 and all forms to IEEE for processing

3. ICRA Site Selection

3.1.   General Policies

As a part of its regular duties, the AdCom selects the site and organizers for the IEEE International Conference on Robotics and Automation (ICRA). To give sufficient time for planning, the ICRA site is selected four years in advance of the conference at the annual AdCom meeting at ICRA.

As a part of its regular duties to "carry out all the long-term conference planning for Society meetings" [Bylaws, Article VII], the Conference Activities Board (CAB) will review and evaluate the bids for the ICRA site, and report the strengths and weaknesses of each to the AdCom. The schedule of activities pursuant to ICRA site selection should be developed each year so that all bid proposals for the ICRA site should be made available to the AdCom at least 30 days prior to the site selection.

In the event that no site proposals are received by the deadline, the Conference Activities Board (CAB) is charged with extending the deadline by some reasonable period not to exceed six months beyond the original deadline, and to solicit additional site proposals. The Conference Activities Board shall also be charged with monitoring the preparations for any selected future ICRA sites, and if the preparations are deemed inadequate to the point of jeopardizing the successful hosting of ICRA, then to recommend a change of site subject to AdCom approval.

3.2.   CAB Review and Evaluation

The CAB will begin the review of ICRA site bids in the year prior to the site selection. This is year N-5 for the ICRA to be held in year N. This would typically involve down-selection to at most two bids. At least 60 days prior to the ICRA in year N-4, the bids will be presented to the CAB to receive feedback on their strengths and weaknesses before the final bid proposals are prepared. Final bid proposals should be submitted to the CAB and Society Secretary so that they are available to the AdCom at least 30 days prior to the site selection.

At its meeting at ICRA in year N-4, the CAB will review and evaluate the ICRA bid proposals, and prepare an oral report on the strengths and weaknesses of each for the AdCom. Each proposal will be rated as "highly competitive", "competitive", or "not competitive" with respect to various evaluation criteria, e.g., organization, location and logistics, financial planning, impact and legacy. A summary report will be prepared by the Vice President for Conference Activities to accompany the evaluations.

3.3.   Guidelines for Bid Presentations to the AdCom

The General Chair or Program Chair for each bid will make a short oral presentation (10 minutes) followed by discussion (10 minutes). Other members of the bid team may be present, but only to answer questions directed to them during the discussion.

The organizers (i.e., the General Chair, Program Chair, Finance Chair, and any others directly *involved in the writing* of proposals) of other bid teams must leave the room during competing bid presentations. Following all of the presentations, the CAB VP, or designated member of the CAB, will present the CAB evaluation (oral report) of each of the bid proposals. Note that it is not appropriate to distribute any gifts or promotional items to the AdCom members at any time.

3.4. Voting Rules

The AdCom vote on site selection will proceed according to the following rules:

- All voting AdCom members may cast a vote regardless of their involvement in any of the bid proposals. Only members present at the meeting can vote.

- A majority of votes cast is required for site selection. If no site receives a majority vote, the site with the least number of votes shall be dropped and a new vote taken. In the case of a tie for the least number of votes, a runoff between those two sites will be held to decide which one will be dropped for the next round of voting.

- All voting will be done by secret ballot, and a designated two-member tally committee will count the ballots and report the results to the AdCom.

3.5. Overall Schedule Summary

An overall summary of a typical ICRA site selection process schedule is given in the table below. A down-selection process begins in year N-5, and results in at most 2 bid proposals going forward for further development and evaluation.

At least 60 days prior to ICRA in year N-4, draft proposals are presented to the CAB, and final feedback is given to the bid teams. All materials for the final bid proposals are submitted to the CAB and Society Secretary at least 45 days prior to ICRA so that the Secretary can distribute the proposals to the AdCom at least 30 days prior to ICRA.

During its ICRA CAB meeting in year N-4, the CAB finalizes the report (oral) which it will present at the AdCom meeting. The AdCom then selects the site for ICRA for year N, during its meeting at ICRA in year N-4.

Action	Year	Time Frame
CAB down-select to at most 2 bid proposals	N-5	Second annual AdCom meeting
Draft proposals presented to CAB and final feedback given to the bid teams	N-4	At least 60 days prior to ICRA
Final bid proposals submitted to CAB and Society Secretary		At least 45 days prior to ICRA
Final bid proposals distributed to AdCom		At least 30 days prior to ICRA
CAB finalizes report		ICRA CAB meeting
AdCom selects site		ICRA AdCom meeting
ICRA held	N	April - June

4. Policies and Procedures Passed by AdCom Motions

AdCom periodically passes motions that have ongoing impact on policies and procedures but that do not have a natural place in the Constitution, Bylaws, or the Policies and Procedures Manual as currently written. Instead of leaving these motions only in the AdCom meeting minutes, where they may be easily forgotten, they should be recorded in this section by the Secretary. This only applies to motions that have ongoing impact on policies and procedures. This section may be reorganized as needed to make it easier to find information, and motions that have expired or have been superseded by subsequent motions should be erased. (It is not the purpose of this document to be a history of motions, but rather to be a concise list of those motions that have current consequences.) More details on specific motions can be found in the meeting minutes.

4.1. Financial Activities Board

AdCom Travel Expenses (Fall 2010)
AdCom members will be reimbursed up to $1100 for travel to AdCom meetings within the region and up to $1400 for meetings outside the region.

RAS Website Development (Spring 2012)

Contract with D2 Creative, Inc., for a website annual maintenance fee not to exceed USD 10,000/year.

Financial Reports to AdCom (Fall 2012)

Any AdCom-approved initiative with a funding level of USD 5K or greater must report to the AdCom the following year, and demonstrate the impact of their initiative on the RAS mission using an appropriate metric.

Authorization to Allocate Funds (Fall 2012)

The Financial Activities Board is authorized to create a prioritized list of initiatives provided by the RAS board vice presidents, to be submitted to AdCom for pre-approval of potential funding. The ExCom, in consultation with FAB, is authorized to select items from this list to expedite funding between AdCom meetings.

4.2. Conference Activities Board

ICRA Websites (Spring 2008)
Future ICRAs are required to use the ieee-ras.org domain. EPSB is charged with developing a software system, to be presented to CAB, that will link to the Society database. Conference websites should be ICRA20xx.ieee-ras.org.

ICRA Venue Selection (Spring 2008)
Future ICRA selection will be done no more than five years in advance by AdCom at its spring meeting held in conjunction with ICRA.

ICRA Software Requirement (Spring 2008)
ICRA is required to use the SCTP-approved conference software. Other 100% RAS-sponsored conferences are encouraged to use this software.

RAS-Sponsored IEEE Concentration Banking (Spring 2008)
All 100% RAS-sponsored conferences are required to establish an IEEE concentration banking account, subject to IEEE clearance of all legal issues.

Annual Funding for the Summer CAB Meeting (Fall 2008)
Annual funding for the "third" CAB meeting is increased from $17,000 to $26,000.

Cosponsored Conference Committees (Fall 2008)
The requirement to have two AdCom/ExCom representatives on cosponsored conference committees is eliminated.

Appointment of Conference Editorial Board Editor-in-Chief and Editors (Fall 2008)
Modification to the procedures for the appointment process are outlined in the proposal in the meeting documents, to be reflected in the CEB charter.

ICRA Special Event for CEB (Fall 2009)
ICRA organizers, at the expense of the conference budget, are required to invite members of the Conference Editorial Board to a special event with program committee members at ICRA to recognize their contributions.

Budgets for Sponsored Conferences (Spring 2010)
Conference sponsorship or cosponsorship requires the submission of the budget and other pertinent material (COI Forms, MOUs, etc.) to the IEEE and the CAB treasurer. In order to be guaranteed full consideration, the request must be submitted by April 1st of the year before the conference is held. For fully sponsored conferences, previous years (geographically appropriate) comparisons should be included.

Cosponsorship Requests (Spring 2010)
Technical cosponsorship requests (including MOUs) should be submitted to CAB two months before the CAB meeting.

RAS Panel of Conference Organizers (POCO) (Spring 2011)
At least one member of the organizing committee of any RAS financially sponsored or cosponsored conference is required to attend at least one RAS POCO or an IEEE POCO before their proposed event. $5,000 is allocated to partially cover the meeting expenses of conference organizers participating in the upcoming 2011 RAS POCO, and $5,000 is similarly allocated for the upcoming 2012 RAS POCO.

Plagiarism and Publication Ethics (Spring 2011)
The Society will sign up for the IEEE Enhanced Plagiarism Resolution Service (fee-based) and establish an ad hoc RAS Publications Ethics Committee under the Society President.
TC-Sponsored Conference Surplus Sharing (Fall 2011)
Conference surplus sharing per the guidelines defined (below) be started in the 2013 budget cycle.

The guidelines for this surplus sharing are as follows:1. The RAS will include TC surplus sharing in the society budget submittals based on the official IEEE conference budget submittals subjected to IEEE and RAS budget constraints. In the case of RAS co-
sponsorship, the surplus sharing will be based on the RAS budget fraction only. Because of the coupling with the RAS budgets, TC's are expected to submit as accurate and comprehensive conference budgets as possible and no later than one year in advance.

2. The TC will receive 50% of the RAS portion of the conference actual surplus, and these funds will be available (through the Treasurer) to the TC in the financial year following the year of the conference. Up to half of this allocation can be used to support non-RAS local entities/organizations associated with the TC conference activities.

3. These funds can generally be used to the benefit of the TC, but must be expended within IEEE and RAS policies and procedures as provided by the Financial Activities Board.

Adopted the following policies governing ICRA site selection (Fall 2012)
(i) Select each ICRA site four years in advance, rather than the current five years.
(ii) Adopt revised format for CAB evaluation of bid proposals; (iii) Adopt revised guidelines for bid presentations to AdCom; (iv) Adopt revised voting rules for ICRA site selection.

Repeat ICRA GA location in 2018 to stagger GA with IROS (Fall 2012)

Award ICRA 2018 to the Asia-Pacific region (Australia or New Zealand), and to continue the current society practice of rotating among three geographic regions for subsequent ICRAs.

Approved Amended and Edited parts of the Conference Editorial Board Charter (Spring 2013)

ICRA Plan for Internet Service (Fall 2013)

To require ICRA conference organizers to submit to CAB a suitable plan for internet service that meets a quality of service specified by the EPSB. The plan must be approved by CAB at least one year prior to the conference.

4.3. Publication Activities Board
Special Fund for RAM (Fall 2009)
$1200 will be reserved annually to improve the look and feel of the redesigned Robotics and Automation Magazine, starting from 2011.

Travel Support for Magazine Editorial Board (Fall 2011)
Associate Editors of the Robotics & Automation Magazine will receive support to attend Magazine Editorial Board meetings which are held at ICRA and IROS each year. The level of funding will be the same as for AdCom members.

New Scope of RAM (Fall 2011)

The IEEE Robotics and Automation Magazine is a unique technology publication which is peer-reviewed, readable and substantive. The Magazine is a forum for articles which fall between the academic and theoretical orientation of scholarly journals and vendor sponsored trade publications. The IEEE Transactions on Robotics and the IEEE Transactions on Automation Science and Engineering publish advances in theory and experiment that underpin the science of robotics and automation. The Magazine complements these publications and seeks to present new scientific results to the practicing engineer through a focus on working systems and emphasizing creative solutions to real-world problems and highlighting implementation details.

The Magazine publishes regular technical articles that undergo a peer review process overseen by the Magazine's associate editors; special issues on important and emerging topics in which all articles are fully reviewed but managed by guest editors; tutorial articles written by leading experts in their field; and regular columns on topics including education, industry news, IEEE RAS news, technical and regional activity and a calendar of events.

Plagiarism Check Software for RAS Publications (Spring 2012)
To subscribe, on a one-time basis for 2012, to the iThenticate plagiarism checking software system for all RAS-owned publications (T-RO, T-ASE, RAM), at a total cost not to exceed USD 5,000/year.

Popularity Voting Feature for RAM Digital Articles (Spring 2012)
To allocate, on an annual basis, USD 3,500 for adding "preference boxes" next to all articles in the digital QMags edition of RAM, beginning with the September 2012 issue.

Technical Co-Sponsorship of T-CNS (Fall 2012)
Approve RAS technical co-sponsorship of the new electronic-only IEEE Transactions on Control of Network Systems (T-CNS), sponsored by the Control Systems Society

IEEE/CAA Journal of Automatica Sinica (J-AS) (Spring 2013)
Approve RAS technical and financial co-sponsorship of the new IEEE/CAA Journal of Automatica Sinica (J-AS), subject to final approval by the RAS ExCom.

4.4.   Member Activities Board

GOLD Events at CASE Conferences (Spring 2008)
$2,000 has been allocated to hold a GOLD (Graduates of the Last Decade) event (lunch or reception) at CASE annually.

Funding for the Student AdCom Member (Fall 2008)
Funding for the student AdCom member to attend overseas AdCom meetings is increased from $1200 to $2000.

Women in Engineering Activities at ICRA (Spring 2010)
A recurring annual budget of $2000 for MAB is allocated to support Women In Engineering activities at each ICRA conference.

Transfer Responsibility of GOLD to MAB (Spring 2010)

The responsibility and budget for the GOLD luncheon is transferred to MAB.

GOLD Lunch and Other Networking Events at ICRA and IROS (Fall 2010)
$7,500 will be allocated at each of ICRA and IROS for the GOLD Lunch and other MAB-organized networking events.

RAS Promotional Material (Spring 2011)
$3,000 per year is allocated for RAS promotional material for membership development to be distributed at sponsored and cosponsored conferences.

Ad Hoc Committee on Competitions (Spring 2011)
$20,000 is allocated in 2012 for the Ad Hoc Committee on Competitions.

Student Activities Committee travel funding (Spring 2012)
Provide, on an annual basis, up to USD 1,000 in travel support funds for the two Student Activities Committee (SAC) co-chairs, so that they may attend adcom meetings (up to USD 500 for each co-chair). Provide, on an annual basis, up to USD 500 in travel support to the outgoing student activities committee chair, to attend the first adcom meeting after completion of the term and assist in the transition to the incoming student activities chair.

Increased Funding for GOLD, LwL, WiE Luncheons (Spring 2012)

To increase funding from the current USD 15,000/year up to USD 20,000/year to support increased participation in the Graduates of Last Generation (GOLD), Lunch with Leaders (LwL), and Women in Engineering (WiE) luncheons at ICRA, IROS, and CASE.

RAS Promotional Video Creation (Fall 2012)

Allocate up to USD 10K in funds to create a promotional video for IEEE RAS

Women in Engineering Representative travel (Spring 2013)

To allocate $2,000 per year to cover travel and accommodations expenses for an IEEE RAS representative to attend an IEEE Women in Engineering event.

Competitions Funding (Spring 2013)

To allocate $20K to the yearly budget for the Competitions Committee subject to budget approval by MAB and FAB and verification of expenditure.

GOLD Representative (Fall 2013)

To create the position of GOLD representative within the Membership, Admissions and Retention Committee to address all issues related to GOLD.

4.5. Technical Activities Board

Distinguished Lecturers (Spring 2011)
A Distinguished Lecturer request can originate from a MAB chapter or from a Technical Committee. The identification of a DL will be done by the appropriate Technical Committee. This identification will be done on a case-by-case basis. There will not be a fixed pool of DLs. Each DL's travel cost will be fully supported, up to $3,000. The DL Award will be retired, and its $1,000 budget will be added to the current $20,000 DL budget.

Technical Education Program (Spring 2011)
MAB and TAB will create a RAS Technical Education Program. The program will coordinate up to three schools per year, one in each of the three RAS geographical regions. The budget is $80,000 per year, with one school financed up to $40,000 and the other two partially financed up to $20,000. The location of the $40,000 school will rotate around the three regions as ICRA does. MAB and TAB will develop guidelines for the schools' format, structure, organization and selection procedures.

Travel Support for TAB VP and Associate VPs (Spring 2012)

To provide travel support, on an annual basis, for the vice president and two associate vice presidents of RAS-TAB to attend RAS-TAB meetings held at CASE and IROS, in accordance with travel reimbursement regulations for adcom/excom members.

New Guidelines for Establishing Technical Committees (Spring 2012)

To conduct a review of newly established technical committees after 18 months, and to determine continuation or termination of the technical committee based on the review.

Establishment of 3 New Technical Committees (Spring 2012)

Approved the creation of a new TC on Automation in Logistics.

Approved the creation of a new TC on Sustainable Production Automation.

Approved the creation of a new TC on Smart Buildings.

Establishment of 3 New Technical Committees (Fall 2012)

Approved the creation of a new TC on Robotics and Automation in Nuclear Facilities.

Approved the creation of a new TC on Model-Based Optimization for Robotics.

Approved the creation of a new TC on Soft Robotics.

Technical Committee name change (Fall 2012)

Approved the name change of an existing RAS technical committee, from "Technical Committee on Roboethics" (old) to "Technical Committee on Robot Ethics" (new)

Establishment of 1 New Technical Committee (Spring 2013)

Approved the formation of a new TC on Automation in Health Care Management

CEMRA (Spring 2013)

To allocate $50K/year in 2014-2018 for 5 years for TCs and/or Education Committee of MAB to create Educational Material in robotics and automation

4.6. Industrial Activities Board

Establishment of the Industrial Forum (Spring 2010)
An Industrial Forum, held annually at ICRA and occupying a half-day slot, will be supported by a recurring $5,000 budget.

Funding for Standards in Robotics (Spring 2011)
$10,000 per year for three years is allocated to developing IEEE standards in robotics, starting in 2012. This will support the organization of two workshops per year.

Standards Activities funding (2013)

To allocate up to USD 10,000 per year for two years (2014-2015), for IAB to hold standards committee meetings at RAS-sponsored events.

Entrepreneurship Workshop funding (Fall 2013)

To allocate up to USD 10,000 annually for IAB to hold at least one conference workshop that focuses on entrepreneurship and disseminate through magazine and/or online video.

4.7. Other Motions

Discussion of Motions (Fall 2008)
To streamline discussion of motions, speakers must alternate for and against, speak no more than three minutes, and speakers may only speak a second time if all others who wish to speak have spoken and if the duration of the main motion has been less than 15 minutes. Motions may be made to extend the discussion.

CoTeSys Award (Fall 2009)
An award in cognitive robotics is to be presented at ICRA, funded for five years by the "Cognition for Technical Systems" (CoTeSys) Institute of Automatic Control Engineering at Technische Universitat Munchen.

Product Innovation Award (Fall 2009)
A new Society award for Product Innovation is established per the proposal in the meeting minutes.

IEEE ICRA Best Paper Award in Medical Robotics (Spring 2010)
A new IEEE ICRA Best Paper Award in Medical Robotics is established per the proposal in the meeting minutes.

Awards Timeline (Fall 2011)
The schedule for Society Awards is revised as follows:
- August 1:   deadline for award nominations
- IROS of the same calendar year: Award Evaluation Panel meets to select winners
- After IROS (between October and December): Award winners formally announced
- ICRA of the next year: Awards presented at ICRA Awards Ceremony

The schedule will be effective for awards to be presented at ICRA 2013 and continuing thereafter.

History of Robotics Project (Fall 2011)
The History of Robotics project being undertaken by Indiana University will be extended for the calendar years 2012 and 2013 at up to $30,000 per year.

Endorsement of the EU-sponsored FET-Flagship proposal (Spring 2012)

To endorse the European Union sponsored FET-Flagship proposal "Robot Companions for Citizens" (RCC)

Motion (from the floor) on Rules for Attendance at Adcom Meetings (Spring 2012)

Voting adcom members must be present for the entire scheduled adcom meeting in order to receive travel reimbursement and credit for adcom meeting attendance, effective June 30, 2012.

Support to Establish IEEE-RAS SIGHT (Spring 2012)

To allocate, on a one-time basis, USD 2,000 in discretionary funding to establish an RAS Special Interest Group on Humanitarian Technologies (SIGHT)

2012 AFRON Design Challenge (Spring 2012)

To allocate, on a one-time basis, USD 3,000 for three prizes to be awarded to the 2012 AFRON Design Challenge winners (USD 1,000 per prize).

Travel Support for Chicago Museum Robotics Exposition (Spring 2012)

To allocate USD 14,400 in travel support funding for six RAS experts to each make two trips to the Science Museum of Chicago, during the period June 2012-November 2013, to serve as consultants for the Robotics Revolution Exhibition.

Review of Society AdCom Election Rules (Fall 2012)

Constitution and Bylaws Committee is charged to propose revisions to Standing Rule 1.3 and any related rules regarding the election of AdCom members, for the purpose of increasing direct representation by region, to take effect for the next AdCom election in 2013.

Revision to RAS AdCom Election Rules (Spring 2013)

To approve the proposed changes [Appendix B] in the rules and policies governing Adcom elections. The nominations committee should field a set of candidates that complies with the new election policy.

[Friendly Amendment] The new election process is to be re-evaluated following the 2015 Adcom election cycle. In 2015 an ad hoc committee will be established to review the impact of the process, and if necessary to make proposals to modify the process for the 2016 Adcom elections.

AdHoc Committee on Election Procedures (Spring 2013)

To appoint an ad hoc committee to review the constitution and bylaws and policies and procedures regarding Adcom elections, and if appropriate, to make proposals for modifications.

A. **Candidate Information Template**

CANDIDATE NAME

POSITION SOUGHT

BIOGRAPHY
(Provide a biographical statement. This statement should be no longer than 150 words, exclusive of your IEEE activities.)

IEEE ACTIVITIES
(List your IEEE positions in the following order in point form)

COMMITTEES/BOARDS:

REGIONS:

SECTIONS/CHAPTERS:

STUDENT BRANCHES:

SOCIETY:

CONFERENCES:

OTHER:

QUALIFICATIONS
(What are your qualifications for this position? i.e., what makes you an ideal candidate for this position?

MAJOR ACCOMPLISHMENTS
(List the major contribution(s) (up to five) you have brought to IEEE in your previous assignments. If you have not volunteered for IEEE before, list relevant contributions you have made with other organizations or in related work experience.)

POSITION STATEMENT
(If elected to the position, what are your plans and how will they help support the mission of IEEE RAS: Up to 500 words)

COMMITMENT TO SERVICE
I,_____, hereby certify that if elected, I will serve in the position to which I am elected for the term of the office.

B. <u>Revision to RAS AdCom Election Rules (Spring 2013)</u>

AdCom Meeting
May 11, 2013
Karlsruhe, Germany

Approved the proposed changes [below] in the rules and policies governing Adcom elections. The nominations committee should field a set of candidates that complies with the new election policy.

[Friendly Amendment] The new election process is to be re-evaluated following the 2015 Adcom election cycle. In 2015 an ad hoc committee will be established to review the impact of the process, and if necessary to make proposals to modify the process for the 2016 Adcom elections.

[REVISED RULES AND POLICIES FOR ADCOM ELECTIONS]
Each RAS voting member receives a ballot according to the member's geographic area. Assuming the member is from GA-X, the ballot consists of two parts.

PART 1 - CHOOSING THE AT-LARGE REPRESENTATIVE: All candidates from all three GAs are listed. Each member can vote for up to two candidates.
1. The candidate receiving the most votes is declared At-Large Rep1.
2. The candidate receiving the next highest number of votes, from a different GA than that of At-Large Rep1, is then declared At-Large Rep2.

PART 2 - CHOOSING THE GA-X REPRESENTATIVE(S): All candidates from GA-X are listed.
1. After Part 1 of the ballots have been tallied and the newly elected at-large Adcom Reps have been selected,
2. The countries represented by the newly constituted 14 elected voting Adcom members (the 2 newly elected At-Large Reps, and the 12 Adcom members in the middle of their terms) are then determined, and
3. A table listing the total number of elected voting Adcom members for each country (as projected for the subsequent year) is made.
4. If GA-X has one vacancy, then each member can vote for up to two candidates. Any candidate from a country that satisfies both of the following two conditions is considered ineligible to become GA-X Rep1:
   4.1. The country has five or more Adcom members as listed in the table;
   4.2. One of the newly elected At-Large Reps is from that country.
5. Among the eligible candidates, the top vote-getter is declared GA-X Rep1.

6. If GA-X has two vacancies, then each member can vote for up to three candidates. Any candidate from a country that satisfies both of the following two conditions is considered ineligible to become GA-X Rep1 or Rep2:

    6.1. The country has five or more Adcom members as listed in the table;

    6.2. One of the newly elected At-Large Reps is from that country.

7. The top eligible vote-getter is declared GA-X Rep1. The next highest eligible vote-getter from a different country than that of GA-X Rep1 is declared GA-X Rep2.

C. <u>Nominations Process Schedule</u>

Event Point	Algorithmic Date	Days To Next Event	Suggested Actual Date
Petitions to IEEE	5/13/2009	30	15-May
Nominations to Soc. Administrator	6/19/2009	7	15-Jun
Nominations & Petition Cert. to Nominations Committee.	6/26/2009	60	21-Jun
Nomination materials to IEEE	8/25/2009	60	25-Aug
Election start	10/24/2009	45	25-Oct
Election close	12/8/2009	7	7-Dec
Date of results	12/15/2009		15-Dec

D. **Current Society Awards**

The RAS Awards that may be given annually are the following:

- Pioneer in Robotics and Automation Award
- Early Academic Career Award in Robotics and Automation
- Early Government or Industry Career Award in Robotics and Automation
- Distinguished Service Award
- George Saridis Leadership Award in Robotics and Automation
- Chapter of the Year Award
- Most Active Technical Committee Award
- Inaba Technical Award for Innovation Leading to Production
- Product Innovation Award
- IEEE/IFR Invention and Entrepreneurship Award

E. **RAS Awards Conflict of Interest Policy**

One of the central points to the awards processes in RAS is to avoid a conflict of interest (COI), or even the appearance of such. The fundamental concern of a COI policy is establishing fairness of the processes involved in the nomination of candidates for an award and the evaluation/selection process for determining winners. This statement presents guidelines that those involved should follow. No such document can be totally encompassing of all situations, however. When there are questions of interpretation or applicability of the statements herein, the questions should be referred to the Society Human Rights and Ethics Committee.

There are several award categories in which the Society is involved, IEEE Fellow, Society Awards, Publication Awards and Technical Conference Awards. The mechanisms for nominations, evaluation and selection of award winners are necessarily somewhat different due to differing nature of the awards and structures of the bodies involved (e.g., editorial boards, conference committees, society committees). The principles set forth herein are required for Society Level Awards.   The fundamental concern raised above should be covered in separate documents prepared by the publications and conferences volunteers for awards under their purview.

For Society Level awards and Fellow evaluations, a critical part of COI avoidance is a separation of the award nomination and evaluation process. This separation must be maintained. There should be no contact with respect to an award between the individuals or members of committees preparing nominations and those involved in evaluation of the nominees. Some of the attributes of this separation are:

- No one involved in evaluation of nominees for an award may nominate anyone for that award. Nor may they lobby with anyone else to make such a nomination.
- While persons involved in evaluation for awards may nominate someone for an award in which they are not involved, such is discouraged due to the possible perception of a conflict of interest.

- Nomination committees may not provide any priority order for the nominees they encourage.
- The nominations committees should not inform anyone involved in the evaluation of an award of the identity of those nominated by or recommended for nomination by themselves or any committee on which they serve.

In addition to the above, other situations are possible, even likely, to arise that produce conflicts. Specifically, it is possible that a student, former student or close colleague of a member of someone involved in an evaluation may be nominated for an award. In such cases, those involved in the evaluation must recuse themselves from all discussion and voting on the case. Preferably, this should involve leaving the room or telecon while the conflicting case is being considered. For the case that a member of the evaluating body is nominated for the award under consideration, the individual should be removed from the evaluating body.

For purposes of award evaluation, a conflict of interest occurs when the nominee has one or more of the following relationships to a member of the evaluating body:

- Self
- Former or current masters or doctoral student
- Close research collaborator within the last three years
- Other circumstances that may create an appearance of conflict-of-interest (for example, the nominee is in the same local institution as the evaluator) or other conflicts of interest that the evaluator cannot manage.

Members of the nominations committees have fewer constraints, mainly that they may not inform or discuss any part of the nomination process or nominees with any member of the evaluating body for the award.

In addition, members of the Society Awards Committee, which oversees the entire awards nomination and evaluation process, are ineligible for receiving Society Level Awards during their term of office. More specifically, members of the Awards Committee may not, once they have participated in the formation of the evaluation panels and award nomination committees, become eligible for receiving a Society Level Award by resigning from the Committee.

Conflict of Interest
Publications Awards Policy

Preface: While ensuring fairness is a primary concern in determining the winners of best paper awards, there is an additional concern of obtaining nominations for the awards. In the past, few nominations have been obtained except from those in the best position to evaluate the papers. Thus, the awards policy must strike a balance between fairness and ensuring the qualified papers are nominated so that they have a chance to win.

Publication Awards Policy: Nominations for paper awards are solicited from all members of the relevant Editorial Board. Members may nominate one or more paper(s), even among those that they have not handled directly. The EIC will establish an evaluation committee (which may include editors who have nominated papers) to review the nominations and select the winner. There is no required number of members. However, no one whose paper has been nominated should be a member.

There is no self-nomination. Also, the EiC's papers cannot be nominated.

F. **IEEE TAB Operations Manual Changes (11/09)**

15. Society Awards within Technical Activities. All Awards administered by organizational units within IEEE Technical Activities shall comply with the requirements set forth in the IEEE Policies.

A. Award Proposals:

1) Proposals for the establishment of new awards or revision of existing awards by a Society or Technical Council ~~or Technical Conference,~~ within the organization of TAB, shall be forwarded to the TAB Awards and Recognition Committee for review and endorsement of the specifications of the award, to TAB for approval and to the IEEE Awards Board for information

(2) Responsibility for the establishment and revision of Technical Conference awards is delegated to the Societies/Technical Councils sponsoring the Technical Conference. The sponsoring Societies/Technical Councils are responsible for ensuring compliance with relevant policies regarding awards and that the award does not conflict with existing awards.   The sponsoring societies/technical councils shall report all new awards and award revisions to the TAB Awards and Recognition Chair, in care of the Manager, Society General Activities in IEEE.

(3)~~(2)~~ Cash awards supported from funds contributed by sources outside the Society, may be administered by the Society subject to the provisions of paragraph (1) above.

(4)~~(3)~~ Awards Board will review on a case-by-case basis, instances where an IEEE Society requests to share sponsorship of an award with an external entity. Pending said approval a society shall not be limited to the monetary restrictions outlined in IEEE Policies regarding Hierarchy of Awards.

More detailed information related to the administration of IEEE Awards can be found in IEEE Policies, Section 4 and the IEEE Awards Board Operations Manual.

GUIDELINES FOR TECHNICAL CONFERENCE AWARDS

Definition: IEEE "Technical Conference Awards" can be defined (or described) as IEEE awards for which the Conference Committee has obtained IEEE Society/Council approval."

Approvals Needed: Proposals for the establishment of new IEEE Technical Conference Awards or revisions of existing awards by a Technical Conference shall be forwarded to the Awards Committee of the Societies/Councils sponsoring the conference. The authority of approval of IEEE Technical Conference Awards is delegated from TAB to the individual Societies/Councils. The S/Cs will ensure the administration and associated accounting procedures of these awards follow IEEE policies and procedures.

S/C Reporting: The sponsoring societies/councils must separately report all new IEEE Technical Conference awards and award revisions to the TABARC Chair in care of the Manager, Society General Activities in IEEE Technical Activities (see Template on Following Page). This will ensure proper

recording of IEEE Technical Conference awards in the TAB Awards and Recognition Manual. Although these awards need to be reported, they will not require TABARC/TAB approval.

Funding: IEEE Technical Conference Awards can be funded with:
a) Conference Funds
b) External Sponsors Funds: External sponsors can fund conference awards through arrangements with S/C's (e.g. funds could be held in S/C reserves). It is recommended that sponsors provide IEEE with the funds, including the funds for the award honorarium, and that IEEE should be responsible for all administrative details and paperwork for IEEE Technical Conference Awards. If an external award sponsor wanted to contribute the funds directly to an award recipient and did not contribute the funds directly to IEEE, the sponsor should be notified in writing of the following:
- The sponsor will not receive a charitable tax deduction for the contribution
- The sponsor (and not IEEE) is responsible for obtaining and filing the necessary IRS forms (e.g. W-8 and W-9 forms)
- Any failure of the sponsor to file the necessary forms would reflect poorly on the IEEE for an IEEE award. The sponsor should agree to indemnify IEEE for any claims, including but not limited to, tax liability that might result from such failure. Although indemnification provision would provide some protection to IEEE, unfortunately, an indemnification provision cannot protect IEEE against bad publicity that could result from the failure to file the necessary forms.
c) IEEE Technical Conference Awards may not be funded with S/C funds, except as an expedient of handling funds from an external source as described in (b) above.

All other awards presented at a Technical Conference fall into one of the following categories
       1) IEEE level awards (e.g., Technical Field Awards or Fellow)
       2) Society/Council awards
       3) non-IEEE awards*

Note: The above awards cannot be considered IEEE Technical Conference Awards and consequently cannot be funded with conference funds. Similarly, S/C-level awards may not be funded with conference awards.

Non-IEEE awards presented at Conferences Co-Sponsored by non-IEEE Entities: Many conferences are co-sponsored by non-IEEE entities who may want to present their own awards at the conference. Such awards would not be considered IEEE awards. Although there is no issue with the co-sponsor presenting a non-IEEE award at the IEEE co-sponsored conference, it needs to be made clear that the award being presented is the co-sponsor's award from its organization, rather than an IEEE award.

Technical Conference Reporting: Technical Conferences shall report all awards presented at the conference, including any non-IEEE awards (awards that have not been approved by any IEEE entity) as part of the conference reporting process. Non-IEEE awards may be presented at the conference only if the following conditions are met:
   a) IEEE funds may not be used for non-IEEE awards
   b) The name "IEEE" must not be used in the name or description of non-IEEE awards
   c) The conference name must not be used in the "name" of non-IEEE awards, as this implies "IEEE" since the conference is sponsored by IEEE. An exception can be made when non-IEEE awards are funded by a non-IEEE co-sponsor of the Technical Conference
   d) The conference name may be used in the "description" of a non-IEEE award, e.g., an award named "Best Paper Award in Subject X", may have its description include the name of the conference, as in "This award is for the best paper in Subject X at the XYZ conference"
   e) A clear distinction of which awards are IEEE and which are non-IEEE must be made in all places in which the awards are listed, e.g. conference web site, award presentation materials, etc. Please note that omitting "IEEE" from the name of a non-IEEE award is insufficient to distinguish it from IEEE awards.

TEMPLATE FOR ESTABLISHING A NEW
IEEE TECHNICAL CONFERENCE AWARD

Proposals for the establishment of new IEEE Technical Conference Awards or revisions of existing awards by a Technical Conference shall be forwarded to the Awards Committee of the Societies/Councils sponsoring the conference.

Title: Desired title of award (Award proposal titles should begin with IEEE")

Description. Award specifications should be unambiguous and non-conflicting with existing awards.

Administration. Indicate Society, Activities Board entity, Section, etc. (e.g. Administered by the XXX)

Eligibility. State the requirements for IEEE membership, Society membership, individual or group, tangible and visible achievements, achievement time period, restrictions, age, committee member, etc. *In addition to establishing your own eligibility requirements, the following statement is also required to be incorporated to ensure the process complies with IEEE procedures: "Eligibility and Selection process shall comply with procedures and regulation established in IEEE and Society governing documents, particularly with IEEE Policy 4.4 on Awards Limitations".*

Prize Items. Identify prize items, such as plaque, honorarium, certificate, feature publication, prize

sharing, etc. Indicate how to handle prizes for multiple recipients (e.g. should prize be split for multiple recipients?) *(Note: there is a $2,000 maximum allowable limit for IEEE Technical Conference Awards.)*

Frequency: Identify frequency of award (annual, biennial?)

Funds. State source of funds, assurance of fund continuity, duration.
Note: **IEEE Technical Conference Awards can only be funded with:**
   a) **Conference Funds**
   b) **External Sponsors. External sponsors should not be burdened with excessive IEEE constraints. External sponsors may fund conference awards directly or through funding arrangements with S/C's, e.g. funds could be held in S/C reserves**
   c) **IEEE Technical Conference Awards may not be funded with S/C funds, except as an expedient of handling funds from an external source as described in (b) above.**

 (Include and identify if multiple recipients are allowable. If multiple recipients are allowed, identify number allowed, whether the multiple recipients will equally share the award prize or will each receive a separate award prize. If multiple prizes will be allowed, identify the impact on the budget and the ability to fund the award while maintaining a net positive budget required to fund the award.)

Nominee Solicitation. State mechanism to solicit nominations.

Award Committee. Identify composition of awards committee.

Schedule. State schedule for submission of nominees and selection, notification of recipient, annual or a periodic award, etc.

Selection/Basis for Judging. Identify factors to be considered, scoring, committee voting procedure, etc.

Presentation. State preferred location and date of award presentation, presented in the name of entity, etc.

Publicity. Feature publication, archival record, home town paper, etc.

G. **New Award Proposal Template**
[Award Name]

A proposal submitted by the
IEEE Robotics and Automation Society
[and other societies]

Background: [State the reasons for the award and/or any pertinent background information. May be optional in some cases.] [for Society use only]

Title: Desired title of award (Award proposal titles should begin with IEEE")

Description. Award specifications should be unambiguous and non-conflicting with existing awards. The award should stimulate outstanding achievement. A need for continuity of the award should be shown.

Administration. Indicate Society, Activities Board entity, Section, etc. (e.g. Administered by the XXX)

Eligibility. State the requirements for IEEE membership, Society membership, individual or group, tangible and visible achievements, achievement time period, restrictions, age, committee member, etc. *In addition to establishing your own eligibility requirements, the following statement is also required to be incorporated to ensure the process complies with IEEE procedures: "Eligibility and Selection process shall comply with procedures and regulation established in IEEE and Society governing documents, particularly with IEEE Policy 4.4 on Awards Limitations".*

Prize Items. Identify prize items, such as plaque, honorarium, certificate, feature publication, prize sharing, etc. *(Note: refer to IEEE Hierarchy of Awards for allowable limits on following page)*

Funds. State source of funds, assurance of fund continuity, duration. (Also required by TABARC is a statement indicating that the society's budget includes the amount for this award AND the Society budget is net positive with the inclusion of the award. The intent is such that any new award should not cause a budget to go negative.)

Nominee Solicitation. State mechanism to solicit nominations.

Award Committee. Composition of awards committee.

Schedule. State schedule for submission of nominees and selection, notification of recipient, annual or a periodic award, etc.

Selection/Basis for Judging. Factors to be considered, scoring, committee voting procedure, etc.

Presentation. State preferred location and date of award presentation, presented in the name of entity, etc.

Publicity. Feature publication, archival record, home town paper, etc.

H. **Society Award Nomination Forms**

H.1 Nomination for RAS Chapter of the Year Award

Description: To encourage IEEE Robotics and Automation Society (RAS) chapters to serve their members, and recognize the outstanding performance by a Chapter in serving its members.

Eligibility: The chapter must have been active at least one year when the nomination is made. The eligibility requirements are outstanding activities and services to its local RAS members in one or more of the following areas: technical meetings, tours and conferences, seminars and/or tutorials, other services and activities for the local members of IEEE RA Society.

Basis for Judging: Factors that will be considered: services to its members both in the technical area and in the educational area, membership advancements, senior member and fellow nominations, and membership development.

Nominator: <name; email address>

Chapter Name:

Nominee: <Chapter (co-)chair name(s); email address(es)>

List the three most significant local professional events from the past year:
Details to include - website or other reference to the event, number of people involved in the event, public reflections/outreach effect (Include examples as bullet points)

List the three most important merits regarding membership development:
Details to include - number of new members, number of membership advancements, Senior Member and Fellow elevations, new and innovative ways implemented to serve members (Include examples as bullet points)

List the three most important international activities:
Details to include - roles taken in conference organizing committees, members involved in society affairs, awards received (Include examples as bullet points)

Describe any additional events or activities supporting your nomination:

Video Footage presenting the best moments and merits of the Technical Committee:
Please send a 30 second-2 minute video file to RAS@ieee.org along with the Nomination form

---

Please email the form to RAS@ieee.org by 1 August

H.2 Nomination for RAS Early Career Award

Description: To recognize academics and individuals working in government or industry who have made an identifiable contribution or contributions which have had a major impact on the robotics and/or automation fields.

Eligibility: Any current member of the IEEE Robotics and Automation Society who is in the early stage of his/her career in the robotics and/or automation field, i.e., less than 7 years after being granted his or her highest earned academic degree. This period is defined as the time between the date on the nominee's diploma and the close of nominations for the award.

Basis for Judging:
1) Current and potential impact of the submitted contribution (or contributions) on the fields of robotics and/or automation;
2) Contributions to the Society and the profession;
3) Educational contributions.

Award category: __ Academic   or   __ Government/Industry

Nominee: <name; email address>

Nominator: <name; email address>

Nominee information: <current position, contact address, phone number>

Proposed Citation: <short citation – limit 20 words>

Description of the nominee's research contributions and impact in robotics and/or automation:
Include concrete examples (please limit to at most 5 pages).

Curriculum Vitae: <attach nominee's CV>

Attach three reference letters from Society members (please limit to two pages each)

Please email the form to RAS@ieee.org by 1 August

H.3   Nomination for RAS Inaba Technical Award for Innovation Leading to Production

Description: The purpose is to recognize original innovative research and conceptual innovation that has been evolved into a commercialized product based on the fundamental robotics and automation technology introduced by the researcher(s).

Eligibility: There are no restrictions as to IEEE membership, organization, nationality, race, creed, sex or age. In order to be eligible for the award, the initial conceptual innovation must have been described in a paper presented at an RAS sponsored/cosponsored conference or have appeared in an RAS sponsored/cosponsored publication; typically the appearance of the initial concept will be substantially before the time of the award. The commercialization need not be accomplished, and usually will not be, by the concept innovator(s).

Basis for Judging: Conceptual innovation must have been evolved into a commercialized product based on the fundamental robotics and automation technology introduced by the researcher(s). The current and future impact of the commercial product is a fundamental element of the merit for selection.

Nominee: <name; email address>

Nominator: <name; email address>

Nominee information: <current position, contact address, phone number>

Proposed Citation: <short citation – limit 20 words>

Description of the nominee's innovative contribution and impact of its commercialization:
Nominations should cite and describe the original work that has been translated into commercial application as well as the commercial product and its success. Include concrete examples (please limit to at most 5 pages).

Curriculum Vitae: <attach nominee's CV>

Attach three reference letters (please limit to two pages each)

Please email the form to RAS@ieee.org by 1 August

H.4   Nomination for RAS Pioneer Award

Description: To recognize individuals who by virtue of initiating new areas of research, development or engineering have had a significant impact on development of the robotics and/or automation fields. The award is intended for people who are in the mid or late portions of their careers.

Eligibility: Any person active in the fields of robotics and/or automation, whether or not they are members of IEEE Robotics and Automation Society, are eligible for the award. Members of the Society who have worked as part of a team will also be eligible provided their contributions can be clearly identified by the Awards Committee.

Basis for Judging: Factors include: the pioneering nature of the contribution, whether academic or industrial; the impact or the accumulated impact of the candidate's contribution or contributions on the fields of robotics and/or automation.

Nominee: <name; email address>

Nominator: <name; email address>

Nominee information: <current position, contact address, phone number>

Proposed Citation: <short citation – limit 20 words>

Description of the nominee's research contributions and impact on robotics and/or automation: Include concrete examples (please limit to at most 5 pages).

Curriculum Vitae: <attach nominee's CV>

Attach three reference letters (please limit to two pages each)

Please email the form to RAS@ieee.org by 1 August

H.5 Nomination for RAS Most Active Technical Committee Award

Description: To encourage efforts among IEEE Robotics and Automation Society (RAS) Technical Committees and to annually recognize outstanding performance by a TC.

Eligibility: The TC must have been active at least one year when the nomination is made.

Basis for Judging: Factors for consideration are: breadth and quality of TC activities in recruiting members, arranging workshops, tutorials, special issues, and other events, and participating in conferences, reviewing, and organizing sessions.

Nominator: <name; email address>

Nominee: Technical Committee; TC

Nominee information: (co-)chair name(s); email address(es)>

Description of the Technical Committee's prior year activities and their impact on robotics and/or automation: Include concrete examples as bullet points. List the nominated committee's activities and the impact of each activity (at most 2 pages)

Description of the Technical Committee's future plans, and their impact on robotics and/or automation:

Video Footage presenting the best moments and merits of the Technical Committee:
Please send a 30 second-2 minute video file to RAS@ieee.org along with the Nomination form

---

Please email the form to RAS@ieee.org by 1 August

H.6   Nomination for RAS Distinguished Service Award

Description: To recognize an individual who has performed outstanding service for the benefit and advancement of the IEEE Robotics and Automation Society (RAS).

Eligibility: RAS members with outstanding service in one or more of the following areas: Conferences and meetings, publications, editors, administrative committee, Chapter leadership, or other distinguished service and activities for the RA Society.

Basis for Judging: Factors include: Impact of service and contributions to the Society, leadership, innovation, activity, duration, breadth of participation and cooperation.

Nominee: <name; email address>

Nominator: <name; email address>

Nominee information: <current position, contact address, phone number>

Proposed Citation: <short citation – limit 20 words>

Description of the nominee's service contributions and their impact on the Robotics and Automation Society: Include concrete examples of service and impact (please limit to at most 2 pages).

Please email the form to RAS@ieee.org by 1 August

H.7 Nomination for the George Saridis Leadership Award in Robotics and Automation

Description: This award recognizes outstanding contributions of an individual for his/her exceptional leadership, innovation and dedication that benefits the Robotics and Automation community. The award is named in honor of Professor George Saridis, the Founding President of the Robotics and Automation Council, which later became the Robotics and Automation Society, who exemplified the characteristics sought in nominees for this award. Up to two awards will be given each year.

Eligibility: Only IEEE Robotics and Automation Society members are eligible.

Basis for Judging: Factors include: Exceptional leadership, innovation and dedication that result in the professional growth of the Robotics and Automation Society; quality and significance of leadership that benefits the Robotics and Automation community.

Nominee: <name; email address>

Nominator: <name; email address>

Nominee information: <current position, contact address, phone number>

Proposed Citation: <short citation – limit 20 words>

Description of the nominee's leadership contributions and their impact on the Robotics and Automation community: Include concrete examples of leadership and impact (please limit to at most 2 pages).

Please email the form to RAS@ieee.org by 1 August

I. RAS/IFR MOU on Invention and Entrepreneurship Award

MEMORANDUM OF UNDERSTANDING
on
INVENTION AND ENTREPRENEURSHIP AWARD

by

The IEEE Robotics and Automation Society
and
The International Federation of Robotics

The Robotics and Automation Society (RAS) and the International Federation of Robotics (IFR) agree to jointly sponsor the Invention and Entrepreneurship Award. The purpose of this award is to highlight and honor the achievements of the inventors with value creating ideas and entrepreneurs who propel those ideas into world-class products. At the same time the joint disposition of the award underlines the determination of both organizations to promote stronger collaboration between robotics science and robotics industry. Up to one award will be given annually to the individual(s) whose entrepreneurial efforts have taken an earlier conceptual innovation and evolved it into a commercialized product. The winner(s) are expected to present the underlying principles of the concept, how they transformed this into the product, and demonstrate the commercial product realized from the concept at the conference or workshop at which the award is given. Just a prototype product or proof of concept is not acceptable.

The award consists of a plaque and a $2,000 honorarium. In case there are multiple winners, each recipient will receive a plaque and the honorarium will be equally split between the recipients. Financial responsibility for the award will be shared between RAS and IFR, each organization being responsible for $1,000.

Nominees will be solicited through an award sub-committee and in response to a general call for nominees. A joint committee from RAS and IFR will be appointed with RAS and IFR each appointing their own members. It shall actively seek to identify qualified nominees through advertisement in conferences, exhibitions and publications and through personal contacts. There shall be no restrictions as to IEEE or IFR membership, organization, nationality, race, creed, sex, or age for the award.
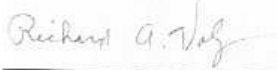
Nominations should cite and describe the original work that has been translated into a commercial product / application, as well as the commercial product / application and its success and novelty. The nomination must also describe the unique characteristics of the transformation into the commercialized product / application that justifies the award. The current and future impact of the commercial product / application and its sustained

competitive advantage is a fundamental element of the merit for selection. The presentation of the application has to be clear and is considered as well.

The term of this Memorandum of Understanding is effective for two years from the date that this memorandum is duly signed by the involved parties. This MoU will be automatically renewed for the same period unless one party, in writing to the other party, propose an amendment or notify their intention to terminate the agreement. Each party understands that each has the right to make proposals for amendment or to notify the intent of termination at any time. In case of termination, the notification should be made at least one year in advance of the intended date.

Location, date: College Station, TX; Nov. 8, 2007   Location, date: Augsburg, Nov. 28, 2007

Signature: _____   Signature: _____
Professor Richard A. Volz   Stefan Müller
President   President
Robotics and Automation Society   International Federation of Robotics

IFR
International
Federation of
Robotics

IEEE
Robotics & Automation Society

INVENTION AND ENTREPRENEURSHIP AWARD

Payment and Plaque Procedures

Preface

The Memorandum of Understanding between the International Federation of Robotics (IFR) and the IEEE Robotics and Automation Society (IEEE RAS) for the establishment of the award refers to 'recipients' for winners. It does not specify whether this refers to winning entries or the individuals participating in each of the winning entries. Further, a number of details concerning the preparation of plaques and payment of prize amounts needs elaboration. This supplement describes how these matters are to be handled.

Payment to award winner(s)

There are several possible situations that need to be addressed. These, and the corresponding procedures to be followed, are described below. In all cases, it is the responsibility of the Committee to provide all information about the winners necessary for handling payment.

Single Winning Entry/Single Individual

IFR and IEEE RAS shall each provide the winner 50% of the prize amount.

Single Winning Entry/Multiple Individuals

The prize amount shall be split equally among the individuals participating in the entry. IFR and IEEE RAS shall each provide 50% of the prorated prize amount. If convenient, IFR and IEEE RAS may choose to divide those to whom they provide prize amounts in order to simplify the payment process and to provide currency exchange and tax benefits to the winners.

Multiple Winning Entries

The prize amount shall be split equally among the winning entries. Within each entry, the prorated prize amount will be split equally among the individuals named in the entry. IFR and IEEE RAS shall each provide 50% of the prize amount.

If convenient, IFR and IEEE RAS may choose to divide those to whom they provide prize amounts in order to simplify the payment process and to provide currency exchange and tax benefits to the winners.
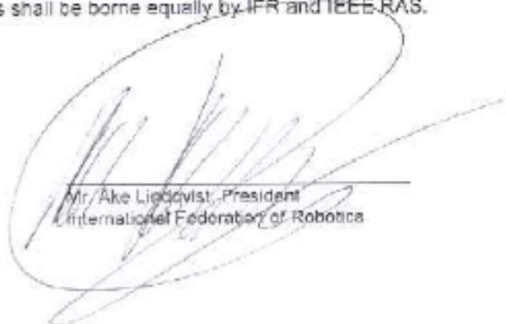
Winner's Plaques

Each individual named in the winning entry shall receive a plaque containing the names of all individuals named in the winning entry as well as the company at which the work was performed.

IEEE RAS shall take responsibility for preparation of the plaques. The Committee shall provide all of the information needed for such preparation. The cost of the plaques shall be borne equally by IFR and IEEE RAS.

Augsburg, 01 December 2008

Prof. Bruno Siciliano, President
IEEE Robotics and Automation Society

Mr. Åke Lindqvist, President
International Federation of Robotics

J. ICRA Awards Checklist

Categories of Activity
- Identification of conference awards and funding sources (4 months – a year before conference)
  - Check list of awards on society awards web page.
  - Are any awards being dropped?
  - Are there any new awards to be proposed?
  - Have any external funding sources for awards been determined?
  - Existing external funding for awards (as of May, 2009) includes:
    - Ben Wegbreit for Vision Award (through 2010)
    - Ben Wegbreit for Manipulation Award (through 2010)
    - KUKA for Service Robotics Award (through 2012)
    - Intuitive Surgical for Medical Robotics Award (2009 only, so far. Needs to be checked via John Hollerbach for the future)
- Determination of award winners
  - Determine finalist papers for each award – preferably with help of CEB
    (far enough before conference to allow Awards Program Brochure to be prepared – preferably at least a month).
  - Set up evaluation committee and procedures (in time for them to read finalist papers before conference).
  - Set up evaluation and selection process to be conducted during ICRA (requires scheduling of finalist papers to avoid overlaps and including other commitments of evaluators).
- ICRA Awards Program (at least a month, preferably two, before conference)
  - The typical sequence is:
    - IEEE Field Award
    - Recognition of Fellows
    - Society awards
    - RAS Special Recognition
    - Publication awards
    - IERA award? Check with RAS Awards Committee (co-)chair(s) to see if this is to be included.
    - ICRA Conference awards
    - Competition Awards
  - Decide who is presenting what and who is presiding over the program.
- Awards Program Brochure and certificates
  - The RAS Awards Committee is responsible for designating someone to prepare the IEEE awards, society awards and publication awards portion of the brochure.
  - The ICRA Awards Committee is responsible for designating the person responsible for the ICRA award part of the brochure.
  - The RAS Administrator is responsible for the RAS Special Recognition part of the brochure to recognize past officers, AdCom members, and editors.
  - The RAS Awards Committee is responsible for the decision on the IERA Invention Award.
  - Decide who is handling the printing and the printing schedule (a few months before the conference). Typically, this is the conference organizers.
  - Allow at least two weeks for proofreading of the program. Typically, several rounds of revision and proofreading are necessary.
  - The RAS Administrator is responsible for determining when and where the publication award winners want their awards presented (i.e., at ICRA or other RAS sponsored conference).
  - Be aware of format changes from year to year due to A4 vs. 8.5 x 11 paper.
  - The RAS Administrator is responsible for preparing certificates for society and publication awards.
  - The ICRA Awards Committee is responsible for printing ICRA awards certificates.
  - IEEE sends handouts on Field Award winner. The Conference Chair or designee must tell IEEE how many copies are desired and where to send them.
- Create slides for use in Awards Program
  - The RAS Awards Committee is responsible for designating someone to prepare the IEEE awards, society awards and publication awards portion.

- o The ICRA Awards Committee is responsible for designating the person responsible for the ICRA award portion.
  - o The ICRA Awards Committee is responsible for overall final preparation of the slides.
  - o The RAS Awards Committee is responsible for the decision on whether or not to include the IERA Invention Award.
  - o The RAS Administrator is responsible for determining whether or not each publication award is to be included.
- Obtain funding for externally funded awards
  - o The Society Treasurer will invoice KUKA for their award funds and the Society will provide the funds to the winner.
  - o The Conference Awards Chair normally contacts Oussama Khatib for the Wegbreit funds. Do **not** contact Wegbreit directly.
  - o The Conference Chair should write a thank you to Wegbreit after the conference.
- Notify award winners
  - o Advance notification is usually relevant only for the Society awards.
  - o The RAS Awards Committee (co-)chair(s) is (are) responsible for designating the person to notify the winners of society awards (typically the chair or one of the co-chairs).
  - o The Society Awards Evaluation Panel chair is responsible for getting the information on winners to the designated person as soon as possible after the winners are determined.
  - o The Society Administrator should add all award winners to a database of past winners that is accessible to society and conference volunteers.
- Obtain the necessary W-9 and W-8 forms for satisfaction of IRS rules and process prize payments
  - o Since the IEEE is incorporated within the USA, USA tax laws must be followed, even for non-USA citizen winners. Non-USA recipients of prize money are required to complete a W-8 form. USA recipients of prize money are required to complete a W-9 from.
  - o The Society Administrator coordinates the processing of the W-8 and W-9 forms and directly handles them for publication and society award winners.
  - o For conference awards, the Conference Awards Chair should provide the W-8 and W-9 forms to the winners, explaining that the appropriate one of these must be filled out before the prize money can be paid.
    - ▪ The Conference Awards Chair should ensure that the completed forms are returned to the Society Administrator.
  - o Note that in the case of student paper award winners, the prize funds go only to the student(s) involved, not any advisor or other non-student co-authors.