

INTERNATIONAL INCE

MINUTES OF THE TWENTY-EIGHTH MEETING OF THE I-INCE BOARD OF DIRECTORS

SATURDAY, 2002 AUGUST 17 and WEDNESDAY, 2002 AUGUST 21
DEARBORN, MI, USA

Present

Members of the Board

Kihlman, T. President
Bernhard, R. Secretary-General and Vice President - Pan American Affairs
Vermeir, G. Treasurer
Daigle, G. Vice President Technical Initiatives
Embleton, T. Vice President Long Range Planning
Koyasu, M. Vice President Asia Pacific Affairs
Maling, G. - Vice President Communications
Tachibana, H. Vice President International Relations
Tourret, J. Vice President European Affairs
Berry, B. INTER-NOISE 96
Bruel, P. Distinguished Board Member
Cuschieri, J. INTER-NOISE 99
Kotschy, A. INTER-NOISE 97
Marsh, A. Distinguished Board Member
Marshall, H. INTER-NOISE 98
ten Wolde, T. INTER-NOISE 2001

Guests

Eun, H.J. INTER-NOISE 2003
Ih, J.G. INTER-NOISE 2003
Jiricek, O. INTER-NOISE 2004
Singh, R. INTER-NOISE 2002
Leventhal, G. INCE/Europe

Members Absent

Lang, W. Immediate Past President
Vallet, M. INTER-NOISE 2000

approved.

18. Other Business

Technical Sections Five petitions were collected at the Technical Section meetings on Monday and Tuesday. Four of the five petitions (the lone exception is for Technical Section 4: Shock and Vibration) had more than the required ten signatures. Letters will be sent to inform the Member Societies of the desire of the Board to create Technical Sections. The Interim Chairmen will write a report of the meeting and forward the report with suggested activities to the Board and to the petitioners to begin planning for the Korea and Prague meetings. The organizers of INTER-NOISE 2003 are requested to make meeting rooms available for 1.5 hour meetings for Technical Section meetings.

A discussion ensued about the growing pressure for time at the INTER-NOISE Congress. Various solutions were discussed including extending the Congresses, having meetings before or after the Congresses, increased e-mail business activity, and having working lunches. T. Kihlman agreed to ask the organizers of INTER-NOISE 2003 to arrange meetings during the lunch breaks in Korea.

Congress Evaluation Committee Report A draft report of the 2002 Congress Evaluation Committee was distributed for discussion. The Board made various suggestions for changes. The CEC will incorporate these suggestions and collect data and narrative text from the Congress President for its final report.

I-INCE Nominating Committee The Nominating Committee proposed R. Singh as the new Board member representing INTER-NOISE 2002. The recommendation was accepted.

19. Closing of the Meeting

The 28th Meeting of the I-INCE Board of Directors was adjourned at 19.20 on 2002 August 21.

Respectfully submitted

Robert J. Bernhard
Secretary General

**Attachment 3
2002 Budget**

I-INCE BUDGET FOR 2002				EURO
Credit balance 2001-12-31				86.921,37
Expected membership fees				
Income Dearborn INTER NOISE 2002				pm
small	17	200,00		3.400,00
medium	15	400,00		6.000,00
large	8	600,00		4.800,00
Sustaining membership	5	500,00		2.500,00
Institutional membership	9	70,00		630,00
Estimated bank account interest		1.900,00		1.900,00
Total estimated income				19.230,00
Expenses				
Support NNI Dearborn INTER.NOISE 2002				pm
IINCE contribution to publication and distribution of NNI 2001				7.513,80
cost treasurership (secretariat, mailing)				300,00
different costs TSG's (G. Daigle)				500,00
special costs President				1.000,00
costs website				4.000,00
IINCE contribution to publication and distribution of NNI 2002				7.500,00
Total estimated expenses				20.813,80
Estimated credit balance on 2002-12-31				85.337,57

**Attachment 4
2003 Preliminary Budget**

I-INCE BUDGET FOR 2003				EURO
Estimated Credit balance 2002-12-31				85.337,57
Expected membership fees				
Income Jeju INTER NOISE 2003				pm
small	17	200,00		3.400,00
medium	15	400,00		6.000,00
large	8	600,00		4.800,00
Sustaining membership	5	500,00		2.500,00
Institutional membership	9	70,00		630,00
Estimated bank account interest		1.900,00		1.900,00
Total estimated income				19.230,00
Expenses				
Support NNI Jeju INTER.NOISE 2003				pm
IINCE contribution to publication and distribution of NNI				8.000,00
cost treasurership (secretariat, mailing)				300,00
different costs TSG's (G. Daigle)				500,00
special costs President				1.000,00
travel support				6.000,00
maintenance website				2.000,00
Total estimated expenses				17.800,00
Estimated credit balance on 2003-12-31				86.767,57

Attachment 5

RULES OF THE INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING (I-INCE)

Part 5: I-INCE CONGRESS EVALUATION COMMITTEE

Article 1. ESTABLISHMENT

The Congress Evaluation Committee (CEC) was established as a standing committee of the I-INCE General Assembly at its meeting in Dearborn, Michigan, USA, 2002 August 18. The CEC for a current-year INTER-NOISE Congress is charged with providing a report with a frank and comprehensive assessment of that Congress.

Article 2. MEMBERS

Members of the CEC are individuals who are interested in assisting in the evaluation of the INTER-NOISE Congress they are attending. Each member of the CEC shall be able to send and receive electronic mail (e-mail).

The CEC shall have at least three, but no more than seven members. Each of the three I-INCE geographical regions of the world shall be represented by at least one member of the CEC. The I-INCE geographical regions are Europe-Africa, Pan-America, and Asia-Pacific.

The I-INCE Member Societies and the I-INCE Board may nominate candidates for membership on the CEC. The nominees preferably shall have recent experience related to Congress planning and management. New members shall be appointed during the annual meeting of the General Assembly in the year of the current-year INTER-NOISE Congress. Service as an appointed member of the CEC is contingent upon the I-INCE dues of the Member Society (to which the member belongs) being current, as certified by the I-INCE Treasurer.

Article 3. OFFICERS

The officers of the CEC are the Chairman, who is appointed by the I-INCE President from among the members nominated, and any other officers that the Chairman may wish to appoint.

Article 4. TERM OF SERVICE

The term of service is one year for the Chairman and the other members of the CEC. The term may be extended by action of the General Assembly. The duties of the Chairman and the members of the CEC commence immediately upon the confirmation of appointment by the General Assembly.

Article 5. EVALUATION REPORT

The principal task of the CEC is to prepare a detailed evaluation report of the current-year INTER-NOISE Congress that shall include a statistical analysis section and a narrative section. To the final copy of the evaluation report shall be appended the Congress President's report on the Congress that appears in the next issue of *Noise/News International* published following the Congress.

The statistical analysis section of the report shall be provided by the Congress President within 30 days of the close of the Congress, and shall include a table of detailed information concerning the number of attendees, the technical program, the meeting facilities used, the proceedings published, the exhibition, the program for accompanying persons, and other quantitative data related to the Congress .

The narrative section of the report shall assess the efficiency of the operation of the Congress Secretariat, discuss practical problems that occurred during the planning and execution of the Congress, determine how effective the I-INCE Instructions were in guiding the organization of the Congress and the need for changes to the Instructions, identify errors and overlooked items in the planning and execution of the Congress, and make recommendations, as needed, for changes that should be implemented for future INTER-NOISE Congresses. Such recommendations may involve the maximum number of parallel sessions, the type of structured sessions, the number and type of poster sessions, and the preparation of electronic versions of Congress proceedings. In short, the narrative section summarizes what worked well during the Congress as well as those features that need to be improved in the future. The report shall also recognize outstanding accomplishments of the Organizing Committee that delivered the current-year Congress to the participants. This recognition should

include recommendations for actions or precedents that worked well and should be emulated by the Organizing Committees for future INTER-NOISE Congresses.

Article 6. ANNUAL BUSINESS

The Congress Evaluation Committee may meet once a year on the final day of the current-year Congress, following approval of the membership by the General Assembly, subject to the call of the Chair. If a suitable time and place for the meeting cannot be found on the final day of the Congress, the business of the committee may be conducted by e-mail.

Article 7. BUSINESS TO BE CONDUCTED

The data to be included in the statistical analysis section are to be provided by the Congress President within 30 days of the close of the Congress. A representative of the Organizing Committee may be assigned by the Congress President to assist in this task. The principal task of the members of the CSC is to provide commentary for the narrative section of the evaluation report. A draft of the evaluation report should be prepared and circulated by the Chair to the members of the CEC within 45 days after the close of the current-year INTER-NOISE Congress.

Article 8. PRELIMINARY REPORT

Because the CEC meets during a current-year INTER-NOISE Congress, it will be very helpful to the Next Congress Planning Committee (NCPC) to have the benefit of the evaluation of the current-year Congress. A preliminary draft of the CEC report shall be furnished to the Chair of the NCPC within 90 days after the close of the current-year Congress

Article 9. FINAL REPORT

The work of the CEC for the current-year Congress shall be complete upon presentation of its written report to the I-INCE Board and General Assembly. The presentations shall take place at the Board and General Assembly meetings in the year after the current-year Congress. The written version of the report shall be made available to Board members at least 30 days in advance of the Board meeting. Unless requested otherwise by the General Assembly, the members of that CEC are discharged upon presentation of the report.

NOTE:

Part 5 of the I-INCE Rules was approved by the Board of Directors at a meeting in The Hague, The Netherlands, on 2001 August 26.

2002.08.13

Attachment 6

RULES OF THE INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING (I-INCE)

Part 6: I-INCE TECHNICAL SECTIONS

Article 1. ESTABLISHMENT

At its meeting in Dearborn, Michigan, USA on 2002 August 18, the I-INCE General Assembly authorized the establishment of five I-INCE Technical Sections. The Technical Sections will provide a focus within the broad field of noise control engineering for the common technical interests of participants at INTER-NOISE Congresses.

Article 2. CONCEPT

The Board of Directors and the General Assembly of I-INCE recognized that the INTER-NOISE Congresses have grown to such an extent that the organizers of a Congress need a broad base of support from members of the noise control engineering profession to maintain the depth and quality of the Congresses. To this end, it was decided that I-INCE needed to create a technical structure consisting of Technical Sections and within the Sections certain Focus Groups as required. The scopes of these I-INCE organizations shall cover all aspects of the broad field of noise control engineering. Any person interested in a technical area within the I-INCE field of interest may participate in the activities of the Technical Sections and their related Focus Groups.

Article 3. TECHNICAL FIELDS REPRESENTED

Individuals who participate in INTER-NOISE Congresses have professional backgrounds in many professional disciplines including: acoustics, engineering (for example, acoustical, electrical, mechanical, civil, aeronautical, and architectural), physical science (for example, physics and mathematics), life science (for example, audiology, biology, psychology, physiology, sociology and hearing science), architecture, information technology, signal processing, environmental health, medicine, law, industrial hygiene, education, and government.

Article 4. I-INCE FIELD OF INTEREST

The I-INCE field of interest is primarily related to unwanted sounds and the vibrations that produce such sounds, including the applicable engineering, scientific, and socio-economic aspects. A description of the I-INCE field of interest is given in Annex A. The I-INCE Classification of Subjects (see Annex B) categorizes the many topics that lie within the I-INCE field of interest.

Article 5. TECHNICAL SECTIONS

Five Technical Sections may be established with scopes based on the technical areas covered by the I-INCE Classification of Subjects as follows:

- Technical Section 1: Emission and Noise Control Elements (Subject Classifications 10 to 39)
- Technical Section 2: Vibration and Shock (Subject Classifications 40 to 49)
- Technical Section 3: Immission (Subject Classifications 50 to 69)
- Technical Section 4: Instruments and Analysis (Subject Classifications 70 to 79)
- Technical Section 5: Requirements and Policies (Subject Classifications 80 to 89)

Technical Section 1 covers subjects related to physical means for controlling airborne noise and is of interest to engineers and others working in the physical sciences.

Technical Section 2 covers subjects that relate to physical means for controlling structure-borne vibrations and is of interest to engineers and others working in the physical sciences.

Technical Section 3 covers subjects that relate to the receivers of sounds and situations with multiple sound sources. Activities of this Section are of interest to engineers, social and life scientists, and others concerned with the causes and effects of noise immissions.

Technical Section 4 covers subjects related to instruments that measure sounds and vibrations, measurement techniques, and analysis of the results of the measurements, as well as analytical methods and modeling.

Activities of this Section are of interest to those concerned with techniques for the measurement or prediction of noise.

Technical Section 5 covers requirements and policies related to the control of noise and vibration. Activities of this Section are of interest to social scientists, representatives of government agencies, and others who are concerned with setting practical limits on exposure to noise.

Article 6. ORGANIZATIONAL MEETING OF SECTION

As soon as practical after the approval of these Rules, the Technical Sections shall each hold an organizational meeting during an INTER-NOISE Congress to initiate work on the tasks authorized by the Rules of I-INCE. The organizational meetings shall be widely publicized in advance so that those Congress participants with technical interests in the activities of the Sections will have the opportunity to attend. At an organizational meeting, those interested in participating in the activities to be undertaken by the Section will be asked to sign a petition to the I-INCE General Assembly confirming the establishment of the particular Technical Section that the General Assembly has authorized. At least ten signatures are required. During an organizational meeting, preliminary decisions will be made concerning the tasks that the Technical Section will undertake.

Article 7. AFFILIATE STATUS

Individuals who wish to participate in the activities of a Technical Section shall be identified as *Affiliates* of that Section. An individual is not required to be a member of an I-INCE Member Society in order to participate in the activities of a Technical Section, but shall be a registered attendee at one or more INTER-NOISE Congresses. An individual may Affiliate with one, or at most two, of the Technical Sections. If an individual is interested in affiliating with more than two of the five Technical Sections, or has a broad, general interest in the field of noise control engineering, the individual may be enrolled as an Affiliate-at-Large, and may participate in the activities of any or all of the Technical Sections and be listed on the rolls of those Sections. An Affiliate participates in the activities of a Technical Section as an individual, and not as a representative of an I-INCE Member Society or other organization.

Article 8. FOCUS GROUPS

A Technical Section may establish one or more Focus Groups. Each Focus Group shall concentrate on one, or at most a few, specialized topics within the scope of the Technical Section. With the approval of a majority of the Affiliates of a Technical Section present and voting at a Section meeting, a Focus Group may be formed upon the initiative of individuals who have a mutual interest in a new or especially active technical subject for which the scope is narrower than the scope of the Technical Section. A Focus Group may be disbanded by the Technical Section when the technology is considered to be mature or of little future interest to the members of the Section.

NOTE: Examples of possible topics for Focus Groups are: active noise control, noise legislation of the European Union, noise in neighboring residential areas from standby or peaker generators of electric power, and low-frequency noise from the operation of high-speed trains.

Article 9. ACTIVITIES OF TECHNICAL SECTIONS

Technical Sections shall provide continuity of interest in each category of the I-INCE Classification of Subjects. The activities of the Technical Sections include, but are not limited to, the following:

- Organize Focus Groups and support their activities
- Report on the activities of their Focus Groups to the General Assembly
- Propose special technical sessions and symposia to the I-INCE Next Congress Planning Committee; the proposals should be accompanied by a proposal for the names of the organizer and the chair of the special session or symposium
- Maintain interest in the vision and mission of I-INCE through the development of structured workshops and discussion groups that would be scheduled to occur at an INTER-NOISE Congress or I-INCE Symposium
- Prepare detailed proposals to the I-INCE Board for future I-INCE Symposia
- Prepare detailed proposals to the General Assembly for new technical initiatives that could lead to the establishment of new Technical Study Groups; the proposals should be accompanied by a proposed scope of work, estimated time from start to completion, and a proposal for the name of the person who is willing to act as the Chair for the technical initiative
- Periodically review the I-INCE Classification of Subjects and recommend changes to the I-INCE Board
- Provide the Editor of *Noise/News International* with material on topics or items of interest

- Provide the I-INCE President with advice and recommendations whereby I-INCE can help meet the needs of professionals in the I-INCE field of interest

Article 10. MEETINGS OF TECHNICAL SECTIONS

At the annual INTER-NOISE Congress, the Technical Sections shall each hold a meeting to take action on the tasks that the Section has decided to undertake. These meetings shall be open to all Affiliates of the Section, as well as other individuals. Approval of proposals for actions by a Technical Section shall require at least a majority of the Affiliates in attendance and voting. In the intervals between annual meetings, the work of the Technical Sections shall be carried on by electronic communications.

Article 11. ACTIVITIES OF FOCUS GROUPS

The activities of a Focus Group are similar to those of a Technical Section, but are limited to a narrower subject area. A Focus Group shall have great latitude in the manner in which it operates, and may meet during, before, or after an INTER-NOISE Congress. It is expected that much of its work will be carried out by means of electronic communications. Participants in the activities of a Focus Group are limited to Affiliates of the Technical Section sponsoring the Focus Group.

Article 12. CHAIRS

The Chair of a Technical Section shall be an ex-officio member of the General Assembly and shall be appointed by the I-INCE Board of Directors for a term of three years that may be renewed. The Chair shall report to the Board through the Vice President for Technical Activities who is responsible for bringing recommendations for Chair appointments to the Board. As far as possible, the Chair should attempt to establish a balance in Section participants among those active from the three I-INCE geographic areas of the world, Europe-Africa, Pan America, and Asia-Pacific. The Chair of a Technical Section shall submit a brief written report on activity and progress of the Section at each meeting of the I-INCE General Assembly. The written report may be supplemented by an oral presentation. The I-INCE Board of Directors shall appoint the Chair of a Focus Group for a specific term that may be renewed. The Chair of each Focus Group shall report on the activity and progress of the Group to the I-INCE General Assembly through the Chair of the respective Technical Section. The Chairs of Technical Sections and Focus Groups shall maintain rosters of Affiliates associated with their Sections and Groups that include e-mail addresses.

Article 13. BENEFITS TO INDIVIDUALS

In addition to participation in the technical activities to be undertaken by the I-INCE Technical Sections and the I-INCE Focus Groups, individuals through their affiliation with an I-INCE Technical Section represent and foster one of the subfields within the broad field of interest of I-INCE. The Sections and Groups provide an important channel of communication between individuals active in these subfields and the I-INCE General Assembly and the I-INCE Board of Directors. A listing of the Affiliates in an I-INCE register is a possible future benefit that may be made available.

NOTE:

A preliminary version of Part 6 of the I-INCE Rules was discussed and approved at a meeting of the Board of Directors in Den Haag, The Netherlands, on 2001 August 26.

ANNEX A. I-INCE FIELD OF INTEREST

The primary focus of I-INCE is on unwanted sounds and on vibrations producing such sounds. The field of interest of I-INCE includes both engineering and scientific aspects of this primary focus. *Engineering aspects* involve the application of physical means to analyze and optimize the levels of noise and vibration produced by structures, machines, products, systems, and processes by controlling the generation, transmission, and radiation of fluidborne sound and solidborne vibration. *Scientific and socio-economic aspects* relate the effects of noise and vibration on individuals and communities to the optimization of the acoustical climate for human activities. The study of these relations involves psychological and physiological acoustics, social and economic studies of the response of people to sound and vibration, as well as cost-benefit analyses of technical options to control noise and the quality of sounds. Included within the I-INCE field of interest are international standards, health and safety regulations, ordinances, and governmental policies including those related to land-use planning. The I-INCE Classification of Subjects categorizes the many topics that lie within the I-INCE field of interest (see Annex B).

ANNEX B. I-INCE CLASSIFICATION OF SUBJECTS

(to be added)

2002 April 01

Attachment 7

RULES OF THE INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING (I-INCE)

Part 3: I-INCE CONGRESS SELECTION COMMITTEE

Article 1. ESTABLISHMENT

A Congress Selection Committee (CSC) was established as a standing committee of the I-INCE General Assembly at a meeting of the General Assembly held in Fort Lauderdale, USA, on 1999 December 05. The purpose of the committee is to provide guidance in the selection of venues for future INTER-NOISE Congresses.

Article 2. MEMBERS

The CSC shall have thirteen (13) members. The members shall be the following: nine (9) individual members of I-INCE Member Societies from the three I-INCE geographical regions appointed by the General Assembly, the I-INCE President, and the three I-INCE Regional Vice Presidents. In addition, the I-INCE Secretary General shall serve *ex officio* as a member of the committee.

The I-INCE geographical regions of the world are Europe-Africa, Pan-America, and Asia-Pacific. Each region shall be represented on the CSC by at least one of the nine members appointed by the General Assembly.

Each member of the CSC shall be able to send and receive electronic mail (e-mail).

The I-INCE Member Societies shall nominate candidates with experience related to conferences for membership on the CSC. The appointee(s) shall be selected during a regular meeting of the General Assembly. Service as an appointed member of the CSC is contingent upon the I-INCE dues of the Member Society (to which the member belongs) being current.

Article 3. TERMS OF SERVICE

Except during the first three years after the establishment of the CSC, those members of the CSC who are appointed by the General Assembly shall serve for a period of three (3) years. Each three-year term shall terminate on a rotation schedule such that three (3) new members are appointed every year by the General Assembly.

In order to start this rotation scheme with the establishment of the CSC, until the CSC has operated for the first three years after the effective date of establishment of the committee, the initial nine members appointed by the General Assembly shall serve different terms: three for three (3) years, three for two (2) years, and three for one year. The applicable terms shall be established during the first meeting of the CSC.

The terms of service for the members appointed by the General Assembly run from the meeting of the General Assembly in which appointment occurred until the subsequent meeting of the General Assembly three years later.

The terms of service for the other members of the CSC shall coincide with their terms as officers of I-INCE.

Article 4. OFFICERS

The officers of the CSC shall consist of a Chairman and a Secretary. The I-INCE President shall serve as the Chairman. The Secretary shall be selected by the CSC from among the members of the committee.

The Secretary of the CSC shall prepare the Minutes of meetings of the CSC. With the assistance of the I-INCE Secretariat, the Secretary shall maintain a roster of the members of the CSC with postal addresses, telephone numbers, FAX numbers, and e-mail addresses, and shall receive the informal and detailed proposals for future INTER-NOISE Congresses and distribute the information to the other members of the CSC.

Article 5. PRINCIPAL TASKS

The principal tasks of the CSC are to receive and evaluate proposals for future INTER-NOISE Congresses and to submit the committee's recommendation, in the form of a rank-ordered listing of the proposals, to the I-INCE Board of Directors, which has the responsibility for inviting a Member Society (or group of Member Societies) to host and organize an INTER-NOISE Congress.

Article 6. MEETINGS

The Congress Selection Committee shall meet at least once during, or immediately before, each INTER-NOISE Congress. The Chairman of the CSC shall call each meeting and prepare the agenda. The agenda shall be circulated to the CSC members at least 30 days before the intended meeting date. The Chairman presides at meetings of the committee. If the President is unable to participate at a meeting, an I-INCE Vice President shall preside. A quorum for the conduct of business is a majority of the members.

Article 7. PLANNING CYCLE

I-INCE operates on a three-year planning cycle for the organization of an INTER-NOISE Congress. The invitation of the Board for a Member Society (or group of Member Societies) to host an INTER-NOISE Congress is extended three years in advance, i.e., at the third annual meeting of the Board preceding the future INTER-NOISE Congress. If Y is the year of the *future* Congress, the invitation is extended in year Y-3. Preliminary planning starts two years earlier in year Y-5 with the Board decision on the geographical region for the Congress. Hence, a Member Society that is interested in hosting an INTER-NOISE Congress should be considering possible dates that are more than three years in the future, and preferably four to eight years ahead.

Article 8. REGIONAL DECISION

By no later than its annual meeting in the year Y-5, the I-INCE Board shall decide upon the geographical region where the INTER-NOISE Congress will be held in year Y. The Congress shall be held at least once in each of the three I-INCE geographical regions over a five-year period. Within two months of the regional decision, the I-INCE Secretariat shall announce the selection of the geographical region to the I-INCE Member Societies. A Member Society in that geographical region may express a desire to host an INTER-NOISE Congress in the year Y by submitting an informal proposal to the Secretary of the CSC by e-mail, fax, or letter post.

Article 9. INFORMAL PROPOSALS

A Member Society (or a group of Member Societies) may express its desire to host a future INTER-NOISE Congress by submitting an informal proposal in writing to the CSC Secretary by e-mail, fax, or letter post, at least 30 days prior to a meeting of the CSC. The informal proposal shall give the following information:

- The city, or cities, within the proposed host country that have suitable venues for the Congress;
- the season of the year that would be most appropriate;
- the names of one or two persons who have agreed to actively promote the organization of the proposed Congress.

No further details shall be given. During Y-4, the fourth year before an INTER-NOISE Congress is to be held in a geographical region determined by the I-INCE Board, the I-INCE Secretariat shall inform all Member Societies in that I-INCE geographical region of the desired content of an informal proposal as given above.

Article 10. DETAILED PROPOSALS

After consideration of its informal proposal by the CSC, the CSC may invite a Member Society to submit a detailed proposal. The Secretary of the CSC shall inform the Member Society of the minimum content of a detailed proposal.

A detailed proposal to host a future INTER-NOISE Congress shall include at least the following items:

- A proposed budget detailing projected income and expenses;
- the anticipated number of participants;
- any potential sources of external financial support;
- a comparison of congress center, hotel, and university locations for the plenary and technical sessions, and for the exhibition;
- the availability and experience of noise and vibration control engineers who could serve as members of the organizing committee;

- the names of the proposed Congress President and members of the organizing committee;
- if the services of a Professional Congress Organizer (PCO) are to be utilized, the detailed proposal shall state and justify the estimated cost of these services.

Article 11. ORDER OF BUSINESS DURING ANNUAL CSC MEETING

The first item of business at a CSC meeting is to evaluate the *informal* proposals which have been received in the year Y-4 from the geographical region where the Congress will be held in the year Y. In advance of the meeting, the Chairman of the CSC shall offer a representative of each Member Society submitting an informal proposal the opportunity to make a five-minute presentation to the CSC. The presentation shall not use more than one overhead transparency. The offers to make short presentations shall be in writing.

A decision shall be taken as to which Member Societies shall be invited by the Chairman of the CSC to submit *detailed* proposals to host an INTER-NOISE Congress in the year Y. These detailed proposals shall be considered at the annual meeting of the CSC during year Y-3. No more than three (3) Member Societies, but not less than one (1) Member Society, shall be invited to submit detailed proposals.

The second item of business at a CSC meeting is to evaluate the *detailed* proposals which have been received in the year Y-3 from the Member Societies invited the previous year by the CSC Chairman to submit detailed proposals. At least six months in advance of the annual CSC meeting, the CSC Chairman shall extend a written invitation to a representative of each Member Society that submitted a detailed proposal to make a 30-minute presentation to the CSC. The presentation should preferably use overhead transparencies as visual aids to augment the written proposal. Any other visual aids must be arranged for in advance. Copies of the detailed proposal should be made available to each member of the CSC during the annual meeting of the CSC. It is not necessary that they be distributed in advance of the meeting.

To complete the evaluation of the detailed proposals, a rank-ordered listing of the proposals shall be prepared by the CSC. The rank-ordered list shall be made available to the I-INCE Board in advance of the closing plenary session, so that the venue for the Congress to be held in the year Y can be announced during the closing plenary session of the Congress in the year Y-3.

Voting on these items of business shall be conducted as described in Article 12.

Article 12. VOTING

Each CSC member shall have one vote, except the Secretary General who serves *ex officio*, without vote. Proxy votes shall not be accepted. Votes shall only be recorded for members present at the CSC meeting. If a CSC member is unable to participate at a CSC meeting, the Member Society of the CSC member may appoint an alternate representative with full voting rights for that meeting. The written appointment shall be submitted to the Secretary of the CSC with copy to the President at least 30 days prior to the CSC meeting. Approximately 30 days prior to the CSC meeting, the President shall contact each member of the CSC to determine if he or she will be present at the forthcoming meeting. If a CSC member presents either an informal or detailed proposal to the CSC, the presenter shall abstain from voting on the proposal.

Voting on all informal and detailed proposals shall be by written ballot.

The detailed proposals received by the CSC to host an INTER-NOISE Congress to be held in the year Y shall be rank-ordered by vote. Only those CSC members who were in attendance at the presentations of the detailed proposals during the CSC meeting may vote. The rank-ordered voting shall be carried out during the CSC meeting, so that the results are available to the I-INCE Board immediately after the CSC meeting.

Article 13. REPORT TO THE I-INCE BOARD

After each annual meeting of the CSC, the Board shall receive the report of the CSC Secretary, or designated alternate, with the rank-ordering of the detailed proposals, and shall select the Member Society to be invited to host the INTER-NOISE Congress to be held in year Y. Only when the Member Society receiving the top ranking is not eligible for reasons lying beyond the knowledge or responsibility of the CSC shall the Board select the Member Society with the next highest ranking.

Article 14. INVITATION AND ANNOUNCEMENT

The I-INCE President shall announce the decision concerning the Member Society to host the INTER-NOISE

Congress in the year Y no later than 90 days following the closing plenary session of the INTER-NOISE Congress in the year Y-3.

On behalf of the Board of Directors, the I-INCE President shall issue a written invitation which accepts the detailed proposal that was submitted by the selected Member Society to host the INTER-NOISE Congress in the year Y. This letter of acceptance shall be sent within 90 days of the announcement.

NOTE: Part 3 of the I-INCE Rules was drafted by the Board of Directors at its meeting in Berlin, Germany on 1999 March 13, and subsequently posted on the web for review by the I-INCE Member Societies on 1999 April 27. The draft of the rules was further reviewed at the meeting of the General Assembly in Fort Lauderdale, USA, on 1999 December 05, and approved by the General Assembly for adoption on that date (with minor editing).

SUMMARY (The year in which a future Congress will be held is Y)

- Y-5
 - Board determines geographical region where Congress will be held in year Y.
- Y-4
 - Six months before INTER-NOISE Congress, CSC Secretary invites Member Societies in that region to submit informal proposals for year Y.
 - Thirty days before INTER-NOISE Congress, last date to submit informal proposals for year Y.
 - At CSC meeting, CSC reviews informal proposals and selects one to three Member Societies to be invited to submit detailed proposals for year Y.
- Y-3
 - Six months before INTER-NOISE Congress, detailed proposals invited by CSC Secretary.
 - At CSC meeting, detailed presentations given to CSC, rankings established by CSC; Board invites host for INTER-NOISE Congress to be held in year Y.

Attachment 8

I-INCE POLICY STATEMENT TRAVEL SUPPORT FOR OFFICERS AND DIRECTORS

Article 1. CONCEPT

I-INCE shall provide financial support for a fraction of the total travel expense for an eligible Officer or Director to participate in an annual meeting of the I-INCE Board of Directors held in conjunction with an INTER-NOISE Congress.

Article 2. ELIGIBILITY

Those members of the I-INCE Board of Directors and Officers of I-INCE who have partial support, or no source of funding other than personal funds, for travel to Board meetings shall be eligible to receive travel support. The individual shall have retired completely from active employment at an organization or institution that reimburses travel expenses. Only individuals in attendance at a meeting of the I-INCE Board shall be eligible to receive support for travel to that meeting.

Article 3. BASIS FOR DETERMINING TRAVEL SUPPORT

The amount that each eligible individual receives shall be in proportion to the shortest available one-way direct point-to-point air-route distance from an airport near the individual's home to the I-INCE meeting site. (The air-route distance shall be provided even when another means of transportation has been utilized). The air-route distance shall be that determined by the air carrier (or carriers), by a travel agent, or from an air travel site on the Internet. The amount of travel support for an individual shall be the product of (the travel support rate) and (the one-way distance traveled). The travel support rate shall be calculated for each meeting of the Board, and will vary from meeting to meeting.

Article 4. PROCEDURE

At least 90 days prior to the date of the meeting of the I-INCE Board of Directors, eligible individuals who desire to receive travel support shall notify the I-INCE President by e-mail of their desire to obtain travel support, with copy to the I-INCE Treasurer. The e-mail shall include a statement certifying eligibility, whether or not partial support is expected from another source, and the one-way air-route distance in kilometres. The I-INCE President shall determine the total of the one-way travel distances from the requests received. The I-INCE President, in consultation with the I-INCE Treasurer, then shall determine an appropriate amount that can be allocated as a lump sum, in euros, for travel support depending on the financial condition of the Institute at the time. The quotient of the lump sum amount by the total one-way distance shall be the travel support rate, in euros per kilometre, applicable for the meeting. The I-INCE President shall propose adoption of this lump sum amount at the meeting of the I-INCE Board for concurrence and approval. The I-INCE Treasurer shall make the payments for travel support to the eligible individuals before the close of the INTER-NOISE Congress, or as soon after the close of the Congress as possible and at minimum expense to the Institute for disbursement. For those recipients who receive partial travel support from sources other than personal funds, the amount of that travel support in euros shall be disclosed in writing to the I-INCE Treasurer when the amount is known to the member. The amount of the member's partial support shall be deducted from the amount that would otherwise have been provided to the member by I-INCE and shall be divided equally among the other recipients of travel support.

Expenditures for travel support shall be accumulated in euros as *general* expenses of I-INCE and shall be so reported in the I-INCE financial statements. The Minutes of a meeting of the I-INCE Board of Directors shall indicate the disbursement of travel support by a statement such as the following: "Five members of the Board of Directors, A, B, C, D, and E, received a total of 7000 euros to attend the meeting."

Article 5. HYPOTHETICAL EXAMPLE

At an I-INCE Board meeting, the I-INCE President informs the Board that requests were received from six eligible individuals for travel support. The total one-way air-route distance is 87,234 km. The President then informs the Board that, after consultation with the I-INCE Treasurer, he has determined that it would be appropriate to allocate 8000 euros for travel support this year. After discussion, the Board decides that the sum of 8700 euros shall be allocated to support travel to that Board meeting. The travel support rate would then be 0.10 euro/km. Each of the six individuals receives an amount in euros (or equivalent currency) equal to the travel support rate times the applicable one-way distance.

Article 6. APPLICABILITY

This I-INCE Policy is established as a Policy of the I-INCE Board of Directors. The General Assembly shall be informed of the Policy and the reasons for its establishment. The Policy shall be applicable and effective on the date of adoption, or revision, by the I-INCE Board of Directors. The Policy shall be subject to review and revision as necessary by the Board of Directors.

Originally discussed at the meeting of the I-INCE Board of Directors in The Hague, The Netherlands, on 2001 August 26, and approved at the meeting in Dearborn, U.S.A., on 2002 August 18.