UNITED KINGDOM AND IRELAND SECTION

http://www.ieee-ukandireland.org

Section OpCom Meeting
27th Febraury 2021
9h00-10h30
OpCom Meeting

https://us02web.zoom.us/j/83488489572?pwd=NDJmVmZnSmlFUUhYMEdkRU5QSkNmdz09

Meeting ID: 834 8848 9572

Passcode: 552560

MINUTES

Agenda		Actions		
No	**Description**	**No**	**Item**	**Person**
	Present: Mona Ghassemian (**MG**), Mike Hinchey (**MH**), Izzet Kale (**IK**), Matthew Gream (**MaG**), Eduardo Audiche (**EA**), Nick Wainwright (**NJW**), Lee Crudgington (**LC**), Ali Hessami (**AH**), Roy Edis (**RE**), Saumya Reni(**SR**)			
	Apologies: None			
	The meeting commenced at 9:00 h. The agreed Agenda was: 1. Welcoming Saumya to the team (All) 2. Plan for spring AGM dates and set up (EA) 3. L31 report updates (LC) 4. Section Budget (MaG) 5. Impact of Brexit & IEEE Europe (MG) 6. Diversity and inclusion role (MG) 7. Conference (virtual/physical) updates (RE) 8. IHTC'21 updates (AH) 9. Sponsoring commercial conferences & eNotice (EA/AH/RE) 10. Changes to section bylaws (MG)			
2	EA shared a list of potential dates to be considered. The general opinion was to have the meeting on a weekend. Saturday 24th April 2021 9-12.00 is the chosen date for the spring AGM meeting. EA suggested a change in the current format of the spring meeting to provide time to discuss other important subjects and to engage the chapter chairs on matters involving preparing e-notices, L31 report submission, co-organising events with other chapters etc. EA offered to arrange a live demonstration on e-notice , preparation, reporting L31, engaging in partnership activities with other chapter , referring to chapter chair who are managing these activities effectively as a good practise etc. Following suggestions were made: • To change the delivery format first and then in the future change the slide format which helps the Chairs to focus their presentations on important outcomes/activities of the year. • To provide a general awareness to the chapter chairs in terms of all the events and activities been communicated through e-notices as oppose to other means like social media that has led to the events been not appearing in any e-notices or L31 reports.	1	EA and LC to find out about the Chapter chair meeting set-up and to look into a revised meeting format in terms of resources, time management and execution. Review the meeting slides and circulate it over Op-Com for any comments or suggestions.	EA/LC
3	LC provided updates of L31 reports and presented the Chapter Coordination Key point	2	LC to encourage all chapter chairs to submit their L31 reports by the hard deadline	LC

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	LC also pointed out the following new changes added to the L31 reports and Chapter officer reporting: ○ New section in the L31 reports on categories and rebate eligibility. ○ End date is now mandatory in the Chapter officer reporting. All chapter chairs must be encouraged to always submit the events as the technical category otherwise it might not be qualified for a rebate. It is possible to edit the submitted event within 30 days.		of 15th March to avoid probation. LC to communicate with all chapter chairs to update their event category as technical in order to qualify for a rebate.	
4	MaG reported that the budget will be rolled over because of the pandemic. The major budget allocation was on events and activities. Following suggestions were made: ○ To deploy funds on prizes and competitions involving young engineers. ○ Money to spend on and support students and new members.	3	MaG to have an email communication with the chapter chairs before the AGM on proposals for usage of funds. The funding can be allocated for any proposed initiatives including section's 3 strategic priorities (humanitarian, industry, and future initiatives) and or membership allocation.	MaG
5	MG informed that no reports have been issued at the moment regarding the impact of Brexit on the IEEE section. The IEEE UK & Ireland section is still part of IEEE Europe and the $5 extra is paid during membership activation/renewal to be a part of IEEE Europe.			
6	MG informed that the new initiative in Region 8 with respect to Diversity and Inclusion is to acknowledge persons from different sectors including region, race, ethnic background, sexual orientation etc Motion: Suggestion for a new role - "Diversity, Equity, and Inclusion Officer will be put to vote in the AGM meeting			
7	RE reported that good support was received from IEEE MGA group as well the group providing WebEx for virtual conference management.	4	RE and MaG to work together on the conference organisation and sponsorship aspects as well to check on policies concerning the possibilities of hybrid events in the future and communicate the outcomes in section AGM.	RE/MaG
8	AH provided a brief summary on the upcoming IHTC 2021 conference proceedings. The section submitted the application to organise the International Humanitarian Technologies Conference in early 2020 and was granted permission. The conference is already well established in other regions such as Region 7 and 9. Originally, it was supposed to be held physically at The University of Sussex, Brighton in September 2021, However, due to COVID uncertainty, it was set as a virtual event and it will take place from 2nd to 4th of December 2021. Organising committee is the Special Interest Humanitarian Technologies (SIHT) Group. A lot of progress has been made in terms of call for papers and other procedures. A draft budget is prepared, and the section has granted a small fund for initiatives such as site development, IT registration, domain registration etc.. Conference is for 3 days that includes lectures and workshops. Registration process has started.			

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	Nick has put together the link for the conference but could not be shared for now till the MoU is fully approved (in couple of days): https://www.ihtc21.org.uk/..			
9	AH raised concerns regarding who can use IEEE logo, claims and whether commercial entities also can send enotices or use IEEE platforms to publicise the events. EA mentioned that to send an enotice, IEEE must be the primary sponsor. The enotices are mainly for chapter activities and no request from commercial entities has been made so far. If a request has been made by any commercial or events that are not directly sponsored by IEEE, the section can deny it. RE pointed out that in terms of using the IEEE logo there are clear rules cited in the website.	5	EA to publish the rules regarding advertising events and enotices on the website and then refer to that link for everyone to access.

To have a session with MG and IK to closely look at the unfiltered events to avoid similar occurrence in the future. | EA |
| 10 | MG described a motion for voting in the AGM: Proposal to change the name "Chairman" to "Chair/ Chairperson" for the section in the bylaws | | | |

Actions arising from Autumn Meeting 13th November 2020		
No	**Item**	**Person**
1	EA and LC to find out about the Chapter chair meeting set-up and to look into a revised meeting format in terms of resources, time management and execution. Review the meeting slides and circulate it over Op-Com for any comments or suggestions.	EA/LC
2	LC to encourage all chapter chairs to submit their L31 reports by the hard deadline of 15th March to avoid probation. LC to communicate with all chapter chairs to update their event category as technical in order to qualify for a rebate.	LC
3	MaG to have an email communication with the chapter chairs before the AGM on proposals for usage of funds. The funding can be allocated for any proposed initiatives including sections'three strategic priorities (humanitarian, industry, and Future initiatives) and or membership allocation.	MaG
4	RE and MaG to work together on the conference organisation and sponsorship aspects as well to check on policies concerning the possibilities of hybrid events in the future	RE/MaG
5	EA to publish the rules regarding advertising events and enotices on the website and then refer to that link for everyone to access. To have a session with MG and IK to closely look at the unfiltered events to avoid similar occurrence in the future.	EA

Saumya Reni
March 2021