

IEEE Biometrics Council Strategic Plan 2019-2024

Updated from 2014-2019

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[President Signature Block]

1. Overview

Biometrics is the science of establishing a human identity based on the physical, behavioral, and physiological attributes of an individual. The mission of the IEEE Biometrics Council is to advance, promote and coordinate work in the field of biometric technology and applications throughout IEEE, and to expand IEEE's role in this interdisciplinary field.

The field of interest of the council is the theory, design, and application of biometric characterization of human beings, based on physiological and/or behavioral features and traits, in particular for identification, identity verification, authentication, encryption, recognition and medical diagnosis.

The council promotes technical activities, sponsors technical meetings and sessions, publishes periodicals, promotes educational activities, develops standards, and engages in any other activity defined within its fields of interest.

This Strategic Plan is organized into two parts, the actual plan document, and appendices. The core document includes all background information that might be relevant to new members of the council governing body or any individual who is interested in understanding the strategy of the Biometrics Council. The core information is also provided for individuals who may require information in support of the strategic planning process. It is the intention that this information remains somewhat static.

The appendices include information that are Council confidential, detail-oriented, and will change frequently. These are available only to the Council. It includes the operational plan, outcomes of the deliberations from SWOT analysis, and reflections on the performance of the operational plan from the last strategic plan as listed below.

Appendix	Title	Description
Appendix A	Operational Plan	Specifies activities, responsibilities and timelines over the coming year.
Appendix B	Relation to TAB and IEEE	Provides a description of the relationship between council and TAB and IEEE strategies
Appendix C	Council Strategic Planning Process	Provides a description of the process used to arrive at this plan document.
Appendix D	SWOT analysis	Strengths, Weaknesses, Opportunities, Threats
Appendix E	Progress on last plan	Taking stock of actions outlined in last strategic plan

Table 1. Summary of Appendices

Vision:

Be the leading and driving force within and outside the IEEE for the advancement and sustainability of the field of biometrics.

Mission:

1. To serve the members of our member societies and the worldwide biometrics technical community through the organization and support of high-quality conferences, workshops, and journals.
2. To support educational activities that benefit new professionals in this area as well as experienced practitioners and researchers.
3. To provide a mechanism to disseminate technical content through the first ever virtual journal from IEEE.
4. To collaborate with our member societies in order to promote biometrics technology that impacts every person in the world in one form or the other.

Short Term Strategic Goals (1-2 years)

1. Foster diversity and inclusion of volunteers from all parts of the world, race, and gender, especially young professionals.
2. Increase member outreach across geographic regions through the growth of ISBA, summer/winter schools, and an expansion of the Distinguished Speaker Program and by increasing the footprint on social networking media to increase awareness.
3. Redesign the IEEE Biometrics Compendium in light of the new IEEE Transactions on Biometrics, Behavior, and Identity Science.
4. Revise council by-laws to position the council for the next phase of growth.
5. Establish collaborations with industrial organizations and increase industrial volunteer participation in council activities.

Long Term Strategic Goals (5 years)

1. Serve the worldwide community interested in biometrics technology and applications through high-quality conferences and workshops.
2. Advance the science and technology of biometrics for the benefit of humanity and enhance IEEE's visibility in the field of biometrics.
3. Strengthen educational activities to create and nurture the current and next generation of biometrics researchers.
4. Serve the worldwide community interested in biometrics technology and applications by supporting the professional practice of the biometrics technical community.
5. Enhance international visibility and connection of the council through honors and awards.

Appendix C: IEEE Biometrics Council Strategic Planning Process

Draws from and uses guidance offered by the IEEE Technical Activities Board (TAB) Strategic Planning Committee (SPC), Jan. 2019, V 1.1 (Working Draft)

Every five years the TAB Society and Council Review Committee (SCRC) performs vitality reviews of every TAB Society and Council (S/C). As part of these reviews, the SCRC analyzes S/C performance as well as examines aspects associated with the organization’s strategic planning. This document provides an outline of the process that can be used to update the IEEE Biometrics Council’s strategic plan.

The groups involved in the planning process include the Executive Committee, Advisory Committee consisting of members from the member societies, and, of course, the TAB Society and Council Review Committee. See Figure 1 below for an overview of the continuous strategic planning process.



Figure 1. Overview of continuous strategic planning process is shown here.

1 Environmental Assessment

Use the SCRC review documents as reference materials for history, values, mission, programs, leadership, staffing, and finances.

Conduct a SWOT analysis to identify the council’s Strengths, Weaknesses, Opportunities, and Threats. When developing a SWOT, be specific and not too general when drafting responses. Do not make the mistake of preparing a SWOT analysis and then not use the information as input to the strategic plan. For example, strengths and opportunities identified should be captured within short or long term goals, and weaknesses or

threats should also be noted as a risk where appropriate. Involve the Executive Committee and past Presidents to create the SWOT.

It is not necessary to include the SWOT as part of the written down a strategic plan.

2 Organizational Direction

Reassess the vision and mission statements based on the SWOT analysis constrained by alignment with IEEE and IEEE Technical Activities mission and vision.

<https://www.ieee.org/about/vision-mission.html>

<https://www.ieee.org/about/ieee-strategic-plan.html>

<https://www.ieee.org/about/volunteers/tab/home/index.html>

Mission statements are similar to vision statements, in that both look at the big picture. However, mission statements are more concrete, and they are more “action-oriented” than vision statements.

Vision statements should be easy to communicate, and the best vision statements are often ten words or less and are generally short enough to fit on a T-shirt. Think of the vision as the ‘elevator speech’ or tag line of the S/C.

The mission should not constrain or prescribe the strategies. While not as short as vision statements, mission statements generally still get their point across in one sentence. Use short words and sentences to keep it engaging.

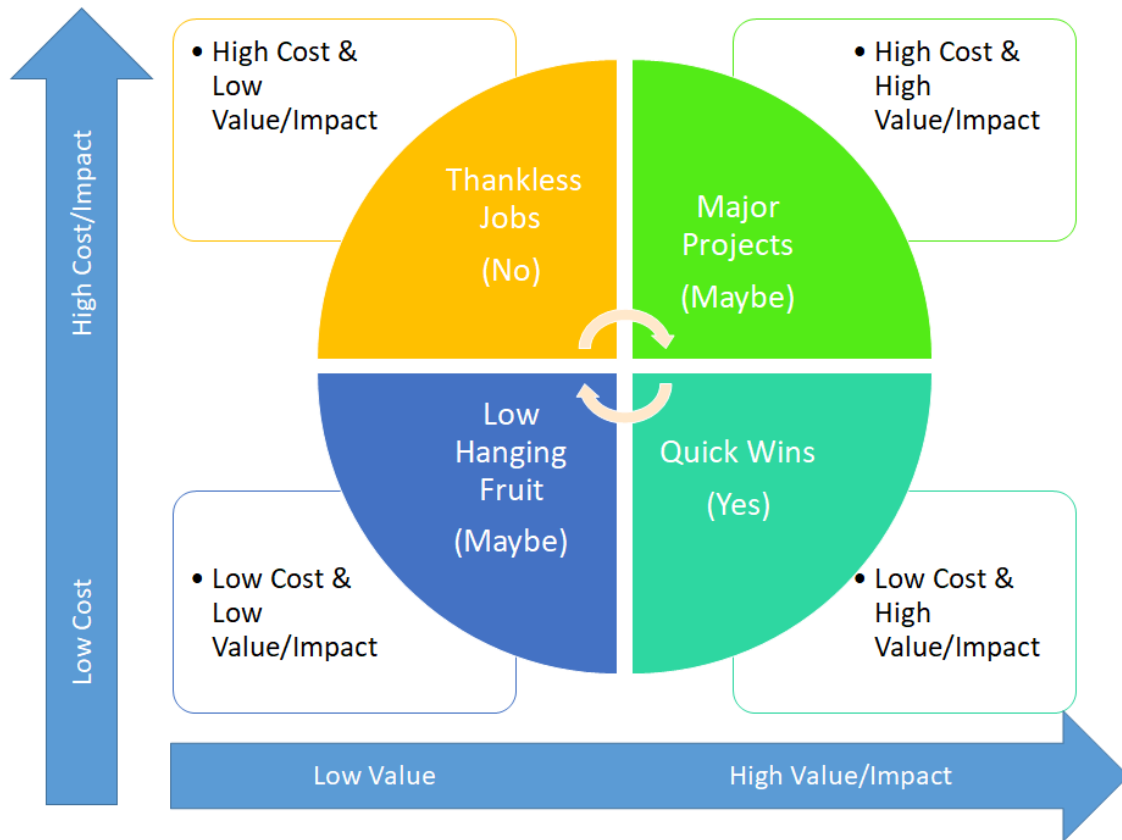
3 Strategic Formulation

Set short (1-2 years) and long (5 yrs) term goals to address critical stakeholder needs and the identification of the scope of the activities or programs through which those goals and objectives are to be achieved.

Short-term goals are more operational than long-term goals and are mapped more directly to objectives that can be realized and have associated operational activities and budget.

Long-term goals tend to be more strategic and less tied to S/C operations.

The use of an Impact/Effort Grid (shown below) is a simple exercise that can help identify these goals. The Items falling into the bottom right quadrant should become immediate candidates for short terms goals. Items falling in the upper right quadrant may be candidates for longer-term goals. Some additional available methods are Balanced Scorecard and SMART.



4 Implementation Planning

Assign the identified activities to members of the executive committee.

Establish timelines to accomplish the activities.

Report progress at annual AdCom meetings.

Lastly, the IEEE Biometrics Council Executive and AdCom Committees must approve the strategic plan and any associated activities to support the implementation of strategic goals so that everyone takes ownership.