STATUTE
OF THE BALTIC DB&IS CONFERENCE SERIES

I. Preamble

This statute document sets the agreement of general principles of running the Baltic DB&IS conference series. The document is based on the best practices of the conference series *International Baltic Conference on Databases and Information Systems*, and called into life with the decision of the Steering Committee meeting held on 04 March 2021.

II. Provisions of the Statute

1. Conference series, aim, name, acronym and logo

    1.1. The conference series is an international forum, which provides an environment to exchange research findings and ideas for researchers, practitioners and PhD students on the crucial matters on engineering reliable, secure and sustainable information systems with data and data analysis in the central role for today's and tomorrow's digital business and intelligent systems.

    1.2. The conference aims to: (a) Bring together researchers, practitioners, and doctoral students in the area of enhancing and establishing intelligent information systems for data, digital business, and related areas; (b) Promote the sharing of experiences and information in the research field; (c) Establish links with the industry; (d) Develop relations of exchange and cooperation between the conference community and similar organizations throughout the world.

    1.3. The conference series name is *International Baltic Conference on Digital Business and Intelligent Systems* (DB&IS).

    1.4. The acronym used for the conference is *DB&IS*. The acronym must contain the symbol "&", and should always be included in the text. Leaving the "&" is allowed in sources, where it is neither technically feasible nor valuable, e.g., file names.

    1.5. The conference logo is a square formed of 7 lines of the same colour, having a square dot of a different colour. The colour scheme for each conference can vary and is up to the organizers to choose. On matters where it is not reasonable or technically possible to reproduce the logo with colours, all elements have the same colour. No shading is applied to logo. Appendix 1 presents the conference logo graphics layout.

2. Conference organization

    2.1. The conference is held biennially in one of the following countries – Estonia, Latvia, and Lithuania – and is held in each of these countries every sixth year.

    2.2. Organizing institutions of the conference are from Estonia, Latvia, or Lithuania.

    2.3. The governing bodies of the conference are as follows:

    - Steering Committee (SC),
    - Conference General Chair (GC),
    - Conference program committee (PC),
    - PC Chairs,
    - DC Chairs.

    2.4. The local organizers are free to allocate necessary chairs for the conference. The following chair types will always be allocated: General chair, PC Chair, DC chair.

2.5. The conference is organized as a single-track conference with single PC.

3. Steering committee (SC)

   3.1. The steering committee is an advisory body of the conference series, and carries the task to oversee, support and regulate the conference series.

   3.2. Steering committee has an equal (or close to) number of country representatives from Estonia, Latvia, and Lithuania as steering committee members. SC members can also be from other countries, provided they have a strong connection to the Baltics (e.g., Baltic roots). The list of Steering Committee members is provided in Appendix 2.

   3.3. Decisions of the steering committee are passed with majority vote with votes from all the SC members. Changes to the Statute need at least 2/3 of votes. Each steering committee member has one vote.

   3.4. Steering committee is the single authoritative body to approve conference topics.

   3.5. Steering committee members shall actively promote the conference series and distribute its calls through official, unofficial and social media channels.

4. Conference program committee (PC) and chairs

   4.1. The conference has up to three PC Chairs. At least one PC Chair is from the organizing country. At least one PC Chair (preferably) is an international chair from a country not organizing the conference.

   4.2. It is the task of the PC chairs to form the program committee. Members of PC who have previously agreed to serve should always be re-invited.

   4.3. PC chairs form the list of conference topics for each conference, and present it to SC for approval.

5. Doctoral consortium (DC)

   5.1. The conference includes Doctoral Consortium (DC) to provide PhD students an opportunity to network with peers, present their work, and receive feedback and advice from leading researchers.

   5.2. Doctoral consortium chairs are invited by general chair and PC chairs

   5.3. DC has up to three chairs.

   5.4. The topics of the DC are the same as for the main conference.

   5.5. DC chairs form DC Committee and organize the review process. The review group for each submission includes (preferred) at least one main conference PC member.

6. Publishing policies

   6.1. The conference publications are: (a) The conference proceedings, containing peer-reviewed accepted papers of the conference; (b) Post-conference proceedings, containing extended papers of papers presented at the conference; (c) Doctoral Consortium proceedings; (d), any other publication the organizers publish for the favour of the conference.

   6.2. The conference publications (proceedings) shall serve the needs of and adhere to the Estonian, Latvian and Lithuanian research communities and science administration, and shall provide attractive publication opportunity for the Baltic scientists, and scientists of the rest of the Europe and beyond.

      6.2.1. When deciding over the publications the national regulations of each organizing country (2.1) shall be considered as criteria.

      6.2.2.The publisher/publication type of the conference proceedings must be prominently acknowledged at least in Europe, preferably worldwide (e.g., Springer, ACM, IEEE, etc).

      6.2.3.Conference publications shall be chosen as such that a wide range of readership is foreseen, with a preference towards open access publishing.

  6.3. Publications for the conference shall be managed by the organizers. The publication type and conditions shall be confirmed by SC.

  6.4. The conference proceedings shall be published prior to the conference, and made available at the conference.

  6.5. The conference proceedings shall be in a digital form.

  6.6. Authors of the best papers shall be invited to publish their extended papers in post-conference proceedings.

7. Principles of financing

  7.1. The conference shall be financed primarily from the fees collected from the participants.

      7.1.1. A concession on the participation fee is guaranteed to SC members.

      7.1.2.No general fund of the conference series exists.

  7.2. National financial and budget regulations of the organizing country shall apply.

  7.3. The conference budget shall be drawn up and managed by the organizers.

8. Final Provisions

This Statute shall enter into force on the day of its adoption by the Steering Committee. It shall be drawn up in English. This version shall be authentic.

APPENDIX 1 – Conference logo

Examples of log use cases

APPENDIX 2 – List of Steering Committee members

1. Janis Bubenko (honorary member), Royal Institute of Technology and Stockholm University, Sweden
2. Arne Sølvberg (honorary member), Norwegian University of Science and Technology, Norway
3. Guntis Arnicāns, University of Latvia, Latvia
4. Juris Borzovs, University of Latvia, Latvia
5. Albertas Čaplinskas, Vilnius University, Lithuania
6. Jānis Grundspeņķis, Riga Technical University, Latvia
7. Hele-Mai Haav, Tallinn University of Technology, Estonia
8. Mārīte Kirikova, Riga Technical University, Latvia
9. Innar Liiv, Tallinn University of Technology, Estonia
10. Audronė Lupeikienė, Vilnius University, Lithuania
11. Raimundas Matulevičius, University of Tartu, Estonia
12. Tarmo Robal, Tallinn University of Technology, Estonia
13. Olegas Vasilecas, Vilnius Gediminas Technical University, Lithuania