

**118th IEEE Region 8 Committee Meeting**  
**Hybrid, 1<sup>st</sup> – 2<sup>nd</sup> April 2022**

Warsaw Marriot Hotel, Warsaw, Poland and WebEx

**Appendixes to the Unapproved Minutes of the Meeting**  
**Motions full text**

Agenda point 5. Approval of the consent agenda (Luque)

SUBJECT: Correction to the operating agreement for the RTSI conference series

SUBJECT: Affirmation of the 2022 budget approved electronically

SUBJECT: Approval of appointed non-voting members of the 2022 Region 8 Committee

Agenda point 30. Vice Chair Technical Activities report (Nagy)

SUBJECT: Approval of R8 portfolio conference - HISTELCON 2023

SUBJECT: Approval of R8 flagship conference - ENERGYCON 2024

SUBJECT: Approval of R8 flagship conference - MELECON 2024

Agenda point 31. Vice Chair Student Activities report (Akar)

SUBJECT: Student Branch of the Year Award Proposal

SUBJECT: Continuation IEEE Student Branch Website Contest at R8

Agenda point 33. Entrepreneurship initiative (Barros / El Jamal)

SUBJECT: New initiative on Entrepreneurship

Agenda point 34. Formation of Ethiopia Subsection (Salazar-Palma)

SUBJECT: Approval of Ethiopia Subsection

Agenda point 36. Bylaws and Operations Manual (Salazar-Palma)

SUBJECT: Region 8 Bylaws proposal (changes highlighted)

SUBJECT: Region 8 Operations Manual proposal (changes highlighted)

## **ACTION**

**M- 1 of 2**

TO: IEEE Region 8 Committee, April 2022

FROM: Peter Nagy, Vice Chair Technical Activities  
Habib Kammoun, Chair Conference Coordination Subcommittee

SUBJECT: Correction to the operating agreement for the RTSI conference series

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## **EXECUTIVE SUMMARY**

An operating agreement between Region 8 and Italy Section regarding organization of the RTSI conference series was approved during the 117<sup>th</sup> R8 Committee meeting in November 2021.

A small mistake was detected in the composition of the steering committee and the appropriate correction is proposed to be approved. The steering committee should be structured as follow (as was described in the Appendix A of the signed operating agreement):

### *Functional Structure of RTSI*

The RTSI Committee will consist of the following:

- Steering Committee (SC)
- Conference Organising Committee (OC)

The RTSI **Steering Committee (SC)** is a standing committee formed to guide and ensure the sustainability of RTSI. The SC ensures the RTSI Terms of Reference and Operating Agreement are upheld by overseeing the appointment of the RTSI General Chairs and receiving status updates from the RTSI OC [in order to guide their direction and activities](#).

The SC shall consist of one chair and six members:

- Italy Section chair (SC chair)
- Region 8 representative
- R8 Conference Coordination subcommittee chair
- RTSI current general chair
- RTSI upcoming general chair
- RTSI previous general chair
- RTSI previous general chair

The SC shall formally meet at least four (4) times a year to review the activities of OC and uphold the SC's mandate.

Also, following several discussions with France and UK and Ireland section, it is proposed to reduce the R8 financial share of the 2022 and 2023 RTSI editions to 5% instead of 30%.

## **PROPOSED ACTIONS**

Resolved that the following modifications to the operating agreement between Region 8 and Italy Section regarding the IEEE International Forum on Research and Technology for Society and Industry (RTSI) conference series are approved as presented.

AdditionsDeletions

3. The Region 8 agrees that the Conference Organizing Committee shall have a conference Steering Committee ("SC") chaired by the Italy Section chair and consisting of six members (~~Italy Section chair~~, RTSI general chair of the current edition, RTSI upcoming general chair, general chairs of the last 2 editions, R8 representative, and R8 conference coordinator subcommittee chair).

24. Exceptionally, the Region 8 financial share of the 2022 and 2023 RTSI editions (respectively in France and UK and Ireland Sections) can be between 5% and 30%.

**FINANCIAL IMPLICATIONS**

- Reduce the conference surplus revenue.

**ACTION****M- 1 of 1**

TO: IEEE Region 8 Committee, April 2022  
FROM: Adam Jastrzebski, Region 8 Treasurer  
SUBJECT: Affirmation of the 2022 budget approved electronically

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**EXECUTIVE SUMMARY**

The proposed 2022 Region 8 budget was submitted to the members of the R8 Committee by the Treasurer on 28 January 2022 and the voting members were asked to vote via email by sending a message in case they did not approve the proposal. No disapproval votes were received. This motion seeks affirmation by the Region 8 Committee of the final 2022 budget during a formal meeting.

**PROPOSED ACTION**

RESOLVED that the 2022 Region 8 budget as submitted by the Treasurer and voted by email by the Region 8 Committee is adopted. This adoption includes:

- A 2022 Budget that reflects a \$5,513 surplus.
- 2022 budget expenses of \$1,379,240.
- 2022 budget income of \$686,759 from actual 2022 income, and \$698,004 to be transferred from actual 2021 surplus.

## **ACTION - CONSENT**

**M- 1 of 2**

TO: IEEE Region 8 Committee, April 2022

FROM: Antonio Luque, Region 8 Director

SUBJECT: Approval of appointed non-voting members of the 2022 Region 8 Committee

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### **EXECUTIVE SUMMARY**

MGA Operations Manual 9.1.F.3.b.i states that "Additional committee members and liaison representatives necessary to ensure the effective functioning of the Region Committee may be appointed on a year-to-year basis by the Region Chair subject to the approval of the Region Committee members designated in (9.1.F.3.a.i) and (9.1.F.3.a.ii). These positions may be voting or nonvoting as designated in the Region."

Traditionally, Subcommittee Chairs and other volunteers appointed by the Director or Region Officers are also considered as non-voting members of the R8 Committee and invited to meetings.

Approval by the Region 8 Committee is sought for the 2022 Subcommittee chairs to serve as non-voting members of the R8 Committee.

### **PROPOSED ACTION**

Resolved that the following non-voting members of the 2022 Region 8 Committee be approved.

Action for Industry: John Matogo (Kenya Section)

Chapters: Andrejs Romanovs (Latvia Section)

Conferences: Habib Kammoun (Tunisia Section)

Humanitarian Activities: Abdulateef Aliyu (Nigeria Section)

Membership Development: Mike Hinchey (UK & Ireland Section)

Professional and Educational Activities: Conrad Attard (Malta Section)

Region 8 News: Vinko Lesic (Croatia Section)

Standards Coordinator: Tuncer Baykas (Turkey Section)

Student Representative: Theodoros Chatzinikolaou (Greece Section)

Women in Engineering: Maria Alexandra Paun (Switzerland Section)

## **ACTION - CONSENT**

**M- 2 of 2**

Young Professionals: Almedin Kavaz (Germany Section)  
Africa Council Chair: Adel Alimi (Tunisia Section)  
Careers New Initiative: Mohamed Amin (Egypt Section)  
Diversity, Equity and Inclusion: Mona Ghassemian (UK & Ireland Section)  
Electronic Communications: George Michael (Cyprus Section)  
Electronic Communications Assistant: Maria Efthymiou (Cyprus Section)  
History Activities: Martin Bastiaans (Benelux Section)  
Life Members: Peter Magyar (Germany Section)  
New Student Contests Initiative: Lee Crudgington (UK & Ireland Section)  
Publications and Communications: Adeel Sultan (United Arab Emirates Section)  
Region 8 Today: Hazar Oklah (Jordan Section)  
Region Vitality Coordinator: Matej Zajc (Slovenia Section)  
Sections Congress Coordinator: Costas Stasopoulos (Cyprus Section)  
Congress (SYP/xSYP) Coordinator: Barbara Vujkov (Serbia Section)  
Social Media: Mohamed Hussain Babae (Portugal Section)  
Voluntary Contribution Fund: Andreas Koltes (Germany Section)

**ACTION**

**M- 1 of 2**

TO: IEEE Region 8 Committee, March 2022

FROM: Peter Nagy, Vice Chair Technical Activities  
Habib Kammoun, Chair Conference Coordination Subcommittee

SUBJECT: Approval of R8 portfolio conference - HISTELCON 2023

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**EXECUTIVE SUMMARY**

HISTELCON (History of Telecommunications Conference) is an IEEE Region 8 portfolio bi-annual conference organized in one of the Region 8 Sections/Subsections.

HISTELCON aims to increase the understanding of the origins and of the early developments of electrical technologies - in particular of telecommunications. Original and innovative contributions are invited in areas including, but not restricted to:

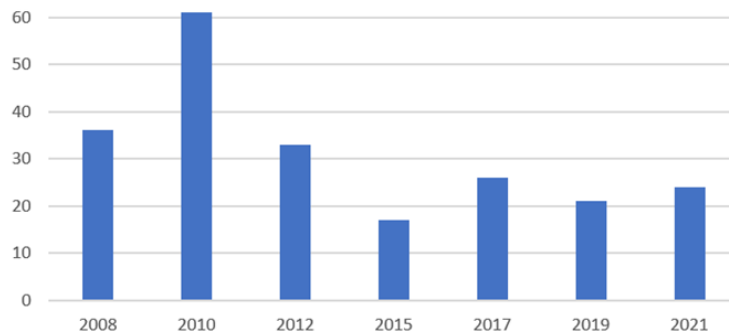
- Origins and early developments of electro-technologies
- Milestones in different fields of electro-technology, both early and modern
- Scientists and Technologists involved in the above
- Museum items and educational methods illustrating the above

The purpose of this conference is to serve as a catalyst for the technical exchange between researchers and practitioners in the telecommunications field. The technical program includes plenary sessions and regular technical sessions.

Previous editions:

- 2008: France
- 2010: Spain
- 2012: Italy
- 2015: Israel
- 2017: Japan (R10)
- 2019: Scotland
- 2021: Russia

**Statistics of HISTELCON (Number of published papers):**



Bids to organize 2023 HISTELCON were received and evaluated by the Conference Coordination Subcommittee on April 1st, 2022. After detailed analysis and deep discussions, the Conference Coordination Subcommittee made the decision to select the **Italy Section to host in Florence the 2023 HISTELCON** as the best submitted proposal that fits with the objectives and the strategy of the R8.

Approval for organizing the 2023 HISTELCON conference in Florence, Italy is sought from the Committee.

**PROPOSED ACTION**

Resolved that the organization of the 2023 HISTELCON is hereby approved as follows:

**Title:** 2023 8th IEEE History of Telecommunications Conference (HISTELCON)

**Dates:** 7-9 September 2023

**Venue:** Antica Canonica di San Giovanni, Florence, Italy

**General co-chairs:** Giuseppe Pelosi, Massimo Guarneri

**Number of participants:** 90 (Hybrid)

**Registration fee:** in person: \$180-\$220 / online: \$90-\$110 (reduced-regular)

**Budget:** \$14,000 incomes, \$11,200 expenses, \$2,800 (25%) surplus

**Region 8 share:** 30% (\$840) of the surplus



**ACTION**

**M- 1 of 3**

TO: IEEE Region 8 Committee, March 2022

FROM: Peter Nagy, Vice Chair Technical Activities  
Habib Kammoun, Chair Conference Coordination Subcommittee

SUBJECT: Approval of R8 flagship conference - ENERGYCON 2024

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**EXECUTIVE SUMMARY**

ENERGYCON (Energy Conference) is an IEEE Region 8 flagship bi-annual conference organized in one of the Region 8 Sections/Subsections.

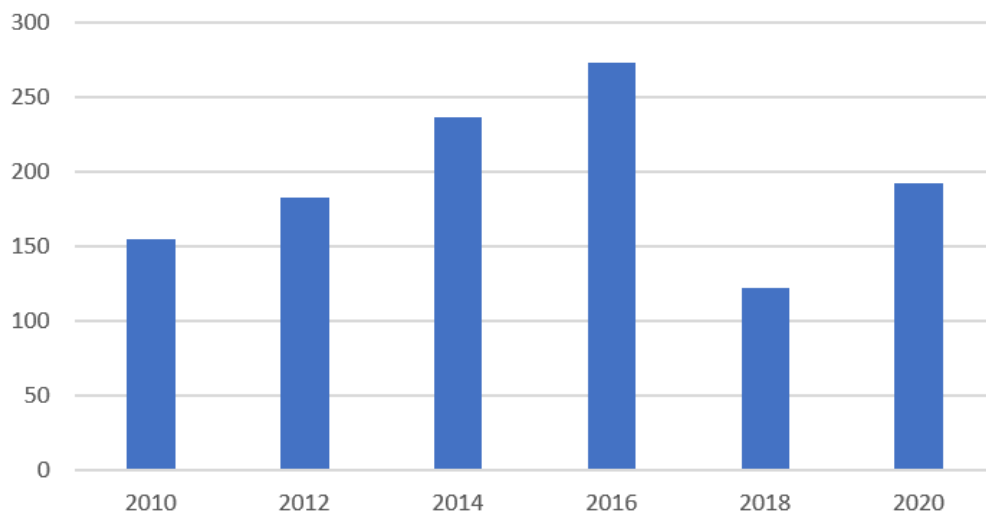
ENERGYCON is an international forum for the exchange of ideas and innovative technologies on Sustainable Generation, Transmission and Distribution, Conversion and Utilization of Electrical Energy. It is also the premier IEEE Region 8 forum for the application of Electronics, Instrumentation, Information and Communication Technology in the Electrical Energy Industry.

The purpose of this conference is to serve as a catalyst for the technical exchange between researchers and practitioners in the energy field. The technical program includes plenary sessions, regular technical sessions, special sessions, poster sessions, and tutorials.

Previous editions:

- 2010: Bahrain
- 2012: Italy
- 2014: Croatia
- 2016: Belgium
- 2018: Cyprus
- 2020: Tunisia
- 2022: Latvia

**Statistics of ENERGYCON (Number of published papers):**



The Conference Coordination Subcommittee sent to the R8 section chairs and R8 members a call for proposals to organize the 2024 R8 flagship conferences.

Bids to organize 2024 ENERGYCON were received and evaluated by the Conference Coordination Subcommittee on March 21st, 2022. After detailed analysis and deep discussions, the Conference Coordination Subcommittee made the decision to select the **Qatar Section to host in Doha the 2024 ENERGYCON** as the best submitted proposal that fits with the objectives and the strategy of the R8.

Approval for organizing the 2024 ENERGYCON conference in Doha, Qatar is sought from the Committee.

**PROPOSED ACTION**

Resolved that the organization of the 2024 ENERGYCON is hereby approved as follows:

- Title:** 2024 8th IEEE Energy Conference (ENERGYCON)
- Dates:** 4-7 March 2024
- Venue:** Qatar University, Doha, Qatar
- General co-chairs:** Ridha Hamila, Nasser Al-Emadi
- Number of participants:** 330
- Registration fee:** \$300-\$500 (reduced-regular)
- Budget:** \$156,500 incomes, \$129,550 expenses, \$26,950 (20.8%) surplus
- Region 8 share:** 30% (\$8,520) of the surplus

**BACKGROUND INFORMATION**



## **ACTION**

**M- 3 of 3**

Qatar bid does show a fairly complete 2024 proposal, and shows:

- Experienced organizing team
- Good involvement of industry members
- Good venue infrastructure
- Airport well connected
- E-visa

Further details in the following documents:

- [R8 Call for bids](#)
- [Qatar's proposal presentation](#)
- [Qatar's proposal details](#)
- [Qatar's budget](#)

**ACTION**

**M- 1 of 3**

TO: IEEE Region 8 Committee, March 2022

FROM: Peter Nagy, Vice Chair Technical Activities  
Habib Kammoun, Chair Conference Coordination Subcommittee

SUBJECT: Approval of R8 flagship conference - MELECON 2024

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**EXECUTIVE SUMMARY**

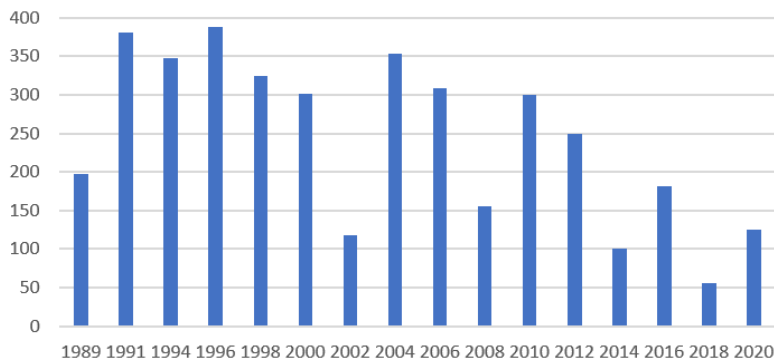
MELECON (Mediterranean Electrotechnical Conference) is an IEEE Region 8 flagship bi-annual conference organized in one of the Mediterranean Sections/Subsections. Topics cover the full area of IEEE, e.g., Communications, Networks, Electronics, Energy, Mobile Computing, Cloud Computing, Software, Engineering, Nanotechnology, and E-learning.

The purpose of this conference is to serve as a catalyst for the technical exchange between researchers and practitioners from different technological fields. The technical program includes plenary sessions, regular technical sessions, special sessions, poster sessions, and tutorials.

Previous editions:

- 1981: Israel
- 1983: Greece
- 1985: Spain
- 1987: Italy
- 1989: Portugal
- 1991: Yugoslavia
- 1994: Turkey
- 1996: Italy
- 1998: Israel
- 2000: Cyprus
- 2002: Egypt
- 2004: Croatia
- 2006: Spain
- 2008: France
- 2010: Malta
- 2012: Tunisia
- 2014: Lebanon
- 2016: Cyprus
- 2018: Morocco
- 2020: Virtual
- 2022: Italy

**Statistics of MELECON (Number of published papers):**



The Conference Coordination Subcommittee sent to the R8 section chairs and R8 members a call for proposals to organize the 2024 R8 flagship conferences.

Bids to organize 2024 MELECON were received and evaluated by the Conference Coordination Subcommittee on March 21st, 2022. After detailed analysis and deep discussions, the Conference Coordination Subcommittee made the decision to select the **Portugal Section to host in Porto the 2024 MELECON** as the best submitted proposal that fits with the objectives and the strategy of the R8.

Approval for organizing the 2024 MELECON conference in Porto, Portugal is sought from the Committee.

### **PROPOSED ACTION**

Resolved that the organization of the 2024 MELECON is hereby approved as follows:

**Title:** 2024 22nd IEEE Mediterranean Electrotechnical Conference (MELECON)

**Dates:** 25-27 June 2024

**Venue:** Polytechnic Institute of Porto, Porto, Portugal

**General co-chairs:** Ana Maria Madureira, Catarina Silva, Rodolfo Oliveira

**Expected Number of participants:** 200

**Registration fee:** \$50-300 (reduced-regular)

**Budget:** \$34,200 incomes, \$28,750 expenses, \$5,450 (19%) surplus

**Region 8 share:** 30% (\$1,635) of the surplus

### **BACKGROUND INFORMATION**



## **ACTION**

**M- 3 of 3**

Portugal bid does show a fairly complete 2024 proposal, and shows:

- Experienced organizing team
- Good involvement of industry members
- Good venue infrastructure
- Section and chapters and societies involved
- Low registration fee

Further details in the following documents:

- [R8 Call for bids](#)
- [Portugal's proposal](#)
- Portugal's budget <[hybrid](#)> <[virtual](#)> <[face to face](#)>

**ACTION****M- 1 of 1**

TO: IEEE Region 8 Committee, April 2022

FROM: Simay Akar, R8 Vice Chair Student Activities

SUBJECT: Student Branch of the Year Award Proposal

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**EXECUTIVE SUMMARY**

Student Branch of the Year Award

This award is to recognize the Student Branches in Region 8 that have conducted exemplary events, workshops, projects and social activities; made outstanding efforts to increase member recruitment and retention; added significant value to the IEEE Students programme; and conducted themselves in a flawless manner which is deemed to exceed all other student branches in the Region. This award will be given to the most exceptional student branches who have applied for the Regional Exemplary Student Branch award, with Gold, Silver and Bronze awards issued to those honorable branches.

**PROPOSED ACTION**

Resolved that R8 Committee preliminarily approves the award Student Branch of the Year Award as presented and that it will be submitted to the MGA ARC for review

**FINANCIAL IMPLICATIONS**

USD 600, already in the approved 2022 budget.

**IMPLEMENTATION**

Award proposal will be reviewed by MGA ARC, presented again to the R8 Committee for approval, and submitted to the MGA Board.

Student branches submitting a nomination for the Exemplary Student Branch Award through the OpenWater platform by 31st March will be automatically considered for the Region 8 Student Branch of the Year Award.

## **ACTION**

**M- 1 of 1**

TO: IEEE Region 8 Committee, April 2022

FROM: Simay Akar, R8 Vice Chair Student Activities

SUBJECT: Continuation IEEE Student Branch Website Contest at R8

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## **EXECUTIVE SUMMARY**

IEEE Student Branch Website Contest is aimed to recognize those student websites that provide information about the activities, latest tech updates, learning opportunities, IEEE Benefits etc. through creative digital efforts aimed to make it easy for students of their student branch to obtain the information. Usually, a website becomes the face of an organization and the main information provider to the interested parties.

The goal of a website contest is to convey information in a manner useful to the reader, similar to the goal in writing a paper. How you convey the information can increase readers' interest as well as their knowledge.

***The IEEE Student Branch Website Contest was dropped out from the SAC Awards program in 2022.***

## **PROPOSED ACTION**

Resolved that R8 Committee preliminarily approves the continuation of IEEE Student Branch Website Contest at R8 level while not being organized by IEEE MGA Student Activities Committee and that it will be submitted to the MGA ARC for review.

## **FINANCIAL IMPLICATIONS**

None.

## **IMPLEMENTATION**

Award proposal will be reviewed by MGA ARC, presented again to the R8 Committee for approval, and submitted to the MGA Board.

- All IEEE Student Branches and Branch chapters are eligible to participate in the IEEE Student Branch Website contest.
- Each Student Branch may enter at most one Website, regardless of the number of Branch chapters or affinity group present.



**ACTION****M- 1 of 4**

TO: IEEE Region 8 Committee, April 2022

FROM: Sara Barros, VC Member Activities  
Rawan El Jamal, Chair Entrepreneurship AdHoc Committee

SUBJECT: New initiative on Entrepreneurship

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**EXECUTIVE SUMMARY**

The annual plan for the 2022 AdHoc committee on Entrepreneurship and the associated budget are presented for approval.

**BACKGROUND INFORMATION**

The 2022 AdHoc committee on Entrepreneurship was created with the charter to develop and run projects that drive innovation and entrepreneurship across Region 8 members. Projects will focus on encouraging entrepreneurship events and activities through the Entrepreneurship Week, creating a competition platform for startups and entrepreneurs through the annual Pitch competition, and providing aspiring entrepreneurs with support through talks and mentorship. The sub-committee will also aim to enable IEEE entrepreneurs beyond the competition phase by creating partnerships with external entities focused on entrepreneurship such as accelerators, incubators and potential investors, as well as provide exposure to entrepreneurship summits. The sub-committee will collaborate closely with other IEEE Region 8 entities, including but not limited to YP, HA, WIE, PEA, AFI, and SAC.,

The plan presented includes the concept and idea, format, pilot program, measurable KPIs, budget, timeline, and required human resources.

The pilot program, which is a continuation of the 2-year work of the Entrepreneurship Initiative, consists of running 3 main programs to enable IEEE members interested in entrepreneurship and aspiring entrepreneurs:

A. An Entrepreneurship Week, which is an annual series of entrepreneurship events, taking place in the 4th quarter of every year, where designated ambassadors of the committee organize local entrepreneurship events and competitions in their sections. This program aims to spread the entrepreneurship and innovation culture across the region and encourage more interested members to join the community.

## **ACTION**

**M- 2 of 4**

B. Regional Pitch Competition, celebrating the top competing startups from local entrepreneurship events, and allowing them to get exposure to a regional panel of judges and investors, with the aim to win a sponsorship to pitch at an IEEE or non IEEE conference.

C. Mentorship and talks to support members, and bring them into a network of entrepreneurs, founders, investors and experts in the region.

Our objective is to spread knowledge about entrepreneurship and innovation in the region, and encourage members to pursue an entrepreneurship path and contribute to the community. This goal will be measured with the following KPIs:

- Number of ambassadors engaged in the Entrepreneurship Week 2022
- Share of new countries / sections participating in the Entrepreneurship Week 2022 vs previous editions
- Share of countries participating in Entrepreneurship Week 2022 coming from areas in Region 8 (i.e., covering Europe, ME and Africa)
- Number of total events hosted in Entrepreneurship Week 2022
- Number of startups competing in all local events in Entrepreneurship Week 2022
- Share of existing IEEE members vs new IEEE members engaging with our entrepreneurship activities
- Number of non-IEEE ecosystem partnerships secured by end of 2022
- Total amount of sponsorship secured from non-IEEE ecosystem partners by end of 2022
- Traffic and engagement on our online media platforms including LinkedIn, Instagram, Facebook, YouTube and a newly launched website
- Number of new relevant content pieces shared on our online media platforms that members engage with

The projected timeline for implementation is 9 months, with potential to extend and repeat the programs above.

The budget for 2022 covers two main categories associated with the delivery of the programs:

- Awards and activities support
  - Awards for best startups competing in the regional Pitch competition [2,500 USD]
  - Symbolic support and awards for best entrepreneurship week events and other entrepreneurship related activities [2,500 USD]

## **ACTION**

**M- 3 of 4**

- Award in form of travel grant for the winners of the regional Pitch competition to attend and pitch at an IEEE conference (this year's SYP) or a non-IEEE conference [2,000 USD]
- Conference participation and travel
- Conference participation fees [500 USD]
- Team travel [1,000 USD]

Total 8,500 USD already included in the 2022 R8 budget.

The committee will be working to get additional funds to support further activities and make R8 entrepreneurship self-sustainable in the following years from corporates, ecosystem partners and IEEE OUs who share the same mutual goals.

Regarding human resources, based on its current needs, the committee is composed of a team as described below with a Chair, Vice Chair, four members and seven corresponding members with the following scope & skill sets:

1. Chair – IEEE R8 Entrepreneurship  
(Strategy and business Leader, Designing overall strategy and roadmap, understanding of entrepreneurship landscape, and partnership development)
2. Vice Chair - IEEE R8 Entrepreneurship  
(Operations Leader, Running and expanding existing programs)
3. Member – IEEE R8 Professional and Educational Activities  
(Ensures liaison with IEEE R8 PEA, drives member engagement and coaching)
4. Member – IEEE R8 Student Activities Committee  
(Ensures liaison with IEEE R8 SAC, supports on member engagement)
5. Member – IEEE R8 Action for Industry  
(Ensures liaison with IEEE R8 AFI, supports on coaching and access to network)
6. Member – IEEE R8 External Communications Coordinator  
(Drives digital marketing and branding content)
7. Corresponding Member - IEEE R8 Entrepreneurship Week Ambassador  
(Previous entrepreneurship experience, drives execution of current programs)
8. Corresponding Member  
(Understanding of partner ecosystem and startup needs in ME, drives execution and expansion of current programs)
9. Corresponding Member - IEEE R8 Entrepreneurship Week Ambassador  
(Previous entrepreneurship experience, understanding of partner ecosystem in ME and Africa, drives partnership and sponsorship effort)
10. Corresponding Member - IEEE R8 Entrepreneurship Week Ambassador  
(Understanding of partner ecosystem in Europe, drives partnership and sponsorship effort)
11. Corresponding Member - IEEE R8 Entrepreneurship Week Ambassador  
(Drives website development and management)

## **ACTION**

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12. Corresponding Member - IEEE R8 Entrepreneurship Week Ambassador  
(Drives website development and management, and supports on digital marketing content)
13. Corresponding Member - IEEE R8 Entrepreneurship Week Ambassador  
(Drives and manages online media presence and campaigns)

## **PROPOSED ACTION**

Resolved that the new Ad-hoc committee on Entrepreneurship, its program, timeline, and budget, shall be, and are hereby approved as presented.

### **PROS:**

- Provide direct and valuable access to entrepreneurship programs and competitions
- Provide direct access to entrepreneurial skills development and mentorship opportunities, catered for members of different grades, and can be beneficial throughout their professional journey
- Inspire IEEE R8 members to pursue tracks in innovation, ideation, and implementation of entrepreneurial ventures
- Inspire IEEE members to pursue daring career paths, be it as venture founders or entrepreneurial at work
- Engage with students and young professionals in IEEE R8 to grow entrepreneurship communities at a section level
- Offer IEEE R8 members access to a network of aspiring or existing entrepreneurs, within and beyond IEEE
- Offer IEEE R8 members access to international entrepreneurship events and opportunities to pitch and connect with potential partners and supporters
- Increase IEEE R8 public visibility with partners in the entrepreneurship ecosystem, including corporates with new venture programs, incubators, accelerators and funding circles

### **CONS:**

- Initial financial investment until committee ensures self-sustainability

### **FINANCIAL IMPLICATIONS:**

- Year 2022: 8,500 USD

### **ALIGNMENT WITH IEEE AND REGION 8 STRATEGIC GOALS:**

- Provide members experience that is valuable during their whole professional life
- Improve the value of IEEE membership by increasing services and benefits to R8 members
- Develop non-technical IEEE activities in the Region

## **ACTION**

**M- 1 of 3**

TO: IEEE Region 8 Committee – April 2022

FROM: Section Vitality and Development Sub-Committee

SUBJECT: Approval of Ethiopia Subsection

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### **EXECUTIVE SUMMARY**

Members in the country of Ethiopia have submitted a petition to form a Subsection. The request has been evaluated based on activities and the SVD guidelines. As per R8 Operations Manual section R8-8.1 the Region 8 Committee needs to approve the formation of a new Subsection and is requested to do so.

### **PROPOSED ACTION**

Resolved that the Region 8 Committee approves the formation of Ethiopia Subsection with boundaries corresponding to the boundaries of the country of Ethiopia.

### **SUPPORTING INFORMATION**

#### **Strategic Goal(s) Supported**

- The formation of the Subsection will help in the goal of creating dynamic communities that help individuals around the world to share, collaborate, network, and engage with one another.

#### **Financial Implications**

- The Region will be obliged to forward the rebate received for the Subsection according to the current IEEE regulations, if it fulfills the meeting activity and complies with financial and officer reporting requirements (R8 Operations Manual, R8-8.1)

#### **Pros and/or Cons**

- PROS: Better serving the members in the country.
- CONS: None.

#### **Implementation**

- After approval by the Region the petition needs to be finally approved by the MGA Board.

#### **Background Information**

In the period of last two years members in Ethiopia organized several activities and reported 2 events in 2020, 6 events in 2021 and 4 in 2022.

In Ethiopia there are currently two student branches, Bule Hora University (since 2020) and Addis Ababa University (since 2021). In 2021 IEEE WIE, IEEE PES Student Branch Chapter and SIGHT were formed. They report to be active in two IEEE founded projects Enhancing the participation of girls of Bule Hora in the STEM courses of Bule

## ACTION

M- 2 of 3

Hora University (IEEE TryEngineering, completed) and Pandemic Awareness and Prevention Program in Bule Hora, Ethiopia (IEEE HAC/SIGHT, active). From this we can expect increased activities and events in 2022, 17 events are currently planned.

The number of members is growing and reached required number of members. In January 2022 the member count in Ethiopia was: Member: 58, GSM: 32, Student Member: 5, Life Member: 1, TOTAL: 134. The membership is steadily rising from 84 members year before.

Ethiopia has an area of 1,104,300 km<sup>2</sup> and a population estimated in 2021 of 117,876,227.



The content of the petition follows:

### IEEE Ethiopia Subsection Petition - Business Plan

1. What was the motivating factor that led to forming this geographic unit? What member needs will be fulfilled as a result of forming this unit?

Ethiopia is a relatively large country in Region 8. Its population is more than 110 million. It has more than 50 universities which have engineering programs. All these universities provide education in electrical and computer engineering (ECE). Some of these universities are also very active in research. A sizable number of researches of these universities in ECE are published in IEEE. After interacting with the ECE professionals in Addis Ababa and other places we found that many Ethiopians are interested to have an IEEE section in Ethiopia. It would bring the IEEE events and IEEE resources closer to them. There will be several other professional activities which would help the researchers and the educators. There are many students in ECE and other fields of engineering who want to participate in the IEEE activities as volunteers. Some of the students simply do not take the IEEE membership as there is no IEEE section or subsection here. In order to have a section we will have to start with a subsection and also an organizational unit. We already have a student branch in Bule Hora University, Bule Hora, Ethiopia. We are planning to have more student branches in other universities. All these issues motivate us to have a subsection in Ethiopia which we hope will be enlarged to a section in the next few years.

2. List the activities the unit will focus on for the first six months. What activities will engage the members of the unit with one another?

We plan the following activities in the first six months. [1] An IEEE international conference in 2021 at Addis Ababa. [2] 3 workshops on "Technical Paper Writing in IEEE Publications" at three universities (Bule Hora University, Addis Ababa University, and AASTU). [3] Workshop on IoT and its applications at BHU. [4] Annual general meeting at Addis Ababa (time for this event has not been decided yet). [5] Talks and presentations at minimum 10 public universities regarding the merits and benefits of IEEE membership. [6] Invited talks at BHU and other universities by the local experts of Ethiopia. [7] Online webinars for students and faculties on the cutting edge

## **ACTION**

**M- 3 of 3**

of the current research areas. [8] Formation of Society chapters, WiE, and SIGHT groups in different universities in Ethiopia. The following activities we hope will engage the members of the unit with one another. [1] Annual general meeting (We expect majority of the members will attend) [2] Regional IEEE meetings (At different universities and IEEE events) [3] Workshops and conferences (This is a nice way to network) [4] Invited talks (This will provide the platform for idea exchanges) [5] Student events (Students/IEEE student members will get good chances to interact) [6] Joint planning for events (We would like involve the members from different regions)

3. What accomplishments will this unit strive to meet in its first year?

We expect to achieve the following in the very 1st year. 1. Increase in the number of members in our subsection. 2. Increase in the number of IEEE events in our subsection. 3. Increase the presence of IEEE in Ethiopia 4. Increase the awareness of IEEE and its benefits in Ethiopia 5. Expect to start several new student branches in different universities. 6. Expect to start new OUs such as Society chapters, SIGHT groups in other organizations. 7. To carry on at least 2 IEEE conferences in the Ethiopia. 8. To form a large group of volunteers for IEEE and its associated organizations. 9. To involve the local companies and startups in the IEEE initiatives.

4. What level of local support is engaged in support of the unit activities?

We expect the following local support for the proposed unit. 1. Collaboration of the local organizations in the IEEE events. 2. Cooperation in the IEEE activities and initiatives. 3. Fundraising for the local and regional events. 4. Cooperation in the volunteering and volunteer training programmes. 5. Cooperation for starting local OUs. 6. Facilitation of local meetings and committees. 7. Coordination in the IEEE and other professional activities.

# IEEE REGION 8 BYLAWS

As approved by the 110<sup>th</sup> meeting of the Region 8\_  
Committee on 10<sup>th</sup> March 2018, in Athens and by MGA Board,  
June 2018



## IEEE REGION 8 BYLAWS

### R8-1 THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

IEEE Region 8 is a Geographic Organizational Unit of IEEE.

#### R8-1.1 IEEE INCORPORATION

IEEE is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action which relates to that law.

#### R8-1.2 GOVERNANCE

The regulations by which IEEE, the Member and Geographic Activities Board (MGA Board) and Region 8 are governed are embodied in several documents. The IEEE Certificate of Incorporation and Constitution, which can be approved and amended only by the voting members of the Institute, contain IEEE's fundamental objectives, organization, and procedures. Implementation of the provisions of the Constitution and Certificate of Incorporation, in specific organizational structures and procedures, is entrusted to the IEEE Bylaws, which are approved and amended by the IEEE Board of Directors (BoD). The Region 8 Bylaws provide more detailed statements of specific policies, objectives and procedures than are appropriate for inclusion in the Constitution, IEEE Certificate of Incorporation and IEEE Bylaws, and specifically relate to the geographical, educational and scientific activities in the Institute. The Region 8 Bylaws are published herewith. They are approved and amended by the Region 8 \_Committee.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The Region 8 Bylaws must not be in conflict with the Constitution, and must conform to the provisions of the Constitution, IEEE Articles of Incorporation and the IEEE Bylaws. If, having consulted these documents, questions of procedure or interpretation remain, inquiries should be made to the IEEE Executive Director or designee.

### R8-2 NAME

The name of the Region is the IEEE Region 8.

#### R8-2.1 BOUNDARIES

Region 8 shall consist of Africa, Europe, Russia, Greenland and all Asian countries West of Pakistan, North and West of Afghanistan and North of Mongolia and China.

The boundaries may not be changed without the agreement of the Region 8 \_Committee and the approval of MGA Board.

### R8-2.2 BYLAWS

The Bylaws as here laid down shall be established to govern the operations and administration of the Region.

#### R8-2.2.1 BYLAWS REVISIONS

Proposed changes to the Bylaws of Region 8 and the reasons therefore shall be distributed to all voting members of the Region 8 Committee at least twenty-eight days (28) before the stipulated Region 8 meeting. Two-thirds of all votes cast by the members at the meeting shall be required to recommend a new Region 8 Bylaw or to amend or revoke any existing Region 8 Bylaw, but shall not be

effective until approved by MGA Board.

### R8-2.3 OPERATIONS MANUAL

Except as otherwise set forth in these Region 8 Bylaws, the composition, membership requirements, reporting structure and financial and administrative considerations for each Region 8 Operational Unit shall be included in a Region 8 Operations Manual.

#### R8-2.3.1 OPERATIONS MANUAL REVISIONS

Proposed changes to the Region 8 Operations Manual and the reasons therefore shall be distributed to all voting members of the Region 8 \_Committee at least twenty-eight (28) days before the stipulated Region 8 meeting. A majority of the votes cast by the members present at the meeting shall be required.

### R8-3 COMMITTEE MEMBERSHIP

The Region 8 Committee shall consist of the following voting members:

- Director
- Director-Elect
- Past Director
- Treasurer
- Secretary
- Vice Chair - Member Activities
- Vice Chair - Student Activities
- Vice Chair - Technical Activities
- The Region 8 Section Chairs

Chairs of Committees of Region 8 and Coordinators as defined in the Region 8 Operations Manual are non-voting members of the Region 8 Committee. Other members may be appointed by the Director without voting privileges.

#### R8-3.1 OFFICERS

The Officers of Region 8 shall be:

- Director
- Director-Elect
- Past Director
- Treasurer
- Secretary
- Vice Chair - Member Activities
- Vice Chair - Student Activities
- Vice Chair - Technical Activities.

#### R8-3.1.1 OPERATING COMMITTEE (OPCOM)

The Region 8 Officers constitute the Region 8 Operating Committee (OpCom). Persons holding more than one office in the Region 8 OpCom shall also be limited to one vote in the Region 8 OpCom.

#### R8-3.1.2 DIRECTOR-ELECT

The Director-Elect shall be elected, for a two-year term, during the even numbered years; and shall assume office on the following 1<sup>st</sup> January. The Director-Elect shall be elected as a part of the annual IEEE elections and shall be elected from a slate of no less than two or more than three nominees in accordance with MGA guidelines for the election of Directors-Elect. The petition process defined by IEEE Bylaws for Director-Elect shall apply. At the end of his/her two-year term the Director-Elect shall automatically become Region Director

for a two year term, without further election.

The Director-Elect shall be the focal point for the following activities in Region 8:

- Publications and Communications.
- Section Vitality and Development.

-Additional responsibilities may be assigned by the Region 8 Director.

### **R8-3.1.3 DIRECTOR**

The Region 8 Director shall be the Chair of the Region 8 Committee.

The Chair of the Region 8 Committee shall serve as member of the Member and Geographic Activities Board and as a member of the IEEE Board of Directors.

### **R8-3.1.4 PAST DIRECTOR**

On the expiration of his/her Director's term, the Director shall serve on the Region 8 Committee as Past Director for a two-year term.

The Past Director shall be the focal point for the following activities in Region 8:

- Nominations and Appointments
- Strategic Planning
- Awards and Recognition
- Questions concerning R8 Bylaws and R8 Operations Manual
- Human Resources Development and Training

Additional responsibilities may be assigned by the Region 8 Director.

### **R8-3.1.5 SECRETARY**

The Region 8 Nominations and Appointments Subcommittee, after consultation with the Director-Elect, submits to the Region 8 Committee candidate(s) for the election of the Region 8 Secretary to follow. The term of office for the Secretary shall be for ~~one year~~two years. ~~After having served one term,~~ the Secretary shall be eligible to be re-elected.

The Region 8 Secretary shall be the chief administrative officer of the Region 8 Committee and will coordinate electronic communications internal to the Region 8 Committee.

### **R8-3.1.6 TREASURER**

The Region 8 Nominations and Appointments Subcommittee, after consultation with the Director-Elect, submits to the Region 8 Committee candidate(s) for the election of the Region 8 Treasurer to follow. The term of office for the Treasurer shall be for ~~one~~two years. ~~After having served one term,~~ the Treasurer shall be eligible to be re-elected.

The Region 8 Treasurer shall be the chief financial officer of the Region 8 Committee and will chair the Finance Committee.

### **R8-3.1.7 VICE CHAIRS**

The Region 8 Vice Chairs shall be elected by the Region 8 Committee from nominations provided by the Region 8 Nominations and Appointments Subcommittee.

~~Their term of office shall be for one year.~~two years. After having served one term, they shall be eligible to be re-elected for up to two additional one year terms. They cannot be reelected for a second consecutive term.

Vice Chairs shall fulfill the responsibilities as defined herein and report to Region 8 on the activities of Subcommittees which report to them.

#### **R8-3.1.7.1 VICE CHAIR-MEMBER ACTIVITIES**

The Vice Chair - Member Activities shall be responsible for planning, leadership, and guidance for member activities.

The Vice Chair - Member Activities shall be the focal point for the following activities in Region 8:

- Membership Ddevelopment
- Professional Activities
- ~~Region 8 News~~
- ~~Electronic Communications~~
- Affinity Group Activities (-Young Professionals, Life Members, Women in Engineering, Humanitarian Activities, etc.)
- Humanitarian Activities
- History Activities

#### **R8-3.1.7.2 VICE CHAIR-STUDENT ACTIVITIES**

The Vice Chair - Student Activities shall be responsible for planning, leadership, and guidance for student activities.

The Vice Chair - Student Activities shall be the focal point for the following activities in Region 8:

- Student Contests and Awards
- Student Branch and Student Branch Chapter Coordination
- Student Publications
- Student Programs and Activities

#### **R8-3.1.7.3 VICE CHAIR-TECHNICAL ACTIVITIES**

The Vice Chair - Technical Activities shall coordinate the technical activities of Region 8 and interface to the Technical Activities of IEEE as well as corresponding functions in the MGA Board.

The Vice Chair - Technical Activities shall be the focal point for the following activities in Region 8:

- Chapter Coordination
- Conference Coordination
- Professional and Educational Activities
- Action for Industry
- Standards

### **R8-3.2 LIAISONS**

Region 8 shall provide for liaison members to serve on other IEEE Boards or Committees, or maintain active liaison by other means deemed appropriate by the respective Chairs of these Boards.

### **R8-3.3 REGION 8 COMMITTEE MEETINGS**

The number of regular meetings of Region 8 during the year normally shall be two, and not less than once a year.

Meetings of the \_Committee may be held anywhere within the boundaries of the Region, or elsewhere with the authorization of MGA Board.

Once scheduled, a meeting date or location may be altered or canceled only for sufficient cause

Unless in executive session, meetings of the Region 8 \_Committee, Region 8 OpCom, and Committees of Region 8 Subcommittees shall be open to all members of IEEE.

#### **R8-3.3.1 CHAIR**

In the absence of the Director, the Past-Director, the previous Past-Directors, the Director-Elect, or the Vice Chairs, and in that order of priority, shall chair the \_Committee. If none is present, the Committee shall elect a Chair from among those present.

#### **R8-3.3.2 QUORUM**

A quorum shall consist of a majority of the Region 8 Committee voting members or their alternates as defined in R8-3.3.5 and shall include representatives from not less than half the Sections in the Region.

#### **R8-3.3.3 SPECIAL MEETINGS**

Special meetings of the Region 8 \_Committee may be called by the Region 8 Director or by one-third of the Region 8 \_Committee voting members on notice to all other Region 8 \_Committee members. Notice of such special meetings, giving the time and place of the meeting, the purpose of the meeting and the names of the Region 8 Committee voting members calling the meeting, shall be distributed to all Region 8 \_Committee members not less than twenty-eight (28) days before the date set for the special meeting.

#### **R8-3.3.4 MEETINGS WITHOUT NOTICE**

A Region 8 \_Committee meeting may be held without notice if waivers of notice signed by all Region 8 \_Committee voting members are filed with the Secretary, with notation thereof entered in the minutes of the meeting.

#### **R8-3.3.5 VOTING PRIVILEGES**

A Section Chair who is unable to attend a meeting of the Region 8 Committee may appoint an alternate with power to vote.

Persons holding more than one office in Region 8 bodies shall be limited to one vote in the Committees on which they serve. ~~Persons holding more than one office in the Region 8 OpCom shall also be limited to one vote in the Region 8 OpCom.~~

#### **R8-3.3.6 ROBERT'S RULES OF ORDER**

Meetings of the Region 8 \_Committee, the Region 8 OpCom, and Committees of Region 8 Subcommittees shall generally be conducted in accordance with Robert's Rules of Order (latest version).

#### **R8-3.3.7 MEETINGS IN EXECUTIVE SESSION**

Meetings of the Region 8 \_Committee, the Region 8 OpCom, and Committees of Region 8 Subcommittees shall be in executive session when such meetings pertain to the elections process and involve discussions of the qualifications of individual members, and in situations where confidential matters related to individuals are being discussed.

#### **R8-3.3.8 LANGUAGE**

The proceedings of the Region 8 \_Committee, and all the documents connected with Region 8 \_Committee Meetings, shall be in English.

#### **R8-3.3.9 MEMBER ELIGIBILITY REQUIREMENTS**

To be eligible to serve on the Region 8 OpCom or Chair of any Committee of Region 8 Subcommittee the member must be a voting member of IEEE.

Requirements for other positions may be specified in the R8 Operations Manual.

#### **R8-3.3.10 ACTIONS WITHOUT MEETING**

Unless otherwise provided in the Certificate of Incorporation or Constitution, or the IEEE Bylaws, or the Not-for-Profit Corporation Law of the State of New York, any action required or permitted to be taken by the Region 8 \_Committee, the Region 8 OpCom or a Committee of Region 8 Subcommittee may be taken without a meeting if all members of the Region 8 \_Committee, Region 8 OpCom, or Committee of Region 8 Subcommittee, as the case may be, vote unanimously on the action, with the vote to be promptly confirmed in writing. The written confirmation shall be filed with the minutes of the proceedings of the Region 8 \_Committee, Region 8 OpCom, or Committee of Region 8 Subcommittee.

#### **R8-3.3.11 MEETINGS BY TELECOMMUNICATIONS**

Any one or more members of the Region 8 Committee, Region 8 OpCom or a Committee of Region 8 Subcommittee may participate in a meeting of Region 8 \_Committee, Region 8 OpCom or a Committee of Region 8 Subcommittee, as the case may be, by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other. The normal voting requirements shall apply when action is taken by means of conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other. Minutes of such Region 8 \_Committee, Region 8 OpCom or Committee of Region 8 Subcommittee meetings shall be distributed to all members.

#### **R8-3.3.12 NOTICE OF MEETINGS**

Notices of meetings and any other documents required to be sent to Region 8 \_Committee members shall be sent not less than twenty-eight (28) days before the date of the next meeting or may be published in an appropriate and accessible manner on an IEEE-controlled website. Where confidentiality is needed, the documents may be protected by a password notified to or chosen by the intended recipients(s).

**R8-3.4 COMMITTEES OF REGION 8 ~~SUBCOMMITTEES~~**

Committees of Region 8 Subcommittees are defined in the R8 Operations Manual.

**R8-3.5 SECTIONS**

A Section shall be the basic operating unit of IEEE. A Section shall be established with the approval of the Region 8 \_Committee by petition of those who live/work in relatively close proximity.

Details about the formation, activities and operation are defined in the R8 Operations Manual.

A Subsection shall be a part of a Section or Region, and established with the approval of the Region 8 \_Committee by petition of those who live/work in relatively close proximity. Financial resources required for the operation of the Subsection are the responsibility of the Geographic Unit (Region or Section) creating the Subsection.

Details about the formation, activities and operation are defined in the R8 Operations Manual.

**R8-3.7 CHAPTERS, STUDENT BRANCHES, STUDENT BRANCH CHAPTERS AND AFFINITY GROUPS**

Details about the formation, activities and operation of these Organizational Units are defined in the R8 Operations Manual.

**R8-3.6 SUBSECTIONS**

## IEEE REGION 8 OPERATIONS MANUAL

### **R8-R8M-1 STATUS OF THIS DOCUMENT**

This Operations Manual is a “living document” which describes the traditions, customs, practices and policies of the Region 8 Committee, and supplements the information in the MGA Operations Manual and the R8 Bylaws. The status of those and other documents are described in the R8 Bylaws (R8-1.2 GOVERNANCE). In the case that the R8 Bylaws and this document are not in agreement on any issue, the Bylaws take precedence.

Revisions to this document must be approved by the Region 8 Committee, by the procedure described in the R8 Bylaws (R8-2.3.1 OPERATIONS MANUAL REVISIONS).

### **R8-R8M-2 VISION AND MISSION**

The Vision of Region 8 is:

- IEEE Region 8 is an effectively organized, dynamic and influential entity, recognized as a leading and esteemed part of a truly transnational IEEE with benefits equally available to all members.

The Mission of Region 8 is:

To serve the needs of the members of the Institute, the profession, and Society at large, by enhancing and supporting the IEEE Organizational Units and their activities within Region 8.

To this end Region 8

- Provides a platform for co-ordination, motivation and interaction among R8 entities
- Provides a link between the Region and other IEEE entities
- Works to achieve smooth and effective operation in different countries, recognizes cultural differences, and effectively co-operates with National Societies and other organizations
- Expands IEEE presence and activities to new areas in R8
- Promotes the transnational nature of IEEE within the Region and the Institute

This vision and mission were approved by the R8 Committee at the 78th meeting of the R8 Committee in Budapest in April 2002.

### **R8-R8M-3 REGION 8 COMMITTEE**

The constitution of the R8 Committee is described in the R8 Bylaws (R8-3 COMMITTEE MEMBERSHIP)

### **R8-R8M-4 REGION 8 COMMITTEE OFFICERS**

The Region 8 Committee Officers form the Region 8 OpCom, and comprise the Director, Director-Elect, Past Director, Secretary, Treasurer and the three Vice Chairs for Member Activities, Student Activities and Technical Activities.

#### **R8-R8M-4.1 REGION 8 DIRECTOR**

In addition to serving on the IEEE Board of Directors and chairing the R8 Committee, the Region 8 Director represents the

membership of Region 8 in the IEEE Assembly (Section I-400 of

the IEEE Bylaws) as a voting delegate.

In addition, the Region 8 Director is a voting member of the Member and Geographic Activities Board (MGAB) and a voting delegate of the MGA Assembly.

The Region 8 Director is encouraged to actively participate in MGAB and its standing committees and encouraged while Director-Elect to volunteer to serve on committees of the Board outside of MGAB, in order to gain a broader perspective of IEEE.

The time commitment is estimated as 34 to 61 days per year, excluding travel-time to meetings (from IEEE N-&-A Committee Guidelines)

#### **R8-R8M-4.2 REGION 8 DIRECTOR-ELECT**

The election process for Director-Elect is described in the R8 Bylaws (Clause R8-301.2) and the MGA Operations Manual (Section 9).

Candidates for election to this office can be expected to have had extensive experience as a volunteer in IEEE, typically holding an office in the R8 Committee, or chairing a Committee of R8 Subcommittee, and will have served as a Section Chair or senior Section Officer. Experience in the management level of an IEEE Society, providing some familiarity with the Technical Activities Board, would also be usual.

#### **R8-R8M-4.3 REGION 8 PAST DIRECTOR**

The Past Director has some specific duties (chairing the R8 Nominations and Appointments and the R8 Strategic Planning Subcommittee Committees) and usually has responsibility for some other subcommittees, and also can be expected to represent Region 8 or the Region 8 Director at some events which the Director is unable to attend.

#### **R8-R8M-4.4 REGION 8 SECRETARY**

The term of office and election procedure of the Region 8 Secretary is specified in the R8 Bylaws.

The Region 8 Secretary shall be responsible for administrative matters pertaining to Region 8, including the timely preparation and distribution of the agenda and registration instructions for meetings of the Region 8 Committee and Region 8 OpCom. He/she shall also ensure that appropriate arrangements are in place for the compilation of registration data, for assistance with visas, and for hotel reservations for all those intending to be present at such meetings.

During these meetings, the Secretary shall be responsible for the Roll Call, attendance records and taking the Minutes, assisted as required by the Electronic Communications Coordinator and/or other available supporting members.

Following the meeting, the Secretary shall prepare and make available the Unapproved Minutes and where appropriate a list of Action Items in a timely manner, and provide for corrections to the Minutes to be made in an orderly and effective manner.

After the Minutes have been approved by the Committee, the Secretary shall be responsible for their subsequent archiving and availability.

The Secretary is responsible for the Historical records of the R8 Committee and its [SubcommitteeCommittees](#).

#### **R8-R8M-4.5 REGION 8 TREASURER**

The term of office and election procedure of the Region 8 Treasurer is specified in the R8 Bylaws.

The Region 8 Treasurer, being the chief financial officer of Region 8 Committee, [shall be responsible for financial management of the Region 8 activities, for conducting financial operations, and for maintaining financial records of the Region to the standards required by IEEE.](#)

[The Treasurer](#) shall be responsible for the— reimbursement of authorized travel and other expenses of members of the Region 8 Committee, and for checking that the claims comply with IEEE and R8 policies. Cases of doubt or disagreement may be referred to the Region 8 Director for a decision.

The Region 8 Treasurer shall be responsible for the preparation of an annual budget, and for monitoring financial reports for adherence to the budget of Region 8. The Region 8 Treasurer shall provide periodic reporting on financial matters to the Region 8 Committee and the Region 8 Operating Committee and for securing their approval on financial actions when necessary.

In the planning of [Region 8 CommitteeRegion 8 Committee](#) Meetings and other major events involving the Committee or its [subcommittees](#), the Treasurer shall be responsible for ensuring that Hotel contracts and other substantial financial liabilities are handled in a manner compliant with IEEE requirements, and that reasonable economies are made.

[The Treasurer shall be responsible for providing annual financial report and for provision of the documentation for annual audit, in compliance with IEEE requirements.](#)

[The Treasurer, with the assistance from the Region 8 Finance Committee, shall provide support to Region 8 Geographical Units with their financial reporting and the usage of IEEE financial systems.](#)

Taking into account the legal and other requirements of the various jurisdictions in Region 8 and the banking regulations of various countries, candidates for Treasurer shall be selected from a country in Region 8 where the required financial transactions can be legally and promptly carried out, and the candidates for Treasurer need to be able to demonstrate appropriate financial experience and expertise.

#### **R8-R8M-4.6 REGION 8 VICE CHAIRS**

There are three Vice Chairs, for Member Activities, Student Activities and Technical Activities.

They are elected by the [Region 8 CommitteeRegion 8 Committee](#) to a ~~two~~one-year term of office which may ~~not~~ be renewed ~~for a consecutive term, by further election on up to two occasions.~~

~~In the case that a Vice-Chair has served for only one year, it may be decided to present a slate of only a single candidate in the election; to allow the same Chair to serve for a second year. Service for a third year is unusual.~~

Candidates for election to Vice-Chair - Member Activities typically will have had previous relevant service on the R8 Committee or its [subcommittees](#), and shown a continuing interest in serving member

needs and the career development of members. Familiarity with the recruitment and retention of IEEE members would also be advantageous.

Candidates for election to Vice-Chair - Student Activities typically will have demonstrated continued interest and involvement with Student Activities either through previous relevant service on the R8 Committee or its [subcommittees](#), or as Student Counselor at an active and well-established Student Branch.

Candidates for election to Vice-Chair - Technical Activities typically will be active members of an IEEE Society and preferably have served in the management of a Society or conference organization, and have had previous relevant service on the R8 Committee or its [subcommittees](#).

#### **R8-R8M-4.7 VACANCIES ARISING FROM INABILITY TO CONTINUE IN OFFICE**

If an officer has a long-term or permanent inability to continue in office the procedures described below shall be followed. The causes could include illness, death, moving place of residence outside Region 8, or personal or employment reasons.

In the case of the Director, the procedure described in IEEE Bylaws shall be followed (I-301.10). The Region Director-Elect shall assume the duties of the Region Director, and in so doing shall vacate the office of Director-Elect.

The resulting vacancy for Director-Elect shall be filled by the candidate who had the next highest vote in the preceding election. If there is no such candidate or the candidate is no longer willing or able to serve, the normal election process for Director-Elect shall be initiated, during which the office will remain vacant.

In the case of Treasurer, Secretary or Vice Chair, the Director shall appoint an interim candidate until the next meeting of the R8 Committee, at which an election of a replacement shall take place.

#### **R8-R8M-5 ELECTIONS AND APPOINTMENTS PROCEDURES**

The R8 Director-Elect (and hence the Director) is elected by the voting membership of the whole of IEEE Region 8.

The R8 Section Chairs are elected by the voting members of their Section.

The R8 Secretary, R8 Treasurer and the three R8 Vice Chairs (MA, SA, TA) are elected by the R8 Committee during an R8 Committee meeting.

The elected members of the R8 N-&-A subcommittee are elected by the R8 Section Chairs or alternates during an R8 Committee meeting (thus, absent Section Chairs with no alternate present at the meeting do not participate in the vote).

Appointments are made by the Director or other R8 Officer as specified in this Operations Manual or in the R8 Bylaws.

The normal IEEE rules for petition candidates apply to the elections for Director-Elect and Section Chairs.

In the case of the R8 Secretary, R8 Treasurer and the three R8 Vice Chairs (MA, SA, TA) a candidate may be added to the slate provided by the R8 N-&-A Committee by a petition including the signatures of at least 15 voting members of the R8 Committee. Valid signatories comprise anyone who is ~~or was~~a voting ~~or non-voting~~ members of the Committee during the calendar year in which the petition is submitted. If the petition is not submitted by the candidate, it must be accompanied by the written confirmation

of the willingness of the candidate to serve if elected. The petition must be submitted to the Director or Secretary ~~twenty-eight (28)~~ twenty-one (21) days before the election is due to take place, and after verification of validity, awareness of the additional candidate(s) must be made available to the R8 Committee fourteen (14) days before the election.

**R8-R8M-6 COMMITTEES OF REGION 8 SUBCOMMITTEES**

The subcommittees of the Region 8 Committee are of the following categories:

- Standing Committees
- AdHoc Committees

Standing Committees are established by decision of the ~~Region 8 Committee~~ Region 8 Committee. They are presumed to be permanent and continue in existence unless or until dissolved, which requires a corresponding revision to the R8 Operations Manual.

AdHoc committees are established by decision of the Region 8 Director for a limited period, to carry out a specific task. They continue in existence only until the task is completed or the end of the year, whichever occurs first. A Director may prolong their establishment at the end of year if the task has not been completed.

The Director will report to the Region 8 Committee on the establishment of AdHoc Committees.

The Region 8 Director is, ex-officio, a member without vote of every Committee of R8 Subcommittee. However, his/her presence does not count towards the number needed for a quorum.

**R8-R8M-6.1 STANDING COMMITTEES OF REGION 8 STANDING SUBCOMMITTEES**

The ~~Region 8 Committee~~ Region 8 Committee has the following Standing ~~Subcommittee~~ Committees:

- Region 8 Strategic Planning ~~C~~ Subcommittee
- Region 8 Nominations & Appointments (N-&-A) Subcommittee
- Region 8 Awards & Recognition Subcommittee
- Region 8 Conference Coordination Subcommittee
- Region 8 Chapter Coordination Subcommittee
- 
- Region 8 Membership Development Subcommittee
- Region 8 -Young Professionals Subcommittee
- Region 8 Student Activities Subcommittee
- Region 8 Action for Industry (AfI) Subcommittee
- Region 8 Professional and Educational Activities Subcommittee
- Region 8 Women in Engineering (WIE) Subcommittee
- Region 8 Humanitarian Activities (HuAC) Subcommittee
- Region 8 Finance Committee
- Region 8 Life Members (LM) Committee
- Region 8 History Activities (HA) Committee
- Region 8 Publications and Communications Committee

**R8-R8M-6.1.1 REGION 8 STRATEGIC PLANNING SUBCOMMITTEE**

**R8-R8M-6.1.1—.1 MISSION**

The Region 8 Strategic Planning ~~Sub~~ Committee is responsible for developing and recommending strategic and long-range plans, goals and objectives.

The ~~Sub~~ Committee shall assist the ~~Region 8 Committee~~ Region 8 Committee to develop in an appropriate manner to meet all the IEEE-related needs of the Region and to continue to adhere to the R8 Committee Vision and Mission (Section ~~R8-R8M-2~~) and to advise on amendments to this Vision and Mission and to monitor compliance with the IEEE Strategic Plan.

**R8-R8M-6.1.1—.2 COMPOSITION**

The Region 8 Strategic Planning ~~Sub~~ Committee is appointed by the Past Director from recommendations by the Region 8 Op Com as well as recommendations by the Region 8 ~~N-&-A~~ Sub Committee. If the Past-Director does not personally assume the position of Chair of the ~~Sub~~ Committee, it is expected that a Chair with expertise in Strategic Planning is appointed.

**R8-R8M-6.1.1 .3 STATEMENT OF AUTHORITY**

1. Develop long-range plans. Review and revise these as necessary. The plan should correspond with the IEEE and MGA Board Strategic Plans.
2. Develop and present for ~~Region 8 Committee~~ Region 8 Committee approval Region 8 Strategic and Operational plans to encompass future activities, and revise as appropriate.
3. Monitor the performance of Region 8 in achieving the goals outlined in the Region 8 Strategic and Operational Plans, report on achievements and attainment of milestones at each ~~Region 8 Committee~~ Region 8 Committee meeting.
4. Monitor past Sections Congress (SC) recommendations. Make use of the SC recommendations in developing the Region 8 long-range plan.

**R8-R8M-6.1.2 REGION 8 NOMINATIONS AND APPOINTMENT (N-&-A) SUBCOMMITTEE**

**R8-R8M-6.1.2—.1 MISSION**

The Region 8 Nominations and Appointments (N-&-A) ~~Sub~~ Committee shall identify qualified candidates for elected and appointed positions of Region 8 Committee and its Committees including candidates for the Director-Elect slate.

**R8-R8M-6.1.2—.2 COMPOSITION**

The Region 8 Nominations and Appointments (N-&-A) ~~Sub~~ Committee shall consist of the following members:

- Region 8 Director
- Past Region 8 Director
- Director-Elect
- Three members elected for a period of 2 years renewable, by the R8 Section Chairs.

Candidates must fulfill one of the following criteria at the time of their election:

- ✓ be a Section Chair in office
- ✓ have been a Section Chair within the past 3 years
- ✓ have been a Section Chair and currently holding an elected or appointed position of the R8 Committee.

**R8-R8M-6.1.2—3 STATEMENT OF AUTHORITY**

The Region 8 Nominations and Appointments (N-&-A) Subcommittee shall:

1. Submit to the ~~Region 8 Committee~~ Region 8 Committee, to the Director of Region 8, or to the Region 8 Vice-Chairs as case defined in the IEEE, MGA Board, Region 8 Bylaws or Operations Manuals, a list of candidates recommended for election or appointment on 1 January of the following year, in time for election or appointment before 31 December or as otherwise called for in the Region 8 Bylaws or this Operations Manual.
2. Submit to the Board of Directors, after the approval of the R8 Committee, a slate of at least two and not more than three candidates for Region 8 Director-Elect.

In the case of the election process involving more than one candidate, the Region 8 N-&-A Subcommittee slate of candidates, including biographies and position statements, shall be made available to all members of the ~~Region 8 Committee~~ Region 8 Committee at least twenty-eight days (28) before the ~~Region 8 Committee~~ Region 8 Committee meeting at which the election shall take place or the slate approved. The order of names for each position will be randomized.

Each candidate for a ~~Region 8 Committee~~ Region 8 Committee-elected position may have a Committee Delegate as an advocate. The advocate will present the candidate's background and qualifications to the ~~Region 8 Committee~~ Region 8 Committee.

When a meeting is convened to make the recommendations for the R8 Director-Elect slate, the current Director-Elect shall take no part in that aspect of the meeting.

A member of the Region 8 N-&-A Subcommittee who does not resign from that Subcommittee by 1 May is not eligible to be nominated by the Region 8 N-&-A Subcommittee for any position to be filled by the ~~Region 8 Committee~~ Region 8 Committee. Candidates for the office of Region 8 Director-Elect are exempt from this provision.

**R8-R8M-6.1.3 REGION 8 AWARDS & RECOGNITION SUBCOMMITTEE**

**R8-R8M-6.1.3.1 MISSION**

To promote, recognize and reward excellence in the operations of Region 8 and its organizational units: Sections, Subsections, Chapters, Affinity Groups, Student Branches and Student Branch Chapters.

**R8-R8M-6.1.3.2 COMPOSITION**

The Region 8 Awards & Recognition Subcommittee is appointed by the Past Director from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N-&-A ~~Subcommittee~~ Committee, with the provision that the Chair has to be at least of Senior grade. Normally the Past Director is

recommended to take the position of Chair of this subcommittee.

**R8-R8M-6.1.3.3 STATEMENT OF AUTHORITY**

1. Develop and implement award and recognition programs and procedures designed for sponsorship by Region 8.
2. Develop, coordinate and implement awards and recognition programs for use by organizational units of Region 8 to recognize individual IEEE members and organizational units.
3. Develop, coordinate and implement awards for use by organizational units of Region 8 to recognize support provided by firms, divisions of firms or individuals, which enables volunteers of the IEEE to carry out their assigned responsibilities.
4. Serve as an action body within Region 8, relating to the IEEE or MGA Board Awards programs; represent Region 8 on the IEEE and MGA related bodies, and act as an information source on ~~Institute-IEEE~~ and MGA Board awards and recognition programs for individuals and organizational units of Region 8.

**R8-R8M-6.1.4 REGION 8 CONFERENCE COORDINATION SUBCOMMITTEE**

**R8-R8M-6.1.4.1 MISSION**

To facilitate the planning, development, implementation, coordination, and to monitor and provide oversight for Region 8 conferences, conventions and technical shows sponsored or cosponsored by Region 8, and liaise with and advise Societies and Technical Councils planning conferences in Region 8.

**R8-R8M-6.1.4.2 COMPOSITION**

The Region 8 Conference Coordination ~~Subcommittee~~ Committee is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N-&-A ~~Subcommittee~~ Committee. The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee), and shall normally be chosen from candidates with experience of organization of one or more major IEEE conferences in Region 8.

**R8-R8M-6.1.4.3 STATEMENT OF AUTHORITY**

1. Encourage the holding of affordable IEEE Conferences in locations where there are members needing technical knowledge and the number of suitable existing events is scarce. This includes such conferences as EUROCON, AFRICON, and MELECON and other Region 8 flagship conferences.
2. Encourage and facilitate the organizing of technical events which involve the collaboration of members in more than one Region 8 Section, or technical events in locations in the Region where there is no Section or Subsection.
3. Offer assistance and advice to IEEE Societies and Technical Councils planning to hold major conferences in the Region.
4. Assist Region 8 Sections in attracting and participating in the organization of IEEE Society or Technical Council Conferences in their territory.
5. Respond to requests and enquiries from R8 Sections and



Chapters involved in organizing conferences on matters such as financial support, conference publications, copyright permissions, publicity and co-sponsorship.

### **R8-R8M-6.1.5 REGION 8 CHAPTER COORDINATION SUBCOMMITTEE**

#### **R8-R8M-6.1.5.1 MISSION**

To serve as an action body to help build relationships between R8 Chapters and their parent Societies and Technical Councils, to encourage the good management and vigor of R8 Chapters, and to investigate and encourage the formation of R8 Chapters.

To report to the ~~Region 8 Committee~~ Region 8 Committee on Chapter issues and act as an interface with IEEE Societies and TAB on Chapter related questions.

#### **R8-R8M-6.1.5.2 COMPOSITION**

The Region 8 Chapter Coordination ~~Subcommittee~~ Committee is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N—&—A ~~Subcommittee~~ Committee.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee), and shall normally be chosen from candidates who are active in one or more IEEE Societies or have experience as a Region 8 Chapter Chair.

Each member of the ~~Subcommittee~~ Committee (including the Chair) shall have, or be expected to develop, links with a specified IEEE Society or group of Societies and shall be a member of the corresponding Society and normally have prior experience as a Chapter officer.

As far as is possible with the available members and resources, the Chapter Coordination Committee shall endeavour to have links to most of the major IEEE Societies.

The Student Branch Chapter Coordinator will serve as a corresponding member of the ~~Region 8 Chapter Coordination Committee~~

#### **R8-R8M-6.1.5.3 STATEMENT OF AUTHORITY**

1. Establish and maintain communications with all Region 8 Chapters.
2. Assist the Sections and the Societies in the creation of new Region 8 Chapters in locations where Society membership is sufficient to justify such formations.
3. Establish (by the individual actions of the ~~subcommittee~~ subcommittee members) links with the Society governing committees (AdCom or Board of Governors) and Society chapter-coordinators, with the objective of encouraging the Society to maintain interest in and financially support its Chapters in Region 8.
4. Establish links with the Region 8 Chapters Chairs (by the individual actions of the ~~subcommittee~~ subcommittee members) to encourage them to liaise with their parent Societies, to make use of Society Distinguished Lecture Programs and to improve the management and activities of the Chapters.
5. Encouragement to Chapters to organize workshops, short courses, symposia, etc. should be given.
6. Encourage Region 8 Section Chairs to take an interest in and to support their Chapters.

7. Encourage attendance of R8 Chapter Chairs at Chapter Chairs meetings arranged by Societies and Divisions, and to the extent appropriate, participate in any such meetings held in Region 8.

### **R8-R8M-6.1.6 REGION 8 MEMBERSHIP DEVELOPMENT SUBCOMMITTEE**

#### **R8-R8M-6.1.6.1 MISSION**

To create, promote and monitor appropriate and effective membership development programs.

#### **R8-R8M-6.1.6.2 COMPOSITION**

The Region 8 Membership Development ~~Subcommittee~~ Committee is appointed ~~by the Vice Chair - Member Activities~~ from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N—&—A ~~Subcommittee~~ Committee.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

#### **R8-R8M-6.1.6.3 STATEMENT OF AUTHORITY**

1. To develop and oversee programs to increase IEEE membership growth by recruiting new members, retaining current members and the recovery of members in arrears.
2. To increase IEEE membership quality; to promote elevations in grade; to increase Society memberships.
3. To increase awareness by members of the values of IEEE membership.
4. To provide efficient and timely communication to all management levels of interest and concern over membership trends, changes and problems.
5. To liaise with the Membership Development Officer of R8 Sections, and to assist and advise them in the effective implementation of Section Membership Development schemes.

### **R8-R8M-6.1.7 REGION 8 YOUNG PROFESSIONALS (YP) SUBCOMMITTEE**

#### **R8-R8M-6.1.7.1 MISSION**

To serve the interests of the IEEE affinity groups characterized by members in their first ~~ten~~ fifteen years (approximate) of graduation, and the recognition and support of Young Professionals members.

#### **R8-R8M-6.1.7.2 COMPOSITION**

The Region 8 Young Professionals, (YP) ~~Subcommittee~~ Committee is appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N—&—A ~~Subcommittee~~ Committee.

It is expected that a majority of the members of the ~~subcommittee~~ subcommittee will be Young Professionals members themselves, and usual good practice will be to have a Young Professionals member as Chair.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

#### **R8-R8M-6.1.7.3 STATEMENT OF AUTHORITY**

1. Offer and promote programs of interest to recent graduates.
2. Promote the establishment of Young Professionals Organizational Unit committees and Affinity Groups within Sections, Chapters or other IEEE entities at the discretion of those Organizational Units.
3. Advocate IEEE benefits and services to the appropriate affinity groups.
4. Assist with advertising and promotional efforts directed to recent graduates.
5. Encourage recognition of Young Professionals activities performed by individuals or Organizational Units.
6. Establish communications opportunities within the IEEE for the Young Professionals affinity groups and members.
7. Promote strategies to bridge the transition from Student to Member grades.
8. Promote strategies to retain and recruit graduating students and recent graduates.
9. Promote strategies to develop volunteer leadership from recent graduates and within the Young Professionals programs and groups.
10. Promote Young Professionals goals at conferences, symposia and similar events.
11. Represent and provide leadership to recent graduate and young professional activities in Region 8.
12. Issue newsletters resources-guides or related communications.
13. Measure, track, and report on Young Professionals program effectiveness.
14. Cooperate with non IEEE organizations such as alumni associations to promote Young Professionals goals.

### **R8-R8M-6.1.8 REGION 8 STUDENT ACTIVITIES SUBCOMMITTEE**

#### **R8-R8M-6.1.8.1 MISSION**

To inspire, help, develop and promote Students and Student activities in Region 8 by supporting and advising R8 Student Branches and their officers, by encouraging the formation of new Student Branches, and by recognizing Student achievements.

#### **R8-R8M-6.1.8.2 COMPOSITION**

The Student Activities [SubcommitteeCommittee](#) is chaired by the R8 Vice Chair – Student Activities and includes:

R8 Past Vice Chair – Student Activities (ex-officio)

Student Paper Contest Coordinator

[Student Branch Counselor Coordinator](#)

and the following who shall all be of Student Member or Graduate Student Member grade:

Region Student Representative

Awards and Contests Coordinator

Student Branch Coordinator

Student Communications Officer

[-Student Branch Chapter Coordinator](#)

[Two or more of the positions listed above could be held by a single person if necessary.](#)

[More than one of the positions listed above can be held by the same person.](#)

The Vice Chair - Student Activities shall be responsible for providing a nomination for the Region Student Representative, who is appointed by the Region 8 Director as a non-voting member of the R8 Committee.

All other members shall be appointed by the Vice Chair - Student Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 [N-&-A SubcommitteeCommittee](#). Candidates shall generally be selected from active Student volunteers at Section or Student Branch level.

#### **R8-R8M-6.1.8.3 STATEMENT OF AUTHORITY**

1. Monitor Student Membership and the vitality of Student Branches and Student Branch Chapters.
2. Advise Sections and Student Branches about Programs, Awards and Contests available for student members.
3. Support Student Branch Counselors in their role as mentors for the Branches.
4. Liaise with Student Activities at the Section and MGA Board level.
5. Encourage communications and collaboration between Student Branches.
6. Support for Student Branch Congresses at Section and Regional level.
7. Collaborate with other initiatives, Chapters and Affinity Groups available to students including Young Professionals, WIE and PA.
8. Voice student concerns and needs.

### **R8-R8M-6.1.9 REGION 8 ACTION FOR INDUSTRY (AfI) SUBCOMMITTEE**

#### **R8-R8M-6.1.9.1 MISSION**

To facilitate planning, development, and implementation of activities within Region 8 between Industry and IEEE. ———To enhance relationships and cooperation between local companies and IEEE members in R8 Sections.

#### **R8-R8M-6.1.9.2 COMPOSITION**

The R8 Action for Industry [SubcommitteeCommittee](#) is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 [N-&-A SubcommitteeCommittee](#). The inclusion of members with links to senior levels of management in major Industries relevant to IEEE will be sought, and representation of the Industry Ambassadors of R8 Sections will also be aimed for.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

#### **R8-R8M-6.1.9.3 STATEMENT OF AUTHORITY**

1. Encourage the appointment of Industrial Relations Officers (IROs) in all R8 Sections—, advising about selection and recruitment when necessary
2. Provide guidance and support to R8 IROs to help to promote IEEE benefits, products, and services to industry.
3. Provide guidelines and support to R8 IROs in order to strengthen relationships and cooperation with industry and local technical companies.
4. Plan, promote and implement IEEE activities and services supporting important needs of industry and their

professional employees.

5. Assist in arranging technical workshops and seminars with industry in R8.
6. Promote cooperation between IEEE at universities and local industry.
7. Arrange workshops for Student Branches with local industry.

#### **R8-R8M-6.1.10 REGION 8 PROFESSIONAL AND EDUCATIONAL ACTIVITIES SUBCOMMITTEE**

Professional Activities (PA) comprise non-technical skills that engineers need to achieve a successful technical career. Educational Activities (EA) implements programs specifically intended to serve the educational pursuits of IEEE members, the engineering and scientific communities and the general public.

##### **R8-R8M-6.1.10.1 MISSION**

To develop non-technical skills programs (such as “Leadership Skills Training” or “Project Management”) in order to provide additional value to members, in particular to young engineers and students. To coordinate educational activities programs in Region 8 including pre-university education, university-level education, post-university (continuing) education and the promotion of public awareness of engineering, technology and other topics within IEEE’s Field of Interest.

To recruit volunteers to implement professional and educational seminars and workshops in R8 and to train local Tutors (Trainers) for these activities.

##### **R8-R8M-6.1.10.2 COMPOSITION**

The R8 Professional and Educational Activities Committee is appointed by the Vice Chair - Technical Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N&A Subcommittee.

The Chair is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee) and serves as a voting member of the IEEE Educational Activities Board (EAB) Section Education Outreach Committee.

##### **R8-R8M-6.1.10.3 STATEMENT OF AUTHORITY**

1. Encourage, and advise about when necessary, the appointment of local PA officers and the establishment of PA activities in all R8 Sections
2. Provide PA products and services to individual IEEE members and groups, in particular to young engineers (YP) and students
3. Recruit expert presenters of PA topics in R8
4. Train and educate local trainers for PA topics in R8
5. Plan and implement PA seminars and workshops in R8
6. Collaborate with IEEE-USA on PA products and services to enhance members’ career and employment prospects
7. Make Section Chairs aware of IEEE’s PA products and their importance for members.
8. Develop or encourage the formation of Educational Activities Subcommittees in Region 8 Sections.
9. Develop educational programs to encourage the technological literacy of pre-university students.
10. Promote educational activities at the member level and communicate to the Educational Activities Board (EAB)

the educational concerns of the membership.

11. Serve as contact point for Educational Activities and Professional Activities Subcommittee Chairs in Sections of Region 8.

#### **R8-R8M-6.1.11 REGION 8 WOMEN IN ENGINEERING (WIE) SUBCOMMITTEE**

##### **R8-R8M-6.1.11.1 MISSION**

To serve the interests of the IEEE WIE affinity groups and female members, to promote the recognition and support of achievements of women in engineering, and to promote recruitment and retention of women in technical disciplines.

##### **R8-R8M-6.1.11.2 COMPOSITION**

The Region 8 Women in Engineering (WIE) Subcommittee is appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N&A Subcommittee.

##### **R8-R8M-6.1.11.3 STATEMENT OF AUTHORITY**

1. Liaison with WIE activities at MGA Board level and with the Educational Activities Board
2. Establishing and maintaining contact with all Region 8 WIE Affinity Groups
3. Encouraging WIE activities in parts of Region 8 where no WIE Affinity Group exists, and assisting Sections in the creation of new WIE Affinity Groups
4. Supporting activities aimed at encouraging science and engineering careers for women.

#### **R8-R8M-6.1.12 REGION 8 HUMANITARIAN ACTIVITIES (HuAC) SUBCOMMITTEE**

##### **R8-R8M-6.1.12.1 MISSION**

To support the IEEE volunteers in the Region carrying out and/or supporting impactful humanitarian activities at the local level.

##### **R8-R8M-6.1.12.2 COMPOSITION**

The Region 8 Humanitarian Activities (HuAC) Subcommittee is appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N&A Subcommittee.

##### **R8-R8M-6.1.12.3 STATEMENT OF AUTHORITY**

1. Development of programs enabling volunteer engagement in humanitarian activities
2. Review and evaluation of the overall effectiveness of programs.
3. Recommending best practices as they relate to programs and projects
4. Evaluation of funding proposals for projects to be carried out at the local level
5. Establishment of partnerships with other entities sharing similar goals with respect to humanitarian efforts.

### R8M-6.1.13. REGION 8 PUBLICATIONS AND COMMUNICATIONS (P&C) COMMITTEE

#### R8M-6.1.13.1 MISSION

To coordinate Region 8 publications and communications directed to members and potential members. Reports to the OpCom through the Director-Elect.

#### R8M-6.1.13.2 COMPOSITION

The Region 8 Publications and Communications Committee is appointed by the Director-Elect from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N&A Committee.

#### R8M-6.1.13.3 STATEMENT OF AUTHORITY

1. Coordination of the content that is included in each of the publications.
2. Be the first point of contact for allegations related to publications in the Region.
3. Making recommendations for the position of Editor-in-Chief of Region 8 publications for final appointment by the Region Director after consultation with OpCom and N&A Committee.

### R8M-6.1.14 REGION 8 LIFE MEMBERS (LM) COMMITTEE

#### R8M-6.1.14.1 MISSION

To create, promote and monitor appropriate programs and initiatives for Life Members.

#### R8M-6.1.14.2 COMPOSITION

The Region 8 Life Members Coordinator is appointed by the Region Director and serves as LM Committee Chair. The Committee may be formed only by corresponding members. Members are appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N&A Committee.

#### R8M-6.1.14.3 STATEMENT OF AUTHORITY

1. To establish and maintain communications with all Region 8 LM Affinity Groups (LMAGs).
2. To increase awareness of Life Members and inform Sections of the values of Life Members' activity.
3. To assist Sections in the formation of new LMAGs in locations where membership is sufficient to justify such formations.
4. To encourage R8 LMAGs to maintain sustainable and regular meetings, to organize officer elections and officer rotation, to support other OUs of the Section, to elevate member grade LMs to Life Senior Members and to carry out publicity in Section, R8 and IEEE level.
5. To provide information about activity of the R8 LMAGs, Chapters, Young Professionals and other Affinity Groups with the objective of encouraging LMAGs to join technical meetings of other IEEE OUs.
6. To assist LMAGs in administrative and reporting issues.

### R8M-6.1.15 REGION 8 FINANCE COMMITTEE

#### R8M-6.1.15.1 MISSION

To provide general oversight of the financial operations of the Region and to assist Region 8 Treasurer in financial management of the Region 8 and its funds.

#### R8M-6.1.15.2 COMPOSITION

The Region 8 Finance Committee is chaired by the Region Treasurer, with Region 8 Director and Region 8 Past Director as ex-officio members, and up to three additional members appointed by the Treasurer from recommendations by the Region OpCom as well as recommendations by the Region 8 N&A Committee. The additional members can include:

- ✓ Assistant Treasurer, to provide backup in financial operations of the Treasurer.
- ✓ Voluntary Contribution Fund Coordinator and Region 8 GEO Units Support in Financial Reporting (VCF and Reporting); liaison with Membership Development Committee.
- ✓ Financial Oversight of the R8 Conference Portfolio (R8ConFin); liaison with Conference Coordination Committee.

Other members can be appointed as corresponding members.

#### R8M-6.1.15.3 STATEMENT OF AUTHORITY

The Region 8 Finance Committee shall:

1. Assist Region 8 Treasurer in preparation of the annual budget.
2. Monitor Region 8 financial performance against budget.
3. Develop short- and long-term financial projections and plans.
4. Develop proposals for improvements in the financial operations of the Region and its organisational units.
5. Manage the Voluntary Contribution Fund awards.
6. Provide financial oversight of the Region 8 conference portfolio.
7. Assess long- and short-term financial risks for the Region and propose measures to mitigate them.

### R8M-6.1.16 REGION 8 HISTORY ACTIVITIES (HA) COMMITTEE

#### R8M-6.1.16.1 MISSION

To stimulate in the Region's subunits the awareness and importance of history, the proper documentation of their history, and the organization of history-related activities.

#### R8M-6.1.16.2 COMPOSITION

The Region 8 History Activities Coordinator is appointed by the Region Director and serves as HA Committee Chair. The Committee may be formed only by corresponding members. Members are appointed by the Vice Chair - Member Activities from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N&A Committee.

#### R8M-6.1.14.3 STATEMENT OF AUTHORITY

1. Document the Region's history and make the

documentation publicly available on the Region's website and through the Engineering and Technology History Wiki.

2. Support the Region's subunits in properly documenting their history.
3. Support the Region's subunits in their history-related activities — such as (but not limited to) preparation of IEEE Milestones, arranging of Oral Histories, and organization of history-related meetings and conferences — and assist in establishing necessary contacts with relevant IEEE organizational units.
4. Maintain a strong relation with the IEEE History Committee and the IEEE History Center.

#### **R8-R8M-6.2 EX-OFFICIO MEMBERS OF COMMITTEES OF REGION 8 SUBCOMMITTEES EX-OFFICIO MEMBERS**

Any Region 8 member assigned to an IEEE MGA Board Committee or IEEE Committee is ex-officio member without voting privileges, of the corresponding Committee of Region 8 Subcommittee if such a corresponding SubcommitteeCommittee has been constituted.

He/she may attend the meetings of the corresponding SubcommitteeCommittee as a non-voting member, subject to financial support being available, and in any case shall be entitled to receive the Minutes of all such meetings.

#### **R8-R8M-7 REGION 8 COMMITTEE MEETINGS**

General arrangements and requirements of meetings of the Region 8 Committee are described in the R8 Bylaws (Section R8-3.3 REGION 8 COMMITTEE MEETINGS)

#### **R8-R8M-7.1.1 MEETING TIMETABLE AND STRUCTURE**

Normally, the meeting commences early on a Saturday and ends by early Sunday afternoon, so enabling the majority of participants to arrive on a Friday evening and leave in time to be home for Monday morning. Meetings of subcommittees are usually arranged for Friday.

The room layout for the R8 Committee meeting must be laid out so that all members can see and hear one another, providing the voting and non-voting members with a worktable and electrical supply for computers. CommitteeRegion Officers are normally positioned in a more prominent location (“top table”) and it is usual to have the Section Chair seating ordered alphabetically by Section name.

#### **R8-R8M-7.1.2 MEETING DOCUMENTATION**

The meeting Agenda Bookdocumentation contains the proposed agenda, minutes of the previous meeting, reports from Officers and SubcommitteeCommittees, and such other supporting material as is required and available. A one page summary report in the book is expected from each Section Chair. The bookdocumentation must be made-is issuedavailable to each participant, except for items discussed in Executive Session, available to voting members only on arrival at the meeting location. ~~To an increasing extent, the issue of this information on a CD-ROM instead of as a printed book is being adopted. Prior to the meeting the Agenda Book is provided on-line to the R8 Committee members as soon as available, and~~

~~may be downloaded, typically with access controlled by a password.~~

#### **R8-R8M-7.1.3 MEETING PROCEDURE**

The formal parts of the meeting are conducted according to the R8 Bylaws, which specify the use of Robert’s Rules. However the meeting often commences with an informal part (such as a ‘caucus’) and there may be break-out sessions (Focus Groups, etc.) to encourage participation and ‘brainstorming’ to discuss special issues.

#### **R8-R8M-7.1.3.1 MOTIONS**

In the formal part of the meeting, any member (voting or non-voting) may propose a Motion and if this is seconded by another member, it normally must be allocated time for debate in the appropriate part of the meeting. If the Motion is proposed by a subcommittee, a seconder is not required.

Motions which are non-controversial and appear to have the general agreement of the R8 Committee members present may be collected together to form a Consent Agenda, and approved *en bloc* by a single vote, in order to save time. However, prior to this, any member has the right to remove a Motion from the Consent Agenda and so require it to be debated.

During the debate of a Motion, the Chair must take an impartial position, and all members must be given an opportunity to speak. Where possible the Chair will seek an alternation between those for- and against the Motion, and may, in the interests of time-economy, restrict the length of time any members speaks for. The R8 Committee members must adopt the recognized practice of avoiding derogatory comments about any Committee member, and during the formal debate, the member speaking (“given the floor”) must address the Chair. This ensures an orderly discussion with a single thread. Robert’s Rules define and explain the mechanisms by which other members are permitted to amend Motions under discussion, to suspend their discussion or call for an immediate vote without further discussion. During debate, an amendment to the words of the Motion can be agreed only by a vote of the Committee, and not by the proposer or seconder, because once debate has commenced, the Motion belongs to the Committee. A ‘friendly amendment’ is one which is agreed to be an improvement by the proposer (for example. a change in words which clarifies the meaning).

Tabling a Motion implies ending discussion on it without taking a vote.

A Motion must define an action to be carried out and an indication of who or what is responsible. For example “*the R8 Committee requests the Director to recommend to the MGA Board -----*” or “*the R8 Committee approves the organization by the ----- SubcommitteeCommittee of a meeting of Chapter Chairs of the ----- Society at -----*” or “*the R8 Committee congratulates ----- for the award of the ----- medal*”. Motions with no clear cut mode of implementation serve no purpose and should not be made. For example a Motion such as “*The R8 Committee considers that the general public in Section ----- should show more respect to practicing engineers*” might be a welcome sentiment but contains no proposal for implementation.

#### **R8-R8M-7.1.3.2 VOTING**

The Chair may call for a vote by the instruction “*Those in favour, say ‘aye’*” followed by “*Those against, say ‘nay’*”. If this process

is not such as to make the outcome obvious, the voting members may be asked to raise their hands instead, and to keep them up until a count has been made, or alternatively they may be asked to stand to show their vote.

Some Motions may be more appropriate for decision by a secret ballot, in which case voting papers have to be distributed and tellers appointed to count the result.

It is important to ensure that a quorum is present when a vote is taken in order for the decision to be valid (see R8 Bylaws, Section R8-303.2 QUORUM for a definition of the numbers of voting members required). Those who abstain from voting are considered to have voted against the Motion, and so any member wishing to have no effect on the outcome must leave the room while the vote takes place.

### **R8-R8M-7.1.3.3 COST CONSEQUENCES OF MOTIONS**

It is likely in many cases that the implementation of an approved Motion involves the expenditure of R8 funds. For this reason, wherever possible the Motions shall be submitted well in advance, so that the financial implications can be evaluated by the Treasurer and perhaps the R8 OpCom as well. This also provides opportunities for improvements in the clarity of the wording, etc. In some cases, the implementation may imply a charge to an already-allocated budget of a Vice Chair, ~~Subcommittee~~ Committee, etc. in which case the approval of the budget-holder needs to be obtained. Approval of Motions which involve substantial cost implications must be associated with a responsible approach to indicating how this is to be paid for.

Since the implementation of a Motion may involve a project with activity and expenditure continuing over an extended period of time, the person(s) responsible for the implementation (often referred to as the 'champion(s)' of the project) must submit progress reports and a final report on the outcome, with a full disclosure of the use of any IEEE funds spent on the project. The R8 Secretary is responsible for ensuring that such reports are provided in a timely manner, keeping the R8 Committee informed. This includes situations where a project has to be abandoned.

### **R8-R8M-8 SECTIONS**

A Section shall be the basic operating entity of IEEE and shall be constituted by a minimum of fifty (50) voting members. A Section shall be established with the approval of the ~~Region-8 Committee~~ Region 8 Committee by petition of those who live/work in relatively close proximity. Normally this is a well-defined geographical location, not part of any existing Section.

Normally, in Region 8, the boundaries of a Section correspond to National boundaries, although in some cases, a country may have more than one Section and in some cases, a Section may cover more than one country. In the latter case, the Section may involve more than one distinct legal system and/or more than one currency. Currently, and for the foreseeable future, there are countries and other large parts of Region 8 where the number of IEEE members is too low to support the formation of a Section.

Sections are not required to have their own Bylaws. However, they are allowed to have a Governance document if they wish, but should request the approval of the Region Director for this.

A Section is required to maintain a membership of twenty-five (25) voting members, and if the membership drops below this the Section may be placed on probation and this may lead eventually to the dissolution of the Section.

A Section is also required to hold at least five meetings per year (including Chapter and Affinity Group meetings). An administrative meeting may count towards the total.

Provided that the Section completes its annual reporting to ~~Piscataway~~ IEEE on time, it receives financial support in the form of a Rebate, which is calculated by a formula which takes into account the number of members in the Section. Prompt submission may result in a financial bonus to the Section.

~~Other~~ — details — about — the — function, — composition — and administration of Sections are detailed in the MGA Operations Manual Section 9.4.

The number of Sections in Region 8 has increased steadily over many years. However, there are some Sections which have few members, and which constitute a financial burden on Region 8, because of the need to re-imburse the attendance costs of the Section Chair — at — Region 8 — Committee meetings. It can therefore be good practice for the Committee to approve only those petitions where the growth potential of the petitioning Section is such that a membership of at least 250 voting members is — a realistic — future prospect. — In other — cases, formation of a Subsection instead may be a financially-wiser action.

### **R8-R8M-8.1 SUBSECTIONS**

A Subsection shall be a part of a Section or Region, constituted by a minimum of twenty (20) voting members, and established with the approval of the ~~Region-8 Committee~~ Region 8 Committee by petition to the Section Executive Committee or the Region of those who live/work in relatively close proximity. Financial resources required for the operation of the Subsection responsibility of the Geographic Unit (Section or Region) creating the Subsection.

A Subsection is required to maintain a membership of fifteen (15) voting members, and if the membership drops below this the Subsection may be placed on probation and this may lead eventually to the dissolution of the Subsection.

A Subsection is also required to hold at least five meetings per year (including Chapter and Affinity Group meetings). An administrative meeting may count towards the total.

Reasons for formation of a Subsection within a Section may be because of separation from the rest of the Section by distance, geographical obstacles making travel difficult, or different legal or cultural customs, etc.

Reasons for formation of a Subsection not within a Section (e.g. under the supervision of the Region) are usually that the members making the petition are in a location / country where there are insufficient IEEE members to justify a petition to form a Section. This enables the petitioners to start local IEEE activities and may encourage membership growth. Forming a Subsection under Region control does place an obligation on the Region to forward the rebate received for the Subsection, if it fulfills the meeting activity and compliance with finance and officer reporting requirements. However, the Region is not obliged to re-imburse the attendance costs of the Subsection Chair at ~~Region-8 Committee~~ Region 8 Committee meetings, so that a Subsection constitutes a smaller financial burden on Region 8 than a Section.

In some cases, the Subsection may be formed as a 'Section in Development' with the expectation that, within a few years, it will have grown in membership and increased its activities sufficiently to be elevated to a Section. In the case that the Subsection is a part of an existing Section, the opinion of that Section about the elevation shall be sought by the Region Director prior to making

the decision.

Other details about the function, composition and administration of Subsections are detailed in the MGA Operations Manual Section 9.5

### **R8-R8M-8.2 CHAPTERS**

A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic or Technical Council. A Chapter shall comprise a minimum of twelve (12) voting members of a Society or group of Societies and shall be established by petition to the parent geographical and technical organizational units. Normally, Chapters are subunits of a single Section, and this parent Section is responsible for the finances of the Chapter (and should provide an appropriate part of its rebate to support Chapter activities). The Chapter Chair shall be an ex-officio member of the Executive Committee of this parent Section.

A Chapter is expected to establish strong and cordial links with the management (Board of Governors, AdCom, Regional representative, etc.) of its parent Section(s) or Council, who may be willing to provide additional financial support, and often have Distinguished Lecturer programs which the Chapter may make use of.

Commonly, the Societies or Councils hold international conferences in many parts of the world, and in the case that such a conference is in the geographical area of the Chapter, then the Chapter members can be expected to assist with its organization. This is another reason for the Chapter to establish good links with the parent Society/Council.

A Chapter may be formed in a part of the Region where no Section exists, and in such a case, may be managed by an adjacent Section. Other details about the function, composition and administration of Chapters are detailed in the MGA Operations Manual Section 9.6.

### **R8-R8M-8.3 STUDENT BRANCHES**

A Student Branch shall be an operating entity of IEEE constituted by a minimum of twelve (12) IEEE Student or Graduate Student Members at a particular college, university, technical institute, or, in unusual circumstances attached to a Section, and established with approval of the [Region 8 Committee](#) by petition to the Region.

Each Student Branch shall have a Student Branch Counselor who shall be an IEEE member teaching in IEEE designated fields in the educational organization with which the Branch is associated. The Counselor assists the Student Branch in obtaining space and permission for their activities, and provides continuity for the Student Branch in situations where the active members graduate and leave the educational organization or otherwise cease to be students.

Other details about the function, composition, funding and administration of Student Branches are detailed in the MGA Operations Manual Section 9.7.

### **R8-R8M-8.4 STUDENT BRANCH CHAPTERS**

Student Branches may have Student Branch Chapters. A Student Branch Chapter shall be a technical subunit of a Student Branch constituted by a minimum of six (6) Student or Graduate Student Members of a Society or group of Societies and established by petition to the parent Student Branch and Society concerned. A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.

Other details about the function, composition and administration of Student Branch Chapters are detailed in the MGA Operations Manual Section 9.8

### **R8-R8M-8.5 NEIGHBORING SECTION**

Chapters, Student Branches, Student Branch Chapters can petition to be included in a neighboring Section within the Region.

### **R8-R8M-8.6 AFFINITY GROUPS**

An Affinity Group shall be a local non-technical subunit of the Region or one or more of its Sections or a Student Branch, constituted by a minimum of six (6) IEEE members, being members of the Geographic Organizational Unit and established by petition to the parent Organizational Unit or Standing Committee responsible for the subject of the Affinity Group.

Currently, Affinity Groups are limited to four categories: Consultants Networks, Young Professionals (YP), Women in Engineering, and Life Members.

More information about Affinity Groups is provided in the MGA Operations Manual Section 9.9.

### **R8-R8M-8.7 AREAS**

An Area is a part of a Region, consisting of several Sections, states, provinces, or countries which may be established by the [Region 8 Committee](#) as a management and administrative organizational unit of IEEE to fulfill the communication needs and management/administrative missions of the Region within the territory prescribed.

1. The Region Director may appoint Area Chairs to serve a one- or two-year term during the incumbency of the Region Director.
2. The Area Chair acts on behalf of and at the direction of the Region Director on specific assignments related to the management and administration of the Region.
3. The Area Chair(s) may serve on the [Region 8 Committee](#) with the approval of the [Region 8 Committee](#).

More information about [Affinity Groups](#) Areas is provided in the MGA Operations Manual Section 9.2.

### **R8-R8M-9 IEEE STANDARDS**

Standards are an important part of IEEE's work with two aspects

- ✓ Creation of Standards
- ✓ Awareness of Standards.

The creation of Standards is principally an activity for experts in the technical field of the Standard in question, and most IEEE Societies have some involvement in Standards creation and updating. In Region 8, any Standards activity is therefore likely to be associated with Chapters or with IEEE members who have particular relevant expertise.

The role of Sections and the [Region 8 Committee](#) with respect to Standards is therefore mainly limited to increasing awareness about the IEEE Standards creation process and the Standards themselves.

For this purpose, the [R8 Committee](#) includes a Standards Coordinator, appointed by the Director after consultation with the Vice-Chair - Technical Activities, whose role is to encourage and maintain awareness of Standards issues among the members of the [R8 Committee](#).

5. ~~R8-10 WOMEN IN ENGINEERING~~

~~The R8 Committee includes a Women in Engineering (WIE) Coordinator, appointed by the Director after consultation with the Vice Chair-Member Activities, whose role is-~~

- ~~6. Liaison with WIE activities at MGA Board level and with the Educational Activities Board~~
- ~~7. Establishing and maintaining contact with all Region 8 WIE Affinity Groups~~
- ~~8. Encouraging WIE activities in parts of Region 8 where no WIE Affinity Group exists, and assisting Sections in the creation of new WIE Affinity Groups~~
- ~~9. Supporting activities aimed at encouraging science and engineering careers for women.~~
- ~~10.~~

~~R8-R8M-11 REGION 8 WEBSITE~~

~~The R8 Website presents and explains IEEE Region 8 and the Region 8 Committee to IEEE members and to the general public, and provides a general information resource, with links to the IEEE main page and to the websites of R8 Sections.~~

~~Access is provided to historical data (such as Section formation dates, a list of names of all past Region 8 Directors), past issues of R8 News and a document repository.~~

~~News of future events such as conferences in Region 8 and reports of past events are provided.~~

~~A password controlled area is provided for the R8 Committee, for secure documentation and preparations for meetings, including access to agendas, unapproved minutes, etc.~~

~~R8-R8M-12 REGION 8 PUBLICATIONS~~

~~Region 8 News is an important publication to bring news of Region 8 to its members and to others who receive copies. It is, for many IEEE members in Region 8, the only item which they receive which is specific to their membership of Region 8, which gives it a distinctive importance.~~

~~It is distributed either with IEEE Spectrum or in electronic format, normally as four issues per year. A section of Region 8 News is allocated to reporting Student Activities.~~

~~Region 8 may create other publications as needed.~~

~~R8-R8M-13 REGION 8 VOLUNTARY CONTRIBUTIONS FUND (VCF)~~

~~Region 8 maintains a separate fund, the Voluntary Contributions Fund (VCF), to which Region 8 members are annually invited to contribute when they renew their dues.~~

~~The Fund is used primarily for the support of Student Branches (to assist them in obtaining technical literature) and for travel and subsistence support for IEEE members (including students) of Region 8 with low personal incomes to enable them to attend conferences in Region 8. In the case of grants involving travel to a conference, a condition of the grant is that the recipient provides a report on his/her travel to and involvement in the conference, and in all cases, evidence of the expenditure must be provided.~~

~~Applications to the fund are sent to the R8 Voluntary Contributions Fund Coordinator, who verifies that the application is valid and in the case of sufficient funds being available, decides whether or not the grant should be approved, seeking advice as needed.~~