

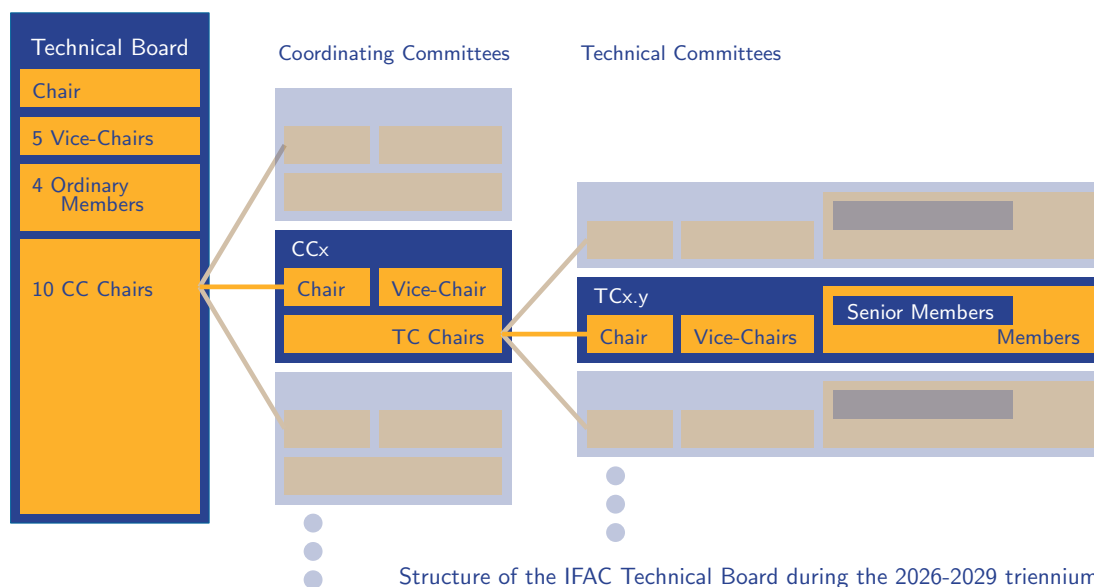
IFAC Technical Committees Operating Guidelines

Version of 21 October 2025

Technical Committees

Technical Committees (TCs) shall organize the technical activities of IFAC.

TCs with related scope cooperate within a Coordination Committee (CC), whose chair is a member of the IFAC Technical Board (TB) and reports to TB about all activities of the TCs under their supervision.



TCs are composed of the following individuals

- TC Chair
- TC Vice-Chairs
- TC Senior Members
- TC Members

As decided by Council in 2020, all people involved in IFAC activities are expected to be Affiliates. This includes TC Chairs and Vice-Chairs, TC Members and Senior Members.

Affiliation is free of charge and requires only filling in a limited amount of data (name, email, country/region) in the IFAC Portal (affiliates.ifac-control.org). Affiliates are also strongly encouraged to enter data about their fields of interest. These are defined by the keywords of each TC. By default, the data about affiliates is accessible only for establishing statistics. If agreed by the Affiliate, his/her/their data is accessible to other Affiliates, and hence to the TC Chairs.

Technical Committee Chairs

Selection of the TC Chairs is done 6 months prior to the World Congress. TC Chairs are then appointed by the incoming Technical Board at the World Congress after nomination by the outgoing Council to serve from the conclusion of one Triennial Congress to the conclusion of the next. TC Chairs can serve for a maximal number of two terms in that position. A recommendation of the Presidential Task Force on "2-Year vs. 3-Year Terms" in 2025 is that *"TC Chairs be renewed at each triennium to bring greater vitality to IFAC, involving broader segments of our community"*.

TC Chair duties during the triennium are:

- **Appoint TC Members**

The newly selected TC Chairs establish, in coordination with the outgoing TC Chairs, the list of TC Members that shall serve during the triennium. It is recommended that they finalize this list during the 6 months that lie between their selection by the outgoing Technical Board and their formal appointment at the World Congress. This allows to gather at the TC meeting during the World Congress all outgoing and incoming members. See below for the guidelines concerning TC member appointment.

- **Propose TC Senior Members to be appointed by the CC chair**

Appointment of TC senior members is done by the CC Chairs after proposal by the TC Chairs. Their appointment among TC Members is done during the first 6 months after the World Congress. See below for the guidelines concerning TC senior member appointment.

- **Organize TC meetings**

TCs are expected to meet at least once per year. Meetings could be in presence or online. Hybrid option is recommended in case of in presence meeting. Meetings shall be planned typically during conferences for which the TC serves as main technical sponsor, and during the World Congress. An agenda prior to the meeting and a summary of the outcomes after the meeting shall be distributed to all TC members, to the Coordinating Committee Chair and to Secretariat. In general, TC Chairs must provide periodic communications to the TC members.

- **Provide annual TC reports**

The Technical Board Chair writes annually TB report that gathers reports from TCs and CCs. As TB report is due in April, the TC reports are due in February each year. A template for TC reports is proposed in Appendix 2. Among other interactions, these reports contribute to support the CC Chair in Technical Board activities. In general, TC Chairs must be responsive to periodic communications from their TC members, other TC Chairs, the IFAC Secretariat, the relevant CC Chair, and the TB members.

- **Supervise technically main sponsored conferences**

Organizers of all IFAC main sponsored and IFAC co-sponsored conferences (including symposia, conferences, workshops etc.) apply to obtain IFAC technical sponsorship via the IFAC Portal (affiliates.ifac-control.org/conferences). In their application, they specify TCs for which they request technical main-sponsorship and co-sponsorship. Chairs of selected TCs participate to the online evaluation of the applications.

In addition, TC Chairs supervise steering committees for conference series for which their TC acts as main technical sponsor. The main role of the steering committee is to encourage and select organizers and destinations for the future events in the series. It is highly recommended that next event organizers are selected at least 3 years ahead of the dates of the conference.

- **Organize and communicate about technical activities**

Each TC is welcome to organize freely its activities. They are also encouraged to communicate widely about these activities using all available means and in particular:

- workshops, invited sessions and open invited tracks at the World Congress,
- articles in the IFAC Newsletter (submitted to newsletter@ifac-control.org),
- articles in the IFAC webpages (a dedicated access is provided to the TC Chairs or to the Social Media Vice-Chairs),
- posts in the IFAC social media (submitted to the Social Media Chair, or posted directly from ones professional account),
- publications in the IFAC YouTube Channel (submitted to the Social Media Chair),
- mails to all affiliates interested in the TCs fields of interest using the IFAC Event mailing system (submitted to Secretariat, not more than twice per year and per TC),
- overview, survey and outlook papers in IFAC Journals, milestone reports shared with IFAC affiliates, etc.

- **Apply to the IFAC Activity Fund**
Technical activities can receive financial support by applying to the IFAC Activity fund (<https://www.ifac-control.org/areas/activity-fund>).
- **Define the scope and the keywords**
TCs are expected to continuously question the title of their TC, the scope and the keywords. These updates may be in terms of termination of the TC or creation of new ones. Keywords are strictly constrained to be different from the ones of other TCs and their evolution may need coordination with other TC Chairs. As keywords are used to define the fields of interest of Affiliates, it is recommended when removing a keyword to indicate among new keywords which one is the closest one. All updates should be approved by Technical Board at least one year prior to a World Congress and shall apply for the next triennium.
- **Serve as Associate Editors for the World Congress**
TC Chairs and TC members are solicited in the reviewing process of the World Congress which takes place approximately six months before the Congress. TC members may be requested by recommendation of the TC Chair to serve as Technical Associate Editors, *i.e.* handling the review process of a selected number of papers in the fields of the TC. TC Chairs serve as Associate Editors and are responsible for making decisions on which papers shall be included in the program and building the TC related technical sessions.

Technical Committee Members

The TC Members are chosen at each triennium among:

- Past TC members
- Affiliates proposed by NMOs
- Affiliates invited by the incoming Technical Committee Chair

The final decision on the TC Members roster is made by the incoming TC Chair in coordination with the outgoing TC Chair and include the following criteria:

- Being active in the field covered by the TC. This is attested by having selected the TC related keywords in the Affiliates Portal, participating to conferences or other events sponsored by the TC, being member of the program committees of conferences sponsored by the TC.
- The list of TC members should be representative of the IFAC diversity in terms of countries and regions, career stage, academia and industry, gender, etc.

There is no limit on the number of members of a Technical Committee, but it is expected to be a representative subset of all Affiliates interested in the field who deserve acknowledgement for their technical activities and volunteering engagement.

TC Members are appointed for a given triennium and are listed as such in the Affiliates Portal. Their membership is attested by a certificate that can be downloaded directly from their affiliates profile.

As already mentioned before when listing the TC chair duties, it is recommended that the incoming TC Chairs start the appointment of TC Members prior to the World Congress in order to gather the outgoing and incoming TC members during the TC meeting held at the Congress. This meeting is the opportunity to define TC goals for the triennium, finalize the list of TC members and to propose TC Vice-Chairs to be appointed by TB Chair.

Technical Committee Senior Members

The TC Senior Members are chosen at each triennium among:

- Past TC Senior Members
- Past TC Members proposed to become Senior Members by the incoming Technical Committee Chair, after discussions with the outgoing Technical Committee Chair.

The final decision on the TC Senior Members roster is made by the Coordinating Committee Chair and include the following criteria:

- Being highly active in the field covered by the TC and its activities, for a significantly long period of time.
- The list of TC Senior Members should be representative of IFAC diversity.

The maximal number of Senior Members of a Technical Committee is limited as a percentage of all Members (including Senior Members). The ratio may be changed by a decision of the Council and is at the time of the writing of this document of 30%.

TC Senior Members are appointed for a given triennium. Appointment is done immediately after the World Congress. It is not recommended to promote to TC Senior Member people during the course of the triennium. It may be done on exceptional basis.

Technical Committee Vice-Chairs

Vice-Chairs will be appointed by the Technical Board Chair, but otherwise the internal structure is up to the committee itself. Vice-Chairs should be TC Members but are not requested to be Senior Members.

It is requested that Vice-Chairs include:

- **Vice-Chair for Education**
This Vice-Chair serves as liaison person with the Education Activities Committee. Their role is to promote education activities within the TC and to report about these to the Education Activities Committee.
- **Vice-Chair for Industry**
This Vice-Chair serves as liaison person with the Industry Committee. Their role is to encourage industry related activities within the TC, to invite people in industry to become affiliates and participate to the TC, and to report about these to the Industry Committee.
- **Vice-Chair for Publications**
This Vice-Chair interacts with the Publications liaison member of the Technical Board. Their role is to promote submissions to IFAC journals for example by encouraging TC related special issues.
- **Vice-Chair for Social Media**
This Vice-Chair interacts with the Social Media liaison member of the Technical Board. Their role is to transfer possible content about TC activities to Secretariat for publication in the IFAC media and to post autonomously such information in the social media according to the IFAC Social Media strategy.

TC sponsored conferences

TC can serve as technical main sponsors or technical co-sponsors of conferences (including Symposia, Conferences, Workshops etc.). Sponsorship implies that the TC participates in the definition of the conference scope and keywords; it contributes to the international program committee; it evaluates *a priori* the conference applications and *a posteriori* the relevance of maintaining the sponsorship for future events. Main sponsorship implies a higher involvement in these tasks, as well as the planning of future events.

. Main technical sponsorship of IFAC conferences

TCs are expected to be main sponsors of at least one IFAC conference per-triennium, preferably of a conference in the IFAC Master Plan. Their role is:

- Supervise a **steering committee** for main sponsored conference series. The main role of the steering committee is to encourage and select organizers and destinations for the future events in the series. It is highly recommended that next event organizers are selected at least 3 years ahead of the dates of the conference.
- **Evaluate accurately the conference applications** submitted in the Portal, in particular concerning the scope of the conference, the keywords, the IPC Chairs and members.

- The scope of the conference and the keywords should coincide significantly with the scope and keywords of the TC.
- The IPC Chair(s) should be chosen for his/her/their technical stature in the field and scope of the conference, and for his/her/their organizational abilities. He/she/they should not be from the host country.
- The IPC should include at least two representatives of the TC, one of them shall be serving as TC-IPC liaison person and may take active part in decisions related to the technical program. The TC Chair is entitled to designate these representatives during the evaluation of the conference application.
- It is highly recommended that several TC members are actively involved as IPC members. No more than one third of the IPC members can come from the same country. The number of IPC members shall be limited to be commensurate with the expected number of submissions. The IPC members should demonstrate good technical capabilities and judgement in the scope of the conference. Diversity and inclusion should be considered in evaluating the IPC membership.

Evaluation of applications should take into account the outcomes from previously held conferences of the same series or the similar scopes.

- **Communicate** broadly about the approved conferences in order to increase participation. Social media and the IFAC Event service may be solicited for that end.
- **Organize TC events** during the conference. These should include a TC meeting with invitation of all TC members. They can include as well workshops and invited sessions or other events organized under the leadership of the TC chairs, vice-chairs and working groups.
- **Draw outcomes** of the conferences after their termination. This should be done based on reports by the TC-IPC liaison person, the experience as conference attendees, the conference report posted in the IFAC Portal by the organizers and the report by the Conference Board liaison person. If not directly available to the TC Chair, the last two documents may be asked to Secretariat.

Technical Co-sponsorship of IFAC conferences

TCs may be invited to be technical co-sponsors of conferences. Their role is then to:

- **Evaluate the conference applications** submitted in the Portal, in particular concerning the scope of the conference, the keywords, the IPC Chairs and members.
 - The scope of the conference and the keywords should coincide partly with the scope and keywords of the TC.
 - The IPC should include at least one representative of the TC. The TC Chair is entitled to designate this representative person during the evaluation of the conference application.
 - It is recommended that several TC members are actively involved as IPC members.
- **Communicate** about the approved conferences in order to increase participation.

Technical sponsorship of IFAC co-sponsored conferences

TCs may be invited to be technical main sponsors or co-sponsors of conferences organized by other bodies and which solicit IFAC co-sponsorship. The upper listed recommendations apply, except that the TC shall not organize a steering committee.

Appendix 1 – Constitution and By-Laws

CONSTITUTION

Article 37

(a) Technical Committees as are deemed necessary and desirable are formed by the Technical Board within guidelines set by the Council. The continuation and termination of the Technical Committees is also decided by the Technical Board.

(b) The Technical Board together with the Conference Board will establish Coordinating Committees, each of which will consist of one Technical Board member as Chair, one Conference Board member as Vice-Chair and two or more Technical Committee chairs. Each Coordinating Committee will provide oversight and coordination among its Technical Committees and will meet periodically, and report annually to the Technical Board.

(c) Subject to the general direction of the Technical Board and the Conference Board, the Technical Committees shall organize the technical activities of the Federation. They shall provide a framework for the cooperation of the workers on a worldwide basis in their particular field of automatic control.

(d) The Technical Committees shall take active steps to promote the participation of industry and commerce in the activities of the Federation and to foster collaboration between those working on theoretical aspects of control and those engaged in its application.

(e) The Technical Committees shall plan and supervise the conferences, symposia and workshops in the particular fields assigned to them by the Technical Board and shall be responsible for the technical content and level of such meetings.

(f) The Technical Board will establish the IFAC Industry Committee, to be chaired by the Technical Board Vice-Chair for Industry Activities. The objectives of the Industry Committee will include increasing industry participation in and impact from IFAC activities.

Article 38

(a) The members of each Technical Committee shall be selected by the Committee Chair with the concurrence of the Vice-Chairs. Each NMO may recommend members to each Technical Committee.

(b) Members of Technical Committees shall be appointed in the first instance to serve until the conclusion of the next Triennial Congress. Thereafter they may be reappointed by the respective Committee Chair, who shall also notify the concerned NMOs, to serve for another three year term each time. While there is no limitation as to the number of such terms, it is desirable to have some rotation in the membership of Technical Committees.

(c) The Chair of any Committee, with the concurrence of the Vice-Chairs may invite other experts to offer temporary, voluntary, unpaid services.

BY LAWS

Additional articles approved by Council in July 2025, to be adopted by General assembly in fall 2025 by electronic vote.

No. 22

IFAC establishes an Affiliates program. Any scientist, engineer or student interested in Automatic Control is welcome to become an IFAC Affiliate. Affiliation is free. People involved in the IFAC activities and structure are expected to register to the Affiliates program.

No. 23

Affiliates active in Technical Activities may become Technical Committee Members as defined in Article 38 of the IFAC Constitution.

No. 24

Technical Committee Members may be appointed as a Technical Committee Senior Member after nomination by the Technical Committee Chair and decision by the Coordinating Committee Chair. The maximum ratio of Senior Members among all Members can be determined by decision of the Council.

Appendix 2 – TC report template

I Administrative and Statistical Information

I.A Status of TC membership.

List of members with indication on

- newly added members since last report (if any),
- TC senior members
- List of Vice Chairs (and modifications since last report if any)

I.B Existing scope of Committee

Title of the Technical committee; brief description of the scope; list of keywords

I.C List of events

List of all conferences sponsored by the TC since the beginning of the Triennium.

Indicate if the conferences are in the IFAC Masterplan, if these are main IFAC sponsored or co-sponsored by IFAC. Indicate if the TC serves as main technical sponsor or co-technical sponsor. Indicate for each the names of TC members involved in the IPC.

I.D Committee meetings.

List of all committee meetings since the beginning of the Triennium; Attendance and Agenda.

I.E Vice-Chairs

Brief reports by Vice-Chairs for Education, Industry, Publications, Social Media and eventually others. It is recommended that these brief reports be forwarded to the relevant executive committee chairs or liaison person.

I.F Working Groups or any other internal structuration

Title and scope of the working groups (or any other internal structure), names of chairs, etc.

I.G Articles and reports

List of documents produced by the TC such as articles in the IFAC Newsletter, articles in the IFAC webpages, posts in the IFAC social media, publications in the IFAC YouTube Channel, overview, survey and outlook papers in IFAC Journals, milestone reports shared with IFAC affiliates, etc.

II Evaluation, Aims, Developpement plans

II.A Qualitative evaluation of conferences

The evaluation should concern the conferences held since the beginning of the triennium for which the TC served as main technical sponsor.

II.B Discoveries and technical ideas

Achievements; Technical directions for future work; Desirable directions of the field; Issues of technological policy...

II.C Plans for next year/next triennium

Evaluation and evolutions of internal structure (working groups etc.); planning of conferences; other activities...

II.D Change of scope (mandatory 1 year prior to WC)

If any, list of proposed changes in

- Title of TC
- Description of the scope
- Keywords

A text explaining the proposed changes should accompany this section, even in case there is no change. This could include creation/removal of TCs.

II.E Changes in conference series

Creation, suppression, modification of series of conferences sponsored by the TC. Can include termination of IFAC co-sponsorship given to series of non-IFAC events.

III Long Term Outlook

Commentary on possible longer-term variations in pattern of activity; plans for merger with other TCs; long-term viability of subject.

IV Summary and Recommendations