

# Welcome to IEEE R8 Chapter Coordination subcommittee (ChCsC) meeting

Room: Buonamici

Friday 15<sup>th</sup> March 2019 15:30-18:00

# Agenda Part 1 - Introductory

Time	Duration	Item	Presenter
	hh:mm		
15:30	00:01	Call to Order	Chair: ChCsC
15:31	00:04	Roll Call	Matej or Sarra
15:35	00:05	Approval of agenda	Chair: ChCsC
15:40	00:05	IEEE R8 Director's address (or Sohaib's?)	R8 Director or R8 Vice: TA
<u>PART 1 - INTRODUCTORY</u>			
15:45	00:05	Presentation overviewing the ChCsC	ChCsC
15:50	00:10	Presentation defining and overviewing Chapters, Student Branch Chapters, on how to set up / maintain one, get info etc.	ChCsC
16:00	00:05	Questions / Discussions	all
16:05	00:20	Discussions on ChCsC goals etc.	ChCsC
16:25	00:05	Group photo	all
16:30	<u>PART 2: BEST PRACTICES in MANAGING CHAPTERS and STUDENT BRANCH CHAPTERS – questions to Societies and talks by Societies</u>		

*Optional*

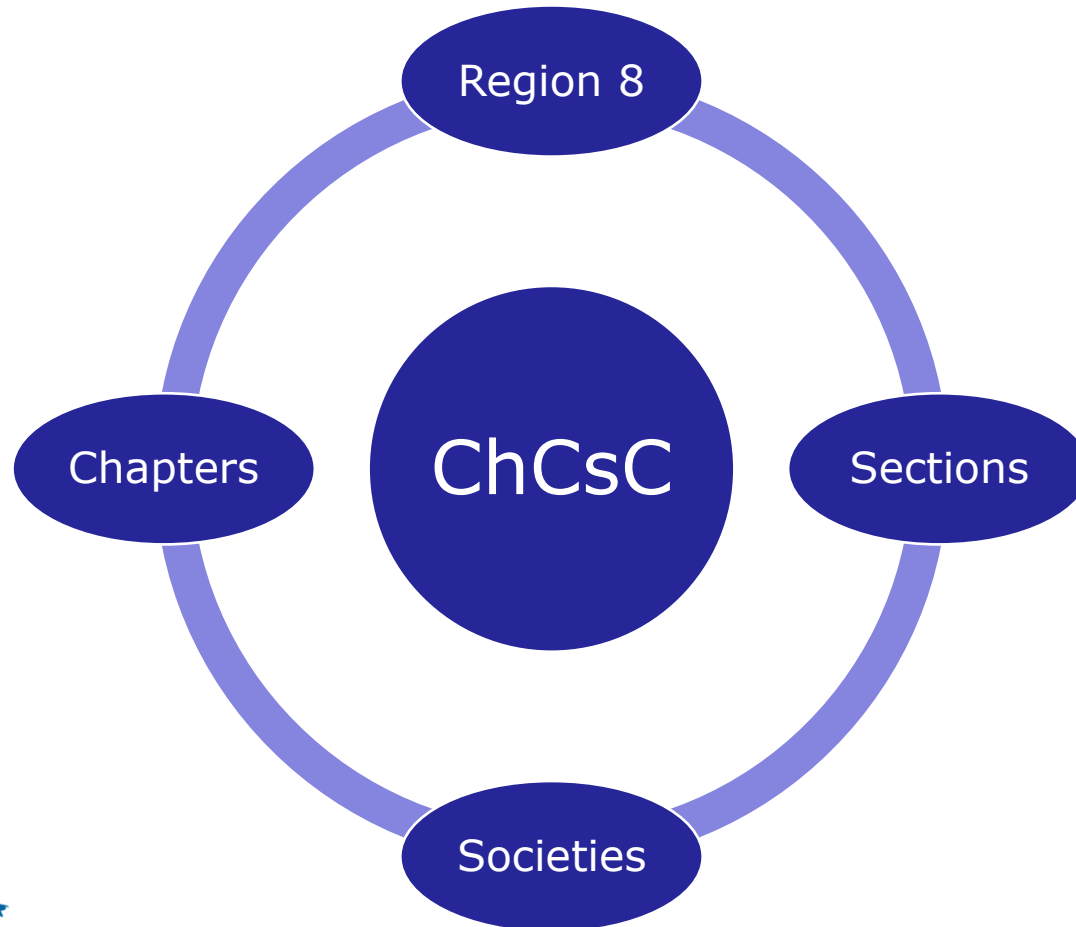
# Agenda Part 2 – Best Practices

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

16:30	00:20	Introduction of and discussions on the questions from ChCsC (for Societies to answer the questions)	ChCsC and TA/Societies/Councils
16:50	00:15	Sharing best practices (10 min max) and questions / discussions	Daniel Pasquet, Chapter Advisor: IEEE MTT-S
17:05	00:15	Sharing best practices (10 min max) and questions / discussions	Lluís F. Marsal, Chair: IEEE Electron Devices Society
17:20	00:15	Sharing best practices (10 min max) and questions / discussions	Steve Gold, NPSS Chapter Coordinator
17:35	00:15	Sharing best practices (10 min max) and questions / discussions	Péter Magyar, IAS Chapters and Membership Department
17:50	00:05	Summary of discussions	ChCsC
17:55	00:05	Adjournment	all
18:00	01:00	Malta Section Présentation Malta section chair	

# Address by Region 8 Director

# Chapter Coordination subcommittee (ChCsC) - OVERVIEW



# 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:

<b>Division Directors</b>	Division III: <b>Sergio Benedetto</b> Division VI: <b>Manuel Castro</b> Division VII: <b>Bruno Meyer</b>
<b>Society / Council Presidents</b>	IEEE Computer Society: <b>Cecilia Metra</b> IEEE Dielectrics and Electrical Insulation Society: <b>Reimund Gerhard</b> IEEE Geoscience and Remote Sensing Society: <b>Paolo Gamba</b> IEEE Industry Applications Society: <b>Georges Zissis</b> IEEE Intelligent Transportation Systems Society: <b>Miguel Angel Sotelo Vazquez</b> IEEE Microwave Theory and Techniques Society: <b>Dominique Schreurs</b> IEEE Power Electronics Society: <b>Frede Blaabjerg</b> IEEE Robotics and Automation Society: <b>Wolfram Burgard</b> IEEE Signal Processing Society: <b>Ali H Sayed</b> IEEE Solid-State Circuits Society: <b>Bram Nauta</b> IEEE Council on Electronic Design Automation: <b>David Atienza</b>

# 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



# Chapter Coordination subcommittee (ChCsC)- KPIs

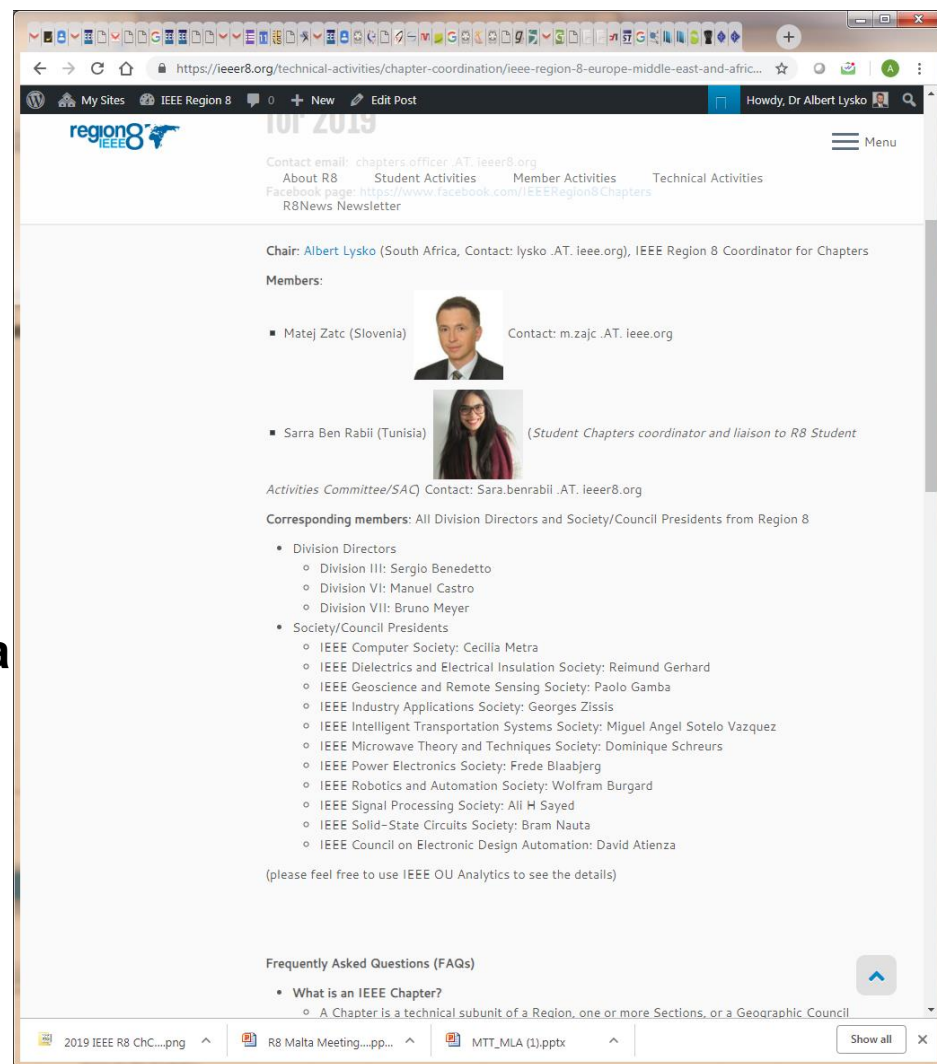
Goals	KPIs / Targets
1. Getting identity and creating better relationships with Societies / Councils for two-way transfer of information	<ul style="list-style-type: none"> <li>• Participation by Society/Council/Section representatives in R8 meetings</li> <li>• Setting up a contact list for Societies</li> </ul>
2. Getting identity with, understanding current state of, and helping R8 Sections, Chapters and Student Chapters	<ul style="list-style-type: none"> <li>• Web presence, eNotice with relevant information</li> <li>• Information about current status of Chapters in R8 is collected and summarized / analyzed</li> </ul>
3. Collecting, sharing and promoting best practices and information relevant to starting, revitalising and running successful Chapters	<ul style="list-style-type: none"> <li>• Information sharing</li> <li>• Best practices to be summarized, Chairs to be informed/invited</li> </ul>

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

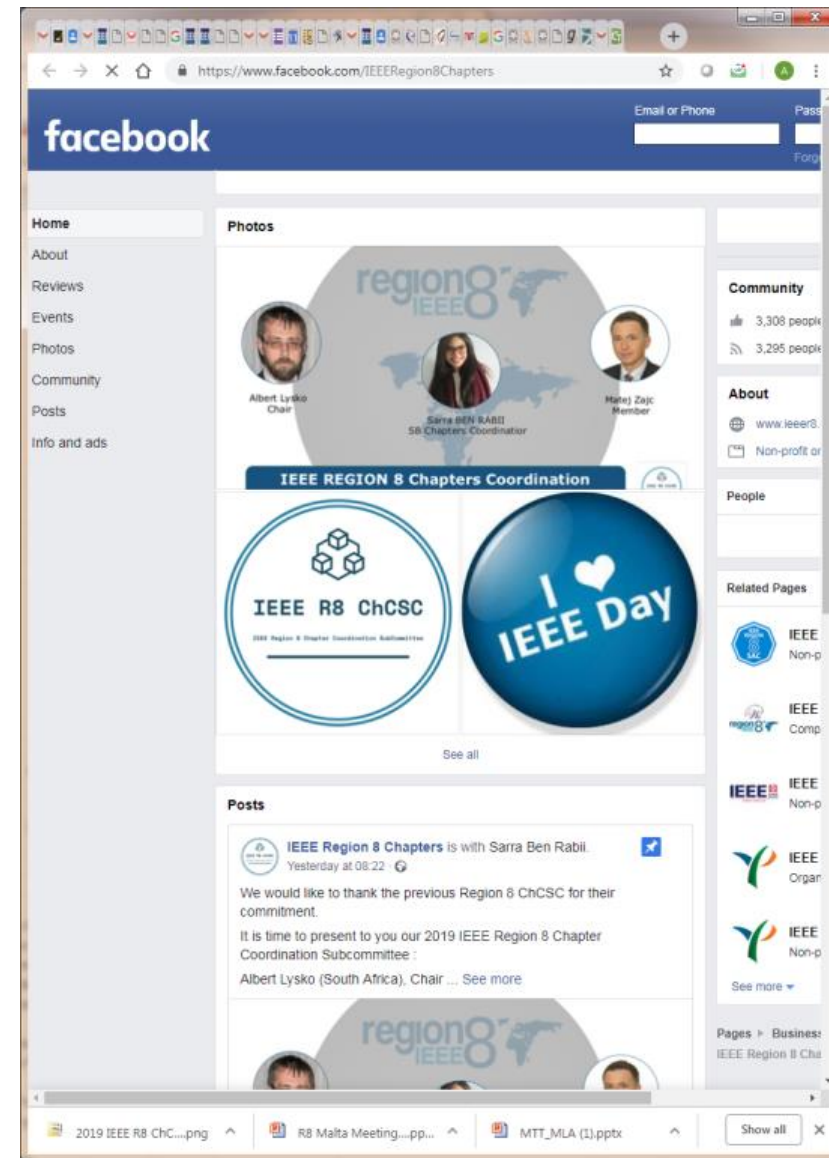
# Chapter Coordination subcommittee – Progress (1)

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



# 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



# Chapter Coordination subcommittee (ChCsC)- Status

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

Source:  
OU Analytics

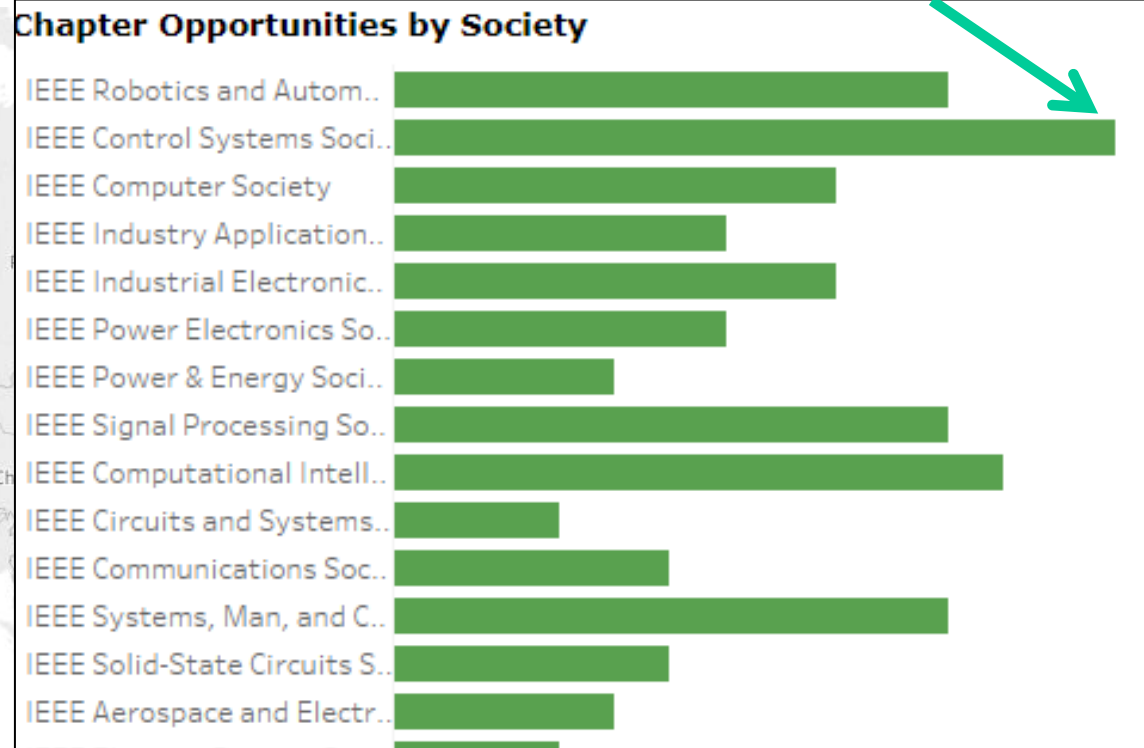
2. →  $60+10 + 592+350 = 1013$  organizational units (OUs)

# Chapter Growth Opportunities are there!

Per SECTION:



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

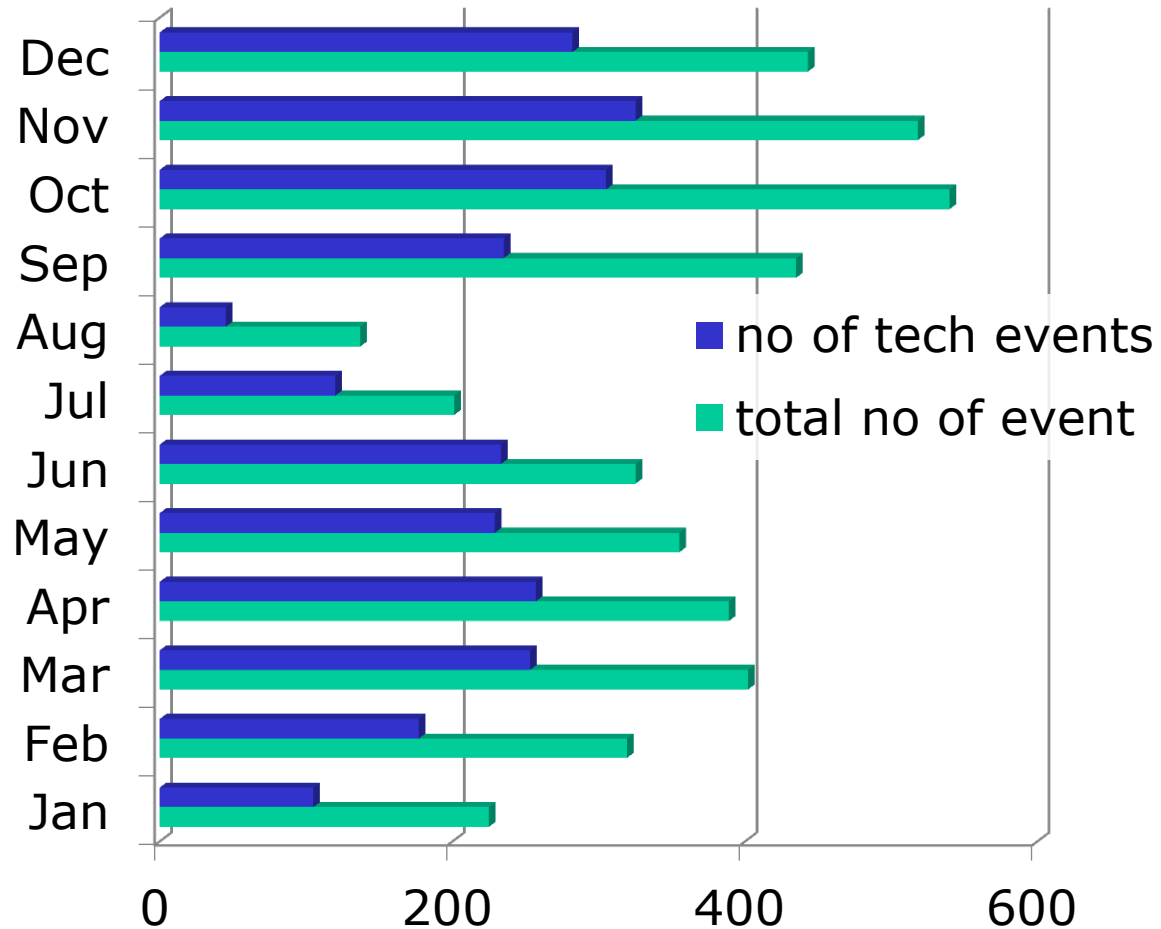


13 880

# Some history - Distribution of events (*per month*) in 2018

In 2018,  
Region 8 had

- 4327 events,  
incl.  
2566 technical events



# Top 10 performing Sections in terms of the number of technical events

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



# Top 10 performing OUs in terms of the number of technical events

Source:  
Vtools Events

Section	OU	total no of events	no of tech events	no of attendees	no of IEEE attendees
SERBIA AND MONTENEGRO	C16	44	<b>44</b>	654	269
TURKEY	AP03/MTT17/ED 15/EMC27	27	<b>27</b>	832	204
ITALY	Italy Section Chapter, SEN39	35	<b>22</b>	1228	693
CROATIA	PE31	22	<b>22</b>	907	278
UNITED KINGDOM AND IRELAND	IA34	22	<b>22</b>	654	232
ITALY	GRS29 (CENTRAL)	22	<b>21</b>	965	225
SERBIA AND MONTENEGRO	Nis Univ Of (Jt.ED-015/SSC-037)	24	<b>20</b>	2678	497
UNITED ARAB EMIRATES	C16	23	<b>20</b>	914	521
SERBIA AND MONTENEGRO	Nis Univ Of	22	<b>19</b>	2637	489
CROATIA	IA34	21	<b>19</b>	782	250

# **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

*Usage is explained  
in IEEE Membership  
Development (MD)  
events*

## 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

# Training for Chairs (*new slide*)

## 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

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# 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
- ?
- ?
- ...

# Group Photo

(<5 min)

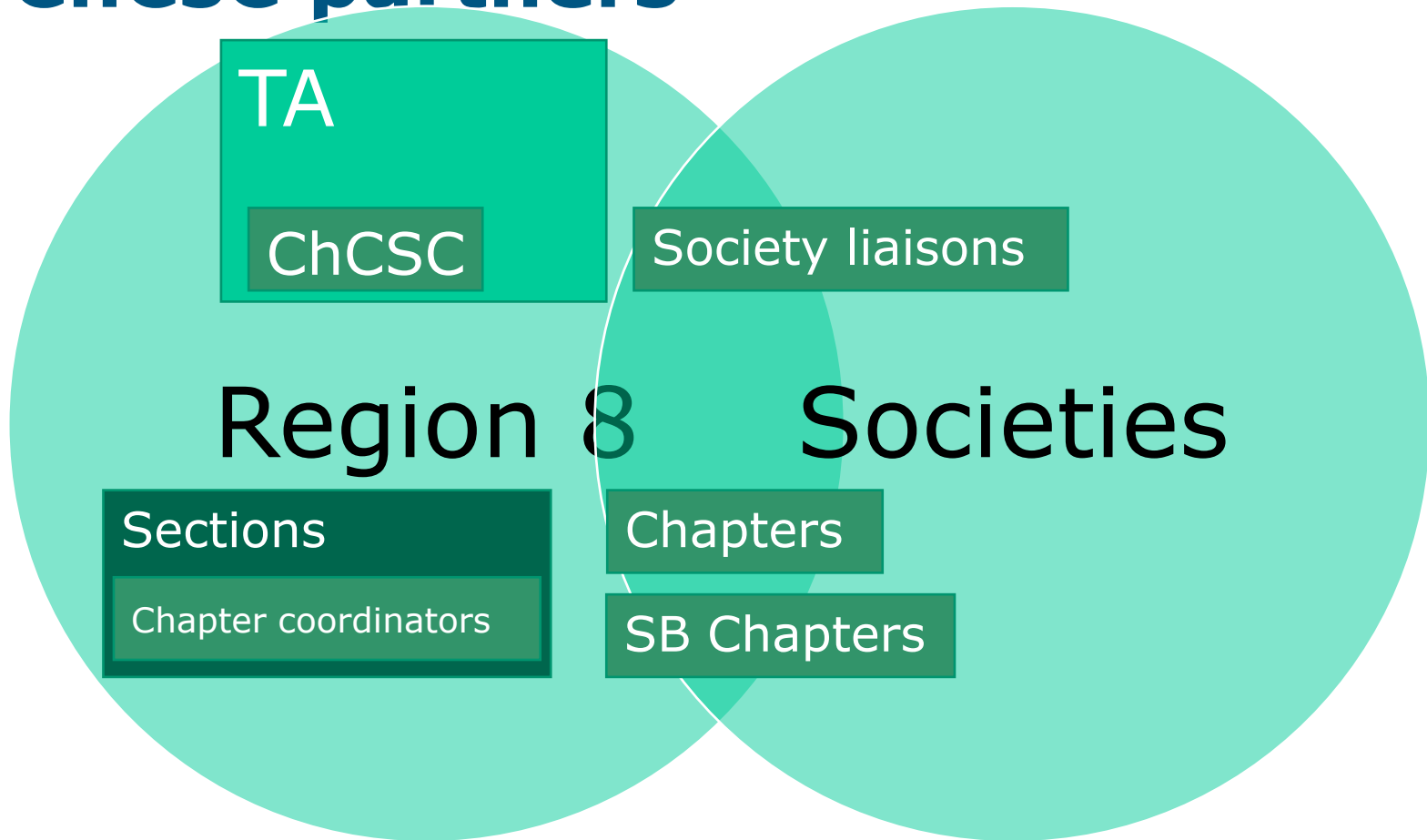
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17:55	00:05	Adjournment	all
18:00	01:00	Malta Section Présentation Malta section chair	

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

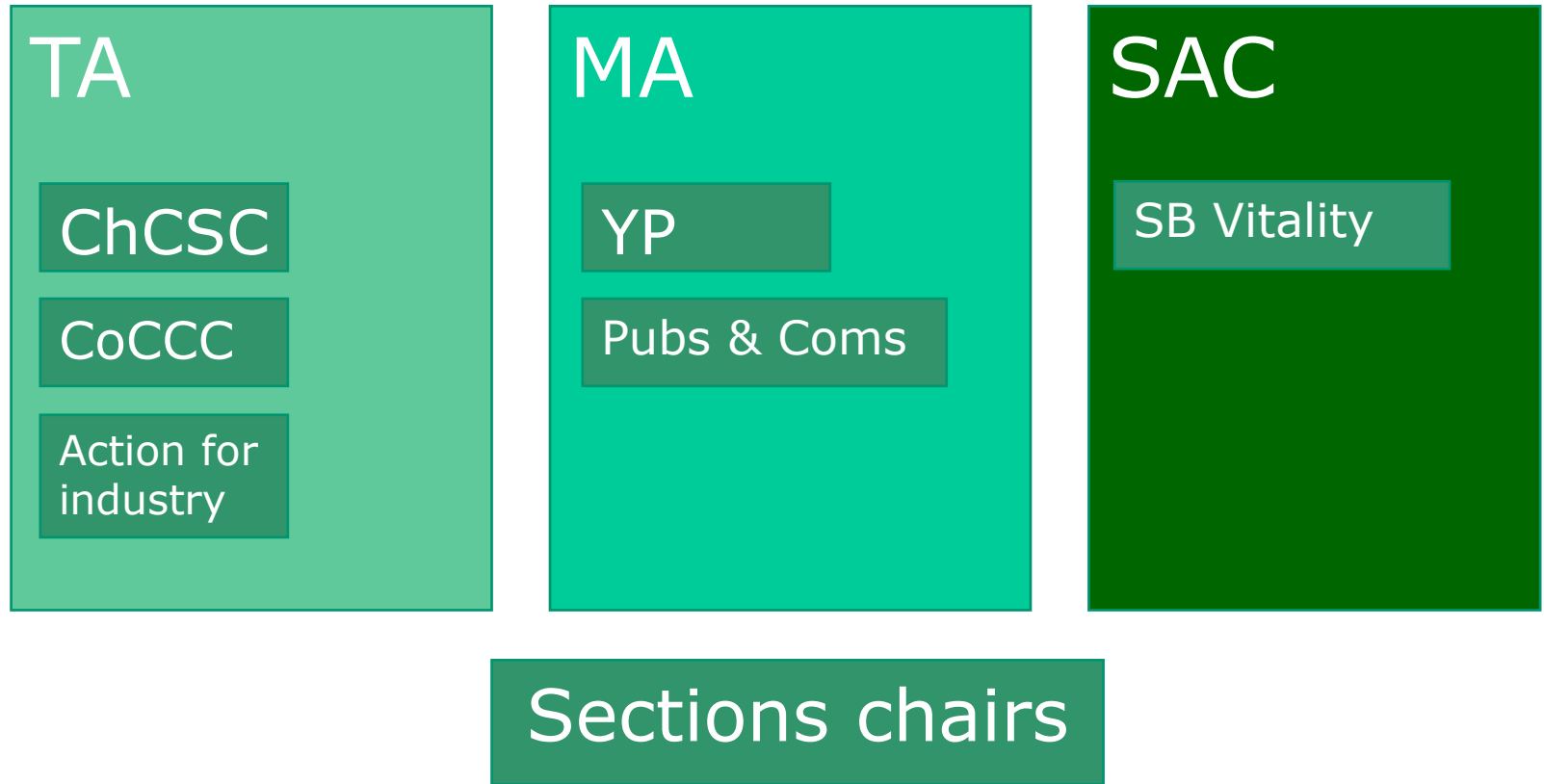
1. What approaches do you think could work for ChCsC, considering needing to work with 600+350 chapters and 60 Sections in R8 and 39 Societies and 7 technical Councils?
2. How many times do the Societies / Councils contact Chapters/SBCs and what about?
3. Do you have a 1-pager about offers from Society 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



> 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)

<b>16:50</b>	<b>00:15</b>	<b>Daniel Pasquet, Chapter Advisor: IEEE MTT-S</b>
<b>17:05</b>	<b>00:15</b>	<b>Lluís F. Marsal, Chair: IEEE Electron Devices Society</b>
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# Summary and Discussions (<5 min)

- ?
- TBC witin 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***

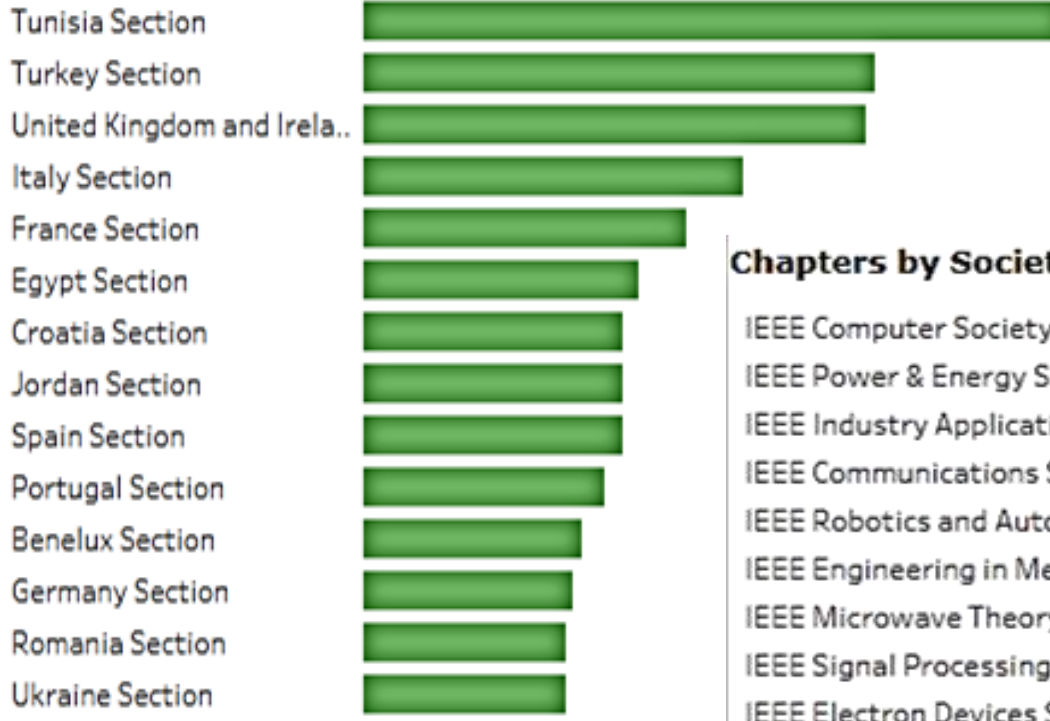


# Extra Slides

# Largest number of Chapters per Section and per Society

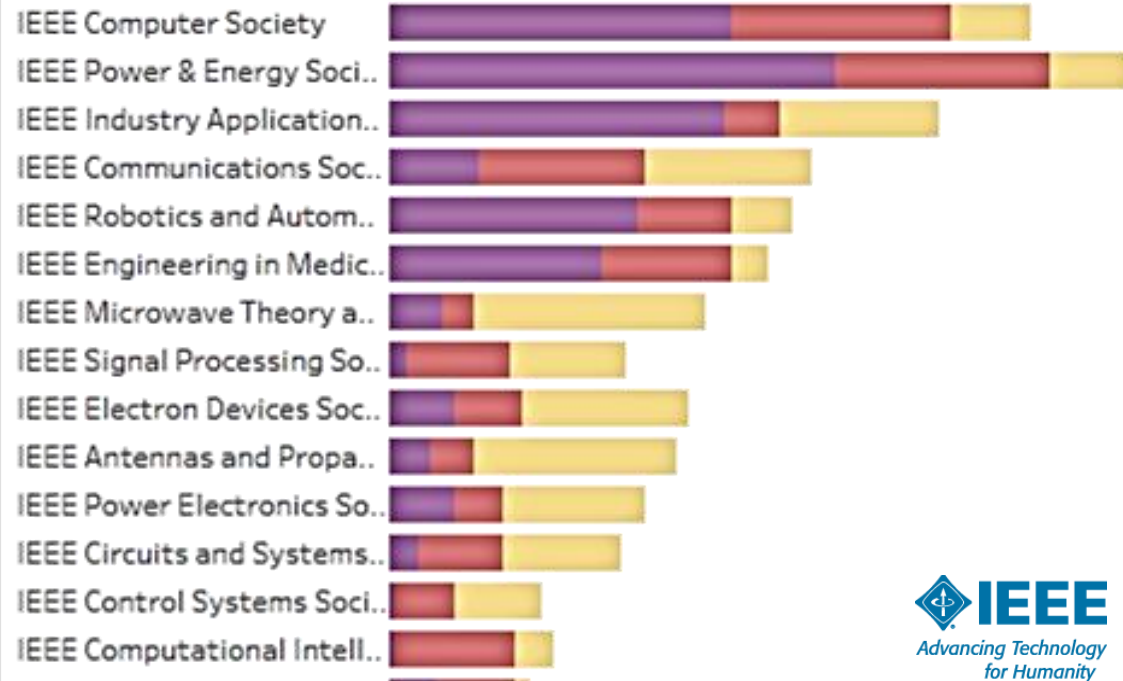
## Chapters by Section

86 chapters



PES:  
 73 SB Chapters  
 35 Chapters  
 13 Jt. Chapters

## Chapters by Society / Technical Council



# Largest memberships per Chapter

1095 members

