

Minutes of the IEEE Region 10 Excom Meeting at Kuala Lumpur Malaysia

Date: 23rd January 2016

Venue: Hotel Maya, Kuala Lumpur, Malaysia.

2016 Region 10 Executive Committee Present

Updated: as at 23 Jan 2016			DELEGATES		
NO.	POSITION	SAL	NAME	FAMILY NAME	Roll Call
1	R10 Director	Mr.	Ramakrishna	Kappagantu	✓
2	R10 Past Director & Advisory Committee Chair	Prof.	Toshio	Fukuda	✓
3	R10 Director Elect	Prof.	Kukjin	Chun	✓
4	R10 Secretary	Mr.	Ravikiran	Anaswamy	✓
5	R10 Treasurer & Vice-Chair of Technical Activities	Prof.	Takao	Onoye	✓
6	R10 Vice-Chair of Membership Activities	Mr.	Takatoshi	Minami	✓
7	R10 Vice-Chair of Professional Activities	Mr.	Narayana GPL	Mandaleeka	✓
8	2016 R10 Awards & Recognition Committee Chair	Dr.	V. Prasad	Kodali	✓
9	R10 Conference & Technical Seminar Coordinator	Dr.	Sri Niwas	Singh	✓
10	R10 Educational Activities Coordinator	Dr.	Supavadee	Aramvith	✓
11	R10 Electronic Communications & Information Management Coordinator	Mr.	Nitin	Keshav	✓
12	2016 R10 History Coordinator	Prof.	Akinori	Nishihara	✓
13	R10 Humanitarian Technology Activities Coordinator	Dr.	Rajnish	Gupta	✓
14	R10 Individual Benefits & Services Coordinator	Dr.	Norliza	Mohd Noor	✓
15	2016 R10 Industry Relations Coordinator	Mrs.	Pamela	Kumar	✓
16	2016 R10 Life Members Coordinator	Prof.	Yadakke Kunnummal	Damodaran	✓
17	R10 Membership Development Coordinator	Dr.	Michael, Ling Chuen	Ong	✓
18	R10 Newsletter Editor	Dr.	Zia	Ahmed	✓
19	R10 Professional Activities Coordinator	Prof.	Jianguo	Huang	✓
20	R10 Section & Chapter Coordinator	Prof.	Elmer	Dadios	✓
21	R10 Strategic Planning Coordinator	Prof.	Prakashchand	Khincha	✓
22	R10 Student Activities Coordinator	Dr.	Rajesh	Ingle	✓
23	R10 Student Representative	Ms.	Melvish	Zahoor	✓
24	2016 R10 Women In Engineering Coordinator	Ms.	Celia	Shahnaz	✓
25	2016 R10 Young Professionals Coordinator	Mr.	Nivas	Ravichandran	✓
26	R10 Advisory Committee	Prof.	Janina	Mazierska	✓
27	R10 Advisory Committee	Prof.	Yong Jin	Park	✓
28	R10 Advisory Committee	Prof.	Lawrence, Wai Choong	Wong	✓
29	2015 R10 Vice-Chair of Technical Activities	Dr.	Ramalatha	Marimuthu	Not Attending
30	2015 R10 Strategic Planning & History Coordinator	Dr.	Hidenori	Nakazato	✓
31	2015 R10 Young Professionals Coordinator	Mr.	Ranjit R	Nair	✓
32	2015 R10 Educational Activities Coordinator	Dr.	Darrel	Chong	Not Attending
33	IEEE Asia-Pacific Limited	Ms.	Fanny	Su	✓
34	IEEE Asia-Pacific Limited	Ms.	Ewell	Tan	✓

Additionally, Local Host team also participated in the meeting

35	Malaysia Section Chair	Ms.	Zuhaina	Zakaria	√
36	Malaysia Section Vice Chair	Mr.	Mohammad Faizal	Ahmad Fauzi	√

1. Call to Order

Ramakrishna Kappagantu, Region 10 Director, called the meeting to order at 8:00 am, Saturday, 23 January 2016. He welcomed all the participants to the meeting.

2. Roll Call

Ravikiran Annaswamy, Region 10 Secretary, conducted the roll call.

3. Review of Program and Agenda

The agenda and program were adopted as presented by Director Ramakrishna K



2016 R10 EXCOM -
Agenda Final - KrK

4. Address R10 Director by Ramakrishna Kappagantu

Ramakrishna Kappagantu, Region 10 Director 2015-16 R10 presented his view on the achievements of 2015 and his vision for 2016.

He highlighted the achievements of 2015 in terms of activities across the various areas.

He made the following observations:

- Mobile app as example of achievement in 2015 should become a platform for engagement
 - Urge all coordinators to post the events to vTools to make the

mobile app effective

- Technical Co-Sponsorship (TCS) charges will have reduced rates, which addresses the concerns from R10
- IEEE in 2030: He discussed the importance of IEEE 2030 and to go through the portal and provide any valuable feedback.
 - IEEE 2030 website and newsletter 'Institute' has all the details
- He emphasized the need for one to one interaction between section leadership and R10 Excom regarding various activities and issues of IEEE
- The goal of sustainability and generating new revenues for R10 activities was not well achieved in 2015 and therefore urged all coordinators to focus in 2016 through industry – academia coordination , sponsorships and partnership events.
- He also urged all coordinators to create good sub committee with diverse background and engage as many as possible volunteer leaders. The focus is to
 - Bring new volunteers
 - Induct young professionals
- IEEE R10 was formed on 24 Aug 1966, Director informed that as discussed in various earlier forums, it has been agreed to celebrate the Golden Jubilee of R10 starting from Aug 2016 till Aug 2017. The celebrations will start at Bangalore with WIE Global Leadership Summit, R10 Golden Jubilee celebration evening and R10 SYWL Congress. The Golden Jubilee celebrations will conclude at Sydney with IEEE Sections Congress 2017.
- He gave his view that lot more can be achieved if volunteers provide more passion and time towards various goals.

5. IEEE MGA Updates by Dr. Lawrence Wong

MGA Vice President Dr. Lawrence Wong presented the updates from MGA. He discussed the following points:

- Launch of CollbraTec and the quick adoption across the world
- Defining activities around career experience of members

- Successful completion of WIE 2015 leadership congress and Metro Area workshops across various cities.
- MGA focus and committed to implement India and Japan growth plans
- MGA Presence in global offices with addition of a new office in 2016 at Shanghai, R10

6. R10 Nominations Committee by Toshio Fukuda

Dr. Toshio Fukuda presented an update on the Nominations committee meeting. He mentioned that the meeting was productive and more details will be shared during the R10 meeting at Bangkok.

7. R10 Professional activities by MGPL Narayana

MGPL Narayana laid out the overall view on member activities and the plan. Post his presentation; the individual coordinators presented their proposed plans.

R10 Awards & Recognition Activities	Zia Ahmed / Prasad Kodali
R10 Educational Activities	Supavadee Aramwith
R10 Industry Relations Activities	Ravikiran A / Pamela Kumar
R10 Professional Activities	Jianguo Huang
R10 Electronic Communications & Information Management	Nitin K
R10 Strategic Planning	Hidenori Nakazato / H P Khincha

Following were the discussion topics during the presentations:

- Toshio asked about 'Skill Connect' program funding. MGPL clarified that is only a proposed budget.
- Treasurer wanted more details and break up of the budget for Awards committee
- Industry relations budget and timeline to be presented soon to treasurer and vice chair

- Lawrence Wong mentioned that YP team and members should be involved in Industry relations activities
- The 1500 USD funding mentioned in Professional activities needs further discussion for approval.
- ECIM: Director put forth an idea that all committees should have a sub domain under R10 main domain. Section websites should also be linked to the R10 site.
- Twitter chat has been quite successful and it should be periodically conducted
- More advertisements on the websites can be achieved through the CTS approvals and e-Notice approvals. Nitin to be kept in the loop before approvals.
- Strategic planning will focus on member engagement and volunteer training
- Rajneesh mentioned that advisory committee should be involved in the strategic planning activities.
- Award application form for Large, Medium and Small section should be streamlined and made into a uniform / concise form for submission of reports.
- Mobile app to be launched in full version with necessary integration like vTools and R10 website integration by the 24th Aug 2016 R10 celebrations.

8. R10 Membership activities by Takatoshi Minami

Takatoshi Minami laid out the overall view on member activities and the plan. Post his presentation; the individual coordinators presented their proposed plans.

R10 Membership Development Activities	Michael Ong
R10 Individual Benefits & Services Activities	Norliza Mohd. Noor
R10 Section & Chapter Activities	Elmer Dadios
R10 Life Members Activities	H P Khincha / V K Damodaran
R10 History Activities	Hidenori Nakazato / Akinori Nishihara
R10 News Letter Activities	Nitin Keshav / Zia Ahmed

The following were discussed during the presentations;

- Collaboration with other committee members is important
- Standardized petition approval process handled by Takatoshi Minami
- Director wanted to have more member benefits to be introduced in synch with the sections and local resources. He asked Prof. Norliza to provide more transparent view on her plans and also show the project progress.
 - To try and get new ideas for individual benefits instead of relying on industry relations etc.
 - Action plan is to drawn by brainstorming with section chairs for more ideas
 - Be cautious and avoid from signing up for benefits which would introduce any liabilities to IEEE
- Section and Chapter coordination (Elmer Dadios)
 - Director gave an action point that there should be training for volunteers. E.g. Through webinar, train the treasurers and secretaries
 - Bylaws should be reviewed by section office bearers and amendments if any needs to be submitted through IEEE R10 for endorsement / approval of MGA.
 - Director asked Elmer to have a close look on the pre-requisites for elevation of sub section to section transformation, they need to have sustainability and accountability. This criteria is also valid for society chapters an student branches .
- Life member's committee:
 - Lawrence asked the team to think about sustainability in LM activity at section level
 - Lawrence suggested sections to consider starting special interest groups at section level first before they elevate to LM AG.
- History committee activity report:

- Directors suggestion: Section history can be part of regional history. All documentation should be complete and be part of the documentation before 50 year celebrations.
- Suggestion by Prasad Kodali: List of people got awards/medals in last 50 years of Region 10 should also be included in the 50-year report
- Director desired to target of 30 millstones for r10 in 2016.
- Newsletter Committee presentation:
 - Newsletter and blogs will be separate.
 - Zia sort reports from all committees by 20 Feb to issue the 1Q newsletter of 2016.
 - Work on special addition by History committee, newsletter committee and 50th year anniversary committee should work together for special addition.
 - History coordinator should have a team to collect and compile data.

9. R10 Technical activities by Takao Onoye

Takao Onoye laid out the overall view on Technical activities and the plan. Post her presentation; the individual coordinators presented their proposed plans.

R10 Conference & Technical Seminar	Sri Niwas Singh
R10 Humanitarian Technology Activities	Rajnish Gupta
R10 Women In Engineering Activities	Supavadee A / Celia Shehnaz
R10 Young Professional Activities	Ranjit Nair / Nivas Ravichandran
R10 Student Activities	Rajesh Ingle / Mehvish Zahoor

The following were the discussion topics :

- HTC conference – 5 sections from India have shown interest and the final location has been finalized at Nepal / UP section.
- AIYEHUM need to look for financial self sufficiency. There are many SIGHT groups across R10 and they should be engaged with

- this contest. AIYEHUM will become global contest with other regions agreeing to collaborate.
- WIE: Comment from Dr. Kodali was to engage more sections from east Asia.
 - YP : Director asked Nivas to reach out to all dormant sections during the March meetings.
 - SAC presentation
 - Director asked for closure report of Hyderabad SYW congress
 - Rebate process for student branch has been changed and they need to be informed about the change
 - There has to be more dialog with Sections and Director urged the coordinators to spend more time with sections and student branches to get them active.
 - Director also praised the good work done by Mehvish Zahoor.

10. R10 50 year celebrations by Ravikiran Annaswamy

Ravikiran presented the plan for R10 golden jubilee celebrations on behalf of the Ad-Hoc committee. The main plans were on

- R10 Golden Torch relayed across all sections
- Special edition of news letter as a magazine on R10 50 years
- Engaging website with contests and mainly member engagement

11. Financials by Takoa Onoye

Dr. Takao Onoye, Treasurer 2015 presented the utilization of budgets y various coordinators and activities. He showed a major under utilization by most activities and there was a discussion on the reasons for this and also a better way to estimate budgets in 2016. He asked all the coordinators to complete the activities and financials by Nov 2016.

12. R10 New Initiatives, Any other business by Ramakrishna K

Director Ramakrishna felicitated the outgoing members of the 2015 Excom and thanked them for their contributions. He had special mention and token of appreciation for Rajnish Gupta for his work with HTA and solving the Taipei chapter election issue.

Ramakrishna Kappagantu gave his governance structure and way of working to all Excom members.

- Responsibility and Accountability of activities
- Regular updates of all activities – every month
- Sub teams of minimum 6 members each representing new volunteers and diversity of R10
- Joint activities across activity teams and across sections
- All projects to be completed by October 2016

13. R10 Meeting Calendar and working rules by Ravikiran A

Secretary Ravikiran A, Presented the expectations from Coordinators about planning their activities and showed the calendar that would be displayed on the r10 website. He urged all to announce the date of competition so that the calendar can be presented.

He also outlined his expectation to all coordinators and asked for

- Monthly activity reports
- Milestone achievement
- Metrics status
- Risks / Issues
- Monthly review meeting with Vice Chairs
- Quarterly review meeting with Coordinators
- WebEx sessions with fixed dates

14. Any other matter

Na

15. Adjournment of Region 10 Annual General Meeting
The meeting adjourned at 18:00 P.M.

Respectfully submitted

Ravikiran Annaswamy, Region 10 Secretary.