



Guidelines for Commission Chairs regarding the “Early Career Representatives”

1 Background

At the occasion of the URSI GASS 2011 in Istanbul, Council suggested to take initiatives to increase the involvement of Young Scientists and young researchers in URSI and its governing bodies. A survey, run by the Long Range Planning Committee, also indicated that the visibility and involvement of Young Scientists in URSI and more specifically in the Commission needs to be further enlarged.

At the occasion of the Coordinating Committee meeting in Ghent, Belgium in April 2013, the proposal was accepted to implement a process through which each Commission should elect an “Early Career Commission X Representative” at the same time they also elect their new Vice-Chair at the GASS.

2 Duration of the appointment of an Early Career Representative

The Early Career Commission Representative will remain in the position for 6 years but at every GASS a new representative will be elected. In steady-mode there will be, consequently, 2 representatives per Commission, ensuring sufficient overlap between the subsequent representatives.

	2014-2017	2017-2020	2020-2023	...
ECR xx				
ECR yy				
ECR zz				
....				

3 Early Career Representative Responsibilities

The Early Career Commission Representative will:

- be responsible for making the Commission activities attractive for the early career scientists.
- become a member of the Early Career Coordinating Committee which will meet at the GASS, AP-RASC and the URSI AT-RASC Meeting. The committee will report directly to the President and Secretary General.
- at the discretion of the Commission Chair, become an Associate Editor of RSB, in addition to the regular Associate Editor appointed by the Commission. In this position, he/she will be required to solicit the submission of at least two papers per year for the RSB, and help to coordinate reviews of papers in the field of the Commission when requested.

4 Restrictions

Those applying for this position of “Early Career Commission X Representatives” should be:

- under the age of 36 at the date of the GASS to be eligible for election as an Early Career Commission Representative.
- present at the GASS and Commission Business Meetings as a requirement.



5 Nomination & Election Process

Nominations and election will follow the procedure for election of the VPs.

5.1 Nomination process

Each Commission Chair must write to the Official Members no later than 1 January 2014 inviting nominations for the position of incoming Early Career Representative to be sent to the Chair by 1 March 2014. The Chair (or designate) may also solicit nominations, and should do so if the number of qualified candidates is insufficient. Each nomination must be supported by a curriculum vitae (model given as Annex 1).

5.2 Selection of short list

From the list of nominees, the Chair (or designate) may use whatever method is acceptable to the Commission (e.g. using a nominating committee composed of previous Commission Chairs) to select a slate of at least two, but not more than four, candidates. This slate must be sent to the URSI Secretariat by 1 April 2014.

5.3 Preparation of ballot

The Secretariat will send the slate of candidates and ballot forms (Annex 3) with a covering letter (Annex 2) to the Official Members shortly after 1 April 2014. The Official Members are asked to express first and second choices of candidates, and to send their votes to the Chair no later than 1 June 2014. This letter ballot is mandatory. In tallying the vote, each first choice is awarded two points and each second choice is awarded one point.

5.4 Final vote counting and election

The final vote counting takes place at a Commission Business Meeting at the GASS. If the Official Member is present, he (she) is allowed to cast a vote if the mailed-in ballot was not received by the Commission Chair. If desired (and before vote counting) an Official Member may also change his (her) mailed-in vote. If an Official Member is unable to be present, a proxy may be designated who is empowered to vote provided the Chair is informed. The votes are then tallied, and the names of the Commission's first choice and runner-up are announced.

5.5 Approval by Council

Following the Business Meeting and prior to the appropriate Council Meeting, the Chair must provide the Secretariat with the ranking (winner and runner-up) and their point totals as well as the total number of votes received by e-mail and the number of Member Committees present at the business meeting. To ensure better geographical distribution of Commission officers, Council reserves the right to select the Early Career Representative and not be bound by the ranking.

6 Budgetary implications

Financial support for the Early Career Representatives to attend the Coordinating Committee meetings in between the GASS and the Business meetings at the GASS will be provided. The level of support will be identical to that provided to the Chair and Vice-Chair. The Board reserves the right to withdraw support from ECRs who fail to discharge their duties.



ANNEX 1

BIOGRAPHICAL DETAILS OF CANDIDATE NOMINATED

Name:

Date of birth: 19....

Education:
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Professional Positions (with dates)

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URSI Positions:

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Professional Memberships and/or Awards:

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Publications (mention the main publications with a maximum of ten):

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Does the nominee have previous experience in organising scientific meetings and, more generally, co-operative efforts on an international basis?

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Did the nominee confirm his willingness to serve?

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Will the nominee attend the 2014 General Assembly and Scientific Symposium in Beijing?

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UNION RADIO-SCIENTIFIQUE INTERNATIONALE

President: Dr. P. Wilkinson
Past President: Prof. F. Lefeuvre
Vice-Presidents: Prof. S. Ananthakrishnan
Prof. M. Ando
Prof. P. Cannon
Prof. P.L.E. Uslenghi
Secretary General: Prof. P. Lagasse



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ANNEX 2 – Template Letter

Please quote No 624

To the Official Members
of Commission X

Ghent, 2 April 2014

Dear Colleague,

The nominations received for the “Early Career Representative” of your Commission are those of AA, BB and CC. The biographies of these distinguished colleagues are enclosed. Please mail the included ballot to your Commission Chair, not later than 1 June 2014, marking your first choice with a "2" (for two points) and your second choice with a "1" (for one point).

The final vote counting takes place at a Commission Business Meeting in Beijing. If the Official Member is present, he/she is allowed to cast a vote if the mailed-in ballot was not received by the Commission Chair. If desired (and before vote counting) an Official Member may also change his/her mailed-in vote. If an Official Member is unable to be present, a proxy may be designated who is empowered to vote provided the Chair is informed. The votes are then tallied, and the names of the winner and runner-up are announced.

If, even at the last minute, an Official Member knows that he/she will not be able to attend the General Assembly and Scientific Symposium in Beijing, he/she should make every effort to notify the Commission Chair as to the name of his Deputy who will be attending and empowered to vote.

Following the Business Meeting and prior to the appropriate Council Meeting, the Chair must provide the Secretariat with the ranking (winner and runner-up) and their point totals as well as the total number of votes received by mail and the number of Member Committees present at the business meeting. To ensure better geographical distribution of Commission officers, Council reserves the right to select the Vice-Chair and not be bound by the ranking.

Yours sincerely,

Prof. P. Lagasse
Secretary General

cc. ... (Chair)
... (Vice-Chair)

President: Dr. P. Wilkinson
 Past President: Prof. F. Lefeuvre
 Vice-Presidents: Prof. S. Ananthakrishnan
 Prof. M. Ando
 Prof. P. Cannon
 Prof. P.L.E. Uslenghi
 Secretary General: Prof. P. Lagasse



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ANNEX 3 – Ballot form

COMMISSION ... ON

Name candidate 1	...
Name candidate 2	...
Name candidate 3	...
Name candidate 4	...

Please select two candidates.

Mark your **first** choice with a "2", your **second** choice with a "1".

Please mail this ballot to the Commission Chair, **not later than 1 June 2014:**

Professor / Dr.
 Dept.: .
 University
 Address
 City
 Country
 Fax:
 E-mail:

Name of Official Member:

Address:

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Fax:

E-mail:

Date: