

IFIP TC3 WG Membership rules

From a discussion with C. Reffay (WG-Liaison), all WG chairs, summer 2022
Approved by the TC3 Executive Committee, Monday 14th November 2022.

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Introduction

IFIP is a Federation of national computer societies, and we are delighted that national representatives from those computer societies are directly involved in supporting the management and direction of IFIP activities. Each national computer society nominates a lead representative in the IFIP General Assembly, and, where possible, a national representative is involved in each Technical Committee (TC). With key roles in IFIP, national computer society representatives also greatly support the TCs, and it is important that national representatives are kept aware of membership and activities, to aid their and their members' ongoing involvement in IFIP.

IFIP is an entity with legal status, and holds approved regulations and rules that are stated in its Statutes and By-Laws. One of the sections in those by-laws, By-laws section 4.2.7, states that:

The members of a Working Group are appointed by the Chair of the corresponding Technical Committee or Specialist Group, with the approval of that Committee or Group.

There has been some variation in the interpretation of this section of the by-laws over the past 10 years, so that some WGs have undertaken practice that others have not. To adhere to the by-law requirement, and to ensure that national representatives are kept well informed of membership and activities, TC3 adopts processes to ensure that national representatives are aware when national members are either added to or removed from the WG member lists.

Membership status and roles definitions

Non member

Anyone visiting the TC3 Web site.

Intending member

Someone who explicitly contacted a WG chair to get more information on TC3/WG events or activity with potential intention to join a WG or participates in an event.

Nominated member

A contact who undertook an activity (i.e.: attends **and presents** at one online or face-to-face event within the TC or the WG), that has been suggested by 2 WG members and nominated within a WG AGM. A nominated member is not eligible as a full member until s/he participates in a second event.

Full member

Once a nominated member has participated in at least a second event => her/his name is sent to the TC3 Chair who informs the National Representative of his/her country (if s/he exists).

If the National Representative acknowledges then
the candidate becomes a full member..

Or else, the TC3 chair can declare the candidate as a full member.

Definition of privileges for the different status

The following table gives the approved view of the IFIP TC3 policy.

	Access to TC3 website	On the WG mailing list	Present on the IFIP Website	Can attend the WG AGM	Vote in AGM
Non member*	Yes	No	No	No	No
Intending member*	Yes	Yes	No	Yes	No
Nominated member	Yes	Yes	No	Yes	No
Full member	Yes	Yes	Yes	Yes	Yes

How to add/remove a member in a WG?

Process for adding a member

The membership depends upon the interactions that a member has had with the TC and with the WG:

- 1) **Intending member -> nominated member:** If a person undertakes an activity¹, then s/he can be suggested by a WG member as a nominated member within a WG AGM. On request from this contact person, the WG chair can add her/him on the communication list of the WG.
- 2) Once s/he is nominated (during the WG AGM), s/he becomes a “**nominated member**”, but s/he does not become a full member until s/he have undertaken a second activity within the TC or the WG. Once this occurs (or has previously occurred), s/he is eligible to become a full member.
- 3) At that stage, her/his name is sent to the TC chair, who informs the national representative. The national representative then has one month to acknowledge the new membership within that WG and the TC, or giving reason to the TC chair if this membership is not supported. If there is no national representative for that eligible member, then the TC chair him/herself can support the nomination.
- 4) If the TC Chair does not receive any comment after one month or receives an agreement to add these members, then the TC chair informs the IFIP general secretary to request the changes (to add a new full member) on the IFIP websites (General IFIP => reused automatically in TC website).

Process for removing a member

- 1) The WG Chair [or a delegate] emails the members to ask them whether they wish to remain members or whether they wish to be removed.
- 2) If there is no answer (after one month) or if there is an indication that they should be removed, then they will be put on the removal list which is sent to the TC Chair.
- 3) The TC Chair will inform national representatives of the TC about the member removal and give them one (more) month to comment on it.
- 4) If the TC Chair does not receive any comment or receives an agreement to remove these members, then the TC Chair informs the IFIP General Secretary to request the changes on the IFIP website.
- 5) Once the members are removed from the general IFIP website members' list, the TC chair asks the concerned WG to proceed with the definitive removal of those members from the WG communication list.

¹ * Eligible “activity”: Attend **and present** at one online or face-to-face event within the TC or the WG (Webinar, Workshop, Doctoral webinar/consortium, Symposium, TC3 Conference).