

# ICSA Steering Committee Charter

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*Last modified April 30, 2020*

*SC members updated on March 31, 2022*

## I. About the Charter

### **A. Purpose and Scope**

This document defines the roles, operating procedures, and obligations for the ICSA steering committee.

### **B. Modifying the charter**

This document is controlled by the chairperson (henceforth, “chair”) of the steering committee. A change to the charter may be proposed to the chair by any member of the steering committee. A change is adopted if a 2/3<sup>rd</sup> majority of the members of the steering committee approve it. Discussion and votes for charter changes may occur at any meeting of the steering committee. At the discretion of the steering committee chair, such discussion and voting may also occur via email at any time.

## II. About the ICSA Conference Series

### **A. Definition**

“ICSA xxxx” shall be used to designate the IEEE Conference on Software Architecture held in the year xxxx. The list of past conferences is provided in the Appendix 3.

### **B. ICSA Mission Statement**

The mission of the ICSA conference series is to be the premier means of communication and advancement of research and practice in *software architecture*, from the point of view of both academia and industry, worldwide.

Every ICSA conference is a conscious and intentional blend of academic and industrial ideas and practices. This blend is reflected in the memberships of the steering committee, the conference organizing committee, the conference program committee, and the program of each conference. Reaching out to both academia and industry and blending their ideas makes ICSA unique in the community. Instruments to this aim include Industry Day and working sessions, and ensuring that the reviewers assigned to each submission is a mix of experts from industry and academia.

### ***C. ICSA Frequency and Location***

ICSA is held on a yearly cycle. The conference is held around the month of April, with flexibility between March and May depending on venue- and country-specific constraints. Paper submission dates are between December and January.

The location of the ICSA conference alternates between continents (does not take place on the same continent twice in a row). Exceptions will be considered on a case-by-case basis.

### ***D. Ownership and Sponsorship***

ICSA conferences are sponsored by IEEE Computer Society and/or IFIP, generally equally, but with their respective roles and responsibilities determined as practical with regard to the specific circumstances of each conference.

## **III. About the ICSA Steering Committee (SC)**

### ***Mission of the ICSA Steering Committee***

The ICSA steering committee has the mission to:

- Ensure continuity in the organization of a regular stream of ICSA working conferences.
- Ensure that the mission of each ICSA conference, especially the combination of academic and industrial contributions, is properly carried out.
- Maintain the standards of quality of the papers published and the actual presentations.
- Oversee the activities of the chairs and committees of each ICSA conference.
- Ensure continued vitality by implementing appropriate turnover in the conference and program chairs, conference and program committees, and the steering committee membership.

### ***Duties of the ICSA Steering Committee***

The ICSA steering committee has the following specific duties:

- Ensure liaison and coordination with sponsoring organizations.
- Promote each ICSA to ensure maximum participation and attendance of academics and industry practitioners.
- Determine the amount of time between conferences.
- Select a theme, a location, and a date for the next conference. Approve or deny requests to co-locate ICSA with another conference.
- Set an attendance goal for the next ICSA.
- Appoint ICSA conference chair or chairs and ICSA program chairs. The conference chair should ideally be someone familiar with both the academic and industrial communities. There should be two program chairs, one from each community. Deviations from this rule (e.g. three program chairs instead of two,

two program chairs both affiliated with academia and strong link to industry) need to be approved by the Steering Committee.

- Designate an appropriate means of dissemination to ensure wide distribution of conference proceedings.
- When desirable, designate from among the SC members a sub-committee to attract proposals for future conference editions. Proposals are to be submitted to the SC chair, who in turn coordinates the discussion and selection of the best proposals during the Steering Committee meetings.
- Maintain a set of artifacts from previous ICSAs (such as timelines, calendars, budgets, etc.) that can be used to help conference chairs plan future conferences.
- Maintain the list of reviewers that provide a bad service to the Program Committee (regular delays, missing reviews, reviews of poor quality), as well as a list of reviewers that provide an excellent service (timely reviews, high quality, key expertise).
- Oversee the quality and content of the conference series web site.

### ***Steering Committee Composition***

The ICSA steering committee is composed of the following members:

- Steering committee chair, and possibly Steering committee vice-chair
- Steering committee secretary (optional) helping the steering committee chair in operational matters, including interaction with IEEE and IFIP, keeping steering committee minutes and shared material.
- The conference chairs and program chairs from the last two ICSA conferences, and (as soon as known) the current conference and the conference after that (i.e. two ICSA conferences ahead).
- Members “at large” to balance origin in terms of:
  - Industry and academia
  - Geography
  - Sponsoring organization (IEEE/IFIP)
  - Leadership in the field and to incorporate key personalities in the area of software architecture.

The number of at-large members is determined by the steering committee and is not fixed.

- Ex-officio members:
  - IEEE TCSE chair (liaison with TCSE)
  - IFIP TC2 chair (liaison with IFIP)
  - IEEE Computer Society (liaison with IEEE)
- Representatives of other architecture conferences (e.g., ECSA, Saturn) can be invited to attend as guests (but are not voting members)

### ***Steering Committee Membership***

Terms for membership are determined as follows:

- Conference chair and program chairs of the (two) future ICSA conferences are added as regular members as soon as the proposals are accepted. They stay on the Steering committee for two years after the conference.

- At-large members are elected for two years. They can be re-elected. Steering committee members can propose new candidates from both industry and academia.
- IEEE and IFIP representatives are brought forward by their respective organization in agreement with the steering committee chair. No specific term is foreseen, provided they continue fulfilling their role.

### ***ICSA Steering Committee Chair***

Both steering committee chair and steering committee secretary are elected for two years. They can be re-elected for a second term of two additional years. During the election, only one Steering Committee chair is elected. The elected Steering Committee chair decides whether he/she wants to be a single chair or nominate a vice-chair. In the latter case, the vice-chair needs to be an active or past Steering Committee member approved by the Steering Committee via a 2/3 vote.

The ICSA steering committee chair will:

- Initiate and lead the required meetings as well as interim e-mail discussions and teleconferences.
- Interact regularly with the current ICSA conference chair to learn the status of conference activities and to influence and guide decisions.
- Communicate major conference status milestones to the steering committee.
- Maintain a record of conference committee and program committee membership.
- Maintain a record of ICSA conference results: attendance, programs, tutorials, workshops, working sessions, authors, publicity mailing lists, etc.
- Ensure that the conference and program chairs are aware of ICSA expectations and policies.

### ***ICSA Fellow***

The honorary title of ICSA Fellow will be awarded from time to time by the ICSA Steering Committee to individuals who have made outstanding, long-term scientific and service contributions to the ICSA Community. It is expected that the list of ICSA Fellows will grow slowly over time, with the honor bestowed sparingly by the Steering Committee. The term "Fellow" is chosen for its historical prestige value only, and does not in any way imply any gender restriction or a priori presumption on individual eligibility.

- **Selection of Fellows.** The Steering Committee may consider a nomination for designating an individual ICSA Fellow at any time. Potential Fellows will be nominated by existing Steering Committee members or existing ICSA Fellows along with a short description of the candidate's long-standing contributions to the ICSA Community. The Steering Committee will discuss and then vote on any such nomination under the usual discussion and voting procedures. In order to award the designation ICSA Fellow the candidate must be approved by at least 2/3 vote (of present members). An individual may not be considered more than once per year. At the annual ICSA conference any new ICSA Fellowships will be

announced and the new Fellow(s), if present, will be awarded a certificate of recognition by a Steering Committee representative. ICSA Fellows will be listed on the ICSA website along with a short biography and summary of their contributions to the ICSA community.

- **Term of Fellowship.** An ICSA Fellow is designated for life. Under extraordinary circumstances, where it is discovered that the original election rationale was based on incomplete, incorrect, or fraudulent information, the SC may through a 2/3 vote (of present members), revoke the Fellow designation.
- **Participation by Fellows.** At any time, an ICSA Fellow may choose to participate in Steering Committee discussions as an observer. This includes the right to be placed on the SC mailing list, to contribute to email discussions, to be notified of and attend SC meetings, and to participate in discussions at the SC meetings. The ICSA Fellow (unless otherwise a voting member of the SC) does not have a vote in SC business, however.

### ***Steering committee meeting and interaction***

The steering committee will meet every four months, with one physical meeting at each ICSA conference and two virtual meetings via teleconference. Other interactions will occur via teleconferences and email as initiated by the steering committee chair. The chair should initiate votes for new at-large members and future-conference chairs ahead of a ICSA conference, so that these people may be invited to the steering committee meeting.

## **IV. About ICSA Conference Organization**

### ***Guidelines for ICSA Conference Chair***

The appointed ICSA Conference Chair(s) will:

1. Work out the details of IEEE and/or IFIP sponsorship.
2. Select an organizing committee.
3. Arrange for proceedings publication or appoint a proceedings chair to do so.
4. Plan and execute comprehensive conference publicity activities, appealing to researchers *and* practitioners, or appoint a publicity chair to do so.
5. Prepare a budget for the conference and establish a break-even attendance point.
6. Secure a physical location for the conference and arrange for a conference hotel.
7. Consult the Steering Committee Chair for any changes to the accepted way of organizing and running the conference.
8. Establish a conference calendar; distribute it to the steering committee and organizing committee, and track activities accordingly.
9. Establish a Web site for the conference, made directly linked from (or part of) the ICSA series web site, and send the URL to the steering committee as soon as date

- and site are determined. (Conference and program committee membership can be added later.) Keep the conference website current.
10. Ensure a conference program that appeals to researchers and practitioners; organize sessions to permit balanced access to conference events.
  11. Provide a monthly status report to the Steering Committee Chair.
  12. Be fiscally responsible and ensure in as much as humanly possible that the conference does not run a deficit.
  13. Provide a final report to the steering committee that includes:
    - Number of attendees (with breakdown in categories – academic, industry, location, geographic origin, etc.)
    - Number of papers and/or proposals submitted and number accepted
    - Financial summary
    - General discussion of events that went well and those that did not
    - Issues and problems and suggestions for their resolution in future conferences
    - Summary of attendee evaluations

### ***Guidelines for ICSA Program Chairs***

The appointed ICSA Program Chairs will

1. Not submit papers to the main track of the conference. (Tutorials, experience reports, or panels are acceptable submissions.)<sup>1</sup>
2. Consult the conference chair for any changes to the accepted way of organizing and running the conference.
3. Ensure that there is balanced membership on the program committee in terms of academic, industry, geography, and experience level, topical focus for the specific ICSA. Decide whether or not a commitment to attend a PC meeting is a requirement for PC membership.
4. Ensure that all chosen members of the program committee are competent to review papers on software architecture.
5. Send the list of program committee candidates to the Conference Chair and then to the Steering Committee Chair for steering committee approval.
6. Develop a call for papers and deliver it to the publicity chair and conference chair in accordance with the timeline.
7. Develop and follow an evaluation procedure. Consider a separate evaluation procedure for industrial or experience reports (or short papers, or other kinds of papers) than for research papers.
8. Convene a program committee meeting. Run the program committee meeting according to procedure; ensure that papers are properly reviewed and selected fairly.
9. In case of issues in the review and/or selection of the papers submitted to the main track of the conference, ask the Steering Committee Chair to organize a virtual steering committee meeting to discuss them.

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<sup>1</sup> The same holds for the ICSA General Chair.

10. Ensure that all submitters receive acceptance or rejection notices in a timely way and that rejections are accompanied by written feedback.
11. Ensure that papers are properly prepared for publication in the proceedings.
12. Develop a program that upholds the working nature of the conference blending academic and industrial ideas and practices. Provide program details to the conference chair according to the conference timeline.
13. Assist Conference Chair in preparing the final report.

## Appendix 1: ICSA Steering Committee Members

(As of March 31, 2022)

Name	Role (recent active period)	Affiliation
Barbora Buhnova (*)	SC chair (Oct 2018-22)	Masaryk University
Henry Muccini (*)	SC vice-chair (Oct 2018-22) Regular (2022-25) [ICSA 23 G]	University of L'Aquila
Paris Avgeriou	At large (2021-23)	University of Groningen
Steffen Becker	At large (2021-23) Regular (2020-23) [ICSA 21 P]	University of Stuttgart
Rich Hilliard	At large (2020-22)	MIT
Anne Koziolok	At large (2021-23)	Karlsruhe Institute of Technology
Philippe Kruchten	At large (2020-22)	University of British Columbia
Patricia Lago	At large (2021-23)	Vrije Universiteit Amsterdam
Raffaella Mirandola	At large (2021-23)	Politecnico di Milano
Robert Nord	At large (2020-22)	SEI at Carnegie Mellon University
Eltjo Poort	At large (2021-23)	CGI, Netherlands
Ralf Reussner	At large (2021-23)	Karlsruhe Institute of Technology
Clemens Szyperski	At large (2020-22)	Microsoft
Eoin Woods	At large (2021-23)	Endava
Grace Lewis	Regular (2020-23) [ICSA 21 P]	SEI at Carnegie Mellon University
Anton Jansen	Regular (2020-23) [ICSA 21 P]	Philips Innovation Services
Rick Kazman	Regular (2021-24) [ICSA 22 G]	University of Hawaii, USA
Patrizio Pelliccione	Regular (2021-24) [ICSA 22 G]	GSSI, Italy
Anna Liu	Regular (2021-24) [ICSA 22 P]	Amazon Webservices, Australia
Ingo Weber	Regular (2021-24) [ICSA 22 P]	TU Berlin, Germany
Ipek Ozkaya	Regular (2022-25) [ICSA 23 G]	SEI at Carnegie Mellon University
Vittorio Cortellessa	Regular (2022-25) [ICSA 23 P]	University of L'Aquila
Radu Calinescu	Regular (2022-25) [ICSA 23 P]	University of York
Flavio Oquendo	Ex-Officio: ECSA SC chair	IRISA
Michael Goedicke	Ex-Officio: IFIP TC2 chair	IFIP/Paluno
Kathy Park	Ex-Officio: IEEE	IEEE

\* Steering Committee Chair

\*\* Steering Committee Secretary

G – General Chair

P – Program Chair

## Appendix 2: Past Members

(The table includes all expired roles, although the member might have re-appeared in the SC in another role, whether voted as at-large or rejoin as regular.)

Mary Shaw	CMU	Member at large
Henk Obbink	Philips	Member at large
Paul Clements	SEI	WICSA 1 G chair
Dewayne Perry	U. of Texas	WICSA 1 P chair
Alexander Ran	Nokia	WICSA 1 P chair
Philippe Kruchten	Rational	WICSA 2 G chair
Chris Verhoef	VU University Amsterdam	WICSA 2 G chair
Rick Kazman	SEI	WICSA 2 P chair
Hans van Vliet	VU University Amsterdam	WICSA 2 P chair
Christine Hofmeister	Lehigh U.	WICSA 3 G chair
Morven Gentleman	Dalhousie U.	WICSA 3 G chair
Juha Kuusela	Nokia	WICSA 3 P chair
Jan Bosch	U. Groningen	WICSA 3 P chair
Jan Bosch	Nokia	WICSA 4 G chair
Jeff Magee	Imperial College	WICSA 4 P chair
Clemens Szyperski	Microsoft	WICSA 4 P chair
Robert Nord	SEI	WICSA 5 G chair
Neno Medvidovic	UCS	WICSA 5 P chair
René Krikhaar	VU University Amsterdam	WICSA 5 P chair
Daniel Paulish	Siemens	WICSA 2007 G chair
Ian Gorton	NICTA	WICSA 2007 P chair
Dilip Soni		WICSA 2007 P chair
Jeff Tyree	Capital One	WICSA 2007 P chair
Philippe Kruchten	UBC	WICSA 2008 G chair
David Garlan	CMU	WICSA 2008 P chair
Eoin Woods	UBS Investment Bank	WICSA 2008 P chair
Rick Kazman	University of Hawaii / SEI	WICSA 2009 G chair
Eltjo Poort	Logica	WICSA 2009 P chair
Judith Stafford	Tufts	WICSA 2009 P chair
Flavio Oquendo	Université de Bretagne-Sud	WICSA 2009 P chair
Raghu Sangwan	Pennsylvania State University	WICSA 2011 G chair
Tomi Männistö	University of Helsinki	WICSA 2012 G chair
Juha Savolainen	Danfoss Power Electronics	WICSA 2012 P chair
Muhammad Ali Babar	University of Adelaide	WICSA 2012 P chair
Anna Liu	Boomerang	WICSA 2014 G chair
Antony Tang	Swinburne University of Technology	WICSA 2014 P chair
John Klein	SEI	WICSA 2014 P chair
*Patricia Lago	VU University Amsterdam	WICSA 2015 P chair, active as at-large member
Len Bass	Independent consultant	WICSA 2015 P chair, at-large member till 2020
Luciano Baresi	Politecnico di Milano	WICSA 2016 G chair

K. Eric Harper	ABB	WICSA 2016 P chair
Henry Muccini	University of L'Aquila	WICSA 2016 P chair
Jan Bosch	Chalmers University of Technology	ICSA <sup>2</sup> 2017 G chair
Patrizio Pelliccione	Chalmers University of Technology & University of Gothenburg	ICSA 2017 P chair
Marija Mikic	Google US	ICSA 2017 P chair
Heinz Schmidt	RMIT	Merge (2017-19)
Ian Gorton	Northeastern U.	ICSA 2018 G chair
Neil Ernst	U. of Victoria	ICSA 2018 P chair
Carmen Saliba	IEEE	Ex-Officio: IEEE
Matthias Riebisch	University of Hamburg	ICSA 2019 G chair
Uwe Zdun	University of Vienna	ICSA 2019 P chair
Eduardo Almeida	Federal University of Bahia	ICSA 20 G chair
Sam Malek	University of California, Irvine	ICSA 20 P chair
Alessandro Garcia	PUC-Rio	ICSA 20 P chair
Paulo Merson	Brazilian Federal Court of Accounts	ICSA 20 P chair
Ivica Crnkovic	Chalmers University of Technology	At large member -> ICSA Fellow

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<sup>2</sup> International Conference on Software Architecture (integrating WICSA with CompArch).

## Appendix 3: Past conferences

- WICSA 1999 was held in San Antonio, Texas, USA.
- WICSA 2001 was held in Amsterdam, The Netherlands.
- WICSA 2002 was held in Montreal, Quebec, Canada.
- WICSA 2004 was held in Oslo, Norway.
- WICSA 2005 was held in Pittsburgh, Pennsylvania, USA.
- WICSA 2007 was held in Mumbai, India.
- WICSA 2008 was held in Vancouver, Canada.
- WICSA/ECSA 2009 was held in Cambridge, UK.
- WICSA 2011 was held in Boulder, Colorado, USA. (with CompArch).
- WICSA/ECSA 2012 was held in Helsinki, Finland.
- WICSA 2014 was held in Sydney, Australia.
- WICSA 2015 was held in Montreal, Canada. (with CompArch).
- WICSA 2016 was held in Venice, Italy (with CompArch)
- ICSA 2017 was held in Gothenburg, Sweden
- ICSA 2018 was held in Seattle, USA
- ICSA 2019 was held in Hamburg, Germany
- ICSA 2020 was held virtually by Salvador, Brazil
- ICSA 2021 was held virtually by Stuttgart, Germany
- ICSA 2022 was held virtually and as ICSA-Lite in person in Honolulu, Hawaii

## Appendix 4: Awards

### ***Most Influential Paper (MIP) Award***

This award is presented at each ICSA to the author(s) of the paper from the ICSA edition of 10 years ago that is judged to have had the greatest influence on software architecture research and practice since its original publication. Up until ICSA 2027, any of the predecessor events - WICSA, CompArch, QoSA, and CBSE - can serve candidate papers for the MIP award.

The award is presented yearly by the ICSA xxxx Conference Chair during ICSA's award presentation session. Recipients are given a plaque engraved with their names and signed by the General Chair of ICSA xxxx and the ICSA Steering Committee Chair. The recipients are asked to give a presentation to the conference on their current views on software architecture.

Each year a MIP committee (composed of 3 industrial members of the current program committee for ICSA xxxx, General Chair and Program Co-chairs) reviews the papers from ICSA xxxx-10 and selects the paper they consider to have been the most influential paper during the past 10 years.

In particular, research impact is estimated based on the number of citations. The top five papers with the highest citation numbers are submitted to the 3 industrial members of the MIP committee. Each member evaluates the five candidates for industrial impact, and uses 3 points to vote for the most supported one(s). Based on both indicators one recipient is selected.

MIP members must be selected from among PC members with no conflicts of interest with the top five cited papers.

### ***Best Paper Awards***

This award can be given separately for the best working (i.e., short) paper and the best long paper.

The Program Chairs ask reviewers to nominate papers. Among the nominations, the top 3-4 papers are selected, in each category (long and working session) based on the following:

Criteria for long papers (traditional presentation):

- Usefulness, novelty, presentation (mix of industry and academia), eventually being controversial;
- Trigger reflection in the community, raise issues in the area, emerging ideas, in short: **bring people to reflection**;
- Reviewers' grades.

Criteria for working session (short) paper:

- Based on usefulness, novelty, presentation, industry grounding, eventually being controversial;
- **Trigger discussion** in the community, and pave the way to promising collaborations (incl. industry-academia);
- Reviewers' grades.