



EUROPEAN MICROWAVE ASSOCIATION

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THE EUROPEAN MICROWAVE ASSOCIATION

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THE EUROPEAN MICROWAVE ASSOCIATION (EUMA)

The European Microwave Association (EuMA) is an international non-profit association with a scientific, educational and technical purpose. The aim of the Association is to develop in an interdisciplinary way, education, training and research activities, including:

- Promoting European microwaves,
- Networking and uniting microwave scientists and engineers in Europe,
- Providing a single voice for European microwave scientists and engineers in Europe,
- Promoting public awareness and appreciation of microwaves,
- Attaining full recognition of microwaves by the European Union,
- Organizing European Microwave Symposia and, in particular, the European Microwave Conference (EuMC) and the European Microwave Week (EuMW), as well as all the associated events,
- Circulating information among European microwave scientists and engineers.

The Association is allowed to perform all actions directly or indirectly related to its object. In particular, it may organize any form of cooperation between its members, symposia, seminars, study schemes, and carry out and publish studies, magazines or books, etc.

EuMA®, European Microwave®, EuMIC®, EuRAD®, and Wireless Technologies® are registered Trade Marks belonging to the European Microwave Association and are protected by the European Union.

The registered office of the Association is located at Place du Levant, 3, B-1348 Louvain-la-Neuve, Belgium. The Association operates under Belgian law. It is subject to VAT: BE 0464 401 356

The Association is governed by the General Assembly (GA), the Board of Directors (BoD), and the President.

1. THE GENERAL ASSEMBLY

1.1 TERMS OF REFERENCE

The General Assembly is the sovereign power of the Association.

The following are reserved for its competence:

1. General policy of the Association;
2. Amendments to the Statutes of the Association;
3. Appointment and removal of directors;
4. Approval of the Board of Directors' report (including balance sheet, accounts and budget);
5. Appointment of the auditors mentioned in articles 16 and 26 of the Statutes;
7. Any decision exceeding the powers legally or statutory granted to the Board of Directors.

1.2 CONSTITUTION

The General Assembly consists of:

- The Members of the Board of Directors
- The Founder members of EuMA: L. Ligthart, A. Madjar, H. Meinel, S. Nightingale, R. Sorrentino, A. Vander Vorst
- One Member appointed by IEEE Region 8
- The Editor-in-Chief of the International Journal of Microwave and Wireless Technologies
- The past, present, and next EuMW Chairs
- Ordinary Members representing the following 17 Groups of Countries

| | |
|----------|---|
| Group 1 | France**, Monaco |
| Group 2 | Germany** |
| Group 3 | Italy**, San Marino, Vatican City |
| Group 4 | United Kingdom*, Ireland*, Gibraltar, Malta |
| Group 5 | Belgium*, The Netherlands*, Luxembourg |
| Group 6 | Iceland, Norway*, Sweden* |
| Group 7 | Finland*, Denmark*, Faroe Islands, Greenland |
| Group 8 | Bulgaria*, Czech Republic*, Hungary*, Romania, Slovakia |
| Group 9 | Poland*, Estonia, Latvia, Lithuania |
| Group 10 | Armenia, Azerbaijan, Ukraine*, Moldova, Georgia |
| Group 11 | Albania, Bosnia and Herzegovina, Croatia*, Cyprus, FYR Macedonia, Montenegro, Greece*, Israel*, Serbia*, Slovenia*, Turkey* |
| Group 12 | Russia*, Belarus |
| Group 13 | Austria*, Liechtenstein, Switzerland* |
| Group 14 | Spain*, Portugal*, Andorra |

| | |
|----------|----------------------------------|
| Group 15 | North America |
| Group 16 | Asia Pacific |
| Group 17 | Africa and Middle East Countries |

** Rotation of GA representation after three years (by arrangement)*

*** Permanent GA representation to be changed after three years*

The GA is chaired by the EuMA President.

2. THE BOARD OF DIRECTORS

2.1 TERMS OF REFERENCE

The Association is administered by a Board of at least six Directors.

The BoD is invested with the widest powers to perform any acts of administration and arrangement, which concern the Association. The BoD shall administrate the Association according to the general Policy determined by the General Assembly, and shall particularly decide about the schemes related to education, training and research organized by the Association. The Board shall also decide about publications.

2.2 CONSTITUTION

The Board of Directors consists of a President and nine Directors elected by the General Assembly as described below:

- 5 members representing France, Germany, UK, Italy and the Netherlands, respectively
- 1 member from Belgium as Secretary
- 1 member from any other country listed in 1.2 under Groups 6 to 14
- 2 members from industry

The President and Directors are elected for a three-year term and may be re-elected.

The BoD elects two vice-Chairs and a Secretary General from among its members for a three-year term (Statutes, art.19). They are eligible for re-election, but cannot serve for more than three consecutive terms, except under special circumstances agreed by the General Assembly.

3. THE PRESIDENT

The President of the EuMA is the Chair of the BoD. The President is elected by the GA, upon proposal by the BoD for a three-year term. He is eligible for re-election, but cannot serve for more than three consecutive terms, except under special circumstances agreed by the General Assembly.

The President represents the Association.

4. ELECTION OF PRESIDENT AND DIRECTORS

The President and Directors are elected by the members of the General Assembly.

The Board of Directors will propose to the General Assembly one person to be both a Director and the President of the European Microwave Association, for a three-year term. The President may be re-elected.

Each member of the General Assembly is entitled to nominate one candidate on each occasion that an election is held, from amongst those who have been exceptionally active in international activities furthering the well-being of the microwave community.

In accordance with the terms of reference of the Board, candidates must be resident in one of the countries represented on the GA.

Nominations should include

- an indication from the candidates that they are willing to stand for election and that they will serve on the Board for three years if elected,
- a short biographical statement
- a short statement of the candidate's views concerning EuMA

5. TOPICAL GROUPS

EuMA members with interest in a specific technical subject may constitute a Topical Group (TG): consisting of EuMA members active in the relevant field, and approved upon request of at least 5 EuMA members. It is established for a period of 3 years, and it can be re-established upon favourable evaluation from the BoD.

The Topical Group develops activities in the form of meetings, workshops, conferences, papers, related to its relevant topic.

It is internally governed by a TG Governing Board (GB) and a Chair. Both are approved by the BoD. The Chair reports to the EuMA GA (during EuMW). The Chair and GB terms are for three years. They can be re-appointed.

It may request and receive an annual budget or loans from the EuMA, to be approved by the BoD, to run its activities (*e.g.* seed money for workshops, etc.).

6. AWARDS

EuMA has established three awards to acknowledge those individuals who have given exceptional contributions to the microwave community.

The **Distinguished Service Award** to recognize an individual who has given outstanding service for the benefit of the European microwave community and, in particular, for the advancement of the European Microwave Association.

The **Outstanding Career Award** to recognize an individual whose career has exemplified outstanding achievements in the field of Microwaves.

The **Pioneer Award** to recognize an individual who is responsible for a noteworthy advance in the field of microwaves which has had a lasting and significant effect on the microwave community.

The Pioneer Award is awarded in alternate years to the Outstanding Career Award.

The three awards consist of a bronze medal carrying the name of the award and the name of the recipient.

7. SPONSORSHIP

EuMA may technically sponsor or co-sponsor Microwave Conferences, Workshops and Short Courses in European regions or countries, upon written request addressed to the EuMA President.

EuMA requires the non-exclusive right to put the papers, presentations, webinars, etc., on the EuMA Knowledge Centre, available free to EuMA members, as a condition of EuMA technical sponsorship or co-sponsorship; this requirement, however, may be waived in situations to be evaluated by EuMA.

EuMA offers €1.000,00 as Best Paper Prize money to the most prominent Microwave Conferences in European regions or countries, to be split or not among several winners at the discretion of the local committee.

Technical sponsorship or co-sponsorship of Workshops and Short Courses can be granted by noting that:

- EuMA requires: a topic that is in the field of microwaves or at least beneficial for those working in this field; technical quality; a EuMA member in the organization committee acting as the link; a brief email report after the end of the course; and a reduced rate for EuMA members if reduced rates are offered to members of other organizations.
- EuMA offers: advertising EuMA sponsorship and using the logo on publications; an e-mail flash announcing the event; listing on the EuMA website.

The organizers of a Workshop might wish a financial support, either for the workshop or for a best contribution prize. The sponsorship by EuMA might include financial sponsorship under some special circumstances, to be appreciated by a group formed by the EuMA President, International Officer, and Treasurer.

The Group as mentioned will evaluate sponsorship requests from commercial course organizers, or from non-profit organizations offering quite highly priced events, and either deny these or accept these at a cost to be specified.

8. EUMA STANDING COMMITTEES

8.1 FINANCE COMMITTEE

The Finance Committee is a standing committee of the EuMA. It is composed of at least 3 members who hold office for three years. The Chair of the Finance Committee must be a member of the BoD appointed by the BoD. The other members are also appointed by the BoD.

The EuMA Treasurer and the EuMA Internal Auditor are among the members.

The Finance Committee is a link between the EuMA officers and the BoD for financial matters of significant importance, more specifically by:

- Evaluating the EuMA budget and forwarding remarks to the BoD,
- Evaluating the EuMW budget and forwarding remarks to the EuMW team and to the BoD,
- Evaluating the EuMW results and forwarding remarks to the EuMW team and to the BoD,
- Reporting to the BoD on how the EuMA assets are invested.

8.2 AWARDS COMMITTEE

The Awards Committee is a standing committee of the EuMA. It is composed of a minimum of 5 to a maximum of 7 members, who hold office for three years. The Chair of the Awards Committee must be a member of the EuMA Board of Directors (BoD) appointed by the BoD. The other members should widely represent both the geographical areas of the EuMA and the various specialties, and also be appointed by the BoD.

The Awards Committee:

- Proposes to establish and set the rules for awarding best paper prizes to be granted at EuMA Conferences, both within and outside the EuMW,
- Proposes to establish and sets the rules and procedures for other awards to be granted to individuals who have, in various ways, contributed to the EuMA, technology or education in the area of microwaves, etc.
- Solicits the nomination of candidates for the Awards (e.g. Distinguished Service Award, Outstanding Career Award, and Pioneer Award) from EuMA Members,
- Selects the recipients of the Awards, and proposes them to the EuMA BoD

8.3 INDUSTRIAL LIAISON COMMITTEE

The Industrial Liaison Committee (ILC) provides a forum to link the activities of the EuMA to industry. A member of the BoD, who works in close collaboration with the PCO, chairs the Committee. The Committee membership consists of senior members of industrial companies who are invited to join the Committee to represent the interests of industry, senior members of the Exhibition Organization and members of EuMA. The Committee convenes at least one meeting per year at the EuMW, and may hold additional meetings at other times. The Minutes of the meeting are circulated to all members of the committee and to the EuMA BoD. A key role of the committee is to communicate the views of industry to the EuMA, TPCs, and the local organizers and to contribute to the development of the content of the conference.

8.4 EXECUTIVE COMMITTEE

The Executive Committee (ExCom) consists of the President, the Secretary, the Treasurer. Presently (2013) there is one member of the BoD acting as association Secretary-Treasurer, the Honorary Secretary (appointed by the GA) plus the relevant EuMW staff: Assistant to the President, Headquarters Assistant, Vice Secretary-Treasurer. The ExCom deals with actions arising from the decisions taken at BoD meetings. It also meets before BoD or LRP in preparation of such meetings.

8.5 PUBLICATIONS COMMITTEE

The Publications Committee (PubCom) oversees the EuMA publications and submits proposals to the BoD.

The Publications Committee consists of:

- The Chair and Vice Chair (appointed by the BoD, not necessarily BoD members; the EuMA President should be either Chair or Vice Chair),
- The Editor-in-Chief of the International Journal of Microwave and Wireless Technologies
- The Editor(s) of the Newsletters
- Three members appointed by the BoD
- The Assistant to the Editor-in-Chief of the International Journal of Microwave and Wireless Technologies and the EuMA Treasurer are invited to attend the PubCom meetings.

9. INSURANCE

To cover its activities and the persons involved, EuMA has contracted three insurance policies:

One is for covering the civil responsibility of EuMA, its bodies, its people, its co-workers, for damages caused to third parties, resulting from various activities in halls, rooms, and open air, for instance for transient installations, changing-rooms, fences, kiosks, etc., at the occasion of EuMA activities. The insurance is for the duration of the events organized by EuMA, the duration of the preparation and the time needed for settling everything as well, including for damages caused to third parties by the presence of substances within food and drinks. The insurance does not cover: societies, groups and individuals participating to the activities; the organization of pop-and rock-concerts, races, rallies; direct or indirect effect of asbestos; effects due to war, strike, lock-out, terrorism, rebellion, etc.; destruction, loss, etc., of computers, computer content, electronic equipment related to information transfer, etc. It covers EuMA for five events a year.

EuMA has also contracted an insurance policy covering benevolent associates in corporeal damage. This is valid for members of BoD and benevolent associates, which means 10 persons, for two periods of 3 days each per year and one period of 7 days per year.

There is also an insurance policy for covering directors in civil responsibility against professional mistakes. The following are covered:

- Directors de jure, which are the members of BoD
- Directors de facto, which means any person with responsibility engaged as stated by court, or for professional mistake done when directing, managing or supervising activities of the

Association with or without formal delegation; this category certainly includes EuMW officers, in case.

- Employees of EuMA if they are named.
- Are covered: past, present or future such persons, as well as spouses and heirs, in case.

10. REIMBURSING EXPENSES

Reimbursing of BoD members and equivalent

There are four BoD meetings per year: in January, March-April, July, and September-October, respectively.

The attendance to the July meeting is limited to BoD members and equivalent, and EuMA staff.

The Past Presidents, International and EuMW Officers, and Secretary Emeritus are assimilated to the BoD members for their period of office.

Paying the cost of hotel room expenses implies the cost of a one-person room.

The extra-cost for guest room and breakfast, if any, is a private expense, not paid by EuMA.

Private expenses have to be paid by attendees before leaving the hotel.

The following procedure covers reimbursement of expenses only related to regular BoD meetings.

Hotel room

Upon request, EuMA pays to BoD members up to:

- 2 or 3 hotel nights for the January and March-April meetings, respectively
- No night for the July meeting, in principle
- 3 nights for the September-October meetings

Travel expenses

Upon request, EuMA may reimburse travel expenses for BoD members for all meetings.

Upon request, EuMA may reimburse travel expenses of a colleague when he/she is involved with a EuMA mission/responsibility.

The reimbursement has to be approved by the EuMA Officer in charge of the program involved and will be charged to his/her budget, if any: A. Galli for EuCoM, R. Ranson for EuML, R. Sorrentino for International contacts, F. van den Bogaart for EU meetings and EuRaMIG, D. Vanhoenacker for Finances, and the President for any other mission.

Permission for charging the EuMA budget has to be approved by the President.

EuMA does not reimburse travel expenses to a member of a Topical Group for attending a Topical Group meeting.

Special guests

The President may invite special guests to a specific BoD meeting. The invitation should specify whether EuMA is going to pay for accommodation and/or reimburse travel expenses, upon request.

Procedure

In all cases, the reimbursement request must be entered on the current EuMA reimbursement form together with original documents, as usual.

12. DATA PROTECTION

The General Data Protection Regulation (GDPR) came into force on 25 May 2018, with new regulations on privacy for all individuals within the European Union and the European Economic Area. It affects any organization (even outside of the EU) that holds personal data on EU/EEA citizens as well as giving individuals more rights over their own data.

Personal data in this context include information on the basis of which a person can be identified directly or indirectly such as: name; postal and email addresses; phone number; photograph; fingerprint; career of employment details, including affiliations; date of birth; financial information such as bank details, etc.

The Data Controller (EuMA in this case) is entitled to use such data for a justified reason like for instance fulfilling its duties, legal or not. In the absence of such a reason, the Data Controller needs to ask permission from the individuals to use their data.

In brief, under GDPR individuals have rights: to be informed; to access their data; to rectification; to erasure; and to data portability (which is the right for the individuals to obtain the information they provided to the Data Controller in a structured, commonly used and machine-readable format).

If individuals make a request to see or rectify their data, the Data Controller has one month to respond. Such requests should be addressed to the EuMA Data Protection Officer (DPO) appointed for three years by the EuMA Board of Directors in July 2018: Prof. André Vander Vorst, at vandervorst@eumwa.org.

The tasks of the DPO can be: to inform and advise the processor and employees of their obligations pursuant to GDPR; to monitor compliance with GDPR in relation to the protection of personal data; to provide advice where requested as regards the data protection impact; to cooperate with the supervisory authority; to act as contact for the supervisory authority relating to processing and to consult when appropriate.

The DPO shall have due regard to the risk associated with processing operations, neither receive instruction on nor be dismissed or penalized for the exercise of his/her duties, and report to the highest management level.

EuMA has contracts with five subcontractors that can be Data Processors for the purpose of fulfilling individual requirements. They are respectively:

- Artwhere, Belgium, providing to EuMA website and electronic mailing services
- Cambridge University Press (CUP), UK, processing data of EuMA members subscribing to the printed version of the International Journal of Microwave and Wireless Technologies
- Comptactuel, Belgium, accounting company in charge of EuMA bookkeeping and associated duties, including fiscal files if any
- Horizon House Ltd (HH), UK, processing data of individuals registering to scientific and technical events organized by EuMA, in particular the European Microwave Week (EuMW). Details on how they proceed can be found in the EuMA Guidelines for the EuMW.
- Union des Classes Moyennes (UCM), Belgium, with their Social Secretariat in charge of payment duties for EuMA staff.

EuMA has documents issued by each of these subcontractors specifying that they use EuMA individual data exclusively for fulfilling their obligations, with details on how they proceed.

The last version of the Privacy Policy established by EuMA can be found at the bottom of each page of the EuMA website www.eumwa.org.

At the bottom of specific documents like the Reimbursement Form and the request for Personal Data from the winners of Best Paper Awards granted by EuMA, one can read: "EuMA uses your personal information only for matters directly related to the request made with this form."

EuMA sends a limited number of documents every year to Past Members, like NewsFlash, JobFlash and Call for Papers. Every such document offers to the Past Member the possibility to unsubscribe by clicking the appropriate box.