



IEEE UK and Ireland Chapter Coordination

April 2023

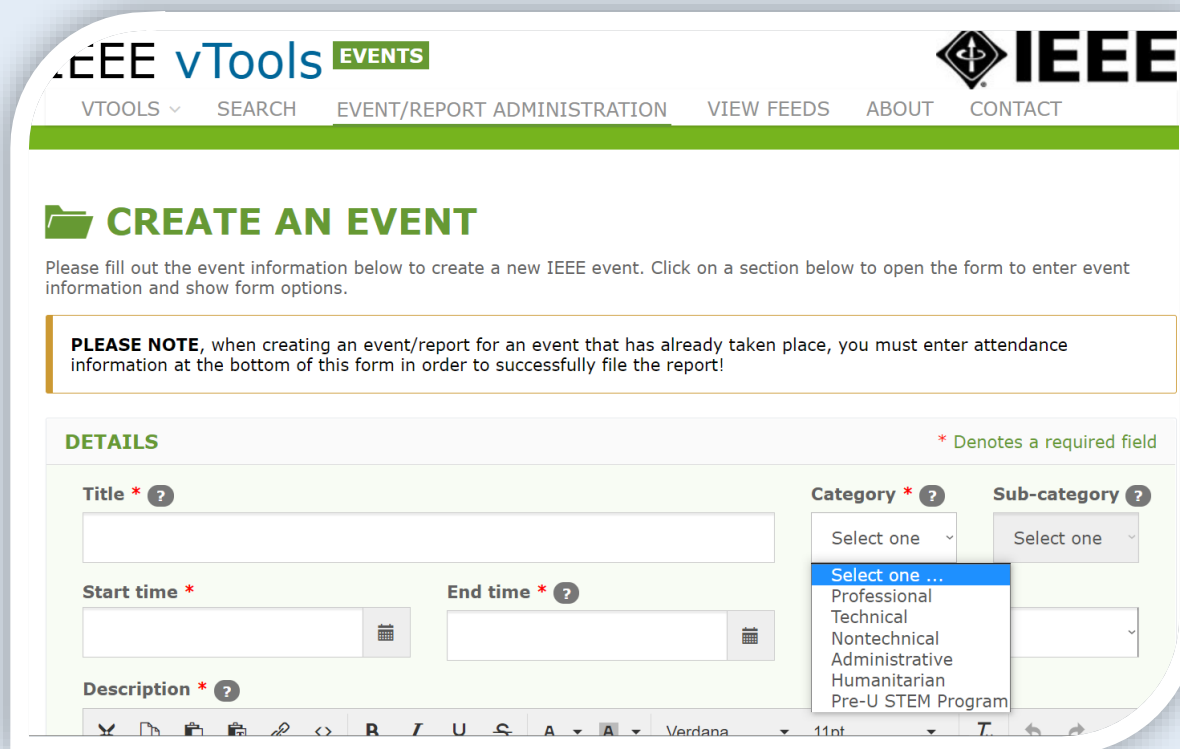
Dr Lee Crudgington

IEEE UK and Ireland Chapter Coordination

- Event Reporting and L31 Reports.
- Events Guidance & Checklist.
- Chapter Succession, Elections and Reporting.
- New Chapter Chair Appointments.
- Chapter Reorganisation.
- Call for Committee Chairs.

IEEE Chapter and Affinity Group L31 Reporting

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



The screenshot shows the IEEE vTools EVENTS page. The header includes the IEEE logo and navigation links: VTOOLS, SEARCH, EVENT/REPORT ADMINISTRATION, VIEW FEEDS, ABOUT, and CONTACT. The main heading is 'CREATE AN EVENT' with a folder icon. Below this 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 yellow box contains a 'PLEASE NOTE' about entering attendance information for past events. The 'DETAILS' section contains a form with the following fields: 'Title *', 'Start time *', 'End time *', 'Description *', 'Category *', and 'Sub-category *'. The 'Category' dropdown menu is open, showing options: 'Professional', 'Technical', 'Nontechnical', 'Administrative', 'Humanitarian', and 'Pre-U STEM Program'. A legend indicates that an asterisk denotes a required field. A browser toolbar is visible at the bottom of the screenshot.

IEEE Chapter and Affinity Group L31 Reporting



Two technical L31 reports per year.



3rd Friday in February deadline (+ 10%).



Six or more meetings (+ US\$75).



Hard Deadline 15th March.



Probation after **two** consecutive years of no reporting.

Dissolved after **three** years of inactivity.

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 ?

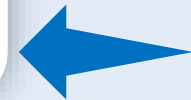
Guests Attended ?



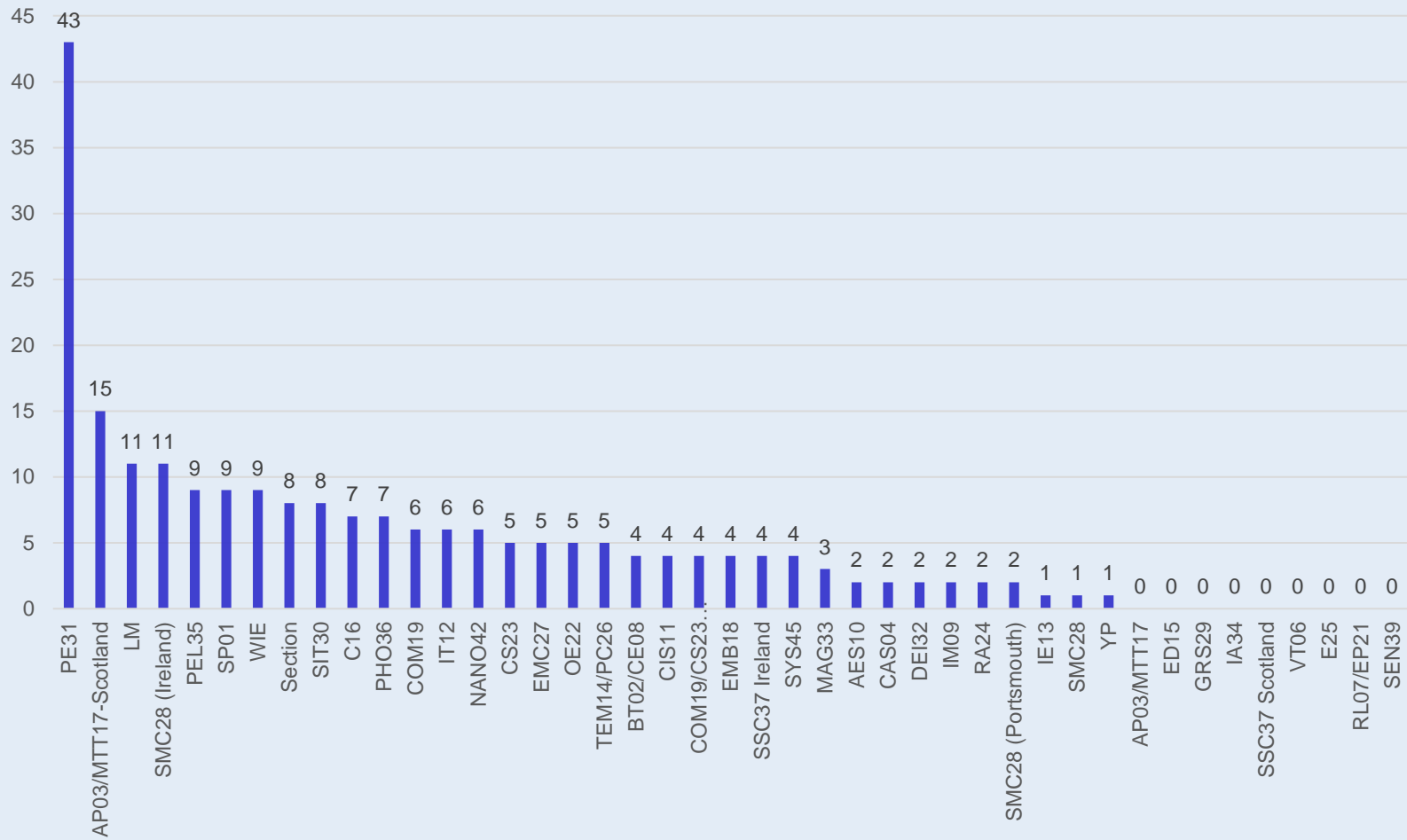
IEEE Chapter and Affinity Group L31 Reporting

28 Jan 2019	0	1	0	0	0	0	0	No
11 Feb 2019	1	0	0	0	0	0	0	No
27 Mar 2019	1	0	0	0	0	0	0	No
02 Oct 2019	1	0	0	0	0	0	0	No
09 Sep 2019	0	0	0	1	0	0	0	No
14 Jun 2019	1	0	0	0	0	0	0	No
07 Dec 2019	1	0	0	0	0	0	0	No
	5	1	0	1	0	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 UK and Ireland L31 Reporting 2022



Events Checklist

- ✓ Create L31 activity report **before** event.
- ✓ Add event to **Section Website** and Social Media.
- ✓ Send **eNotice** to chapter or section members.
- ✓ Notify **Student Branches** or Chapters.
- ✓ Consider **recording** event (with permission).
- ✓ Upload **attendance information** after event.

Chapter Officer Succession



Elect new chapter officers.



Officer term timeline: **two years**.



Scope to serve in another position in the committee is not limited.

b. The term of office for all officers shall be one or two years. The parent geographical unit that assumes responsibility for the Chapter management must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be **two years**. An individual may continue in the position until a successor has been duly elected and takes office.

c. The term of office shall normally be from 1 January through 31 December.

d. 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. Exceptions to this rule require approval by the Chair of the parent geographical unit that assumes responsibility for the Chapter management who will annually report such exceptions to the Region Director.

Chapter Elections and Succession



Elect new chapter officers - Chapter responsibility.

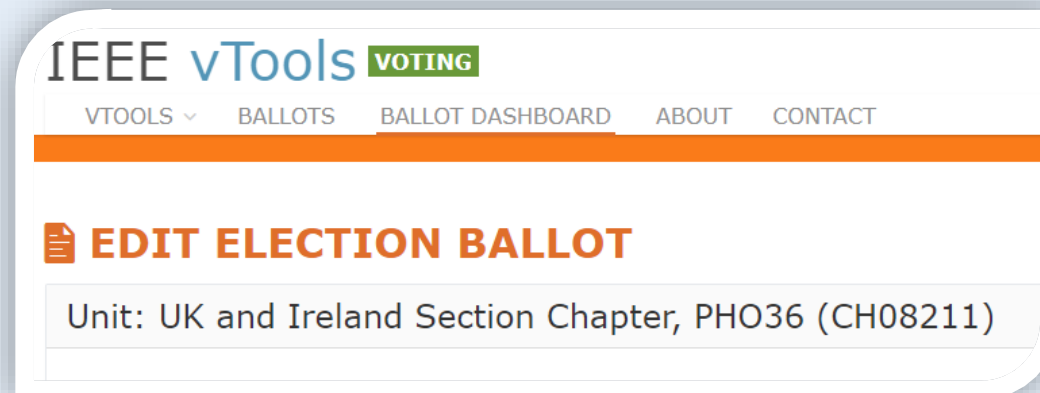


Elected internally at AGM or online via vTools



Officer term timeline: **two years.**

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



The screenshot shows the IEEE vTools VOTING interface. At the top, the text "IEEE vTools VOTING" is displayed, with "VOTING" in a green box. Below this is a navigation menu with the following items: "VTOOLS" (with a dropdown arrow), "BALLOTS", "BALLOT DASHBOARD", "ABOUT", and "CONTACT". A prominent orange horizontal bar is located below the navigation menu. Underneath the bar, the text "EDIT ELECTION BALLOT" is displayed in orange, preceded by a document icon. 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	Reported Officers 
 Chapter Chair	 Alistair Duffy
 Chapter Secretary	 Paul Duxbury
 Chapter Treasurer	 Roy Ediss
 Chapter Vice Chair	 Min Zhang

New Committee Chairs

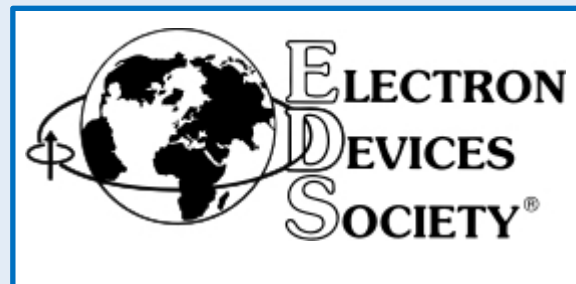
- IEEE Computer Society: **Caroline Li**
- IEEE Dielectrics and Electrical Insulation Society: **Dr. Istebreq Saeedi**
- IEEE Electron Devices Society: **Dr. Radu Sporea**
- IEEE Engineering in Medicine and Biology Society: **Dr. Richard Gault**
- IEEE Instrumentation and Measurement Society: **Dr. Sevket Cetinsel**
- IEEE Circuits and Systems Society: **Prof. Andreas Demosthenous**
- IEEE Information Theory Society: **Dr. Deniz Gundus**
- IEEE Power & Energy Society: **Eduardo Audiche**
- IEEE Robotics and Automation Society: **Prof. Mary He**
- IEEE Computational Intelligence Society: **Hujun Yin**
- IEEE Systems, Man, and Cybernetics Society (Ireland): **Prof Huiru Zheng**
- IEEE Vehicular Technology Society: **Faisal Tariq**

Chapter Reorganisation

CH08039 AP03/MTT-S/EDS/PHO36 → AP03/MTT-S



EDS Scotland → EDS UK and Ireland



Call for Committee Chairs

