2020 IEEE R10 MEET
7 March 2020

Supavadee Aramvith
2019-2020 R10 Section & Chapter Committee Chair
2019 Section & Chapter Committee Report
2020 Section & Chapter Committee Plan

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Summary of 2019

Project 1: *Forming subsections in emerging countries*

- MGA board approved in 2019
  - Northern Territory Subsection
  - Chongqing Subsection
  - Faisalabad Subsection

- MGA board approved in February 2020
  - Vizag Bay Section
  - Quetta Subsection
  - Laos Subsection
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>
<th>----</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of petition to HQ</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing in HQ</td>
<td></td>
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<tr>
<td>Approval request sent to R10</td>
<td></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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</tbody>
</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
## Section & Chapter Committee 2020 Plan

### Committee Structure

Advisors: Akinori Nishihara, Zia Ahmed  
1. Chair: Supavadee Aramvith  

### Objectives

1. Formation of new Sections and Subsections  
2. Vitalizing Section, Subsection, and Chapter activities  
3. Establish process and streamline petitions evaluation to achieve timely manner process

### Projects / Tasks

1. Forming sections/subsections in emerging countries/geographic areas.  
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 Improving petition applications/review process.

### Project / Task Measurable

<table>
<thead>
<tr>
<th>Project</th>
<th>Measurable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1:</td>
<td>a. # new sections/subsections formed in new countries/geographic areas</td>
</tr>
</tbody>
</table>
| Project 2: | a. # reviewed Sections, Subsections, and Chapters  
 b. # of activities from inactive subsections/chapters  
 c. d. # interactions with OUs  
 e. # Webinars  
 f. # chapter coordinators at section |
| Project 3: | a. # processed petitions and the reduced processing time for the petition |

### Timeline & Metrics

1. **Project 1:**  
   - For each round, approve the petition at least one month before Feb/June/November MGA board meeting.

2. **Project 2:**  
   - Feb-Aug communicate and follow-up with inactive subsections/chapters  
   - May/September Webinar  
   - Dec year end review

3. **Project 3:**  
   - No deadline, process as received

### Budget

1. Project 1: $1,000  
2. Project 2: $2,000  
3. Project 3: $0  
**Total Proposed Budget:** $3,000
Project 1: *Forming sections/subsections in emerging countries and geographic areas*

- Identify potential subsections in emerging countries
- Identify potential subsection elevated to section
- Process incoming subsection elevation/subsection petition in geographic areas

<table>
<thead>
<tr>
<th>Country</th>
<th>Population</th>
<th>Number of IEEE members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maldives</td>
<td>441,000</td>
<td>10</td>
</tr>
<tr>
<td>Timor-Leste</td>
<td>1,314,000</td>
<td>0</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>8,360,000</td>
<td>0</td>
</tr>
<tr>
<td>Solomon Islands</td>
<td>619,000</td>
<td>1</td>
</tr>
</tbody>
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As of Dec 31, 2019

Budget breakdown: $1,000 (To visit the target countries when needed)
Project 2: Vitalizing OUs

- Monitoring the activities of Sections, Subsections, and Chapters, and providing information to vitalize their activities

- Focus to revitalize:
  - Subsections that did not conduct activities (according to Vtools) in the past three years
  - Subsections that have lower number of members than when forming subsection

- Encourage sections to appoint Chapter Coordinators

- Conduct sections/chapters webinar for training & sharing experiences (2 times/year)

Budget breakdown: $2,000 (To visit the subsections if required)
Project 3: *Day-to-day operations*

- Evaluating petitions for Section/Subsection/Chapter formations, delegate of Region 10 Director to approve the petitions

- Improving petition applications/review process
  - Establish a dedicated web page & forms & process for more effective review and reduce time needed to approve the petitions (3rd quarter 2020)
  - Petitioner to observe MGA/Region 10 Special Guideline to form Section (from Subsection elevation) and Subsection
IEEE Geographic Unit Formation Policies and Petitions

In accordance with the actions of the IEEE Member and Geographic Activities Board, there are specific guidelines to follow when forming an IEEE geographic unit.

Geographic unit petitions are submitted online (with the exception of Geographic Councils, where a form must be downloaded, circulated, and submitted.)

The lifecycle of an online petition is as follows:

- Organizer submits the petition
- IEEE Staff reviews the petition
- Endorsers endorse the petition
- Petitioners sign the petition
- Approvers approve the petition

For each petition type, the roles of Organizer, Endorser, Petitioner and Approver must meet specific requirements.

https://mga.ieee.org/resources-operations/formations-petitions
# Petition to form an IEEE Section

Upon joining IEEE, members are automatically associated with an IEEE Section. IEEE Sections provide their members a venue to share technical, professional, and personal interests locally, with their fellow members who live and/or work in close proximity.

| ORGANIZERS | • The Organizer must be an active IEEE member of Graduate Student Member grade or higher for a minimum of 6 months  
• The Organizer must have a mailing address within the territorial limits of the proposed Section  
• The Organizer shall serve as the interim Section Chair pending election at a later date |
| ENDORSERS | Section petitions must be endorsed by the following:  
• Region Director (or their designee)  
• Section Chair  

*Note: If the Organizer does not report to a Section, the petition will only need to be endorsed by the Region Director.*

Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.

| PETITIONERS | Section petitions must be signed by the following:  
100 active IEEE members of Graduate Student Member grade or higher for a minimum of 6 months  
• Each Petitioner must have a mailing address within the territorial limits of the proposed Section  
Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers. |
| APPROVERS | The IEEE Member and Geographic Activities Board shall approve the formation of a Section at its next scheduled meeting. |

**Region 10 Special requirement**
1. The section petitioner must show proof that it had complied the following.
   A) Active Subsection for three consecutive years.
   B) Minimum petitioners: 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.
2. 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.
3. 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 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.
Petition to form an IEEE Subsection

Upon joining IEEE, members are automatically associated with an IEEE Section. Subsections, a subunit of a Region or Section, are formed to meet the needs of a smaller group of members locally. Participating in a Subsection provides opportunities, through its many activities to grow, on multiple professional and personal levels.

| ORGANIZERS | The Organizer must be an active IEEE member of Graduate Student Member grade or higher for a minimum of 6 months  
|            | The Organizer must have a mailing address within the territorial limits of the proposed Subsection  
|            | The Organizer shall serve as the interim Subsection Chair pending election at a later date |

| ENDORSERS | Subsection petitions must be endorsed by the following:  
|          | Region Director (or their designee)  
|          | Section Chair |

*Note: If the Organizer does not report to a Section, the petition will only need to be endorsed by the Region Director.*

Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.

| PETITIONERS | Subsection petitions must be signed by the following:  
|            | 20 active IEEE members of Graduate Student Member grade or higher for a minimum of 6 months  
|            | Each Petitioner must have a mailing address within the territorial limits of the proposed Subsection  
|            | Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers. |

| APPROVERS | The IEEE Member and Geographic Activities Board shall approve the formation of a Subsection at its next scheduled meeting. |
**Petition to form an IEEE Society/Technical Council Chapter and Joint Chapter**

A Chapter shall be a technical subunit of a Region, one or more Sections, or a Geographic Council. There may be single Society Chapters, joint Society Chapters, and Technical Council Chapters. Chapters are your local link to the valuable resources available from IEEE and its 40+ Societies and Technical Councils.

### ORGANIZERS
- The Organizer (and Co-Organizer, if applicable) must be an active IEEE member of Graduate Student Member grade or higher for a minimum of 6 months
- The Organizer (and Co-Organizer, if applicable) must be an active member of the Society(ies) or Council(s) involved
- The Organizer shall serve as the interim Chapter Chair pending election at a later date

*Note: For Joint Section Chapters, there must be one Organizer/Co-Organizer from each contiguous section involved.*

### ENDORSERS
Chapter petitions must be endorsed by the following:
- Section Chair

Joint Sections Chapter petitions must be endorsed by the following:
- Section Chair for each Section involved

*Note: If the Organizer does not report to a Section, the petition will be endorsed by the Region Director.*

Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.

### PETITIONERS
Chapter petitions must be signed by the following:
- 12 active IEEE members of Graduate Student Member grade or higher, who are members of the parent Society(ies) and Section(s) involved for a minimum of 6 months

Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.

### APPROVERS
Chapter Petitions must be approved by the following:
- Region Director (or their designee)
- Society/Council President, for each Society/Council involved

Approvers will be invited to approve the petition once the petition has been signed by 12 Petitioners.