

Guidelines for IAPR Officers and Committee Members

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The IAPR Constitution & Bylaws (C&B) provide a definitive set of regulations concerning the election of officers, the appointment of Committee members and the statutory duties of officers, Committee members and Committees as a whole. Experience has shown that whilst these regulations broadly define what is required of individuals and Committees, it is helpful if more detailed guidance is given, especially after new appointments have been made. At the same time, it has often been said that further elaboration of the already complex C&B should be avoided. The Guidelines in this document are intended to assist new officers to work effectively for IAPR, but should not be seen as having the authority of the C&B; all the Guidelines are open for discussion and liberal interpretation. They should be seen as recommendations rather than instructions.

1. General Matters

This section describes general matters applicable to all officers and committee members.

1.1. Communication

The IAPR community is widely distributed throughout the world and most IAPR business is conducted via e-mail (or Skype meetings or video conferences). Only rarely do Committees meet physically, sometimes only once every second year, at the ICPR. Officers' and committee members' e-mail addresses and affiliation information are published regularly in the IAPR website <http://www.iapr.org/> under respective committees. Any changes in these data should be notified to the Secretariat and to other members of the relevant Committees.

1.2. Activities

According to the C&B, almost all appointments and Committee memberships last from one ICPR to the next ICPR, that is, approximately a two-year period. New appointments are made following the Governing Board (GB) and Executive Committee (ExCo) meeting at the ICPR and many of these will be re-appointments. It is the responsibility of every Officer, Standing Committee Chair, and Technical Committee Chair to generate activity as soon as possible within their sphere of influence. It is also the responsibility of every Committee member to mutually assist their Chair to achieve the Committee's aims.

1.3. Reporting

The principal media through which IAPR's activities are publicized are the IAPR Newsletter, which is published quarterly, and the IAPR webpages <http://www.iapr.org/>, which are updated by the IAPR Webmaster on request from an Officer. As well as listing sponsored scientific meetings and address information, reviewing conferences and books and publishing articles of general interest to our community, the Newsletter intends to keep its readers informed of the work being carried out in the wide range of IAPR Committees. This latter function is dependent on the receipt of regular reports from the Committees. The webpage <http://www.iapr.org/> keeps more permanent IAPR information (e.g., organization structure) and serves as the source of IAPR related links (Member Societies, Technical Committees, conference home pages, etc.).



1.4. Archives

The IAPR Secretariat maintains the IAPR Archive. At the end of a period of office, key documents should be deposited in the Archive and passed on to successors in the post concerned. General correspondence do not need to be archived, but should be retained, whilst still of interest, in each Officer's or Committee Chair's files and should be passed on to successors.

The ExCo and the Secretariat should work out a sustainable scheme for electronic archiving of key documents.



2. Officers

The Officers of IAPR are the President, the First and Second Vice-Presidents, the Secretary, and the Treasurer. These are subject to election at the Governing Board (GB) meeting at the ICPR. The Past President assumes this role for the two years following presidency. The six Officers form the Executive Committee (ExCo). It has been the experience of most Presidents that the President, the Secretary and the Treasurer between them maintain continuity of IAPR's affairs. In fact, the C&B shows that the President, in particular, must be prepared to take ultimate administrative and financial responsibility for most things that IAPR are involved in. He or she has the right and responsibility in the mandate to make decisions – after due consultation – in all IAPR matters.

The duties for each of the ExCo members are discussed in the following subsections.

2.1 The President

The statutory powers and duties of the President are laid down in the Constitution in Sections 4.1, 4.3, 4.4, 4.6, 5.1, 6.1 and 8.1, and in the Bylaws in Sections 5.1-5.3, 5.5, 6.3, 6.4, 6.6, 6.9, 8.3, 8.5, 9.2-9.5, 10.5, and 10.5.

An informal summary of the President's duties is:

- To appoint all Committee Chairs, including TC Chairs, except that the Nominating, K.-S. Fu Prize, J.K. Aggarwal Prize, Maria Petrou Prize Committee Chairs and members are nominated by the President and elected by the Governing Board;
- To be the main official contact point with the “external world”, i.e., be respondent to queries, questions, and problems raised by other organizations, by publishing companies, by legal authorities, etc. whenever the question raised is not explicitly within the scope of responsibility of another Officer or Committee Chair.
- To be generally responsible for the overall administration and leadership of the Association.

Additional duties occur as a result of membership and chairing of both the Executive Committee and the Governing Board; these are described later.

2.2 The Vice-Presidents

The statutory powers and duties of the Vice-Presidents are laid down in the Constitution in Sections 4.1, 4.3, 4.6, 5.1 and 5.2, and in Sections 5.5 and 10.3 of the Bylaws. Since Section 5.2 of the Constitution states that

The First Vice-President, or in his absence, the Second Vice-President, shall act as President in case of the latter's absence.

then the duties of the President may devolve to either of the Vice-Presidents. In practice, the phrase *in case of the latter's absence* is hard to interpret when dealing with an international association that rarely meets as an association and in which meetings of the ExCo are unlikely to be called if the President is temporarily unavailable. This must rather be interpreted as the procedure to follow when the President is completely unavailable, including by e-mail correspondence, for a longer period, because of travel to a remote place or for health reasons.

Bylaw 5.5 specifies the procedure if the absence of the President becomes a vacancy.

It has been the practice for the President to assign specific responsibilities to each of the Vice-Presidents, as may be appropriate. For instance, the First Vice-President may be the ExCo Liaison of the Technical Committees. In addition, their task is to take part in all discussions of the ExCo and to give their advice as requested. Additional duties occur as a result of membership of both the Executive Committee and the Governing Board; these are described later.



2.3 The Past President

The Past President has no formal duties (unless specifically assigned by the President), but will often be elected Chair of the Nominating Committee. The Past President is a member of the ExCo and can be expected to bring valuable experience to the Committee's many discussions.

Additional duties occur as a result of membership of both the Executive Committee and the Governing Board; these are described later.

One duty for the Past President, who has often extensive experience with IAPR procedures, could be to maintain these IAPR Guidelines.

2.4 The Secretary

The statutory powers and duties of the Secretary are laid down in the Constitution in Sections 4.1, 4.3, 4.4, 4.6, and 5.3 and in the Bylaws in Sections 3.1, 3.5, 3.6, 3.8, 4.4, 8.5, 9.4, 9.5, 10.5 and 14.8. Additional duties occur as a result of membership (and responsibility for reporting duties) of both the Executive Committee and the Governing Board; these are described later.

Although not explicitly stated in the C&B, it is usual for the Secretary to be responsible for all the administrative details of the IAPR, in contrast to the President who is more concerned with matters of policy. Close contact between the President and Secretary is vital to the organization. The Secretary will be required to organize all meetings which are, strictly speaking, convened by the President (especially meetings of the Executive Committee and Governing Board) and to conduct e-mail ballots of the Governing Board whenever required. The Secretary prepares and distributes Minutes of the Executive Committee and of the Governing Board and is expected to be familiar with the C&B and their many implications.

Correspondence from outside IAPR is usually addressed to and answered by the Secretary who also serves as a mailbox for communications between IAPR organizations. Close contact between the Secretary and the Secretariat (who are often geographically far apart) is an obvious necessity.

The decision powers of the Secretary are mostly limited to administrative matters since more significant matters usually need Presidential or Executive Committee approval. The extent to which the President is prepared to delegate decision making to the Secretary is a matter for personal preference and can greatly affect the workload of the Secretary.

2.5 The Treasurer

The statutory powers and duties of the Treasurer are laid down in the Constitution in Sections 4.1, 4.3, 4.6 and 5.4 and in the Bylaws in Sections 6.2 - 6.7, and 6.9 - 6.11. Additional duties occur as a result of membership of both the Executive Committee and the Governing Board; these are described later.

Informally, the Treasurer's duties can be summarized as directing the Secretariat to invoice the members for annual dues and pay the bills, keeping and reviewing the accounts, and preparing budgets. The Treasurer must operate the IAPR's bank accounts and investments and should be prepared to give financial advice on the management of assets and the expenditure of funds. This is particularly important with reference to the Technical Committees and sponsored meetings.

In general, the Treasurer's budget, once approved by the Governing Board, authorizes future expenditure (without reference to other officers). Extra-budgetary expenditure in excess of US\$500 needs Presidential approval as stated in Bylaw 6.6.



3. The Governing Board (GB)

GB members are representatives of their respective IAPR Member Associations and are elected or appointed by each Association concerned. Their formal duties are described in the Constitution in the Sections relating to the GB, i.e., 4.1, 4.2, 4.4, 4.6, 5.1, 5.3, all of 6, 7.1, all of 8, 9, and 11, 12.1, and all of 13, and in Sections 2.2, 3.1, 3.3, 3.4, 3.5, 3.6, 3.8, 3.9, all of 4, 5.1, 5.2, 5.4, 5.5, 6.1, 6.3, 6.5, 6.7 - 6.9, 6.11, all of 8, 9.1, 9.5, 10.1, 10.2, 10.5, 10.6, 11.1, 12.1, 12.2, 12.3, and 13-14 of the Bylaws.

The GB is also concerned with the King-Sun Fu Prize discussed in Statute S.3, the J. K. Aggarwal Prize described in Statute S.7, and the Maria Petrou Prize described in Statute S.8.

The prime duties of all GB members are to

- elect the IAPR Officers and the members of the Nominating, King-Sun Fu Prize, J.K. Aggarwal Prize, and Maria Petrou Prize Committees,
- attend meetings of the GB,
- vote in e-mail ballots organized for the GB,
- represent the views of their member associations, and not only their personal views, at the meetings of the GB and in e-mail discussions of the GB,
- convey information about policy matters and decisions of the IAPR to their member associations.

All IAPR matters and powers assigned to individuals or Committees are subject to the GB's continuing approval, including rewriting the C&B, so it is not sensible to try to define each specific duty.

Ideally, the GB members should be designated by their member association through a clear and well documented process, for a limited term, which does not exclude that the same person may be designated for a new term after reporting to the member association about his/her action as GB member and soliciting such a new term.

The GB will only meet physically once every two years (at the ICPR) and so it is particularly important that members respond to ballots and other correspondence sent by the Secretary. Ballots are associated with a latest date for response which clearly must be observed. GB members should ensure that the Secretariat and the Secretary have up-to-date e-mail addresses and are notified whenever a national association changes its representative. The Secretary should always be advised of any temporary changes of e-mail address so that ballot correspondence and other urgent material can be correctly dispatched.

According to Bylaw 8.4, if a GB member is unable to be present at a meeting, he or she may designate another person to cast a proxy vote. For administrative purposes, it is desirable that a proxy is announced to the Secretary at least a week prior to the GB meeting. It is recommended that a proxy is a member of the same member society. A proxy should be well informed of the duties during the GB meeting, which includes reading the documentation and attending the entire GB meeting. A participant of the GB meeting should not carry more than two votes (which makes sense when voting by raising hands).

4. Standing Committees (SCs)

The list of Standing Committees is determined by the GB, as described in Section 8.1 of the Constitution. Additions to or deletions from the list require GB approval. With the exception of the Executive Committee, the K-S Fu Prize Committee, the J.K. Aggarwal Prize Committee, the Maria Petrou Prize Committee, and the Nominating Committee, the respective Standing Committee Chairs are appointed by the President and the Committees' duties are all defined in Section 14 of the Bylaws. The C&B do not state who should appoint the members of the various Standing Committees; practice has varied in the past and the membership lists have been drawn up either by the President, by the respective Chair or, more usually, by both, in consultation.

Committee appointments can be made at any time, as appropriate, but most Chairs will need to be appointed shortly after ICPR in order that work can commence. Diversity is recommended in each committee in terms of geography, field of research, and gender balance. A main consideration is that appointees will be those willing to accept and capable of executing the full duties of their office.

4.1 Executive Committee (ExCo)

As discussed earlier, the ExCo comprises all the IAPR Officers and is chaired by the President. It is responsible for the day-to-day running of the IAPR. It provides a forum for discussion and to advise each of the Officers in matters relating to IAPR duties. Most matters of importance are discussed using e-mail, with copies of correspondence being sent to all ExCo members. The ExCo typically has three physical meetings: at the ending of the ICPR when elected, at an interim meeting between ICPRs (often hosted by the Past President at his or her home institute), and at the beginning of the next ICPR. The costs connected with the members attending the interim meeting are taken from the IAPR budget, while traditionally their participation at ICPR is not. IAPR may take the cost of ExCo member attendance when alternative sources of funding are unavailable.

The President appoints one ExCo member to be ExCo Liaison for every Committee.

The statutory powers and duties of the ExCo are laid down in the Constitution in Sections 4.1, 4.3, all of 5, 6.1, 9.1, and 13.1 and in the Bylaws in Sections all of 5, 6.7, 6.11, all of 7, all of 9, 11.2, 12.1, and 12.3. As with the GB, it is not sensible to define specific duties of the ExCo since it is completely responsible for the running of the IAPR as the GB's and President's executive arm.

Note that the ExCo is absolutely constrained by the C&B and not to be changed without permission from the GB following Bylaw 12.2.

4.2 Nominating Committee (NC)

The statutory powers and duties of the NC are laid down in the Constitution in Section 8.1 and in the Bylaws in Sections 5.2 and all of 7. In general terms, the role of this Committee is to present to the GB, via the Secretary, a list of all the nominations by the GB members for IAPR offices, together with short reports on each candidate. Members of the Committee may also nominate candidates themselves.

The ExCo Liaison with the Nominating Committee is often the Past President (who is often the Chair).

The nomination process begins 9 months prior to the GB meeting and it will continue until the election time. The process length was set in the days of communication via mail. It has been suggested to shorten the time in the C&B. The process provides three ways in which a person may be nominated for a given office:

1. nominations through the NC;
2. nominations by the GB members through the President;
3. nominations from the floor at the GB meeting.

The three distinct manners are provided so that a free and an open election may be held at the GB meeting (GBM).



GBM -9 months The NC seeks informal suggestions from the GB and other members of the IAPR community for various positions to be filled at the forthcoming election at the GB meeting. A GB member or other person need provide

- the name,
- the office for which the person should be considered
- a brief case for support (person's qualification for the office).

These suggestions, which are not considered as formal nominations, should ideally reach the Chair of the NC by **GBM -8 months**. The purpose of the solicitation is to canvass the IAPR community and the GB for their thoughts and suggestions. The NC formalizes the nominations.

GBM -7 months The NC prepares a list of candidates proposed for various offices. NC informally discusses the candidates with members of the GB making an assessment of the support of GB for the candidates. Taking into account (1) the ability of the candidates, (2) geographical distribution, and (3) other relevant information available, the NC prepares a slate of officers for Nomination. The preparation of the nomination includes the consent to serve of the individuals, and the compilation of the CVs and a short position statement of the candidates in which they explain their plans, if elected.

This is the value added step by the NC. The collective thoughts of the NC are embodied in this list.

GBM -6 months The NC distributes the slate of officers to the ExCo and the GB. The slate may consist of multiple or single candidates for each office. CVs and position statements are placed together with a NC report in the web-space reserved for access by GB members. At this stage the obligation of the NC is complete.

After the announcement of the slate of officers by the NC, the President invites additional formal nominations from the GB. A member of the GB may make a formal nomination by providing the following information to the President:

- Name of the candidate and the office
- Consent of the candidate in writing
- CV and position statement of the candidate
- Seconding letter from another GB member

This nomination should reach the President at **GBM -3 months**. On receipt, the President will decide if the nomination is in order. If the nomination is not in order, the President informs the nominator, allowing the nominator to make up the deficiency. However, the completed/corrected nomination should reach the President by **GBM -2 months**. These nominations are also placed in the web-space reserved for access by GB members.

The purpose of this step is to avoid last minute conflicts. If any member of the GB feels that certain names should complement the nomination list, they are free to make a formal nomination. This step should avoid controversial nominations from the floor. The restricted publication on the web keeps the GB informed at all stages of the process.

GBM (0 months) At the GB meeting, additional nominations may come from the floor, if they conform to the following rules:

- a. Each nomination associates the name of the candidate with the office.
- b. The nomination must have four seconders.
- c. No more than one seconder may be from the candidate's country.
- d. No more than two seconders may be from any given country.
- e. At least two distinct regions of the world are represented among the seconders.
- f. If the candidate being nominated is not present at the meeting, a written consent from the candidate must be provided to the President.
- g. If a seconder is not present at the meeting, a written letter seconding the nomination must be provided to the President.
- h. The President decides if the nomination is in order.

At the time of election, the candidates nominated by the NC, the candidates nominated by the GB members, and the candidates nominated from the floor will be considered as candidates for election. The election will proceed according to the rules set forth in the C&B of the association.

Explanation: The above process is designed to achieve input from all GB members at various stages of the nomination process. At earlier stages, the nomination process depends on the NC, whereas at later stages, it depends on the participation of the GB. The Chair of the NC (often the Past President) and the President are the main persons involved in evaluating and preparing the slate and other materials; they are unlikely to be candidates for any office.

4.3 Membership Committee

The statutory powers and duties of the Membership Committee are described in the Constitution in Section 8.1 and in the Bylaws in Sections 2 and 3. This Committee is expected to try to encourage nationals from countries not yet belonging to IAPR to persuade their local national organizations to apply for membership and to assist them in the application process. The Committee is also responsible for checking whether applicants meet the *Criteria for Membership* (Bylaws Section 2) and to assess the effective size of the applicant's association, so that annual dues and the permitted number of GB representatives can be determined. The Committee should review effective sizes from time to time and should be prepared to consider the appropriateness of the way in which this parameter is defined in Bylaw 3.2.

In recent years, the committee has also offered assistance to scientists from countries with no national scientific organization dedicated to pattern recognition, to set up such an association and define their rules so as to serve at best the scientific community within that country or region of the world.

The ExCo Liaison with the Membership Committee is often the Secretary.

4.4 King-Sun Fu Prize, J. K. Aggarwal Prize & Maria Petrou Prize Committees

The statutory powers and duties of the King-Sun Fu Prize Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.5 of the Bylaws; this Committee is responsible for the King-Sun Fu Prize and the regulations for this are listed in Statute S.3.

The statutory powers and duties of the J. K. Aggarwal Prize Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.9 of the Bylaws; this Committee is responsible for the J. K. Aggarwal Prize and the regulations for this are listed in Statute S.7.

The statutory powers and duties of the Maria Petrou Prize Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.10 of the Bylaws; this Committee is responsible for the Maria Petrou Prize and the regulations for this are listed in Statute S.8.

The ExCo Liaison with the Prize Committees is one of the Presidents.

4.4.1 The Prizes

The King-Sun Fu Prize is granted in recognition of a technical contribution of far-reaching significance and impact on the field of Pattern Recognition or its closely allied fields made at any time in the past.

The J. K. Aggarwal Prize is granted to a young researcher (under the age of 40) in recognition of substantial contributions to the field of Pattern Recognition.

The Maria Petrou Prize is granted to a female researcher in recognition of substantial contributions to the field of Pattern Recognition.

The prizes have the following in common:

- a. Awarded biennially.
- b. Presentation at the ICPR by the President of IAPR or the respective Committee Chair.
- c. The Prize consists of a certificate or plaque and a cash prize.



- d. The name of the recipient is announced in Pattern Recognition Letters.
- e. Neither members of the ExCo nor members of the Prize Committee are eligible for the Prize nor may they act as nominators or endorsers.
- f. The presentation of the Prize is followed by a Lecture presented by the recipient. This lecture will be published in Pattern Recognition Letters. The slides of the presentation should preferably be made available on the IAPR website.
- g. The Committee should be alert to and resolve potential conflicts of interest.

4.4.2 The Committees

Composition Each Committee shall consist of five members, each serving for six years, two new members being elected every two years.

Responsibilities of the Prize Committees The committees shall administer their respective Prize, as per the rules established by the Governing Board:

- Announcing the call for nominations.
- Encouraging the President and the GB of IAPR to take an active role in ensuring the success of the nomination process.
- Evaluating the nominations.
- Sending recommendations for the Prize recipient to the GB via the ExCo.

4.4.3 Procedures for Selection of Recipients

Call for nominations At the appropriate time the Committee Chair issues a call for nomination, including an announcement of the deadline for receipt of the nomination and the endorsements. This deadline should be about eight months, but no later than seven months before the presentation of the Prize.

Every submitted nomination and endorsement should be checked to ensure that the nominations and the endorsements conform to the IAPR Bylaws. In particular, the nominator or endorser must be a member of one of the member societies of IAPR; in addition, qualified endorsements must be received for each nomination. Nominations and endorsements may not be made by members of ExCo nor by the Prize Committee.

The Committee Chair is making the submitted nomination forms and endorsements available to the Committee members for ranking. In the evaluation, the primary consideration is the impact of the candidate's technical contribution to the field of pattern recognition. The Chair will review the composite rankings, and summarize them for the Committee. The Chair will then submit to the Committee a mail ballot, accompanied by a summary of the rankings. 75% of the Committee members must vote in favor of the selected candidate in order to reach a final selection. Consequently, more than one mail ballot may be needed. If the Committee cannot achieve such a vote, then the Committee will choose the top two or more candidates. The Committee Chair will send a description of these candidates' technical contributions and the endorsers' evaluations to the GB via the ExCo for final selection.

The GB votes on the recipient from the material provided by the Prize Committee.

In recent years, the committee has usually converged on a single name, which has then been submitted to the GB for approval.



4.4.4 Responsibilities of the Prize Committee Chairs

- Announce the timetable of the Committee (see suggested time table below).
- Prepare citation for the recommended recipient.
- Prepare a description of the distribution of countries with which the nominators and endorsers of the recommended recipient are affiliated. Send this material along with the name and contributions of the recommended recipient to the GB via the IAPR Secretary.
- Inform the nominators after the GB has selected the recipient.
- Meet with members of the Committee at the ICPR where the Prize is presented. At this meeting prepare comments and suggestions for the procedures for the next Prize.

4.4.5 Timetable for the Prize Committees

10 months before ICPR	Send announcement to journals of the field, the IAPR Newsletter, member societies and appropriate mailing lists. The announcement should be published no later than ten months before the next ICPR.
7/8 months before ICPR	Deadline for receipt of nominations
6 months before ICPR	Deadline for preparation of mail ballot
4 months before ICPR	Deadline for final selection of recommended recipient, or preparation of short slate of candidates for the GB
3.5 months before ICPR	Deadline for selection of recipient by the GB
3 months before ICPR	The President notifies the recipient. The Secretariat arranges for engraving and framing of the Prize certificate with the President's signature. The Prize is announced on the ICPR website, the IAPR webpage, and in the IAPR Newsletter.
2 months before ICPR	Chair of the Prize Committee notifies all of the current nominators of the name of the recipient, and thanks them for contributing to the effectiveness of the Prize process. The Committee Chair asks the IAPR Treasurer to prepare a check for the Prize recipient. The amount of the check is determined by the IAPR Treasurer in consultation with the IAPR President.
At the ICPR	The King-Sun Fu Prize ceremony takes place at the ICPR, traditionally at the Opening Session. The Committee Chair describes the technical contributions of the Prize recipient. The IAPR President presents the Prize. The Prize recipient presents the King-Sun Fu Lecture. An upper limit on the length of the Lecture is determined by the Conference Chair in consultation with the IAPR President and the Committee Chair. The slides are made available to the IAPR web editor. A manuscript of the Lecture is sent to the editor of Pattern Recognition Letters for publication.
	The J. K. Aggarwal Prize and Maria Petrou Prize ceremonies take place at the ICPR, at plenary sessions. The Committee Chairs describe the technical contributions of the Prize recipient. The IAPR President presents the Prize. The Prize recipient presents the lecture. An upper limit on the length of the lecture is determined by the Conference Chair in consultation with the IAPR President and the Committee Chair. The slides are made available to the IAPR web editor. A manuscript of the Lectures is sent to the editor of Pattern Recognition Letters for publication.



4.5 Advisory Committee

The statutory powers and duties of the Conferences and Meetings Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.12.

14.12 The Advisory Committee shall provide assistance and guidance to the Executive Committee on topics relevant to IAPR. Its members will have long ranging experience with IAPR activities.

The ExCo Liaison with the Advisory Committee is the President, who selects the Committee Chair and members to his or her discretion.

4.6 Conferences & Meetings Committee (C&M)

The statutory powers and duties of the Conferences and Meetings Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.4. At the bidding stage for organizing ICPRs, the C&M reviews proposals and liaises with proposers, providing comments and advice. The C&M also evaluates requests for sponsorships for conferences and workshops and so on. The C&M committee has produced guidelines for bidding to host ICPRs

<http://www.iapr.org/conferences/proposals.php>, as well as guidelines for applying for sponsorship <http://www.iapr.org/conferences/sponsorship.php>. The Committee is responsible for maintaining and periodically updating these guidelines. See also Sections 6.1 and 6.3 of this document.

The Secretariat maintains a database containing details of all IAPR sponsored meetings considered to be of interest to IAPR members. One of the duties of C&M is therefore communicate with the Secretariat whenever it approves IAPR sponsorship for a meeting. The C&M committee is also encouraged to maintain its own database on the applications for sponsorship and applications to use the levy.

The C&M Committee Chair is also involved (with the IAPR Treasurer) in the decision on whether a sponsored event can use part of the levy normally payable to the IAPR for specific events connected to the workshop, conference or meeting.

The ExCo Liaison with the C&M Committee is often the Treasurer.

4.7 Constitution & Bylaws Committee (C&B)

The statutory powers and duties of the Constitution & Bylaws Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.2, which specifies duties fairly completely. This Committee and particularly its Chair should expect to be asked to assess the potential impact of new articles which may be presented to the GB for approval, but should also take a proactive role by making proposals for changes and amendments as might seem necessary. It should be noticed that an apparently simple change in one Bylaw might render others meaningless or mutually contradictory.

The ExCo Liaison with the C&B Committee is often the Past President.

4.8 Education Committee

The statutory powers and duties of the Education Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.7. The mission of the Committee is to search, collect and develop educational material (texts, films and videos, lists of speakers, lecture slides, scientific datasets, etc.) for the benefit of IAPR members and their associates. It should be a relatively large Committee so as to widen the network for information collection. The geographic dispersion of its members are both a strength and a weakness, since it is difficult to maintain co-operative activity over long distances. Thus, reliable communication is a particularly important factor in this Committee.

The committee attends to the following major items of business:

1. Selection of the winning paper for the Piero Zamperoni Best Student Paper Award (see 6.5).
2. Support of special meetings related to education in pattern recognition, image processing, and closely related areas. The organization of workshops, about educational issues in pattern recognition, coordinated with the ICPR is within the scope of the committee.
3. Call for applications and selection of IAPR Research Scholars (see 6.6).
4. Development and/or Review of Curricula. The committee is the natural body within the IAPR to collect and review syllabi and other course material for the field of pattern recognition. The committee should help to maintain a webpage with information for teachers and students who wish to find out about the typical or recommended order of topics for courses on pattern recognition. A way for the Committee to be effective is to maintain awareness, and if possible, personal contacts with members of committees of other large societies, who have major curriculum efforts involved with pattern recognition, artificial intelligence, robotics, image processing, and computer vision.

The ExCo Liaison with the C&M Committee is often the Treasurer.

4.9 Fellow Committee

The statutory powers and duties of the Fellow Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.8. When the GB voted to establish the ad hoc committee, created to administer the Fellow Program, as a Standing Committee, an initial set of rules for the election of Fellows was devised and approved by the GB. However, at the time of writing, neither these rules nor the general procedures for the Committee have reached a final status, so that the rules are not yet written into either Bylaws or Statutes. The current procedures and rules have been devised after many long discussions between the ExCo and the Fellow Committee.

The rules and criteria related to the **nomination** of the Fellows:

- nominations can be provided by any member of an IAPR Member Society, with the exclusion of the members of the Fellow Committee and the nominee him/herself, and need to be endorsed by at least an IAPR Fellow or the representative of an IAPR Member Society;
- nominees should preferably be already members of an IAPR society;
- members of the ExCo and of the Fellow Committee are not eligible;
- member Societies should not take active part in the evaluation process, even if endorsement letters from the representatives of Member Societies are welcome to support nominations;
- the main selection criterion should be the scientific quality, while service to IAPR, or to any IAPR Member Society, should be taken into account only to formulate the citation;
- instructions for nominators and nomination forms, pointing out the main criteria for selection of the new Fellows, have been prepared and are available in the IAPR webpage.

The process related to the **appointment** of the Fellows:

- The Chair sends the suggested list of fellows to the ExCo with a short report on number of nominations, spread around the world, etc.
- The ExCo checks the list and then approves it after having the possibility to remove some names. This could happen if the ExCo finds an inappropriate name on the list. In fact, the Secretariat asked is to check the names against the OFAC list.
- The Chair informs the new Fellows and their nominators. This should be happen ahead of the early-bird registration deadline.
- The GB is informed about the list when the various committee reports, including the Fellow Committee report, is sent for the GB meeting.
- The President prepares together with the Secretary a letter to the Fellow's head of institute or similar describing the Fellow Award - either to be mailed to the institute or to be handed to the Fellow at the award ceremony to forward him- or herself.

The ExCo Liaison with the Fellow Committee is often the Secretary.



4.10 ICPR Liaison Committee

The statutory powers and duties of the Conferences and Meetings Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.11.

14.11 The ICPR Liaison Committee shall act to ensure continuity in the organization process of future conferences and monitor upcoming conferences on behalf of IAPR. Past organizers of ICPR will be among the members of this committee.

The ExCo Liaison with the ICPR Liaison Committee is often the President.

4.11 Industrial Liaison Committee (ILC)

The statutory powers and duties of the Industrial Liaison Committee are laid down in the Constitution in Section 8.1, in the Bylaws in Section 14.6 and in Statute S.4, which relates to the Best Industry-Related Paper Award (BIRPA). Guidelines for BIRPA are available in 6.2.

The Committee has a broad mission to “*improve IAPR’s interface with Industry, and [for] facilitating the involvement of industrialists in IAPR*”. This implies that the ILC Chair should make sure that the Committee contains members who hold influential industrial positions or who have strong industrial collaborations and/or industrial contacts with such people. An Industrial Affiliates Membership programme has been established and this Committee is expected to encourage appropriate companies to join.

The ExCo Liaison with the Industrial Liaison Committee is often an ExCo member with experience on industry collaborations.

4.12 Publications & Publicity Committee (P&P)

The statutory powers and duties of the Publications & Publicity Committee are laid down in the Constitution in Sections 8.1 and 12.1 and in the Bylaws in Section 14.3. The editors of the IAPR publications are *ex-officio* members of this Committee (i.e., Pattern Recognition Letters, MVA, IJDAR, the IAPR Newsletter, and the IAPR website).

The Committee, particularly through the various editors, will largely determine what IAPR publishes. Information leaflets are also within the sphere of influence of the Committee. In the past, the Committee has tended to neglect the ‘publicity’ part of its title and there have been very few deliberate attempts to arrange IAPR publicity at conferences (other than the ICPRs) and in non-IAPR publications. Activities of this sort initiated by the Chair would clearly be welcomed by IAPR. In particular, it would be very welcome to increase awareness in technical and scientific communities related to IAPR (such as IEEE and AGM) about the various IAPR prizes, awards, and fellowships.

The ExCo Liaison with the P&P Committee is often an ExCo member with experience on publisher collaborations.

5. Technical Committees (TCs)

Although not mentioned in the Constitution, the Technical Committees (TCs) form an important part of the IAPR structure. The role of the TCs and their organization is described in Section 10 of the Bylaws and corresponding Guidelines have been written by previous Vice-Presidents responsible for the TCs. The GB sets up new TCs and the TC Chairs are appointed by the President. These appointments are for a two-year period, but might be extended by a single re-appointment by the next President. Experience over the years has shown that some TC Chairs have found it impossible to stimulate activity in their TCs, sometimes because of an over-wide distribution of membership and sometimes because of lack of drive on the part of the Chair. It is an obvious duty of the ExCo Liaison of the TCs to review continually the effectiveness of each TC and its Chair and to make recommendations to the President and to the GB if changes are considered necessary.

5.1 Introduction

IAPR Technical Committees provide the focus for technical activities of IAPR members in the key areas of pattern recognition, computer vision, and image processing. The aim here is to define the terms of reference and the procedures for the operation of IAPR TCs. The following guidelines are meant not to be normative in a rigorous manner which would hinder initiatives and creativity, but to avoid significant disparities between the ways various TCs are organized and run. In the unexpected case where any information in these guidelines would be in contradiction with the IAPR C&B, the latter take precedence and are the only binding rules.

5.2 Membership and Organization

The leading role of each TC is played by its Chair who is appointed by the President of IAPR. The appointment is for a period of about two years to coincide with the IAPR President's term of office. The appointment is normally extended for one additional two-year period.

The bylaws say that “Members of a Technical Committee are appointed by the Chair”. In practice, this is handled in many different ways. It is suggested that first-level membership in a TC (access to website, to newsletter and other information) should be open to all individual members of our member societies, who should be automatically re-appointed by default when the Chair is changed or re-appointed by the President. The Chair of the TC controls and officially appoints what can be called second-level members (steering committee, management of TC events, management of educational resources, access to restricted benchmarking databases or to software repositories, etc.).

Membership in a TC should be international, i.e., representative of the international aspect of IAPR. Whereas a TC in its starting phase may be limited to a country or a small group of countries, it should be natural for it to extend its membership to other regions of the world. This should also be reflected in the leadership of the TC, which should be rotating from one member society to another.

The size of membership in a TC should be representative of the field; without requesting hundreds of members in each TC, it is worrisome to have a TC with less than 10 members, for instance.

The TC Chair is appointed by the IAPR President or the ExCo Liaison for the TCs, based on decision of the IAPR ExCo. It is recommended that every TC has a TC Vice-Chair, appointed by the TC Chair through some democratic process within the TC. The ExCo Liaison is informed about this appointment.

It is recommended that a TC has a Steering Committee that includes some previous TC Chairs as well as several of the most active scientists in the TC area.

Links between TCs: there are some overlaps or intersections between TC activities. This is not a problem *per se*. Interactions and coordination between TC activities are encouraged.

For any additional question about membership, and for all reporting, the TC Chair can contact the ExCo Liaison (usually the 1st Vice-President) for advice.



5.3 Scope of Activities

The main tasks of the IAPR Technical Committees include:

- To plan workshops in the respective topics.
- To provide useful information to IAPR members, such as surveys of software systems for computer vision and image processing, organize common image databases, sponsor systematic evaluation of algorithms, etc.

5.4 Procedures and recommendations

5.4.1 Workshops and conferences

A natural component of a TC is usually to organize at least one key event, workshop or conference. This event should be truly international, i.e., with an international program committee, and it should move from one institution to another, preferably from one country to another and from one continent to another. If a TC event remains in the same area of the world for a long period, then it may reflect a lack of international involvement within the TC.

It is necessary but not sufficient to claim that a TC sponsors an event; it should be submitted to the C&M Committee for official approval and sponsorship, as specified in the IAPR Guidelines.

IAPR sponsored events in general, and TC workshops in particular, should not “compete” with each other, but rather have complementary roles. This is especially true for satellite workshops organized in close connection with our main events, which should give additional benefit to attending both.

Proposals for workshops, including the budget, should be submitted to the C&M Chair. The budget should aim at zero balance or, if need be, a modest surplus to generate a TC operating fund to cover TC's routine administrative expenses.

5.4.2. Web presence and educational material

All TCs must have an active web presence.

TCs are advised not to reserve their own domain names and work on their own hosting solutions, but to get in touch with the joint work for the whole of IAPR, under the auspices of the Publications and Publicity Committee.

TCs should synchronize with the Education Committee to contribute to educational material in their specialized area.

TCs should closely work with Industrial Liaison Committee to attract industrial companies where possible to more close relations with IAPR.

TCs should feel responsible for providing articles to the IAPR Newsletter, at least one over a 2-years period. The contact person is the Newsletter Editor.

5.4.4 Responsibilities of the TC Chair

1. Establish TC membership list (addresses, telephone numbers, e-mail, etc.).
2. Organize TC planning meetings at IAPR events or other events frequented by IAPR members.
3. Regularly update the IAPR Newsletter Editor on TC activities (plan of activities, call for papers for workshops, reports on workshops held, etc.).
4. Report on TC activities to the ExCo Liaison for TCs twice per term (before the ExCo interim meeting and before the ICPR). In addition to all the activities carried out and planned, the second report should also submit nominations for a TC Chair successor.
5. Make available the database of TC members, workshop mailing lists and any other useful information to the next Chair to facilitate TC continuity of operation.
6. Attend the meeting of TC Chairs held on the first day of ICPR.
7. Maintain the TC webpages.



5.4.5. Report to IAPR

Before an ICPR, the TC Chair should prepare and submit a final report of the TC's activity for evaluation by the ExCo. The report should also provide suggestions for future plans and for the Chair to be appointed in the next period.

A meeting of TC Chairs is organized during ICPR to go through these reports and discuss future plans. It is expected that each TC be represented by its Chair or a member of its Steering Committee.

Between ICPRs, a mid-term report should be prepared and submitted to the ExCo on request by the ExCo Liaison with the TCs.

5.4.6. Creation of new Technical Committees

New TCs or changes in the name and scope of existing committees are subject to GB approval. Therefore, it is necessary to keep in mind the specific periods for GB discussion and vote when submitting proposals to the ExCo. Please, refer to the C&B for GB procedures.

These Guidelines were originally prepared by the Constitution & Bylaws Committee in association with other IAPR Committee Chairs. Updates have been made from time to time by the IAPR Executive Committees, in consultation with Committee Chairs.



Ingela Nyström
Past President 2016—2018

Alexandra Branzan-Albu
Secretary 2016—2018

6. Appendices

6.1 Guidelines for bidding to host and organize ICPRs

This very important part of IAPR business has been detailed in a specific document, named “Guidelines for Organizing and Bidding to Host the International Conference on Pattern Recognition”, which is made available through the IAPR website. See <http://www.iapr.org/conferences/proposals.php>

6.2 Guidelines for the Best Industry-Related Paper Award (BIRPA)

1. Approximately 10 papers are selected by the Track Chairs of ICPR with the following criteria:
 - accepted to ICPR
 - good reviews
 - at least one industrial-affiliated author
 - topic has some practical or industrial-related application
2. These papers are sent to the Chair of the Industrial Liaison Committee (ILC), who examines the papers to see if they are appropriate.
3. The best paper will be selected by a committee appointed by the ILC Chair.
4. The committee is instructed to rank the papers on the basis of:
 - a. strong in two aspects: industrial-related and scientific content
 - b. important qualities: novelty, potential for impact, experimental evidence, and presentation
5. Members return rankings to Chair, who accumulates scores and determines a top trio who is invited to an Industry Panel session at ICPR, where the winner is announced.
6. The ILC Chair communicates the winning paper to the Secretariat
7. Framed award certificates are produced.
8. Award presentation is made at the ICPR Paper Prize Ceremony .

6.3 Guidelines for applying for meeting sponsorship

IAPR is a non-profit organization whose goal is to promote better worldwide communication by sponsoring Conferences and Meetings in the field of Pattern Recognition. Sponsorship entitles organizers to use the IAPR name and logo on all official announcements and documents. IAPR promotes the meetings.

There are two levels of IAPR involvement in meetings: IAPR Sponsored events and IAPR endorsed events. See <https://iapr.org/conferences/sponsorship.php>. How to apply for IAPR sponsorship/endorsement is described at <https://iapr.org/conferences/applications.php>.

6.4 Guidelines on How to Join IAPR

The members of IAPR are national or multinational non-profit scientific societies. If there already exists a Society within the IAPR area of interest in your country it can apply for membership, either in its entirety or - in some special cases - a sub-group of the Society can apply. The smallest membership size for the IAPR members is about 25 persons.

Application for IAPR membership

1. Send a description of your organization to the Chair of the Membership Committee. This description should contain enough information to decide if the organization meets the requirements of Bylaw 2. Also, send an English translation of the constitution of the organization as well as a description of the organization’s fields of interest, and of its activities.
2. Information on the effective size of the organization is also required. If the organization is completely devoted to pattern recognition or one of its sub-fields, its effective size is equal to

the number of members. If the scope of activity is broader, the number of members actively interested in IAPR-related activities must be determined. If there is no other indication, such as a defined subgroup within the organization, a reasonable criterion is the number of members that would be interested to receive the IAPR Newsletter regularly.

3. After this information has been received, the Membership Committee will consider if the organization is suitable for IAPR membership. In case of a positive decision, the applicant will be invited to send to the Chair of the Membership Committee a formal application for membership, signed by an authorized representative of the organization.
4. On receipt of this application, GB will vote by ballot on the acceptance of a new society. This can be by mail ballot and need not wait for the next GB meeting. If and when a majority of the GB votes for admittance to the IAPR, the applicant will be informed of this decision and asked to provide a list of members (names and short affiliations only).
5. After the new society has paid the dues and provided the list of members, it should elect their GB member(s), who will represent the society at and between the GB meetings. The names and contact information of the newly elected GB members should be communicated to the IAPR Secretary and to the Secretariat. The society's GB members will receive the Newsletter and all other information distributed by the IAPR.

6.5 Guidelines for the Piero Zamperoni Best Student Paper Award

It is the policy of the IAPR to make an award at each ICPR for the best paper authored by a student. The primary purpose of this award is to acknowledge and encourage excellence in pattern recognition research by students, and to help assure the future livelihood of the field. The award also honours the memory of Dr. Piero Zamperoni, an outstanding educator in pattern recognition.

Eligibility for the award is restricted to papers authored or co-authored by a student. There must be no more than two authors, and if only one author of a co-authored paper is a student, then the other author must certify that the work presented in the paper is primarily the work of the student. The student author must have been a registered student at the time of paper submission.

When submitting their contributions, students should make known that they satisfy the education criteria. Students should receive, together with the acceptance notification, a request to provide two extra copies of their camera-ready contribution (for the Education Committee, who will also be sent all the relevant review forms from the conference papers reviewing bodies).

The selection of the award winner is made by a committee appointed by the Education Committee Chair. The selection criteria include the following:

- a. topic: the paper should make its contribution in the field of pattern recognition;
- b. technical quality: the paper's technical contribution should be as important as possible, highly original and technically sound;
- c. presentation: the paper should communicate its results in an exemplary style, with strong organization, appropriate discussion of prior work, and general clarity and integrity.

According to an agreement with Elsevier currently in place, the winner receives a cash amount and a 2-years free subscription to Pattern Recognition Letters. If this agreement came to be cancelled, it would be the responsibility of The Education Committee to try to find suitable sponsorship for the award so as to fund some token to be presented to the winner.

The rules for the competition for the award will be published on the ICPR website. The name of the winner will be announced both in the IAPR Newsletter and on the IAPR website and the award will be presented at the ICPR conference banquet.

6.6 Other awards

A number of other awards are given under the auspices of the IAPR, be it at IAPR or at other sponsored events. Without any claim of completeness, and just as a “corporate memory”, the following awards and prizes have been handed out, in addition to the King-Sun Fu Prize, the J.K. Aggarwal Prize, the Maria Petrou Prize, the Piero Zamperoni Best Student's Paper Award, and the Best Industry Related Paper Award, which have already been mentioned:

- Best Biometrics Student Paper Award (BBSPA) – The BBSPA is administrated by IAPR TC4 on Biometrics, and awarded annually, on even years at ICPR, on uneven years at ICB. Awarded to the best paper authored by a student in the biometrics field to acknowledge and encourage excellence. Eligibility for the award is restricted to papers whose first author is a student who must have been a registered student at the time of paper submission. The paper must be closely related to biometrics and must have been accepted for oral presentation at the conference of the year. The Award is derived from an IAPR restricted account and consisted of a cash amount of \$1,000 and a suitably inscribed certificate.
- IBM Best Student's Paper Award – The IBM awards are given to the best student's papers in each of the ICPR tracks to acknowledge and encourage excellence research by students in all areas of Pattern Recognition, and to help ensure the future livelihood and sustainability of the field. Eligibility for the award is restricted to papers authored or co-authored by a registered student at the time of paper submission. Each award consists of a cash amount – sponsored by IBM - and a suitably inscribed certificate.
- Best Scientific Paper Awards – One award for each ICPR track have been given to papers selected by the Technical Program Committee of ICPR. Each award consists of a cash amount and a suitably inscribed certificate. ICPR typically finds sponsors for these awards.

6.7 IAPR Research Scholarships

IAPR Research Scholarships, awarded by the IAPR through its Education Committee, seek to make possible mobility across institutions and international boundaries for Early Career Researchers working in fields within the scope of the IAPR's interests. Through this program, the IAPR sees an opportunity to make a significant contribution to the development of Early Career Researchers as well as the wider Pattern Recognition community.

Covered expenses, funding and duration:

- The scholarship will cover round trip travel and basic living expenses
- The visit will last no more than 12 months.

Requirements:

- The candidate must be a full-time researcher (PhD student who has completed at least one year's study at this level or someone employed as a full-time researcher who has been active in the field for fewer than eight years and is working at a level equivalent to a PostDoc).
- The candidate must be member of an IAPR member society.
- The covered travel and housing expenses cannot be funded by another scholarship. If there is a shortfall between the actual costs and the amount covered by the scholarship, the candidate may seek complementary funding from the home or the host institution.
- The host institution must be different from the candidate's home institution and should be in a different country
- The home and host institutions must give explicit approval by a signed letter.
- A successful applicant will be permitted to adopt the title “IAPR International Scholar” for the period of the award.

Contact Information: Chair of IAPR Education Committee and IAPR Secretariat Linda O'Gorman secretariat@iapr.org.



6.8 IAPR Travel Stipends

For some ICPRs, it has been the role of the Secretary to initiate the IAPR Travel Stipend process. The call will be sent out soon after the notification of acceptance and be finalised in time for the ICPR camera ready registration date.

The IAPR Secretary

1. Formulates the call for travel stipends
2. Discusses criteria to use with the ExCo and the ICPR organisers
3. Asks the ICPR organisers to e-mail authors of accepted papers the call
4. Asks the ICPR organisers to announce the travel stipend on the ICPR webpage
5. Collects the applications
6. Assists the ICPR organisers in ranking the applications according to the criteria
7. Shares the ranking with the ExCo and the ICPR organisers
8. Lets the ICPR organisers select the XX top applicants
9. Informs the XX recipients
10. Asks the ICPR organisers to e-mail authors that the recipients have been selected and informed

Note that **8** is important with the tax regulations; the ExCo should not take the decision, just assist in the process.

Criteria for ranking (in decreasing order of importance):

- i. Application is complete
- ii. Financial need is well justified
- iii. No co-authors are attending
- iv. Author of several papers
- v. PhD student (over Seniors, MSc students, and others)
- vi. Member of an IAPR Society
- vii. From country with difficulty to travel to ICPR
- viii. If two applications are similar in all criteria above, then female applicants are in favour over male applicants as a step to increase female attendance at ICPR.