## WCTRS/WCTR Current Operating Practices 2021



# **APPENDIX 01**

## Appendix 01

### **Scientific Committee Tasks Overview**

#### **Note**

The present Appendix is a guide example.

It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

The following table provides an overview on the allocation of tasks to the different roles in the Scientific Committee

WCTRS SCC Tasks - Overview

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Draft 20.06.2014, Ms	

							Г				П	Г	Г	Т	Τ,	<sub>5</sub> ]	Г	Π			П	Г				Г		П	
Remarks		Website supported by the secretariat.		Organisation supported by the secretariat.									In case several STs address the same journal, the SCC-VC	Fublications should select one major leader from 5105.  To be done in close connecation with the editors	The state of the s	Publication of General Proceedings is task of the UNIS provision to publish Selected Proceedings is pending.									This task may be delegated to another person.				
SIG Chair		Lead	Lead	Lead	Lead	Lead			Support																				
STO STT-Chair										Support	Lead	Lead	Lead	pad		Support	Lead	Support	Lead	Support	lead	lead	Lead	Support	Lead		Lead	Support	
TAM				Coordination	Coordination	Coordination			Lead	Lead	Support	Support	Support	Sunnort		Support	Coordination	Support	Coordination	Lead	Coordination	Coordination	Coordination	Support	Coordination		Coordination	Support	
Prizes Sub- Committee																												Approval	
SCC Vice-Chair Prizes															I												Guidance	Lead	
SCC Vice-Chair Publications												Coordination	Coordination	Coordination		lead													
SCC Vice-Chair Conference							Support										Guidance	Lead	Approval	Guidance	Guidance	Guidance	Guidance	Lead					
SCC Vice-Chair SIGs	pear	Guidance	Guidance	Guidance	Guidance	Guidance																							
SCC Chair	Support						Lead	pean	Coordination	Coordination																lead			
SCC Panel	Approval				Approval		Approval	Approval	Approval	Approval		Approval					Approval	Approval		Approval	Approval			Approval		Approval			
WCTRS President / STC	Approval				Approval		Approval																			Approval			
Tesk	Install SIGs and appoint SIG chairs	Provide SIG description and keep SIG website updated	Recruit SIG members	Initiate and organize scientific exchange in SIG meetings and seminars	Work with internatinal organisations	Optional consultations of local experts by conducting seminars	Install Topic Areas (TAs)	Appoint TAMs	Install STs and appoint STOs	Provide up-to-date TA and ST descriptions	Build the session track team	Identification of journals for publication	Bargain opportunities for special issues and	Select papers for inclusion in special issues and for	individual paper publications	Supervise the process to publish the Genaral Proceedings and the Selected Proceedings	Build pool of reviewers	Design Call for Papers (CPPs)	Initiate specific CPs for session tracks	Abstract review	Full paper review	Arrange papers into sessions for each session track	Appoint session chairs and build the session time table	Build the conference program	Check presence of the session chair and substitute if necessary	Nominate members of the Prizes Subcommittee	Nominate papers eligible for consideration for prizes	Select papers for prizes	
	squona trenest Groups						bne searA olqoT absnT noksa2						Publications						Pape	ioil Ba	l <sub>E</sub> O	Conference Program					Scientific Paper Awards		

al tacks may arise in each role