



Sections Vitality and Development Sub Committee (SVD SC)

Matej Zajc

SVD 2021 team

Sections Vitality and Development Sub Committee (SVD SC) – 2021 team

Chair

Matej Zajc (Slovenia)

Members

Donia Amami (Tunisia)

Philippa Ngaju (Uganda)

Corresponding member

Andreas Koltes (Germany)

Corresponding members - Sub-section chairs

Bokamoso Basutli (Botswana)

Hamadou Tall (Burkina Faso)

Ikechi Ukaegbu (Kazakhstan)

Umesh Neelakantan (Liberia)

Mona Demaidi (Palestine)

Sharief F. Babiker, Fay Majid Ahmed Elhassan
(Sudan)

Zaipuna O. Yonah (Tanzania)

Ammar Thabit Zahary (Yemen)



Mission and activities

The goal of SVD SC is to have vital sections and subsections serving their members. That means successful operation, timely reporting (officers, meetings, financials) to receive their rebates, retaining and recruiting members, training new volunteers and holding elections on time by taking care about the period of service following the rules in the MGA Operations Manual.

Regarding section financial reporting, the goal is to achieve 100% submission rate before the reporting deadline and to encourage GEO units to qualify for the 10% rebate bonus.

An important goal is focus on subsections having Region 8 as their parent to help them to connect with Region 8, to increase membership, run activities and perform reporting to receive the rebate and after years of successful operation to become sections. We also monitor countries with no IEEE units but with potential to start a subsection.

Continue activities related to completion of legal status for the remaining sections in Region 8.

Region 8 in numbers

Council:	1
Sections:	59
Subsections:	10
Chapters:	625
Affinity Groups:	107
Student Branches:	683
Student Affinity Groups:	157
Student Branch Chapters:	439



Progress against goals

Section elections

At the end of the year 2020 a total of 27 sections and 5 subsections were required to elect or re-elect their leadership. SVD contacted sections/sub-sections at the end of the summer and provided guidelines. In most cases, elections were successfully completed on time and results reported in vTools Officer Reporting. SVD is in contact with sections that have not yet completed the process, which are late mainly related to the current pandemic situation. SVD team is actively involved in resolving open issues.

At this point we would also like to remind sections and subsections that will need elections at the end of 2021 for the term 2022-2023 to start the process early. We would like to advise them to organize elections in their section well before the current officers' term end date. The term start date for elected officers should be 1 January and the term end date for current officers should be 31 December. Having early election would enable the incoming team to learn about the operation before the term start date, which typically makes the transition easier. It is a good practice to complete the election process by mid November.

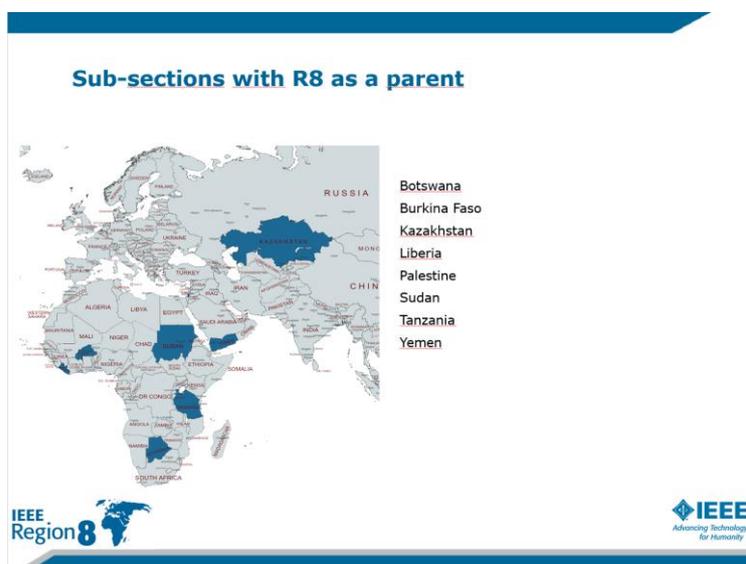
Section reporting

Timely submission of reports is a condition for a section to qualify for a Section Rebate. In particular, each section has to:

1. Submit financial reporting through NetSuite,
2. Confirm that there are active Executive Committee Officers via vTools, and
3. Report at least 5 events from the prior year via vTools.

The deadline for the financial reports was on 28th February. At the time of this writing, 22 sections have fully completed the financial reporting process of which 21 Sections will receive the 10% bonus on top of the rebate. 11 sections have been contacted by HQ staff to supply further information required and 13 Sections are known to be waiting to have their financial data reviewed by HQ staff. Unfortunately, 9 Sections either have not submitted any data or have not provided feedback, so their financial reporting status is currently unknown. For 4 sections, there is a special reporting arrangement due to legal conditions related to their respective countries. As the reporting process is still active we will present updated information at the Committee meeting. This is a short summary of section reporting. Full report is prepared as a separate document by Andreas Koltes.

Focus on sub-sections



To help subsection in their efforts to start IEEE activities chairs from 8 sub-sections are now corresponding members of the SVD team for easier communication and sharing experiences and potential problems they might be facing. An important goal to help subsections increase membership, run activities and perform reporting to receive the rebate with the goal of achieving successful operation.

On 1.3.2021 an extended SVD meeting was held with 5 out of 8 sub-sections chairs and representatives attending. In the meeting we discussed activities for subsection development, collaboration with neighboring sections and potentials for R8 support. We have also discussed R8 guideline for section and subsection formation and analyzed the potentials for current subsections becoming sections in the future.

Guideline for the formation of a Subsection/Section

- In IEEE Region 8 there are currently
 - 59 Sections
 - 8 Subsections (Region 8 as a parent)
 - 2 Subsections (Sections as a parent)
- According to the Region 8 Bylaws, the establishment of Subsections and Sections must be approved by the R8 Committee
 - appropriate justification for the long-term sustainability of the proposed unit must be provided
- The formation of a Section or a Subsection needs to be first assessed by SVD
 - The organizers need to contact the SVD chair and inform of their intention to form a Section or a Subsection providing also the required information



Section vitality self-assessment

On 9.3.2021 IEEE MGA (Nichole Farmer) provided 2020 Section Vitality Self-Assessment result reports. The enhanced final reports include Section membership and meeting activity data. The report now also recommends CLE courses that will support specific Performance indicators where the Sections scored lower.

Each Section Excom will receive their report reflecting how they responded to the 2020 Self-Assessment. It is recommended that sections use this information to aid in the development of a planning strategy. They will be instructed to contact the Region Vitality Coordinators directly if they have any questions.

The Region Vitality Coordinator will also have access to each sections report, which can be used as an active tool as you support each Section in your region.

Points of concern

Section vitality greatly depends on vitality of each OU in a section. Therefore, it is important that section chairs with their teams continuously communicate with sections' OUs and assist them in organizing activities, serving members and reporting.

- **Section elections:** At the end of year 2021 elections need to be organized in 30 sections. Chairs whose term ends at the end of this year are advised to look for new chairs and other committee members. All positions should be elected, preferably with more than one candidate for each position. As officers start date should be 1 January it is important to organize elections on time, well before the end date for current officers. It is advised that elections are organized in summer/autumn period to ensure an adequate transition period and opportunities for training of new volunteers. For Region 8 it is important that all sections follow the officers start date 1 January.
- **Financial reporting:** In the past Region 8 was amongst top performing regions in IEEE in that respect. However, this year we are facing difficulties, reported by Andreas Koltes, as more sections seem to be missing the goal. As the reporting process is still active we will present more information at the Committee meeting. For 2021, do motivate your teams to organize and report events during the year.

Proposal for improvements

Here are some points what can be done to improve section vitality?

1. Be familiar with the use of the IEEE OU Analytics and v-Tools and with the status for your Section.
2. Form new chapters, student branch chapters, affinity groups and student branches based on available for your Section.
3. Be familiar with the MGA Operations Manual (Section 9), the Geographic Unit Rebate Schedule, Requirements and Procedures (MGA Operations Manual - Section 9.0.E).
4. Facilitate communication and cooperation between OUs in your section, propose actions to help struggling OUs.
5. Maintain Section website including all organizational units (chapters, affinity groups, student branches) always up to date.
6. Continuously look for active members to become volunteers.
7. Start with election activities early and encourage volunteers to run for positions for next elections.
8. Organize elections on time, well before the serving end date of current officers. When doing so you will ensure an adequate transition period. Officers start date should be 1 January.
9. Prepare a Program of activities for the calendar year. Start new initiatives.
10. Have a chapter and affinity group coordinator in your Section and keep a vigilant eye on the activity of chapters and affinity groups during the year. Guide and help chapters and affinity groups and organize a yearly meeting/workshop with chapter and affinity group officers.



Section Financial Reporting

Andreas Koltes

Overview

In order to ensure successful unit operation, the IEEE Member and Geographic Activities (MGA) sub-organization requires all sections to annually submit reports of their officers, events and financial operations during the past year. Timely submission of these reports is a condition for a Section to qualify for a Section Rebate. In particular, in order to be eligible for the annual rebate, each Section has to

1. Submit financial reporting through NetSuite,
2. Confirm that there are active Executive Committee Officers via vTools, and
3. Report at least 5 events from the prior year via vTools.

Sections not fulfilling these reporting requirements are automatically placed on probation and lose their rebate for the current year. At the same time, Sections completing their reports early by the third Friday of February receive a 10% bonus payment on top of their base rebate payment.

The Sections Vitality and Development Subcommittee (SVD) supports the Sections in Region 8 in resolving any problems that might arise in conjunction with the annual reporting process. In addition, we supply advice to newly beginning Section Treasurers and other Section Officers to facilitate successful Section operation. This process is supported by the Finance Subcommittee supplying a corresponding member to the SVD primarily for this purpose.

Goals

The primary goal is to ensure that all Sections in Region 8 achieve a 100% submission rate for all required Section reports until the respective reporting deadlines. In addition, all Sections are encouraged to qualify for the 10% rebate bonus by submitting their reports early.

Current Status

The SVD is currently monitoring the reporting status of 59 Sections. At the time of this report, 58 Sections completed their officer reporting and 54 Sections submitted sufficient event reports to qualify for the rebate. The final deadline for both reports is on 15th March.

The deadline for the financial reports was on 28th February. However, monitoring their progress has been more difficult this year compared to previous years. Due to the pandemic situation, the review and reconciliation process of the reported accounting data by the finance team in the IEEE HQ has been slowed down considerably. In addition, obtaining feedback directly from some of the Sections has been difficult.

At the time of this writing, 22 Sections have fully completed the financial reporting process of which 21 Sections will receive the 10% bonus on top of the rebate. 11 Sections have been contacted by HQ staff to supply further information required and 13 Sections are known to be waiting to have their financial data reviewed by HQ staff. Unfortunately, 9 Sections either have not submitted any data or have not provided feedback, so their financial reporting status is currently unknown. For 4 Sections, there is a special reporting arrangement due to legal conditions related to their respective countries.

Over the course of this year's reporting process, we individually contacted 46 Sections and were able to support several Section committees with the reporting process. Unfortunately, in some cases it has been difficult to get in touch with some of the Sections. We realize that the administrative workload required by the IEEE during this time of the year is substantial. However, we kindly ask Section officers to supply the SVD and HQ staff with information and reports required during the process. This in turn enables us to efficiently provide assistance to all Sections.

Future Plans

In order to facilitate the reporting process in future years, we plan to assemble a Region 8 specific guideline covering the reporting process and make it available on the website. This will make it easier for new Section officers to get a working understanding of the reporting required by the Sections.