



# IEEE Region 10 Operations Manual

---

This document incorporates changes to the IEEE Region 10 Operations Manual approved by the R10 Director and will remain effective for calendar years 2023 - 2024.

As of July 2023

**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

DEFINITIONS	7
R10 Operations Manual	8
Introduction	8
R10 General Practices	8
Preservation of R10 Operational Manual	9
Organization Chart	10
SECTION 1: R10 Director/R10 Delegate & Zone Representative	11
1.1 Introduction	11
1.2 Zone Representative	12
1.3 Composition of R10 Executive Committee	12
1.4 The R10 Director's Functions	12
1.5 The R10 Zone Representative Functions	13
1.6 Contact details for the R10 Director	13
SECTION 2: R10 Nominations and Advisory Committee	14
2.1 Introduction	14
2.2 Composition & Tenure	14
2.3 Functions	14
2.4 Meetings	15
SECTION 3: Running of the Region	16
3.1 Introduction	16
3.2 R10 Secretary	16
3.3 R10 Treasurer	17
3.4 R10 Vice Chairs	17
3.4.1 R10 Vice Chair (Technical Activities)	18
3.4.2 R10 Vice Chair (Professional Activities)	18
3.4.3 R10 Vice Chair (Membership Activities)	18
SECTION 4: R10 Financial Management	19
4.1 Region 10 Accounts	19
4.2 Region 10 Funds	19
4.3 Role & Responsibility of the R10 Treasurer	20
4.4 Hand-Over Procedures	21
SECTION 5: R10 Awards & Recognition Committee	22
5.1 Introduction	22
5.2 R10 Awards & Recognition Committee Broad Objectives	22
5.3 R10 Awards & Recognition Committee (ARC) Composition	22
5.4 R10 Awards & Recognition Committee Functions	22
5.5 R10 Awards & Recognition Committee Chair's Functions	23
5.6 List of R10 Awards	23

5.7	R10 ARC Schedule <i>(to be updated annually)</i>	25
5.8	Point of Contacts for Further Information (updated annually)	25
SECTION 6: R10 Conference and Technical Seminar Committee		26
6.1	Introduction	26
6.2	R10 CTS Committee Broad Objectives	26
6.3	R10 CTS Committee Composition	27
6.4	R10 CTS Committee Functions	27
6.5	R10 CTS Committee Chair's Functions	27
6.6	Major Timelines of R10 CTS Committee (may subject to variation)	28
6.7	Main Point of Contacts for the R10 CTS Committee	28
SECTION 7: R10 Conference Quality and Management Committee		29
7.1	Introduction	29
7.2	R10 Conference Quality and Management (CQM) Committee Broad Objectives	29
7.3	R10 CQM Committee Composition	29
7.4	R10 CQM Committee Functions	29
7.5	R10 CQM Committee Chair's Functions	30
7.6	R10 CQM Timelines	30
7.7	R10 CQM Committee Point of Contact	30
SECTION 8: R10 Educational Activities Committee		31
8.1	Introduction	31
8.2	R10 Educational Activities Committee Broad Objectives	31
8.3	R10 Educational Activities Committee Composition	31
8.4	R10 EA Committee Functions	31
8.5	R10 EA Committee Chair's Functions	32
8.6	R10 EAC Point of Contact	32
SECTION 9: R10 Professional Activities Committee		33
9.1	Introduction	33
9.2	R10 Professional Activities Committee Broad Objectives	33
9.3	R10 Professional Activities Committee Composition	33
9.4	R10 Professional Activities Committee Functions	33
9.5	R10 Professional Activities Committee Chair's Functions	34
9.8	R10 PAC Point of Contact:	34
SECTION 10: R10 Industry Relations Committee		35
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
10.7	R10 Industry Relations Committee Point of Contact	36

SECTION 11: R10 Information Management Committee	37
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	38
11.5 R10 Information Management Committee Chair's Functions	38
11.6 R10 Information Management Committee Point of Contact	38
SECTION 12: R10 Life Members Activities Committee	39
12.1 Introduction	39
12.2 R10 LMAC Broad Objectives	39
12.3 R10 Life Members Activities Committee Composition	39
12.4 R10 LMAC Functions	39
12.5 R10 Life Members Activities Committee Chair's Functions	40
12.6 Awards and Competition for Region 10 Life Members	41
12.7 R10 Life Member Committee Point of Contact	41
SECTION 13: R10 Membership Development Committee	42
13.1 Introduction	42
13.2 R10 Membership Development Committee Broad Objectives	42
13.3 R10 Membership Development Committee Composition	42
13.4 R10 Membership Development Committee Functions	42
13.5 R10 Membership Development Committee Chair's Functions	43
13.6 R10 Membership Development Committee Point of Contact	43
SECTION 14: R10 Newsletter Committee	44
14.1 Introduction	44
14.2 R10 Newsletter Committee Broad Objectives	44
14.3 R10 Newsletter Committee Composition	44
14.4 R10 Newsletter Committee Functions	44
14.5 R10 Newsletter Editor/Committee Chair's Functions	44
14.6 R10 Newsletter Point of Contact	45
SECTION 15: R10 Section and Chapter Support Committee	46
15.1 Introduction	46
15.2 R10 Section and Chapter Support Committee Broad Objectives	46
15.3 R10 Section and Chapter Support (SCS) Committee Composition	46
15.4 R10 Section and Chapter Committee Functions	46
15.5 R10 Sections & Chapters Support Committee Chair's Functions	47
15.6 R10 Sections & Chapters Support Committee Point of Contact	47
SECTION 16: R10 Strategic Planning and New Initiatives Committee	48
16.1 Introduction	48
16.2 R10 Strategic Planning and New Initiatives Committee Broad Objectives	48
16.3 R10 Strategic Planning & New Initiatives Committee Composition	48

16.4	R10 Strategic Planning and New Initiatives Committee Functions	48
16.5	R10 Strategic Planning and New Initiatives Committee Chair's Functions	48
15.6	R10 Strategic Planning and New Initiatives Point of Contact:	49
SECTION 17: R10 Young Professionals Committee		50
17.1	Introduction	50
17.2	R10 YP Activities Committee Broad Objectives	50
17.3	R10 YP Committee Composition	50
17.4	R10 YP Committee Functions	50
17.5	R10 YP Committee Chair's Functions	51
17.6	R10 Young Professional Committee Point of Contact	52
SECTION 18: R10 Student Activities Committee		53
18.1	Introduction	53
18.2	R10 Student Activities Committee Broad Objectives	53
18.3	R10 Students Activities Committee Composition	53
18.4	R10 Student Activities Committee Functions	53
18.5	R10 Student Activities Committee Chair's Functions	54
18.6	R10 Students Activities Committee Point of Contact	54
SECTION 19: R10 Women In Engineering Committee		55
19.1	Introduction	55
19.2	R10 Women In Engineering Committee Broad Objectives	55
19.3	R10 Women In Engineering Committee Composition	55
19.4	R10 Women In Engineering Committee Functions	55
19.5	R10 WIE Committee Chair's Functions	57
19.6	Activities	57
19.7	Other Matters	57
19.8	R10 Women-in-Engineering Committee Point of Contact	57
SECTION 20: R10 Humanitarian Technology Activities Committee		58
20.1	Introduction	58
20.2	R10 Humanitarian Technology Activities Committee Broad Objectives	58
20.3	R10 Humanitarian Technology Activities Committee Composition	58
20.4	R10 Humanitarian Technology Activities Committee Functions	58
20.5	R10 Humanitarian Technology Activities Committee Chair's Functions	59
20.6	R10 Humanitarian Activities Committee Point of Contact	59
SECTION 21: R10 History Committee		60
21.1	Introduction	60
21.2	R10 History Committee Broad Objectives	60
21.3	R10 History Committee Composition	60
21.4	R10 History Committee Functions	60
21.5	R10 History Activities Committee Chair's Functions	60
21.6	Point of Contact for R10 History Committee	61

SECTION 22: R10 Individual Benefits & Services Committee	62
22.1 Introduction	62
22.2 R10 Individual Benefits & Services Committee Broad Objectives	62
22.3 R10 Individual Benefits & Services Committee Composition	62
22.4 R10 Individual Benefits & Services Activities Committee Functions	62
22.5 R10 Individual Benefits & Services Activities Committee Chair's Functions	62
22.6 Point of Contact for R10 IB&S Committee	63
SECTION 23: R10 Ethics Awareness and Advancement Committee	64
23.1 Introduction	64
23.2 Broad Objectives	64
23.3 Scope of R10 Ethics Awareness and Advancement Committee	64
23.4 R10 Ethics Awareness and Advancement Committee Composition	64
23.5 R10 Ethics Awareness and Advancement Committee Functions	65
23.6 R10 ECC Chair's Functions	65
23.7 Main Point of Contacts for the R10 Ethics Awareness and Advancement 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 R10 Executive Committee whereby its members are appointed by the R10 Director to run the affairs of the Region.
- “Approved” shall mean approved by the R10 Director or someone authorized to approve on behalf of the R10 Director.
- “R10 Committee” shall mean the Committee of R10, which consists of all IEEE Section Chairs in the region and other appointed or ex-officio members, and is chaired by the R10 Director.
- “R10 Program Committee” shall mean committee appointed by the R10 Director to run a specific R10 program 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 half.
- “Member” shall mean an individual member or an OU of R10.
- “Territory” shall mean the total Territory of R10 as approved by the MGA Board.
- “MGA” shall mean IEEE Member & Geographic Activities.
- “Policies and Procedures” as used in this document refer only to R10 Policies and Procedures.
- “Section” shall mean an IEEE Section that currently is an OU of the IEEE.
- “SECTION” in upper case refers to a particular part of this document.
- “OU” means the IEEE Organizational Unit, which can be a Section, a Sub-section, a Technical Society Chapter, an Affinity Group, a Student Branch, a Student Branch Chapter or a 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 the R10 Director shall provide guidance or directives in accordance with 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 the 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 volunteer involved in R10 affairs.
  - All R10 ExCom members and their committee 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 or perceived 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 Program 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 Program Committee Chairs shall serve as R10 ExCom Members reporting at both the R10 Annual ExCom Meeting and the R10 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 IEEE

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 Program Committee Chairs shall lead their committees in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand, and to deliver successful outcomes. Program Committee Chairs will also keep their 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 Committee 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 include Sections, Councils, Chapters and countries for diversity. The committee members should have experience of serving at Section, Council or Chapter levels in leadership roles so that they have better understanding of IEEE operations. R10 Program Committees Chairs should also nurture talented committee members for future leadership roles in R10.

Generally, the R10 Program Committee Chairs and their committees will conduct their business by e-mail and online meetings. If an opportunity arises that they can meet in person to discuss their functions and programs, such meeting shall require prior approval by R10 Director, if budgetary supports are required.

- (5) Succession Plan – Where possible, all R10 Program Committee Chairs must identify and groom talented volunteers as possible successor, and assist in putting them forward for consideration of higher-level IEEE volunteer positions. The R10 Program Committee Chairs should consider delegation of responsibilities to their committee or sub-committee members as an opportunity to incubate future leaders who can become eligible candidates as successors of R10 Program Committee Chair positions, and other IEEE volunteer positions.
- (6) Every R10 Program 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 member 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 be updated 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 R10 OpsMan with the relevant R10 Vice Chair, and review it with his/her committee. After the review, appropriate amendments shall be made to reflect the current objectives, roles and responsibilities, and the functions of R10 Program Committee Chair/officer and committees. The revision of the R10 OpsMan will

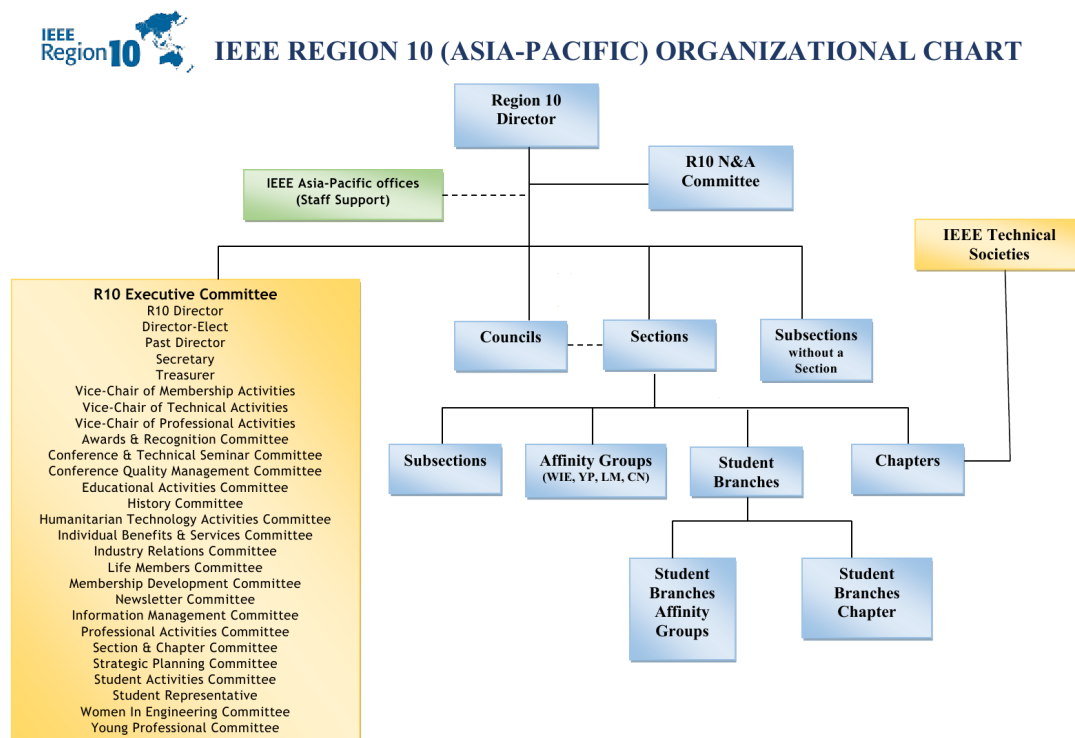
allow the R10 ExCom members to better understand their roles, and to carry out their responsibilities effectively.

- The amendments suggested by a R10 Program Committee Chair shall be examined by the R10 Operations Committee (OpsCom) before making the recommendations to the R10 Director for approval. The R10 Director shall approve all changes in the R10 OpsMan and a new version of the OpsMan shall be released. Names of the latest contributors to the amendments will be recorded in Annex I. The IEEE Asia-Pacific Office in Singapore will preserve the softcopy of old versions of the R10 OpsMan for the purpose of record keeping.
- The final R10 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.

(NEED TO ADD Ethics Advancement and Awareness Committee)



R10 Organization Chart - Updated - 8 December 2021

## **SECTION 1: R10 Director/R10 Delegate & Zone Representative**

### **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:

1. Have the duties, responsibilities, and authority as identified in IEEE Bylaws and Region bylaws.
2. Appoints the Treasurer, Secretary, and such other Committee Chairs as may be specified in the Region bylaws or identified in the MGA Operations Manual.
3. Responsible for handling geographic unit non-compliance with the MGA Operations Manual at the local level and within the processes found within Sections 2.10, 2.11 and 9.
4. 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.
5. Encourage Sections' participation in the Region meetings and address problems faced by the Sections.
6. Encourage Section/Chapter interaction.
7. Develop an appropriate leadership development program and encourage Section officers to participate.
8. Encourage student activities including the formation and successful operation of Student Branches and Student Branch Chapters.
9. 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.

10. Approve Technical Chapters, Affinity Group, Student Branch, and Student Branch Chapter formations for transmission to the MGA Board.
11. Encourage membership development, including recruitment, retention, and recovery.
12. Participate in and encourage IEEE Sections Congress.
13. Ensure that the Region financial statements and Region committee roster reports are submitted to the MGA department in a timely manner.
14. Present to MGA Board any regional items that may require MGA Board action.
15. Submit a report of activities to the MGA Board before each MGA Board meeting and a summary report for the MGA Annual Report.
16. Develop appropriate training curricula and materials for Region officers.

## **1.2 Zone Representative**

Effective 1 January 2023 Zones have been formed in Regions by the MGA Board for better representation of their members. In Regions with Zones, the Region shall appoint a Zone Representative to the MGA Board.

Region 10 shall have North Asia as Zone 10.A, and South Asia & Pacific as Zone 10.B. The Region Director and Zone Representative shall originate from different Zones in their Region.

The method of appointment of Zone Representatives is specified in the Region 10 Bylaws.

## **1.3 Composition of R10 Executive Committee**

R10 Director selects experienced and committed volunteers from across the region as R10 ExCom members to lead various 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 form the R10 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. However, the number of appointed voting members will be subject to the Section 9.1.F.3.a.iii of MGA Operations Manual.

The R10 Program Committee 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.

## **1.4 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

### **1.5 The R10 Zone Representative Functions**

The IEEE MGA Operations Manual specifies the functions of Zone Representative as:

1. Represents the membership of his/her Zone, along with the Region Director.
2. Serves as a voting member of the MGA Board.
3. May serve as a representative of MGA to other IEEE organizational units.
4. May serve on MGA committees or other organizational units.
5. Any other function assigned by the respective Region Bylaws.

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

- (a) Professor Lance Chun Che Fung ([Lanceccfung@ieee.org](mailto:Lanceccfung@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 R10 Director. The broad scope of the N&A Committee includes:

- The R10 N&A Committee shall be responsible for the nominations process and identifying qualified candidates for the position of R10 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 R10 Director on various issues referred from time to time.

### **2.2 Composition & Tenure**

The R10 N&A Committee consists of the R10 Director, R10 Director-Elect and Immediate Past R10 Director plus up to four Past R10 Directors who are living and registered in Region 10 and serving in the R10 EXCOM. In addition, IEEE Past Presidents, who were elected as candidates from Region 10, may be invited to the Nominations and Advisory Committee of Region 10. The Immediate Past R10 Director serves as the Chair of the N&A Committee. The Committee shall report to the serving R10 Director.

The term of the Committee is concurrent with that of the R10 Director.

No later than December 1 of the year preceding the term of R10 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 Region 10. 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 R10 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 R10 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 R10 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 R10 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 R10 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 R10 Director-Elect, the R10 N&A Committee will close the checking/evaluation of the nomination packages of the recommended candidates to the position of R10 Director-Elect.
- IV. During the R10 N&A Committee Meeting concurrent with the R10 ExCom Meeting scheduled in the month of January of the election year of the R10 Director-Elect, the R10 N&A Committee will complete the recommendations of nominated candidates for the position of R10 Director-Elect and forward for approval of the Region Director.
- V. Preferably by January 31 but no later than the date specified in IEEE Bylaws 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 R10 Director-Elect, must be Fellow or Senior Member grade and shall be residing in R10 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.”* (Need to check R10 Bylaws which is not the same) 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 (or the deadline specified by the IEEE Bylaws) 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 they assist R10 Director and senior leadership in the decision making.

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

R10 Vice Chair (Technical Activities)

R10 Vice Chair (Professional Activities) and

R10 Vice Chair (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 to:

1. Report to IEEE HQ, Member and Geographic Activities Board (MGA Board), R10 ExCom members under the R10 Director.
2. Update office bearers. The following format may be used in the reporting:

Designation	Name: (IEEE Membership No.: xxxxxxxx) Affiliation with Address: Phone No.: Email:
-------------	---

3. 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 at the end of Feb or early March of 1 <sup>st</sup> year of term	All members of R10 Committee (Section Chairs & R10 ExCom Members) and invited guests
3	R10 ExCom Meeting	Beginning of 2 <sup>nd</sup> year of term	R10 ExCom Members

4	R10 Annual Meeting	Usually at the end of Feb or early March of 2 <sup>nd</sup> year of term	All members of R10 Committee (Section Chairs & R10 ExCom Members) and invited guests
5	Sections Congress	Usually in August, once every 3 years	All members of R10 Committee (Section Chairs & R10 ExCom Members)

4. Call for additional R10 OpsCom and/or ExCom meetings at the discretion of the R10 Director.
5. Finalize meeting agenda with the R10 Director, send call for meeting and agenda, and collate meeting materials. The R10 Secretary needs to ensure the smooth running of the meetings.
6. Keep R10 meeting records. 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.
7. 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 R10 Secretary as stipulated in the R10 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 Treasurer are as follows:

1. R10 Financial Management as discussed in SECTION 4 of this document and carry out all responsibilities related to R10 financial management.
2. Keep R10 Director informed about the financial position of R10 throughout the year.
3. Manage all matters related to income and expenses.
4. Check and approve applications for reimbursements of expenses by volunteers and/or OU expenses

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

### 3.4 R10 Vice Chairs

The R10 Director appoints the three R10 Vice Chairs 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 program committees within that thrust area. Vice Chairs also serve as a

link between the R10 Director and the R10 Program Committees. Each Vice Chair is responsible to:

1. Provide guidance to R10 Program Committee Chairs and assist them in implementing their programs for the year.
2. Align activities in line with the 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 Program Committees on request from the R10 Director and/or Program Committee Chairs.
6. Ensure R10 Program Committee Chairs understand their duties clearly and provide reports on time for MGA Board and R10 meetings.

In 2023-2024, the three Vice Chairs will lead the following R10 program 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 R10 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 US\$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 R10 Student/YP/WIE/LM (SYWL) Congress is generally held once every 2 years. The Region would usually allocate about US\$20,000 every year for the Congress. Incomes owing to the e-Notice broadcasts are also used to support the Congress.

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

#### 4.2.4 Sections Congress Budget

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

Announcements will usually be made to the Sections several months before the Congress. Depends on the level of support from MGA, the Region may provide a portion of primary delegates' total travel expenses as needed, while the Sections may have to pay the balance.

The Region may also support participation of secondary delegates of the Sections, depending on the venue and allocations from the Congress.

#### **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, such as 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 R10 Treasurer**

The Region's finances are primarily under the management of the R10 Treasurer.

#### **4.3.1 Budget Preparation**

An annual budget of expected income and expenditures shall be prepared by the R10 Treasurer, for the forthcoming year, with the assistance of R10 ExCom and approved by the R10 Director. It shall be presented at the R10 Annual Meeting.

The fiscal year shall be the calendar year.

#### **4.3.2 Fund Maintenance**

The R10 Treasurer shall be responsible for the receipt, deposition and recording of all monies in the name of the Region.

The R10 Treasurer is authorized to disburse the funds. In any event of uncertain expenses, disbursement shall only be made when the R10 Director's approval has been sought. The R10 Treasurer shall make only such disbursements as approved by the R10 ExCom 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 just 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 R10 Director.

Statements of accounts (Concentration Account and Assessment Account) will be available (via post/online report and email) to the R10 Treasurer monthly. He or she 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**

The R10 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 online reporting tool, NextGen to report on the year's activities. 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**

All financial records should be kept for a minimum of **7 years**.

#### **4.4 Hand-Over Procedures**

Towards the end of the 2-year term, the serving R10 Treasurer shall brief the incoming R10 Treasurer about would-be expected roles and responsibilities of being the Region 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.

A Hand-over meeting may be called before the end of the Region Director's term in the even numbered year, between the current and incoming Treasurer and Secretary, as well as the Region Director, Region Director-Elect and the Past Region Director. This will ensure proper transference of financial and administrative matters between the key officers of the two terms,

## **SECTION 5: R10 Awards & Recognition 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 the 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 voting member of the R10 ExCom.

The R10 ARC should consist of no 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 and 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-dated:
  - (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.
  - (c) Records of R10 awards winners in each year.

- (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 to aid as may be necessary for accurate, timely and professional nominations assessments, and to 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 Program 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. Develop judging criteria and 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 Region 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 IEEE Board of Directors meeting.
- 11. Participate and represent R10 on the MGA Awards & Recognition Committee.
- 12. Invite suggestions from R10 ExCom members to establish appropriate new R10 awards.

### **5.6 List of R10 Awards**

- 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 of 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 which has done outstanding work in identifying social issues and made efforts to solve those issues through the use of technology or any other means.
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 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 has done quality activities at Section and/or Region level, and has 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 in 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 the 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 Groups which 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 (*to be updated annually*)**

- Call for Nominations: 31<sup>st</sup> March 2023
- Nomination Deadline: 31<sup>st</sup> May 2023
- Evaluation period: 1<sup>st</sup> June to 31<sup>st</sup> July 2023
- Recipient Notified: By 30<sup>th</sup> September 2023

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:** Dr. Jing Dong ([jdong@nlpr.ia.ac.cn](mailto:jdong@nlpr.ia.ac.cn))
- **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:** Dr. Khanita Duangchaemkarn ([d.khanita.th@ieee.org](mailto:d.khanita.th@ieee.org))
- **R10 Humanitarian Activities Awards:** Ms Emi Yano ([emi@ieee.org](mailto:emi@ieee.org))
- **R10 Educational Activities Awards:** Dr. Leon Lai ([leonlei@ieee.org](mailto:leonlei@ieee.org))
- **R10 Life Members Activities Awards:** Mr Rajendra ([asthana@ieee.org](mailto:asthana@ieee.org))
- **IEEE Singapore Office:** Ewell Tan ([ewell.tan@ieee.org](mailto:ewell.tan@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 team of dedicated members 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 considers 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.), supports 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 academics from 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 and local logistics. Registration fees can be charged to defray the cost and generate profit. An agreed portion of the profit, if any, is to be 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 Society Conferences in the Region, which typically numbered more than 400 each year. For volunteers' training purposes, R10 CTS and CQM coordinate R10 Conference Leaders Training Program, which conveys necessary skills to organize conferences meeting expected quality and standards of IEEE.

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

The broad objectives of the R10 CTS Committee are to:

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 R10 flagship conferences and R10 SYWL Congress by inviting proposals from potential host Sections and select the best proposal.
3. Manage all three R10 flagship conferences and ensure high standards are maintained.
4. Liaise with the IEEE Conference Meetings, Conferences and Events (MCE) and guide Conference Organizing Committees as needed.

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

- The R10 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 carry out the following functions to achieve its objectives:

1. The R10 CTS Committee Chair shall organize technical seminars and workshops just before or after the R10 ExCom and R10 Annual meetings at the location of the meetings in association with the local IEEE 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 establish the agreement required between Region 10 and the organizing Section.
  - (b) Ensure the payment of the R10 seed money (up to US\$5,000), to be returned to the R10 Treasurer, unless the finance of the event is in deficit. 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 R10 Technical Colloquium, Technical Seminar and Leadership Program such as R10 Conference Leaders Training Program (Check the latest name. POCO should not be used.) in cooperation with one or more interested Councils, Sections and Chapters in the Region, such events shall 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 R10 ExCom Member reporting to both the R10 Annual ExCom Meeting and the R10 Annual Meeting, normally to be held once a year.
2. Prepares the Annual Report for the R10 ExCom and R10 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 their 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 assists R10 Vice Chair (Membership Activities) for holding R10 SYWL Congress.
9. Oversees the organization of Annual R10 Technical Colloquium, Technical Seminar, Leadership Program and R10Talk webinar series.
10. Recommends to R10 Director to technically support conferences organized by Organizational Units or any other organizations 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 other support volunteers.

## **6.6 Major Timelines of R10 CTS Committee (may subject to variation)**

April-August: TENSYP organization support

April-December: R10 Conference Leaders Training Program 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**

Chair of R10 CTS, Prof. Jong Chang Yi (wave@hongik.ac.kr)

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

### **7.1 Introduction**

In every year, a number of conferences, technical seminars and webinars are being conducted in the Region. Some of these activities are either directly sponsored and managed by R10, or hosted by one or more IEEE OU's with financial involvement. Additionally, a large number of technical conferences are also held each year within the boundary of 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 to hold and manage good quality conferences. Though both committees work independently, they also supplement each other to meet R10 goals for good quality conferences within the Region.

Three main areas identified for good 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 R10 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 carry out 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 quality technical conferences and excellent conference experience for participants.

- (b) Conduct educational workshops on conference quality and management for Section leadership and conference organizers, and possibly at R10 flagship conferences (It is not necessary to run CQM educational workshops at all 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.
  - (c) Prevent Conflict of Interest by Conference Organizers

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

The R10 CQM Committee Chair shall:

1. Serve as a R10 ExCom Member reporting to both the R10 Annual ExCom Meeting and the R10 Annual Meeting, normally to be held once a year.
2. Prepare the Annual Report for the R10 ExCom and R10 Annual Meetings, and report to the MGA Board and IEEE Board of Directors as needed,
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 plan to organize two Conference Leadership Programs and three Conference Education Workshops yearly. However, the number of such programs each year may vary according to the needs in the region.

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

R10 CQM Committee Chair, Dr. Sameer S. M. (sameer@nitc.ac.in)

## **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. Furthermore, R10 recognizes the importance of Science, Technology, Engineering and Mathematics (STEM) for further development and betterment of the society, and has therefore chartered R10 EAC to promote STEM education among the younger generation. The R10 EAC is also tasked to promote the IEEE Educational Activity Board's programs designed specifically for members' benefits.

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

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

1. Foster the implementation of Educational Activities 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 benefits of IEEE members and promotion of STEM education in the community.
5. Promote IEEE's initiative "Reaching locals" in countries within Region 10.

### **8.3 R10 Educational Activities 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 Region Director. The EAC will specifically carry out the following functions:

1. Review SECTION 8 of the R10 Operations Manual and ensure it is in alignment with R10 and IEEE Educational 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. Prepare groups/information for Section EA Committee Chairs and organize Orientation workshop on EA activities in alignment with EAB.
6. The EAC will develop and utilize an infrastructure for effective communications between the membership and the R10 Educational Activities Committee.
7. 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 Activities 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.
8. The EAC will address such other tasks as may be assigned by the Region 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 should financial commitments are required.

### **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 members of the 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 levels.
5. The EAC Chair shall make every effort to identify deserving R10 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 R10 EAC Point of Contact**

Chair of R10 EAC, Dr. Chi-Un (Leon) Lei ([leonlei@ieee.org](mailto:leonlei@ieee.org))

## **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 to:

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 the latest technical innovation trends
3. Motivate IEEE Sections and OU's 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 OpsMan 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 Higher grade members and young professionals.
4. Support R10 version of **SmartTech/HardTech** (Do we still want this?) and IEEE Future Direction workshops (Have we been doing this?)
  - 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 IEEE 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 OUs without Professional Activity Coordinator to appoint volunteers to champion the cause by having a Professional Activity Coordinator or Chair at Council/Section/Subsection level.
5. The PAC Chair shall submit articles/reports about R10 sponsored professional activities for publication in the Region 10 Newsletters.
6. The PAC Chair shall make every effort to identify deserving Region 10 volunteers for IEEE MGA awards and 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 benefits 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.

### **9.8 R10 PAC Point of Contact:**

R10 PAC Chair Dr. Daniel Eghbal ([daniel.eghbal@ieee.org](mailto:daniel.eghbal@ieee.org))

## **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 with IEEE leadership and 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 of 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 establish mentoring from industry leaders.
4. Increase IEEE's visibility and membership in industry and local governments, which can expand IEEE membership into industry and public sectors.

R10 has constituted the Industry Relation Committee to plan and conduct activities to accomplish a successful engagement with industry and local governments, and to 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. To assist alignment of Region 10 activities with IEEE's strategic direction's focus in 'industry engagement',
2. To foster industry and academia forums with industry leaders to promote innovations to address technology pain spots,
3. To 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 R10 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 IRC Chair shall strive to:

- Prepare R10 IRC plans for the year with estimated budget for presentation at the R10 ExCom and annual general meetings for approval.
- Develop strategies and timelines for execution of approved projects.
- Collaborate with other R10 Committee Chairs to reach out to the 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.

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

R10 IRC Chair Mr Sanjay Kar Chaudhary ([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, calls, news and reports about various R10 sponsored activities as well as preservation of historical information. The R10 Information Management Committee (IMC) is tasked with managing all forms of electronic media (including website and social media), collect relevant data and protect stored information, related to R10 and its sub-units, for timely, effective and efficient dissemination of 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/IEEERregion10/>)
    - IEEE R10 Twitter (<https://twitter.com/IEEER10>)
    - IEEE R10 LinkedIn (<https://www.linkedin.com/company/ieee-region10/>)
    - IEEE R10 YouTube channel  
[https://www.youtube.com/channel/UC0y44WAsGRaeg\\_7jWNcxj3A/videos](https://www.youtube.com/channel/UC0y44WAsGRaeg_7jWNcxj3A/videos)
    - IEEE R10 Instagram <https://instagram.com/ieeer10>
2. Facilitate electronic dissemination of up-to-date information specifically about R10 programs, policies, procedures, and about IEEE in general, to volunteers and members in Region 10.
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. Advocate the use of MGA Information Management (IM) tools by volunteers, members and OUs. For example - IEEE Entity Web Hosting (EWH), Collabratec, vTools, eNotice, Listserv, etc.
6. Responsible for creating a consistent IEEE Brand experience in Region 10, which includes increasing awareness and educating volunteers and OUs about IEEE Brand Guidelines.
7. Take appropriate measures to protect R10 online data and information against cyber attacks and crimes, and
8. Archive R10 historical records.

### 11.3 R10 Information Management Committee Composition

- The R10 Director appoints the Information Management Committee Chair for a one-year term, and can continue for the second term at the R10 Director's discretion.
- The IMC Chair appoints members from across the Region to form the R10 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. Maintain a user focused consistent experience across the R10 website, and create content in the required format that best serves the user needs, also to ensure that the website meets Web Content Accessibility Guidelines (WCAG) 2.1.
3. Regularly backup website data to avoid any unexpected catastrophic consequences.
4. Collect and store R10 historical records in a secured 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.
9. Recommend to and train R10 ExCom members in the use of electronic tools that promote communication, collaboration, and help them to perform their duties in the most efficient manner.

#### **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.
5. Create and follow an Information Management Strategy for R10 website that advises on the complete lifespan of information - acquisition, ownership, audience, distribution, archiving and deletion.

#### **11.6 R10 Information Management Committee Point of Contact**

Chair of R10 IMC, Mr. Vijay S Paul (r10-imc@listserv.ieee.org)

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

### **12.1 Introduction**

IEEE Region 10 recognizes IEEE Life Members as a vital human resource rich of knowledge, experience, and availability 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 R10 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 carry out the following functions to achieve its 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 R10 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.

8. The R10 Life Members Committee will support the IEEE Life Member Committee (LMC) awards program and will take all necessary steps for its success. These steps will include issuing a call for nominations to all R10 LMAGs and sending eNotice to all Life Members with details of Awards and closing dates. R10 LMC Chair will also form and chair a committee to process the nominations and select regional winners, and inform IEEE LMC Awards Committee accordingly.

## **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 and
- (b) R10 Life Members Photography Competition.

Detailed information about the R10 LMAC and its programs shall be posted on R10 Life Member website (<https://lm.ieeeer10.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 in IEEE 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 R10 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 Society 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, Educational 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 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 and to consider other Regions' MDC successful initiatives to R10.

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

R10 MDC Chair Prof. Rajendrasinh Jadeja (rjadeja2001@gmail.com)

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

### **14.1 Introduction**

The Region 10 Newsletter is an important media for communicating Region 10 businesses, and improving the prominence of IEEE Region 10 in the Asia-Pacific region, and around the globe. R10 Newsletter is a 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, volunteers of OUs, and IEEE staff of newsworthy Region 10 activities in a timely and frequent manner.
2. To publish news of Region 10 significant personalities, appointments, and awards.
3. To report on appropriate IEEE matters relevant to R10 members.
4. To present statements of Region and IEEE candidates for offices.
5. To present appropriate views of members and officers on various relevant IEEE subjects.

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

The R10 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 materials 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 materials (text and images) for publication.
- Publish the R10 Newsletters on schedule.
- Improve 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 other sources, as appropriate.
- Encouraged members and volunteers in the region 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 ExCom 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 materials 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, subject to approval from the Region Director.

#### **14.6 R10 Newsletter Point of Contact**

Chair of R10 Newsletter Committee, Dr. Akila Wijethunge (r10-ecm@listserv.ieee.org)

Links to R10 Newsletter:

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

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

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

### **15.1 Introduction**

Region 10 is one of the fastest growing regions with 60 Sections, a large number of Technical Society 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 current 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 Society Chapters.
2. Encourage Sections, Subsections, and Chapters in their activities in accordance with IEEE rules and policies.
3. Promoting and encouraging inter and intra Sections, Subsections, and Chapters collaboration.
4. Act as an information source on IEEE policies and resources pertaining to Section, Subsection, and Chapter operations.
5. Identify Sections, Subsections or Chapters that have failed to report activities, and to provide assistance as required.

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

The R10 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. The Committee Chair as needed shall select members of the SCS Committee.

### **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, and 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 to provide relevant solutions to address 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.

- Organising Section Chapter Symposium and Section chapter vitality programmes.

### **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's focus 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 to R10 Director for appropriate actions.
- Communicate concerns and recommendations to the Executive Committees of 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 ([amitkr@ieee.org](mailto:amitkr@ieee.org)).

## **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 operations 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 R10 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. (isn't this the role of the secretary)

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

R10 SP&NI Committee Chair Prof. Takako Hashimoto (takako@cuc.ac.jp)

## **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 OUs within the Section. (is this section or region?)

### **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. YP Membership Development and Retention
3. Professional Development of R10 YPs
4. Enhance R10 YPs and Industry collaborations
5. Organize regional level YP focused events
6. Formation and Revamping of YP AGs

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

R10 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 YPC
- 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 carry out the following functions to achieve its objectives:

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

- Organizing webinar and training sessions focusing (but not limited to) technical, career development, YP volunteer leadership and virtual networking events.
- Organizing activities for effective student to YP transition e.g. R10 Student-YP Joint Activity Funding and R10 Career and Leadership Aid Program (CLAP).
- Maintaining a list of R10 YP AGs, their membership counts and contacts of leaders 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.
- Prepare submission forms, collect submissions, validate submissions, coordinate judges, compile scores, and identify winners for R10 YP Awards, funding and contests.
- Maintain and create social media channels for effective communication with R10 YP members such as R10 YP LinkedIn, R10 YP Instagram, and R10 YP AG Chair WhatsApp groups.
- Posting timely updates about R10 YP activities, announcements and notifications in R10 YP social media channels.
- Design and maintain R10 YP website.
- Design 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 the 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 to 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.
- Being 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 programs 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 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 R10 Young Professional Committee Point of Contact**

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

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

### **18.1 Introduction**

IEEE Region 10 has the largest numbers of student members and Student Branches within IEEE. 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, (as well as non-members) enrolled in the IEEE designated fields or related engineering professions with opportunities for educational, technical and professional development, emphasizing the value of taking up and maintaining IEEE membership.

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

1. Create awareness of the scope, opportunities, nature and responsibilities of the engineering and technical professions among young people.
2. Plan and conduct programs and services for educational, technical, and professional development of IEEE student members.
3. Promote engaging activities in Student Branches for members' benefit.
4. Support growth in student memberships and retention of membership after graduation.
5. Support Student Branches to be active and student volunteers to develop leadership skills.
6. Beware of dormant Student Branches and initiate revival of inactive students Branches. Dissolve Student Branches as the last resort, if the possibility of revival is negligible, such as lack of leadership or diminishing student membership number.
7. Keep IEEE student members informed about IEEE activities and the opportunities of being involved.
8. Recognise excellence in educational and volunteering activities among IEEE student members.

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

The R10 Student Activities Committee (R10 SAC) Chair is appointed by the R10 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 Programs, 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 student 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 expected to:

- Present the annual R10 student activities programs with an 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 student activities in the Region.
- Support activities of Student Branches (including support to Student Branch Counsellor) in R10.
- 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 R10 ExCom Meeting
- 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 R10 Students Activities Committee Point of Contact**

R10 SAC Chair Prof. Jennifer Dela Cruz ([r10sacchair@ieee.org](mailto:r10sacchair@ieee.org))

R10 Student Representative Ms. Warunika Hippola ([r10rsr@ieee.org](mailto:r10rsr@ieee.org))

Region 10 Students Website: <http://sac.ieeer10.org/>

## **SECTION 19: R10 Women In Engineering Committee**

### **19.1 Introduction**

R10 recognizes 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 R10 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 acquire skills and education for the improvement of the society.
4. Empower and foster women in leadership roles and career advancement.

### **19.3 R10 Women In Engineering Committee Composition**

R10 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 - identify volunteers and train 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 Congress, 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 MGA WIE Committee**

The R10 WIEC should participate in MGA WIE Committee meetings and report to the Regional Director at regional meetings on WIE status and activities. The R10 WIE Committee Chair should also introduce new ideas and best practices in other regions for consideration in Region 10 or vice versa.

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

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. It also encourages the local groups to report about activities in Region 10 for publication in WIE Newsletter, and motivate the local members to submit articles for publication in the WIE magazine. 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 in IEEE activities**

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 provide guidance and assistance to the women IEEE members in their membership grade elevation, by providing the necessary links, advice, and references.

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

The WIEC is responsible for encouraging the active groups, and motivate or guide the inactive groups, and to start new groups in the Region. For this purpose, local Sections and Student Branches may be used as points of contact, 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 feasible 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 programs with an estimated budget for presentation at the R10 ExCom and at the R10 Annual General Meeting for approval.
- 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, effectiveness of the outreach, and beneficiaries.
- Represent R10 at MGA WIE meetings and at other regional 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:

- WIE Track at conferences/workshops
- Congress/Forum
- Professional and Career Development programs
- Pre-university design thinking camp
- 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, and a social media page for WIE activities. The activities organized, activities planned, prizes granted, awards received, list of 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

R10 WIE Chair Dr. Khanita Duangchaemkarn (d.khanita.th@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 Humanitarian Technology.
3. Support R10 volunteers in partnering with underserved communities & local organizations to leverage technology for sustainable development and assist them in forming 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 R10 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 materials 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.
- Reviews 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.
- Maintain close communication with HTB, 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 HTB.
- 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 R10 Humanitarian Activities Committee Point of Contact**

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

## **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-dated.

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

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

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

The R10 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 the Engineering and Technology History Wiki.
- Reporting on the activities of the History Committee to R10 Director.
- Promoting updating and accessing ethw.org and ieer10.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**

R10 History and IBSC Chair Mr. Harry McDonald ([harry.mcdonald@ieee.org](mailto:harry.mcdonald@ieee.org))

## **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 R10 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.
- Publicize 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 R10 EXCOM. 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**

R10 History and IBSC Chair, Mr. Harry McDonald ([harry.mcdonald@ieee.org](mailto:harry.mcdonald@ieee.org))

## **SECTION 23: R10 Ethics Awareness and Advancement Committee**

### **23.1 Introduction**

IEEE Region 10 is fully committed to promote the highest level of ethical and professionalism in conducting all our activities. The R10 believes in upholding the highest standards of integrity, responsible behaviour, and ethical conduct in carrying out technical and professional activities by IEEE members in the region. R10 strongly support IEEE policies and procedures related to compliance of its code of conduct. R10 has established the Ethics Awareness and Advancement Committee (EAAC) to assist with the implementation of IEEE Code of Conduct and Ethics Policies across the region.

### **23.2 Broad Objectives**

The broad objectives of the R10 Ethics Awareness and Advancement Committee are:

1. Create awareness among members, especially volunteers about the IEEE policies related to ethics and code of conduct.
2. Promote good practices in the region related to ethics, professionalism and compliance to IEEE Ethics and Code of Conduct policies.
3. Assist with ethics and code of conduct issues referred to R10.
4. Liaison with the relevant IEEE committees for the development of policies related to ethics and code of conduct and their implementations.

### **23.3 Scope of R10 Ethics Awareness and Advancement Committee**

The R10 Ethics Awareness and Advancement Committee shall draw plans to conduct educational programs for the promotion of ethical behaviour among OUs volunteers and members in general. The committee will also assist OUs to implement IEEE policies related to ethics and code of conduct in running the affairs of the OUs.

Neither the R10 Ethics Awareness and Advancement Committee nor any of its members shall solicit or otherwise invite complaints, nor shall they provide advice to individuals regarding complaints, except they may provide information on the IEEE process for reporting misconduct. However, the R10 ECC can be tasked by the R10 Director to assist with any case of misconduct or violations of relevant IEEE policies in the region.

The R10 Ethics Awareness and Advancement Committee shall not be called upon to assist with any misconduct issue outside the geographical boundaries of Region 10 except providing advice to MGA and other IEEE entities in the development of policies that can have an impact on members' activities in the region.

### **23.4 R10 Ethics Awareness and Advancement Committee Composition**

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

### **23.5 R10 Ethics Awareness and Advancement Committee Functions**

The R10 EAAC shall carryout following functions to achieve its objectives:

- The R10 EAAC shall develop and organize programs (training workshops and online webinars) for the promotion of IEEE Ethics and Code of Conduct policies.
- The R10 EAAC shall be responsible for soliciting proposals for hosting the local programs to create awareness about the importance of ethical behaviour and ensuing IEEE Code of Conduct in conducting technical and professional activities, and managing OUs affairs.
- R10 EAAC shall also explore opportunities for the delivery of information at R10 events, such as R10 SYWL Congress.

### **23.6 R10 ECC Chair's Functions**

The R10 EAAC Chair shall:

- 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.
- Prepare the Annual Report for the Region 10 Executive Committee and Region 10 Annual Meetings.
- Set up a Regional Ethics Awareness and Advancement Committee to explore available resources and draw plans for achieving committee's objectives.
- Provide leadership to EAAC members for the development of plans and schedules to implement R10 programs related to ethics and compliance across the region,
- Invites the Sections/Councils to express the interest in organizing ethics and code of conduct awareness programs and presents EAAC recommendations to the R10 Director for final approval of these events.
- Maintains close communication with Member and Geographic Activities (MGA) and relevant IEEE committees, for policies and issues related to ethics and code of conduct. Maintain up-to-date information about changes in relevant IEEE policies and programs.
- Assist Sections, Chapters and IEEE R10 members about the procedures to deal and manage issues related to ethics and compliance. However, the EAAC Chair shall not involve itself in managing or resolving issues except as and when requested by the R10 Director.
- Where possible, monitor the violations reported from the region and keep the R10 Director informed about the progress.
- Assist R10 Director on policies and issues relevant to ethics and compliance.

### **23.7 Main Point of Contacts for the R10 Ethics Awareness and Advancement Committee:**

R10 EAAC Chair: Dr. Sudeendra Koushik ([sudeendra.koushik@ieee.org](mailto:sudeendra.koushik@ieee.org))

## Annex I: Record of Changes

R10 Operations Manual Section	Updated by	Date
Title Page	Dr Zia Ahmed Zia Ahmed	December 2021 May 2023
Definitions	Ewell Tan	December 2021
OpsMan Opening Chapter	Dr Zia Ahmed Zia Ahmed	November 2021 May 2023
SECTION 1: R10 DIRECTOR/R10 DELEGATE	Zia Ahmed	May 2023
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	May 2023
SECTION 5: R10 AWARDS & RECOGNITIONS COMMITTEE	Wu Qun	November 2021
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 Dr. Chi-Un (Leon) Lei	November 2021 April 2023
SECTION 9: R10 PROFESSIONAL ACTIVITIES COMMITTEE	Parkash Lohana Daniel Egbhal	November 2021 April 2023
SECTION 10: R10 INDUSTRY RELATIONS COMMITTEE	Dr Zia Ahmed Sanjay Kar Chaudhary	December 2021 May 2023
SECTION 11: R10 INFORMATION MANAGEMENT	Dr Nia Kurnianingsih Vijay Paul	November 2021 May 2023

COMMITTEE		
SECTION 12: R10 LIFE MEMBERS ACTIVITIES COMMITTEE	R. K. Asthana R. K. Asthana	June 2021 May 2023
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 Lance Fung, R10 Director	December 2021