



International Young Physicists' Tournament



EC Meeting November 2017 – Minutes

2017-11-25 to 2017-11-26, The High School Affiliated to Renmin University of China, Beijing

Participants of the EC:

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0. Review of the agenda

MP opens the meeting 2017-11-25 8:35. He welcomes representatives of the host, RDFZ, and the rest of the EC. There are no requests for changes to the agenda.

IYPT 2018 (5.5h)

1. Information by the LOC about preparation works 2018 (1h)

The following topics should be discussed: Guides/Fight Assistants, Transportation, Jurors, Data for registration (to be set up in IYPT CC), Visa.

The LOC gives a presentation. The school has 6k students, 60 physics teachers, many YPT graduates from both CYPT and IYPT. CYPT has a similar structure to IYPT. There are an estimated 100 students in the physics club and there is a corps of volunteers that can help.

The school works with tourism company Great Tide that will provide transportation (large and small busses).

The Friendship Hotel is prepared to reserve up to 100 rooms for IYPT.

Famous physics professors will be invited as jurors and for giving talks. Furthermore, some of RDFZ teachers will be available as jurors.

40 jurors invited by the IYPT (Experienced Jurors) will be hosted in a 4* hotel.

Besides the usual categories in the registration, the LOC asks for: Food habits/religion, accommodation upgrade, anamnesis (medical history, like allergies). Details will be specified in the contract/agreement.

There is no Wi-Fi access in the dormitory. In the classrooms Wi-Fi is available. The 5th and 6th floor, where TL-J will stay, have Wi-Fi too. Some websites and services, e.g. Google, WhatsApp, Dropbox, and Facebook, aren't accessible. Participants must not rely on any such services, especially not for their presentations.

The team from Taiwan is to be officially called team Chinese Taipei as in the past.

There are three places where people will be hosted: The Friendship Hotel, the hotel on campus and the campus dormitory (both same building, different floors). Team Leaders can choose to stay on campus or in the Friendship Hotel, about 25-minute walk from the campus. Faster transport using subway is possible.

Participants should secure their own health insurance, and they will have to sign that they have secured an insurance.

There is heavy traffic around school, so students should not leave the campus frequently. They should be accompanied by their guides when leaving the school campus. The gate will close at 10:30 p.m. If they arrive, they should be accompanied e.g. by a teacher. If the students stay in the school's dormitory, then it's policy that the school is responsible for their safety, therefore they must be rather strict. Instructions will be printed in the brochure.

The school plans to televise the finals and will use the opportunity for advertisements to raise funds. Some of the PFs will be filmed too, but not live streamed, as decided by the IOC in its last meeting.

Depending on the participants' nationality, visa invitations can be sent by either the school or by the university. If it must go through the university, it will take around one month, otherwise it can be done quicker, but only if the principle is available to provide the signature, therefore we should plan for this to take 2 weeks.

There will be 2 guides per team and 2 guides for the EC (Secretariat and Jury committee).

Waiting time at the airport should be limited to 2 hours.

As there is heavy traffic in the morning, it's likely quicker to walk from the hotel or take the subway to the campus than to use a bus.

The LOC will provide 7 local jurors.

Cooperation with NGOs must be reported to the Chinese government, we therefore discuss whether the association IYPT is an NGO. We will send the relevant documents to the LOC.

EC disagrees with a schedule that has 2 days of 2 fights as proposed by the LOC. The schedule is changed back to the usual one.

We end at 10:00 to visit the campus, dormitory and hotel.

2. **Visit to campus & dormitory (2h)**

- It's a 25min walk to the hotel. Therefore, transport is needed in the morning.
- No towels will be provided for students in the dormitory.
- We looked at some of the proposed fight rooms, some are fine, others aren't ideal.
- There is one very large LED screen for the finals. There needs to be either a way to combine signals from two teams or another screen to be set up. The EC inspector visit should make sure that an adequate solution is found.
- Students will be housed in two rooms for six persons each per team. The rooms are small, there is one shower and two toilets.

After a short lunch break we continue at 13:15.

3. **Finalizing and signing of the contract (2h)**

We agree to rename the contract to "agreement" and discuss it in detail. A final draft is sent to LOC.

Break from 16:05 – 16:20.

There is new regulation in China that makes hosting the IYPT in China more complex. An application was handed in in April to the University, back then there was no mention on the new regulation and it was too soon to apply. The fact that it might not be possible to host has only recently been made aware to the LOC. We urge the LOC to apply and quickly confirm that they will be able to host, as otherwise finding alternatives for hosting will be very hard.

The IYPT is an apolitical organization, it states so in its statutes.

4. **Appointment of the EC inspector (0.5h)**

MP suggests postponing the decision. EC agrees. LOC has to be provided with a checklist at least 3 weeks in advance of the visit.

5. Budget 2017/2018 (1.5h)

IM will prepare a revised version of the budget, updating the totals, incorporating the increase of juror travel support to 4000 Euro as decided by IOC and the following changes as decided by the EC:

- Removal of EC meeting (Nov. 2017) travel for MP, Leszek Gladczuk and Yeo Ye
- Removal of travel costs for Yeo Ye and SB for IYPT 2018
- Change of travel costs from 300 to 50 Euros for QS for both EC meeting and IYPT
- Change of travel costs from 700 to 800 Euros for SB for EC meeting (Nov. 2017)
- Change of travel costs from 700 to 900 Euros for IM for EC meeting (Nov. 2017)
- Increase Server costs from 670 to 800 Euros
- Remove Travel, IT Team to IYPT 2018 (2 flights) 1400 Euro
- Add additional travel to Tournament Support 300 Euro
- In chapter 3 add specific title (IT Personnel, Assistant)
- Remove Project travel from chapter 5, add 200 Euro reserve.
- Change responsible person for 8 Fundraising from SB to QS, change to 200 Euro reserve.

Overall in the budget the planned spending is lowered by about 4000 Euro, which will be added to chapter 14, the permanent reserve.

Dinner break at 18:10.

6. Spending report 2016/17 (0.5h)

IM continues with the report on spending at 18:40.

Late payment is a problem. IM asks who should be responsible to remind and keep asking for payments to be made. MP proposes, that if an upgrade fee is not paid in time, the upgrade should not be given. If a visitor fee is not paid in time (or at least proof that it's sent is provided), the visitor is not welcome. A clear last call is to be made – if the payment is not there, the upgrade or the visitor is cancelled.

IM asks for IYPTCC to record when a registration is made.

After 50 minutes of discussion, we agree that any decision to allow late registration or late payment must have the support of both the treasurer and the LOC. If the payment is not made by the start of the tournament, visitors are not accepted and upgrades are cancelled.

There is still an outstanding payment of about 6k Euro to be made to LOC 2017, but IM is unsure on what account number / reference number to use. EC encourages LOC 2017 to contact IM to confirm to what account / with what reference number the payment is to be made.

Payments should count towards the budget when they were due by way of a virtual account.

Spending and income from the past 4 years shows that IYPT, even though spending increased, is still building up reserves. We have now reached a reserve roughly the size of our yearly central budget. In the future, the reserve need not be increased any further. The next budget should reflect this.

A final version of the spending report will be prepared by IM until the 21st of January 2018.

7. Fundraising / alumni (1h)

MP and Energetický a průmyslový holding (EPH) foundation are in talks of support for IYPT in the order of 5k Euro. We discuss how to most directly support the students with that money that will be acceptable for EPH.

8. Budget 2018/2019 & Registration fees for IYPT'19 Poland (0.5h)

EC was provided with a proposed budget for IYPT 2019 by the LOC, which is based on an increased part of the registration fee for the LOC of 1250 Euro per team instead of 800 Euro and 1000 Euro from 800 Euro visitors. Based on a forecast of 34 teams, IM has prepared a budget with a smaller central part of the budget, as we do not want to increase the fees to the teams. IM will prepare a budget proposal based on the revised 2017/18

budget that we can work on tomorrow. We will continue discussion on this point on the agenda tomorrow and continue with item 10 on the agenda.

On day 2 IM presents the first full draft for the 2018/19 budget and incorporates EC's proposed changes. As 3 EC members are unknown (IOC will elect them in their next meeting) we estimate the travel costs at 600 Euro, this will be revised in the Nov. 2018 update.

EC is reluctant to accept the 1250 Euro per team to go to LOC 2019, as this steep increase of 450 Euro per team was not agreed upon beforehand. It is hard to accept that LOC 2019 should be supported with so much more than the previous years' LOCs. Furthermore, EC is reluctant to increase the visitors fee to 1400 Euro, it should stay at this year's 1200 Euro. EC therefore proposes a budget that gives 1100 per team and 1000 per visitor to LOC, which still means that LOC 2019 will get about 17k Euro more than previous LOCs.

Overall due to the increase of money given to LOC, the budget proposal plans will take some money from the permanent reserve.

TH puts forward the motion to put 50k from the permanent reserves into an emergency fund, used to host a tournament if at some point in the future, on short notice, an LOC fails to organize the tournament. Next year, based on a decent estimate, a final amount should be set that is to be reached at some point in time in the future. Once this amount is reached, all future budgets should make sure, that the reserves do not substantially grow any more, e.g. by decreasing the participation fees accordingly. The EC unanimously votes in favor.

IM will finalize the draft and send it to MP, who will inform LOC 2019.

We end this item on the agenda at 10:00 and continue with items 9 and then 12-21.

EC Interna (9h)

9. IYPT CC (1h)

- each participant has their profile containing personal information (first and last name, e-mail, gender, birthdate, nationality, passport information and scan, place of birth, permanent residence, place of work, job title, phone number, T-shirt size, CV, picture)
- There should be a final result directly on the webpage, something that an 'outsider' understands. It should be in a form that makes it possible to directly link from the www.iypt.org webpage.
- At some point in time it would be nice to have old results (i.e. going back to 2012) integrated in IYPT CC.
- Search by person (all grades by a juror, all grades for a participant) is a nice to have, but has low priority.
- Possibility of entering a preferred name (IOC: "This preferred name will be shown in parentheses on name tags as well as on official certificates."). The person responsible for the team's registration has to confirm whatever is entered there and is reminded that he/she is responsible and that this will be on the certificates.
- possibility of stating conflicts of interest for jurors and TL jurors
- registration: teams must tick that they agree to be filmed and streamed according to new binding decision. This should also comply with new EU regulation. If they do not agree, they cannot register and cannot participate.
- include chairs as jurors in feedback forms
- forcing max number of chairing's
- independent setting of number of PFs per juror-group (e.g.: EJ+LJ, TL) and individually per juror
- incorporating biases into jury creation + implementation of advanced bias calculation
- possibility to import biases manually, zero all/particular biases

- listing minimal number of spares – i.e. get a list of about 3 persons that stay in the office and can cover if there is a missing juror in any of the rooms without hard conflicts.
- possibility to export data in .csv/ .xls in suitable coding
- Search / extraction with given parameters (IOC meeting attendees, unpaid fees etc.)
- Visitors are to be treated similar to EJ in the future. They do not belong to a team.
- teams / origins: It would be nice to have a way to affiliate oneself to a team, e.g. as an experienced juror who would like to stay with one of the teams or a visitor that comes with a team. Affiliation to a team has to be approved by the team's manager, and everyone affiliated will be listed with that team on lists. A person already in a participating team or already affiliated cannot be affiliated to another team.
- groups have group manager(s) who manage group members and can insert and edit their participation data for the current tournament (as in CURIE: arrival and departure information, if staying for IOC meeting, accommodation upgrade/downgrade...)
- a convenient way to see which participation data have been filled in (for group managers and administrators)
- Basic treasury management must be available: IM, teams and EJ/Visitors have to know the total fee that has to be paid: registration fees + upgrade fees. It's a total per participating team, and individual totals for each EJ and each Visitor. Furthermore, the data that needs to be available to IM besides the fees is: Names, Emails, functions. Also, there has to be a way for IM to input what is already paid so it's shown to the teams what is still open to be paid. Furthermore, there needs to be a timestamp when someone signs up as a visitor and when someone ticks the upgrade button (each time there is a change another timestamp is created).
- Jurors: All jurors need to tick the Boolean 'I fulfill at least the basic jury criteria' that can only be chosen after a cv is uploaded. Furthermore, they can tick the Boolean 'I have been a juror at a previous IYPT'
 - Decisions on Jurors are handled by members with a special right (Jury Committee - e.g. MP, TH). Both fields can be approved. If approval is given, the field is permanently checked, also for any future IYPTs.
 - EJ: They apply to be EJ and their application can be approved or rejected once the decision is made by the Jury Committee. They can only apply after both of the ticks have been approved.
 - Team Leader Jurors: They can only be added as TL-J by the team manager if their basic jury criteria were approved.
 - For Local Jurors: They are added as LJ by the LOC, but can only be added if their basic criteria field was approved.
 - For coopting as Juror: Anyone (e.g. a Visitor, EC member, TL) with approved basic criteria can be coopted as a juror.
- Email to all within a group (e.g. EJ, or all Jurors, all IOC-meeting-participants etc.). Alternative: output all the email addresses.
- Basic sanity checks – no more than 5 team-members, one captain, one or two TL juror, no one can be both team member & captain etc.
- IYPT 2018 – see contract for details.
- Nice to have: A way to find a room of a person (e.g. finding a certain juror).
- SB suggests to, in the future, also integrate problem selection to IYPT CC.

Discussion ends at 11:30.

10. **Re-issue of IMO status for many countries (0.5h)**

Austria, Belarus, Brazil, China, Czech Republic, Germany, Hungary, Iran, Korea, New Zealand, Poland, Russia, Slovakia, Switzerland and USA have successfully reapplied for IMO status at the last IOC meeting. All but USA (1 year) were approved for 5 years. As discussed in the IOC meeting, Georgia and Thailand sent the original IMO application forms. MP received applications from both Thailand and Georgia. EC votes that both are in order. Next year we expect re-applications from Australia, Azerbaijan, USA and hope for an application by the UK. The IOC will furthermore vote on applications received by Georgia and Thailand.

EC agrees to publish all successful applications on the website.

MP states that only a person who can sign on behalf of the organization that applies as IMO can apply and asks for opinions. TH strongly agrees, especially as we'll accept any legal entity (e.g. association) that can be formed under local jurisdiction. EC will decline IMO applications that are not signed by a person who is authorized to sign on behalf of the organization applying for IMO.

We end the meeting for today at 20:30 and will again start tomorrow after the 7:40 breakfast.

11. **EYPT 2017 Romania (0.5h)**

On day 2 we continue at 8:20 with this point on the agenda.

- WFPC EC meeting report
 - The representatives from the Physics Olympiad are still reluctant to cooperate with IYPT, which seems to be seen by them as their competition. MP will try to attend the congress in February in Vienna to further improve relations.
- IYPT 2020 preparation
 - MP attended a local tournament in Romania (EYPT) which was announced at the IOC meeting, with international teams invited. Six teams participated. The idea was to provide training for local jurors. Sadly, due to bad weather conditions, only few jurors arrived. MP describes the organization of the tournament.

At 9:00 we continue with topic 8, the budget.

12. **EC RoP & PF guidelines (0.5h)**

As wished by IOC, the RoP are to be changed by adding "In case a position in a committee falls vacant, the EC makes an open call for filling that position."

Motion: The suggested RoP for the EC are accepted. All are in favor, the motion passes.

We discuss to move the dress code requirement down and change it to "dress code for team leaders and jurors is business casual, teams are encouraged to follow that dress code too" and make some further updates to chair checklist.

Motion: The suggested PF & Chair guidelines are accepted with the discussed changes. The motion passes.

Lunch break at 12:00

13. Problem Committee (1h)

The meeting continues at 12:40 with a report by SB.

MP would like to see some data on which problems are more popular with IOC vs. challenges / accepted problems by teams. IM replies, that there is no correlation. MP wants more analysis.

SB presents his draft for the PC RoP. The suggested RoP PC are accepted by the EC.

Ideas the EC agreed on in the last meeting:

- Setting up a public forum for discussing the problems
 - SB doesn't think that it would attract a lot of discussion, also we'd need a moderator and currently do not have the resources.
- Think about a way to allow for discussion within groups focusing on specific fields
 - No progress.
- Ask IOC members to help by providing reviews
 - Was not yet done this year.
- Send a shortlist of problems to IOC and ask for a vote a few weeks before the IOC meeting
 - Now in the RoP
- Find an alternative to google forms for the problem submission
 - No progress. Maybe implement in iypfcc.
- Allow more detailed feedback during the online voting, especially regarding feasibility
 - Was tried, not very helpful.
- The Problem Committee is expected to come up with suggestions for consequences if IMO's do not submit problems
 - Now in the RoP, as decided by IOC.

We finish the discussion at 13:40.

14. Disciplinary Committee (0.5h)

QS presents his draft for rules of procedure for the Disciplinary Committee.

The suggested RoP for the Disciplinary Committee are accepted by the EC after some discussion and changes. The new process shall be introduced at the jury meeting.

We finish discussion at 14:30.

15. Jury Committee (0.5h)

Report by MP on feedback on Jurors and the scoresheet feedback questionnaire. There will be a JC meeting in January 2018.

We finish discussion at 15:00.

16. Elections (1h)

2 EC members, SecGen, 2 Auditors will be elected at the 2018 IOC meeting.

MP must select a new chair for the election committee, as SB will likely be running for a position.

We finish discussion at 15:05.

17. **IYPT corporate identity (1h)**

SB tried to get a new logo crowdsourced, but that did not result in any acceptable logos.

A design studio will be approached as a next step, suggestions are to be made to SB until Dec. 15th. IM stresses that the studios' portfolio should be looked at before making a decision and will provide some quotes.

We finish discussion at 15:20.

18. **Web (1h)**

We discuss possible paths to an updated website. A decision is to be made by Dec. 15th.

TH and IM stress that no content must be lost from the website, URLs should if possible keep working.

We finish discussion at 15:45 and take a short break until 16:00.

19. **Past IYPTs (0.5h)**

MP introduces the concept of adding more on IYPT history to the iypt.org website, data that is currently available in the IYPT Archive. Furthermore, the entries for IYPT on Wikipedia shall be updated and brought into a consistent form in sync with the website.

EC agrees on the following:

iypt.org/Tournaments and iypt.org/About/History shall be updated, made visually more appealing, all robust data added and brought into a consistent form and entries for IYPT on Wikipedia be updated and brought into a consistent form in sync with the website. In case any data is reconstructed, the sources and reliability is to be stated.

For each tournament starting with 2012, the following data should be stated with the results taken from cc.iypt.org or [results.iypt.org/...](http://results.iypt.org/) and other information from the IYPT Archive:

- General information: when, where, optionally link to LOC website / archived website, logo
- Problems (in html version, with pictures)
- Results (final ranking after selective fights and finals), optionally detailed results of each PF
- People (list of names of participants)
- Collected solutions
- Photos/videos from LOC

For older IYPTs the following data should be presented, with data taken from the IYPT Archive and notes made whenever there is any uncertainty (as documented in the IYPT Archive – when in doubt, IM is to be consulted):

- General information: when, where, optionally link to LOC website / archived website, logo
- Problems (in html version, with pictures)
- Results (final ranking after selective fights and finals), no points
- Photos/videos from LOC

MP will try to find someone for this work and pay from the budget chapter for the website. The updates will be reviewed by the EC before publishing.

We finish discussion at 17:00.

20. **List of tasks (0.5h)**

TH tried to keep the document up to date and sent out reminders.

We finish the discussion with an updated list at 17:30.

21. Any other business (0.5h)

- We've discussed the state of the IYPT Archive, and will come back to the question on how we link to the archive and whether to mirror it once the website is updated as described in item 19 on this agenda.
SB: Currently IYPT providing access to the archive under archive.iypt.org provides credibility to a private initiative that IYPT does not fully control.
IM: The IYPT Archives provides credibility to the IYPT as well.
As of now, we're ok with the current state of the IYPT Archive being mirrored at archive.iypt.org and linked to from iypt.org.
- SB will take care of the translation of IYPT Statutes 2017 version to French.
- Several students have been asking about the availability of an IYPT kit for IYPT 2018. The KIT is available from http://kit.ilyam.org/Draft_2018_IYPT_Reference_kit.pdf since 2017-11-19.
- SB asks when the main page on iypt.org will be updated to the current tournament. An update will be made until Dec. 15th.
MP ends the meeting at 18:05.

Appendix: IYPT 2018 deadlines, fees, remarks

Preliminary deadlines:		comment
• Jan. 31:	pre-registration for Teams	via email by IOC member to registration@iypt.org
• March 31:	application for Experienced Jurors	via IYPT CC
• April 30:	decisions on EJ applications	by Jury Committee
• May 10:	payment for Teams and Visitors	to IYPT bank account
• June 15:	submission of all data, including names and passport details	via IYPT CC

Please be aware that respecting the May 10th deadline is a strict requirement for participation.

- Participation fee per team: 1500 Euro
- Visitor fee per visitor: 1200 Euro
- Single room upgrade fee per person: 350 Euro or 450 Euro when also staying for the IOC meeting
- Changing from Friendship Hotel to the hotel on campus or vice versa is possible with no extra fee.
- Participants staying in the dorm on campus will need to bring their own towels and toiletry, bedding will be provided.

Teams

No SIM cards will be provided to the teams. Teams must not use any service for their presentations that requires an internet connection, as this isn't allowed by the regulations. All projectors have VGA connections only, so if needed, teams need to bring their own adapters. All power outlets are 220V AC 50Hz, teams are required to bring their own adapters if needed.

Jurors

If a team brings two TLs, then one of them must fulfill the basic criteria for jury qualification (see JC RoP). If both TL fulfill the criteria, they can split their work in the jury. If none of the TLs fulfills the criteria, only one TL will be invited (the other can still choose to come as a visitor, paying 1200 Euro). All jurors must be available for the jury for all fights, the schedule will be created so that each juror will probably have at least one fight off. Experienced Jurors (EJ) apply via IYPT CC. Travel support for a limited number of Experienced Jurors will be provided at IYPT 2018, a call will be sent to the IOC mailing list and past jurors, please apply! All jurors must fulfill the basic criteria for jury qualification (see JC RoP), Experienced Jurors must have been jurors before at an IYPT.

IOC Meeting

Only EC members and one representative per IMO (IOC member) are invited to stay at the IOC meeting. In case anyone would like to stay as well, they need to make their own arrangements with the LOC. Please be aware that the IOC meeting is a closed meeting, guests have to be invited explicitly by the president.