2020 IEEE R10 EXCOM MEET
11 January 2020, Queenstown, New Zealand

Supavadee Aramvith
2019-2020 R10 Section & Chapter Committee Chair
2019 Section & Chapter Committee Report
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Committee Structure
Advisors: Akinori Nishihara, Zia Ahmed
1. Chair: Supavdee Aramvith
2. Members: Deepak Mathur, Hidenori Nakazato, Elmer Dadios

Outcomes
Project 1: 3 new subsections formed, 2 new subsections and 1 new section (elevated from subsection) to be approved at MGA Board (Feb 2020)
Project 3: Total number of petitions approved in 2019: 5 new subsections/1 new sections/41 new chapters.

Objectives
1. Formation of new Sections and Subsections in new countries
2. Vitalizing Section, Subsection, and Chapter activities
3. Streamline petitions evaluation to achieve timely manner process

Projects / Tasks
1. Forming subsections in emerging countries.
2. Vitalizing OUs: Monitoring the activities of Sections, Subsections, and Chapters, and providing information with interaction to vitalize their activities.
3. Day-to-day operations: Evaluating petitions for Section/Subsection/Chapter formations and participating the Sections/Subsections/Chapters Awards

Finance
1. Project 1: USD 501
2. Project 2: None
3. Project 3: None

Total Finance: USD 501
### Project 1: Forming subsections in emerging countries

<table>
<thead>
<tr>
<th>Petition Type</th>
<th>Name</th>
<th>Created Date</th>
<th>Petition Status</th>
<th>Endorsement Status</th>
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<tr>
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<td>Faisalabad Subsection</td>
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<td>Requested</td>
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</tbody>
</table>

3 new subsections formed, 2 new subsections and 1 new section (elevated from subsection) to be approved at MGA Board (Feb 2020). 4 are under review.
Meeting with Laos Subsection Petitioner at NUOL : 28 October 2019
Meeting with Myanmar Subsection at YTU: 4 November 2019

- Membership fee should be as the low income countries (now USD 82)
- Finance of the subsection
Meeting with Philippines section Chair & leadership : 20 August 2019

- Meeting to discuss their plan (CAS/SP and education society) of how to run chapter activities and seek funding for future sustained activities
Statistics in Region 10
(as of December 2019)

- 58 Sections
- 35 Subsections
- 6 Councils
- 697 Chapters
Project 2: Vitalizing OUs

Section & Chapter Analysis – review VTools reporting of R10 OUs (2015-2018)

The following subsections have not submitted report of activities in the past 2/3 years

- Shangdong subsection (under Beijing section)
- Podhigai subsection (under Madras section)
- Hefei subsection (under Nanjing section)
- Fiji subsection (under Region 10)
- Brunei Darussalam subsection (under Region 10)
- Nepal subsection (under Region 10)
- Cambodia subsection (under Region 10)
- Honam subsection (under Seoul section)
- Roorkee subsection (under Uttar Pradesh section – not submit 2018)
- Tasmania subsection (under Victorian section)

Proposed action: Contact respective subsection chair or parent section for the follow-up and if they need any help/subsection visit/Telecon/Webinar
Project 2: Vitalizing OUs

- Section & Chapter Analysis – review VTools reporting of R10 OUs (2015-2018)

- There are many society chapters especially under sections in China that didn’t submit activities reports at all but yet there are many new petition of society chapters. We may have to confirm with section chairs that they should oversee all the chapters under them otherwise we should not allow new petition of chapter under that section.

- As an appointed member of MGA/TAB adhoc committee on Chapter Support (chaired by Jill Goston (MGA) and Bob Rassa (TAB) initiated by Kathy Land) formed in July 2019, several recommendations are drawn out and the work continues in 2020.
Project 2: Vitalizing OUs

Section & Chapter Analysis – review VTools reporting of R10 OUs (2015-2018)

Proposed actions:
1. Recommendation in 2020 for the Section to have Chapter Coordinator to oversee chapters.
2. Section should reach out to all chapter chairs for effective monitoring of the activities and whether chapters/AGs need help.
3. Region 10 may not allow the formation of the new chapters if there are too many inactive chapters identified under that section.
4. Some best practices from large sections (Bangalore, Malaysia,...) to have chapter meetings at the section AGM.
### Project 3 – Day-to-day operation – Petition Evaluations

**Target Processing Time for R10 New Subsection/Chapter Petitions**

<table>
<thead>
<tr>
<th>Required Time [days]</th>
<th>----</th>
<th>1-15</th>
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</thead>
<tbody>
<tr>
<td>Submission of petition to HQ</td>
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<tr>
<td>Processing in HQ</td>
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<tr>
<td>Approval request sent to R10</td>
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<tr>
<td>Processing in R10 (Note)</td>
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<tr>
<td>Approval sent to HQ</td>
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<tr>
<td>Processing in HQ</td>
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<tr>
<td>Approval sent to the petitioner</td>
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</table>

(Note) Processing in R10:
- Review of petition document by R10 Committee lead by the R10 Section and Chapter Coordinator: 1–7 days
- R10 Section and Chapter Coordinator recommendation to R10 Director and confirm the R10 Decision: 1–8 days

R10 may consider reject the petition if no response or outstanding issues pending for the period over 30 days
Project 3: Day-to-day operation – Petition Evaluations

Total number of petitions approved in 2019:
5 new subsections/1 new sections/41 new chapters (reject 2 chapters petition).

- Times required to review and approve a chapter is under 7 days unless the information is missing.

- Times required to review and approve new section elevated from subsection/subsection takes several months due to special requirements of Region 10 especially for subsection elevation to section cases.

Proposed action:
- Establish a dedicated web page & forms & process for more effective review and reduce time needed to approve the petitions.
- Review the special requirement of Region 10 to see if any revisions are needed.
IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

▸ Chapter
  - Minimum petitioners: 12 IEEE members.
  - Please see note 1 for the complete process to follow.

▸ Subsection
  - Minimum petitioners: 20 IEEE members.
  - Please see note 1 for the complete process to follow.

▸ Subsection Elevation to Section
  - Active Subsection for three consecutive years.
  - Minimum petitioners: 100 IEEE members.
  - At least three times larger than the membership when the subsection was formed.
  - Please see note 2 for the complete process to follow.
IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

*Note 1 - Additional information and process to follow.*

1. Prepare the appropriate petition documents by following the Basic MGA Approval Process shown in the MGA Website: [https://mga.ieee.org/resources-operations/formations-petitions](https://mga.ieee.org/resources-operations/formations-petitions).

2. Prepare Business plan indicating the followings:
   - motivation to form a new OU,
   - detail activities to be conducted within the first six months to ensure sustainable growth of the proposed new OU,
   - the first year goal, and
   - local support.

3. The plan should be endorsed and approved by the Chair of Parent OU.
The section petitioner must show proof that it had complied the following.

A) Active Subsection for three consecutive years.
B) Minimum petitioner: 100 IEEE members as well as at least three times larger than the membership when the subsection was formed.
C) Threefold growth in their activities over the period.

Subsection must seek internal consent and approval from its current parent Section EXCOM. In this regard the subsection must comply the following:

A) Business plan of the new Section petitioner for the first 3 years. See note 3. The plan is to be prepared by the petition organizer, endorsed by the current parent Section Chair.

Prepare the appropriate petition documents by following the Basic MGA Approval Process shown in the MGA Website: https://mga.ieee.org/resources-operations/formations-petitions
IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

*Note 2 - Additional information and process to follow*

4. The petitioner should submit all relevant petition documents to the IEEE R10 Section and Chapter coordinator, copy furnished the IEEE R10 secretariat.

5. The IEEE R10 Section and Chapter Coordinator will verify the validity of the petition documents by asking the petitioners parent Section Chair to give comments.

6. The SEC team will evaluate all the information presented pertaining to the petition.

7. If all the information validated are alright, the SEC team through the SEC coordinator will recommend to the IEEE R10 Director to sign and endorse the petition for R10 to become the parent OU of the petitioner.

8. When the IEEE R10 Director signed the petition or give the approval via email, the Section and Chapter Coordinator will send the approved petition form to the petitioner.

9. The petitioner can now submit its petition request (with the IEEE R10 Director approved document that R10 will be the parent of the petitioner) to the MGA.

10. MGA gives final approval of the petition.
IEEE R10 Requirements and Guide for New Section/Subsection/Chapter Formation

Note 3 - Additional information in the business plan

1. How will you keep your OU active, and add the members?
2. How will you retain the members?
3. How will you make your OU self-sustaining and manage funding for activities/events?
4. How will you enhance member benefits & make IEEE preferred professional platform?
5. How will you create deeper IEEE connectivity with Industry, Research & Academia to enhance value for members?
6. Any other input/information.