

## Secretary

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### Goals

- Assisting Director;
- Use of collaborative and efficient tools that contribute to a greater involvement and an effective communication;
- Propose new initiatives for agile coordination of activities to build a closer cooperation between R8 Committees, OU's and with national/international organizations intending the IEEE mission accomplishment;
- Stimulate the cultural diversity of Region and to create a fruitful platform for the ideas, good practices and experiences exchanging, that should lead to innovation, rejuvenation and specially the visibility improvement of R8 activities;
- Contribute to the R8 meetings dynamics with timely, quality information and collaborative agendas contributing to its effective and productive results;
- Find new ways and reinforce the use of collaborative tools to support the activities.

### Status

Support to R8 Director, OpCom and all the SC and members and related activities: New Volunteer Workshop; R8 Section chairs meeting; SubCommittee Meeting; Sections Congress.

The Online IEEE 115th Region 8 committee meeting organization, 7 & 14 November 2020, and all the related procedures are undergoing. Secretary team is actively involved to ensure all the conditions to a very rich and productive meeting.

### Outlook

Most of the efforts were focused in identifying the weak points and the improvement aspects on the R8 committee meetings organization, planning activities and in optimizing coordination and communication to increase the satisfaction of all the members of Region 8 Committee (Section representatives, Operating Committee, Appointed Members) and its OU's on their activities.

### Points of Concern

- Effects of pandemic on the meetings/events/activities organization.
- Challenges for the next virtual meeting: Election process and Awards ceremony.

### Other Issues to report