

IEEE Japan Council Report For 2019

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PART A - COUNCIL SUMMARY

● Executive Committee Member List

<Council Officer>

Chair	Takao ONOYE
Vice Chair	Takahiko SABA
Secretary	Yasuhiro TAKISHIMA
Treasurer	Hiromasa HABUCHI

<Section Representatives>

Fukuoka Section Chair	Rin-ichiro TANIGUCHI
Hiroshima Section Chair	Kensuke OKUBO
Kansai Section Chair	Toshiharu SUGIE
Kansai Section Vice Chair	Nobuo UMEDA
Nagoya Section Chair	Naohiro HOZUMI
Sapporo Section Chair	Takeo OHGANE
Sendai Section Chair	Mitsutaka KAMEYAMA
Shikoku Section Chair	Kazuto NOGUCHI
Shin-etsu Section Chair	Keizo KATO
Tokyo Section Chair	Hideyuki TOKUDA
Tokyo Section Vice Chair	Masashi USAMI
Tokyo Section Ex-Com Member	Natsuko NODA
Tokyo Section Ex-Com Member	Takashi YOSHIDA

<Standing Committee Chairs>

Chapter Operations Committee Chair	Eisuke FUKUDA
Student Activities Committee Chair	Yoshinobu KAJIKAWA
Awards Committee Chair	Hideo KUWAHARA
Industry Promotion Committee Chair	Takeshi YAMADA

<Additional Members appointed by the Council Committee>

Past Chair	Toshitaka TSUDA
Past Secretary	Toshihiko SUGIE
Past Treasurer	Yukitoshi SANADA
WIE Affinity Group Chair	Natsuko NODA
History Committee Chair (ad hoc)	Isao SHIRAKAWA
LRSC (ad hoc)	Masayuki SHIGEMATSU
MD Coordinator	Muneaki KURIMOTO
YP Coordinator	Ryuichi TAKEMURA
LMAG Coordinator	Tomonori AOYAMA

<Ex-Officio>

2019 IEEE President Elect	Toshio FUKUDA
2019 IEEE Technical Activities Vice President Elect	Kazuhiro KOSUGE
MGA Awards and Recognition Committee Chair	Takatoshi MINAMI
2019 IEEE Life Member Committee	Tomonori AOYAMA
Region 10 Director	Akinori NISHIHARA

Region 10 Secretary	Takako HASHIMOTO
Region 10 Treasurer	Seishi TAKAMURA
Region 10 R10 Vice Chair of Professional Activities	Takao ONOYE
Region 10 Women In Engineering Committee Chair	Emi YANO

- **Council Highlights**

- Event: Japan Council supported MAW 2019 hosted by Sendai Section and to establish Sendai Section Life Member Affinity Group, of which participants counted 91.
- Support for sections: Japan Council Executive Committee Meeting was held in Matsuyama, Shikoku Section, on July 26th 2019, where the meeting members discussed management status and issues of local sections. In addition, Japan council offered subventions as section supporting extra funds for 14 events driven by sections in Japan to encourage their activities.
- Management: Japan Council Executive Committee Meetings of 2019 were held 3 times, April 19th at Tokyo, July 13th at Matsuyama, December 4th at Tokyo. In addition, Japan Council approved 12 proposals through e-mail discussion for the sake of rapid sanction and execution.

- **Major Events (International, National)**

- Japan Council supported MAW 2019 hosted by Sendai Section and to establish Sendai Section Life Member Affinity Group, of which participants counted 91.
- JC-WIE organized IEEE Day Cerebration Tokyo organized in collaboration with Tokyo YP, Student Branches of Tokyo section and Tokyo LMAG on October 5th, which gathered 40 participants.
- JC-WIE held WIE 2019 consisting of lectures and group discussions in which more than 60 persons including small children took part at Tsuda University on November 9th.

- **Major Chapter Activities**

- JC COC held two meetings with more than 60 participants for each consisting of all the chapter chairs in Japan on June 27th and November 6th. There they discussed procedures of chapter operations and effective ways of information sharing between chapters and with other IEEE OUs.

- **Major Student and Affinity Group Activities**

- Japan Council SAC held Student Branch Leadership Training Workshop (SBLTW) at Waseda University in Tokyo on 25th and 26th of May, 2019. This is an annual meeting of presentation and interaction among SB students from all areas of Japan, which gathered 48 attendees.

- **Award**

- R10 Best Membership Retention Award: (Medium) Sendai Section
- Recruitment and Retention Performance
 - ✓ 2019 Outstanding Section Membership Recruitment and Retention performance (Gold)
Sapporo Section, Sendai Section
 - ✓ 2019 Outstanding Section Membership Recruitment Performance (Silver)
Sendai Section
- 2019 IEEE Election in Region 10, the Top 3 Sections for achieving its highest voting percentage.
 - ✓ 1st Highest voting percentage: Hiroshima Section
 - ✓ 2nd Highest voting percentage: Shikoku Section
 - ✓ 3rd Highest voting percentage: Sendai Section

A.2 Financial Report

- **Summary**

- Compared to originally planned budget, sales increased thanks to sufficient region receipts, while overheads decreased in meeting & social event expenses and support to sections/chapters expense, which raised net profit.

IEEE
IEEE Region 10: JAPAN Council JPY
Profit and Loss
From Jan 2019 to Adjust 2019

Financial Row	Amount
Sales	
2.10 - Meetings & Social Events	¥135,000.00
3.10 - Rebate from IEEE HQ	¥24,123.00
3.20 - Region Receipts	¥2,780,775.00
3.30 - Sections or Councils	¥26,273,190.00
3.32 - Receipts from MGA Board, other Major Boards	¥198,400.00
3.40 - IEEE CB Account Interest	¥6,894.00
3.45 - Non-IEEE CB Account Interest	¥1,406.00
Total - Sales	¥29,419,788.00
Gross Profit	¥29,419,788.00
Overheads	
4.10 - Meetings & Social Events Expense	¥2,362,138.00
4.80 - Student Activities Expense	¥2,080,791.00
4.90 - Other Program Expenses	¥2,035,101.00
5.10 - Occupancy Expense	¥2,249,774.00
5.20 - Travel Expense	¥10,310.00
5.30 - Salaries Expense	¥5,172,959.00
5.50 - Support to Sections/Chapters Expense	¥6,428,134.00
5.60 - Other Management & General Expenses	¥3,255,638.00
Total - Overheads	¥23,594,845.00
Operating Profit	¥5,824,943.00
Net Profit/(Loss)	¥5,824,943.00

- Any other financial activities
 - Japan Council commenced using a network banking service for quick operations of bank transfer.

PART B - ORGANIZATIONAL ACTIVITIES

B.1 Membership Development Activities

- Total number of active members in the past 3 years

Year	H Total	F Total	SM Total	M Total	AM Total	GSM Total	StM Total	Grand Total
2019	3	489	1,050	10,385	336	1,597	372	14,232
2018	3	493	991	10,532	363	1,577	409	14,368
2017	3	509	974	10,494	361	1,452	421	14,214

- Membership Development coordinator analyzed the membership data and made a summary with effecting evidence to improve the value of membership, which leads to retention and growth of members.
 - JC-MD coordinator organized JC-WebEx meeting (November 22nd) to understand current issues and best practices in all Japan's sections.
 - Based on the statistical data of membership, the meeting members analyzed factors of increase and decrease of the members, and discussed possible countermeasures in the meeting.
 - The website of each Section in Japan has been renewed for recruitment, retention and membership upgrade. Email announcement has also been sent for promotion.
 - As a step to make IEEE more recognized in many events all over Japan, MD Coordinator had collaboration with chapters and Japan Office to secure time slots for introduction of IEEE activities in the session of events and to install booths of IEEE promotion for distributing PR materials (MD kit) on the sites of the events. This amounts 18 events and more than 1500 handouts were distributed.

- JC MD Coordinator and JC IPC (Industry Promotion Committee) had a collaboration meeting by WebEx on December 16th, where discussed was practical ways of collaboration and, as an example, a plan to improve handout of IEEE to get clearer and more attractive for many types of people particularly working and studying in Japan.

B.2 Chapter Activities

- Total number of Chapters in the Council:
Chapters under Japan Council had been moved to the sections. Total number of Chapters in the 9 Sections in Japan is 69.
- Numbers of Chapters formed in the current year is zero.
- Numbers of Active Chapters (Chapters who have reported required number of meetings during the year) is 69.
- Summary of Chapters activities:
 - Total number of events such as technical meetings held by Chapters in Japan is over 176.
 - Japan Council Chapter Operation Committee Meetings were held on June 27th and November 6th for all Chapters belonging to Sections in Japan. Support policy, management manual, and guideline for chapter awards are updated.
 - Chapter awards and supports from Japan Council have been confirmed.

B.3 Professional and Continuing Education Activities

- Summary
 - Japan Council conducted education activities such as pre-university student and outreach, training activities for professional members, a collaborative conference for business and society use, and so on.
- Major Events/Activities (instead of table):
 - February 20th in 2019, as a TISP (Teacher-in-service program) three IEEE engineers lead pre-university students in engineering handcraft workshop with 19 attendees at Seto-city in Aichi prefecture, to which Japan Council funded JPY 75,440.
 - August 17th -18th, 2019, Japan Council supported a YP engineer to participate in R10 Conference Leadership Training Program at Goa, India.
 - October 4th in 2019, Japan Council delegated three IEEE engineers to provide one day lecture of vocational experience for elementary school children with 72 participants at Mutsu-city, Aomori prefecture, to which Japan Council funded JPY 140,000.
 - Japan Council supported an open event “International Promotion Forum for Super Smart Society” held at Tokyo Institute of Technology on August 2nd, 2019. Japan Council encouraged members to participate in this event and to interact with other participants in the region of smart society technologies.

B.4 Students Activities

- Total numbers of Student Branches in Japan Council:
IEEE Student Branches have been established in 32 universities and 2 Sections in Japan (as of December, 2019) and counselors assisted student activities in their branches.
- Numbers of Student Branches formed in the current year:
One branch, MURORAN INSTITUTE OF TECHNOLOGY student branch was formed on March 13th, 2019.
- Council level student activities (student congress, paper and other contests, awards, etc.):
In July 24th, Japan Council had a web meeting by Student Activities Committee chairs of all the sections in Japan to share the situations and best practices and to discuss the solutions for current problems. JC SAC (Student Activity Committee) also continues to support establishment of new Student Branches and their overall activities technically and financially. Major Activities as follows:
 - October 17th -20th: Japan Council supported students to participate in the R10 TENCON held at Kerala, India.

- Japan Council SAC supported five Japanese students to participate in “student paper contest” held on December 7th organized by Soul Section.
- Numbers of active Student Branches (Student Branches who have reported required number of meetings during the year) is more than 25.
- Summary of Student Branch activities (Student Branch wise with attachment table/information):
 - Major Events/Activities as follows (instead of table):
 - ✓ A new student branch was established in Muroran Institute of Technology.
 - ✓ Japan Council SAC held Student Branch Leadership Training Workshop (SBLTW) at Waseda University in Tokyo on 25th and 26th of May, 2019. This is an annual meeting of presentation and interaction among SB students from all areas of Japan, which gathered 48 attendees.

B.5 Affinity Group Activities

- Young Professional (YP) Coordinator
 - February 20th in 2019, as a TISP (Teacher-in-service program) three IEEE engineers lead pre-university students in engineering handcraft workshop with 19 attendees at Seto-city in Aichi prefecture, to which Japan Council funded JPY 75,440.
 - August 17th -18th, 2019, Japan Council supported a YP engineer to participate in R10 Conference Leadership Training Program at Goa, India.
 - October 4th in 2019, Japan Council delegated three IEEE engineers to provide one day lecture of vocational experience for elementary school children with 72 participants at Mutsu-city, Aomori prefecture, which Japan Council funded JPY 140,000.
 - October 25th in 2019, JC YP Coordinator, as a main Steering leader, promoted Japan SYWL workshop, which gathered 30 participants in Tohoku University, where participants discussed “Dreams of STEM (Science, Technology, Engineering and Mathematics)” enthusiastically.
 - July 10th - October 25th in 2019, JC YP co-organized “Career Development Essay Contest” with Tokyo/Nagoya/Kansai Section YP, Kansai/Sendai Section WIE. This year’s main theme was “challenge” to which there were 20 applications. Award ceremony was held on October 25th at Tohoku University. Japan Council funded JPY55,000 to this event.
https://ieee-jp.org/section/tokyo/about/yp/activity/2019_11thessaycontest.html
 (Japanese only)
- Women In Engineering (WIE)
 - JC WIE had 6 Administrative Meetings in 2019: February 6th, April 25th, July 4th, August 5th, November 1st, and November 25th.
 - JC WIE held many independent and collaborative events:
 - ✓ July 10th - October 25th: “Career Development Essay Contest”
 - ✓ July 31st: Presented and supported WIE Lunch Meeting@MIRU2019 as co-sponsor
 - ✓ October 5th: IEEE Day Celebration Tokyo organized by JC-WIE and Tokyo YP and Tokyo LMAG.
 - ✓ October 17th: The 16th IEEE TOWERS (Transdisciplinary-Oriented Workshop for Emerging Researchers) at University of Tsukuba with 105 attendees
 - ✓ October 5th: IEEE DAY Celebration in Tokyo
 - ✓ October 18th: GCCE2019 WIE Award
 - ✓ October 25th: Japan SYWL workshop in Tohoku University
 - ✓ November 9th: WIE 2019 at Tsuda University, Tokyo with 65 attendees for lectures and group discussions
- LMAG Coordinator
 - LMAG Coordinator supported life member activities. With the assistance of the coordinator, Sendai Section established LMAG in 2019.
 - LMAG Coordinator was encouraged by Region 10 and participated in a conference “The 1st IEEE LMAG Meeting in the Northeast Asia” held at Korea University on October 30th, 2019 and had much interaction with members from Soul Section.

B.6 Awards & Recognition Activities

- Awards Committee Meeting was held November 14th, 2019. Latest status and policy for nominations were discussed. Candidate nominations for various awards and fellows are encouraged through their sections.
- R10 Best Membership Retention Award: (Medium) Sendai Section
- Recruitment and Retention Performance
 - ✓ 2019 Outstanding Section Membership Recruitment and Retention performance (Gold)
Sapporo Section, Sendai Section
 - ✓ 2019 Outstanding Section Membership Recruitment Performance (Silver)
Sendai Section
- 2019 IEEE Election in Region 10, the Top 3 Sections for achieving its highest voting percentage.
 - ✓ -1st Highest voting percentage: Hiroshima Section
 - ✓ -2nd Highest voting percentage: Shikoku Section
 - ✓ -3rd Highest voting percentage: Sendai Section

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

- Home Page of Japan Council has been updated. Information such as meeting/event schedule, award information, membership renewal promotion, chapter activity, annual election, and important management procedures have been updated.
<https://ieee-jp.org/en/>
- E-mail is also used among the executive committee members to share information from IEEE headquarters or Region 10, have supplementary discussion on the plans or activities, move and adopt resolutions between executive committee meetings to expedite the activities, and so on. Japan Council, as well, communicated with council members through e-mail mainly for announcement of events.
- 5 articles were submitted and published in the R10 newsletters.

B.8 Industry Relations

- To promote the relationship with IEEE and industry in Japan, Industry Promotion Committee meetings were held on March 11th, July 11th and October 30st, 2019.
- Japan Council supported an annual big event “Metro Area Workshop (MAW) 2019” held in Sendai on October 24th, which gathered 91 attendees. This event aimed to promote the activities of the section with local industries. Three lectures were delivered by engineers in the local industries, which much attracted the attendees.

B.9 Humanitarian Technology Activities

- Japan Council has supported the activity of Tokyo Section SIGHT. It delegated three IEEE engineers to provide one day lecture on vocational experiences for elementary school children in Aomori prefecture on October 4th where there were 72 attendees. Japan Council also funded JPY 140,000 to this event.

B.10 Community Activities

- Japan Council WIE held SYWL interacting meeting before IEEE Day Celebration in Tokyo in cooperation with SBs, YPs and LMAGs, where there were 40 attendees in the part of a workshop and discussion.

PART C – OTHERS

C.1 Special Events

- IEEE DAY CELEBRATION PARTY
 - Japan Council WIE had a celebration party for 10th IEEE Day anniversary in collaboration with Tokyo Section SAC/YP/LMAG at Nihon University, College of Humanities and Sciences on October 5th. Japan Council funded JPY50,000 to this event.

C.2 Relationship with National and International Societies and Non-Government Organizations (NGO)

- Japan Council supported the cooperation agreements between IEEE and 3 national academic societies and plans to make re-cooperation between IEEE and 7 other national academic societies.

<https://www.ieee.org/about/corporate/agreements/regional.html>

- agreement: IEICE/ISS, IPSJ, SICE
- planning to make agreement: IEEJ, IEICE, IEIJ, ITE, JSAP, JSSPRM, MSJ,

C3. Collaboration with other IEEE Sections

- LMAG Coordinator was encouraged by Region 10 and participated in a conference “The 1st IEEE LMAG Meeting in the Northeast Asia” held at Korea University on October 30th, 2019 and had much interaction with members from Soul Section.
- Japan Council SAC supported five Japanese students to participate in “student paper contest” held on December 7th organized by Soul Section.

C.4 Support extended to Sub-sections & Society Chapters within the Section

- Japan Council, COC, supported activities and management of the chapters in sections that are transferred from Japan Council in 2014.
- Japan Council summarized chapter operation guide 2018 compliant with IEEE operation manual for JC-COC members, which includes conference application, procedure for concluding MOU, TCS Fee etc. in Japanese. And Japan Council updated the procedure guideline for MOU of TCS and FCS in 2019.

C.5 Best Practices of your Section (which you would like to share with other Sections for the benefits of members)

- Japan Council released operational information guide for membership development officers in sections corresponding to IEEE URL (website) revision 2018 in Japanese, which was shared and referred in MDCs of all the sections in Japan.
- Japan Council placed emphasis on collaboration among committees and other organizations. For example, Long Range Strategic Committee invites Chapter Operations Committee (COC) chair in its regular meeting, Industry Promotion Committee invites Membership Development Coordinator in its regular meeting, COC invites Japan Office delegate in its meeting, and so on, while ad hoc meetings were held with relevant organizations when in necessary.
- Japan Council started to utilize a new office tool “Garoon” for the sake of information sharing, communication promotion, expediting discussion and decision, optimization of office work effort, and so on.

C.6 Problems anticipated and suggestions for solutions, if any

- Reporting, communication and decision-making is still to be improved for smooth activities, perhaps by system automation, procedure optimization, modifying role assignment, and so on.

PART D - GOALS AND PLANS

D.1 Continuation of project/activity in progress and their implementation plans

- Japan Council discussed Long Range Strategy for sustainable growth and future plans. The topics in 2019 were long term financial stability and sustainable growth with taking into account the currency exchange rate and membership, new project leading to section's activities, and management of executive committee.
- Japan Council continues to work by a steering group consisting of YP, WIE, SAC, LMAG and Secretary to support sustainable activities of "Japan SYWL workshop".

D.2 Goals and Future Plans

- Ensure the sustainable growth and financial stability considering exchange rate and membership.
- Membership recruitment and retention.
- To increase the relationship with IEEE and industry members, and to provide benefit for industry members as well as academic members.
- To increase management efficiency and effectiveness, within Japan Council
- To enhance collaboration:
 - Regional communities and other non-IEEE societies
 - Other IEEE Sections (joint activities with neighboring sections)

D.3 Any innovative ideas to make IEEE more creative and value added for sustaining the membership retention and recruitment goals.

- It is known that increasing fellow and senior grade members is effective for membership retention. For that purpose, it would be necessary that their qualifications be even more respected and attractive. IEEE may need to add valuable privileges to those members in extensive scenes of IEEE activities, e.g. IEEE invites more fellows/seniors to major IEEE conferences/events, or IEEE takes measures to make their presence higher to public, local/global communities, government and so on.
- For the retention and recruitment of industries, it may be effective to make more benefits to those organizations with a certain number of members, e.g. price discount for those in IEEE events.
- Point accumulation system for voluntary work or participation in IEEE activities may be useful for membership retention.

D.4. Business Plan for Sustainable Growth and Financial Stability.

- Selling tools and data for research use may be another source of income. They may be made by IEEE or provided by IEEE members. For example, AI models of proposed technologies and bigdata for public use are really valuable for many researchers as benchmark resources.
- Returning more portion of membership fee to local organizations (councils/sections) is very effective to enhance their activities. Particularly office management only by volunteers or few employees is very tough work for councils or sections with a large number of members.

Photograph



Photo 1. The Second Executive Committee Meeting in Matsuyama on July 13th



Photo 2. IEEE DAY Celebration Party in Tokyo on October 5th
(Members around a special cake)



Photo 3. Japan SYWL Workshop in Sendai on October 25th