



# IEEE Region 10 Operations Manual

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This document incorporates changes to the IEEE Region 10 Operations Manual approved by the R10 Director and will remain effective for calendar years 2021 – 2022.

**As of December 2021**

**In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, MGA Operations Manual, IEEE Policy and Procedures and IEEE Region 10 Bylaws will prevail when there is a conflict between these documents and R10 Operations Manual.**

## CONTENTS

<b>DEFINITIONS</b>	<b>6</b>
<b>R10 OPERATIONS MANUAL</b>	<b>7</b>
Introduction	7
R10 General Practices	7
Preservation of R10 Operational Manual	8
Organization Chart	9
<b>SECTION 1: R10 DIRECTOR/R10 DELEGATE</b>	<b>10</b>
1.1 Introduction	10
1.2 Composition of R10 Executive Committee	11
1.3 The R10 Director's Functions	11
1.4 Contact details for the R10 Director	11
<b>SECTION 2: R10 NOMINATIONS AND ADVISORY COMMITTEE</b>	<b>12</b>
2.1 Introduction	12
2.2 Composition & Tenure	12
2.3 Functions	12
2.4 Meetings	13
<b>SECTION 3: RUNNING OF THE REGION</b>	<b>14</b>
3.1 Introduction	14
3.2 R10 Secretary	14
3.3 R10 Treasurer	15
3.4 R10 Vice Chairs	15
3.4.1 R10 Vice Chair (Technical Activities)	16
3.4.2 R10 Vice Chair (Professional Activities)	16
3.4.3 R10 Vice Chair (Members Activities)	16
<b>SECTION 4: R10 FINANCIAL MANAGEMENT</b>	<b>17</b>
4.1 Region 10 Accounts	17
4.2 Region 10 Funds	17
4.3 Role & Responsibility of the Treasurer	18
4.4 Handing Over Procedures	19
<b>SECTION 5: R10 AWARDS &amp; RECOGNITIONS COMMITTEE</b>	<b>20</b>
5.1 Introduction	20
5.2 R10 Awards & Recognition Committee Broad Objectives	20
5.3 R10 Awards & Recognition Committee (ARC) Composition	20
5.4 R10 Awards & Recognition Committee Functions	20
5.5 R10 Awards & Recognition Committee Chair's Functions	21
5.6 List of R10 Awards for 2021 ( <i>updated annually</i> )	21
5.7 R10 ARC Schedule ( <i>updated annually</i> )	23
5.8 Point of Contacts for Further Information ( <i>updated annually</i> )	23
<b>SECTION 6: R10 CONFERENCE AND TECHNICAL SEMINAR COMMITTEE</b>	<b>24</b>
6.1 Introduction	24
6.2 R10 CTS Committee Broad Objectives	24
6.3 R10 CTS Committee Composition	25
6.4 R10 CTS Committee Functions	25

6.5 R10 CTS Committee Chair’s Functions	25
6.6 Major Timelines of R10 CTS Committee	26
6.7 Main Point of Contacts for the R10 CTS Committee:	26
<b>SECTION 7: R10 CONFERENCE QUALITY AND MANAGEMENT COMMITTEE</b>	<b>27</b>
7.1 Introduction	27
7.2 R10 Conference Quality and Management (CQM) Committee Broad Objectives	27
7.3 R10 CQM Committee Composition	27
7.4 R10 CQM Committee Functions	27
7.5 R10 CQM Committee Chair’s Functions	28
7.6 R10 CQM Timelines	28
7.7 R10 CQM Committee Point of Contact:	28
<b>SECTION 8: R10 EDUCATIONAL ACTIVITIES COMMITTEE</b>	<b>29</b>
8.1 Introduction	29
8.2 R10 Education Activities Committee Broad Objectives	29
8.3 R10 Education Activity Committee Composition	29
8.4 R10 EA Committee Functions	29
8.5 R10 EA Committee Chair’s Functions	30
8.6 List of R10 EAC Key Projects (updated annually)	30
8.7 R10 EAC Timelines	31
8.8 R10 EAC Point of Contact:	31
<b>SECTION 9: R10 PROFESSIONAL ACTIVITIES COMMITTEE</b>	<b>32</b>
9.1 Introduction	32
9.2 R10 Professional Activities Committee Broad Objectives	32
9.3 R10 Professional Activities Committee Composition	32
9.4 R10 Professional Activities Committee Functions	32
9.5 R10 Professional Activities Committee Chair’s Functions	33
9.6 PAC Coordinated Projects for 2021 – 2022 (updated as required)	33
9.7 Project Task Measurable	34
9.8 Timeline	34
9.10 R10 PAC Point of Contact:	34
<b>SECTION 10: R10 INDUSTRY RELATIONS COMMITTEE</b>	<b>35</b>
10.1 Introduction	35
10.2 R10 Industry Relations Committee Broad Objectives	35
10.3 R10 Industry Relations Committee Composition	35
10.4 R10 Industry Relations Committee Functions	35
10.5 R10 Industry Relations Committee Chair’s Functions	36
10.6 R10 IRC Coordinated Projects for 2021 – 2022	36
10.7 R10 Industry Relations Committee Point of Contact:	36
<b>SECTION 11: R10 INFORMATION MANAGEMENT COMMITTEE</b>	<b>37</b>
11.1 Introduction	37
11.2 R10 Information Management Committee Broad Objectives	37
11.3 R10 Information Management Committee Composition	37
11.4 R10 Information Management Committee Functions	37
11.5 R10 Information Management Committee Chair’s Functions	38
11.6 R10 IMC Coordinated Projects for 2021 – 2022	38
11.7 R10 IMC Major Projects & Timelines	39
11.8 R10 Information Management Committee Point of Contact:	39

<b>SECTION 12: R10 LIFE MEMBERS ACTIVITIES COMMITTEE</b>	<b>40</b>
12.1 Introduction	40
12.2 R10 LMAC Broad Objectives	40
12.3 R10 Life Members Activities Committee Composition	40
12.4 R10 LMAC Functions	40
12.5 R10 Life Members Activities Committee Chair’s Functions	41
12.6 Awards and Competition for Region 10 Life Members	42
12.7 R10 Life Member Committee Point of Contact:	42
<b>SECTION 13: R10 MEMBERSHIP DEVELOPMENT COMMITTEE</b>	<b>43</b>
13.1 Introduction	43
13.2 R10 Membership Development Committee Broad Objectives	43
13.3 R10 Membership Development Committee Composition	43
13.4 R10 Membership Development Committee Functions	43
13.5 R10 Membership Development Committee Chair’s Functions	44
13.6 R10 Membership Development Committee Point of Contact:	44
<b>SECTION 14: R10 NEWSLETTER COMMITTEE</b>	<b>45</b>
14.1 Introduction	45
14.2 R10 Newsletter Committee Broad Objectives	45
14.3 R10 Newsletter Committee Composition	45
14.4 R10 Newsletter Committee Functions	45
14.5 R10 Newsletter Editor/Committee Chair’s Functions	45
14.6 Links to R10 Newsletter	46
14.7 R10 Newsletter Point of Contact:	46
<b>SECTION 15: R10 SECTION AND CHAPTER SUPPORT COMMITTEE</b>	<b>47</b>
15.1 Introduction	47
15.2 R10 Section and Chapter Support Committee Broad Objectives	47
15.3 R10 Section and Chapter Support (SCS) Committee Composition	47
15.4 R10 Section and Chapter Committee Functions	47
15.5 R10 Sections & Chapters Support Committee Chair’s Functions	48
15.6 R10 Sections & Chapters Support Committee Point of Contact:	48
<b>SECTION 16: R10 STRATEGIC PLANNING AND NEW INITIATIVES COMMITTEE</b>	<b>49</b>
16.1 Introduction	49
16.2 R10 Strategic Planning and New Initiatives Committee Broad Objectives	49
16.3 R10 Strategic Planning & New Initiatives Committee Composition	49
16.4 R10 Strategic Planning and New Initiatives Committee Functions	49
16.5 R10 Strategic Planning and New Initiatives Committee Chair’s Functions	49
16.6 R10 Strategic Planning and New Initiatives Point of Contact:	50
<b>SECTION 17: R10 YOUNG PROFESSIONALS COMMITTEE</b>	<b>51</b>
17.1 Introduction	51
17.2 R10 YP Activities Committee Broad Objectives	51
17.3 R10 YP Committee Composition	51
17.4 R10 YP Committee Functions	51
17.5 R10 YP Committee Chair’s Functions	52
17.6 Main R10 YP Activities for 2021-2022	53
17.7 R10 Young Professional Committee Point of Contact:	53
<b>SECTION 18: R10 STUDENTS ACTIVITIES COMMITTEE</b>	<b>54</b>

18.1 Introduction	54
18.2 R10 Student Activities Committee Broad Objectives	54
18.3 R10 Students Activities Committee Composition	54
18.4 R10 Student Activities Committee Functions	54
18.5 R10 Student Activities Committee Chair’s Functions	55
18.6 List of Major Annual Activities	55
18.7 R10 Students Activities Committee Point of Contact:	56
<b>SECTION 19: R10 WOMEN IN ENGINEERING COMMITTEE</b>	<b>57</b>
19.1 Introduction	57
19.2 R10 Women In Engineering Committee Broad Objectives	57
19.3 R10 Women In Engineering Committee Composition	57
19.4 R10 Women In Engineering Committee Functions	57
19.5 R10 WIE Committee Chair’s Functions	59
19.6 Activities	59
19.7 Other Matters	59
19.8 R10 Women-in-Engineering Committee Point of Contact:	59
<b>SECTION 20: R10 HUMANITARIAN TECHNOLOGY ACTIVITIES COMMITTEE</b>	<b>60</b>
20.1 Introduction	60
20.2 R10 Humanitarian Technology Activities Committee Broad Objectives	60
20.3 R10 Humanitarian Technology Activities Committee Composition	60
20.4 R10 Humanitarian Technology Activities Committee Functions	60
20.5 R10 Humanitarian Technology Activities Committee Chair’s Functions	61
20.6 Major R10 HTA Projects	61
20.7 R10 Humanitarian Activities Committee Point of Contact:	61
<b>SECTION 21: R10 HISTORY COMMITTEE</b>	<b>62</b>
21.1 Introduction	62
21.2 R10 History Committee Broad Objectives	62
21.3 R10 History Committee Composition	62
21.4 R10 History Committee Functions	62
21.5 R10 History Activities Committee Chair’s Functions	62
21.6 Point of Contact for R10 History Committee	63
<b>SECTION 22: R10 INDIVIDUAL BENEFITS &amp; SERVICES COMMITTEE</b>	<b>64</b>
22.1 Introduction	64
22.2 R10 Individual Benefits & Services Committee Broad Objectives	64
22.3 R10 Individual Benefits & Services Committee Composition	64
22.4 R10 Individual Benefits & Services Activities Committee Functions	64
22.5 R10 Individual Benefits & Services Activities Committee Chair’s Functions	64
22.6 Point of Contact for R10 IB&S Committee	65
Annex I: Record of Changes	66

## DEFINITIONS

When used in the R10 Operations Manual, the following terms shall have the meaning as shown below:

- “R10” shall mean IEEE Region 10, the Asia-Pacific Region.
- “R10 OpsMan” shall mean R10 Operations Manual
- “R10 EXCOM” shall mean IEEE Executive Committee members appointed by R10 Director to run the affairs of the region.
- “Approved” shall mean approved by the R10 Director or someone authorised to approve on behalf of R10 Director.
- “R10 Committee” shall mean the Committee of the Region.
- “R10 Program Committee” shall mean committee appointed by R10 Director to run a specific R10 programs and is chaired by a R10 EXCOM member.
- “Meeting” shall mean a duly convened meeting of R10.
- “Simple Majority” shall mean majority of more than the half.
- “Member” shall mean an individual member or an organisational unit (OU) of R10
- “Territory” shall mean the total Territory of the Region 10 as approved by the MGA Board.
- “MGA” shall mean the IEEE Member & Geographic Activities Board.
- “Policies and Procedures” as used in this document refers only to R10 Policies and Procedures.
- “Section” shall mean an IEEE Section that currently is an **Organizational Unit** of the IEEE.
- “SECTION” in upper case refers to parts of this document.
- “OU” means the IEEE organizational unit, which can be a Section, Technical Society Chapter, an Affinity Group, a Student Branch, a Student Branch Chapter or Student Branch Affinity Group.

# R10 Operations Manual

## Introduction

This IEEE Region 10 Operations Manual (R10 OpsMan) is prepared to provide a framework for the smooth functioning of Region's affairs and as a guide for all appointed R10 officers, R10 EXCOM members and members of various committees to carry out their duties and functions effectively. In some instances it is possible that the officers' duties and committees' functions described in the R10 OpsMan may not adequately cover the subject matter. In all such instances R10 Director shall provide guidance or directives in accordance to R10 Bylaws and IEEE policies.

If needed, different committees may either be merged or chaired by a single R10 Committee Chair. In such cases, the R10 OpsMan shall retain the description of each of those committees separately.

As the R10 priorities and programs may change to meet emerging situations, the OpsMan is required to be reviewed and updated every second year corresponding to change of R10 Directorship and introduction of a new R10 EXCOM. A scheme to keep a record of the changes in the OpsMan is explained below.

## R10 General Practices

The OpsMan is divided into several SECTIONS to explain duties of R10 Director, Operations Committee and all EXCOM members and functions of various committees. However, some of the general practices that apply to most of the R10 EXCOM members are described below.

- (1) Ethical Practices – IEEE R10 upholds ethical practices and expects the highest standard of ethical behaviours from every member and volunteers involved in R10 affairs.
  - All R10 EXCOM members and their committees' members must abide by the IEEE Code of Conduct and **IEEE Code of Ethics**.
  - It is mandatory for all members of R10 EXCOM to declare any **conflict of interest** and take appropriate steps to avoid participation in any R10 activity where there is a chance of conflict of interest. R10 EXCOM members will also ensure that no member of the committee they chair has any conflict of interest with the matters dealt by the committee.
  - All members of R10 EXCOM are required to pay due consideration to their "Duty of Care" towards fellow volunteers and extend support in the professional and personal development of all IEEE members.
  - R10 Committee Chairs shall collaborate with each other to avoid duplication of undertakings and wastage of resources, both financial as well as human resources.
- (2) R10 Committee Chairs shall serve as Region 10 Executive Committee Members reporting at both the Region 10 Annual Executive Committee Meeting and the Region 10 Annual Meeting, normally to be held once a year.
- (3) R10 is required to report its activities and financial transactions to IEEE MGA Board and IEEE Treasurer, respectively. R10 EXCOM members are therefore required to (a) provide timely inputs about their activities to the six monthly reports to the Board of

Directors and (b) complete budget expenditure in time for R10 Treasurer to close the books by the date as specified by the IEEE Treasurer.

- (4) All R10 EXCOM members who act as Programs Committee Chairs and Chair R10 Programs Committees shall lead their committees in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. Programs Committees' Chairs will also keep committee members informed about changes in R10 priorities and directions as communicated by the R10 Director and/or relevant R10 Vice Chair. In recruiting committee members all R10 Program Committees Chairs must attempt to achieve a balance of diversity in terms of gender as well as experience. It is advisable to have committee members from different areas, which includes Sections, Councils, Chapters and countries for diversity. The committee members should have experience of serving at Section, Council or Chapter levels in some leadership role so that they have better understanding of IEEE operations. R10 Programs Committees Chairs should also nurture talented committee members for future leadership roles in R10.

Generally the R10 Committee Chairs and their committees will conduct their business by e-mail and online meetings. If an opportunity arises they can meet in person to discuss their functions and programs. Such meetings shall be with the prior approval of R10 Director.

- (5) Succession Plan – Where possible, all R10 Committee Chairs must identify and groom talented volunteers and assist in putting them forward for consideration of higher-level IEEE volunteer positions. The R10 Chairs should consider to delegate some responsibilities to their committee members as an opportunity to incubate future leaders who can become good candidates as successors of R10 Committee Chair positions and other IEEE volunteer positions.
- (6) Every R10 Committee Chair must annually review the relevant section of the R10 Operations Manual and ensure it is in alignment with R10 objectives and policies.
- (7) Handing Over Procedures – At the end of the term of the elected R10 Director it is deemed that the R10 EXCOM members and members of various committees will stand down and handover to the incoming R10 EXCOM. For a smooth transition, each R10 EXCOM shall prepare a comprehensive report of the area of his/her responsibilities and pass it to the corresponding incoming R10 EXCOM member. The report shall still be required even if the EXCOM member is continuing in the new R10 EXCOM in the same position or a new position.

### **Preservation of R10 Operational Manual**

The R10 OpsMan may need to get an update every second year to reflect the changing nature of R10 operations and stay relevant to members' needs. It is important to amend this document in a systematic manner and keep a track of changes made so that all amendments remain traceable.

- The R10 EXCOM members shall be given an opportunity at the beginning of their term to discuss relevant SECTIONS of the OpsMan with the concerned R10 Vice Chair and review it with his/her committee. After the review, appropriate amendments shall be made to reflect the true nature of objectives, role & responsibilities and the functions of R10 Committee Chair/officer and committees. The revision of the R10 OpsMan will allow the

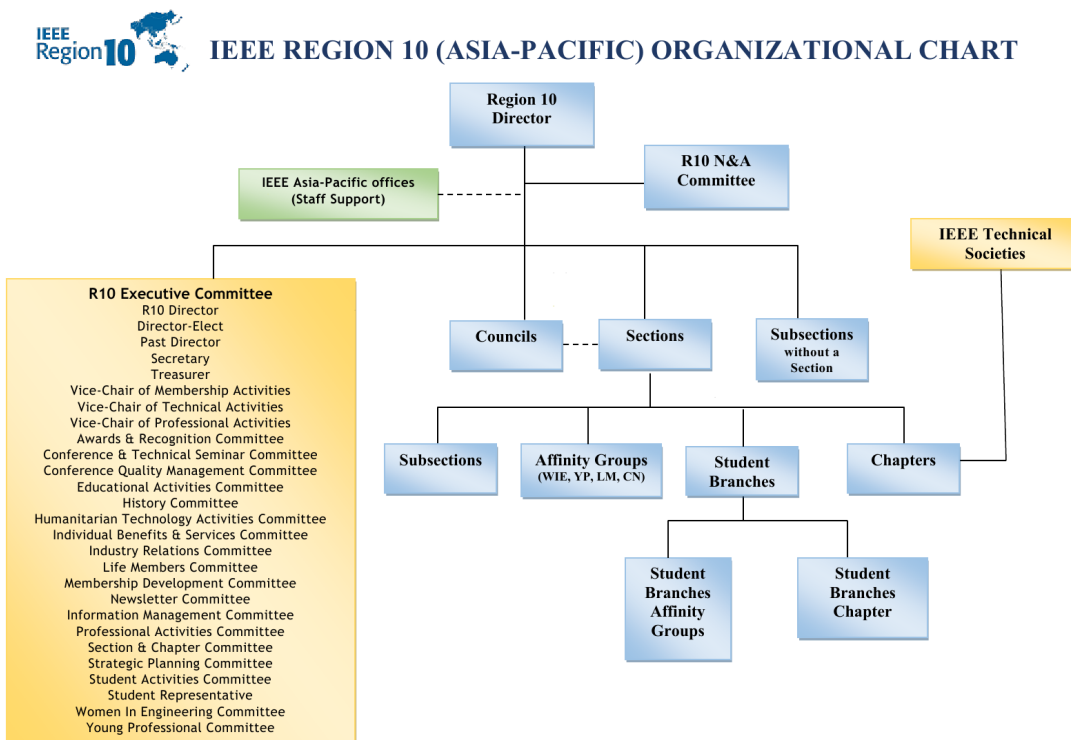


R10 EXCOM members to better understand their role and carry out their responsibilities effectively.

- The amendments suggested by a R10 Committee Chair shall be examined by the R10 Operations Committee (OpsCom) before making recommendation to the Director for approval. The R10 Director shall approve all changes in the R10 Operation Manual and a new version of the OpsMan shall be released. Names of all amends makers will be recorded in Annex I. The IEEE Singapore Office will preserve the softcopy of old versions of the R10 OpsMan for the purpose of record keeping.
- The final OpsMan document after amendment shall be made available on the R10 website.

### Organization Chart

General structure of IEEE R10 EXCOM and support from IEEE Offices is shown in block diagram below..



R10 Organization Chart - Updated - 8 December 2021

## **SECTION 1: R10 Director/R10 Delegate**

### **1.1 Introduction**

The IEEE Region 10 Director/R10 Delegate is the highest elected officer of the region and as such oversees the IEEE programs and implementation of IEEE policies in the region. The elected R10 Director first serves as Director-Elect for two years followed by assuming the role of R10 Director for two years.

Being the most senior volunteer in the region, R10 Director is seen to be a role model and a leader to inspire the Sections' leadership and volunteers for a professionally vibrant IEEE community. R10 Director sets the directions for achieving IEEE goals and maximizes membership benefits for all members.

The IEEE MGA Operations Manual specifies the functions of Regional Directors as:

1. Represents the membership of Region 10.
2. Serves as a voting member of the IEEE Assembly and MGA Assembly as a delegate.
3. Serves as a voting member of the IEEE Board of Directors, and as such serves the interests of IEEE.
4. Serves as a voting member of the MGA Board.
5. May serve as a representative of MGA to other IEEE organizational units.
6. May serve on MGA committees or other organizational units.
7. Serves as chair of their respective Region committee with responsibilities and authority in consonance with the Region bylaws.

The IEEE MGA Operations Manual specifies the duties and responsibilities of Regional Directors as:

- Have the duties, responsibilities, and authority as identified in IEEE Bylaws and Region bylaws.
- Appoints the Treasurer, Secretary, and such other committee chairs as may be specified in the Region bylaws or identified in the MGA Operations Manual.
- The Region Director will hold at least one Region meeting a year and may hold Region Executive Committee meetings between the Region meetings if necessary, in accordance with Region bylaws.
- Encourage Sections participation in the Region meetings and address problems faced by the Sections.
- Encourage Section/Chapter interaction.
- Develop an appropriate leadership development program and encourage Section officers to participate.
- Encourage student activities including the formation and successful operation of Student Branches and Student Branch Chapters.
- Present recommendations for approval of Section and Geographic Council formations and forward petitions to the MGA Secretary for ratification and transmission to the MGA Board.
- Approve Technical Chapters, Affinity Group, Student Branch, and Student Branch

Chapter formations for transmission to the MGA Board.

- Encourage membership development, including recruitment, retention, and recovery.
- Participate in and encourage IEEE Sections Congress.
- Ensure that the Region financial statements and Region committee roster reports are submitted to the MGA department in a timely manner.
- Present to MGA Board any regional items that may require MGA Board action.
- Submit a report of activities to the MGA Board before each MGA Board meeting and a summary report for the MGA Annual Report.
- Develop appropriate training curricula and materials for Region officers.

## **1.2 Composition of R10 Executive Committee**

R10 Director selects experienced, enthusiastic and dynamic volunteers from across the region as R10 Executive Committee members to lead different R10 programs and serves as R10 emissaries in the region and outside the region. The R10 Director appoints R10 Secretary, R10 Treasurer and program Committee Chairs, which forms the R10 Executive Committee (EXCOM). There is no fixed number of EXCOM members and it is at the discretion of the R10 Director to decide the optimum size of the EXCOM.

The R10 Committee Chair/Chairs form and lead the Program Committees for implementation of the R10 Director's vision and mission. The functions of each EXCOM member are given in detail in the relevant SECTION of this manual.

## **1.3 The R10 Director's Functions**

In addition to the responsibilities mentioned in the MGA Operations Manual, the R10 Director performs following functions:

- Chair of the R10 Committee, consisting of all IEEE Section Chairs in the region and other appointed or ex-officio members.
- Chair of the R10 EXCOM
- Chair of the R10 OpsCom
- Approver of the R10 budget for the year
- Conflict resolutions

## **1.4 Contact details for the R10 Director**

- (a) Mr Deepak Mathur ([deepakmathur@ieee.org](mailto:deepakmathur@ieee.org))
- (b) In most instances the R10 Director can be contacted through Ms Ewell Tan, Manager, IEEE Asia Pacific in Singapore ([ewell.tan@ieee.org](mailto:ewell.tan@ieee.org)).

## **SECTION 2: R10 Nominations and Advisory Committee**

### **2.1 Introduction**

The Region 10 Nominations and Advisory (R10 N&A) Committee is a standing committee of Region 10 and reports to the serving Region 10 Director. The broad scope of the N&A Committee includes:

- The Region 10 Nominations and Advisory Committee shall be responsible for the nominations process and identifying qualified candidates for the position of Region 10 Director-Elect.
- The Committee shall also be responsible for preparing a list of potential candidates to be considered by the IEEE and MGA Nominations & Appointments Committees for service on various Boards and Committees of IEEE.
- The Committee will also have scope to advise the Region 10 Director on various issues referred from time to time.

### **2.2 Composition & Tenure**

The R10 N&A Committee consists of the Region 10 Director, Region 10 Director-Elect and Immediate Past Region 10 Director plus up to four Past Region 10 Directors who are living and registered in Region 10 and serving in the R10 EXCOM. The Immediate Past Region 10 Director serves as the Chair of the N&A Committee. The Committee shall report to the serving Region 10 Director.

The term of the Committee is concurrent with that of the Region 10 Director.

No later than December 1 of the year preceding the term of Region 10 Director, the R10 N&A Committee shall be appointed by the R10 Director.

### **2.3 Functions**

The Region 10 Nominations and Advisory (R10 N&A) Committee shall be:

1. Responsible for recommending potential candidates to IEEE and MGA N&A Committees from Region10 - The committee shall prepare an annual list and recommend candidates for various IEEE and MGA positions, including chair and committee member candidates, within the relevant nomination deadline.
2. Advising the R10 Director on various issues referred from time to time.
3. Responsible for Nomination of Region 10 Director-Elect Candidates as per the following procedure:
  - I. No later than August 1 of the odd numbered year preceding the year of election of the Region 10 Director-Elect, the R10 N&A Committee via IEEE APO (Asia-Pacific Office) will call for nominations of candidates from all Sections by the submission of the candidates' names for the position of Region 10 Director-Elect as per the annexed format-A. The deadline to receive Nominations is September 30.
  - II. No later than October 1 of the odd numbered year preceding the year of election of the Region 10 Director-Elect, the R10 N&A Committee via IEEE APO (Asia-Pacific Office) will call the nomination packages of the candidates

including the consent as per annexed format-B from all nominees to collate for the position of Region 10 Director-Elect. The deadline to receive the nomination packages from nominees is October 31.

- III. No later than December 15 of the odd numbered year preceding the year of election of Region 10 Director-Elect, the R10 N&A Committee will close the checking/evaluation of the nomination packages of the recommended candidates to the position of Region 10 Director-Elect.
- IV. During the R10 N&A Committee Meeting concurrent with the Region 10 Executive Committee Meeting scheduled on 3rd/4th Saturday of January of the election year of the Region 10 Director-Elect, the R10 N&A Committee will complete the recommendations of nominated candidates for the position of Region 10 Director-Elect and forward for approval of the Region Director.
- V. No later than January 31 of the R10 election year, the R10 N&A Committee will have nominated a minimum of two (2) and a maximum of three (3) candidates for the position of R10 Director-Elect among those proposed by Sections within the R10. The slates of candidates shall be submitted to the IEEE Headquarters via the serving R10 Director.
- VI. To be valid, all nomination candidates for the position of Region 10 Director-Elect, must be Fellow or Senior Member grade and shall be residing in Region 10 and also must have written to the Chair of the R10 N&A Committee expressing acceptance of nomination.
- VII. In accordance with IEEE Bylaw I-307.9, individual voting members may propose, by petition, names to be added to the list of candidates for Region 10 Director-Elect. According to IEEE Bylaw I-307.9, it is stated that, "For all positions where the electorate has more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required." Such a petition must also reach IEEE Headquarters no later than twelve o'clock noon, New York, U.S.A. time, on the Friday preceding May 15 of the election year, accompanied by a signed statement from the petition candidate, indicating his/her willingness to serve if elected.
- VIII. IEEE Headquarters in accordance with the IEEE Bylaws shall conduct the election.
- IX. All members in Region 10 of Graduate Student Member Grade or Higher, shall be eligible voting members of Region 10, each having one vote.

## **2.4 Meetings**

1. A meeting shall occur at the call of the R10 N&A Committee Chair. Meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.
2. Electronic mail, conference calls and other non-face-to-face means may be utilized for the transaction of business and for the conduct of meetings as called by the Chair.
3. A quorum shall be a majority of the Committee members. Voting shall be by majority vote with the Chair casting his or her vote in the event of a tie.

## SECTION 3: Running of the Region

### 3.1 Introduction

The R10 Secretary and Treasurer are the key officers for running the affairs of the region related to administrative and financial matters respectively, and assist R10 Director and senior leadership in correct decision making.

For conducting and promoting technical and professional activities in the region three R10 Vice Chairs are appointed by the R10 Director to guide and supervise R10 Committee Chairs/Committee Chairs with their planning and implementation of various R10 sponsored programs. The three R10 Vice are:

- R10 Vice Chair (Technical Activities)
- R10 Vice Chair (Professional Activities) and
- R10 Vice Chair (~~Members~~ Membership Activities)

The R10 Operations Committee (OpsCom) is chaired by the R10 Director and consists of R10 Secretary, R10 Treasurer, R10 Director-Elect and three R10 Vice Chairs. The OpsCom is tasked to deliberate matters related to efficient running of the region, new ideas for technical and professional activities and assist R10 Director in making decisions.

### 3.2 R10 Secretary

The Secretary of IEEE Region 10 is appointed by the R10 Director and is for a term of two years concurrent with the term of R10 Director. The main duties of R10 Secretary are as follows -

- The first duty is to report to IEEE HQ, Member and Geographic Activities Board (MGA Board), R10 Executive Committee (EXCOM) members under the R10 Director.
- This is necessary for the update of office bearers. The following format may be used in the reporting:

Designation	Name: (IEEE Membership No.: xxxxxxxx) Affiliation with Address: Phone No.: Email:
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- To organize and manage, with the help of the IEEE Asia Pacific Office, at least 2 R10 EXCOM meetings, 2 R10 Annual meetings, and Section Congress, which take place once every 3 years. Details are shown in the Table below:

	Type of Meeting	When	Main Attendees
1	R10 EXCOM Meeting	Beginning of 1 <sup>st</sup> year of term	R10 EXCOM Members

2	R10 Annual Meeting	Usually in the end of Feb / March of 1 <sup>st</sup> year of term	R10 Section Chairs & R10 EXCOM Members
3	R10 EXCOM Meeting	Beginning of 2 <sup>nd</sup> year of term	R10 EXCOM Members
4	R10 Annual Meeting	Usually in the end of Feb / March of 2 <sup>nd</sup> year of term	R10 Section Chairs & R10 EXCOM Members
5	Section Congress	Usually in August, once every 3 years	R10 Section Chairs & R10 EXCOM Members

- Additional R10 EXCOM meetings may be called at the discretion of the R10 Director.
- Tasks include, but not limited to, finalizing meeting agenda with R10 Director, sending call for meeting and agenda, collation of meeting materials, and etc. In short, Secretary needs to ensure the smooth running of the meetings.
- R10 Meetings Record Keeping - Minutes of all R10 meetings are to be written by the R10 Secretary and approved as a true record of the meeting proceedings in the subsequent meeting. Approved minutes are subsequently uploaded to the R10 website for access by members and copied to the MGA Board for information.
- The duties of Secretary shall also include review and approve IEEE conference eNotice requests for broadcasting to the members within the Region in accordance with R10 eNotice policy.

The Project Manager from IEEE Asia-Pacific office shall facilitate and support the Secretary and R10 EXCOM members in carrying out the duties/projects.

This document supplements the role and responsibilities of the Region 10 Secretary as stipulated in the Region 10 By-laws.

### 3.3 R10 Treasurer

The R10 Treasurer is appointed by the R10 Director and is for a term of two years concurrent with the term of R10 Director. The main duties of R10 Secretary are as follows

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- R10 Financial Management as discussed in SECTION 4 of this document and carry out all responsibilities related to R10 financial management
- Keep R10 Director informed about the financial position of R10 throughout the year.
- Manage all matters related to income and expenses.

The full details of R10 financial management practices are described in SECTION 4.

### **3.4 R10 Vice Chairs**

The three R10 Vice Chairs are appointed by the R10 Director for a term of two years, concurrent with the term of R10 Director. Each R10 Vice Chair leads one of thrust areas and provides guidance to all the committees within the thrust areas. Vice Chairs also serve as a link between the R10 Director and the R10 committees. Each Vice Chair is responsible to:

1. Provide guidance to R10 Committee Chairs and assist them in implementing their programs for the year.
2. Align activities in Line with thrust areas.
3. Seed new initiatives and promote collaboration among R10 EXCOM members
4. Serve as R10 OpsCom member and assist R10 Director as required
5. Assist with matters related to R10 Programs Committees on request from R10 Director and/or Committee Chair.
6. Ensure R10 Committee Chairs understand their duties clearly and provide reports on time for MGA Board and R10 meetings.

In 2021 – 2022 the three Vice Chairs will lead following R10 committees:

#### **3.4.1 R10 Vice Chair (Technical Activities)**

1. R10 Conference and Technical Seminar Committee
2. R10 Conference Quality Management Committee
3. R10 Humanitarian Technology Activities Committee
4. R10 Industry Relations Committee
5. R10 Information Management Committee
6. R10 Awards and Recognition Committee

#### **3.4.2 R10 Vice Chair (Professional Activities)**

1. R10 Professional Activities Committee
2. R10 Educational Activities Committee
3. R10 Strategic Planning & New Initiatives Committee
4. R10 History & Individual Benefits Services Committee
5. R10 Newsletter Committee

#### **3.4.3 R10 Vice Chair (Membership Activities)**

1. R10 Students Activities Committee
2. R10 Student Representative
3. R10 Young Professionals Committee
4. R10 Women-in-Engineering Committee
5. R10 Membership Development Committee
6. R10 Life Members Committee
7. R10 Section and Chapter Committee



## **SECTION 4: R10 Financial Management**

### **4.1 Region 10 Accounts**

#### **Concentration Bank & NextGen Banking**

This is the main account that maintains all allocations from the Headquarters in the US and all expenditure of Region 10.

More information on Concentration Bank:

<https://www.ieee.org/membership/services/financial/treasury/concentration.html>

NextGen Banking:

[https://www.ieee.org/about/financials/nextgen/secure/nextgen-banking.html?utm\\_campaign=NextGen%20Banking%20Referral&utm\\_source=Partner%20Site&utm\\_medium=Referral%20Site](https://www.ieee.org/about/financials/nextgen/secure/nextgen-banking.html?utm_campaign=NextGen%20Banking%20Referral&utm_source=Partner%20Site&utm_medium=Referral%20Site)

#### **Assessment Account**

This account maintains all membership fees received.

#### **Cash on Hand**

Since 2018, the Treasurer no longer handles cash on hand.

### **4.2 Region 10 Funds**

#### **4.2.1 Regional Allocation**

The Member and Geographic Activities Board (MGA Board) allocates a budget to the Region twice a year, normally in March and September of the year. This allocation is deposited in the Concentration Bank Account.

#### **4.2.2 Regional Assessment**

Every member except for students in Region 10 pays \$5.00 when he/she pays a membership due. The sum in each month is deposited in the Assessment Account.

#### **4.2.3 Region 10 Student/YP/WIE/ LM Congress Budget**

The Region 10 Student/YP/WIE Congress is generally held once every 2 years. The Region would usually allocate about \$20,000 every year for the congress. Incomes owing to the e-Notice blasting are also used to support the Congress.

In general, \$10,000 is used for the support of the Congress organization, while the rest is used for delegates travel/registration support.

#### **4.2.4 Section Congress Budget**

The IEEE Section Congress is held once every 3 years. The HQ would allocate a sum of money to the Region to subsidize EXCOM Members and the primary delegate from each section to attend the congress. Besides the funds from the HQ, the Region would usually set aside about \$80,000 every year for the forthcoming Section Congress. However, this amount can be less if Sections Congress is planned in hybrid modes in the future and the number of delegates gets reduced.

Announcements will usually be made to the Sections several months before the Congress. Normally, the Region bears a certain portion of primary delegates' total travel expenses.

The Sections would then pay the balance. The Region may also support participation of secondary delegates of the Sections.

#### **4.2.5 Region 10 Reserve**

The aim of the Region 10 Reserve is to meet any unforeseeable expenses in the course of organizing IEEE events, e.g., cancellation of the R10 Conference in case of natural misfortunes, lawsuits, etc. It is designed to support and give a strong financial backup to IEEE volunteers. The Reserve should only be used with the approval in the R10 Committee Meeting.

The reserve would be kept to 50% of the Region 10 annual expenditure, currently total US\$200,000. General R10 funds should be saved each year to maintain the R10 Reserve if the fund is being used.

### **4.3 Role & Responsibility of the Treasurer**

The Region's finances are primarily under the management of the Treasurer.

#### **4.3.1 Budget Preparation**

An annual budget of expected income and expenditures shall be prepared by the Treasurer, for the forthcoming year, with the assistance of Region 10 Executive Committee and approved by the Director. It shall be presented at the Region 10 Annual Meet.

The fiscal year shall be the calendar year.

#### **4.3.2 Fund Maintenance**

The Treasurer shall be responsible for the receipt, deposition and recording of all monies in the name of the Region.

The Treasurer is authorized to disburse the funds. In any event of uncertain expenses, disbursement shall only be made when the Region 10 Director's approval has been sought. The Treasurer shall make only such disbursements as approved by the Region 10 Executive Committee members.

All disbursement shall be in line with IEEE policy. For travel expenses, the following guidelines must be adhered to:

- i. Return air ticket, limited to the MOST ECONOMICAL MEANS (Discount Economy fare ticket) to the designated country. Original receipt (i.e., proof of payment, not pure invoice or quote) of the airfare must be obtained and attached to the Expense Report.
- ii. Hotel room charges as stipulated in the meeting announcement.
- iii. Airport tax, visa fee, bank transfer fee (if applicable).
- iv. Home / Airport transportation and other transportation related to the Meeting between meeting dates, limited to the MOST ECONOMICAL MEANS.
- v. Meals taken between meeting dates.

- vi. Bank information (i.e., bank name, bank address/branch information, bank account#, bank swift code, name on the account), if the disbursement is the first time or bank account is recently changed.
- vii. Other miscellaneous reimbursement is only limited to the actual related expenses arising from the Meeting and subject to the approval by the Director.

Statements of accounts (Concentration Account and Assessment Account) will be available (via post/online report and email) to the Treasurer monthly. He shall reconcile all receipts and payments recorded in the Region 10 books with the monthly statements to make sure that the funds are well maintained.

### **4.3.3 Financial Records and Reports**

As mentioned, the Treasurer is responsible to keep proper records of all incoming and outgoing funds in the name of the Region. In Region 10, records are maintained in Excel Spreadsheet. With these records, the Balance Sheet will be prepared at the end of the year. The Balance Sheet will show the financial status of Region as well as to compare the Actual Income & Expenditure with the Budgeted figures.

It is the requirement by the IEEE Headquarter for Regions to submit an Annual Financial Report via NetSuite to report on the year's activity. Instruction manuals and the form templates are available in the website:

<https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates/financial>

### **4.3.4 Keeping of Records**

It shall be noted that all financial records should be kept for a minimum of 7 years.

## **4.4 Handing Over Procedures**

Towards the end of the 2-year term, the Treasurer shall brief the incoming Treasurer about would-be expected roles and responsibilities of being the Region's Treasurer. He/she will hand over the financial report of the year to the new Treasurer and inform him/her of all outstanding issues so that follow-up actions can be done.

## **SECTION 5: R10 Awards & Recognitions Committee**

### **5.1 Introduction**

IEEE Region 10 established the Awards & Recognition Committee (R10 ARC) to recognize and reward outstanding contributions of individuals and groups towards accomplishing IEEE and R10 goals. Descriptions of all R10 awards coordinated by the R10 ARC are assembled in an R10 Awards & Recognition Terms of Reference document available on R10 website.

### **5.2 R10 Awards & Recognition Committee Broad Objectives**

1. Recognition of outstanding performance by individual IEEE members and Organizational Units.
2. Encourage excellence in all facets of volunteering and professional achievements among IEEE members in R10.
3. Publicize outstanding performance by individual IEEE members and Organizational Units as examples for others to follow and to attract new members.

### **5.3 R10 Awards & Recognition Committee (ARC) Composition**

The R10 Director appoints the R10 ARC Chair for a two year term. R10 ARC Chair is also a member of the R10 EXCOM.

The R10 ARC should consist of not less than two members appointed by the R10 ARC Chair and endorsed by the R10 Director.

### **5.4 R10 Awards & Recognition Committee Functions**

The R10 ARC is responsible for conducting programs, which provides the means to recognize individuals or collective efforts of the members in promoting the interests of IEEE as reflected in the operation of R10 and its entities.

1. Develop and implement R10 Awards and Recognition programs and procedures sponsored specifically by R10.
2. Review existing R10 awards for their continuing fitness of purposes and recommend appropriate changes as deemed necessary to achieve ARC objectives.
3. Recommend new awards with appropriately written rationalizations for consideration and approval by the R10 Director.
4. Serve as an action body within R10, relating to various awards and recognition programs within the IEEE, and act as an information source about them.
5. Develop and keep up-to-date:
  - (a) Terms of Reference documents for the whole R10 Awards & Recognition program and their availability on the R10 website,
  - (b) Nominations assessment procedures and schedule for the implementation of the R10 Awards & Recognition programs, and
  - (c) Record of R10 awards winners

- (d) Graphics and publicity material for announcement through all available media in support of the Call for Nominations for the R10 Awards & Recognitions program.
- 6. Assist R10 ARC Chair to actively encourage IEEE Sections in R10 to nominate deserving members for all appropriate awards and provide assistance as may be necessary for accurate, timely and professional nominations assessments and assist in affording appropriate media exposure to awardees.
- 7. Develop budgeting procedures for R10 awards and serve as a resource on various funding processes as may be available and permitted in support of the awards programs.

### **5.5 R10 Awards & Recognition Committee Chair's Functions**

1. Form the R10 ARC consisting of experienced as well as young volunteers.
2. Lead R10 ARC to deliver R10 Awards & Recognition Program outcomes in a timely manner.
3. Liaise with R10 ExCom Committee Chairs to ensure awards relevant to their areas are suitably achieving their purposes and properly managed.
4. Present R10 ARC program at R10 EXCOM and Annual meetings for approval of R10 Awards & Recognition Program with appropriate budget,
5. Ensure timely release of Call for Nominations (CFN) for R10 awards followed by appropriate publicity on all available media (eNotice, email, social media and R10 website).
6. Seek experienced volunteers to serve as judges and assure fair assessments of nominees for R10 awards.
7. Ensure fair and accurate assessment of all nominations for the R10 awards including those administered by other R10 committees in a timely manner.
8. Encourage all OUs (Councils, Sections, Student Branches, Affinity Groups and Technical Society Chapters) to nominate deserving candidates for R10 and all other IEEE awards.
9. Keep R10 Director, secretary and treasurer appropriately informed about the progress and any concerns related to R10 Awards & Recognition Program.
10. Provide timely progress reports about the R10 Awards program to the R10 Secretary for inclusion in the regional reports for the Board of Directors meeting.
11. Represent R10 on the MGA Awards & Recognition Committee.
12. Invite suggestions from EXCOM members to establish new R10 awards.

### **5.6 List of R10 Awards for 2021 (*updated annually*)**

1. **R10 Outstanding Large, Medium and Small Section Award** - to recognize the excellent work of the Section in the prior year. The assessment criteria for the award looks at multiple facets of Section's activities to determine the quantity with quality and the impact for the services to members and the community.

Nomination Form: <http://www.ieeer10.org/awards-recognition-committee/>

2. **R10 Best Membership Growth Large, Medium, Small Section Award** - to recognize the excellent achievement on **Membership Growth** of the Section in the prior year

Nomination Form: <http://www.ieeer10.org/awards-recognition-committee/>

3. **R10 Best Membership Retention Large, Medium, Small Section Award** – to recognize the excellent achievement on Membership Retention of the Section in the prior year

Nomination Form: <http://www.ieeer10.org/awards-recognition-committee/>

4. **R10 Outstanding Volunteer Award** – to recognize the excellent achievement and contributions of outstanding volunteer(s) to the Section and/or to the Region.

Nomination Form: <http://www.ieeer10.org/awards-recognition-committee/>

5. **R10 Humanitarian Technology Activities Outstanding Volunteer Award** – to inspire scientists and engineers to become socially responsible and be engaged in developing technological solutions to improve living conditions and livelihood of people thus making a difference in peoples' lives in a cost effective and sustainable manner.

Nomination Form: <http://www.ieeer10.org/awards-recognition-committee/>

6. **R10 Humanitarian Technology Activities Outstanding Section Award** – to recognize the Section who has done outstanding work in identifying social issues and made efforts to solve those issues through the use of technology or any other means.

Nomination Form: <http://www.ieeer10.org/awards-recognition-committee/>

7. **R10 WIE Outstanding Professional/ Student Volunteer Award** – to recognize individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities which support the visions of IEEE WIE and R10 WIE, at the local, regional, national, and/or international level.

8. **R10 WIE Outstanding Section/ Student Branch Affinity Group Award** – to recognize distinguished WIE Section Affinity Group and WIE Student Branch Affinity Group respectively in R10.

9. **R10 Young Professionals Outstanding Volunteer Award** – to recognize the efforts and achievements of those individuals who have made substantial contributions to IEEE and Young Professionals Affinity Groups. The award is conferred upon two young professionals; one from academia and one from industry.

10. **R10 Young Professionals Outstanding Section Affinity Group Award** – to recognize distinguished Young Professionals Affinity Groups. The award will be conferred for one best Affinity Group who have done quality activities at Section and/or Region level and had done significant collaborations with others OUs within the Section as well as outside the Section.

11. **R10 SAC Outstanding Volunteer Award** – to recognize a member who has been organizing activities and providing impetus to the growth of student involvement for IEEE activities and events. This award will help improve student member retention, recruiting new members and reporting from Student Branches & Sections.
12. **R10 SAC Outstanding Student Branch Award** – to recognize a student branch that has maintained membership, provided student members with opportunities to volunteer, and helped in promotion of IEEE and its mission. IEEE R10 recognizes the role of Student Branch in representing and fulfilling the needs of the members and the missions of R10 and IEEE. This award will help improve the membership, membership satisfaction and retention.
13. **R10 Educational Activities Outstanding Group Award** – to recognize Section/ Student Branch/Affinity Group who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities in the scope of EA, as stated above, at the local, regional, national, and/or international level.
14. **R10 Educational Activities Outstanding Volunteer Award** – to recognize individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities in the scope of EA, as stated above, at the local, regional, national, and/or international level.
15. **R10 Life Member Outstanding Volunteer Award** – to recognize excellent work done by IEEE Life Members over a significant period or/and had a profound impact in various capacities as IEEE Volunteers at Subsection/ Section/ Council/ Region/ MGA level.

#### 5.7 R10 ARC Schedule *(updated annually)*

- Call for Nominations: 20 March
- Nomination Deadline: 30 May
- Evaluation period: 1 June to 30 July
- Recipient Notified: Around mid-Aug – early September

Nomination Form can be found on R10 Award webpage at:

<http://www.ieeer10.org/awards-recognition-committee/> and website related to various R10 committees.

#### 5.8 Point of Contacts for Further Information *(updated annually)*

- **R10 Awards & Recognition Committee Chair:** Prof Wu Qun ([qw@hit.edu.cn](mailto:qw@hit.edu.cn))
- **IEEE Singapore Office:** Ewell Tan ([ewell.tan@ieee.org](mailto:ewell.tan@ieee.org))
- **R10 Students Awards:** Prof Jennifer Dela Cruz ([jennifer.c.delacruz@ieee.org](mailto:jennifer.c.delacruz@ieee.org)) and Warunika Hippola ([waru.hippola@ieee.org](mailto:waru.hippola@ieee.org))
- **R10 Young Professional Awards:** Dr. Saaveethya Sivakumar ([r10yp@ieee.org](mailto:r10yp@ieee.org))
- **R10 Women-in-Engineering Awards:** Ms Emi Yano ([emi@ieee.org](mailto:emi@ieee.org))
- **R10 Humanitarian Activities Awards:** Prof Jing Dong ([jing.dong@ieee.org](mailto:jing.dong@ieee.org))
- **R10 Educational Activities Awards:** Prof Preeti Bajaj ([preetibajaj@ieee.org](mailto:preetibajaj@ieee.org))
- **R10 Life Members Activities Awards:** Mr Rajendra ([asthana@ieee.org](mailto:asthana@ieee.org))

## **SECTION 6: R10 Conference and Technical Seminar Committee**

### **6.1 Introduction**

IEEE Region 10 has established three major technical conferences as its flagship events. These conferences are TENCON, TENSYP and R10-HTC. In addition to the technical conferences, R10 also organizes a major professional development event called Students, Young Professions, Women-in-Engineering and Life Members Congress (R10 SYWL Congress), which is held every second year. Managing these R10 flagship events and ensuring their success requires a very dedicated team with a good leader to guide the host OUs with attention to details on every aspect of the event.

All three R10 technical conferences and R10 SYWL Congress are financially sponsored by R10 but hosted by IEEE Sections in the region. The privilege of hosting of these R10 flagship events is allocated through an open bidding process. The assessment of bids takes into account several key factors, such as host Section's strengths in terms of experienced volunteers, financial viability, location, local facilities (airport, hotels, medical services, transport etc.), support from educational and research institutes and sponsorship from other professional bodies and local governmental departments. R10 CTS Committee in cooperation with R10 Conference Quality Management (CQM) Committee helps with coordination of the events. The profit of these events will be shared among R10 and the hosting Section(s).

Besides technical conferences, R10 CTS Committee also organizes a number of seminars and workshops, and facilitates IEEE Distinguished Lectures and Leadership programs across the region. As a guide, speakers of the Technical Colloquium, Technical Seminar and Leadership Program consist of a mixture of distinguished research scientists, engineers or professors within and outside the region. IEEE Region 10 may support the budget for speakers' travel expenses while the host OUs are required to bear all the other expenses. Registration fees can be charged to defray the cost and generate profit. A percentage of the profit, if any, is returned to Region 10.

R10 CTS shall hold online webinars under the R10Talk series in which eminent speakers from academia and industry are invited to deliver enlightening talks to members about the latest technology trends and career development opportunities. The R10Talk webinars are also live-streamed on social media and recorded for availability to members on R10 Youtube channel.

Assistance is also made available on request to OUs for hosting other IEEE Technical Societies Conferences in the region, which typically numbered more than 400 each year. For volunteers' training purposes R10 CTS and CQM coordinate R10 mini POCO (Panel of Conference Organizers), which conveys necessary skills to successfully organize good quality conferences.

### **6.2 R10 CTS Committee Broad Objectives**

The broad objectives of the R10 CTS Committee are:



1. Provide members with access to the latest development in Electro-technology, Computer and Information Engineering fields through supporting conferences, seminars, workshops and webinars in the Asia-Pacific region.
2. Allocate all three R10 major flagship conferences and R10 SYWL Congress by inviting proposals from potential host Sections and select the best proposals.
3. Manage all three R10 Major flagship conferences and ensure high standards of IEEE conferences are maintained.
4. Liaison with the IEEE Conference Meetings, Conferences and Events (MCE) and guide Conference Organising Committees (wherever required).

### **6.3 R10 CTS Committee Composition**

- The Region Director appoints the R10 CTS Committee Chair for a one-year term, and can be reappointed for the second term.
- The CTS Committee Chair then appoints several members from across R10 to form the R10 CTS Committee. The R10 CTS Committee Chair determines the number of members and their skills to serve on the committee. On R10 CTS Committee Chair's recommendation, R10 Director approves the committee membership for one year but may continue for full two-year term.

### **6.4 R10 CTS Committee Functions**

The R10 CTS Committee shall carryout following functions to achieve its objectives:

1. The R10 CTS Committee Chair shall organize technical seminars and workshops just before or after the R10 Executive Committee and R10 Annual meetings at the location of these meetings in association with the local section.
2. The R10 CTS Committee shall be responsible for soliciting proposals for hosting the R10 flagship conferences and shall:
  - (a) Assess conference bid/proposals and choose hosts and locations for TENCON, TENSYP and R10-HTC two/three years in advance to ensure sufficient time for adequate organization, budget preparation according to the IEEE rules and an agreement between the Region 10 and an organizing Section signed.
  - (b) Scrutinize the soundness for a payment of the R10 seed money (up to US\$5,000), which is to be returned to the Region 10 Treasurer. The R10 CTS Committee shall ensure 30% surplus of TENCON, TENSYP and R10-HTC to be disbursed to Region 10.
3. CTS shall also encourage and facilitate the organization of Region 10 Technical Colloquium, Technical Seminar and Leadership Program such as R10 mini POCO (Panel of Conference Organizers) in cooperation with one or more interested Councils, Sections and Chapters in the region. R10 mini POCO shall particularly provide training opportunities for Conference Chairs and members of the Conference Organizing Committees.

## **6.5 R10 CTS Committee Chair's Functions**

### The R10 CTS Committee Chair

1. Serves as a Region 10 Executive Committee Member reporting to both the Region 10 Annual Executive Committee Meeting and the Region 10 Annual Meeting, normally to be held once a year.
2. Prepares the Annual Report for the Region 10 Executive Committee and Region 10 Annual Meetings.
3. Set up a Regional Conference and Technical Seminar Committee to get views, inputs and advice on the running of conference activities and technical activities in R10,
4. Invites the Sections/Councils to express the interest in organizing the R10 flagship events and presents CTS committee recommendations to the R10 Director for final approval of these events.
5. Maintains close communication with Member and Geographic Activities (MGA) and Technical Activities Board (TAB), for issues related to Conferences, through the IEEE Conferences Committee and IEEE MCE.
6. Advises Sections, Chapters and IEEE R10 members interested in organizing international or local conferences on available IEEE information (e.g. Conference Organizer Toolkit), IEEE MCE services and publicity through all IEEE.
7. Acts as an interface between R10 Offices and the MGA/TA Meetings and MCE to support organization of conferences and technical activities in Region 10.
8. Oversees and monitors the organization of the R10 Annual Conference series, including TENCON, TENSYP, R10-HTC, and assist R10 Vice Chair (Members Activities) for holding R10 SYWL Congress.
9. Oversees the organization of Annual Region 10 Technical Colloquium, Technical Seminar, Leadership Program (R10 mini POCO) and R10Talk webinar series.
10. Recommends to R10 Director to technically support a conference organized by Organizational Units or any other organization requesting for technical co-sponsorship within the Asia-Pacific region upon which an MOU would be required.
11. Liaises with the R10 Conferences Quality Management Committee Chair to monitor the quality and operational issues of the conferences and technical events.
12. Provides guidance to R10Talk Webinars Organizing Committee, which consists of several collaborating R10 Committee Chairs and few other support volunteers.

## **6.6 Major Timelines of R10 CTS Committee**

April-August: TENSYP organization support

April-December: R10 mini POCO planning and organization

September-November: TENCON organization support

October-December: R10HTC organization support

October-December: Bidding and hosting Sections selection of R10 flagship conferences two years ahead.

**6.7 Main Point of Contacts for the R10 CTS Committee:**

Prof Takao Onoye, Chair R10 CTS Committee (onoye@ieee.org)

## **SECTION 7: R10 Conference Quality and Management Committee**

### **7.1 Introduction**

Each year several conferences, technical seminars and webinars are conducted in the region. Some of these activities are either directly sponsored and managed by R10 or allocated to an IEEE OU to host them. Additionally a large number of technical conferences are held each year in Region 10. It is extremely important that all these events must meet the highest standards of IEEE for the advancement of knowledge and technological developments. R10 has established two committees, namely the R10 Conference and Technical Seminar (CTS) Committee and the Conference Quality and Management (CQM) Committee to help and guide volunteers for good quality conferences. Though both committees work independently, they also supplement each other to meet R10 goals for good quality conferences in the region.

Three main areas identified for conference quality management are:

1. Quality Sponsorship
2. Quality Management
3. Quality Publications

### **7.2 R10 Conference Quality and Management (CQM) Committee Broad Objectives**

The broad objectives of the R10 CQM Committee are to:

1. Develop strategies and guidelines to address issues related to conference quality and management in R10.
2. Liaise with IEEE Conferences Committee, IEEE Conference Quality Committee, Member and Geographic Activities (MGA) and Technical Activities Board (TAB) with respect to issues related to conference quality and management
3. Work with IEEE Meetings, Conferences and Events (MCE) to roll out conference education to the Sections' leaderships and conference organizers, and to provide training needs early in the organizing process to support better outcomes.
4. Open dialog with conference organizers and conference sponsors in R10 Organizational Units concerning conference quality matters.

### **7.3 R10 CQM Committee Composition**

The Region Director appoints the R10 CQM Committee Chair for a one-year term, and can be reappointed for the second term.

The R10 CQM Committee Chair determines the required number of members and their skills to serve on the committee. On R10 CQM Committee Chair's recommendation R10 Director approves the committee membership for one year but may continue for a full two-year term.

### **7.4 R10 CQM Committee Functions**

The R10 CQM Committee shall carryout following functions to achieve it objectives:

1. The R10 CQM Committee shall audit and review a sample of R10 conferences:
  - (a) To ensure and provide good technical quality conferences and excellent conference experience for participants.
  - (b) Conduct educational workshops on conference quality and management for Section leadership and conference organizers, and at R10 flagship conferences.
2. The R10 CQM Committee shall be responsible for promoting and maintaining good quality and integrity in R10 conferences, and shall:
  - (a) Promote good practices to ensure quality conferences.
  - (b) Heighten awareness of plagiarism with severe ethical and legal consequences.

### **7.5 R10 CQM Committee Chair's Functions**

The R10 CQM Committee Chair shall:

1. Serve as a Region 10 Executive Committee Member reporting to both the Region 10 Annual Executive Committee Meeting and the Region 10 Annual Meeting, normally to be held once a year.
2. Prepare the Annual Report for the Region 10 Executive Committee and Region 10 Annual Meetings.
3. Set up a Regional Conference Quality and Management Committee to get views, inputs and advice on the conference quality and management issues in R10.
4. Monitor the organization of the R10 Annual Conference series, including TENCON, TENSYP and R10-HTC.
5. Maintain close communication with Member and Geographic Activities (MGA) and Technical Activities Board (TAB) for issues related to conference quality and management, through the IEEE Conferences Committee and IEEE MCE for good practices and compliance.
6. Work with TAB and MCE to deliver the Conference Education Workshops for Section leaderships, members and conference organizers.
7. Work with TAB Conference Application and Review Committee (CARC) to appraise and endorse better quality conferences in Region 10.
8. Liaise with the R10 Conferences and Technical Seminar Committee Chair to monitor the quality and operational issues of the conferences and technical events.
9. Advise R10 Director on operational issues for members organizing conferences in the region.

### **7.6 R10 CQM Timelines**

The R10 CQM committee should organise two Conference Leadership Programmes and three Conference Education Workshops yearly.

### **7.7 R10 CQM Committee Point of Contact:**

Dr Michael Ong, Chair R10 CQM Committee (ongmichael69@gmail.com)

## **SECTION 8: R10 Educational Activities Committee**

### **8.1 Introduction**

In the era of rapidly changing technology and employment conditions it is important for IEEE members to stay abreast with the latest trends of technological changes. This requires continuing education and training. R10 has therefore appointed an Educational Activities Committee (EAC) to meet members' lifelong learning and development needs. The R10 EAC is also tasked to promote the IEEE Education Activity Board's programs designed specifically for members' benefits.

R10 recognizes the importance of Science, Technology, Engineering and Mathematics (STEM) for further development and betterment of the human race and has therefore chartered R10 EAC to promote STEM education among the younger generation.

### **8.2 R10 Education Activities Committee Broad Objectives**

The broad objectives of the R10 Educational Activities Committee (EAC) are:

1. Fostering the implementation of Education Activity Board's (EAB) programs,
2. Conduct activities to promote lifelong learning of Engineers and technology professionals in Asia and Pacific Region,
3. Encourage IEEE Sections in the region to appoint EA Committee Chairs and conduct educational activities in their geographical boundaries, and
4. Inspire IEEE volunteers for excellence in conducting educational activities for the benefit of IEEE members and promotion of STEM education in the community.
5. Promote IEEE's initiative "Reaching locals" in the countries of Region 10.

### **8.3 R10 Education Activity Committee Composition**

The Region Director appoints the EAC Chair for a one-year term, and can be reappointed for the second term. The EAC Chair then appoints several members from across R10 to form the Regional Educational Activities Committee.

Regional EAC Chair is a Corresponding Member of the EAB Section Education Outreach Committee (SEOC).

### **8.4 R10 EA Committee Functions**

The IEEE R10 Educational Activities Committee (EAC) shall undertake projects for promoting STEM activities, members' exposure to various educational products of IEEE EAB, continuing education products and activities. The EAC shall also organise various workshops for capacity development and decide its priorities based on thrust areas undertaken for that year by the Regional Director. The EAC shall also focus on the IEEE project "Reaching Locals". The EAC will specifically carryout following functions:

1. Review SECTION 8 of the R10 Operations Manual and ensure it is in alignment with R10 and IEEE Education Activities Board objectives and policies.
2. Review current R10 EAC activities for their continuing fitness for purpose and make recommendations for amendments as necessary.

3. Explore prospects for new EAC initiatives and prepare proposals with budget estimates for presentation at R10 EXCOM meeting and approval by the R10 Director.
4. Draw detailed plans and schedules for implementation of approved EAC activities for the year.
5. Preparing groups/ Information for Section EA Committee Chairs and organizing the orientation workshop on EA activities in alignment with EAB
6. Promoting “Reaching Local” project of IEEE
7. The EAC will develop and utilize an infrastructure for effective communications between the membership and the R10 Educational Activities Committee.
8. R10 EA committee shall undertake the tasks relevant to providing educational resources for educators, engineering professionals, parents, students, IEEE volunteers and members, and the public. IEEE Educational Activity Board (EAB) offers a variety of programs to meet the ever-changing landscape of engineering, computing, and technology education as well as the changing needs of engineering students and professionals. R10 EAC shall work in alignment with EAB to conduct its activities.
9. The EAC will address such other tasks as may be assigned by the Region Delegate/Director.

Generally the EAC will conduct its business by e-mail and online meetings. If an opportunity arises EAC committee members will meet in person to discuss its functions and programs with the approval of the Region Director.

#### **8.5 R10 EA Committee Chair’s Functions**

1. The EAC Chair will lead the committee to function in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. The Chair will also keep EAC informed about changes in R10 priorities and directions as communicated by the R10 Director and/or relevant R10 Vice Chair.
2. The EAC Chair may appoint subcommittees for carrying out specific duties/tasks such as keeping EAC website up-to-date and releasing announcements on social media appropriately etc.
3. The EAC Chair will implement support schemes for IEEE Sections and affinity groups that organize education related activities in the region.
4. The EAC Chair shall encourage IEEE Sections without EAC Committee Chairs to appoint volunteers to champion the cause. By having EA Committee Chair / Chair at Council/ Section/ Subsection level
5. The EAC Chair shall make every effort to identify deserving Region 10 members for EAB Educational Activity awards and will also encourage Section leaders to nominate deserving candidates for R10 awards related to educational activities.
6. The EAC Chair shall submit pertinent and timely committee information to the Region 10 Newsletter Editor.

7. R10 EAC Chair will liaise with other R10 Committee Chairs for potential collaboration with other R10 Committees to achieve broader goals for the benefit of IEEE members and promotion of STEM education in the region.

### **8.6 List of R10 EAC Key Projects (updated annually)**

The IEEE Region 10 Educational Activities Committee (EAC) provides guidance and assistance to Region entities in organizing, pre-University education programs, workshops related to Try-Engineering and STEM and other EAC related activities listed below, and publicizing educational opportunities available from the OUs.

1. New Innovative Challenge
2. Social Media Challenge
3. Educational Webinars/Workshops
4. EA Forums/Training
5. Reaching Local Project

### **8.7 R10 EAC Timelines**

- Announcement of the Subcommittee and Training: December/January
- Announcement to update the EA Committee Chairs: January – March
- Announcement of the Projects: February
- Workshops for EA Committee Chairs of the Section for explaining projects – March
- Execution of project for phase 1: March – June
- Announcement of Phase 2 proposals: June – July
- Execution of phase 2: August – 15<sup>th</sup> October
- Reports submission and fund release: till 15<sup>th</sup> November
- Reaching Locals shall be open round the year

### **8.8 R10 EAC Point of Contact:**

Prof Preeti Bajaj, Chair R10 EA Committee ([preetib123@yahoo.com](mailto:preetib123@yahoo.com))



## **SECTION 9: R10 Professional Activities Committee**

### **9.1 Introduction**

IEEE Region 10 accords great importance to creating opportunities for the professional development of members to keep their technical skills refreshed with fast paced technological developments and changing employment settings. For this purpose R10 has constituted a regional Professional Activities Committee (PAC) to develop and sponsor professional and personal development programs and encourage IEEE Sections in the region to conduct activities beneficial to all grades of members in their professional careers.

### **9.2 R10 Professional Activities Committee Broad Objectives**

The broad objectives for the R10 PAC are:

1. Maintain and enhance members' lifelong employability and career prospects
2. Create opportunities for practicing engineers and scientists to learn about state of the art cutting edge technologies and latest technical innovation trends
3. Motivate IEEE Sections in the region to conduct professional activities helpful to members' career and life-long employment abilities.
4. Collaborate with other R10 Committees to enhance the impact of R10 sponsored activities.

### **9.3 R10 Professional Activities Committee Composition**

- The R10 Director appoints the PAC Chair for a one-year term, and can be reappointed for the second term.
- The PAC Chair then appoints members from across R10 to form the Regional Professional Activities Committee. PAC Chair decides the number of members required for the committee depending upon the number and scope of the activities undertaken by R10 PAC.

### **9.4 R10 Professional Activities Committee Functions**

The R10 Professional Activities Committee shall carryout following functions to achieve it objectives:

1. Review the SECTION 9 of the R10 Operations Manual related to its activities and ensure it is in alignment with R10 objectives and policies.
2. Review current R10 PAC activities for their continuing fitness for purpose and make recommendations for amendments as necessary.
3. Draw plans with estimated budgets and schedules to promote the value of holding regular professional activities events by IEEE R10 Sections for its various membership classes, especially senior and young professionals.
4. Support R10 version of SmartTech/HardTech & IEEE Future Direction workshop
  - a. IEEE Future Directions and SmartTech/HardTech seminars/workshops provide a unique learning experience with topics on the cutting edge technical innovation today. These events focus on providing an opportunity for participants to learn

first-hand from experts in emerging technologies. Each workshop is a springboard to a deeper understanding of technology and its myriad applications and potential for innovation

- b. Promote the use of IEEE Future Directions and SmartTech/HardTech areas to encourage and enhance the IEEE technical workshop series in R10 sections.
5. Assist R10 PAC Chair in the implementation of approved R10 PAC programs for the year.
6. Maintain a R10 Professional Activities webpage and social media presence for showcasing benefits IEEE at professional events to its members.

### **9.5 R10 Professional Activities Committee Chair's Functions**

The main functions of R10 PAC Chair are:

1. R10 PAC Chair shall lead the PA Committee to function in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. The Chair will also keep PAC informed about changes in R10 priorities and directions as communicated by the R10 Director and/or relevant R10 Vice Chair.
2. The PAC Chair may appoint subcommittees for carrying out specific duties/tasks such as keeping PAC website up-to-date and appropriately releasing announcements on social media etc.
3. The PAC Chair will implement support schemes for IEEE Sections and Affinity Groups to organize professional activities in the region.
4. The PAC Chair shall encourage IEEE Sections/ Subsections to appoint a PA Coordinator.
5. The PAC Chair shall submit articles/reports about R10 sponsored professional activities for publication in the Region 10 Newsletter.
6. The PAC Chair shall make every effort to identify deserving Region 10 volunteers for IEEE MGA awards and will also encourage Section leaders to nominate deserving candidates for R10 awards related to professional activities.
7. R10 PAC Chair will liaise with other R10 Committee Chairs for potential collaboration with other R10 Committees to achieve broader goals for the benefit of IEEE members and promotion of professional and personal development activities.
8. Encourage R10 Sections to have an active professional activities webpage and social media presence for showcasing IEEE professional events benefit to its members.
9. Provide timely progress reports about professional activities to the R10 Secretary for inclusion in the regional report for the Board of Directors meeting.

### **9.6 PAC Coordinated Projects for 2021 – 2022 (updated as required)**

#### **Project 1: R10 PAC Challenge**

- a. Invite proposals for initiatives targeted like lifelong learning

(Non-Technical),

- b. R10 Start-ups competition among students, YP, WIE, and Professional members, and
- c. Support R10Talk Series with eminent speakers for professional and personal development talks.

**Project 2:** Encourage R10 sections for a PA Committee Chair and help developing an annual activity calendar

**Project 3:** SmarTech/HardTech or IEEE Future Direction stand-alone workshop for enhancing R10 members career

**Project 4:** Organisation of at least 1 PA event along with other committees during the annual R10 Flagship conferences

### 9.7 Timeline

- Project 1: Announcement (Jan – Mar), Decision (Mar – Jun) and reporting by December
- Project 2: Section Outreach (throughout the year), Report by December
- Project 3: Identify events in Jan - Jun, Report by December
- Project 4: PAC events during TENCON, TENSYP, SYWL & HTC

### 9.8 R10 PAC Point of Contact:

Parkash Lohana, Chair R10 PAA Committee ([lohanap@gmail.com](mailto:lohanap@gmail.com))

## **SECTION 10: R10 Industry Relations Committee**

### **10.1 Introduction**

IEEE R10 recognizes that the engagement with industry is important for following reasons:

1. Connecting industry and IEEE leadership & volunteers for mutually beneficial purposes, such as technology entrepreneurship activities, use of IEEE resources like IEEE Xplore, technical events (conferences and seminars) and Standards Association,
2. Understanding industry needs and extending local IEEE's activities to meet those needs, for example training opportunities,
3. Enrichment of members knowledge and experience for better career opportunities through research relevant to industry and mentoring from industry leaders, and
4. Increase IEEE's visibility and membership in industry and local government, which can expand IEEE membership into industry and public sector.

R10 has constituted the Industry Relation Committee to plan and conduct activities to accomplish a successful engagement with industry and local government and spread awareness about the State-of-the-Art Technology by bridging Industry Academia Gap.

### **10.2 R10 Industry Relations Committee Broad Objectives**

The broad objectives for the R10 IRC are:

1. Help to align Region 10 with IEEE's strategic direction having primary focus in 'industry engagement',
2. Foster industry and academia forum to promote 'innovations' with industry leaders addressing technology pain spots,
3. Create professional networking platform for interactive bi-directional industry and academia activities in servicing Students, Young Professional, Women in Engineering and Life Members (SYWL).

### **10.3 R10 Industry Relations Committee Composition**

The Region Director appoints the R10 IRC Chair for a one-year term, and can be reappointed for the second term.

The R10 IRC Chair determines the required number of members and their skill to serve on the committee. On R10 IRC Chair's recommendation R10 Director approves the committee membership for one year but may continue for a full two-year term.

### **10.4 R10 Industry Relations Committee Functions**

The R10 Industry Relations Committee (IRC) is tasked to:

- Assist in planning and execution of R10 Industry related programs.
- Review documents for various R10 IRC funding schemes and streamline the process related Call for Proposals, evaluation of received proposals and scrutinize the activities report from OU for claiming the R10 IRC funds.

- Develop strategies to strengthen the working relations between academia and industry.
- Contemplate details of new initiatives to achieve R10 IRC objectives and document procedures with timelines for implementation.
- Assist with the evaluation of nominations for R10 Industry Relations related awards.
- Assist with the publicity of R10 IRC projects on social media, websites and by email.

### **10.5 R10 Industry Relations Committee Chair's Functions**

The R10 Chair shall strive to:

- Prepare R10 IRC plans for the year with estimated budget for presentation at the R10 EXCOM and Annual General meeting for approval.
- Develop strategies and timelines for execution of approved projects.
- Collaborate with other R10 Committee Chairs to reach out to maximum number of members and enhance the impact of IRC activities.
- Develop and maintain strong ties with Sections' leadership to promote activities of interest for industry and relevant local government departments.
- Encourage Sections to engage local industry for establishing strong ties between local higher education institutes and industry.
- Participate in joint activities such as R10Talk, with other R10 Committee Chairs.
- Ensure all information about R10 IRC projects is up-to-date and available for members on R10 website.

### **10.6 R10 IRC Coordinated Projects for 2021 – 2022**

1. Industry Forum at TENSYP, TENCON, R10-HTC, R10 SYWL
2. Fostering Industry Academia Interactions – Funding for Sections to conduct events for local educational institutes and industry.
3. R10 Industry Conclave (TENDUSCON).

### **10.7 R10 Industry Relations Committee Point of Contact:**

Mr Sanjay Kar Chaudhary, Chair R10 IR Committee  
[sanjay.karchowdhury64@gmail.com](mailto:sanjay.karchowdhury64@gmail.com)

## **SECTION 11: R10 Information Management Committee**

### **11.1 Introduction**

Dissemination of information in a timely manner is critical for successful execution of R10 programs. This includes the list of current EXCOM members, announcements and calls, news and reports about various R10 sponsored activities and preservation of historical data. The R10 Information Management Committee is tasked to manage all forms of electronic media (website and social media) related to R10 and its sub-units for the dissemination of current information in the most effective and efficient manner, collect valuable data and protect stored information.

### **11.2 R10 Information Management Committee Broad Objectives**

1. Promote R10 objectives through electronic media:
  - a. R10 website: <https://www.ieeer10.org/>
  - b. R10 social media
    - IEEE R10 Facebook (<https://www.facebook.com/IEEEregion10/>)
    - IEEE R10 Twitter (<https://twitter.com/IEEER10>)
    - IEEE R10 LinkedIn (<https://www.linkedin.com/company/ieee-region10/>)
  - c. R10 YouTube channel  
[https://www.youtube.com/channel/UC0y44WAsGRaeg\\_7jWNcxj3A/videos](https://www.youtube.com/channel/UC0y44WAsGRaeg_7jWNcxj3A/videos)
2. Facilitate electronic dissemination of up-to-date information specifically about R10 programs, policies and procedures and generally about IEEE to volunteers and members.
3. Publicize opportunities for collaboration among OUs and IEEE volunteers through R10 website and social media.
4. Consolidate multiple events in Region 10 through R10 Funding Portal: <http://events.ieeer10.org/>
5. Take appropriate measures to protect R10 online data and information against cyber attacks and crimes, and
6. Archive R10 historical records.

### **11.3 R10 Information Management Committee Composition**

- The Region 10 Director appoints the Information Management Committee Chair/Chair for a one-year term, and can continue for the second term at R10 Director's discretion.
- The IMC Chair appoints members from across the region to form the R10 IM Committee (IMC). R10 IMC Chair decides the number of members required for the committee depending upon the number and scope of the activities undertaken by R10 IMC.

### **11.4 R10 Information Management Committee Functions**

1. Create and maintain informative webpages about R10 programs and volunteers.

2. Help with necessary graphic designs for maintaining an attractive and easy to navigate R10 website.
3. Regularly backup data to avoid any catastrophic consequences
4. Collect and store R10 historical records in an electronic repository.
5. Assist with establishing and maintaining electronic mail (email) distribution lists
6. Provide support and advice to IEEE sub-entities on matters relating to information management.
7. Provide support for event funding management to all R10 Committees' Chairs by maintaining a functional R10 Event Funding Portal for OUs to view and submit proposals for R10 events.
8. Assist with the implementation of data security measures.

### **11.5 R10 Information Management Committee Chair's Functions**

1. As the IEEE entity webmaster and web content manager
  - a. Facilitating and publicizing R10 programs, guidelines for funding opportunities, information about R10 flagship events like conferences and SYWL Congress.
  - b. Work with IEEE staff to ensure security measures are effective for all R10 sites.
  - c. Ensure a Cookie Banner is displayed on all IEEE R10 related websites in compliance to the General Data Protection Regulation (GDPR).
  - d. Cooperate with R10 newsletter editor, particularly in electronic newsletter production and publication.
  - e. Ensure IEEE guidelines for social media are strictly followed
2. Establish and maintain electronic mail (email) distribution lists.
3. Providing support and advice to IEEE sub-entities on matters relating to information management.
4. Cooperate with IEEE R10 committees' Chairs and provide support for event funding management via R10 Event Funding Portal.

### **11.6 R10 IMC Coordinated Projects for 2021 – 2022**

1. **Project #1:** IT Platform Refinement & Audit System (renew hosting, backup system, audit system)  
Objective: To improve the performance and optimization of R10 website
2. **Project #2:** Multi Event Management (refining the developed event funding portal system)  
Objective: An integrated comprehensive management service that consolidates multiple events in Region 10 and enables OUs to view and submit proposals for R10 events which are organized and led by multiple R10 Chairs, at any given time.
3. **Project #3:** Social Media Management (creative content, online campaign)

Objective: To better engage members and increase subscribers for new R10 YouTube channel by having a regular pre-recorded interview session to share about R10 programs and to address concerns and questions posed by R10 Section volunteer leaders.

## **11.7 R10 IMC Major Projects & Timelines**

### **Project 1**

- Renew Contabo web hosting for 12 months (completed by May 2021)
- Daily backup system on ManageWP (everyday)
- Features & plugins maintenance (everyday)
- Security & system performance maintenance (everyday)
- Content updates (every week)
- Audit System (completed by Sept 2021)

### **Project 2 (completed by June 2021)**

- Improve & refine the develop event funding portal system to consolidate multiple events
- Prepare guidelines for this new system

### **Project 3 (completed by Oct 2021)**

- Digital Marketing: R10 YouTube Channel
- Increase subscribers

## **11.8 R10 Information Management Committee Point of Contact:**

Dr. Nia Kurnianingsih, Chair R10 IMC ([kurnianingsih.k.id@ieee.org](mailto:kurnianingsih.k.id@ieee.org))



## **SECTION 12: R10 Life Members Activities Committee**

### **12.1 Introduction**

IEEE Region 10 recognises IEEE Life Members as a vital human resource rich of knowledge, experience and eagerness to help younger members and the community. R10 has constituted a R10 Life Members Activities Committee (LMAC) to provide enduring support to IEEE Life members for keeping them active in local and international activities.

### **12.2 R10 LMAC Broad Objectives**

The broad objectives for the R10 LMAC are:

1. Support to keep IEEE Life Members active by sponsoring events for them at local and international levels,
2. Promote engagement of LMs in local activities, especially for mentoring students and young professionals, and guiding Section volunteers in effectively managing Organisational Units,
3. Create a platform for LM Affinity Groups (LMAGs) to interact and collaborate for joint activities,
4. Encourage creation of LMAGs in Sections/Councils where there are sufficient members to form it, and
5. Assist IEEE Life Members Committee in its operations.

### **12.3 R10 Life Members Activities Committee Composition**

The Region 10 Director appoints the LMAC Chair for a one-year term, and can be reappointed for the second term.

Members of the R10 LMAC shall be IEEE Life Members. The R10 LMAC shall consist of the R10 LMAC Chair, Chairs of 3 Life Members Affinity Groups in Sections/Councils with not more than two from any one country, and up to three (3) co-opted members. R10 LMAC Chair may also appoint up to 2 advisors.

### **12.4 R10 LMAC Functions**

The R10 LMAC shall carryout following functions to achieve it objectives:

1. The R10 LMAC shall maintain communication with the IEEE Life Members Committee and Life Members Affinity Group Chairs and Council/Section LM Committee Chairs across R10.
2. The R10 LMAC shall be responsible for promoting and supporting the activities and interests of Life Members within R10 so that they may remain active in IEEE.
3. The R10 LMAC shall facilitate the activities of the Life Members Affinity Groups (LMAG) in Sections throughout Region 10.
4. The R10 LMAC shall endeavour that Life Members in Sections where LMAGs do not exist, or where the members are remote from the Section activities, maintain an

active awareness of IEEE activities of interest to Life Members with the help of Council/Section Life Members (LM) Committee Chairs.

5. The R10 LMAC shall administer the successful conduct of following activities:
  - a. R10 Life member (LM) Outstanding Volunteer Award for all LMs of Region 10.
  - b. Region 10 Life Members Photography Competition.
6. The R 10 LMAC shall encourage Life Members to support the IEEE Foundation and IEEE Life Members Fund.
7. The R10 LMAC shall act in the best interests of Life Members and encourage them to submit written articles of interest for publication in Region 10 as well as LMC Newsletters.
8. The R10 LMAC is responsible for raising awareness among regional OUs of the IEEE Foundation Grants Program.

### **12.5 R10 Life Members Activities Committee Chair's Functions**

1. The R10 LMAC Chair shall report to the relevant R10 vice Chair and R10 Director. R10 LMAC Chair shall also liaise with R10 Treasurer for disbursement of funds as approved by R10 Director for LM activities.
2. The R10 LMAC Chair shall budget funds for operation of LMAG activities from Region 10 as well as LMAC based on timely inputs from LMAG.
3. The R10 LMAC Chair shall lead the R10 LMAC to prepare programs of interest to Life Members and LMAGs with appropriate budget for approval by the R10 Director.
4. The R10 LMAC Chair shall issue timely calls for proposals for the distribution of R10 funds allocated for operation of LMAGs' activities in the region and shall approve expense reports submitted by LMAG Chairs for reimbursements.
5. The R10 LMAC Chair is a non-voting Member of IEEE Life Members Committee (LMC) and is called Regional Committee Chair at LMC. The R10 LMAC Chair as the member of IEEE LMC shall:
  - a. Facilitate coordination between LMAC and R10 LMAGs,
  - b. Monitor LMAGs' activities in R10 and report to the IEEE LMC,
  - c. Approve application for Regional Student Event Funding, and
  - d. Raise awareness among regional OUs about the Life Members Fund in support of activities that are of professional concern and interest to Life Members in the Sections across R10.
6. The R10 LMAC Chair shall assist in the establishment of IEEE Life Members Affinity Groups (LMAGs) at Sections in the Region.
7. R10 LMAC Chair shall organize following meetings every year:
  - a. The R10 LMAC online meeting at least quarterly, with meetings within a month prior to the R10 EXCOM Meeting and the R10 Annual Meeting.

- b. Online meeting of all R10 LMAG Chairs at least twice a year to discuss activities of the previous year and progress on R10 LMC programs for the current year.
- c. Online meeting of all R10 Section and Council LM Committee Chairs as and when required to facilitate formation of new LMAGs and engage those Section LMs where there are no LMAGs.

### **12.6 Awards and Competition for Region 10 Life Members**

Following Awards and Competitions are instituted for Life Members in R10:

- (a) R10 Outstanding Life Members Award, instituted in 2020 and
- (b) R10 Life Members Photography Competition, started in 2021.

Detailed information about the R10 LMAC and its programs shall be posted on R10 Life Member website (<https://lm.ieeer10.org/>). All announcements, Call for Proposals etc. shall be posted via email to concerned members/volunteers and where possible on the social media as well.

### **12.7 R10 Life Member Committee Point of Contact:**

Mr R. K. Asthana, Chair R10 LMAC (asthana@ieee.org).

## **SECTION 13: R10 Membership Development Committee**

### **13.1 Introduction**

For the continuing growth of IEEE as a global organisation it is important to attract new members and retain current members. R10 gives great importance to promote both professional and student membership growth and retention in Region 10 and IEEE as a whole. R10 has been the fastest growing region for over a decade. However, this trend can be further enhanced with appropriate strategies for membership development. R10 also encourages members to seek the highest membership grade for which they qualify.

### **13.2 R10 Membership Development Committee Broad Objectives**

1. Monitor current IEEE membership trends across the globe and especially factors influencing membership growth in R10.
2. Keep Section and Council Chairs informed about the membership growth status in their OUs and draw attention to both positive and negative changes in membership growth.
3. Develop strategies for OUs to attract new members and retain current members.
4. Team up with IEEE with fellow EXCOM members and volunteers in the region to promote membership development across R10.

### **13.3 R10 Membership Development Committee Composition**

The Region 10 Director appoints the R10 MDC Chair for a one-year term, and can be continued for the second term at Director's discretion.

The Membership Development Committee shall consist of a R10 MDC Chair and appropriate number of members.

### **13.4 R10 Membership Development Committee Functions**

- Monitor Region 10 membership status and conceive, develop and implement Region 10 membership growth programs.
- Promote the phased emphasis programs of MDC:
  - Recruitment: September-December
  - Upgrade: January-March
  - Retention and recovery of delinquent members: April-June
- Highlight the MD programs to facilitate the transition from Student member to Member, from Associate Member to Member, and from Member to Senior Member for maximum retention of members.
- Promote and monitor MDC activities (grants), such as membership promotion events, membership publicity projects and membership development tours.
- Launch initiatives to motivate Section MD Chairs to work with all Section Committee members, such as YP, WIE, SAC and Societies Chapters Chairs, for making the MD as an essential part of their objectives and work plans.

- Monitor evolving situations such as natural disaster and calamities in the region and advise R10 Director and OU leadership to mitigate possible impact.
- It is recommended that the MDC activities be intimately tied together with other R10 Program Committees activities to maximize the membership development opportunities.

### **13.5 R10 Membership Development Committee Chair's Functions**

- Promote membership development activities across the region.
- Work closely with EXCOM members, especially chairs of R10 Professional Activities, Education Activities, Student Activities, WIE and the Young Professionals Committees to make membership development a built-in prerequisite for all R10 financially sponsored activities.
- Disseminate the monthly Membership Development report to the Section Chairs and MD officers highlighting the goals and achievements.
- Participate in the MGA monthly MD webcast and monitor the key important points and trends of Membership Development issues.
- Contribute materials and, if requested, present information at Region 10 Leadership Development Training workshops.
- Encourage the appointment of active MD Officers in all Sections, Councils and in all Chapters and Affinity groups.
- Persuade all Section MD Chairs to work with all MD Committee Chairs (YP, WIE, SAC, Societies and Chapters) for making the MD as an essential part of their objectives and work plans.
- Submit pertinent and timely committee information to the Region 10 Director and Newsletter Editor.
- Report on MDC activities to the MGA as well as R10 Executive Committee. Share successful Region 10 MDC programs with other Regions. Bring other worthwhile Region MDC successful initiatives to R10.

### **13.6 R10 Membership Development Committee Point of Contact:**

Prof JeongYon Shim, Chair R10 MDC ([mariashim@kangnam.ac.kr](mailto:mariashim@kangnam.ac.kr))

## **SECTION 14: R10 Newsletter Committee**

### **14.1 Introduction**

The Region 10 Newsletter is an important media for communicating Region 10 business and improving the prominence of IEEE Region 10 in the Asia Pacific region and around the globe. R10 Newsletter is one major means to capture the history of IEEE Region 10 as it happens.

The R10 Newsletter is to be delivered to members in a way that is commensurate with the best available technology and consistent with the diverse regional circumstances. The frequency of publication of the newsletters will be 4 issues per year. All previous issues would be available as archives on the R10 website.

### **14.2 R10 Newsletter Committee Broad Objectives**

The broad objectives of the Region Newsletter Committee are;

1. To inform the IEEE members, leadership of Region 10 and the volunteers of OUs and IEEE staff of newsworthy Region 10 activities in a timely and frequent manner.
2. To publish news of Region 10 personalities, appointments, and awards.
3. To report on appropriate IEEE matters.
4. To present statements of Region and IEEE candidates for offices.
5. To present views of members and officers on various relevant subjects.

### **14.3 R10 Newsletter Committee Composition**

The Region 10 Director appoints the R10 Newsletter Editor for a one-year term, and can continue for the second term at Director's discretion.

The editorial and support team shall consist of a R10 Newsletter editor and an appropriate number of members.

### **14.4 R10 Newsletter Committee Functions**

A suitably constituted R10 Newsletter Committee will assist to:

- Collect appropriate material for the newsletter, including OU activity reports, general articles, interviews, news about awards and contests winners, other achievements, OU history etc.
- Suitably edit the received material (text and images) for publication.
- Publish the R10 Newsletters on schedule.
- Publicity and distribution of R10 Newsletter on all available channels including social media, website and email lists.
- Archive issues of the R10 Newsletter for future reference.

### **14.5 R10 Newsletter Editor/Committee Chair's Functions**

The main functions of R10 Newsletter Editor/Committee Chair are:

- The R10 Newsletter Editor/Committee Chair shall present a plan and budget for the year's Newsletter at the R10 EXCOM meeting for approval.
- Ensure the publication of the R10 Newsletters on schedule.
- The Newsletter Editor/Committee Chair shall collect inputs from IEEE HQ, the Region Executive Committee, Region officers, Council Chairs, Standing Committee Chairs, and solicit inputs from others, as appropriate (e.g. candidates for office).
- Encouraged Regional members and volunteers to submit newsworthy articles to the newsletter.
- The Newsletter Committee Chair will assemble and edit the collected inputs, and other pertinent items into a cohesive document. Consideration should be given to space, ease of understanding, and suitability for publication. This may be achieved by the editor with personal/company hardware and software and where necessary with assistance from local service providers.
- The Newsletter Editor/Committee Chair will maintain an objective and unbiased position. A subcommittee may be nominated and can assist with the timely publication of the R10 Newsletter.
- The Newsletter Editor/Committee Chair will arrange for the Newsletter to be distributed and forward a copy to the R10 Webmaster for online availability and storage.
- The circulation of the Newsletter will be to the maximum number of possible IEEE members in the region, MGA Board officers, the IEEE Board of Directors, and appropriate IEEE staff. Influential (non-IEEE) company executive officers with significant numbers of IEEE employees should be considered in the distribution list to enhance IEEE's reputation and image. A subscribe /unsubscribe option should be included to provide members with the choice of continued receipt.
- The Newsletter Editor/Committee Chair will attend the Region 10 Annual General Meeting and the Region 10 Executive Committee Meetings. Written report of publication activities shall be presented and recorded for MGA Board, R10 EXCOM and R10 Annual General meetings.
- Ensure back issues remain available on the IEEE Region 10 home page.
- Forward general items that are of interest beyond the newsletter cycle to the Region 10 webmaster for uploading as reference material on the R10 website.
- Forward important items that are submitted to the R10 Newsletter but cannot be effectively publicized in the Newsletter cycle to the IEEE Asia Pacific Office for email distribution.

#### **14.6 Links to R10 Newsletter**

Online newsletter: <https://newsletter.ieeer10.org/>

Archived: <https://www.ieeer10.org/r10-newsletter/>

**14.7 R10 Newsletter Point of Contact:**

Dr. Mohammad Faizal Ahmad Fauzi ([faizal1@mmu.edu.my](mailto:faizal1@mmu.edu.my))



## **SECTION 15: R10 Section and Chapter Support Committee**

### **15.1 Introduction**

Region 10 is one of the fastest growing regions with more than 60 Sections, a very large number of Technical Societies' Chapters and a growing number of Subsections. R10 is also home to the largest number of IEEE Student Branches. To serve the interest of its Sections, Subsections, and Chapters, R10 has appointed an IEEE Region 10 Section and Chapter Support Committee, which helps volunteers with many facets of managing currents OUs and petitions for new ones. This committee does not handle the matters related to Student Branches and Affinity Groups.

### **15.2 R10 Section and Chapter Support Committee Broad Objectives**

The broad objectives of the R10 S&C Support Committee are to:

1. Encourage formation of Sections, Subsections and Technical Societies' Chapters.
2. Encourage Sections, Subsections, and Chapters in their activities in accordance with IEEE rules and policies.
3. Promoting and encouraging inter and intra Section, Subsection, Chapters and collaboration.
4. Act as an information source on IEEE policies and resources pertaining to Section, Subsection, and Chapter operations.

### **15.3 R10 Section and Chapter Support (SCS) Committee Composition**

The Region 10 Director shall appoint the R10 Sections & Chapters Support Committee Chair for a one-year term, who can continue for the second term at Director's discretion.

The R10 Sections & Chapters Support Committee shall consist of a R10 SCS Committee Chair and appropriate number of members. Members of the SCS Committee shall be selected by the committee chair as needed.

### **15.4 R10 Section and Chapter Committee Functions**

IEEE Region 10 Section and Chapter Support Committee will assist the Chair with the following matters:

- Review and formulate R10 policies on Section, Subsection, and Chapter formation. Also review R10 Awards Terms of Reference for OUs.
- Monitor the activities of Sections, Subsections, and Chapters and ensure timely reporting of elected officers and committee members, and OU activities through vTools.
- Advise Section, Subsection, and Chapter management and find meaningful solutions to concerns and problems
- Evaluation of petitions for the formation of or change in Sections, Subsections, and Chapters.
- Formulation and execution of Section & Chapter exclusive incentives and recognition programme.

### **15.5 R10 Sections & Chapters Support Committee Chair's Functions**

The R10 Sections & Chapters Support Committee Chair will strive to:

- Establish and maintain communication channels with all Section and Chapter Committee Chairs.
- Publicize R10 aiming to establish Sections or Subsections in countries without any Section or Subsection.
- Assist with petitions for the formation of or changes in Sections, Subsections geographical boundaries.
- Examine petitions for the formation of or change in Sections, Subsections, and Chapters and recommend R10 Director appropriate actions.
- Communicate concerns and recommendations to the executive committees of the Sections, Subsections, and Chapters, and R10 EXCOM.
- Assist Section, Subsection, and Chapter officers in familiarizing IEEE resources available to them by arranging appropriate training workshops for OU volunteers.
- Foster better Society, Section and Chapter cooperation through efforts to improve the understanding of mutual responsibilities and the effectiveness of member services delivery.
- Help to showcase the accomplishments of Sections, Subsections, and Chapters with successful programs.

### **15.6 R10 Sections & Chapters Support Committee Point of Contact:**

Dr. Amit Kumar, Chair R10 SCS Committee Chair ([dramit.kumaar@gmail.com](mailto:dramit.kumaar@gmail.com)).

## **SECTION 16: R10 Strategic Planning and New Initiatives Committee**

### **16.1 Introduction**

The new advancements in technology and its rapidly spreading applications around the world create many opportunities as well as threats for the growth of IEEE. Also natural events like pandemics and other calamities could impact the operation of IEEE. It is therefore important to monitor the evolving situations and develop strategic plans to avail opportunities and avoid potential risks in the region.

### **16.2 R10 Strategic Planning and New Initiatives Committee Broad Objectives**

1. Development and assessment of the strategic directions and initiation of new activities in R10.
2. Development of strategies for R10 short-term and long-term goals with roadmaps for implementing the strategies.
3. Assist R10 Director in initiation, development, organization, and execution of activities that are strategically important for Region 10.

### **16.3 R10 Strategic Planning & New Initiatives Committee Composition**

The Region 10 Director appoints the R10 Strategic Planning & New Initiatives Committee (SP&NI) Chair for a one-year term, who can continue for the second term at Director's discretion.

The R10 SP&NI Committee Chair forms the committee by selecting experienced volunteers as members. The number of committee members shall depend on the scope of the task to be fully effective in achieving committee objectives.

### **16.4 R10 Strategic Planning and New Initiatives Committee Functions**

The SP&NI Committee will assist the Chair with:

- Review of the operational environment in the region and identifying potential opportunities and risks.
- Formulating strategic plans and propose new initiatives by gathering information from IEEE MGA, Organizational Units and a cross-section of IEEE volunteers.
- Deliberations on proposed strategies and new initiatives for implementation.
- The preparation of roadmaps and discussion papers on issues of strategically important for the future of R10.

### **16.5 R10 Strategic Planning and New Initiatives Committee Chair's Functions**

The R10 SP&NI Chair shall:

- Study the operational environment in the region for identifying potential opportunities and risks.
- Prepare roadmaps and discussion papers on issues of strategically important for the future of R10. Circulate the documents among R10 senior leadership for their comments and approval.

- Report on the deliverables and activities of the Strategic Planning and New Initiatives Committee at R10 EXCOM and Annual meetings.
- Initiate, develop and organize activities that are strategically important for R10 and seek feedback from R10 OpsCom, Advisory Committee and R10 Director.
- Watch for consistency between IEEE objectives & policies and R10 objectives & policies. If required, advise R10 Director and senior leadership to maintain R10 alignment with HQ vision and mission.
- Assist Section/Chapter leadership on building up their strategic planning capabilities and initiative aptitudes to achieve effective Section/Chapter management. This can be achieved with more impact by collaborating with R10 Committee Chairs, especially the Section & Chapters Support Committee Chair.
- Report on strategic planning and new initiatives activities carried out since the last report at the R10 EXCOM and annual general meetings.
- Document all proceedings and activities of R10 EXCOM in accessible form, including on the Region 10 website for future reference and possible sharing with R10 volunteers.

#### **15.6 R10 Strategic Planning and New Initiatives Point of Contact:**

Prof Seishi Takamura, Chair R10 Strategic Planning and New Initiatives  
([takamura@ieee.org](mailto:takamura@ieee.org))

## **SECTION 17: R10 Young Professionals Committee**

### **17.1 Introduction**

The R10 Young Professionals program serves as a meeting ground for young researchers and engineers in the Region to network, learn and hone their leadership, marketing and organizational skills. The program exposes them to the organizational structure and the volunteering opportunities of the IEEE. As a direct result of the vibrant Young Professionals programs in the Region, the graduating students can see the benefits of continuing with their IEEE memberships, thereby increasing the retention rates in the Region. Active Young Professionals Affinity Groups mentor, rejuvenate, foster and partner with the Student Branches and collaborate with the other OU within the Section.

### **17.2 R10 YP Activities Committee Broad Objectives**

The broad objectives of the R10 Young Professionals Committee (YPC) are:

1. Improve Student to YP Transition
2. Membership Development and Retention
3. Professional Development of R10 YPs
4. Enhance R10 YP and Industry collaborations
5. Organize regional level YP focused events
6. Formation and Revamping of YP AGs

### **17.3 R10 YP Committee Composition**

Region 10 Director appoints the R10 YP Committee Chair for a one-year term, who can continue for the second term at Director's discretion. The R10 YP Committee Chair forms the Region 10 Young Professionals Committee consisting of:

- Immediate Past Chair of R10 YP
- Information Management & Communications subcommittee (Social Media Committee Chair, Webmaster and Graphic Designers)
- Webinar & Training subcommittee for YP professional development activities
- Affinity Groups Committee Chair(s)
- Awards & Recognition Committee Chair(s)
- Student to YP transitions Committee Chair(s)
- Contests Committee Chair
- Team(s) of volunteers for any other tasks as required.

### **17.4 R10 YP Committee Functions**

The R10 YP Committee shall carryout following functions to achieve it objectives:

- Drafting/updating Terms and References (TORs) for awards, contests, and funding schemes.
- Review current R10 YP programs and suggest new initiatives with budget estimates for presentation at R10 EXCOM and Annual General meetings for approval.

- Organising webinar and training sessions focusing (but not limited to) technical, career development, YP volunteer leadership and virtual networking events; e.g. R10 YP Summit.
- Organise activities for effective student to YP transition e.g. R10 Student-YP Joint Activity Fund, R10 Career and Leadership Aid Program (CLAP) and R10 YP Revol in conjunction with R10 YP Ambassadors Program.
- Maintaining a list of R10 YP AGs, their membership counts and important contacts to:
  - Identify active and inactive YP AGs in the region and take measures related to reviving inactive YP AGs.
  - Promote formation of new YP AGs in Sections with YP members but no affinity group.
  - Maintaining YP AG mailing lists/WhatsApp/Wechat groups to update important announcements related to YP activities.
  - Promote the awareness about funding opportunities available for the YP AGs to organize their events
  - Create awareness about the R10 and MGA YP Awards
- Initiating and executing a funding scheme for R10 YP AG activities.
- Preparing submission forms/ collect submissions/validating submissions/coordinate judges/Compiling scores and identifying winners for R10 YP awards, funding and contests.
- Maintain/create social media channels for effective communication with R10 YP members (e.g. R10 YP LinkedIn, R10 YP Instagram, R10 YP AG Chair WhatsApp)
- Posting timely updates about R10 YP activities/announcements and notifications in R10 YP social media channels.
- Designing/Maintaining R10 YP website
- Designing posters/flyers efficiently for promotion of R10 YP activities

### **17.5 R10 YP Committee Chair's Functions**

The R10 YP Committee Chair is expected to perform following functions:

- Lead the YP Committee to function in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. The Chair will also keep committee members informed about changes in R10 priorities and directions as communicated by the R10 Director and/or relevant R10 Vice Chair.
- Keep R10 Director informed about YP activities and report on the progress of the Young Professionals program at the R10 EXCOM and Annual General meetings.
- R10 Representative at MGA YP Committee – Attend meetings and support MGA Young Professionals initiatives. R10 YP Chair will take appropriate actions to support and implement MGA Young Professionals initiatives in Region 10 as directed by the MGA Chair or the Overseer of all Region Young Professionals

Committee Chairs. He/she will also report to the MGA YP Committee about the growth of the Young Professionals program in the Region.

- Promote formation of new YP Affinity Groups – Assist the volunteers in forming the Young Professionals affinity groups by answering their queries, familiarizing them with the petition procedures and motivating them.
- Establish links with Section YP leaders for furthering the vision and mission of the R10 and MGA Young Professionals Committees.
- Retain and Recruit Leaders – Strive for nominations and appointments of young volunteers for the volunteering positions in the IEEE.
- Collaborate with other R10 Committee Chairs for joint activities such as conferences, webinars and training programs. R10 YP Chair will also work with other R10 EXCOM members for holding a successful R10 SYWL Congress.

### **17.6 Main R10 YP Activities for 2021-2022**

#### **Project 1: YP Focused Regional Events**

- Region 10 Young Professionals Sparklers Summit
- Career and Leadership Aid Program (CLAP)

#### **Project 2: Region 10 Young Professional Affinity Group Supervision**

- Affinity Group Form/Revamp Project
- Young Professionals Affinity Group meet-ups & training

#### **Project 3: Region 10 Young Professional Support Funds**

- R10 Young Professionals Upskills
- New/dormant AG Fund
- YP-student joint activities Fund

#### **Project 4: Volunteer Recognition**

- Region 10 YP Outstanding Volunteer Award
- Region 10 YP Outstanding Affinity Group Award
- Region 10 YP Revol Contest

#### **Project Category 5: Outreach**

- Publicity & communications with members via Facebook, Instagram, LinkedIn, WhatsApp, Wechat, R10 YP website and email
- Extended publicity via R10 YP ambassador program

### **17.7 R10 Young Professional Committee Point of Contact:**

Dr. Saaveethya Sivakumar, Chair R10 YP Committee (saaveethya@ieee.org).

## **SECTION 18: R10 Students Activities Committee**

### **18.1 Introduction**

IEEE Region 10 has the largest numbers of student members and Student Branches in the world. R10 acknowledges students as future change makers and therefore attaches great importance to serve the student community well to keep it vibrant for brighter future of students as well as of IEEE.

R10 Student Activities Committee (SAC) strives to provide undergraduate and graduate students members (and often non-members too) enrolled in the IEEE designated fields or related engineering professions with opportunities for educational, technical and professional development, emphasizing the value of continuing IEEE membership.

### **18.2 R10 Student Activities Committee Broad Objectives**

1. Create awareness of the scope, opportunities, nature and responsibilities of the engineering profession among young people.
2. Plan and conduct programs and services for educational, technical and professional development of IEEE student members.
3. Promote healthy activities in Student Branches for members' benefit.
4. Support growth in student membership and retention of membership after graduation.
5. Support Student Branches to flourish and student volunteers to develop leadership skills.
6. Beware of dormant Student Branches and initiate revival of inactive students Branches. Also, dissolve those Student Branches whose chances of revival are minimal.
7. Keep IEEE student members informed about the dynamics of the organization and the opportunities for involvement in the IEEE activities.
8. Recognise excellence in educational and volunteering activities of IEEE student members.

### **18.3 R10 Students Activities Committee Composition**

The R10 Student Activities Committee (R10 SAC) Chair is appointed by the Region 10 Director for a one-year term, who can continue for the second term at Director's discretion. A Regional Student Representative (RSR) is also appointed by the R10 Director to represent the student community and support R10 SAC Chair in conducting activities for the benefit of student members.

As required the R10 SAC Chair invites volunteers from across R10 to join and form the Student Activities Committee with the R10 Director's approval. In consultation with the R10 Director, the Chair can assign specific duties to R10 SAC members such as zonal SAC Committee Chairs, Secretary, Awards, Contests and Funding Committee Chairs, Training & Webinar Committee Chairs, Outreach Committee Chairs, Support Committee Chairs, Publicity and Design Committee Chairs etc.



#### **18.4 R10 Student Activities Committee Functions**

The R10 Students Activities Committee (R10 SAC) shall:

- Review overall policy and procedures regarding the IEEE Student Program, Student Services and other activities and make recommendations for improvements.
- Explore opportunities for new initiatives and propose plans with budget for presentation at the R10 EXCOM meeting and approval.
- Assist R10 SAC Chair to organize major annual activities for students in R10 (see the list of Major Annual Activities) and publicize all activities.
- Maintain students activities website for R10. (<http://sac.ieeer10.org/>)
- Revise and circulate the Branch operations guide periodically to the Student Branches.

#### **18.5 R10 Student Activities Committee Chair's Functions**

The Chair of R10 Students Activities Committee is expect to:

- Present the annual R10 students activities program with estimated budget at the R10 EXCOM and R10 Annual General meetings.
- Execute the R10 SAC programs as per the budget allocation.
- Play a leading role in organizing R10 sponsored students activities in the region.
- Support activities of Student Branches (including support to Student Branch Counsellor) in R10.
- To endorse and make recommendations to Region 10 Director the setting up of new Student Branches, branch chapters and affinity groups.
- Prepare an Annual Report for Region 10 EXCOM Meeting
- To attend MGA Students Activities Committee Meetings during the year to discuss with other counterparts.
- Prepare Interim Reports for Meetings of MGA Students Activities Committee and MGA Board meetings.

#### **18.6 List of Major Annual Activities**

Following is a list of events, contests, awards and funding schemes coordinated by the R10 SAC:

##### **Student Contests**

1. Student Research Paper Contest
2. Undergraduate Project Video Contest

##### **Projects & Events**

1. Student Branch Chair and Adviser/ Counsellor Summit
2. Section SAC Chair and SR Meeting
3. Technical and Non Technical Webinars

## **Awards**

1. R10 SAC Outstanding Student Volunteer Award
2. R10 SAC Outstanding Student Branch Award
3. Exemplary Student Branch Award
4. Larry K. Wilson Award
5. Outstanding Branch Counsellor and Branch Chapter Advisor Award
6. The Darrel Chong Student Activity Award
7. Regional Student Branch Website Contest

More information can be obtained from Region 10 Students Website:

<http://sac.ieeer10.org/> .

### **18.7 R10 Students Activities Committee Point of Contact:**

Prof Jennifer Dela Cruz, Chair R10 SAC ([jennifer.c.delacruz@ieee.org](mailto:jennifer.c.delacruz@ieee.org)).

## SECTION 19: R10 Women In Engineering Committee

### 19.1 Introduction

R0 recognises the vital role of women in the development of society and therefore attributes special significance to support them in their career as well as in their personal development and well-being. The R10 WIE strives to **inspire, engage, encourage, and empower** IEEE women so as to form a vibrant community of IEEE women and men innovating the world of tomorrow.

### 19.2 R10 Women In Engineering Committee Broad Objectives

The Region 10 WIE Committee aims to:

1. **Inspire** young women in high schools to take up engineering and technical studies and career,
2. **Engage** the interests of women in enhancing their technological and professional skills,
3. **Encourage** women to their acquired skills and education for the improvement of the society and
4. **Empower** and foster women in leadership roles and career advancement.

### 19.3 R10 Women In Engineering Committee Composition

Region 10 Director appoints the R10 WIE Committee Chair for a one-year term, who can continue for the second term at Director's discretion. The R10 WIE Chair forms the Region 10 WIE Committee with appropriate members to support the breadth of R10 WIE activities each year.

### 19.4 R10 Women In Engineering Committee Functions

The main responsibilities of R10 WIE Committee (WIEC) include:

- **Support the establishment of WIE Affinity Groups - helping identify volunteers and training them.**

This is done by being in constant contact with the Sections and Student Branches and introducing them to the benefits of forming the WIE AG(s) through Congresses, Awareness Program, Get Together, etc. In addition, the procedure for the submission of the petition and improving the memberships through activities should be made familiar to them.

- **Maintain an advisory relationship with the local WIE Affinity Groups**

The WIEC should provide guidance such as, new initiatives or assistance in the procurement of funds for activities that support the objectives of MGA Board. The Committee should provide support and ensure that the WIE Groups in the Region maintain a good level of activities.

- **Act as a liaison between the Region and the WIE Committee**

The WIEC should participate in WIE Committee meetings and report to the Region Director at regional meetings on WIE status and activities. The R10 WIE

Committee Chair should also introduce new ideas and best practices followed in other regions in Region 10 or vice versa.

- **Inform WIE Committee of local activities that might be of interest to the WIE membership**

The WIEC is the one-point contact for the WIE Committee to be apprised of new groups being formed and the local activities organized by the Section and Student Branch Affinity Groups. Also encouraging the local groups to report about activities in Region 10 for publication in WIE Newsletter and motivating the local members to write articles for the WIE magazine and getting them published. Follow up on the report of any change in the AG officers may be done with the Section Chairs for the Section WIE AGs and the Section WIE Chairs for the SB WIE AGs.

- **Help to Increase the participation of women within IEEE**

By motivating the Affinity Groups in Region 10 to organize different IEEE activities, especially for women engineers and women engineering students, the WIEC can help increase the women participation in IEEE. By guiding them to improve their technical skills through activities and motivating them by assigning responsibilities and engaging women engineers.

- **Assist in membership grade elevation for women members**

The WIEC may serve as a guidance for the women IEEE members to be assisted in their membership grade elevation by providing the necessary links and references.

- **Sustain the growth of WIE Affinity Groups and WIE members**

The WIEC is responsible for encouraging the active groups and motivating and guiding the inactive groups and starting new groups in the region. For this local Sections and Student Branches may be used as links and their officers as mentors.

- **Identify new volunteer leaders, talents and ideas**

Volunteers with new ideas can be identified by having constant lookout and these volunteers should be given responsible positions so that their ideas can be put to action. Committees may be formed for the various activities planned and volunteer responsibilities clearly defined.

- **Gather information on the status of IEEE women members in the Region and disseminate it.**

WIEC should always look for information on Women IEEE members in the Region and help to provide links and contacts wherever required. This will help in identifying new talents and help in turn to increase the WIE membership in the Region.

- **Report on the progress of WIE in the region and its activities**

WIEC monitors the growth of WIE, collects information on the activities of WIE Affinity Groups and WIE members and reports about them to the R10 EXCOM as well as the R10 Newsletter editor for publication.

- **Recognize WIE's outstanding achievements through Region 10 WIE Awards and IEEE Awards nominations**

Region 10 WIE Volunteer Awards and WIE AG of the year Awards have been established to recognize individuals and AGs who have exhibited exemplary and substantive leadership in implementing activities and making distinguished contributions which support the aims of R10 WIE. Excellent WIE candidates should be nominated for IEEE Awards.

### 19.5 R10 WIE Committee Chair's Functions

The R10 WIE Committee Chair will strive to:

- Lead the R10 WIE Committee to deliver the R10 WIE objectives
- Act as a regional leader for activities of interest to female engineers and professionals.
- Plan the R10 WIE program with an estimated budget for presentation at the R10 EXCOM meeting, which is usually conducted in January and approval at the R10 Annual General Meeting in late February/early March.
- Ensure disbursement of funds should be done appropriately after careful scrutinizing the proposals received in terms of the extent of fulfilment of the MGA objectives, amount of outreach and beneficiaries and the availability of funds.
- As and when required represent R10 at MGA WIE meetings and at other region's events.

### 19.6 Activities

The activities planned by Regional WIE can be done in association with the various WIE AGs across the region to increase participation. Though the range of activities is unlimited, based on the originality and the innovativeness of the organizer, resources available and the audience, a list of sample programs are given below:

- PROGRESS (PROmote Gender Equal Societies) program
- Conferences/Workshops
- Congress/Forum
- STAR (Student-Teacher and Research Engineer/Scientist) outreach program
- Professional and Career Development program
- Development/outreach program to Rural areas
- Industry engagement

### 19.7 Other Matters

**Reporting:** The reporting of activities to the Region and WIE Committee should be done regularly. Timely publication of reports in the Regional Newsletter, Global WIE Newsletter and WIE magazine are the responsibility of the WIE Committee Chair. Encouraging WIE members to publish articles in the WIE magazine is another way of increasing the popularity of WIE among IEEE members.

**Website and Social Media:** The Regional Website/Social Media includes a webpage/a social media page for WIE activities. The activities organized,

activities planned, prizes won, awards received, committee members, photos etc. can be posted on the webpage for the benefit of regional WIE members and AGs.

**19.8 R10 Women-in-Engineering Committee Point of Contact:**

Ms Emi-Yano, Chair R10 WIE Committee ([emi@ieee.org](mailto:emi@ieee.org))

## **SECTION 20: R10 Humanitarian Technology Activities Committee**

### **20.1 Introduction**

The mission of R10 Humanitarian Technology Activities (HTA) committee is to inspire professionals and engineers to become socially responsible and to support impactful humanitarian technology and sustainable development activities at the local level.

### **20.2 R10 Humanitarian Technology Activities Committee Broad Objectives**

1. Promote engineering and technology for the development of solutions to humanitarian problems through competition and conference.
2. Encourage IEEE Sections in the region and individuals to work in the area of Humanitarian Technology.
3. Support the R10 volunteers in partnering with underserved communities & local organizations to leverage technology for sustainable development and assist them in forming the Special Interest Group on Humanitarian Technology (SIGHT).
4. Enhance visibility of regional HTA and give recognition to significant humanitarian activities and projects done by R10 members.

### **20.3 R10 Humanitarian Technology Activities Committee Composition**

The Region 10 Director appoints the R10 HTA Committee Chair for a one-year term, who can continue for the second term at Director's discretion.

The R10 HTA Committee Chair shall form the committee by selecting senior experienced volunteers as well young members to support the R10 sponsored humanitarian technology activities.

### **20.4 R10 Humanitarian Technology Activities Committee Functions**

The R10 HTA Committee is constituted to assist with:

- Review documents related to R10 HTA programs and update each document to meet relevant HTA programs objectives and scopes.
- Preparation of Call for Proposals and Call for Participation for R10 HTA sponsored activities.
- Preparation of publicity material for promoting R10 HTA activities and posting it on all available channels including websites, social media and emailing.
- Administering and evaluation of received proposals from Section for conducting Humanitarian Technology projects.
- Review of project reports submitted by Sections for activities approved for R10 funding and appropriately recommend dispersal of R10 funds.
- Timely evaluation of nominations for the R10 HTA awards.
- Development of new initiatives with proper documentation to elaborate and encourage Sections and individuals to work in the Humanitarian Technology area.
- Management of R10 HTA website and social media pages for up-to-date information.

## **20.5 R10 Humanitarian Technology Activities Committee Chair's Functions**

The R10 HTA Committee Chair will strive to:

- Prepare plans for R10 HTA programs with estimated budgets for the year and present them at R10 EXCOM and R10 Annual General meetings.
- Maintains close communication with MGA HTC, SIGHT and other bodies that support humanitarian activities.
- Advise Sections, Chapters, and IEEE Region 10 members interested in organising humanitarian activities on available IEEE information, resources and publicity.
- Act as an interface between Region 10 Office and the HTC, YP, WIE and other entities to support organisation of humanitarian activities in Region 10.
- To be a representative of R10 in humanitarian conferences and meetings held by the IEEE HTC.
- Provide guidelines for Sections and volunteers for the establishment of Special Interest Group on Humanitarian Technology (SIGHT).
- Support IEEE Sections and help them to include HT track in major R10 flagship conferences and major local events.

## **20.6 Major R10 HTA Projects**

Following are the main projects of the R10 HTA Committee in 2021 – 2022:

- a. Humanitarian Technology Projects Support Fund for R10 Sections (TENHOPE),
- b. Region 10 HTA Highlight Video Contest,
- c. R10 Humanitarian Technology Conference (HTC),
- d. Collaboration with IEEE HTC for humanitarian projects.

## **20.7 R10 Humanitarian Activities Committee Point of Contact:**

Prof Jing Dong, R10 HTA Committee Chair ([jdong@nlpr.ia.ac.cn](mailto:jdong@nlpr.ia.ac.cn))



## **SECTION 21: R10 History Committee**

### **21.1 Introduction**

The current geographical boundaries of the IEEE Region 10 consisting of countries in the Asia-Pacific region were defined in 1967. The history of R10 therefore begins from 1967 and consists of records of all significant events across the region. R10 has appointed a committee to maintain these historical records up-to-date.

### **21.2 R10 History Committee Broad Objectives**

1. Promoting applications for IEEE Milestones in Region 10.
2. Collecting and recording the history of Region 10.
3. Promoting updating and accessing Section history contents on IEEE history websites.
4. Members are able to take advantage of professional & personal benefits of IEEE membership.

### **21.3 R10 History Committee Composition**

The Region 10 Director appoints the R10 History Committee Chair for a one-year term, who can continue for the second term at Director's discretion.

The R10 History Committee Chair shall form the committee by suitable volunteers to support the R10 History Committee work.

### **21.4 R10 History Committee Functions**

The R10 History Committee will work towards:

- Compiling and maintaining the list of technologies in Region 10, which are considered to be potential candidates for IEEE Milestone.
- Soliciting relevant IEEE Sections for their applications for the IEEE Milestone recognition.
- Updating and recording the history of R10 on the R10 web page and Engineering and Technology History Wiki.
- Reporting on the activities of the History Committee to R10 Director.
- Promoting updating and accessing ethw.org and ieee10.org history sites with Region 10 sections.

### **21.5 R10 History Activities Committee Chair's Functions**

The Chair of R10 History Committee is responsible to:

- Prepare plans with estimated budget to carry out the R10 history projects. The Chair shall present the plans at the R10 EXCOM and R10 Annual General meetings.
- Propose new activities to be carried out by the R10 History Committee.
- Explore technologies, which are potential candidates for IEEE Milestone and keep updating the list of such technologies.

- Solicit relevant IEEE Sections for their applications for IEEE Milestone.
- Provide R10 History Committee activities for uploading on the R10 website and Engineering and Technology History Wiki.
- Promote updating Section activities and history contents on ethw.org and ieer10.org and publicize new history events among R10 Sections.

#### **21.6 Point of Contact for R10 History Committee**

Prof Jong Chang Yi, Chair R10 History Committee ([wave@hongik.ac.kr](mailto:wave@hongik.ac.kr))

## **SECTION 22: R10 Individual Benefits & Services Committee**

### **22.1 Introduction**

It is important that IEEE members understand and value the benefits of IEEE membership and take full advantage of their membership and association with IEEE entities. Numerous benefits of IEEE membership can be helpful members for their professional development and advancement of career. However, these benefits may not be very obvious to members and it is important to bring those benefits to members' attention. Realisation of IEEE membership benefits can be helpful to persuade members to retain their membership.

### **22.2 R10 Individual Benefits & Services Committee Broad Objectives**

1. Providing individual benefits & services via adding IEEE community values and social prestige.
2. Highlight IEEE benefits to members to fully avail them.
3. Seek additional benefits for IEEE members

### **22.3 R10 Individual Benefits & Services Committee Composition**

The Region 10 Director appoints the R10 IB&S Committee Chair for a one-year term, who can continue for the second term at Director's discretion.

The R10 IB&S Committee Chair shall form the committee by suitable volunteers to support the R10 IB&S Committee work and assist the Chair to achieve R10 goals.

### **22.4 R10 Individual Benefits & Services Activities Committee Functions**

The IB&S Committee will assist the Chair to:

- Encourage Sections to seek possibilities in providing members' Individual Benefits & Services (IBS) such as insurance coverage, discount, vouchers, professional networking information/opportunities etc. in collaboration with IEEE office(s). and other relevant organizations, companies and industries.
- Explore hidden benefits of IEEE membership benefits and bring them to members' attention.
- Contemplate potential benefits that can be arranged for members locally and internationally.
- Publicity of IEEE individual benefits and services on social media, websites and by email.
- Conduct surveys where benefit requirements are identified through the exchange and sharing of information and experiences among all academia, industry, research, and young professional members within Region 10.

### **22.5 R10 Individual Benefits & Services Activities Committee Chair's Functions**

- Prepare IB&S plans with estimated budget for presentation at R10 EXCOM and Annual General meetings for approval.

- Motivate and encourage activities by Sections' leadership by writing timely articles for the Region 10 Newsletter and Council/Section Newsletters.
- Harmonize the conceiving, developing, implementing and monitoring of Region 10 Individual Benefits & Services Programs in partnering with IEEE MBPAC.
- In collaboration with the three aforementioned offices, establish links with relevant organizations, companies, and industries in providing relevant benefits and services such as insurance coverage, discount vouchers, professional networking information/opportunities, etc.
- Encourage the appointment of active IBS Chair in all Area/Council and Section organizations. It is recommended that each Section IBS Chair be a corresponding member of the Region 10 IBS committee.
- Collaborate with the MD, PA, SA, YP, WIE, LMAG and Conference Committees to perform surveys to promote and monitor IBS activities such as IBS promotion events, IBS publicity projects and IBS development tours.
- Through the existing Special Interest Group on Humanitarian Technologies (SIGHT), promote organization of Joint Creation Camps (JCC) which are forums for addressing the pain spots of industries in triggering brainstorming of academia, research, and young professional/student members for possible solutions.
- Motivate and encourage activities by the Region 10 leadership by writing timely articles for the Region 10 Newsletter and Council/Section Newsletters.
- Report and communicate IBS activities to IEEE MBPAC as well as Region 10 Executive Committee. Share successful Region 10 IBS programs with other Regions. Bring successful Institute and other worthwhile Region IBS initiatives to Region 10.

## **22.6 Point of Contact for R10 IB&S Committee**

Prof Jong Chang Yi, Chair R10 IB&S Committee ([wave@hongik.ac.kr](mailto:wave@hongik.ac.kr))

## Annex I: Record of Changes

<b>R10 Operations Manual Section</b>	<b>Updated by</b>	<b>Date</b>
Title Page	Dr Zia Ahmed	December 2021
Definitions	Ewell Tan	December 2021
OpsMan Opening Chapter	Dr Zia Ahmed	November 2021
SECTION 1: R10 DIRECTOR/R10 DELEGATE		
SECTION 2: R10 NOMINATIONS AND ADVISORY COMMITTEE	Prof. Akinori Nishihara	
SECTION 3: RUNNING OF THE REGION	Sameer S M	
SECTION 4: R10 FINANCIAL MANAGEMENT	Rajendrasinh Jadeja	
SECTION 5: R10 AWARDS & RECOGNITIONS COMMITTEE	Wu Qun	
SECTION 6: R10 CONFERENCE AND TECHNICAL SEMINAR COMMITTEE	Prof Takao Onoye	November 2021
SECTION 7: R10 CONFERENCE QUALITY AND MANAGEMENT COMMITTEE	Dr Michael Ong	November 2021
SECTION 8: R10 EDUCATIONAL ACTIVITIES COMMITTEE	Prof Preeti Bajaj	November 2021
SECTION 9: R10 PROFESSIONAL ACTIVITIES COMMITTEE	Parkash Lohana	November 2021
SECTION 10: R10 INDUSTRY RELATIONS COMMITTEE	Dr Zia Ahmed	December 2021
SECTION 11: R10 INFORMATION MANAGEMENT COMMITTEE	Dr Nia Kurnianingsih	November 2021

SECTION 12: R10 LIFE MEMBERS ACTIVITIES COMMITTEE	R. K. Asthana	June 2021
SECTION 13: R10 MEMBERSHIP DEVELOPMENT COMMITTEE	Dr Zia Ahmed	December 2021
SECTION 14: R10 NEWSLETTER COMMITTEE	Dr Zia Ahmed	December 2021
SECTION 15: R10 SECTION AND CHAPTER COMMITTEE	Dr Zia Ahmed	December 2021
SECTION 16: R10 STRATEGIC PLANNING AND NEW INITIATIVES COMMITTEE	Dr Zia Ahmed	December 2021
SECTION 17: R10 YOUNG PROFESSIONALS COMMITTEE	Dr Saaveethya Sivakumar	November 2021
SECTION 18: R10 Students Activities Committee	Prof Jennifer Dela Cruz	June 2021
SECTION 19: R10 WOMEN IN ENGINEERING COMMITTEE	Ms Emi Yano	June 2021
SECTION 20: R10 HUMANITARIAN TECHNOLOGY ACTIVITIES COMMITTEE	Dr Zia Ahmed	December 2021
SECTION 21: R10 HISTORY COMMITTEE	Dr Zia Ahmed	December 2021
SECTION 22: R10 INDIVIDUAL BENEFITS & SERVICES COMMITTEE	Dr Zia Ahmed	December 2021
Annex I	Ewell Tan	December 2021
Changes Reviewed by	R10 Secretary/R10 Advisory Committee	December 2021
Changes Approved by	Deepak Mathur, R10 Director	December 2021