

Sections Vitality and Development Sub Committee (SVD SC)**Matej Zajc****SVD 2022 team**

Chair (Region Vitality Coordinator):
Matej Zajc (Slovenia)

Members:
Sanja Lazarova-Molnar (Denmark)
Ana Madureira (Portugal)

Corresponding members:
Andreas Koltes (Germany)
Ahmed Hassan (Egypt)

Bokamoso Basutli (Botswana Sub Section Chair)
Hamadoun Tall (Burkina Faso Sub Section Chair)
Ikechi Ukaegbu (Kazakhstan Sub Section Chair)
Umesh Neelakantan (Liberia Sub Section Chair)
Nasar Aldian Ambark Shashoa (Libya Sub Section Chair)
Mona Demaidi (Palestine Sub Section Chair)
Sharief Babiker (Sudan Sub Section Chair)
Dennis Nestory Mwithusa (Tanzania Sub Section Chair)
Ammar Thabit Zahary (Yemen Sub Section Chair)

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, and 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.

Progress against goals**Section elections**

At the end of the year 2021 a total of 31 sections and 3 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.

At this point we would also like to remind sections and subsections that will need elections at the end of 2022 for the term 2023-2025 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.

Sections that need elections for 2023-2024 term – elections next fall: Austria, Bahrain, Benelux, Bosnia and Herzegovina, Bulgaria, Croatia, Czechoslovakia, Denmark, Estonia, Germany, Hungary, Iceland, Iran, Iraq, Italy, Lebanon, Lithuania,

Malta, Mauritius, Romania, Russia, Russia (Northwest), Serbia and Montenegro, Sweden, Switzerland, Tunisia, United Arab Emirates, Zambia. Activities related with sections are led by Ana Madureira.

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

Sub-sections with R8 as a parent

Corresponding members - Sub-section chairs

Bokamoso Basutli (Botswana)
Hamadou Tall (Burkina Faso)
Ikechi Ukaegbu (Kazakhstan)
Umesh Neelakantan (Liberia)
Nasar Aldian Ambarck Shashoa (Libya)
Mona Demaldi (Palestine)
Sharief F. Babiker, Fay Majid Ahmed Elhassan (Sudan)
Dennis Nestory Mwigusa (Tanzania)
Ammar Thabit Zahary (Yemen)

Guests

Sudhir Routray (Ethiopia)
Samantha Niyoyita (Rwanda)



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 8. 3. 2022 an extended SVD meeting was held with 3 out of 8 sub-sections chairs and representatives attending as well as Ethiopia petitioner, as a guest. 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.

Some subsections are having problems with membership retention. SVD will monitor and try to help develop membership by increasing the events in 2022. SVD is connecting subsection with neighboring sections to organize common events. This activity is led by Ahmed Hassan, organizing Student Branch Congress in North Africa, bringing together Egypt, Libya, Tanzania and Sudan.

Section vitality team is also in contact with other countries that do not have an IEEE unit but have a potential to form a subsection in the near future. As Ethiopia has made significant progress in the last years, SVD team has submitted a motion for the formation of Ethiopia Subsection. The activity of monitoring other countries with no IEEE units is led by Sanja Lazarova-Molnar having contacts with countries where membership is in rise, as for example Rwanda.

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. As presented in Autumn R8 meeting, MGA is simplifying the election process and we expect to have more information before the summer. SVD will contact sections and need to have election this Autumn with updated information.

Financial reporting: The reporting period for 2021 has just finished. The activity is led by Andreas Koltjes. Full report on Section reporting is submitted separately. The MGA finance team finished reconciliation of all bank accounts now and is about to close the accounting period for the 2021 reporting. In our region, 56 out of 59 sections have completed the financial reporting. Out of these, at least 49 sections will receive the 10% bonus for early reporting despite the additional challenges caused by the ongoing NextGen transition. Compared to previous years, more sections reported difficulties with the altered reporting process. Sections that had problems reporting are motivated to reach out for help now and get ready for the next year reporting.

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 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,
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 Committee (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 Committee 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. The financial reporting process has been made more difficult this year due to the transition to the new NextGen finance system. As the transition is still ongoing, all financial reporting had to be completed using spreadsheet based data templates supplied to the Sections by MGA staff.

At the time of this writing, reconciliation of financial data is mostly complete. 56 Sections have fully completed the financial reporting process of which 49 Sections will receive the 10% bonus on top of the rebate. Compared to last year, a larger number of Sections reported difficulties with the upload templates or the compliance portal.

Over the course of this year's reporting process, we individually were in touch with 38 Sections and were able to support several Section committees with the reporting process. Based on the interactions with the Sections in 2021, we assembled a Region 8 specific reporting guideline that is available on the Region 8 website. We will update this guideline with additional information after this year's reporting season.

At the time of this report, 58 Sections completed their officer reporting. The results of the event reporting are still pending. The final deadline for both reports was on 15th March.