



Section Autumn Meeting

Friday 20th October 2023

09:30h – 12:00h

Chapter Chairs (CC) Meeting

Small Lecture Theatre, Room C1.52

University of Westminster, 115 New Cavendish Street,

London, W1W 6UW

MINUTES

Agenda		Actions		
No	Description	No	Item	Person
	<p>Attendees in Person: Izzet Kale (IK), Paul Cunningham (PC), Mona Ghassemian (MG), Mike Hinchey (MH), Saumya Reni (SR), Akin Delibasi (AD), Nick Wainwright (NW), Lee Crudgington (LC), Ibrahim Kuckdemiral (IbK), Alina Serban (AS), Ali Hessami (AH), Eduardo Audiche (EA), Nauman Aslam (NA), Farhad Fassihi (FF), Richard Gault (RG), Radu Sporea (RS), Wim Melis (WM), Rod Muttram (RM), Mary He (MH), Caroline Li (CL), Jane Zheng (JZ), Isil Kalafat (IsK), Princy Johnson (PJ)</p> <p>Attendees via Zoom: Charles Turner (CT), Miriam Cunningham (MC), Vishal Sharma (VS), Nikos Athanasopoulos (NA), Hujun Yin (HY), Leila Musavian (LM), Nazila Fough (NF), Brian Harrington (BH), Sevket Cetinsel (SC), Dalin Zhou (DZ), Zeyad Al-Shibany (ZS), Raffaella Guida (RG), Hasan T Abbas (HA), Bing Ji (BJ)</p>		<p>A total of 37 participants attended the Section Autumn Meeting. 23 Officers in person and 14 Officers virtually.</p> <p>A number of colleagues joined and left the meeting online according to their availability or left after making their contribution or presentations, as well as a few colleagues that were present physically, stepping out to join other private online meetings in their agendas.</p>	
	<p>Apologies: Brian Harrington (but was able to attend via Zoom), Charles Turner (but was able to attend via Zoom), Tony Davies, Nagham Saeed, Matthew Gream, Jan Sykulski</p>			
	<p>The meeting commenced at 0930 hrs. with enough quorum to carry on the session. The agreed Agenda was:</p> <ol style="list-style-type: none"> Welcome and opening – Izzet Kale Apologies – Saumya Reni Minutes of Spring Section Meeting 2023 – Saumya Reni Report on Website & Social Media – Nick Wainwright Report on Chapters, Affinity Groups and Future Directions (Single slide) - Chairs Report on L31 Submissions – Lee Crudgington Chapters Chairs and ExCom Succession Plans – Izzet Kale/Lee Crudgington IEEE Conferences in UK and Ireland – Ibrahim Kuckdemiral (5') 			
1	Our Section Chair, Izzet Kale, gave a short welcome address to attendees and thanked everyone that joined the Autumn meeting in person and via Zoom.			
2	SR reported on apologies for non-attendance.			



United Kingdom and Ireland Section

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No	Description	No	Item	Person
3	SR presented the minutes of the 28 th April 2023 Spring CC meeting and AGM for approval. The meeting minutes were unanimously approved by ExCom.			
4	NW reported on Website and social media and informed the section on the launch of LinkedIn profile. Full report on https://www.ieee-ukandireland.org/wp-content/uploads/2023/10/website-10-23-slide.pdf			
5	Oral Reports (~5 min) on Chapters key achievements, current plans and focus areas 2023 including goals, KPIs, challenges, and resources. All Chapter Chairs presented based on their report submissions using the one-page slide template. The one-page slide and the full reports are available at the link below: https://www.ieee-ukandireland.org/section-meetings/chapter-chair-and-excom-meeting-20th-october-2023-hybrid/			
6	LC gave the attendees a summary of the L31 Submissions Guide and Deadlines. <ul style="list-style-type: none"> • Two L31 reports per year, including attendance information • 3rd Friday in February deadline, additional 10% bonus to the total rebate. • Six or more meetings (and reporting by above deadline) shall receive an additional US\$75. • A Chapter or Affinity Group to be placed on probation if reports are not submitted for two consecutive years and dissolved after three years of inactivity. • The hard deadline is the 15th March to avoid probation. • Only technical activities will qualify the chapter for rebate. LC also reminded attendees to ensure the correct chairperson is registered on IEEE vTools. He suggested to add executive committee to the roster, for access to OU Analytics and vTools Events.			
7	LC and IK reported on the continuous effort in place regarding the succession plans of chapter leadership. LC explained that the Past Chair remains an essential part of chapter committee and will be invited to chapter committee meetings and events by default. They will also be recognised indefinitely on the Section website as the past Chair with dates for their service. They will naturally be able to nominate other for committee positions as well as run for future vice-chair in elections, as per the Section Bylaws and MGA rules. In terms of chapter succession and elections it is the Chapter's responsibility to start the process to elect new officers. This can be done internally at the Chapter AGM or online via vtools, once again as per Section Bylaws and MGA rules. LC also listed the names of New Chapter Chairs who were approved in the last spring meeting. LC also notified that on a Section Level as well as Region Level, Chapter Reorganisations are happening to widen the scope of Chapter availabilities to the Section as a whole and not limited to one Region/Country. A full list on New Chapter Chair appointments and Approvals, call for committees, chapter reorganisation, as well as links to election details can be accessed using the link: https://www.ieee-ukandireland.org/wp-content/uploads/2023/10/chapter-coordination-10-23-slide.pdf			
8	IbK explained the IEEE Conference application procedures and information needed to submit. It was highlighted that before submitting the application it is vital to seek approval from the Section Chair and the agreement from all Chapter Chairs involved. IbK encouraged the members to plan and prepare in advance, giving ample notice to the Chair and Conference coordinator for support and promotion and at least 12 months in advance and preferably 18 months. Very useful checklist on Conference application can be found in the following links: https://ieeemce.org/planning-basics/ieee-conference-application-business-essentials/ieee-conference-application/			



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	<ul style="list-style-type: none"> useful materials available in Conference Education Programme (tutorials, video seminars, e-learning courses) https://www.ieee.org/conferences/organizers/conference-organizer-education.html#view-tutorials-on-the-ieee-conference-application IK responded to FF's query on conference approval and rejection and pointed out that the decisions are justified in the Section's response to MCE who would have provided it to the applicant as part of the decision notification.			



Friday 20th October 2023

13:30h – 16:30h

ExCom Meeting

Small Lecture Theatre, Room C1.52

University of Westminster, 115 New Cavendish Street,

London, W1W 6UW

<https://us02web.zoom.us/j/6671099490?pwd=aDhobkxBS1hOSWxncXZ4TW55ampkdz09>

MINUTES

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	<p>Attendees in Person: Izzet Kale (IK), Paul Cunningham (PC), Mona Ghassemian (MG), Mike Hinchey (MH), Saumya Reni (SR), Akin Delibasi (AD), Nick Wainwright (NW), Lee Crudgington (LC), Ibrahim Kuckdemiral (IbK), Alina Serban (AS), Ali Hessami (AH), Eduardo Audiche (EA), Nauman Aslam (NA), Farhad Fassihi (FF), Richard Gault (RG), Radu Sporea (RS), Wim Melis (WM), Rod Muttram (RM), Mary He (MH), Caroline Li (CL), Jane Zheng (JZ), Isil Kalafat (IsK), Princy Johnson (PJ)</p> <p>Attendees via Zoom: Charles Turner (CT), Miriam Cunningham (MC), Vishal Sharma (VS), Nikos Athanasopoulos (NA), Hujun Yin (HY), Leila Musavian (LM), Nazila Fough (NF), Brian Harrington (BH), Sevket Cetinsel (SC), Dalin Zhou (DZ), Zeyad Al-Shibany (ZS), Raffaella Guida (RG), Hasan T Abbas (HA), Bing Ji (BJ)</p>		<p>A total of 37 participants attended the Section Autumn Meeting. 23 Officers in person and 14 Officers virtually.</p> <p>A number of colleagues joined and left the meeting online according to their availability or left after making their contribution or presentations, as well as a few colleagues that were present physically, stepping out to join other private online meetings in their agendas.</p>	
	<p>Apologies: Brian Harrington (but was able to attend via Zoom), Charles Turner (but was able to attend via Zoom), Tony Davies, Nagham Saeed, Matthew Gream, Jan Sykulski, Elhadj Benkhelifa</p>			
	<p>The ExCom meeting commenced at 1330 hrs. with enough quorum to execute the session. The agreed Agenda was:</p> <ol style="list-style-type: none"> 1. Technical Talk – “An insight into the cross-disciplinary research on Applications of AI based Image Analysis and Processing on Pathological Images” -by Dr. Saumya Kareem Reni 2. Section Chair’s Report– Izzet Kale 3. Updates from 121st IEEE Region 8 Committee Meeting – Izzet Kale 4. Report on Nominations and Appointments – with candidates for Section Vice-Chair each presenting their visions for 3 minutes- Mike Hinchey 5. Report on Student Activities – Alina Serban 6. Membership Development & Retention – Wim Melis 7. Report on Humanitarian Activities (SIGHT) – Ali Hessami 8. Report on Life Member, History, and Industrial Deliver - Brian Harrington/Rod Muttram 9. Diversity, Equity & Inclusion Strategy – Vishal Sharma / Salma Alarefi 10. Report on Blockchain- Prashant Pillai 11. Report on Awards and Recognitions – Jan Sykulski 			



United Kingdom and Ireland Section

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No	Description	No	Item	Person
	12. Report on Future Networks- Leila Musavian/Anding Zhu 13. Report on Cyber Security- Xavier Bellekens 14. Report on Quantum Group- Richard Pitwon 15. Report on Education Activities - Elhadj Benkhelifa 16. Motions & Appointments - Izzet Kale 17. Changes to section bylaws (Nomination & Appointment Committee Chair)- Mike Hinchey- This agenda item was moved to number 8 18. Any other Business ** Agenda items 8-15 were not discussed due to time constraints and prolonged discussions			
1	The first item on the agenda was the talk “An insight into the cross-disciplinary research on Applications of AI based Image Analysis and Processing on Pathological Images” -by Dr. Saumya Kareem Reni			
2	The section Chair’s report was presented by IK. The key points include: Updates: <ul style="list-style-type: none"> • Section now has the highest number among 57 sections in Region 8 and we were told that it is the largest Section in the world with 41 societies, 7 TCs and new initiatives and Local Groups. • Unprecedented strides in our Section Gender Balance for our Senior roles as Chapter Chairs, Vice Chairs & Officers: Very capable and distinguished women were elected to more than 30% of these positions, including very senior roles. • Chapter petitions to merge replicating units is continuing. • Major drive to realise our Chapter and Section Officer succession plans, almost all our Chapters now have New Chairs and Officers in place with improved DEI balance, and still ongoing. • Past Chairs to be permanently acknowledged on the Section’s Chapter Websites with official recognition for all Past Chapter Chairs to be mentioned at the Christmas Lecture in December. • 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 • IK Represented the Section in three Region 8 related meetings (Ottawa, Glasgow and Riga) • Continued support to YP and Student Branches who attended the IEEE Western European Students & Young Professionals Congress, Sep 2023, EPFL, Lausanne, with funding provided for 10 attendees. • Continuing with Milestone events with a new one identified and one coming up soon. • Section was awarded “Outstanding Member Recruitment Performance Certificate 2023” Priorities and Strategies: <ul style="list-style-type: none"> • Continue to 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 re-visited and re-evaluated • Continue to register all activities and events on the Section Web-site • Membership development portal commissioning to move forward. • Continue the push to renew Leadership positions at all levels of the Section, with all that have been in post for more than 4 Years, in line with IEEE MGA rules to retire and their positions advertised as vacant. • Continue the Section award scheme for the Chapter that delivers the most events in a year, to intrinsically facilitate and support other Chapters Improvements: <ul style="list-style-type: none"> • All applicants to host new conferences and events to get the Section’s view and Consent on Conferences and MOUs before 			



United Kingdom and Ireland Section

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	<p>submission with 3 Cross Chapter Collaboration respecting our Section Bylaws.</p> <ul style="list-style-type: none"> • Terms of Office in the Section and multiple roles-Ensuring this is done according to our Bylaws and the IEEE MGA rules, with people gracefully retiring from their roles when their time is up. • Procedures for Financial Support Requests and Approvals, to be followed. • Chapter/Section Officer Leadership positions should be regularly reviewed, actioned and updated. • L31 submissions -Ease and automate the process of L31 submissions (No change) • Re-initiate more face-to-face activities- Face to face Section meetings so far, Glasgow, Dublin, Caerdydd and now London <p>Further details on Feedback From Ottawa R8 Meeting and Sections Congress Aug 2023 were also presented.</p>			
3	<p>MH reported on Nominations and Appointments (N&A) Committee who were appointed to oversee the Vice-Chair candidate selections. IK reminded all that the appointment of the current committee who along with the N&A Chair, looked at and scrutinised the Vice-Chair candidacy should be put to vote to be retrospectively approved by the ExCom. The current 2022-2023 nominations and appointments committee involves:</p> <ul style="list-style-type: none"> • Prof Mike Hinchey (Chair) • Annabel Latham • Nick Wainwright • Adem Jastrzebski <p>PC abstained from voting stating that “Even though I have total respect for the committee and its integrity, and I approve their proficiency in serving this role, since the proper procedure was not carried out for this appointment during the year 2022-2023, I hereby abstain from voting”. IK pointed out and reminded all that the appointments of the N&A Committee in the past years were also not put to the vote, and the Committees were comprised of people that should not have been there, for the past Vice-Chair Election, effectively not following the rules, and was happy that this time round this Section bad-practice that was wrongly followed in the past was put right and welcomed the voting and pointed that this was the first time this rule has been followed. MG proposed to vote for the ExCom approval of the following members for the N&A Committee (2024-2025) to serve with her as follows:</p> <ul style="list-style-type: none"> • Dr. Mona Ghassemian (Chair) • Prof Mike Hinchey • Prof Aiofe M. Foley • Prof Ali Hessami <p>MH also proposed to vote on the approval of the entire slate of three Vice-Chair candidates.</p> <p>The Vice- Chair candidates are:</p> <ul style="list-style-type: none"> • Nagham Saeed • Eduardo Audiche • Richard Pitwon <p>All three candidates had approximately three minutes to deliver their candidacy pitch in front of the ExCom and Officers prior to the approval of their candidacy.</p>	1.	<ul style="list-style-type: none"> • The appointment of 2022-2023 nominations and appointments (N&A) committee members were approved by ExCom. • The appointment of the 2024-2025 N&A committee members were suggested by MG the incoming N&A Chair and were approved by ExCom. • The candidacy of the three selected candidates for the upcoming Vice-Chair election by the N&A committee was unanimously approved by ExCom • MH to check the provision for petition candidate applications 	
4	<p>AH reported on Humanitarian activities (SIGHT- https://www.ieee-ukandireland.org/wp-content/uploads/2023/10/sight-10-23-slide.pdf) and Systems Council chapter activities and plans (https://www.ieee-ukandireland.org/wp-content/uploads/2023/10/systems-10-23-slide.pdf).</p>			



United Kingdom and Ireland Section

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5	AS reported on student branch activities. Full report on the talk is available under: https://www.ieee-ukandireland.org/wp-content/uploads/2023/10/student-10-23-slide.pdf			
6	WM reported a very positive trend in membership development. Membership continues to increase and that the Section performed better than in the last six years. Still not close to 2016 levels, however, overall strong continuing trend. Full report available in https://www.ieee-ukandireland.org/wp-content/uploads/2023/10/membership-10-23-report.pdf			
7	VS reported on the Diversity, Equity and Inclusion chapter activities and plans. Full report available in : https://www.ieee-ukandireland.org/wp-content/uploads/2023/10/edi-10-23-slide.pdf			
8	<p>(Agenda item 17 which was moved to 8)</p> <p>Item on motion to vote for changes to Section Bylaws was put forward due to time constraints and ExCom availability. MH explained that section Bylaws have been updated with a small number of changes. The changes are:</p> <p>Article III Section 6- People with various roles in the section will be required to make a Conflict-of-Interest declaration.</p> <p>Article IV title- Title now reads as Standing Committees and Chapters</p> <p>Article IV Section 3- Standing Committee Chair's terms of Office is two years after which they may be re-elected once more for another term of two more years.</p> <p>Article IV Section 4- The term of Office of a Chapter Chair shall not be more than two years consecutively.</p> <p>Article VI Section 1- Clarification on N&A Committee appointments- Appointments put forward for approval should be approved by ExCom no later than December 31st for the subsequent year.</p> <p>Discussions:</p> <p>MG pointed out that the changes in Section Bylaws could be kept to a minimum, for eg. There have been very minor changes (a two-words drop) made to the Section Bylaws in the last decade or so, hence it is advisable to make sure that wherever the Section Bylaws reflect the parent Bylaws (in this case MGA operation manual) there is no need for it to be repeated in the Section Bylaws. The suggestion would be to put reference to the parent MGA document. MG also pointed out that Section Bylaws should not in any way Conflict or Contradict MGA rules and Section should make sure that the changes that are discussed must be validated by checking the Operations Manual to ensure that it is not already there in the Operations Manual.</p> <p>PC remarked that there is no point in repeating rules in Section Bylaws that are already included in the IEEE Operation Manual and pointed out that the Section changes made in Article VI Section 4 that were circulated has 2 years as the maximum term for chairs instead of 4 years (as per the operation manual).</p> <p>MH commented and corrected that this was a typing error, and it was intended to be two terms instead of two years.</p> <p>IK added that the document with the proposed changes was shared with all in good time and according to our Bylaws and that people had time to scrutinise, and comment or challenge. It was unfortunate that the small typo was not picked in the changes to the Section Bylaws and that the simple single word correction could be sent out once again to colleagues to cross check again as needed, and that the motion could be put to the vote electronically, or carried forward to the next Section meeting.</p>			



United Kingdom and Ireland Section

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	<p>PC raised concerns regarding the procedure that were followed when the changes were made, what process motivated these changes, who was consulted and what engagement was undertaken with Chapter Chairs.</p> <p>PC and MC remarked that in their opinion, in order to make any changes to the Section Bylaws, it is also critical that a necessary and detailed vetting and approval process needs to be carried out from a governance perspective to ensure that the proposed changes are appropriately aligned with IEEE Bylaws and Policies as well as with the MGA Operations Manual. PC also proposed to move a motion that removed the proposed motion to approve changes to Section Bylaws and move a second motion.</p> <p>MH responded that there were no changes made to the Section Bylaws and that these were proposals, and that they were sent out to the membership to read and scrutinise and comment upon and challenge in accordance with our Bylaws, and all received these and some commented, prior to the meeting.</p> <p>IK also responded that the rationale behind these changes was to have fresh officers appointed on a regular basis , every 2 or 4 years, so that Chapter activities are refreshed through the keen and new leadership. Being the largest section within the IEEE, it is a good practise to invite keen and willing and able new members to take up Chapter Chair position and thereby avoid any ill practises, which has happened in the past and continues to happen in other Sections, where Chapter activities eventually become dormant with the same Officers running the chapter for longer than 5 years.</p> <p>In response to the comments on why Article VI section 4 was not highlighted, IK and MH responded that it was highlighted in the original word document, however the formatting were reset once the document was converted to pdf. IK pointed out that the changes in the Bylaws were clearly mentioned article by article in the email circulated more than a month ago prior to the Section meeting and hence it was clear which sections were updated.</p> <p>In response to the question regarding consultation with Chapter Chairs and Officers, IK pointed out that the Bylaws were circulated well in advance for all the Section ExCom officers to check and discuss, in the same way, changes in Bylaws were discussed in the previous years. IK also pointed out that consultation was done in the similar pattern as consultations were done in the Section in the past years.</p> <p>MH responded to PC that the second motion to cancel the current motion is not valid since the discussion is already taking place on the motion to approve changes in Section Bylaws.</p> <p>MG suggested to check the quorum to put the motion to vote. Since there wasn't enough quorum to put the motion to vote the motion was not executed.</p> <p>PC suggested to recirculate the document amongst the members with the changes highlighted. MC volunteered to be part of the governance committee she suggested to check the changes in Bylaws. PC seconded this suggestion.</p> <p>IK pointed out that appropriate MGA processes has been followed so far and will continue the same, and the very simple one-word correction changes may be circulated via email to all the Chapter Chairs for consultation, and also promised to further look into the detailed rules pertaining to these discussions.</p>			
			<p>The relevant MGA Operations Manual that has been referred to in our meeting by objecting colleagues, namely section 9.7 subsection D.5 (on page 111/112) of this document, is at the following link: https://mga.ieee.org/images/files/CurrentMGA_Operations</p>	



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	IK also politely objected to and condemned the use of the terms “The IEEE politburo” by one of the Section Officers who was present in the room at the time who did not like or agree with the proposed changes.		Manual 2023 June 29 2023 CG v1.1.pdf Please see *** Below for continuation and for ease of reading.	
16	New Chapter Chair appointments were subjected to ExCom ratification however, since quorum was not sufficient this approval was not executed.	3.	IK to get the approval of the new chapter chair appointments by circulating the names to ExCom via email	
12 14	SR pointed the members to the slides from Future networks and Education Chair to the section meeting link: Chapter Chair and ExCom Meeting – 20th October 2023 (hybrid) - IEEE - UK and Ireland Section			

” **Officer Terms and Eligibility:**

- 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.
- 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.
- The term of office shall normally be from 1 January through 31 December.
- 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.” [MGA Operations Manual that has been referred to in our meeting by objecting colleagues, namely section 9.7 subsection D.5 (on page 111/112) of this document].

Comment:

The manual clearly states in paragraph b that the standard officer term is one or two years. The manual clearly specifies later in this same paragraph that the Parent Geographical Unit (the Section) must record the officer term in its local operating procedures document (the Bylaws). The only way a second term can be possible is by holding a vTools election for Chapter Officers, as stated in paragraph a, with the current chair running for a second term against two or three other candidates (as stated elsewhere in subsection F4). This should not ideally be a common occurrence.

A second term cannot be assumed by default and an officer term cannot simply run on into four years. The standard officer term must therefore end after two years.

In addition to these points, the most effective way to ensure the continuity of the chapter is to continue with our Chair/Vice-Chair system whereby a Vice-Chair is elected at the same time (or as soon as possible after) the Chair's appointment such that they can serve together and learn in the same way as is done in the Section.

Secondly - To reinforce the point of a fixed end date for Chapter Officers, it is now mandatory for all Officers to add an end-date into the vTools Officers reporting. It is not possible to leave this field blank! Therefore, guidance must be given to Chapter Officers on which date to enter into this field to ensure that they comply with the above-mentioned rules. This must also be reinforced in the revised Section Bylaws.

For the record and to be fair to all concerned and for information:

Most chapter chairs which had been in position for 6+ years were succeeded by new Chairs appropriately. If a chapter chair was significantly over time, each Chair was given ample time to draw up their succession plan, find and elect their replacement Officers, and initiate handover processes and procedures.

- Almost two years in some cases. Once this was actioned, which was almost always with their full agreement, we encouraged these past Chairs to continue supporting the Chapter, attending meetings, and sharing their valuable knowledge and experience with the new officers. In addition to that, we actioned a redesign and the addition of a further tab on each Chapter Committee page on the Section Website to acknowledge and recognise the Past Chairs in each Chapter, with contact details should they wish, such that they cannot become forgotten and always remain available to provide insight if necessary.

Actions arising from previous meetings		
No	Item	Person



IEEE

United Kingdom and Ireland Section

1	None	
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Saumya Reni
March 2024





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