

# IEEE Biometrics Council

## Operations Manual for the Technical Activities

*(Adapted into Council's ByLaws Version 2.4, 5<sup>th</sup> August 2020)*

The Vice President for Technical Activities is responsible for coordinating the technical activities for the council. This operation manual further extends the *section 9 of article XI (Governance and Administration)* in council bylaws and is intended to provide more specific details.

I. As the **Vice President for Technical Activities**, he/she shall:

- (a) chair the Technical Activities Committee,
- (b) coordinate and supervise technical activities, including the monitoring of the progress, the collection of statistical information, and the reporting on technical activities as requested by the President, the Vice President for Finances, or the AdCom,
- (c) coordinate and supervise recommendations on matters concerning the technical activities.
- (d) coordinate and supervise the creation and the termination of Technical Committees and their activities,
- (e) coordinate and supervise proposals of Council regulations and the annual planning on technical activities,
- (f) coordinate and supervise preparation of the annual budget for the technical activities, with the guidance of the Vice President for Finances, for timely inclusion in the Council budget,
- (g) coordinate and supervise the stimulation and review of proposals for technical activities, including the technical cooperation with other Organizational Units of the IEEE or other technical organizations,
- (h) coordinate and supervise approval of the Council technical co-sponsorship to technical activities, including the organizer representing the Council,
- (i) coordinate and supervise recommendations for approval of sponsored and co-sponsored technical activities,
- (j) coordinate and supervise activities relating to standards,
- (k) coordinate and supervise activities relating to strategic planning in relation to technical activities.

II. The **Technical Activities Committee** is composed of up to seven members, including the Chair, proposed by the Vice President for Technical Activities and nominated by the Executive Committee. The members of the Committee remain in their office for two years which can be renewed for another two years. The Technical Activities Committee reports to the Vice President for Technical Activities and it is responsible for overseeing the technical activities. In particular, but not limited to, the Technical Activities Committee shall:

- (a) propose and recommend approval of the annual planning, the budget, and the Council regulations on technical activities,
- (b) stimulate proposals for technical activities, and the technical cooperation with other Organizational Units of the IEEE or other technical organizations,
- (c) review proposals for technical activities,
- (d) approve Council technical co-sponsorship to technical activities, including the organizer representing the Council,
- (e) recommend approval of sponsored and co-sponsored technical activities,
- (f) recommend the creation and the termination of Technical Committees,
- (g) monitor the technical activities, in particular for the sponsored and co-sponsored activities,
- (h) report on technical activities as requested by the President, the Vice President for Finances, or the AdCom,
- (i) collect statistical information on the technical activities,
- (j) make recommendations on matters concerning the technical activities.

III. The **Standards Committee** is composed of seven members, including the Chair, proposed by the Chair and nominated by the Executive Committee. The President nominates the Chair for the Standards Committee after having consulted the Executive Committee and with the agreement of the Vice President for the Technical Activities. If no agreement is reached, such nomination will be performed by the Executive Committee. The members of the Committee remain in their office for two years which can be renewed for another two years. The Committee reports to the Vice President for Technical Activities and it is responsible for overseeing the standards activities. In particular, but not limited to, the Standards Committee shall:

- (a) propose and recommend approval of the Council regulations on standards activities,
- (b) define and recommend approval of the annual planning for the standards activities,
- (c) prepare and recommend approval of the budget for the standards activities,
- (d) stimulate proposals for standards activities,
- (e) stimulate the cooperation with other Organizational Units of the IEEE or other technical organizations on standards activities,
- (f) review proposals for standards activities,
- (g) approve the Council technical co-sponsorship to standards activities, including the organizer representing the Council,
- (h) recommend the approval of sponsored and co-sponsored standards activities,
- (i) monitor the standards activities,

(j) report on standards activities as requested by the President, the Vice President for Technical Activities, the Vice President for Finances, or the AdCom,

(k) collect statistical information on the standards activities,

(l) make recommendations on matters concerning the standards activities.

**IV. Technical Committees** may be established within the Technical Activities Committee to address specific technical areas in the field of interest of the Council. The Technical Committees *support* the *Technical Activities Committee* in accomplishing its overall mission, by operating within their respective areas under the supervision and coordination of the Technical Activities Committee. The technical committees report to the Vice President for Technical Activities. In particular, but not limited to, within the respective area of interest each Technical Committee shall:

(a) propose and recommend approval of its charter,

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

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

(d) stimulate proposals for its activities,

(e) stimulate technical cooperation with other Organizational Units of the IEEE or other technical organizations,

(f) review proposals for its activities,

(g) monitor its activities,

(h) report on its activities as requested by the President, the Vice President for Technical Activities, the Vice President for Finances, or the AdCom,

(i) collect statistical information on its activities,

(j) make recommendations on matters concerning its activities.