



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), Richard 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 17:05 h. The agreed Agenda was:</p> <ol style="list-style-type: none"> 1. Section Chair's Report – MG 2. Updates from Region 8 & Section Congress Meetings – MG 3. Section Treasurer's Financial Strategy - MG 4. Membership Development & Retention –WM 5. Section Awards and Recognition – JS 6. Report on Life Members – CT 7. Report on Young Professionals – NG 8. Report on Women in Engineering – RL 9. Report on Student Activities – LC 10. Report on Industrial Delivery & Professional Registration – RM/BG 11. Report on Website / Social Media – NW 12. Report on eNotice & Zoom Calls – EA 13. Nomination & Appointment committee– AH 14. Any other Business 15. Next Meeting & Group Picture 			
1	MG began her presentation by mentioning that the Section has applied for various awards from Region 8, including the Chapters and the R8			

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	<p>large Section of the year award, in addition to individual volunteer award nominations. The results will be announced the following day. MG gave another announcement, she congratulated our past Chair, Mike Hinchey, for been re-elected for the Irish Computer Society (ICS). MG gave an update about what the Section has being doing since the AGM in April this year.</p> <ul style="list-style-type: none"> • Industry: Global award, PR, Industrial placements • Future directions (Special Interest Groups: SIGs) <ul style="list-style-type: none"> ○ Block chain, Future Network Initiative, Cybersecurity • Humanitarian: <ul style="list-style-type: none"> ○ Autistic children project- Lockdown impact ○ IHTC2021 proposal & arrangements ○ Support for people with dementia proposal • IEEE Region 8 report (March'20-Oct'20) • Awards: Our section won the IEEE Industry engagement competition 2020 and also Region 8 Outstanding Young Professionals Affinity Group award. More announcements are expected soon. <p>Current plan of activities:</p> <ul style="list-style-type: none"> • Section meeting page to avail reports and minutes • Impact of Brexit on section & IEEE Europe • Sponsorship & Education Activity Officers appointments • Nominations for committee/individual awards • Covid-19: Support section activities online & survey form • IEEE Glasgow Tartans (discount available) • Recognition programme – Deadline 15th January • Xmas Lecture: Mid December (to be announced soon) 			
2	<p>MG gave updates from Region 8 meetings since Section AGM in April:</p> <ul style="list-style-type: none"> • R8 meeting for Section chairs- Saturday 13th June (online). It was mentioned the new IEEE rule that no travel expenses can be claimed (regardless of local rules/laws about COVID, which vary with country and with time). Also, Region 8 finances were shown in good shape at the moment so there is an opportunity to fund initiatives to help our members. • Meeting with IEEE R8 Director Elect- Antonio Luque (Hosted by IEEE Turkey section- 1st July 2020). It was discussed the new challenges the region faces due to COVID. Not only membership is declining but papers and publications. • Webinar with IEEE Region 8 Director-Elect Candidates, (Hosted by IEEE UK and Ireland section- 25 September). This webinar was successfully delivered. MG announced that Vincenzo Piuri is the new R8 Director-Elect 2021-2022. • R8 meeting- Nov 7th, 2020 (Part 1). All regions are having a decrease in all categories of membership except R10 which is having a 5% increase only in high grade members. Overall, IEEE is facing a 6.5% membership reduction by September 2020. Also, MG mentioned there is a new COVID19 member hub available on https://COVID19.ieee.org which so far has more than 2M views and more than 1.4M visitors. Part 2 of this meeting to be held 14th Nov. 			
3	<p>Regarding the online survey form sent to our members to collect data about impact COVID is having personally and professionally on our members, MG mentioned that so far 160 survey responses have been received. The preliminary results show stress and mental health as the most common effects from the pandemic situation. 30% has said are having some economic impact, more than 20% from moderate to high impact and 30% no impact. Other finding is that people find webinars really valuable.</p> <p>MG also presented the Section Treasury Financial situation:</p> <ul style="list-style-type: none"> • Considerable cost savings due to pandemic, operational spend likely £5K, normally £15K. 			

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	<ul style="list-style-type: none"> Received rebate, USD 42K (GBP 32K), including 10% bonus for early filing. Sections funds currently £39K, with estimated £2K spend remaining for year, and with £10K reserve and £10K needed for early 2021, we have ~ £20K that could be used for member support. 			
4	<p>WM gave the Membership Development & Retention results for 2020. Membership numbers have continued the trend from earlier this year and so we are overall still about 500 members down to the same time last year, which seems to relate to a lower set of renewals, which is probably understandable in the current pandemic situation.</p> <p>WM explained that as from a membership development perspective, the same actions are being continued. In the current climate it is important to bring more online activities to our members, and this could then also help eliminate some of the geographical issues we have had for years, so we need to ensure to have online activities and advertise them to the whole section through e.g. the website, eNotice, twitter, etc..</p> <p>NW mentioned that he is developing on our website the participants database. He is looking for a commercial solution in order to avoid data protection issues.</p>	1	NW will share with WM the information he has gathered regarding participants database and its potential commercial solution to be developed for Section's website.	NW / WM
5	<p>Regarding Section Awards and Recognition, JS mentioned the three key aspects he is managing:</p> <ul style="list-style-type: none"> IEEE awards (global) which require to follow a nomination process. JS will work through getting these applications submitted when our members meet the requirements. Promote members elevations to Fellow grade. Please contact JS (awards@ieee-ukandireland.org) if you want to know more about the process or want to nominate yourself or somebody else. Section's recognition process creation. Nomination forms are being created to encourage CCs, Officers and members to nominate outstanding volunteers in any of the diverse categories available (to be advertised soon). Deadline for nomination submissions 15th January 2020. The award ceremony to be held during the section spring AGM 2021. 	2	Submit their nominations for the volunteers' recognition who have contributed towards section priorities by January 15 th to JS.	All
6	<p>CT gave a summary of the LMAG activities. The Life Members Committee has held one virtual meeting since the May EXCOM meeting. The COVID crisis has curtailed much of the normal LMAG activity. In particular, the planned unveiling of the latest IEEE Milestone plaque at the Siemens factory at Eynsham, Oxford, has been re-scheduled for mid-2021, on the assumption that the pandemic will have dissipated by then. The Committee has continued to work on the Milestone proposals in its pipeline. The EMI CT X-ray Scanner proposal has been approved by the IEEE History Committee, subject to agreement on the wording of the citation. A proposal from the Manchester Computer Science community commemorating the Atlas computer and the Invention of Virtual Memory is being submitted shortly. Other possible candidates for Milestones are under review and will continue to be worked on by the LMAG Committee.</p> <p>The enforced use of Zoom and other platforms for virtual meetings makes possible some new developments that might enable wider participation of Life members in the Committee's work. Interested LMs might be invited to contribute to discussions about enhancing their membership experience, and to express their preferences for the types of activity that the LMAG Committee could organise. At the least it could be used as a new reporting vehicle to keep members informed about current developments within IEEE.</p>			

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7	<p>NG gave the summary regarding Young Professionals AG:</p> <ul style="list-style-type: none"> • UK and Ireland YP awarded this year Region 8 Outstanding Young Professional Affinity Group Award presented at the recent IEEE Region 8 virtual Student and Young Professional Congress in Sept 2020. • YP successfully co-hosted the YP track events at Comsoc's International Conference on Communications (ICC) from 7th to 11th June, Dublin. • YP Track at International Conference on Electronics Circuits and Systems (ICECS), Glasgow, Nov 23-25th 2020 - YP has collaborated with CAS to jointly organise a virtual one-day YP track during the 27th edition of the IEEE ICECS. • YP AGM Nov 2020 - Annual event for volunteers to meet, review progress, strategize and plan ahead for the following years YP program. Event will now be held virtually on 14th Nov. • Digital Health Conference, Dublin 2020 (now planned for early 2021) – Full day conference with multiple 1-hour talks, and/or 1-hour seminars on real world digital health initiatives by academic, industrial and bureaucratic leaders. Event currently delayed due to the current pandemic but is intended to be held early next year. • Arduino workshop, Dublin - (now planned for early 2021) - Event currently delayed due to the current pandemic restrictions but is intended to be held in the second quarter of next year. • 3rd YP PG STEM Symposium (planned for late 2021) - to be held virtually unless it is safe to take place face to face. 			
8	<p>RL gave the summary of the WIE current plan which is dynamic as some of the currently activities are on hold pending lifting of COVID-19 restrictions). Summary:</p> <ul style="list-style-type: none"> • School STEM talks and workshops, F2F then virtual (Mar/Nov-20) • WIE/KPMG Manchester Free 6-week Intro to Coding for Women course (Apr-20) • WIE/WCI event at WCCI (Jul-20) • GRSS/WIE Distinguished Lecture (Sep-20) • Application for SIGHT funding for support materials for neuro-diverse women in technology, specifically autistic women who have been affected by COVID and are struggling to adapt to the new way of working from home. The intention is to offer resources from a website among other initiatives. In addition, the number of women conducting research and publishing articles has dropped considerably, much more than men, and this is due to the challenges that confinement has added to family dynamics and women dealing with dependencies such as caring for children when they cannot attend school. <p>Additional activities:</p> <ul style="list-style-type: none"> • Promote women member elevations • Develop/collate school STEM materials • Encourage recognitions/awards to WIE • Joint Chapter events/networking activities • Develop mentoring scheme 			
9	<p>LC mentioned that student activities increased during lockdown period. In summary:</p> <ul style="list-style-type: none"> • Increase in student branch reporting from 8 (2019) to 30 Branch Reports (2020). • Further five branch officer appointments to revived student branches throughout 2020. • Rebate of £2919 received for timely student branch reporting • Hosting of IEEE R8 SYP and numerous webinar events such as • MEEPS, DCU Expert Talks, Scotland Renewable Energies 			

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	<ul style="list-style-type: none"> • Webinars Plan: <ul style="list-style-type: none"> • Increase to the number of new appointments to less active student branches. • Participation in regional online meetings for all student branches. • Support established branches in hosting high quality activities, webinars, and events. • Encouragement of UK&I branches to participate in awards & contests at regional and global level. 			
10	BH and RM presented a joint report regarding Industrial Delivery and Professional Registration activities. They explained the key achievements including: <ul style="list-style-type: none"> • A focus group was held on the 12th August 2020. • The Steering Group took part in the Engineering Council's Professional Affiliates Seminar on the 15th September 2020. • Statistics are established for the IEEE Ireland membership. • The IET event on career management towards Professional Registration was attended. Plan: <ul style="list-style-type: none"> • Understand relationship between Engineers Ireland and the Engineering Council in respect to IEEE. • Achieve full understanding of Engineering Council's "Registration Code of Practice". • Complete exploration with chosen Licensed Institutes. • Work towards an MOU with each of the Licensed • Institutes where agreements have been reached. 			
11	NW mentioned that one advantage of moving events to online format is the opportunity to record the webinars and offer the chance to watch it on demand and at the same time keep the website active and updated with plenty of news and events. All CCs to record the events and send Nick a Dropbox/Drive link to be uploaded. NW also mentioned that YTD we have more than 25K unique visitors to the website (20% higher than the whole 2019). Main activities: <ul style="list-style-type: none"> • Social media – Twitter >535 followers (320 – Apr 20) • Support Chapters & AG with webinar hosting • Section meeting documents Plan: <ul style="list-style-type: none"> • Build social media presence • Integrate webinars into existing CPD area • Continue to support Chapters & AG with webinar hosting 			
12	Regarding eNotice & Zoom webinars report, EA informed that he will send his presentation by email to the ExCom to keep the meeting programme on time. EA presentation is already available on the website link under CCs section under the title "eNotice & Zoom Webinar Training"	3	EA will send by email to the ExCom the eNotice & Zoom Webinar Training document	EA
13	AH did mention to the application process for two new Section Officers Roles which closed on 30th August. There was a period of review and interviews. AH put under ExCom consideration the candidates that were selected for the following roles: <ul style="list-style-type: none"> • IEEE UK and Ireland STEM & Education Activity Officer: Salah Al-Majeed • IEEE UK and Ireland Sponsorship and External Support Officer: Hoa Le-Minh 			

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	<p>These candidates scored the highest among different attributes and that's why AH recommend them. MG gave the opportunity to Salah Al-Majeed to introduce himself and let ExCom know more about him. AH also recommended that the three remaining high qualified candidates for Education Activity Officer position can be part of the committee so there will be vitality and synergy since the beginning. These three candidates are: Matthew Tang, Kapal Dev and Pedram Asef. The ExCom approved unanimously these nominations.</p> <p>There was an additional nomination, in this case for the Secretary role. Eduardo assumed the interim Secretary role since March when Cyril stepped down. Since then, Eduardo has directed all secretarial activities by himself considering the significant increase in tasks and responsibilities that the COVID situation has developed. This position was put to the ExCom consideration and was approved unanimously. Eduardo's period will be set since March 2020 and it will last two years.</p>			
14	<p>Any other Business.</p> <p>AH made two recommendations, one is to consider Section's unused budget to help SIGH group humanitarian initiatives, specially the one related to refugees. AH is asking for a partial funding in order to get this project started.</p> <p>The second recommendation AH mentioned was the development of a mentoring programme on our website. MG mentioned that IEEE already have mentoring programme on Collabratec / Volt that can be explored. Mona showed concern for the lack of human resources. AH stated that his proposal is focused on building a facility within our website for members to search and run the programme (IT support) to allow the mentoring programme to happen.</p> <p>MG mentioned that IK and herself are in the process to appoint a new Assistant Secretary and further details will be giving soon.</p>	4	AH will share with MG the Refugee proposal and budget for further considerations	AH
15	Next Meeting: April 2021			

Actions arising from Autumn Meeting 13 th November 2020		
No	Item	Person
1	NW will share with WM the information he has gathered regarding participants' databases to then discuss if useful for membership development tasks on the Section's website, or whether other options need to be explored.	NW / WM
2	Submit their nominations for the volunteers' recognition who have contributed towards section priorities by January 15 th to JS.	All
3	EA will send by email to the ExCom the eNotice & Zoom Webinar Training document	EA
4	AH will share with MG the Refugee proposal and budget for further considerations	AH