Secretary   Ljupco Karadzinov

Goals

The job of the Secretary and his team are the administrative matters of the IEEE Region 8 and the support of the Director, the OpCom, the R8 Committee and its Subcommittees, and in particular:

- Organization of all arrangements for the R8 Committee and R8 OpCom meetings, including recruiting next host Sections and sites for the face-to-face meetings, planning all necessary preparation activities, distribution the invitation, agenda, registration instructions and visas invitations;
- Preparation of the meeting minutes, maintaining list of decisions, action items, as well as their subsequent archiving and availability;
- Support Section and other geographic units officers to meet the needs of all members depending on their local specifics and differences;
- Accept and carry tasks and responsibilities as are assigned by the R8 Director.

OpCom monthly WebEx meetings

To support the work of the OpCom monthly virtual meetings the following tasks have been done:

- Shared OpCom Google Drive 2021 folder organized in hierarchy of folders structure to make document sharing easier, e.g. OpCom meetings, R8C meetings, officer's folders, document folder, contacts folder.
- Instructions for use of the R8 OpCom Google Drive created and shared with OpCom members.
- New OpCom meetings structure and agenda was created, following the ideas and instructions given by the Director. The shared folders and reports submitted in advance allow for short time for reporting by OpCom members, and the rest of the meeting time to be used for action/discussion items about new initiatives and projects that need decisions.
- Task List created that contains a list of actions/things that have to be done with deadlines and the assigned person, and is reviewed at the beginning of every meeting.
- Decisions and Actions List created that contains a list of all approvals and decisions made.
- The IEEE R8 Roster (https://rosters.ieee.org/home.html) reviewed and updated with the help of the MGA staff, positions not used removed and addition of the missing ones (total of 47 positions).
- R8 Committee Contacts file updated with new elected officers, together with the Section Vitality Coordinator Matej Zajc, as well as the R8 Mailing Lists together with the Electronic Communication Team, George and Maria.
- Google Calendar "R8 OpCom" created that contains information for upcoming OpCom, SC meetings & R8 Events (dates, places/platform, joining links) so other OpCom members will have the opportunity to attend them.
- List of all R8 Awards created to help follow the IEEE hierarchy and rules for new awards proposals by SCs.
- WebEx sessions created for all OpCom and some other SC meetings.
- Minutes of the January, February and march OpCom virtual meeting created.

R8 Committee March meeting series

The 116th R8 Committee (R8C) Meeting Spring 2021 has to be virtual again due to the continuing Covid-19 situation.

- The Section Reporting for R8C meetings was completely revised on initiative of the Director and discussed and approved by the OpCom.
- Printed version of the Agenda Book is not used any more, only electronic version of the reports will be linked to the meeting web page and documents, as is the practice at other global IEEE virtual meetings. This gives the freedom to format reports according to specific needs, include pictures and other relevant information, and upload one or more files, without page limit. Templates in MS Word with the new logo were created for Sections, SCs and OpCom officers.
- To make the reports more useful minimum content was defined by the OpCom for the Sections reports, and specific minimum content for each and every subcommittee (SC).
- Three Google Forms were created for submitting reports: IEEE Region 8 116th Meeting Section Reports, OpCom Member Reports for the 116th IEEE R8C Meeting, Subcommittees Reports for the 116th IEEE R8C Meeting. The forms allowed for up to 5 files to be uploaded.
- The IEEE Agenda Tool was used and with the help of the Director to create the 116th R8 Committee Meeting schedule (https://agd.ieee.org/mpt/Agenda.aspx?eid=17088).
- MGA WebEx sessions (total of 23) were created for the for the Subcommittees open Preliminary Meetings 15–19 March 2021, 16:00–19:00h CET. Agenda created with meetings information and WebEx join links.
- Communication with the IEEE staff WebEx Logistics arranged for the Saturday and Sunday main meetings 16:00-20:00 with help by the Director.
- Created Google Form for R8 Quiz with 20 questions, each having four option answers, defined by the OpCom.
- Created Google Form for the Preliminary Meetings evaluation with 5 questions.
- Created Google Form for the Voting Members Registration needed to have information is the Chair representing the Section or he will appoint an alternate with power to vote. For the Roll Call a clear face photo was requested during registration.

Outlook

The Secretary and its team hope that the next Autumn 2021 Region 8 Committee meeting will be face-to-face as the vaccination is taking pace and Covid-19 pandemic is expected to end or ease. Also, relation of the Region 8 and the Vienna Office shall be improved.

Points of Concern

– Covid-19 pandemic effects on the Region 8 meetings/events/activities.
– Many Sections who have elections and new leadership fail to inform IEEE through vTools officer reporting tool.
– In some Sections, the officers' term does not end by year end. This is causing some complications.
– Sections are not submitting their reports for the R8 meeting on time. More than 42% of the reports for the Spring 2021 meeting were submitted after the reporting deadline of 10 March 2021.
– There were minor issues concerning not using IEEE-Gmail accounts, that were resolved on case by case basis.
– Assistant Secretary not appointed yet due to not having extra activities and work related to the face-to-face meetings and printed Agenda Book.

Other Issues to report

I would like to express gratitude to the Director Antonio Luque for his enormous help and shared experience in assuming Secretary duties and support in all tasks performed. Also my appreciation for the introduction to Secretary duties and smooth transition to the Past Secretary Ana Maria Madureira and for the help by our R8 Electronic Communications Team Γιώργος Μιχαήλ and Maria Efthymiou.