

**Section Spring Meeting**  
**29<sup>th</sup> April 2022**  
 13h30-16h00  
**Annual General Meeting (AGM)**  
 Hybrid Event – GCU - Glasgow

**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>            Izzet Kale (<b>IK</b>), Eduardo Audiche (<b>EA</b>), Nick Wainwright (<b>NW</b>), Lee Crudgington (<b>LC</b>), Ali Hessami (<b>AH</b>), Rod Muttram (<b>RM</b>), Annabel Latham (<b>AL</b>), Saumya Reni (<b>SR</b>), Richard Pitwon (<b>RP</b>), Radhakrishna Prabhu (<b>RaP</b>), Bing Ji (<b>BJ</b>), Elhadj Benkhelifa (<b>EB</b>), Hujun Yin (<b>HY</b>), Krishna Busawon (<b>KB</b>), Hongmei He (<b>HH</b>), Nauman Aslam (<b>NA</b>)</p> <p><b>Attendees via Zoom:</b>            Brian Harrington (<b>BH</b>), Jianing Li (<b>JL</b>), Miriam Cunningham (<b>MC</b>), Marwan Al-Akaidi (<b>MA</b>), Peter Kennedy (<b>PK</b>), Frank Wang (<b>FW</b>), Liam O'Brien (<b>LO</b>), Vishal Sharma (<b>VS</b>), Nikos Athanasopoulos (<b>NA</b>), Nazila Fough (<b>NF</b>), Prashant Pillai (<b>PP</b>), Richard Gault (<b>RG</b>), Mohsen Rahmani (<b>MR</b>), Nikos Athanasopoulos (<b>NA</b>), Max Smith (<b>MS</b>), Matthew Ritchie (<b>MR</b>), kia Dashtipour (<b>KD</b>)</p> <p><b>Keynote Speaker:</b>            Mike Hinchey</p> <p><b>GCU Host:</b>            Ibrahim Kucukdemiral</p>	1	A total of 35 participants attended the Section Autumn Meeting. 18 ExCom members in person and 17 ExCom members virtually.	
	<p><b>Apologies:</b>            Wim Melis, Mona Ghassemian, Matthew Gream, Noel Gomez (NG), Jan Sykulski (JS), Roy Edis, Masood Ur Rehman, Qammer, Abbasi, Symon Podilchak, Paul Cunningham, Sohaib Qamar Sheikh, Jun Liu, John Gray, Hoa Le Minh, Demian Coyle, Amir Hussain, Jonathan Roscoe, Christopher James</p>			
	<p>The AGM commenced at 1330 hrs. with enough quorum to carry on the session.            The agreed Agenda was:</p> <ol style="list-style-type: none"> <li>1. Technical Talk by Mike Hinchey: "Building Resilient Space Exploration Missions"</li> <li>2. Section Chair's Report– Izzet Kale</li> <li>3. Updates from 118th IEEE Region 8 Committee Meeting – Izzet Kale</li> <li>4. Section Treasurer's Financial Strategy &amp; 2022 Budget Approval– Matthew Gream</li> <li>5. Membership Development &amp; Retention – Eduardo Audiche</li> <li>6. Report on Student Activities – Lee Crudgington</li> <li>7. Report on Humanitarian Activities (IHTC highlights &amp; SIGHT Group) – Ali Hessami</li> <li>8. Report on Industrial Delivery – Rod Muttram</li> <li>9. Diversity, Equity &amp; Inclusion Strategy – Vishal Sharma</li> <li>10. Report on Education Activities (Proposal) - Elhadj Benkhelifa</li> </ol>			

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No	Description	No	Item	Person
	11. Report on website & social media – Nick Wainwright 12. Any other Business			
1	<p>The first item on the AGM was the technical talk by Professor Mike Hinchey entitled: "Building Resilient Space Exploration Missions". From this talk we got to know more about some of the most complex and expensive software applications developed by NASA including the "Swarms", intelligent and autonomous spacecrafts. Mike Hinchey is a computer scientist, former Director of the Irish Software Engineering Research Centre (Lero) and former Director of the NASA Software Engineering Laboratory among other roles with a brilliant trajectory as an IEEE volunteer performing key roles in the UK and Ireland Section and IEEE global.</p> <p>The talk can be watched at the following link:  <a href="https://www.ieee-ukandireland.org/watch-again-building-resilient-autonomous-space-exploration-missions/">https://www.ieee-ukandireland.org/watch-again-building-resilient-autonomous-space-exploration-missions/</a></p>			
2	<p>IK gave a brief summary of the Section priorities from the past two years:</p> <ol style="list-style-type: none"> <li>1. Getting closer to Industry</li> <li>2. Engage in IEEE Future Initiatives</li> <li>3. Contributions to Humanitarian activities</li> </ol> <p>These priorities will continue to be supported and additional priorities have been set:</p> <ul style="list-style-type: none"> <li>• Activate Inactive Chapters &amp; Student Branches with Cross Disciplinary events and activities in mind.</li> <li>• Events at the Section, Region &amp; International levels</li> <li>• Proactively promote Equality, Diversity &amp; Inclusion (IEEE DEI)</li> <li>• Increase High-Profile conference organisation, hosting, actively winning external sponsorship, and not just asking for Section support</li> <li>• Professional Registration Activities to be brought to fruition &amp; conclusion</li> </ul> <p>IK also highlighted the areas for improvement (2022 -2023):</p> <ul style="list-style-type: none"> <li>• Conference Sponsorship and MOUs <ul style="list-style-type: none"> <li>○ Should first get the Section's view and consent before submission to IEEE central with cross chapter collaboration / sponsorship for all conferences</li> </ul> </li> <li>• Terms of Office in the Section and Multiple Roles <ul style="list-style-type: none"> <li>○ Ensure this is done according to the IEEE rules and succession plans are in place from all officers</li> </ul> </li> <li>• Procedures for Financial Support Requests and Approvals <ul style="list-style-type: none"> <li>○ This to be done through a short case with costings and justifications</li> </ul> </li> <li>• Chapter Leadership <ul style="list-style-type: none"> <li>○ Succession planning and terms of office by all chapters to be adhered to</li> </ul> </li> <li>• L31 submissions <ul style="list-style-type: none"> <li>○ Ease and automate the process of L31 submissions</li> </ul> </li> <li>• Re-initiate more face-to-face activities <ul style="list-style-type: none"> <li>○ Keeping in mind the new norms we are now set to operate in</li> </ul> </li> </ul>			
3	<p>IK gave the feedback from 118th IEEE Region 8 Committee Meeting held at Warsaw in Apr 2022:</p> <ul style="list-style-type: none"> <li>• Well attended with a large in person crowd</li> </ul>			

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	<ul style="list-style-type: none"> <li>• A number of discussions focused on help for Ukraine</li> <li>• Creating two areas out of Region 8:               <ul style="list-style-type: none"> <li>○ Europe</li> <li>○ Middle East and Africa</li> </ul> </li> <li>• A BOG representative for Middle East and Africa was elected at this meeting</li> <li>• Financially Region 8 is in a strong position</li> <li>• We have gone on record for Co-sponsoring the next HISTELCON</li> <li>• We are Co-sponsors for RTSI'2022 in France and will host RTSI'2023</li> <li>• Region 8 will only get 5% from the conference profits</li> </ul>			
4	<p>Our treasurer, Matthew Gream, apologised for not being present and IK provided a brief summary about the finances. UK and Ireland Section's finance are healthy. IK mentioned that in order to request funds for conferences / events, the organiser should send a case with costings and justifications to be considered for approval.</p>	2	New procedure for financial support requests and approvals. Organisers to send a detailed document to IK / MaG with costings and justifications. Cross Chapter Collaboration is also mandatory to get the funds.	IK / MaG / All
5	<p>EA presented the membership development report on behalf of WM (who apologised for being absent). The Membership Development report is uploaded on the event webpage:  <a href="https://www.ieee-ukandireland.org/wp-content/uploads/2022/04/chapter-coordination-04-22-report.pdf">https://www.ieee-ukandireland.org/wp-content/uploads/2022/04/chapter-coordination-04-22-report.pdf</a></p>			
6	<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 SB 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> </ul> <p>Planning of section-wide IEEE student branch congresses for networking, sharing of ideas and providing essential information and demonstrations to new Branch leaders</p>			
7	<p>AH mentioned that in 2021 all efforts were focused on organizing IHTC2021. The conference organisation held 15 coordination and planning sessions with three regions R7, 8 &amp; 9 supported by PR IHTC was successfully held (online) during 2-4 Dec 2021. The conference</p>			

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	<p>had 43 papers from 17 countries and 53 participants with 47% from outside R8.</p> <p>Another key achievement was the Completion and reporting of the first SIGHT project called: “Inclusive multisensory platform for autistic children that encourage social interaction”. This project was administered by Eduardo, completed in July 2021 and reported to IEEE SIGHT.</p> <p>Currently, the SIGHT group is focusing on what technological innovations can do for the plight of refugees and displaced people.</p>			
8	<p>RM explained that the Industry Delivery / Professional Registration activities have largely been on hold awaiting the resolution of Professional Registration which requires face to face meetings. This is now being picked up again. Plan for 2022:</p> <ul style="list-style-type: none"> <li>• Work with Section Chair to deliver or rule out collaboration with the IET on registration</li> <li>• Depending on the above resolve detail to follow or work on alternatives to deliver with another partner</li> <li>• Professional Registration is key to retaining Student members through the University to Industry transition and to our relationship with industry</li> <li>• The ongoing issuing of the 7000 series standards and the roll out of IEEE ethical assessment offer a significant opportunity to work with Ali Hessami’s work is to expand the industrial engagement once registration is in place</li> </ul>			
9	<p>VS explained that they have being working in committee recruitment and membership development with more than 40 members so far. VS mentioned that they have formulated their first plan of DEI and are working on data collection.</p> <p>Plan of activities:</p> <ul style="list-style-type: none"> <li>• Kick-off meeting planned on May 10</li> <li>• Formation of listening circles</li> <li>• Selection of chapter officers by voting</li> <li>• Senior memberships and opportunities</li> <li>• Policies on leadership and conferences</li> <li>• Region’s DEI charter documentation</li> </ul> <p>A budget request for in-person events will be made in two months’ time</p>			
10	<p>EB presented the educational activities proposal which aims to develop and oversee strategic directions for Education &amp; STEM activities for the Section, enabling a collective approach to contribute, influence and respond to current and future dynamics, in the region and beyond.</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>1. Link with Regional Educational Activities office and the Educational Activities Board (EAB) and ensure a coordinated approach</li> <li>2. Promote the EAB activities in the UK&amp;I</li> <li>3. Identify and respond to regional needs and generate influence (institutional, regional and government)</li> <li>4. Work closely with the Section’s Chapters and officers and identify opportunities and joint initiatives for Education &amp; STEM activities</li> <li>5. Create channels for communication with members, develop interest, promote and reinforce the Section’s Education &amp; STEM activities</li> <li>6. Create and support a UK&amp;I community for Education &amp;STEM</li> </ol> <p>Enablers:</p> <ul style="list-style-type: none"> <li>• Steering group</li> </ul>	3	EB to contact Chapter Chairs to align strategies and received their feedback	EB / Chapter Chairs

Agenda		Actions		
No	Description	No	Item	Person
	<ul style="list-style-type: none"> <li>• Annual conference</li> <li>• Accreditation</li> <li>• Partnership</li> <li>• Regional representatives</li> <li>• Connected communities</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• Quarterly newsletter (UK&amp;I Specific)</li> <li>• Panel discussions</li> <li>• Webinars and face to face activities</li> <li>• Students activities</li> <li>• Professional activities</li> <li>• Conference and workshops</li> <li>• Round tables</li> <li>• Through the partnership subscription scheme and encourage dialogue and joint initiatives</li> <li>• Reports – current and future dynamics, skills and competences</li> <li>• Underpinning research – where possible</li> <li>• Career affairs – sponsorship</li> <li>• Build Edu &amp; STEM UK&amp;I community and regional Reps</li> <li>• Develop a mentoring network – different purpose and different levels (to be linked to membership development committee)</li> <li>• Accreditation – sole or joint (to be classified by EB)</li> <li>• Work with educational institutions to offer courses / Training with IEEE UK&amp;I badge – micro credentials (edu or enterprise)</li> <li>• Identify areas of joint initiatives with other professional bodies in the UK – IET, BCS etc and Ofsted and AHE etc</li> </ul>			
11	<p>NW highlighted some key achievements:</p> <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> <li>• Moved website to dedicated server</li> </ul> <p>In regards to next steps, NW mentioned:</p> <ul style="list-style-type: none"> <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>			
12-a)	A better understanding of chapter budget management, allocation, how to apply for funds and reimbursements was requested.	4	MaG to produce a quick guide / refresher for Chapter Chairs	
12-b)	Consideration of possible flagship conferences for the Section. A new group will be formed to discuss options and prepare a proposal.	5	ExCom members who are keen to take part in this group send an email to AH: <a href="mailto:a.g.hessami@ieee.org">a.g.hessami@ieee.org</a> CC IK: <a href="mailto:kalei@westminster.ac.uk">kalei@westminster.ac.uk</a>	AH / All

<b>Actions arising from Autumn Meeting 16<sup>th</sup> November 2021</b>		
<b>No</b>	<b>Item</b>	<b>Person</b>
2	New procedure for financial support requests and approvals. Event organisers to send a detailed document to IK / MaG with costings and justifications. Cross Chapter Collaboration is also mandatory to get the funds.	IK / MaG
3	In regards to Education & STEM proposal, EB will contact Chapter Chairs to align strategies and received their feedback	EB / Chapter Chairs
4	MaG will produce a quick guide / refreshing for Chapter Chairs to provide an understanding of chapter budget management, allocation, how to apply for funds and reimbursements was requested	MsG
5	ExCom members who are keen to take part in a group to discuss possible flagship conferences for the Section and prepare a proposal, send an email to AH: <a href="mailto:a.g.hessami@ieee.org">a.g.hessami@ieee.org</a> CC IK: <a href="mailto:kalei@westminster.ac.uk">kalei@westminster.ac.uk</a>	AH /All

Eduardo Audiche  
May 2022



