119th IEEE Region 8 Committee Meeting
Unapproved Minutes of the Meeting
15-16 October 2022
Cairo Marriott Hotel & Omar Khayyam Casino, Cairo, Egypt

The agenda and backup documentation are available at: https://agd.ieee.org/mpt/Agenda.aspx?eid=17857 and https://ieeer8.org/category/committee/meetings/2022-october-cairo/

Items in these minutes are numbered according to the agenda.

Attendance

R8 Committee voting members present:

1. Algeria Section Chair Kouzou Abdallah
2. Austria Section Vice Chair Werner Drexel
3. Bahrain Section Chair Ali Zolait
4. Benelux Section Chair Claude Oestges
5. Bosnia and Herzegovina Section Treausrer Dejan Jokic
6. Croatia Section Chair Ana Katalinic
7. Cyprus Section Chair Constandinos Mavromoustakis
8. Czechoslovakia Section Chair Matej Pacha
9. Denmark Section Chair Sanja Lazarova-Molnar
10. Egypt Section Chair Ahmed Hassan
11. Estonia Section Treasurer Urmet Jänes
12. France Section Chair Claire Lajoie-Mazenc
13. Germany Section Chair Jan Haase
14. Greece Section representative Theodoros Chatzinikolaou (Region8 Student Representative)
15. Hungary Section Treasurer Anikó Szakál
16. Italy Section Chair Sergio Rapuano
17. Jordan Section Chair Ala Khalifeh
18. Kenya Section Chair Esther Muchiri
19. Kuwait Section Secretary Abdullah Alqallaf
20. Latvia Section Chair Anastasija Žiravecka
21. Lebanon Section Chair Bachar El Hassan
22. Lithuania Section Chair Vytautas Urbanavicius
23. Malta Section Past-Chair Conrad Attard (Professional and Educational Activities Committee Chair)
24. Mauritius Section ExCom Member Anshu Murdan
25. Morocco Section Chair Badr Eddine El Mohajir
26. Nigeria Section Chair John Oyewole Funso-Adebayo
27. North Macedonia Section Chair Anastas Mishev
28. -Norway Section Chair Filippo Sanfilippo
29. Oman Section Chair Abdullah Al-Badi
30. Poland Section Chair Adam Dabrowski
31. Portugal Section Chair Rodolfo Oliveira
32. Qatar Section Chair Ridha Hamila
33. Romania Section Chair Lucian Toma
34. Serbia and Montenegro Section Chair Boris Dumnic
35. Slovenia Section Chair Joze Guna
36. Spain Section Vice Chair Edgardo Castronuovo
37. Sweden Section Chair Andrei Gurtov
38. Switzerland Section Chair Thomas Hanselmann
39. Tunisia Section Chair Ilhem Kallel
40. Turkey Section SAC Chair Murat Tümer
41. Ukraine Section Vice Chair Iryna Ivasenko
42. United Arab Emirates Section Chair Fatma Taher
43. United Kingdom and Ireland Section Chair Izzet Kale
44. Zambia Section Chair Ariel Phiri
45. R8 Director Antonio Luque
46. R8 Past Director Magdalena Salazar Palma
47. R8 Secretary Ljupco Karadzinov
48. R8 Treasurer Adam Jastrzebski
49. R8 Vice-Chair Technical Activities Peter Nagy
50. R8 Vice-Chair Member Activities Sara Barros

R8 Committee voting members absent:

51. Belarus Section Chair VACANT
52. Bulgaria Section Chair Valentina Markova
53. Finland Section Chair Mahdi Pourakbari
54. Ghana Section Chair George Eduful
55. Iceland Section Chair Karl Gudmundsson
56. Iran Section Chair Vahid Ahmadi
57. Iraq Section Chair Sabiha F. Jawad
58. Israel Section Chair Shmuel Auster
59. Russia (Northwest) Section Chair Victor Sheludko
60. Russia (Siberia) Section Chair Roman Gorbunov
61. Russia Section Chair Sergey Bankov
62. Saudi Arabia (East) Section Chair Mohammed Al-Ghamdi
63. South Africa Section Chair David Oyedokun
64. Uganda Section Chair Ezabo Baron
65. Western Saudi Arabia Section Chair Abdullah Binladin
66. R8 Director Elect Vincenzo Piuri
67. R8 Vice-Chair Student Activities Simay Akar

R8 Subcommittee members present:

1. Abdulateef Aliyu — Chair — Humanitarian Activities
2. Adel Alimi — Chair — Africa Council
3. Albert Lysko — Candidate for R8 Technical Activities Vice Chair

4.	Almedin Kavaz	Chair	Young Professionals and Awards & Recognitions
5.	Ana Madureira	R8 Secretary Assistant	
6.	Andreas Koltes	Voluntary Contribution Fund	
7.	Andrejs Romanovs	Chair	Chapters coordination
8.	Costas Stasopoulos	Sections Congress Coordinator	
9.	George Michael	Chair	Electronic Communications Team
10.	Gheith Abandah	Chair	AdHoc on Diversity, Equity and Inclusion
11.	Habib Kammoun	Chair	Conferences coordination, Zone Representative
12.	John Matogo	Chair	Action for Industry
13.	Khaldoun TAKTAK	Chair	IEEE Region 8 SYP Congress
14.	Lee Crudgington	Chair	New Student Contests Initiative AdHoc
15.	Maria Efthymiou	Electronic Communications Assistant	
16.	Maria-Alexandra Paun	Chair	Women in Engineering
17.	Marios Antoniou	Candidate for R8 Technical Activities Vice Chair	
18.	Mariya Antyufeyeva	Clementina Saduwa Award Winner	
19.	Martin Bastiaans	Chair	History
20.	Matej Zajc	Chair	Section Vitality and Development
21.	Mike Hinchey	Chair	Membership Development, Director-elect candidate
22.	Mohamed Amin	Chair	Careers AdHoc
23.	Peter Magyar	Chair	Life Members
24.	Vera Markovic	SPC Coordinator	
25.	Vinko Lesic	Candidate for R8 Member Activities Vice Chair	

R8 Subcommittee members absent:

26.	Adeel Sultan	Chair	AdHoc Publications & Communications
27.	Hazar Oklah	Chair	Region 8 Today and AdHoc Publications & Communications
28.	Barbara Vujkov	Chair	Congress Coordination Team
29.	Tuncer Baykas	Chair	Standards coordination
30.	Mohammad Hossein Babaee	Chair	Social Media
31.	Rawane El-jamal	Chair	Entrepreneurship
32.	Nizar Rokbani	Chair	Humanitarian Technology for Crises AdHoc

R8 guests present:

1.	Saifur Rahman	IEEE President-Elect
2.	David Koehler	MGA Vice President
3.	Barry Tilton	R2 Director
4.	Rob Anderson	R7 Director
5.	Enrique Tejera	R9 Director
6.	Deepak Mathur	R10 Director
7.	Paul Cunningham	Division VI Director
8.	Cecelia Jankowski	IEEE MGA Managing Director
9.	Sampathkumar Veeraraghavan	IEEE HAC Chair
10.	Emre Ayranci	IEEE YP Committee Chair
11.	Ali Hessami	VC AI Ethics Certification and Chair SIGHT Committee

Other present:

1.	Adel Abdulla	IEEE Bahrain Section Vice-Chair
2.	Adel Salah	IEEE Bahrain Section ExCom Assistant Secretary
3.	Ali Alfayly	Kuwait Section Treasurer
4.	Bruce Krog	IEEE Continu>ED project Co-Chair
5.	Carlos Ferreira	Portugal Section Treasurer
6.	Catarina Silva	Portugal Section Past Chair, Candidate for R8 N&A
7.	Dalius Navakauskas	Candidate for R8 N&A; Lithuania Section Vice-Chair
8.	Hady Habib Fayek	IEEE Egypt Section Industrial Electronics Chapter Chair
9.	Kathleen Weeks	IEEE Continu>ED project manager
10.	Lwanga Herbert	IEEE Global SIGHT Chair
11.	Marek Jasinski	Chair of SYP-AC IES, Vice-Chair of Poland Section

12. Mohammed El Mohajir   Latvia Vice Chair
13. Nadezda Kunicina   Latvia Vice Chair
14. Nadine Abbas   Lebanon Section Membership Development (MD) officer
15. Nihel Ben Youssef   IEEE Tunisia Section Industry Ambassador
16. Vincent Kaabunga   IEEE Continu>ED project Co-Chair
17. Yousef Ibrahim   Vice President, IES

Egypt Section local organizing team:

1. Abdelrahman Elrefaay   Egypt Section Technical Activities Officer
2. Ahmed Ayman   Egypt Section SSR
3. Ahmed Khaled   Egypt Section Industry Relations Vice Officer
4. Ahmed Madian   Egypt Section Secretary, Vice chair of student activities - visa letters
5. Ahmed Naeim   Registration Team
6. Bassant Abdelhamid   Egypt Section WiE Chair
7. Eman El-Seify   Registration Team
8. Mahmoud Ghars Aldin   Egypt Section SAC Chair
9. Moataz Alaa   Egypt Section YP Vice Chair
10. Mohamed Darweesh   Egypt Section YP Chair
11. Mohamed ElDallal   IEEE Entrepreneurship Steering Committe Vice-Chair
12. Mohamed Galal   Egypt Section Industry Relations Officer
13. Mohamed Hatem   Egypt Section Past SSR

Egypt Section guests at the Gala Dinner:

1. Ayman Ashour   Minister of the Ministry of Higher Education
2. Khaled Abdel Gaffar   Minister of the Ministry of Health and Population
3. Amr Talaat   Minister of the MCIT
4. Zahi Hawass   Former Egyptian Minister of Antiquities
5. Ahmed Darwish   Former Minister of Administrative Development; Former IEEE Egypt Section Chairman
6. Amr Mossa   Former President of the Arab League; Chairman of the Board of Trustees of Nile Uni
7. Wael Akl   Nile University President
8. Ahmed Radwan   Nile University Vice President for Research
9. Samir Shaheen   Professor, Computer Engineering; Former IEEE Egypt Section Chairman
10. Neveen Darweesh   Former IEEE Egypt Section WIE Chairman
11. Mohamed Khairy   Professor, Communications Engineering; Former IEEE Egypt Section Vice-Chair
12. Soliman Debiky   Professor, Ain Shams University
13. Al-Moataz Youssef   Professor, Ain Shams University
14. Maha El-Sabrouty   IEEE Alex Sub Section Chair
15. Mohamed Abo El-Dahab   Professor, AASTMT
16. Mahmoud El-Mesellawy   Dean of Faculty of Engineering
17. Hossam El-Gamal   NTRA President
18. Ayman Elsaadany   Vodafone Egypt
19. Fadel Digham   NTRA
20. Ramy Ahmed   NTRA
21. Marwa Fahim   Orange

SATURDAY, 15 October 2022

1. Procedural – Call to order (Luque)
Region 8 Director Antonio Luque calls the Committee to order at 08:00 h (Cairo time) and opens the 119th IEEE Region 8 Committee meeting welcoming all attendees.

2. Procedural – Housekeeping (Karadzinov)
Region 8 Secretary Ljupco Karadzinov presents the housekeeping rules about taking part in discussions, questions, voting; and information about the lunch, coffee breaks, Wi-Fi high speed connection, group picture and social events.

3. Procedural – Roll Call (Karadzinov)

Region 8 Secretary Ljupco Karadzinov informs that for this meeting there are registered 44 Section Chairs and 6 R8 OpCom members as voting members. Then, the Secretary takes a roll call of R8 Committee voting members and confirmed there is a quorum of majority of Section Chairs, also a total majority of all voting members.

4. Motion – Approval of the agenda (Luque)

Region 8 Director Antonio Luque presents the proposed agenda. The motion to approve the agenda is presented. There is no discussion. The motion passes, the agenda is approved.

Motion, Approval of the agenda

5. Motion – Approval of the consent agenda (Luque)

The R8 Director Luque presents the items in the consent agenda:

Motion, Approval of minutes of the Fall 2021 meeting

Motion, Update of R8 logo
RESOLVED that the updated IEEE Region 8 visual identity attached is adopted

Motion, Approval of Libya Subsection joining the Africa Council
RESOLVED that the Region 8 Committee approves IEEE Libya Subsection request to join the IEEE Africa Council, and approves the request to be submitted to MGA Board for final approval

Motion, Submission of R8 Awards for approval
RESOLVED that the Region 8 Committee approves IEEE Libya Subsection request to join the IEEE Africa Council, and approves the request to be submitted to MGA Board for final approval

The motion to approve the consent agenda is presented. There is no discussion. The motion passes, the consent agenda is approved.

6. Discussion – Welcome and introduction to the meeting (Luque)

The R8 Director Luque welcomes all present at the meting; gives introductory remarks about this meeting and the agenda; and invites the attendees to take part in the discussions and share opinions and ideas, as well as interact with the IEEE leadership present here. Then he welcomes the distinguished guests: Saifur Rahman, IEEE President-Elect; David Koehler, MGA Vice President; Barry Tilton, R2 Director; Rob Anderson, R7 Director; Enrique Tejera, R9 Director; Deepak Mathur, R10 Director; Paul Cunningham, Division VI Director; Yousef Ibrahim, Vice President, IES; Sampathkumar Veeraraghavan, IEEE HAC Chair; Emre Ayranci, IEEE YP Committee Chair; Ali Hessami, VC AI Ethics Certification and Chair SIGHT Committee; and Bruce Krog, IEEE Continu>ED project Co-Chair. He also thanks the local organizing team of volunteers and invites the Chair of Egypt Section Ahmed Hassan to welcome the guests.

7. Discussion – Director's report (Luque)

The R8 Director Luque reports on the Region 8 update, highlights and points of concern; updates from IEEE and MGA; upcoming events and initiatives, report of last two years. In memoriam: At the beginning he asks everyone to stand up for a moment of silence for in recognition of Abdulrahman Khalid Al-Ghunaim, IEEE Kuwait Section founder, Chair and Honorary chair, IEEE Life member, who passed away peacefully on Wednesday, August 17, 2022, in Kuwait City, Kuwait. Details are given in his PPT presentation "~~Pharaoh~~ Director report". Et the end Luque thanks all OpCom members, Section Chairs, Committee Chairs and members, and all volunteers in general, for their outstanding efforts and dedication during the unprecedented challenges we faced in 2021 and 2022, as this is his last report as R8 Director. After the presentation he answers questions from the members of the R8 Committee.

8. Discussion – President-Elect address (Rahman)

Saifur Rahman, 2022 IEEE President-Elect, address the meeting by presenting the Region 8 statistics and position within the IEEE worldwide. He ends his presentation with the 6 vision points of the 2023 IEEE Presidency Theme: Make IEEE More Relevant to the Working Professional. Then he answers numerous questions from the members of the R8 Committee about agreements with national societies, continuation of the Future 50 program, support to Sections and Subsections in Africa, industry relations, etc.

9. Discussion – MGA presentation (Koehler / Jankowski)

David Koehler, IEEE MGA Vice President, starts the presentation about the 2022 MGA update: MGA priority projects; introduction of vTools feature Engage; Region realignment; IEEE Geographic Activities; and 2022 IEEE Ad Hoc Committee on the Future of Engagement. Cecelia Jankowski , IEEE MGA Managing Director, continues the presentation about: IEEE membership statistics and after pandemic trends/recovery; Enhanced Member Service Live Chat at IEEE Contact Center and G-Suite Transition to Google Workspace. Following their presentation, Koehler and Jankowski, answer questions from the members of the R8 Committee about: mandatory or free Society membership for each IEEE member, vTools data protection, YP gradual transition, membership payments in local currency and in 2-3 installments, etc.

10. Discussion – Young Professionals and micro-volunteering (Ayranci)

Emre Ayranci, IEEE YP Committee Chair, presents IEEE Young Professionals & Volunteering Platform: goals and initiatives; IEEE Volunteering Platform; the new IEEE YP webpage and leadership Wiki live; and YP Funding Opportunities. Following the presentation, questions from the members of the R8 Committee are answered.

11. Discussion – Humanitarian Activities (Veeraraghavan)

Sampathkumar Veeraraghavan, IEEE Humanitarian Activities Committee Chair, presents the strategic areas of focus; IEEE Special Interest Group on Humanitarian Technology (SIGHT); IEEE HAC/SIGHT Projects Program & Educational Materials; and Region 8 Partnership opportunities. Following the presentation, questions from the members of the R8 Committee are answered.

12. Procedural – Break [10:35h - 10:55h]

13. Discussion – Collaboration with Division VI (Cunningham)

Paul Cunningham, Division VI Director, presents the technical areas included in his Division, membership statistics and distribution, as well as potential new Chapters in R8. After presentation questions from the audience are answered.

14. Discussion – Collaboration with the Industrial Electronics Society (Ibrahim)

Yousef Ibrahim, Industrial Electronics Society Vice President, presents IEEE Society membership statistics and distribution, publications, support to members via Chapters and Student Branch Chapters local activities, and the new Chapters established in R8.

15. Discussion – Region 2 highlights (Tilton)

Bary Tilton, R2 Director, presents his Region activities and best practices; as well as details about "Discover why IEEE is your professional home" platform and materials. Following the presentation, a question from the audience is answered.

16. Discussion – Region 7 highlights (Anderson)

Rob Anderson, R7 Director and IEEE Canada President, presents this region specifics and best practices. Following the presentation, several questions from the audience are answered.

17. Discussion – IEEE Continu>ED initiative (Krogh)

Bruce Krog, IEEE Continu>ED project Co-Chair, presents the results and the long-term goal of this project to establish IEEE as a market leader in continuing education for technical professionals in Africa. It is one of the IEEE New Initiatives Committee Project 2021-2023. After the presentation he answers questions from the members of the R8 Committee. Present are also Vincent Kaabunga, IEEE Continu>ED project Co-Chair and Kathleen Weeks, IEEE Continu>ED project manager, and shall be contacted about the project during the meeting.

18. Discussion – Region 9 highlights (Tejera)

Enrique Tejera, R9 Director, presents this Region 9 specifics and best practices. Following the presentation, he answers a question from the audience.

19. Discussion – Region 10 highlights (Mathur)

Deepak Mathur, R10 Director, presents this Region 10 specifics and best practices. Following the presentation, several questions from the audience are answered.

20. Discussion – Technical activities (Nagy)

Peter Nagy, R8 Vice-Chair Technical Activities, invites Marios Antoniou to present highlight of the technical activities; and then he invites each sub-committee chairs to present their activities: John Matogo, Chair, Action for Industry Subcommittee; Andrejs Romanovs, Chair, Chapter Coordination Subcommittee; Habib Kammoun, Chair, Conference Coordination Subcommittee; Marios Antoniou on behalf of the absent Tuncer Baykas, Chair, Standards Coordination Subcommittee; and Conrad Attard, Chair, Professional and Educational Activities Sub-committee. Nagy wraps-up the presentation with a summary as this is his last presentation as a R8 Vice-Chair. After the presentations, all presenters answer the questions from the members of the R8 Committee.

21. Procedural – Lunch break [13:20h – 14:20h]

22. Discussion – Ethics certification (Hessami)

Ali Hessami, Vice Chair & Process Architect, AI Ethics Certification, presents the Autonomous Intelligent Systems Ethics Standards, Certification Criteria and Practitioner Certification, as well as the IEEE CertifAIEd ecosystem. Following the presentation, a question from the audience is answered.

23. Discussion – IEEE Smart Village initiative (Aliyu)

Abdulateef Aliyu, Chair, IEEE Smart Village - Africa Working group & Vice President, IEEE Smart Village, presents the IEEE Smart Village Africa Working Group (AWG) focus areas, vision and journey thus far in finding systematic solutions for empowering a community. Following the presentation, several questions from the audience are answered.

24. Discussion – Student Activities (Akar)

Simay Akar, R8 Vice-Chair for Student Activities (absent), addresses the audience via a prerecorded video. Then, Theodoros Chatzinikolaou, R8 Regional Student Representative, presents the SAC activities report. Vera Markovic, R8 Student Paper Contest Coordinator, presents the local student paper contest events program and R8 SPC updates. Lee Crudgington, R8 SAC Awards and Contest Coordinator, presents student awards at global IEEE and R8 level. Then all presenters answer questions from the members of the R8 Committee.

25. Discussion – SYP 2022 (Taktak)

Khaldoun Taktak, IEEE Region 8 SYP Congress Chair, presents details from the R8 SYP Congress 2022 held in Tunisia on 3–7 August 2022, including the geographical distribution of the participants, the program, highlights and participants' feedback. Following the presentation, he answers questions from the members of the R8 Committee.

26. Discussion – AdHoc on student contests (Crudgington)

Lee Crudgington, R8 New Student Contests Initiative AdHoc Committee Chair, presents the inception and objectives of the initiative, review of 2021 – 22 progress and feedback in the IEEEduino Challenge hardware design and build competition, using Arduino, and plan and timeline for continuation in 2023. After the presentation numerous questions from the audience are answered and comments received for continuation with different microcontroller platforms; as well as to organize student competitions in other engineering fields.

27. Procedural – Break [15:40h – 16:00h]

28. Discussion – Member activities (Barros)

Sara Pena Barros, R8 Vice-Chair for Member Activities, introduces the member activities team and invites each subcommittee chairs to present their activities: Mike Hinchey, Chair, Membership Development Committee; Almedin Kavaz, Chair, Young Professionals Subcommittee; Peter Magyar, Chair, Life Members Subcommittee; Abdullateef Aliyu (on-line), Chair, Humanitarian Activities Subcommittee; Maria-Alexandra Paun (on-line), Chair, Women in Engineering Subcommittee; and Martin Bastiaans, Chair, History Activities Subcommittee. The two new AdHoc committees added this year have a separate time slot after the member activities agenda point. All presenters answered questions from the members of the R8 Committee.

29. Discussion – AdHoc on member careers (Amin)

Mohamed Amin, Chair, R8 Careers AdHoc Committee, presents R8 career services, the career platform and its usage statistics, as well as recommendations for future actions.

30. Discussion – AdHoc on entrepreneurship (Barros / El Jamal)

On behalf of Rawane El-Jamal (absent), Chair, R8 Entrepreneurship AdHoc Committee, Sara Pena Barros, R8 Vice-Chair for Member Activities, presents the report about the activities in the past years and the plans for continuing the activities in 2023 as a standing R8 Entrepreneurship Committee. Following the presentation, several questions from the audience are answered.

31. Procedural – Group picture (Karadzinov)

The group photo is taken on the hotel Almaz Terace with the Nile river background.

32. Procedural – End of day 1

The meeting recessed at 17:25 h Cairo time. Reconvene at 8:00 h on Sunday.

Awards and certificates of appreciation presented at the gala dinner [20:00h]

Magdalena Salazar-Palma, Awards and Recognitions Subcommittee Chair, presents the following awards and certificates of appreciation during the gala dinner in the National Museum of Egyptian Civilization:

Region 8 Awards

1. R8 Volunteer Award: Eduardo Audiche Sblendorio, United Kingdom & Ireland Section
2. R8 Outstanding Section Award – Large: United Kingdom & Ireland Section
3. R8 Outstanding Section Award – Medium: Iran Section
4. R8 Chapter of the Year Award – Large: Tunisia Section Computer Society Chapter
5. R8 Chapter of the Year Award – Small: Jordan Section Robotics and Automation Society Chapter
6. R8 Student Branch Chapter of the Year Award – Large: ESPRIT Student Branch Industry Applications Society Chapter, Tunisia Section
7. R8 Student Branch Chapter of the Year Award – Medium: American University of Sharjah Student Branch IEEE-HKN Lambda Lambda Chapter, United Arab Emirates Section
8. R8 Student Branch Chapter of the Year Award – Small: ESPRIT Student Branch Aerospace and Electronic Systems Society Chapter, Tunisia Section
9. R8 Outstanding Women in Engineering Section Volunteer Award: Nagham Saeed, United Kingdom & Ireland Section
10. R8 Outstanding Women in Engineering Student Volunteer Award: Manar Bouaouina, Tunisia Section
11. R8 Women in Engineering Section Affinity Group of the Year Award: Italy Section WIE AG
12. R8 Women in Engineering Student Affinity Group of the Year Award: Politecnico di Torino Student Branch Women in Engineering Affinity Group, Italy Section
13. R8 Young Professionals Exceptional Volunteer Award: Ziad Diab, Egypt Section
14. R8 Outstanding Section SIGHT of the Year Award: United Kingdom & Ireland Section SIGHT
15. R8 SIGHT Student Branch of the Year Award: ESPRIT Student Branch SIGHT, Tunisia Section
16. The Clementina Saduwa Award: Mariya Antyufeyeva, Ukraine Section
17. Region 8 Young Professionals Affinity Group of the Year 2022 Award: IEEE Nigeria Section Young Professionals Affinity Group

Special Recognitions

1. Tunisia Section and Kallel Ilhem, 2021-2022 Chair, for serving IEEE members in the Section and the Region and hosting conferences, meetings, events and congresses.
2. United Kingdom and Ireland Section and Kale Izzet, 2022-2023 Chair; for the achievement of hosting the 20th IEEE Milestone in the Section
3. Habib Kammoun, 2022 R8 Zone Representative at MGA, for exemplary dedication in serving IEEE's mission and membership

Certificates of appreciation

Certificates of appreciation are presented for exemplary service in hosting R8 flagship conferences:

1. IEEE MELECON 2022, Palermo, Italy, 14-16 June 2022; to IEEE Italy Section and Guido Ala, Sergio Rapuano, Tiziana Tambosso, General co-Chairs of the Conference
2. IEEE Energycon 2022, Riga, Latvia, 9-12 May 2022; to IEEE Latvia Section and Leonids Ribickis, Antonio Luque, General co-Chairs
3. IEEE RTSI 2022, Paris, France, 24-26 August 2022; to IEEE France Section and Gérard-André Capolino, Pascal Lorenz, General co-Chairs of the Conference

Certificates of appreciation are also presented to the outgoing 2021-2022 OpCom members: Magdalena Salazar Palma, Sara Pena Barros, Peter Nagy and Sara Barros (absent); and to Poland, Austria, Italy (2) and Tunisia Sections that have organized the past in-person or hybrid R8 Committee and OpCom meetings.

SUNDAY, 16 October 2022

33. Procedural – Call to order Day 2 (Luque)

The IEEE R8 Director Antonio Luque, calls the Committee to order at 08:00 h (Cairo time) and opens the second day of the 119th IEEE Region 8 Committee meeting.

34. Discussion – Financial report (Jastrzebski)

Adam Jastrzebski, R8 Treasurer, presents the Treasurer and Financial Report, including recent activities, R8 financial position end 2021 and now, 2022 R8 Budget, the income and expenses summary. Following his presentation, he answered numerous questions from the members of the R8 Committee, including questions about Section Rebates, Concur, NextGen and PayPal.

35. Motion – Approval of 2023 budget (Jastrzebski)

Adam Jastrzebski, R8 Treasurer, presents the motion to approve the 2023 Region 8 budget.

Motion: Approval of the 2023 Region 8 budget

RESOLVED that the 2023 Region 8 budget as presented shall be approved. This budget includes:

- A 2023 balanced Budget without material surplus or loss.
- 2023 budget expenses of $884,137.
- 2023 budget income of $657,303 from actual 2023 income, $90,000 from savings and accruals, and $136,834 to be transferred from actual 2022 operating surplus.

IEEE Region 8 Budget 2023 - recommended by OpCom June 2022 (USD)

Income

Assumed Budget Income 2023 minus savings	657,303			
Transferable 50% Surplus			136,834	

Expenses

Nominal Code	Existing Activities without savings	From Savings and Accruals	Existing Activities Total	New Initiatives	Total
1000 Committee general	477,199	60,000	537,199	99,341	636,540
2000 Region 8 Director	30,787		30,787	6,409	37,196
3000 Region 8 Director-Elect	6,157		6,157	1,282	7,439
4000 Region 8 Past-Director	6,157		6,157	1,282	7,439
5000 VC Technical Activities	47,720		47,719	9,934	57,654
6000 VC Member Activities	46,181		46,180	9,614	55,794
7000 VC Student Activities	34,635		34,635	7,210	41,846
8000 Region 8 Secretary	3,848		3,848	801	4,650
9000 Region 8 Treasurer	4,618		4,618	961	5,579
9100 Expenses from previous year	0	30,000	30,000	0	30,000
Budget Expenses Total	**657,303**	**90,000**	**747,303**	**136,834**	**884,137**

The motion passes by unanimously vote (no opposition and no abstains).

36. Discussion – Report from the R8 Strategic Retreat (Piuri)

Vincenzo Piuri, R8 Director-Elect (on-line), reports on the results from the 2022 IEEE Region 8 Strategy Retreat, in-person meeting held in Geneva, Switzerland, 10-11 September 2022, with the aim to better understand the currently most relevant critical problems in R8 and identify action strategies. Piuri presents the action areas in each of the three topics discussed: Volunteer Pipeline, Students Retention and Financial Sources. After the presentation he answers questions from the audience.

37. Discussion – Africa Council (Alimi)

Adel Alimi, Africa Council Chair, presents the Council history, composition and membership, ExCom and Extended Committee, goals and strategic action plan, events, future initiatives, and concerns. After the presentation he answers questions from the audience.

38. Motion – Approval of changes to R8 Operations Manual (Salazar-Palma)

Magdalena Salazar Palma, R8 Past Director, presents the proposed changes to the R8 Operations Manual, to make R8 Diversity, Equity and Inclusion Committee and R8 Entrepreneurship Committee as standing committees. The full text of the motion is given in the appendixes.

Motion: Approval of Region 8 Diversity, Equity and Inclusion Committee.
      Approval of Region 8 Entrepreneurship Committee.

RESOLVED that the changes to the Region 8 Operations Manual are approved as presented.

The motion passes by unanimously vote (no opposition and no abstains).

39. Motion – Approval of Operations Manuals (Salazar-Palma)

Magdalena Salazar Palma, R8 Past Director, presents the motion proposing approval of operation manuals of R8 Committees, a document with 55 pages. The full text of the motion is given in the appendixes. Discussion follows.

Motion: Approval of operation manuals of R8 Committees

RESOLVED that the Operations Manuals of the R8 Committees listed below are approved as presented

General introduction
      Nominations & Appointments (N&A) Committee
      Conference Coordination Committee
      Chapter Coordination Committee
      Membership Development Committee
      Young Professionals Committee
      Student Activities Committee
      Action for Industry (AfI) Committee
      Professional and Educational Activities Committee
      Humanitarian Activities (HuAC) Committee
      Life Members (LM) Committee
      History Activities (HA) Committee
      Publications and Communications Committee
      Sections Vitality and Development Committee
      Women in Engineering Committee
      Strategic Planning Committee
      Finance Committee
      Awards and Recognitions Committee

The motion passes by unanimously vote (no opposition and no abstains).

40. Motion – Approval of extension of the term of the zone representative (Salazar-Palma)

Magdalena Salazar Palma, R8 Past Director, presents the motion and explains the executive summary. The full text of the motion is given in the appendixes. Director Luque explains that for this motion to pass, a 2/3 majority is needed, as it gives-up Committee members right to elect the next Zone Representative; and that the current Zone Representative Habib Kammoun is in agreement of this extension.

Motion: Extend the term of the R8 Zone representative at the MGA Board

RESOLVED that the term of the currently serving Zone representative is extended until the end of **2024**, provided that zones are defined in the IEEE Bylaws and MGA Operations Manual effective January 2023.

Elaborate discussion follows. Ridha Hamila, Qatar Section Chair proposes amendment to the motion. The amendment is seconded by Jan Haase, Germany Section Chair.

Amendment to the motion: Extend the term until the end of 2023

RESOLVED that the term of the currently serving Zone representative is extended until the end of **2023**, provided that zones are defined in the IEEE Bylaws and MGA Operations Manual effective January 2023.

Elaborate discussion follows. After the discussion, Ridha Hamila wants to withdraw the amendment to the motion; also Jan Haase expresses he is against the amendment he seconded; however, it is tabled and needs to be voted. Voting takes place and doesn't pass with unanimous against vote.

Original motion is voted and passes by unanimously vote (no opposition and no abstains).

41. Executive Session – Election of 2023-24 OpCom and N&A members (Salazar-Palma)
The R8 Committee convenes in an executive session from 10:03 h until 12:33 h. After the tellers count the votes, Antonio Luque announces the results before the agenda point 44 (13:35h):

Election results:	
N&A Committee 2023-2024:	Vincent Egessa (Kenya Section)
	Jan Haase (Germany Section)
	Ilhem Kallel (Tunisia Section)
R8 Secretary 2023-2024:	Ljupco Karadzinov (North Macedonia Section)
R8 Treasurer 2023-2024:	Adam Jastrzebski (UK&I Section)
R8 Vice-Chair Member Activities 2023-2024:	Vinko Lesic (Croatia Section)
R8 Vice-Chair Technical Activities 2023-2024:	Abdulateef Aliyu (Nigeria Section)
R8 Vice-Chair Student Activities 2023-2024:	Marios Antoniou (Cyprus Section)

42. Procedural – Break [12:15-12:20]

43. Discussion – Student Paper Contest (Markovic)
Vera Markovic, R8 Student Paper Contest Coordinator, presents the SPC importance and benefits, paper submission rules, judging process, prizes and 2022 winners. Then Markovic explains the new initiative – Local Student Paper Contest Events Program aimed at promotion of the SPC, as well as increase awareness and participation and the financial support from R8. After the presentation she answers questions from the audience.

44. Discussion – Sections Congress 2023 (Stasopoulos)
Costas Stasopoulos, R8 Sections Congress Coordinator, presents the details of the Sections Congress 2023, to be held as an in-person event in Shaw Centre, Ottawa Canada, 11–13 August 2023.

45. Discussion – Farewell from Past Director (Salazar-Palma)
Magdalena Salazar Palma, R8 Past Director, gives a farewell speech.

46. Discussion – Address by the 2023-24 Director (Piuri)
Vincenzo Piuri, R8 Director-Elect 2021-2022, present his goals and areas of action for the 2023-2024 term as R8 Director. After the presentation he answers the questions from the R8 Committee members.

47. Discussion – Next meeting (Luque)
Antonio Luque, R8 Director, informs that the next R8 Committee meeting is planed to be held 24-26 March 2023, in Bucharest, Romania and asks the committee members to save the dates. Lucian Toma, Romania Section Chair invites R8 Committee members to visit the "Dracula Land". The second R8 Committee meeting will be in conjunction with the Sections Congress 2023 in Ottawa, Canada.

49. Procedural – New business (Luque)
No issues under this point.

48. Discussion – Farewell from 2021-22 Director (Luque)
Antonio Luque, R8 Director, gives a farewell speech expressing gratitude to all who collaborated with him. Stand up ovation follows. Marin Bastiaans, the oldest Past-Director in the room thanks Luque and Salazar.

50. Procedural – Adjournment (Luque)
The meeting adjourns at 13:09h (Cairo time).

Respectfully submitted,

Ljupco Karadzinov
IEEE R8 Secretary

Appendixes – Motions full text:

Agenda point 5. Approval of the consent agenda (Luque)
SUBJECT: Update of R8 logo
SUBJECT: Approval of Libya Subsection joining the Africa Council
SUBJECT: Submission of R8 Awards for approval

Agenda point 35. Motion – Approval of 2023 budget (Jastrzebski)
SUBJECT: Approval of the 2023 Region 8 budget

Agenda point 38. Motion – Approval of changes to R8 Operations Manual (Salazar-Palma)
SUBJECT: Approval of Region 8 Diversity, Equity and Inclusion Committee.
        Approval of Region 8 Entrepreneurship Committee.

Agenda point 39. Motion – Approval of Operations Manuals (Salazar-Palma)
SUBJECT: Approval of operation manuals of R8 Committees

Agenda point 40. Motion – Approval of extension of the term of the zone representative (Salazar-Palma)
SUBJECT: Extend the term of the R8 Zone representative at the MGA Board

TO: IEEE Region 8 Committee, October 2022
FROM: Vincenzo Piuri, Director-Elect
SUBJECT: Approval of updated R8 logo

EXECUTIVE SUMMARY

The Region 8 Committee is asked to adopt the updated visual identity for Region 8 provided by the IEEE Digital Creative and Innovations team. It contains minor variations in the way the Regional map is presented.

PROPOSED ACTION
Resolved that the updated IEEE Region 8 visual identity attached is adopted.

SUPPORTING INFORMATION

Strategic Goal(s) Supported
• The change will align the R8 visual imagery with that of the rest of IEEE.

Financial Implications
• Small, if any. Related to changes in physical elements that use the old image.

Pros and/or Cons
• PROS: Alignment with updated IEEE identity guidelines.
• CONS: Changes in website and other public-reaching publications will require additional volunteer effort.

Implementation
• Changes will be implemented in phases until the old visual image is replaced by the new one in all R8 publications and websites.

Background Information

The IEEE Digital Creative and Innovations team has updated the official IEEE Region map, improving border issues and color contrast concerns. The projection used for the map is different now. Region logos have also been updated, again providing a different map projection. The new map was presented to the MGA Board in June 2022.

TO: IEEE Region 8 Committee – October 2022
FROM: Vincenzo Piuri, Director-Elect
SUBJECT: Approval of IEEE Libya Subsection to join the IEEE Africa Council

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EXECUTIVE SUMMARY

A petition was submitted by Nasar Aldian Ambark Shashoa, Chair, IEEE Libya Subsection to Join the IEEE African council as member. Libya Subsection is the most recent Subsection to be formed in the African continent and the only one not currently officially belonging to the Africa Council.

The rationale for the IEEE Africa Council is the need of an IEEE body to share initiatives and activities with IEEE members across the continent, to collaborate with national associations, institutions, and industry, to establish partnerships in the focus areas of the Committee and, over time, to take over and own the activities initiated by the IEEE Board Ad Hoc Committee on Africa. Upon approval of Libya's request to join Africa Council, the Subsection can help Africa Council to implement programs of the strategy for IEEE and assist in building engineering capacity in Libya and other African nations.

The ExCom of the Libya Subsection has endorsed the petition.

PROPOSED ACTION
Resolved that the Region 8 Committee approves IEEE Libya Subsection request to join the IEEE Africa Council, and approves the request to be submitted to MGA Board for final approval.

SUPPORTING INFORMATION

Strategic Goal(s) Supported
- Make sure everyone is welcome and find relevant services in IEEE.

Financial Implications
- Financial impact to Region: None
- Financial impact to Africa Council: Cost to have one additional member from the Libya Subsection travel to necessary meetings
- Financial impact to IEEE Libya Subsection: Financial contributions to the Council

Pros
- IEEE Libya Subsection will join collaboration between different African countries to organize events, conferences, workshop, and common activities.
- Libya Subsection participation will increase African council reachability to new areas and locations.
- Exchange of experience and information between different countries.

Cons
- Logistically, it may be difficult to attend certain kind of activities in Libya due to travel and visa issues.

TO: IEEE Region 8 Committee – October 2022
FROM: Magdalena Salazar-Palma, Past Director
SUBJECT: Submit all R8 Awards to MGA for (re-)approval

EXECUTIVE SUMMARY

The R8 Awards program has expanded considerably in the last years. In some cases, a fast process was used due to the desire of having new awards to recognize achievements by volunteers ready as soon as possible.

It has also been identified that long standing awards have not followed the process established by MGA for approval.

It is therefore requested that the R8 Committee authorizes the R8 Awards & Recognitions Committee, through its Chair, to submit all existing awards for approval or reapproval, to bring the current R8 Awards portfolio in compliance with MGA and IEEE rules.

PROPOSED ACTION

To submit the R8 Awards portfolio as listed below to the MGA approval process, and delegate in the Chair of the R8 Awards & Recognitions Committee to follow up in the process.

Region 8 Volunteer Award
Region 8 Clementina Saduwa Award
Region 8 Outstanding Section Award
Region 8 Chapter of the Year Award
Region 8 Student Branch Chapter of the Year Award
Region 8 Outstanding Young Professionals Affinity Group Award
Region 8 Young Professional Exceptional Volunteer Award
Region 8 Outstanding Women in Engineering Section Volunteer Award
Region 8 Outstanding Women in Engineering Student Volunteer Award
Region 8 Women in Engineering Section Affinity Group of the Year Award
Region 8 Women in Engineering Student Affinity Group of the Year Award
Region 8 Outstanding Section SIGHT of the Year Award
Region 8 Student Branch SIGHT of the Year Award
Region8 Student Paper Contest
Region 8 Student Branch of the Year Award
Region 8 Student Branch Website Award

SUPPORTING INFORMATION

Financial Implications
- None, all the awards are already operating and budgeted.

Pros and/or Cons
- PROS: Bring R8 into compliance with MGA Operations Manual and MGA Awards manual.
- CONS: None.

TO: IEEE Region 8 Committee, October 2022
FROM: Adam Jastrzebski, Region 8 Treasurer
SUBJECT: Approval of the 2023 Region 8 budget

EXECUTIVE SUMMARY
The Region OpCom endorsed the attached R8 budget for 2023 during its meeting in June. The budget predicts a decrease in income due to lower rebate, and assumes that 50% of the surplus 2022 (before investment return) can be transferred to 2023, subject to MGA approval.

PROPOSED ACTION
RESOLVED that the 2023 Region 8 budget as presented shall be approved. This budget includes:

- A 2023 balanced Budget without material surplus or loss.
- 2023 budget expenses of $884,137.
- 2023 budget income of $657,303 from actual 2023 income, $90,000 from savings and accruals, and $136,834 to be transferred from actual 2022 operating surplus.

IEEE Region 8 Budget 2023 - recommended by OpCom June 2022 (USD)

Income					
Assumed Budget Income 2023 minus savings	657,303				
Transferable 50% Surplus				136,834	
Expenses					
Nominal Code	*Existing Activities without savings*	*From Savings and Accruals*	*Existing Activities Total*	*New Initiatives*	*Total*
1000 Committee general	477,199	60,000	537,199	99,341	**636,540**
2000 Region 8 Director	30,787		30,787	6,409	**37,196**
3000 Region 8 Director-Elect	6,157		6,157	1,282	**7,439**
4000 Region 8 Past-Director	6,157		6,157	1,282	**7,439**
5000 VC Technical Activities	47,720		47,719	9,934	**57,654**
6000 VC Member Activities	46,181		46,180	9,614	**55,794**
7000 VC Student Activities	34,635		34,635	7,210	**41,846**
8000 Region 8 Secretary	3,848		3,848	801	**4,650**
9000 Region 8 Treasurer	4,618		4,618	961	**5,579**
9100 Expenses from previous year	0	30,000	30,000	0	**30,000**
Budget Expenses Total	**657,303**	**90,000**	**747,303**	**136,834**	**884,137**

TO: IEEE Region 8 Committee – October 2022

FROM: Region 8 Operating Committee

SUBJECT: Approval of Region 8 Diversity, Equity and Inclusion Committee.
Approval of Region 8 Entrepreneurship Committee

EXECUTIVE SUMMARY
The Region Diversity, Equity and Inclusion AdHoc Committee has been operating
since January of 2021. The Committee has provided periodical reports at every R8
Committee meeting since.

The IEEE Board of Directors approved in November 2021 the creation of an IEEE-
level Diversity, Equity and Inclusion Committee as a committee of the Board,
evolving from an AdHoc committee as well.

Additionally, Region 8 has been working in encouraging and supporting
Entrepreneurship for several years, first with the Entrepreneurship Initiative, born
within the Young Professionals team, and later with the Entrepreneurship AdHoc
Committee in 2022. Their activities have also been reported to the R8 Committee.

Given the importance of these topics and the success of the initiatives mentioned, it
is proposed to add two new standing committees to the structure of Region 8. This
requires modifications to the Operations Manual.

In order not to impose an increased financial burden to the Region in the future, it
is proposed to allow these two new committees to be composed solely of
corresponding members.

PROPOSED ACTION
Resolved that the changes to the Region 8 Operations Manual are approved as
presented.

<u>Additions</u>
~~Deletions~~

R8M-6.1   STANDING COMMITTEES OF REGION 8
The Region 8 Committee has the following Standing Committees:

- Region 8 Strategic Planning Committee
- Region 8 Nominations & Appointments (N&A) Committee
- Region 8 Awards & Recognition Committee
- Region 8 Conference Coordination Committee
- Region 8 Chapter Coordination Committee
- Region 8 Membership Development Committee

- Region 8 Young Professionals Committee
- Region 8 Student Activities Committee
- Region 8 Action for Industry (AfI) Committee
- Region 8 Professional and Educational Activities Committee
- Region 8 Women in Engineering (WIE) Committee
- Region 8 Humanitarian Activities (HuAC) Committee
- Region 8 Finance Committee
- Region 8 Life Members (LM) Committee
- Region 8 History Activities (HA) Committee
- Region 8 Publications and Communications Committee
- Region 8 Diversity, Equity and Inclusion Committee
- Region 8 Entrepreneurship Committee

R8M-6.1.17 REGION 8 DIVERSITY, EQUITY AND INCLUSION COMMITTEE

R8M-6.1.17.1 MISSION
To develop and recommend mechanisms to improve diversity and inclusion across Region 8 and Sections.

R8M-6.1.17.2 COMPOSITION
The Committee may be formed only by corresponding members. Members are appointed by the Region Director from recommendations by the Region 8 OpCom as well as recommendations by the Region 8 N&A Committee.

R8M-6.1.17.3 STATEMENT OF AUTHORITY
The Region 8 Diversity, Equity and Inclusion Committee shall:
  1. Define, track, and publish diversity metrics, new initiatives, and best practices to highlight efforts and progress around diversity and inclusion happening at Region or Section level.
  2. Collaborate and communicate with the IEEE Diversity and Inclusion Committee and other related committees in IEEE OUs.

R8M-6.1.18 REGION 8 ENTREPRENEURSHIP COMMITTEE

R8M-6.1.18.1 MISSION
To develop and run programs that inspire innovation and entrepreneurship across Region 8 members and the wider IEEE community.

R8M-6.1.18.2 COMPOSITION
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-6.1.18.3 STATEMENT OF AUTHORITY

The Region 8 Entrepreneurship Committee shall:
    • Establish a Regional competition platform for potential entrepreneurs to explore and present venture ideas and MVPs to relevant judges and audiences including entrepreneurship experts, investors, incubators and donors
    • Support entrepreneurs to develop their ventures beyond the competition stage with mentorship and incubation support, provided through external partners
    • Strengthen the knowledge and skills of aspiring and young entrepreneurs by providing them access to mentorship and skills development opportunities
    • Boost the network of young entrepreneurs by connecting them with fellow founders, CEOs, mentors, and potential investors through talks and conferences.

To achieve these objectives, the Committee will work on projects with focus on encouraging entrepreneurship events and activities, and on enabling 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 Committee shall collaborate closely with other IEEE Region 8 entities, including but not limited to Region 8 Young Professionals Committee, Humanitarian Activities Committee, Women in Engineering Committee, Professional and Educational Activities Committee, Action for Industry Committee, and Student Activities Committee.

SUPPORTING INFORMATION

Strategic Goal(s) Supported
- Make sure everyone is welcome and find relevant services in IEEE.
- Provide a member experience that is valuable during all their professional life.

Financial Implications
- Depending on the specific appointments of Chairs and members of these two Committees, there could be a increased cost in their attendance to the Spring and Fall R8 Committee meetings.
- Budget should be allocated to both Committees, reducing the amount available to other committees and initiatives.

Pros and/or Cons
- PROS: Aligning with IEEE-wide committees and initiatives on diversity and inclusion, and on entrepreneurship.
- CONS: Increased size of the Region 8 Committee.

Implementation
- Committees will start operating after the respective AdHocs end their term on 31 December 2022.

- Chairs and members of the new standing committees will be appointed to start their terms on 1 January 2023.

TO: IEEE Region 8 Committee – October 2022

FROM: Region 8 Operating Committee

SUBJECT: Approval of operation manuals of R8 Committees

EXECUTIVE SUMMARY

The operations manuals of the different R8 Committees should establish the guidelines regarding their operation, composition, tasks, and programs.

They are proposed to be approved by the R8 Committee by simple majority.

All manuals must be in compliance with the R8 Operations Manual, R8 Bylaws, and higher level documents. In case of inconsistencies the higher level documents shall prevail.

The manuals are intended as living documents and each committee shall discuss and propose modifications to them for approval by the R8 Committee.

PROPOSED ACTION

Resolved that the Operations Manuals of the R8 Committees listed below are approved as presented.

General introduction
Nominations & Appointments (N&A) Committee
Conference Coordination Committee
Chapter Coordination Committee
Membership Development Committee
Young Professionals Committee
Student Activities Committee
Action for Industry (AfI) Committee
Professional and Educational Activities Committee
Humanitarian Activities (HuAC) Committee
Life Members (LM) Committee
History Activities (HA) Committee
Publications and Communications Committee
Sections Vitality and Development Committee
Women in Engineering Committee
Strategic Planning Committee
Finance Committee
Awards and Recognitions Committee

SUPPORTING INFORMATION

Strategic Goal(s) Supported
• Improve volunteer experience.

Financial Implications
• Manuals document current practice and there are no financial implications.

PROS
• Will improve the transition between committee terms as all the procedures and practices will be documented.
• As they are approved by the R8 Committee, the R8 Committee will own the manuals and the different Committees will be guided according to the will of the governing body of the Region.

CONS
• Increase in number governance documents to update and keep current.

Implementation
• Manuals will be effective upon approval.
• Committees will review their manuals yearly and bring proposed modifications for approval by the R8 Committee.

Operations Manuals of IEEE Region 8 Committees
Approved by the R8 Committee, XX October 2022

1. Purpose

The operations manuals of the different R8 Committees establish the guidelines regarding their operation, composition, tasks, and programs. They are approved by the R8 Committee by simple majority.

All manuals must be in compliance with the R8 Operations Manual, R8 Bylaws, and higher level documents. In case of inconsistencies the higher level documents shall prevail.

The manuals are intended as living documents and each committee shall discuss and propose modifications to them for approval by the R8 Committee.

2. Committee composition

Diversity and inclusiveness with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) in membership of all Committees is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on each Committee.

In general, committee members should be of Graduate Student Member grade or above. Exceptions to this rule may be set in the R8 Operations Manuals.

Corresponding members of committees are not eligible for travel reimbursement to attend meetings or other events.

The Region Director is an ex-officio member of every committee , although the presence of the Director is not counted to determine quorum.

3. Reporting

All committees shall report to the R8 Committee through one member of the R8 Opcom. Committees are expected to submit a written report before each R8 Committee meeting.

4. Meetings

When budget permits, committees shall have at least one face-to-face meeting per year. This meeting is normally held in conjunction with the Spring R8 Committee meeting. Additional face-to-face meetings can be authorized by the Director when budget allows. The rest of meetings will happen via teleconference.

5. Training

Committees and their Chairs are expected to participate in training for volunteers and members organized by the Region.

IEEE Region 8 Nominations and Appointments Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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

2. Composition

The composition of the Committee is prescribed in the R8 Operations Manual.

3. Reporting

Reports to the Region 8 Committee through the Past Director.

At every R8 Committee meeting, the report should include:
    open and future calls for nominations
    information about past calls, when confidentiality allows

4. Meetings

The Committee shall meet in person at least once per year to select slates for elections, and in teleconference as necessary for any other business.

5. Activities

In odd-numbered years, the Committee shall issue a call for nominations for candidates to the position of Director-Elect. Then it shall review the nominations and submit to the R8 Committee a proposed slate of candidates for their approval, in accordance with the procedure outlined in the R8 Operations Manual and the IEEE Bylaws and policies.

In even-numbered years, the Committee shall issue a call for nominations for open OpCom positions and N&A Committee member positions. Then it shall review the nominations and submit to the R8 Committee a slate for election in accordance with the procedure outlined in the R8 Operations Manual.

In both cases, the Committee should actively encourage nominations from suitable candidates to be submitted.

Qualifications, requirements and duties for the position of Director-Elect (and consequently of Director) are defined in the MGA Operations Manual. Qualifications, requirements and duties for the positions of Region Secretary, Treasurer and Vice Chair are defined in the R8 Operations Manual.

6. Elections procedures

The Chair of the N&A Committee shall preside over elections held at R8 Committee meetings. He/she will manage the presentations from candidates, questions and answers, and all other aspects, providing the same opportunities to all candidates and following IEEE policies on elections.

The Chair of the N&A Committee will also manage the sessions with candidates to Region Director-Elect, when appropriate.

In elections by the R8 Committee with one position to fill, each voting member can vote for one candidate only. The candidate receiving most votes will be elected.

In elections with more than one position to fill, approval plurality voting (vote for all whom you approve of) shall be used for any vote with three or more candidates. Selection plurality voting (vote for one only) shall be used for any vote with less than three candidates.

7. Contact

The N&A Committee can be contacted via the email alias
nominations.and.appointments.sc@ieeer8.org

IEEE Region 8 Conferences Coordination Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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.

2. Composition

The Conference Coordination Committee shall consist of the following:
- Chair
- Up to two (2) Members
- Up to five (5) Corresponding Members

It is recommended that a financial liaison from the R8 Finance Committee is appointed as a corresponding member of this Committee.

It is recommended that the immediate Past Chair of the Committee is appointed as member.

Voting members of the Committee shall have experience in organizing IEEE conferences and shall have experience as section's officer or section's conference coordinator.

The responsibilities of the Committee Chair are:
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by this manual.
- Identify and address needed improvements in the Committee's processes and operations.
- Work closely and effectively with VCTA in fulfilling the above-identified responsibilities;
- Provide a thorough and timely orientation for Members of the Committee and, along with the Past Chair, serve as a mentor to Members, especially new Members of the Committee.
- Preside over all meetings of the Committee, assuring that appropriate and fair processes are followed, and that appropriate records are maintained.
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality.
- Develop a timeline for annual Committee activities in cooperation with the VC TA.

The responsibilities of the Committee members and corresponding members are:
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These typically include:
  - Review conference applications and monitor the approved conferences.
  - Assist sections to submit proposals to host one of the flagship or the portfolio conferences, evaluate their submissions, and ensure success of these conferences.
  - Assist in organizing conference education workshops.
  - Assist sections and subsections in planning and executing its flagship conferences.
  - Assist conference organizers.
  - Conduct meetings with Sections' conference coordinators.
- Participating in the committee meetings.

3. Reporting

Reports to the R8 Committee through the Vice Chair Technical Activities.

At every R8 Committee meeting, the report should include the list of
- recent conferences held since the previous report date (including number participants,

papers, estimated surplus),

- closed conferences (including link to the final financial report), and

- approved conferences (including list of sponsors, financial share, location, website address, dates)

- any other issues considered important

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 6 times per year.

5. Programs

The Conference Coordination Committee shall:
1. Ensure the growth and vitality of IEEE conferences within Region 8 and increase the Region 8 visibility through conferences
2. Maintain (as appropriate) governance documents related to Region 8 sponsored conferences
3. Maintain reports of the sponsored conferences to help ensure the success of future conferences
4. Perform projects and activities as assigned by the Technical Activities vice-chair
5. Review of the financial and technical co-sponsorship (TCS/FCS) requests
6. Periodically review the effectiveness of Region 8 sponsored conferences and recommend improvements as appropriate to the conference organizers and sponsoring IEEE units.
7. Monitor the IEEE conference schedules to seek out and assemble opportunities for Region 8 Entities (Sections, Subsections, Councils, Chapters, etc.) to participate in these conferences
8. Suggest new conferences where a need is recognized and suggest termination of conferences no longer needed or posing undue financial liability
9. Solicit proposals from sections and subsections to host flagship and portfolio conferences
10. Prepare motions for flagship and portfolio conferences site selection
11. Effective and timely conference planning and execution of Region 8 conferences
12. Work to assist sections and subsections in planning and executing their flagship conferences
13. Ensure success of the R8 conferences: call for bids, support, oversight, and organize handing over meetings with the organizers of previous edition and the next edition
14. Ensure proper budgeting and auditing of conference accounts
15. Review proposals of conferences to become portfolio conferences for a long term involvement
16. Organize conference education workshops to the section leaderships and conference organizers
17. Give assistance to conference organizers and encourage them to develop programs that meet the needs of the attendees and create benefits for IEEE members and the greater technical community.
18. Conduct meetings with Sections' conference coordinators
19. Offer assistance and advice to IEEE Societies and Technical Councils planning to hold major conferences in Region 8.
20. Assist Region 8 Sections in attracting and participating in the organization of IEEE Society or Technical Council Conferences in their territory.
21. Coordinate with the R8 committees to organize in parallel to the R8 flagship and portfolio conferences student paper contests, membership booths, workshops (YP, SAC, industry, standards, professional, education).

6. Region 8 Conferences

Region 8 annually manages flagship and portfolio conferences.

Region 8 is the owner of four flagship conferences:

- MELECON: biannual (even years), held in one of the Mediterranean Sections

  - MELECON is a major international forum presenting design methodologies, techniques and experimental results in emerging electro-technologies. MELECON is one of the flagship conferences of the IEEE Region 8 with participants from all over the world. The purpose of this conference is to serve as a catalyst for the technical exchange between researchers and practitioners from different technological fields including Control Systems, Communication and Information Technology, Mechatronics, Nano- & Micro-Electronics, Electrical Power Systems, and Signal & Image Processing. The technical program includes plenary sessions, regular technical sessions, special sessions, poster sessions and tutorials.

- ENERGYCON: biannual (even years), about energy topics, held anywhere in R8

  - 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.

- EUROCON: biannual (odd years), held in a European Section

  - EUROCON covers the full area of IEEE, e.g., Communications, Networks, Electronics, Energy, Mobile Computing, Cloud Computing, Software, Engineering, Nanotechnology, and E-learning.

- AFRICON: biannual (odd years), held in an African Section/Subsection

  - AFRICON covers the full area of IEEE, e.g., Communications, Networks, Electronics, Energy, Mobile Computing, Cloud Computing, Software, Engineering, Nanotechnology, and E-learning

The following conferences are also in Region portfolio:

- HISTELCON: biannual (odd years), held anywhere in the Region. Region 8 is the owner of the conference. It is a series of historical symposia owned by IEEE Region 8 that aims to serve as catalyst for exchange of ideas on engineering and technology history within Region 8 (though from a broader global perspective) from different technological fields. Participants with different backgrounds – engineers, historians, researchers in Science, Technology and Society, Museum curators etc. are brought together in order to help in creating a network between researchers and practitioners from academia and industry. The IEEE History Center and IEEE History Committee have usually served as technical cosponsors.
- IHTC: annual (held in R8 once every three years). Regions 7, 8 and 9 jointly own the conference. The IEEE International Humanitarian Technology Conference is a Multi-Regional Conference Series rotating between R7 (Canada), R8 (Africa, Europe and Middle East), and R9 (Latin America and Caribbean). This inter-disciplinary conference series focuses on showcasing challenges, success stories, lessons learnt, case studies and technological innovation related to achieving the UN Sustainable Development Goals (SDGs), ICT4D and the application of Humanitarian Technologies (including Disaster Relief and Disaster Recovery) and facilitating engagement stakeholders from the public, private, education and research and societal sectors around the world. We place a particular emphasis on facilitating participation by key stakeholder groups from low and lower middle-income countries as well as low resource communities.
- RTSI: annual, held in a European Section. It covers the full area of IEEE, e.g Electrical, Electronic and Information science, Industry 4.0, Smart Energy, Smart Mobility, Logistics and Environment. The main purpose of the event is to promote and strengthen partnerships and cooperation between academia, industry and government bodies.

IEEE Region 8 may co-sponsor (FCS), or technically co-sponsor (TCS) other conferences,

including workshops, symposia, and similar meetings, that serve to advance its mission and purposes and the interests of R8 IEEE members.

The net Conference surplus and deficit, after the return of the seed funding, shall be shared by the Financial Sponsors in the same ratio as stipulated in the conference application, unless otherwise agreed in the MOU.

The recommended composition of the flagship and portfolio steering committee is as follow:

- Previous conference chair

- Current conference chair

- Senior representatives from R8 (R8 director, VC TA, conference committee chair/representative) appointed by R8 OpCom.

- Host section chair / representative

- (optional) Senior representative from a non-IEEE organizing entity (university, national organization, etc.)

Conference co-sponsorship is regarded as shared management. Region 8 provides the following benefits and requires some conditions as presented below:

Benefits of R8 Conference Sponsorship	Flagship	Portfolio	FCS	TCS	Concurring
1. Repayable loan - seed funding (to be returned after conference closing)	USD 5k	USD 5k			
2. Guidance of the organizing committee	x	x	x	x	x
3. Enotices to R8 members	5	5	3	3	
4. IEEE R8 Booth	x	x			
5. Organizing side R8 workshop/session	x				
6. R8 media publicity (R8news, social media, R8Today, etc.)	x	x	x		
7. Assistance for R8 conference application / MOU	x	x			
8. R8 Director participation in the opening session	x	x			
9. Participation of the R8 Conference Committee representative	x	x	x		
10. Announce conferences in R8 website	x	x	x	x	
11. Coordination with R8 committees (SAC, WIE, YP, Industry, etc.)	x	x			
12. FREE plagiarism check provided by IEEE	x	x	x	x	x

Requirements for R8 Conference Sponsorship	Flagship	Portfolio	FCS	TCS	Concurring
1. Region 8 FCS %	>=30%	>=30%	>=5%	0%	NA
2. Local organizing Section FCS%	>=50%	>=50%	>=5%		
3. Steering committee	x	x			
4. R8 representative(s) involved as program committee co-chair(s)	x	x			
5. R8/NSA Senior/Fellow members (from different countries) involved as conference co-chairs CC, technical program co-chairs TPC,	all CC, TPC	all CC, TPC	at least 1 CC, 1 TPC, 5 PC	at least 1 TPC,	at least 1 TPC, 3 PC

	Flagship	Portfolio	FCS	TCS	Concurring
program committee PC members				5 PC	
6. Progress meetings of the R8 conference committee representative with the organizing committee	Monthly	at least 4	at least 2	email	email
7. Submit R8 conference report (link)	x	x	x	x	x
8. Free Registrations for R8 representatives (including R8 student paper contest – SPC) that conference must provide	Up to 8	Up to 4	Up to 2	1	1
9. Previous R8 involvement	N/A	at least 1 edition as R8 FCS	at least 1 edition as R8 TCS		
10. Involvement of local Section and (local Chapter or Society in the conference field)	x	x	x	x	
11. Continue using the IEEE domain for the conference website and the email address used in previous editions	x	x			
12. Promote the R8 Voluntary Contribution Fund (VCF)	x	x	x		

The following approvals are required for each conference, in all cases after recommendation of the Conference Coordination Committee:

Approvals	Flagship	Portfolio	FCS	TCS	Concurring
R8 Committee approval of venue, general chairs and dates, and final conference report	x	x			
R8 OpCom approval of the conference committee and budget			x		
Vice Chair Technical Activities approval				x	x

In the case of Technically Co-sponsored Conferences, TCS fees, when applicable, will be passed to the conference.

7. Site selection process and criteria

The conference coordination committee announces the call for bids for flagship and portfolio conferences in the R8 website and via enotice to all R8 members. The interested volunteers should work closely with the local IEEE units to prepare the proposal and a detailed budget.

IEEE Region 8 flagship and portfolio conferences are intended, among other things, to support IEEE OUs in the Region. Therefore, a bid to host one of the IEEE Region 8 Flagship conferences should originate from the host IEEE Section (or Subsection or Chapter, in cases where no Section exists in the host country).

Conference committee members should complete the online Training courses.

General conference chairs and finance chairs must be of Senior Member grade residing in R8 and well involved in the preparation of the bid.

The general chair should present the bid during the conference committee meeting.

The selection of the venue for the flagship and portfolio conferences shall be at least 2 years in

advance. The venue proposal shall be selected based the following selection criteria, and recommended to the approval body defined above:

Criteria	Score (200 pts)
Section/Subsection vitality (number of events in the previous year, ontime submission of events and financial reports, recruitment % to goal, retention % to goal)	30 pts
Venue facilities (main venue and backup)	10 pts
Travel facilities to venue	15 pts
Committee - Experienced volunteers and R8 senior members	20 pts
Involvement of IEEE units and partners	20 pts
Industrial financial support (Patrons)	10 pts
Low registration fees	30 pts
Discussion of expected case, worst case, and best case; and if needed: in fully virtual – hybrid – fully physical	20 pts
Impact of organizing the flagship conference to the section activities	15 pts
Proposal highlights / presentation	15 pts
Endorsement / support letters	1 pts / letter (max. 5 pts)
No R8 flagship / portfolio conferences organized previously	5 pts
No same conference title organized previously in the section	5 pts

The selection of a proposal requires:

- Endorsement of the Section/Subsection Chair

- Involvement of the Section in organizing the conference

- Lower registration fees for IEEE members

- Budget plan for 20% surplus

The conference coordination committee should submit the selected proposal in a motion to the R8 Committee for approval.

8. Awards
None.

9. Contact
The Committee Chair can be contacted at conferences.officer@ieeer8.org

IEEE Region 8 Chapter Coordination Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter
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 on Chapter issues and act as an interface with IEEE Societies and TAB on Chapter related questions.

2. Composition
The Chapters Coordination Committee shall consist of the following:
- Chair
- Up to two (2) Members
- Up to five (5) Corresponding Members

Voting members of the Committee shall have experience in Technical Societies and Councils.

3. Reporting
Reports to the Region 8 Committee through the Vice Chair Technical Activities.

4. Meetings
The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 4 times per year.

5. Programs

5.1 Chapter panorama
The Chapter Coordination Committee shall organize Chapter Panorama event. The event should be geared towards IEEE Region 8 Chapter officers and members with the intent to deliver the most current and topical information about Chapters and Student Branch Chapters.

The Chapter Panorama should include Chapter basic principles, selected Societies talks, best practices from Best Chapter awardees, thus linking Societies and Sections/Student Branches, educating Chapter volunteers and inspiring prospective Societies and IEEE Members, ensuring enhanced technical interests within Region 8.

Chapter panorama should be organized annually, in a virtual form, near the end of the calendar year.

5.2 Chapter Chair training
Chapter Coordination Committee shall organize the Chapter Chair Training annually in face-to-face mode, when budget allows. Generally, this training is a part of annual Region 8 Volunteer Leadership Training Workshop, organized and managed annually by the R8 Membership Development Committee in the first quarter of the calendar year to train newly elected volunteers-officers. Apart of Chapter-specific training, Chapter Chairs should attend general sessions to familiarize themselves with IEEE R8, membership, vitality, industry and SYP activities.

5.3 Chapter Analysis/Vitality
1. The Chapter Coordination Committee analyses the potential new Chapter Opportunities in Region 8, based on current data, acquired from IEEE OU Analytics. This analysis shall be made bi-annually, in the middle and the ending of the IEEE Membership year. Analysis shall be reported to the Region 8 OpCom and Societies.

2. Chapter Coordination Committee analyses the Chapter Activities in Region 8, based on current Chapters activities reports and Chapter dissolution reports, acquired from MGA. This

analysis shall be made bi-annually, in the second and fourth quarter of calendar year. Analysis shall be reported to the Region 8 OpCom.

6. Awards

The Chapter Coordination Committee shall organize and manage the Region 8 Best Chapter Awards working together with R8 Awards & Recognition Committee. Awards are intended to recognize the outstanding performance of Region 8 Chapters in serving their members and the technical community and establishing goodwill within and between the Region 8 Sections and Student Branches. Two types of Awards are presented annually:

- Technical Chapters in three categories: Small (less than 25 members), Middle (between 25 and 60 members) and Large (more than 60 members) Chapter.
- Student Branch Chapters in three categories: Small (less than 25 members), Middle (between 25 and 60 members) and Large (more than 60 members) Chapter.

Any active single or joint Society or Council or Student Branch Chapter of Region 8 is eligible for an award, except as noted below. Applications should be submitted through the Region 8 Awards Portal. The selection is based on the outstanding performance of the nominated Chapter, reflected by the completed nomination form and supporting documents.

The same Chapter or Student Branch Chapter cannot be awarded more that once in any period of three years.

7. Contact

Chapter Coordination Committee can be reached via email chapters.officer@ieeer8.org as it is mentioned at the ChCC homepage.

IEEE Region 8 Membership Development Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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

2. Composition

The Committee consists of
- Chair
- Up to three (3) members, including the Past Chair
- Up to five (5) corresponding members.

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Member Activities.

At every R8 Committee meeting, the report should include:
  current membership statistics in R8, by grade and in total
  YoY evolution of membership in R8
  comparison with other Regions
  current membership statistics by Section

The Membership Development Committee submits Special R8 MD Reports (September and March) as well as Annual MD Report based on OU Analytics to the Region 8 Committee.

The Membership Development Committee submits results of R8 Section MD Annual Awards as well as Recruitment and Retention Goals approved by the IEEE MGA Membership Recruitment and Recovery Committee (MRRC) to the Region 8 Committee annually.

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 4 times per year.

5. Programs

5.1. Volunteer Leadership Training

The Membership Development Committee shall organize Volunteer Leadership Training annually in face-to-face mode. Generally, this training is organized in cooperation with Region 8 Chapters Coordination Committee as well as other Region 8 Committees by invitation. The Training shall be organized in the first quarter of the calendar year to train newly elected volunteers-officers and developing the skills of more experienced volunteers-officers. The Membership Development Committee invites R8 MD Section Officers or their representatives to participate.

The MD Committee sends a Call for Hosts to Region 8 Section Chairs and Section MD Officers in August-September annually. Region 8 MD Committee and Chapters Coordination Committee consider the application. The decision about Hosting must be announced at the time of Region 8 Fall Meeting, but no later than mid-November.

Apart from MD-specific training, the MD Section Officers or their representatives should attend general sessions to familiarize themselves with IEEE Region 8, Section and Chapters Operation, MD Tools and Awards, OU Analytics, Vitality, Industry, WIE, SYP activities and etc.

The Training consists of a general lectures part and a group-work part. In group work, participants share their ideas and best practices for membership development in their IEEE Units. During Trainings participants develop a Membership Action Plan that are monitored by the Region 8 Membership Development Committee during the membership year.

The Membership Development Committee provides coverage of the costs for the Volunteer Leadership Training speakers and participants according to the Region 8 Budget.

5.2. Information Support to the Region 8 Section on Membership Development Statistics

The Membership Development Committee provides various Reports on MD statistics for Sections during year. In addition, upon request, the MD Committee can provide advice or short online training related to OU Analytics, Memberships and Subscriptions Monthly Statistics web pages.

5.3. Recruitment and Retention Goals

MGA MRRC creates, monitors and approves all IEEE Recruitment and Retention goals. IEEE Region 8 Membership Development Committee Chair as a member of MGA MRRC takes part in all processes related to approval of annual Recruitment and Retention goals.

The Membership Development Committee sends information about goals to Region 8 Sections through MD reports.

6. Awards

MGA MRRC manages Recruitment and Retention Awards for Region 8 Sections.

7. Contact

The Membership Development Committee can be contacted via the email alias ma-md@ieee.org.

IEEE Region 8 Young Professionals Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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

2. Composition

The Committee consists of
- Chair
- Up to six (6) members, including the Past Chair
- Up to five (5) corresponding members.

It is common practice that most members, including the Chair, be Young Professionals.

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Member Activities.

At every R8 Committee meeting, the report should include:
current number of YP AGs in the Region and changes since the last report
activities carried out since the last report
progress on the selection, organization, or closing of R8 SYP and xSYPs, as appropriate

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 4 times per year.

5. Programs

5.1 YP Affinity Groups vitality coordination

Young Professionals are coordinated through affinity groups (AGs) in Sections. Each YP AG is eligible for $3000 funding from MGA per year: a $200 yearly rebate ($250 if reported over 5 activities) and up to $2750 of YP programs. To be able to do so, they need to have:
  • Chair in a good standing – reported not older than 2 years; each person can be a Chair of the AG 4 years consecutively or 6 years in total (not consecutively)
  • Activities in a good standing – at least 2 activities of any type reported in vTools for last year

These are the basics and the minimum that R8 YPC monitors for each AG, while maintaining a regular communication with them, encouraging and inviting to participate in YP activities and programs, apply for awards, or in short to be active. This process is called "AG Vitality".

The AGs that do not fulfill none of the above criteria are put to a probation and after a year can be dissolved by MGA. The full guidelines on AG administration can always be found at MGA operations manual https://mga.ieee.org/board-committees/operations-manual under section 9.9. Affinity Groups.

The AG Vitality is organized such that every R8 YP Committee member (including corresponding members) is assigned a number of AGs, usually related to their own personal relation with the chair, which also often implies geographical origin. For this, an online shared table "AG mentorship" is maintained where the information of the status of AG, contacts, and

personal comments is always kept up to date. The table consists of "Dashboard" and "Details" sheets.

The "Dashboard" sheet shows summary overview of the AGs, intuitive and for fast checking of the AG status. Before you make changes, see that most of the cells are formulas and draw the information from "Details" sheet. The AGs are colored in such way correspondingly, according to the table below:

Legend	Description
	AG active
	AG inactive
	AG revitalizing
	New AG
Chair	Chair in good standing
Chair	Chair needs elections

The "Details" sheet contains more details on AGs, including the contact of the AG Chair and section Chair, together with a personal R8YP Committee member note about the status.

Sometimes it happens that previous Chair contact or Vice-Chair contact are important as well and all these information shall be put in the notes.

To monitor vitality, the Committee members shall remember:
- Dates:
  - the deactivation of members with non-renewed memberships happens in mid-February
  - the cut-off date to consider rebate for AGs happen in mid-March (the events of AGs should be the latest reported by then)
  - The AGs are dissolved usually in October, so this is the last chance to fix the problems
- The official information can be found at https://vtools.ieee.org (vTools Events and vTools Officer Reporting)
- For an up-to-date table of all R8YP members – for this, the Committee chair shall have access to OU Analytics and obtain the list and puts it as an additional file to shared folder of AG vitality.
- Contact information of the AG chairs and section chairs is always current at https://rosters.ieee.org (click on IEEE Geographic Units and follow)
- Section chairs information is conveniently listed at https://ieeer8.org/sections/ieee-region-8-sections-and-subsections
- Response ratio of inactive AGs is almost always near-zero and might be very demotivating for R8YP Committee members. The Committee members should be professional about it and keep trying. If the current Chair does not respond, very often Vice-Chair would do. If no reply from AG at all, the Section Chair will be included in the communication.
- Good standing AGs are funded for attendance to SYP congress and this is usually a good motivation and checkpoint to get them back to good standing.

5.2 R8 Student and Young Professional Congress (SYP) and cross-sectional congresses (xSYP)

The R8 Student and Young Professional (SYP) is the Region flagship event for students and young professionals. SYP and cross-sectional SYPs aim at promoting leadership, innovation and technology development amongst students and young professionals, throughout the Region.

Since the call for proposals until the after the event wrap-up of the budget, the Region 8 YP Committee is involved in the process.

Both type of events should be mainly organized by a Student Branch because SBs are associated with a university and thus it makes it much easier to set up a venue. Also, the Student Branch team tends to have more elements as well as more support within the university and Section compared to the YP AG chair (1 person). Students also tend to have more available free time.

For this reasons, the R8 SAC is the main contact point between the organizing team and the Region 8. Nevertheless, the R8 YPs also provide crucial help throughout the process.
R8 YP Committee is expected to:
- During call for proposals, help with defining the important dates and contact relevant Section representatives, such as the various Section YP AG chairs, to motivate them to contact possible Student Branch chairs that can be up to the task and to also be part of the call and future organizational team;
- In case of the SYP, set up the voting system where every team member has to vote on all the proposals. YPs have 50% weight in the voting on where the next SYP is going to be hosted, where the other 50% comes from R8 SAC;
- Once the host has been chosen, the YP team should provide general help and support during the preparations, the event and while wrapping up, where SAC team should lead these efforts;
- In case of the SYP, set up the call for funded participants, together with SAC team – help set up important dates, e-notice and the google form for funded participants registration;
- Once the funded participant registrations are close, evaluate final list the YP funded participants while SAC does the respective list for students;
- Since the events have a YP track, the YP team is expected to actively suggest options for activities as well as funding and speakers. These activities can be tailored to the specific event (in a more technical setting) but also be more generic, such as oriented to the development of (inter)personal skills.
- In case of the SYP, have at least one representative in every major meeting, together with SAC and the organizing team. This is not as important for xSYP events since the organization is more centralized around the university and Section, rather than the Region.

6. Awards

The Committee manages two yearly awards:
- IEEE Region 8 Outstanding Young Professionals Affinity Group Award
- IEEE Region 8 Young Professional Exceptional Volunteer Award

6.1 Region 8 Outstanding Young Professionals Affinity Group Award

To recognize Young Professionals Affinity Groups (AG) within Region 8 for their efforts, successes and achievements in carrying out the mission of IEEE YP and the aims of IEEE in Region 8 within their Section. Recognition will be given to the Young Professionals AG that displayed the most successful maintenance of ongoing efforts, as well as the development and implementation of new programs. These activities shall leave an important imprint on the Section and on Region 8. The winning AG will receive a certificate providing the citation for the award and a cash prize of $400 granted by the R8 YP Committee to the corresponding Young Professionals AG.

Eligibility criteria:

- The Young Professionals AG must have at least 20 Young Professionals members;
- All activities must be submitted correctly to vTools on the form of event reports by the time of the application;
- The Young Professionals AG must not have received another IEEE award in the past 12 months;
- The $400 prize must be used to support local Young Professionals activities;

• Affinity Groups which have been awarded the Outstanding Young Professionals Affinity Group award in the past 5 years are not eligible to participate

6.2 Region 8 Young Professionals Exceptional Volunteer Award

To recognize a volunteer within Region 8 for his/her dedication towards the mission of IEEE Young Professionals. The recognition will be given to a devoted Young Professional member that presents the most successful maintenance of ongoing efforts, leadership skills, and remarkable development and implementation of new ideas and programs within the last year. These activities shall have an important impact on the Section and on Region 8 Young Professional community, and other IEEE members. The winner will receive an award and diploma providing the citation for the award granted by the Region 8 Young Professionals Committee.

Eligibility criteria:
• The volunteer must not have received another IEEE award in the past 12 months;
• The candidate's Affinity Group must not have been awarded with the Region 8 Outstanding Young Professionals Affinity Group Award in the previous year;
• The Region 8 Young Professionals Exceptional Volunteer Award nominee cannot belong to an Young Professionals Affinity Group nominated to the Region 8 Outstanding Young Professionals Affinity Group Award in the same year;
• The volunteer must be a Young Professional member of an active Young Professionals Affinity Group in good standing, i.e. with all the required reporting up to date and elections in order;
• Members of Region 8 Young Professionals Committee are not eligible to be nominated;
• Self nominations are not allowed.

Nomination process for both awards is conducted in cooperation with the Awards & Recognition Committee.

7. Contact

The Young Professionals Committee can be contacted via the email alias ma-yp@ieeer8.org.

IEEE Region 8 Student Activities Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

To deliver a common, high-quality IEEE experience for lifelong, professional success through IEEE membership for students across Region 8 boundaries, and in specifically 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.

2. Composition

The Student Activities Committee is chaired by the R8 Vice Chair – Student Activities and includes:
• R8 Past Vice Chair – Student Activities (ex-officio)
• Student Paper Contest Coordinator
• Student Hardware Contest Coordinator
• Student Branch Counselor Coordinator
and the following who shall all be of Student Member or Graduate Student Member grade:
• Region Student Representative
• Student Awards and Recognition Coordinator
• Student Branch Coordinator
• Student Communications Coordinator
• Student Branch Chapter Coordinator
and optionally the following who shall all be of any member grade:
• Student - Young Professional Transition Coordinator
• Student Women in Engineering Activities Coordinator
• Student Humanitarian Activities Coordinator
• Student Educational Activities Coordinator

Two or more of the positions listed above could be held by a single person if necessary. It is expected that the majority of the members of the committee will be at Student Member or Graduate Student Member grade.

The Region Student Representative (RSR) represents the students of Region 8 and has as primary goals to provide advice in the best interests of the students and to ensure that the Region understands and optimizes the support of student programs.

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

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Student Activities.

At every R8 Committee meeting, the report should include:
current number of Student Branches in the Region and changes since the last report
dissolved SBs since the last report
statistics about SB reporting and rebates when appropriate
status of the different programs managed by SAC
progress on the selection, organization, or closing of R8 SYP and xSYPs, as appropriate

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee shall meet at least 4 times per year.

5. Subcommittees and programs

Reporting to the R8 Vice Chair – Student Activities and the Region Student Representative shall be the following Subcommittees that will provide recommendations for Committee's approval:

5.1 Student Activities Support Subcommittee

Chaired by Region Student Representative and composed by Student Branch Counselor Coordinator, Student Branch Coordinator, Student Branch Chapter Coordinator, Student - Young Professional Transition Coordinator, Student Women in Engineering Activities Coordinator, Student Humanitarian Activities Coordinator and Student Educational Activities Coordinator. The function of this subcommittee is to coordinate activities, initiatives and leadership support for Section Student Activities Committees, for Student Branches and its sub-units (technical and HKN Chapters, WIE and SIGHT groups), as well as for student transition and student membership development.

5.2 Student Awards and Recognition Subcommittee

Chaired by Student Awards and Recognition Coordinator and composed by all award judges. The function of this subcommittee is to coordinate student awards and recognition procedures at Regional and MGA level.

5.3 Student Paper Contest Subcommittee

Chaired by Student Paper Contest Coordinator and composed by all SPC judges. The function of this subcommittee is to coordinate the Student Paper Contest.

5.4 Student Hardware Contest Subcommittee

Chaired by Student Hardware Contest Coordinator and composed by a team of up to three (3) subcommittee members. The function of this subcommittee is to coordinate the Student Hardware Contest.

5.5 Student Communications Subcommittee

Chaired by Student Communications Coordinator and composed by a team of up to three (3) subcommittee members. The function of this subcommittee is to coordinate the communication channels and newsletter efforts.

Judges and subcommittee members shall be appointed following the Committee member appointment procedure and are not considered as members of the Student Activities Committee unless it is stated otherwise. Each Subcommittee may additionally include up to two (2) adjunct members that shall be appointed by the R8 Vice Chair - Student Activities from recommendations by the respective Subcommittee Chair.

6. Awards

SAC participates in the awards as described above.

7. Contact

The SAC can be contacted via the email alias r8sac@ieee.org.

IEEE Region 8 Action for Industry Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter
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.

2. Composition
The Action for Industry Committee shall consist of the following:
- Chair
- Up to two (2) Members
- Up to five (5) Corresponding Members

It is recommended that the immediate Past Chair of the Committee is appointed as member.

3. Reporting
Reports to the Region 8 Committee through the Vice Chair Technical Activities.

4. Meetings
The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 4 times per year.

5. Programs
The Action for Industry Committee shall:
1. Create mutually beneficial programs between IEEE and Industry
2. Organize activities for members who work in industry and activities for industries.
3. Support the activities for industry engagement that are organized by Sections.

6. Awards
None.

7. Contact
The Committee Chair can be contacted at action.for.industry.officer@ieeer8.org

IEEE Region 8 Professional and Educational Activities Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter
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.

2. Composition
The Professional and Educational Activities Coordination Committee shall consist of the following:
- Chair
- Up to three (3) Members
- Up to five (5) Corresponding Members

The Chair serves as a voting member of the IEEE Educational Activities Board (EAB) Section Education Outreach Committee.

3. Reporting
Reports to the Region 8 Committee through the Vice Chair Technical Activities.

4. Meetings
The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 3 times per year.

5. Programs

- Encourage, and advise about when necessary, the appointment of local PA officers and the establishment of PA activities in all R8 Sections.
- Provide PA products and services to individual IEEE members and groups, in particular to young engineers (YP) and students.
- Recruit expert presenters of PA topics in R8 and manage the R8 Speakers program.
- Train and educate local trainers for PA topics in R8.
- Plan and implement PA seminars and workshops in R8.
- Collaborate with IEEE–USA on PA products and services to enhance members' career and employment prospects.
- Make Section Chairs aware of IEEE's PA products and their importance for members.
- Develop or encourage the formation of Educational Activities Committees in Region 8 Sections.
- Develop educational programs to encourage the technological literacy of pre-university students.
- Promote educational activities at the member level and communicate to the Educational Activities Board (EAB) the educational concerns of the membership.
- Serve as contact point for Educational Activities and Professional Activities Committee Chairs in Sections of Region 8.
- Support TryEngineering.org and its programs by promoting, and whenever possible funding them. Examples of such programs are STEM ambassadors, STEM Grants, Pre-University Volunteer STEM Portal Programs like TryEngineering Month, and more.
- Support a local Section in organising the IEEE R8 Robot Championships through workshops and by providing trainers for STEM activities

The logos and other promotional material related to the programs of the R8 Professional and Educational Activities Committee is and should always be available on

https://ieeer8.org/category/technical-activities/professional-and-educational-activities/media-and-promotional-material/. The public folder containing all the files to be downloaded is managed by the Committee's chair. All the materials are stored in the folder and then linked to the website page.

The committee will plan various programs that will be organised throughout the year. These programs will be published and shared on various social media platforms and announced during the region 8 meetings. The resources with detailed descriptions of each program are available here: https://ieeer8.org/uncategorized/peasc-programs/

6. Awards
None

7. Contact
The Professional and Educational Activities Committee can be reached via email at
pea.officer@ieeer8.org

IEEE Region 8 Humanitarian Activities Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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

2. Composition

The Committee consists of
- Chair
- Up to three (3) members, including the Past Chair
- Up to five (5) corresponding members.

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Member Activities.

At every R8 Committee meeting, the report should include:
- current number of SIGHT groups in the Region and changes since the last report
- statistics on the calls, including number of applications and projects/groups/initiatives funded

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee should meet at least 4 times per year.

5. Programs

The committee works closely with respective Sections, Affinity Groups and various OU in the Region on Humanitarian initiatives leveraging collaborating within and outside IEEE.

The committee:
1. Connects with the team to build the optimal humanitarian team in the Region
2. Mentors existing HAC/SIGHT groups and prospective groups
3. Increases visibility of Humanitarian Activities within the Region
4. Encourages reporting of activities via vTools by monitoring and reaching out
5. Raises awareness of ongoing SIGHT/HAC activities
6. Encourages submission of proposals for funding of activities
7. Encourages celebration of SIGHT Week across the Region
8. Encourages Student and Young professional involvement in Humanitarian Activities
9. Organises R8 HAC Congress when budget allows and collaborates in organizing humanitarian conferences
10. Collaborates with other OU in the Region and outside
11. Collaborates with external organizations on Humanitarian projects
12. Recognises exceptional SIGHT Groups

5.1 Calls

The following table summarizes the calls managed by the Committee or where the Committee participates.

Program	Description	Timeline	Objectives and operation
Humanitarian Voices	Encourage SIGHT groups to provide updates on ongoing activities as inputs to articles to increase visibility of activities across the Region	Quarterly	1. Encourages SIGHT group leaders to provide regular contributions via link 2. Prepares articles for publication via R8 Communication channels
SIGHT Week/Day	IEEE SIGHT Day is celebrated to foster a spirit of community for the global SIGHT network and increase awareness of IEEE SIGHT within IEEE	April/ yearly	Share poster to remind stakeholders about the celebration. Encourage SIGHT groups to organize event
Regional Humanitarian Tech Hackathon	Two or more SIGHT group collaborate to organize Tech Hackathon for the Region to solve specific needs that involve participation across the Region	Q2 or Q3	Proposal from collaborating SIGHT groups
Connecting Humanitarian Experts	A live presentation on humanitarian topic by a veteran in the field	Quarterly	1. Identification and invitation of speaker 2. Design and circulation of invitation 3. Host the session independently or in conjunction with YP
Community Intervention Program - Call	A Special Call for Project Proposal targeted to Region 8 SIGHT groups only. This is joint call by IEEE HAC and R8	Q2-Q3	1. Agree budget with IEEE HAC and Region 8 2. Launch call for Proposal 3. Assign SPOC from Committee 4. Identify and assign Reviewers 5. Announce successful applicants
Outstanding SIGHT Group Award	Award to encourage Sections to nominate Section and Student Chapter SIGHT Groups to raise visibility of and recognise achievements	Q2-Q3	1. N&A committee launches the portal for nomination 2. Committee assigns members to review the applications 3. Complete review and appreciate winners
Humanitarian Hangout	Quarterly Hangout session with respective SIGHT group leaders to mentor volunteers and facilitate discussions around challenges	Quarterly	1. Inform Volunteers about the date 2. Share the registration Link 3. Share valuable information during meeting
R8 HAC Congress	An in-person meeting with R8 SIGHT Groups (Section and Student branches) to share results, lessons learnt and experience with peers across the region		1. Share Program Proposal with OpCom 2. Upon approval, identify SIGHT groups with results to share and issue invitations to presenters 3. Develop Event Program and circulate with invitations to participate to all R8 SIGHT Groups 4. Collaborate with Host Section on Meeting venue and accommodation

5.2 Formation of SIGHT groups
A group of at least 6 IEEE members (additional IEEE and non-IEEE volunteers are welcome)

who come together to
- learn about sustainable development,
- build relationships with local underserved communities and,
- implement projects that leverage technology appropriately to address societal challenges being faced by local communities

can form a SIGHT group. The petition shall be reviewed by the Committee.

Each R8 SIGHT group shall be assigned a mentor from the R8 HAC to provide guidance and serve as contact point. Assignment is based on location, language, experience etc.

SIGHT groups shall be managed according to the SIGHT operation handbook http://ieee-sight-toolkit.org/operate/operations/

The Handbook ensures consistency in the operational practices of SIGHT Groups across the world, provide guidelines to help Groups form and operate, and strengthen the resources and support system for members of existing SIGHT Groups

6. Awards

The Committee manages the Outstanding SIGHT Group Award in cooperation with the A&R Committee.

7. Contact

The Committee can be reached by email at ma-huac@ieeer8.org

IEEE Region 8 Life Members Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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

2. Composition

The Committee consists of
- Chair, who also serves as Region 8 Life Members coordinators
- Zero or more members and corresponding members, as determined by the Region Director.

It is common practice that most members, including the Chair, be Life Members.

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Member Activities.

At every R8 Committee meeting, the report should include:
current number of LM AGs in the Region and changes since the last report
activities organized and programs running

LMAG Chairs report to the R8 LM Chair half-yearly one month before the R8 Committee Meetings in Spring and Autumn. Ad-hoc reports about current or past activities of LMAGs are welcome. Reporting persons are LMAG Chairs.

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows.

The LM Chair organizes Regional LMAG Chair Meetings in conjunction with the R8 Committee Spring Meetings. The meetings are subject to funding availability and approval from the Director.

5. Programs

The LM Committee runs the following programs
1. Training for LMAG Chairs on demand
2. Campaign for establishing new LMAGs in R8, including presentation meetings for Section Chairs
3. Encouraging LMAGs in taking part in regional training events online
4. Encouraging LMAGs to be present in the Section activity by
    1. Holding regular technical and administrative meetings
    2. Cooperate with and provide support to other IEEE OUs
    3. Development by extending the activity of the whole LMAG membership
    4. Being present in the Section via intensive public relation activity
5. Supporting Chapter and YP activities in the Section and Region, especially initialization and endorsement LMC support for technical activities of R8 SB Chapters.
6. Supporting R8 History Committee especially in the IEEE Milestone Program.

6. Awards

Two kinds of awards are granted by the IEEE Life Members Committee (LMC) annually per

Region, an LMAG Award and an LM Service Award.

The award nomination process is organized by the R8 Life Members Coordinator and announced in April each year. The recipients are recommended by an LMAG Region Award Committee and approved by the IEEE LMC. This Committee is jointly appointed by the R8 LM Chair and the Chair of the R8 Awards and Recognitions Committee.

7. Contact

The LM Committee can be contacted via the email alias ma-lm@ieeer8.org.

**IEEE Region 8 History Activities Committee
Operations Manual**
Approved by the R8 Committee, XX October 2022

1. Charter
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.

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.

3. Reporting
Reports to the R8 Committee through the Vice Chair Member Activities.

Submits a report to the Region 8 Committee prior to its meetings. Current and previous reports are and remain available on the [History Activities](#) webpage.

The Coordinator maintains two webpages: (i) the [History Activities](#) webpage with news about recent, current and upcoming history-related events that may be of interest to Region 8 and (ii) the [History](#) webpage, which pages are updated on a regular basis. Both pages have internal and external links to many documents. Note that updating the content of these pages — in particular the History webpage — is often restricted to updating the documents at the back end, so that the pages may seem rather static but the information that they provide is not.

4. Meetings
Since the History Activities Committee has only appointed members, meetings of the committee are generally held via teleconference.

5. Programs
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.

5.1 Document the history of Region 8
Documenting the history of Region 8 is based on the book '[A short history of IRE Region 9 / IEEE Region 8](#)', which is available on the [Engineering and Technology History Wiki](#) (ETHW) and which is constantly updated. A short guide through the book is available on the Region 8 [History](#) webpage. This page offers also many lists and tables from the history book in the form of links to spreadsheets; the spreadsheets are updated throughout the year when changes and additions are required.

To update the book and the spreadsheets, the Coordinator uses several resources and remains in contact with several IEEE Organizational Units, such as:
- OU Analytics (History officers, Membership statistics)
- MGA (Geographic Unit statistics)
- ETHW (Milestones, Oral Histories, Section histories, …)
- Region 8 News (anything that may be interesting for the Region's history)
- History Center (Milestones and Oral Histories)
- History Committee meetings (Milestones and any history items that may be interesting

for the Region)
- Board of Directors meetings (Medals, Awards, and Milestone approvals)
- MGA Board meetings (Awards, new Sections and Subsections)
- Region 8 Committee meetings (Awards, new Sections and Subsections, approval of Region 8 conferences, …)

Note that it is extremely rare that somebody takes the initiative to inform the Coordinator about relevant history items; the initiative should thus come from the Coordinator's side.

5.2 Support the Region's subunits in documenting their history

The Engineering and Technology History Wiki (ETHW) is a wiki-based platform that allows IEEE members and Organizational Units to collaboratively preserve and share their history (including, for instance, the history of individual IEEE Sections). ETHW hosts the Milestones, Oral Histories, and Archives programs, and also allows IEEE members to contribute to Wikipedia-style topic articles or to preserve their own First-Hand Histories.

Sections and Subsections are urged to document their history on the appropriate space in ETHW: click on the Section's or Subsection's link in this spreadsheet). The Region 8 history book and the History webpage may serve as a source of information and inspiration on what to document. The Coordinator will be happy to assist Sections and Subsections in this important task and to help them in the process of realizing Milestones and Special Citations, Oral Histories, and First-Hand Histories.

5.3 Milestones and Special Citations

The IEEE Milestones program honors significant technical achievements in all areas associated with IEEE. It is a program of the IEEE History Committee, administered through the IEEE History Center. **Milestones** recognize the technological innovation and excellence for the benefit of humanity found in unique products, services, seminal papers and patents. Milestones are proposed by any IEEE member, and are sponsored by an IEEE Organizational Unit, such as an IEEE Section, Society, Chapter or Student Branch. After recommendation by the IEEE History Committee and approval by the IEEE Board of Directors, a bronze plaque commemorating the achievement is placed at an appropriate site with an accompanying dedication ceremony.

The IEEE History Committee also administers a **Special Citation** program to recognize events or institutions which – although not being technical achievements as defined by the Milestone Program – have contributed to the profession. Examples might be: museums or archives with substantial holdings pertaining to the history of electrical engineering and computing, the holding of a seminal conference, or the formation of a technical society.

Sections are urged to propose Milestones for significant achievements that took place in their Section as well as Special Citations to recognize events or institutions that have contributed significantly to the profession. If necessary, a list of achievements suitable for Milestones is available, but we need volunteers – maybe a group of Life Members? – to work out a proposal. The Coordinator is always available for advice.

The Coordinator closely follows the Milestone and Special Citation approval process as it goes through the IEEE History Committee by staying in contact with the IEEE History Center, by attending (via teleconference) the History Committee meetings and by closely monitoring the Milestones Status Report on ETHW, and reports about it in the History Activities webpage. Note that the Coordinator is the official liaison of Region 8 to the History Committee.

5.4 Miscellaneous

Started in Paris in 2008, **HISTELCON** (HISTory of ELectrotechnology CONference) is a flagship conference of Region 8 held every two years on the history of electrical engineering, electronics, computing, their applications, and their impact on humanity's social development. Sections willing to organize a future HISTELCON can express their desire to the Conference

[Coordination Committee](#); please keep the History Activities Coordinator in the loop.

6. Awards
None.

7. Contact
As is mentioned on the History Activities webpage, the History Activities Committee can be contacted via the email alias ma-ha@ieee.org.

IEEE Region 8 Publications and Communications Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

To coordinate Region 8 publications and communications directed to members and potential members.

2. Composition

The Committee consists of
- Chair
- Editors-in-Chief of the channels: R8News, R8Today, Social media, Electronic Communications
- Up to 8 Associate Editors
- Up to 4 Corresponding members, including the Past Chair

Members of the committee shall have experience in managing communications, writing content, and/or producing editorials.

The Editors-in-Chief of the channels shall:
- Take full ownership and responsibility of their respective channels and its functioning
- Arrange and lead meetings as required for their respective channels
- Develop a timeline for annual Committee activities in cooperation with the Chair.
- Prepare reports for R8 meetings and as required by the chair.
- Recommend Associate Editors (AE) for their respective channels
- Identify and address needed improvements in the Channel's processes and operations
- Provide a thorough and timely orientation for Members of the Channels

3. Reporting

Reports to the Region 8 Committee through the Director-Elect.

4. Meetings

The Committee shall conduct business by teleconference. When budget allows, face-to-face meetings can be held. The committee shall meet at least four (4) times per year.

5. Channels

Region 8 Publications and Communications consist of four channels. Each channel has its own dedicated EiC (Editor-in-Chief) and associated team to assist regional members, in not only promoting their IEEE message but also in sharing their activities/stories/achievements. While each of the 4 channels would disseminate information in its own distinctive manner, they are all meant to converge and synchronize to a consolidated regional platform. The first 3 mentioned below, belong to the online portfolio while the last one is Region 8 flagship paper and online publication. The channels are:

   1. Region 8 Website/Electronic Communications (R8EC): The Region's website is a main repository of information about the region & it is suitable for posting information and resources available in the region.

   2. Region 8 Social Media (R8SM): This is to stay connected with our online followers using various social media platforms (Facebook, Twitter, Instagram, LinkedIn etc), to ensure better engagement with R8 members & to provide quick real-time information/messages.

   3. Region8Today (R8T): This is the online news portal of Region8 with the main aim to

quickly share current news and the great work being done by our members. In addition to that, it also aims to provide a networking opportunity for newcomers and social media links for better understanding IEEE.

4. Region 8 News (R8N): This is the main flagship newsletter, published quarterly to keep IEEE members within the Region updated on programs, initiatives, events and activities.

6. Awards

None

7. Contact

The Committee can be contacted at pnc@ieeer8.org

IEEE Region 8 Section Vitality and Development Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

The mission of the Section Vitality and Development Committee (SVD) mission is to have vital Sections and Subsections in Region 8 serving their members.

2. Composition

The Section Vitality and Development Committee consists of
   • R8 Section Vitality and Development Committee Chair, who also serves as Region Vitality Coordinator
   • Up to two committee members in roles of a section coordinator and a subsection and countries with no IEEE OUs coordinator
   • Corresponding members: coordinator for financial reporting, R8 subsection chairs under supervision of Region 8, among others.

All members are appointed by the R8 Director.

3. Reporting

Reports to the Region 8 Committee through the Director-Elect.

4. Meetings

The Committee shall conduct business by teleconference. When budget allows, face-to-face meetings can be held.

5. Programs

The Committee shall:
   • 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.
   • Organization of monthly regional meeting for sections and subsections in Region 8.

5.1 Assisting Sections and Subsections in financial reporting

In coordination with the Treasurer, SVD assists Sections and Subsections in their annual reporting with the goal to be eligible for the annual rebate. The information on financial reporting and event reporting is collected and updated in the <u>Guideline for the annual reporting of Sections and Subsections in Region 8</u>, following MGA Operations Manual and Region 8 Operations Manual.

5.2 Assisting in the formation of Sections and Subsections

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) 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 <u>Guideline for the formation</u>

of a Subsection/Section in Region 8, which follows the <u>IEEE R8 Operations Manual</u>).

5.3 Organization of monthly regional meetings for Sections and Subsections

In coordination with the Director-Elect, SVD organizes monthly regional meeting for clusters of Sections and Subsections in Region 8 to stayi in direct touch with them and oversee their vitality.

6. Awards

The Section Vitality and Development Committee organizes and manages the R8 Section award in three categories: large (1000 or more members), medium (between 500 and 1000 members), and small (500 or less members). The Awards are managed in coordination with the R8 Awards Committee.

The same Section cannot be awarded more that once in any period of three years.

IEEE Region 8 Women in Engineering Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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.

2. Composition

The Committee consists of
- Chair
- Up to four (4) members, including the Past Chair
- Up to five (5) corresponding members.

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Member Activities.

At every R8 Committee meeting, the report should include:
    number of WIE AG in Sections and Student Branches, and changes since last report
    relevant activities carried out by the Committee

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. Normally, the Committee meets by electronic means once per month.

5. Programs

The goals of the Committee and the programs are:
   • Ensure high visibility of the activities organized and of the initiatives planned by R8 WIE by putting special effort on ensuring a high social media presence and keeping our website updated.
   • Have active and vibrant WIE AGs: increase the vitality of Section and Student Branch Affinity Groups by getting closer to the active AGs, identify and revitalize dormant AGs.
   • Increase the number of Section WIE AGs in R8: create AGs in the remaining sections with the help of Section Chairs.
   • Collaborate with WIE AGs and Section Chairs to achieve common goals: via direct e-mails, social media, meetings, etc.
   • Establish WIE participation and visibility in R8 flagship events and international conferences: we intend to have very good representation, provide technical speakers, coordinate the active participation of R8 WIE in the defined events for the year (with a session, presentation, workshop, etc.).
   • Have a close cooperation with the IEEE R8 Young Professionals and IEEE R8 Humanitarian Activities Subcommittees.
   • Collaborate with Diversity and inclusion subcommittee: identify common actions and activities.
   • Establish the necessary coordination and collaboration between R8 and MGA, keep the team updated on news from MGA and make use of the support of MGA when needed.
   • Enhance awards imprint and impact: Increase the awareness about R8 WIE programs and awards, by engaging WIE members; define clear and transparent selection criteria of awards.
   • Have an annual meeting (online) with all R8 Section WIE AGs and their leadership.

5.1 Coffee talks

Small, casual group discussions on topics related to Women in Engineering, allowing the participants to gain insights into the knowledge and experience of a successful woman in STEM

5.2 SMART program

This program aims at finding tailored solutions for the particular challenges that female engineers face within each Section of Region 8, a plan enabling WIE Affinity Groups to initiate a change that works in their Section.

5.3 Mentorship program

•Participate as a mentor: suggest a successful event you held in your Section and would like to help replicate in another Section
•Participate as a mentee: suggest an event you would like to host in your Section, and we will find a mentor who has previously organized a similar one to help you!

5.4 STAR program (supported global WIE program)

The IEEE Student-Teacher and Research Engineer / Scientist (STAR) is a global WIE initiative and is not limited to Region 8. The STAR program aims at showing female school and high school students that pursuing a career in STEM is also an option for them.

6. Awards

The Committee recognizes the efforts and volunteering contributions in R8, managing five (5) awards.

- Region 8 Clementina Saduwa Aawrd
- Region 8 Women in Engineering Section Affinity Group of the Year Award
- Region 8 Women in Engineering Student Affinity Group of the Year Award
- Region 8 Outstanding Women in Engineering Section Volunteer Award
- Region 8 Outstanding Women in Engineering Student Volunteer Award

Additionally, the IEEE Women in Engineering awards program recognizes WIE members and WIE Affinity Groups who have made outstanding contributions to IEEE WIE, their community, and the engineering profession, through their dedication and involvement in projects or activities directed toward fulfilling the IEEE WIE goals and objectives. Women engineers are among some of the most distinguished contributors to the engineering profession.

7. Contact

The Membership Development Committee can be contacted via the email alias
ma-wie@ieee.org.

IEEE Region 8 Strategic Planning Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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

The Committee shall assist the 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 R8M-2) and to advise on amendments to this Vision and Mission and to monitor compliance with the IEEE Strategic Plan.

2. Composition

The Committee consists of
- Chair
- Director-Elect as ex-officio member
- Up to three (3) members
- Chairs of Subsections of Region 8 as corresponding members

All members are appointed by the Past Director. Normally, the Past Director will Chair the Committee. If the Past Director does not personally assume the position of Chair of the Committee, it is expected that a Chair with expertise in Strategic Planning is appointed.

3. Reporting

Reports to the Region 8 Committee through the Past Director.

4. Meetings

The Committee shall normally meet in person immediately before the Spring R8 Committee meeting if budget allows. The Committee meets by electronic means as required.

5. Programs

The SPC shall
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 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 meeting.
4. Monitor past Sections Congress (SC) recommendations. Make use of the SC recommendations in developing the Region 8 long-range plan.
5. Work with the Section Vitality and Development Committee to support the Subsections of Region 8. Bring Subsection voice to the Region 8 Committe.

6. Contact

The Committee can be contacted via the Past Director.

IEEE Region 8 Finance Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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.

2. Composition

The Committee consists of:
- Chair, Region 8 Treasurer
- Past-Director as ex-officio member
- Up to three (3) members
- Up to five (5) corresponding members

The members can include:
1. Assistant Treasurer – Transaction Records, to help the Treasurer in maintaining transaction records of Region 8 in the format required for R8 budget management and for NextGen reporting; to provide backup in financial operations of the Treasurer.
2. Assistant Treasurer - VCF and Reporting, to coordinate Voluntary Contribution Fund awards and to provide support to Region 8 GEO Units in Financial Reporting; liaison with Membership Development Committee.
3. R8FinCom member for Financial Oversight of the R8 Conference Portfolio; liaison with Conference Coordination Committee.

Two or more of these positions can be held concurrently by the same person.

3. Reporting

Reports to the Region 8 Committee through the Treasurer.

At every R8 Committee meeting, the report should include
    YTD status of execution of the budget
    forecast for the end of the year

In addition, the Treasurer provides periodic reporting on financial matters to the Region 8 Committee and the OpCom and for securing their approval on financial actions when necessary. A typical financial report consists of:
- Income budget lines: actual versus budget
- Expenses budget lines: actual versus budget
- Comments regarding the above
- Current financial position (bank account balances); comparison with previous periods

4. Meetings

The Committee shall meet at least once per year to create a budget proposal for the next year, either in person or via teleconference.

5. Activities

5.1 Financial records

The Region 8 Treasurer is responsible for maintaining financial records of the Region to the standards required by [IEEE Finance Operations Manual (FOM)](#) and IEEE Audit (see current Audit Request list in Appendix 1). Assistant Treasurer – Transaction Records helps with that task by collating bank statement information into a Transaction Log spreadsheet file and tagging that information with R8 budget codes, R8 reference numbers, and IEEE NextGen codes. The Transaction Log spreadsheet is then imported into a professional accounting software, enabling easy generation of budget reports, annual reports, audit records, and other accounting information. The above process is still under development.

5.2 Budget coding structure

The Region 8 budget consists of the Income group and nine main Expense budget groups, corresponding to the nine main lines of activities.

The Income group of codes start with 0. For example, 0110 is the code for Income: Regional Assessment: Membership Dues Element.

The main Expense budget groups are shown in the table below.

EXPENSES Nominal Code
1000 Committee general Total
2000 Region 8 Director Total
3000 Region 8 Director-Elect Total
4000 Region 8 Past-Director Total
5000 Vice Chair for Technical Activities Total
6000 Vice Chair for Member Activities Total
7000 Vice Chair for Student Activities Total
8000 Region 8 Secretary Total
9000 Region 8 Treasurer Total
9100 Expenses from previous year Total

Each group has several budget codes, corresponding to different activities within that group. Each budget code is a four-digit number, where the first digit defines the main group it belongs to.

For example, all budget codes for the Member Activities group start with 6 and the budget code for Membership Development, which belongs to Member Activities, is 6020. The Vice-Chair for Member Activities is responsible for managing all the budgets in her/his area of responsibilities.

With some exceptions, the fourth digit of the budget code is 0, which enables its reduction to the first three digits. Thanks to that, the R8 budget structure is

implemented in the IEEE NextGen system including the Expense Claims System (Concur). For example, in Concur, expenses related to Membership Development are coded as 9.06.602, where 9 denotes the codes specific to Region 8, 06 denotes 6th budget group (here Member Activities), and 602 are the first three digits of the specific budget line (here Membership Development).

The Treasurer budget codes start with 9 and include all the accrual expenses from the previous year. These accrual expenses are coded in the R8 budget system as 9xyz, where xyz corresponds to the reduced first three-digit of a standard R8 budget code. For example, 9602 is the budget code for accrual expenses from the previous year for Membership Development. In Concur, the corresponding code is 9.10.602, where 10 denotes the accrual budget group.

The above R8 budget coding system can be improved to be better aligned with the IEEE NextGen. The details of an example of R8 budget (2021 budget) is shown in Appendix 2.

5.3 Budget cycle

The Region 8 Treasurer is responsible for the preparation of the proposed Region 8 annual budget, and for monitoring financial reports for adherence to the budget of Region 8.

The R8 budgets are prepared and approved according to the following cycle:
1. For the June R8 OpCom meeting, the R8 Finance Committee with the contribution from the main budget holders prepares the forecasts of the annual end-of-year expenses and of the next year income. An outline of the proposed budget for the main budget lines for the next year is created. If required, the update of the current year budget is also approved.
2. OpCom approves the proposal of Outline Budget for the next year and submits it to the Region 8 Committee for approval at the Fall meeting.
3. At the last R8 OpCom meeting of the year, the details of the next year budget are discussed.
4. December/early January – detailed budget proposals from the R8 committees are collected by the main budget holders and passed on to the R8 FinCom for comments and recommendations.
5. The Detailed R8 Budget for the new year is approved by OpCom at the first meeting of the year.
6. The Region 8 Treasurer is responsible for the preparation of the Region 8 annual budget, and for monitoring financial reports for adherence to the budget of Region 8.

5.4 Reimbursements

It is IEEE policy to provide for, or reimburse, reasonable, authorised travel expenses incurred in connection with the conduct of IEEE business.

The Treasurer is responsible for the reimbursement of authorised travel and other expenses of R8 volunteers, and for checking that the claims comply with

IEEE and R8 policies as described in the IEEE Expense Reimbursement Guidelines.

One of the most important rules states that all persons travelling on IEEE business for whom IEEE pays or reimburses transportation expenses shall travel economically by booking economy class flights well in advance and shopping for low-cost business class train fares and low-cost rental car rates.

Description and details of all expenses must be provided. Receipts must be submitted for any single expenditure more than 25 USD or 20 EUR. Original, photocopied, or electronic receipts are acceptable. However, credit card receipts alone are insufficient for reimbursement.

IEEE does not reimburse for the travel expenses of spouses/companions as an entitlement. However, it is recognized that there are occasions where the demand on volunteer time in particular, requires travel with a spouse or a companion. Since the purpose of the business trip is already deemed necessary and the only incremental costs are a double rather than a single hotel room and the participation of the spouse/companion in social events associated with the trip, Region 8 will cover those incremental costs for specific pre-approved trips and events, such as Region 8 Committee meetings. However, airfare, train and bus expenses of spouses/companions and their individual meals are not covered.

Cases of doubt or disagreement may be referred to the Region 8 Director for a decision.

The reimbursements are currently conducted using NextGen Expense Reimbursement system (Concur). The website contains training videos.

In exceptional cases, traditional spreadsheet expense report can be used, available on Documents – IEEE Region 8 (ieeer8.org).

5.5 Contracts with external suppliers

In the planning of Region 8 Committee Meetings and other major events involving the Committee or its committees, 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.

It is a good practice to have the work/service well specified in an Agreement and/or Purchase Order (PO). Usually, PO is preceded by the Quotation from the supplier.

The following rules are followed for the items in the approved R8 Budget:
● Below $1k and for obvious cases, where the service is well defined by other means, the PO/Agreement is not necessary (for example, we purchase access to a generally available internet service on the usual customer terms). The main budget holder authorises the payment and the Treasurer executes it.
● For the work/services above $1k and up to $3k a Quote and PO is desirable, but it can be dealt with internally. The main budget holder passes the Quote to the Treasurer who issues the PO. After work is done, the main budget

holder approves the Invoice, the Treasurer double checks it and executes the payment.
- For the work/service above $3k and up to $5k, the process is as above, but the PO approved by IEEE Compliance and Legal is used.
- For the work/service above $5k and up to $25k a contract approved by IEEE Legal and Compliance and signed by R8 Director is needed. The Invoice payment follows the procedure as above.
- For the work/service above $25k a contract approved and signed by IEEE Legal and Compliance is needed. The Invoice payment follows the procedure as above.
- For any expense not in the budget, a prior approval of R8 Director or OpCom needs to be sought.

5.6 Annual financial reports

The Treasurer is responsible for providing the annual financial report and for provision of the documentation for annual audit, in compliance with IEEE requirements. The requirements for the annual financial reports can be found on [Financial Reporting - IEEE Member and Geographic Activities](#)

The current requirements for the annual audit as set by MGA are shown in Appendix 1.

The Assistant Treasurer - VCF and Reporting provides support to Region 8 Geographical Units with their financial reporting and the usage of IEEE financial systems.

5.7 Voluntary Contribution Fund

The Voluntary Contribution Fund (VCF) provides support for technical activities of members with low income (below $10,000 per year). The main focus of the fund is to support travel and subsistence costs of researchers presenting their research at conferences in Region 8, which they would not be able to do otherwise due to the lack of finance. The main sources of the fund are additional voluntary contributions declared by IEEE members during the annual renewal of their membership.

The rules for awarding VCF grants are described on the R8 website [Voluntary Contribution Fund – IEEE Region 8 (ieeer8.org)](#).

The Assistant Treasurer - VCF and Reporting is coordinating VCF grants.

6. Awards

None.

7. Contact

The Committee can be contacted through the Treasurer at treasurer@ieeer8.org. The VCF Coordinator can be contacted at voluntary.contribution.fund.officer@ieeer8.org

Appendix 1. MGA requirements for annual audit

IEEE GEOGRAPHIC UNIT
AUDIT REQUEST LIST

Geographic Organizational Unit Name: _____

For Year Ending December 31, 2021

Geographic Organizational Unit Director/Chair:_____

Geographic Organizational Unit Treasurer:_____

___ Copies of Minutes for Geographic Organizational Unit Committee meetings

___ Copies of all monthly BANK statements for all non IEEE Checking, Savings and Investment Account(s) for the audit period

    Note: not required if using IEEE Banking or TM5 (Internal Audit has access)

___ Checking, Savings and Investment Account "reconciliations"

___ For all other GeoUnit bank account(s), please provide the following:

- ➢ Name of the signers/cardholders/online banking access for the account(s)

- ➢ Check registers/spreadsheet of disbursements/payments and deposits/revenues for the year – used by Auditor to "select' sample of disbursements and deposits for testing

___ Supporting documentation for disbursements,

- ➢ Receipts/invoices for ALL transactions > $2,000 USD. (Additionally, transactions < $2,000 USD could be selected and requested of auditee)

- ➢ Expense reports submitted for travel reimbursement – **Note**: not required for IEEE Concur users (Internal Audit has access)

- ➢ Copies of signed contract valued $5,000 USD or more (if not already provided to IEEE for review)

- ➢ Evidence of approvals

___ Supporting documentation for deposits

___ Copies of sponsored and co-sponsored conference financial reports

___W-8 and W-9 for all individuals and unincorporated businesses receiving payments from the geographic unit for rents, services (including parts & materials), prizes, awards, and any other income payments. For additional tax reporting information and forms.

    https://www.ieee.org/about/volunteers/tax-administration/related-info.html

___ Approval documentation for all awards, grants, prizes or scholarship payments in excess of $2,000 USD

Appendix 2. Example R8 budget

IEEE Region 8

BUDGET 2020 ACTUAL & BUDGET 2021 PROPOSAL
Treasurer
Adam Jastrzebski

BUDGET PROPOSALS 2021
03/03/2021

Category	Sub Category	Nominal Code	Actual ($) 2020	Budget ($) 2020	BUDGET ($) 2021	Existing Activity ($)	New Activity ($)	Priority	Description/Comments
Income	Income	0100 - Income: Balance/savings carried forward from previous year	$192,525	$192,525	390,860	90,860	300,000		Prepayment to Marriott Warsaw and estimate for 2020 Accruals are included in the Existing Income.
		0110 - Income: Regional Assessment: Membership Dues Element	$495,396	$515,376	445,856	445,856			
		0120 - Income: Rebate: MGA Allocation for Management of the Region	$176,909	$177,000	159,218	159,218			
		0130 - Income: Interest received: Bank accounts	$4,358	$4,600	3,660	3,660			
		0140 - Income: From Conference Co-sponsorship	$1,506	$1,200	5,000	5,000			Africon 2021
		0190 - Income: Other	$1,417	$0	-				
		0210 - Income: Voluntary Contributions: Member Donations <1105>	$2,572	$10,000	2,491	2,491			
		0230 - Income: Support from Organisations <1205>+<1300>	$6,413	$20,000	-	-			
		0240 - Income: Support for Projects	$24,400	$15,500	-	-			
		Budget Income Total	**905,496**	**936,201**	**1,007,085**	**707,085**	**300,000**		**76%**
Expenses	1000 Committee general	1010 - R8 Committee Meeting Summer: Accommodation & Social	($80,860)	($100,000)	(110,000)	(110,000)			Full hybrid meeting,120 people, early Summer ?
		1020 - R8 Committee Meeting Summer: Travel	($10,115)	($90,000)	(90,000)	(90,000)			Full hybrid meeting,120 people, early Summer ?
		1030 - R8 Committee Meeting Fall: Accommodation & Social	($753)	($110,000)	(100,000)	(100,000)			Reduced meeting, 100 people
		1040 - R8 Committee Meeting Fall: Travel	($811)	($80,000)	(80,000)	(80,000)			Reduced meeting, 100 people
		1050 - OpCom Meetings: R8	($11,667)	($24,000)	(24,000)	(24,000)			2 OpCom meetings
		1060 - R8 News: Mailing and Production	-	($13,000)	(13,000)	(13,000)			
		1080 - Student & Young Professional Congress: R8 Support	($2,304)	($60,000)	(30,000)	(30,000)			Savings for R8SYP 2022
		1090 - VCF Awards	-	($7,300)	(7,300)	(7,300)			
		1100 - Banking and card charges	-	($21,000)	(15,000)	(15,000)			
		1101 - Bank charges (trans chgs on NW a/c)	($1,516)	-	-				
		1102 - Bank charges (trans chgs on CB a/cs)	($141)	-	-				
		1103 - Card charges dues	($13,985)	-	-				
		1130 - Section Congress	-	($65,000)	(22,000)		(22,000)		Savings for SC 2023 (about $22k per year)?
		1137 - Intermediary	$2,058	-	-				
		1140 - Reserve fund /Strategic Projects	($3,861)	($33,265)	(100,000)	(30,000)	(70,000)		Remaining budget for R8 Entrepreneurship Initiative is in 6090.
		1000 Committee general Total	**($123,955)**	**($603,565)**	**(591,300)**	**(499,300)**	**(92,000)**		**83%**
	2000 Region 8 Director	2010 - Representing Region 8	($2,688)	($10,000)	(8,000)	(8,000)	-		
		2020 - Vitality Project : R8	-	($3,000)	(2,500)	(2,500)			
		2030 - Ad-hoc committees, appointments and incentives	-	($15,000)	(60,000)	(12,000)	(48,000)		
		2040 - Discretionary fund for activities and section support	-	($7,000)	(5,000)	(5,000)			
		2000 Region 8 Director Total	**($2,688)**	**($35,000)**	**(75,500)**	**(27,500)**	**(48,000)**		**79%**
	3000 Region 8 Director-Elect	3010 - Representing R8 at Section, Chapter & Conference activity	($189)	($5,000)	(4,000)	(4,000)			
		3020 - Representing R8 in IEEE Meetings (Board of Directors)	($573)	($5,000)	(4,000)	(4,000)			
		3000 Region 8 Director-Elect Total	**($762)**	**($10,000)**	**(8,000)**	**(8,000)**	**-**		**80%**
	4000 Region 8 Past-Director	4010 - Nomination & Appointments Committee	($736)	($3,000)	(2,500)	(2,500)			
		4020 - Award & Recognition Committee	($560)	($3,000)	(2,500)	(2,500)			
		4030 - Section Development	-	($4,000)	(3,000)	(3,000)			
		4000 Region 8 Past-Director Total	**($1,296)**	**($10,000)**	**(8,000)**	**(8,000)**	**-**		**80%**
	5000 Vice Chair for Technical Activities	5010 - Technical Activity Sub-Committees Coordination	-	($5,000)	(6,550)	(3,150)	(3,400)		
		5020 - Conference Committee: R8	-	($5,000)	(17,000)	(5,000)	(12,000)		
		5030 - Chapters Coordination	($1,141)	($10,000)	(12,000)	(7,000)	(5,000)		
		5040 - Professional & Educational Activities	($1,525)	($13,500)	(42,500)	(12,500)	(30,000)		
		5050 - Standards Coordinator	($567)	($5,000)	(6,500)	(5,000)	(1,500)		
		5060 - Action for Industry	($2,008)	($13,000)	(15,300)	(10,000)	(5,300)		
		5080 - FCS Conference Seed Funds	($4,929)	($21,000)	(17,000)		(17,000)		
		5000 Vice Chair for Technical Activities Total	**($10,170)**	**($72,500)**	**(116,850)**	**(42,650)**	**(74,200)**		**59%**
	6000 Vice Chair for Member Activities	6010 - Member Activity Sub-Committees Coordination	-	($8,000)	(7,500)	(6,500)	(1,000)		
		6020 - Membership Development	-	($15,000)	(10,700)	(8,200)	(2,500)		
		6030 - Publications & Communications	($2,326)	($4,000)	(3,000)	-	(3,000)		
		6040 - Women in Engineering	($500)	($11,500)	(10,200)	(8,700)	(1,500)		
		6050 - Life Members	-	($2,000)	(1,900)	-	(1,900)		
		6060 - History Activities	-	($3,000)	(5,000)	(1,500)	(3,500)		
		6070 - Young Professionals	($1,347)	($12,000)	(14,300)	(12,300)	(2,000)		
		6080 - Humanitarian Activities	($1,089)	($3,700)	(12,200)	(3,300)	(8,900)		
		6090 - Projects & Initiatives - Entrepreneurship Project	($4,727)	($30,500)	(22,773)	(22,773)			
		6000 Vice Chair for Member Activities Total	**($9,990)**	**($89,700)**	**(87,573)**	**(63,273)**	**(24,300)**		**71%**
	7000 Vice Chair for Student Activities	7010 - Student Awards		($600)	(3,450)	(600)	(2,850)		
		7020 - Student & Young Professional Coordination (SAC)	($3,874)	($19,000)	(23,500)	(13,500)	(10,000)		
		7030 - Student Paper Contest	($1,781)	($8,500)	(6,000)	(6,000)	-		
		7040 - Student Activities & Branch Support Coordination (SAC)	-	($6,000)	(27,849)	-	(27,849)		
		7050 - Regional Student Representative (RSR)	-	($3,000)	(3,000)	(3,000)	-		
		7000 Vice Chair for Student Activities Total	**($5,655)**	**($37,100)**	**(63,799)**	**(23,100)**	**(40,699)**		**62%**
	8000 Region 8 Secretary	8010 - Administrative Support to R8	-	($1,000)	(2,000)	(2,000)	-		
		8020 - Secretarial (Committee Registration and Agenda Books)	-	($5,000)	(3,200)	(1,000)	(2,200)		
		8030 - Electronic Communications Coordination / Information mgmnt	($2,244)	($500)	(3,000)	(1,500)	(1,500)		
		8000 Region 8 Secretary Total	**($2,244)**	**($6,500)**	**(8,200)**	**(4,500)**	**(3,700)**		**69%**
	9000 Region 8 Treasurer	9010 - Audit & Accounting	($2,352)	($10,000)	(6,000)	(6,000)	-		
		9020 - Office & Software Charges	($4,547)	($5,000)	(4,560)	(4,560)	-		
		9030 - VCF Coordination	-	($1,000)	(1,000)	-	(1,000)		
		9040 - Treasurer support to Region 8	-	($2,000)	(18,000)	(2,000)	(16,000)		
		9090 - Expenses: R8 Treasurer: Other	$174	-	-	-			
		9000 Region 8 Treasurer Total	**($6,725)**	**($18,000)**	**(29,560)**	**(12,560)**	**(17,000)**		**70%**
		9100 Expenses from previous year budget Total	**($31,780)**	**($53,837)**	**(10,000)**	**(10,000)**	**-**		**19%**
		Budget Expenses Total	**($195,264)**	**($936,202)**	**(998,782)**	**(698,883)**	**(299,899)**		**75%**
		Balance: Income-Expenses	**$710,232**		**$8,303**	**$8,202**	**$101**		
		Accruals from 2020 (estimate)	$10,000						
		Actual surplus towards New Activities in Budget 2021	$299,899						
		Calculated surplus towards Budget 2022	$400,333						

IEEE Region 8 Awards & Recognitions Committee
Operations Manual
Approved by the R8 Committee, XX October 2022

1. Charter

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.

2. Composition

The Awards & Recognitions Committee shall consist of the following:
- Chair, normally the Region Past Director, who shall be at least of Senior Member grade.
- Up to seven (7) members, who ideally should include the Past Chair and representatives from the committees participating in awards: Region Vitality, Chapter Coordination, Young Professionals, Women in Engineering, Humanitarian Activities, Student Activities.
- Up to three (3) corresponding members.

Members of any committee or subcommittee involved in any step of the selection of a particular award cannot be nominated to that award or act as nominator, referee or endorser of that award.

3. Reporting

Reports to the Region 8 Committee through the Past Director.

At every R8 Committee meeting, the report should include:
    statistics on nominations of closed calls
    upcoming calls and deadlines
    other business of interest

4. Meetings

The Committee shall meet whenever necessary to conduct its business on time.

5. Awards

The following awards are defined in Region 8.

5.1 Region 8 Volunteer Award

Eligibility: An IEEE member of any membership grade .

The candidate's volunteer work is, or has been, on behalf of a Section or Region. The candidate must have been active for at least 2 years in the Section and is not currently the Section Chairman.

The candidate receives no remuneration for his work for the Section except possibly expenses.

The members of the Region 8 Awards and Recognitions Committee and the members of the R8 Operating Committee are ineligible for the Award.

Nomination: The Nomination Form must be completed by a proposer who is familiar with the work of the candidate and who is an IEEE member in good standing.

Nominations must be approved by the Executive Committee (ExCom) of the Section. The

Chairman of the Section must sign the Nomination Form. Any member of the Section Executive Committee, including the Chairman, may be the proposer.
A Section may put forward only one candidate per year.

Evaluation: A&R Committee or a subcommittee of A&R appointed by the Committee.

Prize: Customized Certificate

5.2 The Clementina Saduwa Award

Eligibility: Nominee must be an active female working in one of the fields of interest of IEEE, and IEEE member whose engineering and career achievements are performed in one of the countries belonging to the IEEE Region 8.

The award can be offered to a candidate one time only.

Nomination: The submitted application must provide a statement (750 words maximum) that describes the candidate's career goals, challenges and obstacles she faced in her career, and explains how she overcame them.

The nominator (who could be a non-IEEE member) has to submit at least two signed endorsement letters from individuals (References) who are qualified to evaluate the candidate's success (colleagues, teachers, and others). Additional optional endorsement letters from public or private establishments can be provided.

Evaluation: team appointed by the Women in Engineering Committee

Prize: $1000 and a customized certificate – Presented to the awardee at a Region 8 meeting. Region 8 covers the expenses of the awardee to attend the Awards Ceremony.

5.3 Region 8 Outstanding Section Award

There are three categories of this award, depending on the size of the Section as of 31 December of the previous year:
- Large Section = 1,501 or more members (including Students)
- Medium Section = 501–1,500 members (including Students)
- Small Section = 500 or fewer members (including Students)

Eligibility: All Region 8 Sections are eligible and can apply.

The nominated Section must have satisfied all of the IEEE reporting requirements on time.

No Section may receive two Region 8 Outstanding Section Awards within three years.

Evaluation: A&R Committee or a subcommittee of A&R appointed by the Committee.

Prize: a customized certificate – Presented to the Section at a Region 8 meeting.

5.4 Region 8 Chapter of the Year Award

There are three categories of this award, depending on the size of the Chapter as of 31 December of the previous year:
- Large Chapter (61 or more members)
- Medium Chapter (25-60 members)
- Small Chapter (24 or fewer members

Eligibility: All Region 8 Technical Chapters are eligible and can apply.

The nominated Chapter must have satisfied all of the IEEE reporting requirements on time.

No Technical Chapter may receive two Region 8 Chapter of the Year Awards within three years.

Nomination: The Nomination Form must be completed by a nominator familiar with the work of the Chapter.

Evaluation: team appointed by the Chapter Coordination Committee.

Prize: $200 (to be used for future Chapter activities) and a customized certificate.

5.5 Region 8 Student Branch Chapter of the Year Award

There are three categories of this award, depending on the size of the SB Chapter as of 31 December of the previous year:
- Large Student Branch Chapter (61 or more members)
- Medium Student Branch Chapter (25-60 members)
- Small Student Branch Chapter (24 or fewer members)

Eligibility: All Region 8 Student Branch Chapters are eligible and can apply.

The nominated Student Branch Chapter must have satisfied all of the IEEE reporting requirements on time.

No Student Branch Chapter may receive two Region 8 Student Branch Chapter of the Year Awards within three years.

Nomination: The Nomination Form must be completed by a nominator familiar with the work of the Student Branch Chapter.

Evaluation: team appointed by the Chapter Coordination Committee; at least one member should be member of the Student Activities Committee.

Prize: $200 (to be used for future Chapter activities) and a customized certificate.

5.6 IEEE Region 8 Outstanding Young Professionals Affinity Group Award

Eligibility: The nominated Young Professionals AG must have at least 20 Young Professionals members.

All activities from the past year must be submitted correctly to vTools in the form of event reports by the time of the application.

The nominated Young Professionals AG must not have received another IEEE award in the past year.

The nominated Young Professionals AG must not have received the R8 Outstanding Young Professionals Affinity Group award in the past 5 years.

Nominations: Proposals for nominations of a Young Professionals AG for this award will be made by the Section and supported by 1 letter of endorsement by the Section Chair or another member of the Section's Executive Committee. Alternatively, a Young Professionals Chair can also nominate a Young Professionals AG, provided that his/her nomination is endorsed by at least 1 other Young Professionals member and preferably also by a member of the Executive Committee of the Section.

Evaluation: team appointed by the Young Professionals Committee.

Prize: $400 (to be used for future AG activities) and a customized certificate.

5.7 IEEE Region 8 Young Professional Exceptional Volunteer Award

Eligibility: The candidate must be a Young Professional member of an active Young Professionals Affinity Group in good standing, i.e. with all the required reporting up to date and elections in order.

The candidate must not have received another IEEE award in the previous year.

The candidate's Affinity Group must not have been awarded with the Region 8 Outstanding Young Professionals Affinity Group Award in the previous year.

The candidate cannot belong to a Young Professionals Affinity Group nominated to the Region 8 Outstanding Young Professionals Affinity Group Award in the same year.

Members of the Region 8 Young Professionals Committee are not eligible to be nominated.

Nomination: Self-nominations are not accepted for this award.

Evaluation: team appointed by the Young Professionals Committee.

Prize: an award diploma providing the citation for the award approved by the Young Professionals Committee.

5.8 Region 8 Outstanding Women in Engineering Section Volunteer Award

Eligibility: Any Section Affinity Group volunteer of professional member grade in good standing may apply for the award.

Nomination: Any member of the Section may nominate a fellow volunteer.

Applicant must submit a letter written by the Section Chair, highlighting the achievements and contributions of the volunteer in question.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: $250 and a customized certificate.

5.9 Region 8 Outstanding Women in Engineering Student Volunteer Award

Eligibility: Any Section Affinity Group student volunteer in good standing may apply for the award.

Nomination: Any member of the Section may nominate a fellow volunteer.

Applicant must submit a letter written by the Section Chair, highlighting the achievements and contributions of the volunteer in question.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: $250 and a customized certificate.

5.10 Region 8 Women in Engineering Section Affinity Group of the Year Award

Eligibility: Approved Section WIE Affinity Group (AG) within IEEE Region 8 that has conducted activities and events within the previous year.

Nomination: Must include a report clearly and concisely documenting activities i.e. dates, content, number of attendees, academic or industry partners and impact of the events. The submitted report should be no more than 1000 words, and should include pictures. A report in the form of slides is also accepted.

All members of the AG must be listed on the application.

Both applications and nominations are accepted and any member of the AG can apply for the award, and any member of the Section can nominate the Section's WIE AG.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: $450 (to be used for future AG activities) and a customized certificate.

5.11 Region 8 Women in Engineering Student Affinity Group of the Year Award

Eligibility: Approved Student Branch WIE Affinity Group (AG) within IEEE Region 8 that has conducted activities and events within the previous year.

Nomination: Must include a report clearly and concisely documenting activities i.e. dates, content, number of attendees, academic or industry partners and impact of the events. The submitted report should be no more than 1000 words, and should include pictures. A report in the form of slides is also accepted.

All members of the Student AG must be listed on the application.

Both applications and nominations are accepted and any member of the SB AG can apply for the award, and any member of the Section can nominate the WIE SB AG.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: $350 (to be used for future AG activities) and a customized certificate.

5.12 Region 8 Outstanding Section SIGHT Group of the Year Award

Eligibility: All active R8 Section SIGHT Groups are eligible, provided that
- Submitted the annual SIGHT group report (survey)
- Implemented a project funded by HAC or SIGHT in the last two years
- Submitted a funded project report for their project
- Reported SIGHT activities on vTools

Evaluation by: team appointed by the Humanitarian Activities Committee.

Prize: $500 and a customized plaque and certificate.

5.13 Region 8 SIGHT Student Branch of the Year Award

Eligibility: All active R8 Student Branch SIGHT Groups are eligible, provided that:
- Submitted the annual SIGHT Group report.
- Implemented a project funded by HAC or SIGHT in the last two years.
- Submitted a funded project report for their project.
- Reported SIGHT activities on vTools.

Evaluation by: team appointed by the Humanitarian Activities Committee; one member of the team should be member of the Region 8 Student Activities Committee.

Prize: $300 and a customized plaque and certificate.

5.14 Region 8 Student Paper Contest (SPC)

Eligibility: Only IEEE student members and IEEE graduate student members are permitted to submit papers. Each author has to be a member of a Student Branch in R8. Applicants must

not be pursuing PhD studies.

Nomination: A Branch may submit one paper for every 100 branch members or part thereof, with a maximum of three papers.

A paper can be submitted by a student branch if the Student Branch Counselor supports the paper OR if the Branch holds a local Student Paper Contest (SPC) under its own responsibility, with the winners progressing to the regional contest.

The work presented has to be completed before the student receives the engineering degree that entitles him/her to start preparing a doctoral thesis and the submission of the paper to the Region 8 Contest must be completed within 12 months after graduation. A doctoral thesis is not considered.

When entering a paper in the SPC, each SB Counselor will provide a document certifying that those conditions are fulfilled, giving the IEEE membership number(s) of the author(s), and stating during which year(s) after high school the work has been performed.

Five finalists (one author per paper) are normally invited to present their papers at one of IEEE R8 flagship conferences, MELECON or EUROCON. Transportation expenses are covered by IEEE Region 8.

Deadline for nominations is 1 December yearly.

Evaluation by: SPC judges, appointed by the Director by recommendations from SAC and the Student Paper Contest Coordinator, with the consent of the Region 8 Committee. The organization of the contest is managed by SAC Student Paper Contest Subcommittee.

Prizes: 1st Prize: $800 / 2nd Prize: $500 / 3rd Prize: $200. In addition, the Student Branch from where the winner is based receives an additional award of $250.

5.15 Region 8 Student Branch of the Year Award

Eligibility: All Student Branches in Region 8 in good standing are eligible to participate.

Nomination: A nomination for the MGA Regional Exemplary Student Branch Award must be made in order to be considered for this Award. After that, enrollment is automatic.

Five mandatory Exemplary Student Branch criteria and an additional 12 out of 32 criteria must be met, as detailed on the MGA Student Awards website.

Deadline is 31 March yearly.

Evaluated by: Student Activities Committee

Prizes: three types (Gold, Silver, Bronze) are awarded. Customized plaque and certificate are provided.

5.16 Region 8 Student Branch Website Contest

Eligibility: All Student Branches and Student Branch Chapters in Region 8 in good standing are eligible to participate.

Nomination: Each Student Branch may enter at most one Website, regardless of the number of Student Branch Chapters or Affinity Groups present.

Nomination can be submitted only by a Student Branch officer.

Evaluated by: Student Activities Committee

Prizes: 1st Prize: $300 / 2nd Prize: $200 / 3rd Prize: $100.

6. Creation of new awards

Proposals of new awards must include:
- what is being recognized with the award
- eligibility criteria
- nominations conditions and procedure
- evaluation team and procedure for appointing
- prize, if any, and budget line if required

All proposals must be reviewed by OpCom and then submitted to the R8 Committee for approval. After approval by the R8 Committee they must follow the MGA process for establishment of awards. The process must be completed before the award is judged for the first time.

7. Contact

The A&R Committee can be contacted via the Region Past Director.

TO: IEEE Region 8 Committee – October 2022

FROM: Magdalena Salazar-Palma, Past Director

SUBJECT: Extend the term of the R8 Zone representative at the MGA Board

EXECUTIVE SUMMARY

In February 2022, the MGA Board approved a pilot to have representatives from zones in Regions 8 and 10 at the MGA Board meeting. This pilot was approved until the end of 2022. Following that, the R8 Committee elected the zone representative during its meeting in April 2022 in Warsaw. The zone representative participated in the two MGA Board meetings held so far, in June and in September.

In the September meeting, the MGA Board endorsed the submission of changes to IEEE Bylaws and MGA Operations Manual to Governance review in order to be discussed during the November meeting series and eventually to be approved by the IEEE Board of Directors. These changes, if approved, would make the zone concept, and the position of zone representative at MGA Board, permanent. As stated, at this point these changes are pending governance review.

If approved in November, these changes will be effective in January 2023. The next planned meeting of the R8 Committee is scheduled for March 2023.

When the changes are effective, the term of the zone representative must align with the term of the Region Director, because the governing documents will state that they must come from different zones in the Region. In January 2023, the individuals serving in the Director position until 2026 will be known.

As these changes have not been approved there is no provision yet in the Region Bylaws on the way of electing zone representative. A discussion will have to take place to decide what is the best way.

At this point the only possibility to have a new zone representative for 2023 would be to issue a call for nominations after the November Board meeting and run a full election in online form, using provisional rules.

Taking all this into account and considering that this procedure would not be very convenient, and considering that the Region is still to decide what is the best procedure for electing the zone representative, the present proposal is to extend the term of the individual currently serving as zone representative until December 2024 to make the term match the term of the 2023-24 Director, and have new elections in Fall 2024 to elect a new zone representative for 2025-26 originating in a different zone that the 2025-26 Director.

If MGA Board and/or the Board of Directors do not approve the submitted changes in November, then MGA will have to decide whether to extend the zone pilot in to 2023 and the motion would be void. A new decision would have to be made by the Region 8 Committee.

PROPOSED ACTION
Resolved that the term of the currently serving Zone representative is extended until the end of 2024, provided that zones are defined in the IEEE Bylaws and MGA Operations Manual effective January 2023.

SUPPORTING INFORMATION

Strategic Goal(s) Supported
• Make sure everyone is welcome and find relevant services in IEEE.

Financial Implications
• Complete financial implications are yet to be discussed at MGA.

Pros and/or Cons
• PROS: Aligns the term of the current zone representative with the permanent status. Avoids having to conduct elections at the end of 2022 in a very short time.
• CONS: Having an individual serving in the same position for more than two years.