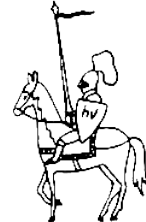




International Organizing Committee
Young Physicists' Tournament



EC meeting
Minutes

November 22nd – 24th 2014, Abingdon, United Kingdom

Present: Alan Allinson (President), Martin Plesch (Secretary General), Georg Hofferek, Chuan Li, Chia Chih-Ta (LOC 2013), John Balcombe (LOC 2014), Prapan Manyum (LOC 2015)

Absent: Ilya Martchenko (Treasurer)

1. Information by the head of LOC about preparation works 2013 (30 minutes)

John Balcombe informed about the preparation works for IYPT 2014. EC acknowledged the status of the works.

Manchester airport is set as the primary arrival airport. Heathrow airport is accepted as an alternative arrival point if necessary but will have considerably longer transfer times to Shrewsbury. Accommodation for students and junior team leaders will be in the School Boarding Houses. Rooms will be singles, twins, fours and up to 7 beds with shared facilities. There is a certain number of excess beds and not all rooms need to be full. Senior team leaders and jurors will be accommodated in hotels in double or single rooms. Catering will be secured in buffet-style.

EC expressed the opinion that even if no dedicated team guides are planned, at least 20 student-staff members shall be permanently present on site. Preferably, if anyhow possible, each team shall have a dedicated student guide for the team alone, even if the guide works also as a time keeper etc. If not enough local guides can be appointed, international guides shall be accepted under transparent selection process.

Fight rooms shall be large enough to comfortably accommodate 3 (or 4, where needed) teams, timekeeper, team leaders and 7 jurors, whenever possible. Wired internet connection shall be available.

Applications for visas have to be handed to the embassy early enough.

An IYPT 2014 website will be ready in January 2014.

Registration process will be managed by IYPT via the Curiie system and registration fees will be paid to IYPT accounts

Martin Plesch will visit the premises in mid-May to inspect the preparation works.

Alan Allinson will contact and negotiate sponsorship with Vernier.

2. Rules of procedure for EC (90 minutes)

Georg Hofferek will prepare a draft based on the following opinions.

Elected EC members are personal members of the EC and rights connected with their position cannot be delegated. Members representing Local Organizing Committees are able to be substituted by the LOC.

a. Online discussion and voting rules

If an EC member is interested to take part in a discussion, he or she has to respond within one week at least with a short message about the interest of taking part in the discussion. Statement for the discussion must be delivered within a reasonable date indicated within the original respond.

Formulation of a question for vote can be done only after all primary responses are collected. At least one week needs to be allowed for vote.

b. Responsibilities for tasks by individual EC members and persons outside the EC

EC can delegate partial responsibilities to individual EC members. These members are entitled to call persons outside the EC (EC IYPT associated), but the EC members keep responsibilities for the task. Cooperating members shall be acknowledged on the iypt.org website together with the responsible EC members.

c. Follow up and adaptation of EC-decided tasks and rules

Georg Hofferek will keep an online list of tasks, responsible persons and deadlines.

3. Contracts between EC and LOC about organization of respective IYPTs (60 minutes)

Alan Allinson presented a structured suggestion of a contract, divided into three parts.

Martin Plesch will negotiate with John Balcombe the contract and sign it on behalf of EC during his visit of IYPT 2014 venue in May. This contract shall be used as a template for negotiations with LOC 2015 and LOC 2016. Contracts shall be signed during the IYPT 2014.

4. IYPT finances (60 minutes)

a. Fees for IYPT 2013, 2014

10% of fees for LOC 2013 were paid to IYPT account recently.

Fees for IYPT 2014 will be collected via IYPT and transferred to LOC in due time.

Only teams paying the registration fee by the given deadlines, plus a few extra days, will be considered as registered. This holds also for visitors and observers. Additional late-registered visitors can be accepted on the discretion of the LOC. All fees are non-refundable.

b. Fundraising

Georg Hofferek delivered a presentation prepared by Ilya Martchenko. The fundraising was not successful so far, it is suggested to orient more on alumni.

Ilya Martchenko will prepare and submit the EPS proposal in collaboration with Martin Plesch.

c. Usage of existing funds

Cost for local transportation might be refunded to John Balcombe up to an amount of 250 EUR. All other costs connected with the EC meeting were covered either by the LOC (accommodation and food) or by EC members themselves.

Further as described in parts d) and e).

d. Covering of EC expenses

Travel costs to EC meeting for EC members are covered by IYPT if needed, local costs by LOC.

Travel costs for the EC inspector are covered by the IYPT, local costs by LOC.

Travel costs to IYPT for EC members are covered by IYPT if needed, local costs by LOC.

Infrastructure costs of IT about 1000 € per year (renting server, security certificates, domain costs, but no labor cost) will be covered by the IYPT.

Travel costs for IT staff (2 persons) for IYPT will be covered by IYPT if needed, local costs will be covered by the LOC.

e. Distribution of IYPT fees

Fees for team participation shall consist of two parts, one part going to LOC and one part going to IYPT. These sums shall be negotiated within the contract. For IYPT 2014 the sums shall be 1100 € for LOC and 300 € for IYPT per team, 1000 € for LOC plus 100 € for IYPT per visitor and observer.

5. Measures towards countries not submitting problems (30 minutes)

No specific measures will be taken this year, but problem shall be discussed within the IOC.

6. Review process of problems, disclosure of authors and reviewers names (30 minutes)

Reviewers should not be disclosed to authors and public. Authors are quoted in one block together with the set of selected problems. Any discussion on the problems shall be available to the whole problem selection committee.

7. Preparation of jurors, adoption of experience – rule, “professionalization” of jurors (60 minutes)

Each juror has to take part on the preparation meeting and sign the list of presence to become a valid member of the jury.

Each juror not having judged the IYPT tournament ever in the past will be for at least one round deployed as a juror with no voting rights. He or she will be asked to write his/her grade onto the grading sheet, but the grade will not be disclosed and counted.

IYPT will make a call for independent jury members via the registration system. These have to be experienced jurors judging the IYPT in the past. LOC will specify the number of accepted independent jury members, not smaller than the number of participating countries. If more jury members apply, priority will be given to one juror per country and further will be decided by the level of experience and qualification, *this will be done by Martin Plesch.*

The EC members, if they act as jury members, are not considered within these limits.

8. Feedback on jurors (90 minutes)

a. Way of collecting feedback (include Tim via Skype)

Georg Hofferek and Tim Hell will prepare a feedback system so, that each team has a password to submit feedback on respective jurors. In the feedback there shall be possible to submit rating for the chair (timing and managing fight) and each juror (questions, grading). There shall be a possibility to comment in words each juror, if wanted. Also a flag will be included whether this feedback needs an immediate action of the EC. If this cannot be finished for IYPT 2014, a plainer version shall be implemented.

Chairs should also receive password to submit feedback on jurors in their jury.

b. Measures taken based on feedback

In the first instance an EC member shall speak with the juror. If this does not help, the juror can be banned for one physics fight, or even for the rest of the competition if really necessary. Feedback can affect the acceptance of jurors for future competitions, too.

9. Committees in IYPT (90 minutes)

a. Creation, authority, responsibilities

EC agrees that committees are needed.

Chairperson of any committee shall be an EC member, decided by the EC together with the suggested number of members. Appointed chair will propose members to the EC and EC shall approve them.

Authority of the committee is decided by the EC and is bounded on the chair unless the rules of procedure of the committee approved by the EC would say otherwise. All the responsibility stays fully with the chair.

Authoritative decision of all committees shall be recorded and made public via the webpage.

Any committee that would require authorities beyond the authorities of the EC shall be formed and approved by the IOC.

b. List of committees

• Problem selection

Ilya Martchenko is authorized to suggest the members of the committee and their rules of procedure for EC to approval. Suggested number of members is three to five.

• Disciplinary

Alan Allinson is authorized to suggest the members of the committee and their rules of procedure for EC to approval. Expected number of members is three to five.

Suggested measures for the committee are: reprimand (committee authorized), supervision (committee authorized), points taken away (EC authorized up to 1-2 points, IOC if more), suspension of a team member (leader) for a certain period (committee authorized for one round, EC for more), and disqualification of the team (decided by IOC).

• Jury creation and feedback

Martin Plesch is authorized to suggest the members of the committee and their rules of procedure for the EC for approval. Expected number of members is three.

Suggested measures for dealing with immediate feedback on jurors is reprimand, banning for one fight (Committee authorized), banning for the rest of the tournament or future tournament (EC authorized).

10. IYPT corporate identity (30 minutes)

EC agrees that IYPT needs a logo and corporate identity.

The logo will be available at iypt.org/logo. This logo must be used in all official IYPT matters and may not be altered.

Any specific IYPT or IMO is encouraged to create their own corporate identity including a logo separate from the official IYPT logo. A variation on the official logo involving two knights is possible, but the graphic of the "official classic" logo must not be used when creating a new logo for one specific IYPT or IMO.

IYPT logo shall be used when referencing IYPT together with the specific logo.

EC agrees that the standard knights shall be incorporated into a new logo of IYPT. EC wants to have two versions of the logo, with and without claim.

Georg Hofferek will arrange a skilled person to design at least three version of a logo, EC will select one and ask for refinements, if needed.

Martin Plesch and John Balcombe will also try to get a quote by the end of February latest.

The prize limit shall be 1000 €.

11. Voting rules for IOC (and EC) (60 minutes)

a. Counting of abstain votes

Votes yes, not and abstain are counted as valid votes. It is possible not to vote by not choosing for any of the possibilities. Quorum is reached by summing up of the valid votes to reach more than half of all members. Required majorities are counted from this quorum.

This decision will be clearly presented by Alan Allinson to IOC members.

Georg Hofferek expressed his strong disagreement with this decision.

b. On-line quorum

A vote is counted as valid if a response reached the online system or counter within a given deadline and clearly expresses yes, no or abstain answer. Any non-response within that agreed period is counted as not voting and would be an invalid vote. Quorum is reached by counting these votes.

12. Changes in rules of the competition

a. Not disclosing grades in some of preliminary rounds and/or final round (60 minutes)

EC does not support either of these motions.

b. Change in the order of appearance in the finals (30 minutes)

EC supports this motion. Georg Hofferek is asked to put this motion to IOC for approval.

c. Change in the number of freely rejectable problems (60 minutes)

EC does not support this motion.

13. Report on Curie (30 minutes)

Georg Hofferek presented the current development status. The system will be ready to work for IYPT 2014 including registration. Pre-registration will be done via e-mail.

Each participant will have a specific permanent account with personal information stored.

Pre-registered persons will have the right to select team-members and team leaders.

Independent jury members, local jury members, guides and staff will be registered via this system, too.

IYPT needs to register with a French organization for collecting private information. EC agreed that *Georg Hofferek will manage the registration.*

14. Report on POISSON (10 minutes)

Georg Hofferek presented the report delivered by Ilya Martchenko. EC recognizes the work performed on the system and agrees that such a system is an appropriate tool for problems selection process.

15. Any other business (90 minutes)

Georg Hofferek presents open questions concerning the IOC rules of procedures. It is not clear, who can submit motions to the IOC. Rules of procedures shall be updated if we want to limit the eligible persons submitting a motion to IOC and EC members or the EC as such. *Georg Hofferek will prepare the update.*

EC also discussed ways how to improve the discussion and degree of following the Rules of procedure on IOC meetings.

Georg Hofferek announced that he will not stand for any EC function in the upcoming elections.

Chuan Li or Georg Hofferek will act as the chair of the election committee in IYPT 2014. Deadline for announcing of standing for any position shall be not more than 4 and not less than 2 days before the election.

EC would appreciate to get a copy (at least for internal use) of any professional and semi-professional video materials taken during the IYPT tournament.

EC does not agree to reimburse the costs of a scanner as suggested by Ilya Martchenko.

Chia Chih-Ta asked for local support (accommodation, lodging) for a representative of the IYPT magazine during the tournament, John Balcombe agreed.

IYPT related activities like Magazine or Archive shall report on their work back to IYPT on a regular basis.

Parts of the text highlighted in *Italics* shall be used to create and maintain tasks.

Prepared by Martin Plesch

Approved by Alan Allinson