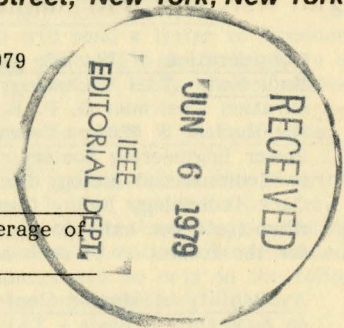


technical activities **NEWSBRIEFS**

◆ The Institute of Electrical and Electronics Engineers, Inc. • 345 East 47th Street, New York, New York. 10017

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News Coordinators: Audrey R. Bickel
Joseph E. Baker, Jr.

May/June, 1979
No. 4



A newsletter designed to provide up-to-date, concise coverage of events of most importance to the active TAB volunteer.

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MESSAGE FROM THE STAFF DIRECTOR OF TECHNICAL ACTIVITIES

With this fourth issue of NEWSBRIEFS it begins to look as though a new tradition in reporting has already been established at TAB. Originally, we planned on condensing the volume of paper flow by a ratio of 100-to-1. However, in some cases such a major reduction resulted in statements that sounded too abrupt. Consequently, we have deviated from the initially hoped for reduction ratio. You will find that we are saying a little more about events than would have been expected. We hope that this slight expansion results in a greater readability.

The changes which have occurred in the previous three issues and which are still occurring are part of an evolutionary process which incorporates many constructive suggestions received from our readers. We are most appreciative for these comments and look forward to their continuation.

What has evolved is a three-tiered information dissemination system. On the first level, NEWSBRIEFS provides some information in condensed form which has little follow-up mechanism. On the second, NEWSBRIEFS also provides information which may be followed up, at the reader's request, by the unabridged documentation. Finally, in cases deemed of particular significance, the complete documentation is mailed directly to those who might be most impacted by it.

As an example, a recent mailing included five Comparative Reports which examine the 1978 and 1979 operations for S/G/C's. They provide information on both budgets and year-end actuals. It is hoped that these reports, issued on a regular basis, will help S/G/C officers to plan ahead. Also mailed to most recipients of these NEWSBRIEFS were two recently prepared binders for the TAB Manual, one of which is designed to contain related documents of lasting value. From time to time you will be receiving additions and updates to these volumes.

Let me invite you again to provide us with feedback regarding the usefulness of NEWSBRIEFS, the new TAB Manual, the Comparative Reports, or any other material generated by the TAB staff. We need your constructive suggestions in order to fulfill our commitment to the further refinement of our staff services.

Neil D. Pundit

R. CRONE

HIGHLIGHTS OF THE TAB OPCOM MEETINGS, APRIL 24-25, 1979

The following summarizes key issues in the TAB OpCom Meeting Minutes. For your copy of the Minutes, check Reference #21 on the TAB Response Card.

- 1) Consideration of Possible Committee on Ionizing Radiation - TAB Technology Committees Administration Chairman G. P. Rodrigue will contact the Nuclear & Plasma Sciences Society, the Power Engineering Society, the Engineering in Medicine and Biology Society, and the Health Care Technology Policy Committee to determine what resources exist to recommend a format for the formation of such a committee.
- 2) Availability of Master Conference Schedule on Subscription Basis - TAB OpCom unanimously endorsed the concept of making the Master Conference Schedule available on a subscription basis, at a cost to be determined, and to provide a limited number at no cost to each S/G/C.
- 3) Subscription to Conference Records - TAB OpCom unanimously endorsed the concept of making the (Open Order Plan) OOP-1 ALL Conference Records available on a prepaid annual subscription basis.
- 4) New Concept of Conference Record Sales Through Headquarters - TAB OpCom endorsed the concept of conference record sales through Headquarters at cost plus x% profit. The proposal is to let Headquarters staff handle the promotional and administrative details of all sales, with the number of copies requested for sale by Headquarters based on past history and best estimate of market potential. The sponsors of the conferences would receive payment for the requested number of copies on receipt, and the staff would take the responsibility for pricing the Conference Records and selling them. The details are to be worked out by the TAB Finance Committee.
- 5) Clarification of Procedures for Designating the Chairman of the Committee on Social Implications of Technology - TAB Technology Committees Administration Chairman G. P. Rodrigue will present a draft Charter for CSIT, which will include procedures for the nomination and succession of the chairman, as well as provisions for encouraging broad participation in the committee.
- 6) Proposed Dissolution of the Bylaws, Policies & Procedures Committee - TAB OpCom voted unanimously that the TAB Bylaws, Policies & Procedures Committee be dissolved, and a position of Bylaws Consultant to TAB OpCom be established. It was the consensus that the current chairman of the Committee be approached regarding his willingness to serve as the Consultant.
- 7) Revision of Technical Appraisal Committee Charter - TAB OpCom voted unanimously to delete the position paper review function from the Committee Charter.

- 8) 1980 TAB Budget - TAB Finance Committee Chairman Cyril J. Tunis explained that the 1980 TAB budget would be \$846K, which includes an 8% inflationary increase and the addition of one staff person for Conference Activities. \$137K of the \$846K are allocated for services to the S/G/C's which are available on a common uniform basis, and \$177K are attributable to Conference Activities. The remaining \$532K should come from the IEEE General Funds. He explained that a Blue Ribbon panel of past TAB Finance Committee chairmen had recommended that Conference Activities be a self-supporting operation, and that additionally each S/G/C be assessed approximately \$4K. In addition, it was desirable that a \$60K discretionary fund be available to buffer those S/G/C's for whom the \$4K assessment would present a hardship.
- 9) TAB Staff Financing - The draft Minutes of the Ad Hoc Committee (Blue Ribbon Panel) on TAB Staff Financing were distributed, and three recommendations were briefly reviewed: 1) The practice of S/G/C allocations and its use for partial staff funding be modified so that the funds are used directly for staff operations; 2) The Conference Activities, which generate enough income, should be self-supporting; 3) Staff services available to S/G/C should be fully supported by the S/G/C. If services are on a common basis offered uniformly to all S/G/C, then these services should be fully paid for by the S/G/C on an equal basis. (The Committee noted the provision of dedicated staff services to individual S/G/C, e.g., Power Engineering Society, on a totally reimbursed basis and found this provision satisfactory for future needs of any individual society.) TAB OpCom approved these recommendations, with the proviso that the method of implementation of #3 is yet to be proposed and approved.
- 10) Transnational Relations Committee - TAB OpCom unanimously endorsed a Policy Statement presented by TAB Development Committees Administration Chairman Stephen S. Yau, concerning official delegations, which proposed only one official delegation per year to a particular professional society as part of transnational exchange visits. TAB OpCom also endorsed proposed procedures for the selection of an IEEE delegation.
- 11) Technical Planning Committee - Stephen S. Yau suggested that TAB might consider dissolving the Technical Planning Committee, since its activities could be distributed among other entities. It was also recommended that all TAB committees have a fixed term stated at their creation, and then have a review of their viability at the end of the term.
- 12) Next Meeting - The next TAB OpCom meeting will be a dinner-meeting on the evening of July 10th, continuing on July 11th, at the O'Hare Hilton in Chicago, Illinois.

HEADLINES FROM IEEE EXECUTIVE COMMITTEE MEETING, MARCH 17, 1979

- 1) Nomination of Honorary Members
The matter of honorary members, including procedures for nominating candidates, is on the agenda of the April 26 meeting of the Awards Board. One suggestion is the establishment of a standing committee of the Awards Board responsible for this activity.
- 2) Delegation of Authority to Approve Contributions from Region/Council/Section Funds
Authority was delegated, under the provisions of Policy Statements 10.4A and 10.4D, as follows:

Contributions from Society funds up to \$500, wherever held and of whatever origin, to be approved by the respective Society President and the Vice President - Technical Activities.
- 3) Plans for Solicitation of Voluntary Contributions to IEEE Foundation
At its January 13, 1979, meeting, the Executive Committee determined that the annual IEEE membership dues be used as a vehicle for soliciting voluntary contributions to the IEEE Foundation.
- 4) Submission of Proposals to National Science Foundation
The ExecCom requested that the Vice Presidents be reminded of the provisions of Policy Statements 10.7 and 10.10 which specify that, "No organizational unit or individual member of IEEE acting in an IEEE capacity shall submit an application for a grant or contract to support operating activities without prior approval by the IEEE Executive Committee."

The Vice Presidents concerned are responsible for seeking approval by the ExecCom not only of new proposals for funding but also proposals previously approved by the ExecCom having subsequent substantive modifications before they are resubmitted by the National Science Foundation.

HEADLINES FROM IEEE EXECUTIVE COMMITTEE MEETINGS, APRIL 23-24, 1979

- 1) Board of Directors Statements on Proposed Constitutional Amendments
The ExecCom considered and made modifications to the proposed BoD statements on two Constitutional amendments being proposed by petition: (1) election of the Vice President - Professional Activities by voting members in the U. S., and (2) election of the N & A Committee by all voting members. In the event valid petitions are received to place these amendments on the 1979 ballot, these BoD statements will be enclosed with the ballots, subject to review by legal counsel and possible further editing and refinement.
- 2) Proposed Revisions to Policy Statement 6.2 - SPECTRUM and THE INSTITUTE Editorial Policy
The ExecCom recommended to the BoD adoption of the proposed revisions to Policy Statement 6.2, as furnished with the agenda.

- 3) Presentation of Plaques for 1978 U. S. Technological Policy Conference
Past President Getting presented plaques to Dr. Weinschel and Mr. Herz in recognition of their services as co-chairmen of the Conference.
- 4) Study of Three-Mile Island Incident
President Suran will send a letter to President Carter indicating that IEEE stands ready to assist in any way it can in the study of the incident.
- 5) Experimental Plan for 1980 IEEE Presidential Election Campaign
The ExecCom was informed that the Directors of Regions 4 and 5 have reported that there are no suitable events in those Regions during which Presidential debates could be scheduled. Presidential debates will be held on the following dates in the locations indicated:

June 2 - Luncheon/Debate
Orlando, FL - Region 3

June 4 - Evening Debate
New York, NY - Region 1 during NCC

June 6 - Luncheon/Debate
Cleveland, OH - Region 2 during CECOM

September 17 - Evening Debate
San Francisco, CA - Region 6 during WESCON

The June 6 debate in Cleveland was selected for taping and will be limited to one hour.

A draft format for these debates will be transmitted as a suggestion to those responsible for organizing these events.

TAB UPDATE

- 1) Report of Division IV Director
Dr. Lawrence K. Anderson has issued his first report as Division IV Director; the report is dated February 28, 1979. The paper, which was distributed to all S/G/C Presidents in Division IV, notes the growing importance of electronic materials and processes and suggests that the time is ripe for an IEEE journal which would cover the spectrum of materials preparation, analysis and processing as these topics relate to semiconductors, insulators, magnetics and piezoelectrics. Dr. Harvey Nathanson, President of the Electron Devices Society, welcomes comments on this proposal.

Dr. Anderson states that Division IV S/G's are the "wealthiest" in the Institute in terms of reserves per member. These average about \$47 for Division IV versus \$25 for the average of all S/G's. Further growth of these reserves is expected to slow, as expenses grow faster than income. Dr. Anderson suggests that these resources be used "in an 'outward looking' way to make sure that discussions on technological issues which impact society have the benefit of rational technical inputs." Dr. Anderson thus urges each S/G to consider setting up a Public Affairs Committee to review possible initiatives.

(TAB UPDATE - Continued Page 6)

TAB BULLETIN BOARD

Get Names Of Top Candidates
For Membership Promotion

What better membership prospects could you want than current IEEE members who have filed a Technical Interest Profile (TIP) showing that their primary technical interest (first priority out of ten) is a category listed under your Society/Group/Council?

49,360 IEEE members (not including Students) who do not belong to ANY Society or Group have nevertheless filed TIPS. Below is a breakdown of their first priority choice by broad category. (For a copy of the detailed report check Ref. # 22.)

Technical Category	Number of Prospects
01XX (ASSP)	1232
02XX (BCCE)	1814
03XX (AP)	1080
04XX (CAS)	2566
05XX (NPS)	634
06XX (VT)	757
07XX (R)	547
09XX (IM)	933
10XX (AES)	4332
12XX (IT)	235
13XX (IECI)	2100
14XX (EM)	6636
15XX (ED)	1278
16XX (COMP)	4635
17XX (MTT)	497
18XX (EMB)	536
19XX (COM)	3757
20XX (SU)	119
21XX (CHMT)	1101
22XX (COE)	54
23XX (CS)	727
25XX (Ed)	575
26XX (PC)	417
27XX (EMC)	131
28XX (SMC)	321
29XX (GEO)	266
31XX (PE)	6133
32XX (EI)	150
33XX (Mag)	245
34XX (IA)	2789
36XX (QEA)	324
37XX (SSC)	1004
39XX (Interdisciplinary and New Activities)	1435

(Note: "XX" represents the sum of the components of each major category)

If you would like to do a promotional mailing, we can arrange it or provide you with labels. The selection of labels can be expanded to include additional priorities (without duplication) or be limited by geography, grade of membership, etc. For more information contact Malvina Torto at IEEE Headquarters (212) 644-7856.

Dues Arrears

Now is the time to follow up on dues arrears of members of your Society/Group/Council. To order labels or arrange for mailing of letter or questionnaire, call or write Malvina Torto at IEEE Headquarters (212) 644-7856.

Membership Promotion Suggestion

One Society ran extra copies of the front cover of its TRANSACTIONS at a nominal cost and used these covers in a membership promotion.

Technical Interest Profiles (TIP)

Are you interested in knowing more about the TIP of the IEEE membership? Two complete reports of all expressed interests of all higher grade members are available. One report shows the 10 priorities for all categories on a unique basis, the other is cumulative. Check Ref. # 23.

Would you like a report produced which would show the interests of your membership? Would you like a roster of your members which, in addition to name, address, and membership grade, shows all of the S/G/C's as well as the TIP of each member?

If the answer to any of the above is YES, please call or write Malvina Torto at IEEE Headquarters (212) 644-7856.

More on TIP's

80% of all IEEE members have filed their Technical Interest Profile. Interestingly enough, the percentage is the same for people who belong to one or more Society/Group, as it is for people with no S/G/C membership.

New Society/Group Members

New members join throughout the year. "New member" labels are available on a bi-weekly basis. We can also arrange to print and mail your letter of welcome. Contact Malvina Torto at IEEE Headquarters (212) 644-7856.

TAB BULLETIN BOARD

TAB OpCom Meeting Minutes

The Minutes of the April TAB OpCom meeting will be ready for distribution in May. If you are not on the distribution list, but would like to receive a copy of the Minutes, check Ref. # 21.

TAB Roster Information

The 1979 TAB Roster will soon be ready for distribution. Any changes of address or telephone number should be sent to Stephanie Lewis at IEEE Headquarters, or call (212) 644-2122. This information will help to keep subsequent Roster updates accurate.

NEWSBRIEFS welcomes Society/Group/Council and TAB Committee news of general interest to our readers. Contact Stephanie Lewis at IEEE Headquarters (212) 644-2122.

TAB UPDATE - Continued from Page 3

- 2) 1978 Report of the Secretary
A 40-page Report of the Secretary for the year 1978 is now available as Part 1. It contains detailed statistics on:
- IEEE Membership
 - Student Branch Membership
 - Society/Group Membership and Chapters
 - Society/Group Affiliates
 - Organizational Units of the IEEE by Region
 - Publications of the Institute

Part II of the Report contains annual reports of the Institute's Board and Committees, on file in Headquarters, the contents of which are summarized in the February 1979 issue of THE INSTITUTE.

- 3) Breeder Reactor Seminar
On March 26 & 27, the IEEE Energy Committee sponsored a seminar for the IEEE leadership and Committee members on the subject of the Breeder Reactor. Leading professionals presented their viewpoints and responded to questions from the audience.
- The seminar's objective was to help provide the basis for the development of an IEEE Position Paper on the Breeder Reactor.
- 4) CSIT Award
On April 24, during ELECTRO '79, the Committee on Social Implications of Technology (CSIT) presented the second CSIT Award for Outstanding Service in the Public Interest to Ms. Virginia Edgerton. The Award entails a certificate and an honorarium of \$750. Details about the Edgerton case are found in issue # 22 of the CSIT Newsletter, "Technology and Society."
- 5) 1979 Pocket Telephone Directory
A 1979 Pocket Telephone Directory of TAB/BoD/Staff is now available.

TAB FINANCE NEWS

- 1) S/G/C Officers were requested to communicate major changes in their operations affecting the 1980 budget by June 4, 1979.
- 2) For information on TAB Staff Financing, see above, p. 2, Highlights of TAB OpCom Meetings, April 24-25, 1979, Item #9.
- 3) Highlights of March 15, 1979, TAB Finance Committee Meeting
The TAB Finance Committee, in partial response to a mandate from TAB, endorsed the concept of the TAB Department acting as a book broker for post-conference sales of conference records. The proceeds of the sales are to be held by the Finance Committee for the support of conference administration expenses. In another action, the Committee approved the subscription price for a combination of a hard copy and microfiche copy for non-member subscriptions at 1.5 times the subscription price of either

one of them alone. Reaffirming a recommendation made earlier to the IEEE Executive Committee, the TAB Finance Committee moved that the support of the Transnational Relations Committee should come from outside of TAB, i.e., from USAB and/or RAB. The Committee also agreed to a recommendation to help settle the 1977 NAECON deficit.

- 4) Highlights of April 30, 1979, TAB Finance Committee Meeting
The TAB Finance Committee approved the motion that the indexing cost of conference records will be assessed as a percentage of gross conference record sales. The Committee approved the 1980 Editorial and Publication Administration charges and acted on the implementation of the recommendations made by the Ad Hoc Committee on TAB Staff Financing. These actions included making conference activities self-supporting, as well as a concept for S/G/C funding of staff services, which the TAB Finance Committee voted to be equally divided on a 50% basis each, between the Divisions and the S/G/C's. The TAB Finance Committee also approved the offering for sale of the Master Conference Schedule at a price to be decided on. Current thinking is to make the price \$20 for nonmembers and \$3 for members.
- 5) Reports Available
Five comparison reports of S/G/C financial operations are now available. (Ref.#26)

TAB TECHNICAL COMMITTEES UPDATE

- 1) Transnational Relations Committee
Howard Head, Treasurer, Broadcast, Cable and Consumer Electronics Society, was selected as the leader of the 1979 IEEE Delegation to the USSR Popov Society Congress. The ten-person delegation departed on May 12 accompanied by their spouses for a two-week tour of installations and universities in Leningrad, Kiev, and Moscow. Several delegates are planning to present papers at the Congress and participate in the scientific sessions.
- 2) Highlights of the March 27, 1979, Meeting of the TAB Awards and Recognition Committee (TAB ARC)
TAB ARC approved the motion that the W.R.G. Baker Award should apply to original works in the TRANSACTIONS and/or JOURNALS only, thus excluding articles appearing in the PROCEEDINGS, on the basis that PROCEEDINGS authors have access to more specialized editorial assistance. The Committee endorsed the concept of a new Award for outstanding review, tutorial and survey papers published in the TRANSACTIONS, JOURNALS and/or PROCEEDINGS. The Committee moved that both the W.R.G. Baker Award and the new Award should cover the period from January 1 to December 31. Finally, the Committee endorsed the concept of the Standards Board's proposal calling for a single Field Award, rather than for two, as originally requested.
- For a copy of the TAB ARC Minutes without attachments, check Reference #27 on the TAB Response Card. (Ref.#2)

INFORMATION ITEMS FROM CONFERENCE ACTIVITIES

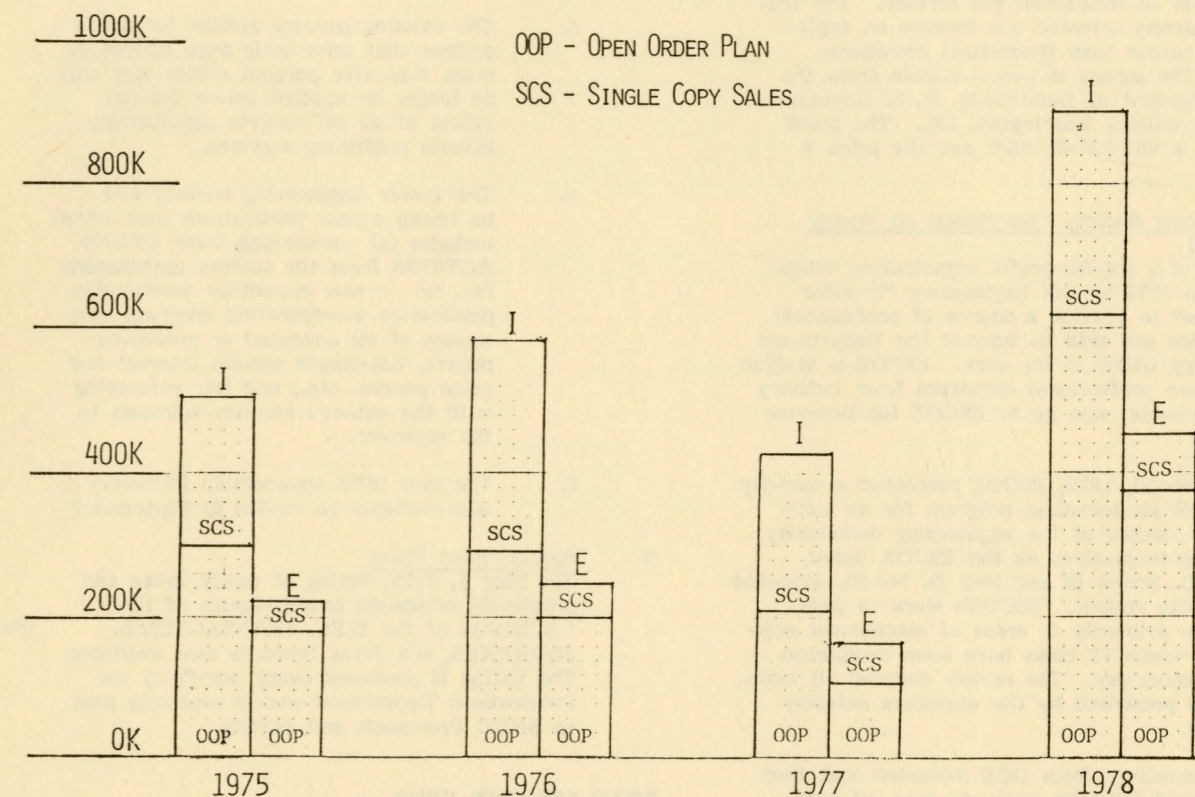
- 1) Dollar Volume of Conference Record Sales Goes Up
Here is the recent history on the dollar volume of conference record sales through Headquarters. During the first quarter of 1979, Post-Conference Publications Sales of conference proceedings reflected an increase of over 50% for OOP and Single Copy Sales, an overall increase of some 3,700 units sold.

POST CONFERENCE SALES ACTIVITIES

I = INCOME ; E = EXPENSE

OOP - OPEN ORDER PLAN

SCS - SINGLE COPY SALES



- 2) Highlights of March 22, 1979, TAB Meetings Committee meeting
The TAB Meetings Committee reviewed proposed revisions to the IEEE Manual on "How to Organize a Conference." The Committee meeting proceeded with a description of the present task/functional responsibilities of the Conference Activities staff; Richard J. Jerril, Manager of Conference Activities, anticipated a 30% growth in the number of IEEE-sponsored or -cosponsored conferences in 1979. Division representatives were requested to expedite the submission to IEEE Headquarters of overdue financial reports of the 1978 conferences sponsored by the S/G/C's of their respective divisions.

EXTERNAL INTERFACE

1) Engineering Societies Library

The Engineering Societies Library, located in the United Engineering Center at 345 East 47th Street, New York, NY, serves more than 100,000 readers and researchers a year, two-thirds of whom make their requests by mail or telephone. The largest engineering library in the free world, its facilities are available to all those who need engineering information. Please call (212) 644-7611 for more information on the library's services. A brochure is also available.

(Ref.#28)

2) New Energy Survey Released

The Federal Energy Regulatory Commission has completed a Natural Gas Survey entitled Efficiency in the Use of Gas. It contains a thorough discussion of conservation methods applicable to residential gas service. The text is technically oriented but focuses on applications rather than theoretical considerations. The survey is now available from the Superintendent of Documents, U. S. Government Printing Office, Washington, DC. The stock number is 061-000-00106-9 and the price is \$3.00.

3) Engineering Society Commission on Energy (ESCOE)

ESCOE is a not-for-profit organization established in 1976 by the Engineering "Founder Societies" to provide a source of professional knowledge and skill to support the Department of Energy (DOE) in its work. ESCOE is staffed by mature professional engineers from industry and academia, who go to ESCOE for two-year periods.

On March 20, 1979, ESCOE presented a one-day review of its technical program for an audience of leaders of the engineering community. IEEE representatives on the ESCOE Board, Hilton U. Brown III and Neil D. Pundit, attended the all-day review. ESCOE's work to date has been primarily in areas of mechanical engineering—some 19 tasks have been completed or are underway. The review covered all tasks, and was presented by the engineers actually involved.

Representatives from DOE indicated that they have found ESCOE's work, to date, of high quality and great value. The ESCOE engineers feel that they are making a significant contribution and that they are bringing to the DOE a sense of the practical and working world in which DOE's plans and programs must ultimately be tested.

An annual report is available which provides a summary of tasks undertaken by ESCOE to date. Check the TAB Response Card for a copy.

(Ref.#29)

PUB NEWS

1) Highlights of March 25, 1979, Publications Board Meeting

- a. A committee was created to address the "core" publications, SPECTRUM, INSTITUTE and PROCEEDINGS.
- b. The long-range publications planning committee was reconstituted; the committee has been inactive.
- c. A proposal to offer members a choice between SPECTRUM and PROCEEDINGS as their free/automatic membership publication was defeated, but not unanimously. The philosophy seems worth considering, but the economics and logistics for providing general information are not well understood yet.
- d. The existing penalty system for publications that miss their page budget by more than five percent either way will no longer be applied unless the net effect of all off-targets significantly affects publishing services.
- e. The Power Engineering Society will be trying a new publications plan which includes (a) unbundling their TRANSACTIONS from the society membership fee, (b) a new bimonthly membership publication incorporating one-page summaries of all accepted or presented papers, full-length special interest and prize papers, etc., and (c) refereeing with the author's identity unknown to the reviewer.
- f. The new IEEE Membership Directory will probably be mailed in September.

2) Special Issue Plans

The May 1, 1979, listing of newly listed and previously scheduled special issues of PROCEEDINGS of the IEEE, TRANSACTIONS, JOURNALS, and Press Books is now available. The listing is produced every month by the Publications Department and is regularly sent to S/G/C Presidents and Editors.

(Ref.#30)

FIELD SERVICES NEWS

In September, the Student Services Department will distribute its annual "Promotional Package" to Branches Institute-wide. In past years, the Package has included S/G/C literature and samples of S/G/C publications. Those who wish to have materials included in the Package are asked to telephone, as soon as possible, Ms. Roni Nichols, at (212) 644-7826.

STANDARDS NEWS

Emeritus Member of the IEEE Standards Board

At its March 15th meeting, the Standards Board elected Mr. Donald T. Michael an Emeritus Member in recognition of his service.

VARIA

OMB Bulletin 78-18 - Restricting Travel Funds of Government Employees

The Office of Management and Budget (OMB) Bulletin 78-18 (dated September 20, 1978) imposes a 20% reduction on 1979 administrative travel funds of executive agencies. IEEE President Suran addressed a letter to President Carter, in which he voiced IEEE's objection. IEEE's position is that if severely applied,

OMB Bulletin 78-18 would greatly stifle the exchange of technical information, to the detriment of electro-technological innovation. IEEE is working with other societies in developing a joint position against the 20% reduction. OMB has responded to IEEE for President Carter, asserting that the reduction was imposed as an inflationary measure. OMB iterated that the Administration encourages the attendance of Government employees at technical meetings, but contends that greater discretion needs to be maintained, regarding travel.

FOLLOW UP

Newsbriefs, No. 3 (March/April, 1979)

The TAB Manual, in two volumes, was mailed out around the end of April, 1979.

(Ref.#31)

TAB RESPONSE CARD

Please complete the response card on the following page if you wish to obtain copies of action/information correspondence reviewed in this issue of NEWSBRIEFS. Each news item has been coded with a corresponding reference number. Simply check the column marked "Send Copy." If you feel that the correspondence would be of interest to a wider distribution than originally cited, check the column marked "Send to Distribution" and indicate to whom the mailings should go. Your technical entity will be charged for any bulk mailings. The distribution key on the next page will tell you who receives a specific document. The numbers in parentheses denote the approximate size of the distribution.

Print your name, address and the title of your volunteer position, and return this card to:
 DR. NEIL D. PUNDIT, IEEE, 345 EAST 47th STREET, NEW YORK, NY 10017.

DISTRIBUTION KEY

- | | |
|-----------------------------|---------------------------------------|
| A. Board of Directors (30) | H. News/Magazines Editors (40) |
| B. Executive Committee (11) | I. Conference Coordinators (150) |
| C. TAB OpCom (13) | J. "Electrical Engineering" (4000) |
| D. TAB (60) | K. IEEE Editors (80) |
| E. S/G/C Presidents (32) | L. IEEE Staff - Internal Distribution |
| F. Committee Chairmen (18) | Codes: 01 = General Manager |
| G. TAB Expanded (200) | 02 = Staff Directors |
| | 03 = Associate Staff Directors |
| | 04 = Managers |
| | 05, 06 = All Employees |

TAB RESPONSE CARD

Please check the appropriate column if you wish to receive a copy of the document referenced in this issue or have TAB forward the mailing to a larger distribution.

REFERENCE NUMBER	TITLE	ORIGINAL DISTRIBUTION	FORWARDING DATE	NO. OF PAGES	SEND COPY	SEND TO DISTRIBUTION
21	TAB OpCom Minutes	D	5/79	59		
22	Non-S/G/C TIP Report	upon request		9		
23	Comprehensive TIP Reports	upon request		18		
24	Report of the Secretary, Part I	A, L02, Stdg. Coms. Chmn., Bds., Staff Secys, EE Editor	4/79	40		
25	Pocket Telephone Directory	A, G	4/79	16		
26	5 Comp. Reports S/G/C Fin. Ops.	G	5/79	20		
27	TAB ARC Minutes w/o Attachs.	S/G/C Awards Chmn.	5/79	6		
28	Library Brochure					
29	ESCOE Annual Report			35		
30	PUB Listing	E, K, L01-04	5/79	6		
31	TAB Manual	G	4/79	2 vols.		H, J
32	Master Conf. Schedule (4/79)	J	3/79	40		

If you wish to receive all TAB and/or TAB OpCom Agendas and Minutes on an automatic basis, please check the spaces below:

1979 TAB Agendas _____
 1979 TAB OpCom Agendas _____
 1979 TAB Minutes _____
 1979 TAB OpCom Minutes _____

Name: _____

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Has this newsletter been helpful in conveying what you need to know about TAB and the Institute?

Features I found worthwhile in this issue: _____

Features I did not like: _____

Suggestions for future issues: _____

Are the inserts of value to you? _____

Please take my name off your distribution list for NEWSBRIEFS

1979 IEEE ADMINISTRATIVE MEETINGS CALENDAR

The following calendar is a chronological compilation of information received at IEEE Headquarters on forthcoming meetings. Any meetings information you would like to appear in the Administrative Meetings Calendar should be sent to Stephanie Lewis at IEEE Headquarters. NOTE: A dot next to a date indicates a new or revised listing.

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>	<u>CONTACT</u>
May 1-3	IEEE Conference on U.S. Technological Policy Issues	Sheraton National Motor Hotel Arlington, VA	Leo Fanning (202) 785-0017
May 4	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
● May 14	Components, Hybrids & Manufacturing Technology Society AdCom	Cherry Hill Hyatt House Cherry Hill, NJ	
● May 16	Aerospace & Electronics Systems Society AdCom	Dayton, OH	
● May 16	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (201) 981-0060
May 17	Systems, Man & Cybernetics AdCom	O'Hare Hilton Chicago, IL	
May 22	Environmental Quality Committee (EQC)	Crystal City Marriott Arlington, VA	Joseph Baker (212) 644-7887
● May 23	Editorial Board - PROCEEDINGS of the IEEE	IEEE Headquarters New York, NY	W.R. Crone (212) 644-7558
May 23	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
May 24	Engineering in Medicine and Biology Society AdCom	Caesars Palace Las Vegas, NY	
● May 24	IEEE Employee Benefits Committee	IEEE Headquarters New York, NY	Eugene G. Logan (212) 644-7775
May 24	Publications Board	IEEE Headquarters New York, NY	
● May 24	TAB Meetings Committee	USAB Office Washington, DC	Richard J. Jerril (212) 644-7596
● May 31	Quantum Electronics & Applications Society AdCom	Washington Hilton Washington, DC	
June 3	Broadcasting, Cable & Consumer Electronics - Board of Governors	Arlington Hilton Chicago, IL	
● June 4	Educational Activities Board (EAB)	O'Hare Hilton Chicago, IL	Emma White (212) 644-7870
● June 5	Consumer Electronics AdCom - in conjunction with the Spring Conference	Arlington Hts., IL	
June 5	Nuclear & Plasma Sciences Society AdCom	Montreal, Canada	
● June 6	Administrative Committee of IEEE Standards Board	Chemists' Club 52 East 41st St. New York, NY	Elizabeth A. Perry (212) 644-7670

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>	<u>CONTACT</u>
● June 6	New Standards Committee of IEEE Standards Board (NESCOM)	IEEE Headquarters New York, NY	Elizabeth A. Perry (212) 644-7670
June 7	Communications Society AdCom	IEEE Headquarters New York, NY	
● June 7	Joint Telecommunications Advisory Committee (JTAC)	IEEE Headquarters New York, NY	Audrey Bickel (212) 644-2123
● June 7	Standards Board	IEEE Headquarters New York, NY	Elizabeth A. Perry (212) 644-7670
● June 8	Computer Society Governing Board	New York Hilton New York, NY	
→ June 8-11	IEEE Executive Committee	Savoy Hotel London, England	(Limited to members and invitees)
● June 8	IEEE Finance Committee	Savoy Hotel London, England	Thomas W. Bartlett (212) 644-7748
● June 8	Vehicular Technology Society AdCom	Washington, DC	
● June 9	Committee on Social Implications of Technology (CSIT)	Columbia University Room 1306-A Mudd Eng. Bldg. New York, NY	Joseph Baker (212) 644-7887
● June 13	Electromagnetic Compatibility Society AdCom	Sheraton Hotel Boston, MA	
● June 13	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (202) 981-0060
● June 14	IEEE Investment Committee (tentative)	IEEE Headquarters New York, NY	Michael J. Sosa (201) 981-0060
Ms 6/1/74 ● June 15	IEEE Centennial Task Force Committee	IEEE Headquarters New York, NY	W.R. Crone (212) 644-7557
● June 18	Circuits & Systems Society AdCom - in conjunction with the Midwest Symposium	Philadelphia, PA	
June 18	United States Activities Board (USAB) OpCom	IEEE Washington, DC	
● June 19	Individual Benefits & Services Committee	IEEE Headquarters New York, NY	Leo Fanning (202) 785-0835
June 19	Industry Applications AdCom	Denver, CO	
● June 19	TAB Finance Committee	IEEE Headquarters New York, NY	Irving Engelson (212) 644-2150
June 20	Antennas & Propagation Society AdCom (tentative)	University of Washington Seattle, WA	
June 20	Committee on Man & Radiation (COMAR)	Seattle, WA	Joseph Baker (212) 644-7887
June 21	Control Systems Society AdCom	Denver, CO	
● June 26	Education Society AdCom	Louisiana State U.	

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>	<u>CONTACT</u>
June 29	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
June 29	Professional Communication Society AdCom	IEEE Headquarters New York, NY	
● July 10-11	TAB OpCom Meeting	O'Hare Hilton Chicago, IL	Stephanie Lewis (212) 644-2122
● July 18	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (201) 981-0060
July 18	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
● July 18	Power Engineering Society Council Meeting - in conjunction with the Summer Power Meeting	Hotel Vancouver Vancouver, BC	
July 19	Power Engineering Society AdCom	Hotel Vancouver Vancouver, BC	
● August 1	IEEE Audit Committee	Denver Marriott Denver, CO	Thomas W. Bartlett (212) 644-7748
● August 1	United States Activities Board (USAB)	Denver Marriott Denver, CO	
● August 2	Long Range Planning Committee	Denver Marriott Denver, CO	Betty Stillman (212) 644-8097
August 2	TAB OpCom Dinner Meeting	Denver Marriott Denver, CO	Stephanie Lewis (212) 644-2122
→ August 3-4	IEEE Executive Committee	Denver Marriott Denver, CO	(Limited to members and invitees)
● August 3	Regional Activities Board (RAB)	Denver Marriott Denver, CO	Ruth Tabak (212) 644-7755
August 3	TAB Meeting	Denver Marriott Denver, CO	Stephanie Lewis (212) 644-2122
→ August 5-6	IEEE Board of Directors	Denver Marriott Denver, CO	
● August 9	TAB Meetings Committee	IEEE Headquarters New York, NY	Richard J. Jerril (212) 644-7596
August 13	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
● August 15	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (201) 981-0060
● September 6	Industrial Electronics & Control Instrumentation AdCom	IEEE Headquarters New York, NY	
September 6	Publications Board	IEEE Headquarters New York, NY	
September 7	Professional Communication Society AdCom	IEEE Headquarters New York, NY	
● September 19	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (201) 981-0060
September 24	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>	<u>CONTACT</u>
● September 24	United States Activities Board (USAB) OpCom	IEEE Washington, D.C.	
September 25	Sonics & Ultrasonics AdCom	Monteleone New Orleans, LA	
● September 26	Administrative Committee of IEEE Standards Board	Chemists' Club 52 East 41st St. New York, NY	Elizabeth A. Perry (212) 644-7670
● September 26	New Standards Committee of IEEE Standards Board (NESCOM)	IEEE Headquarters New York, NY	Elizabeth A. Perry (212) 644-7670
● September 27	Standards Board	IEEE Headquarters New York, NY	Elizabeth A. Perry (212) 644-7670
October 3	Industry Applications AdCom	Cleveland Bond Court Hotel Cleveland, OH	
October 5-6	IEEE Executive Committee	Royal Orleans New Orleans, LA	(Limited to members and invitees)
● October 11	TAB Meetings Committee	USAB Office Washington, DC	Richard J. Jerril (212) 644-7596
October 12	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
● October 14	Educational Activities Board (EAB)	Sheraton Brock Niagara Falls, Canada	Emma White (212) 644-7870
● October 17	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (201) 981-0060
● November 5	IEEE Tellers Committee (tentative)	Independent Electric Corp. of America (IECA) 110 Wall Street New York, NY	Charles F. Stewart, Jr. (212) 644-7769
● November 13	United States Activities Board (USAB) OpCom	IEEE Washington, D.C.	
● November 14	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (201) 981-0060
November 15	Publications Board	IEEE Headquarters New York, NY	
November 20	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
December 5	Industry Applications AdCom	Cincinnati Stouffers Inn Cincinnati, OH	
● December 5	United States Activities Board (USAB) OpCom	Royal Orleans New Orleans, LA	
December 6	TAB OpCom Meeting	Royal Orleans New Orleans, LA	Stephanie Lewis (212) 644-2122
December 7-8	IEEE Executive Committee	Royal Orleans New Orleans, LA	(Limited to members and invitees)
December 7	Professional Communication Society AdCom	IEEE Headquarters New York, NY	

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>	<u>CONTACT</u>
● December 7	Regional Activities Board (RAB)	Royal Orleans New Orleans, LA	Ruth Tabak (212) 644-7755
December 7	TAB Meeting	Royal Orleans New Orleans, LA	Stephanie Lewis (212) 644-2122
December 9-10	IEEE Board of Directors	Royal Orleans New Orleans, LA	
December 11	Control Systems Society AdCom	Ft. Lauderdale, FL	
● December 12	IEEE Admission & Advancement Committee	IEEE Headquarters New York, NY	Roseann Schulz (201) 981-0060
December 18	IEEE Senior Staff Meeting	IEEE Headquarters New York, NY	
● December 19	Administrative Committee of IEEE Standards Board	Chemists' Club 52 East 41st St. New York, NY	Elizabeth A. Perry (212) 644-7670
● December 19	New Standards Committee of IEEE Standards Board (NESCOM)	IEEE Headquarters New York, NY	Elizabeth A. Perry (212) 644-7670
● December 20	Standards Board	IEEE Headquarters New York, NY	Elizabeth A. Perry (212) 644-7670