

## IFIP TC3 Management and Membership Rules

Where possible, a national representative from each IFIP national society is engaged in TC3. These national computer society representatives greatly support the TC, 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 By-laws section 4.2.7, states that: *The members of a Working Group are appointed by the chair of the corresponding Technical Committee... with the approval of that Committee...*

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 the following processes.

The lists maintained by WGs and IFIP mention different categories of membership: observer, intending member, corresponding member, full member, etc. The only difference between full members and other kinds of members is the right to vote. Therefore, TC3 WGs only consider 2 statuses: full members and corresponding members.

A corresponding member participates in an activity (i.e.: attends **and presents** at one online or face-to-face event within the TC or the WG), is nominated by 2 WG members and approved within a WG AGM for corresponding membership. A corresponding member becomes eligible (for four years) for full membership once participating in a second activity at a different event. Corresponding membership can also be assigned to a full member who wishes to keep in contact with the group but wants to step back from the full membership role, e.g., following retirement from work, or a shift in focus.

A full member is a corresponding member who has participated in at least a second event. The member's name is sent to the TC3 chair who informs the national representative of their country where the country is represented in TC3. 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.

At the WG level, any person (non-member) intending to become a member of a WG can be added by its chair to the WG mailing list to be informed about upcoming events. All corresponding and full members are listed on the IFIP websites, specifying the type of membership with footnotes, as informed by the TC3 chair. These lists are replicated (with a synchronised copy) on the TC3 WG membership web pages.

Only full members can vote during WG AGMs.

The WG chair [or a delegate] emails regularly, at least every year, the silent (or all) members to ask whether they wish to remain members or whether they wish to be removed. 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 a 'removal list' which is sent to the TC chair. The TC chair informs the national representatives of the TC about the member removal and gives them one month to comment. 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. 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.

If a (new) corresponding member does not participate in a second activity at a different event after 4 years, the member is automatically notified by the WG chair. The TC chair will inform national representatives of the TC about the member removal and give them one month to comment on it. 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.

New (national representative and WG) members and removal of (national representative and WG) members is discussed at the TC3 AGM each year. Following this meeting, details are collated, national representatives are informed as appropriate, and action for addition or removal of names is taken by the TC3 chair in the way described each year at least. Where details are known within the year, the TC3 chair informs the IFIP General Secretary of any changes needed.