



IEEE UK and Ireland Chapter Coordination

April 2022

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Chapter Coordination Key Points

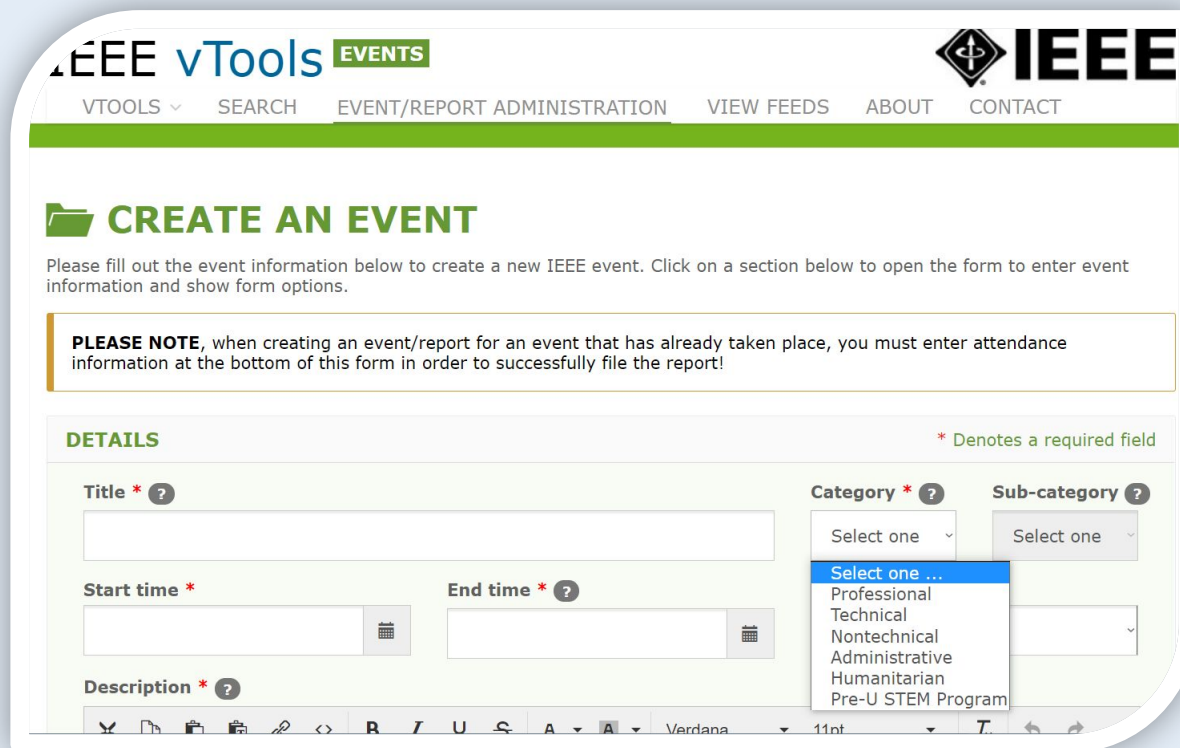
- **L31 Reports**
 - Submit reports for all events, meetings and activities to IEEE vTools Events
 - NEW: categories and rebate eligibility
 - Completion of previous reports, including attendance
 - L31s can be submitted in advance
- **Chapter Officer Reporting**
 - Correct chairperson is registered on IEEE vTools
 - Suggested to add executive committee to roster, for access to OU Analytics and vTools Events
 - NEW: End date now mandatory
 - Organise society elections for position handover
- **Support of Student Chapters**

IEEE Chapter and Affinity Group L31 Reporting

- **Two** L31 reports per year, including attendance information
- **3rd Friday in February** deadline, additional 10% bonus to the total rebate.
- Six or more meetings (and reporting by above deadline) shall receive an additional US\$75.
- 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.
- Hard Deadline **15th March** to avoid probation.
- NEW Categories: Professional, Non-Technical, Humanitarian, Pre-U STEM.
- **Only Technical will qualify the chapter for rebate.**

IEEE Chapter and Affinity Group L31 Reporting

<https://events.vtools.ieee.org/>



The screenshot shows the IEEE vTools EVENTS website interface. At the top, there is a navigation bar with the IEEE logo and the text "IEEE vTools EVENTS". Below the navigation bar, there are links for "VTOOLS", "SEARCH", "EVENT/REPORT ADMINISTRATION", "VIEW FEEDS", "ABOUT", and "CONTACT". The main heading is "CREATE AN EVENT" with a folder icon. Below this, there is a paragraph of instructions: "Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and show form options." A "PLEASE NOTE" box contains the text: "PLEASE NOTE, when creating an event/report for an event that has already taken place, you must enter attendance information at the bottom of this form in order to successfully file the report!". The "DETAILS" section contains a form with the following fields: "Title *", "Category *", "Sub-category *", "Start time *", "End time *", and "Description *". The "Category" dropdown menu is open, showing options: "Select one ...", "Professional", "Technical", "Nontechnical", "Administrative", "Humanitarian", and "Pre-U STEM Program". A legend indicates that an asterisk (*) denotes a required field. The bottom of the screenshot shows a browser toolbar with various icons and the text "Verdana 11pt".

IEEE Chapter and Affinity Group L31 Reporting

DETAILS * Denotes a required field

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

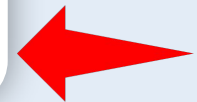
Report Info
Enter attendance numbers to file report for this event.

IEEE Attended ?	Guests Attended ?
<input type="text"/>	<input type="text"/>

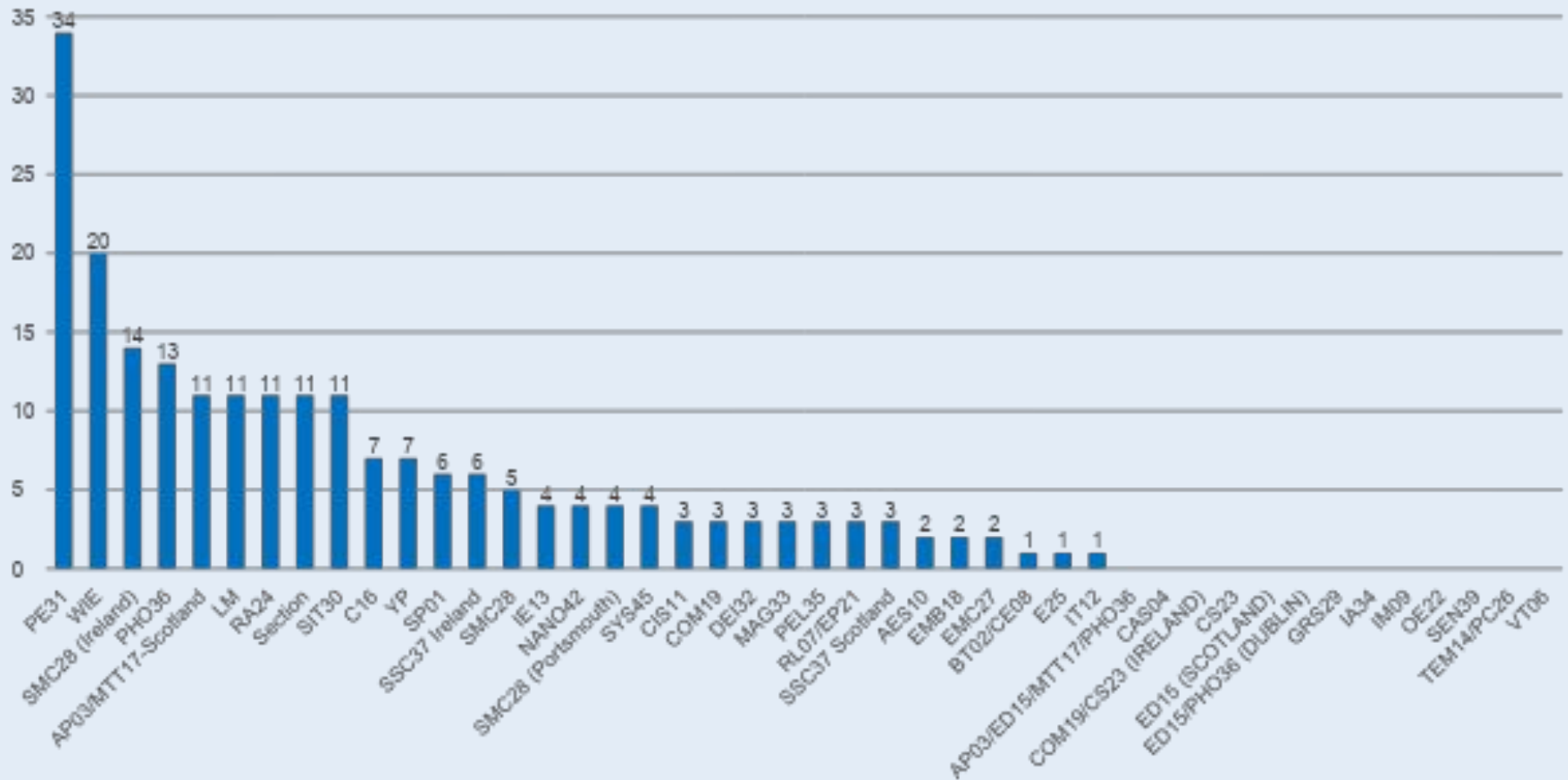
IEEE Chapter and Affinity Group L31 Reporting

28 Jan 2019	0	1	0	0	0	0	No
11 Feb 2019	1	0	0	0	0	0	No
27 Mar 2019	1	0	0	0	0	0	No
02 Oct 2019	1	0	0	0	0	0	No
09 Sep 2019	0	0	0	1	0	0	No
14 Jun 2019	1	0	0	0	0	0	No
07 Dec 2019	1	0	0	0	0	0	No
	5	1	0	1	0	0	0

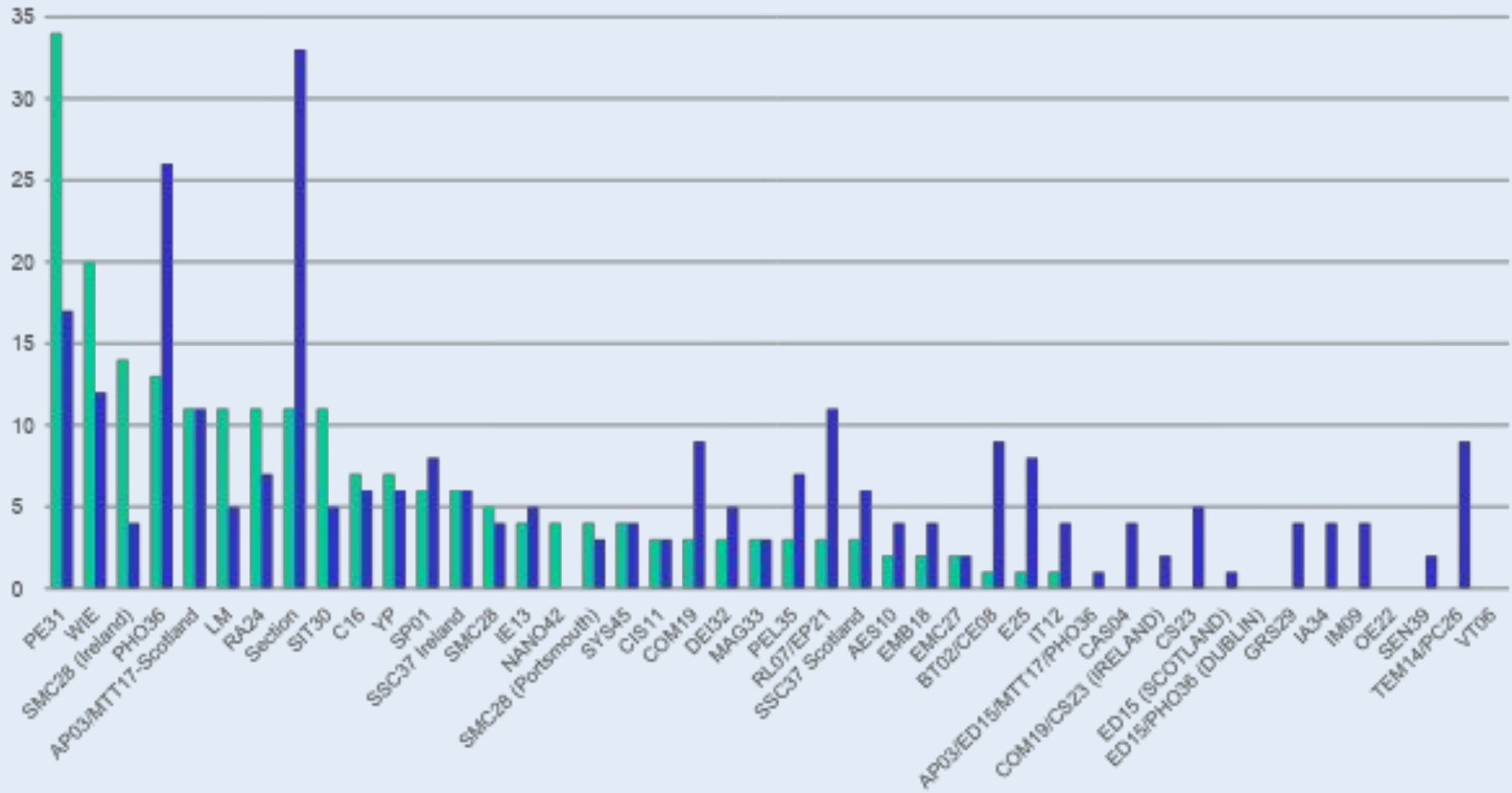
T	NT	P	A	Total	Base Amount	Timeliness Bonus	Activity Bonus	Total
2	0	2	0	4	\$200.00	\$20.00	\$0.00	\$220.00
0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00



IEEE Chapter and Affinity Group L31 Reporting 2021



IEEE Chapter and Affinity Group L31 Reporting 2020 vs 2021

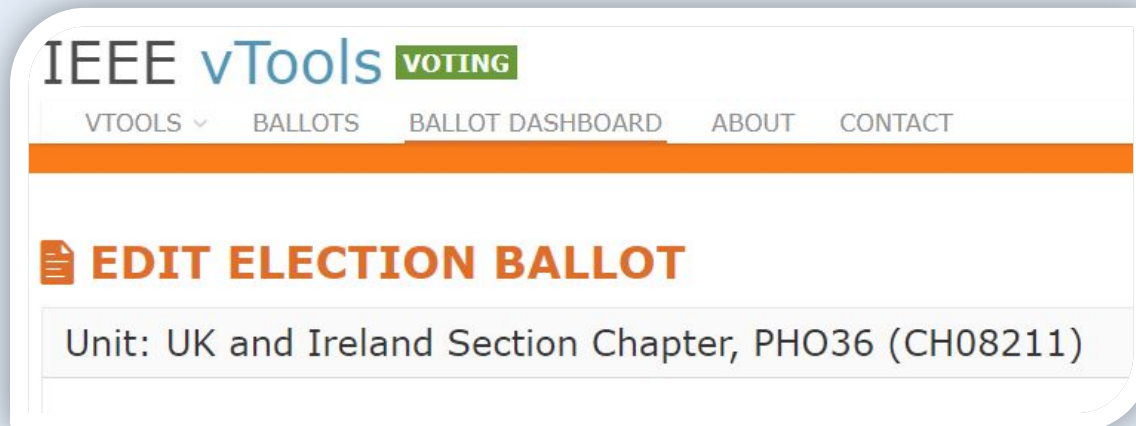


IEEE Chapter and Affinity Group L31 Reporting 2021

CAS04	IEEE Circuits and Systems Society
COM19/CS23 (IRELAND)	IEEE Communications Society / IEEE Control Systems Society
CS23	IEEE Control Systems Society
ED15 (SCOTLAND)	IEEE Electron Devices Society - Scotland
GRS29	IEEE Geoscience and Remote Sensing Society
IA34	IEEE Industry Applications Society
IM09	IEEE Instrumentation and Measurement Society
OE22	IEEE Oceanic Engineering Society
SEN39	Sensors Council
TEM14/PC26	IEEE Technology and Engineering Management Society / IEEE Professional Communication Society
VT06	IEEE Vehicular Technology Society

Chapter Elections

- Elect new chapter officers when current committee step down.
- The consecutive period of service in any one office shall normally not exceed four years.
- All officers shall not serve in any one position, in any single organizational unit, more than six years in total
- <https://voting.vtools.ieee.org/>



The screenshot shows the IEEE vTools VOTING interface. At the top, the logo reads "IEEE vTools VOTING" with "VOTING" in a green box. Below the logo is a navigation menu with the following items: "VTOOLS" with a dropdown arrow, "BALLOTS", "BALLOT DASHBOARD", "ABOUT", and "CONTACT". A thick orange horizontal bar is positioned below the navigation menu. Underneath the bar, there is a document icon followed by the text "EDIT ELECTION BALLOT" in orange. Below this, a text input field contains the text "Unit: UK and Ireland Section Chapter, PHO36 (CH08211)".

Chapter Officer Reporting

- Officer reporting is essential for access to vTools Event Reporting and OU Analytics
- Contact us to be added to the roster or to check status
- <https://officers.vtools.ieee.org/>

Officer Positions		Request a new officer position
	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Chapter Chair	Richard Pitwon
<input type="radio"/>	Chapter Secretary	Lee Crudgington
<input type="radio"/>	Chapter Treasurer	Filipe Ferreira
<input type="radio"/>	Chapter Vice Chair	Mehmet Erdentug