

IEEE NPSS Policies and Operations Manual

December 2018

Preface

The [IEEE Nuclear and Plasma Sciences Policies and Operations Manual](#) has been written to collect relevant information for Administrative Committee (AdCom) members in one central place. It contains relevant policies from the Constitution and Bylaws (CBL) and recent AdCom motions. In addition, it includes introductions to AdCom operations and various functional committees such as Chapters, Distinguished Lecturers, Awards, Conferences and others. This document should serve as an introduction for new AdCom members and as a reference for everybody. It will be updated regularly by the current Vice President and the AdCom secretary to reflect recent changes.

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*Dedicated to my wife Marion and our children Vera and Martin for their support during my term as society president.
October 2018, Stefan Ritt*

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1 Registrations

1.1 Basecamp

All AdCom members need to register electronically in two places. First, one has to create an account at the Basecamp site (<http://basecamp.com>). After that, members will get an invitation to join the NPSS AdCom project. The Basecamp system is the primary means of communication among AdCom members. Posting an entry will be seen by all other members, replying to an email message from Basecamp will also be distributed to everybody. New AdCom members can look at old threads to see what has been discussed in previous years. One can configure the Basecamp account to receive only a daily summary instead of all submissions.

1.2 Indico

We use Indico to register for our meetings so you will also need to set up an account as described at <http://elog.psi.ch/adcom/>. The login key for Indico once your account is set up is the well-known AdCom password you get from the secretary. All our meetings on Indico have the address <https://indico.cern.ch/e/AdComMMMY> where MMM is the month like “Mar” and YY the year like “18”. Please register for each AdCom meeting through the individual Indico sites, where you also will find all necessary information such as dinner locations and the agenda including all presentations. Indico sites are archived, so that you can look at previous meetings back to 2015.

2 AdCom Meetings

There are three AdCom meetings per year. The first meeting is usually a two-day retreat, where strategic topics are discussed in more detail. At the beginning of the meeting, the society president gives a new member orientation and introduction to IEEE and our society.

AdCom members except Liaisons are expected to attend all three meetings. Liaisons are expected to attend one meeting per year. The dates for the upcoming AdCom meetings are shown on the NPSS website at <https://ieee-npss.org/adcom-info> under “Meetings and Minutes”.

Members who miss three meetings in a row, including across years, are automatically removed from AdCom except in extremely extenuating circumstances.

Normally the Finance and Communications Committees meet the afternoon before the general AdCom meeting. For the most part, your attendance is not required at these, but you will receive a notification or invitation if it is.

AdCom meetings start with dinner the evening before the meeting. There will also be dinners on each AdCom meeting night. Each AdCom member may bring one guest to each dinner. For AdCom members both breakfast (7:30-8:00 am) and lunch are provided each full meeting day.

Meetings start at 8 am and run until 6 pm. You will receive information concerning each meeting about six weeks beforehand so you can make your hotel reservations. It is expected that you book airline tickets as soon as reasonably possible. You are expected to book nonrefundable, economy-class, coach fare tickets. In the rare case that you have to change your ticket later, the additional costs will be covered by NPSS. If your institution is not covering the travel costs, you can claim a

travel advance for the airfare and any other up-front costs when incurred. You are also permitted meals not covered by NPSS as well as other reasonable travel expenses. If you are bringing a companion to dinners, the NPSS secretary will need that information as well as the companion's name.

In addition to using the Indico account for meeting registration, it is also used to track the meeting agenda. Material for each meeting is posted to Indico. Committee chairs are expected to upload their reports at the latest the day before a meeting is scheduled, but it is preferred that they are submitted earlier. They are also to be emailed to Peter Clout (p.clout@ieee.org), our webmaster, Dick Kouzes (rkouzes@ieee.org), and our secretary Albe Larsen (amlarsen@coastside.net). The reports will be posted on the protected AdCom section of our website <http://ieee-npss.org/adcom-info/>. The username and password can be obtained from our secretary. The password is the same as the access key for Indico.

If your institution does not reimburse you for AdCom travel, you will receive a current travel reimbursement form from the NPSS Treasurer early each year. Travel expenses are submitted to the NPSS Treasurer and the NPSS IEEE financial analyst (currently Ralf Engels at r.engels@fz-juelich.de and Valerie Howland at v.howland@ieee.org with scanned copies of your receipts. Please also note that if you have signed up for an AdCom dinner, you will not be reimbursed for dinner elsewhere. That is also true for breakfast and lunch on the days of AdCom meetings. The travel allowance is \$4500 per year with requests for exceptions to be approved. All reimbursed commercial carrier travel is in coach.

All expense reports must be submitted as soon as possible but certainly **within 60 days** after the expenses have been incurred. Failure to submit expense reports within the 60-day threshold will result in non-reimbursement.

Dinners usually begin at 7:30 pm the day before a meeting and at 7 pm on the meeting day(s). There is usually a social mixing time of ~45 minutes when wine and beer are served. We do not provide for cocktails or hard liquor except at our official Annual Meeting, the last dinner of the year when cocktail service is offered. Most dinners have limited menu choices, and the secretary will need to know whether you or a companion has food allergies or sensitivities enough in advance to let the restaurant accommodate these special needs. Please tell the secretary about physical restrictions because many restaurants are not ADA compliant.

3 NPSS Fiscal Policies

3.1 NPSS Policy Manual

3.1.1 Publications

- Special issues - Publication of a conference-related special issue of a journal shall be at the discretion of the Editor-in-Chief of the journal, subject to approval by the appropriate Technical Committee Chair(s).

3.1.2 Young Professionals

- NPSS will support Young-Professionals functions at NPSS-sponsored conferences to a total of up to \$5000 per conference to cover costs related to these functions.

3.1.3 Women in Engineering

- NPSS will support WIE functions at NPSS-sponsored conferences to a total of up to \$5000 per conference to cover costs related to these functions.
- NPSS approves up to \$9k per year for WIE travel to WIE conferences and for WIE speakers to attend NPSS conferences as guest speakers at WIE. Funding (not to exceed \$1,500/event) for NPSS Women in Engineering events to cover travel costs for speakers from outside the conference community.

3.1.4 Support outside of NPSS

- NPSS will support the National Council on Radiation Protection and the Coalition for Plasma Science each at the annual rate of \$5000. Support will be revisited in five years (Ed-2020).

3.1.5 Students

- NPSS will offer e-membership at 50% of regular NPSS dues (as offered for IEEE membership). NPSS will also offer free first year NPSS and IEEE membership for students at schools and workshops.

3.1.6 Conferences

- Every NPSS conference, financially sponsored and technically co-sponsored, shall provide free conference registrations for two people (who are there to work the membership desk and not there to attend the conference). Each conference will provide a membership desk in a highly trafficked area at no cost to NPSS. This shall be part of every TCS MOU approved by NPSS and the TC chairs will assure this is part of their conferences and understood by the conference chairs.
- Conference Childcare grant is an NPSS supported activity at \$2000/year and up to \$400 per family for NPSS financially sponsored conferences (combined NPSS conferences will be considered as separate conferences).
- For Technically Co-sponsored Conferences, AdCom will individually determine if NPSS will pay the MCE TCS Fee for each of the conferences considered for Technical Co-sponsorship (TCS)
- PAST Teachers Day Initiative - up to \$5,000/event for support of a Teacher's Day event held at the next five (Ed – from 2013) PAST TC Conferences (IPAC and NA-PAC held in North America) which are co-sponsored by IEEE.

3.1.7 Initiatives

- A new initiative is a 1 to 3-year activity that is not normally carried within the NPSS budget. They are not considered operational activities. They are generally considered forward looking and strategic in nature.
- Requests for NPSS funds for an initiative should be submitted to FinCom stating following information:
 - Name of initiative
 - Project proposed by – name and contact info

- Project contact – name and contact info
- Project lead and members
- Statement of initiative:
 - Description / Goal / Purpose
 - Rationale
 - Length of initiative – 1, 2 or 3 years
 - Project milestones
 - Sustainability – will it terminate at end or how will it be sustained?
 - Funding requirement per year: purpose of required funding, are other OUs impacted, timing for outside partners
 - Metrics of success: what are they and how will they be measured
- Initiative requests will be reviewed by FinCom, who will present their recommendation to AdCom. Given the timing of the IEEE budget process, it is advised to present initiative request to the Feb/March FinCom meeting, and not wait for the July AdCom meeting. This will ensure getting the request into the first-pass budget, and increases the opportunity for NPSS funding.

3.2 NPSS Reimbursement Policy

IEEE travel policies must be followed unless NPSS rules are more stringent (Ref. IEEE Finance Operations Manual). Travelers shall book only the most economical airfare, i.e., non-refundable, economy-class, coach-fare tickets, well in advance (IEEE Policy). For travel with flying time in excess of 8 hours, travelers may purchase upgradable coach class airfares (NPSS Policy). The IEEE President may, in advance, grant permission for business class travel for medical reasons (IEEE Policy).

NPSS responsibility for travel reimbursement for AdCom members is limited to travel to the three AdCom meetings. NPSS also provides funding for Functional Committee Chairs, Liaison members and editors in chief travel associated with their AdCom positions.

Although it is expected that elected AdCom members and TC Chairs generally have funding for travel to AdCom meetings from their employers, travel reimbursement will be provided if necessary.

Technical Committee Chairs and Technical Committee elected members are not funded by NPSS for travel support to TC meetings or conference attendance. If a TC decides travel support to TC meetings or conference attendance is justified, the TC's conference may provide that support by carrying the expense in their conference budget.

Functional Committee chairs, Liaison members and EICs who need travel support in excess of the \$4500 budgeted for AdCom meetings each year must provide the NPSS Treasurer, at the last AdCom meeting of the year, a budget and rationale for that excess expense. Functional Committee chairs, Liaison members and EICs who need travel support beyond AdCom meetings related to their positions, shall, at the last AdCom meeting of the year, provide the NPSS Treasurer with a detailed budget of what support they will need the following year. It is understood that in November of the year previous to travel, the submitted budget is based upon nominal travel expenses at that time.

Liaison members of AdCom are funded by NPSS to attend one AdCom meeting each year. NPSS Presidents may make exceptions as they deem necessary.

The NPSS President reviews and approves expenses identified in the previous paragraph as he/she sees appropriate and has the discretion to provide travel support beyond this funding profile as is appropriate.

Hotel reimbursements for AdCom meetings are limited to the night before one's first meeting of the AdCom series through the night of the last meeting of the AdCom series.

4 Chapters Policy

4.1 Introduction

The policy of the IEEE Nuclear and Plasma Sciences Society is to foster local activities in the technical areas of interest of the Society by promoting the formation of Chapters and Student Branch Chapters affiliated with the Society, and by providing financial and technical support to those chapters, as outlined in this document.

4.2 Assignment of Responsibility

The management of the Society Chapters program is the responsibility of the Society Chapter Coordinator, who also serves as chair of the Functional Committee on Chapters and Local Activities. In addition, the Chapter Coordinator is responsible for the maintenance of the Society's Chapters webpage, and also advises the President on official actions related to the chapters program, including the approval of new chapters and the provision of financial assistance to existing chapters.

4.3 Creation of Chapters

The formation of new Society chapters and student chapters is governed by IEEE rules that require a petition signed by Society members from the Sections involved, or by student or graduate student members of the educational institution, followed by approval by the regional parent bodies, including Sections, Regions, and, for student chapters, the university student branch. In addition, in all cases, approval by the Society is also required. Up-to-date information on the IEEE Chapters program is available at:

https://www.ieee.org/communities/forms_petitions.html

The IEEE has also published an IEEE Chapter Chairs' Reference Guide:

<https://www.ieee-pes.org/images/files/pdf/chapter-officer-reference-guide-v16.pdf> Society members are encouraged to pursue the creation of new Chapters to promote local activities in the technical areas of interest of the Society.

4.4 Chapter Officers

Chapter Chairpersons and other chapter officers who serve in formal positions (Vice Chair, Secretary, Treasurer) shall be members of the Society in good standing. Changes in chapter leadership shall be

reported to the Society Chapter Coordinator as soon as they take effect, as well as to the IEEE using vTools.

4.5 Financial Support for Chapters

Society Chapters may request up to \$500 in funds per annum by contacting the Society Chapter Coordinator. Such requests must be accompanied by a budget indicating how the requested funds will be used. The Chapter Coordinator shall forward the request to the Society President, along with a recommendation for approval, and then to the Treasurer for action. Funds will only be awarded if the Chapter's reports are current.

New Chapters may apply to the Chapter Coordinator for a first-year award of up to \$1000 to assist in the start-up of Chapter activities. The Chapter Coordinator shall forward the request to the Society President, along with a recommendation for approval, and then to the Society Treasurer for action. Such requests must be accompanied by a budget indicating how the funds will be used.

All funds supplied by the Society to the Chapters shall be used for legitimate chapter purposes. Such purposes include:

- Inviting speaker(s) to the meeting
- Fees for the use of meeting space
- Advertising
- Refreshments at meetings

4.6 Chapter Responsibility and Accounting

The Chapter Chairperson, or a delegate, shall be responsible for holding and disbursing funds and shall maintain a record of funds received and funds expended. This record shall be made available for auditing, upon request.

4.7 Chapter Reporting

Chapter Chairpersons shall respond to requests by the Chapter Coordinator for periodic status updates for reporting at Society administrative meetings. Chapter Chairpersons shall also submit reports to the IEEE, as required. In addition, Chapter Chairpersons shall submit annual reports to the Society at the end of each calendar year which:

- Provide updated information about all Chapter committee persons, including names, positions, and contact information
- Provide a summary of the activities during the past year
- Provide an accounting for the expenditure of funds supplied by the Society

4.8 Society Chapters Page

The Society Chapters page is located at <http://ieee-npss.org/chapters/>. The Chapter Coordinator shall maintain an up-to-date list of Chapters, Chapter chairs, and Chapter contact information on the Chapters page. Changes in Chapter Chair contact information should be forwarded to the Chapter Coordinator, who shall communicate those changes to the Society Webmaster for posting. The

Chapter Policy document as well as the Chapter Annual Report form, shall be downloadable from the Society's Chapters webpage.

4.9 Use of the Society Name and Logo

Society chapters and joint chapters may use the Society's name and logo on their webpage and chapter documents, as evidence of their affiliation with the Society. However, they may not use either the Society's name or logo on the webpage or literature for conferences, workshops, or other external events that they sponsor, without the permission of the Society, unless the Society has itself agreed to sponsor that event.

5 Conferences

5.1 General Information

The Nuclear and Plasma Sciences Society technical committees sponsor conferences on an annual or biennial schedule. In addition, NPSS sponsors or co-sponsors several conferences each year in collaboration with other organizations. Various details about conferences and the conference calendar can be found on our website <http://iee-npss.org/conferences/>

5.2 Conference Committee

The Conferences committee is in charge of supporting conference organizers and interfacing them with IEEE Meeting, Conference and Events

<https://www.ieee.org/conferences/organizers/mcm/registration-services.html> .

It consists of appointed members of the NPSS technical committees, a chair and the NPSS President, NPSS Vice-President, and NPSS Treasurer. The current members are listed on <http://iee-npss.org/technical-committees/conferences-committee/>

The committee collects and distributes information for conference organizers. Every few months, designated General Chairs are invited to a phone meeting to learn about available material to organize and support conferences. Moreover, it offers support in organizing and approving Technical co-sponsorship and sponsorship of conferences. Don't hesitate to contact it for any related question.

5.3 Sponsorship of conferences

NPSS sponsors conferences of allied technical areas in different ways.

"Full sponsorship" means that the IEEE NPSS is the only organization that is responsible for the conference. It therefore has sole responsibility for all aspects of the conference, including all the surplus or deficit generated by the conference. For a fully sponsored conference, either IEEE or NPSS must appear in the conference name.

"Co-sponsorship" means that the IEEE NPSS participates in all aspects of the conference, including the financial aspects, but shares responsibility for the conference, including financial responsibility, with some other not-for-profit organization. The main ways that co-sponsorship differs from technical co-sponsorship are that with co-sponsorship, the IEEE NPSS will have defined

responsibilities for conference finances, the technical program, and will share in any profit or loss generated by the conference. The requirements for co-sponsorship and process for applying for co-sponsorship are essentially the same as for technical co-sponsorship, although the conference finances will receive considerable scrutiny. For a co-sponsored conference, either IEEE or NPSS must appear in the conference name if the IEEE NPSS participation is 50% or above.

“Technical co-sponsorship” means that the IEEE NPSS, usually through one of its Technical Committees, is significantly involved with the development of the technical program. The IEEE NPSS assumes no financial responsibility for the conference but usually provides the \$1000 fee to the IEEE for the technical co-sponsorship. The conference is charged \$15/paper if a conference record is published in Xplore. The conference is expected to provide a space for an IEEE membership booth and waive registration for those supporting it. The procedure and details are given below.

5.4 Material for Conference Organizers

The subpage <http://iee-npss.org/organizing-a-conference/> on the conference committee webpage provides various links and materials for conference organizers. They cover schedules, task descriptions and timelines etc.

5.5 Material to display and communicate at your conference

Logos: When organizing an NPSS conference, the IEEE NPSS logo must appear on the conference website. A zip file of NPSS logos is available at

<http://iee-npss.org/wp-content/uploads/2017/07/NPSS2013logoTM-EPS-JPG-PNG.zip>

Several requirements and policies from IEEE and NPSS need to be communicated at your conference. Please have a look on <http://iee-npss.org/material-to-communicate-at-your-conference/> and follow them.

5.6 Software for conferences

The IEEE NPSS works with several different conference software products. All of them have the full functionality for a conference. The capability of the software may differ depending on the size of the conference. Details and descriptions of the software are given on <http://iee-npss.org/software-for-conferences/>

5.7 Conference record and plagiarism tool

Conference record requirements and how to meet them is sketched on the conferences webpage. In addition, instructions are given for the use of the plagiarism tool.

5.8 Details on technical co-sponsorship

There are benefits and requirements for technical co-sponsorship. The full procedure is listed on <http://iee-npss.org/technical-co-sponsorship-by-npss/>. The following paragraphs summarize the required steps for technical co-sponsorship application:

- The first step is to contact the Chair of one of the NPSS Technical Committees (<http://iee-npss.org/technical-committees/>), because, usually one of these Technical Committees brings the application to the NPSS AdCom (governing board). Give the Chair details of your

conference (topic areas, dates, location, size, etc.), and also address the “Requirements for Technical Co-Sponsorship” listed on the previously mentioned website.

- If you are interested in having manuscripts originating from the conference published by IEEE, you should also describe your publication plans (e.g., publishing a Conference Record or in either the IEEE Transactions on Nuclear Science or the IEEE Transactions on Plasma Science), as well as defining the process for reviewing papers submitted for presentation and therefore publication. If you are contemplating having IEEE publish a Conference Record, you should contact the NPSS Publications Chair. If you are considering publishing in the Transactions, you should also contact the Editor-in-Chief of the appropriate Transactions. Note that any manuscript published by IEEE will be subject to the same standards and review process as all other manuscripts submitted to that publication.
- Expect some iteration and discussion with the Technical Committee in preparing the proposal and the Memorandum of Understanding (MOU). Once the proposal for Technical Co-Sponsorship is complete, the Chair of the Technical Committee will bring it to the NPSS AdCom, which meets three times per year. Thus, it is essential to start the process early.
- If AdCom approves the proposal, you will need to fill out an IEEE Form (<https://www.ieee.org/conferences/organizers/conference-application-form.html>). If help is needed, please contact the Conferences Committee Chair.
- After approval by the NPSS Conference Committee, the MOU will be finalized and signed by both the NPSS and a responsible individual from your conference, and then will be approved by IEEE. Until this MOU is signed by all parties and approved by IEEE Conferences Services, you are not Technically Co-Sponsored, and thus cannot use the logos or include any mention of the IEEE or NPSS on your promotional materials. After approval, usage of the IEEE logo becomes mandatory.

5.9 Obtaining early conference funds

Conferences might require to obtain funds well before the conference, such as for committee site visits or venue reservations. To accommodate these requests, NPSS has put in place a process to obtain such funds:

- If a conference committee is not yet appointed, the TC chair appoints a temporary Acting Treasurer. FinCom recommends to select a previous conference treasurer as Acting Treasurer.
- The Acting Treasurer determines any up-front funding requirements and asks the NPSS Treasurer to open a concentration banking (CB) account in the name of the conference.
- The NPSS Treasurer asks MCE to open a CB account and issue checks.
- The signature cards for the CB account are signed by the Acting Treasurer and the TC Chair.
- Expense reports associated with early activities are initialled by the Acting Treasurer and submitted to the NPSS Treasurer for processing.

6 Publications

6.1 Journals

NPSS sponsors or co-sponsors four peer-reviewed journals. The *IEEE Transactions on Nuclear Science* (TNS) and the *IEEE Transactions on Plasma Science* (TPS) are solely sponsored by NPSS. For the *IEEE Transactions on Radiation and Plasma Medical Sciences* (TRPMS), NPSS is the primary sponsor (85%) in partnership with the Engineering in Medicine and Biology Society (EMBS). NPSS is a minor sponsor (15%) of the *IEEE Transactions on Medical Imaging* (TMI), with EMBS, the Signal Processing Society (SPS), and the Ultrasonics, Ferroelectrics and Frequency Control Society (UFFC) as the other co-sponsors.

TNS, TPS, and TRPMS are each overseen by an Editor-in-Chief, Senior Editors who are responsible for managing broad subject areas, and Associate/Guest Editors who are assigned by the Senior Editors to manage the reviews in specialized topical areas. TMI is overseen by an Editor-in-Chief, supported by Associate Editors.

Detailed information on each of these journals can be found on the NPSS Publications website at iee-npss.org/publications. All journal articles are archived on and accessible through IEEE's electronic library Xplore (ieeexplore.ieee.org/Xplore/home.jsp)

6.2 NPSS newsletter

NPSS also publishes a Newsletter four times per year which provides information on upcoming conferences, Society business, reports from technical, functional and liaison committees, short technical articles, and other items of potential interest to NPSS members. The Newsletter archive can be found at the NPSS Publications website (iee-npss.org/publications).

6.3 Conference Records

Some NPSS sponsored, co-sponsored, or technically co-sponsored conferences publish Conference Records, some of which are published by IEEE and are available on Xplore. Many of these conferences also serve as sources of papers for either special issues or regular issues of our journals; however, such submissions are subject to the constraints outlined below.

6.4 Content

IEEE Policies specify that IEEE's technical publications shall include original material which appears only once in the archival literature. Thus, any paper submitted for consideration in a journal which is based upon a paper published in a conference record must contain substantial additional technical material beyond that in the conference article. Authors must cite the previous work(s) and indicate how the new submission offers substantively novel contributions beyond those of the previously published work(s). There is not a strict threshold for how much substantial additional technical material is required beyond the previous publication; however, a general guideline is that more than half of the submitted manuscript should represent new content.

6.5 Plagiarism

All material which is posted to Xplore, i.e., both Transactions papers and Conference Record papers, must pass a screening process for plagiarism. This is performed using an automated software tool called CrossCheck. CrossCheck compares submitted manuscripts against a very large database of published technical papers (as well as over 6 billion web pages). It outputs a summary highlighting content which is similar to previously published work. This summary is evaluated by the journal editors (or conference editors for Conference Records) to ascertain whether IEEE's plagiarism requirements have been adhered to. It should be noted that both copying of other's work (plagiarism), and reuse of an author's own previously published material (multiple publications), are evaluated to ensure that appropriate citation procedures are followed.

7 Awards

The Nuclear and Plasma Sciences Society gives three different categories of awards each year. Some Awards are offered by the Society, some by a Technical Committee, and some by individual Conferences. In addition, there are several IEEE-level Awards for technical achievement in areas that overlap with the NPSS.

The primary responsibilities of the Awards Chair are to:

1. Act as Chair for all NPSS-level awards and appoint Chairs of Subcommittees if needed
2. Work with IEEE to ensure that recipients of NPSS awards receive their prize items
3. Work with the Technical Committees to prepare and submit proposal packages for new and revised awards to the TAB Awards and Recognition Committee (TABARC)
4. Publicize awards through the NPSS Newsletter, Facebook, and our conferences
5. Maintain and update the NPSS Awards web pages

It is important to keep in mind that the awards process is confidential; therefore, information regarding discussions and scores is kept strictly to the Awards Committee and Subcommittees. Overall, it is best if the Awards Chair does not distribute the scores of individual committee members and provides only average scores with standard deviations. Also, as the nomination forms and letters of support contain protected personal information (PPI), after the awards process is completed, the files will be removed from committee access.

7.1 Timetable for Awards

The activities of the Awards Chair are time critical, so it is important to keep to a schedule.

January

- Introduce yourself to Rosanne Loyal <r.loyal@ieee.org>, the IEEE liaison to the TAB Awards and Recognition Committee (TABARC). She will be your point of contact for new awards and award revisions.
- Write an article for March Newsletter (due early January) – Topic: New NPSS Awards if applicable
- Ask NPSS secretary to email Final Call for Nominations in the middle of January
- Ask Basecamp administrator to set up a Basecamp group for the Awards Committee

- Make Basecamp post to Awards Committee with introduction and schedule (see 2018 Basecamp post for example)
- Set up subcommittees as needed (e.g., for the Knoll and Jaszczak awards)
- Review Awards publicity slide for presentation at NPSS conferences and send to NPSS Conferences Chair

February

- Make Basecamp post to Awards Committee (see 2018 Basecamp post for an example)
 - Nomination packages (provide Dropbox link)
 - Score sheet
 - Implicit bias information
 - The due date for scores

March

- Compile scores from Awards Committee members and post to Awards Basecamp
- Schedule Awards Committee telecon to make the final selection if required
- Schedule Awards Committee meeting at March AdCom meeting if needed
- Notify FinCom if there are new awards that will impact the NPSS budget
- Announce Awards result at Spring AdCom meeting – **Remind everyone that information is embargoed**
- Notify award recipients with cc to nominator and relevant TC Chair via email (see samples) with a signed letter attached to an email (see samples in Dropbox)
 - Request biographies and photos for June Newsletter
 - Request shipping addresses
 - Confirm venues for presentation of awards
- Notify other nominators that their nominees did not receive awards (see examples in Dropbox)
- Prepare award package (see example) for IEEE (Liz Parascondola <e.parascondola@ieee.org>). She will take care of the certificate, plaques, IRS forms, and checks.
- Watch for an email from Rosanne Loyal with information about the new TAB Awards and Recognition Committee (TABARC). This email will have updates to guidelines and the awards proposal template and provide the TABARC meeting schedule
- Post the TABARC meeting schedule to the NPSS basecamp group
- Work with TCs to finalize new awards for the April TABARC meeting. Prepare new/revised awards proposals if needed (see TABARC template). Get approval of the proposal from the appropriate TCs and submit the proposal to Rosanne Loyal. After TABARC approves, the new awards will be approved on the consent agenda at the June TAB meeting.

April

- Write Newsletter article for June Newsletter – Topic: Announcement of Awardees with bios

June

- Contact Curie Committee about Curie Awardee (approved at June TAB meeting) and plans for the Award presentation
- Post Awardee biographies and photos on Web Page after the June Newsletter is mailed
- Announce on Facebook the NPSS Web Page with the new Awardees

July

- Write Newsletter article for September Newsletter - Topic: General call for nominations and NPSS WIE Travel Grant (if applicable)
- Notify FinCom if there are new awards that will impact the NPSS budget
- Work with TCs to finalize new awards for the August TABARC meeting. Prepare new/revised awards proposals if needed (see TABARC template). Get approval from the appropriate TCs and submit the proposal to Rosanne Loyal. After TABARC approves, the new awards will be approved on the consent agenda at the November TAB meeting.

October

- Write Newsletter article for December Newsletter – Topic: Call for nominations with Awards details

November

- Review online nomination forms
- Review WEB pages

December

- Ask NPSS secretary to email First Call for Nominations
- Post Facebook reminder about nomination deadlines

7.2 Guidelines for Endowed Awards

Our endowed awards require working with the IEEE Foundation. Our POC is Michael Deering <m.deering@ieee.org>. Michael and his staff cannot start the process to set up the award until after final approval by TAB. However, as soon as we know that the NPSS is going to submit an endowed award, it is a good idea to give him a “heads up” that an award is “in process” so he can put it on his staff’s calendar.

The usual process is:

1. Work with the TC chair to determine who will be the primary point of contact with the donor. In the case of memorial awards, it is the TC Chair because the donors are more comfortable with someone who knew his/her loved one.
2. Provide information about the IEEE Foundation as requested. Often, US donors want reassurance about the tax-exempt status of the IEEE Foundation.
3. If the award is going to be named for an individual, the proposal to TABARC must include a permission letter from the individual or, if the individual is deceased, the family to use the name. The proposal to TABARC must also contain a statement about the impact the person had on the technical community.

4. After TAB approves the award, notify the POC and Michael Deering so they can start the process of transferring funds. The donor will write a check to the IEEE Foundation. If the award is approved in November, do this immediately so the donor can meet the December 31st deadline for tax deductions. If NPSS is providing funds, the NPSS Treasurer will transfer funds to the IEEE Foundation. The IEEE Board of Directors needs to approve fund transfers to the IEEE Foundation and so the Division IV Director needs to be involved with a motion ready for the November meeting of the Board of Directors that immediately follows the November TAB meeting.

8 Fellows

The IEEE Board of Directors can confer the IEEE Grade of Fellow “upon a person with an extraordinary record of accomplishments in any of the IEEE fields of interest. The total number selected in any one year does not exceed one-tenth of one percent of the total voting Institute membership.”

IEEE solicits nominations for the rank of Fellow annually, with the nominations due by March 1. Any Member can nominate a candidate, can identify Fellow References, and can solicit “endorsers” to provide additional information and/or support.

The nominee must meet the following three necessary qualifications: have accomplishments that have contributed importantly to the advancement or application of engineering, science, and technology, bringing the realization of significant value to society; hold IEEE Senior member or IEEE Life Senior member grade at the time the nomination is submitted; and have been a member in good standing and has completed a minimum of five full years (consecutive or not) of IEEE membership in any grade preceding 1 January of the year of elevation.

NPSS Technical Committees are invited to suggest and arrange for nominations through the IEEE process.

To evaluate the qualifications of nominees, the NPSS President appoints the Chair (and optionally a Vice-Chair) for the NPSS’s Fellow Evaluation Committee. The chair assembles a committee of IEEE Fellows who are not conflicted by having nominated or endorsed any candidate for Fellowship. At least five Committee members must prepare individual evaluations.

Based on the Committee members’ evaluations, the Chair then prepares a summary in each of these areas for each candidate, for submission to the IEEE Fellows Committee for its assessment. The Fellows Committee recommendations are then sent to the IEEE Board of Directors for decision.

9 Distinguished Lecturers Program

9.1 Overview

The Society supports a Distinguished Lecturers Program (DLP) that can provide lecturers for Chapter meetings, future Chapter development (including student chapters), and society and/or membership development activities such as schools. Lecturers are appointed from each of the eight technical

committee chairs (TCs) within NPSS, as well as the Transnational Committee chair. These nine individuals plus the DL chair constitute the DL committee. Lecturer appointments can be proposed by any member of the DL committee and are subject to the approval of the chair of the DL functional committee. Lecturers who are inactive for more than three years are subject to removal from the program.

9.2 Resources for Lecturers

The list of currently appointed lecturers can be found at the Society website: iee-npss.org/distinguished-lecturers. Slides for lecturers to use to introduce NPSS and summarize the benefits of membership are also provided on this page. Each lecturer is expected to show these, or similar slides at the beginning of each distinguished lecture. Lecturers are expected to report their activities at least annually to the DL chair. A mailing list is maintained by NPSS to facilitate communication of program updates. The NPSS webmaster and the NPSS secretary provide administrative support to the DL by maintaining the DL website and the DL mailing list.

9.3 Financial Support

Lecturers requesting financial support must provide information on proposed lectures to the DL chair for pre-approval in advance of confirming travel. This information must include (1) purpose of the presentation (2) title, location, and date of the presentation, and (3) estimated expenses to the DLP, if applicable. Financial support for society and/or membership development activities such as schools requires both DL chair approval and approval by the President of the NPSS. Support is not available for lecturers to provide conference presentations, seminars unrelated to future Chapter development (including student chapters), or other activities outside the scope of the DLP. To conserve DLP resources, lecturers are encouraged to seek at least partial support of lectures that are not associated with existing Chapter meetings. If the DL chair is also a lecturer, all lectures by the DL chair requiring financial support must be approved in advance by the President of the NPSS, subject to the same constraints outlined above. Typically, only one lecturer can be supported financially from the DLP per special event or school; requests for multiple lecturers at a special event or school should be made to the appointed Schools Liaison, or via a motion to the AdCom through FinCom.

9.4 Expense Reimbursement

Reimbursement of lecturer expenses follows IEEE NPSS policy. Lecturers should submit their completed expense report to the DL chair not later than 60 days after the expenses incurred, along with receipts, for approval. The DL chair then forwards these completed reports to the NPSS Treasurer and IEEE for final approval and payment.

10 Women in Engineering (WIE)

The IEEE Woman in Engineering (WIE) is one of the largest international professional organizations dedicated to promoting women engineers and scientists, and inspiring girls around the world to follow their academic interests in careers in engineering and science. To achieve these goals, NPSS supports several programs.

WIE functions at NPSS-sponsored conferences are supported by NPSS with up to a total of \$5000 per conference to cover costs related to these functions.

Besides, NPSS provides up to \$9000 per year (\$1500 per event) for WIE travel to WIE conferences and for WIE speakers outside of the conference community to attend NPSS conferences as guest speakers at WIE events.

The WIE International Leadership Conference (WIE-ILC) is an annual event bringing together female and male leaders from around the world. NPSS provides one travel grant per year of up to \$3000 to an NPSS/WIE member to attend this conference. The grant is administered by the NPSS Awards Chair. An application form and further details can be found on the NPSS awards website at iee-npss.org/awards/npss-awards.

The NPSS Child Care Assistance grant program offers childcare reimbursement of up to \$400 per family (\$2000 per conference) for NPSS-sponsored conferences. These funds can cover child-care expenses at the conference location or the family home while parents are attending sessions as well as transportation expenses for childcare providers. Eligibility and details can be found on the website as well.

11 Young Professionals (YP)

The IEEE NPSS actively promotes the activities of the [IEEE Young Professionals \(YP\) program](#), which is tailored to the needs of young people during the first 15 years of their professional career, i.e. after receiving their first degree. Dedicated YP events are organized regularly at our NPSS sponsored conferences: Evening functions or lunch events for young professionals have proven to foster improved direct contact between young professionals and colleagues at the peak of their careers.

The IEEE Nuclear and Plasma Sciences Society strives to assist young professionals (or assist YP members) further by expanding the services to our members: A pilot program at one of our large conferences that features rapid resume/CV checks has proven to provide additional benefit to young members and will be extended in the future.

The YP committee advocates for the needs, interests and professional development of YP members. There is an option to participate beyond the fifteen-year time span according to the respective criteria defined by IEEE. The primary goal is to help YP members to evaluate their career goals, polish their professional image, and create the building blocks of a lifelong and diverse professional network.

NPSS supports Young Professional (or YP) functions at NPSS-sponsored conferences to a total of up to \$5000 per conference to cover costs related to these functions, such as the costs for meeting space, food and refreshments and/or a function speaker that does not attend the conference the YP function is being held at. Support is provided for Young Professionals functions in parallel to NPSS support for WIE functions.

12 Appendix

12.1 NPSS Constitution and Bylaws

The NPSS Constitution and Bylaws can be found at <http://ieee-npss.org/adcom-info/> under “NPSS Constitution and Bylaws”. The current version is from March 2016 and will be revised again in 2021.

12.2 Past Fiscal Motions of AdCom

This paragraph contains a compilation of motions from 1970 to today that affect in an on-going basis, the approved way we deal with finances yet have not been formally incorporated into NPSS Constitution and Bylaws. Motions that have been superseded are not included. In the future, NPSS may decide which, if any, get incorporated into our Constitution and Bylaws or remain as part of this manual.

12.2.1 6/22/2006 Meeting

- 11.1.3 Motion: NPSS approves the reduction of the conference return from 20% to 15% of expenses. The motion was seconded and passed.

12.2.2 7/13/2013 Meeting

- 11.1.2 PAST Teachers Day Initiative: A motion from PAST - IEEE/NPSS High School Teacher Initiative: AdCom to approve up to \$5,000/event for support of a Teacher’s Day event held at the next five PAST TC Conferences (IPAC and NA-PAC held in North America) which are co-sponsored by IEEE

12.2.3 11/19/2014 Meeting

- 11.2.1.2 Motion on TPS Page Charges: It was moved that TPS drop page charges beginning in January 2015. This will have a financial impact of about -125K\$. It is understood by AdCom that once passed these fees will not be reinstated.
- 11.2.2.4 Motion to Support Open Access Papers in TNS and TPS: It was moved and passed by voice vote that NPSS budget up to \$35k each for TPS and TNS for 2015 to publish review articles and high value articles in Open Access in these journals with a goal of raising impact factor.

12.2.4 11/7/2015 Meeting

- 11.2.1.2 Support for the National Council on Radiation Protection: FinCom moves that NPSS support the National Council on Radiation Protection at the annual rate of \$3000. Support will be revisited in five years (Ed-2020).
- 11.2.1.3 Support for Young Professionals Activities: FinCom moves that NPSS support Young-Professionals functions at NPSS-sponsored conferences to a total of up to \$5000 per conference to cover costs related to these functions. The motion provides support for Young Professionals that is parallel to NPSS support for WIE functions.

12.2.5 2/21/2015 Meeting

- 11.3.1 Motions arising from the Medical Sciences Liaison Report: Three motions were submitted:

- NPSS stop the liaison with IEEE-USA Medical Technology Policy Committee
- NPSS establish a liaison with National Council on Radiation Protection and Measurements (NCRP)
- NPSS join NCRP as a Sponsoring Society at the annual cost of \$5,000.

12.2.6 7/16/2016 Meeting

- 11.2.1.4 FinCom moves to approve up to \$9k per year for WIE travel to WIE conferences and for WIE speakers to attend NPSS conferences as guest speakers at WIE. Request to increase the funds for NPSS Women in Engineering events to cover travel costs (not to exceed \$1,500/event) for speakers from outside the conference community.

12.2.7 11/5/2016 Meeting

- 11.2.1.1 E-membership and Students at schools and workshops: Approve e-membership at 50% of normal NPSS dues as with IEEE dues. NPSS will also offer free first year NPSS and IEEE membership for students at schools and workshops.
- 11.2.1.2 Requirements for Membership Desk support: Every NPSS conference, financially sponsored and technically co-sponsored, shall provide free conference registrations for 2 people who are there to work the membership desk and not there to attend the conference, and the conference will provide a membership desk in a highly trafficked area. This shall be part of every TCS MOU approved by NPSS and the TC chairs will assure this is part of their conferences.

12.2.8 3/4/2017 Meeting

- 11.2.2 Motion from the Publications Committee: Publication of a conference-related special issue of a journal shall be at the discretion of the Editor-in-Chief of the journal, subject to approval by the appropriate Technical Committee Chair(s).

12.2.9 7/22/2017 Meeting

- 10.2 Amendment of Item 11.2.1.4 of the Minutes of July 16, 2016: The correct motion from FinCom, as presented to and passed by AdCom, reads:
It was moved that NPSS will increase the funding for Women in Engineering events at NPSS conferences up to an additional \$1,500/event. These additional funds are to be used to support travel for speakers from outside of the conference community.
The NPSS will fund one travel grant per year (up to \$3,000/year) for the years 2017-2019 for a NPSS/WIE member to attend the Women in Engineering International Leadership Conference. The NPSS Awards Chair will administer the grant.
- 11.2.1.2 Reimbursement Policy: The Reimbursement Policy was approved

12.2.10 10/28/2017 Meeting

- Moved to make Conference Childcare grant an NPSS supported activity at the current fiscal levels for NPSS financially sponsored conferences. For the purpose of Childcare activities, any combined NPSS conferences will be considered as separate conferences
- Moves to implement the following policy for Technically Co-sponsored Conferences: AdCom will individually determine if NPSS will pay the MCE TCS Fee for each of the conferences considered for Technical Co-sponsorship (TCS)

