Minutes prepared by Moe Win (moewin@mit.edu) and Witold Krzymien (wak@ece.ualberta.ca).

Meeting Chair: Moe Win, Dept. of Electrical Engineering and Computer Science, MIT.

Attendees:
Marcelo Alencar, Mohamed-Slim Alouini, Paul Hartmann, Takehiko Kobayashi, Witold Krzymien, Ron Smith, Saibun Tjuatja, Mehmet Ulema, Daniel Wong.

1. Call to Order and Introductions: The meeting was called to order at 1:00 p.m. Moe Win welcomed all the attendees. The attendees introduced themselves.

2. Approval of Minutes from Globecom'02:
"Minutes of the meeting held on Monday, November 20, 2002, at Globecom'02 (Taipei, Taiwan) were distributed earlier via e-mail by the TC Radio Chair, Marco Chiani.
"Witold Krzymien moved and Mohamed-Slim Alouini seconded that minutes be approved as circulated. The motion carried unanimously.

3. Opening Remarks by the Chair:

4. Technical Activities Council (TAC) Report:
"The financial situation of the IEEE for 2002/03 is weak due to economic down turn.
"A 4-stage process has been established to start a new journal. J-SAC will be an incubator for any new journal.
"Policies and procedures are now in place to start a new technical committee. Emerging Technologies Committee will be an incubator.
"The word "endorsed" instead of "sponsored" will be used to describe ComSoc sponsorship of conferences, which does not include a financial commitment.
"The use of ComSoc logo requires further approval.
"IEEE Fellowship is no longer a requirement to designate someone as a Distinguished Lecturer. Every distinguished lecturer agrees to offer a tutorial at a conference, if asked to do so. The Expert Lecturer designation will be discontinued.

5. Liaison Activity Reports:

6. Conference Reports:
"ICC'03: May 10-14, 2003 in Anchorage, USA
  o
"GLOBECOM'03: Dec. 1-5, 2003, San Francisco, USA
  o TC Radio Reps.:
  o TPC Chair: Willie Lu
  o Format: General conference and 6 symposia.
  o 730 papers submitted to the Wireless Communications Symposium (WCS); 33 sessions allocated to the Symposium (8 papers each). Chair of the Symposium, Djamal Zeghlache asked for help from TC Radio in reviewing about 50 papers by 31 May; he sent a follow-up e-mail on the matter on 17 May.

"ICC'04: June 20-24, 2004 in Paris, France
  o TC Radio Rep:
  o TPC Chair: Hikmet Sari
  o Format: 9 symposia; no general conference
  o The TPC for the Wireless Communications symposium has been formed. Co-Chairs: Marco Chiani and Mohsen Guizani. Co-sponsors, in addition to TC Radio, are satellite communications committee, personal communications committee and communications switching committee.

"GLOBECOM'04: Nov. 29- Dec. 3, 2004 in Dallas, USA
TC Radio Reps:
TPC Chair: Ted Rappaport
Call For Papers is now available on the web.
Symposium on Wireless Communications, Networks, and Systems, has 4 co-chairs. Witold Krzymien represents TC Radio as a co-chair, and attended the meeting at ICC'03.
Further information will be provided when minutes of the ICC'03 meeting are received from Ted Rappaport.
Globecom'04 Workshop on Wireless Sensor Networks
Globecom'04 Workshop on RF Tagging

"ICC'05: 2005, Korea

TC Radio Rep.:

7. Old Business:
8. New Business: SPCE and Sat Comm Technical Committee would like to collaborate with TC Radio on symposia programs.
9. Adjournment: The meeting adjourned at 2:00 pm.