MINUTES OF THE IEEE ASIA_PACIFIC REGION (REGION 10)
EXECUTIVE COMMITTEE MEETING

Date: January 4, 2004
Venue: Stamford Plaza Hotel Auckland , Auckland New Zealand

Present:
Director	Jung-Uck Seo
Director-elect	Seiichi Takeuchi
Secretary	Yong-Jin Park
Treasure	Dae-Young Kim
Student Activities Comm. Chair	Marzuki Bin Khalid
Educational Activities Comm. Chair &	
Recognized Ed ucation Program Coordinator	Akinori Nishihara
Regional Award Chair	Y.W Liu
Section/Chapter Coordinator &	
Strategic Planning Coordinator	Lawrence Wong
Electronic Communication Coordinator	Kae Dal Kwack
Regional GOLD Coordinator	Tuptim Ankaew
Newsletter Editor	Harry McDonald
Regional Chapter Coordinator	Miki Yamamoto
Technical Activities Coordinator	Tee-Hiang Cheng
Regional Conference Coordinator	Janina Mazierska

By Invitation
Bangalore Section:	S.V. Sankaran
IEEE APO Management Staff	Fanny Su
Student Representative	Darrel Chong

Apologies:
Past-Director	Teck-Seng Low
Membership Development Comm. Chair	Hiromasa Haneda

1. Call to order
  Jung Uck Seo called to order at 8:30a.m.

2. Roll Call
  Yong-Jin Park called the roll.

3. Welcome
  Jung Uck Seo welcomed EXCOM members.

4. Review of Program and Agenda
  The following Program and meeting agenda was approved:

<u>4 Jan 2004</u>
0830 – 0835	Call to order	JU Seo
0835 – 0840	Call	YJ Park
0840 – 0850	Welcome	JU Seo
0850 – 0900	Review of Program and Agenda	JU Seo

0900 – 0910   Confirmation of the minutes of the last ExCom Meeting January 26 2003, Seoul)   YJ Park
0910 – 1030   Review of Activities in 2003 and Planning of 2004
        (a) Financials : DY Kim
        (b) Membership Development Committee Chair: H. Haneda
        (c) Student Activities Committee Chair: M.B. Khalid
          Student Representative : D.C.S. Foong
1030 - 1050   Break
1050 – 1210   (d) Educational Activities Committee Chair: A. Nishihara
        (e) Newsletter Editor: Harry McDonald
        (f) Regional Committee Awards Chair: Y.W. Liu
        (g) Regional Section/Chapter Coordinator: L.W.C. Wong
1210 - 1330   Lunch
1330 - 1450   (h) Regional Conference Coordinator: J. Mazierska
        (i) Electronic Communication Coordinator: Kae Dal Kwack
        (j) Strategic Planning Coordinator: L.W.C. Wong
        (k) GOLD Coordinator: Tuptim Angkaew
1450 - 1510   Break
1510 - 1610   (l) Technical Activities Coordinator : TH Cheng
        (m) Regional Chapter Coordinator: M. Yamamoto
        (n) Recognized Education Program Coordinator: A. Nishihara
1610 – 1620   2004 R10 Meeting Agenda and Program: YJ Park
1620 – 1640   Any Other Businesses
1640   Adjournment

5. Confirmation of the minutes of the last ExCom
- YJ Park reported the minutes of the last ExCom and they were accepted without amendments.

6. Review of Activities in 2003 and Planning of 2004

6.1 Financials
- Income and expenditure review was given by DY Kim.
- The surplus for 2003 is expected as some committees did not consume their budgets.

6.2 Membership Development Committee
- Presentation was made by KD Kwack on behalf of H Haneda
- Overall membership declined 8.6% for 2003 from 64,180 to 59,965 and Student membership declined 28.3% from 22,393 to 15,970. Higher grade membership increased 2.4% to 44,995.
- R10 has over 250 Student Branches with many inactive Student Branches in India.
- New Student Branch subsidy scheme comes into effect in Jan 2004.
- Discussion was done on high impact of student dues increase in R10.
- R10 Director proposed change in MDC Chair to SV Sankaran effective in Jan 2004.

6.3 Student Activities Committee
- Presentation was made by M Khalid.
- Significant declines was in student memberships by 47%, except NZ which increased by 7%.
- Maintaining contacts with Student Branches is a challenge with changes in Student Branch teams.
- Activities in 2003 were R10 Students Paper Contest , R10 Website Contest, and Student Conference on Research and Development.

- Major activities of 2004 will be Student Paper Contest, Student Branch Website Contest, Student Professional Awareness Conference, Student Technical Awareness Conference, and Leadership Workshops.
- The reviewers for Student Paper Contest were requested.
- Expenses for 2003 and budget for 2004 were presented.
- IEEE HQ increases subsidy from US$1 to US$2 for new student members from Jan 2004.
- Support for student member travel to Student Congress should be shared by Sections. Higher funding support for Student Congress 2003 was a special one-off case. It should not be construed that R10 will continue to provide such a high level of funding support in future. Hong Kong Section is providing HK$25,000 support to Student Congress 2004. S Takeuchi suggested about establishing some principle(s) on the funding support for student participation in the Student Congress. M Khalid will look into this [Action: M Khalid].

6.4 Educational Activities Committee (EAC)
- Presentation was made by A Nishihara.
- Distinguished Lecture Program, Continuing Education Program, and other Educational Programs were reported.
- Accreditation Activities – Workshop in Nov 2004 in Bangkok will be held in cooperation with Thailand Section.
- J-U Seo suggested the idea of R10 Distance Education system in the context of some virtual university framework and also suggested to capitalize on the Accreditation Workshop to promote image of IEEE.
- DY Kim suggests that requests for funding be made early and that all events should submit pre-budgets to Treasurer for consideration.
- L Wong suggested that all events that require funding support beyond a certain amount should provide pre-budget submissions to facilitate due diligence evaluation.
- DY Kim proposed threshold of US$3000 and will bring this matter into Treasurer's agenda at next R10 Meeting [Action: DY Kim].

6.5 Newsletter
- Presentation was made by H McDonald. Editorial deadlines were reminded. Articles target and requests was made as follows:
  (a) R10 Conferences and other events calendar (J Mazierska)
  (b) Recognition of significant IEEE members (SV Sankaran)
  (c) R10 Student activities (M Khalid)
  (d) Awards (YW Liu)
  (e) Affinity Group Activities (T Angkaew & others)
  (f) Exec summaries & Strategic Interest (TS Low, JU Seo, S Takeuchi)
  (g) Section/Council Activities
  (h) Useful Member Information (F Su, J Long)
  (i) Topical IEEE Services
  (j) Filler articles
- JU Seo suggests benchmarking against other successful Regional newsletters and adopting good ideas from them. DY Kim suggests items on cultural diversity given richness within R10.

6.6 Awards Committee
- Presentation was made by YW Liu.
- Five nominations for Outstanding Volunteer Award were received and certificates will be given in the coming R10 Meeting after reviewing.
- 2003 RAB GOLD Leadership Awards were announced by RAB. They are 2 recipients from Kerala Section.

- Bombay Section has been selected for 2003 RAB Outstanding Section Award.
- Region Outstanding GOLD Program Award is given to nomination for Bangalore and Kerala Section.
- RABARC has finalized a proposal for Outstanding Large Section Award and Outstanding Small Section Award and would be submitted to RAB for approval.
- Suggestion was made to supplement the Outstanding Section Awards with US$1000 to winning Sections for section driven activities. This is to replace the current practice of additional attendee from winning Section.

6.7 Section/Chapter
- Presentation was made by L Wong.
- In 2003, R10 has 45 Sections and 5 Subsections. Tainan Section and Pune Subsection were newly formed. The total six number of Chapter and Subsection needs rejuvenation.
- In 2003, email distribution lists were made, and tracking and coordination was made for inactive IEEE entities.
- The workplan for 2004 is to improve Section-Chapter synergy, promote formation of entities, promote good governance, promote sharing information and experiences, advertise good exemplars, and build FAQ on R10 Website.

6.8 Regional Conference
- Presentation was made by J Mazierska.
- Three bids were submitted for organisation of the Region 10 TENCON; namely from Hong Kong, Tainan/Taipei and Hyderabad Sections. So far there were no TENCONs held in Hong Kong and Taiwan. Therefore it was proposed that TENCON 2006 is awarded to the Hong Kong Section TENCON 2007 to the joint Taipei-Tainan Sections and TENCON 2008 to the Hyderabad Section. The Region 10 Director and the ExCom approved the proposal. In addition, it was decided that J Mazierska will make immediate call for bids for 2008 and beyond. [Action: J Mazierska]

6.9 Electronic Communication
- Presentation was made by KD Kwack.
- A Nishihara queried about difficulties in accessing R10 Website. KD Kwack replied that some changes in the address had caused confusion.
- JU Seo suggested initiating a project to archive historical documents. Much of past hard documents are in Bombay under dedicated efforts of HK Kalyansundaran. R10 will communicate with HK Kalyansundaran and Bombay Section to perform electronic conversion of hardcopy historical documents. SV Sankaran will also raise this informally with HK Kalyansundaran and Bombay Section [Action: SV Sankaran/YJ Park].
- A Nishihara requested to make R10 webpages browser independent.

6.10 Strategic Planning
- Presentation was made by L Wong.
- Discussion was made on how best to make effective time for strategic planning at next R10 meeting.
- JU Seo requested L Wong to work with Excom to come up with itemized list of about 10 top issues to poll Section leaders for discussion in Strategic Planning session [Action: L Wong].
- D Chong suggested that identified discussion topics should be programmed and the group formed for each discussion will follow through with continued electronic communication to drill down to detailed action plans and targets by the end of the year.

6.11   GOLD
  - Presentation was made by T Angkaew.
  - The number of Affinity Group in R10 is 14, which is the largest among all Regions.
  - Strategic plans were introduced for enhancing GOLD Affinity Group activities, which are to enhance student branch leaders to continue their contribution after graduation, encourage chapters to support GOLD activities, and increase publicity of successful GOLD activities.
  - Plan in 2004 for GOLD activity was proposed. They are special support program, distinguished mentor program, and distinguished speaker program.

6.12   Technical Activities
  - Presentation was made by TH Cheng.
  - The plan in 2004 was proposed, which is to organize an Infocom Colloquia 2004 in Singapore for Asia Pacific and encourage regional sections/chapters to collaborate to organize other events.
  - A Nishihara will cooperate with TAC on Distinguished Lecture Program.

6.13   Regional Chapter
  - Presentation was made by M Yamamoto.
  - The number of chapters is 227 in R10. 14 Chapters were newly formed in 2003.
  - The goal in 2004 is to support for the establishment of new chapters in R10, update Web Site of Chapter-related pages, and provide information on chapter activities.
  - Lawrence Wong expressed a need to differentiate the roles between the Section/Chapter Coordinator and the Regional Chapter Coordinator for the R10 Operations manual.
  - Miki Yamamoto and Lawrence Wong should work out their respective roles. Due to many Section and Chapters in this Region, there's a need to promote good governance and consistencies, share best Section/Chapter practices, and bring about better information flow. There is also a need for Section/Chapters, Chapters and Technical Activities to work closely together.

Recognized Education Program (REP)
  - Presentation was made by S Takeuchi. H McDonald enquired if there were more accessible methods to information on REP. S Takeuchi has made such request to HQ.

6.14   Agenda and program of R10 Meeting in Adelaide
  - Presentation was made by YJ Park.
  - D Chong suggested having separate training sessions for new Section Chairs. The later half of day 2 meeting will be allocated to technical visit.
  - Discussion was made to have longer Strategic Planning session.
  - L Wong suggests a poster session for executive summary for each Section.

6.15   AOB
  - H McDonald queried about outcome of Director-Elect nomination. S Takeuchi indicated that outcome will be made known at R10 meeting.
  - Discussion reaffirmed sending winner of best postgraduate paper to TENCON.
  - YW Liu will review and propose alternative mechanisms of recognizing achievements of Outstanding Section Awards instead of earlier proposal of US$1000 monetary recognition.

7. Adjournment
  - Meeting adjourned at 4.40pm.

Recorded by Secretary, Yong-Jin Park