

Suggested Section Report Format

PART A - SECTION SUMMARY

A.1 Executive Summary – (Please follow the format given below)

- Section Committee Member List (2013)

Executive Officers

Position	Officer
Chair	Morteza Biglari-Abhari
Vice-Chair	Patrick Hu
Treasurer	Nitish Patel
Secretary	Nasser Giacaman
Past Chair	Peter Over

Society/Affinity Group Chair/Rep

Chapter/Committee	Chair/Rep
Communications Society	Nurul Sarkar
Computer Society	Rashina Hoda
Industrial Applications Society + Industrial Electronics Society	Duleepa Thrimawithana
Power Engineering Society + Power Electronics Society	Nirmal Nair
Engineering in Medicine and Biology Society	Hamid Gholam Hosseini
Robotics Society	Bruce MacDonald
Student Activities Chair	Nirmal Nair
UoA Student Branch	Nilookie Homer
UoA Student Branch Counselor	Nirmal Nair
AUT Student Branch	Yudhish Khatri
AUT Student Branch Counselor	Hamid Gholam Hosseini
GOLD	Josheel Pranolal
Membership	Sam Kolahi

- Section Highlights
 - a. The Section has started to implement its new Strategic Plan (which was developed for 2013-2018) to sustain an active Section, encourage very active volunteers in addition to the development of new leaders. For this purpose, one of our very experienced volunteers (the past chair – Peter Over) developed some guidelines for the Section outstanding volunteer selection process, volunteer leader job descriptions and training, and also the succession planning policy. He is also managing one of the most important goals of the new Strategic Plan, which is developing a new web site to encourage more activities and interactions with the Section members. The new web site is to be launched in next couple of months. Details about the Section's activities are available through the Section Wiki.
 - b. We established our SIGHT group and its activities expected to start in 2014.
 - c. The New Zealand North Section provided about 57 events including technical seminars, technical/professional meetings, workshops, field trips and social events. The student branches (University of Auckland & AUT) organized several social events for their members.
- **Major Events (International, National)**
No major International events.

- **Major Chapter Activities**
 - a. PES/PEL Chapter organized two DL programs, which were held on 11 February and 27 May.
 - b. ComSoC Chapter organized a DL program (which was funded by an award from IEEE). It was held on 30 September.
 - c. ComSoc Chapter organized 2013 IEEE NZ Wireless Workshop on 6 September. This annual event brought together 65 engineers, researchers, industrialists and policy makers working in the field of wireless communications and network technologies. This event consists of a series of presentations from participants, including keynote, industry, wireless research centre, and academy presentations with opportunity for informal discussions and networking. The number of attendees was almost the same as last year.

- **Major Student and Affinity Group Activities**

We had a new student executive committee for Auckland University SB in 2013. Two women, Nilookie Homer and Alisha D'Souza were the Chair and Vice-Chair for the first time in our history. They maintained our ongoing annual activities for this high-performing SB. Next year we have two more new people in these positions. Our other student branch AUT SB had some leadership continuity issues and had very limited activities. For 2014 we have a new enthusiastic team. The section will consolidate their annual activities and continuity of leadership this year. Both SB along with GOLD have put together a proposal for hosting ANZCON 2014 in Auckland. We are awaiting final decision.

- **Awards**
 - a. Region 10 outstanding volunteer award to Mr. Peter Over for his long service to our Section, which has had a significant impact on the Section's activities and progress over many years. This was a very big achievement for our Section.
 - b. Josheel Prantal received the 2013 MGA GOLD Achievement Award. One main point is that Josheel could achieve this award due to his excellent works in a short time of being the GOLD Chair.
 - c. IEEE Communication Society (ComSoc) Chapter received a DL Award (US\$ 1200).

A.2 Financial Report – (Please follow the format given below)

- Summary (as per submitted L50)

The financial report was submitted through NetSuite. The total income was NZ\$ 8879.88 and the expenses were NZ\$ 11043.57. (The difference was provided through our reserve in the Section account to support DL program as well as some GOLD activities).

- Any other financial activities

None.

PART B - ORGANIZATIONAL ACTIVITIES

B.1 Membership Development Activities

- Total number of active members in the past 3 years.

The membership breakdown (in Jan 2014) is shown below.

LF	F	LS	SM	LM	M	AM	GSM	StM	Grand Total
1	1	3	41	11	362	9	111	134	673

We had an increase from 692 in 2010 to 716 in 2013. However, this year we have a decrease to 673, which is mainly due to decrease in Student members (from 171 last year to 134). We are considering the plan in order to increase the student members.

- Summary and evidence of work done to improve the value of membership, which leads to retention and growth of members

The Section Chapters organized twenty technical activities (including three DL lectures) to improve membership values. The Young Professional (GOLD) Affinity Group organized several activities including training, social activities and site visits.

B.2 Chapter Activities

- **Total number of Chapters in the Section**
The Section has Chapters, which are active. Communication Society and Robotics Society are joint Chapters with other Sections in New Zealand.
- **Number of Chapters formed in the current year**
None. (However, we are currently working with the other NZ Sections to establish a joint IT/SP Chapter in 2014)
- **Number of Active Chapters** (Chapters who have reported required number of meetings during the year)
Five Chapters reported at least two activities in 2013.
- **Summary of Chapter activities chapter wise with attachment table / information**

Chapter	activities
Computer Society	2
ComSoc	3
PES/PEL	11
IAS/IES	2
EMB	2

B.3 Professional and Continuing Education Activities

This has been achieved through three lectures given by distinguished lecturers (DL) as summarized below:

- PES/PEL DL
Prof. George Gross, professor in the Institute of Government and Public Affairs. His professional activities include work as an Expert for the United Nations Industrial Developing Organization Technical Missions. The title was: *A Smart Grid Application: From the Vehicle-to-Grid (V2G) Concept to a Practical Framework for its Implementation*, which was held on 11 Feb. 13.
- PES/PEL DL
Prof. Ralph Kennel, an IEEE Fellow and Professor for Electrical Drive systems and Power Electronics at Technische Universtaet Muenchen, visited New Zealand on an IEEE Distinguished Lecturer tour. The title of his presentation was: *IEEE Distinguished Lecture on Predictive Control*, which was held on 27 May 13
- ComSoc DL
IEEE Distinguished Lecturer Prof Maode Ma gave two lectures on "QoS Provisioning in LTE/LTE-Advance 4G Wireless Networks" and "Security Enhancement for M2M in Cyber-Physical Systems" on 30 September 13.

In addition, Negotiation Skills workshop was held and was coordinated by the GOLD Chair.

B.4 Students Activities

- **Total number of Student branches in the Section**
There are currently two Student Branches in the Section. The Section plans to investigate the possibility of increasing the Student Branches where possible.
- **Number of Student branches formed in the current year**
None.

- **Section level student activities (student congress, paper and other contests, awards etc)**
None. But New Zealand North section Student branches along with GOLD have put a proposal for New Zealand North (NZN) Section hosting the ANZSCON 2014.
- **Number of Active Student branches** (Student branches who have reported required number of meetings during the year)
Two.
- **Summary of Student branch activities student branch wise with attachment table / information**

The UoA SB activities are as follows:

Technical	1
Non-technical	7
Administrative	5

The AUT SB had 2 non-technical activities and participated in some joint activities with UoA SB.

The main goal for the next year is to solidify the executive committee to ensure a sustainable future for the branch and broaden the experiences of our student members.

B.5 Affinity Group Activities

- **GOLD**
Our GOLD (Young Professional) AG was very successful last year and the GOLD Chair received the 2013 R10 MGA GOLD Achievement Award.
 - The GOLD's project proposal "IEEE NZ North - Negotiation Skills Workshop" has been approved for funding by the SEC Team.
 - The GOLD's project proposal "IEEE Humanitarian Workshop" has been approved for funding by IEEE Region 10.
 - The GOLD organized several Social events such as Site visits (including visiting technology/company sites), recreational activities, problem solving competition with prize, and training such as career development workshop, Negotiation Skills Workshop. Some of these activities were done jointly with the Student Branch.
 - IEEE Day Event: The event was *IEEE Volunteer Amazing Race*, which was attended by 20 people.
 - The GOLD held Humanitarian Workshop (jointly with EWB – Engineers Without Borders).
 - The GOLD Chair coordinated the establishment of SIGHT group, which will be active in 2014.
- **WIE**
The Section has a plan to establish WIE in 2014 so currently a volunteer is in the process of preparing the required petition. This is in line with the goals of our new Strategic plan.
- **Life Member**
None.

B.6 Awards & Recognition Activities

- **Award constituted by the section**
None. However, the guideline for the selection of the Section outstanding volunteer was prepared and will be used in 2014.
- **Award(s) received from R10**
 - R10 outstanding volunteer award (Peter Over)
 - R10 MGA GOLD Achievement Award (Josheel Pranel)
- **Award(s) received from IEEE HQ**
None.

B.7 Communication Activities (Newsletter, Home Page, E-mail etc.)

- **Newsletter (name and number of issues in the year)**
The Section communicates with its members usually through emails. Information about the Section activities is available through the Section Wiki. The Section is to set up its new web pages (to support achieving the goals of the new Strategic Plan) in April 2014.
- **Home Page of the section (give the URL and frequency which it is updated)**
The Section Wiki page is updated after each Section Committee meeting.
<https://wiki.auckland.ac.nz/display/IEEEENZNS/New+Zealand+North+Section>
- **Other means of contacts with section members**
The Chapter chairs are also available during the Chapter's technical activities to get feedback from the members.

B.8 Industry Relations

- **Membership growth and retention**
Most of our members are academic and we need to highlight the value of membership to increase members from industry. (It should be noted that the NZ industry people prefer to be member of IPENZ as that may be more important for their career development in New Zealand while academic members will see more value of IEEE membership).
- **Activities for/with industrial members**
Some technical seminars and activities especially by PES/PEL Chapter are coordinated with the industry. We try to extend it to other Chapters where possible.

B.9 Humanitarian Technology Activities

We recently established our Section SIGHT group, which is expected to be active in 2014.

B.10 Community Activities

- **IEEE Social activities (Family day, IEEE day, Engineers Week)"**
There have been social activities, which were organized by the Student branches and GOLD. IEEE day event was organized by GOLD.
All the Section meetings have been available through a wiki.
(<https://wiki.auckland.ac.nz/display/IEEEENZNS/Home>).
All other communication with members such as meeting notices, seminars and workshops, were done by using email. Our plan is to do this through our new web site too.

PART C - OTHERS

C.1 Relationship with National Societies

IEEE has an agreement with the national society for engineers within New Zealand (IPENZ) to help facilitate promotion of engineering, coordination of technical meetings and standards, in addition to providing enhanced membership benefits. The operation of this is coordinated via the IEEE NZ Council. The agreement will be renewed at the appropriate time.

In 2004 IEEE (NZ Council) and IET (NZ) signed an additional local partnership agreement and IPENZ to detail means by which further cooperation at national level can be facilitated between all professional bodies. Again this partnership agreement follows a three-year cycle, which will be renewed at the appropriate time.

In practice, there has been some useful exchange on issues relating to standards, and in technical meeting exchanges for the benefit of all. Invitation to all the technical talks arranged by the IEEE New Zealand North section is extended to IET and IPENZ members.

C.2 Special Events

None.

C.3 Problems to be Anticipated

None.

C.4 Best Practices of your section (which you would like share with other sections for the benefits of members)

In the last six years, the Section put more emphasis to support Student Branches and GOLD activities in the Section. This was very successful. The SB and GOLD activities have been extended with additional support through external sponsorship. Also, they have received some awards for their excellent activities in the last four years.

PART D - GOALS AND PLANS

D.1 Continuation of Project/Activity in Progress and Their Implementation Plans

We plan to set up a social event for members during the AGM to increase interaction with members and also get feedback for improving our service to the Section members.

D.2 Goals and Future Plans

The goals and future plans are based on our Strategic plan (2013-2018). The plan is available on the Section Wiki. Here is a summary of the main goals:

1. Create awareness of humanitarian issues and facilitate the development of sustainable technology services and solutions
2. Actively promote and recognize the activities and efforts of volunteers and members both nationally and globally
3. Increase positive visibility of NZ North Section in New Zealand
4. Organize and provide high quality technical, social and community related events
5. Enhance networking for members and external stakeholders by using latest technologies
6. Enhance local and global collaboration with other professional bodies
7. Create a sustainable, efficient and effective organisational structure to deliver to the Vision and ensure continuity through knowledge transfer and experience
8. Foster and support the activities of the Affinity Groups, Chapters and Student Branches of the NZ North Section
9. Encourage volunteers and members to continue their involvement in IEEE

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