Welcome to IEEE R8 Chapter Coordination Subcommittee (ChCsCsC) meeting

Room: Buonamici
Friday 15th March 2019 15:30-18:00
<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>15:30</td>
<td>00:01</td>
<td>Call to Order</td>
<td>Chair: ChCsC</td>
</tr>
<tr>
<td>15:31</td>
<td>00:04</td>
<td>Roll Call</td>
<td>Matej or Sarra</td>
</tr>
<tr>
<td>15:35</td>
<td>00:05</td>
<td>Approval of agenda</td>
<td>Chair: ChCsC</td>
</tr>
<tr>
<td>15:40</td>
<td>00:05</td>
<td>IEEE R8 Director's address (or Sohaib's?)</td>
<td>R8 Director or R8 Vice: TA</td>
</tr>
<tr>
<td>15:45</td>
<td>00:05</td>
<td>Presentation overviewing the ChCsC</td>
<td>ChCsC</td>
</tr>
<tr>
<td>15:50</td>
<td>00:10</td>
<td>Presentation defining and overviewing Chapters, Student Branch Chapters, on how to set up / maintain one, get info etc.</td>
<td>ChCsC</td>
</tr>
<tr>
<td>16:00</td>
<td>00:05</td>
<td>Questions / Discussions</td>
<td>all</td>
</tr>
<tr>
<td>16:05</td>
<td>00:20</td>
<td>Discussions on ChCsC goals etc.</td>
<td>ChCsC</td>
</tr>
<tr>
<td>16:25</td>
<td>00:05</td>
<td>Group photo</td>
<td>all</td>
</tr>
<tr>
<td>16:30</td>
<td></td>
<td>PART 2: BEST PRACTICES in MANAGING CHAPTERS and STUDENT BRANCH CHAPTERS – questions to Societies and talks by Societies</td>
<td></td>
</tr>
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</table>
## Agenda Part 2 – Best Practices

### PART 2: BEST PRACTICES in MANAGING CHAPTERS and STUDENT BRANCH CHAPTERS – questions to Societies and talks by Societies

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<td>Adjournment</td>
<td>all</td>
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18:00 01:00 Malta Section Présentation Malta

section chair
Address by Region 8 Director
Chapter Coordination subcommittee (ChCsC) - OVERVIEW

Diagram:
- ChCsC
  - Region 8
  - Chapters
  - Sections
  - Societies
Chapter Coordination subcommittee (ChCsC) - Team Members (1)

Albert Lysko  
(South Africa)  
Chair

Matej Zajc  
(Slovenia)  
Member

Sarra Ben Rabii  
(Tunisia)  
Student Chapters coordinator & liaison to R8 SAC

PLUS

Corresponding members: All Division Directors and Society/Council Presidents from Region 8
Chapter Coordination subcommittee (ChCsC) - Team Members (2)

All Division Directors and Society/Council Presidents from Region 8 have been invited to be **Corresponding members** in ChCsC:

<table>
<thead>
<tr>
<th>Division Directors</th>
<th>Division III: Sergio Benedetto</th>
<th>Division VI: Manuel Castro</th>
<th>Division VII: Bruno Meyer</th>
</tr>
</thead>
</table>
Chapter Coordination subcommittee (ChCsC)- 2019 GOALS

... REVITALISING ChCsC ...

1. Getting identity and creating better relationships with Societies for two-way transfer of information

2. Getting identity with, understanding current state of, and helping R8 Sections, Chapters and Student Chapters

3. Collecting, sharing and promoting best practices and information relevant to starting, revitalising and running successful Chapters

Please write your additions on our poster!
# Chapter Coordination subcommittee (ChCsC)- KPIs

<table>
<thead>
<tr>
<th>Goals</th>
<th>KPIs / Targets</th>
</tr>
</thead>
</table>
| 1. Getting identity and creating better relationships with Societies / Councils for two-way transfer of information | • Participation by Society/Council/Section representatives in R8 meetings  
• Setting up a contact list for Societies |
| 2. Getting identity with, understanding current state of, and helping R8 Sections, Chapters and Student Chapters | • Web presence, eNotice with relevant information  
• Information about current status of Chapters in R8 is collected and summarized / analyzed |
| 3. Collecting, sharing and promoting best practices and information relevant to starting, revitalising and running successful Chapters | • Information sharing  
• Best practices to be summarized, Chairs to be informed/invited |

Please write your additions on our poster!
Chapter Coordination subcommittee (ChCsC)- Programs

1. Invite representatives of Societies and Section Chairs (if space permits) to attend the ChCsC meeting, have a program useful for the attendees and towards developing the Best Practices.

2. Update ChCsC web page, Send eNotice to Chapter and Section Chairs informing them about ChCsC and its function, do Presentations in R8 meeting, publish Article(s) in R8 News/Today, have Presence in social media.

3. Collecting the statistics from IEEE web, OU Analytics, VTools and other sources on regular basis.

4. Collecting information about best practices (incl. from R8 Vitality), inviting Chapter Chairs to share their best practices via IEEE media and their success stories in IEEE and non-IEEE media, getting access to and inviting the Chairs to join the Facebook page.

Please write your additions on our poster!
Chapter Coordination subcommittee – Progress (1)

1. Preparing for the meeting in Malta: The Society representatives from R8 have been invited. A few representatives of Societies already confirmed attending ChCsC Meeting in Malta

2. Updated ChCsC’s web page https://ieeer8.org/category/technical-activities/chapter-coordination/

3. eNotice with introductions was prepared and submitted for distribution to Chairs of R8 Sections, Chapters and Student Chapters

Please write your additions on our poster!
Chapter Coordination subcommittee – Progress (2)

4. Took control of ChCsC's FB page https://www.facebook.com/IEEERegion8Chapters (~3,300 members)

5. We received a list of Society Presidents from MGA and were also referred to OU Analytics

6. We have so far gathered basic statistics from the IEEE web site and OU Analytics, and have contacted MGA for assistance with getting more R8 statistics
   - 600 Chapters + 350 SB Chapters
   - 35,000 members

7. Continuing to collect information

Please write your additions on our poster!
Chapter Coordination subcommittee (ChCsC)- Status

1. Region: R8
   IEEE Members: 56,140
   Society Members: 34,987
   Sections: 60
   Subsections: 10
   Chapters: 592
   Affinity Groups: 95
   Student Branches: 645
   Student Affinity Groups: 123
   Student Branch Chapters: 350

Source: OU Analytics

2. $60 + 10 + 592 + 350 = 1013$ organizational units (OUs)

Please write your additions on our poster!
Chapter Growth Opportunities are there!

Per SECTION:

Per SOCIETY, e.g. CS-S: 13 Sections

Source: OU Analytics
In 2018, Region 8 had
• 4327 events, incl.
  2566 technical events
Top 10 performing Sections in terms of the number of technical events

<table>
<thead>
<tr>
<th>Section</th>
<th>Total no of events</th>
<th>Total no of technical events</th>
<th>No of attendees</th>
<th>No of IEEE attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CROATIA</td>
<td>185</td>
<td>163</td>
<td>7263</td>
<td>2156</td>
</tr>
<tr>
<td>SERBIA AND MONTENEGRO</td>
<td>185</td>
<td>156</td>
<td>24269</td>
<td>2976</td>
</tr>
<tr>
<td>ITALY</td>
<td>211</td>
<td>143</td>
<td>10035</td>
<td>4377</td>
</tr>
<tr>
<td>JORDAN</td>
<td>262</td>
<td>127</td>
<td>12436</td>
<td>4834</td>
</tr>
<tr>
<td>UNITED KINGDOM AND IRELAND</td>
<td>205</td>
<td>122</td>
<td>7576</td>
<td>3212</td>
</tr>
<tr>
<td>POLAND</td>
<td>121</td>
<td>108</td>
<td>9165</td>
<td>1591</td>
</tr>
<tr>
<td>FRANCE</td>
<td>120</td>
<td>97</td>
<td>6411</td>
<td>1946</td>
</tr>
<tr>
<td>PORTUGAL</td>
<td>125</td>
<td>88</td>
<td>5402</td>
<td>2284</td>
</tr>
<tr>
<td>SPAIN</td>
<td>108</td>
<td>74</td>
<td>6420</td>
<td>2333</td>
</tr>
<tr>
<td>HUNGARY</td>
<td>91</td>
<td>69</td>
<td>6423</td>
<td>2608</td>
</tr>
</tbody>
</table>

Source: Vtools Events
## Top 10 performing OUs in terms of the number of technical events

<table>
<thead>
<tr>
<th>Section</th>
<th>OU</th>
<th>total no of events</th>
<th>no of tech events</th>
<th>no of attendees</th>
<th>no of IEEE attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERBIA AND MONTENEGRO</td>
<td>C16</td>
<td>44</td>
<td><strong>44</strong></td>
<td>654</td>
<td>269</td>
</tr>
<tr>
<td>TURKEY</td>
<td>AP03/MMT17/ED 15/EMC27</td>
<td>27</td>
<td><strong>27</strong></td>
<td>832</td>
<td>204</td>
</tr>
<tr>
<td>ITALY</td>
<td>Italy Section Chapter, SEN39</td>
<td>35</td>
<td><strong>22</strong></td>
<td>1228</td>
<td>693</td>
</tr>
<tr>
<td>CROATIA</td>
<td>PE31</td>
<td>22</td>
<td><strong>22</strong></td>
<td>907</td>
<td>278</td>
</tr>
<tr>
<td>UNITED KINGDOM AND IRELAND</td>
<td>IA34</td>
<td>22</td>
<td><strong>22</strong></td>
<td>654</td>
<td>232</td>
</tr>
<tr>
<td>ITALY</td>
<td>GRS29 (CENTRAL)</td>
<td>22</td>
<td><strong>21</strong></td>
<td>965</td>
<td>225</td>
</tr>
<tr>
<td>SERBIA AND MONTENEGRO</td>
<td>Nis Univ Of (Jt.ED-015/SSC-037)</td>
<td>24</td>
<td><strong>20</strong></td>
<td>2678</td>
<td>497</td>
</tr>
<tr>
<td>UNITED ARAB EMIRATES</td>
<td>C16</td>
<td>23</td>
<td><strong>20</strong></td>
<td>914</td>
<td>521</td>
</tr>
<tr>
<td>SERBIA AND MONTENEGRO</td>
<td>Nis Univ Of</td>
<td>22</td>
<td><strong>19</strong></td>
<td>2637</td>
<td>489</td>
</tr>
<tr>
<td>CROATIA</td>
<td>IA34</td>
<td>21</td>
<td><strong>19</strong></td>
<td>782</td>
<td>250</td>
</tr>
</tbody>
</table>

Source: Vtools Events
Introduction into Setting up and Running IEEE Chapters and Student Branch Chapters (SBCs) (OPTIONAL; <10 min) - Matej

IEEE Chapters and SB Chapters – def.

- **A Chapter** shall be a technical subunit of a Region, one or more Sections, or a Geographic Council.
  - There may be single Society Chapters, joint Society Chapters, and Technical Council Chapters.
  - 12+ members (IEEE + Society memberships)

- **A Student Branch Chapter** is a technical subunit of a Student Branch constituted by a minimum of six (6) IEEE members of Student Member or Graduate Student Member grade of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE.
  - 6+ members (IEEE + Society memberships) + Faculty Advisor of the Student Branch Chapter

Starting IEEE Chapters and Student Branch (SB) Chapters (SBC)

Submit petition manually

- Make the document yourself (need full names, IEEE membership numbers and signatures and roles defined) and get 12(Ch) / 6(SBC) signatures or download from https://ieeer8.org/student-activities/sa-cookbook/starting-a-new-branch/

Submit petition online

- Go to https://mga.ieee.org/resources-operations/formations-petitions
- After the submission, Emails will be sent to prospective members asking them to confirm their agreement to set up a Chapter
Opportunities and Obligations of a Chapter

Opportunities

• Access to Society / Council’s resources incl.
  • Funding (e.g. PES gives USD500 just for starting a SBC). *Ask early!*
  • Distinguished Lecturers
  • Organizing conferences
  • …

Obligations

• Min 12+ / 6+ members
• 2+ technical events per year submitted on IEEE Vtools Events
• Valid leadership → regular leadership elections (every 1-2 years, max 4 years)
• Report to Society

Tools to monitor progress

Checking for Opportunities to set up a new Chapter
• IEEE OU Analytics → Map/GeoOU Analysis → Potential Chapters

Membership details
• IEEE OU Analytics → Memberships

Advertising events
• IEEE VTools eNotice

Creating event page, Filing Reports and Searching for Events
• IEEE VTools Events

Setting up and Finding Current OU Leaders
• IEEE VTools Officers (set up/view)
• IEEE Roaster (view only)
• IEEE OU Analytics (view only)

Running and Monitoring Elections → IEEE VTools Elections

Usage is explained in IEEE Membership Development (MD) events
IEEE Center for Leadership Excellence (CLE)

Training for IEEE Volunteers:
• This training consists of Quick Start training modules for key local IEEE volunteer positions. In addition to the Quick Start module, a number of references are provided to assist the volunteer in performing his/her duties as an IEEE volunteer. These references, located in the Learning Library on the CLE site, expand the volunteer’s knowledge and understanding in a number of areas.

Professional Development Training:
• This training consists of a number of training modules that focus on professional development, with topics covering soft skills such as leadership, communications, and management skills.
• For more information about the IEEE CLE, please visit the IEEE CLE Learning Library: http://ieee-elearning.org/CLE/
Questions / Discussions around Chapters and SBCs (<5 min)
Discussions on Chapter Coordination subcommittee (ChCsC) goals – Sarra (<20min)
Chapter Coordination subcommittee (ChCsC)- GOALS

... REVITALISING ChCsC ...

1. Getting identity and creating better relationships with Societies for two-way transfer of information

2. Getting identity with, understanding current state of, and helping R8 Sections, Chapters and Student Chapters

3. Collecting, sharing and promoting best practices and information relevant to starting, revitalising and running successful Chapters

Please write your additions on our poster!
What may currently be missing in Chapter Coordination subcommittee (ChCsC) goals? (<20min) - Sarra

- Goals need to be more specific and reflect the need to increase TA-s
- Add training
- ?
- ?
- ...

• Goals need to be more specific and reflect the need to increase TA-s
• Add training
• ?
• ?
• …
Group Photo
(<5 min)
# PART 2: BEST PRACTICES in MANAGING CHAPTERS and SBCs – questions to Societies and talks by Societies

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<tr>
<td>18:00</td>
<td>01:00</td>
<td>Malta Section Présentation Malta</td>
<td></td>
</tr>
</tbody>
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Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions) (<20 min) -Matej

1. What approaches do you think could work for ChCsC, considering needing to work with 600+350 chapters and 60 Sections in R8 and 39 Societies and 7 technical Councils?

2. How many times do the Societies / Councils contact Chapters/SBCs and what about?

3. Do you have a 1-pager about offers from Society to Chapters and how often do you send it out? (DLs, grants, ...)

4. Would Societies like to publish on our FB?

5. Can we request to pass info about FB page to Societies? How/via whom?

6. What type of data could Societies offer useful for wider TA, beyond own/internal?
ChCsC partners

> Investigate - Sections to introduce a position of Chapter Coordinator
ChCsC partners within the R8 committee

TA
- ChCSC
- CoCCC
- Action for industry

MA
- YP
- Pubs & Coms

SAC
- SB Vitality

Sections chairs

> Identify missing units for collaboration
Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions) (<20 min)

1 of 6:

What approaches do you think could work for ChCsC, considering needing to work with 600+350 chapters and 60 Sections in R8 and 39 Societies and 7 technical Councils?
Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions) (<20 min)

2 of 6:
How many times do the Societies / Councils contact Chapters/SBCs (per year) and what about?
Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions) (<20 min)

3 of 6:

Do you have a 1-pager about offers from Society to Chapters and how often do you send it out? (DLs, grants, ...)

Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions) (<20 min)

4 of 6:
Would Societies like to publish on our FB?
Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions) (<20 min)

5 of 6:
Can we request to pass info about FB page to Societies? How/via whom?
Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions) (<20 min)

6 of 6:

What type of data could Societies offer useful for wider TA, beyond own/internal?
## Sharing Best Practices (10 min max) & questions / discussions (5 min max)

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Summary and Discussions (<5 min)

• ?
• TBC within a month
• ?
• ?
• ?
Adjournment

THANK YOU FOR YOUR ACTIVE PARTICIPATION !!!

Please visit our web pages

https://ieeer8.org/category/technical-activities/chapter-coordination/
http://www.facebook.com/IEEERegion8Chapters

and feel free to contact us at

chapters.officer @ ieeer8.org
Largest number of Chapters per Section and per Society

Chapters by Section

- Tunisia Section: 86 chapters
- Turkey Section: 73 SB Chapters
- United Kingdom and Ireland: 35 Chapters
- Italy Section: 13 Jt. Chapters
- France Section
- Egypt Section
- Croatia Section
- Jordan Section
- Spain Section
- Portugal Section
- Benelux Section
- Germany Section
- Romania Section
- Ukraine Section

Chapters by Society / Technical Council

- IEEE Computer Society
- IEEE Power & Energy Society
- IEEE Industry Applications Society
- IEEE Communications Society
- IEEE Robotics and Automation Society
- IEEE Engineering in Medicine and Biology Society
- IEEE Microwave Theory and Techniques Society
- IEEE Signal Processing Society
- IEEE Electron Devices Society
- IEEE Antennas and Propagation Society
- IEEE Power Electronics Society
- IEEE Circuits and Systems Society
- IEEE Control Systems Society
- IEEE Computational Intelligence Society

PES:
- 73 SB Chapters
- 35 Chapters
- 13 Jt. Chapters