

**Section Autumn Meeting**  
**26<sup>th</sup> October 2021**  
 10h00-12h00  
**ExCom Meeting**  
 Hybrid Event – BT Tower - London

**MINUTES**

<b>Agenda</b>		<b>Actions</b>		
<b>No</b>	<b>Description</b>	<b>No</b>	<b>Item</b>	<b>Person</b>
	<p><b>Attendees in Person:</b>            Mona Ghassemian (<b>MG</b>), Izzet Kale (<b>IK</b>), Matthew Gream (<b>MaG</b>), Eduardo Audiche (<b>EA</b>), Nick Wainwright (<b>NW</b>), Lee Crudgington (<b>LC</b>), Ali Hessami (<b>AH</b>), Brian Harrington (<b>BH</b>), Rod Muttram (<b>RM</b>), Annabel Latham (<b>AL</b>), Paul Cunningham (<b>PC</b>), Sohaib Qamar Sheikh (<b>SS</b>), Jianing Li (<b>JL</b>), Saumya Reni (<b>SR</b>), Hoa Le Minh (<b>HLM</b>), Masood Ur Rehman (<b>MUR</b>).</p> <p><b>Attendees via Zoom:</b>            Mike Hinchey (<b>MH</b>), Chris Bailey (<b>CB</b>), Charles Turner (<b>CT</b>), Frank Wang (<b>FW</b>), Nicola Morley (<b>NM</b>), Marwan Al-Akaidi (<b>MA</b>), Roy Edis (<b>RE</b>), Salma Alarefi (<b>SA</b>), Thomas Andritsh (<b>TA</b>), Tony Davies (<b>TD</b>), Vishal Sharma (<b>VS</b>), Sillas Hadjiloucas (<b>SH</b>), Leila Musavian (<b>LM</b>), Nikos Athanasopoulos (<b>NA</b>)</p> <p><b>BT Host:</b>            Adrian Sharples</p>		<p>A total of 30 participants attended the Section Autumn Meeting. 16 ExCom members in person and 14 ExCom members virtually.</p> <p>From BT Adrian Sharples was the event's host.</p>	
	<p><b>Apologies:</b>            Wim Melis (<b>WM</b>), Radhakrishna Prabhu (<b>RP</b>), Noel Gomez (<b>NG</b>), Jan Sykulski (<b>JS</b>), Richard Pitwon (<b>RP</b>), Qammer H Abbasi (<b>QA</b>), Symon Podilchak</p>			
	<p>The meeting commenced at 10:00 h.            The agreed Agenda was:</p> <ol style="list-style-type: none"> <li>1. Introductions and Welcome – Mona Ghassemian (5)</li> <li>2. Apologies – Eduardo Audiche (5)</li> <li>3. Minutes of Spring Meeting (Online) – Eduardo Audiche (5)</li> <li>4. Section Chair's Report– Mona (10 min)</li> <li>5. Section Treasurer's Financial Strategy &amp; 2021 Budget Approval– Matthew Gream (10)</li> <li>6. Report on Membership Development – Wim Mellis (5)</li> <li>7. Report on Student Activities – Lee Crudgington (5)</li> <li>8. Report on Humanitarian Activities (IHTC planning &amp; SIGHT Group) – Ali Hessami (5)</li> <li>9. Report on Industrial Delivery &amp; Professional Registration – Rod Muttram / Brian Harrington (5)</li> <li>10. Report on Professional Activities - Sohaib Qamar Sheikh (5)</li> <li>11. Diversity, Equity &amp; Inclusion Strategy – Vishal Sharma / Salma Alarefi (5)</li> <li>12. L31 Submissions Guide and Deadlines – Lee Crudgington (10)</li> <li>13. Report on Website &amp; Social Media – Nick Wainwright (5)</li> <li>14. Appointments - Mona Ghassemian (5)</li> <li>15. Awards and Recognitions – Jan Sykulski (5)</li> </ol>			



Agenda		Actions		
No	Description	No	Item	Person
1	MG gave the welcome to attendees and thanked everyone to join Spring / AGM meeting followed by an update about the Section activities that have been delivered since the autumn meeting on 11 <sup>th</sup> November 2020.			
2	EA reported on apologies for non-attendance.			
3	<p>Minutes of the 24<sup>th</sup> of April 2021 spring CC meeting and ExCom AGM were subjected to approval.</p> <p>EA highlighted the actions on the minutes checking its status and resolution.</p> <p>Regarding the action on NW and WM respect to the database for helping membership development tasks (managing potential Senior Member elevations), this action still open. NW will check the feasibility of a previous proposal sent by WM and explore options for designing an ad-hoc database if applicable.</p> <p>PC stated that he would like to be involved in potential solutions for the identification of Senior Member Elevation candidates and related actions.</p>	1	NW will check database proposal sent by WM from a 3rd party to assess its feasibility and discuss budget options with MaG	
4	<p>MG gave an overview of what the Section has been doing since the Spring Meeting in April this year. She highlighted the UK and Ireland Section priorities and their status</p> <ol style="list-style-type: none"> <li>1- <b>Getting closer to Industry:</b> Industry engagement is led by Industry forum and professional registration chairs. Different awards were received including IEEE industry engagement award in In July 2020.</li> <li>2- <b>Engage in IEEE Future Initiatives:</b> Four local groups have been established. Blockchain, Future network and Cybersecurity since 2020 and Quantum local group just created</li> <li>3- <b>Contributions to Humanitarian activities:</b> First SIGHT project completed in August 2021: “Inclusive Multi-Sensor Platform for Autistic Kids that Encourages Social Interaction” <a href="https://www.ieee-ukandireland.org/affinity-groups/special-interest-group-on-humanitarian-technology/">https://www.ieee-ukandireland.org/affinity-groups/special-interest-group-on-humanitarian-technology/</a> UK and Ireland SIGHT committee also is hosting the IHTC 2021 (International Humanitarian Technologies Conference) on December 2nd to 4th 2021 (Virtual Conference) <a href="https://www.ihtc21.org.uk/">https://www.ihtc21.org.uk/</a></li> </ol> <p>Mona also commented the formation of the Diversity, Equity and Inclusion (DEI) committee and also the creation of Nano technology Council Chapter.</p> <p>Current plan of activities:</p> <ul style="list-style-type: none"> <li>• Funding allocation to enrich &amp; progress on section top 3 strategies (industry, technical activities, humanitarian) for members benefits.</li> <li>• Section meeting page to continue availing reports and minutes.</li> <li>• Section Volunteer Recognition programme – second round.</li> <li>• Humanitarian: Scope community projects with chapters support.</li> <li>• Diversity &amp; inclusion function to support section subcommittees.</li> </ul>			
5	<p>MaG presented the Section Treasury Financial report. Below the summary:</p> <ul style="list-style-type: none"> <li>• Continued low spend due to the pandemic, leading to a considerable build-up of funds.</li> <li>• Transition from IEEE CBRS to Nextgen banking.</li> <li>• Received rebate of USD 43K (GBP 31K).</li> <li>• Section funds currently ~£60K, estimated ~£10K spend for reset year, and with £15K reserve we will enter next year w/ ~£30K of funds to use.</li> <li>• Continue responsive weekly management and reporting, on funding requests &amp; payments.</li> </ul>			

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	<ul style="list-style-type: none"> <li>Carry out end of year compliance and reporting. activities, get 10% bonus, use Nextgen system</li> </ul>			
6	<p>WM sent his apologies for attending this meeting. The Membership Development report is uploaded on the event webpage.  <a href="https://www.ieee-ukandireland.org/section-meetings/chapter-chair-and-excom-meeting-26th-october-2021/">https://www.ieee-ukandireland.org/section-meetings/chapter-chair-and-excom-meeting-26th-october-2021/</a></p>			
7	<p>LC mentioned that student activities increased during pandemic period.</p> <p><b>Student Branch Engagement Programme:</b>  Continue to build relationships with the network of student branches in the UK and Ireland Section, ensuring that chairpersons are active, aware of their obligations and supported in hosting events and activities. Ensuring that annual reporting is completed by the posted deadline, and handover to new branch leaders is handled smoothly.</p> <p><b>Activity Promotion:</b>  Provide advice and guidance for new branches or committees to host their events (virtually or in-person), advertise events broadly to all student branches in UK &amp; Ireland and Region 8.</p> <p><b>Participation in Regional and Global awards:</b>  Guidance to branches on how to meet criteria for awards and assist applications.</p> <p><b>Return to in-person events:</b></p> <ul style="list-style-type: none"> <li>Support student branches and new student leaders to develop knowledge of procedures in hosting in-person events and activities at their universities</li> <li>Encourage collaboration between local student branches, resulting in shared activities and pooling of resources.</li> <li>Planning of section-wide IEEE student branch congresses for networking, sharing of ideas and providing essential information and demonstrations to new branch leaders</li> </ul>			
8	<p>AH mentioned that this year all efforts have been focused on organising the IEEE International Humanitarian Technology Conference (IHTC 2021) advertised among R7 (Canada), R8 (Africa, Europe and Middle East), and R9 (Latin America and Caribbean) apart from our Section. The event will take place virtually from 02 to 04 December 2021:  <a href="http://www.ihtc21.org.uk">www.ihtc21.org.uk</a></p> <p>The conference organisation has held 15 coordination and planning sessions. Registration and payment facilities with MCE have been set up. Our Section is sponsoring the event with £2,000.00</p>			
9	<p>BH and RM presented a joint report regarding Industrial Delivery and Professional Registration activities. BH explained the key achievements including:</p> <ul style="list-style-type: none"> <li>Future directions of IEEE and of BoD meetings recognize a gap in IEEE advancement for volunteers.</li> <li>The recognition structure of IEEE does not truly reflect the diversity of the membership.</li> <li>It is apparent that Industry in the U.K. and Ireland see that Professional Registration is needed to complete the path in personal development for Industry acceptance.</li> </ul> <p>Plan:</p> <ul style="list-style-type: none"> <li>After a long period of deferment of Professional Registration activity owing to inaccessibility to Engineering Council licensed Societies, to restart the explorations.</li> <li>To further develop the draft MOU that exists with the IET and with Engineers Ireland.</li> </ul>			
10	<p>SS reported on Professional Activities. He started activities in late April. The plan of activities include:</p> <ul style="list-style-type: none"> <li>Developed clear definition and scope of Professional Activities and presented it to Section Chair and Vice-Chair</li> </ul>			



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	<ul style="list-style-type: none"> <li>• Completed background review of PA in the Section and other IEEE OUs.</li> <li>• Completed IEEE Centre for Leadership Excellence course for PA Chairs.</li> <li>• Developed a vision and strategy for PA in the Section.</li> <li>• Liaised with the IEEE Strategic Research team for a survey of professional development needs in the Section.</li> <li>• Develop a draft set of programs with the help of a dedicated cross-OU Working Group.</li> </ul>			
11	<p>VS and SA presented the strategy and focused plan for the newly formed Diversity, Equity, and Inclusion (DEI) Group.</p> <ul style="list-style-type: none"> <li>• To collaborate with the Section leadership and collect and track diversity metrics and best practices across the IEEE UK and Ireland.</li> <li>• Create opportunities to encourage inclusive participation with the committee.</li> <li>• Capture and harness lived experiences of beneficiaries to inform policies and practices.</li> <li>• Co-create recommendations with beneficiaries and disseminate across chapters to bridge the gap between statistical data and actual practice on DEI</li> </ul> <p>Provision Plan:</p> <ol style="list-style-type: none"> <li>A. Define activities and directions.</li> <li>B. Data collection and DEI reporting (membership, recruitment, awards, activities).</li> <li>C. Committee recruitment and membership. <ul style="list-style-type: none"> <li>○ Consult and co-create with committee members.</li> <li>○ Capture and utilise lived experiences.</li> </ul> </li> <li>D. Partnership and data led recommendations.</li> </ol>			
12	<p>LC gave the attendees a summary of the L31 Submissions Guide and Deadlines.</p> <ul style="list-style-type: none"> <li>• Two L31 reports per year, including attendance information</li> <li>• 3<sup>rd</sup> Friday in February deadline, additional 10% bonus to the total rebate.</li> <li>• Six or more meetings (and reporting by above deadline) shall receive an additional US\$75.</li> <li>• A Chapter or Affinity Group to be placed on probation if reports are not submitted for two consecutive years and dissolved after three years of inactivity.</li> <li>• Hard Deadline 15th March to avoid probation.</li> <li>• NEW Categories: Professional, Non-Technical, Humanitarian, Pre-U STEM.</li> <li>• Only Technical will qualify the chapter for rebate.</li> </ul> <p>LC also reminded attendees to ensure the correct chairperson is registered on IEEE vTools. He suggested to add executive committee to roster, for access to OU Analytics and vTools Events. Also mentioned that we need to add the end date of each role as now is mandatory.</p>			
13	<p>NW reminded the importance of promoting all the events through our website and twitter channels.</p> <p>NW also 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. But most important, the recorded webinars are being a way to engaged new members and keep the current ones. All recordings have now the same IEEE brand so the user can see they are part of our Section.</p> <p>Key Achievements:</p>			



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	<ul style="list-style-type: none"> <li>• Increased member engagement of Section activities via social media and website.</li> <li>• Supported Section to promote and ‘watch again’ online activities during the pandemic.</li> <li>• Implemented a consistent brand image for Section webinars.</li> </ul> Plan: <ul style="list-style-type: none"> <li>• Move website to dedicated server.</li> <li>• Continue to build social media presence to increase member engagement.</li> <li>• Provide better accessibility for webinars on the website.</li> <li>• Focus on getting more member news.</li> </ul>			
14	MG also requested ExCom approval for the following Section’s Officer roles: <ul style="list-style-type: none"> <li>• Salma Al Arefi – Co-Chair Diversity, Equity, and Inclusion Committee.</li> <li>• Vishal Sharma - Co-Chair Diversity, Equity, and Inclusion Committee.</li> <li>• Richard Pitwon – Chair Quantum Local Group</li> </ul> The suggested appointments were approved.			
15	MG reminded that The Awards and Recognitions Group is here to recognise members who have volunteered their skills and time to plan and organise conferences, author papers, run Chapters and engage other IEEE members into activities. MG mentioned that for 2021 awards, the deadline for submitting a nomination is 15th January 2022. For more info please visit: <a href="https://www.ieee-ukandireland.org/support-and-initiative-groups/awards-and-recognitions/">https://www.ieee-ukandireland.org/support-and-initiative-groups/awards-and-recognitions/</a>			

<b>Actions arising from Autumn Meeting 26<sup>th</sup> November 2021</b>		
<b>No</b>	<b>Item</b>	<b>Person</b>
1	NW will check database proposal sent by WM from a 3rd party to assess its feasibility and discuss budget options with MaG	NW / MaG

Eduardo Audiche  
November 2021



