INTERNATIONAL FEDERATION
FOR INFORMATION PROCESSING

IFIP

INTERNATIONAL FEDERATION FOR INFORMATION PROCESSING

TC7 HANDBOOK

FOR TC7-MEMBERS AND WG7-CHAIRMEN

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1. INTRODUCTION

This Handbook for Technical Committee (TC) members and Working Group (WG) chairmen has been prepared to provide general guidance and to assist those leading the work of TC7.

All TC members and WG chairmen should also refer to the various documents available from the IFIP Secretariat and, in particular, the IFIP WG Chairman Handbook which provides information on IFIP organization and procedures.

All TC members and WG chairmen should obtain a copy of the publications listed in Section 2.2 of this Handbook. These give guidance on IFIP policies and procedures, and help to ensure the maximum effectiveness of TC and WG activities.

This Handbook may be provided to WG members, if a WG chairman wishes, but this is not obligatory.

Where necessary, clarification on any issue should be sought from the TC7 chairman, TC7 vice-chairman or the IFIP Secretariat.

Contact addresses (including E-mail, telephone and fax numbers) can be obtained from the TC7 and WG Membership Lists.

This handbook is based on the TC13 Handbook prepared by Dr. Brian Shackel.

August 1994

P. Thoft-Christensen
TC7 Chairman

2. IFIP

2.1 Purpose and Goals

IFIP is a non-profit organization with the following basic aims:

a) To promote information science and technology.
b) To advance international cooperation in the field of Information Processing.
c) To stimulate research, development and application of Information Processing in science and human activity.
d) To further the dissemination and exchange of information on Information Processing.
e) To encourage education in Information Processing.

IFIP takes no account of the political, social or economic aspects of its member organizations because IFIP is totally dedicated to the transfer of scientific and technical information and experience.

IFIP work is based on volunteers who cover their own expenses in respect to their attendance at meetings.

Developing nations are of special concern to IFIP. It is a major and important task to contribute to technology transfer between these nations and developed nations and newly industrialized countries.

Meetings must be held in countries which will grant visas for all participants as IFIP does not address itself to political issues.

2.2 Reference Documents

The following documents will provide more detailed information about IFIP policies and operation, and will be useful to TC members and WG chairmen:

IFIP Information Bulletin
This publication, normally issued annually, contains all names and addresses of the IFIP General Assembly (GA) representatives, Technical Committee (TC) and WG chairmen, and names of all TC and WG members with country affiliation. It also contains committee members, job charters, and the aims and scopes for the various TCs and WGs.

Statutes and Bylaws
Article 3 in the Statutes describes the main organization of IFIP. Section 4 in the Bylaws describes the operation of TCs and WGs.

Standing Orders
Among other things, this reference provides details of the operating rules for TCs and WGs.

Publication Policy
This document describes the policy for publication adopted by the IFIP Publications Committee.

IFIP Event Plan
Contains a list of all approved activities.

IFIP Newsletter
Contains updated calendar entries and changes to items in the Information Bulletin.

IFIP Event Approval Guidelines
A reference document on the process of managing events.

IFIP WG Chairman Handbook
A reference document for all TC/WG chairmen; provides useful information on IFIP organization and procedures.

Copies of the above reference documents can be obtained from:

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3. TC7: SYSTEM MODELLING AND OPTIMIZATION

3.1 Aims and Scope

Aims (to be revised December 1994)
The aims of the Committee are:

- to provide an international clearing house for computational (as well as related theoretical) aspects of optimization problems in diverse areas and to share computing experience gained on specific applications;
- to promote the development of necessary high-level theory to meet the needs of complex optimization problems and establish appropriate cooperation with the International Mathematics Union and similar organizations;
- to foster interdisciplinary activity on optimization problems spanning the various areas such as Economics (including Business Administration and Management), Biomedicine, Meteorology, etc. in cooperation with associated international bodies.

Scope (to be revised December 1994)
The scope of the Committee is:
Computational aspects of optimization problems arising in such areas as Aerospace, Biomedicine, Economics, Meteorology, and Public Services (Health, Environment, Police, Fire, Transportation, etc.).
Some specific examples are:

- on-line and off-line computational techniques in modelling and control of dynamic systems;
- trajectory analysis and computation;
- optimization of decentralized systems (macro-economic systems) and systems with multicriteria;
- optimization of resource allocation in urban systems;
- optimization of pollution-control systems;
- optimization of pattern recognition and classification systems;
- optimization of man-machine systems;
- optimization of power systems operation.

3.2 Membership

All full member societies of IFIP are entitled to nominate one representative as a member of TC7. Other members of IFIP may nominate observers to attend TC7 meetings.
TC members are appointed by the Cognizant Officer on the advice of the TC chairman and the national GA member. Each TC member serves for three years, but the term may be renewed without limitation. Only representatives of Full IFIP member societies have voting rights in the TC.
The TC chairman is appointed by the President on the recommendation of the TC. The vice-chairman is appointed by the TC chairman. Both can serve for a three year term which can be renewed once.

3.3 Members' Responsibilities and Reports

As representatives of their national member societies, TC members have a dual responsibility - both to monitor and help forward the work of the TC and to represent interactively the member society and the TC to each other. Where possible this is best done through personal attendance at TC meetings and events; however, it is recognized that distance, travel costs and limitation of funds within the member's society may limit the extent of personal attendance. Nevertheless all TC members are expected to be 'active' either through direct personal attendance or through indirect contributions by phone, fax, E-mail or letter.

Therefore, TC7 trusts that:

- TC members will demonstrate active interest and regular participation in TC activities.
- Active participation is interpreted to mean direct personal attendance or indirect contributions by phone, fax, E-mail or letter to TC work, including especially the brief annual report (see below).
- A three year period of inactivity will be taken as an indication that the member is no longer actively interested in the TC work and will lead to the TC chairman asking the national society whether it is satisfied by the representative activities of its TC member.

3.4 Finance

The TC7 chairman will normally submit an operating expenses budget request to the GA at the September GA Meeting. The budget request for financial support for specific events should be submitted through the TC chairman by WG chairmen for event organizers to the Activity Management Board (AMB) - see the IFIP WG Chairman Handbook for fuller details.

Requests for release of funds must be sent in writing to the TC7 chairman with reference to an approved budget item. The request should contain full details of the relevant bank and bank account to which a bank transfer is to be made for the purpose of reimbursement. The TC7 chairman will obtain the necessary signatures and request the transfer of money from the Secretariat.

3.5 Reporting

The TC chairman is responsible for submitting an Annual Report in December for the IFIP Annual Report. Likewise, the TC chairman submits about one month beforehand (or at the meeting in person) a written report of TC progress to the Technical Assembly (TA) meetings in March and September and to the Council meeting in March and to the General Assembly (GA) meeting in September each year.

3.6 Meetings

It has been decided by TC7 to meet once a year, normally in connection with other TC-7 activities.
Working Group chairmen are members of TC-7 and therefore entitled to attend the TC7 meetings and are required to provide an annual report on their WG's activities for the TC-7 meeting.

3.7 Conferences

3.7.1 Initial Conferences

1. 1968 Novosibirsk
   Proceedings: "Colloquium on Methods of Optimization". Novosibirsk (USSR), June 1968. (N. N. Moiseev, Ed.). Lecture Notes in Mathematics, Vol. 112, Springer-Verlag, Berlin, Heidelberg, New York 1970, 293 pages.
2. 1968 San Remo
   Proceedings: "Computing Methods in Optimization Problems". San Remo (Italy), September 9-13, 1968. (A. V. Balakrishnan, Ed.). Lecture Notes in Operations Research and Mathematical Economics, Vol. 14, Springer-Verlag, Berlin, Heidelberg, New York 1969, 191 pages.
3. 1969 Nice
   Proceedings: "Symposium on Optimization". Nice (France), June 29 - July 5, 1969. (A. V. Balakrishnan et al., Eds.). Lecture Notes in Mathematics, vol. 132. Springer-Verlag, Berlin, Heidelberg, New York 1970, 350 pages.
4. ??

3.7.2 IFIP TC7 Conferences

5. 1973 Rome
   Proceedings: "5th Conference on Optimization Techniques". Rome (Italy), May 7-11, 1973. (R. Conti & A. Ruberti, Eds.). Lecture Nores in Computer Science, Vols. 3 + 4. Springer-Verlag, Berlin, Heidelberg, New York 1973, Part I 565 pages., Part II 389 pages.
6. 1974 Novosibirsk
   Proceedings: "Optimization Techniques". Novosibirsk (USSR), 1974. (G. I. Marchuk, Ed.). Lecture Notes in Computer Science, Vol. 27. Springer-Verlag, Berlin, Heidelberg, New York 1975.
7. 1975 Nice
   Proceedings: "Modelling and Optimization in the Service of Man". Nice (France), September 1975 (J. Cea, Ed.). Lecture Notes in Computer Science, Vols. 40 + 41. Springer-Verlag, Berlin, Heidelberg, New York 1976. Part 1, 854 pages, Part 2, 852 pages.
8. 1977 Würzburg
   Proceedings: "Optimization Techniques". Würzburg (Federal Republic of Germany), September 1977 (J. Stoer, Ed.). Lecture Notes in Control and Information Sciences, Vols. 6 + 7. Springer-Verlag, Berlin, Heidelberg, New York 1978. Part 1, 541 pages, Part 2, 525 pages.
9. 1979 Warsaw
   Proceedings: "Optimization Techniques". Warsaw (Poland), 1979 (K. Iracki, K. Malanowski, S. Walukiewicz, Eds.). Lecture Notes in Control and Information Sciences, Vols. 22 + 23. Springer-Verlag, Berlin, Heidelberg, New York 1980. Part 1, 585 pages, Part 2, 636 pages.
10. 1981 New York
    Proceedings: "System Modelling and Optimization". New York City (USA), August 31-September 4, 1981. (R. F. Dernick and F. Kozin, Eds.). Lecture Notes in Control and Information Sciences, Vol. 38. Springer-Verlag, Berlin, Heidelberg, New York 1982. 894 pages.
11. 1983 Copenhagen
    Proceedings: "System Modelling and Optimization". Copenhagen (Denmark), July 25-29, 1983. (P. Thoft-Christensen, Ed.). Lecture Notes in Control and Information Sciences, Vol. 59. Springer-Verlag, Berlin, Heidelberg, New York 1984. 892 pages.
12. 1985 Budapest
    Proceedings: "System Modelling and Optimization". Budapest (Hungary), September 2-6, 1985. (A. Prékopa, J. Szelezsán and B. Strazicky, Eds.). Lecture Notes in Control and Information Sciences, Vol. 84. Springer-Verlag, Berlin, Heidelberg, New York 1986. 892 pages.
13. 1987 Tokyo
    Proceedings: "System Modelling and Optimization". Tokyo (Japan), August 31-September 4, 1987. (M. Iri and K. Yajima, Eds.). Lecture Notes in Control and Information Sciences, Vol. 113. Springer-Verlag, Berlin, Heidelberg, New York 1988. 787 pages.
14. 1989 Leipzig
    Proceedings: "System Modelling and Optimization". Leipzig (German Democratic Republic), July 3-7, 1989. (H.-J. Sebastian and K. Tammer, Eds.). Lecture Notes in Control and Information Sciences, Vol. 143. Springer-Verlag, Berlin, Heidelberg, New York 1990. 960 pages.

15. 1991 Zürich
Proceedings: "System Modelling and Optimization". Zürich (Switzerland), September 2-6, 1991. (P. Kall, Ed.). Lecture Notes in Control and Information Sciences, Vol. 180. Springer-Verlag, Berlin, Heidelberg, New York 1992. 988 pages.
16. 1993 Compiègne
17. 1995 Prague

3.8 Membership List

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4. WORKING GROUPS

4.1 Aims and scope

WG 7.1:
Modelling and Simulation
The aims of the Working Group are to foster cooperation and information interchange among those engaged in the simulation of large and complex systems by organising international conferences and symposia gathering specialists in:
- Modelling and identification methodology;
- Simulation methodology;
- Computer simulation languages;
- Interactive on-line computation;
- Hybrid Computation;

as well as experts in specific areas.

The scope of the work will include three major classes of problems:
- Environmental systems
- Biological systems
- Societal systems

using various approaches such as:
- new simulation languages for digital simulation;
- new computer graphics techniques;
- application of pattern recognition and feature extraction methods;
- new mathematical techniques (e.g. finite elements);
- new data base organizations and simulations of data bases.

WG 7.2:
Computational Techniques in Distributed Systems
The aims of the Working Group are to foster international exchange of ideas and experience in the area of computational techniques with particular emphasis on distributed systems arising in diverse disciplines such as mechanics, economics, biomedical engineering, geophysics, etc.

Included in the scope of the activity of the Working Group will be the following specific topics:
- computational techniques for identification and optimal control of systems modelled by partial differential equations;
- computational techniques for structural problems, elasticity, plasticity, etc. including various approaches such as:
  - finite element approximation techniques,
  - decomposition techniques,
  - interactive and graphic computer techniques.

WG 7.3:
Computer System Modelling
The work of the group is directed toward improving the art of analysing and optimizing performance and costs of data processing systems through the use of analytical models.

Topics which fall within the scope of the group include:
- optimized allocation of resources (such as memory, telecommunication lines, computer power, and points of concentrations and switching), in distributed information processing systems,
- analyses of throughput and response time,
- analyses of reliability in the presence of failures of hardware, software or telecommunications,
- analyses of CPU main memory and I/O channel scheduling and allocation procedures,
- analyses of storage systems including memory hierarchies and geographically distributed data bases,
- comparison with simulations and with performance indices measured experimentally.

WG 7.4:
Discrete Optimization

- to promote theoretical contributions on the fundamental issues of discrete mathematics, such as graph theory, finite algebras, polyhedral combinatorics, discrete probability, etc.,
- to promote methodological contribution on specific fields of discrete optimization like topological network design, network optimization problems, scheduling and routing, game theory, combinatorial problems on graphs, etc.,
- to encourage the exchange of information and the cooperation between algorithm designers and computer scientists on the issues of problem solving and artificial intelligence,
- to promote the definition of standards for combinatorial optimization algorithms software production,
- to promote the definition of standards for combinatorial optimization and software performance evaluation.

WG 7.5:
Reliability and Optimization of Structural Systems

- to promote modern structural systems optimization and reliability theory,
- to advance international cooperation in the field of structural system optimization and reliability theory,
- to stimulate research, development and application of structural system optimization and reliability theory,
- to further the dissemination and exchange of information on reliability and optimization of structural systems,
- to encourage education in structural system optimization and reliability theory.

WG 7.6:
Optimization-Based Computer-Aided Modelling and Design

To promote and encourage computer-supported applications and implementations of sophisticated optimization techniques in the fields of modelling of complex information systems and construction of high performance knowledge-based optimization systems, such as expert systems, decision support systems and other informatics systems. To stimulate and conduct further research in the respective areas and to contribute to wide international exchange of all related information.

Topics which fall within the scope of the group include

- optimization and optimal control, methods and algorithms, in particular parallelism in optimization,
- optimization by nature-analogous heuristics, e.g. genetic and evolutionary algorithms, neural networks, simulated annealing, etc.
- Multi-Criteria Decision Making (or Aid), MCDM (or MCDA),
- dealing with imprecision, fuzzy optimization, fuzzy decision support, fuzzy MCDM,
- modelling support systems, modelling languages, structured modelling,
- complex information systems, decision support systems, knowledge-based systems as hybrid software tools to support modelling, optimization and MCDM,
- application in engineering, management, medicine, environmental research, industry, etc.

WG 7.7:
Stochastic Optimization

To foster - by workshops and working conferences - international cooperation among experts in stochastic optimization, and to spread information about the achievements of the field into areas of possible application.

Subject of this WG are all problems involving in an essential way stochastic components (variables or processes) and the task of optimizing functions.

In particular this includes:
- theoretical investigation of stochastic optimization models,
- design, development and analysis of solution methods,
- modelling practical problems by stochastic optimization problems, e.g. in agriculture, industrial production, finance, power systems, water reservoir management, and implementing stochastic optimization models into decision support systems.

4.2 Membership

As a general rule, IFIP prefers the membership of any Working Group to be drawn from as many countries as possible in order to ensure that input to WG activities is truly international and so as to draw on as wide a base of experience as possible. Membership in WGs is based on professional interest only.

Members are appointed by the TC chairman, usually upon a written recommendation from the WG chairman. It is considered good practice to evaluate a candidate member's CV to ensure the best possible standing of the WG. WG membership is not restricted to those who belong to an IFIP member society.

The WG chairman is appointed by the relevant TC Cognizant Officer upon the recommendation of the TC. The WG chairman may designate a vice-chairman (and a secretary) with the approval of the WG members. Each official can serve for a three year term which can be renewed once for the chairman and vice-chairman (and without limitation for the secretary).

Experience has shown that to be effective WGs must be able to meet regularly. A meeting of members should be held at least annually.

The WG chairman should, isofar as is possible, aim to establish an active membership (10-40 members), who may if appropriate be drawn mostly from within a broad geographical area so as to facilitate meetings and project work. Clearly, however, there will be other members who will be able to travel from further afield from time to time, and with much improved electronic communications there can be active participation world-wide. In addition to those who can participate directly, there may be some who do not wish to be actively involved but would like to be kept informed; such persons are referred to as 'observers', and they may be sent all the WG information, etc. but will not be listed as members in the IFIP Bulletin.

WG members should be encouraged to communicate via electronic mail unless no such facility is available to them. It is expected, however, that the majority of WG members will have access to that medium. An acceptable alternative communication medium is facsimile transmission. Hardcopy mail delivery systems (air or surface) should only be used where circumstances so demand.

The following general rules for WG members shall apply:
- Members are expected to be qualified professionals or researchers in the field of activity covered by the function of the WG.
- Members will be accepted at the prerogative of the WG chairman, subject always to IFIP approval via appointment by the TC7 chairman. Observers are accepted by the WG chairman on the advice of the WG.

- Acceptance as a member may be dependent upon the individual demonstrating an active interest in the WG activities.
- At a minimum, active participation means a positive contribution to the work of the WG, for example by the presentation of papers or assisting in running a project or playing an active role in the organization of a meeting at least once in every three years.
- A three year period of inactivity will be taken as an indication that the member is no longer actively interested in the area of WG focus and can be cause for the member being removed from the membership register.
- Those members who, by virtue of their geographic location cannot expect to attend meetings regularly, will be expected to involve themselves actively in ways identified by the chairman and the other members.
- Those who have been accepted as observers should be expected to attend one meeting in each three year period. Failure to do so will indicate that the individual is no longer interested in the area of WG focus and should therefore no longer be sent the WG information.
- WG chairmen may, at their discretion, instigate additional rules pertinent to their particular WG without limiting the right of any current or future member.

4.3 Finance

Some degree of funding, in the form of expense reimbursements, will be available to WG chairmen. Financial procedures are to be prepared and will be advised separately when final agreement has been reached.

The budget request for financial support for specific events will be submitted through the TC chairman by WG chairmen for event organisers th the Activity Management Board (AMB) - see the IFIP WG Chairman Handbook for fuller details.

Requests for release of funds must be sent in writing to the TC7 chairman with reference to an approved budget item. The request should contain full details of the relevant bank and bank account to which a bank transfer is to be made for the purpose of reimbursement. The TC7 chairman will obtain the necessary signatures and request the transfer of money from the secretariat.

4.4 Communications

All written correspondence should preferably be printed on IFIP letterhead which can be obtained from the IFIP secretariat. Envelopes for both surface and airmail are available.

As a matter of course, the IFIP secretariat should be kept informed on meetings, activities, membership, and other important issues through the copy of correspondence for filing in the office of the secretariat.

WG chairmen should be aware of this expectation and should send copies when deemed necessary. The TC7 chairman must also be kept informed through the same process.

4.4.1 With WG members

It is particularly important that WG members (especially those who are more

remote) are kept informed on a regular basis. WG chairmen might consider some form of 'newsletter' at not less than six-monthly intervals with a view to maintaining contact and passing on to members any IFIP matters of general interest.

Obviously, if all members are involved in WG activity, the need for such communications is probably negated. Ensure, however, that the TC chairman is also kept informed on a regular basis.

4.4.2 Electronic mail

It is strongly recommended that WG members obtain an electronic mail so as to facilitate communication.

Should any WG member experience difficulty in obtaining access to one of the networks, a request should be made to the TC7 chairman for a letter designed to aid the process.

4.4.3 With IFIP members especially via the IFIP Newsletter

It is good for both IFIP and for its TCs and WGs to have any interesting and unusual technical activities described in the IFIP Newsletter. It is possible for the Editor to write articles about an IFIP activity when he is furnished with drafts of one or more papers (generally keynote or survey papers or the foreword to proceedings) and a brief list of essential facts, including:

- Title of meeting
- Dates
- Key individuals (incl. full names, titles and nationalities)
- Number of participants

If some information is sent prior to the activity, and the remainder as soon as possible after, it should be possible to include a report of the meeting while it is still news. Any material should be sent to the editor as early as possible.

Each WG should designate someone associated with each activity to be covered as a reporter for that activity so as to ensure that maximum publicity is obtained.

4.5 Meetings

Each WG should preferably hold at least one business meeting in each year. This meeting should discuss future activities as well as experience from previous activities, and may be organised in conjunction with some conference or other event of the WG to facilitate and justify travel costs.

It is important that the TC7 chairman and the IFIP secretariat are informed about business meetings. Inform them as soon as a decision is taken on where and when the next meeting will be held.

It is desirable that minutes be prepared from all meetings. Both agenda and minutes should be copied to the IFIP secretariat and to the TC7 chairman.

Attendance records should be kept for the meetings and included in the annual report.

4.6 Reporting

Each WG chairman must prepare a written annual report for the previous calendar year and submit it to the TC7 chairman.

The report should include any changes in membership, details of past and future activities, meetings held and any special areas of concern. The TC7 chairman will include each WG report in his report to the General Assembly.

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JOB DESCRIPTION

Position: TC7 working group chairman.
Reports to: TC7 chairman.
Responsible for: The coordination activities undertaken by the Working Group in pursuit of the approved aim and scope as defined by the Technical Committee.

Duties and responsibilities

Administration:

1. Establish and maintain a register of members who share common interests in pursuing the stated aim of the WG.
2. Submit names of new members to the TC7 chairman for approval and advice to the IFIP secretariat.
3. With the approval of the WG members, designate one member as secretary for the purpose of providing administrative assistance. From time to time consider the continuity of leadership, if appropriate and WG members approve, designate a vice-chairman.
4. Ensure that the TC7 chairman is kept informed of all WG activities.
5. Annually, prepare a report for presentation (personally if possible) at the TC meeting.

Projects:

6. In association with WG members, identify and establish study projects pertinent to the defined purpose and scope of the WG.

Meetings and conferences:

7. Arrange meetings at frequencies (at least annually) which are appropriate for those members able to attend in person.
8. Ensure the organization of scientific meetings (e.g. workshops, working conferences, etc.) from time to time (at least once every three years) at which invited members will present papers relevant to the function of the WG and from which the scientific knowledge is appropriately disseminated.

Finance:

9. Prepare a budget for the following year and submit it to the TC chairman in August.
10. Submit claims to the TC7 chairman for reimbursement of expenses incurred in respect to WG activities within the agreed budget.
11. Prepare an annual financial report.

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