



AMERICAN INSTITUTE *of* ELECTRICAL ENGINEERS

(HEADQUARTERS: 345 EAST FORTY-SEVENTH STREET, NEW YORK 17, N. Y.)

TECHNICAL OPERATIONS DEPARTMENT

Address Reply to F. L. Lawton
Aluminum Laboratories, Ltd.
1800 Sun Life Building
Montreal, Quebec, Canada

July 20, 1962

Mr. N. S. Hibshman
Executive Secretary
American Institute of Electrical Engineers
345 East 47th Street
New York 17, New York

Dear Mr. Hibshman:

TOD Recommendations Relative to the Technical Organization of IEEE

You will recall that at the Board of Directors meeting held on June 22nd in Denver, Minutes 6.1.3 and 10.4, my letter of May 29th, 1962, on behalf of the Technical Operations Department (TOD), to President Warren H. Chase, was discussed briefly.

As Director of TOD, I reported that the six Divisions, arranged in two logical groups, discussed the letter of May 29th, with the results which are set forth in a document entitled "Notes by Staff Secretary TOD on the Two Conferences of Combined Electronic and Power Divisions at Denver — Tuesday, June 19, 1962," which was attached to the Minutes of the Board of Directors meeting of June 22nd at Appendix G-2.

In addition, a number of the Divisions separately discussed the letter in detail. TOD itself also dealt with the matter. At that time I observed that the Administrative Committee (AdCom) of TOD was planning to meet on July 20th to review and consolidate the conclusions reached in Denver.

TOD's AdCom did meet on July 20th with the present and incoming Division Chairmen, the present and incoming Technical Vice-Presidents, and the Chairman of the Standards Committee.

The following agreements were reached:-

- 1) It was unanimously agreed that the basic organization of technical activities shown in Attachment 1, represents the optimum arrangement under which the technical activities of IEEE can be organized.

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8.3

5.26.306

- 2) It was the unanimous decision that the total technology of IEEE can be best served if the responsibilities of the Technical Operating Committee are carried out through seven Divisions, embracing the total technology of present IRE PGs and present AIEE TCs and ITGs grouped as indicated in Attachment 2.
- 3) It was agreed that the technical activities of IEEE fully warrant a representative from each Division on the Board of Directors.
- 4) It was unanimously agreed that the standardizing function of IEEE could be carried out most effectively by a Standards Committee operating in a "staff" position relative to the Technical Operating Committee.

In regard to the standardizing function of IEEE, in principle the TCs and the PTGs of IEEE become the respective organizational units for the generation of standards, and that these organizational units may delegate this function to suborganizational units for this purpose, if they wish; and permit these suborganizations to deal directly with the main IEEE Standards Committee.

Dr. Veinott agreed that the Veinott-Weber report of November 14, 1961, could be interpreted as conforming with the above.

- 5) It was unanimously agreed to recommend that, for Transactions Papers, IEEE establish a uniform review procedure, based on securing formal recommendations from at least three experts in the field of the paper.
- 6) It was unanimously decided to recommend that the Board of Directors of AIEE request IRE to appoint three representatives to meet with three appointees of AIEE's TOD for the purpose of discussing arrangements for coordination of the technical activities of IRE and AIEE.

The three proposed appointees of TOD are:-

The Incumbent Director

The Incoming Director

The Incoming First Vice-Chairman

In accordance with the decision of the Board of Directors at its meeting on June 22nd, the foregoing is submitted for use in connection with a letter ballot to be sent to the members of the Board of Directors.

Mr. N. S. Hibshman

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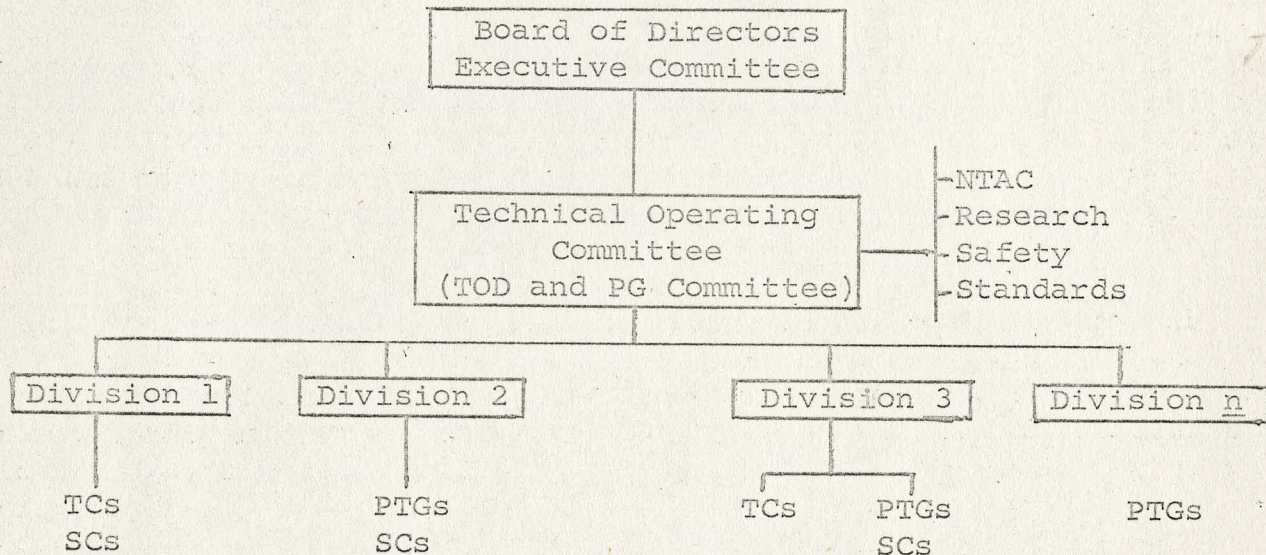
You will recall the decision of the Board of Directors was that the foregoing recommendations, if approved by the Board, should be conveyed to the 14-Man Committee.

Yours very truly,


F. L. Lawton

Attachments 1 & 2

cc: President Warren H. Chase



Note: The standardizing function may be depicted by dotted lines going from TCs and PTGs to Standards Committee, or from SCs through TCs or PTGs.

Legend:

TOD: Technical Operations Department, AIEE
PG Committee: Professional Group Committee, IRE
NTAC: New Technical Activities Committee
TCs: Technical Committees, IEEE
PTGs: Professional Technical Groups, IEEE
SCs: Subcommittees of TCs or PTGs

