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IUVSTA OBJECTIVES

IUVSTA is a Union of national member societies whose role is to stimulate international collaboration in the fields of vacuum science, techniques and applications and related multi-disciplinary topics including solid-vacuum and other interfaces.

Examples of activities reflecting these objectives are:

1. the creation of relevant international meetings, conferences and workshops - these may be large-scale and relatively general meetings, or specialist workshops. They might also be 'regional' (e.g. European) or fully international in concept. These include:
 - a. a triennial International Vacuum Congress (IVC) incorporating the International Conference on Solid Surfaces (ICSS)
 - b. a series of scientific and technical specialist 'Gordon-style' workshops on topics falling within the broad multi-disciplinary area covered by the Union
 - c. an annual series of European Conferences on Surface Science (ECOSS) co-sponsored with the European Physical Society
 - d. a regular series of European Vacuum Conferences (EVC)
 - e. a regular series of International Conferences on Thin Films (ICTP).
2. the co-ordination of existing international meetings within relevant scientific areas.
3. assisting national societies to host such international meetings, or to increase the international participation in regional meetings, with attendant advantages of local scientists being able to attend such meetings at low travel costs.
4. providing educational opportunities for transfer of expertise from the international community into a local community or into scientifically less-developed countries. Specific activities in this field include:
 - a. organisation of educational workshops in the areas of activity of the Union in collaboration with the International Centre for Theoretical Physics (ICTP), Trieste, Italy
 - b. organisation of educational short courses (half-day to a few days duration)
 - c. preparation and distribution of sets of visual aids for instruction in the range of topics covered by the Union.
5. administration and organisation of international awards and prizes in the scientific and technical areas covered by the Union.
6. giving national societies the opportunity to influence decisions on any of these matters which might impinge directly or indirectly on a national society - e.g. to avoid clashes or negative effects on national meetings.
7. providing an opportunity for national societies to discuss common problems of organisation and infrastructure with other societies with common problems through both full executive council meetings and through the co-ordination of regional forums.

8. to represent the community covered by IUVESTA at an international level, for example by being an active participant in the International Council of Scientific Unions (ICSU), by serving on appropriate committees such as ISO, UNESCO and nongovernmental organisations, and to act as a conduit for interaction with other national and international organisations, such as ICTP.

9. organisation, in collaboration with the major international and regional conferences, of exhibitions of manufacturers goods and related services for the benefit of both users and providers with the scientific and technical interests covered by the Union.

IO. to assist and advise in the creation of new national and regional societies and to encourage them, at the appropriate time, to apply to become members of IUVESTA.

ADMINISTRATIVE STRUCTURE OF IUVSTA

General Meeting.

The General Meeting (GM) is the highest authority of IUVSTA and is convened at about 3 year intervals, usually in conjunction with the joint International Vacuum Congress and International Conference on Solid Surfaces (IVC/ICSS). The period between two GMs is commonly referred to as a triennium. Each National Vacuum Society that is a member of IUVSTA sends a Delegation (up to 3 people) to the GM.

The GM elects the Officers for the coming triennium and ratifies the national representatives who have been proposed by their National Vacuum Societies as the Councillors and Alternate Councillors for the same period. The GM also hears reports on the activities of the previous triennium, approves activities and a Budget for the coming triennium, determines the share value (subscriptions) and votes on changes of membership.

Executive Council.

The Executive Council administers the affairs of IUVSTA during the triennia between GMs. It consists of the Officers and Councillors. The Officers are: President, two Vice-Presidents (President-Elect and Past President), Secretary General, Treasurer, Scientific Director and Scientific Secretary.

The Executive Council usually meets twice per year and each of these Executive Council Meetings (ECM) is held in a country to which it has been invited by the local National Vacuum Society.

IUVSTA's Administrative Structure.

Under the direction of the President, the activities of IUVSTA are conducted by the Scientific and Technical Directorate (STD) and various Committees.

Scientific and Technical Directorate.

A major role of IUVSTA is to conduct scientific and technical activities. These activities are coordinated by the Scientific and Technical Directorate (STD), working through the scientific Divisions. The STD consists of the Scientific Director, Scientific Secretary, Chairs of Divisions, Chair of the Education Committee and other co-opted experts.

Divisions.

The current eight scientific Divisions are the Applied Surface Science, Electronic Materials and Processing, Plasma Science and Technique, Nanometer Structures, Surface Science, Thin Film, Vacuum Metallurgy and Vacuum Science Divisions.

The Divisions are made up of the Divisional Representatives nominated by each National Vacuum Society with an interest in the subject of the Division. These Representatives elect 7 members for a Divisional Committee from amongst themselves, and three extra members are then co-opted.

Committees.

During each triennium the President sets up a number of Committees which are jointly responsible for all of the activities not attended to by the STD. The Committees that were active during the 1995-1998 triennium were the Statutes, Finance, Publications, Education, Welch, Developing Countries, Liaison, Congress Planning, and Long Range Planning Committees. During the 1998-2001 triennium, the activities of the former Liaison and Developing Countries Committees will be handled within the Education and other Committees.

Each Committee consists of a Chair and Secretary (appointed by the President) and all Councillors who express an interest to serve on that Committee. The Committees meet during the two days preceding each ECM. In fact it is common, and welcomed, for as many Councillors as may so wish, to attend the Committee meetings as observers and contribute to the discussion. In general, other observers, especially from the local National Vacuum Society, are welcome to participate at these meetings. Each Committee then reports to the ECM.

Executive Council Meetings.

At each ECM the members of the Executive Council hear reports and proposals from the President, Secretary General and Treasurer, as well as from the STD and Divisions, and all of the Committees which will have met during the preceding two days. The Executive Council, being the governing body between GMs, must then ratify, accept or reject proposals submitted to it and make its own determinations where necessary. It also monitors the spending against the Budget and determines the location of future ECMs.

Reporting at the General Meeting.

As described above, the GM receives reports on the activities of IUVSTA during the preceding triennium. These include reports from the President, Secretary General, Treasurer, STD, Divisions and Committees. As a new innovation, for the 1998 GM (GM13), these reports were compiled as written reports and distributed to delegates. The verbal reports presented were summaries, and discussion was invited.

Documents distributed at GM13.

IUVSTA's Administrative Structure (this document)
Secretary General's Report
Treasurer's Report
President's Overview and Committees' Reports
STD's and Divisions' Reports
Retiring President's Review
Incoming President's Inaugural Statement.

20 October 1998

Professor John L. Robins
IUVSTA President: 1995-1998.

PRESIDENT

The President is elected at a General Meeting and serves as Vice-President (President-Elect) during the triennium following this General Meeting, President during the second triennium and Vice-President (Past President) during the third triennium.

The President is elected on proposal of the Executive Council or at least one fifth of the members of the Union. The President is chosen for his/her personal qualities and not to represent his/her national organization.

The main duties of the President during his/her term are as follows:

1. To preside over the Union as chief executive officer.
2. To be responsible for all the activities of the Union.
3. To preside over the General Meeting, Executive Council Meetings and other Ordinary and Extraordinary Meetings. He/she will also preside over any assembly or commission where deemed necessary, or, nominate Chairpersons for such bodies.
4. To make a statement on the proposed activities at the beginning of the triennium to the General Meeting, and to give a review of activities at the end of his/her term. These are to be posted in advance with the Agenda of the General Meeting.
5. To designate committee Chairpersons and Secretaries; to appoint ad hoc committees, as necessary.
6. To determine the seat of the Secretariat.
7. To propose Officers.
8. To convene in writing meetings of the Executive Council and to circulate the meeting agenda in advance.
9. To designate Observers to the Executive Council Meetings.
10. To nominate founder members and honorary members at the General Meeting.
11. To cast the deciding vote at Executive Council Meetings where a decision is tied.
12. To take action to secure the replacement of Councillors by Alternate Councillors or, when necessary, to appoint Acting Officers (to be confirmed by the subsequent ECM).
13. To receive all correspondence dealing with applications for membership and information on modification to the structure or statutes of member committees.
14. To represent the Union in dealings with other international bodies, or to designate representatives for this purpose.

Theodore E. Madey, November 1994

PRESIDENT-ELECT

The President-Elect is elected at the General Meeting, and serves as Vice-President during the triennium following this General Meeting, President during the second triennium and Vice-President during the third triennium.

The main duties of the President-Elect during his/her term are as follows:

1. The President-Elect shall assist the President in all his duties, and take his place on his request.

2. The President-Elect becomes President in case of death, permanent incapacity or resignation of the President in office.

3. The President-Elect should become fully informed about the operations of the Union and the major issues that concern it. This is accomplished by:

a) participation in meetings of the standing and ad hoc committees of the Union. Key committees include Finance, STD, Congress Planning, Statutes, and other committees in accordance with the incumbent's interests and the Union's needs.

b) frequent discussions with the Officers and Councillors concerning affairs of the Union.

c) detailed familiarity with the minutes and documents (Statutes, Bylaws, etc.) of the Union.

4. Approximately 6 months before the General Meeting at which he/she becomes President, the President-Elect shall propose a list of candidates for the following positions as Officers of the Executive Council:

Secretary General
Scientific Director
Scientific Secretary
Treasurer

This list of candidates shall be included in the draft Agenda distributed four months before the General Meeting.

5. Prior to the General Meeting, the President-Elect shall appoint the chairperson and secretary of each of the standing and ad hoc committees, to serve during the next triennium.

PAST-PRESIDENT

The main duties of the Past-President are:

1. to assist the President
2. to take the President's place on his request
3. to take over the President's duties until the next Ordinary General Meeting in case of death, permanent incapacity, or resignation of the President and inability of the President-Elect to take over
4. to be a member of the Executive Council as an Officer of the Union, not representing his national or organization.

J S Colligon, February 1993

SECRETARY GENERAL

1. The Secretary General is chosen to exercise his function on behalf of the Union because of his personal qualities and not to represent his national organization. He is proposed by the incoming President and is elected at the General Meeting.
2. The Secretary General is responsible for all administrative and legal matters of the Union and for advising the President on such matters.
3. The Secretary General will keep records of the names and mailing addresses of the:
 - a) Officers of the National Committees of the Union
 - b) Officers, Councillors and Alternate Councillors of the Union
 - c) Division Chairpersons of the Union and
 - d) Chairpersons and Secretaries of Committees(Note that job titles and full names are required by the Belgian Ministry for all persons included in (b), (c) and (d) above.)
4. The Secretary General will handle all correspondence relating to:
 - a) requests for Union membership
 - b) requests for IUUSTA sponsorship of meetings
 - c) submission of reports to other organizations
5. The Secretary General will be chairperson of the Statutes Committee and will recommend to the President the names of members of this committee, including a Secretary if desired.
6. It is the responsibility of the Secretary General and his Statutes Committee to keep the Union's Statutes consistent with Belgian Law and in agreement with recommendations for amendment made by the Executive Council which are approved by a General Meeting.
7. The Secretary General will request proxies from members not attending the Executive Council Meetings and will report on the attendance and proxy representation to the Council.
 8. The Secretary General will request National Committees of the Union to supply him with the names of their Delegates, Heads of Delegation, Candidate for Councillor and Candidate for Alternate Councillor in preparation for the General Meeting.
 9. The Secretary General will make the necessary contacts to seek nominations for a President-Elect so that the Executive Council may propose a candidate to the General Meeting. The Secretary General will obtain from the nominees a short biography and an "electoral statement". The Secretary General will send these to Council members at least 6 weeks before the Executive Council meeting at which this candidate is determined.
 10. The Secretary General will assist the President in setting the Agenda for the Executive Council Meetings and for the General Meeting. He will also assist in producing a timetable for associated meetings of Divisions and Committees at the time of an Executive Council Meeting.

11. The Secretary General will report on the activities of his office to the Executive Council Meetings and to the General Meeting.
12. The Secretary General will, where possible, designate an alternate who will attend the General Meeting or Executive Council Meeting and transmit proxies and other relevant information to the President should the Secretary General fail to be present. The Secretary General will transfer this information to the alternate one week prior to a meeting.
13. The Secretary General will maintain a Directory of Addresses, including e-mail addresses, of all Council members (Officers, Councillors, Alternate Councillors, Committee and Division Chairs), Electoral College members, Delegates to the General Meeting, Presidents and contact persons of member societies and other persons with official contacts with IUVESTA (e.g. Welch Scholarship Administrator and Trustees, Visual Aids Editor, past officers). The Secretary General will arrange with the web editor to have the directory available only to persons involved in IUVESTA activities, as determined by the the Secretary General. This may be done by issuing a password to those persons; the Secretary General will issue the password. The Secretary General will also arrange with the Web Editor or Manager for appropriate lists (e.g. Officers, Councillors, Alternate Councillors, Committee and Division Chairs and Secretaries) of e-mail addresses to be available as alias lists.
14. The Secretary General will maintain an Events Schedule which will be posted on the web site and updated when additions or changes to the Schedule are required. The Schedule should list all IUVESTA events (e.g. Council Meetings, Workshops, Schools, meetings), events endorsed by IUVESTA and other related conferences and meetings which are likely to be of interest to IUVESTA participants.
15. The Secretary General will provide a summary of IUVESTA activities for the Bulletin to the Web Editor no later than 6 weeks after an Executive Council Meeting.

W.D. Westwood, October 2001
J S Colligon, April 1995/February 1991.
J M Lafferty, October 1980

Time Line For Secretary General

ACTION	TIME BEFORE GM
1 year (June 2003)	Confirm with member societies their current President and e-mail address.
11 months (July 2003)	Write to the national reps to: -request name/address of correspondents -request nominees for President-Elect -request names for new councillor/alt -request name of Head of Delegation to GM and names of two other delegates -check with Statutes Committee if any changes to Statutes/Bylaws required
9 months (September 2003)	Send names, bios & electoral statements of President-Elect nominees to national societies
> 8 months (October 2003)	Include on Spring ECM Agenda, nomination of future President and approval of GM Draft Agenda
> 6 months (January 2004)	Prepare text of modifications to Statutes/Bylaws in English/French/German and send to member national societies
4 months (February 2004)	Prepare GM draft Agenda Circulate GM Draft Agenda, including names/cv's of Officers, date, venue
3 months (March 2004)	All Councillors, Alternates and GM delegates confirmed. Reminder letter to Member if not received.
6 weeks (May 2004)	Deadline for other nominations for officers Circulate final GM Agenda to Delegates and other nominees
4 days (June 26, 2004)	Prepare Certificates for retiring Councillors/Officers Last ECM: Agenda must include choosing site of IVC, 6 years ahead (i.e. 2010)
0	General Meeting (GM-14)

John S Colligon, April 1995
W.D. Westwood, October 2001

SCIENTIFIC SECRETARY

1. The Scientific Secretary is elected at the General Meeting
2. The Scientific Secretary will record the minutes of all meetings with the Scientific and Technical Directorate (STD) and with the Welch Scholarship Committee.
3. The Scientific Secretary will assist the Scientific Director with different aspects of his/her work, especially he/she will:
 - a) distribute agendas and Minutes of the meetings of the STD and the Awards and Scholarships Committee
 - b) assist the Divisions in their election procedures
 - c) complete the procedure for sponsorship of conferences or meetings after the Secretary General has checked that the application fulfils the IUVSTA requirements.
 - d) assist the Scientific Director in the organisation of the IUVSTA Prize competition (i.e. send information to member societies, Councillors, Alternate Councillors; gather nomination packages; send information on the result)
 - e) perform other duties according to the wishes of the Scientific Director.

Time Line for Scientific Secretary

Time before General Meeting	From	To	Subject
>6 months	Scientific Secretary	Division Chairmen	List of persons nominated by National Societies
6 months (April 1, 2001)	Division Chairmen	New Division College members	Initiation of election of Divisional Committees
~4 months	New Division College Members	Scientific Secretary	Votes
≥3.5 months	Scientific Sec.	Div Chairmen	Results of elections
≥3 months	Divisions	New Divisional College	Results of elections
3 months*	Division Chairmen	New Division Committee members	Initiation of election for officers; suggested co- options
~1 month*	New Division committee members	Div Chairman	Votes for officers
1 month	Division Chairmen	New Division College members	Results of elections and co-options* Invitation to Division meeting at time of GM
At General Meeting	Division Chairmen		New Div Committee and officers presented

*Elections of officers are organized by the chairman of each Division either by postal ballot before the General Meeting or at a meeting with the new Divisional Committee in connection to the General Meeting.

If it is done by postal ballot it may be convenient to get nominations for co-options at the same time. The final co-option decision may be taken by the new Divisional Committee by a new postal ballot

TREASURER

1. The Treasurer, on behalf of the Executive Council, is responsible for all financial matters of the Union.
2. The Treasurer is elected at the General Meeting.
3. The Treasurer will set up appropriate bank accounts, if they are not already in existence, from which only he and the President can withdraw funds.
4. The Treasurer will obtain proper signature documents from the President for the banks.
5. All IUVSTA funds will be transferred to the new bank accounts as soon as practicable after the General Meeting at the start of the new triennium.
6. The Treasurer will be chairman of the Finance Committee and recommend to the President a Secretary for the Finance Committee. The appointment of the Committee Members will be organized by the President. Generally, the Finance Committee will include the Councillors from the immediate past and future host countries for the International Congress.
7. The Treasurer will have an appropriate amount of stationary printed for the "Office of the Treasurer" with his name and mailing address printed thereon. The general format of this stationary will be uniform for all Officers of the Union.
8. The Treasurer will bill the National Committees of the Union at the first of each year for their annual subscriptions. The number of shares for each National Committee will have been previously approved by the Executive Council and the value of the share will have been determined at the immediate past General Meeting.
9. Checks will only be written by the Treasurer consistent with the budget approved at the immediate past General Meeting.
10. In an emergency, if the Treasurer is not available, or is incapacitated, the President may sign checks. If the president lives very far from the Treasurer's domicile the Treasurer may grant a third person, who lives close to the bank's location, authority for the bank account. This person, approved by the President, will be entitled to take action only on the basis of special orders given by the Treasurer or by the President
11. The Treasurer will not advance operating funds to any operation of the Union for more than one year in advance. Operating funds on hands of any one IUVSTA Expense Center will not exceed sfr 10,000. The excess amount will be returned to the Treasurer.
12. The Treasurer will bring to the attention of the President and the Council any expenditures which show danger of exceeding the budgeted rate.

13. All extra budgetary items will be subject to Executive Council approval before checks for such items may be written by the Treasurer.

14. The Treasurer, with the help of his Finance Committee, will prepare and recommend a budget for the next triennium of the Union. This Budget will contain estimates of income and estimates of expenditures for each of the various operations of the Union. This budget will be submitted to the Executive Council for their approval and recommendation to the General Meeting for approval.

15. The Treasurer will give a Financial Report each year at the Executive Council and a triennial Financial Report at the General Meeting, which in particular will cover also the operating funds in the hands of the IUVESTA Expense Centers. In order to prepare this report the Treasurer will request each Expense Center to provide its Financial Statement (normally once a year). The triennial Financial Report will be audited by the Finance Committee.

16. The Treasurer will give a report on the activities of the Finance Committee at each Executive Council Meeting.

J. M. Lafferty/October 27, 1980

J. Hengevoss/October 19, 1990.

RECORDING SECRETARY

The Recording Secretary is appointed for a three year term by the President after consultation with the Secretary General Elect. The duties are:

1. To attend all General Meetings and Executive Council Meetings, and any Extraordinary Meetings, which take place during the triennium up to, but not normally including, the General Meeting at the start of the subsequent triennium. At such meetings the Recording Secretary is a member.
2. To confirm with the Secretary General availability for the next meeting.
3. To take the minutes of all the above meetings.
4. To receive and collate reports which are associated with these meetings and which have been received by an agreed deadline (normally 2-3 weeks after the meeting).
5. To prepare a typed draft of such minutes together with attached reports, later being included as Appendices and numbered according to the IUVESTA guidelines
6. To deliver the draft of the Secretary General within a reasonable period after the meeting (normally 4-6 weeks).
7. To make corrections recommended by the Secretary General and to prepare a good typed final copy of the minutes.
8. To agree with the Secretary General on the method of dispatch of these minutes which will then be sent to the appropriate officers and representatives of national committees.
9. To prepare a summary of the meeting for submission via the Secretary General to the IUVESTA News Bulletin Editor. This summary should be prepared as soon as possible after the meeting (normally 6-8 weeks).
10. Where financial support from the IUVESTA is being provided, to keep a careful record of expenses and submit this to the Treasurer annually.
11. To take minutes of the meetings of the Statutes Committee.

Note: It is helpful for background information if the Recording Secretary can:

- A. Attend as many Committee and Division Meetings as possible, and
- B. Receive copies of Agenda and Minutes of meetings he/she cannot attend. Such material should be clearly marked "For information only" if it is not included as an appendix to the minutes.

Time Line for Recording Secretary

End of Meeting	Confirm availability for the next Meeting with the Secretary General.
Week 3	Draft minutes Collect all available reports.
Week 5	E-mail minutes to President & Secretary General and receive corrections Collate all reports received, assigning numbers according to the IUVESTA guidelines.
Week 6	Prepare final minutes Receive all minutes of committees and divisions by e-mail
Week 7	Collate all minutes and reports into Meeting Report Receive Covering letter from Secretary General
Week 8	e-mail copies of meeting report to officers and representatives from national societies
Week 9	Mail copies of meeting report (if hard copy requested or e-mail address unavailable)

STANDING COMMITTEES OF THE EXECUTIVE COUNCIL

1. The President will propose Standing Committees and their Chairmen.
2. Committee Chairmen will recommend to the President members for their respective committees, including a Secretary. Committee members will normally be chosen from members of the Executive Council but other qualified individuals may be appointed. The President is an ex-officio member of all Committees.
3. The President will request Executive Council approval (Statute IV4Cg) for all Standing Committees. (This will normally be done at the second meeting following the General Meeting.)
4. Standing Committee Chairmen will set the agenda for each of the committee meetings and send it (by e-mail or mail) to the members of their committees and the Officers of the Union at least one month in advance of the meeting. The President will inform the Chairmen of any special items to be considered at their meetings.
5. Standing Committee Secretaries will record the minutes of their committee meetings. A copy of the minutes will be mailed to the Recording Secretary no later than one month after each meeting. (The Recording Secretary will give these minutes a number and include them with the minutes of the Executive Council meeting.)
6. The committee minutes should include any items that require consideration by the Executive Council at its next meeting; otherwise, it will be the responsibility of the Committee Chairmen to send any such items to the Executive Council Officers and members at least one month in advance of the next Council Meeting.
7. The Committee Chairmen will report on the activities of the activities of their committees at each Executive Council Meeting.

J.M. Lafferty, October 1980

EDUCATION COMMITTEE

The duties of the Education Committee are to oversee all IUVSTA educational activity.

Currently this includes:

- 1) Preparation and upgrading of new and existing Visual Aid materials
- 2) Organization of special seminars
- 3) Organization of Summer Schools
- 4) Liason with other relevant organizations such as UNESCO and ICTP (Trieste) through appointed Liason Officers.
- 5) Assisting scientists in Developing Countries where there are problems of shortage of funds or facilities.

One or more committee members with special responsibility for Developing Countries will be appointed to coordinate activities in this area including:

- A) Assistance with the organization of conferences, workshops and seminars in these countries and to travel to similar meetings in other countries
- B) Generation of data banks to assist workers in different countries to come together to formulate joint projects for support, for example, by the European Union or NATAO, and to find experts to review national and international research proposals and projects.

The Chair of the Committee is responsible (with the help of the Secretary) for calling meetings, preparing the Agenda, taking the chair at these meetings, ensuring that the above listed activities continue and reporting at the Executive Council Meetings on the activity of the Committee

At the last Spring meeting before the General Meeting the Chairman will, through discussions with his Committee, prepare a plan and budget for the next triennium.

At the last Committee meeting immediately before the General Meeting, the Chairman will present a Report on the activities of the Committee during the triennium. The Chairman will present this report, with any agreed amendments, to the last Executive Council Meeting of the triennium.

PUBLICATIONS COMMITTEE

The IUVSTA Publications Committee is a standing committee of the Union established under Statute IV 4 C g. The Committee is responsible to the Executive Council for recommendations on questions of publication of all archival material generated under aegis of the Union.

The Committee is responsible for the publication of all archival materials approved by the Executive Council, including the IUVSTA News Bulletin. It determines and monitors the costs of all publications. It serves in an advisory capacity concerning the publication of conference proceedings and publication of similar archival material that is intended for extensive distribution on behalf of the IUVSTA.

1. The Chairman is appointed by the IUVSTA President at the beginning of each triennium and serves for a period of three years.
2. The Chairman recommends a Committee Secretary and members for the Committee to the IUVSTA President. Each shall serve for a period of three years. Committee members are chosen from the members of the Executive Council or other desired qualified individuals from National Vacuum Societies or Committees on Vacuum. A Chairman or members of the Committee who are not Executive Council members participate at Executive Council sessions as observers with the right to speak but not vote.
3. The IUVSTA President requests Executive Council approval of the Committee at its second meeting following the General Meeting.
4. The Committee Chairman determines the number of committee meetings to be held each year. At least one is required, and it is usually held at the time of and prior to an Executive Council meeting but it may be held separately if necessary. The Chairman also determines the time and agenda for each Committee meeting. Either the Chairman or the Secretary will send an announcement of all Committee meetings, along with other pertinent information., to the members as well as the Officers of the Union at /east one month prior to the meeting
5. The IUVSTA President will inform Committee Chairman of any special items to be considered at their meetings.
6. The Secretary will record minutes of all Committee meetings. A copy of the minutes for the Executive Council meeting minutes will be sent (preferably by e-mail) to the IUVSTA Recording Secretary no later than one month after each Committee meeting. The minutes should include any items that require action by the Executive Council at its next meeting; otherwise the Committee Chairman will send information on any such items to the Executive Committee officers and members at least one month in advance of the next Executive Council meeting.

7. The Chairman or his/her designate will report on the activities of the Committee at each Executive Council meeting.
8. The Chairman shall recommend candidates for the position of Editor of the IUVSTA News Bulletin or any other special publications of the IUVSTA, as required.
9. The Committee has responsibility for publication arrangements for the News Bulletin and of such other publications as the Executive Council shall direct. It also provides recommendations on all publication procedures.
10. The Chairman shall prepare a budget for the Publications Committee for the following triennium. This budget should be sent to the IUVSTA Treasurer well before the penultimate Executive Council Meeting of the triennium (normally, early in the spring of the Congress year). The budget should be discussed and adopted by the Finance Committee at this penultimate Executive Council Meeting.
11. The Committee shall serve in an advisory capacity to other Standing Committees of IUVSTA for publication of any type of archival material they generate. It will also assist with publication of IUVSTA documents, such as the Information Booklet, Directory and Procedures Manual.

J. L. Provo, August 1988

Editor: IUVSTA News Bulletin

The IUVSTA News Bulletin serves as an archival publication of the Union to provide timely information on matters of interest to the Union membership.

The News Bulletin and its Editor come under the control of the IUVSTA Publications Committee as established by Statute IV 4 C g.

1. The IUVSTA News Bulletin Editor is recommended by the Publications Committee at the beginning of each triennium and is approved by the Executive Council. He/she shall serve for a period of at least three years.
2. The IUVSTA News Bulletin shall be issued on a regular basis, as agreed upon by the Publications Committee and the Executive Council. Current policy calls for publishing four issues a year of eight or more pages per issue and is to include a Calendar of Events. Current planned publication dates are the first weeks of February, May, August, and November, with deadlines for inputs to specific issues two weeks before the planned publication date (i.e., approximately the middle of January, April, July, and October).
3. The Editor shall solicit information as required and include in various issues:
 - a. Summaries of Executive Council meeting minutes and every three years a summary of the General Meeting minutes.
 - b. Reports of Division activities of general interest to Union members including special programs such as Divisional Research Highlights seminars that are held once a triennium
 - c. Reports on Committee activities of general interest to Union members.
 - d. Notices of meetings on IUVSTA related topics and technical meeting summary reports when available.
 - e. Education course schedules or workshops on IUVSTA related topics and information on the Visual Aids Project including cost and availability.
 - f. Notices of significant issues (editorials) or special announcements as desired by Union members.
 - g. List of Executive Council Officers, Councillors and alternate Councillors, Divisional Officers, Committee Members, and National Vacuum Committee Presidents, etc. (usually in first or second issue after the beginning of each triennium).
 - h. IUVSTA Budget information and Treasurers reports as desired.
 - i. IUVSTA Welch Foundation Scholarship announcements and other scholarship or award announcements of interest to the Union.
4. The News Bulletin may serve as a forum for Union members who desire to discuss policy issues (usually in letter form).
5. The News Bulletin shall be produced on the IUVSTA Home Page on the Web

J. S Colligon, August 1998

STATUTES COMMITTEE

The Secretary General is the Chairman of the Statutes Committee. He will, after consultation with the President, determine the membership of this committee.

At least one Councillor from Belgium is normally a member of this committee because the Statutes are based on Belgian law. As long as Belgian law requires, one member of the committee must be Belgian. The STD is usually represented by the Scientific Secretary.

The committee normally meets in the days just before the ECM. The meeting is convened by the Secretary General who will send out an Agenda to committee members.

The duties of the Statutes Committee are:

1. To consider and, if necessary, propose to the Executive Council amendments to the Statutes and Bylaws of the Union. The text of all changes, in all three languages of the Union, must be dispatched to the members of the Union at least 6 months before the General Meeting. It is usual to contact the Belgian Ministry of Justice prior to this to ensure that the changes are in compliance with Belgian Law.
2. To establish and continually up-grade the material for a Procedures Manual to assist Officers and Chairman of Committees and Divisions and improve the administration of the Union activities.
3. To monitor new applications for membership of the Union, to ensure that the Statutes and Bylaws of applicants are acceptable and that the new societies are the only groups representing vacuum and related interests in their countries (or regions) and that their interests cover the whole field of vacuum science, technology and its application.
4. To monitor applications by the Union for membership in and interaction with other National and International organizations and to report on progress of such activity to the Executive Council.
5. To consider the provisional agenda for all meetings, in particular for the General Meeting which should be tabled at the Spring meeting prior to this General Meeting.
6. To consider any other matters relating to Statutes and Procedures that the Union may require.

J. S. Colligon, September 1990

STANDARD PROCEDURES FOR ALL DIVISION CHAIRPERSONS

1. Represent the Division and present a report on its activities at meetings of the Scientific and Technical Directorate, meetings of the Executive Council and the General Meeting. If the Chairperson cannot attend in person he/she should arrange for a representative of the Division to attend and present the report on their behalf. A typed report on the activities of the Division between Executive Council Meetings should be sent to the Scientific Secretary and the Recording Secretary within several days after an ECM so that it can be included in the Minutes. A separate report, describing the activities of the Division during the whole triennium, should be presented to the General Meeting and a typed version of this should also be handed to the new Secretary General at the end of the General Meeting. Outside the Union the Chairperson will represent the Division, especially with respect to interaction with other International or National societies.
2. Preside at business meetings of the Divisional Committee and College and report on the activities of the Division. Copies of the Agenda and, subsequently, Minutes should be sent to the Secretary General and the Scientific Secretary and these Officers should be advised well in advance of the dates of future meetings. At least one meeting per year should, if possible, take place in conjunction with an ECM.
- 3 Respond promptly to all queries from STD and the Executive Council, particularly those dealing with requests from various organizations for sponsorship of technical meetings or short courses.
4. Nominate, in consultation with the Divisional Committee (and, where possible, with all Divisional Representatives), up to six Program Committee members for the triennial IUVSTA Congress and, in addition, nominate candidates for the Divisional Program Chairperson, one of whom will be selected by the General Program Chairperson on the basis of a balance in the distribution of countries involved in the overall program. This activity normally takes place at the beginning of the second year of a triennium (during the time between the second and third ECM of the triennium).
5. Handle or oversee the election of Divisional Committee members and officers for the succeeding triennium. Ensure that ballots are sent out by e-mail to the College members (now called Divisional Representatives) by the Division Secretary for the election to form the Divisional Committee. A second ballot is then sent to the elected Divisional Committee members so that they can choose the Officers of the Division. **BOTH THESE BALLOTS MUST BE CARRIED OUT IN THE 8 MONTH PERIOD PRIOR TO THE END OF THE TRIENNIUM.** The Divisional Secretary, or the person organizing the ballot process should note the following. For an e-mail ballot from a member of the Electoral College or Committee to be counted, it must be copied to the Secretary General. The result of the ballot must also be communicated to the Secretary General. The total of all the ballots should then agree with the individual ballots copied to the Secretary General. The objective of the duplication is to ensure that all electronic

votes are counted and none are lost in electronic transmission. Note that it helps the smooth running of a Division if the previous Chairperson and, perhaps, two other previous members are co-opted to continue serving on the Divisional Committee.

6. Working with the Divisional Committee (and, where possible all Divisional Representatives), make assignments on various projects such as the organization of conferences or workshops, joint activities with other Divisions, or the preparation of visual aids material. In any joint activity the Chairperson should establish the roles and actions for which the Division is responsible. Also, in collaboration with the Scientific Director, the chairperson should review and make recommendations concerning any changes in the role, title and Statutes of the Division.

7. Three months before the start of a new triennium (before the penultimate ECM) the Chairperson will forward to the Scientific Director the draft budget for the forthcoming triennium. The budget will have been prepared by the Division Secretary/Treasurer in consultation with the Divisional Committee and will have been approved by the Division Chairperson and already informally approved by the Director of STD.

ADDITIONAL PROCEDURES FOR CHAIRPERSONS OF CERTAIN DIVISIONS

In addition to the standard procedures the Chairpersons of certain Divisions have the additional duties outlined below.

Applied Surface Science

- A. Interact with the organizers of the European Conference on Surface and Interface Analysis (ECASIA) when the IUVSTA Congress and ECASIA meeting are scheduled for the same year so as to minimize conflicts of meeting locations and times.
- B. Ensure that the ASS Division Program Chairperson discusses with the Surface Science Program Chairperson regarding joint activities at the IVC; in particular, common arrangements for a session of post-deadline papers at the Congress.

Nanometer Structures

- A. Interact with the organizers of the NANO series of conferences to ensure either that it runs as part of the IUVSTA IVC, or, that the dates and venues do not conflict.
- B. Interact with the organizers of the STM/S series of conferences to ensure either that it runs as part of the IUVSTA IVC, or, that the dates and venues do not conflict.

Surface Science

- A. Ensure that the SS Division Program Chairperson discusses with the Applied Surface Science Program Chairperson regarding joint activities at the IVC; in particular, whether common arrangements for a session of post-deadline papers at the Congress.
- B. Organize the ECOSS series jointly with the Surface and Interface Section of the European Physical Society.

Thin Film

- A. Solicit proposals from IUVSTA member societies to host the triennial International Conference on Thin Films (ICTF) and to make a decision on the venue at least 3 (and preferably more) years in advance. ICTF is normally held in the year following the IVC.
- B. Oversee the organization and budgeting for ICTF and the publication of the Proceedings with the aim of maintaining a uniform high quality.

Vacuum Science

- A. Solicit proposals from IUVSTA European member societies to host the European Vacuum Conference according to the guidelines agreed at ECM72 and laid out elsewhere in this manual.
- B. Where necessary, arrange a ballot to select the venue for the EVC (again see EVC guidelines)

J S Colligon, April 1995

Original in English

IUVSTA SPONSORSHIP OF WORKSHOPS OR SCHOOLS

REGULATIONS for SPONSORSHIP OF WORKSHOPS OR SCHOOLS

A) Introduction

The International Union for Vacuum Science, Technique and Applications (IUVSTA) may sponsor scientific workshops, summer schools, etc. (hereafter called "event") for which the subject content of the event is, or is capable of becoming, of wide interest, i.e. not only of interest to the host country. New or emerging subjects may initially be limited to a specific country but, by their nature, be of international interest.

Attendance at the event is to be truly multinational, with expectations that a substantial fraction of the attendees will be from outside the host country.

Requests for sponsorship must originate from within IUVSTA and normally from within one of the Scientific Divisions.

B) General requirements for sponsorship

- a) The subject of the event must fall within the broad areas of vacuum science and applications covered by the IUVSTA.
- b) The event must have an international scientific or technical papers committee, or, demonstrate broad international representation among invited speakers.
- c) Apart from the national language(s) which is (are) allowed, at least one of the three official languages of the IUVSTA (English, French or German), is to be used in abstracts and communications.
- d) The IUVSTA must be identified as the major sponsor of the event; i.e. the IUVSTA financial contribution must be significant but the IUVSTA accepts no additional financial responsibility beyond the agreed financial contribution. If sponsorship is granted, the organisers must indicate who will underwrite any financial loss.

C) Application Procedure

The organizers must agree to the conditions below and provide all the information requested. Failure to do so may result in the withholding of the financial support.

The organizers must AGREE to:

- a) PROVIDE full information of the event:
- b) PROVIDE a Website url and the name/ e-mail address of the person who will maintain the site. The IUVSTA financial contribution may be withheld until this contact information is received by the Secretary General.
- c) AGREE to use IUVSTA numbering system (e.g. 30th IUVSTA Workshop) on all event announcements.
- d) PROVIDE a report of event for IUVSTA web page and the name/ e-mail address of the person who will provide the report:
- e) AGREE to include IUVSTA name and logo on all event announcements:
- f) AGREE to give a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site)
- g) AGREE to distribute IUVSTA material provided.

Event organisers should add the phrase "Sponsored by the International Union for Vacuum Science, Technique and Applications" to subsequent literature describing the event.

After the event the organisers are required to send a report on it to the Secretary General for publication on the IUVSTA Web Page. They must also provide a financial report to the Secretary General.

D) Processing Procedure

- a) The proposal for the event will normally be initiated within one or more of the IUVSTA Scientific Divisional Committees and the scientific subject and organisational aspects must be approved by at least one such committee, after debate involving as many members and associated representatives as possible.
- b) The Chairperson(s) or appropriate representative(s) of the nominating committees will then be responsible for passing full information on the proposed event to the Scientific Secretary and Scientific Director.
- c) The Scientific Secretary will notify all other Division Chairs of the application.
- d) The Scientific Secretary will submit the application for consideration at the next STD meeting. A final decision on whether to support an application will not normally be given if the full information on the application is not provided to the Scientific Secretary at least 1 month before the STM meeting. If approved by the STD, the application will be submitted to the Executive Council Meeting for approval.

E) Sponsored Events

If sponsorship is granted the IUVSTA will, with the help of the appropriate Division,

- a) Provide financial support to a maximum decided by IUVSTA. The financial contribution will be recommended by the Scientific Director.
- b) Supply the organisers with addresses of all Divisional representatives who might be able to provide advice on the organisation of the event and the selection of invited speakers.
- c) Announce the event on the IUVSTA Web site and, subsequently, publish a report on the conference on this page.

IUVSTA SCIENTIFIC WORKSHOP GUIDELINES

Purpose/Format

The IUVSTA Workshop program was established to provide a forum for intense scientific debate and discussion between a small number of experts in a focused scientific field which falls within the area of activity of the Scientific Divisions of IUVSTA. The purpose of the Workshop program is scientific rather than educational. The format is intended to be rather similar to that of the US Gordon Conferences; specifically that they are informal, involve all delegates in residence together, typically in a relatively remote site (i.e. not in a large city), are small enough and long enough to ensure active debate (i.e. less than 100 delegates and typically 5 days duration). In order to guarantee the financial stability of such a meeting these meetings are supported by a contribution from the IUVSTA STD Discretionary Fund, currently to a maximum of 10,000 Swiss Francs. They are organized by one or more of the Scientific Divisions.

Size, Duration

Workshops will typically comprise 40-80 delegates. They will normally last 4-6 days.

Participation

High-level discussion can only be achieved if many of the best and most active scientists attend the meeting, so participation in the first instance should be by invitation. At the same time, it is essential that opportunity is also offered for participation from all the member countries of IUVSTA, including those in which science is less well developed than in the scientifically most active countries. For this reason, it is envisaged that the workshop will be advertised through the member societies (possibly via the electoral college members of the organizing Division(s)), although the organizers will also send specific invitations to the participants whose presence they perceive as most desirable scientifically.

Venue/Program

It is implicit in the workshop/discussion format that all delegates should be together throughout the meeting and should have limited external distractions, although communal recreation during part of the day (e.g. hiking, sailing) can be an effective means of creating extended scientific interactions through social contact. For this reason, a time schedule involving recreation during part of the day but lectures into the late evening, as at the US Gordon Conferences, may well be appropriate. Typically this is likely to mean that the venue will be an hotel, hostel, or possibly a University campus, situated in a small town or a rural area. Access (transport) for international visitors must, of course, also be considered. The dominant part of the program will be single session oral presentations with sufficient time for discussion. If appropriate, a poster session could also be included to allow even more delegates to present their work, but the emphasis should be on discussion and its generation.

Publication policy

In view of the informal nature of the discussions that the workshop is intended to generate, the STD has agreed that proceedings of the workshops should not be published under any circumstances.

Financial arrangements

Clearly in running a 5-day meeting with 10-20 invited speakers and a total delegate population of only 50, the potentially substantial fixed costs, shared between the small number of participants, can make the delegate cost high, or the financial arrangements potentially unstable, or both. For this reason the IUVSTA funding is intended to cover most of the fixed costs, which are dominated by invited speaker costs, so that delegates will pay little more than marginal costs. In this way the price for participants is low, and there are unlikely to be serious financial consequences if the total attendance is slightly lower than anticipated. This is the basic philosophy of the IUVSTA financial sponsorship.

Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level (normally 10,000 Swiss Francs). If there is a financial loss, this is the responsibility of the organizers, and for this reason it may well be appropriate to run the meeting with the support of the local Vacuum Society. Prudent budgeting should ensure that there is normally a surplus, however, and it is expected that this would be returned to the STD Discretionary Fund of IUVSTA to support further workshops.

Approval/Organization

The normal procedure for organizing one of the IUVSTA Workshops will be:

1. The basic topic, venue and draft program for a workshop is first developed by one of the Scientific Divisional Committees of IUVSTA (or a collaboration of two or more of them) and presented to the STD for approval at one of the Executive Council Meetings.
2. If approved by the STD and ECM, a fixed level of sponsorship funding will be agreed. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer due to the fact that only limited funds are held in current accounts.
3. The Division responsible for the organization will ensure that the meeting is publicized within the Union via their complete Electoral College. The Division will establish a web site for the workshop and inform the Web page editor of the site so that it can be linked to the IUVSTA web page. The organizers will also bring regular progress reports to the STD and their Divisional Committee.
4. The workshop should be referred to in all publicity as an IUVSTA WORKSHOP, the specific topic title following as appropriate. This requirement for IUVSTA to be seen

as the primary sponsor should be recognized in any possible attempts to obtain small amounts of additional funding. Major co-sponsorship is not seen as appropriate.

5. After the event, a brief scientific report and a financial statement will be given to the STD, and appropriate balances will be returned to IUVSTA. The scientific report will be sent in electronic form to the IUVSTA Web page editor for inclusion in the web page. The Workshop web page will be terminated.

Divisional Committees should note that the statutes under which IUVSTA operates precludes formal financial commitments to be made in one triennium for expenditure in the next. This means that all of that organization process covering the period from approval of the plan to actually extracting the IUVSTA funds for a workshop must occur within a single IUVSTA triennium.

IUVSTA SCHOOLS GUIDELINES

Purpose/Format

The IUVSTA Schools program was established to provide education in a scientific topic within the fields covered by IUVSTA. The school is intended to provide an opportunity for students, particularly those who would not normally have such an opportunity without some support, to attend lectures and discussions with experts in the field. In order to guarantee the financial stability of such a meeting these meetings are supported by a contribution from the IUVSTA STD Discretionary Fund, currently to a maximum of 10,000 Swiss Francs. They are organized by one or more of the Scientific Divisions.

Size, Duration

Schools will typically comprise 40-80 delegates. They will normally last 4-6 days.

Participation

It is essential that opportunity is also offered for participation from all the member countries of IUVSTA, including those in which science is less well developed than in the scientifically most active countries. For this reason, it is envisaged that the school will be advertised through the member societies (possibly via the Electoral College members of the organizing Division(s)).

Venue/Program

It is implicit in the school format that all delegates should be together throughout the meeting and should have limited external distractions. Typically this is likely to mean that the venue will be an hotel, hostel, or possibly a University campus with suitable accommodation for students. Access (transport) for international visitors must, of course, also be considered. The dominant part of the program will be single session oral presentations with sufficient time for discussion.

Publication policy

In view of the educational nature of the event, course notes or copies of presentations should be available to the students.

Financial arrangements

Clearly in running a 5-day school, the potentially substantial fixed costs, shared between the small number of participants, can make the delegate cost high, or the financial arrangements potentially unstable, or both. For this reason the IUVSTA funding is intended to cover most of the fixed costs so that delegates will pay little more than marginal costs. In this way the price for students is low, and there are unlikely to be serious financial consequences if the total attendance is slightly lower than anticipated. This is the basic philosophy of the IUVSTA financial sponsorship.

Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level (normally 10,000 Swiss Francs). If there is a financial loss, this is the responsibility of the organizers, and for this reason it may well be appropriate to run the meeting with the support of the local Vacuum Society. Prudent budgeting should ensure that there is normally a surplus, however, and it is expected that this would be returned to the STD Discretionary Fund of IUVSTA to support further events.

Approval/Organization

The normal procedure for organizing one of the IUVSTA Schools will be:

1. The basic topic, venue and draft program for a school is first developed by one of the Scientific Divisional Committees of IUVSTA (or a collaboration of two or more of them) and presented to the STD for approval at one of the Executive Council Meetings.
2. If approved by the STD and ECM, a fixed level of sponsorship funding will be agreed. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer due to the fact that only limited funds are held in current accounts.
3. The Division responsible for the organization will ensure that the meeting is publicized within the Union via their complete Electoral College. The Division will establish a web site for the Workshop and inform the Web page editor of the site so that it can be linked to the IUVSTA web page. The organizers will also bring regular progress reports to the STD and their Divisional Committee.
4. The event should be referred to in all publicity as an IUVSTA SCHOOL, the specific topic title following as appropriate. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain small amounts of additional funding. Major co-sponsorship is not seen as appropriate.
5. After the event, a brief scientific report and a financial statement will be given to the STD, and appropriate balances will be returned to IUVSTA. The event report will be sent in electronic form to the IUVSTA Web page editor for inclusion in the web page. The School web page will be terminated.

Divisional Committees should note that the statutes under which IUVSTA operates precludes formal financial commitments to be made in one triennium for expenditure in the next. This means that all of that organization process covering the period from approval of the plan to actually extracting the IUVSTA funds for a school must occur within a single IUVSTA triennium.

APPLICATION FORM FOR THE ORGANIZATION OF AN IUVSTA WORKSHOP (OR SCHOOL)

TITLE OF THE WORKSHOP/SCHOOL:

WORKSHOP OR SCHOOL?:

VENUE:

DATES (NB workshops should normally be 4-5 days in length):

PRINCIPAL THEMES/TOPICS:

IUVSTA SCIENTIFIC SPONSORING DIVISIONS:

NAMES AND NATIONALITIES OF ORGANIZERS (not more than 4) TOGETHER WITH IUVSTA DIVISIONAL COMMITTEE MEMBERSHIP (must include at least one Divisional Committee member; please identify the chairperson and provide full contact details):

NAMES AND NATIONALITIES OF LIKELY INVITED SPEAKERS:

NAMES OF OTHER SPONSORS (actual and applied for; include indication of known or anticipated level of financial contribution: IUVSTA must be advertised as the main sponsor):

UNDERWRITING: Who will underwrite any financial loss? (If approved, IUVSTA will make offer sponsorship to a predetermined maximum level and will not have any further financial responsibility)

CHECKLIST FOR APPLICANTS

Organizers must undertake to fulfill the conditions below. Financial contributions from IUVSTA are conditional upon this undertaking.

PROVIDE full information of event to the IUVSTA Scientific Secretary

PROVIDE Dedicated Website for the event. Give url if known (this information must be passed to the Scientific Secretary before any IUVSTA funds will be released):

Name and e-mail address of person who will maintain the site:

PROVIDE a report of the event after its completion for the IUVSTA web site:

Name and e-mail address of person who will provide this report:

AGREE to include IUVSTA name and logo on all event announcements:

AGREE to use IUVSTA numbering system (e.g. 30th IUVSTA Workshop) on all event announcements:

AGREE to give a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site <http://www.iuvsta.org>)

AGREE to distribute IUVSTA material provided to the organizers:

AGREE not to have a published Proceedings of the event:

AGREE to follow the Workshop Guidelines described in the IUVSTA Procedure Manual (downloadable from the IUVSTA web site: [HYPERLINK http://www.iuvsta.org](http://www.iuvsta.org))

I agree to fulfill all the points of the above checklist

Signature:

Date:

IUVSTA ENDORSEMENT OF CONFERENCES OR MEETINGS

REGULATIONS FOR IUVSTA ENDORSEMENT OF CONFERENCES OR MEETINGS

A) Introduction

The International Union for Vacuum Science, Technique and Applications (IUVSTA) may endorse congresses, conferences, symposia, summer schools, scientific workshops, etc. (hereafter called "event") for which the subject content of the event is, or is capable of becoming, of wide interest, i.e. not only of interest to the host country. New or emerging subjects may initially be limited to a specific country but, by their nature, be of international interest.

Attendance at the event is to be truly multinational, with expectations that a substantial fraction of the attendees will be from outside the host country.

B) General requirements for endorsement

- a) The subject of the event must fall within the broad areas of vacuum science and applications covered by the IUVSTA.
- b) The event must have an international scientific or technical papers committee, or, demonstrate broad international representation among invited speakers.
- c) Apart from, or including, the national language(s) that is (are) allowed, at least one of the three official languages of the IUVSTA (English, French or German), is to be used in abstracts and communications.
- d) It must be understood that the IUVSTA accepts no financial responsibility if endorsement is granted and the organisers must indicate who will underwrite any financial loss.

C) Application Procedure

The organising body should request and complete the Endorsement Application form. This should be returned to the Secretary General of the IUVSTA.

The organisers must AGREE to

- a) include the IUVSTA name and logo on all event announcements.
- b) add the phrase "Endorsed by the International Union for Vacuum Science, Technique and Applications" to subsequent literature describing the event.
- c) provide a Website url for the meeting and the name/ e-mail address of the person who will maintain the site.
- d) distribute IUVSTA material provided to the organisers.

After the event the organisers are REQUESTED to send a report on it to the Secretary General for publication on the IUVSTA Web Page. They are also asked to try to persuade publishers of Proceedings to donate free copies to the International Centre for Theoretical Physics in Trieste for distribution to scientists in developing countries.

D) Processing Procedure

If the Secretary General is satisfied that the application fulfils the IUVSTA requirements, he will forward the papers to the Scientific Secretary who will complete the following endorsement procedure and notify the applicant and the Secretary General of the outcome.

- a) The Scientific Secretary will contact the Chairperson of the most appropriate IUVSTA Scientific Division and ask for Division approval of endorsement.
- b) This Chairperson will respond promptly and give the approval, or otherwise, on behalf of the Division, normally after seeking the opinions of members of the Divisional Committee.
- c) The Scientific Secretary will notify the Scientific Director and all other Division Chairs of the intention to grant Endorsement of the event.
- d) If there are no objections, the Scientific Secretary will write to the event organisers and offer IUVSTA Endorsement. Copies of this letter will be sent to the Scientific Director and the Secretary General.
- e) The Director of STD will report to the next Executive Council Meeting on Endorsement requests and the decisions made.

E) Endorsed Events

If endorsement is granted the IUVSTA will, with the help of the appropriate Division,

- a) Supply the organising body with a list of addresses of Divisional Officers of the Division concerned.
- b) Advise the organising committee, if requested, on possible members for the scientific or technical papers committee.
- c) Attempt to send a delegate to the opening session of the event if so requested.
- d) Announce the event in the IUVSTA Bulletin on the Web Page and, subsequently, publish a report on the conference on this page.

Events organised by the IUVSTA Divisions such as ECOSS, EVC, and ICTF will receive the IUVSTA endorsement automatically on request.

REQUEST FOR ENDORSEMENT OF A CONFERENCE/ MEETING BY IUVSTA

Please complete this form and return it to the Secretary General

TITLE OF EVENT:

VENUE:

DATES:

PRINCIPAL THEMES OF THE EVENT:

Circle the name of the appropriate IUVSTA Division:

Applied Surface Science; Electronic Materials & Processing;
Nanometer Structures; Plasma Science and Technique; Surface
Science; Thin Film; Vacuum Metallurgy; Vacuum Science

Expected Attendance (number):

Nationalities:

Are abstracts and other communications in English, French or German? (circle)

Exhibition arrangements (if any):

NAMES AND NATIONALITIES OF INVITED SPEAKERS (if any):

NAMES OF OTHER SPONSORS and ENDORSERS (actual and applied for):

NAMES AND NATIONALITIES OF PROGRAMME COMMITTEE:

Contact addresses

CHAIRPERSON

CHAIR OF SCIENTIFIC/PROGRAMME CTTEE

Website url:

Name/ e-mail address of person who will maintain the site:

UNDERWRITING: Who will underwrite any financial loss?

TRIENNIAL CONGRESS

GENERAL

1. IUVSTA considers the Triennial Congress as its most important event. The selection of a site follows a procedure in which bids to host the congress are solicited from the member societies, reviewed by the Congress Planning Committee and approved by the Executive Council.

2. A letter requesting bids from the member societies for the congress to be held at the end of Nth triennium is prepared by the Chair of the Congress Planning Committee and distributed by the Secretary General to the Presidents of the member societies no later than 12 weeks before the penultimate Executive Council Meeting of the (N-2) th triennium; i.e. requests for the 2007 congress were requested prior to ECM-88, which was held in early 2001.

Procedures for Selecting a Host Nation

for the

IUVSTA Triennial Congress (IVC/ICSS)

Preamble

These guidelines set out the procedures as to how the Bids to host a Congress will be presented, how these Bids will be assessed, and how the final choice will be made.

Definitions

Selection Year: This is the sixth year prior to the the year in which the Congress will be held (e.g. 2001 would be the Selection Year for the 2007 Congress).

1st ECM: This is the first ECM in the Selection Year (usually held about April).

2nd ECM: This is the second ECM in the Selection Year (usually held about September)

Country: This will refer to the National Vacuum Society of a country that is bidding to host the Congress

Procedures

a. Bidding.

Countries (National Vacuum Societies) must submit Bids by 31 December of the year preceding the Selection Year. This will be approximately 6 years and 9 months before the Congress.

These Bids will contain full details, consistent with guidelines in the Procedures Manual.

The Bids should also contain the formatted information required for the spreadsheet (see section (b) below).

The Bids will be submitted to the Chair of the Congress Planning Committee (CPC), with a copy to the Secretary General.

The Chair or Secretary of the CPC will then send black and white photocopies of the primary Bid document to all members of the CPC.

Bidding Countries may (and usually will) distribute their full Bid information directly to all CPC members, especially if colour printing, special binding or supporting pamphlets are being used.

Countries may also send relevant information directly to Councillors and/or other National Vacuum Societies.

b. At the CPC Meeting, in conjunction with 1st ECM.

Prior to this meeting, all CPC members will have received information on all Bids.

Customarily, the CPC Secretary will have prepared and distributed to members, and bidding Country representatives, a spreadsheet collating relevant information for each Bid. Extra copies may be made available to observers at the meeting. Bidding Countries will have been given a template of this spreadsheet and will have supplied the information, in the required format, at the time of making the initial Bid (or soon thereafter).

At the meeting a representative, or representatives, of the Biding Country will address the meeting to deliver an oral presentation of the bid. The time allocated for this will have been decided in advance and all Bidders notified accordingly. These will not be elaborate presentations.

An important part of this meeting will be to allow the CPC members to ask the Bid presenters for clarification, or more details, of matters included or omitted from the written Bids. Questions from observers to the meeting will be allowed, within reason.

The primary role of the CPC is to confirm whether each Bid fulfils the requirements set by IUVSTA for hosting a Congress.

A second role of the CPC is to specify what additional information they may require each bidder to submit.

The CPC will prepare a Report to be presented at the 1st ECM (usually the next day) which will include:

(i) a statement as to which Countries are bidding to host the Congress and a brief summary of the salient features of each bid,

(ii) the additional information which has been sort from the bidding Countries, and

(iii) a statement, including justification, as to whether any Bid will not fulfill the requirements for hosting a Congress unless the Country can supply further information to show that the deficiency can be corrected.

The CPC should meet as a committee, without observers or Bid presenters present, whilst the final discussion of the Bids is conducted and the Report is prepared.

c. At the 1st ECM, during the CPC Report agenda item.

At the invitation of the President or the CPC Chair, a representative of each bidding Country may present a very brief (maximum of 5 minutes) summary of the important features of their Bid.

The CPC Chair will present the CPC Report (described above in (b)).

All Councillors may then discuss the Bids and question, or seek further details from, the bidders and CPC members.

The CPC Chair will then remind Councillors that they will be required to vote on this issue at the next ECM (2nd ECM).

d. Between 1st and 2nd ECMs.

Immediately following the 1st ECM, the CPC Secretary will write to all bidders requesting the additional information sought by the CPC.

When received, the additional information will be distributed to CPC members [and to all Councillors ?].

The spreadsheet of information will be updated (if necessary) by the CPC Secretary and distributed to all CPC members and Bid presenters.

e. Bid Presentation Meeting.

A special meeting, called the Bid Presentation Meeting, will be scheduled as part of the program of meetings associated with the 2nd ECM. This meeting may be scheduled as part of the CPC meeting or held separately. If it is part of the CPC meeting, adequate time must be given to this meeting. If it is held separately, it must be scheduled prior to the CPC meeting.

Presentations will be made by each bidding Country. These may include presentations by additional people (scientists, conference organisers, tourist personnel, etc.), slides may be shown and literature may be distributed. Some time limits must be set by the CPC Chair, and the bidding Countries should have been advised of this in advance.

All Councillors should be advised (usually through the schedule of meetings) of the time and place of this meeting, and it is expected that all interested Councillors will make an attempt to attend.

This meeting will be chaired by the CPC Chair and will be open to all interested personnel.

f. At the CPC Meeting, in conjunction with 2nd ECM.

If the Bid Presentation Meeting is not combined with this meeting, the CPC Chair may invite a representative of each bidding Country to make a brief (approximately 5 minute) presentation, again only highlighting the important features of the Bid, and emphasising the possible impact of any additional information supplied since the 1st ECM.

The CPC may openly discuss the Bids with the presenters and observers.

The CPC should then continue this discussion as a committee without the Bid representatives or observers present.

The CPC will prepare a Report to be presented at the 2nd ECM (usually the next day) which will include:

- (i) a statement as to which Countries have presented Bids,
- (ii) a statement, including justification, as to whether any Bid does not fulfill the requirements for hosting a Congress, and
- (iii) a ranking order for the Bids, in which some Bids may be ranked as equal. Justification for the ranking should be given.

g. At the 2nd ECM, during the CPC Report agenda item.

At the invitation of the President or the CPC Chair, a representative of each bidding Country may present a very brief (maximum of 5 minutes) summary of the important features of their Bid.

The CPC Chair should present the CPC Report and discuss issues as appropriate. If it is proposed that any Bid not be considered in the voting, the reasons for this decision must be given to show that the proposed Congress would be unlikely to be successful or acceptable to IUUSTA. The CPC's recommendations should be made very clear during this report.

General discussion should then be invited.

The President should then clarify the situation with respect to all Bids presented.

The President should then conduct the voting, by secret ballot, excluding any Bids deemed completely unacceptable (with justification) by the CPC, to determine the Country to host the Congress.

If the CPC has made a strong recommendation of one Country as the preferred host, then the President should consider phrasing the motion as "Those in favour of accepting the CPC's recommendation?" In this case it must be made clear that a vote "In favour" would lead to a specified (named) Country being chosen as host. A vote "Against" would leave the matter undecided and further voting, in terms of Countries, would be required.

If the voting is in terms of Countries and if there are more than two eligible Countries, the procedure for voting should be as follows. The Councillors will be advised of the list of eligible Countries and will be required to mark only one Country's name on the secret ballot paper. If any Country receives an overall majority of the votes, that Country will be declared the winner. If there is no Country with an overall majority, the Country receiving the lowest number of votes will be eliminated and the voting procedure will be repeated. This procedure will be continued until one Country receives an overall majority of the votes. In the case of a tied vote, the President will have a casting vote, as specified in the IUUSTA Statutes.

Prepared by Prof. John L. Robins

29 September 2000.

ECM-86-20A-03 ECM-86-20A-03

GUIDELINES FOR MAKING A PROPOSAL TO HOST THE IUVSTA TRIENNIAL CONGRESS

GENERAL

1. IUVSTA considers the Triennial Congress as its most important event and makes every effort to ensure that the Congress attains the highest scientific and technological level within the available financial resources.
2. The chosen host national vacuum organization will always hold the Congress on behalf of IUVSTA. The final responsibility for all activities related to the Congress is in the hands of the host national organization.
3. In all instances the participants (attendees) in the Congress must be treated equally with respect to race, sex, color and national origin.
4. Some of the aspects considered in the selection of a host national organization are the existence of:
 - a) a group of internationally qualified scientists who would be available to help organize the meetings
 - b) national scientific and technical institutions which will assist in obtaining sponsorships.
5. A completed questionnaire and check list which the Congress Planning Committee (CPC) and the Executive Council (EC) will use for judging the applications of national vacuum organizations is attached (Annex 1).
6. The usual procedure for selecting the host national organization will be a vote of the EC at its last meeting of each triennium, six years prior to the Congress.

SCIENTIFIC AND TECHNICAL GOALS OF THE CONGRESS

There are three specific goals of each Triennial Congress:

- * To provide a forum where individuals from different countries can meet to discuss scientific and technical matters of interest to IUVSTA.
- * To provide an opportunity for cross-fertilization among the various scientific interests of the IUVSTA Divisions.
- * To provide access to an exhibition of the latest vacuum related equipment.

ORGANIZATION

1. As soon as a national host organization has been selected to run the Congress, this organization must form its Congress Organizing Committee (OC). The OC is closely linked to the IUVSTA Congress Planning Committee (CPC) and to the EC and the IUVSTA Scientific and Technical Divisions. The host organization should utilize these links for seeking technical and financial assistance whenever required in the course of its various activities.

The OC is responsible for management of the Congress, including Publicity, Financial Planning, Venue Administration, Exhibition Plan, Social Program, Companion's Program and arrangements for IUVSTA meetings. The Program Committee reports to both the OC and the CPC.

Note: A well functioning OC is vital for the success of the Triennial Congress!

2. The Organizing Committee (OC) includes the chair, vice-chair, and the executive councillor, or alternate, from the host national organization. The executive councillor or alternate acts as the OC's link to the CPC and EC, informing them regularly of the progress of the Congress. Other members of the OC include chair and vice-chair of the Program Committee as well as the chairs of the IPC's, those individuals responsible for facets of Congress development; other individuals with scientific, technical and financial expertise to ensure a successful program; and as advisors, the preceding and succeeding OC chairs.

3. The Program Committee determines the overall scientific and technical content of the Congress and is responsible for the proceedings to be published after the Congress. The Program Committee shall be composed of the chair and vice chair, the publications manager, and the chair of each International Program Committee (IPC).

The International Program Committees (IPC's) are individually responsible for the scientific and technical presentations at the Congress. They represent the interest of each scientific or technical division and coordinate with one another in the selection of papers for the various sessions at the Congress. Guidelines for setting up IPC's are included in Annex II of this section.

PROCEDURES

1. The responsibility of the International Program Committee (IPC) is to prepare an effective scientific program through selection of session topics, joint (interdivisional) session topics, plenary lecturers, invited speakers, moderators, review procedures, etc. The IPC reviews abstracts submitted for the Congress, and recommends acceptance or rejection to the chair of the Program Committee. Advice on scientific and technical topics to be covered by the Congress may be given by the EC.

2. Sessions dominated by invited speakers are in general to be avoided. On average, the scientific program should include no more than one plenary lecturer per day and no more than one invited speaker per half-day session.

3. The chairman of the Program Committee will determine who has primary responsibility for organizing joint inter-divisional sessions, initiation of invited speaker selection, etc.

4. The chairman of the Program Committee makes all formal invitations to speakers and plenary lecturers.

5. IPC's make suggestions of plenary lectures and their topics. These should be of potential interest for a large cross section of attendees.

6. The suitability of having a manufacturer's "new products seminar" is determined by the Program Committee at an early date.

7. All Congresses will have at least three associated publications:

*A preliminary program, distributed to interested persons about 3 months before the Congress.

*A book that contains the final program, information on the exhibition and all available abstracts. This book will be distributed to attendees at the time of the Congress.

*Proceedings, published subsequent to the Congress in a refereed archival journal with broad circulation or in an equivalent archival form, which will consist of a representative number of complete papers or extended abstracts from each session of the Congress.

8. The exhibition of vacuum related equipment should be well integrated with the scientific part of the Congress.

FINANCE

1. The host national organization which organizes the Congress assumes a financial responsibility which may, in some cases, be in excess of its own financial means. This responsibility applies in all instances, even if the Congress is a financial failure. In this case, the host national organization has to assume all debts.

2. A preliminary budget must be submitted with the proposal to host the Congress.

3. It has been the custom that the host national organization donates part of the net proceeds from the Congress including the exhibition to IUVSTA. Typical donations are of the order of 40,000 SFr based on 1986 costs. It must be assured that this donation is voluntary, i.e., it is not a prerequisite for hosting the Congress.

4. After a host is selected, the national organization must submit a detailed budget of resources and expenses to the CPC within one year. The Organizing Committee (OC) of the Congress has the financial responsibility for that Congress. The annual budget prepared by the OC during the preparation for the Congress and the final budget after the Congress must be made available to the Congress Planning Committee and the Executive Council of IUVESTA. The presentation of the budget should be in a form which is of use to future Congress organizers.

5. Financial assistance to support student attendance and invited speakers is customary. (No fee and, on the basis of proved need, travel assistance for invited speakers and a reduced fee for students and emeritus members of national member societies is usually offered).

EXHIBITION

The exhibition is an integral part of the IUVESTA-Congress. Normally, a successful exhibition is most important in order to balance the Congress budget. Care must be exercised to assure that the exhibition has adequate space allocated in close proximity to the scientific and technical presentations. One person responsible for the exhibition should be appointed by the OC chair. Because of the high costs to exhibitors taking part in the Congress, every effort should be made to meet with them during the Congress to ascertain strengths and weaknesses of the exhibition from their point of view.

(Prepared by the Congress Planning Committee, Sept. 1990)

ANNEX 1

POINTS TO CONSIDER FOR HOLDING AN INTERNATIONAL CONGRESS

DATE (CONFLICTS WITH OTHER MEETINGS, LOW AIRFARE SEASON).

PLACE (EASE OF ACCESSIBILITY)

PUBLIC TRANSPORTATION (AIR, TRAIN, FROM AIRPORT TO HOTELS)

ADEQUATE FACILITIES FOR HOLDING MEETINGS (HOTEL, UNIVERSITY, CONGRESS HALL, SIZE OF MEETING ROOMS ETC.)

HOW MANY PARALLEL SESSIONS ARE POSSIBLE?

WHO WILL UNDERWRITE THE FINANCING OF THE CONFERENCE?

WHO WILL RUN THE CONGRESS, HOW WILL IT BE MANAGED?

RESTRICTIONS ON PAPERS. HOW MANY PAPERS CAN BE ACCEPTED?

PLANS FOR INVITED PAPERS

HOW WILL PAPERS BE PUBLISHED?

REGISTRATION FEES, INCLUDING THE MINIMUM INCOME REQUIRED BY IUVSTA

PLANS FOR THE EXHIBITION (LOCATION, OPENING SCHEDULE)

PLANS FOR ASSOCIATED SHORT COURSES

PLANS FOR SOCIAL PROGRAM

PLANS FOR COMPANION'S PROGRAM

1986 IVC/ICSS/AVS Symposium

Tentative Calendar

April 15, 1984	Selection for Program Committees from IUVSTA and AVS Divisions
May 10, 1984	Notification of Chairs of IPC's and members
August 11, 1984	1st Program Committee Meeting (Stockholm)
September 15, 1984	1st Announcement to Scientific Journals
April 15, 1985	Deadline for IPC's to inform Prog. Chairman regarding invited speakers
May 1, 1985	Invitations to invited speakers
July 1985	First Call for Papers Indication of Intent
Jan. - Feb. 1986	Final Call for Papers Abstract Forms; Registration Forms for Meetings and Hotels
May 15, 1986	Abstract Deadline
June 22-24, 1986	Final Program Committee Meeting Abstract Selection Program Assignments Referee Assignments
July 10, 1986	Program to AVS Headquarters
August 3, 1986	Mail Preliminary Program
August 15-20, 1986	Registrants Receive Preliminary Program
September, 1986	Contributed Papers due at JVST
October 26-31, 1986	IVC/ICSS/AVS Symposium in Baltimore

PROTOCOL FOR DECISIONS ON APPLICATIONS TO HOST THE EUROPEAN VACUUM CONFERENCE (EVC)

1. Applications shall be acceptable only when submitted in the name of one, or more, European Members of IUVSTA (Present European Members are listed in Schedule 1).
2. EVC shall be held in alternate years, except for years when the International Vacuum Congress is held in Europe.
3. Proposals, in written form, shall be considered at the first meeting of the Vacuum Science Division of IUVSTA in the calendar year three years before the date of the proposed EVC. Proposals should therefore be in the hands of the Division Secretary not less than two months before the date of that meeting.
4. Proposals shall be complete as possible. They should include details of location of the proposed meeting, rooms and facilities available at the conference venue, details of the exhibition area, accommodation available in the area (with price range), international travel information and any other relevant material. A preliminary budget, with suggested registration fees, should also be supplied.
5. The VSD Committee shall consider all the applications and approve all those which are technically acceptable. If there is more than one acceptable proposal, summary details (provided by the applicants when submitting the full application) of all these shall be sent, together with a ballot paper, to European VSD Representatives (Electoral College) not later than two months before the next VSD meeting. Divisional representatives will arrange that the ballot paper is completed by ranking the proposals in order of preference (1, 2, 3, etc.). The paper must be returned to the Secretary of VSD before the start of the next VSD meeting.
6. Proposers should note that VSD has expressed a preference for EVC to run in parallel with a major national or international meeting.

SCHEDULE 1

European Members for this purpose are the following vacuum societies/committees:

Austria, Belgium, Croatia, Czech Republic, Finland, France, Germany, Great Britain, Hungary, Israel, Italy, Netherlands, Poland, Portugal, Romania, Russian Federation, Slovak Republic, Slovenia, Spain, Sweden, Switzerland.

J S Colligon, January, 1995

REGULATIONS FOR GRANTING THE TITLE "HONORARY PRESIDENT"

Introductory Remarks:

The Statutes of the Union designate in IV.3.5.: "The title of Honorary President can be offered on one or more eminent personalities. The decision to do so will be taken at the General Meeting, on a motion of the Executive Council, or of one fifth at least of the member nations at the General Meeting.

By the following regulations, the Executive Council (EC) establishes procedures to shape an EC motion for granting Honorary Presidency.

The EC is not entitled to establish conditions for motions brought in by at least one fifth of the members of the General Meeting (GM). Nevertheless, even in this case the conditions given below under A. are recommended as guidelines.

A. Conditions

A candidate for the Honorary Presidency should fulfill at least one of the following conditions:

-to be an outstanding scientist in one of the fields covered by the Union.

-to have performed exceptional services on behalf of the Union, or in support of the goals of the Union.

As a rule, a former President of the IUVSTA should not be nominated.*

*(This paragraph intends to avoid any kind of automatism. Mr. Welch is an exception on account of his eminent merits concerning the WELCH Foundation).

B. Procedure

1. Each member of the EC and each Chairman of a Division is entitled to propose a Candidate for Honorary Presidency. This proposal should be submitted in writing to the Secretary General well in advance of an EC meeting.

2. Examination of the Proposal:

If the proposal is supported by at least two other persons who are EC members or Divisional Chairmen, the proposal is forwarded to the STD which will examine the proposal carefully in consultation with President and Secretary General and further give a recommendation to the EC.

The initiator of a proposal will be entitled to explain and to defend his recommendation in front of the STD.

3. Motion to the GM:

On the basis of the committee's recommendation, the EC will discuss and decide whether a motion in favor the proposed candidate will be sent to the GM, and suggest the wording of a proposed citation.

CERTIFICATES

Certificates of Appreciation are presented to those who have served IUVSTA in some official capacity or who have rendered special services.

Below is an outline of the certificate and instructions for completion. The name of the recipient is to be inserted on the upper line, but on the second line the IUVSTA position of the recipient should be mentioned. The Latin "munus, muneris, n." means obligation, profession, office, service. The translation of the certificate into English is therefore

Unio internationalis
pro Vacui Scientia Arte et Usu

The International Union for Vacuum
Science, Technique and
Applications
thanks

o.....
ob egregia de Unione metira

..(name of recipient.) for the
eminent merits deserved
in favour of the Union

munere
o perfuncto

as
.
.(holder of the office(s) or
position(s)...e.g. Treasurer, Councillor)

gratias agit

ac testimonium laudis hanc
chartam

and dedicates this document as a
testimony of recognition

donat

donat

*) it is recommended to mention the years of activity in the respective position, e.g. "consiliarius (Councillor) 1983-86, praeses divisionis (Chairman of a Division) 1986-89"

The corresponding denominations of the positions are given in Latin, German, English, and French on the attached sheet. To get the terms correctly, I have consulted a school time friend who is University Professor of Latin language now.

The document is to be signed by the President and the Secretary General either on the front side or – better - - on the backside. The text would be:

Coloniae ad Rhenum, die septimo et vicesimo mensis Septembris anni MLMXXXIX
(At Cologne on the Rhine, on the 27th day of the month September
the year 1989)

(praeses) (secretarius generalis)

In case of death, under name write, "bonae memoriae"

munus	office
praeses	President
propraeses	Vice-President
secretarius generalis	Secretary General
thesaurarius	Treasurer
director scientiae et artis	Scientific (and Technical) Director
secretarius scientiae et artis	Scientific (and Technical) Secretary
perscriptor	Reporting Secretary
praeses divisionis	Chair of a Division
propraesis divisionis	Vice-Chair of a Division
secretarius divisionis	Secretary of a Division
consiliaris	Councillor
praeses delectorum	Chair of a Committee
propraesis delectorum	Vice-Chair of a Committee
secretarius delectorum	Secretary of a Committee
recognitor	Editor

NOMINATIONS FOR OFFICERS, COUNCILLORS AND DELEGATES

General

Towards the end of each triennium, nominations must be obtained from the members for their delegates to the General Meeting and Councillors for the following triennium, In addition, nominations must be requested for the position of President-Elect for the following triennium. The Statutes require that the GM Draft Agenda be sent out 4 months ahead of the GM and that it contain the list of officers proposed by the Executive Council and the list of new Councillors. The Draft Agenda must be approved by the Executive Council.

To meet these schedules, it is necessary for the Secretary General to contact the Presidents of the member societies approximately 8 months before the GM. A sample letter is included below.

President-Elect

Towards the end of each triennium, nominations for President-Elect are requested. Nominations by the member societies require the agreement of the nominee, a short biography and an "electoral statement".

The vote for President Elect must be held at least 4 months before the GM. (In 2001, ECM-87 was held on March 18, 8 months ahead of the GM. For 2004, the GM will be held at the beginning of July, requiring a vote for President Elect be held at least 2 weeks before March 1 to allow the Secretary General to distribute the information. Approximately 6 weeks before the ECM vote (e.g. before January 1, 2004), the biographical outlines and "electoral statements" of the nominees should be sent to all Council members so that they can consider the candidates and inform their proxy holders of their preference, if they cannot attend the ECM.

The deadline for nominations should be 8 weeks before the ECM (e.g. Dec 15 in 2003). The letter asking for nominations should precede this by at least 4 months (i.e. before August 15 in 2003) to allow member societies to consider a nomination, to contact the nominee for his/her agreement and to obtain a bio and "electoral statement".

GM Delegates

Each member may nominate up to three delegates to the General Meeting. One of these must be designated as the Head of the Delegation who will cast the votes held by the member. The GM Draft Agenda must be sent to all delegates at least **3** months before the GM. (The Draft Agenda must be sent to all **members** at least **4** months before the GM and proposed changes to the Statutes must be sent to all **members** at least **6** months before the GM). Any changes to the Draft Agenda must be sent to the delegates at least 6 weeks before the GM.

These schedules require that all the delegates should be nominated more than 3 months before the GM with sufficient time for the Secretary General to distribute information to them. To enable this, each nomination should include an e-mail address for the delegate.

Councillors and Alternate Councillors

Each member must nominate a Councillor and an Alternate Councillor for the following triennium. These should be identified more than **3** months ahead of the GM. A list of all the Executive Council members for the following triennium are included with the GM Draft which is sent to all the GM delegates. For 2004, the deadline for providing the Secretary General with these names should be no later than Feb 1, 2004.

SAMPLE LETTER

UNION INTERNATIONALE POUR LA SCIENCE, LA TECHNIQUE ET LES APPLICATIONS DU VIDE
INTERNATIONAL UNION FOR VACUUM SCIENCE, TECHNIQUE AND APPLICATIONS
INTERNATIONALE UNION FÜR VAKUUM-FORSCHUNG, TECHNIK UND ANWENDUNG



IUVSTA WEB ADDRESS: <http://www.vacuum.org/iuvsta>

Office of the Secretary-General
Dr. W.D. Westwood
7 Mohawk Crescent, Nepean, ON K2G 0N9
Canada
Tel. 613.829.5790 Fax. 613.829.3061
Email: westwood@istar.ca

To Prof. R. Boswell
President
Australian Vacuum Society
rod.boswell@anu.edu.au

September 28, 2000

Dear Prof Boswell:

I am writing to ask your cooperation in preparing for the next IUVSTA triennium (2001-4), which will begin with the upcoming General Meeting (GM14) to be held on Wednesday, October 31, 2001 in San Francisco in conjunction with the 15th International Vacuum Congress (IVC-15) and the 11th International Conference on Solid Surfaces (ICSS-11). I require you, on behalf of the Australian Vacuum Society, to provide me with the following input. Although, as explained below, letters signed by the President are officially required, I would appreciate an initial e-mail response; the letters may be sent as a Word file (containing a scanned signature) attached to an e-mail, or as a fax.

1) Nominations for President-Elect of IUVSTA

If the Australian Vacuum Society wishes to nominate a candidate for President-Elect, please send to me the name of the nominee before January 31, 2001. The Executive Council will meet in Israel on March 15, 2001 to discuss all nominations and to vote to propose a nominee for President-Elect to the GM14.

For your information, the current President is Dr. D.P. Woodruff (Great Britain), the President-Elect is Dr. M.G. Barthés-Labrousse (France) and the Past President is Prof. J.L. Robins (Australia).

2) Delegates to the General Meeting.

Since the Australian Vacuum Society holds 3 shares, the delegation will have 2 votes. There is only one General Meeting in each triennium and important decisions on the future of IUVSTA will be made. It is important that all member Societies be represented.

The Statutes specify that each member Society delegation may consist of up to three (3) members. Please send to me before May 30, 2001 the names of up to three individuals representing the Australian Vacuum Society who will serve as delegates to the General Meeting. One of these individuals must be designated as the Head of the delegation. The letter appointing these delegates **must be signed** by the President of the Australian Vacuum Society. If your delegates cannot attend the General Meeting, you may arrange to be represented by another member society. In this event, you must inform me by letter how the Australian Vacuum Society will be represented.

3) Names of Councillor and Alternate Councillor for the next triennium (2001-4).

Each member society is represented at Executive Council Meetings by its duly appointed Councillor or, in his absence, by the Alternate Councillor. The names of the Councillor and Alternate Councillor are proposed by the member society and are confirmed by the General Meeting for the triennium; i.e. the Councillor and Alternate Councillor will serve for the whole triennium until the next General Meeting in 2004. According to the Statutes, you must submit the names of the Councillor and Alternate Councillor who will both represent the Australian Vacuum Society and exercise a single vote at meetings of the Executive Council during the triennium. Please send to me before May 30, 2001 the names of the two individuals whom you propose to serve as Councillor and Alternate Councillor, respectively, for the 2001-4 triennium. The letter **must be signed** by the President of the Australian Vacuum Society. Please provide also the addresses, phone and fax numbers and e-mail addresses of the two individuals.

Please note that the first Executive Council Meeting of the new triennium, ECM89, will be held in San Francisco on Friday, November 2, 2001 at the conclusion of the IVC-15.

For your information, your Councillor and Alternate Councillor for both the current (1998-2001) triennium and the previous (1995-1998) triennium are Dr. John O'Connor and Dr. A. Morton. The Statutes require that, where possible, the same person should not hold the same position for more than 2 triennia.

4) In addition to the above, I would appreciate your sending me the name and address, including phone and fax numbers and e-mail addresses of the person who is authorized to correspond with the IUVSTA secretariat on behalf of the Australian Vacuum Society during the triennium. If this person is likely to

change during the triennium, please include the date on which a change might occur. This letter should also **be signed** by the President.

You should also receive a communication from the Scientific Secretary, Dr. Massimo Sancrotti, asking for the nominations of the Australian Vacuum Society to the Division Electoral Colleges. If you do not receive this communication by **September 22, 2000**, please let me know.

If you have any questions or comments, please contact me as soon as possible by e-mail. Please note that I will away from my office between September 30 and October 27.

Sincerely,



William D. Westwood

cc; Prof. John O'Connor
Secretary
Australian Vacuum Society
phjoc@cc.newcastle.edu.au

Dear :

In accordance with the Statutes and Bylaws of the International Union for Vacuum Science, Technique and Applications (IUVSTA), I am writing to ask your cooperation in three important matters. We must begin preparations for the next triennium (1989-1992) that starts the upcoming General Meeting of IUVSTA to be held in Koln, Federal Republic of Germany, in September 1989, in conjunction with the 11th International Vacuum Congress (IVC-11) and the 7th International Conference on Solid Surfaces (ICSS-T). Specifically, we require from you and your National Society or Committee the following input:

1. Nominations for President-Elect of IUVSTA.

If your Society wishes to nominate a candidate for President Elect of IUVSTA, please send to me the name of the nominee before March 31, 1989. The Executive Council will need your suggestions in time for the 59th Executive Council Meeting in San Diego, California, in April 1989. At that time, the Executive Council will vote to propose a nominee for President Elect to the Koln General Meeting.

2. Names of Councillor and Alternate Councillor to represent your National Society or Committee for the next triennium.

Each member Society or Committee is represented at Meetings of the IUVSTA Executive Council by its duly appointed Councillor or, in his absence, by the Alternate Councillor. The names of the Councillor and Alternate Councillor should be proposed by the National Committee, and must be confirmed by the General Meeting in Koln. According to the IUVSTA Statutes, this procedure is required in order for your society to have voting rights on the Executive Council. Insofar as possible, the Statutes specify that a Councillor shall serve no more than two terms in that position.

Please send to me before June 30, 1989 the names of the two individuals whom you propose to serve as Councillor and Alternate Councillor, respectively, for the period 1989-1992. The letter should be signed by the President or Chairman or your National Society or Committee.

3. Names of Delegates to the 10th IUVSTA General Meeting in Koln, Fed. Rep. of Germany, September 1989.

The Statutes specify that each member Society or Committee is to send a delegation of up to three (3) members as delegates to the 10th General Meeting. A General Meeting is held only one time each triennium; the tentative date for the 10th General Meeting is Wednesday, 27 September 1989. Many important decisions will be made at that meeting concerning the future of IUVSTA, and it is vitally important that all member Societies or Committees be represented.

Please send to me before June 30, 1989 the names of up to three individuals representing your Society or Committee who will serve as delegates to the 10th General Meeting of IUVSTA in Koln, in September 1989. One of these individuals should be designated as the Head of the delegation. The letter appointing these delegates should be signed by the President or Chairman. If your delegates cannot attend the General Meeting, you may arrange to be represented by another nation.

In addition to the above requests, I would appreciate your sending me the name and address of the person who is authorized to correspond with the IUVSTA Secretariat, on behalf of your Society or Committee. What are the dates of the beginning and end of this authority? This letter should also be signed by the Chairman or President.

You should also have received a letter from the Scientific Secretary, Dr. S.-E. Karlson, asking for your nominations to the Division Electoral Colleges. If you did not receive this letter, please contact me.

If you have any questions or comments about my requests, please write to me. I look forward to hearing from you.

Sincerely yours,

Secretary General

Copies to: Councillor
Alternate Councillor

GUIDELINES FOR ASSIGNING PROXIES

1. THE RULES

Statute IV.4.C.c states that "two thirds of the members of the Executive Council present or represented are necessary to form a quorum".

THIS MEANS THAT THE EXECUTIVE COUNCIL CANNOT TAKE PLACE IF LESS THAN 24 MEMBERS ARE PRESENT OR REPRESENTED BY PROXIES. IT IS THUS VERY IMPORTANT TO NOMINATE A PROXY.

Bylaw VII.d. states "If an officer is not able to be present at an Executive Council Meeting (ECM), he should designate at least two individuals as proxies to represent him, in order of preference. Similarly, if neither a representative councillor nor his alternate councillor is able to be present at an ECM, one of them should designate at least two proxies to represent him at the ECM in order of preference. An individual designated as a proxy must have voting rights on the Executive Council as an officer, representative councillor, or, alternate councillor".

IN RECENT YEARS IT HAS BEEN USUAL TO ASK COUNCILLORS TO NOMINATE 3 PROXIES

2. BACKGROUND

The list of Executive Council Members for the triennium is provided in the Directory for the Triennium. The names on this list are the only people who need to give proxies. These are also the only people to whom proxies may be given.

There is no point in nominating your own Councillor/Alternate Councillor; as a proxy since both of them have already been approved as voting members by the General Meeting.

3. SUGGESTED ACTION

Councillors and Alternate Councillors must contact each other as soon as they receive the announcement of the Executive Council Meeting and decide which of them will attend and which one of them will fill in the proxy form. Officers should also fill in a proxy form. Even if you plan to come to a meeting you should nominate 3 persons as proxies, in order of preference. You can always cancel the proxy on arrival at the meeting. To select valid proxies you should study the attached list of Executive Council Members and write down the names of three people from this list on the proxy Form, in order of preference.

If possible you should contact these people and ensure that they plan to attend. This is particularly important in the case of Councillors and Alternate Councillors since normally only one of them will attend. (If both of them plan to attend your proxy must go to the Councillor as he will be the voting member and the Alternate will be an Observer). It is useful to assign your third proxy to an Officer since it is more certain that he will be present.

You should advise your proxy which way you wish him to vote on any issues which you consider will be debated at the meeting (study the Agenda). If no instruction is given he will decide how to cast your vote.

SEND YOUR PROXY EARLY BY POST OR FAX TO THE SECRETARY GENERAL

ECM 62-03-04

NUMBERING SYSTEM FOR IUVESTA PAPERS

Numbers will have the form: www-xx-yy-V-zz:

www refers to the IUVESTA meeting, e.g. ECM, GM,
xx refers to the number of the series of meetings, e.g. ECM-65,
yy refers to the source of the paper, e.g. 10 refers to Divisions,
20 refers to Committees, 30 refers to IVC's,
V refers to the specific Division or Committee,
zz refers to the paper number of the source, 01 being normally used
for Minutes of a meeting.

ECM, GM and Papers from Officers have numbers 0-9 instead of yy-V.

EXAMPLE: Using the code below

- A) A paper from the Secretary General at ECM-65 could have the number ECM-65-03-02, or,
B) a paper from the Education Committee could have the number ECM-65-20B-03.

Number Code

- | | |
|----|--|
| 0 | Agenda |
| 1 | Minutes |
| 2 | President |
| 3 | Secretary General |
| 4 | Treasurer |
| 5 | Recording Secretary |
| 6 | Officers |
| 10 | A Scientific and Technical Directorate |
| | B Applied Surface Science |
| | C Electronic Materials and Processing |
| | D Plasma Science and Technique |
| | E Surface Science |
| | F Thin Film |
| | G Vacuum Metallurgy |
| | H Vacuum Science |
| 20 | A Congress Planning |
| | B Education |
| | C Finance |
| | D Developing Countries |
| | E Liaison |
| | F Publications |
| | G Statutes |
| | H Awards and Scholarships |
| | I Coordinated Activities |
| | J Long Range Planning |

- 30 A Birmingham Congress
 B Hague Congress
 C Yokohama Congress
 D San Francisco Congress
 E Venice Congress

JSC/February 1991, updated 27 Sep 2001

RELATION OF SHARES AND VOTES AT GENERAL MEETING

VOTES	National Member	Shares
2	Australia	3
2	Austria	3
2	Belgium	3
2	Brazil	2
2	China	3
1	Croatia	1
2	Czech Republic	2
5	Germany	15
2	Finland	2
4	France	9
4	Great Britain	8
2	Hungary	3
2	India	2
2	Israel	2
3	Italy	5
5	Japan	13
3	Korea	5
2	Mexico	2
3	Netherlands	5
2	Poland	3
2	Portugal	2
1	Romania	1
5	Russian Federation	10
1	Slovakia	1
1	Slovenia	1
2	Spain	3
2	Sweden	3
2	Switzerland	3
1	Ukraine	1
5	USA	20

GUIDELINES FOR APPLICANTS TO IUVSTA

(Approved at ECM70, Orlando, 21 November, 1993)

The following documents are required to satisfy the IUVSTA Statutes and Bylaws concerning admission of new member societies.

1. A letter applying for membership of IUVSTA, signed by the President of the applying society, addressed to the President of IUVSTA but posted to the Secretary General.
2.
 - (a) A copy of the applicant Society's Statutes and Bylaws.
 - (b) A translation of these Statutes and Bylaws into English, French, or German (English is preferred).
3. An official letter confirming that the applicant society is the only society representing Vacuum Science, Technique and Applications in the country and that it is representative of all individuals and corporate bodies working in this field. Such a letter could, for example, be signed by a government minister, or a legal document could be prepared and presented.
4. A brief history of the applicant society indicating its fields of interest, recent activity and current membership. The fields of interest should match those of IUVSTA which are, currently, Applied Surface Science, Electronic Materials, Nanometer Science and Technology, Plasma Science and Technique, Surface Science, Thin Films, Vacuum Metallurgy and Vacuum Science. A society which represents just one of these fields would not normally be acceptable.

At a later stage in the application process the following is required.

5. A letter, signed by the President of the applying society,
 - (a) undertaking to abide by the IUVSTA Statutes and Bylaws,
 - and
 - (b) proposing the number of contributory shares to be paid to IUVSTA.

The IUVSTA Statutes Committee, which considers new applications, will be looking for evidence that the applicant society is well established and is likely to remain as the leading group in the country for some years to come. If a society has been formed only recently, IUVSTA may recommend a period of Provisional Membership whilst the society becomes established.

J S Colligon, November 1993

IUVSTA VISUAL AIDS

Volume	Edition	Date	Price*	Produced In
1.	Fundamentals of Vacuum	1978	\$95	Netherlands
2.	Measurements and Gages	1990	\$95	France
3.	Gas Transfer Pumps	1988	\$95	Germany
4.	Residual Gas Analysis	1978	\$85	USA
5.	Vacuum Dep. (Thin Films)	1978	\$95	UK
6.	Leak Detection	1984	\$85	Germany
7.	History of Vacuum Science	1989	\$85	USA
8.	Capture Pumps	1990	\$95	USA
9.	Vacuum Systems	1990	\$80	Germany
10.	Vacuum Materials	1991	\$80	UK
11.	Electron Spectroscopy	1994	\$95	France

* Price of complete set = \$950

To order complete set or individual volumes, send order to: James L. Provo, Sandia National Laboratory, Org. 14482, MS-0856, P.O. Box 5800, Albuquerque, NM 871850856. Fax: (505) 844-2128 Phone: (505)284-2875

Send check in U.S. dollars made out to IUVSTA Visual Aids, c/o Dr. N. Rey Whetten, Treasurer, American Vacuum Society, 120 Wall St., 32nd Floor, New York, NY 10005.

ORDER FORM

IUVSTA VISUAL AIDS
(1995)

Name:

Address for Shipment:

Items Desired: Volume(s) Name _____
or Volume No. _____

or Complete Set Check _____
(Volumes 1-11)

CONDITIONS FOR FAIR USE OF VISUAL AID MODULES

1. IUVSTA retains copyright in all material supplied by IUVSTA either directly or through any agent or intermediary in the form of Visual Aids Modules whether supplied in printed form, on CD, electronically or in any other form.
2. No part of any such material may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise without the express permission in writing of IUVSTA except as stated hereunder.
3. IUVSTA will normally supply Visual Aids Materials in the English language only.
4. IUVSTA grants without charge the express permission to any of its Member Societies in good standing to make translations to other languages of Visual Aids Modules subject to the following conditions.
 - 4.1 Member Societies will bear all costs of making such translations. 4.2 Member Societies may supply ONE translated copy of the material in the local language or languages relevant to that Society for any ONE purchased copy of any unit of material. Any such translation must be supplied to the purchaser of the original material to form a single complete package which must contain a notice that the translation may not be sold on without the accompanying original CD, disc(s) or other media.
 - 4.3 No transfer of this permission to any purchaser of this material is implied or permitted.
 - 4.4 Member Societies may charge for the supply of such a translation only to the extent of the costs incurred in making, copying and distributing such translation.
 - 4.5 The Member Society must inform the Chairman of the Education Committee of IUVSTA that such a translation has been prepared. The number of copies supplied in anyone year must also be notified to the Chairman of the Education Committee of IUVSTA by the 31st December of that year.
 - 4.6 Member Societies must undertake to make a copy of any such translation available without charge to the Chairman of the Education Committee of IUVSTA on request.
 - 4.7 Member Societies must agree to transfer the copyright in any such translation to IUVSTA and agree that the Chairman of the Education Committee of IUVSTA or his or her agent may make any use that they wish of such translation consistent with the overall aims and objectives of IUVSTA. In particular, should IUVSTA consider it desirable, such translations may be added to versions of modules supplied on CD or electronically.
 - 4.8 Should the Chairman of the Education Committee of IUVSTA or his or her agent be dissatisfied with the quality of the translation or reproduction of any such translation then the Member Society must withdraw the translation immediately and supply no further copies until such time as the Chairman of the Education Committee of IUVSTA agrees that it is satisfactory for the purpose.
5. Where the purchased material is used by the purchaser or their agent as teaching material for a group of students on an educational course, then parts of such material may be copied for distribution to the students for their retention subject to the following conditions

5.1 Not more than 10% in total by page of written material or by number of illustrations or figures in the material in anyone complete Module or 10% by page of written material or by number of illustrations or figures within any distinct part, chapter or section of a Module may be reproduced without further charge.

5.2 Multiple copies of the same material may be reproduced so that each student may have an individual copy as long as condition 5.1 is respected and all students receive the same material.

5.3 Where sufficient copies of an entire Module have been purchased from IUVSTA on CD or in electronic form for supply to each student for retention, then the student may also be given a printed copy of the Module {or use during the course without further payment to IUVST A. The costs of making such copies will be borne locally. Such printed copy must contain a notice that it may not be sold on without the accompanying CD, disc(s) or other media.

5.4 Students may be given for retention a printed copy only of the material in a module provided that a royalty of 50% of the normal purchase price is paid to IUVST A for each copy supplied. The costs of making such copies will be borne locally. Such printed copy must contain a notice that it may not be sold on. Copies of the CD, disc(s), or other media must not be supplied to students in this case.

5.5 The number of copies supplied under these provisions in anyone year must be notified to the Chairman of the Education Committee of IUVSTA by the 31 st December of that year .

5.6 In addition, the purchaser or their agent may make one copy of each illustration or figure for projection via a slide or overhead projector or some such. All such copies must be retained with the original material and may not be sold on separately.

November, 2000.

IUVSTA DATA BASE

The IUVSTA data base has been set up recently. Please send in your information by e-mail to:
Monika.Jenko@guest.arnes.si
For Subject of message write: Data base entry

Give the following:

Name and Family name:

Affiliation:

Position:

Address (also home address if you wish)

Telephone number

Fax number

e-mail address

Research interests (up to 50 words)

Indicate under which IUVSTA DIVISION(S) this data should be listed

PLEASE SEND IN YOUR RESPONSE TODAY

As a typical example please find the data from the past Secretary General:

Professor JOHN S. COLLIGON

Manchester Metropolitan University

Research Professor

Department of Chemistry and Materials

Manchester Metropolitan University

Chester Street

Manchester M1 5GD

Telephone: 44 (0) 161 247 1452

Fax: 44 (0) 161 247 1438

e-mail: J.Colligon@mmu.ac.uk

IUVSTA-TF.LIST, IUVSTA-VM.LIST (File under Thin Film and Vacuum Metallurgy)

Research interests;

Ion-surface interactions including ion implantation, sputtering and energy-assisted deposition of thin films. Use of ion beam techniques for surface modification to improve friction and wear, hardness, optical, electrical, electronic, chemical, and biocompatible properties.

When you wish to look at the data base the procedure is as follows:

1. email to MAILSERV@DL.IZUM.SI
2. Enter under Subject name: Data base

3. Message should say

Send IUVSTA-ASS.LIST or

Send IUVSTA-EMP.LIST or

Send IUVSTA-NS.LIST or
Send IUVSTA-PS.LIST or
Send IUVSTA-SS.LIST or
Send IUVSTA-TF.LIST or
Send IUVSTA-VM.LIST or
Send IUVSTA-VS.LIST

4. A reply will be sent to you by e-mail a short time later

PLEASE USE THIS DATA-BASE TO HELP US ALL INTERACT IN STUDIES IN VACUUM
AND RELATED FIELDS!

AWARDS AND SCHOLARSHIPS

IUVSTA-ELSEVIER STUDENT AWARDS

1. AIMS

The scheme is designed to give partial financial support to younger research students (age less than 30 at the end of the year of the conference) to help them to attend IUVSTA meetings and conferences at which they are presenting a paper.

2. PROCEDURE

a) Elsevier will agree to provide a certain amount of funding in any current year. Once the system is established this agreement will be made by 1st December of the previous year.

b) IUVSTA will nominate the conferences to be supported in the year, indicating how much should go to each, and will provide the names and addresses of the conference chairpersons to Elsevier.

c) Each conference chairperson will contact Elsevier with details of the conference bank account so that the money allocated can be transferred well before the meeting time.

d) Conference committees will issue standard application forms (provided by IUVSTA) on request and these must be completed, countersigned by a member of the higher education establishment (who will confirm that the student is enrolled in a research degree course) and submitted to the conference chairperson in time for the paper selection meeting.

e) The Conference chairperson will arrange for the selection of successful applicants from those with papers accepted and will notify the students. The successful applicants will come from a wide range of international research laboratories and no more than one will be from any single laboratory.

f) Successful applicants must send a letter within 2 weeks, countersigned by a member of their establishment, confirming that they will attend and will accept the offer. Any awards not confirmed will be re-allocated.

g) A list of successful applicants will be displayed at the conference registration desk with acknowledgment to Elsevier.

h) All awards will be handed out as cash at the time of registration in a convenient (normally local) currency. The recipient will sign for the funds provided.

i) Any cash not claimed will be passed on to the next IUVSTA conference chairperson to supplement the awards for that meeting.

J S Colligon, February 1996
iuvsta\genlet\awards02

IUVSTA-ELSEVIER STUDENT AWARDS

Application Form

1. FULL NAME OF APPLICANT (Block CAPITALS)
2. Signature
3. DATE OF BIRTH (NOTE: APPLICANT MUST BE LESS THAN 30 YR OLD AT START DATE OF CONFERENCE):

Please submit copy of your passport or some other document with birth date shown

4. FULL ADDRESS OF RESEARCH LABORATORY (give fax and email if possible as well)
5. CURRENT POSTGRADUATE RESEARCH FIELD
6. TITLE OF PAPER SUBMITTED TO THE CONFERENCE
7. NAME OF CONFERENCE TO BE ATTENDED
8. DATES OF CONFERENCE AND LOCATION

THIS FORM MUST BE ACCOMPANIED BY A LETTER ON OFFICIAL HEADED NOTEPAPER COMPLETED BY MEMBER OF STAFF OF YOUR RESEARCH LABORATORY AND GIVING THE FOLLOWING SIGNED STATEMENT

Name of Applicant (CAPITALS)

Name of Staff Member (CAPITALS)

I confirm that the above named person is enrolled on a research course at this Institution, will be submitting a paper and plans to attend the above conference (Note that only ONE student will be supported from your laboratory)

Signature of Staff Member

SEND THIS FORM AND SUPPORT DOCUMENT TO THE CHAIR OF THE CONFERENCE TO ARRIVE BEFORE THE ABSTRACT SELECTION MEETING

IUVSTA-ELSEVIER STUDENT AWARDS

Offer Letter

I am pleased to advise you that, provided you send the confirmation fax as instructed below, you will be awarded a student grant to assist with costs of attendance at the following conference:

The amount of the award is

YOU MUST NOW FAX A LETTER IMMEDIATELY TO CONFIRM THAT YOU WILL ATTEND THE CONFERENCE AND WISH TO ACCEPT THIS OFFER. IF WE DO NOT HEAR FROM YOU BY THE OFFER IS WITHDRAWN.

FAX YOUR REPLY TO:

The award can be collected at the registration desk when you arrive where you will be asked to sign and prove identity. This award cannot be transferred to another person.

IUVSTA wishes to acknowledge the support of Elsevier Science Limited who have made this award available.

The IUVSTA Prize

Purpose

To recognize and encourage outstanding internationally-acclaimed research in the fields of interest to the International Union for Vacuum Science, Technique and Applications (IUVSTA).

Eligibility

The nominee must have accomplished outstanding experimental and/or theoretical research in vacuum science, technique or applications within the ten years preceding the year in which the award is made. Special consideration will be given to nominees currently engaged in an active career of research. Neither nominees nor nominators are required to be members of IUVSTA member societies. The award will normally be given to an individual; however, in exceptional cases involving team research, multiple awards may be given. The prize will be granted without further restriction except that current officers and members of the Executive Council and Standing Committees, as well as Division Officers, are not eligible. Judges for the Prize will be a committee appointed by the IUVSTA President and chaired by the IUVSTA Scientific and Technical Director. The decision of this panel is final.

Nature of the Prize

The Prize consists of a cash award, a struck medal and a certificate setting forth the reasons for the award. The Prize will be conferred at intervals of not less than three years. Reasonable travel expenses of the awardee to the meeting at which the Prize is presented shall be agreed upon and reimbursed.

Donors

Endowment for the Prize is provided by generous donations from ANELVA; Balzers and Leybold Holding AG; Intevac; OMICRON Vakuumphysik GmbH; Osaka Vacuum; Physical Electronics; ULVAC; SAES Getters; TAV; Varian Associates; VAT.

Submission Procedure

Complete package should be mailed to:

Dr. M. Sancrotti
IUVSTA Scientific Secretary
Laboratorio Nazionale TASC-INFM
Padriciano 99
34012 Trieste
Italy

Deadline for submission: All nominations and supporting letters must be postmarked on or before January 31, 2001 and received by February 15, 2001.

Nomination Letter. The letter nominating an individual for the Prize must describe the work for which the award is proposed, and indicate the role the work has played in solving particular scientific or technological problems. The significance of these problems and the impact of the nominee's accomplishments on the field should be discussed. If the work was performed in collaboration with others the contributions of the nominee should be clearly stated. A proposed citation, i.e., a one-sentence synopsis of the reason for selecting the nominee, and a list of individuals sending supporting letters should also be included. The nominating letter should not exceed two pages in length, but be as detailed as possible to allow judges who are expert in other fields to evaluate the nominee's contributions. For any one award cycle, an individual can submit only one nomination or supporting letter.

Description of Research Highlights. A summary of research accomplishments citing key papers and patents must be included (maximum of two pages). The purpose is to document the scope of a nominee's technical career, placing in context the specific work being cited in the nomination.

Biographical Materials. A Curriculum Vitae or biographical sketch of the nominee and a list of publications and patents must be given.

Supporting Letters. A minimum of three and a maximum of five supporting letters must be arranged by the nominator. The supporting letters must be written by individuals in at least three different countries. Typically they should not exceed one page. Their main purpose is to endorse the nomination and to provide additional evidence of the nominee's accomplishments. The supporting letters should be written by individuals at institutions other than that of the nominee.

Endorsement letter from President of National Society. Since IUVSTA is a union of societies, we require that a letter signed by a IUVSTA member society President or Chairperson must accompany the nomination packet. Multiple nominations endorsed by a single society are allowed.

First Award. The first Prize was awarded in 1998 to Prof. Johannes van der Veen, The Netherlands.



IUVSTA WEB ADDRESS <http://www.vacuum.org/iuvsta>

Office of the Scientific Secretary

Dr MG BARTHES
CNRS-CECM
15 rue Georges Urbain
94407 Vitry cedex - France

email: barthes@glvt-cnrs.fr
Fax: 33 1 46 75 04 33
Tel: 33 1 46 87 35 93

Vitry, september 3, 1997

Dear Sir/Madam,

I am writing to announce the international competition for the 1st IUVSTA Prize, to be awarded in September 1998 at the International Vacuum Congress in Birmingham, England. The details of the competition are provided in the attached Protocol.

The purpose of the IUVSTA Prize is to recognize and encourage outstanding internationally-acclaimed research in the fields of interest to the International Union for Vacuum Science, Technique and Applications (IUVSTA).

The prize has been established by the IUVSTA Executive Council, with generous support from the vacuum industry world-wide.

We request that you publicize the IUVSTA Prize competition in your nation, and encourage the nomination of suitable candidates. The nominee must have accomplished outstanding experimental and/or theoretical research in vacuum science, technique or applications within the ten years preceding the year in which the award is made. Special consideration will be given to nominees currently engaged in an active career of research. In brief, the nomination package should include a nomination letter, description of research highlights, biographical materials, three to five supporting letters written by individuals in at least three different countries, and an endorsement letter signed by the president of a national vacuum society (multiple nominations endorsed by a single society are allowed).

Note that all nominating material must be postmarked before January 31, 1998, and received in my office by February 15, 1998.

For further information, please contact me, or see the IUVSTA www site:
<http://www.vacuum.org/iuvsta>

Sincerely,

MG Barthés



IUVSTA WEB ADDRESS <http://www.vacuum.org/iuvsta>

Office of the Scientific Secretary

Dr MG BARTHES

CNRS-CECM

15 rue Georges Urbain

94407 Vitry cedex - France

email: barthes@glvt-cnrs.fr

Fax: 33 1 46 75 04 33

Tel: 33 1 46 87 35 93

Vitry, April 21, 1998

Dear Sir/Madam,

I am happy to announce that the first award of the IUVSTA Prize is being made to Professor Johannes Friso van der Veen of the University of Amsterdam for his pioneering investigations of surface and interface structure, disordering and melting through the development and application of Medium Energy Ion Scattering and Surface X-ray Diffraction.

Let me remind you that the purpose of the IUVSTA Prize is to recognize and encourage outstanding internationally-acclaimed research in the fields of interest to the International Union for Vacuum Science, Technique and Applications (IUVSTA). The prize has been established by the IUVSTA Executive Council, with generous support from the vacuum industry world-wide. It will be conferred at intervals of not less than three years.

The Prize will be presented to Professor van der Veen in September 1998 at the International Vacuum Congress in Birmingham, England.

We would appreciate if you can publicize the result of this first IUVSTA Prize competition in your nation.

For further information, please contact me, or see the IUVSTA www site:

<http://www.vacuum.org/iuvsta>

Sincerely,

MG Barthés

IUVSTA Prize, 1998

The newly-established IUVSTA Prize, which comprises a cash award and a medal, is presented to recognise outstanding internationally-acclaimed research in experimental and/or theoretical research in vacuum science, technique or applications. The Prize is endowed by generous donations from ANELVA; Balzers and Leybold Holding AG; Intevac; OMICRON Vakuumphysik GmbH; Osaka Vacuum; Physical Electronics; SAES Getters; ULVAC; TAV; Varian Associates; VAT.

The first award of the IUVSTA Prize is being made to Professor Johannes Friso van der Veen of the University of Amsterdam for his pioneering investigations of surface and interface structure, disordering and melting through the development and application of Medium Energy Ion Scattering and Surface X-ray Diffraction.

Friso van der Veen was born in Utrecht in The Netherlands and received his 'Doctorandus' (1973) and Doctor's (1978) degrees from the University of Utrecht, his thesis advisors being Professors F.W.Saris and J.Kistemaker at the FOM-Institute of Atomic and Molecular Physics (AMOLF) in Amsterdam. He then spent 18 months working with Dr.D.E.Eastman at IBM Yorktown Heights in the USA before returning to the FOM-AMOLF Institute in Amsterdam, first as a staff member and later as a technical director. He moved to a position of Professor of Experimental Physics at the Van der Waals-Zeeman Institute of the University of Amsterdam in 1997.

His early work centred on the development and application of the novel method of medium energy ion scattering (MEIS) with Frans Saris at the AMOLF Institute for the determination of the geometrical structure of surfaces, and synchrotron radiation-based photoemission characterisation of electronic structure first in collaboration with Dean Eastman using the Tantalus facility in Madison, Wisconsin, and then ACO in Orsay, France with Paul Larsen. More recently he has become involved in the development and exploitation of surface X-ray diffraction, first at the Daresbury SRS facility in the UK and most recently at the European Synchrotron Radiation Facility (ESRF) in Grenoble, France. Apart from the novel techniques themselves, pioneering structural studies included those of surface disordering and surface melting, in situ MBE growth studies and properties of solid-liquid interfaces.

His professional activities have included a term as the President of the Netherlands Vacuum Society, general chairmanship of the 12th International Vacuum Congress of IUVSTA in The Hague in 1992, and Chairmanship of the Science Advisory Committee (SAC) of the ESRF.

The IUVSTA Prize will be presented to Professor van der Veen in September 1998 at the International Vacuum Congress in Birmingham, England.



IUVSTA WEB ADDRESS <http://www.vacuum.org/iuvsta>

Office of the Scientific Secretary

Dr MG BARTHES
CNRS-CECM
15 rue Georges Urbain
94407 Vitry cedex - France

email: barthes@glvt-cnrs.fr
Fax: 33 1 46 75 04 33
Tel: 33 1 46 87 35 93

Vitry, June 6, 1998

Dr. Richard FISCHER
Geschäftsführer
VAT Vakuumbauteile
CH-9469 Haag
Switzerland

Dear Sir,

I am happy to announce that the first award of the IUVSTA Prize is being made to Professor Johannes Friso van der Veen of the University of Amsterdam for his pioneering investigations of surface and interface structure, disordering and melting through the development and application of Medium Energy Ion Scattering and Surface X-ray Diffraction.

Let me remind you that the purpose of the IUVSTA Prize is to recognize and encourage outstanding internationally-acclaimed research in the fields of interest to the International Union for Vacuum Science, Technique and Applications (IUVSTA). The Prize has been established by the IUVSTA Executive Council, with generous support from the vacuum industry world-wide (including support from your organization - VAT). It will be conferred at intervals of not less than three years.

The Prize will be presented to Professor van der Veen in September 1998 at the International Vacuum Congress in Birmingham, England, August 31-September 4, 1998. The Prize will be presented on Monday morning August 31, 1998 at 10h55 (previsional time; any change will be incorporated in the final programme).

We greatly appreciate your generous support of this Prize, and hope that you or your representative will be able to attend the award ceremony.

For further information, please contact me, or see the IUVSTA www site:
<http://www.vacuum.org/iuvsta>

Sincerely,

MG Barthés

IUVSTA Prize Winners

Starting in 2001, two IUVSTA Prizes were awarded, one in Science and one in Technology.

Year	Winner	Country			
1998	Johannes Friso van der Veen	Netherlands			
			Science Prize	Technology Prize	Country
2001	Kunio Takayanagi	Japan		Wolf-Dieter Münz	U.K.

**International Union for Vacuum Science, Technique, and Applications
Union Internationale pour la Science, la Technique, et les Applications du Vide
Internationale Union für Vakuum-Forschung, -Technik, und -Anwendung**

WELCH SCHOLARSHIP
BOURSE WELCH
WELCH-STIPENDIUM

Administrator:
Dr. W. D. Westwood
7 Mohawk Crescent
Nepean, Ont K2H 7G7
Canada
Phone: 613-829-5790
Fax: 613-829-3061
e-mail: westwood @istar.ca

WELCH FOUNDATION SCHOLARSHIP 2000

ANNOUNCEMENT

A scholarship is offered to a promising scholar who wishes to contribute to the study of vacuum science techniques or their application in any field. **The scholarship is awarded to encourage international cooperation by making it possible for the winner to spend a year in a research lab in another country.**

Applicants must make arrangements for the proposed research program with a laboratory of their choice. Because of the international nature of the scholarship, strong preference will be given to applicants who propose to study in a foreign lab in which they have not yet studied. **A form outlining the research program and signed by the supervisor in the laboratory where the research is to be carried out** must be submitted with the application to indicate the agreement of the laboratory and the proposed supervisor to your studies.

Candidates for the scholarship should have at least a Bachelors degree; **a Doctors degree is preferred.**

Conditions of the scholarship:

This scholarship is offered for a one-year period starting September 1, 1999. If, for some reason, the candidate cannot begin his/her work as scheduled, he/she can begin within three months after September 1, 1999. In the case of a delay of more than three months, another candidate may be chosen. The laboratory where the candidate wishes to work must approve any delay in the commencement of work.

The amount of the Scholarship will be approximately \$12,500 U.S. The scholarship holder is encouraged to seek funds in addition to the scholarship.

The scholarship money is paid in three installments -- one of \$6,000 at the beginning, another of \$6,000 six months after he/she has started work, and a third of \$500 upon delivery of a final report after completion of work. A brief mid-term report is required before payment of the second installment.

Note:

Researchers who applied unsuccessfully for previous Welch Scholarships may apply again for the 2000 grant.

Applications for renewal of the Scholarship are not accepted.

Application procedure:

Candidates can print and complete the application form and send it by 15 April 1999 to:

Dr. W.D. Westwood
7 Mohawk Crescent
Nepean, Ont K2H 7G7
Canada
Phone: 613-829-5790
Fax: 613-829-3061
e-mail: westwood@istar.ca

Each candidate's application should include the following:

- A completed application form, available from the Administrator or from <http://www.vacuum.org/iuvsta/welchapp.html>
- **Name and address of laboratory chosen; a 200-word abstract describing the research he/she proposes to perform; and a letter indicating that the facilities of the host laboratory will be available.** The appropriate form is available from the Administrator or from <http://www.vacuum.org/iuvsta/welchprop.html>
- A curriculum vitae.
- A photocopy of, or attestation of, all diplomas.
- A declaration that the candidate will not violate any laws of his/her own country during his/her tenure of scholarship.
- A declaration that the candidate will not violate any laws or engage in any political activity in the country where he/she intends to work.
- Two recommendations from present or past professors or research directors.

Candidates will be informed of the results of their applications as soon as possible but probably before the beginning of August 1999.

The successful candidate must produce satisfactory evidence (preferably in the form of examination certificates, etc.) of reasonable fluency either in the language of the country where he/she will work during the tenure of his/her scholarship or in English.

Scientific Association - Registered Office - Avenue de la Renaissance 30, B 1040 Brussels, Belgium

President: Prof. D.P. Woodruff (U.K); Secretary General: Dr. W. D. Westwood (Canada);

Treasurer: Mr. H. Wahl (Switzerland))

International Union for Vacuum Science, Technique, and Applications
Union Internationale pour la Science, la Technique, et les Applications du Vide
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WELCH SCHOLARSHIP
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WELCH-STIPENDIUM

Administrator: Phone: 613-829-5790
Dr. W. D. Westwood Fax: 613-829-3061
7 Mohawk Crescent e-mail:
Nepean, Ont K2H 7G7 westwood

@istar.ca

Canada

**APPLICATION FOR THE AWARD OF A WELCH SCHOLARSHIP / DEMANDE DE
BOURSE WELCH / BEWERBUNG UM DIE ERTEILUNG EINES WELCH-STIPENDIUMS
FOR THE PERIOD / POUR LA PERIODE / FÜR DEN ZEITRAUM _____**

1. Personal details of applicant / Détails personnels concernant le candidat / Persönliches über den Bewerber

(a) Name (BLOCK CAPITALS) / Nom et prénoms (en CAPITALES D'IMPRIMERIE) / Namen
(BLOCKSCHRIFT) (Underline SURNAME / Soulignez le NOM DE FAMILLE / Bitte den
NACHNAMEN unterstreichen)

(b) Nationality / Nationalité / Staatsangehörigkeit

(c) Date of birth / Date de naissance / Geburtsdatum

(d) Address for correspondence / Adresse pour la correspondance / Anschrift zwecks
Korrespondenz
(BLOCK CAPITALS / CAPITALES D'IMPRIMERIE / BLOCKSCHRIFT)

2. Present status / Situation actuelle / Gegenwärtiger Berufsstand

(a) Are you still receiving full-time education? YES / NO
Étudiez-vous encore à temps complet? OUI / NON
Sind Sie noch Vollzeit-Student? JA / NEIN

(b) If your answer to question 2(a) is 'yes', please state:
Si votre réponse à la question 2(a) est 'oui', indiquez:
Wenn Sie auf Frage 2(a) mit 'ja' geantwortet haben, geben Sie bitte an:

(i) Name and Department of University, Polytechnic, etc. / Nom et Section de l'Université,
Institut de Technologie, etc. / Namen und Abteilung der Universität, des Polytechnikums, usw.

(ii) Subject studied / Sujet étudié/ Studienfach

(iii) Degree, certificate. etc. which you expect to obtain / Licence, certificat, etc. que vous espérez obtenir / Doktorat usw., auf das Sie sich vorbereiten:

(iv) Expected date of completion of course / Date prévue de la fin des cours / voraussichtlicher Zeitpunkt der Beendigung Ihres Studiums:

(c) If your answer to question 2(a) is 'no', please state:

Si votre réponse 2(a) est 'non', indiquez:

Falls Sie auf Frage 2(a) mit 'nein' geantwortet haben, geben Sie bitte an:

(i) Present occupation (please be exact) / Occupation actuelle (Soyez précis(e)) / Gegenwärtige Beschäftigung

(ii) Where are you employed? / Où êtes-vous employé(e)? / Wo sind Sie beschäftigt?

(iii) Nature of work (please be exact as possible) / Nature du travail (soyez aussi exact(e) que possible / Nähere Beschreibung Ihrer Arbeit (möglichst genau):

(iv) Present salary / Traitement actuel / Gegenwärtiges Gehalt:

3. Qualifications / Qualifications / Qualifikationen:

Please list below all degrees, diplomas, certificates, etc. held by you (excluding those gained at school)

Indiquez ci-dessous tous les diplômes, certificats, etc. que vous possédez (non-compris ceux obtenus dans l'enseignement secondaire)

Bitte verzeichnen Sie unten alle von Ihnen erworbenen Doktorate, Diplome, Bescheinigungen, usw. (jedoch keine Schulzeugnisse)

QUALIFICATION

AWARDED BY

DATE

TITRE

DECERNE PAR

DATE

QUALIFIKATION

AUSGESTELLT VON

DATUM

NB Documentary evidence of all qualifications must be submitted with this application. Please do not send originals of diplomas or certificates.

Les documents confirmant toutes ces qualifications doivent être joints à la demande de bourse. N'envoyez pas les originaux des diplômes ou certificats.

Dokumentarischer Nachweis aller Bescheinigungen muss diesem Bewerbungsformular beigelegt werden. Senden Sie bitte keine Originalurkunden.

4. Languages / Langues / Sprachen:

Please give particulars of your knowledge of languages other than your own / Donnez des détails concernant votre connaissance des langues autres que votre langue maternelle / Bitte geben Sie Einzelheiten ihrer Kenntnisse in Fremdsprachen an

Language / Langue / Sprachen	(i) _____	(ii) _____	(iii) _____
Able to speak / Capable de parler / Fähig zu sprechen	(i) _____	(ii) _____	(iii) _____
Able to read / Capable de lire / Fähig zu lesen	(i) _____	(ii) _____	(iii) _____
Able to write / Capable d'écrire / Fähig zu schreiben	(i) _____	(ii) _____	(iii) _____

5. Curriculum vitae / Curriculum vitae / Lebenslauf:

Please supply a brief but complete account of your career up to now, including details of your education, of any previous employment, and all published papers. (use separate sheet of paper)

Donnez de façon brève mais complète des informations concernant votre carrière, y compris des détails sur votre éducation, vos précédents emplois, et la liste des mémoires publiés. (sur une feuille séparée)

Bitte, geben Sie einen kurzen, aber vollständigen Bericht Ihres bisherigen Berufsweges, einschliesslich Ihrer Ausbildung, früherer Beschäftigungen und aller Veröffentlichungen (auf einem separaten Blatt).

6. Purpose of Application / But de la demande / Zweck der Bewerbung:

Host laboratory Address / Adresse du laboratoire choisi / Anschrift des Gast-Laboratoriums

Research project title / Titre de Recherche Proposé/ Vorgeschlagenes Forschungsprojekt

A description of the project should be provided on Proposal form or on a separate sheet./Fournir un descriptif du projet sur le formulaire de proposition ou sur une feuille séparée/Eine Beschreibung des Projekts soll auf dem

Vorschlagsformular oder auf einem separaten Blatt gegeben werden

A letter from the laboratory (which MUST be in a different country from your present location) must be submitted with the application to indicate the agreement of the laboratory and the proposed supervisor to your studies. / Joindre à votre demande une lettre du laboratoire choisi (qui **doit** se situer dans un pays différent de celui où vous résidez actuellement) qui indiquera l'accord du laboratoire concerné ainsi que la personne nommée responsable de vos études. / Ein Begleitbrief, der die Zustimmung für Ihr ausgewähltes Fachgebiet (das in einem anderen Land als Ihr jetziges sein **muss**) sowohl vom Laboratorium als auch vom gewählten Betreuer aufweist, muß mit diesem Antrag eingereicht werden.

7. References / Références / Referenzen:

Please supply two references from your present or former professors or research directors who can testify to your ability, qualifications, etc.

S.V.P. fournir deux références de deux de vos ex ou actuels professeurs ou directeurs de recherche qui peuvent témoigner de votre capacité, de vos qualifications, etc.

Bitte legen Sie zwei Referenzen von jetzigen oder früheren Professoren oder Forschungsdirektoren bei, die über Ihre Fähigkeiten, Qualifikationen usw. Auskunft geben können.

8. Date you plan to begin tenure, if granted an award:

Date à laquelle vous avez l'intention de commencer vos études, si vous obtenez une bourse:

Datum, an welchem Ihr Stipendium beginnen soll, falls es Ihnen angeboten wird:

9. How did you learn of the scholarship?

Par quel moyen avez-vous appris l'existence de cette bourse?

Wie haben Sie von diesem Stipendium erfahren?

Date

Signature

Date _____

Signature _____

Datum

Unterschrift

Declaration / Déclaration / Erklärung:

I declare:

a) that all information in my answers to questions 1 to 5 inclusive is correct to the best of my knowledge and belief. I understand that if I knowingly give false information, any scholarship awarded to me may be withdrawn upon the discovery of such misinformation;

(b) that if I am awarded a Welch Scholarship, I will obey all the conditions attached to it. In particular, that I will not engage in any form of political activity in the country where I pursue my studies or knowingly commit any breach of the laws of my own country during my tenure of the scholarship.

Je déclare sur l'honneur:

(a) que tous les renseignements contenus dans mes réponses aux questions 1 à 5 comprise. Il est entendu que si je donne sciemment de faux renseignements, toute bourse qui m'aurait été décernée pourrait m'être retirée lors de la découverte de ces faux renseignements;

(b) que si j'obtiens une Bourse Welch, je me conformerai aux conditions y afférent et, tout particulièrement, que je ne m'engagerai dans aucune forme d'activité politique dans le pays où je continuerai mes études, ni ne violerai sciemment les lois de mon pays pendant que je serai en possession d'une bourse.

Ich gebe folgende Erklärung ab:

(a) dass alle in meinen Antworten auf Fragen 1-5 enthaltenen Angaben meinem Wissen und Glauben nach wahrheitsgetreu sind. Ich bin dessen gewahr, dass wenn ich bewusst falsche Auskünfte angegeben habe, mir bei Entdeckung solcher falscher Auskünfte ein eventuelles Stipendium entzogen werden kann;

(b) dass, wenn mir ein Welch Stipendium erteilt worden ist, ich allen damit verbundenen Bedingungen entsprechen werde; insbesondere werde ich mich an keiner Art politischer Aktivität in dem Lande, wo ich meine Studien vollziehe, beteiligen; noch werde ich bewusst die Gesetze meines eigenen Landes während der Dauer meines Stipendiums übertreten.

Signature / Signature / Unterschrift

Date / Date / Datum

**International Union for Vacuum Science, Technique, and Applications
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Fax: 613-829-3061
e-mail: westwood @istar.ca

**RESEARCH PROPOSAL AND AGREEMENT /
PROPOSITION ET ACCORD DE RECHERCHE /
PROJEKT VORSCHLAG UND ZUSTIMMUNG**

(To be completed by the applicant and signed by the proposed supervisor in the host laboratory.)/(A rempli par le candidat et signer par la personne nommée responsable des études au laboratoire d'accueil.)/(Vom Antragsteller auszufüllen und vom vorgeschlagenen Betreuer des Gast-Laboratoriums zu unterzeichnen.)

Name of applicant / Nom du candidat / Name des Antragstellers

Host laboratory Address / Adresse du laboratoire d'accueil / Anschrift des Gast-Laboratoriums

Name of Proposed Supervisor / Nom du responsable des études / Name des (vorgeschlagenen) Betreuers

Signature of Proposed Supervisor /

Signature du responsable des études /

Unterschrift des (vorgeschlagenen) Betreuers _____

–The signature above signifies that the host laboratory undertakes to provide the applicant, if successful in obtaining the Scholarship, with the facilities and technical support necessary to carry out the research proposal in the summary, during the one year period of the Scholarship.

–La signature ci-dessus signifie que le laboratoire d'accueil se charge de mettre à la disposition du candidat les moyens et le support technique nécessaires pour mener à bien le programme de recherche proposé ci-dessous. Cet accord n'est valable que si le candidat est accepté, et ne peut durer que les douze mois de la période de la bourse.

–Durch die obenstehende Unterschrift verpflichtet sich das Gast-Laboratorium im Falle einer Gewährung des Stipendiums dazu, dem Antragsteller die Arbeitsstätten sowie die technische Unterstützung zur Verfügung zu stellen, die notwendig ist, das in der unten stehenden Zusammenfassung vorgeschlagene Forschungsprojekt innerhalb der einjährigen Laufzeit des Stipendiums zu bearbeiten.

(Scientific Association - Registered Office - Avenue de la Renaissance 30, B-1040 Brussels, Belgium)
President: Prof. D.P. Woodruf (U.K) Secretary General: Dr.W.D. Westwood (Canada)
Treasurer: Mr. H. Wahl (Switzerland)

**SUMMARY OF PROPOSED RESEARCH / RESUME DE LA
RECHERCHE PROPOSEE / ZUSAMMENFASSUNG DES
VORGESCHLAGENEN FORSCHUNGSPROJEKTES**

Signature of Applicant / Signature du candidat / Unterschrift des Antragstellers

WELCH SCHOLARS

Year	Winner	Country of Origin	Scholarship year spent in
1969	J. Lopez-Sancho	Spain	USA
1970	M. Vesely	Czechoslovakia	USA
1971	S. Tabata	Japan	France
1972	E. Rieger	Hungary	Netherlands
1973	J. Cryzewski	Poland	USA
1974	O. Christensen	Denmark	USA
1975	S.M. Ohja	India	USA
1976	H. Urbankova	Czechoslovakia	USA
1977	H. Kezuka	Japan	Germany
1978	L. Verheij	Netherlands	UK
1979	P.I. Cohen	USA	
1980	J.A. Kolaczkiwicz	Poland	Germany
1981	C.V. Dharmadhikara	India	USA
1982	P.A. Bowden	USA	Germany
1983	A. Ciszewski	Poland	USA
1984	C. Foley	Australia	USA
1985	J. Paul	Sweden	UK
1986	Yumin Gao	China	France
1987	S.N. Sahu	India	Australia
1988	G.M. Sundaram	USA	UK
1989	S. Uthanna	India	Germany
1990	L.G. Hultman	Sweden	USA
1991	M.A. Hasan	Iraq(Sweden)	USA
1992	J.L. del Barco	Argentina	France
1993	Wu Hong	China	USA
1994	M. Foltin	Slovakia(Austria)	USA
1995	Wei Yang	China	USA
1996	H. Ofner	Austria	USA
1997	S. Gorer	Israel	USA
1998	M. Keidar	Israel	USA
1999	She Guan Wang	China/Israel	USA
2000	Erik Svedberg	Sweden	USA
2001	Christine A. Nicoll	Canada	UK

INTERNATIONAL UNION FOR VACUUM SCIENCE, TECHNIQUE AND
APPLICATIONS - IUVSTA

International association having scientific aims, Brussels

STATUTES

(approved by Royal Decree of 2nd May, 1963; amendments published in the Moniteur Belge/Belgisch Staatsblad of 11th May, 1972, of 5th December, 1974 and of 14th June 1978)

I. LEGAL FORM - SEAT - LANGUAGES

I.1. The international Organization constituted in 1959 under the name of "International Organization for Vacuum Science and Technology" (IOVST), endowed by royal decree of 7th August, 1959 with civil personality, in compliance with the Belgian law of 25th October, 1919 on international associations having scientific aims, complemented by the law of 6th December, 1954 will pursue its activities in the future under the name of "International Union for Vacuum Science, Technique and Applications" (IUVSTA), and will have its registered offices in Brussels or in one of its boroughs, and is hereafter called "the Union".

I.2. The seat of the Secretariat is determined by the President.

I.3. a) The official languages of the Union are French, English and German.

Communications presented in one of these languages must, if required, be repeated in either or both of the other two.

b) All official recommendations are published in French, English and German. In each case, one of the three texts is considered as "Original text", the two others being approved translations. The original text must be indicated by the issuing committee.

c) The original text for these statutes is the French.

d) All statutes and bylaws are written using the masculine gender, but it is understood that the feminine gender applies equally.

II. OBJECTS OF THE UNION

The Union's aims, exclusively non-profit making, are to promote, encourage, and develop vacuum sciences, techniques and applications in all countries, mainly through the following means:

A. The taking of all useful measures to support the member committees and persons who seek to establish national committees where they do not yet exist.

B. The co-ordination of the activities of the present or future member national committees.

- C. Institution of Divisions with responsibility for prescribed areas of the whole field of scientific and technical interest of the Union.
- D. The establishment of international working groups instructed to:
- a) study specific problems (standardization, glossaries, training of specialists, etc.)
 - b) reach agreements in order to make recommendations in the field of vacuum;
 - c) secure the publication of the matters dealt with in the preceding two paragraphs.
- E. The development and promotion of exchanges, meetings and communications in the field of vacuum co-operation with the national committees and all international scientific associations.
- F. The application of all necessary measures and initiatives to achieve these aims.

III. MEMBERS

III.1. General

- a) Members of the Union are national committees. They must be representative of the whole of the individuals and corporate bodies interested in vacuum science, technique and its applications, in their country.
- b) Any country wishing to become affiliated to the Union shall form a national committee able to take charge of the country's interests in the field of vacuum.
- c) A national committee wishing to join the union shall submit satisfactory evidence that it conforms to the requirements of articles III.1.a) and III.1.b) and shall undertake to observe the Statutes in force.
- d) Membership shall be limited to one national committee in each country.

III.2. Acquisition of Membership

- a) A request for affiliation by a national committee shall be sent by letter to the Secretariat of the Union.
- b) The Executive Council (see IV.4) shall decide on provisional admission. Admission shall require at least a favorable majority of four-fifths of the votes cast by members of the Executive Council and votes must be cast by at least three quarters of the members of the Council. Immediately after their provisional admission, new members have all the rights and duties of ordinary members, with the exception of the right to vote which they will acquire after their definite admission by the General Meeting.
- c) The General Meeting shall decide on definite admission under the normal conditions of decisions. All the requests received by the Secretary of the Union since the last General Meeting must be laid before the General Meeting. It pronounces definite admission. Definite admission may be granted even if for any reason the Executive Council has previously refused provisional admission.

III.3. Cessation of Membership

III.3.A. Membership may cease:

- a) by resignation. Notification must be forwarded to the Secretary of the Union, by registered letter, before 30th June of any year, such resignation becoming effective on 31st December of that year.
- b) as a consequence of dissolution for any reason of the Committee in question;
- c) if a national committee has not paid its subscription for two years. However, the Executive Council may suspend its membership pending the payment of outstanding subscriptions;
- d) if a national committee no longer complies with the normal conditions of membership (see III.1.a and III.1.b).

III.3 .B. Cancellation of membership is pronounced by the General meeting on a motion of the Executive Council, under the same conditions as for admission.

III.3.C. In case of resignation or expulsion, the member of the Union is responsible for its commitments until the end of the current year. The subscription paid by an organization which announces its dissolution during the calendar year remains the property of the Union. Any member which ceases to belong to the Union gives up, ipso facto, its rights in the assets of the Union.

III.4. Rights and Duties of Members

- a) Each national committee is at liberty to determine its own regulations and to organize its own meetings within its national territory on condition that the Union is given effective prior notice of them. Each national committee must facilitate the management of the Union by paying its contributions promptly.
- b) Each national committee shall designate a person authorized to correspond in its name with the Secretariat of the Union.
- c) Each national committee shall nominate representatives to the General Meetings (see IV.2.d). However, members of the Union may arrange to be represented at the General Meeting by another member (see IV.2.e).
- d) Each national committee shall assign a representative to the Executive Council.

III. 5. Multi-National Committees

In certain cases and particularly when several neighboring countries have not yet established their own national committees, they will be entitled to form a joint committee to which the status of member will be accorded by the General Meeting. None of these countries may have its own national committee.

IV. ORGANS

IV.1. The organs of the Union are:

- a) The General Meeting
- b) The Executive Council
- c) The Scientific and Technical Directorate
- d) The Divisions.

IV.2. The General Meeting

- a) The General Meeting is the highest authority of the Union. Its principal tasks will be to guide the work of the Union, elect the members of the Executive Council, and to discuss, approve or reject the reports submitted by the Executive Council.
- b) The General Meeting can make amendments to the Statutes. It determines the By-laws.
- c) The General Meeting will be held at least once every three years but, preferably, every two years and, so far as possible, on the occasion of an international conference. The time between two Ordinary General Meetings is designated as a "Period". The Executive Council or three fifths of the members may call Extraordinary General Meetings. An Extraordinary General Meeting cannot take place less than nine months before or after an Ordinary General Meeting. Ordinary or Extraordinary General Meetings are presided over by the President of the Union.
- d) The General Meeting shall be composed of the delegations of the members committees of the Union. Each delegation shall consist of a maximum of three persons. It will be led by a Head of Delegation nominated by the national committee which it represents. Each head of Delegation will vote in the name of his national committee, disposing of all the votes given to the national committee he represents (see IV 2 h).
- e) Members of the Union may arrange to be represented at the General Meeting by another member. No member can represent more than three member committees including itself.
- f) The proceedings of the General Meeting shall not be valid unless two thirds or more of the members are present, or represented. The decisions of a General Meeting shall be decided by a majority of three quarters of the votes.
- g) The Agenda shall be prepared by the Executive Council which shall be required to include any motion put forward by at least one fifth of the members of the Union. No decision may be taken outside the Agenda.
- h) The number of votes given to each committee shall be fixed by the following scale:

Number of contributory shares (see V.3)	1	2 or 3	4 to 6	7 to 9	10 and more
Number of votes	1	2	3	4	5

i) The exact date, venue and a draft agenda of each General Meeting shall be circulated to the members at least four months before the proposed date. The final Agenda will be communicated to the members six weeks before that date.

j) Each member committee of the Union must notify by letter to the Secretary General of the Union, the composition of its delegation to the General Meeting, indicating clearly the name of the Head of the delegation.

IV.3. Presidency

IV.3.1. General

- A. The Union is presided over by one President assisted by two Vice-Presidents.
- B. The two Vice-Presidents will be the President-Elect, elected by secret ballot by the general meeting, and the immediate Past-President.
- C. A former President is not eligible for re-election.
- D. The President and the two Vice-Presidents are not remunerated.
- E. The President and the two Vice-Presidents must each be of different nationality.

IV.3.2. Elections

- A. Each Ordinary General Meeting will proceed to the election of the President-Elect who will automatically become in turn Vice-President during the period following this General Meeting, President during the second following period and Vice-President during the third period.
- B. At each Ordinary General Meeting, the Executive Council will propose a candidate for the Presidency. Any possible additional candidate must be supported by at least one fifth of the members of the Union.

IV.3.3. The President

- A. The President is responsible for all the activities of the Union and ensures that they do not conflict with the laws relating to its constitution, statutes and by-laws. In any situation for which these statutes do not apply the President shall be responsible for taking the appropriate action.
- B. He will preside over:
 - a) the General Meeting which opens his term of office from the moment when he is introduced by his predecessor;
 - b) the General Meeting which closes his term of office until the moment when he introduces his successor;
 - c) any Extraordinary General Meeting which may be convened during his term of office;
 - d) meetings of the Executive Council;

e) any assembly or commission for the proceedings of which it is judged to be necessary.

C. He will determine the seat of the Secretariat.

IV.3.4. Vice-Presidents

The Vice-Presidents assist the President in all his duties. They can take his place on his request. The President-Elect becomes President in case of death, permanent incapacity or resignation of the President in office. If, in the case of death, permanent incapacity or resignation of a President during his term of office, the President-Elect is unable to take over the office, the other Vice-President (i.e. the Immediate Past-President) will take over the duties of the President until the next Ordinary General Meeting. He shall take the necessary measures to ensure that a new successor is elected as rapidly as possible either in the course of the next Ordinary General Meeting or of an Extraordinary General Meeting. He must choose the procedure leading to the earliest result.

IV. 3.5. Honorary Presidents

The title of Honorary President can be conferred on one or more eminent personalities. The decision to do so will be taken at the General Meeting on a motion of the Executive Council or of one fifth at least of the members of the General Meeting.

IV.4. The Executive Council

A. Composition,

a) The Executive Council is composed of representatives of the member committees to the number of one per member committee, of the President, two Vice-Presidents, the Secretary General, the Treasurer, the Scientific Director and the Scientific Secretary. All Councillors are entitled to speak and to vote. Members of the Executive Council are not remunerated.

b) The President, the two Vice-Presidents, the Secretary General, the Treasurer, the Scientific Director and the Scientific Secretary are chosen to exercise their functions on behalf of the Union, because of their personal qualities, and not to represent their national organizations.

c) The Secretary General is especially responsible for administrative matters.

The Scientific Secretary is acting as liaison officer between the Executive Council and the Scientific and Technical Directorate.

d) Besides designated representatives of the member committees, the Executive Council will not include more than three councillors of the same nationality.

e) The Executive Council must include a member of Belgian nationality as long as Belgian law so requires.

f) The Executive Council will receive at its meetings with the right to speak but not vote the:

- former Presidents of the Union,
- the members of the Scientific and Technical Directorate,
- the founders of the Union,
- observers.

g) The founders of the Union are persons who have participated in the Council meetings of the IOVST, or meetings for the foundation of the IUVSTA, at Cologne, Brussels and Dijon and who have continued to play an active role since then within the Executive Council or the Directorate.

h) The observers at Council meetings are designated by the President of the Union.

B. Nominations

a) Each member of the Council representing a member committee shall be proposed by that committee and his nomination shall be subject to ratification by the General Meeting. So far as reasonably practicable, the representative councillors should not serve for more than two consecutive Periods and should stand down for one Period before re-election as representative councillors.

b) In the case of death, permanent incapacity or resignation of a representative councillor during the Period, or his inability to attend Executive Council meetings, he will be replaced by his alternate.

Each member committee is entitled to nominate besides the representative councillor (according to IV.4.B.a)) - another person designated as alternate councillor. Also this nomination shall be subject to ratification by the General Meeting.

c) The representative councillors will preferably be of the same nationality as the member committee which they represent. In case of different nationality the representative councillor will require the approval of his own national committee.

d) No individual can be representative councillor for more than two member committees.

e) The President, the two Vice-Presidents, the Secretary-General, the Treasurer, the Scientific Director and the Scientific Secretary cannot in any case be a representative councillor or alternate councillor of a member committee.

f) The Secretary General, the Treasurer, Scientific Director and the Scientific Secretary are proposed by the New President for election by the General Meeting at the beginning of a new Period. Any other possible candidature must be proposed by fifth at least of the Union member.

g) Members of the Scientific and Technical Directorate are chosen by the Chairman of the Directorate.

h) The list of founders is approved by the General Meeting on a motion of the President of the Union and published in the By-laws.

C. Functions of the Executive Council

a) The Executive Council is responsible for the management of the Union.

b) The Executive Council is convened in writing by the President as often as necessary in the interest of the Union and at least once a year.

c) Two thirds of the members of the Executive Council present or represented, are necessary to form a quorum. Its decision shall be by a simple majority vote of the members present or represented; the President shall have a casting vote.

d) The Council shall prepare the By-laws of the Union which must be approved by the General Meeting.

e) The Executive Council shall convene Extraordinary General Meetings under the conditions prescribed in Item IV.2.c).

f) The Executive Council shall fix the date and prepare the Agenda for General Meetings. It is required to include on the Agenda any matter proposed for discussion by at least one fifth of the members of the Union and notified at least three months before the date of the General Meeting.,

g) The Executive Council shall establish committees as may be decided upon for specific purposes.

IV.5. The Scientific and Technical Directorate

A. The Directorate is composed of a Chairman and a Secretary, both being members of the Executive Council, the Chairmen of the Divisions, the Chairman of the Education Committee and of experts.

B. The Scientific and Technical Directorate:

a) shall establish working parties to study specific scientific and technical problems;

b) shall, if necessary, assign new problems to existing or new working parties;

c) shall formulate working directives.

C. The working parties are international.

D. Each working party must prepare for each General Meeting a detailed report on its activities during the previous "Period". The Directorate shall prepare a general report and submit it to the General Meeting.

IV.6. The Divisions

A. Divisions with responsibility for prescribed areas of the whole field of scientific and technical interests of the Union may be established according to requirement.

B. The establishment of a new Division needs the agreement of the Executive Council and the ratification by the General Meeting.

C. Every Division shall draw up internal statutes of its own which are subject to confirmation by the Executive Council. The By-laws of the Union shall include guidelines for the drawing up of such internal statutes.

D. The internal statutes of each Division shall define a procedure for the election of a Divisional Committee and of a Chairman of that Division.

V. RESOURCES

V.I. The financial means of the Union are:

- a) the regular subscriptions of its members,
- b) grants from public or private institutions,
- c) gifts, legacies, and appeal income.

V.2. The Executive Council shall prepare a provisional budget for each year of the Period between two Ordinary General Meetings. The accounts for the previous Period and the provisional budget shall be presented as two separate reports to the General Meeting for discussion, comment, and, if satisfactory, ratification.

Based upon the financial Reports, the General Meeting shall determine the total annual amount required from members subscriptions for the following period. From this is decided the value of the unit contributory share (see v.3.).

The provisional budget as voted by the General Meeting may be augmented during the triennium by donations or unanticipated income to the Union, thereby permitting additional expenditures for the benefit of the Union. The donations shall be maintained in a separate fund and the intent of the donor will be honored insofar as possible. The additional expenditures shall not exceed the amount of the donation.

V. 3. The subscription for each country shall be determined as follows:

a) All subscriptions shall be multiples of a fixed amount - the "unit contributory share". The actual subscription is the product of the value of the unit contributory share and the number of contributory shares assigned to the particular member committee (s.IV.2.h).

b) The number of contributory shares assigned to each member committee shall be determined according to the size of the country and the extent to which vacuum science and technology is practiced in that country and shall be fixed by the Executive Council after a study of

the comments of the member committee concerned. In every case, it shall be submitted to the General Meeting for ratification and, as a result, shall be adopted or modified.

V.4. Each Divisional Committee shall prepare in consultation with the Treasurer of the Union, a budget for its particular activities which shall form part of the general budget of the Union.

VI. GENERAL PROVISIONS

VI.1 All that has not been foreseen in the present Statutes, and in particular the announcements to appear in the *Moniteur Belge*, will be settled according to the Belgian law of 25th October, 1919 granting civil personality to International Associations having scientific aims, and complemented by the law of 6th December, 1954, extending civil personality to International Associations pursuing philanthropic, religious, scientific, artistic or educational aims.

VI.2 The Union may be dissolved by decision of the General Meeting.

VI.3 In case of Dissolution of the Union, any remaining available assets shall be transferred into a holding account of the International Council of Scientific Unions (ICSU), or its successor organisation. Within 5 years from the transfer, the most senior of the surviving last-serving officers of IUVESTA, after discussion with the other last-serving officers, may direct ICSU to transfer these funds into the account of a new International Union representing similar areas of Vacuum Science, Technique and Applications as those covered by IUVESTA. (Seniority order is defined at the time of dissolution as President, President-elect, Past-President, Secretary General, STD Director, Treasurer and STD Secretary). If no such request is received within the 5 year period these funds will be retained by ICSU which will use them for the advancement of science.

13/10/92 The Hague

Modified at GM-13, September 2, 1998

BY-LAWS

I. The French text is the original version of the By-Laws.

II.A. MEMBERSHIP

a) Application

Application for membership of the Union shall be addressed to the President of the Union and sent to the secretariat of the Union. It shall be signed by the President of the national committee.

The application shall be accompanied by:

- the text of the statutes and by-laws of the national-committee,
- a translation of these documents into one of the three official languages of the Union,
- a definite proposal concerning the appropriate number of contributory shares.

The proposal will have been previously prepared for discussion with the assistance of the secretariat of the Union.

When all these documents have been received by the secretariat of the Union, the latter shall register the application.

b) Provisional Admission

The secretariat of the Union shall, within two months following the registration of the application, propose to the Executive Council the provisional admission of the national committee.

Voting may take place either during a meeting or by correspondence.

A postal vote shall be closed six weeks after the date of despatch of the voting papers.

Admission or rejection by the Executive Council, as the case may be, shall be notified to the national committee within six weeks following the date of closure of the vote.

In case of rejection by the General Meeting, the application may only be re-submitted at the following General Meeting, the Executive Council not being empowered to rule on a temporary basis.

c) Definite Admission

Admission of new members shall constitute a specific item of the Agenda of each Ordinary General Meeting.

Draft Agenda for a General Meeting shall explicitly mention:

- all applications received by the secretariat during the last Period,
- the provisional decision taken by the Executive Council in each case,
- a proposal concerning the contributory shares of each possible new member,
- the statement of amounts already paid.

Admission of new members shall be placed at the beginning of the Agenda preferably as the first item.

The General Meeting shall discuss each candidature separately and proceed immediately after each discussion to vote on the admission of the country under consideration and to ratify the number of contributory shares that the country must pay. The ballot will be secret.

Only representatives of countries already members of the Union shall be present for the discussion and ballot; no representative of an applicant country will be present. Once this item of the Agenda has been concluded, the representatives of the members newly admitted to the General Meeting shall participate in the work of the latter with the right to speak and vote on all subsequent items of the Agenda.

d) With regard to the special case envisaged in paragraph III.5 of the Statutes, the Executive Council shall consider the procedure to be followed. In all cases, however, the constituents of the group must be clearly indicated.

B. Loss of member status

The loss of member status shall be notified by the secretariat to the President of the national committee concerned, as well as to the person previously authorised to correspond in its name with the secretariat of the Union.

III. RIGHTS AND DUTIES OF MEMBERS

a) Modifications to the national committees

Each national committee shall inform the Union of modifications to the structure or statutes of the committee. This information will be given in two copies of a letter to be addressed to the President of the Union, one copy to be sent to the President of the Union and the other to the Secretary General. The letter will be signed by the President of the national committee. The following General Meeting shall confirm (or, as the case may be, annul) the membership of any member committee having modified its statutes.

b) Correspondence with members

The letter authorising a person to correspond, in the name of a given national committee, with the secretariat of the Union shall be signed by the President of the national committee in question. This letter must indicate the dates of the beginning and end of this authority. In the case of a change in the structure of the member committee, the authority may be revoked by a letter from the new President.

c) The letter authorising an individual to represent a national committee at the Council of the Union shall be signed by the President of the national committee.

d) Membership fees must be paid in the first third of the calendar year.

IV. MODIFICATION OF THE STATUTES

The text of all proposed modifications to the Statutes shall be dispatched to the members at least six months before the corresponding General Meeting.

V. GENERAL MEETING

a) Any member of the Union wishing to be represented at the General Meeting by another member shall inform the Secretary General of the Union by letter six weeks before the date of the General Meeting.

The secretariat of the Union shall verify that the country requested to act as representative is in agreement.

The representation shall be assured by the head of the delegation of the representative country.

b) The various draft Agenda shall be detailed and all proposals put to the General Meeting must be stated in a precise manner.

Proposals dealing with the text of the Statutes and the By-Laws shall be circulated in all official languages of the Union.

c) At any Ordinary General Meeting, a review of the activities of the Union shall be given by the retiring President and a statement of the activities proposed to be followed in the forthcoming Period shall be given by the incoming President. These statements shall be communicated to the members in advance together with the final Agenda.

d) Voting will be secret.

VI. THE PRESIDENCY

a) Before each ordinary General Meeting, the secretariat of the Union shall make, in due time, the necessary contacts in order that the Executive Council may propose a candidate to the General Meeting.

b) The name of the President proposed by the Executive Council shall form part of the draft Agenda of the General Meeting, distributed four months before the latter.

c) All other candidatures which may arise shall be submitted by letters addressed to the President of the Union, one copy sent to the President and the other to the Secretary General of the Union at least six weeks before the date of the General Meeting.

The secretariat of the Union shall, within the week following the receipt of the letter, inform the different members of the projected candidature.

d) In case the President-Elect has to relinquish his functions in the Union, he shall tender his resignation six months before the end of his mandate.

The Executive Council shall present two candidatures to the following General Meeting, one for the Presidency, the other for the Vice-Presidency.

The necessary prior contacts shall be made by the Secretary General.

e) If a vacancy occurs in one of the following offices (Secretary General, Treasurer, Scientific Director, Scientific Secretary) due to death, incapacity or resignation, the Present shall appoint a person as acting officer to assume the operational responsibilities of the position. This acting officer shall be confirmed by the next Executive Council Meeting, and shall be in this capacity a non-voting participant in the Executive Council meetings. If the vacancy occurs early in the triennium, the President may convene an Extraordinary General Meeting to elect a replacement as a full voting member of the Executive Council.

f) A proposal of the President concerning the location of the secretariat (see clause IV.3.3.C of the Statutes) may be rejected by a simple majority of the Executive Council. In any case of such a rejection, it will remain the duty and prerogative of the President to make an alternative proposal.

VII.EXECUTIVE COUNCIL

a) The list of candidates for office as councillors not representing a member committee at the Executive Council proposed by the President-Elect shall form part of the draft Agenda distributed four months before the General Meeting.

By means of previous contacts with the Chairmen of all Divisions, the President-Elect will make certain that his proposed candidates for the Scientific Director and the Scientific Secretary will not be in conflict with the opinion of the majority of the Chairmen of the Divisions.

Any other candidature which may arise shall be submitted by letters addressed to the President of the Union, one copy to be sent to the President and the other to the Secretary General of the Union, at least six weeks before the date of the General Meeting.

The secretariat of the Union shall, within the week following the receipt of the letter, inform the different members of the proposed candidature.

b) In conformity with item IV.4.B.a) of the Statutes, half the representative councillors shall stand down after each Period.

c) If a representative and his alternate councillor shall cease to serve in the course of a Period, the President and the member committee shall take all necessary measures to secure the replacement of those councillors.

d) If an officer is not able to be present at an Executive Council Meeting (ECM), he should designate at least two individuals as proxies to represent him, in order of preference. Similarly, if neither a representative councillor nor his alternate councillor is able to be present at an ECM, one of them should designate at least two proxies to represent him at the ECM in order of preference. An individual designated as a proxy must have voting rights on the Executive Council as an officer, representative councillor, or alternate councillor.

e) The following persons were nominated as founders of the Union (4th General Meeting, 12th October, 1971): Mr. A.S.D.BARRETT, Mlle. M.BERTHAUD, Dr. D.A.DEGRAS, Prof. K.DIELS, Prof. E.THOMAS, Dr. A.VENEMA, Dr. M.W.WELCH.

VIII.SCIENTIFIC AND TECHNICAL DIRECTORATE

a) The working directives shall specify:
- the choice of expert members in the Directorate,,
- the working methods,
- the aims to be attained.

b) The Chairman of the Scientific and Technical Directorate:
- shall make a proposal to the Executive Council concerning the objectives which he appoints for himself up to the time of the next General Meeting
-shall keep the Executive Council regularly informed of the composition of his groups,
-shall inform the Executive Council of the decisions taken.

c) The general report presented to each ordinary General Meeting shall comprise two parts:
- a report of the work carried out,
- a working programme to be accomplished up to the time of the next General Meeting.

IX. DIVISIONS

a) Each Division shall have a Divisional College composed of delegates nominated each by a national committee being a member of the Union (see Statutes II.1 a), (and no such committee shall nominate more than one delegate).

Those delegates shall be experts in the field of the relevant Division.

b) In the case of death, permanent incapacity or resignation of such a delegate, the national committee which had nominated this delegate shall nominate a new delegate as a member of the Divisional College.

c) If the membership of a Divisional College exceeds 10 in number, the members of that Division shall select from among themselves a fixed number of members for a Divisional Committee by postal ballot.

If no such selection is required, the Divisional College shall function as a Divisional Committee in accordance with e), f), g), h), i), j), k), l), m), n), o) below.

d) In the case of death, permanent incapacity or resignation of a Divisional Committee member elected as described in c) this person shall be replaced by the member of the Divisional College who received the greatest number of votes among those who had not been elected at the occasion of the original postal ballot (see c)).

e) The Divisional Committee members may co-opt a fixed number (not exceeding one third of the final Divisional Committee) of people who are also experts in the field of the relevant Division.

No more than two members of the final Divisional Committee may be of the same nationality.

f) In the case of death, permanent incapacity or resignation of a co-opted member the Divisional Committee shall co-opt another person under the same conditions as described in e).

g) The Divisional Committee members shall elect a Chairman of the Division who will also be Chairman of the Divisional College and of the Divisional Committee.

This Chairman shall be chosen from among those members of the Divisional Committee who are also members of the Divisional College.

h) The Divisional Committee members shall elect a Vice-Chairman of the Division who will also be Vice-Chairman of the Divisional College and of the Divisional Committee.

This Vice--chairman shall be chosen from among those members of the Divisional Committee who are also members of the Divisional College.

i) The Divisional Committee members shall elect a Divisional Secretary who will also be Secretary of the Divisional College and of the Divisional Committee.

This Secretary shall be chosen from among those members of the Divisional Committee who are also members of the Divisional College.

j) one of the officers mentioned under h) and i) (Vice-Chairman, Secretary) shall practise also the duties of a Treasurer.

k) In the case of death, permanent incapacity or resignation of one of the officers mentioned under g) , h) and i) (Chairman, Vice-Chairman, Secretary) the Divisional Committee members shall elect a successor for the rest of the Period. Until this election is performed, the remaining officer(s) shall be responsible for administering the affairs of the Division.

1) The Chairman shall represent the Division

- inside the Union, especially within the Executive Council and the Scientific and Technical Directorate,
- outside the Union, especially in its relations with other international or national scientific and technical societies.

m) The Chairman and the Divisional Committee are responsible for the conduct of all current business of the Division.

In particular, they shall submit a written annual report to the Executive Council and the Divisional College members.

In respect of basic and important questions, they should consult the Divisional College as a whole.

n) On the first working day of the 5th calendar month before the date of any Ordinary General Meeting of the Union, the Chairman of each Division shall write to the members of the relevant Divisional College to initiate the electoral processes described in c), e), g), h), i). So far as reasonably practicable, the members of the Divisional College should not serve for more than two consecutive Periods and should stand down at least for one Period before re-nomination as Divisional College members.

The electoral processes shall be completed as soon as possible, but in any case not later than three months following the date of the Chairman's letter mentioned above.

The persons so elected shall assume their offices at the occasion of the said Ordinary General Meeting.

Their predecessors shall be responsible for any activities of the Division concerning any International Congress accompanying the Ordinary General Meeting.

o) The preparation of the budget of every Division in accordance with section V.4 of the Statutes of the Union shall be done as follows: Each Divisional Committee shall first send a draft of its budget to the Scientific Director who shall then consult the Treasurer of the Union.

X.RELATIONS WITH INTERNATIONAL SCIENTIFIC COMMITTEES

a) Conclusions of protocols with international scientific committees

The Executive Council may provisionally conclude protocols with well-established international scientific committees providing for the association of those committees with the work of the Union. Such protocols shall be subject to ratification by the General Meeting.

b) Terms of Protocols

In addition to any other terms whatsoever, each such protocol shall provide:

- (i) In principle, for a financial agreement between the Union and the Committee.
- (ii) For the presentation of a report on the work of the Committee to the General Meeting.
- (iii) For the appointment by the Committee of an observer to participate in meetings of the Executive Council.

13/10/92 The Hague

DIVISION STATUTES

Statutes of the Applied Surface Science Division

Article 1 - Name

The organization shall be known as the Applied Surface Science Division of the International Union for Vacuum Science, Technique and Applications (IUVSTA), registered in Brussels, Belgium.

Article 2- Objectives

The objectives of the Division are to promote, encourage and develop the science and technology associated with Applied Surface Science in all countries, mainly through the following means:

- A. The Division will liaise with national and international bodies active in the field of science/technology of Applied Surface Science with the particular aim of effective coordination, at the international level, and act to relay information on local national meetings.
- B. The Division will be concerned with the organization of technical sessions at the International Vacuum Congress and other international conferences, topical conferences, summer schools, workshops, short courses, educational activities and exhibitions.
- C. The Division will promote the publication of scientific papers in proceedings, scientific journals and books in the science and technology of Applied Surface Science.
- D. The Division will contribute to other activities of the IUVSTA, in particular those of interest to the Applied Surface Science Division.

Article 3 - Membership

All members from countries which have Vacuum Societies or National Committees that are members of IUVSTA can take part in planning the activities of the Division and influencing policy decisions.

Article 4 - Divisional Committee

The Divisional Committee is the nucleus of the Applied Surface Science Division and decides upon all scientific matters of Divisional interest. The Divisional Committee will have an elected Chairperson, Vice-Chairperson and Secretary/Treasurer.

Article 5 - Structure of the Division, Nominations and Elections

A. Each National Committee within IUVSTA is invited to nominate one Divisional representative, chosen for his or her special interest in the subject of the Division. The nominated representatives for the Applied Surface Science Division will act as the Divisional Electoral College. In the event of death or permanent incapacity of such a representative, the National Committee which had nominated this delegate shall nominate a new delegate as member of the Divisional College.

If the membership of the Divisional College exceeds 10 in number the members of the Divisional College will elect from their own ranks seven (7) members of the Divisional Committee. The election of the future Divisional Committee will be organized and conducted by the Secretary of the present Divisional Committee under the direction of the Chairman of the present Divisional Committee. The election of the Divisional Committee is carried out by voting by correspondence. Each representative votes for seven (7) members; those representatives who get the highest number of votes are elected as members of the Divisional Committee. Each electoral college member should give an order of preference in casting votes for the Divisional Committee; if and only if there is a tie vote (for the last member), the order of preference will be used to decide who will be elected. If there is still a tie situation then all those members in the tie shall serve on the Divisional Committee and the Committee will have more members for that triennium. In the case of resignation, death or permanent incapacity of a Divisional Committee member, that person shall be replaced by the member of the Divisional College who received the greatest number of votes among those not elected in the original vote by correspondence.

B. The elected Divisional Committee members may, in turn, co-opt three (3) other members. The co-opted members would be experts in the field; membership of national Committees is not required. It is suggested that the immediate past chairperson be considered for a co-opted member to provide advice and guidance. In the final Divisional Committee, normally no more than two persons domiciled in the same country shall be members.

C. The Divisional Committee should elect a Chairperson, a Vice-Chairperson, and a person to act as both Secretary and Treasurer from its own members who are also members of the Divisional College. Co-opted members may not be Divisional Officers. Each member of the Divisional Committee will indicate his or her preference among the Committee membership for these three positions; the person with the highest preference will be elected Chairperson, the positions of Vice-Chairperson and Secretary-Treasurer will be filled from the next two highest preferences.

On acceptance of these statutes by the IUVSTA Executive Council, the Applied Surface Science Division will abide by the following procedure in the selection of co-opted members of the Divisional Committee.

The Divisional Committee may extend by majority vote to the Divisional Chairperson the right to select persons to become co-opted members of the Divisional Committee. It is suggested that this item be placed on the ballot when the Divisional Committee votes for Divisional Officers.

It is further suggested that, at the time of the ballot, the Divisional Committee members may be asked to suggest persons for consideration by the Chairperson for co-opted status.

D. The same person may be the national representative for more than one Division, but may be a member of no more than two Divisional Committees.

E. All members of the Divisional Committee and the Divisional College will serve for a three-year term; normally no member shall serve for more than six consecutive years. An exception to this rule is allowed for a previous Chairperson of the Committee who may be co-opted as suggested in Article 5.B. In general, the three year term will start at the ordinary General Meeting held during the triennial IVC meetings. The election procedure for the Divisional Committee should be completed two months before the ordinary General Meeting. The existing Divisional Committee will remain in charge until the next ordinary General meeting.

F. On the first working day of the 5th calendar month before the date of any Ordinary General Meeting the Chairperson of the Division shall arrange with the Secretary/Treasurer of the Division to initiate the electoral processes for the new Committee: The Chairperson shall announce the election results by correspondence to the members of the Divisional College.

Article 6 - Divisional College

Divisional representatives who form the Divisional College will elect the Divisional Committee (see Article 5). The Divisional representatives will serve during the three-year term as contact persons between their own national Committee and the Applied Surface Science Divisional Committee. They will be kept informed of the Divisional Committee actions and, in turn, should ensure that their national committee is kept informed of those actions.

In cases of basic and important questions, all Divisional Representatives should be consulted by the Divisional Committee.

Article 7 - Duties of the Officers of the Division

A. The Divisional Chairperson shall represent the Division in meetings of the Executive Council of IUVSTA and will report on the activities of the Division in Executive Council Meetings. Outside the Union he/she will represent the Division especially with respect to interactions with other international or national scientific and technical societies.

B. The Divisional Chairperson will preside at all business meetings of the Divisional Committee and Divisional College.

C. The Divisional Vice-Chairperson shall carry on all duties of the Chairperson in the event of the Chairperson's absence, illness, resignation, or incapacity; he/she should carry out such other duties as may be assigned by the Chairperson.

D. The Secretary/Treasurer shall be responsible for the minutes of all Divisional Committee and Divisional College Meetings. He/she shall be in charge of all correspondence pertaining to the operation of the Division at the discretion of the Chairperson. The Secretary/Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chairperson, or the Vice-Chairperson if the Chairperson is incapacitated, to meet all obligations of the Division. He/she shall issue a report of the financial standing of the Division at the business meeting of the Division or whenever required by the Chairperson. He/she should file

an annual Divisional Treasurer's Report and a Request for a Budget for the following year with the Director of the Scientific and Technical Directorate of the Union at the preceding year's end.

E. The Officers of the Division (Chairperson, Vice-Chairperson and Secretary) should be members of the National Committee of the country where they have chosen their domicile.

F. In case of resignation of the elected Chairperson, the Vice-Chairperson will act as Chairperson for the remaining part of the three-year term.

Article 8 - Finances

Members of the Divisional Committee are encouraged to solicit support from their National Committees for travel to committee meetings. In general,, no funds will be available for travel expenses of Committee members.

The Secretary/Treasurer of the Divisional Committee will be responsible for the administration of any income and expenditure.

Article 9 - Specified Activities

A. Triennial Congress

The Divisional Committee will nominate a number of members of the associated Divisional International Programme Committee (IPC) of the Congress. These nominees provide the international component of the IPC and will comprise mainly Divisional Committee members, although the Committee may wish to include other nominees to improve the scientific or national balance, making use particularly of other members of the Divisional Electoral College. The number of nominees will be decided by the Congress Chair but ranges from 3 for Divisions with few sessions in the Congress to 10 for those with many sessions.

The Divisional Committee will also nominate, from within its group of individual nominees, two alternative possible chairpersons for this Divisional IPC. One of these will be selected by the Congress Scientific Chairperson, bearing in mind the need for some national balance and the need for good communications. The IPC Divisional Chairpersons and the Congress Scientific Chairperson form the Scientific Organising Committee for overall programme decisions. The Divisional IPC will be responsible for nominating Invited Speakers and for the selection of contributed abstracts into oral and poster sessions. In the first round of information collection concerning the identification of possible Invited Speakers and session topics the IPC should seek the views of all members of the Divisional College.

An approximate timeline for these activities is:

- | | |
|---|--------------|
| a) Nominations of IPC members by Divisional Committees; | - 32 months |
| b) Final IPC membership) agreed;' | - 30 months |
| c) Final lists of Invited Speakers/Session topics. | - 20 months |
| d) Abstract selection meeting; | - 6 months _ |

A full set of guidelines is available in the IUVSTA Procedures Manual.

Article 10 - Amendments

These statutes may be amended by a majority vote of ballots cast by members of the Divisional College. A minimum of two-thirds of the total number of members of the Divisional College must participate in this balloting. Voting on amendments will be organized by the Secretary/Treasurer of the Divisional Committee and will be by postal ballot.

Any such amendments are subject to confirmation by the Executive Council of the Union.

Any proposed amendments would be discussed with the Director of the Scientific and Technical Directorate, prior to submission to the members of the Divisional College.

Statutes of the Electronic Materials and Processes Division

Article 1 - Name

The organization shall be known as the Electronic Materials and Processes Division of the International Union for Vacuum Science, Technique and Applications (IUVSTA), registered in Brussels, Belgium.

Article 2- Objectives

The objectives of the Division are to promote, encourage and develop the science and technology associated with Electronic Materials and Processes in all countries, mainly through the following means:

- A. The Division will liaise with national and international bodies active in the field of science/technology of Electronic Materials and Processes with the particular aim of effective coordination, at the international level, and act to relay information on local national meetings.
- B. The Division will be concerned with the organization of technical sessions at the International Vacuum Congress and other international conferences, topical conferences, summer schools, workshops, short courses, educational activities and exhibitions.
- C. The Division will promote the publication of scientific papers in proceedings, scientific journals and books in the science and technology of Electronic Materials and Processes.
- D. The Division will contribute to other activities of the IUVSTA, in particular those of interest to the Electronic Materials and Processes Division.

Article 3 - Membership

All members from countries which have Vacuum Societies or National Committees that are members of IUVESTA can take part in planning the activities of the Division and influencing policy decisions.

Article 4 - Divisional Committee

The Divisional Committee is the nucleus of the Electronic Materials and Processes Division and decides upon all scientific matters of Divisional interest. The Divisional Committee will have an elected Chairperson, Vice-Chairperson and Secretary/Treasurer.

Article 5 - Structure of the Division, Nominations and Elections

A. Each National Committee within IUVESTA is invited to nominate one Divisional representative, chosen for his or her special interest in the subject of the Division. The nominated representatives for the Electronic Materials and Processes Division will act as the Divisional Electoral College. In the event of death or permanent incapacity of such a representative, the National Committee which had nominated this delegate shall nominate a new delegate as member of the Divisional College.

If the membership of the Divisional College exceeds 10 in number the members of the Divisional College will elect from their own ranks seven (7) members of the Divisional Committee. The election of the future Divisional Committee will be organized and conducted by the Secretary of the present Divisional Committee under the direction of the Chairman of the present Divisional Committee. The election of the Divisional Committee is carried out by voting by correspondence. Each representative votes for seven (7) members; those representatives who get the highest number of votes are elected as members of the Divisional Committee. Each electoral college member should give an order of preference in casting votes for the Divisional Committee; if and only if there is a tie vote (for the last member) , the order of preference will be used to decide who will be elected. If there is still a tie situation then all those members in the tie shall serve on the Divisional Committee and the Committee will have more members for that triennium. In the case of resignation, death or permanent incapacity of a Divisional Committee member, that person shall be replaced by the member of the Divisional College who received the greatest number of votes among those not elected in the original vote by correspondence.

B. The elected Divisional Committee members may, in turn, co-opt three (3) other members. The co-opted members would be experts in the field; membership of national Committees is not required. It is suggested that the immediate past chairperson be considered for a co-opted member to provide advice and guidance. In the final Divisional Committee, normally no more than two persons domiciled in the same country shall be members.

C. The Divisional Committee should elect a Chairperson, a Vice-Chairperson, and a person to act as both Secretary and Treasurer from its own members who are also members of the Divisional College. Co-opted members may not be Divisional Officers. Each member of the Divisional Committee will indicate his or her preference among the Committee membership for these three positions; the person with the highest preference will be elected Chairperson, the positions of Vice-Chairperson and Secretary-Treasurer will be filled from the next two highest preferences.

On acceptance of these statutes by the IUVSTA Executive Council, the Electronic Materials and Processes Division will abide by the following procedure in the selection of co-opted members of the Divisional Committee.

The Divisional Committee may extend by majority vote to the Divisional Chairperson the right to select persons to become co-opted members of the Divisional Committee. It is suggested that this item be placed on the ballot when the Divisional Committee votes for Divisional Officers.

It is further suggested that, at the time of the ballot, the Divisional Committee members may be asked to suggest persons for consideration by the Chairperson for co-opted status.

D. The same person may be the national representative for more than one Division, but may be a member of no more than two Divisional Committees.

E. All members of the Divisional Committee and the Divisional College will serve for a three-year term; normally no member shall serve for more than six consecutive years. An exception to this rule is allowed for a previous Chairperson of the Committee who may be co-opted as suggested in Article 5.B. In general, the three year term will start at the ordinary General Meeting held during the triennial IVC meetings. The election procedure for the Divisional Committee should be completed two months before the ordinary General Meeting. The existing Divisional Committee will remain in charge until the next ordinary General meeting.

F. On the first working day of the 5th calendar month before the date of any Ordinary General Meeting the Chairperson of the Division shall arrange with the Secretary/Treasurer of the Division to initiate the electoral processes for the new Committee: The Chairperson shall announce the election results by correspondence to the members of the Divisional College.

Article 6 - Divisional College

Divisional representatives who form the Divisional College will elect the Divisional Committee (see Article 5). The Divisional representatives will serve during the three-year term as contact persons between their own national Committee and the Electronic Materials and Processes Divisional Committee. They will be kept informed of the Divisional Committee actions and, in turn, should ensure that their national committee is kept informed of those actions.

In cases of basic and important questions, all Divisional Representatives should be consulted by the Divisional Committee.

Article 7 - Duties of the Officers of the Division

A. The Divisional Chairperson shall represent the Division in meetings of the Executive Council of IUVSTA and will report on the activities of the Division in Executive Council Meetings. Outside the Union he/she will represent the Division especially with respect to interactions with other international or national scientific and technical societies.

B. The Divisional Chairperson will preside at all business meetings of the Divisional Committee and Divisional College.

C. The Divisional Vice-Chairperson shall carry on all duties of the Chairperson in the event of the Chairperson's absence, illness, resignation, or incapacity; he/she should carry out such other duties as may be assigned by the Chairperson.

D. The Secretary/Treasurer shall be responsible for the minutes of all Divisional Committee and Divisional College Meetings. He/she shall be in charge of all correspondence pertaining to the operation of the Division at the discretion of the Chairperson. The Secretary/Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chairperson, or the Vice-Chairperson if the Chairperson is incapacitated, to meet all obligations of the Division. He/she shall issue a report of the financial standing of the Division at the business meeting of the Division or whenever required by the Chairperson. He/she should file an annual Divisional Treasurer's Report and a Request for a Budget for the following year with the Director of the Scientific and Technical Directorate of the Union at the preceding year's end.

E. The Officers of the Division (Chairperson, Vice-Chairperson and Secretary) should be members of the National Committee of the country where they have chosen their domicile.

F. In case of resignation of the elected Chairperson, the Vice-Chairperson will act as Chairperson for the remaining part of the three-year term.

Article 8 - Finances

Members of the Divisional Committee are encouraged to solicit support from their National Committees for travel to committee meetings. In general,, no funds will be available for travel expenses of Committee members.

The Secretary/Treasurer of the Divisional Committee will be responsible for the administration of any income and expenditure.

Article 9 - Specified Activities

A. Triennial Congress

The Divisional Committee will nominate a number of members of the associated Divisional International Programme Committee (IPC) of the Congress. These nominees provide the international component of the IPC and will comprise mainly Divisional Committee members, although the Committee may wish to include other nominees to improve the scientific or national balance, making use particularly of other members of the Divisional Electoral College. The number of nominees will be decided by the Congress Chair but ranges from 3 for Divisions with few sessions in the Congress to 10 for those with many sessions.

The Divisional Committee will also nominate, from within its group of individual nominees, two alternative possible chairpersons for this Divisional IPC. One of these will be selected by the

Congress Scientific Chairperson, bearing in mind the need for some national balance and the need for good communications. The IPC Divisional Chairpersons and the Congress Scientific Chairperson form the Scientific Organising Committee for overall programme decisions. The Divisional IPC will be responsible for nominating Invited Speakers and for the selection of contributed abstracts into oral and poster sessions. In the first round of information collection concerning the identification of possible Invited Speakers and session topics the IPC should seek the views of all members of the Divisional College.

An approximate timeline for these activities is:

- | | |
|---|-------------|
| a) Nominations of IPC members by Divisional Committees; | - 32 months |
| b) Final IPC membership agreed; | - 30 months |
| c) Final lists of Invited Speakers/Session topics. | - 20 months |
| d) Abstract selection meeting; | - 6 months |

A full set of guidelines is available in the IUVSTA Procedures Manual.

Article 10 - Amendments

These statutes may be amended by a majority vote of ballots cast by members of the Divisional College. A minimum of two-thirds of the total number of members of the Divisional College must participate in this balloting. Voting on amendments will be organized by the Secretary/Treasurer of the Divisional Committee and will be by postal ballot.

Any such amendments are subject to confirmation by the Executive Council of the Union.

Any proposed amendments would be discussed with the Director of the Scientific and Technical Directorate, prior to submission to the members of the Divisional College.

Statutes of the Nanoscale Science Division

Article 1 - Name

The organization shall be known as the Nanoscale Science Division of the International Union for Vacuum Science, Technique and Applications (IUVSTA), registered in Brussels, Belgium.

Article 2- Objectives

The objectives of the Division are to promote, encourage and develop the science and technology associated with Nanoscale Science in all countries, mainly through the following means:

A. The Division will liaise with national and international bodies active in the field of science/technology of Nanoscale Science with the particular aim of effective coordination, at the international level, and act to relay information on local national meetings.

B. The Division will be concerned with the organization of technical sessions at the International Vacuum Congress and other international conferences, topical conferences, summer schools, workshops, short courses, educational activities and exhibitions.

C. The Division will promote the publication of scientific papers in proceedings, scientific journals and books in the science and technology of Nanoscale Science.

D. The Division will contribute to other activities of the IUVSTA, in particular those of interest to the Nanoscale Science Division.

Article 3 - Membership

All members from countries which have Vacuum Societies or National Committees that are members of IUVSTA can take part in planning the activities of the Division and influencing policy decisions.

Article 4 - Divisional Committee

The Divisional Committee is the nucleus of the Nanoscale Science Division and decides upon all scientific matters of Divisional interest. The Divisional Committee will have an elected Chairperson, Vice-Chairperson and Secretary/Treasurer.

Article 5 - Structure of the Division, Nominations and Elections

A. Each National Committee within IUVSTA is invited to nominate one Divisional representative, chosen for his or her special interest in the subject of the Division. The nominated representatives for the Nanoscale Science Division will act as the Divisional Electoral College. In the event of death or permanent incapacity of such a representative, the National Committee which had nominated this delegate shall nominate a new delegate as member of the Divisional College.

If the membership of the Divisional College exceeds 10 in number the members of the Divisional College will elect from their own ranks seven (7) members of the Divisional Committee. The election of the future Divisional Committee will be organized and conducted by the Secretary of the present Divisional Committee under the direction of the Chairman of the present Divisional Committee. The election of the Divisional Committee is carried out by voting by correspondence. Each representative votes for seven (7) members; those representatives who get the highest number of votes are elected as members of the Divisional Committee. Each electoral college member should give an order of preference in casting votes for the Divisional Committee; if and only if there is a tie vote (for the last member), the order of preference will be used to decide who will be elected. If there is still a tie situation then all those members in the tie shall serve on the Divisional Committee and the Committee will have more members for that triennium. In the case of resignation, death or permanent incapacity of a Divisional Committee member, that person shall be replaced by the member of the Divisional College who received the greatest number of votes among those not elected in the original vote by correspondence.

B. The elected Divisional Committee members may, in turn, co-opt three (3) other members. The co-opted members would be experts in the field; membership of national Committees is not required. It is suggested that the immediate past chairperson be considered for a co-opted member to provide advice and guidance. In the final Divisional Committee, normally no more than two persons domiciled in the same country shall be members.

C. The Divisional Committee should elect a Chairperson, a Vice-Chairperson, and a person to act as both Secretary and Treasurer from its own members who are also members of the Divisional College. Co-opted members may not be Divisional Officers. Each member of the Divisional Committee will indicate his or her preference among the Committee membership for these three positions; the person with the highest preference will be elected Chairperson, the positions of Vice-Chairperson and Secretary-Treasurer will be filled from the next two highest preferences.

On acceptance of these statutes by the IUVSTA Executive Council, the Nanoscale Science Division will abide by the following procedure in the selection of co-opted members of the Divisional Committee.

The Divisional Committee may extend by majority vote to the Divisional Chairperson the right to select persons to become co-opted members of the Divisional Committee. It is suggested that this item be placed on the ballot when the Divisional Committee votes for Divisional Officers.

It is further suggested that, at the time of the ballot, the Divisional Committee members may be asked to suggest persons for consideration by the Chairperson for co-opted status.

D. The same person may be the national representative for more than one Division, but may be a member of no more than two Divisional Committees.

E. All members of the Divisional Committee and the Divisional College will serve for a three-year term; normally no member shall serve for more than six consecutive years. An exception to this rule is allowed for a previous Chairperson of the Committee who may be co-opted as suggested in Article 5.B. In general, the three year term will start at the ordinary General Meeting held during the triennial IVC meetings. The election procedure for the Divisional Committee should be completed two months before the ordinary General Meeting. The existing Divisional Committee will remain in charge until the next ordinary General meeting.

F. On the first working day of the 5th calendar month before the date of any Ordinary General Meeting the Chairperson of the Division shall arrange with the Secretary/Treasurer of the Division to initiate the electoral processes for the new Committee: The Chairperson shall announce the election results by correspondence to the members of the Divisional College.

Article 6 - Divisional College

Divisional representatives who form the Divisional College will elect the Divisional Committee (see Article 5). The Divisional representatives will serve during the three-year term as contact persons between their own national Committee and the Nanoscale Science Divisional Committee. They will be kept informed of the Divisional Committee actions and, in turn, should ensure that their national committee is kept informed of those actions.

In cases of basic and important questions, all Divisional Representatives should be consulted by the Divisional Committee.

Article 7 - Duties of the Officers of the Division

- A. The Divisional Chairperson shall represent the Division in meetings of the Executive Council of IUVSTA and will report on the activities of the Division in Executive Council Meetings. Outside the Union he/she will represent the Division especially with respect to interactions with other international or national scientific and technical societies.
- B. The Divisional Chairperson will preside at all business meetings of the Divisional Committee and Divisional College.
- C. The Divisional Vice-Chairperson shall carry on all duties of the Chairperson in the event of the Chairperson's absence, illness, resignation, or incapacity; he/she should carry out such other duties as may be assigned by the Chairperson.
- D. The Secretary/Treasurer shall be responsible for the minutes of all Divisional Committee and Divisional College Meetings. He/she shall be in charge of all correspondence pertaining to the operation of the Division at the discretion of the Chairperson. The Secretary/Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chairperson, or the Vice-Chairperson if the Chairperson is incapacitated, to meet all obligations of the Division. He/she shall issue a report of the financial standing of the Division at the business meeting of the Division or whenever required by the Chairperson. He/she should file an annual Divisional Treasurer's Report and a Request for a Budget for the following year with the Director of the Scientific and Technical Directorate of the Union at the preceding year's end.
- E. The Officers of the Division (Chairperson, Vice-Chairperson and Secretary) should be members of the National Committee of the country where they have chosen their domicile.
- F. In case of resignation of the elected Chairperson, the Vice-Chairperson will act as Chairperson for the remaining part of the three-year term.

Article 8 - Finances

Members of the Divisional Committee are encouraged to solicit support from their National Committees for travel to committee meetings. In general, no funds will be available for travel expenses of Committee members.

The Secretary/Treasurer of the Divisional Committee will be responsible for the administration of any income and expenditure.

Article 9 - Specified Activities

A. Triennial Congress

The Divisional Committee will nominate a number of members of the associated Divisional International Programme Committee (IPC) of the Congress. These nominees provide the international component of the IPC and will comprise mainly Divisional Committee members, although the Committee may wish to include other nominees to improve the scientific or national balance, making use particularly of other members of the Divisional Electoral College. The number of nominees will be decided by the Congress Chair but ranges from 3 for Divisions with few sessions in the Congress to 10 for those with many sessions.

The Divisional Committee will also nominate, from within its group of individual nominees, two alternative possible chairpersons for this Divisional IPC. One of these will be selected by the Congress Scientific Chairperson, bearing in mind the need for some national balance and the need for good communications. The IPC Divisional Chairpersons and the Congress Scientific Chairperson form the Scientific Organising Committee for overall programme decisions. The Divisional IPC will be responsible for nominating Invited Speakers and for the selection of contributed abstracts into oral and poster sessions. In the first round of information collection concerning the identification of possible Invited Speakers and session topics the IPC should seek the views of all members of the Divisional College.

An approximate timeline for these activities is:

- | | |
|---|-------------|
| a) Nominations of IPC members by Divisional Committees; | - 32 months |
| b) Final IPC membership agreed; | - 30 months |
| c) Final lists of Invited Speakers/Session topics. | - 20 months |
| d) Abstract selection meeting; | - 6 months |

A full set of guidelines is available in the IUVSTA Procedures Manual.

Article 10 - Amendments

These statutes may be amended by a majority vote of ballots cast by members of the Divisional College. A minimum of two-thirds of the total number of members of the Divisional College must participate in this balloting. Voting on amendments will be organized by the Secretary/Treasurer of the Divisional Committee and will be by postal ballot.

Any such amendments are subject to confirmation by the Executive Council of the Union.

Any proposed amendments would be discussed with the Director of the Scientific and Technical Directorate, prior to submission to the members of the Divisional College.

Statutes of the Thin Film Division

Article 1 - Name

The organization shall be known as the Thin Film Division of the International Union for Vacuum Science, Technique and Applications (IUVSTA), registered in Brussels, Belgium.

Article 2- Objectives

The objectives of the Division are to promote, encourage and develop the science and technology associated with Thin Films in all countries, mainly through the following means:

- A. The Division will liaise with national and international bodies active in the field of science/technology of Thin Films with the particular aim of effective coordination, at the international level, and act to relay information on local national meetings.
- B. The Division will be concerned with the organization of technical sessions at the International Vacuum Congress and other international conferences, topical conferences, summer schools, workshops, short courses, educational activities and exhibitions.
- C. The Division will promote the publication of scientific papers in proceedings, scientific journals and books in the science and technology of Thin Films.
- D. The Division will contribute to other activities of the IUVSTA, in particular those of interest to the Thin Film Division.

Article 3 - Membership

All members from countries which have Vacuum Societies or National Committees that are members of IUVSTA can take part in planning the activities of the Division and influencing policy decisions.

Article 4 - Divisional Committee

The Divisional Committee is the nucleus of the Thin Film Division and decides upon all scientific matters of Divisional interest. The Divisional Committee will have an elected Chairperson, Vice-Chairperson and Secretary/Treasurer.

Article 5 - Structure of the Division, Nominations and Elections

- A. Each National Committee within IUVSTA is invited to nominate one Divisional representative, chosen for his or her special interest in the subject of the Division. The nominated representatives for the Thin Film Division will act as the Divisional Electoral College. In the event of death or permanent incapacity of such a representative, the National Committee which had nominated this delegate shall nominate a new delegate as member of the Divisional College.

If the membership of the Divisional College exceeds 10 in number the members of the Divisional College will elect from their own ranks seven (7) members of the Divisional Committee. The election of the future Divisional Committee will be organized and conducted by the Secretary of the present Divisional Committee under the direction of the Chairman of the present Divisional

Committee. The election of the Divisional Committee is carried out by voting by correspondence. Each representative votes for seven (7) members; those representatives who get the highest number of votes are elected as members of the Divisional Committee. Each electoral college member should give an order of preference in casting votes for the Divisional Committee; if and only if there is a tie vote (for the last member) , the order of preference will be used to decide who will be elected. If there is still a tie situation then all those members in the tie shall serve on the Divisional Committee and the Committee will have more members for that triennium. In the case of resignation, death or permanent incapacity of a Divisional Committee member, that person shall be replaced by the member of the Divisional College who received the greatest number of votes among those not elected in the original vote by correspondence.

B. The elected Divisional Committee members may, in turn, co-opt three (3) other members. The co-opted members would be experts in the field; membership of national Committees is not required. It is suggested that the immediate past chairperson be considered for a co-opted member to provide advice and guidance. In the final Divisional Committee, normally no more than two persons domiciled in the same country shall be members.

C. The Divisional Committee should elect a Chairperson, a Vice-Chairperson, and' a person to act as both Secretary and Treasurer from its own members who are also members of the Divisional College. Co-opted members may not be Divisional Officers. Each member of the Divisional Committee will indicate his or her preference among the Committee membership for these three positions; the person with the highest preference will be elected Chairperson, the positions of Vice-Chairperson and Secretary-Treasurer will be filled from the next two highest preferences.

On acceptance of these statutes by the IUVSTA Executive Council, the Thin Film Division will abide by the following procedure in the selection of co-opted members of the Divisional Committee.

The Divisional Committee may extend by majority vote to the Divisional Chairperson the right to select persons to become co-opted members of the Divisional Committee. It is suggested that this item be placed on the ballot when the Divisional Committee votes for Divisional Officers.

It is further suggested that, at the time of the ballot, the Divisional Committee members may be asked to suggest persons for consideration by the Chairperson for co-opted status.

D. The same person may be the national representative for more than one Division, but may be a member of no more than two Divisional Committees.

E. All members of the Divisional Committee and the Divisional College will serve for a three-year term; normally no member shall serve for more than six consecutive years. An exception to this rule is allowed for a previous Chairperson of the Committee who may be co-opted as suggested in Article 5.B. In general, the three year term will start at the ordinary General Meeting held during the triennial IVC meetings. The election procedure for the Divisional Committee should be completed two months before the ordinary General Meeting. The existing Divisional Committee will remain in charge until the next ordinary General meeting.

F. On the first working day of the 5th calendar month before the date of any Ordinary General Meeting the Chairperson of the Division shall arrange with the Secretary/Treasurer of the Division

to initiate the electoral processes for the new Committee: The Chairperson shall announce the election results by correspondence to the members of the Divisional College.

Article 6 - Divisional College

Divisional representatives who form the Divisional College will elect the Divisional Committee (see Article 5). The Divisional representatives will serve during the three-year term as contact persons between their own national Committee and the Thin Film Divisional Committee. They will be kept informed of the Divisional Committee actions and, in turn, should ensure that their national committee is kept informed of those actions.

In cases of basic and important questions, all Divisional Representatives should be consulted by the Divisional Committee.

Article 7 - Duties of the Officers of the Division

A. The Divisional Chairperson shall represent the Division in meetings of the Executive Council of IUVSTA and will report on the activities of the Division in Executive Council Meetings. Outside the Union he/she will represent the Division especially with respect to interactions with other international or national scientific and technical societies.

B. The Divisional Chairperson will preside at all business meetings of the Divisional Committee and Divisional College.

C. The Divisional Vice-Chairperson shall carry on all duties of the Chairperson in the event of the Chairperson's absence, illness, resignation, or incapacity; he/she should carry out such other duties as may be assigned by the Chairperson.

D. The Secretary/Treasurer shall be responsible for the minutes of all Divisional Committee and Divisional College Meetings. He/she shall be in charge of all correspondence pertaining to the operation of the Division at the discretion of the Chairperson. The Secretary/Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chairperson, or the Vice-Chairperson if the Chairperson is incapacitated, to meet all obligations of the Division. He/she shall issue a report of the financial standing of the Division at the business meeting of the Division or whenever required by the Chairperson. He/she should file an annual Divisional Treasurer's Report and a Request for a Budget for the following year with the Director of the Scientific and Technical Directorate of the Union at the preceding year's end.

E. The Officers of the Division (Chairperson, Vice-Chairperson and Secretary) should be members of the National Committee of the country where they have chosen their domicile.

F. In case of resignation of the elected Chairperson, the Vice-Chairperson will act as Chairperson for the remaining part of the three-year term.

Article 8 - Finances

Members of the Divisional Committee are encouraged to solicit support from their National Committees for travel to committee meetings. In general,, no funds will be available for travel expenses of Committee members.

The Secretary/Treasurer of the Divisional Committee will be responsible for the administration of any income and expenditure.

Article 9 - Specified Activities

A. Triennial Congress

The Divisional Committee will nominate a number of members of the associated Divisional International Programme Committee (IPC) of the Congress. These nominees provide the international component of the IPC and will comprise mainly Divisional Committee members, although the Committee may wish to include other nominees to improve the scientific or national balance, making use particularly of other members of the Divisional Electoral College. The number of nominees will be decided by the Congress Chair but ranges from 3 for Divisions with few sessions in the Congress to 10 for those with many sessions.

The Divisional Committee will also nominate, from within its group of individual nominees, two alternative possible chairpersons for this Divisional IPC. One of these will be selected by the Congress Scientific Chairperson, bearing in mind the need for some national balance and the need for good communications. The IPC Divisional Chairpersons and the Congress Scientific Chairperson form the Scientific Organising Committee for overall programme decisions. The Divisional IPC will be responsible for nominating Invited Speakers and for the selection of contributed abstracts into oral and poster sessions. In the first round of information collection concerning the identification of possible Invited Speakers and session topics the IPC should seek the views of all members of the Divisional College.

An approximate timeline for these activities is:

- | | |
|---|-------------|
| a) Nominations of IPC members by Divisional Committees; | - 32 months |
| b) Final IPC membership) agreed;' | - 30 months |
| c) Final lists of Invited Speakers/Session topics. | - 20 months |
| d) Abstract selection meeting; | - 6 months |

A full set of guidelines is available in the IUVSTA Procedures Manual.

B. International Conference on Thin Films (ICTF)

The Thin Film Division is responsible for selecting venues for the International Conference on Thin Films which is normally held in the Autumn. one year after the IUVSTA Triennial Congress. Invitations to make a bid to host the meeting should be sent by the Chairperson to all members of the Divisional College at the beginning of a triennium. Bids should be delivered to this Chairperson by 31st December in that same year and a venue chosen at the next convenient Divisional Committee meeting. The Committee members should form part of the International Programme Committee and give support and advice to the host organisation on all matters

pertaining to the conference The Division Chairperson, or his/her nominee on the Divisional Committee, should participate in the abstract selection meeting.

Article 10 - Amendments

These statutes may be amended by a majority vote of ballots cast by members of the Divisional College. A minimum of two-thirds of the total number of members of the Divisional College must participate in this balloting. Voting on amendments will be organized by the Secretary/Treasurer of the Divisional Committee and will be by postal ballot.

Any such amendments are subject to confirmation by the Executive Council of the Union.

Any proposed amendments would be discussed with the Director of the Scientific and Technical Directorate, prior to submission to the members of the Divisional College.

Statutes of the Vacuum Metallurgy Division

Article 1 - Name

The organization shall be known as the Vacuum Metallurgy Division of the International Union for Vacuum Science, Technique and Applications (IUVSTA), registered in Brussels, Belgium.

Article 2- Objectives

The objectives of the Division are to promote, encourage and develop the science and technology associated with Vacuum Metallurgy in all countries, mainly through the following means:

- A. The Division will liaise with national and international bodies active in the field of science/technology of Vacuum Metallurgy with the particular aim of effective coordination, at the international level, and act to relay information on local national meetings.
- B. The Division will be concerned with the organization of technical sessions at the International Vacuum Congress and other international conferences, topical conferences, summer schools, workshops, short courses, educational activities and exhibitions.
- C. The Division will promote the publication of scientific papers in proceedings, scientific journals and books in the science and technology of Vacuum Metallurgy.
- D. The Division will contribute to other activities of the IUVSTA, in particular those of interest to the Vacuum Metallurgy Division.

Article 3 - Membership

All members from countries which have Vacuum Societies or National Committees that are members of IUVESTA can take part in planning the activities of the Division and influencing policy decisions.

Article 4 - Divisional Committee

The Divisional Committee is the nucleus of the Vacuum Metallurgy and decides upon all scientific matters of Divisional interest. The Divisional Committee will have an elected Chairperson, Vice-Chairperson and Secretary/Treasurer.

Article 5 - Structure of the Division, Nominations and Elections

A. Each National Committee within IUVESTA is invited to nominate one Divisional representative, chosen for his or her special interest in the subject of the Division. The nominated representatives for the Vacuum Metallurgy Division will act as the Divisional Electoral College. In the event of death or permanent incapacity of such a representative, the National Committee which had nominated this delegate shall nominate a new delegate as member of the Divisional College.

If the membership of the Divisional College exceeds 10 in number the members of the Divisional College will elect from their own ranks seven (7) members of the Divisional Committee. The election of the future Divisional Committee will be organized and conducted by the Secretary of the present Divisional Committee under the direction of the Chairman of the present Divisional Committee. The election of the Divisional Committee is carried out by voting by correspondence. Each representative votes for seven (7) members; those representatives who get the highest number of votes are elected as members of the Divisional Committee. Each electoral college member should give an order of preference in casting votes for the Divisional Committee; if and only if there is a tie vote (for the last member), the order of preference will be used to decide who will be elected. If there is still a tie situation then all those members in the tie shall serve on the Divisional Committee and the Committee will have more members for that triennium. In the case of resignation, death or permanent incapacity of a Divisional Committee member, that person shall be replaced by the member of the Divisional College who received the greatest number of votes among those not elected in the original vote by correspondence.

B. The elected Divisional Committee members may, in turn, co-opt three (3) other members. The co-opted members would be experts in the field; membership of national Committees is not required. It is suggested that the immediate past chairperson be considered for a co-opted member to provide advice and guidance. In the final Divisional Committee, normally no more than two persons domiciled in the same country shall be members.

C. The Divisional Committee should elect a Chairperson, a Vice-Chairperson, and a person to act as both Secretary and Treasurer from its own members who are also members of the Divisional College. Co-opted members may not be Divisional Officers. Each member of the Divisional Committee will indicate his or her preference among the Committee membership for these three positions; the person with the highest preference will be elected Chairperson, the positions of Vice-Chairperson and Secretary-Treasurer will be filled from the next two highest preferences.

On acceptance of these statutes by the IUVSTA Executive Council, the Vacuum Metallurgy Division will abide by the following procedure in the selection of co-opted members of the Divisional Committee.

The Divisional Committee may extend by majority vote to the Divisional Chairperson the right to select persons to become co-opted members of the Divisional Committee. It is suggested that this item be placed on the ballot when the Divisional Committee votes for Divisional Officers.

It is further suggested that, at the time of the ballot, the Divisional Committee members may be asked to suggest persons for consideration by the Chairperson for co-opted status.

D. The same person may be the national representative for more than one Division, but may be a member of no more than two Divisional Committees.

E. All members of the Divisional Committee and the Divisional College will serve for a three-year term; normally no member shall serve for more than six consecutive years. An exception to this rule is allowed for a previous Chairperson of the Committee who may be co-opted as suggested in Article 5.B. In general, the three year term will start at the ordinary General Meeting held during the triennial IVC meetings. The election procedure for the Divisional Committee should be completed two months before the ordinary General Meeting. The existing Divisional Committee will remain in charge until the next ordinary General meeting.

F. On the first working day of the 5th calendar month before the date of any Ordinary General Meeting the Chairperson of the Division shall arrange with the Secretary/Treasurer of the Division to initiate the electoral processes for the new Committee: The Chairperson shall announce the election results by correspondence to the members of the Divisional College.

Article 6 - Divisional College

Divisional representatives who form the Divisional College will elect the Divisional Committee (see Article 5). The Divisional representatives will serve during the three-year term as contact persons between their own national Committee and the Vacuum Metallurgy Divisional Committee. They will be kept informed of the Divisional Committee actions and, in turn, should ensure that their national committee is kept informed of those actions.

In cases of basic and important questions, all Divisional Representatives should be consulted by the Divisional Committee.

Article 7 - Duties of the Officers of the Division

A. The Divisional Chairperson shall represent the Division in meetings of the Executive Council of IUVSTA and will report on the activities of the Division in Executive Council Meetings. Outside the Union he/she will represent the Division especially with respect to interactions with other international or national scientific and technical societies.

B. The Divisional Chairperson will preside at all business meetings of the Divisional Committee and Divisional College.

C. The Divisional Vice-Chairperson shall carry on all duties of the Chairperson in the event of the Chairperson's absence, illness, resignation, or incapacity; he/she should carry out such other duties as may be assigned by the Chairperson.

D. The Secretary/Treasurer shall be responsible for the minutes of all Divisional Committee and Divisional College Meetings. He/she shall be in charge of all correspondence pertaining to the operation of the Division at the discretion of the Chairperson. The Secretary/Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chairperson, or the Vice-Chairperson if the Chairperson is incapacitated, to meet all obligations of the Division. He/she shall issue a report of the financial standing of the Division at the business meeting of the Division or whenever required by the Chairperson. He/she should file an annual Divisional Treasurer's Report and a Request for a Budget for the following year with the Director of the Scientific and Technical Directorate of the Union at the preceding year's end.

E. The Officers of the Division (Chairperson, Vice-Chairperson and Secretary) should be members of the National Committee of the country where they have chosen their domicile.

F. In case of resignation of the elected Chairperson, the Vice-Chairperson will act as Chairperson for the remaining part of the three-year term.

Article 8 - Finances

Members of the Divisional Committee are encouraged to solicit support from their National Committees for travel to committee meetings. In general,, no funds will be available for travel expenses of Committee members.

The Secretary/Treasurer of the Divisional Committee will be responsible for the administration of any income and expenditure.

Article 9 - Specified Activities

A. Triennial Congress

The Divisional Committee will nominate a number of members of the associated Divisional International Programme Committee (IPC) of the Congress. These nominees provide the international component of the IPC and will comprise mainly Divisional Committee members, although the Committee may wish to include other nominees to improve the scientific or national balance, making use particularly of other members of the Divisional Electoral College. The number of nominees will be decided by the Congress Chair but ranges from 3 for Divisions with few sessions in the Congress to 10 for those with many sessions.

The Divisional Committee will also nominate, from within its group of individual nominees, two alternative possible chairpersons for this Divisional IPC. One of these will be selected by the

Congress Scientific Chairperson, bearing in mind the need for some national balance and the need for good communications. The IPC Divisional Chairpersons and the Congress Scientific Chairperson form the Scientific Organising Committee for overall programme decisions. The Divisional IPC will be responsible for nominating Invited Speakers and for the selection of contributed abstracts into oral and poster sessions. In the first round of information collection concerning the identification of possible Invited Speakers and session topics the IPC should seek the views of all members of the Divisional College.

An approximate timeline for these activities is:

- | | |
|---|-------------|
| a) Nominations of IPC members by Divisional Committees; | - 32 months |
| b) Final IPC membership agreed; | - 30 months |
| c) Final lists of Invited Speakers/Session topics. | - 20 months |
| d) Abstract selection meeting; | - 6 months |

A full set of guidelines is available in the IUVSTA Procedures Manual.

Article 10 - Amendments

These statutes may be amended by a majority vote of ballots cast by members of the Divisional College. A minimum of two-thirds of the total number of members of the Divisional College must participate in this balloting. Voting on amendments will be organized by the Secretary/Treasurer of the Divisional Committee and will be by postal ballot.

Any such amendments are subject to confirmation by the Executive Council of the Union.

Any proposed amendments would be discussed with the Director of the Scientific and Technical Directorate, prior to submission to the members of the Divisional College.

ARCHIVES

The archives are stored at

Ecole Royale Militaire
30, Avenue de la Renaissance
1000- Brussels, Belgium

The contact person there is Mrs de Barsy. The IUVSTA contact is through Mr. J. Dupont and Dr. Jean-Jacques Pireaux..

The initial entries were compiled by Professor Dr. Heriberet Jahrreiss, who was Secretary General (1974-83) and President (1986-89). The historical documents on the former "Organisation Internationale pour le Science, la Technique, et les Applications du Vide" and its conversion to IUVSTA were provided by Dr. Hermann Adam.

Mr. N. Walter provided microfilms containing replicas of early documents of the Union. These could not originally be removed from East Germany and were stored at the Physikalische Gesellschaft der Deutschen Demokratischen Republik. These have now been added to the Archives in Brussels.

ITEMS TO BE STORED IN IUVSTA ARCHIVES

MINUTES OF MEETINGS	Folders
GENERAL MEETINGS	2,3
EXECUTIVE COUNCIL MEETINGS	4-11
DIVISION MEETINGS	
COMMITTEE MEETINGS	

LEGAL DOCUMENTS	
STATUTES AND BYLAWS	23-25
DIVISION STATUTES	23-25
IOVST PAPERS	1
DETAILS OF MEMBER SOCIETIES	26

SCIENTIFIC DATA	
CONGRESS PROGRAMMES	30-32
PROGRAMME COMMITTEES	
PROGRAMMES FOR OTHER CONFERENCES	
WORKSHOPS	
MEMBERS OF DIVISIONS	
CONGRESS PROCEEDINGS	

FINANCIAL PAPERS	22
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HISTORICAL ITEMS	27
PHOTOGRAPHS	

PAST COPIES OF BULLETIN	28,29
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IN GENERAL DO NOT STORE DAY TO DAY CORRESPONDENCE

J S Colligon, December, 1993

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IN GENERAL DO NOT STORE DAY TO DAY CORRESPONDENCE

J S Colligon, December, 1993

Professor Dr. Heribert JAHRREISS
Former President, IUVSTA

Nassestr. 35
D-50939 K61n

Phone + Fax: x221/462352

TO THE USERS OF IUVSTA ARCHIVES

In September 1996, 32 folders, numbered from I to 32, have been contributed to IUVSTA Archives by Prof. Dr. Heribert JAHRREISS, Universität zu Köln (Cologne University), former Secretary General, IUVSTA (1974-83), President Elect, IUVSTA (1983-86), President, IUVSTA (1986-89), and Past President, IUVSTA (1989-92).

The contents of those folders are given in the "**List of IUVSTA folders**", **added as.....Appendix 1**

Folder Nr.1 contains documents about the Union's early history, the founding of the former "Organisation Internationale pour la Science, la Technique, et les Applications du Vide" (OISTAV), and its conversion to the IUVSTA. Most of those documents had been collected and forwarded to me by the late Dr-Hermann ADAM. The folder contains also some remarks by DR.ADAM giving some reminiscences of his own.

Folders Nrs.2 to 11 give the Minutes of the General Meetings GM I - GM 11 (Nrs.2,3), and of the Executive Council Meetings ECM I - ECM 69 and ECM 71 - ECM 75 (Nrs.4-9), and some additional materials (Nrs.10,11).

Lists of Dates and Locations of General Meetings GM 1-GM 12 as well as **of the Executive Council Meetings ECM1 -ECM 76** are added as.....
Appendices 2 and 3

Folders Nrs.12 to 21 ("Correspondence JAHRREISS"): The letters and documents, have been filed in alphabetic order according to the names of the respective correspondence partners, each file beginning with the most recent document.

All day to day correspondence has been omitted.

The contents of those correspondence folders have been broadened by the inclusion of a lot of material which has been forwarded to me some years ago by Mr.N.WALTER, former Reporting Secretary, IUVSTA. (This is why folder Nr.12 contains some few documents dated from years earlier than 1972.) Those documents have been filed according to the name of one of the correspondence partners.

Folders Nrs.12 to 21 contain a lot of material concerning the history of the Committees and of the divisional structure of the Union as well as of the history of the individual Divisions.

Folders Nrs.23 to 26: The contents do not need any special explanation.

Folder Nr.27 contains documents concerning the history of the former "International Thin Film Committee" (ITFC), and its transition to the IUVSTA Thin Film Division.

Folders Nrs.28 and 29 contain a complete row of the IUVSTA News Bulletin from Nr. 22 until Nr. 100.

Folders Nrs.30 and 31 prove by documents the activities of the Organisation Committee of ICV-II/ICSS-7 (Köln 1989), but not those of the Program Committee.

Folder 32 contains only a few printed papers concerning several earlier Congresses.

A copy of document ECM 70-20G-02 concerning "Items **to be stored in IUVSTA Archives**" gives, by adequate inscriptions, a survey on the correlations between the various items and the numbers of the folders. It has been added as Appendix 4

Informations about further **sources** for the IUVSTA **Archives**

1)

There is a letter from the late Mr. Medard W.WELCH, former President, IUVSTA, and initiator of the WELCH Foundation, which deals with this point, and which is attached as Appendix 5

2)

At the occasion of the ECM 41 in February, 1981, at Dresden (at that time GDR), MR.N.WALTER handed over to me 3 microfilms containing replicas of early documents of the Union. He did not realize that, under the contemporary political circumstances and travel regulations, it would have meant an incalculable risk to try a transport of microfilms westward outside the GDR.

As a result of consultations with GDR colleagues, I decided to forward those microfilms for storing to the Physikalische Gesellschaft der Deutschen Demokratischen Republik (Physical Society of the GDR).

Mr.R.LINKE, the Scientific Secretary of the said Society, has confirmed the storing of the microfilms by a letter to me dated April 13, 1981, added here as Appendix 6

Later on, as a consequence of the reunification of Germany, the Physical Societies from both sides have been united within the Deutsche Physikalische Gesellschaft (DPG), which took over the archives belonging to the former Physical Society of the GDR.

Therefore, on March 3, 1995, I contacted the office of the DPG by phone and by letter, asking whether the said microfilms might be returned to me in order to bring me in the position to include them into the material to be forwarded to the IUVSTA Archives at Brussels. A copy of this letter is added as Appendix 7

On March 8, 1995, the Hauptgeschäftsführer (Secretary General) of the DPG, DR.HASELBARTH, informed me all archive materials to be carefully stored, but at different locations, and not systematically classified at present. It would mean an immense action to find the microfilms immediately. He promised to add my request to the archives in order to secure the return of the microfilms to IUVSTA later on in the course of the future classification of the DPG Archives. A copy of this letter is attached as..... Appendix 8

Köln, 27.August 1996

Prof.Dr.H.Jahrreiss

LIST OF IUVESTA FOLDERS - LISTE DES DOSSIERS DE L'UISTAV

VERZEICHNIS DER IUVESTA-AKTENORDNER

- 01) OISTAV -> IUVESTA (Early history)
- 02) GM I - GM 8; 1962 - 1983
- 03) GM 9 - GM 11; 1986 - 1992
- 04) ECM I - ECM 19; 1962 - 1971
- 05) ECM 20 - ECM 33; 1972 - 1977
- 06) ECM 34 - ECM 45; 1978 - 1983
- 07) ECM 46 - ECM 52; 1983 - 1986
- 08) ECM 53 - ECM 65; 1986 - 1991
- 09) ECM 66 - ECM 69; 1992 - 1993 ECM 71 - ECM 75; 1994 - 1995
- 10) Documents concerning ECM 20 - ECM 34 and GM 6 (Wien)
- 11) Documents concerning ECM 35 - ECM 39, ECM 41 - ECM 42, ECM 45 - ECM 47
- 12) Correspondence : JAHRREISS: Secretary General 1974 - 1977, A - P
- 13) Correspondence : JAHRREISS: Secretary General 1974 - 1977, Q - Z
- 14) Correspondence : JAHRREISS: Secretary General 1977 - 1980, A - D
- 15) Correspondence : JAHRREISS: Secretary General 1977 - 1980, E - Z
- 16) Correspondence :JAHRREISS: Secretary General 1980 - 1983;
President Elect 1983 - 1986
- 17) Correspondence : JAHRREISS: Secretary General 1982 - 1983,
Materials for Agenda of GM 8 (Madrid)
- 18) Correspondence :JAHRREISS: President Elect 1983 - 1986:
Memoranda, Committees, Divisions
- 19) Correspondence : JAHRREISS: President 1986 - 1989:
General Correspondence, Memoranda
- 20) Correspondence :JAHRREISS: President 1986 - 1989:
Committees, Divisions
- 21) Correspondence:JAHRREISS: President 1986 - 1989:
Meetings, New Members, International
Scientific Organisations
- 2 2) IUVESTA Finances until 1980
- 23) IUVESTA Information Booklets;
IUVESTA Statutes and By-Laws;
IUVESTA Sponsorship Regulations;
IUVESTA History (J.M.LAFFERTY)
- 24) Materials concerning: Statutes and By-Laws,
Divisional Statutes,
WELCH Foundation,
Sponsorships 1982 - 1983
- 25) Early versions of Statutes and By-Laws
- 2 6) Statutes of National Vacuum Organisations
- 2 7) International Thin Film Committee (ITFC)
- 2 8) IUVESTA News Bulletin Nr. 22 - Nr. 50
- 2 9) IUVESTA News Bulletin Nr., 51 - Nr.100
- 3 0) ICV-11 / ICSS-7 (Köln 1989): Organisation Committee, Part A
- 3 1) ICV-11 / ICSS-7 (Köln 1989): Organisation Committee, Part B
- 3 2) Some printed material concerning earlier Congresses

Additions by John Colligon in March, 2000

- 33) Minutes of ECM 76-80
- 34) Minutes of GM12 and GM13
- 35) Directory of IUVESTA Personnel for the 1989-92, 1992-95 & 1995-98 Triennia
- 36) 1995 Statutes and By-laws
- 37) IUVESTA Administrative Procedures 1991, 1994 and 1995
- 38) News Bulletins 101-140

39) IUVSTA Information Booklets 1992 and 1995.

40) a) IUVSTA-Elsevier Awards Scheme

- i. Letter (2 Feb 96) from M. Mabe at Elsevier
- ii. Letter (12 March 96) from D. Prosser at Elsevier
- indicating 2000 pounds Sterling
- iii. Letter (26 March 96) of thanks to Prosser
- iv. Official letter (3 May 96) of acceptance to Prosser

b) ICSU

- i. Letter (26 Feb 92) from Exec-Director recommending IUVSTA to ICSU General Committee as Associate Member- annual fee of \$500
- ii. Letter (25 Nov 92) from Exec-Director admitting IUVSTA as Associate xi. Letter (24 Jan 97) to ICSU asking whether they would hold IUVSTA funds for 5 years if IUVSTA ceased operation.
- iii. Letter (10 Feb 97) from ICSU agreeing in principle but suggesting alternative procedures.
- iv. e-mail (6 March 98) from ICSU confirming the arrangement
- v. Copy of letter (May 98) [Original in Legal Affairs file #4] officially confirming the arrangement.

c) Legal Matters

- i. Letter (7 Feb 96) from Belgian Ministry of Justice confirming that the Executive Council MUST contain a Belgian national.
- ii. Letter (11 April 96) to Dupont with suggested change in Statutes to allow National Society President to vote as a second Alternative Councillor.
- iii. Letter (undated) from Dupont giving the opinion of the Belgian Ministry that any voting member or alternate must be approved by the General meeting.
- xiv. Letter (18 March 98) acknowledging receipt and agreeing to the change in Statutes to allow ICSU to hold funds if IUVSTA dissolved.
- iv. Letter (23 April 98) confirming that ICSU will hold funds for IUVSTA if necessary.

41) Member Vacuum Societies

Australia

Letter (17 Aug 89) re transfer of IUVSTA membership from Australian Inst of Physics to Vacuum Soc of Australia
Letter (19 Sep 89) committing to 3 shares
Copy of Statutes

Croatia

Letter (21 April 92) from H Zorc with missing info for application
Statutes
Letter (30 March 92) to Zorc that application will be considered at next ECM
Letter (15 May 92) to Zorc advising provisional membership granted.
Letter (1 Nov 92) to Zorc of GM11 approval of membership
Letter (7 Sept 95) from Zorc appointing Slovenian delegation to represent at GM in Yokohama
* Letter (11 Feb 98) from N Radic re name change and statutes change
* Revised Statutes

Czech

Letter (29 Oct 93) re formation of Czech Vacuum Society on 29 April 93 and of Slovak Vacuum Society on 28 April 93 replacing the Czechoslovak National Committee for Vacuum Science, Technology and Applications
Letter (14 Sep 94) from Repa re delegates for GM12 in Yokohama
* Letter (14 Feb 95) from Hedbavny applying for membership with 2 shares with documents
* Statutes in English and Czech
* Letter (22 Feb 95) from Repa re the Slovak Vac Soc decision to seek separate membership
* Letter (27 Feb 95) from Repa & Paty asking that Czech & Slovak societies be accepted as new members in place of the National Committee
* Letter (6 March 95) to Repa suggesting 2 societies as of GM in Yokohama
* Letter (29 March 95) from Repa & Paty re timing of new societies as IUVSTA members

Germany

Copy (17 May 90) of new statutes (in German)

Korea

Letter (27 April 92) from Park with application
Statutes in English

Poland

Letter (20 Aug 93) from A Halas stating that the new PVS is a successor to Polish Committee for Vacuum Technique which has been dissolved and will continue the IUVSTA membership with 3 shares.

Romania

Letter (25 Jan 91) from T Picurar with application for membership with 1 share.
Statutes (in English)

Slovakia

* Letter (14 Feb 95) from Bederka applying for membership with 1 share with documents
* Statutes in English and Slovak
* Letter (10 March 95) to Bederka re ECM73 discussion of application
Letter (4 Oct 95) to Bederka that Slovak Vacuum Society was granted membership at GM12

Slovenia

Letter (23 March 92) from A Pregelj with application
Statutes (English)

Ukraine

* Letter (6 Jan 93) to Naumovets re procedure for applying to IUVSTA
Letter (14 Feb 95) to Voronov with info on IUVSTA and indicating potential formation of Ukrainian Vacuum Society
* Letter (March 21) from Cherepin applying for IUVSTA membership with documents
* Statutes in English
Letter (4 Oct 95) confirming membership granted at GM12

LIST OF GENERAL MEETINGS

GM 01	62-12-08	Bruxelles/Brussel (B)
GM 02	65-06-30	Stuttgart (D)
GM 03	68-04-16	Manchester (GB)
GM 04	71-10-12	Boston Mass. (USA)
GM 05	74-03-26	Kyoto (J)
GM 06	77-09-15	Wien (A)
GM 07	80-09-25	Cannes (F)
GM 08	83-09-29	Madrid (E)
GM 09	86-10-29	Baltimore MD (USA)
GM 10	89-09-27	K61n (D)
GM 11	92-10-13	Den Haag (NL)
GM 12	95-09-27	Yokohama (J)
GM 13	98-09-02	Birmingham (UK)

LIST OF EXECUTIVE COUNCIL MEETINGS

ECM	01	62-12-08	Bruxelles/Brussel (B)
ECM	02	63-04-07	Frankfurt/Main (D)
ECM	03	64-06-29	Sacley (F)
ECM	04	64-12-09	Bruxelles/Brussel (B)
ECM	05	65-06-29	Stuttgart (D)
ECM	06	65-07-01	Stuttgart (D)
ECM	07	65-11-04	Sacley (F)
ECM	08	66-09-28	Zagreb (YU)->(HR)
ECM	09	67-03-16	Roma (I)
ECM	10	67-11-15	Strasbourg (F)
ECM	11	68-04-16	Manchester (GB)
ECM	12	68-04-16	Manchester (GB)
ECM	13	68-10-19	Dijon (F)
ECM	14	69-09-21	Berlin (D)
ECM	15	70-03-05	London (GB)
ECM	16	70-09-08	Cannes (F)
ECM	17	71 - 05 - 13	Portoroz (YU)->(SLO)
ECM	18	71 - 10 - 10	Boston MA (USA)
ECM	19	71 - 10 - 14	Boston MA (USA)
ECM	20	72 - 05 - 18	Venezia (I)
ECM	21	73 - 01 - 26	London (GB)
ECM	22	73 - 09 - 29	Madrid (E)
ECM	23	74 - 01 - 30	London (GB)
ECM	24	74-03-25	Kyoto (J)
ECM	25	74-03-29	Kyoto (J)
ECM	26	74-10-02	Sofia (BG)
ECM	27	75-03-21	Münster (D)
ECM	28	75 - 10 - 28	Philadelphia PE (USA)
ECM	29	76-04-09	Schiphol (NL)
ECM	30	76-09-04	Uppsala (S)
ECM	31	77-04-01	London (GB)
ECM	32	77-09-13	Wien (A)
ECM	33	77-09-16	Wien (A)
ECM	34	78 - 03 - 31	Amsterdam (NL)
ECM	35	78-09-15	Loughborough (GB)
ECM	36	79 - 03 - 21.	Budapest (H)
ECM	37	79-09-11	Nice (F)
ECM	38	80-04-13	Bath (GB)
ECM	39	80-09-24	Cannes (F)
ECM	40	80-09-26	Cannes (F)
ECM	41	81-02-27	Dresden (DDR)->(D)
ECM	42	81-09-13	Münster (D)
ECM	43	82-04-07	Firenze (I)
ECM	44	82-08-16	TamDere (SF)
ECM	45	83-05-21	Gafiei (FL)
ECM	46	83-09-28	Madrid (E)
ECM	47	83-09-30	Madrid (E)
ECM	48	84-02-09	Clearwater FL (USA)
ECM	49	84-08-12	Täby (S)
ECM	50	85-05-22	Princeton NJ (USA)
ECM	51	85-10-05	Debrecen (H)
ECM	52	86-05-31	Spitz (Donau) (A)
ECM	53	86-10-26	Baltimore MD (USA)
ECM	54	86-10-31	Baltimore MD (USA)

ECM 55	87-03-16	Strasbourg (F)
ECM 56	87-12-06	New Delhi (IND)
ECM 57	88-04-18	Hale (GB)
ECM 58	89-09-25	Portoroz (YU)->(SLO)
ECM 59	89-04-16	San Diego CA (USA)
ECM 60	89-09-24	Köln (D)
ECM 61	89-09-29	Köln (D)
ECM 62	90-03-18	Dresden (DDR)->(D)
ECM 63	90-09-28	Avila (E)
ECM 64	91-02-10	Clearwater FL (USA)
ECM 65	91-09-30	Wien (A)
ECM 66	92-05-10	Antibes (F)
ECM 67	92-10-11	Den Haag (NL)
ECM 68	92-10-16	Den Haag (NL)
ECM 69	93-03-28	Bolzano/Bozen (I)
ECM 70	93-11-21	Orlando FL (USA)
ECM 71	94-06-19	Saltsjöbaden (S)
ECM 72	94-09-25	Krakow (PL)
ECM 73	95-04-09	Brdo (SLO)
ECM 74	95-09-24	Yokohama (J)
ECM 75	95 - 09 - 2 9	Yokohama (J)
ECM 76	96-04-28	San Diego CA (USA)
ECM77	96-09-22	Segova (Spain)
ECM78	97-05-25	Debrecen (Hungary)
ECM79	97-11-23	Port Stephens (Australia)
ECM80	98-03-23	Bratislava (Slovakia)
ECM81	98-08-30	Stratford-on-Avon (UK)
ECM82	98-09-04	Birmingham (UK)
ECM83	99-02-21	Saillon (Switzerland)
ECM84	99-09-05	Cancun (Mexico)
ECM85	00-04-02	Namur (Belgium)
ECM86	00-10-09	Portoróz (Slovenia)
ECM87	01-03-16	Jerusalem (Israel)
ECM88	01-10-28	San Francisco (USA)
ECM89	01-11-02	San Francisco (USA)