

Report of 2024 IEEE Region 10 EXCOM Meeting

6 January 2024, Okinawa, Japan

The 2024 Region 10 EXCOM meeting was held on 6 January in Okinawa, Japan. Only one member of the 2023 Executive Committee was not able to attend this meeting, Khanita Duangchaemkarn, R10 Women In Engineering Committee Chair. R10 Ad Hoc Committee Chairs, Mousmi Chaurasia and Preeti Bajaj were invited to share their committee workplans for the Upskill Volunteer & Enhancement, and Outreach & Retention, respectively.



Minutes of EXCOM Meeting

Region 10 Director Lance Fung welcomed all past and incumbent EXCOM members and other invitees to the 2024 Region 10 EXCOM meeting. Lance acknowledged and thanked all the Committee Chairs for their hard work, dedication and commitment.

This was followed by roll call by the Secretary Michael Ong, and he confirmed a quorum for the 2024 R10 EXCOM meeting.

Secretary presented the agenda which was forwarded and shared with the EXCOM members prior to this meeting. The Director asked for the motion for the agenda to be approved. The meeting approved the agenda with no abstains nor objections, with Amit Kumar and Sudeendra Koushik as the proposer and seconder, respectively.

The Fukuoka Section Chair, Prof Keiji Iramina gave the Welcome Remarks. He thanked Ewell for organizing this meeting in Okinawa. In his address, the Japan Council Chair, Prof Yoshikazu Miyanaga acknowledged the difficult start of 2024 with the recent incidents in Japan. He assured the meeting that the New Year earthquake will not affect lives in Okinawa. He also confirmed the dates of 2024 R10 SYWL (Student-Young Professional-Women in Engineering-Life Member) Congress to be held in Tokyo from 29 Aug to 1 Sep, which will include the R10 Robotics competition finals, CLAP, Student Leadership Training Workshop, Tokyo industry engagement workshop, etc. Lance thanked Professors Iramina and Miyanaga for hosting the 2024 R10 EXCOM meeting in Okinawa, Japan. He presented the tokens of appreciation to both of them.

In his address, Deepak Mathur shared his thoughts as the 2024 IEEE Vice President, Member and Geographic Activities (MGA). He gave his appreciation to the volunteers and shared mission and vision of MGA. His immediate concern is the declining IEEE memberships. Deepak's focus is to

engage and develop more volunteers to lead IEEE, with diversity in membership and leadership. He is developing strategies for succession planning for committees and focusing on member engagement to arrest the declining memberships. He hopes to be able to engage the members in both academia and industry.

In his R10 Director Address, Lance shared his roles and activities in 2023. He provided the current R10 membership status. There are 35 ExCom and Ad Hoc Committee members in 2024 with good balance in diversity and inclusion. He also reiterated his R10 mission which is to Inspire, Enable, Empower and Engage Members of IEEE. His focus in 2024 is R10 for RIO, which stands for Retention, Industry and Outreach. In addition to the Membership, Professional and Technical Activities to be led by R10 Committee Chairs under the three Vice-Chairs, the other key activities include:

- Awareness on Ethics and Risk Management
- Section Bylaws updates and Section Reviews
- Regional offerings

The 5 Ad Hoc Committees comprise of:

- Outreach and Retention (Preeti Bajaj)
- Entrepreneurship and Innovation (Suresh Nair)
- Industry Engagement and Round Table (Bernard Lim)
- Volunteer and Upskill and Enhancement (Mousmi Ajay Chaurasia)
- Climate Change and Sustainability (Shaikh Fattah)

His takeaways and lessons learnt from Okinawa that relates to longevity, vitality and health of R10, OU's and volunteering are:

- Purpose - Volunteering can only be maintained, and sustained with appropriate purpose and intention,
- "Moai" - The network and circle of friends are another reason for people joining and maintaining as a member of IEEE,
- Positive Outlook - Be prepared for setbacks, discouragement and pressure along the journey of volunteering,
- Activities - Success of volunteering are correlated with activities, projects and programs. Without such services and products, OU's will not grow and become stagnant,
- Nutrient rich food - They are the appropriate resources needed to grow the OU's, and it is important to know where to find them and utilize them,
- Medical plants - Solutions need to be found to address issues and overcome problems.

He encouraged everyone to be an IEEE volunteer for the following reasons:

- Taking pride in participating activities that interest us
- Expand our technical knowledge
- Gain valuable management and leadership skills
- Connect with others in our career field
- Give back to our profession

Lastly, Lance gave the highlights of the 2023 Ad Hoc Committee work and thanked the past Chairs for their dedication and hard work.

Committee Presentations

A. Membership Activities

Vice-Chair Rajendrasinh Jadeja and his Membership Activities team updated the meeting on the past projects and also provided a summary of the present activities, including

- Present quantitative learnings from previous year's activities impact and plan accordingly.
- Included previous year's budget utilization
- Section vitality report activity to be conducted in R10
- All travel budget to be removed from committee budget
- Focus more initiatives/awards towards Retention than just growth/recruitment

Comments and discussions:

1. Prof Toshio Fukuda asked VC Membership Activities to have a solid quantitative measurement of the success of the programs listed, as well as create a clearer reasoning behind the initiatives being planned, rather than just continue plans from last year.
2. Janina asked the MD Chair to also focus on recognizing membership retention by Sections and not just membership growth. MD Chair responded that it is already part of their workplan.

B. Professional Activities

As Vice-Chair Professional Activities, Zia highlighted the followings in his presentation:

- Overlap in activities across committees, collaborate and synergize
- Combine committee tracks/sessions in different flagship conferences and SYWLC
- Utilize allocated budget
- Develop a new award/rename instead of stepping stone award (~R10 Quantum Leap Technology award)
- Akila invited Chairs to submit article on activity plan for January newsletter issue
- Takako invited inputs on strategic planning for realignment - email to follow

Comments and Discussion:

1. Kukjin commented that it has to be the responsibility of the Vice-Chair to ensure how the budget is used by each committee, as well as ensure that there is no underspending.
2. Janina commented that the Regional Award for Technical Innovation (under the History Committee) shouldn't just be a copy of Region 5 initiative, but needs to redefine rules and scope. Neither it should be closely representative of the IEEE Milestone Award.
3. Zia and Takako -reiterated that the committees are expected to provide input on the short term and long-term changes and goals that should be planned with the Region Realignment that is coming up very soon.

C. Technical Activities

Vice-Chair Takao Onoye summarized the Technical Activities work plans for 2024, highlighting the followings:

- Committee Chairs are to review award program in line with ARC's updated guidelines
- Volunteers needed for new awards booklet project
- Inviting members from North Asia and Australia for IRC
- Consider reviewing conference quality similar to journal

Comments and Discussion:

1. Toshio and Janina commented that since there so many conferences in Region 10, we need to start analysing how to ensure quality in such conferences.

D. Other Activities presentation

R10 Ethics and Enterprise Risks Management Committee - Sudeendra Koushik presented his committee work plans to raise awareness amongst volunteers.

Comments and Discussion:

1. Takako asked which activities are involved in Student-YP Ethics activity?

Sudeendra replied that the Student Ethics Contest did not gain traction with student community. The main reason being they couldn't relate it to their personal experiences. To address this, the initiative will look at case studies with examples of how student/YP should address a scenario

R10 Ad Hoc on Volunteer Upskills and Enhancement Committee - Mousmi Chaurasia shared her workplan for leadership training for R10 volunteers.

R10 Ad Hoc on Outreach and Retention Committee - Preeti Bajaj proposed innovative regional programs to encourage member retention, industry engagement and outreach to the community. She also shared her plan on the R10-140 proposal.

R10 Advisory & Nomination - Deepak presented the work plan for the N&A Committee which includes preparing a list of potential candidates and recommend to IEEE and MGA N&A Committees, identify qualified candidates for the position of Region 10 Director-Elect, advising the Region10 Director, and a member of the Region Realignment Working Group for smooth transition during/after the split into R10 and R11.

Financials & Budgets: Treasurer Nia presented her budget for 2023. She requested all claims to be submitted by the 1st week of December and claims submission to Concur must be completed within 3 months after the event. Michael reiterated that it would make economical sense to book the flights early. Members are requested to book the basic economy class airfares.

2024 Meeting Calendar and AGM Agenda: Michael presented the 2024 R10 meeting calendar and shared the draft Agenda for the R10 meet in Kuala Lumpur:

- March 2 and 3 - Kuala Lumpur, Malaysia

Any Other Business

- Takako presented SYWL Congress 2024 event overview and parallel events such as CLAP, Robotics competition, etc. This year SYWL Congress will be held in Tokyo from Aug 29 to Sep 1, 2024.
- Zia presented the overview of Robotics Competition that will be taking place in conjunction with SYWL 2024 Congress.
- Lance announced the winners of the 8Rs and 3 words that represent Okinawa. The review criteria for this contest had been changed to the winner with the most words that were submitted by the members. This new format was approved by the R10 OPCOM members in their meeting on 5 Jan. Harry McDonald is declared the winner.

Meeting Ends & Adjournment

Director thanked all committee members for their patience. Director also expressed appreciation to Project Manager Ms Ewell Tan for her outstanding services being rendered to Region 10.

Secretary thanked all past and present Committee Chairs for their active participation and great ideas presented.

The meeting ended at 4.45 PM local time.

2024 IEEE Region 10 ExCom Me+E29+B1+B1:E41

Date: 6 January 2024 (Saturday)

Meeting Room: Shurei Room @ DoubleTree by Hilton Naha Shuri Castle Hotel

Agenda

Time	Duration	Agenda Item	Leads
5 January 2024 (Friday)			
19:00	21:00	Pre-Meeting Dinner at Banquet Room@DoubleTree by Hilton Naha Shuri Castle Hotel on 5 January 2024	
6 January 2024 (Saturday)			
7:00	1:30	Breakfast	
8:30	0:05	Welcome & Introduction	Lance Fung
8:35	0:10	Roll Call	Michael Ong / Ewell Tan
8:45	0:05	Approval of Agenda	Lance Fung
8:50	0:05	Welcome Remarks from Fukuoka Chair	Keiji Iramina
8:55	0:05	Address by Japan Council Chair	Yoshikazu Miyanaga
9:00	0:10	Address by VP MGA	Deepak Mathur
9:10	0:30	Address by Director	Lance Fung
9:40	1:05	Membership Activities Committee - Overview (5 mins) <i>(Committee Chairs' presentation around 8 mins each)</i>	Rajendrasinh Jadeja / Preeti Bajaj
		R10 Life Members Committee Chair	Toshitaka Tsuda / Rajendra K. Asthana
		R10 Membership Development Committee Chair	CheonWon Choi / Rajendrasinh Jadeja
		R10 Section & Chapter Committee Chair	Amit Kumar
		R10 Student Activities Committee Chair	Jennifer Chu Dela Cruz
		R10 Student Representative	Warunika Hippola
		R10 Women in Engineering Committee Chair	Agnes Irwanti / Khanita Duangchaemkarn
		R10 Young Professionals Committee Chair	Aishwarya Bandla / Saaveethya Sivakumar
10:45	0:15	Discussion	
11:00	0:20	Tea / Coffee Break	
11:20	0:45	Professional Activities Committee - Overview (5 mins) <i>(Committee Chairs' presentation around 8 mins each)</i>	Zia Ahmed
		R10 Educational Activities Committee Chair	Chi-Un Lei
		R10 History and Individual Benefits Services Committee Chair	Takao Onoye / Harry McDonald
		R10 Newsletter Committee Chair	Akila Wijethunge
		R10 Professional Activities Committee Chair	Daniel Eghbal
		R10 Strategic Planning & New Initiatives Committee Chair	Takako Hashimoto
12:05	0:15	Discussion	
12:20	1:30	Group Photo / Lunch Break	
13:50	0:55	Technical Activities Committee - Overview (5 mins) <i>(Committee Chairs' presentation around 8 mins each)</i>	Takao Onoye
		R10 Awards & Recognition Committee Chair	Jing Dong
		R10 Conference & Technical Seminar Committee Chair	Jong Chang Yi
		R10 Conference Quality & Management Committee Chair	Sameer S M
		R10 Humanitarian Technology Activities Committee Chair	Emi Yano
		R10 Industry Relations Committee Chair	Sanjay Kar Chowdhury
		R10 Information Management Committee Chair	Vijay S. Paul
14:45	0:15	Discussion	
15:00	0:20	Tea / Coffee Break	
15:20	0:10	R10 Ethics & Enterprise Risks Management Committee Chair	Sudeendra Koushik
15:30	0:10	R10 AdHoc on Volunteer Upskills and Enhancement Committee	Mousmi Chaurasia
15:40	0:10	R10 AdHoc on Outreach and Retention Committee	Preeti Bajaj
15:50	0:10	R10 Advisory & Nomination	Deepak Mathur
16:00	0:15	Financials & Budget	Kurnianingsih
16:15	0:15	2024 Meeting Calendar & AGM Agenda	Michael Ong
16:30	0:10	Any Other Business	
16:40	0:10	Meeting Ends & Adjournment	
16:50	1:10	Networking & Rest	
18:00	0:30	Departure from DoubleTree by Hilton Naha Shuri Castle Hotel for Dinner	
18:30		Dinner at Tubarama Restaurant (https://tb.jcc-okinawa.net/) Bus Pick-up at Hotel lobby to the Restaurant	

2024 IEEE REGION 10 EXCOM MEETING

6 January 2024

DoubleTree by Hilton Naha Shuri Castle Hotel

Updated: 6 January 2024			DELEGATES		
N	POSITION	SAL	NAME	FAMILY NAME	Roll Call
1	R10 Director	Prof.	Chun Che (Lance)	Fung	✓
2	R10 Past Director	Mr.	Deepak	Mathur	✓
3	R10 Director Elect	Prof.	Takako	Hashimoto	✓
4	R10 Zone Representative (North Asia)	Prof.	Seishi	Takamura	✓
5	R10 Secretary	Dr.	Michael, Ling Chuen	Ong	✓
6	R10 Treasurer	Dr.	Kurnianingsih		✓
7	R10 Vice-Chair of Members Activities	Prof.	Rajendrasinh	Jadeja	✓
8	R10 Vice-Chair of Professional Activities	Dr.	Zia	Ahmed	✓
9	R10 Vice-Chair of Technical Activities	Prof.	Takao	Onoye	✓
10	2024 R10 Awards & Recognition Committee Chair	Prof.	Jing	Dong	✓
11	2024 R10 Conference & Technical Seminar Committee Chair	Prof.	Jong Chang	Yi	✓
12	2024 R10 Conference Quality and Management Committee Chair	Dr.	Sameer	S. M.	✓
13	2024 R10 Educational Activities Committee Chair	Dr.	Chi-Un	Lei	✓
14	2024 R10 Ethics and Enterprise Risks Management Committee Chair	Dr.	Sudeendra	Koushik	✓
15	2024 R10 Humanitarian Technology Activities Committee Chair	Ms	Emi	Yano	✓
16	2024 R10 Industry Relations Committee Chair	Mr.	Sanjay	Kar Chowdhury	✓
17	2024 R10 Information Management Committee Chair	Mr.	Vijay S	Paul	✓
18	2024 R10 Life Members Committee Chair	Prof.	Toshitaka	Tsuda	✓
19	2024 R10 Membership Development Committee Chair	Prof.	Cheon Won	Choi	✓
20	2024 R10 Newsletter Committee Chair	Dr.	Akila Hasanthinee	Wijethunge	✓
21	2024 R10 Professional Activities Committee Chair	Dr.	Daniel	Eghbal	✓
22	2024 R10 Section & Chapter Committee Chair	Dr.	Amit	Kumar	✓
23	2024 R10 Student Activities Committee Chair	Dr.	Jennifer	Chua Dela Cruz	✓
24	2024 R10 Student Representative	Ms.	Warunika Madhubhashini	Hippola	✓
25	2024 R10 Women In Engineering Committee Chair	Dr.	Agnes	Irwanti	✓
26	2024 R10 Young Professionals Committee Chair	Dr.	Aishwarya	Bandla	✓
27	R10 Advisory Committee	Prof.	Akinori	Nishihara	✓
28	R10 Advisory Committee	Prof.	Kukjin	Chun	✓
29	R10 Advisory Committee	Dr.	Janina	Mazierska	✓
30	R10 Advisory Committee	Prof.	Toshio	Fukuda	✓
31	Chair of 2024 R10 Ad Hoc Committee on Volunteer Upskill and Enhancement	Prof.	Mousmi	Chaurasia	✓
32	2023 R10 Vice-Chair of Members Activities	Dr. / Ms.	Preeti	Bajaj	✓
33	2023 R10 History and Individual Benefits Services Committee Chair	Mr.	Harry	McDonald	✓
34	2023 R10 Life Members Committee Chair	Mr.	Rajendra K.	Asthana	✓
35	2023 R10 Women In Engineering Committee Chair	Dr.	Khanita	Duangchaemkarn	Not Attending
36	2023 R10 Young Professionals Committee Chair	Dr.	Saaveethya	Sivakumar	✓
37	Observer - Fukuoka Section Chair	Prof.	Keiji	Iramina	✓
38	Observer - Japan Council Chair	Prof.	Yoshikazu	Miyana	✓
39	Director of Singapore Operations	Mr.	Hwa Chiang	Leo	✓
40	Project Manager - Staff Support	Ms.	Ewell	Tan	✓
Total Meeting Delegates					40
Not Attending					-1
Total Number of attendees					39