



Section Autumn Meeting
13th November 2020
 15h00-16h30
Chapter Chairs Meeting

<https://us02web.zoom.us/j/82625863611?pwd=aFdRbVUrTFpTVTE3MnR2V3RydWxWQT09>

Meeting ID: 826 2586 3611 / Passcode: 050323

MINUTES

Agenda		Actions		
No	Description	No	Item	Person
	<p>Present: Mona Ghassemian (MG), Mike Hinchey (MH), Izzet Kale (IK), Matthew Gream (MaG), Eduardo Audiche (EA), Nick Wainwright (NJW), Lee Crudgington (LC), Ali Hessami (AH), Roy Edis (RE), Brian Harrington (BH), Rod Muttram (RM), Charles Turner (CT), Tony Davies (TD), John Gray (JG), Jun Liu (JL), Hoa Le-Minh (HLM), Ibrahim Kucukdemira (IK), Wen Cao (WC), Peter Kennedy (PK), Sillas Hadjiloucas (SH), Jan Sykulski (JS), Frank Wang (FW), Richard Pitwon (RP), Xavier Bellekens (XB), Leila Musavian (LM), Jonathan Roscoe (JR), Nicola Morley (NM), Marwan Al-Akaidi (MA), Panagiotis Papadopoulos (PP), Wim Melis (WM), Noel Gomez (NG), Stoyan Stoyanov (SS), Masood Ur Rehman (MUR), Paul Cunningham (PC), Ruth Lennon (RL), Gayan Abeynayake (GA), Elwin Jones (EJ), Kang Li (KL), Ezendu Ariwa (EzA), Hongmei He (HH), Salah Almajeed (SA), Richard Gault (RG), Zhaojie Ju (ZJ), Jan Sykulski (JS)</p>		A total of 44 Officers Chapter Chairs, Volunteers and members attended the Autumn meeting	
	<p>Apologies: Krishna Busawon (KB), Annabel Latham (AL), Marc Desmulliez (MD), Jorge Valera (JV), Ritchard Mitchell (RM), Chris Bailey (CB), Amir Hussain (AH), Thomas Andritsch (TA), Symon Podilchak (SP), Qammer Abbasi (QA), Jun Liang (JL), Christopher James, Matthew Ritchie (MR), Osvaldo Simeone (OS)</p>			
	<p>The meeting commenced at 15:00 h. The agreed Agenda was: 1. Introductions and Welcome – MG 2. Apologies - EA 3. Minutes of April AGM Section & CC August Meetings - EA 4. Report on Chapter 2020 Activities & Plans for 2021 (Single slide) - Chapter Chairs 5. Report on L31 Submissions – LC 6. Section and chapter's conferences and events - RE 7. Report on Humanitarian Activities (SIGHT Local Group) – AH 8. IEEE Future Networks- Local Group Approvals – XB/AZ & LM/JR</p>			
1	<p>MG gave the welcome to attendees and thanked everyone to join Autumn meeting. She reinforced the UK and Ireland Section priorities summarised as follows: 1- Getting closer to Industry. IEEE for Industry (Corporations, Government, Individuals). • Professional Registration • Industry internship programmes • Follow IEEE industry engagement</p>			

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	<p>2- Engage in IEEE Future Initiatives. New Technology Focus Areas - Getting Started (Blockchain, Future Networks and Cybersecurity).</p> <p>3- Contributions to Humanitarian activities. Advancing Technology for Humanity. Conferences, events, talks related to COVID-19, IEEE IHTC 2021 (University of Sussex), Section SIGHT project (Stepping stones). Finally, MG mentioned the Section engagements since COVID-19:</p> <ul style="list-style-type: none"> • Advise and support event organisers • Response to MoU changes • Publicise IEEE resources and platforms • Zoom license upgrade • 20+ One-to-One calls with chapter chairs • Virtual meetings and webinars arranged by Chapters • Chapter chairs meeting – August 2020 • Survey form to investigate the pandemic impact on section members- Nov 2020 			
2	EA reported on apologies for non-attendance.			
3	Minutes of the 24th April 2020 AGM meeting and ExCom meeting were subjected to approval so EA asked attendees to raise any comment, question (if any) otherwise it will be considered approved. The meeting minutes were approved.			
4	<p>Oral Reports (~2 min) on Chapters key achievements, current plans and focus areas 2020 – 2021 including goals, KPIs, challenges, and resources.</p> <p>All Chapter Chairs presented based on their report submissions using the one-page slide template.</p> <p><u>The one-page slide and the full reports are available in this link: https://www.ieee-ukandireland.org/section-meetings/chapter-chair-and-excom-meeting-13th-november-2020/</u></p>			
5	<p>The Chapter Co-ordinator, LC, reinforced the importance of submit L31 reports for all events, meetings and activities to IEEE vTools Events. Also mentioned that some reports that are entered into the system won't be submitted unless they are fully completed including attendance. LC pointed the importance to keep the Chapter Officer Reporting up to date to ensure that correct chairperson is registered on IEEE vTools. Also, he suggested to add executive committee to roster, for access to OU Analytics and vTools Events.</p> <p>LC indicated the obligation of Chapters or Affinity Groups to submit a minimum of two L31 reports in the year. Chapters or Affinity Groups reporting six or more meetings shall receive an additional US\$75. If reporting is submitted by the third Friday in February deadline, unit will earn an additional 10% bonus to the total rebate. Hard Deadline 15th March.</p>	1	Submit their L31s by the end of the year and seek support from Lee if required.	All CCs
6	<p>The Conferences Co-ordinator, RE, mentioned that WebEx is the preferred platform to deliver virtual events as it is the official one used by IEEE. RE offered the WebEx Section's credentials to CCs and officers if they need it to organise a webinar / meeting.</p> <p>RE also mentioned the importance of prevent meetings and event from crashing due to simultaneity. It must be ensured that Section's meetings and webinar don't overlap and crash. CCs must keep informed Secretary in advanced of the intended virtual event date to ensure there are no overlaps with other events already scheduled.</p>			



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	MG added that Section's Zoom account is also available for CCs and officers use.			
7	<p>AH reported on Humanitarian Activities (SIGHT Group). He mentioned the three virtual lectures that were delivered focus on innovation within COVID context. Some of these initiatives are run by IEEE itself including the Ethical Certification Programme.</p> <p>AH also mentioned that UK and Ireland SIGHT group is planning the IHTC 2021 (International Humanitarian Technology Conference) provisionally set up to be hold in September 2021. AH explained that it will depend on COVID circumstances the event will be face to face, virtual or hybrid so Global participation would be possible.</p> <p>Finally, AH invited all attendees to collaborate with SIGHT group as everybody is welcome. Please contact AH or EA for more information.</p>			
8	<p>JR presented the Cyber Security group initiative which provides a multidisciplinary environment for sharing the latest trends and knowledge across industry, government and academia. JR did also a mention on the webinar delivered on 2nd November called "Houston we CAV a Problem" which was successful. There is second event scheduled for 7th December called "A framework for effective corporate communication after cyber security incidents".</p> <p>Presentations on Future Networks and Blockchain were also delivered. Future Networks were presented by LM, she mentioned that the motivation and goal of the group is to foster and promote Future Networks activities in UK & Ireland, enhance visibility of IEEE and Future Network Initiative, increase IEEE membership, and promote public awareness of 5G and B5G wireless technologies among others. This group plans to formally launch in February 2021 with a virtual event. They also plan to organize at least one event per quarter.</p> <p>XB presented Blockchain group which was officially launched in February this year. They plan to continue series of webinars (6 annually), expand format of online events (panel discussions, workshops, etc) and organise a virtual group meeting in 2021.</p> <p>MG mentioned that these three special interest groups will be Section's Organisation Units subjected to approval so MG asked attendees to raise any comment, question (if any) otherwise it will be considered approved. The three special interest groups (Blockchain, Cyber Security and Future Networks) were approved by ExCom.</p>			

Actions arising from Autumn Meeting 13th November 2020		
No	Item	Person
1	Submit their L31s by the end of the year and seek support from Lee if required.	All

Eduardo Audiche
December 2020