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Section Autumn Meeting
27th October 2022
13h30-16h00
ExCom Meeting
Hybrid Event – University College Dublin (NovaUCD)

MINUTES

Agenda		Actions		
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**)		A total of 36 participants attended the Section Autumn Meeting. 19 ExCom members in person and 17 ExCom members virtually.	
	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 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 ExCom meeting commenced at 1330 hrs. with enough quorum to execute the session. The agreed Agenda was: 1. Keynote Lecture: "Towards a positive culture in research and innovation" by Prof. Orla Feely 2. Section Chair's Report & updates from 119th IEEE Region 8 Committee Meeting – Izzet Kale 3. Report on Life Member, History, Professional Registration and Industrial Delivery – Rod Muttram 4. Membership Development & Retention – Wim Melis 5. Report on Student Activities – Lee Crudgington 6. Report on Humanitarian Activities (SIGHT) – Ali Hessami 7. Section events diary to avoid clashes and procedures to follow - Nick Wainwright / Eduardo Audiche 8. Women in Engineering (WiE) Needs and support from the Section – Annabel Latham 9. Diversity, Equity & Inclusion Strategy – Vishal Sharma 10. Report on Education Activities - Elhadj Benkhelifa 11. Report on website & social media – Nick Wainwright			

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	12. Motions - Changes to Section Bylaws - Izzet Kale (10')
	   ✓ Nomination & Appointment Committee Chair
	   ✓ Conference Bidding and Co-Sponsorship by the Section
	   ✓ Section Honorary Member Awards (longterm serving members)
	 13. Appointments - Izzet Kale
	 14. Any other Business (10')			

1	The first item on the AGM was the talk "Towards a positive culture in research and innovation" by Prof. Orla Feely			

2	IK gave a brief summary of the key Section priorities 2022-2023:
	 • Industry collaborations
	 • Future IEEE initiatives
	 • Technology for humanity activities
	 • High profile conferences and chapter activities with external financial sponsorship and support
	
	 These priorities will continue to be supported and additional priorities have been set:
	 • Activate Inactive Chapters & Student Branches with cross disciplinary events and activities in mind
	 • Events at the Section, Region & International levels
	 • Proactively promote Equality, Diversity & Inclusion (IEEE DEI)
	 • Professional registration activities to be brought to fruition & conclusion
	 • All activities and events to be put on the Section website
	
	 IK also highlighted the areas for improvement (2022 -2023):
	 • Conference Sponsorship and MOUs
	   o Get the Sections view and Consent before submission with Cross Chapter Collaboration (New ToR)
	 • Terms of office in the Section and multiple roles
	   o Ensure this is done according to the IEEE rules
	 • Procedures for Financial Support Requests and Approvals
	   o This to be done through a short case with costings and justifications
	 • Chapter Leadership
	   o Succession planning and terms of office is a must
	 • L31 submissions
	   o Ease and automate the process of L31 submissions
	 • Re-initiate more face-to-face activities
	   o Keeping in mind the new norms we are now set to operate in
	
	 UK and Ireland Section Activities (2022-2023) since the last meeting:
	 • Face to face Section meetings, so far, Glasgow and Dublin
	 • Represented the Section in two face-to-face Region 8 meetings
	 • RTSI 2023 is Hopefully coming to Cambridge, UK, First Week of September (TBC)
	 • We agreed to support 9 YP to attend the SYP Event in Tunisia, and we shared the funding amongst those who attended
	 • We had 4 Milestone events so far and 20 in total for the Section			

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	• We had the IEEE President Elect visiting and talking to us in London • We won 5 Awards at the Region 8 meeting in Cairo • Our traditional Christmas Lecture, and 60th Anniversary Celebrations, 14:00 to 17:00 on the 13th December 2022 at the iconic Regent Street Cinema UK and Ireland Section feedback from Cairo R8 Meeting Oct 2022: • Very well attended with a large in person event • New officers were elected, and Mike Hinchey's R8 Director Elect win announced. • Creating two areas from within R8, will not happen until 2028 at the earliest • The BOG representative for Middle East and Africa was given another 1.5 years extension • We promoted that we would host RTSI'2023 in Cambridge			
3	Rod gave a brief summary considering IK covered part of the milestone events from a Section perspective as information in his report. Milestone Events this Year 2022: • Superconducting Magnet Milestone, Witney, Oxfordshire, 17th June 2022 • Manchester University Baby Computer 1948-1951, 21st June 2022, at Manchester University • Atlas Computer and the invention of Virtual Memory, 1957-1962, 21st June 2022, at Manchester University • 50th anniversary of the invention of the CT-(Xray) Scanner, 1st October 1971 at EMI Labs in Hayes, 26th of October 2022 The next milestone in progress (the cavity magnetron used in WW2) will be discussed in December District Committee. RM highlighted the need for securing funding for these events. Regarding Professional Registration, RM mentioned there is a meeting to be agreed with IK and the others parties.		A meeting to be arranged between the IET president, IK and RM	RM to arrange as he knows the IET President
4	WM presented the membership development report which can be seen here: https://www.ieee-ukandireland.org/wp-content/uploads/2022/04/chapter-coordination-04-22-report.pdf WM also mentioned the progress achieved on the proposal for expanding our website with interactive features which require the building of a database facility, pages to engage with, with different functionality/access rights in order to support our senior membership elevation and the related due diligence process that we have in place. A process flow was produced and now it is necessary to determine a bespoke solution. WM said that before assessing external options, we are waiting for IEEE key staff in setting up a meeting to discuss with them internal collaboration.	1	Follow up with IEEE central staff internal collaboration for the senior membership elevation due diligence platform	WM / IK / NW / EA
5	LC mentioned that student activities keep increasing within the Section **Student Branch Engagement Programme:** 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.			

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	Ensuring that annual reporting is completed by the posted deadline, and handover to new branch leaders is handled smoothly. **Activity Promotion:** 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 & Ireland and Region 8. **Participation in Regional and Global awards:** Guidance to branches on how to meet criteria for awards and assist applications. **Return to in-person events:** • Support student branches and new student leaders to develop knowledge of procedures in hosting in-person events and activities at their universities • Encourage collaboration between local student branches, resulting in shared activities and pooling of resources. Planning of section-wide IEEE student branch congresses for networking, sharing of ideas and providing essential information and demonstrations to new Branch leaders			
6	AH mentioned currently, the SIGHT group is focusing on what technological innovations can do for the plight of refugees and displaced people. So far two sessions have been held to evaluate options on response to Humanitarian Crisis. Other Activities: • Coordination with the R9 on IHTC2023 • Attendance at R8 SIGHT Congress on 01 August • Coordination sessions with Committee on a new Humanitarian Portal Proposal • Drafted an outline proposal for the portal AH also mentioned that our SIGHT group was awarded with the R8 Outstanding Section SIGHT of the Year Award mainly for the Completion of the project called: "Inclusive multisensory platform for autistic children that encourage social interaction". AH gave the plaque to Eduardo as he was responsible for the inception and successful delivery of the project that was key to winning the award.			
7	NW explained that we have had a couple of situations when two events are happening at the same time and these situations should be avoided not just because the attendance splits but for the resources that cannot be used in parallel such as our Zoom account. NW is proposing the use of a Google Calendar so ExCom can check what is already panned and decide a date and tame that will not clash.	2	A unique repository of events, such as Google Calendar will be explored to be deployed within the Section planning.	NW
8	AL explained the three WIE strategies: 1. Encourage STEM engagement ✓ School career talks ✓ Science museum events ✓ Science week events ✓ School workshops ✓ After school clubs 2. Support career success ✓ Membership elevation promotion and support ✓ WIE Awards ✓ WIE Ambassadors ✓ Mentoring and coaching ✓ Networking opportunities 3. Challenge stereotypes ✓ Poster campaign			

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	✓ Push for gender diversified panels at all IEEE meetings, conferences, and
	✓ events, including our own
	✓ Challenge IEEE chapters for diversity in committees
	✓ Database of keynote speakers
	✓ Press articles
	✓ Public talks
	
	AL also requested support from the section in order to address each initiative:
	1. Encourage STEM engagement
	   ✓ Develop STEM outreach resources
	   ✓ STEM outreach support workshops: teachers
	2. Support career success
	   ✓ F2F Workshops and events
	   ✓ Section Fund for child support to take part in WIE events
	   ✓ Joint schemes e.g. awards, competitions, placements
	3. Challenge stereotypes
	   ✓ Conferences: WIE panel / development events
	   ✓ Conferences: Diverse keynotes & committees
	   ✓ Chapters: Diverse committees; joint events			

9	VS explained that they have been working in committee recruitment and membership development with more than 40 members so far. VS mentioned that they have formed subgroups with special interest in DEI Activities and are working on data collection. Plan of activities: • Understand policies around DEI within IEEE • Explore current data landscape for the members • Organize DEI events • Work towards DEI newsletter A budget for in-person events is needed			
10	EB presented the education activities key achievements so far: • Establishment of IEEE UK&I Education Activities Office • Supporting Webinar Series led by SSIT Chapter • Establish connection with IEEE EAB secretary (meeting already took place) • Organising 4 IEEE technical sponsored conferenced (IOTSMS and SNAMS 2022 in Milan and FMEC SDS 2022 in Paris.) • Delivered 4 Keynotes Plan of activities: • Develop IEEE Education Week Package • Contact with Chapters Chairs to align education activities with EAB initiatives and co-develop a plan, based on some defined priorities. • Start discussions with the Section to support the launch of a Section supported conference, which can be labelled around Education and involve all chapters. Plan of conference is already drafted and will circulate soon. • Connect with Region 8 EAO and EAB and organise more regular meetings to align with each other. • Section activities with the Region's and EAB's (propose to organise Region 8 EAOs virtual meeting to share best practice) • Support Education related Activities in the section as needed.			

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	• Attracting more conferences to be organised in the UK and Ireland Section (with the support of the UK and Ireland Section) • Taking up the IEEE Volunteer development training			
11	NW highlighted some key achievements: • Increased member engagement of Section activities via social media and website • Supported Section to promote and 'watch again' online activities during the pandemic • Implemented a consistent brand image for Section webinars • Website moved to dedicated server With regards to next steps, NW mentioned: • Internal promotion of website / Twitter facilities • Continue to build social media presence to increase member engagement • Build webinar portfolio on the website in 'Watch Again' section • Enable more internal interaction			
12-a)	**Changes to Section Bylaws: Nomination & Appointment Committee Chair** Regarding Article VI, Section 1 of Section Bylaws, it was proposed to add the following "The Chair of the Nomination & Appointment Committee will be the Past-Past Section Chair" and delete: "The Immediate Past Chair of the Section shall not be eligible to Chair the N&A Committee" The proposal was approved by the ExCom.			
12-b)	**Changes to Section Bylaws: Conference Bidding and Co-Sponsorship by the Section** In respect to Article V (Management), a new Section has been added (Section 16): "In respect of conferences taking place within the UK and Ireland Section, the technical and financial application and MOU drafts should first get the Section's view and consent before submission to IEEE central. Conferences in the UK and Ireland Section should have cross chapter collaboration with at least two Chapters / AGs / SIGs apart from the OU organising the event should be sponsors." The proposal was approved by the ExCom.			
12-c)	**Changes to Section Bylaws: Section Honorary Member Awards (to long serving members)** A new article has been added (ARTICLE VIII – Section Honorary Membership Award) with the following sections: Sec. 1: The Section Honorary Membership Award is presented to IEEE UK and Ireland Section Life Members to recognise significant technical contributions, exceptional achievements and outstanding volunteering service to the Section. Sec. 2: The eligibility of this award is based on nominations or self-applications done to the UK and Ireland Awards and Recognitions Committee.			

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	Sec. 3: The awardees will receive a recognition plaque during the Section AGM (Annual General Meeting) or in a different Section event if applicable. The proposal was approved by the ExCom.				
13					
14	No other business				

Actions arising from Autumn Meeting 16th November 2021		
No	**Item**	**Person**
1	Follow up with IEEE central staff internal collaboration for the senior membership elevation due diligence platform	WM / IK / NW / EA
2	A unique repository of events, such as Google Calendar will be explored to be deployed within the Section planning.	NW

Eduardo Audiche
November 2022

Five Awards for our Section at the 119th Region 8 Committee Meeting in Cairo (Oct-22)