

Bylaws of the IEEE Task Force on Process Mining



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Steering Committee of the IEEE Task Force on Process Mining

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Eric Verbeek, Eindhoven University of Technology, Eindhoven, The Netherlands (Technical support)
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1 Name and Foundation

The full name of the task force is the “IEEE Task Force on Process Mining”. The acronym is TFPM. TFPM was established on October 28th, 2009 in Eindhoven (NL) as an official task force of the IEEE Computational Intelligence Society. TFPM started with 37 members and was founded and chaired by Wil van der Aalst. The first annual TFPM meeting took place on September 15th, 2010 in Hoboken (USA). Since then, TFPM has been growing and expanding its activities. The Steering Committee of the IEEE Task Force on Process Mining (SC-TFPM) was established in 2019 following the first International Conference on Process Mining (ICPM) in Aachen.

2 Mission

The goal of the “IEEE Task Force on Process Mining” (TFPM) is to promote the research, development, education, and understanding of process mining. The goals (formulated in 2009) include:

- make end-users, developers, consultants, and researchers aware of the state-of-the-art in process mining,
- promote the use of process mining techniques and tools and stimulating new applications,
- play a role in standardization efforts for logging event data,
- the organization of tutorials, special sessions, workshops, panels,
- the organization of process mining conferences/workshops, and
- publications in the form of special issues in journals, books, articles.

The Steering Committee of the IEEE Task Force on Process Mining (SC-TFPM) defines and maintains a comprehensive set of action lines to realize these goals.

3 Membership

There are two types of membership: *Individual* (simply called “members”) and *Institutional* (called “supporting organizations”). Both members and supporting organizations need to actively support the mission of TFPM. TFPM reserves the right to discontinue memberships due to lack of support or inappropriate behavior (to be evaluated by SC-TFPM). Members and supporting organizations can discontinue their membership by sending an e-mail to office@tf-pm.org.

- *Individual members* can apply for membership via a web form on the TFPM website (www.tf-pm.org). Currently, membership is free and anyone working on or using process mining can become a member. A database of members is maintained, and the database is used to communicate with the community (e.g., through newsletters). Members can vote on matters presented at the annual TFPM meetings.
- *Supporting organizations* can apply for institutional membership by sending an e-mail to office@tf-pm.org. Each supporting organization is expected to publically support the task force. This includes sharing its logo on the TFPM website.

4 Steering Committee

The Steering Committee of the IEEE Task Force on Process Mining (SC-TFPM) manages and guides the activities of task force. SC-TFPM consists of at most 15 voting members. These should be visible and active members of the broader process mining community. SC-TFPM can be extended by non-voting supporting officers (secretarial and technical support functions).

- SC-TFPM has one chair and two vice-chairs. These are selected from the SC-TFPM members. The chair leads the meetings and represents TFPM. These duties can be taken over by the vice-chairs (e.g., in case of absence due to illness).
- Decisions are based on majority voting during SC-TFPM meetings, where at least half of the voting members are attending.
- Membership of SC-TFPM for voting members is for three years and can be renewed once. Hence, six years will be the maximum number of consecutive years a voting member can be in the SC-TFPM. In principle, SC-TFPM members can be reelected after not being in the SC-TFPM for at least three years. However, the goal is to rotate membership as much as possible and give “fresh” voting members the opportunity to contribute. SC-TFPM can resign (e.g., when not being able to spend sufficient time).
- The composition of the SC should be based on expertise, standing in the community, and diversity (geographic, gender, type of organization, etc.).
- At the end of a three-year term, SC-TFPM votes on renewal.
- At any point in time, SC-TFPM members can propose new members. However, due to the upper bound of 15 it may not be possible to appoint new members.
- The votes for existing (renewal) and new members are anonymous (ideally conducted during the physical meeting at ICPM).
- SC-TFPM members are expected to attend the electronic SC-TFPM meetings, the physical SC-TFPM meetings and the annual TFPM meetings at the International Conference on Process Mining (ICPM) conferences. SC-TFPM members also need to actively contribute to the action lines identified. Not attending three consecutive electronic SC-TFPM meetings, two physical SC-TFPM meetings, or inactivity will result in the removal of the respective committee member (unless there is a unanimous vote to keep the member due to exceptional circumstances, e.g., illness).

5 Communication Channels

TFPM uses the following communication channels to reach its members:

- The website <https://www.tf-pm.org/>.
- The twitter accounts @ProcessMiningTF and @icpm_conf.
- The LinkedIn group Task Force on Process Mining <https://www.linkedin.com/groups/13826719/>.
- The TFPM Newsletters <https://www.tf-pm.org/newsletter>.
- E-mails to all TFPM members (only sent by the the TFPM office).

SC-TFPM welcomes input from the community. People can contact one of the SC-TFPM members (e.g., to provide input for a particular action line) or send an e-mail to tfpm_sc@lists.unimelb.edu.au. For questions related to membership and other practical questions, people can contact the TFPM office via office@tf-pm.org.

6 International Conference on Process Mining (ICPM)

The International Conference on Process Mining (ICPM) is the flagship conference of TFPM. SC-TFPM selects the location and the general, organizing, and program committee chairs. The guidelines for the conference are described in a separate document.

7 Action Lines

SC-TFPM identifies the action lines of TFPM. SC-TFPM members are expected to drive these action lines. Currently, the action lines are (with main responsible persons):

1. Organization of the task force (Wil van der Aalst)
2. Bylaws of the task force (Wil van der Aalst)
3. Outreach activities (all SC members)
4. ICPM organization (Wil van der Aalst)
5. IEEE Liaison for ICPM Local Organizers (Mieke Jans and Moe Wynn)
6. Membership management (Wil van der Aalst, Boudewijn van Dongen, Josep Carmona, Mieke Jans, and Marcello La Rosa)
7. Website (Andrea Burattin and Eric Verbeek)
8. Process Mining newsletter (Claudio Di Ciccio and Rafael Accorsi)
9. LinkedIn Group / Social Media (Marcello La Rosa)
10. Challenge and Contests (Boudewijn van Dongen)
11. Best PhD thesis (Marco Montali and Josep Carmona)
12. XES Standard (Moe Wynn, Claudio Di Ciccio, Eric Verbeek, Julian Lebherz, and Wil van der Aalst)
13. Data Set Management (Boudewijn van Dongen and Eric Verbeek)
14. Satellite event coordination (Josep Carmona)
15. BPI workshop (Jochen de Weerd and Andrea Burattin)

These action lines are continuously reviewed and adapted to the latest developments.