

IFAC Conference Series on Analysis and Design of Hybrid Systems (ADHS)

Charter for mission statement, steering committee rules and organizational guidelines

I - Mission Statement

1. The conference series ADHS is sponsored by the IFAC Technical Committee 1.3 on Discrete Event and Hybrid Systems.
2. The organization's main aim is to organize a series of conferences in the multidisciplinary area of *hybrid dynamical systems*. The conferences are intended to be a meeting place for researchers from the scientific domains of control engineering, computer science and applied mathematics, and for practitioners from several application domains, such as process industry, automotive, avionics, communication networks, energy systems, transportation networks, embedded systems, biology and other sciences, manufacturing and robotics. The organization's second aim is to stimulate actions that are of interest to researchers in the area of hybrid dynamical systems.
3. The reference archival publication of the ADHS community is the journal *Non-linear Analysis: Hybrid Systems*, published by Elsevier. This journal received the IFAC affiliation in 2009 at the request of TC 1.3.

II - Composition of the Steering Committee

4. The organization has a Steering Committee composed by a chairperson and up to seven members. The chairperson may also be one of the members.
5. The position of chairperson of the Steering Committee is given, *ex-officio*, to the chair of IFAC TC 1.3. When a TC 1.3 chair mandate terminates at the end of an IFAC triennium, the position of chairperson is immediately taken by the new TC 1.3 chair.

A TC 1.3 chair that terminates a mandate and is not a member of the Steering Committee is temporarily appointed an honorary member of the Steering Committee until the occurrence of the next conference. The opinion of an honorary member is not counted as a vote of the Steering Committee.

6. The status of members of the Steering Committee is twofold:
 - conference general chairs;
 - regular members.
7. The regular members are appointed with the aim of composing a well-balanced Steering Committee, in terms of representation from different geographic areas, gender and ethnic diversity.
8. The first Steering Committee was formed in June 2012 after ADHS'12 in Eindhoven.

The chairperson was Alessandro Giua, University of Cagliari, Italy (TC 1.3 chair).

The members were:

- Janan Zaytoon, University of Reims Champagne-Ardenne, France (general chair ADHS'03)
 - Alessandro Giua, University of Cagliari, Italy (general chair ADHS'06)
 - Manuel Silva, University of Zaragoza, Spain (general chair ADHS'09)
 - Maurice Heemels, Eindhoven University of Technology, The Netherlands (general chair ADHS'12)
 - Christos Cassandras, Boston University, USA (regular member)
 - Jun-ichi Imura, Tokyo Institute of Technology, Japan (regular member)
9. Every three years, when the next conference's general chair is selected, the composition of Steering Committee is updated as follows.
 - A new regular member, selected by the Steering Committee, is invited to join the Steering Committee. Among the current regular members, the one with the greatest seniority will leave the committee.
 - The next conference's general chair is invited to join the Steering Committee. Among the members with the status of conference general chair, the one with the greatest seniority will leave the committee.
 10. The official meeting of the Steering Committee is held during each conference. Between these meetings the Steering Committee discusses and votes proposals by email exchanges.
 11. A proposal to the Steering Committee is accepted if it receives a *majority* of *yes* votes. The majority is defined as the smallest integer greater than $n/2$, where n is the number of components of the Steering Committee.
 12. A proposal to modify the charter is accepted if it receives a *qualified majority* of *yes* votes. The qualified majority is defined as the smallest integer greater than $2n/3$, where n is the number of components of the Steering Committee.
 13. The Steering Committee maintains a web site where this charter and other relevant documentation is made available. The web site contains also a link to the home pages of past and incoming conferences.
 14. (Transitional rule) When the general chair of ADHS 2015 will be selected, they will be invited to join the Steering Committee but no other member will leave or join the Steering Committee.

III - Guidelines for the organization of a conference

15. The conference is held every three years for a period of three days. The organization of the conference must comply with IFAC instructions concerning the organization of IFAC events.

16. Within nine month after a conference is held, the Steering Committee selects the next conference's general chair. This is done on the basis of the submitted proposals that should specify the location and the dates of the conference, with all pertinent details concerning the organization and the scientific aspects of the conference.

The selection of the Steering Committee must be ratified by the members of TC 1.3. If the majority of TC 1.3 members vote against it, the selection is not approved and the Steering Committee should change it.

17. The conference general chair chooses the Program Committee co-chairs and may also serve in this role.
18. The Program Committee co-chairs ask the Steering Committee for advice on the composition of the conference's Program Committee. It is advisable to have a well-balanced program committee, with appropriate representation from different geographic areas and gender and ethnic diversity, and to have at least one member from industry (or an academic with strong relations with industry).
19. The tasks of the members of the Program Committee are to offer advice to the Program Committee co-chairs on the scientific program of the conference, and to assist with the evaluation and the selection of submitted papers.
20. The Program Committee co-chairs may ask the chairperson, or a member of the Steering Committee, to handle the review of papers authored or co-authored by members of the research groups of the Program Committee co-chairs.
21. After the reviews for the submitted papers have been collected, the Program Committee co-chairs start an electronic Program Committee discussion, whose duration may vary from 1 to 2 weeks and whose format will be decided by the Program Committee co-chairs. The objective of the discussion is to reach consensus on papers to accept and reject. At the end of the discussion the Program Committee co-chairs decide on the scientific program of the conference.
22. The conference general chair selects the invited speakers in agreement with the Steering Committee.
23. The authors of some of the best conference papers will be invited to make a revised version to be considered for inclusion in a special issue/section of an IFAC (or IFAC affiliated) journal. The revised papers will go through an additional round of reviewing. The conference Program Committee co-chairs may serve as the guest editors.
24. The conference general chair will appoint an award committee in charge of assigning a Best Student Paper Award.

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