

IEEE Biometrics Council

Operations Manual for Education

(Adapted into Council's ByLaws Version 2.4, 5th August 2020)

The Vice President for Education is responsible for coordinating the education activities for the council. This operation manual further extends the *section 6 of article XI (Governance and Administration)* in council bylaws and is intended to provide more specific details.

- I. As the Vice President for Education**, he/she shall: chair the Education Committee,
- (a) coordinate and supervise proposal of Council regulations on educational activities,
 - (b) coordinate and supervise the annual planning of educational activities,
 - (c) coordinate and supervise the preparation of the annual budget for the educational activities, with the guidance of the Vice President for Finances, for timely inclusion in the Council budget,
 - (d) coordinate and supervise stimulation of proposals for educational activities,
 - (e) coordinate and supervise the review of the proposals for educational activities,
 - (f) coordinate and supervise the approval of the Council technical co-sponsorship to educational activities, including the Council representative in their organization,
 - (g) coordinate and supervise recommendations for approval of sponsored and cosponsored educational activities (including location, dates, main organizers, and budget),
 - (h) coordinate the international educational activities,
 - (i) coordinate and supervise the monitoring of the educational activities, in particular for the sponsored and co-sponsored activities,
 - (j) coordinate and supervise reporting on educational activities as requested by the President, the Vice President for Finances, or the AdCom,
 - (k) supervise and monitor the reporting on the Council sponsored or co-sponsored educational activities to the IEEE,
 - (l) coordinate and supervise the collection of statistical information on educational activities,
 - (m) coordinate and supervise recommendations on matters concerning the educational activities.
 - (n) Initiate and coordinate efforts to generate educational materials. Tutorials on biometrics related topics of interest should be developed and populated through professional networks such as IEEE learning network. Such educational materials should help disseminate state of the art biometric concepts in an easily understandable way to the broader scientific community.

(o) coordinate and supervise activities relating to standards in relation to the educational activities,

(p) coordinate and supervise activities relating to strategic planning in relation to the educational activities.

II. The **Education Committee** reports to the Vice President for Education and is responsible for overseeing the educational activities. In particular, but not limited to,

(a) propose and recommend approval of the Council regulations on educational activities,

(b) define and recommend approval of annual planning for the educational activities,

(c) prepare and recommend approval of the budget for the educational activities,

(d) stimulate proposals for educational activities,

(e) review proposals for educational activities,

(f) approve CIS technical co-sponsorship to educational activities, including the Council representative in their organization,

(g) recommend approval of sponsored and co-sponsored educational activities (including location, dates, main organizers, and budget)

(h) monitor educational activities, in particular for the sponsored and co-sponsored activities,

(i) report on educational activities as requested by the President, the Vice President for Finances, or the AdCom,

(j) collect statistical information on the educational activities,

(k) make recommendations on matters concerning the educational activities

(l) support all activities related to efforts to produce educational materials