

MINUTES OF THE TWENTIETH MEETING OF THE BOARD OF DIRECTORS
OF INTERNATIONAL INCE ON SATURDAY, 1994 AUGUST 27, AND
SUNDAY, 1994, AUGUST 28, HELD IN YOKOHAMA, JAPAN

Present

Members of the Board

LANG, W. W.	President
COPS, A.	Secretary-General (and representing INTER-NOISE 93)
MATTEI, J.	INTER-NOISE 88
MALING, G. C.	INTER-NOISE 89
KIHLMAN, T.	INTER-NOISE 90
LAWRENCE, A.	INTER-NOISE 91
EMBLETON, T.	INTER-NOISE 92

Guests

KOYASU, M.	INTER-NOISE 94
SONE, T.	INTER-NOISE 94
TICHY, J.	I-INCE Council
SANDBERG, U.	I-INCE Council
BERRY, B.	INTER-NOISE 96
MARSH, A.	INTER-NOISE 95

Agenda

1. Opening of the meeting
2. Approval of the Draft Agenda
3. Approval of the minutes of the Nineteenth Meeting held in Leuven, Belgium, on 1993-08-21/22
4. Report of the Secretary-General on the affairs of I-INCE
5. Approval of the audited account for fiscal year 1993
6. Report and action items from the I-INCE Council
7. Report of the Managing Editor of Noise/News International
8. Approval of the budget for 1995
9. Revision and updating of I-INCE By-laws including consideration of dues structure
10. Report from the International Commission on Acoustics
11. Reports on the INTER-NOISE Congress series
12. Reports on I-INCE symposia
13. Plans for INTER-NOISE 97, 98, and 99
14. Discussion of other new initiatives to be undertaken by I-INCE
15. Other business
16. Closing of the meeting

Minutes

1. The President opened the meeting at 15.00 hours on Saturday, August 27, and welcomed the members and guests.
2. The Draft Agenda was approved.
3. The Minutes of the Nineteenth Meeting of the Board held in Leuven, Belgium, were discussed. In the fourth line of Page 5, change 192 persons to 129 persons. With this correction, the Minutes were approved.
4. The Secretary-General reported that operations of International INCE have proceeded smoothly since the last meeting of the Board in Leuven, Belgium. A detailed report was presented on membership status and payments. It was pointed out that OPAKFI (Hungary) and Singapore have not paid for 1994. The President will follow up with the assistance of the Secretary-General.
5. Audited Account. The audited account for the fiscal year 1993 was reviewed and approved unanimously by the Board (Attachment 1).
6. Report and Action Items from the I-INCE Council.
 - a. In late 1993, the Board received copies of the 1993 November 24 draft of the I-INCE procedures document. The Board agreed to the use of the document as an interim procedure until the Board meeting on 1994-08-27. On that date the I-INCE Council met in advance of the I-INCE Board meeting to revise and update the procedures document. The Board agreed to utilize the revised document for the next twelve months to guide the procedures of the I-INCE Working Parties. The revision prepared by the I-INCE Council will be attached to the minutes of the Yokohama meeting so that each member of the Board is informed of the latest draft of the procedures (Attachment 2).
 - b. U. Sandberg reviewed the activities of the Working Party on motor vehicle noise. He expects to have the final report completed in September and hopes to submit it for publication to NNI in October. The Working Party met in Yokohama on the Thursday before INTER-NOISE 94 and decided to prepare an executive summary of the report which will make it of greater interest to those in political positions who will have a chance to make significant changes. If possible, Sandberg would like to have the final report published as a draft I-INCE document in the December issue of NNI. T. Kihlman posed two questions: 1) Does the Working Party system of having few meetings and much telecommunications between meetings work? U. Sandberg replied that the

system was satisfactory, but that most members were very busy and late in submitting documents and that it was hard to get sponsorship since I-INCE is not as well known to sponsors as OECD, CEN, ISO, etc. 2) Did the Working Party reach a clear conclusion? U. Sandberg answered that they have reached a clear conclusion and the Working Party at its meeting last Thursday decided to prepare an executive summary for those politicians and engineers who are in decision-making positions. The President pointed out that the draft will be published in the 1994 December or 1995 March issue of NNI and will be clearly labeled as a draft.

- c. T. Embleton distributed copies of the fourth draft of his Working Party report. He had completed three drafts prior to this meeting of the Board and reported that communications by FAX with members of the Working Party were satisfactory and that the Working Party had come to as good a conclusion as possible. He pointed out that since noise experiments cannot be conducted on human subjects, the number of subjects available for the study has been small and that earlier measurements which may still be useful were made with old instruments. He discussed 8-hour exposure, exchange rate, impulsive noise (peak levels), and suggestions on adequate amounts of sound absorption. One conclusion is that an 85 dB 8-hour exposure does not provide complete protection and that sometimes in mining/forestry industries, higher criteria levels should perhaps be permitted for short periods of time, but the exchange rate should not be changed. There was much discussion among members of the Board of the conclusions that will be also published in a draft which will appear in one of the next issues of NNI.
- d. The President then called for members of the Board to propose subjects that could possibly be developed into tasks for future Working Parties. The following eight subjects were identified by members of the Board:
 - i. effectiveness of noise walls
 - ii. aspect of community noise
 - iii. physics of low-noise machines
 - iv. twenty-four hour noise levels
 - v. building envelope noise reduction
 - vi. consumer noise information
 - vii. competitive benefits of low-noise products
 - viii. positive effects of low noise levels

Topics vii and viii were combined and the Board voted on the subjects with highest priority. Items ii and v were tied for first place, followed by vi, i, iv, and iii in that order. In view of the tie for first place, the Board decided that both projects would be included

in the four to be considered for the tasking of new working parties.

The Board then entered into an extended discussion to assist the President in improving the descriptions of the tasks to be assigned to the four proposed new Working Parties and to suggest names of individuals who might be prepared to serve on these Working Parties. The Board agreed that it was appropriate for the President to present these proposed tasks at the NTER-NOISE 94 Opening Ceremony on the following day.

7. Publication of Noise/News International. G. Maling reported at length as Managing Editor of Noise/News International (Attachment 3).
8. Budget for 1995. The budget for 1995 was introduced by the Secretary General and approved unanimously (Attachment 4).
9. -INCE By-laws. The President stated that there was a need for revision and updating of the I-INCE By-laws since they have not been considered or changed for the past six years. There should also be discussion of revision of the dues structure in view of the fact that the annual dues for a participating Member Society are now less than the cost of registration for one delegate at an INTER-NOISE congress. The current by-laws are Attachment 5.
10. International Commission on Acoustics. T. Kihlman, who is president of the ICA, gave a detailed report on recent activities of the Commission. The 1998 International Congress on Acoustics is scheduled to be held in Seattle, Washington, in June of that year; this will be a joint meeting with the Acoustical Society of America. He made a plea that the I-INCE Board in selecting the venue and timing for future congresses not interfere with the ICA in Seattle. He then asked the Board a question: Is it important to I-INCE if the Commission is dissolved? After discussion, it was concluded that the Board strongly supports the Commission, but recognizes that some changes in its structure may be in order. In any case, T. Kihlman has the support of the I-INCE Board.

(The Board meeting adjourned at 21.00 hours and reconvened at 09.00 hours on Sunday, August 28.)

- 11a. I ER-NOISE 94. M. Koyasu presented a detailed written report on the Yokohama congress which is attached to these minutes (Attachment 6). The President asked if it would be possible to obtain a final report after the congress listing the names of presenters who were absent or whose presentations were changed at the last minute. There was a discussion of the "hole" problem. M. Koyasu pointed out that if a payment did not accompany the manuscript, the

manuscript was not printed in the proceedings. There was much last-minute work by fax to get the final program in place.

- 11b. INTER-NOISE 95. G. Maling gave the report on advance planning for INTER-NOISE 95. The congress will be held on July 10-12 in Newport Beach, California, with A. H. Marsh as the General Chairman. The Call for Papers has been issued in NNI, with a separate distribution of 6,000 copies. The hotel room rate will be \$109 single or double; there will be a maximum of eight parallel sessions, and an exhibition with a maximum of 30 booths. Hertz and American Airlines will be identified as preferred carriers for the congress.
- 11c. INTER-NOISE 96. B. Berry reported on the advanced planning for INTER-NOISE 96. There was no written report, but the President requested that one be prepared for publication in NNI. B. Berry pointed out that the intent of the organizing committee is to keep the congress on a "more human scale." This means that the number of parallel sessions will be limited to seven or eight; the aim is for a high quality meeting; the organizing committee has a reservation for the entire week and has not yet decided when to open and close the congress. The Institute of Acoustics will run its spring 1995 conference at the venue hotel. This will give them experience in running a meeting in the Liverpool venue. They are negotiating airfares with British Airlines. The President asked if it was possible to arrive at an algorithm on limiting the number of parallel sessions. A quick calculation by T. Embleton showed that a three-day meeting has a maximum capacity of 432 papers with no coffee breaks and no plenary session. There was an extended discussion of the need for poster sessions, but there is by no means agreement among the members of the Board on how poster sessions should be implemented. B. Berry announced that there is now a high-speed link between the Manchester Airport and Liverpool (20 minutes). He is receiving much support from the Liverpool Tourism Bureau and will have more to report at the next meeting of the Board. He said that there was a possibility of an ACTIVE 96 with G. Leventhall as chairman. J. Tichy pointed out that the time interval between the INTER-NOISE 96 program and ACTIVE 95 is insufficient and it was recommended that there be no ACTIVE 96. P. Bruel pointed out that if the size of the transactions book is changed that we should consider 11 inches by 21 centimeters as this satisfies both American and European size requirements.
- 12a. T. Kihlman reported on the Transport Noise and Vibration Symposium to be held in Russia in 1994 October. He is planning to attend. He has received about a dozen registrations from Western participants and will report fully to the Board at its next meeting concerning the symposium.

- 12.b.J. Mattei reported on Eurnoise '95, Software for Noise Control, to be held in Lyon, France, in 1995 March. The organizers have received approximately 200 abstracts. The meeting will be held in the gastronomic capital of France, which is approximately two hours from Paris by TGV.
- 12c. J. Tichy reported on ACTIVE 95, the International Symposium on Active Control of Sound and Vibration, to be held in Newport Beach, California, in 1995 July. He asked that it be identified as a I-INCE symposium and it was agreed by the Board that this should be done.
13. Future Conferences. The President had scheduled quarter-hour presentations, starting at 11.00 hours on Sunday, August 28, by delegations from Singapore, Russia, Hungary, and Germany, in that order. The Singapore presentation was made by Dr. W. Gan with the support of Mr. S. Soon. The Russian delegation was not able to be present at the Board meeting and the invitation letter from the three Russian societies was read by the President. The Hungarian presentation was made by Dr. A. Illenyi. Prof. G. Huebner of Germany said that the German member societies are interested in organizing an INTER-NOISE congress in Berlin before the end of this century.

After lunch, there was an extended discussion of the options for INTER-NOISE 97 and INTER-NOISE 98. As far as INTER-NOISE 97 is concerned, it appears that it would probably best be held in Europe. INTER-NOISE 98, if held in the Far East, three or four months before or after the ICA, would not interfere with the ICA in Seattle. There are four viable candidates for INTER-NOISE 98: New Zealand, Singapore, Hong Kong, and Korea. The decision on INTER-NOISE 98 will be made next year. If we should come to the Far East in 1998, it is extremely important to cooperate with ICBEN. The President has been in touch with the ICBEN Board members and has learned that that organization has four candidates for its 1998 congress, all of them in the Far East (China, Japan, Australia, and New Zealand). The President then summarized the options. For INTER-NOISE 97 in Europe there appear to be two choices (Hungary and Russia). In 1998, the congress would move possibly to the Far East and then return to North America in 1999 (Vancouver, Ottawa, Toronto, and Honolulu were mentioned). P. Bruel then described his impressions of Budapest based on his visit there shortly after the Board meeting last year. He spent one day with Professor Timar going over the arrangements for the proposed congress in much detail: hotels, student rooms, social events, etc. He reported that the facilities are adequate, although it may be difficult to find a single room in which more than 1,000 people can be accommodated for the opening ceremony. He emphasized that this would not be a luxury meeting, but there would be plenty of space available, and it would be a lower cost

meeting; Budapest is a very nice town. An associate of T. Kihlman's had made similar observations based on his trip to Budapest shortly after the trip made by Bruel. His reaction was also very favorable towards Budapest. It was recalled that the ICA congress in Budapest in 1971 was spartan. Now the situation is quite different. A. Lawrence questioned the budget, which is lacking.

The President pointed out that if we decline the Russian invitation, it is possible that Professor Crocker may run his third International Crocker Congress in St. Petersburg. This possibility did not seem to cause concern among members of the Board. A motion was then made to accept the Budapest invitation subject to discussions of various details that remain to be worked out. The motion was carried unanimously. It was agreed that the following items should be covered in the letter to the Hungarian organizers:

- a. The congress would be organized according to the I-INCE guidelines.
- b. The organizers would agree to support NNI by increasing the registration fee by approximately USD 10; in return, support would be received from I-INCE in the way of advertising, lists of attendees, publicity, and copies of NNI to be distributed at the congress for participants from Western countries.
- c. The Board would approve the registration fees and exhibition prices at its meeting in Newport Beach, California, next year.
- d. The decision on a 3- or 3.5-day meeting would be discussed with the Board.
- e. A detailed travel brochure would be prepared to assist attendees in reaching Budapest, including information on the possibility to drive rental vehicles into Hungary.

To conclude the long discussion on future meetings, the manner in which the Board reaches its decision on future venues was discussed. Here are the items that are of major importance:


- a. The venue itself (cost and accessibility)
- b. The enthusiasm of the local committee (past record)
- c. Hotel or campus situation; physical necessities
- d. Political stability
- e. Advance team assessment.

A. Lawrence cautioned that if we are to consider New Zealand for INTER-NOISE 98, we should look carefully at the infrastructure in that country to support a congress.

14. New Initiatives. The new initiatives to be undertaken during the next year are discussed under Item 6 in the report from the I-INCE Council.

15. Other Business. The Board approved the application of the Korean Society for Noise and Vibration Engineering to become a Member Society of I-INCE.
16. Closing of the Meeting. The President, after thanking all Board members for their participation, closed the meeting at 15.30 hours on Sunday, August 28.

Respectfully submitted,



William W. Lang, President

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

FINANCIAL STATEMENT AS OF 1993-12-31Belgian francs (BEF)

REVENUES

Transfer of credit balance 1992	1.231.740
Member Society dues	180.232
Sustaining Member contributions	90.336
Additional periodicals (INCE/USA)	4.700
Additional periodicals (France)	3.904
Additional periodicals (Switzerland)	4.700
Subscriptions	2.884
Newsletters Corresponding Members INCE/USA	6.321
Interest 1993	50.607

	1.575.424
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EXPENSES

Printing of Newsletter 68 (December issue 1992)	26.881
Shipment of Newsletter 68 (December issue 1992)	12.741
I-INCE contribution for the publication and distribution of the 1993 issues of NNI	291.126
Travel grants for E. Europeans to attend INTER-NOISE 93	36.260
Secretariat costs	6.000
Envelopes	2.461
Stamps	4.745
Bank costs	1.279

	381.493
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CREDIT BALANCE (Kredietbank Leuven) on 93.12.31

1.575.424 - 381.493 =	1.193.931 BEF
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STATE OF THE ACCOUNTS

Current account	5.670 BEF
Deposit account	1.188.261 BEF

1.193.931 BEF

Note: 1 USD = 36,185 BEF

= 32.995 USD

Leuven, 1994.01.14

Prof. Dr. H. Myncke

AUDITORS REPORTS

We have examined the consolidated balance sheets of the International Institute of Noise Control Engineering for the period of 1993 and the related statements of operations and retained earnings and changes in financial position for the year then ended. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the aforementioned statements present fairly the financial position of the International Institute of Noise Control Engineering, and the results of its operations and changes in its financial position for the year then ended in conformity with the generally accepted accounting principles applied on a consistent basis.

Leuven, 1994 January 14th

M. A. Jennes, Auditor

Procedures of the International Institute of Noise Control Engineering for the preparation of publications

0 Introduction

0.1 General

The International Institute of Noise Control Engineering (I INCE) was chartered in 1974 in Zurich, Switzerland according to Swiss Civil Law. One of the purposes of the Institute is to promote international cooperation in noise control engineering by the exchange of technical information. Objectives of the technical work of I-INCE are to establish long-range noise control policy goals and to develop initiatives leading to the eventual achievement of these goals. I-INCE publications are developed as a means to achieve these objectives.

This document sets out the procedures to be followed by International INCE in carrying out the technical work to develop and publish international documents, such as reports, guidelines and bulletins, as well as other types of non-periodical publications.

These procedures are intended to be cost-effective with the total cost of a document held to a practical minimum. The total cost takes into account the direct expenditures by the I-INCE Secretariat as well as indirect costs such as travel expenditures and the value of the time spent by experts at both the national and international level. Information technology and program management methods will be used to hold total costs to a minimum.

1 Organizational structure and responsibilities for the technical work

1.1 Responsibility of the I-INCE Board of Directors

The Board of Directors has the responsibility for and is the ultimate authority for the technical work of International INCE which results in publications.

1.2 Role of the I-INCE General Assembly

The General Assembly and its Council are responsible for carrying out the technical work of I-INCE that involves publications.

1.3 Composition of the Council of the General Assembly

The Council serves as the executive committee of the General Assembly. It consists of the I-INCE President and Secretary General, two members of the I-INCE Board, plus three individual members, who are selected from different geographical areas by the President and are appointed by the Board. The term of office of the individual member is three years which may be renewed.

1.4 Role of the President

The President of International INCE is responsible for implementing the procedures for the technical work set forth in this document. For this purpose, the office of the President arranges all contacts between the Board, the General Assembly, its Council and the technical working parties.

1.5 Functions delegated by the Board to the Council

The following tasks are delegated by the Board to the Council of the General Assembly:

- a) establishment of advisory committees of experts in relevant fields to give advice on matters related to new work;
- b) reviewing the need for, and planning of, work in the different areas of noise control technology;
- c) appointment of conveners of technical working parties;
- d) approval of titles, scopes and programmes of work of technical working parties;
- e) allocation of priorities to particular items of technical work;
- f) coordination of the technical work, including assignment of responsibility for the development of documents;
- g) monitoring the progress of the technical work with the assistance of the President, and taking appropriate action;
- h) approving documents prior to publication;
- i) maintenance and revision of the procedures set forth in this document.

1.6 Advisory functions of the Council

The Council of the General Assembly advises the Board on:

- a) the organization, coordination and planning of the technical work;
- b) the establishment and dissolution of technical working parties;
- c) the publication of I-INCE documents.

1.7 Establishment of technical working parties

1.7.1 Responsibility

Technical working parties are established and dissolved by the Board of Directors on the recommendation of the Council of the General Assembly.

1.7.2 Proposal for new technical work

A proposal to the Council for new work, which may require the establishment of a new technical working party, may be made by:

- a participating Member Society (P-member);
- the Council;
- the Board;
- the President; or
- an external organization (e.g., World Health Organization) which may be in liaison with International INCE.

1.7.3 Format of new proposal

A proposal for new technical work shall include the following information:

- a) the name of the proposer;
- b) the subject proposed;
- c) the extent of the work envisaged and the proposed initial programme of work;
- d) a proposed time schedule for the work;

- e) a justification for the proposal which may include its technical aspects and an estimate of its cost-benefit for noise control action;
- f) if applicable, a survey of similar work undertaken by other bodies;
- g) any liaisons deemed necessary with other bodies.

The proposal shall be submitted to the President.

1.7.4 Action to be taken on proposal

The Council evaluates the proposal and may recommend to the Board the establishment of a new working party. If the Board approves, the participating Member Societies (P-members) are informed of the proposal and asked if they wish to take part in the work of the new working party. If so, each Member Society may recommend the appointment of a technical expert to serve on the working party.

Alternatively, the Council may assign the new work to an existing working party.

1.7.5 Composition of a technical working party

A working party comprises a restricted number of experts individually-appointed by their participating Member Societies (P-members). The Council may decide upon the total number of experts and upon the maximum number to be appointed by each P-member. The experts act in a personal capacity and not as the official representatives of the P-members by which they have been appointed. The convener of the working party, whose appointment is confirmed by the Council, will normally convene and chair meetings of the working party; he may invite a member of the working party to act as its secretary.

1.7.6 Scope of a new technical working party

A new working party shall agree on its title and scope as soon as possible after its establishment, preferably by correspondence. The scope is a formula precisely defining the limits of the work of the working party. The agreed title and scope shall be submitted to the Council for approval. A technical working party may subsequently request a modification of its title and/or scope. Such modifications shall be decided upon by the Council.

1.7.7 Responsibilities of the working party convener

The convener of a technical working party is responsible for the overall management of that working party. The convener shall:

- a) ensure at meetings that all points of view expressed are adequately summarized so that they are understood by all present;
- b) conduct meetings with a view to reaching agreement on drafts of working party documents;
- c) act in a purely international capacity, independent of any national point of view;
- d) submit the reports of the working party and the drafts resulting from its work to the Council in accordance with the target dates that have been established.

1.7 Liaison with other organizations

The desirability of liaison between the General Assembly and other international or broadly-based regional or national organizations which are working or interested in noise control shall be taken into account. Liaisons are established by the President in consultation with the Council. In order to be effective, liaison must operate in both directions, with suitable reciprocal arrangements.

2 Development and publication of international documents

2.1 The development process

The primary function of a technical working party is the development of an international document. The President shall monitor the progress of all work and shall report periodically to the Council. For this purpose, the office of the President shall receive copies of all working drafts.

A document goes through several stages during its development.

2.2 Proposal stage

In this stage, a new work item is proposed as described in 1.7.2 and 1.7.3.

2.3 Preparatory stage

The preparatory stage covers the preparation of a working draft which is suitable for circulation to the Member Societies for review and voting. The draft may either be prepared by a working party or it may be obtained from another source.

2.4 Review and approval stage

With the consent of Council, the draft is published for review and approval by the Member Societies.

NOTE - The Council may accept an existing document from any source for submittal to the same procedure as a working party draft, provided that the originating organization is in agreement.

2.4.1 Voting procedures

The P-members are asked to reply within three months to the office of the President whether or not they agree that the draft is approved as an international document. Votes submitted by P-members must be explicit: affirmative, negative, or abstention. An affirmative vote which is conditional on the acceptance of modifications shall not be cast. If a P-member finds a draft

international document unacceptable, it shall vote negatively and state the technical reasons which will be published with the results of the voting.

2.4.2 Requirements for approval

A draft international document having been circulated for voting is approved for final publication if a two-thirds majority of the votes cast by P-members is in favor. Votes must be received from at least one-third of the P-members. Abstentions are excluded when the votes are counted, as well as negative votes not accompanied by technical reasons.

2.4.3 Final review

The Council is responsible for final review of the document, and will decide what action is to be taken with respect to the comments received from the P-members during the approval stage.

2.4.4 Actions to be taken

If the draft international document is approved for final publication, the President will ensure that the working party draft, together with the results of the voting and the technical comments from the P-members, is available in an off-print.

If the draft international document is not approved, either a new draft shall be prepared by the original working party or by an ad hoc task team appointed by the President, and the new draft published for review and approval; or, if this action is not taken, the project will be dropped.

3 Meetings

3.1 Meetings of General Assembly

A meeting of the General Assembly is usually held annually in conjunction with the INTER-NOISE Congress. A detailed review is given by the President of progress in the development of I-INCE publications since the previous meeting of the General Assembly.

3.2 Meetings of working parties

Meetings of working parties may be arranged to be held in conjunction with an INTER-NOISE congress. Other meetings may be arranged by the convener with the assistance of a member of the working party in whose country the meeting is to be held. The member is responsible for all practical working arrangements. Notices of a meeting of a working party are only intended for its members.

4 Finances

4.1 General

International INCE operates to the maximum extent possible with volunteers who donate their time and services without remuneration by International INCE. The expenses of these volunteers are identified as indirect costs. Expenses associated with the operation of the Council and the I-INCE Secretariat are identified as direct costs.

4.2 Travel expenses

International INCE is not in a position to provide remuneration for travel expenses.

4.3 Facilities

To the maximum extent possible, International INCE will utilize for technical work the facilities that are provided in conjunction with the annual INTER-NOISE congress. The organizers of the congress are obligated to query the Council to determine the number of meeting rooms required for the technical work. It is the responsibility of the organizing committee of the INTER-NOISE congress to determine how many rooms are needed and to supply them.

5 Types of international documents

5.1 General

The objectives of the technical work of International INCE are to establish long-range noise control policy goals and to develop initiatives detailing how these goals can be achieved. Technical documents are developed and published as a means to achieve these objectives.

Documents produced by International INCE may be published in a number of different formats, such as:

- strategies;
- policy statements;
- guidelines;
- state-of-the-art (technical) assessments;
- reports;
- bulletins.

These may be copies of documents developed by other organizations which are reproduced with attribution and copyright permission, if required.

Documents produced by International INCE may address the following subjects:

- long-range noise control policy goals;
- initiatives detailing how these goals can be achieved;
- monitoring reports on ongoing research;
- dissemination of results of completed research;
- areas where further noise control research is needed;
- identification of areas in which noise control information is lacking.

NOTE - International INCE is not involved in the development of international standards which, in acoustics

I-INCE GA: 1994-11

and noise control, is the domain of the International Organization for Standardization (ISO).

5.2 Numbering of I-INCE publications

The number is assigned when the working party draft is first published. The numbers are assigned sequentially for a calendar year with the number of the document preceded by the last two digits of the year, e.g., I-INCE Publication 95-3.

Noise/News International

- Editorial Content
- Mailing of Issues
- Marginal Costs
- Income and Expense — 1993 Jan – 1994 Mar
- 1994 Income and Expense Budget
- Advertising Income
- How I-INCE Can Help

■ Editorial Content

- ☐ Six issues have been published
- ☐ The 1994 Sept issue is being printed
- ☐ Feature articles include:
 - Announcements of Meetings
 - Hemi-anechoic room article (93 Mar)
 - Eldred/Von Gierke article (93 Jun)
 - Suter article (93 Sep)
 - Sweden's Action Plan (93 Dec)
 - Subject Classification (94 Mar)
 - Active Noise Control (94 Jun)
 - European Noise Requirements (94 Sep)
 - Principles of Noise Control (94 Jun, Sep)
- ☐ Other key departments:
 - Member Society profiles, Calendars,
Three news departments, INCE update,
Standards news, Government reports, ...

■ Mailing of Issues

- For cost reasons, most issues are mailed to the Member Societies using surface "M-BAGS."
- Cost is USD 1.58 per kilogram
 - Each issue has a mass of about 0.2 kg
 - Cost per issue is about USD 0.32
- Air Mail M-BAG shipment would cost USD 8.80 per kg to Europe and 12.36 per kg to Australia/Japan etc.

Cost per issue rises to USD 1.76 to Europe and 2.47 to Australia/Japan

- Copies are mailed to individual subscribers by ISAL service through a consolidator.

Cost is approximately USD 8.80 per kg or USD 1.76 per issue. Subscribers pay a postage surcharge.

■ Marginal Costs of Printing

- Use the 1994 March issue (64 pages) as an example. Cost of one copy:

Printing cost	USD	0.74	
Saddle stitch		0.07	
Bind in card		0.04	
Polybag		0.12	

Total	USD	0.97	per copy

- Total printing and mailing cost (marginal) is about USD 1.29 per copy. For 100 copies and four issues per year, the marginal cost of supplying International INCE with copies is USD 516 or CHF 679 at current rates of exchange

AIR MAIL SHIPMENTS OF NNI, VOL 2, NO. 2 BY AIR OVERSEAS

country	name	how ship?	copies	copies (for label)	est weight (lb)	est cost (\$)
Austria	Prof. Anita Lawrence	air PM	6	6 COPIES	4.00	30.21
Belgium	Prof. Andre Cops	air PM	6	6 COPIES	4.00	21.59
Norway	Norsonic AS	air PM	3	3 COPIES	1.64	10.36
Yugoslavia	Acoustical Society of Yugo-	air PM	1	1 COPY	0.55	3.76

SURFACE SHIPMENTS OF NNI OVERSEAS, VOL 2 NO 2

country	name	how ship?	copies	copies (for label)	est weight (lb)	est cost (\$)
Denmark	Bruel & Kjaer A/S	surface PM	2	2 COPIES	5.00	5.15
Denmark	Bruel & Kjaer A/S	surface PM	2	2 copies	0.63	0.65
Japan	Rion Co., Ltd.	surface PM	6	6 COPIES	4.00	4.12
The Netherlands	Bond voor Materialenkennis	surface PM	6	6 COPIES	4.00	4.12
United Kingdom	Lucas CEL Instruments Ltd.	surface PM	6	6 COPIES	4.00	4.12

N-BAG SHIPMENTS FOR MMI, VOL E, NO 2

country	name	how ship	copies	ccpies (for label)	est weight (lb)	est cost (\$)
Australia 2010	Mrs. N.J. Luddington	MBAG	50	50 COPIES	23.80	17.10
Austria	Osterreichische Arbeitsring	MBAG	50	50 COPIES	23.80	17.10
Belgium	Asn. Belge des Acousticiens	MBAG	200	PACKAGE 1 - 100 OF 200 COPIES	47.50	34.20
Belgium	Asn. Belge des Acousticiens	MBAG		PACKAGE 2 - 100 OF 200 COPIES	47.50	34.20
Brazil	Prof. Samir N. Gerges	MBAG	50	50 copies	47.50	34.20
Canada	J.R. Hemingway, P. Engr.	MBAG	30	30 COPIES	18.75	12.00
China	Acoustical Society of China	MBAG	100	100 COPIES	47.50	34.20
Czech Republic	Czech Acoustical Society	MBAG	50	50 COPIES	23.80	17.10
Denmark	Mr. Arne Th. Christensen	MBAG	60	60 COPIES	28.85	20.70
Finland	The Acoustical Society	MBAG	50	50 COPIES	23.80	17.10
France	Groupe Acoustique Industriel	MBAG	500	PACKAGE 1 - 100 OF 500 COPIES	47.50	34.20
France	Groupe Acoustique Industriel	MBAG		PACKAGE 2 - 100 OF 500 COPIES	47.50	34.20
France	Groupe Acoustique Industriel	MBAG		PACKAGE 3 - 100 OF 500 COPIES	47.50	34.20
France	Groupe Acoustique Industriel	MBAG		PACKAGE 4 - 100 OF 500 COPIES	47.50	34.20
France	Groupe Acoustique Industriel	MBAG		PACKAGE 5 - 100 OF 500 COPIES	47.50	34.20
Germany	Deutsche Gesellschaft fur	MBAG	100	100 COPIES	47.50	34.20
Germany	NALS im DIN und VDI	MBAG	100	100 COPIES	47.50	34.20
Hungary	Dr. Judith Angster	MBAG	50	50 COPIES	23.80	17.10
Hungary	Laslo Fuszfas, Gen. Secty.	MBAG	100	100 COPIES	47.50	34.20
India	Dr. S.S. Agrawal	MBAG	100	100 COPIES	47.50	34.20
Italy	Prof. Roberto Pompili	MBAG	100	100 COPIES	47.50	34.20
Japan	Acoustical Society of Japan	MBAG	50	40 COPIES	23.80	17.10
Japan	INDE/Japan, Dr. M. NAGAMOTO	MBAG	100	100 COPIES	47.50	34.20
Korea	Prof. C.K. UN	MBAG	50	50 COPIES	23.80	17.10
New Zealand	New Zealand Acoustical Soc.	MBAG	100	100 COPIES	47.50	34.20
Norway	International INCE	MBAG	100	100 COPIES	47.50	34.20
Poland	Comm. on Acoustics of Polish	MBAG	50	50 COPIES	23.80	17.10
Romania	Academia Republicii Romania	MBAG	50	50 COPIES	23.80	17.10
Russia	East European	MBAG	100	100 COPIES	47.50	34.20
Russia	Noise Control Association of	MBAG	40	40 COPIES	19.00	13.68
Russia	Russian Acoustical Society	MBAG	100	100 COPIES	19.00	13.68
Singapore 9111	The Environmental Eng.	MBAG	100	100 COPIES	47.50	34.20
South Africa	Mr. Fred Anderson	MEAG	100	100 copies	47.50	34.20
Sweden	Lars Landstrom	MBAG	100	100 COPIES	47.50	34.20
Switzerland	Schweizerische Gesellschaft	MBAG	100	100 COPIES	47.50	34.20
The Netherlands	Nederlands Akeestisch	MBAG	50	50 COPIES	23.80	17.10
United Kingdom	Institute of Acoustics	MBAG	100	100 COPIES	47.50	34.20

■ Income and Expense — 1993 Jan to 1994 Mar

INCOME

Category	Jan to Dec 93	Jan to Mar 94	Sum
Advertising	16525	2186	18711
Library sales	5688	1061	6749
Airmail surcharges	4140	1527	5667
Liaison (ASA)	1000	0000	1000
IINCE & INTER-NOISE	12437	0000	12437
INCE/USA contribution			38809
TOTAL			83373

EXPENSE

Category	93 Jan – 93 Dec	94 Jan – 94 Mar	Sum
Labor & Services	10769	799	11568
Office Expenses	1227	403	1630
Postage	1752	513	2265
Printing	38840	10542	49382
Sub. Fulfill	2562	836	3398
Shipping	3761	0000	3761
Mailing	2114	592	2706
Advertising	8113	550	8663
TOTAL	69138	14235	83373

**** Expense includes P&M + completion of two 1992 issues of Noise/News. Estimated expenses for these issues is USD 6000.**

■ 1994 Income and Expense Budget

- Submitted to the INCE/USA Board of Directors
on 1994 January 23 in Cambridge Massachusetts.
All figures in USD.

INCOME

Advertising	37000
Library sales	5460
Airmail surcharges	6700
Liaison (ASA) (was 1000)	0000
I-INCE & INTER-NOISE	13400
INCE/USA contribution	16990
TOTAL INCOME	79550

EXPENSE

Advertising	17600
Labor & Services	2500
Postage	3450
Printing & Mailing	30800
Shipping	5000
Telephone	1500
Travel	300
IEEE expenses	18400
TOTAL EXPENSE	79550

■ 1994 Advertising Income

The net advertising revenues for the 1994 issues are as follows (in USD)

1994 March	7040
1994 June	10892
1994 September (estimated)	11000

NOTE: To meet the 1994 budget figure of USD 37000 in advertising revenues, the 1994 December issue will have to bill USD 7978.

■ **How I-INCE Can Help**

- **Establish an Editorial Assistance Committee with members appointed by International INCE. Ask INCE/USA to appoint members.**

The duties of the members of the Committee would be to:

- **Assist the three regional editors in collecting news from each region.**
 - **Assist the Features Editor by recommending articles of broad interest for publication as features in the magazine**
 - **Where appropriate, assist the Features Editor with the editorial process for selected feature articles.**
 - **Assist with the preparation on Member Society Profiles where appropriate**
 - **Assist the Managing Editor by giving prompt notification of meetings to be listed in one of the two meetings calendars**
 - **To prepare guest editorials from time-to-time**
- **Ask each Member Society to prepare one paragraph on the distribution of NNI by that society so that our advertisers will have a better understanding of the readership**

I-INCE

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

Secretary-General : Prof. A. Cops
 Celestijnenlaan 200D, B-3001 Leuven, Belgium
 Tel. : +32-16-20.10.15 - Fax : +32-16-20.13.68

B U D G E T 1995

ROUGH ESTIMATION

	<u>BELGIAN FRANCS</u>
Estimated balance on 31.12.1994	1.200.000
Expected memberships 25 x 7000	185.000
Expected sustaining memberships 5 x 20.000	100.000
Expected subscribers NNI 5 x 2000	10.000
Estimated interest	60.000
	<hr/>
	1.555.000
 Edition NNI -contribution I.INCE to publication and distribution	 300.000
INTER-NOISE 94, Japan (1000 USD)	35.000
Administration costs Secretariat	25.000
	<hr/>
	360.000
 Estimated credit balance on 31.12.1995	 1.195.000

1 USD = 33 BEL FR^c

BYLAWS
of the
INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

ARTICLE I: NAME

The International Institute of Noise Control Engineering is a non-profit organization established on the basis of Swiss Civil Law (Schweizerisches Zivilgesetzbuch, Art. 60 ff.). The date of foundation is October 1st, 1974.

ARTICLE II: PURPOSES

The purposes of the organization relate to the field of Noise Control Engineering and comprise the following:

- a) The organization of international conferences.
- b) The international exchange of information and news items.
- c) The promotion of international cooperation in research on noise control and the application of engineering techniques for the control of noise.
- d) The development of interdisciplinary contacts between Noise Control Engineering and other related fields of work.

ARTICLE III: MEMBERSHIP

Section 1, Classes of Membership

The membership shall be classified as follows: Member Societies, Institutional Members, and Sustaining Members.

Section 2, Eligibility

- a) Member Societies:
Non-profit societies concerned with the purposes of Article II above, provided they in turn are open to membership for individual persons, shall be eligible for election as Member Societies of the Institute.
- b) Institutional Members:
Non-profit educational institutions and non-profit research organizations concerned with the purposes of Article II above shall be eligible for election as Institutional Members of the Institute.
- c) Sustaining Members:
Any organization, corporation, or person contributing annual dues as fixed by the Board of Directors shall be eligible for election as a Sustaining Member of the Institute.

Applications for membership are considered by the Board of Directors.

ARTICLE IV: BOARD OF DIRECTORS AND OFFICERS

The organization of the Institute comprises a Board of Directors and a General Assembly.

The Board of Directors consists of the President, the Secretary-General of the Institute and seven Directors. The President and the Secretary-General are responsible for conducting the business activities of the Institute and reporting to the Board of Directors.

Of the seven Directors, six represent previously-held INTER-NOISE Conferences and one is a Director-at-Large.

The Director-at-Large, who is responsible for contacts with other organizations concerned with Noise Control Engineering, is appointed by the President. The six Directors representing previously-held INTER-NOISE conferences are elected by the Board of Directors. The election of a new Director representing an INTER-NOISE conference shall be held during or after the INTER-NOISE conference. Candidates for election are drawn from the group of individuals which had primary responsibility for the conference.

The term of office for the six Directors representing previously-held INTER-NOISE conferences shall be six years.

The term of office for the President, the Secretary-General, and the Director-at-Large shall be four years. The number of four-year terms for the President and the Secretary-General shall not be limited.

A person who has made significant contributions to the Institute may be elected an Honorary Member of the Board. Honorary Members shall have such privileges and tenure as defined by the Board.

The Board of Directors defines the policies of the Institute.

The Board of Directors may invite other international organizations concerned with acoustics to appoint observers to the meetings of the Board of Directors.

The President shall issue the call for meetings and chair the meetings of the Board of Directors, which shall preferably be held in conjunction with an INTER-NOISE conference.

The order of business at meetings of the Board of Directors and the General Assembly is approved by the Board. The Secretary-General shall keep a true and faithful record of the meetings of the Board of Directors and the General Assembly.

ARTICLE V: GENERAL ASSEMBLY

The General Assembly consists of the President, Secretary-General, Board of Directors and one representative of each Member Society.

Each Member Society shall appoint one of its members to serve as its official representative to the General Assembly of the Institute for an indefinite term, or for one or several meetings of the General Assembly. The Institutional Members and Sustaining Members may be represented at the General Assembly by observers without voting rights.

The President shall issue the call for meetings and chair the meetings of the General Assembly, which shall preferably be held in conjunction with an INTER-NOISE conference.

It shall be the responsibility of the General Assembly:

- a) to develop recommendations for the accomplishment of purposes c) and d) of Article II. These recommendations shall be submitted to the Board of Directors.
- b) to approve any changes, proposed by the Board of Directors, in the sum to be paid by each Member Society per annum by an affirmative vote of at least two thirds of all representatives of Member Societies present at a meeting of the General Assembly.

The General Assembly shall receive reports from the President and/or Secretary-General on the activities of the Institute. The reports shall include the audited accounts for the preceding year.

ARTICLE VI: ORGANIZATION OF INTERNATIONAL CONFERENCES

In fulfilling purpose a) of Article II, the Institute will initiate and/or sponsor INTER-NOISE conferences in countries of Member Societies. The Board of Directors will invite a Member Society (or a group of Member Societies) to consider undertaking the organization of an INTER-NOISE conference. The conference language is English. The composition of the Organizing Committee of the INTER-NOISE conference shall be approved by the President before the public announcement of the conference.

All legal and financial liabilities in connection with an INTER-NOISE conference rest with the Member Society (Societies) which has (have) accepted the invitation to organize an INTER-NOISE conference.

ARTICLE VII: NEWSLETTER

In fulfilling purpose b) of Article II, the Institute will issue a Newsletter. Each Member Society shall have two responsibilities with respect to the Newsletter. The Member Society shall appoint an individual to serve as correspondent with the task of supplying national news and news of activities of the Member Society in the field of noise control. The news shall be written in English in a format suitable for dissemination in the Newsletter. The Member Society also has the responsibility to circulate copies of the Newsletter to individual members of the Member Society. For this purpose, a limited number of copies of the Newsletter will be supplied to each Member Society. Member Societies may order additional copies and shall have the right to further reproduction of the Newsletter.

ARTICLE VIII: FINANCES

Member Societies are required to assist in defraying the operating expenses of the Institute, including the publication of the Newsletter. The sum to be paid by each Member Society, Institutional Member and Sustaining Member is fixed by the Board. Changes in the sum to be paid by each Member Society shall be approved by the General Assembly (see Article V).

Dues are payable by January 1st of each year for that year. If not received by the Institute within 90 days of this date, a second notice is issued, and after another 90 days the membership may be cancelled. The payments are to be made to the account of the Institute.

The Secretary-General shall receive the dues. He shall deposit the funds to the credit of the Institute in such a bank as the Board of Directors shall direct and he shall disburse same only on approval of the Board of Directors.

The fiscal year of the Institute is the calendar year.

The auditor of Institute finances shall be nominated by the Board of Directors.

ARTICLE IX: BUDGET

A draft budget for the next fiscal year shall be drawn up by the Secretary-General and sent to the President not later than two months before a forthcoming meeting of the Board of Directors. The definitive budget shall be approved by the Board not later than December of each year.

ARTICLE X: TERMINATION OF MEMBERSHIP

The affiliation with the Institute, in any class of membership, may be terminated at any time by resignation or by vote of the Board.

ARTICLE XI: AMENDMENT

The Board of Directors has a right to amend the BYLAWS and to dissolve the Institute by an affirmative vote of at least two-thirds of all members of the Board.

ARTICLE XII: LEGAL STATUS

The Institute was established at the following address:
International INCE, 8332 Zurich-Russikon, Switzerland, and all legal actions are restricted to Zurich 1 (Gerichtsstand).

These BYLAWS replace the BYLAWS of September 20th, 1974 and the BYLAWS of June 23rd, 1978.

February 1st, 1989

APPENDIX

MEMBERSHIP DUES

Fixed by the Board at its meeting May 12, 1978.

Member Societies:

The sum to be paid by each Member Society is
300 Swiss Francs per annum.

Institutional Members:

The sum to be paid by each Institutional Member is
100 Swiss Francs per annum.

Sustaining Members:

The sum to be paid by each Sustaining Member is
800 Swiss Francs per annum.

1994-08-28

REPORT ON INTER-NOISE 94

Organizing Committee

1. Technical Papers

Number of abstracts received by the secretariat	650
Accepted abstracts	570
Numer of papers printed in the Proceedings	498
Distinguished Lectures	3
I-INCE WP Reports	2
Invited Papers	121
Contributed Papers	340
Late Papers	4
Exhibitors' Reports	28 (3 minites presentation)

Proceedings 3 volumes 2500 pages

2. Technical Sessions 10 parallel sessions

21 Special Session

27 Other Technical Sessions

3. Technical Exhibitions

Number of Exhibitors	45 44
Overseas	11
Japanese	34

4. International Advisory Committee

12

5. Registrations (as of August 27)

Participants	822	→	Japan	384	Denmark	19
Students	20		USA	51	U.K.	18
Accompanying Persons	75		Germany	28	Italy	17
Exihibitors	45		Australia	25	China	13
<hr/>			France	24	Canada	12
Total	962		Korea	21	Russia	12
			Sweden	21	Belgium	11

6. Financial Support

- (1) Registration Fee and Domestic travel expenses
 - Invited Lecturers from Non-OECD Countries 7
- (2) Registration Fee
 - Russia and Lithuania 10
 - (among them, two received ISF travel expense support)
- (3) 1/2 Registration Fee
 - China and Turkey 13

7. Other Events

- (1) Session Chairpersons' Briefing and Dinner
 - Aug. 28 18:00~ Reception at Yokohama Museum
 - 19:30~21:30 Briefing and Dinner at Jukei Hanten
- (2) Welcome Reception
 - Aug. 29 18:30~20:00 at Rm 302
- (3) Banquet
 - Aug. 30 19:00~21:00 Bay Cruise
- (4) Accompanying Persons' Program
 - Several Bus Tours
 - Tea Ceremony
 - Flower Arrangements
- (5) Technical Tours
 - Sep. 1 three courses