

## Region 8 Secretary

Ljupčo Karadžinov

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. December R8 OpCom meeting, Monday, 9 December 2024, 19:00-21:00 h CET
2. January R8 OpCom meeting, Wednesday, 15 January 2025, 19:00-21:00 h CET
3. February R8 OpCom meeting, Wednesday, 5 February 2025, 19:00-21:00 h CET
4. March R8 OpCom meeting, Tuesday, 11 March 2025, 19:00-20:00 h CET

In-person regular R8 OpCom meeting organized:

1. November R8 OpCom meeting, Friday – Saturday, 1-2 Nov 2024, 9:00-17:00h CET, Hyatt Regency Hotel, Casablanca, Morocco.

### IEEE Region 8 Committee Meetings

Organization of the 124<sup>th</sup> IEEE Region 8 Committee Meeting, Saturday–Sunday, 5–6 April 2025, and the preliminary Committees of R8 meetings, Friday, 4 April 2025, at the hotel InterContinental, Budapest, Hungary:

1. Cooperation with the organizing team comprising of the R8 Director Mike Hinchey, the R8 Treasurer Adam Jastrzebski, the R8 Assistant Secretary Aniko Szakal and the ECC team George Michael and Maria Efthymiou:
  - Invitation letters to 214 R8 volunteers and IEEE guests, 36 visas invitation letters
  - Registered 158 in-person attendees & 48 companions, total of 204 participants
  - InterContinental, Budapest Hotel meeting room and A/V arrangements, meeting schedule, IEEE agenda tool
  - R8 meeting webpage, reporting templates, reporting Google Forms and instructions
  - vTools registration fees collection for individually registered participants
  - Organization of the Budapest sightseeing, minBUD transportation info and the travel advisory
  - Other necessary preparation activities including plaques for certificates of appreciation.
2. Determination of the valid 2025 R8 Committee voting delegates/Section Chairs, in cooperation with the R8 Section Vitality and Development Committee Chair Andrejs Romanovs and Director-Elect Dusanka Boskovic.

### Secretariat

The R8 Secretariat in 2025 comprises of:

- Ljupco Karadzinov, North Macedonia Section
- Aniko Szakal, Hungary Section
- George Michael, Cyprus Section
- Maria Efthymiou, Cyprus Section
- Martin Bastiaans, Benelux Section