

Date 13 July 2007

**Proposed Motions related to Sections Congress in September 2008**

To: Region 8 Committee

From: Anthony C Davies, R8 Sections Congress Coordinator

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**Executive Summary**

In order to prepare for the involvement of R8 and for the associated financial costs of Sections Congress in Quebec City, September 2008, a number of decisions with financial implications need to be made by the R8 Committee, and these will need the advice of the R8 Treasurer on affordability.

In order to focus on these issues and the needed decisions, a group of prioritized Motions are proposed herewith (priority 1 is highest, priority 5 is lowest).

Since R8 and the Sections should have been setting aside earmarked funds for Sections Congress in 2006 and 2007 from their budgets, the economic burden may be less than it appears.

**Goals/Objectives:**

R8 and its Sections need to make good preparations for Sections Congress, so that those attending can obtain the maximum benefits from their participation. It is also important that these R8 attendees make a knowledgeable, constructive and useful contribution to Sections Congress, both for the benefit of IEEE and to enhance the reputation of R8 as an important part of IEEE. The objective should be to achieve a large attendance from R8 with a good well-prepared team from each Section in as affordable a manner as possible.

**Milestones:**

Since the absolute deadline is predetermined by the date of the Autumn 2008 R8 Committee meeting and the date of Sections Congress, the major decisions need to be reached by the end of the Autumn 2007 R8 Committee meeting, and a part of the Agenda of the Spring 2008 R8 Committee meeting will need to be allocated to preparing R8 Section delegates and others from R8 to make a constructive contribution to Sections Congress. Decisions on the proposed Motions should not be delayed beyond the Autumn 2008 R8 Committee meeting.

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**Recommended action:**

The R8 Committee to discuss and if appropriate approve each of the Motions proposed herewith. Prior to the October meeting the R8 OpCom should discuss the financial affordability of each Motion, taking the advice of the R8 Treasurer.

**Financial Impact to Region 8:**

Indications of the costs are provided below, based on estimates of expected Sections Congress costs.

**Financial Impact to Other IEEE entities:** RAB is expected to provide financial support to all Sections via the R8 budget, to cover some or all of the attendance costs of the Primary Delegate for each participating R8 Section. RAB should be asked for further financial assistance to take into account the falling value of the US dollar relative to some of the expenses of attending Sections Congress (for example visa costs and travel costs, which have to be paid in other currencies).

Financial Implications to IEEE-Foundation or IEEE New-Initiatives or other IEEE entities:

I do not know of any other sources of funding to assist with SC'08 expenses.

**Estimated costs per delegate:** \$US 400 for the Sections Congress Registration Fee (includes all meals); Hotel probably not more than \$US 250 per room per night. Primary Delegate does not have to pay Registration Fee.

**General Pros and Cons:**

**Pros:** R8 volunteers should benefit from attendance at Sections Congress in a number of ways, and should be better-informed and experienced volunteers in future, better able to serve IEEE and the membership.

**Cons:** the only possible opposition to providing financial support for attendance at Sections Congress would arise from the questions of what can be afforded from the R8 budget, and what share of the financial burden should be carried by Section budgets.

**Implementation:** Since I am R8 Sections Congress Coordinator, it is my responsibility to try to ensure successful implementation of these Motions if they are approved. However that will obviously require the support of the members of the R8 Committee and the willingness of R8 Sections to use part of their budgets to support attendance at SC'08 and also willingness of these Sections to select secondary delegates who have not previously attended a Sections Congress (including the possibility of selecting GOLD members).

In conjunction with this, possibilities for economizing on the costs of the R8 Committee meetings in Autumn 2007 and Spring 2008 could be sought, provided that these do not restrict the opportunities for discussion and interaction by all those attending.

**Motion 89-SC1** (priority 1)

*The Region 8 Budget shall provide support (Registration Fee, Hotel costs and Travel) to any R8 volunteers who are selected and invited by the Sections Congress Organising Committee to chair Tracks or Sessions or to make presentations.*

**Limitations and comments:** This is an open-ended commitment since the numbers are not yet known. One might assume that since there are 10 Regions, the proportion of such active participants from R8 should be 10% of the total, but that is very unlikely to be achieved. At this moment, we have only one such invited participant and no information yet on the likelihood of more.

For any such participant from a Section with more than a minimal amount of financial reserves, the R8 OpCom should negotiate with the Section Chair to see if an agreement can be reached for the Section to pay for a reasonable share of the support.

Cost estimate: \$US 900 (registration fee plus two hotel nights) plus travel costs per person.

**Motion 89-SC2** (priority 2)

*The Region 8 Budget shall provide support ((Registration Fee, added Hotel nights) to enable members of the R8 Committee who are attending the R8 Committee meeting just before Sections Congress but who are not Section delegates to remain and participate in Sections Congress.*

**Comments and explanation:** I believe that this is in accordance with previous practice of R8 participation in Sections Congresses, and does not constitute a precedent. The individuals referred to are, for example, the R8 Director, R8 Director-Elect, R8 Vice Chairs, and the non-voting members of the R8 Committee (R8 News Editor, R8 Conference Coordination Chair, R8 Educational Activities Chair, R8 Standards Coordinator, etc.)

Since R8 will be paying their travel costs to Quebec and the hotel nights needed to attend the R8 Committee meeting, the incremental cost is good value in enabling them to attend Sections Congress as well. R8 OpCom might investigate whether there are lower-cost hotel options in the vicinity other than those offered by the Sections Congress organizers.

The financial cost can be estimated fairly accurately, because it does not involve the unpredictable travel costs, and the registration fee (\$US 400) and the probable hotel costs are known, as well as the maximum number of R8 Committee members involved.

Cost estimate: \$US 900 (registration fee plus two hotel nights) per person.

**Motion 89-SC3** (priority 3)

*One delegate (additional to the Primary Delegate) for each active Section in R8 shall receive partial financial support from the R8 Budget, provided that this delegate has not previously attended a Sections Congress. This delegate shall be a GOLD member.*

*The support will be the “ground cost” (e.g. registration fees plus the minimum number of hotel nights needed to participate). The Section will be expected to cover the travel and visa costs. A*

**Comments and explanation:** A motion to this effect was mentioned during the R8 Committee meeting in Sofia, but not acted upon. It is in the interests of R8 to have ‘teams’ from each Section rather than just the primary delegate, and this will help to enable this, and also provide encouragement to GOLD member retention, by showing that IEEE does offer benefits to GOLD members. By ‘active Section’ is meant a Section which has submitted its reports to Piscataway by the 2008 deadline (unless exemption or delay has been granted). By requiring the Section to pay the travel and visa costs, it will be easier to quantify the maximum liability of R8, and will also encourage economies to be made.

Some Sections may plead poverty, and whether they should then be offered some additional support should be decided in conjunction with the actual data on their financial reserves (available to R8 Director and R8 Treasurer from RAD, Piscataway).

A deadline (to be decided) will be imposed for Section support requests – sufficiently in advance of Sections Congress to allow a considered decision to be made.

Cost estimate: \$US 900 (registration fee plus two hotel nights) per person. Upper limit set by number of R8 Sections.

**Motion 89-SC4** (priority 4)

*One delegate (additional to the Primary Delegate and a GOLD delegate, if any) for each active Section in R8 shall receive partial financial support from the R8 Budget, provided that this delegate has not previously attended a Sections Congress. The support will be the “ground cost” (e.g. registration fees plus the minimum number of hotel nights needed to participate). The Section will be expected to cover the travel and visa costs. If the Section is not planning to send a GOLD delegate, a convincing reason for this will be required prior to approval of this funding from R8.*

**Comments and explanation:** This is identical to the previous motion except that the requirement that the delegate is a GOLD member is removed. If the Section has chosen a GOLD delegate, this will enable the Section to send a team of at least three people. If the Section does not plan to send a GOLD delegate, this support would enable a team of two people to attend, but in such a case, the approval is proposed to be conditional on the Section having an adequate reason for not being able to send a GOLD member. This condition is to prioritise the sending of a GOLD delegate.

A deadline (to be decided) will be imposed for Section support requests – sufficiently in advance of Sections Congress to allow a considered decision to be made.

Cost estimate: \$US 900 (registration fee plus two hotel nights) per person. Upper limit set by number of R8 Sections.

Motion 89-SC5 (priority 5)

*The R8 Committee asks the R8 Director to investigate the possibility of holding a Social Reception at the start of Sections Congress for the IEEE Quebec Section Volunteers and the French-speaking members of the R8 Committee, paid for with funding attracted from the Quebec Provincial Government.*

**Comment:** This has no financial implication to the R8 Budget. The suggestion arose from a discussion with an IEEE volunteer from Canada. Members of the R7 Committee, or the Sections Congress Organizers may be able to advise about making the needed contacts. If successful, this would strengthen the links between IEEE and the Quebec Provincial Government, which might have various future benefits, and success would reflect well on R8 (which is unique in having a Section sharing a common language with the French-speaking Quebecois)



*sTony Davies*  
*13 July 2007*