

THE 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 which 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 co-ordinated 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 have been active during the 1995-1998 triennium have been the Statutes, Finance, Publications, Education, Welch, Developing Countries, Liaison, Congress Planning, and Long Range Planning 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. This includes reports from the President, Secretary General, Treasurer, STD, Divisions and Committees. For the 1998 GM (GM13), these reports are being compiled as written reports and distributed to delegates. The verbal reports to be presented will be summaries, and discussion is to be welcomed. The following reports are to be distributed.

Documents for 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.

Professor John L. Robins

IUVSTA President: 1995-1998.