

I S A

M A N U A L

Pulp & Paper Industry Division Manual of Organization and Procedures



**ISA—The Instrumentation, Systems,
and Automation Society**

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Introduction

This manual provides information on the operation of ISA's Pulp & Paper Industry Division (PUPID) Executive Committee. The following ISA publications are also available:

ISA Manual of Organization

ISA Guide to Policies and Procedures

ISA Conference Operating Guide

Industry and Sciences Department Operating Guide

Division Operating Guide

Division Newsletter Editor's Guide

Honors and Awards Manual of Procedures

Fellow Grade Nomination Guide

Financial Management Guide for ISA Divisions

ISA Constitution and Bylaws

Division Officers Assistance Guide

ISA Speakers Directory

Standards and Practices Manual of Procedures

1.0 Scope

The Pulp & Paper Industry Division (also known as PUPID) is dedicated to advancing the knowledge and skills of professionals in the pulp and paper and forest products industries including those employed in the manufacturing facilities as well as engineering & construction consultants.

PUPID members main concerns are the measurement, control, and optimization of processes in the pulp & paper and forest products industries; the acquisition & handling of raw materials whether virgin fiber or recycled paper products; it supports research & development programs and the sharing of applications insight and standards and practices for the entire paper process, from raw materials through finished product; fabrication & construction; processing & inspection required for finished pulp & paper and forest products production; improving product quality of the finished products and maintaining environmental quality through the optimum utilization of the best technology available.

PUPID member benefits include:

- Over forty years of joint conferences & symposia with the other global pulp and paper and forest products industry societies.
- Mailed and electronic newsletters that include both technical tips; new product showcases; discussion of upcoming division conferences, symposia, and special activities, as well as news from global pulp & paper technical societies.
- A website that provides online access to technical information including past conference & symposia presentations and papers.
- An e-mail list server to provide a forum in which our members can networking with engineers, technicians and managers who are involved in the industry to discuss technical issues, new product applications and resolve process and process control challenges in the mill.
- Scholarships for student members or children of members who wish to pursue a career in the pulp and paper and forest products industries.
- Reduced registration fees for division symposia as well as reciprocal society events.

2.0 Objectives

- 2.1 To provide technical expertise and programming for the ISA PUPID Annual Spring Conference.
- 2.2 To program timely technical papers, short courses, tutorials, and like activities representing the division's scope at the annual conference of the Society; to cooperate with other technical organizations for programming in areas of mutual interest; to provide a discerning review of papers offered for presentation, discussion, and publication.
- 2.3 To provide a forum for the interchange of information, discussion, and mutual assistance in the solution of instrumentation problems in the pulp and paper and forest products industry.
- 2.4 To sponsor committees devoted to the development of pulp & paper industry standards, recommended practices, and special interest committees that develop and promote technical exchange of information by engineers, technicians, operating, maintenance, and testing personnel.
- 2.5 To stimulate interchange of information within the pulp and paper industry and instrument community through publications of technically pertinent articles, newsletters, abstracts, compendia, bibliographies, monographs, videos, etc. and organization and presentation of symposia, short courses, workshops, and technical meetings, exhibits and conferences.
- 2.6 To suggest and recommend projects deserving study and development of standards and practices by the ISA Standards and Practices Department, publications through the Publications Department, and education and training programs through the Professional Development Department.
- 2.7 To develop and operate programs that promote ISA Section/Division cooperation and growth.
- 2.8 To provide annual division awards that include: Division Student Scholarship, Achievement, Outstanding Service, Facility and Best Papers.
- 2.9 To identify and nominate deserving individuals as candidates for the ISA Society awards to the Society's Honors and Awards Committee and to nominate candidates deserving the Fellow grade to the Society Admissions Committee.
- 2.10 To promote mutually beneficial liaison and interchange with other technical and scientific organizations, societies, and institutions.
- 2.11 To provide such assistance, advice, and informational materials as may be requested by the membership through ISA headquarters.

3.0 Membership

The Instrumentation, Systems, and Automation Society has established the Divisional Membership Plan to disseminate technical information and provide the means for closer communication among instrumentation personnel with specific technical interests within its membership. It is designed to increase services offered by the various divisions in the Automation and Technology (A&T) and/or Industries and Sciences (I&S) Departments. The objectives of divisional membership are to promote optimum technical communication, stimulate education and self improvement, and foster the professional stature of instrumentation and controls personnel.

3.1. Membership Qualifications

Any member of ISA with an interest in the pulp and paper industry may, by payment of annual division dues and indication of that desire, be a member of the Pulp and Paper Industry Division.

3.2 Member Services

Among the services supporting the primary division objectives, in addition to those mentioned in the objectives section, are periodic division newsletters, rosters, compilations, monographs, standards, engineering aids, technical papers and reports or abstracts covering the specialized interest area of the division, textbooks, videos, and special courses.

4.0 Officers

- 4.1 The officers of PUPID and their terms of office are stated in the table below. Refer to *Appendix II* for more information.

PUPID Division Officers	Total Term (Years)
Director	2
Director-Elect (Programming)	2
Past Director (Honors & Awards Chairman)	2
Secretary-Treasurer	2

5.0 Appointments and Terms of Office

- 5.1 The PUPID Director (also known as "Division Director") is appointed by the I&S Department Vice President and approved by the ISA Executive Board for a one year term beginning January 1. Traditionally, the Director is reappointed to serve in this position for a two-year total term.
- 5.2 The PUPID Director-Elect/Secretary (also known as "Division Director-Elect/Secretary") is appointed by the Division Director. The appointment of the Division Director-Elect is subject to approval by the I&S Department Vice President and the ISA Executive Board.
- 5.3 The PUPID Past Director (also known as "Division Past Director") position is automatically filled with the outgoing Division Director.
- 5.4 The PUPID Committee Chairs are appointed by the Division Director. To broaden the leadership base, a division officer does not normally serve concurrently as chairman of a standing committee.
- 5.5 Committee members are appointed by the respective committee chairs. Broad geographical and industry-interest coverage is strongly encouraged. All committee appointments are for one year. While committee chairs can serve succeeding terms, rotating committee chair assignments are encouraged to broaden the leadership base.
- 5.6 All appointments (5.1 through 5.5) are made in writing to the I&S Department Vice President and approved by the ISA Executive Board. Copies are distributed to the Secretary, Other Officers, Committee Chairs (as appropriate), and Manager of Division Services at ISA Headquarters

Detailed descriptions of the scope, function, and duties of each position and committee are included in *Appendix II, III, and IV* of this manual.

6.0 Organization

The division reports to the I&S Department Vice President and is a standing division of the society. The activities of the division are administered by the Executive Committee. The Executive Committee normally meets three times a year, traditionally at the ISA Winter President's Meeting, the PUPID Annual Spring Conference, and the Fall ISA Conference & Exhibition.

- 6.1 The Division Director submits, to the Industries & Sciences Department Vice-President, an annual report outlining the division activities and accomplishments during the past year, and plans and programs for the coming year. The guidelines for this report will be outlined by the Industries & Sciences Department and will be submitted prior to the Summer Presidents Meeting.
- 6.1 The Division Director, with the assistance of the Newsletter Editor, Webmaster, and Secretary-Treasurer, submits to the Industries & Sciences Department Honors and Awards Review Committee an annual report of their communications with the division membership. The guidelines for this report will be outlined by the Industries & Sciences Department and will be submitted prior to the Summer Presidents Meeting.
- 6.1 Written annual reports of division status, progress, and future activities are submitted in person by the Division Director at the ISA President's summer and winter meetings. The summer meeting report is evaluated along with reports from other I&S Department divisions for the purpose of awarding an annual "Outstanding Division" award and a "Best Division Communication" award within the I&S Department.
- 6.2 The minutes of all Executive Committee meetings, as well as all personnel appointment letters, are sent to all members of the Executive Committee, the I&S Department Vice President, and the Administrator, Membership Services at ISA Headquarters.

7.0 Financing

To ensure responsible fiscal management of finances, adhere to the following procedures:

- 7.1. Individual financial accounts are established at society headquarters for each membership division in the I&S Department.
- 7.2. Headquarters credits all division income to the appropriate division accounts. The Division Director authorizes charges against each account.
- 7.3. Headquarters issues financial statements for periods ending March 31, June 30, September 30, and December 31 for each division.
- 7.4. The Division Director, with the assistance of the Division Secretary-Treasurer, shall prepare and submit an annual division operating budget of estimated income and expenses for approval by the Vice-President, Industries & Sciences Department in the spring of each year for the succeeding year. This budget follows the guidelines in the *Financial Management Guide for ISA Divisions*, which can be obtained from ISA headquarters.
- 7.5. The division budget is submitted to the Administrator, Membership Services at ISA Headquarters, who in turn submits it to the I&S Department Vice President and Society Finance Committee for approval and submission to the ISA Executive Board. The budget, when approved by the ISA Executive Board, can be drawn upon immediately. The Executive Committee reviews the budget at its first meeting after October 1 to ensure compatibility with the society bylaws and operating policies established by the ISA Executive Board.
- 7.6. The Division Director is authorized to expend funds in accordance with the approved budget. If any revisions to the budget exceed ten percent (10%) of the total budget, the Division Director requests approval from the I&S Department Vice President.
- 7.7. Any division programs involving expenditures in excess of the current funds can be proposed to the I&S Department Vice President and ISA Executive Board for review and approval.
- 7.8. Income accumulating in the division account is maintained indefinitely until expended by the division in the approved manner. If the I&S Department Vice President determines the division account has an excessive surplus, the division is encouraged to recommend a new project or to share funds with weaker divisions in the department.

8.0 Headquarters Support

The Headquarters staff can provide a number of services to division leaders. Refer to the *Division Operating Guide* for complete details.

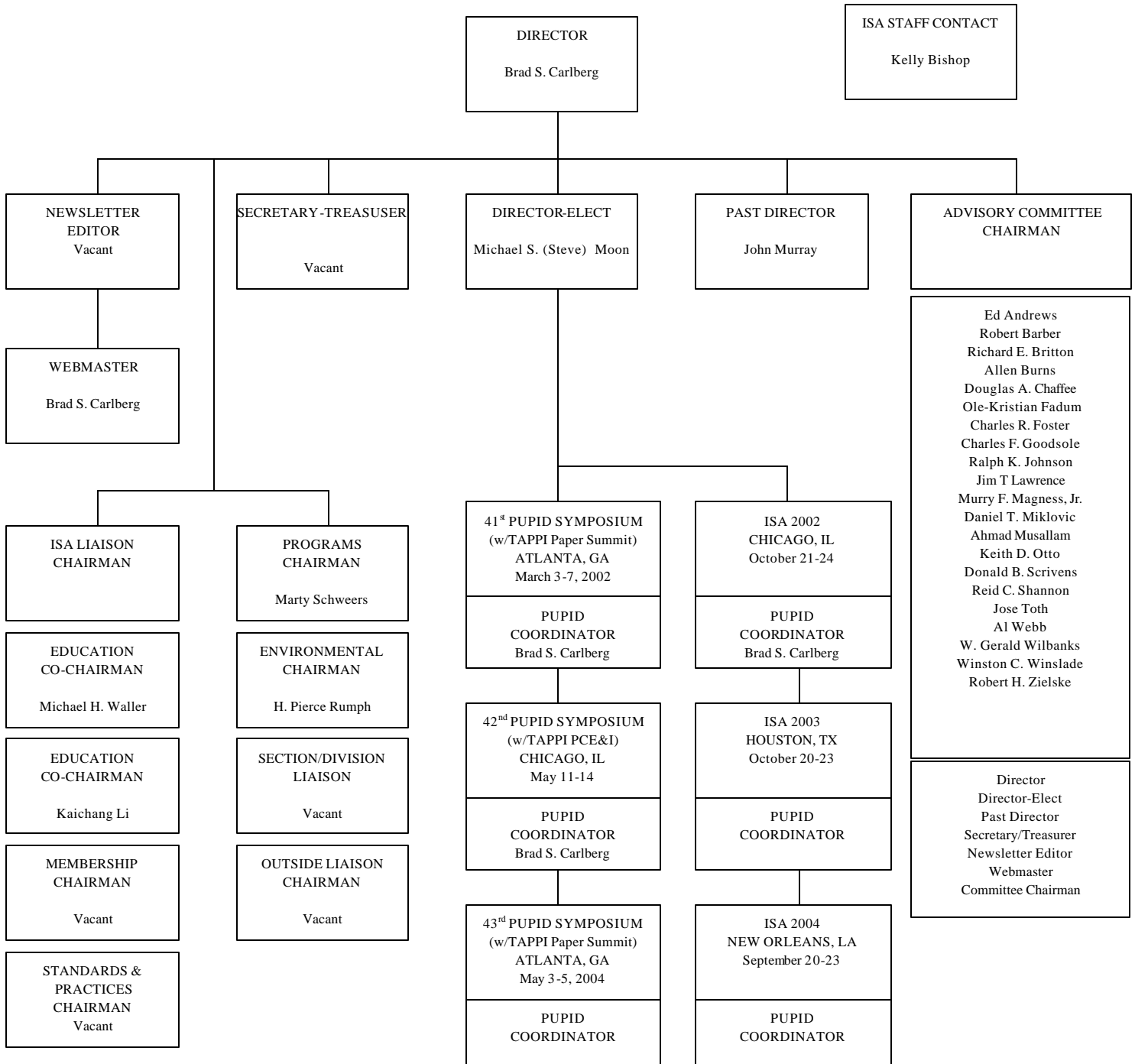
9.0 Manual Modifications

The Division Director or Secretary is responsible for modifications to this manual. The Division Director must approve all revisions. The manual is updated as needed, and the Division Secretary distributes the revisions to the members of the Executive Committee.

Appendix I: PUPID Executive Committee Organization

2002 – 2003 ISA PULP & PAPER INDUSTRY DIVISION

ORGANIZATIONAL CHART



Appendix II: Objectives and Duties of PUPID Officers

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Director

1.0 Objective

To organize the resources that accomplish the division objectives.

2.0 Duties

- 2.1 Establishes the technical, administrative, and ad hoc committees to achieve division objectives.
- 2.2 Appoints the Director-Elect with the approval of the I&S Department Vice President and ISA Executive Board. The Director-Elect serves in this capacity and as Division Secretary until he/she becomes Director.
- 2.3 Appoints the committees and approves the Vice Chairs. Assists with staffing and administrative needs to help provide leadership continuity.
- 2.4 Requires a Committee Chairs to:
 - 2.4.1 Set objectives and plan activities at least one year in advance.
 - 2.4.2 Hold an adequate number of meetings to attain committee objectives.
 - 2.4.3 Record and distribute committee appointments and all meeting minutes to the committee members, Director, and appropriate headquarters staff.
 - 2.4.4 Keeps committee records to give to the next chairman to maintain continuity.
 - 2.4.5 Provide to the Society an annual report of the committee's accomplishments and future plans by June 1.
- 2.5 Initiates, helps implement, and monitors programs, projects, liaison contacts and communications for achieving division objectives.
- 2.6 Appoints the General Chair and Program Chair for the Annual Spring conference. Approves conference budget and submits to the I&S Department Vice President for ISA Executive Board approval.

Director, continued

2.0 Duties, continued

- 2.7 Appoints the Division Program Coordinator for the annual conference program committee, who serves as a focal point for the division's participation in each ISA Annual Conference.
- 2.8 Prepares and submits the annual division budget as outlined in Section 7.
- 2.9 Approves non-budgeted expenditures that do not exceed ten percent (10%) of the total approved budget. Submits expenditures in excess of ten percent (10%) or current funds to I&S Department Vice President for ISA Executive Board review and approval.
- 2.10 Schedules three meetings of the Executive Committee each year. Meetings are normally held during the ISA President's Winter Meeting, the PUPID Spring Controls and Instrumentation Conference, and the ISA Fall Conference & Exhibition. Prepares and distributes a formal agenda for each meeting. Calls additional meetings of the division leaders as required for satisfactory progress.
- 2.11 Maintains a membership ratio of 50% users, 25% consultants, and 25% suppliers by inviting new members to serve on the Executive Committee.
- 2.12 Attends the ISA President's summer, fall and winter meetings. Prepares and submits the annual division report to the I&S Department Vice President.
- 2.13 Prepares a Director's message for the newsletter.
- 2.14 Presides over the Executive Committee meetings.
- 2.15 Prepares the annual objectives for the division staff and monitors the progress of the goals with each Executive Committee member to meet established objectives.

3.0 Administration Notes

- 3.1 The Director and Director-Elect must have their company's approval for their terms in office. These positions require approximately five to six man weeks of time to perform an adequate job. The Director requires an annual budget of approximately \$10,000.

Director-Elect (Programming)

1.0 Objective

- 1.1 To assume the Director's duties at the termination of his/her term.
- 1.2 To assist the Director in achieving the division objectives.
- 1.3 To serve as the Division Secretary during his/her term in office.
- 1.4 To provide division leadership and continuity.

2.0 Duties - Director-Elect

- 2.1 Assists the Director in the administration of the division.
- 2.2 Aids the Director in the preparation of the annual division budget.
- 2.3 Serves as Director in the Director's absence and completes an unexpired term of the Director should the Director no longer be able to fulfill his/her obligations.
- 2.4 Analyzes the publication service needs of the division and recommends the introduction of new services or the improvement of existing services.
- 2.5 Member of the Division Long-Range Planning Committee.

3.0 Duties - Programming

- 3.1 Acts as secretary for all Executive Committee meetings.
- 3.2 Maintains an official file of all correspondence, minutes, and records of the division.
- 3.3 Maintains an active Executive Committee Roster and a list of all committees and chairs with names, addresses, telephones, etc. Copies are supplied to all members of the Executive Committee, I&S Department Vice President, and ISA Headquarters.
- 3.4 Updates the Pulp & Paper Industry Division Operations Manual, when requested by the Director, and distributes the manual to all new members of the Executive Committee and to other division members expressing an interest in a copy.

Director-Elect (Programming), continued

3.0 Duties - Programming, continued

- 3.5 Sends out notice of Executive Committee meetings and agenda no later than four weeks prior to the meeting. Distributes the minutes of the Executive Committee meetings to all committee members as soon as possible following each meeting.
- 3.6 Maintains a file and awareness of the documents and manuals dealing with ISA policies and procedures, organization, and bylaws established by the ISA Executive Board. Responsible for incorporating pertinent ISA policies and procedures into updates of this manual.

4.0 Reporting Structure

- 4.1 The Director-Elect is approved by the I&S Department Vice President and ISA Executive Board subject to Section 5 of this manual.

Past Director (Honors and Awards Chairman)

1.0 Objective

To provide leadership continuity and retain experienced guidance and counsel within the division, the outgoing Director is appointed to the position of Past Director.

2.0 Duties

- 2.1 Counsels with and assists the Director and Director-Elect in the direction of division affairs, particularly in the development of long-range plans for the division.
- 2.2 Carries out special assignments and studies as requested by the Director.
- 2.3 Serves as Chair of the Nominating Committee.
- 2.4 Serves on the Honors and Awards Committee.
- 2.5 Serves on the Division's Long Range Planning Committee

Appendix III: Objectives and Duties of Committees and Chairs

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Honors and Awards Committee

1.0 Objectives

To recognize ISA member contributions within the organization and industry for outstanding achievement toward the advancement of instrumentation and controls technology.

2.0 Committee Membership

The committee is comprised of a chair (appointed by the Division Director) and one to three other committee members. All are members of the Executive Committee. The committee chair should be a senior member of ISA. At all times, the immediate Past Director of the division serves on this committee.

3.0 Membership Grades

3.1 Senior Member

This program is intended to encourage qualified members to apply for senior membership. The committee provides information to the division membership regarding the requirements and advantages of becoming senior members.

3.2 Fellow Member

This membership is obtained by nomination, and the committee attempts to nominate candidates based on eligibility criteria in the ISA *Fellow Grade Nomination Guide*.

4.0 Division Honors and Awards

Divisions can establish awards to recognize achievement by division members or other individuals in areas related to the division scope.

4.1 ISA Pulp & Paper Industry Division Achievement Award

This award was created for the purpose of recognizing individuals within the ISA Pulp & Paper Industry Division for outstanding achievement, original design application, or special contributions toward the development of engineering concepts in the field of instrumentation and controls for the advancement of pulp & paper.

Honors and Awards Committee, continued

4.0 Division Honors and Awards, continued

4.1 ISA Pulp & Paper Industry Division Achievement Award, continued

The Pulp & Paper Industry Division Achievement plaque is sponsored by the Pulp & Paper Industry Division of ISA and is presented at the annual division meeting held in conjunction with the ISAPUPID Annual Spring Controls & Instrumentation Conference. Each year only one individual is awarded this plaque.

The plaque can be awarded to any person who is a member of the ISA Pulp & Paper Industry Division and deemed qualified as outlined herein.

An ISA member submits the name of an individual(s) along with a written account of the candidate's qualifications to the Chair of the Honors and Awards Committee for consideration. Nominations must be submitted prior to the President's Winter Meeting in order to be considered for the upcoming Conference.

Each candidate is reviewed by the Honors and Awards Committee for qualification. Upon committee approval of the candidate, the Division Director polls the Executive Committee by vote at any regularly scheduled meeting or via electronic mail. A simple majority constitutes approval to authorize the award of the plaque. For the purpose of this award, three senior ISA members of the Executive Committee, excluding the Honors and Awards Committee members constitute the minimum requirement for approval of a candidate for this award. The Honors and Awards Committee Chairman notifies the successful candidate in writing of the approval and the time and place of presentation. The plaque is awarded at a ceremony during the annual Conference Luncheon.

4.2 Division Scholarship Award

The Pulp and Paper Industry Division of The Instrumentation, Systems, and Automation Society has established a scholarship to increase interest in the instrumentation and process control components of the pulp and paper industry. Two \$1000 scholarships, one for an undergraduate student and one for a graduate student, will be offered for the 2002-2003 school year. One will be offered to a student entering their junior year, and the other to a student entering their senior year. The winner of the junior year scholarship is eligible to apply for the senior year scholarship the following year, on an equal basis with all other candidates.

Selection of the scholarship winners will be based on the Scholarship Committee's opinion of the candidate's potential contribution to the pulp and paper industry.

To be eligible to apply for one of the scholarships, a candidate must be:

1. Either a student member, or a dependent of a member of the Instrument Society of America.

Honors and Awards Committee, continued

4.0 Division Honors and Awards, continued

4.2 Division Scholarship Award, continued

2. Enrolled as an undergraduate leading to a bachelor's in an engineering, science, or pulp & paper program or a graduate leading to a master's degree in a pulp & paper program.
3. A junior or senior during the 2002 school year or if a graduate student within one year of receiving the Master's degree.
4. Able to demonstrate a significant interest in the instrumentation/process control component of the pulp and paper industry.

Candidates can download the [application form](#) complete it and return it to M.H.Waller, PUPID/ISA Scholarship, Paper Science and Engineering Department, Miami University, Oxford, OH, 45056, calling (513) 529-2205, or sending an e-mail to wallermh@muohio.edu. To apply, candidates must send the following items to the above address, to arrive no later than February 28, 2002:

1. Completed application form.
2. Official transcript from the applicant's university.
3. Three letters of recommendation from persons familiar with the applicant's character, interest in the pulp and paper industry, educational accomplishments, school activities and leadership roles.

The Education Chair(s) select the recipient of this award.

Scholarship winners will be notified by April 15. Unsuccessful candidates will be notified at the same time.

5.0 New Awards

5.1 The Division Director can:

- 5.1.1 Review award specifications for conformity with ISA policy.
- 5.1.2 Review the availability of qualified nominees and include the information in the recommendation.
- 5.1.3 Forward new award specifications to the I&S Department Vice President for approval.
- 5.1.4 Ensure that no premature announcement of a proposed award is made.
- 5.1.5 Be satisfied with the appropriateness of all awards made within the division.

- 5.1.6 Obtain approval from the I&S Department Vice President for any changes in the approved outline of the award.

Honors and Awards Committee, continued

5.0 New Awards, continued

- 5.2 The I&S Department Vice President confers with the Honors and Awards Committee and/or the Executive Committee to:
 - 5.2.1 Resolve any apparent conflicts with ISA policy.
 - 5.2.2 Approve awards that meet criteria.
 - 5.2.3 Refer any questions regarding an award to the ISA Executive Board for resolution prior to approving the award. Report the award to the ISA Executive Board.
 - 5.2.4 Establish division awards based on a demonstrable capability to administer them.

Honors and Awards Committee, continued

6.0 Paper Presentation Recognition Considerations

Awards that relate to paper preparation or presentation are titled "Author Recognition Certificates" and include the following consideration:

- 6.1 The paper is originally written or presented within the framework of an ISA meeting or publication. If the paper has been published in "Instrumentation Technology" or "ISA Transactions," coordination with the Publications Department is required *prior* to announcing the award.
- 6.2 If stipulated in the awards procedures, the style, technique, and quality of the presentation are considered.
- 6.3 A paper programmed outside the division is granted an award only after the responsible officer of the Programming section, division, or department concur.
- 6.4 For consideration, the papers must meet all ISA criteria including thorough review by a competent review board.
- 6.5 Papers receiving division awards remain eligible for society awards.
- 6.6 Award specifications must provide for the contingency of multiple authors.

7.0 Division Outstanding Service Awards

Awards that relate to outstanding service in the field of instrumentation, the discipline covered by the division scope, the division, ISA through the framework of the division, or a combination of these include the following considerations.

- 7.1 The service of the individual is noteworthy, exemplary, or unique (not time-in-grade) and exceeds the normal duties of the office(s) held.
- 7.2 The service is of a nature that advances the stature of the division and/or ISA.
- 7.3 The service, if within ISA or the division, is of an extraordinary nature beyond the description of the position.
- 7.4 The service is of a tangible nature that can be identified for commendation.

Honors and Awards Committee, continued

8.0 Specific Performance Recognition

Outstanding performance in the following positions is recognized and rewarded.

- 8.1 Conference Leaders
 - 8.1.1 General Chair
 - 8.1.2 Program Chair(s)
 - 8.1.3 Host Committee Chair
 - 8.1.4 Host Committee Members
 - 8.1.5 Session Developers
- 8.2 Conference Coordinator
- 8.3 Executive Committee
 - 8.3.1 Director
 - 8.3.2 Subcommittee Chairs
 - 8.3.3 Member

9.0 Facilities Award

- 9.1 ISA Pulp & Paper Industry Division Technology

The Pulp & Paper Industry Division Technology Award is presented at the annual division meeting held in conjunction with the ISAPUPID Annual Spring Conference. This award was created in order to recognize outstanding application of innovative control systems and/or instrumentation technology in the pulp & paper industry .

An award shall be presented to the specific facility chosen, and additional individual recognition's may also be presented in a form determined by the Honors & Awards Committee of PUPID as deemed appropriate. The presentation shall be made by the PUPID Director to a senior executive, preferable of the corporation operating the facility at the location of the facility.

Honors and Awards Committee, continued

9.0 Facilities Award, continued

- 9.2 Award Criteria
 - 9.2.1 Innovative application of control system of Instrumentation Technology in the Pulp & Paper Industry.
 - 9.2.2 Successful application in a pulp & paper mill (up and running in commercial service)
 - 9.2.3 Identified benefits
 - 9.2.4 General applicability to the industry
 - 9.2.5 Recipient is a facility (pulp & paper mill, forest products plant, environmental treatment facility, simulator, etc.)
 - 9.2.6 Applicable to any pulp & paper world-wide.
 - 9.2.7 Applies technology and/or equipment available through use of standard components or practices (i.e. not "one time specials")
- 9.3 Nomination Process
 - 9.3.1 During the summer and fall press releases shall be sent to all general Pulp & Paper Industry publications soliciting nomination (INTECH, The Logger, etc.). These releases shall give an overview of the award and information necessary to obtain a nomination package from the PUPID Honors & Awards Committee.
 - 9.3.2 Any ISA member may request a nomination package and submit a nomination. Completed nomination forms must be in the hands of PUPID Honors & Awards chair prior to the President's Winter Meeting.
 - 9.3.3 During January, the Honors & Awards chair will distribute the nomination packages to PUPID Executive Board members for their review.
 - 9.3.4 In February, the PUPID Executive Board will vote on the nominees and determine the winner for the current year.

Honors and Awards Committee, continued

9.0 Facilities Award, continued

- 9.3 Nomination Process, continued
 - 9.3.5 The winner will be announced at the Spring Conference and an on-site presentation will be made at the facility at a time mutually convenient to the winner and ISA PUPID Director (or designate).
- 9.4 Benefits to PUPID
 - 9.4.1 Creates opportunities to make senior executives (particularly utility executives) aware of ISA and PUPID
 - 9.4.2 Also creates opportunities to make these same senior executives aware of the importance of Controls and Instrumentation in the Pulp & Paper Industry production process, advances in the technology and the benefits of their application
 - 9.4.3 Increases opportunities to gain exposure for ISA in the Pulp & Paper Industry .
 - 9.4.5 Provides recognition to projects that have successfully applied new technology thus providing a link between ISA and continuous improvement in the Industry

10.0 ISA Society Honors and Awards

The Honors and Awards Committee provides information and aids in processing forms for award candidates.

Honors and Awards Committee, continued

11.0 Other Duties of the Committee Chair

- 11.1 Annual PUPID Conference Duties
 - 11.1.1 Order conference plaques and gifts for Session Developers and speakers two months prior to the Conference.
 - 11.1.2 Prepare certificates for all Session Developers, paper authors and panelists. The published programs always have minor errors; therefore, contact each Session Developer to check paper titles and authors' names.
 - 11.1.3 Provide an agenda to the General Chair for the Honors & Awards luncheon.
 - 11.1.4 Provide write-ups about the annual PUPID Achievement Award's annual recipient to the Newsletter Editor.
 - 11.1.5 Prepare the PUPID Achievement Award presentation for the luncheon.
 - 11.1.6 When the student(s) for the annual scholarship are selected, request ISA Headquarters to send the award payment to the appropriate college or university for credit to the student's account.
- 11.2 Annual ISA Conference and Exhibit Duties
 - 11.2.1 Prepare certificates in accordance with the procedures outlined in item 11.1 above. Also, order gifts for the Conference Coordinator, Session Developers, and Authors two months prior to the Conference & Exhibition Event.

FACILITIES AWARD NOMINATION FORM

Facility Name:

Location:

Description of Facility:

What is innovative about it?

What was learned?

What are the benefits to the facility, to ISA/PUPID?

Examples:	Productivity	Operating Flexibility
	Reliability	Availability
	Efficiency	Other

What are the expected benefits to the Industry?

Who to contact at the facility for more information?

Name, address and phone number of nominator:

Key Project Dates:

Start:

Installation:

Testing Period:

In-Service:

Major contributors:

Other awards received by the facility:

Additional Comments:

Long-Range Planning Committee

1.0 Introduction

The Long-Range Planning Committee is responsible for assisting the Division Director in establishing overall direction, objectives, and goals for the PUPID.

2.0 Objective

To develop and maintain a division long-range plan that provides the PUPID with a road map for its major activities for the next three to five years.

3.0 Committee Membership

The committee is comprised of a chair, appointed by the Division Director, and up to five (5) other committee members, all of which are members of the Executive Committee. At all times, the Division Director-Elect and the Past Director serve on this committee.

4.0 Duties/Responsibilities

- 4.1. Develop and update annually a division three to five year plan. The plan is submitted to the Division Director for his/her review and concurrence. The Director submits an updated plan in his/her annual report to the I&S Department Vice President and to ISA Headquarters.

Long-Range Planning Committee, continued

4.0 Duties/Responsibilities, continued

- 4.2 Ensures plan adheres to the ISA Society Strategic Plan and ISA Industries and Sciences Department's long-range objectives.
- 4.3 The plan should include the following basic elements:
 - 4.3.1 Mission Statement.
 - 4.3.2 Objectives.
 - 4.3.3 Purpose--Why each objective is being pursued.
 - 4.3.4 Goals.
 - 4.3.5 Actions and Milestones--Concise measurable discrete tasks with completion dates.
 - 4.3.6 Individual or group responsible.
 - 4.3.7 Financial Implications.
 - 4.3.8 Interrelationship with other activities, if any.
 - 4.3.9 Completed objectives as updated.

5.0 Executive Committee Support

The Chairman of the Long-Range Planning Committee can call subcommittee chairs and/or other members of the Executive Committee for input into the plan as necessary.

Pulp & Paper Industry Plant Instrument Engineers Committee

1.0 Purpose

- 1.1 Encourages and promotes communications among nuclear Pulp & Paper Industry instrument engineers and supervisors who are responsible for the maintenance and design of instrumentation and control equipment in nuclear generating stations.
- 1.2 Encourages and promotes all utility companies involved in or contemplating nuclear Pulp & Paper Industry generation to participate in this committee.
- 1.3 Acts as a liaison between the Pulp & Paper Industry Plant Instrument Engineers Committee ISA, and the following societies and institutions that are involved in the standards and/or projects affecting instrumentation and controls for nuclear generating stations.
 - 1.3.1 ISA's Pulp & Paper Industry Plant Standards Committee (SP).
 - 1.3.2 Technical Association for the Pulp & Paper Industry (TAPPI).
 - 1.3.3 Institute of Electrical and Electronic Engineers (IEEE).
 - 1.3.4 American Society of Testing of Materials (ASTM).
- 1.4 Discusses generic issues affecting nuclear generating stations instrumentation and controls areas. Some examples are:
 - 1.4.1 Licensing Event Reports (LERs).
 - 1.4.2 Institute of Nuclear Pulp & Paper Industry Operations Significant Operating Event Reports and Significant Event Reports (INPO SOERs and SERs).
 - 1.4.3 Generic Product Problems.
- 1.5 Provides contacts within utilities to aid each other in instrumentation and controls areas, such as:
 - 1.5.1 Training.
 - 1.5.2 Parts.
 - 1.5.3 Procedures.

Pulp & Paper Industry Plant Instrument Engineers Committee, continued

2.0 Affiliation

This committee is sponsored by and directly responsible to the Executive Committee.

3.0 Meetings

This committee meets two times per year as follows:

- 3.1 During the Annual Fall ISA Conference & Exhibition.
- 3.2 During the PUPID Annual Spring Conference.

4.0 Officers

The officers of the committee are defined below.

4.1 Chair

The Chair serves for one year. His/her term begins November 1. The Chair is the preceding year's Vice-Chairman, unless he/she cannot serve or the Vice-Chair's office is vacant. If one of the latter two applies, there is an election. The person receiving the majority of the votes present is declared the Chair. No company casts more than one vote.

4.1.1 Duties

- 4.1.1.1 Presides at all committee meetings.
- 4.1.1.2 Responsible for the purpose and functions of this committee.
- 4.1.1.3 Establishes and arranges meeting times, dates, and locations.
- 4.1.1.4 Keeps the other officers and members informed of pertinent committee matters.

Pulp & Paper Industry Plant Instrument Engineers Committee, continued

4.0 Officers, continued

4.2 Vice-Chair

The Vice-Chair serves for one year. His/her term begins November 1. The Vice-Chair automatically succeeds the Chair of this committee. The Vice-Chair is the preceding year's Secretary unless he/she cannot serve as Vice-Chair. If the latter is true, there is an election. No company carries more than one vote.

4.2.1 Duties

4.2.1.1 In the absence or vacancy of the Chair, he/she presides at all meetings and assumes the Chair's duties.

4.2.1.2 Responsible (or delegates the responsibility) for keeping the committee's directory current and distributed to all members.

4.2.1.3 Works in close harmony with the Chair and Secretary. The Vice-Chair prepares him/herself for the Chair position.

4.3 Secretary

The Secretary serves for one year. His/her term begins November 1. The Secretary automatically succeeds the Vice-Chair of this committee.

4.3.1 Duties

4.3.1.1 Records the minutes of the committee meetings.

4.3.1.2 Distributes committee meeting minutes to the committee members.

4.3.1.3 Informs each member of the next scheduled meeting's date, time, location, and preliminary agenda.

Nominating Committee

1.0 Purpose

This ad hoc committee, made up of Executive Committee members, can be appointed by the Division Director to help develop a slate of candidates for Executive Committee membership, Executive Committee Subcommittee Chair, and the Division Director-Elect. The committee meets as requested by the Division Director. When formed, the Division Past Director is normally requested to serve as Committee Chair.

Newsletter Editor

1.0 Introduction

The PUPID newsletter entitled *The Logger* plays a very important role in the success of the division. It is likely one of the most visible services that the members look forward to receiving. The newsletter is an excellent vehicle for disseminating technical information along with details concerning PUPID and ISA activities.

2.0 Appointment

The Newsletter Editor is appointed annually by the Division Director. He/she must be a member of the Executive Committee. The appointment should be for no less than 2, preferably 3 years (to allow the editor to establish a style, and feel comfortable with the position). The total duration of continuous service should be limited to no more than 10 years (to encourage 'new blood', and a freshness of style and content).

3.0 Objective

To sustain member's interest in the division activities using a periodic newsletter.

4.0 Duties

4.1 Provides a publication to the division members a minimum of two times per year although it is our intent to publish *The Logger* four times a year. The optimum timing is:

4.1.1 Winter (fiscal week 8) POSTED ON THE PUPID WEBSITE

Preliminary information on the upcoming conference as well as nominations for Facility and Achievement Award are in this issue.

4.1.2 Spring (fiscal week 21) POSTED ON THE PUPID WEBSITE

This issue includes detailed information on the Spring Conference and other pertinent information.

4.1.3 Summer (fiscal week 34) MAILED VIA POSTAL SERVICE

This issue includes articles on the Spring conference, Honors & Awards recipients, the technical sessions scheduled for the upcoming ISA Conference & Exhibition, and other member interests.

4.1.4 Fall (fiscal week 47) POSTED ON THE PUPID WEBSITE

This issue includes articles on the last conference, Honors & Awards recipients, the technical sessions scheduled for the upcoming ISA Conference & Exhibition, and other member interests.

Newsletter Editor, continued

4.0 Duties, continued

4.2 Prepares the newsletter and submits to headquarters for publication.

4.2.1 Newsletter Content

The website and the newsletter are the Division's main contact with many of its members. The newsletter editor shall strive to maximize the technical content of the newsletter.

The *ISA Division Newsletter Editor's Guide* is available to help the Newsletter Editor in his/her efforts to produce a timely and informative newsletter and to acquaint the editor with the entire newsletter process. ISA Headquarters is available to assist the editor. The newsletter consists of articles including but not limited to:

4.2.1.1 PUPID activities with emphasis on the annual PUPID Conference and ISA Conference & Exhibition.

4.2.1.2 Technical Tips for the Instrumentation and Control profession.

4.2.1.3 Editorials and technical dissertations that the Editor deems of general interest to the PUPID members.

4.2.1.4 New division member list, survey statistics, bibliographies, book reviews, editorial opinion, etc.

4.2.1.5 Division and Society Honors and Awards nominations, recipients, etc.

4.2.1.6 Status of Standards Committees.

4.2.1.7 Activities of the standing committees.

4.2.1.8 New Product Showcases.

4.2.2 The newsletter copy and instructions must be submitted to headquarters nine weeks prior to publication. (e.g.: by June 15 for the Summer edition.)

4.2.3 Production of the newsletter is through ISA Headquarters who arranges for printing and mailing to members.

4.3 Provides for continuity by training assistant newsletter editors.

Webmaster

1.0 Introduction

The PUPID websites, both the members-only site(at <http://www.isa.org/community/divispupid>) and the local site (often called the "tilda" site at <http://www.isa.org/~pupid>), play very important AND collaborative role in the success of the division by disseminating technical information along with details concerning PUPID and ISA activities on a timely basis and providing multimedia presentations that the newsletter cannot provide.

2.0 Appointment

The Webmaster is appointed annually by the Division Director. He/she must be a member of the Executive Committee. The appointment should be for no less than 2, preferably 3 years (to allow the editor to establish a style, and feel comfortable with the position). The total duration of continuous service should be limited to no more than 10 years (to encourage 'new blood', and a freshness of style and content).

3.0 Objective

To sustain member's interest in the division activities by maintaining the two websites. To continually update the Pulp & Paper Industry Divisions Web site so that our general membership can keep abreast of all pertinent information regarding the division.

3.0 Qualifications

3.1 Is a member of ISA Pulp & Paper Industry Division.

4.0 Duties

4.1 Provides a continuous, online resource to the division members that is updated AT LEAST ONCE A MONTH.

4.2 Coordinate with headquarters as well as with committee chairs that all information is correct as well as current. As a minimum, the Web page should be updated four times per year, monthly would be the preferred time frame.

Webmaster, continued

4.0 Duties, continued

4.2 Prepares the website information for publishing on the two websites.

4.2.1 Website Content

The website and the newsletter are the Division's main contact with many of its members. The webmaster shall strive to maximize the technical content of the website.

The *ISA Division Webmaster's Guide* is available to help the Webmaster in his/her efforts to produce a timely and informative website and to acquaint the editor with the entire website process. ISA Headquarters is available to assist the editor. The website consists of articles including but not limited to:

4.2.1.1 In conjunction with the webmaster AND at the dates listed in the webmaster's duties section, publish the electronic versions of the newsletter on both websites

4.2.1.2 Publish the electronic versions of the agendas and minutes of all PUPID meetings on both websites.

4.2.1.3 Publish the electronic versions of the schedules for PUPID technical conference sessions at both the Spring and Fall conferences on both websites.

4.2.1.4 Publish the electronic versions of the PUPID scholarship application and announce the award recipients with their biographical information on both websites.

4.2.1.5 Publish the electronic versions of PUPID Calendar with as an example; live email links on the abstract, draft, and final paper deadlines; on both websites.

4.2.1.6 Publish the electronic versions of PUPID Board Committee including telephone and email contacts and (when available) pictures of the members on both websites.

4.2.1.7 Publish the link to the PUPID Technical Discussion Forum on both websites.

4.2.1.8 Publish the electronic versions of the Director's Message on both websites.

4.2.1.9 Publish the electronic versions of the Director's letter to the members on both websites.

4.2.1.10 Maintain links to reciprocal technical societies on both websites.

- 4.2.1.11 Publish the multimedia (audio-visual) presentations of the PUPID technical conference sessions from both the Spring and Fall conferences on both websites.
- 4.2.1.12 PUPID activities with emphasis on the annual PUPID Conference and ISA Conference & Exhibition.
- 4.2.1.13 The Instrumentation and Control profession.
- 4.2.1.14 Editorials and technical dissertations that the Editor deems of general interest to the PUPID members.
- 4.2.1.15 New division member list, survey statistics, bibliographies, book reviews, editorial opinion, etc.
- 4.2.1.16 Division and Society Honors and Awards nominations, recipients, etc.
- 4.2.1.17 Status of Standards Committees.
- 4.2.1.18 Activities of the standing committees.
- 4.2.1.19 Publishing of the 3 best technical papers.
- 4.2.3 Information published on the two PUPID websites MUST conform to the ISA Web Style Guide.
- 4.3 Provides for continuity by training assistant webmasters.

Publicity Chair

1.0 Purpose

Generates, controls, supports, and implements the PUPID publicity activities.

2.0 Appointment

The Publicity Chair, a member of the Executive Committee, is appointed annually by the Division Director.

3.0 Duties

- 3.1 Provides information regarding the division and its activities.
- 3.2 Supports all division functions with the appropriate media coverage. The two major functions addressed and supported are the ISA Conference & Exhibition and the Annual PUPID Spring Conference.
- 3.3 Maintains a media data base.
- 3.4 Prepares the Executive Committee status report that outlines activities in support of the division objectives.
- 3.5 Composes and distributes press notices.
- 3.6 Maintains a division mailing list of the appropriate publications for press releases and Call of Paper notices. The listing can be maintained by the Publicity Chair or ISA Headquarters. If maintained by ISA Headquarters, it is reviewed by the Publicity Chair on a regular basis.

Publicity Chair, continued

3.0 Duties, continued

- 3.7 Works with the host committee local publicity chairman for the PUPID Annual Spring Conference.
 - 3.7.1 Arranges with local publicity chair for a press room at the Annual Spring Conference.
 - 3.7.2 Interfaces on issues of national publicity for the Annual Spring Conference.
 - 3.7.3 Assists in generating a national news release at the Annual Spring Conference.
- 3.8 Responds and coordinates requests received for information regarding PUPID activities.
- 3.9 Works with the Conference General Chair and Fall Conference Program Coordinator to compose, review, and distribute to the appropriate media sources a "Call for Papers." Develops the "Call for Paper" layout and places advertisements in trade journals in accordance with the division mailing list.
- 3.10 Submits an expected budget to the Executive Committee each year that assists both the Annual Spring Conference General Chair and Fall Program Coordinator to develop their particular conference budget.
- 3.11 Assists or develops the program mailing brochures for the Annual Spring Conference. Provides the focal point for continuity and pitfalls for producing the advertisement of the conference.
- 3.12 Coordinates mailing of the Annual Spring Conference programs.

Publicity Chair, continued

3.0 Duties, continued

- 3.13 Writes reports for each Executive Committee meeting before the committee meets noting:
 - 3.13.1 Recent activities completed from the last report.
 - 3.13.2 Activities in progress with estimated completion dates.
 - 3.13.3 Plans for near-term events.
- 3.14 Furnishes to the Newsletter Editor and the Webmaster a copy of the program, so it can be included in the newsletter, *Logger*.

Publicity Chair, continued

4.0 Activities By Date (Minimum List)

- 4.1 The following table provides a list of the milestones to be achieved by the Publicity Chairman in order to support division events.

Activity	Description
Call for Papers	Generates a preliminary layout for review by the General Chair, Technical Program Chair, and the Conference Program Coordinator. Finalizes layout and submits to the appropriate trade journals for advertising. The advertising appears in the journals one month after the Annual Spring Conference. For the Fall Conference, the timing is coordinated with ISA Headquarters.
News Releases	Provides a news release in January describing the basic theme, location, and date of the Annual Spring Conference. Provides a news release in February outlining the keynote speakers, session topics, and a brief outline of the Conference. Provides a final news release in March of keynote speaker biographies, revised technical program information, and special events of a general nature.
Newsletter	Develops or submits the Annual Spring Conference program information to the Newsletter editor by the end of February. Submits the "Call for Papers" to the Newsletter Editor one month after the Conference (at the same time it is furnished to the trade journals).
Websites	Develops or submits the Annual Spring Conference program information to the newsletter and webmaster by the end of February. Submits the "Call for Papers" to the Newsletter Editor and webmaster one month after the Conference (at the same time it is furnished to the trade journals).

Publicity Chair, continued

4.0 Activities By Date (Minimum List), continued

4.1 Milestones, continued

Activity	Description
Budget	Generates a proposed budget for conference publicity two years before the conference. Submits budget to the General Chair for approval at the President's Winter Meeting in February.
Mailing List	Maintains a copy of the PUPID membership list. Requests a hard copy listing from headquarters each January as reference material. Reviews trade journal listing from headquarters on an annual basis and suggests additions/deletions as appropriate.

5.0 Time Required to Perform Duties

Spends approximately 3 to 4 weeks annually to properly perform the functions of the Publicity Chair.

Membership Chair

1.0 Purpose

The Membership Chair's responsibility is to increase the membership of ISA PUPID and recommend division services that retain the existing membership.

2.0 Appointment

The Membership Chair, a member of the PUPID Executive Committee, is appointed by the Division Director.

3.0 Objective

To promote the benefits of PUPID membership to encourage division growth.

4.0 Activities, Duties, and Procedures

- 4.1 Solicits from the Executive Committee and recommends new division services to the Division Director and Long-Range Planning Committee.
- 4.2 Maintains current "Welcome Letter" given to new division members. The letter is:
 - 4.2.1 Co-signed by Membership Chair and Division Director.
 - 4.2.2 Automatically distributed by ISA Headquarters to acknowledge a new division member's membership application.
- 4.3 Reports the status of divisional membership using ISA Headquarters' membership reports at each Executive Committee meeting.
- 4.4 Promotes society and division membership using division and/or ISA Headquarters' resources.
- 4.5 Arranges with ISA Headquarters for a membership booth at each Annual Division Spring Conference.

Publications Department Liaison

1.0 Purpose

The Publications Department Liaison, a member of the Executive Committee and appointed annually by the Division Director, attends and/or monitors meetings of the ISA Publications Department and reports their activities to the Executive Committee.

2.0 Duties

- 2.1 Serves as a liaison and communications link to the Publications Department.
- 2.2 Provides information to the PUPID about ISA's capabilities and procedures for program execution involving publications or the development of similar materials used to provide technical services to its members.
- 2.3 Recommends topics for division texts, monographs, handbooks, references, etc.
- 2.4 Stimulates economic development of ISA publications and similar activities.
- 2.5 Attends meetings of the Publications Department with representatives of the A&T and I&S Departments of ISA to exchange information and agree on basic programs relative to the ISA's publications activity.

Editorial Review Chair

1.0 Purpose

The Editorial Review Chair is responsible for the editorial and technical reviews of technical papers for the PUPID technical sessions programmed at the Annual Spring Conference. With the new Conference & Exhibition Format, reviews for the Fall event are coordinated by ISA Headquarters.

The Editorial Review Chair, a member of the Executive Committee, is appointed annually by the Division Director.

2.0 Duties

The duties of each chairman are:

- 2.1 Coordinates the schedule of the technical paper reviews with the Conference Program Chair and Session Developers.
- 2.2 Receives four copies of each technical paper from each session developer.
- 2.3 Selects three qualified reviewers (preferably user, manufacturer, and engineer) for each paper.
- 2.4 Fills out one ISA Paper Evaluation Form (B3-7 form) for each submitted paper.
- 2.5 Transmits one copy of each paper and the appropriate ISA B3-7 forms to each reviewer.
- 2.6 Receives one copy of the B3-7 form from the reviewer and a copy of the paper only if comments are marked on it.
- 2.7 Evaluates the reviews and completes a Review Coordinator Overall Paper Evaluation Form (B3-8 form).
- 2.8 Transmits the author's copy and the session developer's copy of the B3-8 form and any comments to the reviewed papers, to the session developer.
- 2.9 Transmits the headquarters' copy of the B3-8 form to the meeting's administrator at ISA Headquarters.

Editorial Review Chair, continued

2.0 Duties, continued

- 2.10 Advises the Executive Committee about the review and evaluation status of the technical papers at each scheduled meeting.
- 2.11. Update the status of reviewed papers to session developers and program chairmen on a periodic basis (every two weeks as deadlines approach).
- 2.12 Maintains the editorial review records and list of qualified reviewers.
- 2.13 Provides the Conference Program Chair with a list of the reviewers and their company affiliation used annually, so a list can be included in the Conference proceedings for acknowledgment purposes.
- 2.14. Submit the five best paper scores (B3-8) and copies of the five papers to the Honors and Awards committee for evaluation for the 3 yearly awards of “Best Paper”.

Editorial Review Chair, continued

3.0 ISA Paper Evaluation Flow Chart - B3-7 (Three Two-Copy Forms)

Editorial Review Chair, continued

4.0 Review Coordinator Evaluation - B3-8 (Four-Copy Form)

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1. PURPOSE

The purpose of this manual is to describe the operation of the Pulp and Paper Industry Division (PUPID) within the structure of the Industries and Sciences Department and Instrument Society of America. It will provide detailed information regarding specific activities of this Division and its personnel, and reflect the general concepts and principles described in the Division Operating Guides.

2. SCOPE

The Pulp and Paper Industry Division is concerned with all aspects of instrumentation for the acquisition, Processing, and display of data concerning raw materials, materials handling and and processing, quality control, and process control for the use, conservation and recovery of energy, and for the measurement, control, and abatement of environmental pollution as applicable in the pulp, paper, and forest products industries.

3. OBJECTIVES

The objectives of the Pulp and Paper Industry Division are:

3.1 To stimulate interchange of information within the pulp and paper industry and instrument community through publications of technically pertinent articles, abstracts, compendia, etc. and organization and presentation of symposia, short courses, workshops and technical meetings, exhibits and conferences.

3.2 To suggest and record projects for study, development of standards and practices, education and training programs, and for publications.

3.3 To develop and operate programs to enhance the development and recognition of ISA.

3.4 To provide a forum for the interchange of information, discussion, and mutual assistance in the solution of instrumentation problems in the pulp and paper industry.

3.5 To develop and operate programs to provide Section/Division Cooperation and growth.

3.6 To promote mutually beneficial liaison and interchange with other societies, technical and scientific organizations and institutions.

3.7 To identify and nominate individuals for recognition, awards, deserving honors and awards.

3.8 To provide such other advice, information, and assistance as may be useful to the Society and its membership.

4. MEMBERSHIP

Instrument Society of America has developed the Division/Section structure to provide the members with the opportunity to realize the full benefits it offers in his/her chosen technical specialty, in the industry in which he/she works and in the area where he/she lives.

4.1 Membership Qualifications

Any member of ISA with an interest in the pulp and paper industry may, by payment of annual division dues and indication of his desire, be a member of the Pulp and Paper Industry Division.

4.2 Member Services

Services offered to division members, in addition to those mentioned in 3.1 above generally available to ISA membership include:

- Publication and distribution of a division newsletter
- Distribution, from time to time, of reports or abstracts, engineering aids, and/or other useful material.
- Discounts and credits on purchase of Society publications, symposia registration fees, etc.

5. OFFICES AND DIVISION STRUCTURE

The offices of the Division are:

- Director
- Director-Elect (Programming)
- Secretary-Treasurer

- Past Director (Honors and Awards Chairman)

5.1 Organizational Structure

The Division officers, supported by an Advisory Committee (see 5.2) are organized in a functional structure as shown in the chart in Appendix 1.

5.2 Advisory Committee

5.2.1 Appointment

The Committee consists of the officers, liaison and committee chairmen, newsletter editor, and other division members who have indicated an interest in participation in division affairs and are so appointed by the Division Director.

5.2.2 Term

Advisory Committee members serve for two years and may be reappointed.

5.2.3 Duties

The Advisory Committee shall: Counsel, assist, and guide the director; assist in program development, preparation and/or acquisition of papers and speakers for symposia and similar programs, assist in division staffing and filling committee assignments, and carry out specific tasks assigned by the Division committee.

5.3 Appointments, Terms of Office, and Duties of Officers and Committee Chairmen

5.3.1 Director

The Director is appointed in writing by the Department Vice-President, usually advancing the Director-Elect, on recommendation of the Director and Advisory Committee.

5.3.1.1 Term

The Director's term of appointment is one year, usually with reappointment for a second year.

5.3.1.2 Duties

The Division Director shall:

- Call and conduct division and advisory committee meetings as required for conduct of division affairs.
- Establish permanent and adhoc committees as needed to accomplish division objectives.
- Appoint the Secretary-Treasurer, Newsletter Editor, Publications and Review Committee and Liaison Chairman.
- Nominate, with advisory committee input, the Director-Elect for approval and appointment by the Department Vice-President.

5.3.2 The Director-Elect Programming

5.3.2.1 Appointment

The Director-Elect is nominated by the Director, with advice of the Advisory Committee, for approval and appointment by the Vice-President, Industries and Sciences Department.

5.3.2.2 Term

The Director-Elect may be appointed for one or two years as required to assure continuity of division affairs.

5.3.2.3 Duties

The Director-Elect Programming shall:

- Advise and assist the Director in conduct of division affairs.
- Conduct division and Advisory Committee meetings in the absence of the Director.
- Serve as a member of the Advisory Committee.
- Nominate the Newsletter Editor, Publications and Review Chairman and Liaison Chairman.
- Prepare and maintain a long-range division plan.
- Appoint program Chairman for annual Conference and Exhibit programs.
- Appoint technical program chairmen for PUPID symposia.

- Appoint chairmen for short courses, and/or other technical programs in which PUPID may participate.
- Oversee and supervise the activities of the above program chairmen to assure compliance with policy and schedule requirements.

5.3.3 Secretart-Treasurer

5.3.3.1 Appointmnt

The Secretary-Treasurer is appointed by the Division Director.

5.3.3.2 Term

The Secretary-Treasurer serves a one year term and may be reappointed to succeed himself.

5.3.3.3 Duties

The Secretary-Treasurer shall:

- Record minutes of Division and Advisory Committee meetings, distribute them to the officers and members of the Advisory Committee, and make them available for review by division members on request.
- Maintain a file of division correspondence.
- Maintain a list of division officers, committee and liaison chairmen and Advisory Committee members, together with current addresses and telephone numbers.
- Update and distribute, through Society headquarters, division roster as directed by division and/or Advisory Committee action.
- Submit newsworthy or interesting information for publication by INTECH and the Division Newsletter.
- Submit the Division's Annual Financial Report to the Society headquarters.

5.3.4 Past Director

5.3.4.1 Appointment

The outgoing Director is normally appointed as Past Director by his successor. In the event that he is not available, an earlier retired Director may be appointed to this position.

5.3.4.2 Term

The Past Director serves a one year term immediately following completion of his term as Director, and may be reappointed to succeed himself as required.

5.3.4.3 Duties

The Past Director shall:

- Serve on the Advisory Committee.
- Serve as chairman of the Honors & Awards Committee to make recommendations for appropriate recognition for division members and others.

5.3.5 Publications and Review Chairman

5.3.5.1 Appointment

The Publications and Review Chairman is nominated by the Director-Elect, and approved by the Director.

5.3.5.2 Term

The Publications and Review Chairman serves a one year term and may be reappointed to succeed himself.

5.3.5.3 Duties

The Publications and Review Chairman shall:

- Secure the assistance of reviewers competent in the field of immediate interest.
- Obtain reviews of papers, articles, and other technical material to assure appropriate quality and compliance with Society policies for presentation or publication as intended.
- Assure availability of such reviews in timely fashion in accordance with schedules as required.
- Make recommendations of papers, articles, etc. for awards and recognition.

- Arrange for publication of selected papers, not reserved for ISA use, with industry technical journals.
- Serve as a member of the Advisory Committee.

5.3.6 Newsletter Editor

5.3.6.1 Appointment

The Newsletter Editor is nominated by Director-Elect and approved by the Director.

5.3.6.2 Term

The Newsletter Editor serves a one year term and may be reappointed.

5.3.6.3 Duties

The Newsletter Editor shall:

- Gather and publish news and information of timely interest to division membership.
- Prepare and arrange material for publication in the newsletter.
- Submit material to Society headquarters for publication and distribution to division membership.
- Assure publication of not less than two newsletters per year.
- Distribute, with the newsletter, such other materials, engineering aids, etc., as may become available from time to time.

5.3.6.4 Newsletter content should be comprised of:

- Directors Message
- Announcements of Division and Society Meetings, Symposia, conferences, and similar events.
- Reports of division activities
- Division annual report

May Also Include:

- Technical articles, abstracts, and reprints of interest to division members
- Personal news of members
- Division financial reports
- Humor and trivia

5.3.7 ISA Liaison and Outside Chairmen

5.3.7.1 Appointment

ISA Liaison and Outside Liaison Chairmen are nominated by the Director-elect and approved by the Director.

5.3.7.2 Term

ISA and Outside Liaison Chairmen serve a one year term and may be reappointed.

5.3.7.3 Duties

ISA Liaison Chairman shall:

- Appoint personnel as required to promote division membership.
- Provide standards and practices information and recommendations.
- Maintain and promote division relationships with appropriate educational institutions.
- Collect and maintain historical files on division activities.
- Maintain and promote mutually beneficial relationships with other division and the sections within ISA.

Outside Liaison Chairman shall:

- Maintain communication with technical organizations outside ISA but related to the pulp and paper industry

- Assist the Director-Elect, Programming in arrangements for joint meetings or other activities with these technical organizations.

5.3.8 Advisory Committee Chairmen

5.3.8.1 Appointment

Advisory Committee Chairmen are nominated by the Director-elect and approved by the Director.

5.3.8.2 Term

Advisory Committee Chairmen serve a one year term and may be reappointed.

5.3.8.3 Duties

Advisory Committee Chairmen shall:

- Appoint personnel as required to promote division membership.
- Provide standards and practices information and recommendations.
- Maintain and promote division relationships with appropriate educational institutions.
- Collect and maintain historical files on division activities.
- Maintain and promote mutually beneficial relationships with other division and the sections within ISA.

6. OPERATING PROCEDURES

6.1 Meetings

6.1.1 The Advisory Committee meets as often as necessary for conduct of division business, but not less than once each year. Two or more meetings, usually at the Annual Conference and at the Division Symposium are favored.

6.1.2 The Secretary - Treasurer shall notify all officers and Advisory Committee members of Division Committee meetings, stating the nature of the meeting and provide a preliminary agenda. He will also distribute minutes of these meetings to them. Copies of the above notices and minutes will also be sent to the ISA President, Vice-President, Industries & Sciences Department, and the ISA Executive Director.

6.1.2

6.2 Notification of Appointment

Officers, Committee/Liaison chairmen and Advisory Committee members should be notified of their appointments (or reappointments) by letter from the Director or Director-Elect within 60 days after these latter officers assume their offices. They, in turn, should notify the appointing officers of their acceptance of the assignment.

6.3 Budgets

The Director, in conjunction with the Secretary-Treasurer, shall prepare and submit a Division Operating budget for approval by the Vice-President, Industries and Science Department in the spring of each year (date to be designated by the V.P.) for the operating year 1 November to 31 October of the succeeding year.

6.4 Reports

6.4.1 Annual Division Report

The Director submits, to the Department Vice-President, an annual report outlining the division activities and accomplishments during the past year, and plans and programs for the coming year. The guidelines for this report will be outlined by the I & S Department and will be submitted at or just prior to the Summer President's Meeting.

6.4.2 Annual Division Communication Report

The Director, with the assistance of the Newsletter Editor and Secretary-Treasurer, submits to the I & S Department Honors and Awards Review Committee, an annual report of their Communications with the Division membership. The guidelines for this report will be outlined by the I & S Department and will be submitted at or just prior to the Summer President's Meeting.

6.4.3 Financial Report.

The Secretary-Treasurer submits an accounting of income and expenditures relating item to the various budgeted items, and showing a closing balance for the year.

Appendix V: Objectives and Duties of Other Division Leaders

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Professional Development Chair

1.0 Objective

To attend and/or monitor meetings of the ISA Professional Development Department and report their activities to the Executive Committee. The chairman is a member of the Executive Committee and appointed annually by the Division Director.

2.0 Duties

- 2.1 Serves as liaison and communications link to the ISA.
- 2.2 Provides information about ISA capabilities to the PUPID.
- 2.3 Stimulates the development of ISA programs.
- 2.4 Attends the meetings of the ISA Professional Development Department to exchange information and agree on programs relative to the educational activity of ISA.
- 2.5 Work with ISA Headquarters to develop PDH's (Professional Development Hours) and CEU's (Continuing Education Units) at the Spring Conference.

Historian

1.0 Objective

To maintain a record of past PUPID activities, membership, and growth.

2.0 Duties

- 2.1 Maintains the PUPID records, such as the PUPID EXECUTIVE BOARD meeting minutes, conference proceedings, *Logger* newsletters, and website content for research on items of historical nature.
- 2.2 Prepares a historical write-up for publication in *Logger*.
- 2.2 Prepares a historical write-up for publication on the websites.
- 2.3 Researches records as required by conference chairs for their use in relating to previous topics, themes, and issues.
- 2.4 The Historian should receive a copy of each Pulp & Paper Industry conference proceeding for the file.

Division/Section Liaison

1.0 Objectives

- 1.1 To establish effective two-way communications between sections/districts and the PUPID.
- 1.2 To assist in the dissemination of information to the section members concerning PUPID activities.
- 1.3 To establish a means by which the PUPID provides speakers for local section activities.
- 1.4 To encourage each section member to join at least one division.

2.0 Duties

- 2.1 Prepares and updates annually a list of the specific services the division is prepared to render for the sections.
- 2.2 Sends each section upon request, a list of speakers in their immediate geographic area who have presented papers at a recent conference or conference (can be used for regular meetings or as standby speakers).
- 2.3 Sends division newsletters to Division/Section Liaison and Section Newsletter Editor. ISA headquarters normally does this mailing.
- 2.4 Contributes papers and technical sessions for conferences and workshops.
- 2.5 Sponsors monographs.
- 2.6 Provides abstracts of significant technical papers.
- 2.7 Publishes a technical index of conference proceedings.
- 2.8 Identifies and reports on emerging technology for special section meetings.
- 2.9 Conducts clinics and workshops that benefit section members.
- 2.10 Encourages division members to attend section meetings and become active in sections.
- 2.11 Attends each scheduled meeting of the Division Section Liaison Steering Committee working under the Society President's directive during the President's Winter and Summer meetings.

Division/Section Liaison, continued

- 2.12 Provide PUPID executive board with statistical reports titled:
 - 2.12.1 Division Section Membership Survey
 - 2.12.2 District/Section/Division Membership Survey
 - 2.12.3 Division/Section/District Membership Survey

3.0 Reporting Structure

- 3.1 The Division/Section Liaison Representative is appointed by and reports to the Division Director. The representative is a member of the Executive Committee.

Fall Conference & Exhibition Coordinator

1.0 Objective

To interface PUPID with the Society's annual conference held each year in the fall.

The Conference & Exhibition Coordinator is appointed by the Director, preferably by May of the year preceding the annual conference and only serves through the annual conference for which he/she is appointed.

2.0 Duties

- 2.1 Attend the three ISA President's meetings preceding the conference for which appointed. As a result, the Society Program Chairman can develop and coordinate the overall program for the conference. Detailed schedules for technical support, development and review of papers are established at these meetings.
- 2.2 Keeps the Division Director informed of the coordinator activities and submits a final report to the Executive Committee at the next scheduled meeting following the conference.

3.0 Qualifications

- 3.1 Is a member of ISA Pulp & Paper Industry Division.
- 3.2 Has served in the capacity of Session Developer or Review Coordinator for PUPID or another ISA division

Appendix VI: Annual Spring Conference

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General Chair

1.0 Objective

The General Chair is the administrative Coordinator for the Conference. It is the Chair's responsibility to ensure that all aspects of the conference conform to the standards established by ISA and the Executive Committee of the Pulp & Paper Industry Division. Host arrangements will be coordinated through the Host Chair (if one exists), and the Conference Coordinator. The conference program will be coordinated through the Program Chair.

2.0 Duties

2.1 Select Program Chair

Assist Program Chair with finding session developers.

Assist Program Chair in selecting a title for the Conference.

Monitor the progress of the Program Chair to insure compliance with the schedule.

Assist the Program Chair in coordinating the overall conference content.

2.2 Select Host Chair

Host Chair to coordinate with Conference Coordinator and hotel as required.

Host Chair to develop and run spouses program or coordinate with hotel.

Be visible and assist attendees as necessary including support as required at registration. (i.e. early registration Sunday evening).

2.3 Arrange for speakers as agreed to by Program Chair.

2.4 Prepare budget and submit to PUPID EXECUTIVE BOARD for approval.

2.5 Prepare final report to PUPID EXECUTIVE BOARD at the completion of the Conference including a financial summary and comments regarding activities at the Conference worthy of note.

2.6 Provide input to Conference Coordinator for program development and mailing.

2.7 Coordinate advertising with ISA PUPID Publicity Chair.

2.8 Coordinate registration and request financial statements as necessary prior to and after the Conference

2.9 Coordinate other Conference events as necessary.

2.10 Coordinate any hotel arrangements or other requirements as needed.

General Chair, continued

3.0 Site Selection

PUPID has traditionally held its Annual Spring Symposium at a location and with a group (TAPPI, CPPA, local Sections, SECON, ISA National) by invitation. PUPID oftentimes is asked by more than one group. It is desired to maintain a site selection criteria, and perhaps, in the future, add an element of scoring. Each year, at an appropriate PUPID business meeting, a decision will need to be made for a future year. The criteria is nearly finalized. A last pass is currently taking place prior to the revision of PUPID's Manual of Procedures (MOP) at which time the final criteria will be included.

1. Logistics - should be close to a major Pulp & Paper region:
 - US North West 2 times
 - US North Central 8 times
 - US North East 2 times
 - US South East 17 times
 - Canadian West 4 times
 - Canadian East 3 times.

Also, some criteria should exist, say once every three to five years, that the symposium be held in Canada. Also, successive trips to the same location should be avoided.

2. Sponsor - should be sound financially and have exhibited a past of leadership succession. Previous sponsorship of successful conferences and exhibits would be a strong plus.
3. The conference should also have an exhibit.
4. Conference and exhibit hours should not conflict.
5. Publicity should be on a "National" scale.
6. PUPID, its volunteers, speakers, and members should get ISA type PERKS:
 - PUPID should get an honoraria,
 - PUPID and ISA should get a complimentary booth at the exhibit.
 - PUPID director, program & review chairmen, newsletter editor, session developers, panelists, and authors should get a full conference complimentary registration (proceedings can be a separate purchase), and PUPID members should get any and all discounts afforded by the sponsoring group to its members. Some machinery should exist to allow the registrant to join ISA and immediately qualify for a discount.
7. A spouse's program should be available via advance registration.
8. PUPID luncheon should be publicized and tickets offered in the registration.
9. Timing - how close to other similar ("competing") conferences?
10. Proceedings to be published either by rSA or according to equal standards:
 - review process, i.e.
 - non-coomercial, with
 - technical merit, in a
 - standard format, have
 - copyright protection, and
 - all material to be "fresh".
11. Cost of getting there, cost of being there, registration costs. . . PUPID should have review authority of all publicity prior to being sent out. The event should be either the only or at least largest "show in town". PUPID does not want to be "the other group" staying in the motel. PUPID does not want another group throwing their "weight" around.

Program Chair

1.0 Objective

The Program Chair for the PUPID Conference is responsible for developing the technical program for the entire conference. He/She reports to the conference General Chair and is appointed by the Pulp & Paper Industry Division Director in consultation with the General Chair.

The Program Chair works with the General Chair to select a theme for the conference which is pertinent to the industry.

2.0 Duties

2.1 Theme

The Program Chair works with the General Chair to select a theme for the conference which is pertinent to the industry.

2.2 Technical Sessions

The number and type of technical sessions planned for the conference must be determined by the Program Chair. Typically the PUPID Conference is two and one-half days long and contains 8 technical sessions. The conference is scheduled to start on Monday morning and last until Wednesday at noon. There are five session time slots, each one-half day long. The opening session on Monday morning and the closing session on Wednesday afternoon are combined sessions. The other three session time slots may have two concurrent sessions, typically one and one nuclear.

The Program Chair selects a Session Developer for each planned session. Each Session Developer selects the Session Title in consultation with the Program Chair to ensure there is no overlap between sessions and to encourage sessions which closely follow the theme of the conference. There should be sessions oriented to topics and other sessions for nuclear topics. Generally there are five sessions and three nuclear sessions, but this can be altered by the Program Chair. After the Session Developers are selected, the Program Chair should send each one a letter confirming their selection and providing detailed instructions about developing a technical session for an ISA conference.

Program Chair, continued

2.0 Duties, continued

2.3 Papers

The Session Developers are responsible for recruiting authors or panelists for their sessions. There may be some B3-2 forms submitted to ISA headquarters from the public. All Intent to Present (B3-2) forms submitted by potential authors should be reviewed by the Session Developer and the Program Chair for appropriateness to the conference. The final judgment on acceptance of B3-2 forms shall be made by the Program Chair. After a B3-2 form has been accepted, Session Developers are responsible for all communication with their authors.

2.4 TAPPI Coordinator - (if applicable)

For the first time in 1961 and , the Technical Association for the Pulp & Paper Industry (TAPPI) has co- sponsored this conference with the ISA Pulp & Paper Industry Division. TAPPI provides technical and administrative support to the conference. Currently, there is a Program Coordinator assisting with the conference. The Session Developers are to be both from ISA and TAPPI and should work closely with the General Chair.

2.5 Paper Reviews

All papers presented at the conference must pass the TAPPI review process. Part of the instructions provided to the Session Developers must include their responsibilities in the paper review process. In general, each author must send an electronic copy of the paper to the TAPPI Conference Coordinator.

Program Chair, continued

2.0 Duties, continued

2.5 Paper Reviews, continued

forwards four of them to the Editorial Review Chair. See Editorial Review section for details of the review process.

2.6 Keynote Speakers

It is the General Chair's responsibility to arrange for the conference Keynote Speaker(s). The Program Chair should make arrangements with the Keynote Speaker(s) to obtain a copy of the speech for inclusion in the Conference Proceedings.

2.7 Conference Proceedings

The conference sponsors pay ISA to publish Conference Proceedings. The Program Chair is responsible for working with the Meetings Department at ISA to produce an accurate and timely set of conference proceedings which are to be published prior to the Conference. In the event that the authors paper was not received in time to be published in the proceedings, it is the current practice to have each author bring approximately 250 copies of their paper to the conference for distribution to the attendees. The Program Chair must coordinate with the Conference Coordinator to insure that authors understand the requirements for providing the paper copies, including shipping instructions to the conference hotel if the paper is submitted too late to be published.

In addition, the Chair should write a one page Preface for the Proceedings.

2.8 Miscellaneous Duties

The Program Chair must make a short 5-10 minute speech during the opening session of the conference describing the theme for the conference and giving an overview of the technical program.

Host Chairman

1.0 Objective

The Host Chair will assist the General Chair in coordinating local activities at the Conference.

2.0 Duties

- 2.1 Support Conference Coordinator with local logistics support.
- 2.2 Aid in the Spouses Program.
- 2.3 Provide a list of activities (i.e. Shopping, attractions, museums, and other local interests).
- 2.4 Support the registration area.
- 2.5 Provide a list of key customers/utilities/university that may not be on the PUPID mailing list.

Conference Coordinator

1.0 Objective

The Conference Coordinator (hereafter "Coordinator") will assist the General Chair and Program Chair(s) in the development and organization of an International Conference on Controls and Instrumentation. Coordinator will perform the following tasks. ISA or TAPPI has performed this activity.

2.0 Duties

- 2.1 Meet with the conference team to establish budget, meeting goals, city location, and dates for the conference. Budget will be prepared and monitored by Coordinator and this budget will determine the registration fees for the conference. Registration fees will include daily continental breakfasts, daily speakers' breakfasts, coffee breaks, luncheons and a possible social reception. Off site event, such as a plant tour, should also be included in the registration fee. In general, categories for registration will be as follows: (amounts shown are based on TAPPI 2002 fees)

	<u>Early Registration</u>	<u>Normal Registration</u>
Member	\$ 635	\$ 955
Non-Member	\$ 955	\$ 1435
Speaker/Developer	\$ 300	\$ 395
Student/Retirees	\$ 350	\$ 350

- 2.2 Site research and inspection: After the city and dates of the conference have been determined, Coordinator will conduct on-site research to determine the most appropriate location for the meeting. This will include traveling to the destination, researching the selected hotels and meeting rooms and size and location of hotel. This information will be presented to ISA for a final decision.
- 2.3 Hotel Negotiations: Coordinator will be responsible for all hotel negotiations with selected hotel. Conference Coordinator will be named as the sole party on the contract. (Individuals, however, will be responsible for making their own hotel reservations.) Coordinator will manage negotiations and arrangements with the audiovisual company (either on-site or outside).

Conference Coordinator, continued

- 2.4 Airline and Car Rental Discounts: Coordinator will be responsible for negotiating discounts with the appropriate airline and (if necessary) car rental agency.
- 2.5 Publicity: Coordinator will work with the Conference team and PUPID Publicity Chair for all publicity associated with the conference. Included will be the TAPPI Event Sheet/Call for Paper, ISA Call for Papers, and the conference brochure. Coordinator will also work with publicity chair for inclusion of the conference in appropriate technical publications. Coordinator will order mailing labels from TAPPI, collect labels from ISA, and arrange for a combined mailing through a local mailhouse.
- 2.6 Registration: Coordinator will establish an accounting system for collecting revenues, maintain all registration information on the database regarding conference attendees, and prepare confirmation letters for pre-registered individuals. Attendee lists will be generated through the database and distributed at the conference. These lists will be presented alphabetically, as well as by company.
- 2.7 Conference Expenses: All expenses incurred relating to the conference will be approved by Coordinator and then forwarded to the appropriate department for payment. A master account will be set up in advance with the hotel for direct billing.
- 2.8 Proceedings:
- TAPPI will publish the proceedings either on CD ROM (preferred) or bound in book form. The Proceedings will be sent to the hotel and distributed at the registration desk. Late papers will be brought to the conference by the individual author. Appropriate copies will be made beforehand by that individual and then placed on the late-paper table for distribution.

Conference Coordinator, continued

2.9 Logistical Support:

Coordinator will prepare prospectus for hotel outlining all food and beverage requirements.

Coordinator will work with the ISA local chapter if applicable regarding extra-curricular activities, i.e., spousal and family activities. Any contracts with agencies relating to these extra-curricular activities should be approved with Coordinator to ensure alignment with budget and appropriate fees charged.

Coordinator will collect lists of VIPs for upgraded room assignments.

Coordinator will serve as liaison between the hotel and the vendors with regard to their hospitality suites.

2.10 Registration Packages: Coordinator will prepare registration packages to include: general information sheet, city information, attendance lists, and name badges.

2.11 On-Site Requirements: Coordinator will manage all logistical details on-site including all hotel activities (i.e., catering functions, meeting rooms). Coordinator will review and approve hotel charges and expenses (daily).

2.12 On-Site Registration: Coordinator will manage and supervise the registration desk on-site, including fee collection, printing of name badges, distribution of materials, sale of pre-prints, and message center.

2.13 Post Conference Activities: Coordinator will prepare post-conference report to include breakdown of conference attendees, conference expenses, and revenues.

Appendix VII:

Pulp & Paper Division Calendar

The following is a list of key events for the Division. ISA year generally begins January 1.

January 1	New Officers begin their terms
February 1	Information needs to be sent to our Newsletter Editor. Specific to this issue are: Spring Conference Outline Honors & Awards Nominations
mid-February	Publish Newsletter
February	Presidents Winter Meeting PUPID Executive Board Meeting
May 1	Information needs to be sent to our Newsletter Editor. Specific to this issue are: Spring Conference Program Call for Papers
May	PUPID Annual Spring Conference
mid-May	Publish Newsletter
June 1	PUPID Annual Report due
June 1	Information needs to be sent to our Newsletter Editor. Specific to this issue are: Call for papers Honors & Awards Nominations
June	Presidents Summer Meeting PUPID Executive Board Meeting
Mid-August	Publish Newsletter
October	Presidents Fall Meeting PUPID Executive Board Meeting
October	ISA Fall Conference & Exhibition
November 1	Information needs to be sent to our Newsletter Editor. Specific to this issue are: Spring Conference Outline Honors & Awards Nominations
mid-November	Publish Newsletter

Appendix VIII: Pulp & Paper Industry Division History

PAST DIRECTORS & CONFERENCE LOCATIONS:

	1956				
Marvin F. Gade	1957				
Robert G. Spangler	1958				
Louis G. Good	1959				
Louis G. Good	1960	1	Pensacola	FL	(with 6th SECON)
Louis G. Good	1961	2	Green Bay	WI	(with TAPPI Lakes Section)
Donald J. Morrissey	1962	3	Jacksonville	FL	(with 8th SECON)
Donald J. Morrissey	1963	4	Memphis	TN	(with 9th SECON)
Donald J. Morrissey	1964	5	Vancouver	BC	
Robert R. Newton, Jr.	1965	6	Green Bay	WI	
Robert R. Newton, Jr.	1966	7	Augusta	GA	(with 12th SECON)
Robert R. Newton, Jr.	1967	8	St. Paul	MN	
Joseph J. Garey/Garnet G.M. Eastwood	1968	9	Charlotte	NC	(with 14th SECON)
Garnet G.M. Eastwood	1969	10	Vancouver	BC	(with CPPA)
Richard L. Stoughton	1970	11	Greenville	SC	(with 16th SECON)
Richard L. Stoughton	1971	12	Lancaster	PA	
Ralph K. Johnson	1972	13	Green Bay	WI	
Ralph K. Johnson	1973	14	Montreal	PQ	(with CPPA)
Edward W. Voigtman	1974	15	Birmingham	AL	(with 20th SECON)
Edward W. Voigtman	1975	16	Milwaukee	WI	
Reno W. Tonsi	1976				
Reno W. Tonsi	1977	17	Charlotte	NC	(with 23th SECON)
Arthur J. Cook	1978	18	Portland	OR	
Arthur J. Cook	1979	19	Mobile	AL	(with 25th SECON)
Robert H. Zielske	1980	20	Albany	NY	

Appendix VIII: Pulp & Paper Industry Division History

PAST DIRECTORS & CONFERENCE LOCATIONS: continued





Robert H. Zielske	1981	21	Greenville	SC	(with 27th SECON)
Douglas A. Chaffee	1982	22	Columbus	OH	
Douglas A. Chaffee	1983	23	Vancouver	BC	
W. Gerald Wilbanks	1984	24	Raleigh	NC	(with 29th SECON '84)
W. Gerald Wilbanks	1985	25	Birmingham	AL	(with 30th SECON '85)
Richard E. Britton	1986	26	Green Bay	WI	
Richard E. Britton	1987	27	Seattle	WA	
Michael H. Mihalick, Jr.	1988	28	Montreal	PQ	(with CPPA)
Michael H. Mihalick, Jr.	1989	29	Orlando	FL	(with TAPPI PC)
Keith D. Otto	1990	30	Charlotte	NC	
Keith D. Otto	1991	31	Orlando	FL	(with TAPPI PC)
Robert W. Barber	1992	32	Toronto	ON	
Robert W. Barber	1993	33	Nashville	TN	(with TAPPI PC)
Larry E. Wells	1994	34	Vancouver	BC	
Larry E. Wells	1995	35	Orlando	FL	
Martin G. Scheers	1996	36	Cleveland	OH	
Martin G. Scheers	1997	37	Birmingham	AL	(with TAPPI PC)
John Ray Jordan	1998	38	Vancouver	BC	(with TAPPI PC)
John Ray Jordan	1999				
John Murray	2000	39	Williamsburg	VA	
John Murray	2001	40	San Antonio	TX	(with TAPPI PC)
Brad S. Carlberg	2002	41	Atlanta	GA	(with TAPPI PC)
Brad S. Carlberg	2003	42	Chicago	IL	(with TAPPI PC)
Michael S. (Steve) Moon	2004	43	Atlanta	GA	(with TAPPI PC)
Michael S. (Steve) Moon	2005	44			

Appendix VIII: Pulp & Paper Industry Division History


PUPID Scholarship:

	1995
	1995
Mark Lambert	2002
Jay Stockard	2002

Appendix IX: Executive Committee Roster (as of July, 2002)

	Director / Symposia Contact / Division Webmaster:	Brad Carlberg, P.E. brad.carlberg@bsc-engineering.com	BSC Engineering	(251) 621-9405	(251) 621-5139
	Director-Elect:	Steve Moon, P.E. stevemoon@desllc.net	Documentation & Engineering Services, LLC	(205) 822-8787	(205) 822-8637
	Programs / H&A / Facilitator :	Marty Schweers, P.E. marty.schweers@halliburton.com	Brown and Root, Inc.	(251) 450-7721	(251) 450-7247
	Past Director :	John Murray jm9@mead.com	Mead Paper	(740) 772-3488	*
	Secretary / Treasurer:	Vacant	*	*	*
	Advisory Committee Chair	Larry E. Wells, P.E. lewells@gapac.com	Georgia Pacific Corp.	(404) 652-4604	(404) 584-1466
	Newsletter Co-Editor	Richard E. Britton, P.E. richardbritton1@comcast.net	Retired - International Paper	(251) 342-0998	(251) 342-0998
	Education Co-Chairman	Michael H. Waller, P.E. wallermh@muohio.edu	Miami (of Ohio) University	(513) 529-2205	(513) 529-3841
	Education Co-Chairman	Kaichang Li kaichang.li@orst.edu	Oregon State University	(541) 737-8421	(541) 737-3385

Appendix IX: Executive Committee Roster (as of July, 2002)

	Paper Review Coordinator	Tommy Thompson, P.E. tommy.thompson@amec.com	Simons Engineering, Inc.	(404) 370-3200	(404) 370-3646
	Section/Division Liason	Vacant	*	*	*
	Standards & Practices Chairman	Vacant	*	*	*
	Environmental Chairman	H. Pierce Rumph, P.E. hprumph@compuserve.com	Orion CEM, Inc.	(770) 458-4535	(770) 451-1512
	Outside Liaison	Vacant	*	*	*
	Divisions Support Coordinator	Kelly Bishop kbishop@isa.org	ISA Staff	(919) 990-9249	(919) 549-8288

Appendix X: Advisory Committee Roster (as of July, 2002)

Ed Andrews	andtech@mindspring.com		
Bob Barber	rbarber@foxboro.com		
Richard E. Britton	richardbritton1@comcast.net		
Allen Burns	allen.burns@halliburton.com		
Douglas A. Chaffee		6621 Apple Cross Drive S Mobile, AL 36695	(251) 602-0559
Ole-Kristian Fadum	fadum@compuserve.com		
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Charles Goodsole	cgoodsole@itol.com		
Ralph K. Johnson	rkjohnson652@excite.com		
Jim T Lawrence	knff34a@prodigy.com		
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Keith D. Otto	kotto@neenaheng.com		
Donald B. Scrivens		1935 SW Wynwood Ave Portland, OR 97225-4843 USA	(503) 643-6583
Reid Shannon			(251) 471-1069 (334) 470-4169
Jose Toth	jose.toth@mustangeng.com		
Al G. Webb	agwebb@proaxis.com		
W. Gerald Wilbanks	geraldwilbanks@desllc.net		
Winston Winslade	winston.winslade@sea.siemens.com		
Robert H. Zielske	RZielske@msn.com		