

**IEEE Information Theory Society Board of Governors Meeting
Pacifco Conference Center, Yokohama, Japan, June 29, 2003 10:00 AM**

Mehul Motani

Attendees: John Anderson, Daniel Costello, Thomas Cover, Michelle Effros, Tony Ephremides, Ivan Fair, Tom Fuja, Marc Fossorier, Joachim Hagenauer, Chris Heegard, Hideki Imai, Torleiv Klove, Ralf Koetter, Ioannis Kontoyiannis, Ryuji Kohno, Steven McLaughlin, Mehul Motani, Paul Siegel, David Tse, Alexendar Vardy, Han Vinck, Sriram Viswanath.

The meeting was called to order at 10:00 AM by Society President Han Vinck. The members of the Board were welcomed and introduced themselves.

1. The agenda was approved and distributed.
2. The minutes of the previous meeting in Paris, France on March 31, 2003 were approved as distributed.
3. The President began by reporting on the IEEE TAB meeting which was held earlier in the year. He reported that IEEE was very concerned about its financial situation. In 2002, IEEE suffered a \$16M deficit.

It was reported that due to redistribution of the IEL and ASPP income, the Society would be getting \$100K more based on content (the society has the largest journal offering) and downloading statistics. The Society will also be repaid 20% of the investment it has made in the digital library.

The President also reported that the Society was successful in participating in IEEE awards and suggested that more Society members be nominated for such awards.

4. The Awards Committee report was presented by Hideki Imai.

The Awards Committee has nominated Bob Gallager for the 2003 "Cristofore Colombo" International Communications Award.

It was reported that the IT Society Members on the Joint IT/ComSoc Paper Award Committee and the chair of the IT Society Awards Committee selected one paper out of three nominations from members of the Awards Committee and submitted it to the Joint IT/ComSoc Paper Award Committee on April 16. There was no nomination from ComSoc. On June 18, the Joint IT/ComSoc Paper Award Committee decided to award the single nominated paper the Joint IT/ComSoc Best Paper Award. The winning paper is: S. Shamai (Shitz) and I. Sason, "Variations on the Gallager Bounds, Connections, and Applications," IEEE Transactions on Information Theory, Vol. 48, No. 12, pp. 3029-3051, December 2002.

→**Action Item** It was agreed by the Board that the Joint IT/ComSoc Paper Award procedures be added to the Bylaws. This needs to be in conjunction with ComSoc.

It was reported that the total number of nominations for the IT Society Paper Award for the period 2001-2002 was 10. Three papers shown survived the last round of voting of the Award Committee:

- Lizhong Zheng and David N. C. Tse, "Communication on the Grassmann manifold: A geometric approach to the noncoherent multiple-antenna channel", IEEE Trans. Info. Theory, vol. IT-48, pp. 359 - 383, February 2002.

- Vladimir I. Levenshtein, "Efficient Reconstruction of Sequences," IEEE Transactions on Information Theory, vol. 47, no. 1, pp. 2-22, Jan. 2001.

- S. Verdu, "Spectral efficiency in the wideband regime," IEEE Transactions on Information Theory, special issue in memory of A. Wyner, on "Shannon theory: perspective, trends and applications", vol. 48, no. 6, pp. 1319-1343, June 2002.

According to the bylaws, the Board shall vote for the nominees by ballot, conducted by the Society President or designee, at the first Board Meeting following June 1st of the award year. The President informed the Board that several member of the Board could not attend the meeting due to visa problems. The Board voted unanimously to delay the vote and conduct an email ballot by August 1.

→**Action Item** The Board voted unanimously to revisit the Bylaws with respect to voting for the IT Paper Award at the BOG meeting.

5. The membership report was presented by Steven McLaughlin. He reported that the Society membership has dropped by 10% since last year (at the same time of the year). Since IEEE has seen a similar drop in its membership, it was suggested that this is the reason for the Society's drop. Steven also reported that the Society was participating in an IEEE wide questionnaire dealing with some membership issues.

Steven also noted that the Society chapter luncheon would be held on Thursday and invited any interested Board members to attend.

→**Action Item** The Board requested that Steven report more details on the 10% drop in Society membership at the next Board meeting. Steven reported that there were 100 ISIT attendees who were not IT Society members and suggested contacting them regarding membership.

→**Action Item** The Board requested that Steven, in cooperation with Michelle Effros, present a proposal at the next meeting addressing membership issues including ideas and suggestion for increasing Society membership.

6. The treasurer's report prepared by Marc Fossorier was distributed and discussed. The net worth (defined as total assets - deferred income) of the Society was \$541K.

→**Action Item** It was noted that the finance figures for 2003 were not available from IEEE. The Board requested that Marc report the finances to the Board when the detailed figures are available.

7. There was nothing to report with respect to the IT Society Newsletter.

8. There was nothing to report with respect to the IT Society Website.

9. Matters related to Symposia and Workshops

- (a) The President reported on a request by IEEE-SA section to financially co-sponsor ISIT 2005 to be held in Adelaide, Australia. The Board voted unanimously not to accept financial co-sponsorship.

- (b) Tom Cover presented a proposal by Gadiel Seroussi and Andrea Goldsmith for ISIT 2006 in San Francisco. Tony Ephremides also noted that there was interest to hold ISIT 2006 in Seattle. The Board requested proposals with financial details from these two parties and will consider them at the next meeting.
 - (c) Ryuji Kohno reported on ISIT 2003. Several issues, including the SARS situation, the technical program, financial aid, and budget, were discussed.
 - (d) Dan Costello gave an update on ISIT 2004. He noted that the preparations were on schedule, the CFP has been distributed, and copies of the posted are to be displayed. He also noted that the registration fee has been raised to \$475. The 2004 symposium will be held June 27 - July 7, 2004 at the downtown Marriott in Chicago.
 - (e) The 2004 ITW 2004 workshop to be held in San Antonio was discussed. The current proposal is to hold the workshop in October/November timeframe. It was suggested to hold the workshop in December instead, so as not to conflict with the Allerton conference. The matter will be discussed at the next meeting.
 - (f) There was nothing new to report regarding ISIT 2005.
 - (g) The Board approved technical co-sponsorship of ISITA 2004 to be held in Italy in October.
 - (h) The matter of ISIT 2007 in Germany was discussed.
 - (i) The Board approved technical co-sponsorship of WiOpt to be held in April 2004 in Cambridge.
 - (j) It was suggested by the President that the Awards luncheon of the annual symposium be free for members of the IT Society only.
 →**Action Item** It was noted that the IEEE-SA section should be notified of the Board's decision not to accept financial co-sponsorship of ISIT 2005. It was also noted that ISITA 2004 and WiOpt organizers should be notified of the Board's positive decision on technical co-sponsorship.
10. The new CD-DVD initiative was discussed by Steven McLaughlin. The subject is the CD/DVD containing electronic copies of the IT Transactions. The main issue is whether the Society should aim to make money from the sale of the CD/DVDs or should just give it away to all members. Two proposals arose from these discussions. The first is for the Society to update, produce and sell these CD/DVDs to interested parties. The second proposal, presented by Chris Heegard, is to give them free to all members and sell to others. Chris also requested that the CDs be updated with the papers published after 1998. It was noted that this will add to the benefits of IT Society membership and can be used as an incentive to encourage people to join the Society.
 →**Action Item** The Board requested Steven to study the CD-DVD initiative issue and present a proposal to the Board at the next meeting in October.
11. The Board unanimously approved the Distinguished Service Award, which was discussed at the previous Board meeting in October 2002.

12. A report on the Transactions on Information Theory was distributed by Paul Siegel, the Editor-in-Chief.

It was reported that the Transactions continue to have no backlog and this policy would be lifted only in certain circumstances

The Board approved the following editorial appointments:

Communications - Babak Hassibi (CalTech) , new position, effective August 1, 2003.

Coding Techniques - Oyvind Ytrehus (University of Bergen), new position, effective July 1, 2003.

Coding Techniques - Marc Fossorier (University of Hawaii at Manoa), replacing Rudiger Urbanke, effective October 1, 2003.

Coding Theory - Gilles Zemor (ENST), replacing Jorn Justesen, effective August 1, 2003.

Coding Theory - Bob McEliece (CalTech), replacing Ralf Koetter, effective September 1, 2003.

The issue of time to publication was discussed and a report, showing the average number of weeks from submission to publication for regular papers and correspondence articles published in issues of the Transactions from July 1998 to the present, was distributed.

With respect to the time to publication, the role of the associate editors (AE) was discussed. It was noted that promptness of the AE in handling papers was critical and that AE are currently sent reminders. It was also agreed that the Editor-in-Chief have the authority to remove an AE if necessary.

Electronic publishing issues were discussed and a report comparing electronic publishing software products, including ScholarOne's Manuscript Central was distributed.

The Board approved an ad-hoc committee to look at publication issues, including improved notifications and acknowledgements to authors who have submitted manuscripts for publication. The committee members include Paul Siegel, Ralf Koetter, John Anderson, Tony Ephremides, and Alex Vardy.

→**Action Item** The Board requested that the ad-hoc committee looking at publications issues write a detailed task description and report at the next meeting in October.

13. Ivan Fair discussed the report of the education subcommittee. The President noted that members should lend their full support to the efforts of the education subcommittee. He suggested that anyone with input should email Ivan with their comments.

→**Action Item** The Board requested that the Education committee present a more detailed report on their activities at the next meeting in October.

14. Joachim Hagenauer reported on the nominations for the Board. Six outgoing members have agreed to re-run. Six others have already been nominated. In addition, Alex Barg was nominated. The Board closed and unanimously approved these nominations for the Board.

The Board unanimously approved and closed the following nominations:

Two nominations for 2nd Vice-president - Dave Neuhoff and Bixio Rimoldi.

One nomination for 1st Vice-president - Steven McLaughlin

One nomination for President - Hideki Imai

15. The floor was then opened up for all other business.

Chris Heegard raised an issue concerning the NSF that could have both good and bad implications for the Society. He noted that Julia Abrams, who handles most of the IT grant proposals, was leaving NSF. The IT Society should recruit someone to serve in NSF to protect the interests of Communications, Signal Processing and IT. He suggested that a group of IT Society members should go to Washington and discuss the matter with CISE.

The Board approved the formation of an ad-hoc committee to liason with NSF. The committee includes Chris Heegard, Tony Ephremides, Tom Fuja, Dave Forney, and Bruce Hajek.

→**Action Item** The Board requested that the ad-hoc committee tasked to liason with the NSF report on their activities at the next meeting in October.

The President, Han Vinck, noted that IT Society Board members plan to meet with SITA, the Japanese IT Society, to have discussions and improve relations.

→**Action Item** The Board requested that Han report the outcome of the SITA meeting at the next meeting in October.

16. The President announced that the next Board meeting will be held on October 1, 2003 at the Allerton conference. Further details will be provided at a later date.
17. The meeting was adjourned at 2:15 PM.