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## GRSS Technical Committees Manual Version 17.0

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<b>Description</b>	<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>
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17.0	2025-03-01	Fabio Pacifici	Created Chair-Elect position

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# 1. Introduction

## 1.1 Purpose of this document

This document outlines the function, election, and operational processes of the chairperson of the IEEE GRSS Technical Committees. It serves as a guide for both the TC membership and the GRSS Vice President of Technical Activities, who oversees the Technical Committees. Additionally, this document can help others understand the processes and procedures of the Geoscience and Remote Sensing Society.

## 1.2 Institute of Electrical and Electronics 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 committees to meet 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 exchanging information through conferences, meetings, workshops, publications, and committees to meet the needs of its members.

The charter of each of the Technical Committees (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:

- Organization 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 <sup>2</sup>	Earth Science Informatics <sup>1</sup>	Frequency Allocations in Remote Sensing	Geoscience Spaceborne Imaging Spectroscopy <sup>4</sup>	Modeling in Remote Sensing	GRSS Standards for Earth Observation	Remote sensing Environment, Analysis and Climate Technologies <sup>5</sup>	Quantum Earth Science and Technology
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 Süeß	Jocelyn Chanussot Jenny Du	Rama Ramapriyan Gilbert Rochon	Shannon T. Brown Ian Adams	Alex Held Karl Staenz				
2011-12	Martin Süeß Eastwood Im	Fabio Pacifici Jenny Du	Rama Ramapriyan Gilbert Rochon	William Blackwell Ian Adams	Alex Held Karl Staenz				

2013 <sup>3</sup>	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 Matthaeis	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 Weiguu 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		
2021-23	Jose Marquez-Martinez Delwyn Moller Estel Cardellach Dustin Schroeder	Ronny Hänsch Claudio Persello Gemine Vivone	Peter Baumann Manil Maskey	Roger Oliva Balague Paolo de Matthaeis Ming-Liang Tao	Hirokazu Yamamoto Amanda O'Connor Jennifer Adams	Nazzareno Pierdicca Tianlin Wang Jean Phillippe Gastellu-Etchegorry Rob Sundberg	SiriJodha Khalsa George Percivall	Irena Hajsek Subit Chakrabarti	
2023-25	Rashmi Shah Delwyn Moller Dustin Schroeder	Claudio Persello Gemine Vivone Saurabh Prasad	Manil Maskey Peter Baumann Gabriele Meoni	Paolo de Matthaeis Beau Backus Raúl Díez García Ming-Liang Tao	Amanda O'Connor Ray Kokaly Augustus Wright	Nazzareno Pierdicca Ping Yang Tianlin Wang	SiriJodha Khalsa George Percivall	Irena Hajsek Subit Chakrabarti	Gabriele Cavallaro Upendra N. Singh Artur Miroszewski
2025-27									

<sup>1</sup> Prior to 2002 was named the "Data Standardization and Distribution" TC, and from 2002 to 2013 named the "Data Archiving and Distribution" TC.

<sup>2</sup> Prior to 2013 was named the "Data Fusion" TC.

<sup>3</sup> 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.

<sup>4</sup> Renamed the International Spaceborne Imaging Spectroscopy (ISIS) to Geoscience Spaceborne Imaging Spectroscopy (GSIS)

<sup>5</sup> The REACT TC was established in November 2022 by the AdCom

<sup>6</sup> The QUEST TC was established in November 2024 by the AdCom

### 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 general guideline, it is recommended to allocate approximately three weeks per year. This includes attending the AdCom March meeting (one day of preparation, two days, and travel), the AdCom meeting at IGARSS (three days of preparation, two days of meetings on the Friday/Saturday prior to IGARSS, and IGARSS itself (five days plus travel)).

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

Communication with the broader GRSS membership is expected. Typically, this will be through an article written for the GRSS Magazine. The schedule for magazine contributions rotates through the committees. The Chair is also expected to 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 provides a deeper understanding of how IEEE and the GRSS operate, enhances visibility, helps build a professional network, and can advance one's career. Better still, it can foster new friendships.

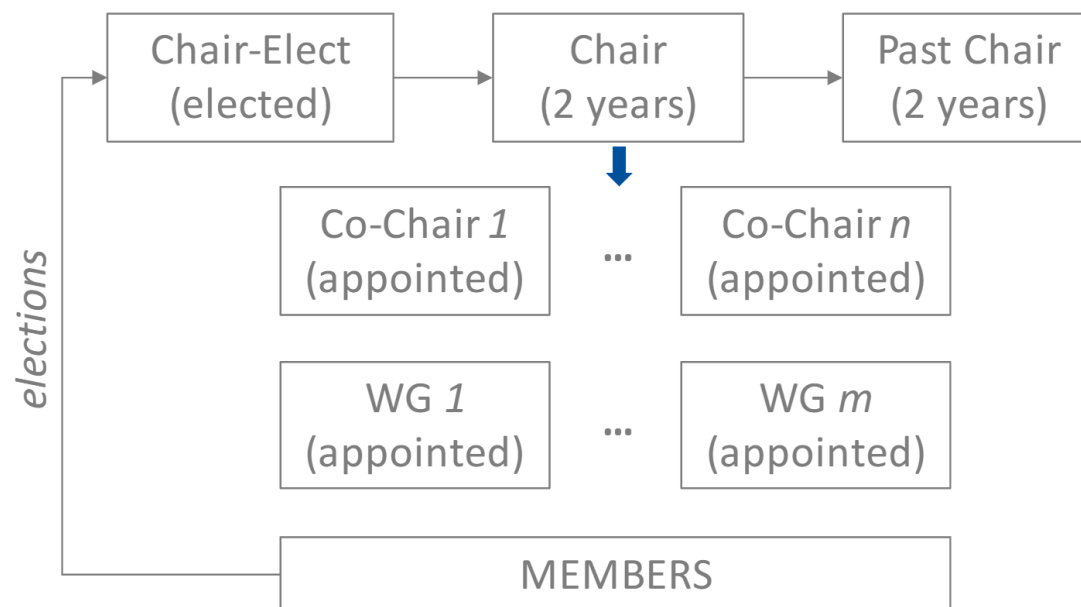
## 2. Function of Chair

### 2.1 Background

There are currently nine 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 bylaws of the society<sup>1</sup>. The Vice President for 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 length for Technical Committee Chairs 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 to the Chair term, aligning it with the annual IGARSS meeting, typically held in the second half of July. In March 2025, the AdCom established two additional positions: Chair-Elect and Past Chair, to promote better continuity of activities. Every two years at each election cycle, TC Members will elect a new Chair-Elect, the previous Chair-Elect will become the Chair, and the previous Chair will likewise become Past Chair, as illustrated in the figure below.

<sup>1</sup> GRSS Bylaws, Section II, Article 10, November 2009.



## 2.2 Duties of Chair

The TC chairperson shall, through leadership and commitment, advance the field of interest in the domain of geoscience and remote sensing. The Chair is responsible for appointing one or more co-Chair(s) to assist with the various activities of the committee, as well as to appoint one or more Lead(s) and co-Lead(s) for each working group (WG).

The TC chairperson is responsible for the recruitment of new members to ensure that the Committee retains the desired balance of expertise and background. The TC chairperson shall regularly update the membership with announcements relevant to the field of interest. To this end, the TC Chair is responsible for maintaining the TC web pages. The TC's webpages are available from the GRSS Homepage: [www.grss-ieee.org](http://www.grss-ieee.org).

In implementing the mission and the vision, the TC Chair must report to the AdCom. By 1 November each year, the TC Chair shall prepare a summary of the year's activity describing accomplishments, membership details, 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 includes, but is not limited to, the following tasks: 1) issuing a call for papers to the TC membership about the special session (September); 2) selecting and organizing session contributions (by October); 3) submitting an invited session proposal to IGARSS organizers (October); 4) ensuring participants submit abstracts for their contribution (January); and 5) chairing the session at IGARSS (July).

The TC chair may be requested to coordinate the writing of additional specific reports as requested by the AdCom.

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 tasks<sup>2</sup>.

### 2.2.1 Duties of Past Chair and Chair-Elect

The Past Chair and Chair-Elect both play vital roles in organizational leadership, focusing on continuity, transition, and support. The Past Chair provides advice and support to the current Chair, while the Chair-Elect prepares for their upcoming term by collaborating with the current leadership.

Past Chair:

- Advice and Support: The Past Chair offers guidance and expertise on practices, policies, and procedures to the current Chair and the broader Technical Committee.
- Transition Support: They help ensure a smooth transition by assisting the incoming Chair-Elect and the current Chair.
- Historical Records: They maintain a historical archive of the organization's records.
- Nomination Involvement: They may be involved in the nomination and selection processes for awards.
- Representational Duties: They may represent the Technical Committee at various events and meetings.
- Board Member Support: They may serve as a mentor or advisor to Technical Committee members.

Chair-Elect:

- Preparation for Leadership: The Chair-Elect actively prepares for their upcoming term, working with the current Chair and Technical Committee leadership to understand the organization's operations and priorities.
- Transition Planning: They collaborate with the current Chair to ensure a smooth transition of leadership, including planning for the future.
- Strategic Planning: They may contribute to the strategic planning process, working with the Chair to set goals and priorities.
- Understudy to the Chair: They may take notes on procedures and meetings to prepare for their future term as Chair.
- Potential Replacement: They may step into the Chair's role if necessary in the Chair's absence.

## 2.3 Rights

The TC Chair is allocated a budget of \$200 (USD)<sup>3</sup>, which can be increased for strategic initiatives.

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

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

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

Additionally, if travel to an event is deemed strategic for both the Committee and for 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. Since 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-Elect

#### 3.1 Overview and Timetable

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

1. The GRSS VP of Technical Activities, with support from staff, sends out a Call for Candidates to the entire Technical Committee membership. The Call will include this manual. Deadline: May 1.
2. Committee member candidates for the Chair-Elect position for the two-year term will write a biography (one page maximum) and a short (one-paragraph) statement explaining why they are interested in the position, and send this information to the current TC Chair and VP of Technical Activities. Deadline: May 15.
3. The GRSS VP of Technical Activities will conduct the election ballot by distributing: a) bios of candidates and statements of interest, and b) a ballot sheet listing all candidates. Deadline: June 1.
4. Committee members will vote. Deadline: June 15.
5. The GRSS VP of Technical Activities will forward the results of the tally to the current TC Chairs for distribution. Deadline: June 30.
6. The newly elected Chair-Elect will begin the position during the week of IGARSS.

#### 3.2 Eligibility of Candidates for Technical Committee Chair-Elect

Any Technical Committee Member as of March 1 who:

1. Has demonstrated Technical Committee participation for at least 2 years  
and
2. Is a GRSS Member,

is eligible to run as a candidate for Technical Committee Chair-Elect.

#### 3.3 Who Can Vote?

Any Technical Committee Member as of March 1 who is a GRSS Member is eligible to vote.

#### 3.4 Technical Committee Co-chair(s)

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

### 4. Operation of the Technical Committees

The progress of the Technical Committees is evaluated through regular reports at the AdCom meetings (held three times a year with presentations) and through teleconferences (at least three times a year, documented with minutes). In addition, each of the TCs has its own portfolio of actions that are mapped yearly versus strategic initiatives by the Society. These projects require a brief report every six months.

To quantify the progress of the TCs' activities, accomplishments are assessed across five general categories:

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

TCs are therefore evaluated based on their goals, established at the beginning of their yearly cycle (during their meetings in the IGARSS week), through their reports at AdCom meetings, leading up to the next IGARSS. Their performance is assessed in comparison to the previous years and between the TCs. If their performance does not align with the planned activities, then the VPTA will request clarification and offer support for recovery actions.

### 5. Operation of the Working Groups within a Technical Committee

#### 5.1 Background

In cases where the technical committee is expanding, either due to an increase in 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 propose a technical topic, describing the motivation and benefits for establishing the new working group within the TC. The working group topic must be agreed upon with the VPTA. Next, the TC chairs will announce a leadership application process. Any GRSS member can apply to become a working group leader. The applicant must outline the activities they would like to launch during their term (e.g., organizing a workshop, tutorial, summer school, special

issue, etc.). Applications will be reviewed and selected by the TC Chairs. A working group is established only if a suitable working group leader can be identified who presents a beneficial action plan.

The SGC changes every two years, coinciding 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, the chair must verify that newcomers are members of GRSS. A list of current GRSS members can be obtained from the person handling Membership under the Vice President of Professional Activities.

The working group chair reports regularly to the TC chairs, providing timely and proactive input upon requests from the TCs for activities such as newsletters, 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 must be confirmed by the TC Chairs. TC Chairs will distribute all TC-related information received from GRSS (e.g., related AdCom decisions, minutes of teleconferences, etc.) to the working group chairs.

Working group chairs and active working group members will be explicitly listed 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 its technical initiatives or projects. The proposal must be agreed upon with the TC Chairs and then directed to the VPTA.

The SGC is invited to attend the spring and summer (IGARSS) AdCom meetings in person. If the AdCom meetings are held online, all AdCom meetings can be attended virtually. A SGC member can apply for AdCom travel support for the spring meeting. Travel support is typically provided through a reimbursement process, and all travel must adhere to the GRSS Travel Policy.

Additionally, if travel to an event is deemed strategic for both the Committee and for 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 upon 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

If a working group member (including the working group chair) violates the above rules or is not actively engaged in TC activities, TC Chairs have the right to replace them or, if necessary, close the working group.

Additionally, 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 Current working group chairs

ID	TC Name	Chair /Co-Chair
IADF	Machine/Deep Learning for Image Analysis (MIA)	Dalton Lunga
	Image and Signal Processing (ISP)	Gülşen Taşkın
	Benchmarking (BEN)	Michael Schmitt
IFT	Active Microwave – Radars and SAR	Dustin Schroeder
	Microwave Radiometers	Sharmila Padmanabhan
	Active Optical and Lidar	Upendra Singh
	GNSS and Signals of Opportunity	Rashmi Shah
	Remote Sensing Instruments and Technologies for Small Satellites	Sachidananda Babu
	Passive Optical	Kevin Romero
MIRS	Remote Sensing Instruments and Technologies for Unmanned Aerial Vehicles	Josaphat Tetuko Sri Sumantyo
	GNSS-R	Davide Comite
ESI	High-performance and Disruptive Computing in Remote Sensing	Gabriele Cavallaro
	Geo-Science Databases	Dai-Hai Ton-That

## 6. Election of a new technical committee

A GRSS member may propose a new technical committee at any time. A template is available on the GRSS website under the Technical Committee section. The proposer must include a description of the newly proposed technical topic, explain the need to implement it as a TC, and report on the technical gap and any potential overlap or relation to existing TCs.

The proposal will be received by the VPTA. The VPTA will contact the TC Chairs to discuss the new topic and may request feedback from the TC Chairs. After consulting with the TC Chairs, the VPTA will send the proposal, feedback, and a recommendation to the GRSS President. Depending on the President's

feedback, the VPTA can reject the proposal or submit a motion to form an associated TC to the AdCom. If AdCom approves the motion, the associated TC will be evaluated after one year. If the evaluation is positive, the VPTA can convert the associated TC into a regular TC.

## 7. Closing of a technical committee

A technical committee can be closed if it is no longer active or the topic is outdated and is no longer of interest to the GRSS society. A request to close a TC could also come from a TC Chair who would like to step down from their position. The VPTA must clarify the reason for a request to close a TC.

In the case where a TC is being evaluated to be closed, the VPTA will seek feedback from the TC Chairs on the issue. The VPTA will collect recommendations and will consult the GRSS President. If the President decides to keep the TC, a new chair will need to be found by the VPTA. If a new chair is not found within the next three months, a motion will be made to the AdCom.

If the TC Chair steps down, a temporary chair needs 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
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