

## Minutes of the 2014 IEEE Region 10 Executive Committee Meeting

Date: 18 January 2014

Venue: Hotel Centro, Puerto Princesa, Palawan, Philippines

### **2014 Region 10 Executive Committee Present**

Toshio Fukuda	R10 Director
Lawrence Wong	R10 Past Director
Ramakrishna Kappagantu	R10 Director Elect
Hidenori Nakazato	R10 Secretary
Takao Onoye	R10 Treasurer
Takatoshi Minami	R10 Vice-Chair of Technical Activities; R10 Conference & Technical Seminar Coordinator
Kukjin Chun	R10 Awards & Recognition Committee Chair
Supavadee Aramvith	R10 Educational Activities Coordinator
Gowtham Prasad K. N.	R10 Electronic Communications & Information Management Coordinator
Rayees Amar Nishad	R10 Young Professional Program Coordinator
Isao Shirakawa	R10 History Coordinator
Michael Ong	R10 Individual Benefits & Services Coordinator
Kunio Tada	R10 Life Members Coordinator
Hui Zhang	R10 Professional Activities Coordinator
Elmer P. Dadios	R10 Section & Chapter Coordinator
Zia Ahmed	R10 Strategic Planning Coordinator; R10 Sections Congress 2014 Coordinator
Om Perakash	R10 Student Activities Coordinator
Pasan Pethiyagode	R10 Student Representative
Takako Hashimoto	R10 Women In Engineering Coordinator
Janina Mazierska	R10 Advisory Committee
Yong Jin Park	R10 Advisory Committee

### **Observer**

Laurence A. Gan Lim	Republic of Philippines Section
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### **IEEE Staff**

Fanny Su	IEEE Asia-Pacific Limited, Chief Executive Officer
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## **1 Welcome**

Toshio Fukuda, the Region 10 Director, welcomed all the Executive Committee members and Staffs for coming to Puerto Princesa.

## **2 Roll Call & Review of Program & Agenda**

Hidenori Nakazato, the Region 10 Secretary conducted the roll call and went through the agenda of the meeting. The committee moved to approve the agenda with amendment.

### **3 Region 10 Status Update**

Toshio Fukuda, Director, gave update of IEEE structure, and membership status and events in Region 10. New history coordinator Isao Shirakawa is appointed to prepare for celebration of 50-year anniversary of Region 10 formally formed in 1967. The celebration will be held in 2017. He emphasized expanding Region 10 activities to countries where no Sections exist.

### **4 Breakout sessions for Technical Activities & Membership Activities Committees**

The two committees met to discuss their 2014 work plan.

### **5 Technical Activities Committee**

#### **5.1 Conference & Technical Seminar**

Takatoshi Minami, Conference & Technical Seminar Coordinator summarized 2013 activities:

1. Support of TENCON 2013 and TENCON Spring 2013,
2. Selection of TENCON 2014, TENSYP 2014, TENCON 2015, and TENSYP 2015 host Sections,
3. Organized 2013 R10 South Asia Conference Leadership Program
4. Participation to POCO 2013,
5. Support of 3 Technical Seminars and 1 Distinguished Lecture Program, and
6. One Region 10 Seminar.

He proposed the following projects for 2014:

1. Promotion and support TENCON/TENSYP series: Selection of TENSYP 2016 and TENCON 2016 host Sections, and Support of TENSYP 2014 and TENCON 2014,
2. Support technical seminars and distinguished lectures in R10,
3. Enhancing quality of conferences: Participation to POCO 2014, and promotion of POCO 2014 among Sections, and
4. Holding R10 Seminars.

Feedback:

- The budget for Industry Relations Coordinator need to be discussed among Vice Chair of Technical Activities and Treasurer.

#### **5.2 Educational Activities**

Supavadee Aramvith, Education Activities Coordinator, summarized 2013 activities:

1. EAC Support Fund 2013: Awarded 15 Educational Projects,
2. R10 EA Awareness Promotional Events,
3. Update of R10 EA Web Page & Facebook,

4. Support of TISP workshop, and
5. Awards and Nominations: Initiation of R10 EA Award.

Projects for 2014 are

1. EAC Support Fund 2014,
2. EA Awareness to Sections, and
3. R10 EA Award 2014.

Feedback include:

- Travel budget should be used by coordinators by themselves.

### **5.3 Humanitarian Technology Activities**

Since Deepak Mathur, Humanitarian Technology Activities Coordinator, could not attend the meeting, Takatoshi Minami, Vice Chair of Technical Activities summarized 2013 Humanitarian Technology activities.

1. 13 SIGHTS formed in R10 in 2013 and 5 are in pipeline.
2. R10-HTC2013 was held in Japan.
3. R10-HTC2014 host section was selected.
4. Project proposals were invited from sections to encourage humanitarian activities.
5. Awareness program on HT was conducted in Region 10 Student/GOLD/WIE Congress 2013.
6. The Coordinator participated in GHTC2013.

HTA Projects for 2014 are:

1. Forming 10 New SIGHTs in R10 sections,
2. Support of R10 HT Conference in Chennai,
3. Planning of next Humanitarian Conference in 2015,
4. Holding two HTA Workshop,
5. HTA track in Major Conferences, and
6. Making Information about HTA on R10 website.

Feedback:

- The overspending in 2013 is for travel to GHTC.
- The second and third items in 2013 Expenses are all travel expenses for HTA Coordinator.
- HTA Coordinator should make a report when the Coordinator attend GHTC.
- If activities are supported by R10 money, pay attention to have surplus, then the surplus money may be used to other activities. This scheme need to be developed and discussed off line.

## 5.4 Professional Activities

Hui Zhang, Professional Activities Coordinator presented highlights from 2013 professional activities.

1. Professional Activities Pilot Fund 2013: Supported 3 Professional Activity Projects.
2. R10 Professional Activities were promoted at IEEE R10 TENCON 2013
3. R10 Professional Activity Web Page was created.

Projects for 2014 are as follows:

1. Encouraging R10 members to use free E-book, Webinar, IEEE TV, and so on,
2. Professional Activities Pilot Fund,
3. Joint project funding with other committee & Promote Professional Awareness during R10 Events, and
4. Promotion of Website, Facebook, etc.

Feedback:

- Student Activities Coordinator wants to plan some joint activities.
- Projects need to be tracked in terms of performance of our investment. Two Vice Chairs should come up with a mechanism to monitor projects. Membership Activities Committee uses “Tag Line” which is quarterly updated and it can be used for tracking projects.
- Any project should put information on web.

## 5.5 History Coordinator

Isao Shirakawa, History Coordinator, presented his plan in preparation for 50-th Anniversary Celebration in 2017.

1. An ad hoc committee for the Celebration will be organized.
2. The committee members will be selected, such as one from each council and one from the other.

Feedback:

- Past Directors should be included in the committee.
- On 40-th anniversary, we prepared a writeup on history.
- Web site has some history information.

## 6 Membership Activities Committee

Takako Hashimoto, WIE Coordinator, on behalf of Darrel Chong, Vice-Chair of Membership Activities, lead presentations from the members of Membership Activities Committee.

Before presentation of report and work plan, she introduced the “dashboard” document which is used in Membership Activities Committee to track project progress.

## 6.1 Membership Development Activities

Takako Hashimoto presented the report of Membership Development activities in 2013 on behalf of Darrel Chong, Membership Development Coordinator.

1. Subsection formation:
  - Mandalay subsection was approved by MGA.
  - Fiji petition is pending for re-submission.
  - Laos and Nepal petition is still underway.
2. A MD webcast was conducted in March - April, but only a few section chairs participated.
3. BRILLANT Award to recognize outstanding local / section driven membership activities was launched.

The workplan for 2014 include

1. Project "Nurture": identifying and form up to three new sub-sections / sections,
2. "Project BRILLIANT": recognizing outstanding membership activities by Section, and
3. Consistent exchange of info / communication between MA committee chairs.

Feedback:

- Good practices found in project BRILLIANT need to be accumulated.
- Please include plans for Laos and Fiji subsection formation.

## 6.2 Report on Region 10 Student/GOLD/WIE Congress

Om Perakash, Student Activities Coordinator, made a report on IEEE Region 10 Student/GOLD/WIE Congress 2013.

- USD 15,000 was planned for sponsorship from industry but actually received was USD 3,000 due to short preparation time. A congress should be awarded at least one year in advance to give enough time for preparation.
- Section should be responsible in organizing the congress. Let Section sign an MoU with Region 10.

## 6.3 R10 Awards & Recognition Activities

Kukjin Chun, Chair of R10 Award and Recognition Committee, reported the following awards granted in 2013.

- 2012 R10 Distinguished Large Section Award
  - Hong Kong Section
- 2012 R10 Distinguished Small Section Award
  - Kharagpur Section
- 2013 R10 Outstanding Volunteer Award
  - Peter Howard Over (New Zealand North Section)
  - Ohno Eiichi (Tokyo Section)

- Sanjib Kumar Panda (Singapore Section)
- Arup Dasgupta (Gujarat Section)
- Sasi P M (Kerala Section)
- 2013 MGA Larry K. Wilson Transnational Award
  - Mini Thomas (Delhi Section)
- 2013 MGA Leadership Award
  - Darrel Chong (Singapore Section)
- 2013 MGA Achievement Award
  - Sateesh Babu (Kerala Section)
  - Eiichi Ohno (Tokyo Section)
  - Sampathkumar Veeraraghavan (Madras Section)
- 2013 MGA GOLD Achievement Award
  - Rayees Amar Nishad (Kerala Section)
  - Manjunath Iyer (Bangalore Section)
  - Ajin Baby (Kerala Section)
  - Muhammad Maroof Raza (Lahore Section)
  - Josheel Pranalal (New Zealand North Section)

The projects for this year are as follows. Medium Section Award will be added to R10 Distinguished Section Awards from this year.

1. R10 Distinguished Large/Medium/Small Section Awards,
2. R10 Outstanding Volunteer Award, and
3. Promotion and harmonization of awards & recognition programs in R10, MGA and HQ.

#### **6.4 Individual Benefits & Services Activities**

Michael Ong, Individual Benefits & Services Coordinator, reported that the following two surveys are completed in 2013.

1. IB&SC Section Survey
2. IB&SC Member Survey

Projects for 2014 are as follows:

1. Soliciting suitable proposals for Sections to roll out benefit schemes with limited financial support from R10, and
2. Working with MGA MBPAC for lifestyles/family benefits for local members and those visiting Singapore.

Feedback:

- There are many benefits for US members but they mostly do not apply to the members in other countries. After starting in Singapore, then we will try to extend.
- To spread the information of this activity, we should have a slot for presentation in AGM.

## 6.5 Section and Chapter

Elmer P. Dadios, Section & Chapter Coordinator, summarized the activities conducted in 2013:

1. Section Support by Region (SSBR) Project: 13 projects are granted out of 30 proposals.
2. Processing petitions for sections, subsections and chapter formations. 26 chapters, 5 joint chapters, and one subsection are approved.
3. Policing conferences did not consume any money because he does not have right to penalize conference organizers.

Projects for 2014 are:

1. Promoting collaborative activities among sections and chapters, in particular in times of calamities in social and research areas,
2. Search for Most Innovative Sections/Chapters, and
3. Conduct Performance evaluation and monitoring of the Section/Chapter operations.

Feedback:

- There are too many fundings by Region 10. We probably need to streamline them.

## 6.6 Life Member

Kunio Tada, Life Members Coordinator, presented 2014 projects as follows:

1. Promoting LM activities through the LMC and Sections: Increasing communications between Region and LMAGs,
2. Encouraging and supporting to form new LMAGs in R10 and increasing life members affiliated with LMAGs.
3. Encouraging elderly members (old members of age 55-64 or 50-64, e.g.) to obtain Life Member Status in the future

He also reported that Victorian Section and Nagoya Section decided to form LMAGS as a result of 2013 LM activities.

## 6.7 Graduate of the Last Decade (GOLD)

Rayees Amar Nishad, GOLD Coordinator, first reported that the term “GOLD” will be replaced by “Young Professionals.” The guidelines for the name change will be formulated by August 2014. Then, he summarized the activities in 2013.

1. The new Region 10 GOLD website is launched.
2. Initiatives Grant awarded to 17 proposals out of the 23 proposals.
3. Region 10 GOLD Individual Award and Region 10 GOLD Affinity Group Award were awarded.
4. Petition for establishing Thailand GOLD AG was submitted.
5. Efforts being put for formation of GOLD AGs in Vietnam, Kansai, Islamabad and Pune, and reviving dormant GOLD AGs.
6. Five out of six IEEE MGA GOLD Achievement Award 2013 were bagged by R10.

He then presented the 2014 projects:

1. Region10 GOLD clustering project,
2. Support Region10 GOLD Affinity Group Initiatives,
3. Region10 GOLD All IEEE-R10 Young Engineer Humanitarian (AIYEHUM) Project,
4. Region10 GOLD Electronic Communication and Information Management: increasing focus on social media,
5. Increasing Student-GOLD transition rate,
6. Forming 5 new Affinity Groups in Region 10, and
7. Developing a matrix to determine the health of GOLD Affinity Group.

Feedback:

- Budget increase require good explanation.
- Project 3 is originally started by Bangalore Section. It requires coordination with Humanitarian Technology Activity Coordinator.
- Cost for Project 1 is high. Some sections are rich and sections should support activities.
- Please consider how to involve sections in activities.
- Primary support for GOLD/WIE/Student activities should come from sections. R10 should support sections but not Affinity Groups directly.

## 6.8 Women in Engineering (WIE)

Takako Hashimoto, Women In Engineering Coordinator, reported current status of WIE AG in Region 10 and summarized activities in 2013.

1. Promotion for forming new R10 WIE AGs:
  - 12 Student Branch WE AGs were formed.
  - Taipei and Kansai Section WIE will be formed soon.
  - Xi'an Section has started forming WIE.
2. R10 WIE Support Fund: 35 activities out of 59 proposals were selected.
3. IEEE Region 10 WIE Section/Student Branch Affinity Group Awards
4. IEEE R10 WIE Professional / Student Volunteer Awards
5. R10 WIE Congress in Hyderabad
6. R10 WIE Special Session at R10 HTC in Sendai
7. R10 WIE Track / Best Paper Award Competition at TENCON2013

Projects for 2014 are:

1. Encouraging new R10 WIE AG formation and reactivating inactive AGs,
2. R10 WIE Support Fund,
3. R10 WIE Awards (AGs and individuals), and



4. Support TENCON and TENSYP 2014 WIE Track , R10 HTC 2014 WIE Track and IEEE WIE International Leadership Conference.

Feedback:

- Related to project 4, meeting facilities and other expenses should be covered by conferences, but not by Region 10.
- To alleviate the trouble in collecting reports for the funded projects, obtaining endorsement from Section Chairs in proposals stating full responsibility of Sections in filing reports may help. The same should be applied to Student WIE AG projects.
- Region should not directly support WIE AGs.
- Future of WIE Support Fund should be considered.

## 6.9 Student Activities

Om Perakash, Student Activities Coordinator, reported activities in 2013:

1. New Competition: IEEE Blog, Tweet, and Video Contest,
2. IEEE Region 10 Website contest, Paper contest,
3. 5 positions secured by IEEE Region 10 among Top 15 in IEEE Xtreme competition,
4. Region 10 Student/GOLD/WIE Congress,
5. Promoting national-level Student/GOLD/WIE congresses: India student congress and Sri Lanka student congress, Malaysia student congress,
6. SAC India team was formed, and
7. Paper contest in India Council.

He proposed projects of SAC for 2014:

1. Coordinating regular award/recognition activities,
2. Establishing sub-region wide student networks, and
3. Re-activating inactive student branches and increasing student retention.

## 7 Electronic Communications and Information Management

Gowtham Prasad K. N., Electronics Communications and Information Coordinator, overview the result of 2013 activities:

1. Launch of new R10 Website with new report submission tool,
2. Promoting social media,
3. Social Media Contest at Region 10 Student/GOLD/WIE Congress,
4. Social media project support: 3 projects were supported, and
5. vTools & communications strategy survey.

He presented his project proposal for 2014:

1. R10 Website: Automatizing annual report submission, and letting each coordinator update the coordinator's web pages,
2. Social Media, Online presence & Vtools, and
3. Press Release of Region 10 events and activities.

## 8 Newsletter

Zia Ahmed, R10 Strategic Planning Coordinator & Sections Congress 2014 Coordinator, presented the work plan for 2014 on behalf of Ruyee-Beei Wu, R10 Newsletter Editor:

1. Maintaining regular publication per quarter and
2. New sections on emerging humanitarian issues.

The cost for hiring an assistant is covered by the surplus from the advertisement income in 2013.

Feedback:

- Director's message should be carried by our newsletter once in a while to cover what is happening in the Region.

## 9 Sections Congress 2014 & Strategic Planning

Zia Ahmed, R10 Strategic Planning Coordinator & Sections Congress 2014 Coordinator, reported that MGA is preparing the Sections Congress and he is passing information to Section Chairs. There was a call for speakers for breakout sessions. A few EXCOM members volunteer to be speakers. MGA is now selecting the speakers. He and Region 10 Treasurer are preparing the budget for the Sections Congress. His work for preparation of Sections Congress includes:

1. Liaison with MGA and provide assistance as required, and
2. Coordination of matters relevant to R10.

Call for recommendations from Sections is sent out. The deadline is set on February 20 and list four top recommendations.

Feedback:

- Funding scheme for Sections Congress from Region 10 will be announced during the Region 10 Meeting.
- Half-day Region 10 Meeting is planned on Friday, August 22.
- We want to invite some people from HQ and other Regions to discuss our problems.
- We can discuss on recommendations in the half-day Region 10 Meeting to have strong voice in the Sections Congress

For strategic planning, one issue the coordinator is looking at is the Legal Status Project.

## 10 Advisory Committee and Nomination Committee

Lawrence Wong, Past Director, and the Chair of Advisory Committee & Nominations Committee, reported results of nomination in 2013. We need to increase the presence of Region 10 in leadership positions. The plan for 2014 is:

1. Providing advice and assistance to R10 Director and EXCOM members on need basis.
2. Compiling list of candidate volunteer nominees from R10 for MGA committees.
3. Tracking success rate of volunteer appointments from R10 in MGA committees.

Feedback:

- Please help finding people to nominate to HQ positions.

## 11 New Initiative

Toshio Fukuda, Region 10 Director, emphasize inter-Regional activities.

## 12 Financials

Takao Onoye, Region 10 Treasurer, summarized financial status of Region 10. Last year budget expected big loss due to the change of accounting term for regional assessment. However, it turned out to be less than expected due to under-spending by almost all coordinators.

Even if all proposed expenditure for this year is granted, the expected loss will be USD42k. Because of the under-spending trend, budget will be still healthy.

More than 150 reimbursement requests are submitted after December 1. More than 100 requests are expected after January 1. To avoid this to happen again this year, please set deadlines for reports early to make sure reimbursement requests can be submitted before the end of the year.

Reimbursement requests should be accompanied with activity reports, finance expense report, and all receipts. Make sure the consistency among them and clarity of scanned receipts.

Feedback:

- We used to summarize the history of financial status and forecasting the future is a good practice.

## 13 Agenda for AGM and Sections Congress 2014

Hidenori Nakazato, Region 10 Secretary, presented a tentative agenda for the Region 10 Annual General Meeting. Input from EXCOM members is requested. Current agenda for the AGM includes the following training sessions: "Section Management," "Legal Status," "vTools," "Section Vitality," "Asia Pacific Office Operation," and "Educational Activities."

Also the rough draft of the Sections Congress agenda is presented and inputs from EXCOM members were also requested.

Agenda proposal about e-Notice is introduced.

Feedback:

- Please allocate time for regional directors who come to AGM to give a talk.
- President candidates may come.

## 14 Meeting Ends & Adjournment 17:48

Toshio Fukuda appreciated Laurence A. Gan Lim, Philippin Section Chair, for helping us to organize this meeting.

Director expressed his intention to explore new frontiers for IEEE, such as Cambodia, Myanmar, etc.

He adjourned the meeting and thanked all for their active inputs. He looked forward to a highly engaged year.

Respectfully submitted

Hidenori Nakazato, Region 10 Secretary.