

Region 8 Secretary

Ljupco Karadzinov

In this reporting period I continued the regular R8 Secretary administrative duties in supporting the activities and operation of the R8 OpCom and the R8 Committee, as well as communication with the global IEEE staff. Minutes of all the meetings were prepared and shared on time. Additional tasks and responsibilities assigned to me by the R8 Director were implemented in a timely manner with high professionalism.

IEEE Region 8 OpCom Meetings

On-line monthly R8 OpCom meetings organized using the WebEx platform:

1. April R8 OpCom meeting, Thursday, 6 April 2023, 19:00-21:00h CEST
2. May R8 OpCom meeting, Monday, 8 May 2023, 19:00-21:00h CEST
3. June R8 OpCom meeting, Thursday, 8 June 2023, 19:00-21:00h CEST

In-person regular R8 OpCom meeting organized:

1. July R8 OpCom meeting, Saturday, 1 July 2023, 9:00-18:30h CEST & Sunday, 2 July 2023, 09:00–13:30 CEST, Copenhagen Island Hotel, København, Denmark.

IEEE Region 8 Committee Meetings

Organization of the 121st IEEE Region 8 Committee Meeting, Friday, 11 August 2023, 8:00-13:30h EDT (UTC-4h), Lord Elgin Hotel, Ottawa, Canada; to be held in conjunction with the Sections Congress 2023, 11–13 August 2023:

1. Cooperation with the R8 Sections Coordinator Costas Stasopoulos, R8 Director Vincenzo Piuri, R8 Treasurer Adam Jastrzebski, R8 Assistant Secretary Aniko Szakal and the ECC team George Michael and Maria Efthymiou.
 - Invitation letters to 161 R8 volunteers, 42 visas invitation letters
 - Registered 127 in-person attendees & 30 companions
 - Lord Elgin hotel meeting room and arrangements, meeting schedule, IEEE agenda tool
 - R8 meeting webpage, reporting templates, reporting Google Forms and instructions
 - Other necessary preparation activities including plaques for certificates of appreciation.
2. Determination of the valid Primary Section Delegates for the Sections Congress 2023, in cooperation with the R8 Section Vitality and Development Committee, Director-Elect Mike Hinchey and R8 Sections Coordinator Costas Stasopoulos.

Scheduling WebEx meetings in 2023 for the Committees of Region 8:

- Nominations & Awards committee meetings

Other activities

- vTools reporting of the R8 officers elected/appointed for 2023–2024 term in office
- eNotices prepared and sent to R8 members for the Committees of R8
- Preparation of plaques for the R8 certificates of appreciation and awards