

Secretary

Christian M. Schmid

Goals

The job of the IEEE Region 8 Secretary Team is to support the committee and the Region 8 OpCom to accomplish its mission for the members of IEEE Region 8. Interactive, efficient and fun meetings are at the core of this effort, as is efficient communication and timely support regarding issues reported by members of the committee.

Status and Past Contributions

The team consists of

- Youmna El Bitar, Assistant Secretary, younna.elbitar@ieeer8.org
- George Michael, Electronic Communications, xeirwn@ieee.org
- Christian Schmid, Secretary, c.schmid@ieee.org

Past meetings organized by the team were the

- Region 8 Committee Meeting in Limassol, Cyprus, March 2015
- and the Region 8 OpCom Meeting in Glasgow, United Kingdom. July 2015.

It is a crucial success factor that the meeting agendas are aligned with the three priorities

- Getting closer to Industry,
- Students and Young Professionals,
- and Section Vitality.

All agendas and reporting structures were geared towards promoting these priorities.

A successful new initiative implemented by the R8 Secretary team are the interactive sessions at the Region 8 Committee meetings. They aim at bridging the gap between section operation and operation on a regional level through providing a fun and productive format for interaction. The interactive sessions received very positive feedback from both Region 8 Sub-Committee members as well as Section representatives.

Outlook

The secretary team will define goals for 2016 at the meeting in Ljubljana.

Points of Concern

- Late reporting for the Meeting Agenda Books puts a major burden on the team. More than 50 percent of the reports for the meeting in Ljubljana were submitted after the reporting deadline.
- Visa issues prevented some representatives from joining the meeting in Slovenia: All of these issues were caused by a late submission of visa applications. It is crucial that representatives start visa applications on day one when receiving the invitation.
- Nomination of substitutes shortly before the meeting has led to problems also, both for visas and hotel reservations.