

## Section Vitality and Development (Ad Hoc Committee)

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### Team

- Matej Zajc (Slovenia) (Region Vitality Coordinator)
- Ana Madureira (Portugal)
- Ahmed Hassan (Egypt)
- Andreas Koltes (Germany)
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### Goals

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

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

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

### SVD scope

- Monitor Sections vitality in Region 8 assisting sections in the elections and annual reporting.
- Monitor Subsections vitality in Region 8 assisting sections in the elections and annual reporting.
- Overseeing formation of a Subsection/Section in Region 8
- Organization of at least two SVD SC meetings with subsection volunteers.

### Progress against goals since the last report

#### Section elections for 2023-2024 term (reported by Ana Maria Madureira)

By the second of 2022 additional efforts had been developed in order to stimulate the process of elections and providing guidelines if necessary. From the contacted sections we had identified some critical situations, consequence of current international social, political, and financial instability. Attention have been dedicated to these cases, providing guidance and support when needed for any circumstance. In most cases, elections were successfully completed on time and results reported in vTools Officer Reporting. Some other cases are late and extended their term. For these cases we are stimulating the launch of elections for the term 2023-2024. However, the current officer's term end date should be 31 December 2024.

As main good practices to ensure section vitality we emphasize:

- Active organization of activities and the involvement of the members but also the respective reporting at vTools Events reporting.
- Communication with your members (news, events, participation call, participation at section appointed positions and Sections OU's call, and others) using vTools e-notice tool.
- Rotativity and engagement of new members in sections activities, to facilitate the officer's transition.
- Reporting active executive committee officers via vTools.
- Take in consideration the period of service following the rules defined in the MGA Operations Manual.
- Compliance with rules regarding eligibility for reimbursement from R8. The delegate to the R8 committee meeting should not serve in the current Section officer position for more than 4 consecutive years or for more than 6 years in total MGA Operations Manual, Section 9.4.F.7.d.)

SVD will proceed its mission contributing to the sections vitality: serving their members; having their activity timely reported (officers, meetings/events, and financials); retaining and recruiting new members; training and engaging new volunteers and holding elections on time by taking care about the period of service following the rules in the MGA Operations to receive their rebates and be eligible for R8 reimbursement.

**Sections' reporting** (reported by Andreas Koltes)

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

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

The deadline for the financial reports was on 28th February. Sections that submitted their reports by 17th February are eligible to receive a 10% bonus payment. At the time of this writing, 49 sections and 2 subsections (that are operating their own accounts) have fully completed the financial reporting process of which 46 sections and 1 subsection will receive the 10% bonus on top of the rebate. 5 sections have been contacted by HQ staff to supply further information required and are still in the process of finalizing their financial reports. For 4 sections, there is a special reporting arrangement in place due to legal conditions related to their respective countries. 1 section is currently dormant.

At the time of this writing, we are still waiting for the results of the officer and event reporting process. As the final stages of the reporting process are still being completed, we will present updated information at the committee meeting.

**Subsection Vitality** (reported by Ahmed Hassan)

Countries that have IEEE subsections in region 8 include: Botswana, Burkina Faso, Ethiopia, Kazakhstan, Palestine, Russia (Far Eastern), Sudan, Tanzania, and Yemen. Generally, activities are increasing in these subsections with more organization unit establishments. From the financial reporting, most of them are either managed financially by region 8 or Africa Council. Only Libya and Botswana were listed as required to report financially. Libya did and got rebate and bonus while Botswana did and got rebate only.

From the leadership change point of view, many subsections have changed their leadership including Yemen and Ethiopia. Tanzania reported the next chair. Efforts are done to support the subsection to make election starting April in Kazakhstan, Palestine, Libya and Sudan. There are no replies so far from Burkina Faso and Botswana. It is assumed that planning elections in Sudan will be a challenge due to no reply from the chair although vice chair is responding positively and interact actively. There are some general disappointments from requiring larger number of members to form a subsection/section in Region 8 compared by other regions. This is recommend to be discussed at the meeting. There is an initiative to have countries with very small number of members in Africa (Less than 5) to form one section named "others or rest of Africa". This will be discussed as well at the Spring meeting.

**Formation of Sections and Subsections** (reported by Matej Zajc)

According to the Region 8 Bylaws, the establishment of Subsections and Sections must be approved by the R8 Committee. The formation of a Section or a Subsection needs to be first assessed by Region 8 Section Vitality and Development (SVD) Sub-Committee before submitting a formal petition through the online petition system.

The organizers need to contact the SVD chair and inform of their intention to form a Section or a Subsection providing also the required information as described [Guideline for the formation of a Subsection/Section in Region 8](#).

SVD team is in contact with several countries in R8 that do not have IEEE OUs. Among them one of the most promising is Rwanda. Furthermore, two petitions are open for formation of subsections within a section, both in case of Nigeria. SVD has received one complete application for the formation of Nigeria SouthEast subsection that will be considered at the R8 Committee meeting. All other petitions will be considered at later time due to insufficient information or lacking required conditions.

### Points of Concern

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

At this point we would also like already to remind sections and subsections that will need elections at the end of 2023 for the **term 2024-2025** to start the process early. We would like to advise them to organize elections in their section well before the current officers' term end date to attract members to volunteer and run for the positions.

The term **start date** for elected officers should be **1 January** and the term **end date** for current officers should be **31 December**. Having early election would enable the incoming team to learn about the operation before the term start date, which typically makes the transition easier.

It is a good practice to complete the election process by mid November.

### Proposals for improvements/Other Issues to report

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

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