International Young Physicists' Tournament

# EC Meeting – Minutes

Participants of the EC:

| President | Martin Plesch | MP | plesch@savba.sk |
|---|---|---|---|
| Secretary General | Timotheus Hell | TH | timhell@gmail.com |
| Treasurer | Ilya Martchenko | IM | ilya.martchenko@iypt.org |
| Member | Samuel Byland | SB | samuel.byland@iypt.org |
| Member | Qian Sun | QS | qiansun@nankai.edu.cn |
| Member (LOC 2016) | Olga Inisheva | OI | O.V.Inisheva@urfu.ru |
| Member (LOC 2015) | Prapun Manyum | PM | pmanyum@sut.ac.th |

Furthermore, during parts of the meeting several representatives of UrFU are present, including Rector Victor Koksharov, Vice-Rector for General Affairs Vasily Kozlov, Vice-rector for Research Vladimir Kruzhaev, Vice-Rector for Information Technologies Andrey Poltavets and Deputy Director of UrFU volunteer center Anastasia Kalinina.

0. **Review of the agenda**
   The agenda is slightly adapted during the meeting.

IYPT 2016

1. **Information by the LOC about preparation works 2016**
   a. Guides/Fight Assistants
   There will be 2 guides per team and 2 fight assistants per room. Guides should be local, if they know the team's language that is a plus, but English is a strong requirement. They should be able to organize well. Some support for jurors would also be helpful, as we expect to have more independent jurors not connected to teams than in previous years. The same holds for EC members.

   b. Transportation
   Dorms are 5 minutes' walk from the fight rooms, the hotel is about 3km away. There shall be transportation available in the evenings (till about midnight) so that time can be spent with the teams. Very late at night one could order a taxi, which should not cost more than 3 Euros. The IOC meeting will take place in Ekaterinburg too.

   c. Independent/Local Jurors
   There should be about 20 local jurors that will be here for the whole time and will have experienced the national tournament, but not likely the IYPT.
   There will be about 30 independent jurors. Application will be done via the CURIIE system.

d. Other issues

The details for the CURIIE system will be discussed later, we will include the usual items and also ask for reduced mobility.

It is critical that teams do not use placeholder names for the system to work. The deadline for data input to CURIIE is May 15th. There cannot be any delay for persons that need a visa. If someone needs their visa sooner, then the data has to be put in the system earlier and they have to contact LOC.

It is again stressed that registered teams that have paid the correct registration fee cannot get a refund under any circumstances.

The schedule includes an extra day. We agree that this is a good idea to put less pressure on the students and the organization and have more time to get to know the host country. We do not expect hosts in the future to extend the usual schedule as well, unless it's their wish.

The opening ceremony will likely take a bit longer than the hour that is scheduled in the draft.

The LOC is working on getting local SIM cards for each team, as well as EC members.

The fees for upgrades will be fixed to a reasonable amount and agreed with the EC until December 15th.

Medical support will be available from the University hospital.

Teams should have travel insurance, which is likely needed for the visa anyway.

The iypt.org website will be updated with the date for the tournament.

2. **Meeting with Rector and signing of the contract**

The contract is signed without major changes by MP and Rector Victor A. Koksharov.

3. **Appointment of the EC inspector**

IM is appointed EC inspector.

4. **IT staff for IYPT 2016**

TH will continue to head the tournament IT and try to set up a team. The usual size is two. TH and the Vice-Rector for Information Technologies Andrey Poltavets will stay in contact. The university is very well equipped, we do not expect any issues.

5. **Visit to UrFU campus**

All the competition rooms are in the main university building. As this is a very large complex, the distances are quite long. Therefore, there will not be a central area for the breaks, coffee and snacks will be served in or close to the individual rooms. We suggest that there should be an excessive amount of direction signs, as well as a detailed plan of the building included in the information brochure, as otherwise students will easily get lost. Meals will be served in several dining halls in parallel, together they will easily accommodate all participants. There are several smaller seminar rooms that are very well suited for the PFs. Two of the rooms used are lecture halls, which in the past have shown to be less than ideal for the fights. However, they will be set up in a reasonable way. A large auditorium is available for the finals and the opening and closing ceremonies, and two fight rooms will be located in the library. A modern auditorium will be available for the jury meeting. Exact specification of rooms will be discussed during the EC inspector visit.

*Library*

6. **Visit to UrFU dormitory**

   The dormitory is very close (about 500m) to the main university building where the fight rooms are. The building is very new (opened in 2014) and belongs to the university. As most students move out during summer, there is plenty of rooms available (up to 1000 students can live there).

   We visited some of the units which consist of 2 rooms with either 2 or 3 beds and separate showers and toilets. Distribution of teams into rooms will be decided by the LOC under the conditions given by the contract. Preferences of the teams might be taken into account.

   No food will be served at the dormitory – both breakfast and dinner will be available at the university and elsewhere in case of excursions. However, kitchens are available at the dormitory for preparation of simple meals if needed. Some study rooms are available as well for teams not sharing a single unit.


*Room for students*

7. **CURIIE registration system**

   MP suggests implementing pre-registration in CURIIE: All IOC members should be registered and get an account that allows pre-registering a team. Countries that do not have an IMO yet would still have to manually register. Only admins should be able to set who is in IOC and then that IOC member can do the pre-registration. The process could be similar to the application of IJ.

   For IYPT 2016 pre-registration will be done via email registration@iypt.org (forwarded to TH and MP, as well as LOC).

SB asks if we could have a system where the IMO can set who their IOC member is. TH explains that the system would have to update other parts of our IT (website, mailing lists etc.) too, so implementing this would be hard. We will keep to do the updates manually. IMOs have to nominate the IOC member anyway, at first in the application form and later change by a formal letter.

MP suggests that when people are 'invited' (added to the group) a role has to be set, so that we don't have participants with 'empty' roles.

TH: EC-Members should register ONLY in the EC group.

Mails to accepted independent Jurors are sent out manually.

We also discuss the feature requests from the last IOC meeting and agree on the following priorities, given by what year we would like to have the changes done:

- 2016: Overview for admins with what information is missing in different groups so that reminders can be sent manually more easily
- 2016: Remove the IOC and the IJ option, add all EC members to juror list (set availability manually to 'none' for those who can't be a juror)
- 2016: Make it clear whether just the captain has to be ticked or both captain and member (by possibly changing role selection to radio-buttons).
- 2017: Pre-registration via CURIIE
- 2017: Deadlines for different participation data will be separated so that the travel plans can be added or updated later on
- 2017: Automatically send out reminders to the group manager before the deadline that also include what information is still missing
- 2017: Force that a role is set when someone is added to a group
- 2018: Exclude some members from the 'set data for all' option
- 2018: Have a drop-down with data entered before to be selected again

MP will send an email to remind IMOs to pre-register and include the following requests concerning CURIIE: Please re-use accounts and don't create a new one for each IYPT. If you forget the password, you can easily reset it. There is a link for that on the main page. You can change all data including your email address, so there is really no need for new accounts. Do not add placeholder names. Respect the deadlines.

8. **Rules of procedure for EC**
   We discuss the draft prepared by TH and GH with edits made by MP.
   The rules are accepted by acclamation. The document will be made available on the website.

9. **Rules of procedure for elections**
   We discuss the questions SB has prepared:
   *How and by whom should members of the Election committee be appointed? How many members?*
   There should be 3 members. The Secretary General suggests a head of the Election committee to the EC. The head chooses the other 2 members. The members of the Election committee cannot stand in the election.
   *How and when should the call for nominations be announced to IOC members?*
   A couple of months before the election.
   *Who is eligible to nominate candidates? Is it possible for candidates to nominate themselves?*
   IOC and EC members can nominate. Candidates must agree with the nomination.

*In cases similar to last year's, where an election leads to another vacant position: Should ad hoc nominations be allowed?*

No. If a current elected EC member wants to stand for election, they have to step down with the date when the elected position will be vacant. If an LOC EC member wants to stand for election, the LOC has to nominate a new person if they get elected.

*Presentation of candidates: Time budget? Expected format?*

There should be a presentation of up to 12 minutes and 10 minutes of questions. A projector is available.

*Procedure for votes (definition of valid votes, dropping out of candidates, …)*

It is a secret vote. Any written wrote that is handed in is a valid vote. In each round the candidate with the least votes drops out. If one of the candidates has the majority, they win.

*What if two candidates get the same number of votes? Should the President decide (as for other votes)?*

The vote will be repeated once, if there is still the same number of votes for two candidates, the President decides, as regulated by the statutes. MP suggests tossing a coin, but future presidents might have other opinions about this.

If we vote on 2 positions in parallel, then the 2 candidates with the most votes and a majority get the position. If only one person has a majority than they get the position.

SB will prepare the RoP based on these thoughts and send them to EC until the end of January 2016.
The head of the Election committee should issue a decree to the successful candidates stating the name, position and period of office.

10. **Rules of procedure for the Jury Committee**

There was no written feedback.
SB: change TL to TL-Juror. The document is accepted by the EC and will be displayed on the webpage

11. **IYPT corporate identity**

We got some suggestions for a new logo, but have not decided on a new one.
PM, QS, TH, IM and OI are in favor of keeping the knights as part of the logo.
For SB keeping the knights is not important, after further discussion he proposes that we accept the offer of the UrFU design office to produce an improved version of the current logo with the knights as a vector graphic. MP agrees to that and asks SB to stay responsible for this task. We fix the deadline to the end of January. MP will also provide the questions he received from a designer during his discussions on a logo. Having agreed on the new logo, also stationary, cards and presentation templates shall be designed.

12. **List of tasks**

TH has prepared a document and will continue to update it. It includes both a list of tasks and the general responsibilities of EC members and of persons that were given certain tasks by the EC. The document will be available to EC via the e-mail list. TH will also be responsible to send out remainders about approaching deadlines.

13. **Disclosure of grading during the final**

TH presents a motion about keeping the end-result of the final secret until the closing ceremony to keep the suspense. There were very positive experiences with doing so at several local tournaments.
The regulations should be updated as follows. In Section X, the following paragraph is added at the current end of the section:

"In the Final, grading of opposition and review is done in secret. Jurors write down their grades on the grading sheets, sign them, and give to the final's Fight Assistants. The Chair asks the jurors of the highest and lowest grades to justify and explain their grades. The results are kept secret until the awards ceremony, where the president or a guest of honour will be given an envelope with the results to announce. After the announcement, all grading sheets and the detailed results are published online so that anyone can check the result. "

IM: No strong opinion. SB: In favor. PM and QS voice concerns about participants being suspicious and a lack of transparency. TH: We would continue to have the Scoresheets and we publish them immediately after. Also all results are available in detail then, so any calculation can be reviewed as always. PM: What about the audience during the final? TH: Let's show the grades for the report, so they get to see the voting too, but we still have some suspense left.

Vote: For 2, Against 2, Abstain 3
The motion will not be suggested to the IOC by the EC.

14. **Scoring Guidelines / Scoresheet**

    MP presents an update to the Scoring Guidelines (including renaming the document to 'Scoresheet'), prepared by Assen Kyuldjiev and agreed within the Jury Committee. It is only a minor update; a major revision will be prepared during the next year.

    Vote: 6 in favor, 1 abstain.

15. **Feedback on jurors**

    MP has prepared a report on the feedback we received from the teams on the jurors of IYPT 2015.
    Teams would prefer the chairs to be stricter, e.g. stopping questions when they are over time.
    Chairs and jurors have received the feedback specific to them via email, but without attributing the team as they were promised anonymity.
    Most teams were ok with the jury questions, but less with the explanations.
    We will take the feedback into consideration, especially with the deployment of chairs, as we have more degrees of freedom there. We're happy to see that especially the new chairs received very good feedback.
    SB: We could do a video of some of our best chairs to train chairs.
    Compared to the feedback on chairs, the feedback on the jurors was much more pronounced, meaning that there were some jurors that teams were clearly unhappy with.
    From the data it looks like the teams' feedback was not influenced by the marks that the jurors gave – so teams did not just express their (un)happiness about the result in their feedback. MP will however look into this in more detail.
    SB proposes to give a warning to jurors, and if there is no change exclude them, i.e. do not invite them to the tournament if they are IJ. In case of TL-Jurors the EC would have to decide to exclude them from the Jury – likely causing major inconveniences to the national teams involved.
    As IJ are not nominated by a country but apply on their own, we do not want to set any limits that are based on their nationality or place where they work or live. Selection is to be based purely on merit, i.e. the CV, and the feedback we get from teams.

16. **Report on spending of budget 2014/2015**

   We stayed well within the given spending limits. The report is however not ready yet. Compared to the central expenditures the central income is high, i.e. we're building up reserves. If we plan to be at some point able to support the hosting of an IYPT, we have to continue building up reserves.

17. **Financial report LOC 2015**

   This is the first time that an LOC has delivered a financial report as asked for in the contract.
   It is clear from the contract, that the LOC part of the money is to be transferred to LOC and any subsequent requests for refunds from the teams have to be handled with the LOC. In the future IYPT will not keep the money in order to handle refunds (which should not happen anyway as refunds are not possible). The remainder of the money that is not yet transferred to the LOC is to be transferred immediately. Holding back these funds, even if the reason is to handle refunds, is a breach of contract by the IYPT that must be avoided.

18. **General budget guidelines**

   MP has prepared a document on general rules for the budget. It was sent via email, there were no comments from either EC or the auditors. After intense discussion and some minor changes, the document is accepted by the EC. It will be distributed to the EC and IOC by e-mail.

19. **Presentation, discussion and approval of budget 2015/2016**

   The budget will be based on the guidelines, a draft is to be sent to EC until the end of 2015.

20. **Preliminary discussion on budget 2016/2017**

   The budget will be based on the guidelines, a draft is to be sent to EC until the end of 2015.

21. **Fundraising / alumni**

   IM does not expect that IYPT will be able to increase the amount of sponsor money. We have however increased in-kind contributions, e.g. by Google, which is providing our email infrastructure.
   MP has started discussions with IT companies concerning sponsorship.

22. **Any other business**

   MP suggests to have a mailing list for sending out general information and inform about updates on the website to anyone interested. We already have pages on facebook and two active twitter accounts with several thousand followers and also the IOC mailing list (which includes also many people who are no longer in the IOC) to distribute information. SB is willing to help with maintaining a news section on the website – he will be given access to our website, twitter and fb page.
   MP proposed we look into having proper reviews on the problems. The IOC lacks that kind of information. IM disagrees: IOC members do not use the available material and are only getting interested very late or even just during the IOC meeting. TH: Asking IOC members and other people involved in IYPT to review one or two problems might help to get them involved. The idea should be discussed within the Problem committee.
   We discuss if the kit that has been prepared in the past years by IM should be an official publication by the IYPT and become part of the tasks, there is currently no consensus on this matter. Possibly the reviews of problems could be compiled to such a kit too.
   MP closes the meeting at 13:00:00.

   Minutes prepared by TH and approved by MP

# Appendix: IYPT 2016 deadlines

| Deadline | comment |
| --- | --- |
| Jan. 31: pre-registration for Teams | via email by IOC member to registration@iypt.org |
| April 15: application for Independent Jurors | via curiie.iypt.org |
| April 26: payment for Teams | |
| May 15: payment for Visitors | |
| May 15: submission of all data, including names and passport details | via curiie.iypt.org |

Please be aware that making the May 15th deadline is a strict requirement for participation for anyone in need of a visa to Russia, as the visa process is not within our control.