IEEE

UNITED KINGDOM AND IRELAND SECTION

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Section Autumn Meeting
27th October 2022
09h30-12h00
Chapter Chairs (CC) Meeting
Hybrid Event – University College Dublin (NovaUCD)

MINUTES

No	Description	No	Item	Person
	Attendees in Person: Izzet Kale (**IK**), Mona Ghassemian (**MG**) Eduardo Audiche (**EA**), Nick Wainwright (**NW**), Lee Crudgington (**LC**), Ali Hessami (**AH**), Annabel Latham (**AL**)**,** Saumya Reni (**SR**), Jianing Li (**JL**), Elhadj Benkhelifa (**EB**), Nauman Aslam (**NA**), Marwan Al-Akaidi (**MA**), Peter Kennedy (**PK**), Mike Hinchey (**MH**), Nazila Fough (**NF**)**,** Richard Gault (**RG**), Masood Ur Rehman (**MUR**), Mark Kok Yew NG (**MKY**), Mohammed Afkousi-Paqaleh (**MAP**) **Attendees via Zoom:** (Some participants were partially present) Paul Cunningham (**PC**), Wim Melis (**WM**), Rod Muttram (**RM**), Richard Pitwon (**RP**) Miriam Cunningham (**MC**), Frank Wang (**FW**), Vishal Sharma (**VS**)**,** Nikos Athanasopoulos (**NA**)**,** Richard Gault (**RG**), Mohsen Rahmani (**MR**), Nikos Athanasopoulos (**NA**)**,** Leila Musavian (**LM**), John Gray (**JG**), Thomas Andritsh (**TA**), Sheng Wang (**SW**), Farhad Fassihi (**FF**), Kaveh Movahedi (**KV**), **Keynote Speaker & UCD Host:** Prof. Orla Feely - UCD Vice-President for Research, Innovation and Impact, and President of Engineers Ireland.		A total of 36 participants attended the Section Autumn Meeting. 19 ExCom members in person and 17 ExCom members virtually. A number of colleagues joined and left the meeting according to their availability, or left after making their contribution or presentations. The Zoom record has the details.	
	Apologies: Brian Harrington, Charles Turner, Tony Davies, Matthew Gream, Jan Sykulski, Matthew Ritchie, Jun Liu, Qammer Abbasi, Amir Hussain, Roy Edis, Demian Coyle, Christopher James, Radhakrishna Prabhu, Krishna Busawon, Bing Ji			
	The meeting commenced at 0930 hrs. with enough quorum to carry on the session. The agreed Agenda was: 1. Welcome words by Prof. Orla Feely, UCD Vice-President for Research, Innovation and Impact, and President of Engineers Ireland 2. Opening – Izzet Kale 3. Apologies – Eduardo Audiche 4. Minutes of Spring Section Meeting 2022 – Eduardo Audiche 5. Report on Chapters, Affinity Groups and Future Directions (Single slide) - Chairs 6. Report on L31 Submissions – Lee Crudgington 7. Chapters Chairs and ExCom Succession Plans – Izzet Kale 8. Introduction to IEEE RTSI 2023 Conference - Izzet Kale / Mona Ghassemian			

Agenda		Actions		
No	**Description**	**No**	**Item**	**Person**
1	Prof. Orla Feely, UCD Vice-President for Research, Innovation and Impact, and President of Engineers Ireland, gave the welcome words on behalf of NovaUCD.			
2	Our Section Chair, Izzet Kale, gave a short welcome address to attendees and thanked everyone that joined the Autumn meeting in person and via Zoom.			
3	EA reported on apologies for non-attendance.			
4	Minutes of the 29th April 2022 Spring CC meeting and AGM were proposed for to approval. EA highlighted the actions on the minutes checking their status and resolution. The meeting minutes were unanimously approved by ExCom.			
5	Oral Reports (~5 min) on Chapters key achievements, current plans and focus areas 2023 including goals, KPIs, challenges, and resources. All Chapter Chairs presented based on their report submissions using the one-page slide template. The one-page slide and the full reports are available at the link below: https://www.ieee-ukandireland.org/section-meetings/chapter-chair-and-excom-meeting-27th-october-2022/			
6	LC gave the attendees a summary of the L31 Submissions Guide and Deadlines. • 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. • The hard deadline is the 15th March to avoid probation. • New Categories: Professional, Non-Technical, Humanitarian, Pre-U STEM. • Only technical activities will qualify the chapter for rebate. LC also reminded attendees to ensure the correct chairperson is registered on IEEE vTools. He suggested to add executive committee to the roster, for access to OU Analytics and vTools Events.			
7	Following up what was discussed in the Spring Meeting, IK highlighted the importance of renewing leadership for those Chapters which Chairs have been on the role for many years. LC will request on behalf of IK that all Chapters create a succession plan to understand when the leadership will be transferred and how. IK explained that Vice-Chairs should be the next Chairs so every chapter should appoint a Vice-Chair knowing this person will become the next Chair, with assured continuity. IK also requested that not only chapter chairs create succession plans, but all colleagues on ExCom and other positions in the Section do the same.	1	LC and IK will contact chapter chairs to discuss succession plans.	LC, IK Chapter Chairs
8	IK mentioned that the 8th edition of the RTSI 2023 conference will be hosted by the UK and Ireland Section (originally agreed to 2022 moved due to COVID). The RTSI (Research and Technologies for Society and Industry) forum has been the flagship conference of the IEEE Italy Section for 6 years. The seventh edition 2022, was organized by the French Section. IK explained that originally R8 claimed 30% of the RTSI conference profits, but now this number was negotiated and set at 5%.	2	IK will check the option for booking the RTSI 2023 for first week of September at University of Cambridge with the implications	

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	The conference usually takes place in the last week of August, but it was agreed that the first week of September would be a better time to hold the conference, as the whole of Europe is on holidays during August and the first week of September the universities have not yet started its activities formally. IK is having discussions with Cambridge University to host the conference there thinking also in all the industries located nearby. MG mentioned that Italy organisation was very different than the French one. Italy used to bring around 400 attendees with important industry presence. The French edition has around 60 attendees reducing considerably the size of the event. MG also mentioned that Italy editions brought together different societies which was a key factor and UK and Ireland should do the same. IK mentioned that he wants as many of our Chapters as possible to be involved so we can split the technical committees and work as collaboratively as possible within each area of interest.	3	The size of the conference will probably be similar to the French edition (~60 -100 attendees?)		

Actions arising from Autumn Meeting 16th November 2021		
No	**Item**	**Person**
1	Make contact via eamil with Chapter Chairs to discuss succession plans	LC / IK
2	IK will check the availability for booking the RTSI 2023 for first week of September at University of Cambridge.	IK
3	The size of the conference will be similar to the French edition (~60 -100 attendees?)	IK

Eduardo Audiche
November 2022

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