

IFIP TC14 HANDBOOK

1 INTRODUCTION

This Handbook for Technical Committee (TC14) Members, Working Group (WG14.x) Chairmen and their members has been prepared to provide general guidance and to assist those leading the work of TC14. All TC Members and WG Chairmen should also refer to the various documents available from the IFIP Secretariat and the IFIP Internet hub. All TC Members and WG Chairmen should obtain a copy of the publications listed in section REFERENCE DOCUMENTS of this handbook. These give guidance on IFIP policies and procedures, and help to ensure the maximum effectiveness of TC and WG activities. This handbook may be provided to WG Members, if a WG Chairman wishes. It is not obligatory, but recommended. Where necessary, clarification on any issue should be sought from the TC14 Chairman or the IFIP Secretariat. Contact addresses (including email, telephone and facsimile numbers) can be obtained from the TC14 Membership List; the most recent version of this list is in the TC14 Web page.

The TC14 Web page address is: <http://www.org.id.tue.nl/IFIP-TC14/index.html>

The IFIP Web page address is: <http://ifiptc.org/?tc=tc14>

2 IFIP

2.1 PURPOSE AND GOALS

IFIP's mission is to be the leading, truly international, apolitical organization, which encourages and assists in the development, exploitation, and application of Information Technology for the benefit of all people.

The principal elements of IFIP are:

1. To stimulate, encourage and participate in research, development and application of Information Technology (IT) and to foster international co-operation in these activities.
2. To provide a meeting place where national IT Societies can discuss and plan courses of action on issues in our field, which are of international significance, and thereby to forge increasingly strong links between them and with IFIP.
3. To promote international co-operation directly and through national IT Societies in a free environment between individuals, national and international governmental bodies and kindred scientific and professional organizations.
4. To pay special attention to the needs of developing countries and to assist them in appropriate ways to secure the optimum benefit from the application of IT.
5. To promote professionalism, incorporating high standards of ethics and conduct, among all IT practitioners.
6. To provide a forum for assessing the social consequences of IT applications; to campaign for the safe and beneficial development and use of IT and the protection of people from abuse through its improper application.

[Approved version at business meeting (Trondheim, Norway); 2 October 2015; version 2.5]

7. To foster and facilitate co-operation between academics, the IT industry and governmental bodies and to seek to represent the interest of users.

8. To provide a vehicle for work on the international aspects of IT development and application including the necessary preparatory work for the generation of international standards.

9. To contribute to the formulation of the education and training needed by IT practitioners, users and the public at large.

IFIP takes no account of the political, social, or economic aspects of its member organizations because IFIP is totally dedicated to the transfer of scientific and technical information and experience. IFIP work is based on volunteers who cover their own expenses in respect to their attendance at meetings. Developing nations are of special concern to IFIP. It is a major and an important task to contribute to technology transfer between these nations and developed nations and newly industrialized countries. Meetings must be held in countries, which will grant visas for all participants, as IFIP does not address itself to political issues.

2.2 REFERENCE DOCUMENTS

The following documents will provide more detailed information about IFIP policies and operation, and will be useful to TC Members and WG Chairmen.

IFIP Information Bulletin

(http://www.ifip.or.at/bulletin/index.php?option=com_content&task=view&id=134&Itemid=450)

This publication, normally issued annually in electronic form and regularly updated on the IFIP Website, contains all names and addresses of the IFIP General Assembly (GA) representatives, Technical Committee (TC) and WG Chairmen, and names of all TC and WG Members with country affiliation. It also contains committee members, job charters, and the aims and scopes for the various TC's and WG's.

Statutes and Bylaws

(http://www.ifip.or.at/bulletin/index.php?option=com_content&task=view&id=67&Itemid=139)

Publications

(http://www.ifip.or.at/bulletin/index.php?option=com_content&task=view&id=103&Itemid=198)

IFIP Event Plan

(http://www.ifip.or.at/bulletin/index.php?option=com_content&task=view&id=28&Itemid=76)

Contains a list of all approved activities.

IFIP Newsletter

(http://www.ifip.or.at/bulletin/index.php?option=com_content&task=view&id=134&Itemid=450)

The IFIP Newsletter is an important element of IFIP's communication with its Members and is published quarterly in both hard copy and electronic form.

IFIP Event Approval Guidelines

(http://www.ifip.org/index.php?option=com_content&task=view&id=137&Itemid=452)

A reference document on the process of managing events.

Copies of the above reference documents can be obtained electronically from the IFIP website. The administrative, communication, and information hub of IFIP is the IFIP Secretariat in Laxenburg:

IFIP Secretariat	Tel.:	+43-2236 73616
Hofstrasse 3	FAX:	+43 2236 736169
A - 2361 Laxenburg	Email:	ifip@ifip.org
AUSTRIA	Web:	http://www.ifip.org/

3 TC14 Entertainment Computing

3.1 AIMS AND SCOPE

AIMS The general aim of this committee is to encourage computer applications for entertainment and to enhance computer utilization in the home; in particular this technical committee will pursue the following aims:

- to promote a new type of entertainment using information technologies;
- to encourage non-traditional human interface technologies for entertainment;
- to enhance algorithmic research on board and card games;
- to encourage hardware technology research and development to facilitate implementing entertainment systems.

SCOPE The Scope of its work includes all aspects of entertainment systems, such as research on and design, manufacture and operation of products, systems, concepts and architectures related to entertainment computing.

- Algorithm and strategy for board and card games (algorithms of board and card games; strategy control for board and card games; level setup for game and card games).
- Audio (music informatics for entertainment; 3D audio for entertainment; sound effects for entertainment).
- Edutainment (entertainment technologies for children's education; open environment entertainment robots for education).
- Entertainment human interface technologies (haptic and non-traditional human interface technologies; mixed reality human interface technologies for entertainment).
- Entertainment robots (ICT-based toys; pet robots; mental commit robots; emotion model and rendering technologies for robots).
- Entertainment systems (design of entertainment systems; entertainment design toolkits; authoring systems).
- Interactive TV and movies (multiple view synthesis; free viewpoint TV; authoring technologies).
- Novel entertainment using ICT (network-based entertainment; mobile entertainment; location-based entertainment; mixed reality entertainment).
- Theoretical aspects of entertainment (sociology, psychology and physiology for entertainment; legal aspects of entertainment).
- Video game and animation technologies (video game hardware and software technologies; video game design toolkits; motion capture and motion design; interactive

story telling; digital actors and emotion model).

3.2 MEMBERSHIP

All full Member Societies of IFIP are entitled to nominate one representative as a member of TC14. All TC14 representatives have full voting rights. Other members of IFIP may nominate observers to attend TC14 business meetings. TC14 can invite guest and honorary members as observers (an observer has no voting rights).

TC14 members are appointed by the TC14 chairman on the advice of the National GA Member. Each TC14 member serves as national representative (rep.) for three years, but the term may be renewed without limitation. Only the representatives of Full IFIP Members Societies and Working Group Chairmen have full voting rights in the TC. The TC14 Chairman can invite well reputed scientists as guest members (a guest has no voting rights).

The TC14 Chairman is appointed by IFIP President on the recommendation of the TC14. A Vice-Chairman and Secretary are appointed by the TC14 Chairman. All positions serve for a three year term which can be renewed once for the Chairman and Vice-Chairman and without limitation for the Secretary. WG14.x Chairmen are full members of the TC14 according to the IFIP rules.

3.3 MEMBERS' RESPONSIBILITIES AND REPORTS

As representatives of their national Member Societies, TC14 Members have a dual responsibility - both to monitor and help forward the work of the TC14 and to represent interactively the member society and the TC14 to each other. This is best done through personal attendance at TC14 meetings and events; however, it is recognized that distance, travel costs and limitation of funds within the member's society may limit the extent of personal attendance. Nevertheless all TC14 Members are expected to be 'active' either through direct personal attendance or through indirect contributions (i.e. skype, google+, flashmeeting, email, phone, fax, or letter), and to attend in person (or proxy) at least one out of four TC14 meetings in two years period. Therefore, TC14 trusts that:

TC14 Members will demonstrate active interest and regular participation in TC14 activities.

Active participation is interpreted to mean direct personal attendance or indirect contributions (i.e. via skype, google+, email, phone, fax, or letter) to TC work, including especially the brief annual report (see section Reporting to TC14). The non-attendance of four consecutive TC14 meetings will be taken as an indication that the member (i.e. national rep or WG chairman) is no longer interested in the TC/WG work and will lead to the TC Chairman discharging of this member and asking the member society/WG to replace its representative/chairman to their earliest convenience. In case the member, WG and/or the related IFIP member society is not responding within a reasonable amount of time, TC14 will automatically exclude this particular member from all activities and documents (e.g. website, mailing lists, etc.). If a WG is not responsive, the TC14 will replace the members or put the WG into an inactive status. Each TC member is invited to prepare a brief report each year to be presented at the TC 14 meetings. This report shall include TC related activities in the member's country and suggestions of TC events (such as conferences, summer schools, seminars, workshops, etc.)

3.4 FINANCE

TC14 may have a Treasurer who is elected by the TC14 members. In cooperation with the TC14 chairman, the TC14 Treasurer will normally submit an operating expenses budget request to the IFIP Finance Treasurer. The budget request for financial support for specific events will be submitted through the TC Chairman by WG Chairmen for event organizers to the IFIP central Activity Management Board (AMB).

The income of TC14 consists of 25% of royalties from TC14 publications and 75% of event proceeds. The Elsevier journal “Entertainment Computing” contributes via contractually agreed royalties from Elsevier to the TC14 budget.

Expenses are operating expenses (e.g. social events at meetings, secretarial support), event grants (e.g. scholarships to students from developing countries, event fee waivers, etc.), and funded expenses. TC14 spends money to support new activities, actions in developing countries and operating expenses. Additionally, TC14 and WG14.x's shall use the money to promote professional activities in their area, such as scholarships, seminars in developing countries, and special awards (e.g. best paper award at conferences with TC14 and/or WG14.x as main organizer; e.g. ICEC).

3.5 REPORTING

3.5.1 Reporting to TA, GA and Board

The TC14 Chairman submits about one month beforehand (or at the meeting in person) a written report of TC14 progress to the IFIP Board Meeting in March and to the IFIP General Assembly meeting in September each year.

3.5.2 Reporting to TC14

From the IFIP Business Meetings (i.e. TA, GA) the TC14 Chairman has established the practice of reporting on relevant topics to TC14 Members. The WG Chairmen provide WG14.x reports (see 4.5) to the TC14 Chairman prior to each TC14 meeting such that they may be included into the IFIP TC14 meeting documents.

3.6 BUSINESS MEETINGS

TC14 shall meet at least twice a year. One annual meeting should take place at the venue of the main event organized by TC14 (e.g. ICEC) in that year. If a WG Chairman cannot attend the TC14 meeting, an authorized member of the WG should attend as proxy. At TC14 meetings, among other items the activities of all WGs will be discussed. A TC14 meeting can be in physical presence of the Members or remotely via appropriate ICT infrastructure (e.g. Skype, Google+, flashmeeting, TelCo, etc.).

Quorum: TC14 is able to conduct business only if at least 30% of the members with voting rights are present or represented by proxy. If this is not the case, another business meeting shall be convened within three months and only after a time such that all Members can be notified at least one month in advance. This second TC14 meeting shall operate without any quorum restrictions. In the meantime, the TC14 Board (i.e. chair, vice-chairs, secretary and industrial liaison officer) shall act in the place of the TC14. Decisions of TC14 shall be taken by an absolute majority of those Members present (or represented by proxy), who has the right to vote on the topic concerned, unless otherwise provided in this handbook and the IFIP Statutes & Bylaws.

[Approved version at business meeting (Trondheim, Norway); 2 October 2015; version 2.5]

3.7 CONFERENCES, WORKSHOPS, AND OTHER EVENTS

TC14 encourages its WG's to organize scientific events on a global basis according to their technical scope. These events need to have a TC14 approval in order to use the IFIP logo. For the approval, an event request has to be sent to the TC14 Chairman at least a year ahead of the event. The event request can be filled in electronically at using the web-based event approval system

http://www.ifip.org/index.php?option=com_content&task=view&id=137&Itemid=452

IFIP is prepared to support the technical events with a loan according the IFIP rules. Once an event is approved such a loan can be given within a few weeks after a request, which has to include the budget of the event.

For additional explanations see at <http://www.ifip.org/events/help.php>.

3.7.1 Event Categories

TC14 supports the following event categories: Open Conference (OC), Working Conference (WC), Workshop (WS) and Seminar (SE). The main characteristics differentiating these events are in the IFIP Event Approval Guidelines document. Specifically, for TC14 sponsored events, the following conditions apply to each of those events:

3.7.1.1 Open Conference

- Selection of papers done based on full paper submission
- At least three reviews per paper
- Conference proceedings to be distributed at the event
- One or more streams in the main program
- Expected attendance above 100 participants.

3.7.1.2 Working Conference

- Selection of papers done based on full paper submission
- At least three reviews per paper
- Conference proceedings to be distributed at the event
- Only one stream
- Expected attendance below 100 participants.

Note: to give some flexibility to the organizers of a Working Conference, small deviations from the indicated characteristics might occur, but they should be previously approved by TC14, case by case.

3.7.1.3 Workshop

- Participation by invitation or open call
- No special requirements for publication
- Expected attendance below 50 people.

3.7.1.4 Seminar

- Event organized for educational purpose
- Not intended for publication.

3.7.2 Event Organization

The term 'sponsor' means that the event sponsors TC14 as one source of income to

[Approved version at business meeting (Trondheim, Norway); 2 October 2015; version 2.5]

TC14/WG14.x budgets. TC14 distinguishes the following ways of involvement in an event:

Full sponsor:	TC14 is the only sponsor.
Main sponsor	TC14 is the main sponsor, other professional societies act as co-sponsors (preferable IFIP member societies)
Co-sponsor:	TC14 sponsors the event together with another professional society, either in equal terms or in a smaller part.
In Cooperation:	The event is sponsored by other societies. TC14 is not financially involved.
General procedure:	For all sponsored events a substantial technical contribution from TC14 and its WG's is expected, as well as a substantial financial contribution to IFIP.

Financial involvement in the case of full and main sponsorship:

A fee of x Euro/day/attendee for IFIP has to be foreseen in the budget, where x=5 for working conferences and x=10 for open conferences. Small workshops may be held without a sponsorship fee; the reasons why no fee can be paid have to be clearly explained to the TC14 chairman and to the TC14 treasurer, if any. In the case of surplus, IFIP expects to receive additional revenue.

(Remarks: 75% of sponsorship fee and surplus comes back to the TC and is the main income of the TC).

In the situation of co-sponsorship, the fee due to IFIP is proportional to the percentage of sponsorship of TC14 in the event. Technical involvement in the case of full and main sponsorship: The program chair and major part of the program committee shall be nominated by the WG. In case of co-sponsorship a certain percentage of these regulations have to be negotiated with the other sponsors. In case of "in cooperation with" the WG involvement is a very weak one, it is mainly an act of good will. TC14 trusts that WGs concentrate their activities on sponsored events.

3.7.3 Event Request Form

Before an event can use IFIP logo on its publications or make a reference to TC14, this event has to be approved by TC14/WG14.x Chair via the web-based event approval system:

http://www.ifip.org/index.php?option=com_content&task=view&id=137&Itemid=452

This approval will be granted to a filled in event request form; in particular the proposed budget must be accepted by the TC14/WG14.x chairman and treasurer, if any. The event request form (and guidelines for events) can be found in the IFIP internet pages. The event request form should be submitted at least one year before the event. In case of any kind of sponsorship an approval is only given if the technical and financial involvement is clearly stated.

3.7.4 Event Report

After the event the organizer must submit a final report on the event to the IFIP Secretariat with copy to the TC14 Chairman and appropriate WG14.x Chairman. The report form can be found in the IFIP internet pages.

[Approved version at business meeting (Trondheim, Norway); 2 October 2015; version 2.5]

4 WORKING GROUPS

Information about TC14 Working Groups (including officers and members) can be found at **TC14** website (see section INTRODUCTION).

4.1 WG MEMBERSHIP

As a general rule, IFIP prefers the membership of any Working Group to be drawn from as many countries as possible in order to ensure that input to WG activities is truly international and so to draw on as a wide base of experience as possible. Membership in WG14.x's is based on professional interest only. Members are appointed by the TC14 Chairman, usually upon a written recommendation from the WG Chairman. It is considered good practice to evaluate a candidate member's CV to ensure the best possible standing of the WG. WG membership is not restricted to those who belong to an IFIP Member Society. The WG Chairman is appointed by the TC14 Chairman upon the recommendation of the TC. The WG Chairman may designate a Vice Chairman and a Secretary with the approval of the WG Members. Each official can serve for a three-year term, which can be renewed once for the Chairman and Vice Chairman and without limitation for the Secretary. Experience has shown that to be effective WGs must be able to meet regularly. A meeting of WG members should be held at least annually.

The WG Chairman should, insofar as is possible, aim to establish an active membership, who may, if appropriate be drawn mostly from within a broad geographical area to facilitate meetings and project work. Clearly, however, there will be other members, who will not be able to travel from further away, and with much improved electronic communications there can still be active participation worldwide. In addition to those who can participate directly, there may be some who do not wish to be actively involved but would like to be kept informed; such persons are referred to as 'observers', and they may be sent all the WG information, but will not be listed as Members in the IFIP Bulletin. WG members should be encouraged to communicate via electronic mail. Hardcopy mail delivery systems should only be used where circumstances so demand. The following general rules for WG Members shall apply:

Members are expected to be qualified professionals or researchers in the field of activity covered by the function of the WG

Members are appointed by the TC14 chairman, usually upon a written recommendation of the WG chairman. Observers are accepted by the WG Chairman on the advice of the WG.

Acceptance as a member may be dependent upon the individual demonstrating an active interest in the WG activities.

At a minimum, active participation means a positive contribution to the work of the WG, for example by the presentation of papers or assisting in running a project or playing an active role in the organization of a meeting at least once in every three years.

A three year period of inactivity will be taken as an indication that the member is no longer actively interested in the area of WG focus and can be cause for the member being removed from the membership register.

Those members, who by virtue of their geographic location cannot expect to attend meetings regularly will be expected to involve themselves actively in ways identified by the Chairman and the other members.

Those who have been accepted as Observers should be expected to attend one meeting in each three year period. Failure to do so will indicate that the individual is no longer interested in the area of WG focus and should therefore no longer be sent the WG

information.

WG Chairmen may, at their discretion, investigate additional rules pertinent to their particular WG without limiting the right of any current or future member.

4.2 CORRESPONDENCE

All written correspondence should preferably be printed on IFIP letterhead, which can be obtained from the IFIP Secretariat. As a matter of course, the IFIP Secretariat should be kept informed on meetings, activities, membership and other important issues through the copy of correspondence for filing in the office of the Secretariat. WG Chairmen should be aware of this expectation and should send copies when deemed necessary. The TC14 Chairman must also be kept informed through the same process.

4.2.1 Correspondence with WG Members

It is particularly important that WG Members be kept informed on a regular basis. WG Chairmen might consider some form of 'newsletter' at not less than six-month intervals with a view to maintaining contact and passing on to members any IFIP matters of general interest.

4.2.2 Electronic Mail

It is strongly recommended that WG Members obtain an electronic mail connection to facilitate communication. Should any WG Member experience difficulty in obtaining access to one of the networks, a request should be made to the TC14 Chairman for a letter designed to support the process.

4.2.3 Communication with IFIP Members especially via the IFIP Newsletter

It is good for both IFIP and for its TCs and WGs, to have any interesting and unusual technical activities described in the IFIP Newsletter. It is possible for the Editor to write articles about an IFIP activity when he is furnished with drafts of one or more papers (generally keynote or survey papers or the foreword to proceedings) and a brief list of essential facts, including:

Title of meeting. Dates. Key individuals (including full names, titles and nationalities). Number of participants.

If some information is sent prior to the activity and the remainder as soon as possible after, it should be possible to include a report of the meeting while it is still news. Any material should be sent to the Editor as early as possible. Each WG should designate someone associated with each activity to be covered as a reporter for that activity so as to ensure that maximum publicity is obtained.

4.3 MEETINGS

Each WG should preferably hold at least one business meeting in each year. This meeting should discuss future activities as well as experience from previous activities and may be organized in conjunction with some conference or other event of the WG to facilitate and justify travel costs. It is important that the TC14 Chairman and the IFIP Secretariat is informed about business meetings. Inform them as soon as a decision is taken on where and when the next meeting will be held. It is desirable that minutes be prepared from all meetings. Both agenda and minutes should be copied to the IFIP Secretariat and to the TC14 Chairman. Attendance records should be kept for the meetings and included in the WG report to TC14.

4.4 REPORTING

Each WG14.x Chairman must prepare written reports for the TC14 meetings and submit it to the TC14 Chairman. The reports should include any changes in membership, details of past and future activities, meetings held and any special areas of concern. The written report should, if possible, be presented in person at the TC14 meetings. In any case it is to be received by the TC14 chairman early enough to be included in the meeting documents.

5 JOB DESCRIPTIONS

5.1 TC14 CHAIRMAN

REPORTS TO: IFIP General Assembly and IFIP Technical Assembly RESPONSIBLE FOR: The coordination of activities undertaken by the Technical Committee in pursuit of the approved aims and scope (*see IFIP Bylaws – Section 4.3.3*).

DUTIES AND RESPONSIBILITIES

Strategy:

Propose strategic measures to TC14 in order to guarantee the achievement of the aims and scope of the Technical Committee.

Stimulate technical discussions within the Committee for the creation of new activities.

Coordinate the different WG14.xs.

Establish an appropriate calendar of events, which covers the aims of the TC and WGs. It is recommended to aim for a six-year planning cycle.

Coordinate the publishing of the event proceedings preferably with the IFIP-designated publisher.

Administration:

Appoint TC14 members after recommendation of the GA representative of the member's country.

Appoint WG chairmen after recommendation of the Technical Committee.

Establish and maintain a register of TC14 members.

If required, designate one or more Vice-Chairmen and a Secretary for ratification by the TC.

If required, designate a treasurer for ratification by the TC.

Guarantee that the appropriate information on the Committee is provided in the TC14 Web page.

Prepare the annual budget and guarantee the correct execution of the approved budget.

Supervise the allocation of loans and grants.

Reporting:

Prepare reports for presentation to the IFIP Council, IFIP General Assembly and IFIP Technical Assembly.

Report to TC14 on the decisions taken at the IFIP meetings.

Meetings:

[Approved version at business meeting (Trondheim, Norway); 2 October 2015; version 2.5]

Guarantee the organization and running of two TC14 meetings per year.

Attend the IFIP Board and IFIP General Assembly meetings. His presence in IFIP meetings should be guaranteed at least once a year.

5.2 TC14 WORKING GROUP CHAIRMAN

REPORTS TO: TC14 Chairman RESPONSIBLE FOR: The coordination of activities undertaken by the Working Group in pursuit of the approved aims and scope (*see IFIP Bylaws – Section 4.3.7*).

DUTIES AND RESPONSIBILITIES

Meetings and Conferences:

Arrange meetings at frequencies (at least annually) which are appropriate for those members able to attend in person.

Ensure the organization of scientific meetings (open conferences, working conferences and workshops) which cover the aims and scope of the WG.

Consider cooperation with events of other WGs when an appropriate synergy can be achieved.

Projects:

In association with WG14.x Members, identify and establish study projects pertinent to the defined purpose and scope of the WG.

Administration:

If required, designate a Vice-Chairman and a Secretary for ratification by the WG.

Establish and maintain a register of members, who share common interests in pursuing the stated aim of the WG14.x.

Submit names of new members to the TC14 Chairman for approval and advise the IFIP Secretariat.

At least once a year, send to members of the WG a newsletter or report on the progress of formal activities.

Guarantee the filling out of the Event Request Form and Contract with Publisher, at least one year in advance of the WG14.x event.

Guarantee that a report of the event is produced and sent to IFIP and the TC14 chairman.

Guarantee a hyperlink of the Call for Papers to the TC14 Web site.

Reporting:

Ensure that the TC14 Chairman and Secretary are kept informed of all WG activities.

Prepare a report for presentation at TC14 meetings.