



Section Spring Meeting

28th April 2023

13h30-17h00

ExCom (EC) Meeting

Hybrid Event – Cardiff University, Park Place, Cardiff, CF10 3AT

MINUTES

No	Description	No	Item	Person
	<p>Attendees in Person: Izzet Kale (IK), Paul Cunningham (PC), Saumya Reni (SR), Nick Wainwright (NW), Akin Delibasi (AD), Lee Crudgington (LC), Eduardo Audiche (EA), Ali Hessami (AH), Nagham Saeed (NS), Elhadj Benkhelifa (EB), Nauman Aslam (NA), Mike Hinchey (MH), Nazila Fough (NF), Ibrahim Kuckumdemiral (IbK), Mohsen Rahmani (MR), Sillas Hadjiloucas (SH), Sohaib Sheikh (SS), Miriam Cunnigham (MC), Radhakrishna Prabhu (RP), Richard Pitwon (RP), John Gray (JG), Mary He (MH), Jun Liu (JL), Roderick Muttram (RM), Julian Le Kernec (JK), Andreas Demosthenous (AD), Wim Melis (WM), Sevket Cetinsel (SC), Sheng Wang (SW)</p> <p>Attendees via Zoom: (Some participants were partially present) Farhad Fassihi (FF), Caroline Li (CL), Hujun Yin (HJ), Hamid Pouran (HP), Brian Harrington (BH), Liam O’ Brian (LB), Krishna Busawon (KB), Leila Musavian (LM)</p> <p>Keynote Speaker & CU Host: Prof. Adrian Porch - Professor, School of Engineering, Cardiff University</p>		<p>A total of 37 participants attended the Section Spring Meeting. 30 ExCom members in person and 7 ExCom members virtually.</p> <p>Several colleagues joined and left the meeting according to their availability or left after making their contribution or presentations. The Zoom record has the details.</p>	
	<p>Apologies: Alistair Duffy, Charles Turner, Marwan Al-Akaidi, Matthew Gream, Mona Ghassemian, Tony Davies</p>			
	<p>The meeting commenced at 09:30 hrs. and had quorum to carry on the session. The agreed Agenda was:</p> <ol style="list-style-type: none"> 1. Keynote lecture: “Applications of Microwave Resonator Sensors” by Prof. Adrian Porch, School of Engineering, Cardiff University. 2. Section Chair’s Report and Updates from 120th IEEE Region 8 Meeting – Izzet Kale 3. Membership Development & Retention – Wim Melis 4. Report on Student Activities – Lee Crudgington 5. Report on Humanitarian Activities (SIGHT) – Ali Hessami 6. Professional Registration update- Roderick Muttram/Izzet Kale 7. Report on Professional Activities- Sohaib Sheikh 8. Report on Future Networks- Leila Musavian/Anding Zhu 9. Report on Quantum Group- Richard Pitwon 10. Report on Education Activities - Elhadj Benkhelifa 11. Report on Website & Social Media – Nick Wainwright 12. Chapter Webinar via IEEE Webex- Demonstration by Saumya Reni 13. Motions – Izzet Kale <ul style="list-style-type: none"> • Section Honorary member awards • Aytun’s Obituary and Thanks –Richard Pitwon 14. Appointments – Izzet Kale 15. Any other Business 			



IEEE

United Kingdom and Ireland Section

No	Description	No	Item	Person
1	Prof. Adrian Porch, School of Engineering, Cardiff University gave an interesting and illuminating talk about key research conducted on “Applications of Microwave Resonator Sensors” for use in biomedical diagnostics.			
2	<p>IK gave a summary of the key Section priorities and updates-2023:</p> <ul style="list-style-type: none"> • Chapter petitions to merge replicating units is continuing • Major drive to realise our Chapter and Section Officer succession plans, 30+% New Chairs and Officers in place with improved DEI balance, and hope that all the changes due will be concluded by end of May. • Excellent activity profile from our Chapters and groups, and amongst the top in Region 8 • Continued drive to make nominations for awards for our Section and its volunteers • The WiE, PES and SSIT groups in particular, pushing forward with excellent activities <p>UK and Ireland Section Strategies 2023 – update</p> <ul style="list-style-type: none"> • Activate Inactive Chapters & Student Branches with Cross Disciplinary 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 Web-site • Membership development portal to be commissioned • New push to consolidate the Section Societies, Technical Councils, New initiatives, and Local Groups activities, and Leadership • Create a Section award scheme for the Chapter that delivers the most events in a year, to intrinsically facilitate and support other Chapters • Confirm the three Section Lifetime Service awards (ongoing) <p>IK also highlighted the areas for improvement (2022 -2023):</p> <ul style="list-style-type: none"> • Conference Sponsorship and MOUs • Get the Sections view and Consent before submission with cross Chapter Collaboration respecting our Bylaws • Good progress been made on actions in Terms of Office in the Section and multiple roles • Improved procedures for Financial Support Requests and Approvals • Chapter Leadership • Succession planning and Terms of Office • L31 submissions • Ease and automate the process of L31 submissions • Re-initiate more face-to-face activities <p>UK and Ireland Section Activities (2022-2023) since the last meeting:</p> <ul style="list-style-type: none"> • Face to face Section meetings, so far, Glasgow, Dublin and Caerdydd • IK represented the Section in three to face Region 8 meetings (Cairo, Glasgow, and Bucharest) • Continue to support Student Branch and YP members to attend the next R8 SYP event with shared funding amongst those selected to attend • Continuing with Milestone events with a new one coming up soon • Planning to invite the IEEE President to the Section to try and finalise the professional registration activities • Continuing with new award applications and nominations • Plans underway for our traditional Christmas Lecture, December 2023 • Officially thank and present plaques/certificates of thanks to all past Chairs at our Christmas event. 			<p>Lee And Izzet</p> <p>Lee and Alina</p> <p>Izzet and Rod</p> <p>Wim Lee and Izzet Izzet</p> <p>Jan and Izzet</p> <p>Izzet and Matthew with Nick’s Help</p> <p>Izzet Izzet and Saumya</p>



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United Kingdom and Ireland Section

	<p>UK and Ireland Section feedback from Bucharest R8 Meeting March 2023:</p> <ul style="list-style-type: none"> • A well attended in person event • IEEE president Prof. Saifur Rahman, outlining his Innovate, Communicate, Coordinate and Cooperate (ICCC) priority areas – <ul style="list-style-type: none"> ➢ Climate Change, clean Tech Solutions for Climate Sustainability ➢ Digital Reality Technologies, ➢ Innovating funding models • Introduction of the new IEEE Senior Management COO, VP MGA, President-Elect 2023 and their vision and plans • Region 8 Director’s vision for our Region • The usual election activities and awards to officers for the Region • Section’s Congress announced, to be held in Canada, Ottawa in Aug 2023 			
3	<p>WM presented the report on membership development and retention.</p> <ul style="list-style-type: none"> • The end of the previous membership year shows that we ended higher than in the last 2 years and are back to levels of 2020 • Steady growth reported, best outcome in the last 5 years • Looking at the different types of members the Section has a much higher number of student members. <p>WM reported that the Membership Development team’s request to expand the website to make it more interactive for its members was positively received during a call with IEEE HQ in Autumn 2022, but since then all emails have had no response, so it is not clear what has happened. WM proposed that since the team dealing with these requests is getting smaller with time and there is just a need to get this automated, we continue this project as a Section.</p> <p>IK pointed out that the ratio of 17:83 female to male membership must improve with more female members joining the Section.</p>			
4	<p>LC mentioned that student activities keep increasing within the Section</p> <p>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. Ensuring that annual reporting is completed by the posted deadline, and handover to new branch leaders is handled smoothly.</p> <p>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.</p> <p>Participation in Regional and Global awards: Guidance to branches on how to meet criteria for awards and assist applications.</p> <p>Return to in-person events:</p> <ul style="list-style-type: none"> • 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. <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> <p>New leadership committee handover is taking place currently</p>			Lee

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5	<p>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:</p> <ul style="list-style-type: none"> ➤ Have liaised with the organisers of IHTC2022 and transfer of experience and collateral from holding this in the section in December 2021 ➤ A draft System Requirements Specification has been developed in 2022, focused on an online information exchange for the displaced and refugee people <p>AH also mentioned that our SIGHT group completed and reported a proposal on “Inclusive multisensor platform for autistic kids that encourage social interaction”. This project was administered by Eduardo and completed in July 2021 and reported to IEEE SIGHT</p> <p>SIGHT also focused on a new proposal on developing a Humanitarian Information Portal (HIP). A draft specification developed currently undergoing a final review by committee.</p>			
6	<p>RM reported on the Professional Registration as well as Life member activities since last autumn meeting. In terms of professional registration, RM and IK had a friendly and positive meeting with the President and CEO of IET on March 23rd 2023. IET requires registrants to have IET membership. Hence currently the option for a joint membership with discounted registration fees are being explored, even though this move has been cautiously welcomed by IEEE president.</p>	2	<p>IK will continue to dialogue with IEEE president elect Saifur Rahman and IEEE HQ. RM will maintain contact with CEO of IET Ed Almond to come up with a mutual agreement.</p>	RM, IK
7	<p>SS reported on Professional Activities. The key plans and activities included:</p> <ul style="list-style-type: none"> • Define a clear scope and vision for Professional Activities. • Develop a strategic plan for the OU - Leverage existing linkages, develop programs (4 proposed), Support grassroot activities. • Agreement with IEEE HQ for a member needs survey. <p>SS also revealed announced he was at the end of his term and was stepping down and the vacancy for the position will be posted on the Section website to recruit a new chair for PA where he will stay in the role of past chair to ensure smooth transition</p>			
8	<p>LM reported on Future Networks. Key plans, activities and achievements can be found on: future-networks-04-23-report (iee-ukandireland.org)</p>			
9	<p>RP reported on activities and plans of Quantum group as a verbal presentation. RP mentioned that the group is highly efficient across Europe and has collaborative conference arranged with Photonics chapter and its involvement with ECOC.</p>			
10	<p>EB reported on Educational activities; The key activities and plans include:</p> <ul style="list-style-type: none"> • Connected with Region 8 EAO, and discussed a new initiative, to establish a new forum for education activities’ sections chairs in Region 8 in order to share best practice and engage in joint activities • Create a presence for IEEE UK&I at the Develop IEEE Education week and we are listed as partners • Organising 4 IEEE technical sponsored conferences (IOTSMS 2023 and SDS 2023, in USA, IEEE FMEC in Estonia and IEEE SNAMS in UAE) bring SDS and FMEC to UK in 2024 at University of Brunel • Establish a network of regional representatives for Education activities • Establish a forum with Chapters Chairs for contributions to education activities and encourage joint initiatives. 			



	<ul style="list-style-type: none"> Develop a plan for dissemination and engagement for the benefit of the members <p>EB to have a follow up meeting with Rachel Warnick and Conrad Attard (Region 8 Education Chair) to establish the forum for Sections Education activities</p>			Elhadj
11	<p>NW while reporting on Electronics Communications, reported that there is an increased member engagement of Section activities via social media and website. NW has supported the Section to promote and 'watch again' online activities during the pandemic and implemented consistent brand image for webinars. NW also reported that the website was moved to dedicated server</p> <p>Plan of activities include:</p> <ul style="list-style-type: none"> Continue to build social media presence to increase member engagement Launch Section on LinkedIn Optimise impact of webinar portfolio – IEEE Player Implement 'past chairs' tab Chapter pages update 			Nick
12	<p>SR reported that the section will no longer hold two zoom accounts for chapter related webinars. One parent zoom account will be used for section meetings and activities. The chapter webinars and meeting are to be conducted via the free IEEE Webex facility. A demonstration on how to request and set up IEEE Webex for webinars was given by SR. The tutorial for the same can be found on : Chapter/Affinity Group: Reported by: (ieee-ukandireland.org)</p>			
13	<p>IK addressed the motions including the honorary awards and plaques been announced in the next section meeting and will be given out during the Annual Christmas lecture in December</p> <p>RP presented the obituary for Prof Aytun Erdentug. The link , remembering Prof Aytun can be found at : In Memoriam Mehmet Aytun Erdentug - IEEE - UK and Ireland Section</p>			
14	<p>IK announced the names of newly appointed committee chairs and officers and warmly welcomed them to the section.</p> <p>New Committee Chairs</p> <ul style="list-style-type: none"> IEEE Computer Society: Prof. 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: Prof. Hujun Yin IEEE Systems, Man, and Cybernetics Society (Ireland): Prof Huiru Zheng IEEE Vehicular Technology Society: Dr. Faisal Tariq <p>New Officers</p> <ul style="list-style-type: none"> Section Secretary: Dr Saumya Kareem Reni Section WIE Chair: Dr Nagham Saeed Section Student Activities Chair: Alina Irina Serban Section Conference Coordinator: Dr. Ibrahim Kucukdemiral Section Assistant Secretary: Dr. Akin Delibasi <p>PowerPoint Presentation (ieee-ukandireland.org), and email addendum for the complete list.</p>			



15	<p>AOB IK also reminded colleagues that his term was coming to an end at the end of December, and that all should be thinking about the new Vice-Chair, Chair-Elect elections and candidacies.</p>			
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Actions arising from previous meetings		
No	Item	Person
1	Continue to make contact via email with Chapter Chairs to discuss succession plans	LC / IK

Saumya Reni
 24th August 2023



