

Report of the General Secretary on the Activities of the CIE Central Bureau:

León GA meeting, 2005 - Beijing GA meeting, 2007

Christine Hermann

This report summarizes the current activities and services provided by the CIE Central Bureau (CB). The Central Bureau implements the decisions of the General Assembly and the Board of Administration.

STAFF:

During the past two years, the staff at the CIE CB consisted again of:

Christine Hermann (General Secretary),
János Makai (Technical Manager),
Leena Martinez (Office Manager),
Claudia Ségalen (Publication Secretary).

TASKS:

- a) securing information flow (National Committees, Divisions, Board of Administration)
- b) providing support to Divisions and Technical Committees (editing drafts, conducting ballots)
- c) production of publications, sales to NCs
- d) maintaining the CIE website
- e) producing the quarterly newsbulletin CIE NEWS
- f) organisation of administrative meetings
- g) providing support for organisation of symposia/seminars, publishing Proceedings
- h) preparing CIE Sessions

a) securing information flow

Since the last GA meeting in León, 61 circular letters have been sent to NCs.

CIE CB general correspondence

Year	CL to NCs	Incoming mail	Outgoing mail
2000	19	2995	2114
2001	24	3081	2166
2002	29	2925	1857
2003	15	4576	2790
2004	28	4905	2894
2005	30	3343	2020
2006	33	3389	2218
2007 (I-VI)	13	2419	1109

(without considering correspondence on CIE Session papers)

Press Release information on new CIE publications is sent to NCs, Associate and Supportive Members and journal editors, it is also published on the CIE website and in CIE News.

The CIE Roster is kept up-to-date as a database and is available for CIE members on disk.

In an effort to help CIE NCs with the marketing of CIE publications and making CIE better known in their country, we have introduced a printed CIE Annual Report. The first report was produced for activities in 2006 and has just been circulated to NCs. The CIE Publications Brochure was reprinted in an updated version (February 2007), and our stock of CIE Image Brochure also got depleted and needed re-print.

b) providing support to Divisions and Technical Committees

The CB takes care of the editing of CIE drafts once the draft has been approved by the TC, and conducts Divisional and Board ballot electronically. The CB collates the comments received, and amends the draft according to the advice of TC Chairman and/of Division Director. CIE CB offers on its website a set of electronic authoring tools (templates and sample files) as a support to the preparation of CIE Technical Reports and Draft Standards.

Since the Midterm Meeting 2005, 15 Divisional ballots, 52 Board ballots and 7 NC ballots have been conducted; in total 15 new publications were prepared for ballot and comments were evaluated.

c) production and sales of publications

The CIE CB produces the pdf versions of the publications which are then sold via the webshop operated by Techstreet. For sales to CIE NCs, the printing, binding, dispatching and invoicing of publications is done in the CB, as before.

Since the Midterm Meeting 2005, 27 new publications have been produced:

- 6 CIE Standards (S014-1, S014-2, S015, S016, S019, S020)
- 2 Draft Standards (DS014-4.2, DS0018.2)
- 15 Technical Reports (CIE 97 (2nd ed.), 127 (2nd ed.), 166, 167, 168, 169, 170-1, 171, 172, 173, 174, 175, 176, 177, 179),
- 4 Symposia Proceedings (CIE x028, x030, x031, x032), including all papers on CD-ROM.

Two CIE Standards have been adopted as joint ISO/CIE Standards:

- ISO 23539:2005/CIE S010/E:2004 "Photometry - The CIE System of Physical Photometry"
- ISO 23603:2005/CIE S012/E:2004 "Standard Method of Assessing the Spectral Quality of Daylight Simulators for Visual Appraisal and Measurement of Colour"

On an average, 13 new publications are produced by year.

The detailed sales statistics is given in the VPP report.

d) maintaining the CIE website (<http://www.cie.co.at>)

Pageviews per day: abt. 300 on weekday, 120 on weekend

You can find information on:

- information on administrative structure, CIE Codes and Statutes, agreements with ISO, IEC, CEN, CIPM, as well as templates and sample files for draft reports and standards
- membership information and NC addresses
- list of publications, with abstract (Press Release information) and link to the CIE web store
- announcement and background material for Symposia and Sessions
- links to Divisional webpages
- list of active TCs with Terms of Reference
- the latest CIE NEWS issues

e) producing the quarterly newsbulletin CIE NEWS

CIE NEWS is published by the CB four times per year and circulated to NCs and journal editors (abt. 3.000 copies per issue) in print (apart from the electronic version on the CIE website). It provides information on new TCs, new publications, meetings, news from NCs (your input is most welcome).

f) organisation of administrative meetings

Every two years, the CB hosts the meetings of the CIE Board and its subcommittees. TCs are welcome to have their meeting at the CIE headquarters.

g) providing support for organisation of symposia

CIE CB provided assistance in the preparation and organisation work for the CIE Symposia held in 2006, and published the proceedings.

h) collecting abstracts and final papers for the CIE Session,

CIE CB was active in collecting both abstracts and final papers for the Proceedings and was in charge of the correspondence with authors.

As this is my last CIE Session - I will leave the CIE for pursuing a new career in a different field - I would very much like to thank you all for the good cooperation and assistance which I experienced in the past 17 years which I worked in the CIE Central Bureau. It was a pleasure working with you - NCs, Division officers, Board members, and last not least my co-workers at the CIE CB -, and I will keep a lot of nice memories of this important periode in my life.

2007-07-04

Christine Hermann
General Secretary