Policies and Procedures

Communications Quality & Reliability (CQR) Technical Committee (TC)
http://www.ieee-cqr.org/

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This document contains the Policies and Procedures of The Technical Committee on Communications Quality & Reliability with the following outline:

1. Charter
2. Committee Officers and Advisory Board
    2.1 Officers and their duties
    2.2 Nomination and election procedure
    2.3 Advisory Board – Roles and Responsibilities
3. Membership Criteria
4. Planning, Announcement and Conduction of TC meetings
5. Budget and Expenses
6. Activities
    6.1 Conferences and Workshops
    6.2 Publications and Educational Services
    6.3 Information Dissemination
    6.4 CQR Chairman's Award
    6.5 CQR Lifetime Service Award

1. Charter

The Technical Committee on Communications Quality & Reliability (CQR-TC) focuses on and advocates worldwide communications and reliability on behalf of, and within, the Communications Society. The CQR-TC serves as the catalyst for global awareness and the exchange of information relative to technical and management-related aspects of communications quality and reliability. This also extends to security of the telecommunications network. CQR technical subject matter includes:

I. Service Quality and Reliability
- Quality of Service
- Service reliability
- Quality aspects of emerging technologies and services, such as cloud, SDN/NFV, mobile and IoT.
- Quality issues of information infrastructure
- Customer satisfaction
- Quality assessment
- Quality management tools and systems

- Timeliness of repair services
- Definitions, metrics, best practices, and best-in-class performance

II. Network Quality and Reliability
- Network reliability
- Network performance
- Network architecture
- Network interoperability
- Network robustness
- Network security
- Emergency preparedness & disaster recovery
- Ad-hoc networks
- Priority communications
- Quality and reliability implications of network evolution
- Definitions, metrics, best practices, and best-in-class performance

III. Product and System Quality and Reliability
- Software
- Hardware
- Procedures
- Process
- Testing and tools
- Product and process quality evolution
- Products, processes and procedures for emergency recovery
- Best practices
- Environment
- Life cycle costs
- Definitions, metrics, best practices, and best-in-class performance

The direct beneficiaries of the work of CQR-TC include academia, service providers, equipment suppliers, emerging global commercial markets, governments and end users. The CQR-TC sponsors an annual workshop, and technical and application sessions and tutorials at major Communications Society conferences. A major goal of CQR-TC is to engage our growing, diverse membership to promote an understanding of major communications quality and reliability issues in the world. The CQR-TC accomplishes this goal through participation in conferences and workshop and contributions in forums and technical publications. The CQR-TC supports the industry provision of international consensus definitions, measurements, best practices, and best-in-class performance reference material.

2. Committee Officers and Advisory Board

2.1 Officers and their duties

The CQR-TC has eight elected officers: one Chair, one Chair-Elect, four Vice Chairs (Operations, Program Development, Publications, and Social Media) and one Treasurer and

Secretary. Each position is for a term of two years.

The **Chair** shall:
- Represent the CQR-TC within all ComSoc related activities
- Coordinate and manage all the activities of CQR-TC
- Prepares and chairs TC meetings at ICC, GLOBECOM and International CQR Workshop (CQR Workshop)
- Provide vision and leadership for the officer team and committee
- Promote the committee by encouraging growth in membership and participation
- Support committee public relations, as needed
- Fulfill obligations to the COMSOC TAC (Technical Activities Council)
- Actively plan the committee's leadership succession
- Review Conference Sponsorship Applications submitted to ComSoc and decide whether to endorse or not
- Collect the nomination of Chairman's Award; work with the Advisory Board for the final selection and with ComSoc to prepare the Award plaques.

The **Chair-Elect** shall:
- Help the Chair in executing the above activities.
- Lead efforts within ICC, GLOBECOM, or CQR Workshop in support of the Chair.
- Recruit Membership.

Vice Chair- Operations shall:
- Organize technical programs such as symposiums and technical programs for ICCs and GLOBECOMs

Vice Chair-Program Development shall:
1. Organize strategic programs such as CQR Workshops and special topic forums (i.e., Emergency Power Conference).

Vice Chair-Publications shall:
- Promote ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership.
- Manage online Xplore publishing for technical papers presented at CQR Workshops.

Vice Chair-Social Media shall:
- Design and maintain the CQR web pages (for CQR Workshop, hot topic workshops, Officers update, Chairman's Awards, etc.).

Treasurer shall:
- Manage financial matters, especially on budget and expenses for CQR Workshops.

Secretary shall:
- Take minutes of all meetings
- Prepares and distributes the TC related materials
- Maintain Mailing list.

2.2 Nomination and election procedure

The term for the CQR-TC officers will be **two years**. Elections will be held every two years to elect officers for another term of two years. Note, the Chair is NOT for Election. The Chair-Elect of the previous term will become the Chair. A Nomination Committee is formed six months before the start of a new term. The Nomination Committee must include the Advisory Board members, Chair and Chair-Elect as available to serve. The Nomination Committee prepares a recommended slate of officers for the next two-year term. The recommended slate of officers is presented at the next CQR-TC meeting for consideration. At the CQR-TC meeting the floor is opened for other nominations prior to a vote on approval of the recommended slate. Voting is restricted to those in attendance.

In the case of Absence or Incapacity of:
- Chair: Duties shall be performed by the Chair-Elect and the Past Chair, in that order.
- Chair-Elect, Vice Chairs, Treasurer, and Secretary: The term shall be filled by the Past Chair, who shall continue in that capacity until a special election is held and a new officer is chosen.

2.3 Advisory Board – Roles and Responsibilities

The Advisory Board is formed by the former CQR-TC Chairs with the latest ex-Chair as the Chair of the Advisory Board and the next to the latest ex-Chair as the Chair Emeritus of the Advisory Board.

The Chair of the Advisory Board is responsible for conducting the Officers election
The Advisory Board members shall evaluate the candidates of Chairman's Award with the Chair (see Section 6.4).

The Advisory Board members shall serve as the Advisors to the CQR-TC Officers' Team on issues and directions of the TC.

3. Membership Criteria

Members are solicited on the opportunities of ICCs, GLOBECOMs and CQR Workshops. In particular, attendants to CQR-TC meetings, who are not a member, are recommended to become a member. If they accept, they are added to the mailing list. Member list is reviewed at least every ICC, GLOBECOM, and CQR Workshop. A member becomes an active member if he/she has attended (physically present or by teleconference) two or more of the prior five regular scheduled TC meetings, or contributed substantially to the TC activities.

4. Planning, Announcement and Conduction of TC meetings

The CQR-TC shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Communications Society conferences, currently ICC, GLOBECOM, and CQR Workshop.

Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are open to any conference attendee.

The Committee Chair or designated substitute, typically another TC officer, will chair meetings. Any Committee member can suggest items for the agenda. Then, these agenda items are presented at the meeting.

The Committee Secretary will take minutes. These minutes should be made available within one month of the meeting. Their availability are announced on the TC mailing list.
Minutes are posted on the Committee web site and are public.

5. Budget and Expenses

The annual budget awarded to all ComSoc TCs, including the CQR-TC, will be spent on:
- Activities and tasks that are helpful to our TC such as building our web page, putting relevant information (e.g., standards) that need to be purchased on our web page, etc.
- Buying small gifts (e.g., T-shirts, pens) that contain our TC logo for active members.
- Any other tasks that deem appropriate our TC activities.
- Support of ComSoc activities, such as publications, meetings and conferences educational services, and membership development

For each CQR Workshop, a specific budget is created to establish expense and cost recovery requirements. This budget is reviewed and must be approved by ComSoc.

6. Activities

6.1 Conferences and Workshops

As appropriate, the CQR-TC will be active in all of ComSoc's activities by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers (soliciting such assistance from among its membership) and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and this Committee. This will include ComSoc conferences such as ICC and GLOBECOM. Further, the Committee individually organizes workshops and conferences, such as CQR Workshop. Also, because of the broad nature of committee activities, the CQR-TC will seek collaborative sessions.

6.2 Publications and Educational Services

The CQR-TC will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The CQR-TC will seek ways to increase active participation of its information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by

sponsoring workshops, tutorials, short courses, panel sessions, etc. on special topics.

6.3 Information Dissemination

The CQR-TC will maintain an Internet Web page. This Web page will be accessible from the main ComSoc Web page. Announcements distributed to the CQR-TC membership participation in Committee-sponsored activities, and well as election-related issues, will be made available on this Web page. The Committee will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others.

6.4 Chairman's Award

(1) Nomination and Selection
1. Nominations may be received from a CQR-TC Officer or a member of the CQR Advisory Board.
2. Criteria upon which candidates are evaluated include:
   a. sustained contributions in the field of Quality, Reliability & Security of communications services, networks or systems;
   b. a demonstration of the core value of a professional society- adding value to others; and
   c. integrity consistent with that of a role model.
3. Evaluations should be made by the Chair and Advisory Board; with final selection being left to the Chair.
4. Contact the selected candidates to inform of awarding together with the requirement of attendance to CQR Workshop.
5. If some of the selected candidates are not interested in workshop attendance, they are excluded from the selected candidates. If some of them cannot attend the target workshop, their award is canceled, but they may be considered again in a future workshop.

Each recipient will be cited for specific contributions, service or elements of character.

(2) Award
The CQR Chairman's Award will consist of an award symbol, such as a plaque. A press release may be made available for the IEEE and the recipient's organization. The award will be presented publicly at a major CQR event (e.g., CQR Workshop).

6.5 Lifetime Service Award

In celebrating 30 years of establishment, growth and evolution of the CQR's technical activities, the CQR-TC established the CQR Lifetime Service Award which expresses appreciation and recognition to individuals who over a sustained period of time made significant contributions in both the areas of leadership and technology advancement.

 (1) Nomination and Selection

1. Nominations may be received from any CQR member with the exception of self-nominations. Nominator shall prepare a short write-up why the nominee is qualified and propose the citation to be engraved on the plaque if the nomination is accepted.
2. Criteria upon which candidates are evaluated for longtime and distinguished service to the development, viability, advancement, and pursuit of CQR's technical activities.
3. Award selection should be made by the Award Selection Committee consisting of:
   a. TC-Chair,
   b. the Advisory Board members – with one as the Chair of the Committee -, and
   c. additional members if needed,
   d. with the exception of the nominees;
   with final selection being left to the Chair of Award Selection Committee.
4. Contact the selected candidates to inform of awarding together with the requirement of attendance to CQR Workshop.
5. If some of the selected candidates are not interested in workshop attendance, they are excluded from the selected candidates. If some of them cannot attend the target workshop, their award is canceled, but they may be considered again in future workshop.

 (2) Award

The CQR Lifetime Service Award will consist of an award symbol, such as a plaque. A press release may be made available for the IEEE and the recipient's organization. The award will be presented publicly at CQR Workshop.