Special Interest Groups (SIGs)

Contents

1. Special Interest Groups (SIGs) – An Introduction

Special Interest Groups (SIGs) are a core part of the work of the Design Society and their purpose is to address specific topics of interest for a limited time. SIGs can be about any area of design that is proposed by a group of members and agreed by the Board of Management (BM). SIGs are international groups within the Design Society which are intended to address new and on-going interests flexibly. They are an essential part of the Society's activities, working in special fields of design research, practice, education, or management, and creating publications for a deepened understanding of the addressed area.

In view of the important contribution of SIGs for the development and perception of The Design Society, the mutually supportive relationship between a SIG and the DS is intended as a partnership.

A list of the current SIGs of the Society and their SIG-Leaders is on Page 22 of this Guide. This list will be updated annually. As SIGs exist to explore a current and particular area of interest, the list will change as some SIGs close and new ones start.

As SIGs are a key part of DS activity, their leaders and members are expected to act in the interest of the Design Society as a whole. This document is intended as a set of guidelines (and some rules) for SIGs which will enable them to meet DS expectations.

The original constitutional basis for SIGS explains:-

"Special Interest Groups (SIGs) may be established with approval of the Board of Management. SIGs shall be responsible for the organisation of events and activities within a particular area of interest to further the Society's aim and objectives."

2. The DS Requirements of SIGS (Agenda, Activity& Continual Regeneration)

SIGs shall:

- comply with the goals of the Design Society and be committed to its objectives;
- deal with specific topics which should be related to industrial, scientific and / or educational needs and efforts; the topics should fit into the Design Society's policy and structure and should be regularly adjusted;
- bring together the world community of engineering designers, product developers, design scientists and design educators to discuss topics of specific interest, and to develop Design Science;
- be visible within the Design Science community;
- be open to anyone with a common interest in the specified SIG activities; therefore, SIG participants need not be members of The Design Society, but membership is encouraged;
- observe the basic policy of non-discrimination; participation will be without regard to race, religion, political philosophy, ethnic origin, citizenship, language or gender;

- represent a community perspective and not only the opinions of single persons or small groups;
- assure that meetings are announced to the membership;
- maintain the standard of work and contributions at the best international level;
- exhibit quality management of presentations and published papers in terms of content as well as visual layout.

Further, in exchange for the service offered by the Design Society, SIGs commit themselves:

- to acknowledge the Design Society in publications and events in an appropriate manner;
- to promote the Design Society
  to prepare keynotes, papers, workshops, and sessions for Design Society conferences like ICED to present the results of their respective activities.

The SIG Agenda

SIGs are agenda-based and project-oriented. They are responsible for the organisation of events and activities within a particular area of interest to members of the Design Society. SIG agendas are produced as part of the application and review process and are uniquely relevant to each SIG.

Special programmes for young researchers (students, PhD students, and junior researchers) should be organised by SIGs to increase the attractiveness of design and of the Design Society.

Plans to produce Keynotes, position statements, special issues of journals or CIP type keynotes would all be welcome.

SIGs are asked to consider ways of working together with other SIGs. This may be as simple as holding compatible events in the same week or place to make arrangements easier for attendees who may be interested in both aspects of the work.

Leading a SIG

A SIG will have one or two leaders – the SIG Leader(s) – who will be responsible to the Board of Management for organising SIG communication and activities. If helpful, appropriate committees can be established in order to support the SIG Leader(s) in carrying out their tasks. In efforts to raise the quality and reputation of the Design Society and related SIGs, the following policy has been formulated:

Each SIG will be managed by one or more chairperson(s) – the SIG Leader(s) – responsible for:

- reporting to the Board of Management on an annual basis;
- Attend the annual RIGI SIG meeting.
- organising the SIG activities;
- administrating SIG-specific email lists and moderating SIG-specific discussion forum(s), or appointing somebody as an administrator/moderator;
- promoting and maintaining a professional standard.

The SIG Leader(s) must be member(s) of the Design Society.

For each SIG an appropriate committee (steering committee) should be established in order to:

    A.   support the SIG activities and carry out its tasks;

    B.   take responsibility for promoting, organising, maintaining a professional standard of the SIG.

SIG leaders group

SIG Leaders are asked to involve themselves actively in the Group of SIG Leaders who give advice and support to the Board of Management in all matters related to SIGs. SIG Leaders are invited to meet with each other and the Board of Management each year at the Society's 'RIGI' meeting, and to attend the 'Science Day' at that meeting jointly with the Advisory Board of the Society.

Fees

There should be no membership fee for the participation in a SIG. However, SIGs may charge participation fees for individual activities and events. Within this framework, SIGs are autonomous in financing and budgeting aspects, but should coordinate their finances with the Board of Management and provide an annual budget report.

If SIGS do charge attendees for an event there are three conditions

- offer reduced registration fee to DS members
- make it possible for non-member delegates to pay DS membership at the same time as on line registering for an event. The ConfTool conference management system, which SIGs are encouraged to use for events, can be set up in this way.
- abide by the SIGS funding agreement if any DS funding is requested.

The DS administration will offer further guidance on the financial aspects of running an event if this is required.

Any costs incurred by the DS administration e.g. postage of DS promotion material to the SIG leader will be re-charged to the event. These charges will be on an actual cost basis.

Lifecycle of a SIG

SIGs are normally approved for 4 years initially but the SIG Leader(s) will be responsible for reporting the SIG's activities on an annual basis to the Board of Management. This report is then presented to the wider Society at the annual RIGI meeting.

Continuation of a SIG beyond 4 years is often possible but is subject to review and approval by the Board of Management. It is not expected that a SIG would necessarily last beyond 8 years.

Reporting and accountability

On approval of the Board of Management, SIGs of the Society may be established and, according to an annual report, the Board of Management has the right to decide when it is necessary to terminate a SIG.

As key groups within the Design Society, SIGS are accountable to the Board of Management for an annual report of their activity and financial status. SIG leaders are asked to supply a report of their activities every year before the RIGI meeting in March. Annual accounts will be requested by the end of July in order to comply with year-end deadlines for the Charity and taxation authorities in the UK. The required contents of the annual report and accounts statement are provided in pages 19 and 20 of this guide.

Succession Planning

Every group needs continual re-vitalisation and the Design Society is the same. Membership of the Board of Management and Advisory Board is for a limited period of time to ensure continual renewal of these Boards. Similarly, SIGs are asked to plan to bring in new and younger people also, and to have a clear plan for succession. For example, it is recommended that no one should lead a SIG for longer than a term of 4 years, although if there are joint leaders, this period can be extended.

3. What SIGs can expect from the Design Society

The Design Society actively supports the foundation of strong SIGs. In particular, The Design Society will:

- allow a SIG to operate as part of the Design Society, i.e. referring to the Society in invitations, advertisements and publications;
- involve Design Society members in establishing and running a SIG;
- advertise SIG meetings and events on the Design Society's website;
- provide the Design Society's IT resources (e.g. website, SIG-specific email lists, discussion forum[s] on the website, advise on the conference management system);
- help to distribute the products of the SIGs;
- provide a corporate identity for publications, brochures, announcements;
- provide rules, procedures and guidelines for a professional reviewing process;
- exhibit SIG publications and actions at ICED-conferences.
- give financial support if appropriate – See "The Design Society and Funding SIG's"

4. Running a SIG event

Publicity

SIGs can decide an individual marketing and publicity strategy, but it should be coordinated with the Board of Management of the DS. SIGS are expected to promote the DS through their activities and to actively encourage new membership. Specific actions that are recommended regarding SIG events are as follows:

- Make sure that the event is publicised on the web site and through eNews.
- Have a DS stand at the event, with DS leaflets and membership forms*
- Make sure your SIG web site is up to date and that you have leaflets

*If the DS administration is informed about events it will send out leaflets and folders to the SIG leader (postage cost re-charged). There is also a pdf version of the DS banner available.

LOGO and Graphics

All DS/SIG communications and publicity material should carry the DS logo and the charity statement:

"The Design Society is a charitable body, registered in Scotland, Charity number SC 031694, Company number SC401016"

Digital copies of the logo are located on the member section of the website but also held by the DS office. Please request copies if necessary.

In addition, an A4 publicity leaflet in a standard form is produced for each SIG. SIG leaders are asked to make sure their leaflets accurately reflect the task of the SIG. New SIGs should send publicity leaflet text to the DS office – new leaflets can be made.

Conference Management System (CMS)

The DS requests that all DS events, especially those charging for registration, use CONFTOOL as their CMS. This is a free service for small events and for larger events where there is a charge, it is expected that this will be priced into the conference budget.

ConfTool offers a flexible conference management system for academic events which is free. ConfTool allows for the entry and upload of author details, keywords, abstracts, full papers and signed copyright forms. It has the capacity to allocate papers for review, assist in creation of an event programme, facilitate bulk emails and ultimately allows for download of published papers in a format which is compatible with the DS website.

Using ConfTool ensures consistent reviewing through a standard review form.

ConfTool Pro is a more sophisticated edition which is charged for depending on size of event. This allows the addition of payment modules and data to be linked to the registration. It is possible to take credit card data and process it through an organisational payment system or to use a bolt on payment system like PayPal or World pay to take funds on your behalf.

Find the 2 versions of CONFTOOL at www.conftool.net

ConfTool charges should be paid per event through individual event contracts with Harald Weinreich, contactable using info@conftool.net. If necessary the DS administrator will undertake the arrangement of the contract.

Delegate lists

The DS asks that delegate lists be copied to the DS office. As a SIG event is also a DS event this should not cause data protection issues. Authors and delegates should be asked when they enter their details to indicate if they are not happy for their data to be retained. Please be assured that the DS does not sell or share its delegate lists with outside parties. The lists will be used to contact attendees and encourage them to become DS members.

Fees and Registration charges

SIGs may charge participation fees for individual activities and events. Within this framework, SIGs are autonomous in financing and budgeting aspects, but should coordinate their finances with the Board of Management and provide an annual budget report .

If SIGS do charge attendees for an event there are three conditions:

- offer reduced registration fee to DS members
- make it possible for non-member delegates to pay DS membership at the same time as on line registering for an event. ConfTool can be set up in this way – please ask the Design Society administration for advice on how to do this.
- if financial help from the Design Society is needed then the SIG leaders must abide by the DS Profit Sharing model agreement which outlines help available from the DS and the requirement to contribute a percentage of a surplus back into DS funds.

The DS administration will offer further guidance on the financial aspects of running an event if this is required. Refer to document "Funding SIG Activites"

Any costs incurred by the DS administration e.g. postage of DS promotion material to the SIG leader will be re-charged to the event. These charges will be on an actual cost basis.

5. SIG Publications

SIGs are bound to the Design Society rules of publication and it is the SIG's responsibility to keep up to date with this. In particular

In particular, a SIG-publication:

- should preferably be published in English;
- should undergo an anonymous review process where appropriate;
- should, if a review process is carried out, have reviews done by at least 2 independent reviewers;
- should make appropriate references to current and international literature;
- must have an editor;
- should have an ISBN-number and must have a DS-number (available on request from the Design Society office)
- must comply with the house style of the Design Society on publications and carry the DS-logo and charity number on all official correspondence (e.g. programmes, invitations, posters);
- should be thematically defined with an introduction by the editor(s) and a conclusion (summary);
- should be made available to attendees of the respective event;
- must be accessible free of charge for all members of the Design Society through the website.
- must be accompanied by a signed Copyright form for each paper in the publication.

If possible publish through the Design Society. DS can offer to publish your meeting notes or proceedings. As noted above, the Design Society advises using ConfTool (www.conftool.net) as the conference management system which will enable the production of full papers, separate abstracts and keywords in a format that is compatible with the DS website and other citation indexes. Using a template for submission of papers is a normal practice. ConfTool allows authors to upload pdf and word formats of papers ready for inclusion in printed proceedings.

We advise using pdf formats for uploading papers for review in order to protect the anonymity of the author but final camera ready papers should be submitted in Word format.

Support is offered for a print on demand printing service through Lightning Source (DS has a contract with this company for US and Europeans publications). Lightning Source (www.lightningsource.com) offer extensive instructions and requirements for submitting publications to print. Once you have assembled your publication, the DS office can put you in touch with a UK consultant who will assemble and check your camera ready publication for a reasonable charge. (Average charge per volume is £650 in 2013).

The DS office will issue a DS number, ISBN or ISSN as appropriate.

If you insist on using other publishers, please ensure that the right to publish on the DS web site (for members) is in the agreement with the publisher. This is an essential contract negotiation – see Copyright below

Please make sure the DS logo is on all publications, and the Society (and its charity status*) is mentioned in the text.

Make sure that for DS papers we have properly completed copyright forms (electronic assignation through ConfTool or uploaded template) and that they notification is sent to the DS office once the publication has gone to print and before the papers are uploaded to the DS website.

Putting papers and proceedings on the Design Society Website

For upload of papers to the Design Society web site it is essential to keep records of copyright records, abstracts and keywords. Proceedings for submission to citation indices need to meet the criteria below. The Administrator, President or Secretary can advise on upload procedures.

To put papers on the DS website you need

a. A spreadsheet listing all the papers
b. All the pdf's of papers to be named exactly as listed in spreadsheet
c. A pdf of the front matter of each volume of proceedings

Once you have submitted the pdf papers files and spreadsheet with appropriate naming conventions, Papers will be uploaded to the DS website and connected to the relevant event/proceedings page. A template for the exact spreadsheet needed is available on the DS website.

Citation Indexes

Once papers have been uploaded to the DS website they will automatically be submitted to the Google Scholar and Scopus citation index.

In order to submit proceedings for the Thomson Reuter Conference Proceedings Citation Index an electronic table of contents should be produced which will give all the required information and link the table of contents to the actual paper. Papers need to be numbered and abstracts and keywords supplied. A separate "front matter" pdf file will also be needed containing evidence of the titles, copyright contents, scientific committee etc. See the example in the link below. If these conditions are met, the DS office will submit the proceedings to the ISI.

http://spiedigitallibrary.org/proceedings/resource/2/psisdg/7803/1?isAuthorized=no

Copyright

In order for the DS to upload papers to its website or to publish books itself by print on demand, it needs to own the copyright of its material. The DS has a form which needs to be completed by each author. While copyright is transferred to the DS, it welcomes publication of the authors' papers by their own University website or repositories**.**

Event organisers using ConfTool can take advantage of the facility for authors to sign their copyright agreement on line with their final paper upload.

If event organisers are determined to use an outside publisher it is essential that a pre-contract negotiation takes place with that publisher to allow the DS to upload the event papers to the DS website. For advice on this issue please contact the DS office before signing any publishing contract.

The wording of the DS copyright form is reproduced below for clarity. The form can be downloaded from the DS website and sent to all authors through ConfTool.

Preparation of electronic and printed Proceedings and the Publications Team

Preparation of proceedings should normally be managed using a Conference Management System – ConfTool is the contracted DS CMS. Details of the approach using the ConfTool CMS are given in separate guidelines. The CMS should be managed by the Programme Committee of each conference.

It is essential that each event has a **PUBLICATIONS TEAM** that is responsible for assembling the electronic document. There is a considerable amount of work in producing forewords, tables of content and indexes, and editing and preparing papers etc. before submission to print. Please contact the DS administration to information on what to prepare in advance.

A member of the PUBLICATIONS TEAM should be responsible for communicating with any contracted assistance, with the producer of the proceedings USB, with Lightning Source.

Examples of the text of letters/emails to authors and reviewers at various stages of the paper submission and review process are given in the Guideline for using ConfTool.

Copyright Agreement

This Agreement, dated _____ (date), is by and between the Design Society (the "Society") and _____ (the "Author").

The Author has created a work entitled

_____(title of paper)

(the "Work") and owns the copyright to the Work.

The author(s) hereby confirm(s) that s/he/they is/are the sole author(s) of the Work, that s/he/they is/are entitled to grant the following licenses and that s/he/they has/have so far not transferred any rights which would be in conflict with the licenses under this agreement to third parties.

Copyright to the above Work (including, without limitation, the right to publish the Work in whole or in part in any and all forms and media, now or hereafter known) is hereby transferred to the Society, effective as of the date of this agreement, on the understanding that the Work has been accepted for presentation at a meeting sponsored by the Society and for publication in the proceedings of that meeting. However, each of the authors and the employers for whom the Work was performed reserve all other rights, specifically including the following: (1) All proprietary rights other than copyright and the publication rights transferred to the Society; (2) The right to publish in a journal or collection or to be used in future works of the author's own (such as articles or books) all or part of this Work, provided that acknowledgement is given to the Society and a full citation to its publication in the particular proceedings is included; (3) The right to make oral presentation of the material in any forum; (4) The right to make copies of the work for internal distribution within the author's organization and for external distribution as a preprint, reprint, technical report, or related class of document. In the case of a work prepared under a government contract, if the contract so requires, that government may reproduce all or portions of the article and may authorize others to do so, for official government purposes only.

The Author(s) warrant(s) that s/he has the full power and authority to enter into this Agreement and to grant the rights granted in this Agreement.

Signed:_____(author's signature)

Please Scan or email the completed form to:

Checklist for SIG Leaders planning events

	All events	Action	Notes
	DS Logo	**Use on all publications , Flyers and event websites**	Download from Website
	SIG Website	**Make sure it's up to date and mentions the event!**	
	Publicity material	**SIG leaflets**	Administrator will send out pdf copies of your leaflet to you – so that you can print them locally.
		Postage	Budget for posting costs! Administrator will invoice SIG leader/University
		DS Banner	PDF is on website for SIG leaders to print themselves
	Event on DS website and e-news	**Make sure it's on there! Also set up data for proceedings page on DS website**	You have permission to put items on the DS website. Ask Administrator or Secretary for advice if necessary
	DS Charity and limited company number statement	**Put on all text communication and publications**	"The Design Society is a registered charity in the United Kingdom, charity number SC031694, company number SC401016"
	DS stand	**Have a DS stand at events where possible**	Ask a local member to look after it? Give out leaflets and possibly joining application forms?
	Paid events:	**Where delegates are paying to attend the event and a publication will be produced there are certain conditions**	See Fees and Registration Section in Handbook
	Paper Management - Conftool	**Use Conftool to process papers and for payment and registration**	New contract needed for every event. Administrator can advise

13		www.conftool.net	on this.
		Please use DS to publish papers if possible	
		Copyright declaration from DS	If DS is publisher ALWAYS put this on ConfTool to be signed by authors electronically – save a copy of ConfTool data.
		Negotiate shared copyright if necessary	If using outside publisher (e.g. Springer), **ALWAYS** negotiate that DS can put papers on website. In some cases a delay may be required.
		Keywords	Identify with ConfTool and essential for citation index and upload to DS website
		Abstracts – ask for separate abstract to be uploaded	Easy with ConfTool and essential for citation index and upload to DS website
		Delegate lists –Mention at event that you will send them to DS	Please download from ConfTool and send to Administrator
	Publication Management		
		DS and ISBN, ISSN numbers on the cover of books	Essential. Administrator will supply
		Print on demand – DS contract is with Lightning Source	Administrator will advise
		Putting papers on DS website – proceedings pages	Download spread sheet from ConfTool and fill in .Name individual papers accordingly. compile front matter pdf. Administrator and Secretary can advise on upload to website
	Registration	**ConfTool has payment options**	You can **EITHER** opt to take credit card payment details which your university manually takes themselves **OR** you can opt for a direct payment module such as PayPal or similar to take the money for

4			you. There is very clear advice on the ConfTool website.
		Give Discount to DS Members	Build into payment options on ConfTool
		Offer paying for DS membership on registration/payment page of ConfTool	Build into payment options on ConfTool
	Finances	**Use your own university account to link up to ConfTool and take payments. Send outstanding payments to DS after event**	ConfTool will generate invoices
		Budget for ConfTool, publicity and postage costs	

6. Starting a new SIG

The DS wants SIGs to offer quality contributions to the life of the Society and be a mechanism to explore issues, ideas or activities which progress the Society's objects. In order to ensure that SIGs do not overlap in their agendas and that they are dynamically and professionally organised working groups, the BM formally confirms the formation of a new SIG. Any member of the DS can propose the formation of a new SIG to the BM at any time using the appropriate application form. The criteria for approving a new SIG are given below.

Criteria for Approving a New SIG and for Approving the Continuation of an Existing SIG

The criteria that the Board of Management will consider for approving a new SIG as well as for approving the continuation of an existing SIG are as follows:

- o   fulfilment of the general requirements
- o   clearly stated goals and objectives with the proposed SIG's activities addressing these;
- o   openness of the SIG and its meetings to all interested participants; efforts made to publicise the activities of the SIG and to engage new members in these activities;
- o   publicising the SIG and its activities clearly as Design Society SIG activities; announcement of activities and events at least through the Design Society website;
- o   planned mode of operation – at least one SIG meeting required every year;
- o   planned publication strategy and availability of outcomes from SIG activities to the design community at least through the Design Society website;
- o   initial size (at least 10 people) and estimated increase of participants;
- o   internationality of participants;
- o   membership of SIG participants in the Design Society;
- o   Steering Committee are Design Society Members;
- o   minimal overlap with other SIGs;
- o   Is the topic relevant and topical for the Design Society?
- o   An effective Steering Committee;

The formation of a new SIG within the Design Society requires a formal confirmation by the Board of Management and ends with a written agenda agreement between the Design Society and the SIG, represented by its leader(s).

The application form for proposing a new SIG is reproduced below and is available on the DS website. Information about the planned means of communication of the SIG (e.g. a website) is also important.

Application Form -Design Society Special Interest Group (SIG)

Please submit completed form to the President of the Design Society (president@designsociety.org).

SIG Name:

Contact Person:

SIG exists since:

**PLEASE GIVE A BRIEF DESCRIPTION OF THE GOALS AND OBJECTIVES (THE AGENDA)
OF THE PROPOSED SIG .**

**PLEASE GIVE A BRIEF SUMMARY OF THE PLANNED ACTIVITIES AND RESULTS
OF THE PROPOSED SIG AND THEIR TIME-LINE.**

**DO YOU PLAN TO ORGANISE SPECIAL PROGRAMMES FOR YOUNG RESEARCHERS (STUDENTS, PHD STUDENTS, AND
JUNIOR RESEARCHERS)?**

DOES THE SIG PLAN TO PRODUCE PUBLICATIONS?

**IF APPLICABLE: WHAT IS THE FINANCIAL/BUSINESS MODE OF OPERATION OF THE PROPOSED SIG? WHICH
OPPORTUNITIES AND RISKS DO YOU SEE?**

SHALL THE SIG HAVE A STEERING COMMITTEE? WHO COULD BE MEMBERS?

**HOW MANY MEMBERS WOULD YOU ESTIMATE WILL BE ACTIVE IN YOUR SIG
(BESIDES YOU AND THE STEERING COMMITTEE)?**

**SHALL THE SIG HAVE AN OWN WEBSITE THAT DS MEMBERS AND OTHERS CAN ACCESS TO LEARN ABOUT IT? WHAT IS
THE WEBSITE ADDRESS?**

IF THERE IS ANYTHING MORE THAT YOU WOULD LIKE THE DS BOARD OF MANAGEMENT TO CONSIDER ABOUT THE

PROPOSED SIG PLEASE FEEL FREE TO ADD ANY ADDITIONAL INFORMATION, SUGGESTIONS, CRITICISM, ...

ARE THERE ANY THOUGHTS, ISSUES, OR CONCERNS THAT YOU WOULD LIKE TO BRING FORWARD FOR CONSIDERATION AT THE FORTHCOMING MEETINGS OF THE SIG-LEADERS GROUP, THE ADVISORY BOARD OR THE BOARD OF MANAGEMENT?

Date: Author of application:

Reporting and Reviewing

The Design Society requires all SIGs to submit an annual report before the end of January for review by the Board of Management. This report should address the following:

o   the title of the SIG; current SIG-Leader(s);

o   the goals and objectives (the agenda) of the SIG; if these have changed, this should be highlighted; proposals to change the current goals and objectives (agenda), change of leadership, activities, publications;

o   activities of the SIG (e.g. meetings, events, discussion forum[s], special programmes for young researchers) during the last year and their relation to the SIG's agenda;

o   a detailed statement on progress of the SIG and its likely further duration;

o   publications of the SIG;

o   financial statement; financial or other concerns in running the SIG;

o   the Steering Committee (changes to be highlighted);

o   an estimation of the number of active members of the SIG (besides the SIG-Leader(s) and the Steering Committee);

o   means of communication (e.g. an own website) of the SIG;

o   any other information, suggestions, criticism, etc. the SIG-Leader(s) would like to bring forward for consideration of the SIG-Leaders Group, the Advisory Board or the Board of Management.

Based on the reports submitted, the Board of Management will review each SIG annually and decide about its continuation, modification or termination. The review process will take place at the "RIGI" meeting of the Board of Management and the Society's Advisory Board (usually mid of March every year).

2016 SIG ANNUAL REPORT

(This report is submitted to the BM and will be shared with all SIG leaders and posted on DS website available for DS members)

SIG NAME (AND ABBREVIATION):

SIG CONTACT(S):

SIG EXISTS SINCE:

REPORT DATE and AUTHOR(S):

1. SUMMARY OF SIG GOALS AND OBJECTIVES

List original SIG goals and any changes if applicable.

2. MEMBERSHIP

List steering committee members (indicate those that are DS members), estimate of number of active members (indicate how many DS members); changes in leadership— if any.

If SIG maintains a website, please indicate URL. We will provide a link in the DS website. SIG should also have a link to the DS site.

3. ACTIVITIES

List SIG activities in 2014; include any special programmes for young researchers (students, phd students, and junior researchers) — if any.

4. PUBLICATIONS

List publications in 2014 (proceedings of conferences or workshops) by editor(s)/author(s), title, where published, isbn/doi number if any. FOR EACH, PLEASE INDICATE IF COPY HAS BEEN SUBMITTED FOR POSTING TO DS WEBSITE —if not, please do so!

5. FINANCIAL/BUSINESS REPORT — if appicable.

Provide summary of SIG transactions with DS, if any. Please also note any SIG financial needs that the DS might support.

6. OTHER

Provide any additional information, suggestions, or requests for the BM or AB that could help improve SIG and DS operations.