



GRSS Technical Committees Manual Version 15

Title	GRSS Technical Committees Manual Version 15
Creator	IEEE-GRSS
Date	10 September 2020
Subject	Operating Manual for Technical Committees 2019-2021
Publisher	IEEE-GRSS Vice President of Technical Activities
Type	Text
Description	<p>This document describes the operations process of the chairperson of the IEEE GRSS-S Technical Committees. It serves as a guide to potential chairs, the TC membership, and to the GRSS Vice President of Technical Activities, who is formally responsible for TCs.</p> <p>It also contains an overview of the duties and the rights of a chairperson, which makes it easier for potential candidates to judge the work involved.</p>
Contributor	Irena Hajsek – GRSS Vice President of Technical Activities
Format	MS Word 95/2000 (doc) / pdf
Source	http://www.grss-ieee.org
Rights	Intended for GRSS TC members and members of the Administrative Committee of the Geoscience and Remote Sensing Society.
Identifier	GRSS_TC_Manual_V15.doc
Language	En
Relation	Derived from GRS-S TC Guidelines Election v7A en.doc
Coverage	2019-09-10 to 2021-05-31

These are Dublin Core metadata elements. See for more details and examples <http://www.dublincore.org/>.

Change history:

Version	Date	Modified by	Change
1.0	2002-07-15	Paul Smits	First version
1.1	2002-07-16	Jon Benediktsson	Duties
1.2	2002-07-16	Paul Smits	Dates of election process
2.1	2003-08-01	Paul Smits	Generalised for all TCs
3.0	2004-08-13	Paul Smits	Some details added; updated for 2004-2005
4.0	2005-07-08	Paul Smits	Function and term for chair changed; document has been updated for 2005-2007.
4.1	2005-09-01	Paul Smits	Version for DFC
4.2	2005-09-14	Paul Smits	Version updated for IFT and UARS
4.3	2005-10-19	Paul Smits	Version updated for UARS
5.0	2007-10-18	Paul Smits	Updated for 2007
6.0	2009-02-17	Steven Reising	Updated for 2008-2009; edited some details
7.0	2009-07-15	Steven Reising	Updated for 2009-2010
8.0	2011-06-08	John Kerekes	Revised for 2011-2012; changed focus from election document to operations manual
9.0	2013-06-01	John Kerekes	Revised for new TC Chair election cycle
10.0	2015-06-01	John Kerekes	Updated 2013-15 Chairs and new names for IADF and ESI
11.0	2016-01-01	John Kerekes	Updated 2015-2017 Chairs; Added MIRS TC; edited some details
12.0	2017-05-11	Irena Hajnsek	Updated 2017 VPTA GRSS and deadlines for the election
13.0	2017-10-02	Irena Hajnsek	Updated 2017-2019 Chairs
13.1	2018-09-05	Irena Hajnsek	Added a section on operation and listed the Vice Presidents
14	2019-09-10	Irena Hajnsek	Updated 2019-2021 Chairs
14.1	2019-11-16	Irena Hajnsek	Updated 2019-2021 Chairs
15	2020-09-10	Irena Hajnsek	Added a section on working group operation and election

Table of Contents

1. INTRODUCTION.....	4
1.1 PURPOSE OF THIS DOCUMENT.....	4
1.2 INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS (IEEE).....	4
1.3 IEEE GEOSCIENCE AND REMOTE SENSING SOCIETY (GRSS).....	4
1.4 TECHNICAL COMMITTEES.....	4
1.4.1 <i>Mission</i>	4
1.4.2 <i>Past and Current Leadership</i>	5
1.4.3 <i>Effort and Benefits of Chairing a TC</i>	6
2. FUNCTION OF CHAIR.....	6
2.1 BACKGROUND.....	6
2.2 DUTIES.....	7
2.3 RIGHTS.....	8
3. THE ELECTION PROCESS FOR TECHNICAL COMMITTEE CHAIR.....	8
3.1 OVERVIEW AND TIMETABLE.....	8
3.2 ELIGIBILITY OF CANDIDATES FOR TECHNICAL COMMITTEE CHAIR.....	8
3.3 WHO CAN VOTE?.....	9
3.4 TECHNICAL COMMITTEE CO-CHAIR(S).....	9
4. OPERATION OF THE TECHNICAL COMMITTEES.....	9
5. OPERATION OF THE WORKING GROUPS WITHIN A TECHNICAL COMMITTEE.....	9
5.1 BACKGROUND.....	9
5.2 WORKING GROUP FORMATION.....	9
5.3 WORKING GROUP DUTIES.....	10
5.4 WORKING GROUP RIGHTS.....	10
5.5 CLOSING OF A WORKING GROUP.....	10
5.6 PAST AND CURRENT WORKING GROUP CHAIRS.....	11
6. ELECTION OF A NEW TECHNICAL COMMITTEE.....	11
7. CLOSING OF A TECHNICAL COMMITTEE.....	11
8. VICE PRESIDENTS OF TECHNICAL ACTIVITIES.....	12

1. Introduction

1.1 Purpose of this document

This document describes the election and operations processes of the chairperson of the IEEE GRSS Technical Committees. It serves as a guide both to the TC membership and to the GRSS Vice President of Technical Activities, who is responsible for the Technical Committees. It may also help others in understanding the processes and procedures of the Geoscience and Remote Sensing Society.

1.2 Institute of Electrical and Electronic Engineers (IEEE)

A non-profit organization, IEEE (<http://www.ieee.org>) is the world's leading professional association for the advancement of technology. The IEEE name was originally an acronym for the Institute of Electrical and Electronics Engineers. Today, the organization's scope of interest has expanded into so many related fields, that it is simply referred to by the letters I-E-E-E (pronounced Eye-triple-E).

The vision of IEEE is to advance global prosperity by fostering technological innovation, enabling members' careers and promoting community worldwide. Its mission is to promote the engineering process of creating, developing, integrating, sharing, and applying knowledge about electro and information technologies and sciences for the benefit of humanity and the profession.

IEEE has more than 425,000 members, including more than 116,000 students, in over 160 countries.

1.3 IEEE Geoscience and Remote Sensing Society (GRSS)

The IEEE Geoscience and Remote Sensing Society seeks to advance geoscience and remote sensing science and technology through scientific, technical, and educational activities. The Society strives to promote a high level of technical excellence among its members by exchange of information through conferences, meetings, workshops, publications, and through its committees to provide for the needs of its members.

1.4 Technical Committees

1.4.1 Mission

The IEEE Geoscience and Remote Sensing Society seeks to advance geoscience and remote sensing science and technology through scientific, technical and educational activities. The Society strives to promote a high level of technical excellence among its members by exchange of information through conferences, meetings, workshops, publications, and through its committees to provide for the needs of its members.

The charter of each of the TC is as follows:

The ----- Technical Committee is an established committee [...] with the primary purpose to provide a special focus on certain research and technology areas, to assist in bringing them to maturity in some cases, or in fostering applications in others; all with a view toward encouraging and promoting the technical activities of the Society. [...]

Means to realize this include:

- Organisation of yearly special sessions at IGARSS

- Web content and GRSS Magazine articles
- (Electronic) discussion groups
- Contests
- Formulation of position statements for the Administrative Committee
- Recognitions and awards
- Workshops
- Data and software archives

1.4.2 Past and Current Leadership

Table 1. History of GRSS Technical Committee chairs and their co-chairs (listed below).

Year	Instrumentation and Future Technologies	Image Analysis and Data Fusion ²	Earth Science Informatics ³	Frequency Allocations in Remote Sensing	Geoscience Spaceborne Imaging Spectroscopy ⁴	Modeling in Remote Sensing	GRSS Standards for Earth Observation
1994	Curt Davis	Wool Moon	John Curlander				
1994-95	Curt Davis	Wool Moon	Tony Freeman				
1995-96	Paul Racette	Wool Moon	William J. Emery				
1996-97	Paul Racette	Jon A. Benediktsson Thomas Cooley	Daniel Ziskin				
1997-98	Jonathan A. Rall	Jon A. Benediktsson Thomas Cooley	Daniel Ziskin				
1998-99	Jonathan Rall	Jon A. Benediktsson Thomas Cooley	Daniel Ziskin				
1999-2000	Gary G. Gimmestad David DeBoer	Paul C. Smits Olaf Hellwich	Larry E. Fishtahler Richard E. Ullman				
2000-01	Gary G. Gimmestad David DeBoer	Paul C. Smits Olaf Hellwich	Larry E. Fishtahler Richard E. Ullman	Ram Narayanan			
2001-02	Gary G. Gimmestad Jeffrey R. Piepmeier	Paul C. Smits Olaf Hellwich	Roger L. King	Ram Narayanan Christopher S. Ruf			
2002-03	Gary G. Gimmestad Jeffrey R. Piepmeier	Olaf Hellwich Palma Blonda	Roger L. King Liping Di	Christopher S. Ruf Ram Narayanan			
2003-04	Jeffrey R. Piepmeier John P. Kerekes	Lori Bruce Palma Blonda	Roger L. King Liping Di	David B. Kunkee David DeBoer			
2004-05	Jeffrey R. Piepmeier John P. Kerekes	Lori Bruce Paolo Gamba	Roger L. King Liping Di	David B. Kunkee David DeBoer			
2005-06	Roger L. King Max Meerman	Paolo Gamba Jocelyn Chanussot	Liping Di Rama Ramapriyan	Joel T. Johnson David B. Kunkee			
2006-07	Max Meerman Laurent Phalippou	Paolo Gamba Jocelyn Chanussot	Liping Di Rama Ramapriyan	Joel T. Johnson David B. Kunkee			
2007-08	Inactive	Paolo Gamba Jocelyn Chanussot	Liping Di Rama Ramapriyan	Joel T. Johnson			
2009-10	Eastwood Im Martin Süß	Jocelyn Chanussot Jenny Du	Rama Ramapriyan Gilbert Rochon	Shannon T. Brown Ian Adams	Alex Held Karl Staenz		
2011-12	Martin Süß Eastwood Im	Fabio Pacifici Jenny Du	Rama Ramapriyan Gilbert Rochon	William Blackwell Ian Adams	Alex Held Karl Staenz		
2013 [#]	Martin Süß Eastwood Im	Fabio Pacifici Jenny Du	Rama Ramapriyan Liping Di	William Blackwell Ian Adams	Karl Staenz Andreas Mueller		
2013-15	Marwan Younis Boon Lim	Gabriele Moser Devis Tuia	Rahul Ramachandran Peng Yue	Sidharth Misra Paolo de Mattheais	Andreas Mueller Cindy Ong Uta Heiden		

2015-17'	Boon Lim Marwan Younis	Devis Tuia Gabriele Moser Bertrand Le Saux	Peng Yue R. Ramachandran Peter Baumann	Sidharth Misra Paolo de Matthaeis	Andreas Mueller Cindy Ong Uta Heiden	John Kerekes Jiancheng Shi	
2017-19	Upendra N. Singh Marwan Younis Georgios Tzeremes	Bertrand Le Saux Naoto Yokoya Ronny Hänsch	Peter Baumann Peng Yue R. Ramachandran	Paolo de Matthaeis Roger Oliva Balague Yan Soldo	Cindy Ong Andreas Mueller Uta Heiden	Jiancheng Shi John Kerekes Joel T. Johnsson	SiriJodha Khalsa Kevin Romero
2019-21	Jose Marquez Martinez Delwyn Moller Marwan Younis	Naoto Yokoya Ronny Hänsch Pedram Ghamisi	Manil Maskey Peter Baumann Weiguo Han	Paolo de Matthaeis Roger Oliva Balague Tobias Bollian	Uta Heiden Cindy Ong Jens Nieke	Sharmila Padmanabhan Jean Phillippe Gastellu- Etchegorry Rob Sundberg	SiriJodha Khalsa Betty Evans

*Prior to 2002 was named the "Data Standardization and Distribution" TC, and from 2002 to 2013 named the "Data Archiving and Distribution" TC.

%Prior to 2013 was named the "Data Fusion" TC.

#In March 2013, the GRSS AdCom approved a change in the term for the Chairs to begin/end coincident with the annual IGARSS meeting and the 2011-12 terms were extended 6 months into 2013.

'Renamed the International Spaceborne Imaging Spectroscopy (ISIS) to Geoscience Spaceborne Imaging Spectroscopy (GSIS)

1.4.3 Effort and Benefits of Chairing a TC

The amount of work involved in leading a TC depends very much on the number of activities launched by the TC chair and co-chair. As a rule of thumb, one should allocate three weeks per year. This includes attending the AdCom meeting in spring (one day of preparation, two days of meetings plus the travel), the AdCom meeting at IGARSS (three days of preparation, two days on the Friday/Saturday prior to IGARSS, and IGARSS itself (five days plus travel).

Regular communication with the TC membership is a must; updates about events and information relevant for the TC membership, sending welcome messages to new members, and cultivating an active membership (e.g., by organising contests, benchmark datasets, etc.) may increase the workload to about four weeks per year.

Communication with the broader GRSS membership is expected. Typically this will be through an article written for the GRSS Magazine every 1-2 years; the schedule is a rotation through the committees. It is also expected the Chair work with the GRSS Webmaster to update and keep current the relevant TC web pages on the GRSS Website.

The benefits of leading a TC are many. It helps one understand better how IEEE and the GRSS work. It provides visibility, helps build a professional network, and it can advance one's career. Better still, it can bring new friendships.

2. Function of Chair

2.1 Background

There are currently seven Technical Committees within the Geoscience and Remote Sensing Society. They fall under the responsibility of the Vice President of Technical Activities. The Vice President of Technical Activities is a position governed by the by-laws of the society¹. Reporting to the Vice President of Technical Activities are: the Chairpersons of various Technical Committees; the society's liaisons to the IEEE-USA's Government Relations Policy Committees: Committee on Communications Policy, Committee on Transportation and Aerospace Policy, Energy Policy Committee, and the Research and Development Policy Committee; and the society's liaisons to the IEEE Standards and ISO TC-211 Committee, the Open Geospatial Consortium (OGC) and the Group on Earth Observation (GEO). The Vice President for

¹ GRSS Bylaws, Section II, Article 10, November 2009.

Technical Activities will provide regular reports to the Administrative Committee (AdCom) on these committees, including their accomplishments, their membership, and their recommendations to the AdCom. The AdCom is the Administrative Committee that manages the GRSS.

When initially established, the chairperson of a Technical Committee was elected each year by the TC membership and could serve up to three consecutive terms. From February 2005 through early 2013, the AdCom changed the term of the Chairs of the Technical Committees from one year with a maximum of three terms **to two years with a maximum of two terms**. Terms previously began on January 1 and ended on December 31 (calendar year). However, in March 2013, the AdCom approved a change in the Chair term such that it begins and ends coincident with the annual IGARSS meeting (nominally held during the 2nd half of July).

2.2 Duties

The TC chairperson shall, through leadership and commitment, advance the field of interest in the domain of geoscience and remote sensing.

The TC chairperson is responsible for the recruitment of new members to ensure that the Committee retains the desired balance of expertises and background. In so doing, it is his responsibility to verify that newcomers be members of the GRSS. A list of current GRSS members can be obtained from the person dealing with Membership under the Vice President of Professional Activities.

The TC chairperson shall regularly update the membership about announcements of interest to the field of interest. To this end the TC chairperson is responsible for the maintenance of the TC web pages. The web pages of the TC's are available from the GRSS Homepage: www.grss-ieee.org.

In implementing the mission and the vision, the TC chair must report to the AdCom. By 1 November each year a summary of the year's activity shall be prepared by the TC chair describing accomplishments, the membership, and recommendations to the AdCom. These reports should be submitted to the Vice President of Technical Activities for reporting at the November AdCom meeting. Templates of status reports can be requested from the Vice President of Technical Activities. The leadership of the TC is encouraged to attend the spring and summer AdCom meetings to provide interim reports on activities.

The TC chair shall organize one or more special sessions in their technical field of interest at the International Geoscience and Remote Sensing Symposium (IGARSS). This entails, amongst others: 1) issuing a call for papers to the TC membership about the special session (September); 2) select the contributions and organize the session (by October); 3) submit invited session proposal to IGARSS organizers (October); 4) ensure participants submit abstracts for their contribution (January); and 5) chair the session at IGARSS (July).

The TC chair may be requested to co-ordinate the writing of additional specific reports if the AdCom so desires.

The TC chair is requested to be present at the Technical Committee and Chapter Dinner, organized each year at IGARSS, and to encourage the TC membership to do the same. The GRSS will support the Technical Committee and Chapter Dinner.

Each Technical Committee Chairperson should maintain a package that describes their duties and a record of current activities and their status. This should include any contacts within IEEE that they utilize and procedures for specific tasks².

² See minutes of IEEE GRSS AdCom Meeting, New Orleans, LA, USA, February 13, 2000.

2.3 Rights

The TC chair has budget of \$200 (US)³, which can be increased for strategic initiatives.

The Chairs of the TCs or their appointed delegates are invited to attend the spring and summer (IGARSS) AdCom meetings. A chairperson can apply for AdCom travel support for the spring meeting. Travel support is typically done through a reimbursement process and the travel must adhere to the GRSS Travel Policy.

In addition, if travel to an event is considered strategic for the Committee and for the GRSS, the GRSS Vice President for Technical Activities and the GRSS President can decide on an ad-hoc basis whether or not to support the travel. All travel requests should be submitted to the Vice President of Technical Activities and include an estimated budget.

The TC chair is requested to write regular reports for the IEEE GRSS Magazine. No page charges will apply. Starting in 2010, a regular rotation among the TCs has been established. Contributions should be submitted to the Magazine through Manuscript Central.

3. The Election Process for Technical Committee Chair

3.1 Overview and Timetable

The steps in the biennial election process are as follows (dates are nominal):

1. The current Technical Committee (TC) Chair sends out a Call for Candidates to the entire TC membership. The Call will include this manual. He or she also sends the Vice President of Technical Activities an Excel spreadsheet with a list of names and e-mail addresses of the TC membership. Deadline: May 24.
2. Committee member candidates for the chair position for the two-year term will write a biography (one page maximum) and a short (one-paragraph) statement of why they are interested in the position of TC chair, and send this information to the GRSS VP of Technical Activities for circulation to all TC members. Deadline: June 08.
3. The GRSS VP of Technical Activities will conduct the election ballot by distributing: a) bios of candidates and statements of interest, along with b) a ballot sheet listing all candidates. Deadline: June 22.
4. Committee members will vote. Deadline: June 23.
5. The GRSS VP of Technical Activities will forward results of the tally to current TC chairs for distribution. Deadline: July 03.
6. The newly elected Chair begins the position during the week of IGARSS.

3.2 Eligibility of Candidates for Technical Committee Chair

Each TC member who is a current GRSS Member as of the date of the call for candidates is eligible to run as a candidate for TC Chair.

³ See minutes of IEEE GRSS AdCom Meeting, New Orleans, LA, USA, February 13, 2000.

3.3 Who Can Vote?

Each TC member who is a current GRSS Member as of the date of the call for candidates is eligible to vote.

3.4 Technical Committee Co-chair(s)

One or two Co-chair(s) shall be appointed by the elected chair and confirm their willingness to serve by July 15. The Co-chair shall assist the Chair in fulfilment of their duties.

4. Operation of the Technical Committees

The progress of the Technical Committees is currently evaluated through a regular reporting at the AdCom meetings (three times a year through presentations) and the regular teleconferences (at least three times a year documented through minutes). In addition each of the TCs has his own portfolio of actions that are mapped yearly versus strategic initiatives by the Society, and internally funded by means of the 50% and 3% rule funds. These projects require a short reporting on a half yearly basis.

In order to quantify the progress of the activities by the TCs, accomplishments with respect to five general categories are checked:

- Global Activities: number and attendance of workshops, chapter-related activities and other projects;
- Education: number and attendance of summer schools, tutorials and similar activities;
- Outreach: increase/decrease in the TC membership, number of members from companies, organization and management of public contests;
- Publications: papers on the GRS Magazine or GRSS journals, news in the GRSS e-newsletter and web site or GRSS social media;
- Funds: funds raised for initiatives, either internally or externally.

TCs are therefore evaluated with respect to their goals, established at the beginning of their yearly cycle (during their meetings in the IGARSS week), through their reports during the AdCom meetings, until next IGARSS. Their performance is assessed in comparison to the previous years and between the TCs. If their performance is not in line with the planned activities, then the VPTA requires a clarification of the situation and offers support for recovery actions.

5. Operation of the Working Groups within a Technical Committee

5.1 Background

In case where the technical committee is expanding either due to increase of memberships or the accommodation of additional technical topics working groups can be established. The definition of the working groups is tentatively defined by the TC chairs and should be iterated with the VPTA.

5.2 Working group formation

The TC chairs are sketching a technical topic with a description of the motivation and explaining the benefit to establish the new working group within a TC. The working group topic needs to be agreed with the VPTA. Next the TC chairs are launching an announcement for leadership application. Everybody being a GRSS member can apply to become a working group leader. The applicant needs to clarify the activities they

would like to launch during their period (e.g. organizing a workshop, tutorial, summer school, special issue, etc.). The applications are reviewed and selected by the TC chairs. A working group is established only if a suitable working group leader can be identified who presented a beneficial action plan.

The SGC changes every two years with the change of the TC chairs.

5.3 Working group duties

The working group chair shall, through leadership and commitment, advance the field of interest in the domain of geoscience and remote sensing.

The working group chair is responsible for the recruitment of new members to ensure that the Committee retains the desired balance of expertise and background. In so doing, it is his responsibility to verify that newcomers be members of the GRSS. A list of current GRSS members can be obtained from the person dealing with Membership under the Vice President of Professional Activities.

The working group chair reports regularly to the TC chairs. They provide timely and proactive input upon requests from the TC's to activities such as newsletter, invited sessions, etc. All working group activities (e.g., organizing a workshop, tutorial, summer school, special issue, etc) that are visible outside the working group need to be confirmed by the TC chairs. TC chairs will distribute all TC related information received from GRSS (e.g. related AdCom decisions, minutes of TelCons, etc.) to the working group chairs.

Working group chairs and active working group members will be explicitly stated on the TC web page along with their activities.

5.4 Working group rights

The SGC may apply for funds from the Society to support their technical initiatives or projects. The proposal is agreed with the TC chairs and is then direct to the VPTA.

The SGC are invited to attend the spring and summer (IGARSS) AdCom meetings when physically. In case the AdCom meetings are online all AdCom meetings can be attended. A SGC can apply for AdCom travel support for the spring meeting. Travel support is typically done through a reimbursement process and the travel must adhere to the GRSS Travel Policy.

In addition, if travel to an event is considered strategic for the Committee and for the GRSS, the GRSS Vice President for Technical Activities and the GRSS President can decide on an ad-hoc basis whether or not to support the travel. All travel requests should be agreed with the TC chair and then submitted to the Vice President of Technical Activities including an estimated budget.

5.5 Closing of a working group

In case where a working group member (incl. working group chair) violates the above rules or is not actively engaged in TC activities, TC chairs have the right to replace him/her or if necessary close the working group.

Also, the TC chairs have the right to close a working group if no suitable working group chair can be found, or if the working group is inactive or outdated.

5.6 Past and current working group chairs

ID	TC Name	Chair /Co-Chair 2019-2021	Chair /Co-Chair 2021-2023
IADF	Machine/Deep Learning for Image Analysis (MIA)	Claudio Persello (UTwente), Dalton Lunga (ORNL), Xian Sun (Chinese Academy of Sciences)	
	Image and Signal Processing (ISP)	Gemine Vivone (University of Salerno), Wenzhi (Ghent University), Yang Xu (Nanjing University)	
	Benchmarking (BEN)	Michael Schmitt (TU Munich), Seyed Ali Ahmadi (K.N.T. University of Technology)	
IFT	Active Microwave – Radars and SAR	Dustin Schroeder (Stanford), Duk-Jin (Univ. Soul)	
	Microwave Radiometers	Sharmila Padmanabhan (JPL), Javier Bosch-Lluis (JPL)	
	Active Optical and Lidar	Upendra Singh (NASA), Georgios Tzeremes (ESA)	
	GNSS and Signals of Opportunity	Rashmi Shah (JPL), Estel Cardellach (UPC)	
	Remote Sensing Instruments and Technologies for Small Satellites	Sachidananda Babu (NASA), Michelangelo Vilano (DLR)	
	Passive Optical	Kevin Romero (Northrop Grumman)	
	Remote Sensing Instruments and Technologies for Unmanned Aerial Vehicles	Josaphat Tetuko Sri Sumantyo (Chiba Uni., JP), Wolfgang Rack (Uni. Canterbury, NZ)	

6. Election of a new technical committee

The suggestion of a new technical committee is any time possible by a GRSS member. On the GRSS website under the Technical Committee section is a template available, where the proposer needs to add a description of the new proposed technical topic and the need to implement it as a TC, should report about the technical gap and potential overlap or relation to existing TCs.

The proposal is received by the VPTA. The VPTA is contacting the TCs chairs to discuss the new topic and is requesting feedback from TC chairs. After consultation with the TC chairs, the VPTA sends the proposal, the TC chairs feedback and a recommendation to the GRSS president. Depending on the presidents feedback the VPTA can reject the proposal or make a motion to form an associated TC to the AdCom. If AdCom follows the motion, the associated TC is evaluated after one year. In case of a positive evaluation the VPTA can transform the associated TC into a regular TC.

7. Closing of a technical committee

A technical committee can be closed in case where the TC is not active anymore or the topic is outdated and is not of interest to the GRSS society. Another reason for a request to close a TC could come from a

TC chair that like to step down from their position. The VPTA need to clarify the reason for a request to close a TC.

In case where the TC should be closed the VPTA is asking feedback to this issue to the TC chairs. The VPTA is collecting the recommendations and is consulting the GRSS president. If the president decides to keep the TC a new chair need to be found by the VPTA. If a new chair is not found within the next three months a motion to the AdCom is done to close the TC.

If the TC chair likes to step down a temporary chair need to be found with the help of the VPTA within the next three months.

8. Vice Presidents of Technical Activities

The table provides an overview of the appointed Vice Presidents leading the Technical Committees of IEEE GRSS.

Name	Affiliation	Time Span
Paul Smits	Joint Research Centre Institute for Env. And Sustainability Via Fermi 2749 I-21027 Ispra ITALY	2002-2007
Steven Reising	Laboratory Electrical and Computer Engineering Dept. Colorado State University 1373 Campus Delivery Fort Collins, CO 80523-1373 USA	2008-2010
John Kerekes	Digital Imaging and Remote Sensing Laboratory Chester F. Carlson Center for Imaging Science Rochester Institute of Technology, USA	2011-2015
Irena Hajnsek	Institute of Environmental Engineering, ETH Zurich, Switzerland and Microwaves and Radar Institute, German Aerospace Center, Germany	2016-present