

**IEEE UK and Ireland Section Meeting
ExCom Meeting**

Wednesday 17th October 2019
09.00 – 12:45

Venue: **Manchester University, Sackville Street Building (Room F41)**

MINUTES

Agenda		Action		
No	Description	No	Item	Person
1	<p>Present: Mike Hinchey (MH), Mona Ghassemian (MGH), Cyril Onwubiko (CO), Matthew Gream (MG), Nick Wainwright (NJW), Izzet Kale (IK), Eduardo Audiche (EA), Lee Crudgington (LC), Hoa Le-Minh (HLM), Brian Harrington (BH), Charles (JG), Jun Liu (JL), Hongmei (Mary) He (HH), Krishna Busawon (KB), Ali Hessami (AH), Annabel Latham (AL), Wim Melis (WM), Panagiotis Papadopoulos (PP), Tony Davies (TD), Hujun Yin (HY), Ibrahim Kucukdemira (IK), Bill Sandham (BS), Rod I. Muttram (RIM), Ahmed Zobaa (AZ), Sillas Hadjiloucas (SH), Peyman Heydarian (PH), Wen Cao (WC), and Zeyad Al-Shibaany (ZIS)</p>		A total of 27 Officers and Volunteers attended the Section Meeting in Manchester including 2 student members.	
2	<p>Apologies: Noel Gomes (NG), Richard Pitwon (RP), Nicola Morley (NM), Richard Mitchell (RM), Pep Canyelles (PC), Richard Barnes (RB), Ezendu Ariwa (EzA), Jun Liang (JLG), Frank Wang (FW), Jorge Valera (JV), Marwan Al-Akaidi (MAA), Steve Nightingale (SN), Chris Bailey (CB), Amir Hussain (AHU) and Demain Coyle (DC)</p>			
3	<p>Section Chair's Report and Update from Region 8 Meeting – MH MH provided a keynote summary of the numerous activities and achievements accomplished during his tenureship. He also outlined ongoing initiatives that the incoming Section Chair may need to embrace.</p>		<p>a) eNotice to be sent to members of a revised date of 19th December 2019 for Christmas Lecture</p> <p>b) MGH volunteered BT Office in Ipswich to host the next</p>	EA

	<ul style="list-style-type: none"> Christmas Lecture will have place in the same venue (Regent Street Cinema - University of Westminster, London) on 19th December 2019 (previously thought to be 18th December 2019) The next Section Meeting will have place at before April 2020, but this will be down to the incoming Chair to agree on the exact date. 		<p>Section AGM Meeting.</p> <p>c) An email to Chapter Chairs, AG Chairs and Volunteers to be sent by the Section Assistant Secretary (EA) soliciting for other venues, and a decision will follow on the actual venue later</p>	EA
4	<p>Minutes from the AGM Section in Belfast – EA</p> <p>EA read out the minutes of the AGM 2019 in Belfast – EXCOM and CC.</p> <p>The minutes were approved by voting. EXCOM and CC minutes – voted by CT and MGH respectively, and seconded by LC and many others.</p>		<p>a) Actions from the Belfast Minutes were largely accomplished, and outstanding actions will be progressed accordingly.</p>	
5	<p>L31 Report – CO</p> <p>CO presented a report of current L31 reports, and LC also presented a view of the Chapter Chairs Coordination report.</p> <ul style="list-style-type: none"> There were improvements with L31 reports, however, some Chapters and Affinity Groups still need to be followed up. LC has already followed up, and have now identified 3 CC and AGs that need decision from the EXCOM. CO provided a feedback via email on current status of a couple of the Chapters. 		<p>a) LC to send Chapter Chairs ‘Cheatsheet’ created by NJW to reinforce how to advertise events on the Section website.</p> <p>b) A decision on whether to merge a Chapter will be decided by EXCOM in due course.</p>	<p>LC MH MGH CO</p> <p>LC</p>
6	<p>Treasurer’s Report – MG</p> <p>MG presented a detailed report on the financial position of the Section, covering:</p> <ul style="list-style-type: none"> 2019 position and budgets 2019 Balances at 10 October 2019 2019 Rebate 2020 Budgets 2020 Budget processes still being developed. <p>Full report can be accessed from Section’s Google Drive</p>			
	<p>Section Website – NJW</p>		<p>a) CC and AG should report Chapter and Affinity Group events on the website via</p>	All

	<p>Nick presented a report on the Section Website, and the various activities he has completed on the site. E.g. Linkup to Twitter account, News section linked to the actual Chapters' weblink, etc.</p> <ul style="list-style-type: none"> NJW requested that members follow the Section's Twitter account 		<p>himself</p> <p>b) CO suggested if a new tab could be added to the Section Website to list ex-Chairs. This was approved at the meeting.</p> <p>c) Sensor Council Chair – SH to send NJW a photo and committee information for the website</p>	<p>NJW</p> <p>SH</p>
7	<p>Cross Sectional Activities - MGH</p> <p>Two key proposals have been identified within X-Sectional Activities one with Europe and other one with Africa:</p> <ul style="list-style-type: none"> IEEE Europe: RTSI Conference to be hosted by Italy (2019), France (2020) and UK (2021). Suggested budget from Region 8: 6,000 USD (X-sectional speakers travel budget). IEEE Africa: UK (or developed countries) Industry site visits by Tunisia, Egypt, other African countries (developing countries) students and YP accompanies by counsellors. Plan: 2020 UK&I (Location and dates to be confirmed). 2020: UK&I (Location and dates to be confirmed). Suggested budget from Region 8: 5,000 USD 		<p>a) Formal proposals have been submitted to the Region 8 Operation Committee (OpCom)</p> <p>b) Three proposals to be developed and a fourth one to be discussed further to understand viability. <ul style="list-style-type: none"> IEEE ComSoc School 2020 RTSI 2022 SIGHT (Raise more money for Autistic's project dissemination in 2020 & ITHC conference 2021). Industry site visits to the UK by African countries. </p> <p>c) The next steps are to assign each theme to a focus group in order to prepare a 1-page proposal.</p> <p>d) Also start planning and organising the X-sectional activities and events 2020 -2021.</p>	<p>MGH / EA</p>
8	<p>SIGHT / Humanitarian Activities – MGH & LC</p> <p>MGH reported that the Section is now official recognised as the Petition was approved.</p> <ul style="list-style-type: none"> MGH has received ~\$10K grant to support the improving Autistic Children Engagement, this special project will be led by EA. IHTC to organise a 2021 event/conference in the IEEE UK & I 		<p>a) SIGHT chair to appointed. eNotice to be sent requesting applications for potential chair.</p> <p>b) Student Internship programme proposed by MGH to be properly discussed in the next Section Online Meeting</p>	<p>MGH</p>
9	<p>HISTELCON 2019 Report - TD</p> <p>TD showed on a whiteboard (hot of the press) financial report he received from Strathclyde University, which shows that although there's a</p>			

	net gain, but other expenses yet to be addressed may mean a small net deficit overall.			
10	<p>Membership Development Report - WM WM presented membership development statistics, and explained the varying nature of the numbers.</p> <p>WM suggested a couple of ways to help with MD:</p> <ul style="list-style-type: none"> Recruit volunteers to help with membership drive A joint event (seminar or conference) portal that's not just IEEE focused but open to all and sundry. An approach he believes could help with membership drive. 			
11	<p>Life Member Affinity Group – CT CT presented LMAG report. A key achievement – A new Milestone for the Standardisation of OHM which took place on 17th Sept. 2019 in Glasgow</p> <ul style="list-style-type: none"> Area of support – a larger working budget for 2020 is a priority. Challenge – improving member services to Life Members across the Section. 			CT
12	<p>Blockchain Group – CO CO presented the overview of current plan and activities including introductory group-wide online meeting, seminar programme, cyber security talks and group launch event on 24th Feb 2020 at London Met.</p> <ul style="list-style-type: none"> The Group is doing very well, despite being newly formed, they have around 120 members. The has monthly webinars, and recorded videos of lectures on Blockchain are available on their website for anyone interested. 		a) Blockchain Group Launch event on 24 th Feb 2020 at London Met University	CO
13	<p>Young Professionals – PH PH played a video of the just concluded WESTYP 2019 conference, and also reported on the YP's plans and priorities for 2020</p>			
14	<p>Women in Engineering (WiE) - AL AL reported on WiE group, and the many</p>			

	<p>activities they have completed, and progress made so far, and including planned activities due the coming sessions.</p> <ul style="list-style-type: none"> • She was one of the recipient of the IEEE Region 8 Award. 			
15	<p>Student Activities report - LC</p> <p>LC showed a presentation highlighting key activities, plan and challenges.</p> <p>Continue programme of increased engagement and communication with UK & Ireland Student Branches, to ensure that the correct details are always recorded on OU Analytics.</p> <p>Increase the UK&I-wide advertising of large-scale events throughout the section.</p> <p>Renewed discussion of membership development strategies and guidelines to branches, to cultivate increased student membership in the coming academic year.</p> <p>Further involvement of the local student branch chairs in section activities.</p> <p>Changes to the IEEE Student Branch reporting system in 2019 caused widespread confusion to student branches and added a significant overhead.</p>			
16	<p>Professional Registration - BH</p> <p>BH explained that it has been difficult for IEEE to be able to offer a route to chartered engineer status. This is key to building a stronger IEEE membership within UK Industry.</p> <ul style="list-style-type: none"> • 4 options were presented, and a SWOT analysis of the four options accompanied in the report. • The Section voted in favour of BH continuing to explore Section professional registration. 		<p>a) Section has requested the BH and his team revisit their proposal to include all options/routes to Professional Registration including joint membership with the IET, independent registration on our own, too.</p> <p>Izzet to make contact with the IET President as there was a change of leadership and IET's view on this subject may change</p>	<p>BH</p> <p>IK</p>
17	<p>Industry Delivery</p> <p>RM provided a detailed report, and due to time constraints, he was only able to provide a summary overview at the meeting. Details of his report can be found on the Section Google Drive.</p> <p>Key points include:</p>		<p>a) Supports BH with Professional Registration matters.</p>	<p>RIM</p>

	<ul style="list-style-type: none"> RIM met with IEEE President Jose Moura accompanied by AH, Tariq Durrani and MGH in London on 16th Sept 2019. Jose supports IEEE UK & Ireland professional Registration, and favours IEEE UK & Ireland legal entity. 			
18	<p>AOB</p> <p>a) Vote of thanks to Section Chair – MH. CO led the vote of thanks on behalf of the Section for Mike’s contributions, leadership and tenureship.</p> <p>b) Vote of thanks to our Host – JG, who offered the venue and hospitality to the Section.</p> <p>c) to IEEE Region 8 Awards The Section received 5 IEEE Awards, which MGH and MH presented to the recipients:</p> <ul style="list-style-type: none"> i) MG received an outstanding exemplar award for contributions to the Section Treasury ii) WIE – received by AL iii) Northumbria Student Branch iv) Manchester Student Branch v) PES Student Chapter <p>d) Group Photograph A group photograph taken after lunch.</p> <p>e) Visit to Manchester Robotics Group The Section enjoyed a visit to the Robotic Labs – Manchester University. It is fascinating the research going on within this group!</p>		<p>a) Collabratec Rep – Section to appoint a Rep for Collabratec. eNotice to advertise the role will go out soon.</p> <p>b) Technology and Engineering Ethics Committee. AH mentioned scope to join the TEEC and standardisation and that people interested should join the group.</p> <p>c) IHTC 2017 Report by MGH. The report is on the Section’s Google Drive This could not be discussed, but could be followed via Section Online Meeting</p>	<p>EA CO</p> <p>AH</p> <p>EA / MGH</p>

Cyril Onwubiko (Section Secretary)
Eduardo Audiche (Section Assistant Secretary)
17 October 2019

Please see attached Photos from the Section Meeting - below



Figure 1: Missing Nick Wainwright



Figure 2: Missing Cyril Onwubiko