

**Meeting Minutes**

**12th December 2017– Singapore**

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| Document Title: | Meeting Minutes |
| Meeting: | CSIM Meeting |
| CSIM-TC Chair: | Christos Verikoukis |
| CSIM-TC Vice Chair: | Burak Kantarci |
| CSIM-TC Secretary: | Nizar Zorba |
| Meeting Recorder: | Nizar Zorba |
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| Location/Room: | Start (day and time): | Finish (day and time): |
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**Purpose of Meeting**

Annual meeting of the IEEE Technical Committee on Communications Systems Integration and Modeling (CSIM-TC) which took place within IEEE GC 2017.

**Agenda**

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| Item  | Topic |
| 1. | Welcome & Introduction |
| 2. | Approval of the Agenda |
| 3. | Approval of Meeting Minutes ICC 2017 (Paris, France) |
| 4. | CSIM Status  |
| 5. | Steering Committee Setup |
| 6. | CSIM Web site and Social Media |
| 7. | CSIM Newsletter |
| 8. | ComSoc Students’ Competition  |
| 9. | Standard Activities |
| 10. | Special Interest Groups (SIGs) |
| 11. | Reports on GIMS, GIMS/GITC meetings |
| 12. | Sponsored Events |
| 13. | Next CSIM-TC Meeting |
| 14. | Other Business/Adjournment |

**List of Participants**

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|  | Name | Affiliation |
| 1. | Nizar Zorba | Qatar University |
| 2. | Frank Li | University of Agder |
| 3. | Joel Rodriguez | Inatel, Brazil |
| 4. | Christos Verikoukis | CTTC, Spain |
| 5. | Stefano Giordano | University of Pisa, Italy |
| 6. | Fabrizio Granelli | University of Trento, Italy |
| 7. | Mike Ojo | University of Pisa, Italy |
| 8 | Christos Tselios | CITRIX/University of Patras |
| 9.  | Kumbes Sandrasegaran | UTS Sydney |
| 10 | Guiseppe Portaluri | University of Pisa |
| 11. | Pascal Lorenz | University of Haute Alsace |
| 12. | Nikolaos Petroylakis | FORTH |
| 13. | Bo Gu | Kogaku University |
| 14 | Zhenya Zhou | North China Electric Power University |
| 15. | Kazi Saidul Hug | IT Portugal |
| 16. | Periklis Chatzimisius | Thessaloniki TEI |
| 17. | Lakshmikanith Guntupalli | Mid Sweden University |
| 18. | Luis Tello Oquendo | Universitat Politecnica de Valencia |
| 19. | Nelson Fonseca | State University Campinas |
| 20. |  |  |
| 21. | Burak Kantarci (remote) | University of Ottawa |
| 22. | Angelos Antonopoulos (remote) | CTTC |

**Meeting Minutes**

**1. Welcome and Introduction**

Christos Verikoukis opened the meeting introducing himself as chair of the TC and the other officers. Attendees introduced themselves. Christos introduced CSIM structure.

**2. Approval of the Agenda**

The agenda was presented to the attendees and approved.

**3. Approval of Meeting Minutes ICC 2017 (Paris, France)**

The committee unanimously approved the minutes of the last CSIM TC meeting at ICC’17.

**4. CSIM status**

Christos explained CSIM scope and domains of interest. The number of members has increased considerably since the last meeting. Christos explained the definition of active member: In order for a committee member to be called active, they have to attend at least 2 of the last 5 committee meetings either physically or remotely.

**5. Steering Committee Setup**

Christos explained that a steering committee is setup in CSIM that will act as a consulting board to the officers. The first SC will be composed of former CSIM chairs (N.Fonseca, F.Granelli, Ch.Skiannis and S.Giordano), and they will assist in the selection of symposium chairs and other management related issues (e.g. Modify P&P, Review of the Symposium papers, Volunteers, Report GITC/TAE activities, Elections). In order to guarantee the continuity of the TC plans any ongoing chair will be part of the Steering Committee at the end of his term.

**6. CSIM Web site and Social Media**

Website and mailing list information has also been presented by Christos. Posting on web site is possible with membership. Christos reports CSIM activities in social media, and explains CSIM activities LinkedIn, Twitter and Facebook.

**7. CSIM Newsletter**

Christos presents CSIM newsletter for November 2017. The newsletter includes information about short courses and summer schools offered by CSIM members, upcoming CSIM events, projects by CSIM members, etc. Newsletter had been emailed to the members through mailing list, and it can also be accessed via website. Next newsletter will be published before ICC 2018.

**8. COMSOC Students’ Competition**

Christos explained the student competition, and introduces Nizar Zorba as student competition program officer. The focus of ComSoc student competition is communications changing the world. Nelson Fonseca and Stefano Bregni are the coordinators/chairs of this competition. The selection committee consists of members who are mostly TC representatives. The evaluation is a two-step procedure. In the first step, proposals are shortlisted based on an evaluation form whereas the second step evaluates the shortlisted proposals to select two wins. Christos presented the winning project title and author.

**9. Standards Activities**

Christos explained standards activities in ComSoc. Stefano presented the standardization activities that CSIM is contributing, and he invited members to present their work, and also to publish it in the newsletter.

**10. Special Interest Groups (SIGs)**

Christos presented SIGs. Active SIGs are expected to report their activities in each issue of CSIM newsletter. Christos encouraged the SIGs to be more active and report to the newsletter regularly.

 **11. Reports from GIMS/GITC/TAC**

Christos updated the committee on the last GITC meeting, and presented the timelines for the upcoming conferences. The assigned chairs for conference symposiums will depend on the size of the TC, and Fabrizio commented that there are not clear guidelines to define the size of a TC. Fabrizio also commented that he discussed with GITC about symposium chairs as until now there is not a clear, ordered and structured way for the allocation.

**12. Sponsored Events**

The activity of Technical Endorsement process has been handover to Angelos. Angelos evaluates conferences/workshops requesting technical endorsement and keeps track of the Committee members in the TPCs. All endorsements proposed by the ad-hoc commission are subject to the approval of the Committee Chair. Christos presented the endorsed events since the last meeting and is currently considering new applications for possible endorsement in 2018. Stefano asked to reinforce the rules and communicate that to Angelos. Nizar communicated that he already did in the handover process.

CSIM will also continue to sponsor the CQRM symposium in ICC and Globecom conferences. Furthermore, CAMAD will remain as the flagship event of the committee in the following years too. Christos presents the statistics for CQRM symposia in the last two events, as well as the statistics for CAMAD 2017.

CAMAD 2018 will be organized in Barcelona, Spain. Christos presented CAMAD 2018 Organization Committee and remarks, and said that they are welcoming new roles, if anyone is interested from CSIM.

Christos informed the Committee about the events sponsored by CSIM, for the forthcoming ICC and Globecom conferences, and the TPC co-chair nominees by CSIM. The committee will work hard on increasing the number of submissions by keeping the topics up to date in the CFP, advertising the CFP in social media, advertising the CFP to the authors of the previous symposiums, advertising the CFP to the authors of previous CAMADs, using regional mailing lists and incentivizing new TPC members in CQRM. Stefano commented that for ICC 2019 there are 4 symposium chairs for CQRM and Christos explained the reason after pushing for Nizar nomination. For Globecom 2019, Christos suggested Angelos. For next conferences, CSIM can suggest persons who have not more than 5 co-chairing in the last years. Fabrizio suggested to keep track of the proposed people by each TC, as the other members (appointed by the organization committee) usually do not work. Stefano suggested to propose members who are active members in CSIM.

**13. Next CSIM-TC Meeting**

The next TC meeting will take place during ICC 2018 in Kansas City, USA.

**14. Other Business/Adjournment**

No other business.

The meeting is adjourned at 18.30.