



IEEE UK and Ireland Chapter Coordination

October 2023

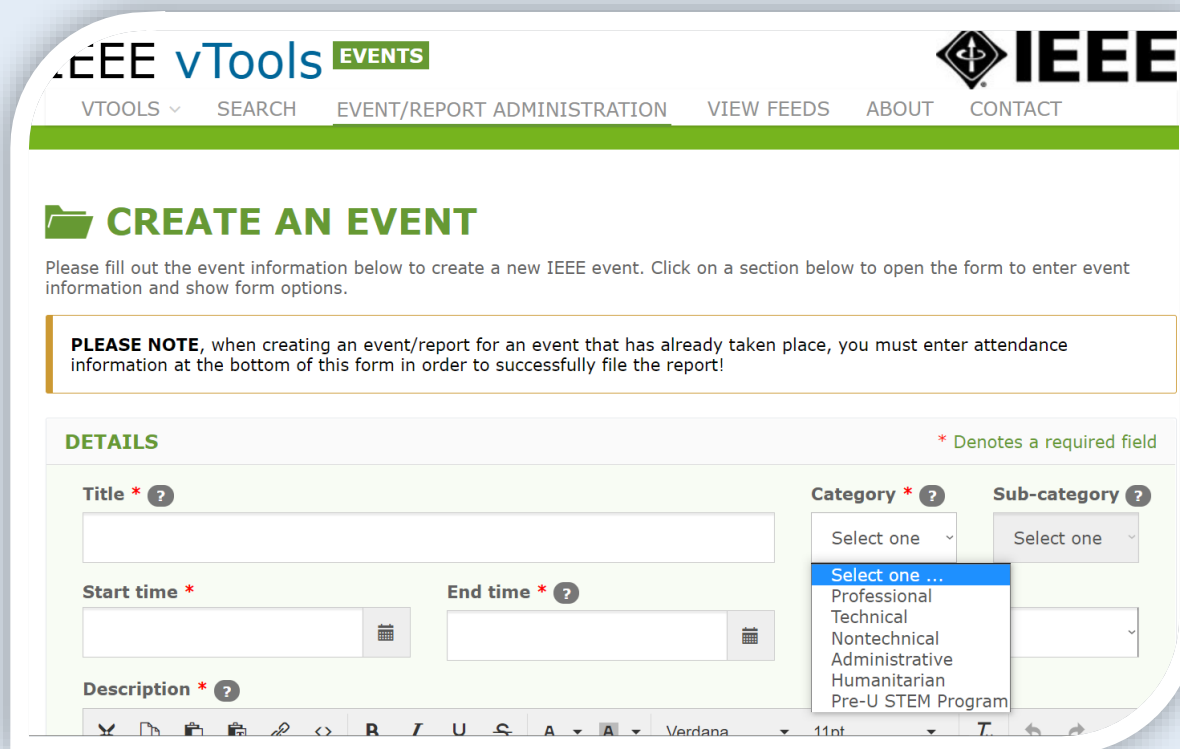
Dr Lee Crudgington

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: '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 reporting on past events. The 'DETAILS' section includes a legend '* Denotes a required field' and several form fields: 'Title *', 'Start time *', 'End time *', 'Description *', 'Category *', and 'Sub-category *'. The 'Category' dropdown is open, showing options: Professional, Technical, Nontechnical, Administrative, Humanitarian, and Pre-U STEM Program. A browser toolbar is visible at the bottom.

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



Technical & Educational Events



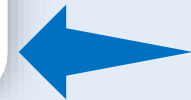
Administrative Events

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

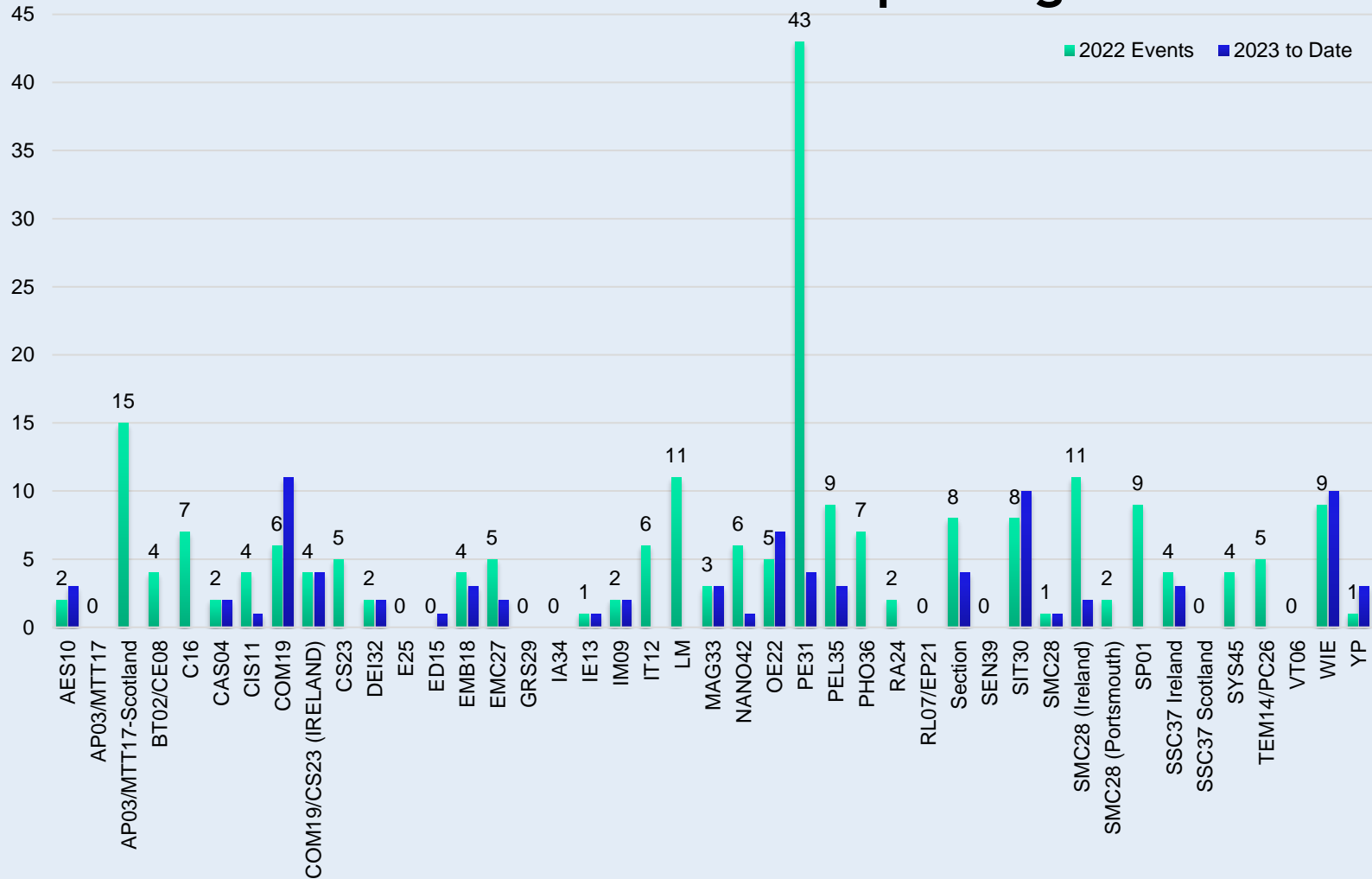
IEEE Chapter and Affinity Group L31 Reporting

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



IEEE Member and Geographic Activities Operations Manual 2023

IEEE MGA
445 Hoes Lane
Piscataway, NJ 08854, USA

This document incorporates changes to the MGA Operations Manual approved by the IEEE MGA Board through 17 June 2023.

D. CHAPTER OFFICERS

Officers of the Chapter shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Chapter may combine the offices of Secretary and Treasurer.

1. Each member of the Chapter Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade and a member of the parent Society. Officers of a Joint Chapter must be a member of at least one parent Society. The Chapter Chair shall serve as Chair for all meetings of the Chapter, the Chapter Committee, and the Chapter ExCom where such ExCom exists.

To be an officer of a Technical Council Chapter, an individual must be an IEEE voting member of a Society which is a Member Society of the Technical Council.

2. The Chapter Vice Chair shall assist the Chair in the coordination of all Chapter activities. At the request of the Chapter Chair or in the absence of the Chapter Chair, the Chapter Vice Chair shall chair meetings of the Chapter, Chapter Committee, or Chapter ExCom.
3. The duties of the Chapter Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports to the parent Section Secretary or Secretary/Treasurer at the end of each year and such other duties as are assigned to him/her by the Chair.
4. The duties of the Chapter Treasurer shall include the development of a Chapter budget for approval by the Section, accounting of all Chapter funds, keeping financial records, and submitting a financial record to the Section.

5. Officer Terms and Eligibility:

- a. All officers shall be elected by Chapter members of Graduate Student Member, Member, Senior Member, and Fellow grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the parent geographical unit that assumes responsibility for the Chapter management.
- 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

Past Chairs



Past Chair remains an essential part of chapter committee.



Invited to chapter committee meetings and events.



Past chairs recognised indefinitely on Section website.



Able to nominate for other committee positions




Able to run for future vice-chair in elections*

Past Chairs


Power and Energy Chapter

- About Us
- Events
- News
- Women in Power (WIP)
- Past Chairs**


Past Chairs



Jianing Li
2021-2022



Panagiotis Papadopoulos
2019-2020



Ivan Castro Leon
2017-2018

- 2013-14: Andrew Keane
- 2009-11: Peter Crossley
- 2008: Philip Moore
- 2006-07: Clifford Walton
- 2003-05: Mark O'Malley
- 1997-2002: Thomas Hammons

Chapter Elections and Succession



Elect new chapter officers - Chapter responsibility.

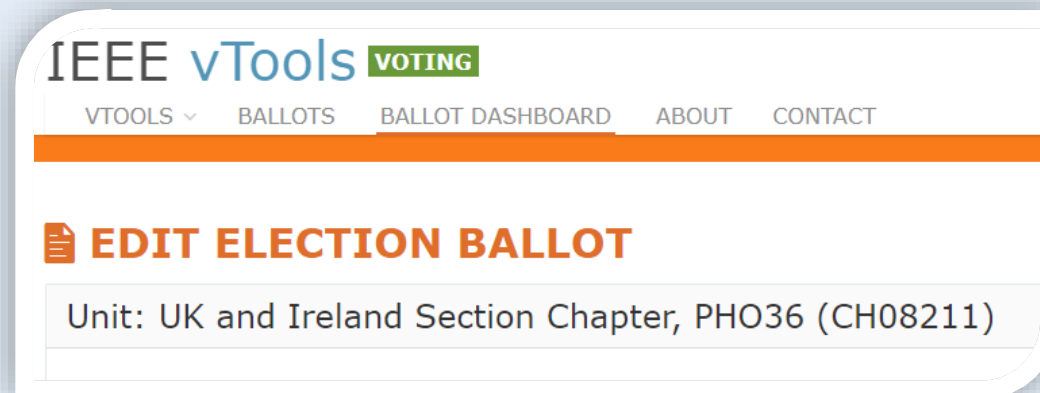


Elected internally at AGM or online via vTools



Officer term timeline: **two years.**

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



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

Chapter Elections and Succession



New Committee Chairs (Approved March 2023)

- 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**

New Committee Chairs (To approve October 2023)

- IEEE Aerospace and Electronic Systems Society: **Dr. Julien Le Kernec**
- IEEE Systems, Man, and Cybernetics Society (Portsmouth): **Dr. Dalin Zhou**
- IEEE Signal Processing Society: **Prof. Mark Plumley**
- IEEE Solid-State Circuits Society: **John Morrissey**
- IEEE Reliability and Electronics Packaging Society: **Dr. Stoyan Stoyanov**

Chapter Reorganisation

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



CH08738 EDS Scotland
→ EDS UK and Ireland



Chapter Reorganisation

CH08863 AP03 / MTT-S Scotland
CH08039 AP03/MTT-S

→ AP03/MTT-S UK and Ireland



CH08307 SSC37 Scotland
CH08286 SSC37 Ireland

→ SSC37 UK and Ireland



Chapter Reorganisation

CH08371 UK and Ireland Section Chapter SMC28
CH08650 SMC28 Ireland
CH08814 SMC28-Portsmouth

→ SMC28 UK and Ireland



(Joint) PHO36 and EDS

→ CH08738 EDS UK and Ireland
→ CH08211 Photonics Society UK and Ireland



Call for Committee Chairs

