

**IEEE Region 8 Secretary Report April 2013**

**Ali H. El-Mousa**  
**a.elmoussa@ieee.org**  
**Secretary 2013**

This my first report as R8 Secretary. I am grateful to all those who have voted for me and will try to do my best to earn the trust of those who have not. I think it is appropriate to review the responsibilities of the R8 Secretary as a reminder. According to the R8 bylaws and operations manual, the R8 Secretary, "is the chief administrative officer of the Region 8 Committee". " responsible for administrative matters pertaining to Region 8, including the timely preparation and distribution of the agenda and registration instructions for meetings of the Region 8 Committee and Region 8 OpCom. He/she shall also ensure that appropriate arrangements are in place for the compilation of registration data, for assistance with visas, and for hotel reservations for all those intending to be present at such meetings.

During these meetings, the Secretary shall be responsible for the Roll Call, attendance records and taking the Minutes, assisted as required by the Electronic Communications Coordinator and/or other available supporting members.

Following the meeting, the Secretary shall prepare and make available the Unapproved Minutes and where appropriate a list of Action Items in a timely manner, and provide for corrections to the Minutes to be made in an orderly and effective manner.

After the Minutes have been approved by the Committee, the Secretary shall be responsible for their subsequent archiving and availability."

Of course, as in life, the secretary is usually involved in much more than the official duties above.

Our 99<sup>th</sup> R8 committee meeting in Tallin was a great success. It witnessed the elections of a new R8 OpCom under a new Director. I would like to thank the Estonia section for their warm welcome and support. The unapproved minutes of the meeting has been prepared by our Past Secretary just before he turned things over to me, for which I am grateful. You can find them on the [R8 Madrid web page](#).

The first meeting of the newly elected OpCom took place in Dubai, UAE late January 2013. The meeting went well although it was delayed due to unforeseen circumstances to do with flight cancelations of some members. Visa issues prevented the TA Vice Chair from attending. OpCom had a very good chance to meet and interact with the members and ExCom of the UAE section during their annual general meeting. Fruitful discussions took place and opportunities of cooperation between the section and R8 was explored. I would like to thank the UAE section leadership for their warm and generous hospitality.

I would like to thank the R8 Director, members of OpCom, R8 section chairs , and R8 committee members for their dedication, hard work and commitments to R8 and its affairs. Special thanks go to our past R8 secretary Costas Stasopoulos for his help and continuous support during the transition phase. Also, the support of our Electronics Communications Coordinator is highly appreciated

I am here to support you, if you have any problem please do not hesitate in contacting me.

For more info, comments, questions, and ideas please contact Ali El-Mousa at [a.elmoussa@ieee.org](mailto:a.elmoussa@ieee.org)