

# **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.

<i>Program</i>	<i>Description</i>	<i>Timeline</i>	<i>Objectives and operation</i>
Humanitarian Voices	Encourage SIGHT groups to provide updates on ongoing activities as inputs to articles to increase visibility of activities across the Region	Quarterly	<ol style="list-style-type: none"> <li>1. Encourages SIGHT group leaders to provide regular contributions via link</li> <li>2. Prepares articles for publication via R8 Communication channels</li> </ol>
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	<p>Share poster to remind stakeholders about the celebration.</p> <p>Encourage SIGHT groups to organize event</p>
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	<ol style="list-style-type: none"> <li>1. Identification and invitation of speaker</li> <li>2. Design and circulation of invitation</li> <li>3. Host the session independently or in conjunction with YP</li> </ol>
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	<ol style="list-style-type: none"> <li>1. Agree budget with IEEE HAC and Region 8</li> <li>2. Launch call for Proposal</li> <li>3. Assign SPOC from Committee</li> <li>4. Identify and assign Reviewers</li> <li>5. Announce successful applicants</li> </ol>
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	<ol style="list-style-type: none"> <li>1. N&amp;A committee launches the portal for nomination</li> <li>2. Committee assigns members to review the applications</li> <li>3. Complete review and appreciate winners</li> </ol>
Humanitarian Hangout	Quarterly Hangout session with respective SIGHT group leaders to mentor volunteers and facilitate discussions around challenges	Quarterly	<ol style="list-style-type: none"> <li>1. Inform Volunteers about the date</li> <li>2. Share the registration Link</li> <li>3. Share valuable information during meeting</li> </ol>
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		<ol style="list-style-type: none"> <li>1. Share Program Proposal with OpCom</li> <li>2. Upon approval, identify SIGHT groups with results to share and issue invitations to presenters</li> <li>3. Develop Event Program and circulate with invitations to participate to all R8 SIGHT Groups</li> <li>4. Collaborate with Host Section on Meeting venue and accommodation</li> </ol>

## **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://iee-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](mailto:ma-huac@ieeer8.org)