

IEEE Japan Council Report For 2020

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PART A - COUNCIL SUMMARY

A.1 Executive 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

Motoyuki SATO

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
Region 10 Young Professionals Committee Chair	Takuo SUZUKI

- Council Highlights

- Event:

- (1) Japan Council supported TENCON2020 with 9 sections in Japan, which gathered 534 participants on Zoom webinar.
- (2) Japan Council supported an annual big event “Metro Area Workshop (MAW) 2020” hosted by Hiroshima Section and held in Hiroshima on October 16th (onsite/online hybrid), which gathered 174 attendees. This event aimed to promote the activities of the section with local industries. Six lectures were delivered by engineers in the local industries, which much attracted the attendees.
<https://www.ieee-jp.org/section/hiroshima/e/2020/08/13/ieee-metro-area-workshop-2020-in-hiroshima/>
- (3) October 17th in 2020, JC YP Coordinator, as a main steering leader, promoted Japan SYWL workshop as group discussions under onsite/online hybrid environment, of which main theme was "Make a new normal (We change the future)". The attendees discussed their experiences during the COVID-19 and made plans for the future in 10 groups and 43 attendees in total.
<https://www.ieee-jp.org/japancouncil/affinitygroup/SYWL2020/>

- Promotion:

- (1) In 2020 Japan Council intensively promoted educational activities mainly for online participants in the frame of “Engineer Spotlight”, new events proposed by R10. Japan Council supported Japanese version of Engineer Spotlight 10 times in total in 2020.
- (2) Japan Council (by MD Coordinator and IPC) created handouts and video materials which introduce how IEEE members make use of IEEE activities in their daily studies or works. Six members (2 from YP, 2 from industry and 2 from WIE) were interviewed through an online meeting system and the recorded video and audio was used to create the video clips and handouts which are open to public on Japan Council web page. Thanks to these new materials the number of access to the web page surged in December.
- (3) Japan Council decided to create and offer a memorial medal produced by Japan Mint, an Incorporated Administrative Agency which produces nationally official coins and medals, to new senior members in every section in Japan. This is expected to appeal to potential senior members and to be a motivation for retention of membership.

- Management:
 - (1) Japan Council Executive Committee Meetings of 2020 were held 3 times, April 8th, July 31st, December 11th, by online or onsite/online-hybrid. In addition, Japan Council approved 9 proposals through e-mail discussions for the sake of rapid sanction and execution.
 - (2) Due to COVID-19 many of onsite events were not executable which could make the transition of finance sluggish and increase surplus. However, Japan Council changed its policy of activities in the middle of the year onto the focus of MD/public relations, increase of high grade members, IT platforms for operations and so on, which kept the financial activities positive and this investment is expected to be profitable also in the coming years.
- Major Events (International, National)
 - Japan Council supported MAW 2020 hosted by Hiroshima Section, which was held on October 16th with 174 participants on site or online.
<https://www.ieee-jp.org/section/hiroshima/e/2020/08/13/ieee-metro-area-workshop-2020-in-hiroshima/>
 - Japan SYWL Workshop was held in Hiroshima on October 17th for group discussions under a main theme “Make a new normal (We change the future)”, which was attended by 43 members on site or online.
<https://www.ieee-jp.org/japancouncil/affinitygroup/SYWL2020/>
 - Japan Council supported a memorial event, LMAG-Tokyo’s 10th anniversary symposium consisting of a formal ceremony and IEEE Day celebration. Due to COVID-19 disaster, LMAG officer in Kikai Shinko Kaikan and other 65 attendees in Zoom celebrated IEEE day together. Total 70 attendees, October 8th, 2020
<https://ieee-jp.org/section/tokyo/en/lmag-tokyos-10th-anniversary-symposium-with-ieee-day-celebration.html>
 - Japan Council supported all WIEs in Japan in Co-hosted Online Gatherings on May 16th, 2020 online with 40 attendees.
 - Japan Council collaborated strongly in the new activity for education which was proposed by IEEE headquarter and Region 10 with a series of Engineer Spotlight 10 times in total in Japan.
https://www.ieee-jp.org/japancouncil/affinitygroup/R10_Spotlight/
- Major Chapter Activities
 - JC COC held two meetings with more than 70 participants for each consisting of all the chapter chairs in Japan on June 19th and November 5th. There they discussed procedures of chapter operations, the newly developed automated system for applying for events, 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) online on June 4th. This is an annual meeting of presentation and interaction among SB students from all areas of Japan, which gathered 72 attendees.

- JC YP Coordinator arranged “Sections YP Chair Meeting” online on October 17th with 13 attendees, where topics were discussed such as effective ways of activities under COVID-19.
- JC YP carried out two types of contests in Japan: idea contest for the nomination to IEEE YESIST12 2020 on October 10th, 2020, 7 applications, and essay contest for one’s own career-up & skill-up visions with 11 applications on August 31st, 2020 (A application deadline)/ October 25th, 2020 (award ceremony).
- Japan Council proceeded establishment of WIE in every section in Japan, by which Tokyo/Shin-etsu joint WIE (July 2020) and Shikoku/Hiroshima/Fukuoka joint WIE (August 2020) were established, and Japan Council WIE will disband shortly in 2021.
- Awards
 - 2020 Supporting Friend of IEEE MGA Award (Organizational)
Nippon Telegraph and Telephone (NTT) East Corporation, Region 10 - Sendai, Japan
“For longstanding support to the activities of the IEEE Sendai Section”
 - The Runner-up Award of IEEE Region 10 SYWL Congress Cultural Contest to members of Tokyo Section for a live dance performance to the tune of a traditional Japanese song called “Tankoubushi” played with a traditional Japanese instrument called “Sanshin”, a kind of guitar with three strings

A.2 Financial Report

- Summary (as per submitted on NetSuite)
 - Due to COVID-19 many of onsite events were not executable which could make the transition of finance sluggish and increase surplus. However, Japan Council changed its policy of activities in the middle of the year onto the focus of MD/public relations, increase of high grade members, IT platforms for operations and so on, which has kept the financial activities positive and this investment is expected to be profitable also in the coming years.

IEEE
IEEE : Region 10 : Region 10 JPY
Profit and Loss
From Jan 2020 to Adjust 2020

Financial Row	Amount
Sales	
3.20 - Region Receipts	¥185,832.00
3.30 - Sections or Councils	¥25,307,151.00
3.32 - Receipts from MGA Board, other Major Boards	¥202,000.00
3.40 - IEEE CB Account Interest	¥4,871.00
3.45 - Non-IEEE CB Account Interest	¥1,428.00
Total - Sales	¥25,701,282.00
Gross Profit	¥25,701,282.00
Overheads	
4.10 - Meetings & Social Events Expense	¥760,836.00

4.80 - Student Activities Expense	¥45,091.00
4.90 - Other Program Expenses	¥9,468,017.00
5.10 - Occupancy Expense	¥2,288,560.00
5.20 - Travel Expense	¥4,550.00
5.30 - Salaries Expense	¥6,676,381.00
5.50 - Support to Sections/Chapters Expense	¥5,883,685.00
5.60 - Other Management & General Expenses	¥2,510,263.00
Total - Overheads	¥27,637,383.00
Operating Profit	-¥1,936,101.00
Net Profit/(Loss)	-¥1,936,101.00

- Any other financial activities
 - Budget management was reinforced by monthly monitoring of executed activities of each committee and AG. Total budget was revised in July, which enabled to shift the activity focus from onsite events to IT system improvement, public relations activities and so on.

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
2020	3	481	1,108	10,177	324	1,388	317	13,798
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

- 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 two meetings (April 24th and November 25th) 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 kept collaboration with chapters and Japan Office since 2019 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. (However due to COVID-19 there was no event to distribute the materials in 2020.)
 - JC MD Coordinator and JC IPC (Industry Promotion Committee) had collaboration to create handouts and video materials which introduce how IEEE members make use of

IEEE activities in their daily studies or works. Six members (2 from YP, 2 from industry and 2 from WIE) were interviewed through online meeting systems and the recorded video and audio was used to create the video clips and handouts which are open to public on Japan Council web page. Thanks to these new materials the number of access to the web page surged in December.

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 70.
- 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 70.
- Summary of Chapters activities:
 - Total number of events such as technical meetings held by Chapters in Japan is over 215.
 - Japan Council Chapter Operation Committee Meetings were held on June 19th and November 5th for all Chapters belonging to Sections in Japan. Support policy, management manual, guideline for chapter awards were updated, and information was shared about a newly developed automated system for applying for events.
 - Chapter awards and supports from Japan Council have been confirmed.

B.3 Professional and Continuing Education Activities

- Summary
 - Japan Council supported TENCON2020 with 9 sections in Japan, which gathered 534 participants on Zoom webinar.
 - As a technical event, Japan Council co-sponsored IEEE ICCCI 2020 held on June 26th – 28th, 2020 (Online) with 115 participants.
 - In 2020 Japan Council intensively promoted educational activities mainly for online participants in the frame of “Engineer Spotlight”, new events proposed by R10. Japan Council supported Japanese version of Engineer Spotlight 10 times in total in 2020.
- Major Events/Activities (instead of table):
 - TENCON2020: November 16th – 19th, 2020 (Online)
 - Co-sponsorship: June 26th – 28th, 2020, IEEE ICCCI 2020 (Online)
 - Engineer Spotlight -Japan-
 - 1: May 31st, 2020, “Internet and IEEE” by Prof. Akinori Nishihara
 - 2: June 7th, 2020, “Post COVID-19, Let’s create the new world!!!” by Prof. Takuo Suzuki, Prof. Takashi Yoshida, et al.
 - 3: June 14th, 2020, “Case Study of a President of Venture Business” by Mr. Yasuaki Takano
 - 4: June 18th, 2020, “What is 5G? What does it create?” by Prof. Kei Sakaguchi
 - 5: July 4th, 2020, “Talk to Future Edisons” by Prof. Kojiro Nishimiya, Ms. Mayumi Suzuki, and Prof. Takashi Yoshida
 - 6: August 5th, 2020, “What robots can do and what only you can do”, by Mr. Yutaka Kondo
 - 7: September 12th, 2020, “What is software engineering?” by Prof. Natsuko Noda

- 8: October 29th, 2020, “Introduction to Information Compression“ by Dr. Seishi Takamura
- 9: November 25th, 2020, “7 methods to make online lectures efficient”, Prof. Yuki Watanabe
- 10: December 28th, 2020, “How to make the most of IEEE” by Mr. Yu Kumita, Mr. Junpei Koishi, et al.

- Establishment of EA Group in Japan Council

To promote EA continuously, after two preparatory meetings (June 22nd, and July 23rd, 2020), EA coordinator was nominated on July 31st, 2020 and EA Group started working. The first EA meeting was held on October 19th, 2020 with 14 attendees (Webex).

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 2020) and counselors assisted student activities in their branches.
- Numbers of Student Branches formed in the current year:
No new student branch was established in 2020.
- Council level student activities (student congress, paper and other contests, awards, etc.):
 - On June 4th, Japan Council had an administrative web meeting by Student Activities Committee chairs of 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.
 - Japan Council supported a delegate from Student Activities Committee to attend the R10 SYWL Virtual Congress on September 19th through October 4th.
- 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):
 - Japan Council SAC held Student Branch Leadership Training Workshop (SBLTW) online on June 4th. This is an annual meeting of presentation and interaction among SB students from all areas of Japan, which gathered 72 attendees.

B.5 Affinity Group Activities

- Young Professional (YP) Coordinator
 - Japan Council YP supported to establish Sapporo Section YP on March 20th, 2020.
 - In the frame of IEEE Engineering Spotlight Japan, lecturers from YP presented on web twice: June 7th, 2020 with 109 attendees and July 4th, 2020 with 88 attendees.
 - Japan Council supported delegates of YP members in Japan to attend the R10 SYWL Virtual Congress on September 19th through October 4th.
 - Sections YP Chair Meeting was held online on October 17th, 2020 with 13 attendees.
 - October 17th in 2020, JC YP Coordinator, as a main steering leader, promoted Japan SYWL workshop as group discussions under onsite/online hybrid environment, of which main theme was "Make a new normal (We change the future)". The attendees discussed their experience during the COVID-19 and make plans for the future in 10 groups and 43 attendees in total.

- <https://www.ieee-jp.org/japancouncil/affinitygroup/SYWL2020/>
- Japan Council supported a YP engineer to participate in MAW and SYWL Japan 2020 at Hiroshima, on October 16th – 17th, 2020.
 - Japan Council YP lead to produce a promotional material: “IEEE Japan Council T-shirt”. For promotion of collaborative activities, Japan Council made T-shirts in a Japanese traditional motif, which were distributed to attendees of MAW 2020 and Japan SYWL Workshop in Hiroshima.
 - With a deadline on August 31st, 2020, JC YP co-organized “Career Development Essay Contest” with Tokyo/Nagoya/Kansai Section YP, Kansai/Sendai Section WIE. This year there were 11 applications. Award ceremony was held on October 25th online.
<https://ieee-jp.org/section/tokyo/about/yp/activity/12th-essaycontest.html>
(Japanese only)
 - Japan Council held idea contest in Japan for the nomination to IEEE YESIST12 2020 on October 10th, 2020 with 7 applications
 - Japan Council YP made promotion video and a handout to attract new members, which features two of very actively working YP members.
- Women In Engineering (WIE)
 - JC WIE had 4 Administrative Meetings in 2020: January 29th, 2020 (5 attendees), April 14th, 2020 (10 attendees), June 9th, 2020 (10 attendees), July 28th, 2020 (8 attendees).
 - All WIEs in Japan Co-hosted Online Gatherings on May 16th, 2020 online with 40 attendees.
<https://www.facebook.com/events/2621700454596945/>
<https://ieee-jp.org/section/tokyo/adm/info/bulletin/No.123eng.pdf>
 - In the frame of IEEE Engineering Spotlight Japan lecturers from WIE presented on web on September 12th, 2020 with 50 attendees.
 - Japan Council supported delegates of WIE members in Japan to attend the R10 SYWL Virtual Congress on September 19th through October 4th.
 - Japan Council WIE presented “WIE Best Award” in the 17th IEEE TOWERS held on November 28th online.
 - The officers of Japan Council WIE supported and attended in a commemorative ceremony of three years by IEEE Sendai WIE with theme of “State of the Art Technologies Devoted to Society 5.0” on October 31st online.
 - The chair of Japan Council WIE made presentation in the ceremony of LMAG-Tokyo 10th anniversary on October 8th.
 - Japan Council strongly supported the establishment of two new section WIEs: Tokyo/Shin-etsu joint WIE in July 2020 and Shikoku/Hiroshima/Fukuoka joint WIE in August 2020.
 - Seeing that all the Sections in Japan now have its section WIE, Japan Council WIE started necessary procedures of dissolution. Japan Council Executive meeting in December approved the dissolution. Japan Council WIE will be dissolved according to the final decision of IEEE BoD in 2021. Japan Council will have organizational function of WIE activities in Japan by newly appointing a WIE coordinator.
 - LMAG Coordinator
 - LMAG Coordinator supported life member activities in collaboration with section LMAGs.

B.6 Awards & Recognition Activities

- Awards Committee Meeting was held on October 30th, 2020. Latest status and policy for nominations were discussed. Candidate nominations for various awards and fellows are encouraged. And it was confirmed that members in Japan received two IEEE Technical Field Awards 2021 (Andrews Grove Award and Control Systems Award) and an IEEE medal 2020.
- 2020 Supporting Friend of IEEE MGA Award (Organizational) was presented to Nippon Telegraph and Telephone (NTT) East Corporation, Region 10 - Sendai, Japan "For longstanding support to the activities of the IEEE Sendai Section"
- The Runner-up Award of IEEE Region 10 SYWL Congress Cultural Contest was presented to members in Tokyo Section for a live dance performance to the tune of a traditional Japanese song called "Tankoubushi" played with a traditional Japanese instrument called "Sanshin", a kind of guitar with three strings
- History Committee Meeting was held on October 2nd, 2020 online (Webex) with 12 attendees, where status and know-how of preparation for IEEE Milestone was shared among 9 sections in Japan.
- Japan Council submitted a report on October 22nd, 2020 on "Why do few members challenge the promotion to IEEE fellow grade from the industry organizations in Japan?" to IEEE Headquarters Ad-hoc meeting as a discussion material.

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://iee-jp.org/en/>
- E-mail is also used among the executive committee members to share information from IEEE headquarters or Region 10, to have supplementary discussion on the plans or activities, to 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.
- 2 articles were submitted and published in the R10 newsletters. (11 articles in total by all the sections in Japan including 2 by Japan Council itself)

B.8 Industry Relations

- To promote the relationship with IEEE and industry in Japan, Industry Promotion Committee meetings were held on March 17th, June 2nd and November 6th, 2020 (online).
- Japan Council supported an annual big event "Metro Area Workshop (MAW) 2020" held in Hiroshima on October 16th (onsite/online hybrid), which gathered 174 attendees. This event aimed to promote the activities of the section with local industries. Six lectures were delivered by engineers in the local industries, which much attracted the attendees.
<https://www.ieee-jp.org/section/hiroshima/e/2020/08/13/ieee-metro-area-workshop-2020-in-hiroshima/>
- Japan Council IPC (Industry Promotion Committee) had discussions with industry bodies: Toyota Motor Corporation on December 3rd, 2020 (4 attendees), and JATES (Japan Techno-Economics Society) on July 21st, 2020 (4 attendees)

B.9 Humanitarian Technology Activities

- Japan Council has supported every year the activity of Tokyo Section SIGHT. However in 2020 it was unable to delegate IEEE engineers to provide a lecture for elementary school children due to COVID-19.

B.10 Community Activities

- Japan Council supported a memorial event, LMAG-Tokyo's 10th anniversary symposium consisting of a formal ceremony and IEEE Day celebration. Due to COVID-19 disaster, LMAG officer in Kikai Shinko Kaikan and other 65 attendees in Zoom celebrated IEEE day together. Total 70 attendees, October 8th, 2020
<https://iee-jp.org/section/tokyo/en/lmag-tokyos-10th-anniversary-symposium-with-ieee-day-celebration.html>

PART C – OTHERS

C.1 Special Events

- IEEE DAY CELEBRATION PARTY Tokyo
 - Japan Council supported a memorial event, LMAG-Tokyo's 10th anniversary symposium consisting of a formal ceremony and IEEE Day celebration. Due to COVID-19 disaster, LMAG officer in Kikai Shinko Kaikan and other 65 attendees in Zoom celebrated IEEE day together. Total 70 attendees, October 8th, 2020
<https://iee-jp.org/section/tokyo/en/lmag-tokyos-10th-anniversary-symposium-with-ieee-day-celebration.html>

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,

C.3 Collaboration with other IEEE Sections

- Japan Council supported 8 of SAC/YP/ LMAG members to participate in the 2020 R10 SYWL Virtual Congress held on September 19th through October 4th (online) and to interact with members from other sections of R10.

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.
- Japan Council took the lead to establish prompt procedures for event application from chapters by making use of a new IT system for automatic workflow, which began to

work in November 2020. This new mechanism succeeded to curtail the needed time for format verification and to alleviate heavy clerical burdens.

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

<Communication for operations>

- 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 “secretaries meeting” in 2020 for the sake of sharing information and discussion of common concerns among 9 sections in Japan. In 2020 two meetings were held: September 25th and November 25th, and the main topic was how to motivate IEEE members to elevate higher degrees such as Fellow and Senior members. According to the discussion of these meetings Japan Council decided to provide memorial medal to new senior members in every section every year.
- Japan Council submitted a report about why only few members from industry in Japan tries to elevate to Fellow members to IEEE headquarter and it was referred in administrative meeting.

<IT Environment>

- Japan Council started to utilize a new office tool “Garoon” in 2019 for the sake of information sharing, communication promotion, expediting discussion and decision, optimization of office work effort, and so on among the members of the executive committee. In 2020 Japan Council extended its use to more of committees and chapters by distributing ID account.
- For online communication, Japan Council started to use “Zoom” from May 2020 and it was used in 42 meetings and webinar with 1188 attendees.
- Japan Council took the lead to establish prompt procedures for event application from chapters by making use of a new IT system for automatic workflow, which began to work in November 2020. This new mechanism succeeded to curtail the needed time for format verification and to alleviate heavy clerical burdens.

<Administrative Works>

- Budget management was reinforced by monthly monitoring of executed activities of each committee and AG. Total budget was revised in July, which enabled to shift the activity focus from onsite events to IT system improvement and public relations activities.
- Through the newly prescribed nomination process, the Japan Council officers who will serve in 2021-2022 were elected on July 31st, 2020.

- Workflow guidelines of conference sponsorship and email announcement were revised for simplification and handling of increased online event announcements respectively.

<Public Relations and Action for Members>

- Japan Council (by MD Coordinator and IPC) created handouts and video materials which introduce how IEEE members make use of IEEE activities in their daily studies or works. Six members (2 from YP, 2 from industry and 2 from WIE) were interviewed through online meeting systems and the recorded video and audio was used to create the video clips and handouts which are open to public on Japan Council web page. Thanks to these new materials the number of access to the web page surged in December.
- Japan Council decided to create and offer a memorial medal produced by Japan Mint, an Incorporated Administrative Agency which produces nationally official coins and medals, to new senior members in every section in Japan. This is expected to appeal to potential senior members and to be a motivation for retention of membership.

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.
- Due to COVID-19, the conventional method to hold events needs to change. In 2020 online or onsite/online-hybrid types of events were tried and there were more participants in many cases. However, some problems are still to be solved such as deep interaction, sub-group discussion, direct experience on demonstration, and onsite tours. Establishing common VR platform which enables us to pseudo-experience the meeting and tours may be one solution.

PART D - GOALS AND PLANS

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

- Japan Council discussed long range strategies for sustainable growth and future plans, in particular, in the Long Range Strategic Committee who had meetings three times: February 28th, June 22nd, and November 6th. The major topics in 2020 were long term financial stability and sustainable growth with taking into account the currency exchange rate and membership, new projects leading to section's activities, acceleration of procedures for improvement by introducing IT systems, management of executive committee, and whole operations in the new normal era.
- Japan Council continues to work by forming 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

- To 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
- 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.
- It would be effective to make tighter relationship with industries to make rankings of the organizations open to public every year according to their contributions to IEEE, e. g. number of members, number of participants to IEEE events, special support to activities, and so on, in addition to presenting awards to them.

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. IEEE DAY Celebration Party in Tokyo on October 8th



Photo 2. MAW2020 in Hiroshima on October 16th



Photo 3. Japan SYWL Workshop in Hiroshima on October 17th
(Onsite/Online-Hybrid Workshop with keeping "Social Distance" onsite)