Electronic Communications Coordinators

Basic Information

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IEEE Region 8

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Hi from the Electronic Communications Coordinators 2021

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IEEE R8 ECC I

2. Main Objective
   ▶ The Region 8 Electronic Communication Coordinator’s job is to facilitate communication, both between members of the Region 8 Committee and between this committee and present or future IEEE members.

3. What is involved
   ▶ Supporting technically and administratively the committee meetings.
   ▶ Performing content updates to our web server.
   ▶ Managing access rights to the various systems we administrate.
   ▶ Performing security and other feature updates to our web server.
   ▶ Maintaining and updating our mailing distribution lists.
   ▶ Creating new OU’s websites at our web server and supporting their initial steps.
   ▶ Supporting the chairs and appointed members during online meetings.
Creating custom pages at our website to perform custom functionalities (e.g., the COVID-19 events and activities registration forms).

Performing bug fixes caused by updates to our web server.

Investigating new technologies.

Developing tools as needed (e.g., the on-screen timer adopted by IEEE and is used at the board of directors it was developed by us by our own initiative).

4. How it adds value to the Region

We have multiple websites with minimum downtime / mailing lists with minimum spam / social media accounts / custom services / smoother meetings.

5. Process of obtaining content/information & Publishing

Via email from the OpCom.

The various sub-committees of the Region have access on their own parts of the website to post their own content.

6. Process of content review and validation
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- Content coming from the OpCom is read and slightly processed to remove typos, fix broken links etc.
- Each sub-committee is in charge of validating its own content.

7. Frequency of updates/publications
   - There is no standard schedule.
   - There is excessive work around New Year and the committee meetings.

8. High level tasks involved
   - Supporting the R8 committee meetings.
   - Maintaining and updating R8 websites.
   - Maintaining and updating R8 web server.
   - Maintaining and updating R8 mailing lists.
   - Creating mobile applications for certain R8 needs.
   - Maintaining R8 private cloud storage and accounts.
   - Producing technical solutions to Ad-Hoc issues.
   - Investigate Cyber-Security issues, as we are getting targeted more each day.
9. Website Statistics

**Figure:** Visitor statistics as seen in Google Analytics
The variation between the two statistics is expected due to the methods that both pages collect data.
A **complex** attack is when a visitor makes a request to the site that is specifically crafted to exploit the site or find a vulnerability they can later exploit. **Brute force** attacks are username/password-guessing attempts. The **blocklist** is the number of times an IP has been preemptively blocked from accessing the site altogether.
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