IEEE

United Kingdom and Ireland Section

Section Spring Meeting
26ᵗʰ April 2024
0900-15:00
Delta Hotels by Marriott Edinburgh
111 Glasgow Road, Edinburgh, EH12 8NF, Scotland

MINUTES

Agenda		Actions		
No	Description	No	Item	Person
	Attendees in Person: 38 participants including the following Chair - Paul Cunningham **(PC)**, Vice Chair - Nagham Saeed **(NS)**, Secretary - Saumya Reni **(SR)**, Assistant Secretary - Akin Delibasi **(AD)**, Past Chair - Izzet Kale **(IK)**, Elections - Mona Ghassemian **(MG)**, Industry Liaison - Rod Muttram **(RM)**, Chapter Coordination - Lee Crudgington **(LC),** Student Activity - Alina Serban **(AS),** Conference Coordination - Ibrahim Kucukdemiral **(IbK)**, Membership Development - Wim Melis **(WM)**, Awards and Recognition - Jan Sykulski **(JS)**, Webmaster - Nick Wainwright **(NW)**, Education Activities - Elhadj Benkhelifa **(EB)** Chapter and Affinity Group Chairs: APS/MTT - Hasan Abbas **(HA),** CS/COM - Nikolas Athanasopoulos **(NA),** PES - Eduardo Audiche **(EA)**, CS - Krishna Busawon **(KB)**, IM - Sevket Cetinsel **(SC)**, SSIT - Miriam Cunningham **(MC)**, IA - Mohamed Dahidah **(MD)**, CAS - Andreas Demosthenous **(AD)**, Systems Council - Farhad Fassihi Tash **(FF)**, UFFC - Andrew Feeney **(AF)**, YP - Nazila Fough **(NF)**, EMBS - Richard Gault **(RG),** CS - Beth Jeffs **(BJ)**, PEL - Bing Ji **(BJi)**, WIE - Princy Johnson **(PJ)**, COM - Hoa Le Minh **(HM)**, MAG - Liam O'Brien **(LB),** SP - Mark Plumbley **(MP)**, OES - Radhakrishna Prabhu **(RP)**, EDS - Radu Sporea **(RS),** VTS - Faisal Tariq **(FT)**, SC - Paul Wright **(PW),** CIS - Hujun Yin **(HY)**, SMC - Jane Zheng **(JZ)**			
	Apologies: DEI - Salma Alarefi and Vishal Sharma, Treasurer - Matthew Gream, Life Member - Brian Harrington, , APS/MTT - Qammar Abbasi, COM - Nauman Aslam, GRRS - Raffaella Guida, RAS - Mary He, AES - Julien LeKernec, CS - Caroline Li, PH - Richard Pitwon, NANO - Lei Xu.			
1	Opening The meeting was called to order at 09:00 by IEEE UK and Ireland Section Chair, Prof. Paul Cunningham. A quorum was present. Paul welcomed participants to the meeting.. The agenda below was circulated in advance. Agenda 1. Welcome / Opening – Paul Cunningham, Section Chair 2. Roll Call & Apologies – Saumya Reni, Section Secretary 3. New Chapter Chairs & Support Materials – Paul Cunningham 4. Approval of Agenda 5. Approval of Minutes of Autumn Section Meeting 2023 – Saumya Reni 6. Section Chair Report – Paul Cunningham 7. Updates from 122nd IEEE Region 8 Committee Meeting – Paul Cunningham 8. Key Issues & Lessons learnt from Chapter Chair & Technical Council Reports ☐ Analysis of Reporting received, Event Reports (L31) Submissions - Lee Crudgington, Chapter Co-ordinator ☐ Chapter & Council Chair Knowledge Sharing & Brainstorming 9. Strengthening relationship between Section, Society Chapters & Student Branches ☐ Current Status and Vitality of Student Branches - Alina Irina Serban, Student Activities Chair		-	

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	☐ Strategies to strengthen relationships between Student Branches, AGs, Chapters & Section
	10. Young Professional Activities
	    ☐ Current Status and 2024 Activities - Nazila Fough, Young Professionals Chair
	    ☐ Strategies to strengthen relationships between YPs, Students, AGs, Chapters and Section
	11. Strengthening Industry Engagement
	    ☐ Current Status and 2024 Activities – Rod Muttram, Industry Engagement Chair
	    ☐ Strategies for Industry Engagement and Building Industry Membership – Brainstorming
	12. Strengthening Education Activities
	    ☐ Current Status and 2024 Activities – Elhadj Benkhelifa, Education Affairs Officer
	    ☐ What can Educational Activities do to support Society Chapters, AGs, Students and Vice-Versa
	    ☐ Strategies to Strengthen Relationships with Key Stakeholders – Brainstorming
	13. Fellows Programme – Preparation for 2025 Deadline - Jan Sykulski
	14. Outstanding Volunteer Awards 2024 - Jan Sykulski, Awards & Recognitions Chair
	15. Life Members Report - Brian Harrington, Life Members Chair
	16. Women in Engineering Report - Princy Johnson, Women in Engineering Chair
	17. Diversity, Equity and Inclusion - Salma Alarefi
	18. IEEE Conferences in UK and Ireland - Ibrahim Kucukdemiral, Conference Coordination
	19. Preparation for IEEE Week – Paul Cunningham			

2	Roll Call & Apologies • SR took the role call and apologies were noted.			

3	New Chapter Chairs & Support Materials
	  • New Chapter and Council Chairs since the previous Section Meeting were introduced.
	     o IEEE Aerospace and Electronic Systems Society: Dr. Julien Le Kernec
	     o IEEE Electromagnetic Compatibility Society: Dr Min Zhang
	     o IEEE Industry Applications Society: Mohamed Dahidah
	     o IEEE Signal Processing Society: Prof. Mark Plumbley
	     o IEEE Solid-State Circuits Society: John Morrissey
	     o IEEE Reliability and Electronics Packaging Society: Dr. Stoyan Stoyanov
	     o Sensors Council: Paul Wright
	     o Systems Council: Farhad Fassihi
	     o Nanotechnology Council: Lei Xu
	
	Any Chapter or Council Chair who was appointed rather than being elected by all the members of that Chapter or Council was approved as an interim chair, pending an election process being undertaken with Chapter and Council members.
	
	  • Paul briefly introduced a support handbook for Chapter and Council Chairs, which is being finalised. Paul thanked Saumya for taking this initiative.
			The support handbook to be finalised and circulated in advance of Autumn Section Meeting	PC, SR

4	Approval of Agenda • Having circulated the agenda in advance, this was approved unanimously			
5	Approval of Minutes of Autumn Section Meeting 2023 - SR • Having circulated the minutes in advance, these were approved.			

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6	Section Chair Report - PC ● This report provided a comprehensive update on section activities and strategic direction.			
7	Updates from 122nd IEEE Region 8 Committee Meeting- PC ● Major outcomes and decisions from the Region 8 meeting were shared.			
8	Key Issues & Lessons Learnt from Chapter Chair & Technical Council Reports - LC ● Focus on analysis of reporting received and Event Reports (L31) submissions, followed by a brainstorming session on improving chapter and council operations. ● EA shared his experiences at PES chapter. Mentioned the cost of physical events. ● HM noted challenges contacting chapter members and was encouraged to use eNotices. ● MC suggested that chapters can reduce costs by inviting conference keynote speakers to deliver Distinguished Lectures while in Section. ● IK suggested that Chapters should consider industry hosts for Distinguished Lectures. ● Comments and suggestions from NS, PC, MC, RS, MP, RG, EB on DLs, chapter rebuilding, Chair responsibilities on elections, and importance of regular engagement.	a.	Chapter, Council and Affinity Group officers elected by their respective members during 2023 should launch a call for an Elections Committee and commence election process for 2025-2026 term. **Any appointed chapter, council or affinity group officers (not elected by their respective chapter, council or affinity group members through a Ballot via VTools) are considered interim and an election process for officers must by undertaken for the 2025-2026 term.**	Chapters/ Councils/ Affinity Group Leadership
		b.	First step is to circulate an eNotice to all Chapter, Council and Affinity Group members inviting volunteers to serve on Chapter, Council or Affinity Group Elections Committee.	
		c.	When Chapter, Council or Affinity Group Election Committees have been established, please follow up with Section to schedule briefing meeting on MGA Election Processes to be followed.	
		d.	Overview of MGA Election Processes to be circulated to all Chapters/ Councils/ Affinity Groups	PC
		e.	Encourage members with relevant experience to follow up with their respective Societies for consideration for appointment as Distinguished Lecturers (DLs).	Chapters and Councils

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9	Strengthening Relationship between Section, Society Chapters & Student Branches - AS
	 • AS highlighted the current status and vitality of student branches, followed by collective brainstorming on strengthening relationships.
	 • Previous Student counsellors shared their experiences,
	    o Challenges: where we can find budgets (IK), What are the benefits to be a student member, BCS gives a free membership to students for their first year, whether IEEE can bring up similar actions (SR). Some universities have a relation with BCS and pays their membership fees (FF).
	    o We are in competition with IET and BCS (MG)
	    o It is hard to retain interest of enthusiastic students (WM).
	    o Increase the relation with alumni (HM)
	 • PC suggested that mechanisms be put in place to recognise and support effective student branch counsellors and chairs
		a.
		
		b.
		
		c.
		
		d.
			Key action points for SB activities:
			 - coordinate joint events between chapters, councils and affinity groups hosted by SB
			 - City level events co-organised between SBs that highlight benefit of membership
			 - Active support and capacity building for SB counsellors
			 - Share local SB contact information on Section website
				Student Activities Chair

10	Young Professional Activities - NF • NF presented current status and plans. This was followed by discussion on engagement strategies for Young Professionals within the IEEE community. Key Discussions include: • Potential opportunities for YPs to contribute to standardisation activities. Consider organising joint activities with Industry, YPs, student branches, Chapters and Councils • Schedule series of technical meetings with and for YPs and industry to increase industry engagement	a. b. c. d. e. f.	Key action points for YP activities: - Collaboration with groups who are involved in IEEE Standards committee - Industry collaborations - Hackathon event and invite several industries in field of NetZero, power, etc - Actively encourage joint Chapter, Council and Affinity Group collaboration and events - Cross collaboration with SIG for future events - Encourage companies to engage with events and engage their staff - Collaboration with other relevant organisations (e.g. IET, IMechE, BCS, SMEATONIAN Society)	Young Professional Committee
11	Strengthening Industry Engagement - RM • RM provided an update on industry engagement initiatives which led into a group brainstorming session on industry related strategies. Key discussions include: • How do we support access to CPD • Do we evaluate our conferences and seminars in terms of CPD points? • MP to share policy details of EPSRC			
12	Strengthening Education Activities - EB • Presented by EB. Discussion covered current educational activities and strategies for enhancing support across different IEEE groups. Key discussions include: • Discuss best mechanism to execute 3 priority areas. • RM mentioned that Prof Ali Hessami is involved in standardisation and ethics for IEEE and suggested arranging a workshop with Ali to benefit from his experience.			
13	Fellows Programme – Preparation for 2025 Deadline - JS • Presented by JS. Preparations and criteria for the 2025 Fellows Programme were discussed - deadline 7th Feb 2025.			

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	• JS reported that there is a 50-50 ratio of industrial and academic applications. • No fixed criteria or time constraint for renomination.			

14	Outstanding Volunteer Awards 2024 & Reports - JS
	• Awards announcements by JS.
	• 2024 Outstanding Volunteers:
	   o Christopher James
	   o Jun Liang
	   o Miriam Cunningham
	   o Hongmei (Mary) He
		a.	Arrange Awards to be presented by Dr Tom Coughlin during public IEEE Week meetings during week of 30 September '24 at location closest to volunteer	JS, PC

15	Life Member Report - RM	a. b.	• Call for members for the History Committee • Call for volunteers for Life Members Affinity Group	Life Members Committee
16	Women in Engineering Report - PJ • Recognition and promotion of committee members for their contribution to WIE AG – International Women's week and beyond (1st March to 25th March) • Plans to double committee membership and to increase visibility of WIE AG as well as enhanced professional development and outreach activities			
17	Diversity, Equity and Inclusion – no committee member present			
18	IEEE Conferences in UK and Ireland - IbK • Update on upcoming and planned IEEE conferences.	a.	Chapters and Councils to engage with Societies and Councils organising Conferences in Section	Chapters and Councils
19	IEEE UK and Ireland - IEEE Week Events - PC PC shared the planned program of IEEE Public and Member focused events planned during IEEE Week (30th Sept – 4th Oct '24) for London, Liverpool and Dublin, with participation of IEEE President Dr Tom Coughlin			
	• No other business raised • The chair brought the meeting to a close and thanked all participants for their contribution and ongoing volunteer effort. the end of meeting.			

Minutes prepared by: Akin Delibasi, Saumya Reni
15/07/2024
Minutes approved by: Paul Cunningham