



**UNITED KINGDOM AND REPUBLIC OF IRELAND SECTION
COMMUNICATIONS CHAPTER**

**Minutes of Chapter Committee Annual General Meeting held at UCL, London, on 1st
November 2007**

Present: Trevor Clarkson (TGC)
Fary Ghassemlooy (FG)
Peter Groom (PG)
Khaled Hayatleh (KH)
Maaruf Ali (MA)
Wing-Kuen Ling (WKL)
Wai Pang Ng (WPN)

Minutes	Action
1. Apologies: Jaafar Elmighani (JMHE), Peter Hill (PCJH), David Parish (DJP), Bahram Honary (BH).	
2. Minutes: The Minutes of the previous meeting held on 14 th June 2007 were approved.	
3. Matters Arising:	
3.1. Include a column for "Action" in the minutes.	WPN
3.2. FG:	
3.2.1. The ICC 2007 meeting needs more interactive sessions.	
3.2.2. Sponsorship of CSNDSP 2008 should be finalised.	WPN
3.2.3. Circulate the ICC 2007 financial information	JMHE
4. Chairman's Report:	
Due to Chairman's absence, there is no report. The chairman will circulate via email if necessary.	JMHE
5. Finance and Membership	
5.1. Finance:	
5.1.1. The Chapter's account needs to be submitted to the Section Treasurer in December.	TGC & DP
6. Students' Activities and University Liaison Officers	
6.1. Students' Activities	
6.1.1. The COMSOC office can be contacted to get some materials for the recruitment event such as Communication Magazines.	WPN



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6.1. University Liaison Officers (ULO)	
6.1.1. Update the ULO list	WPN
6.1.2. Enquire about new ULO at Warwick (Robert Green), Brunel, University of Manchester, Newcastle, Oxford (MA) and Cambridge (FG).	WPN, MA & FG
6.1.3. WPN reported the number of recipients of the Chapter's prizes.	
6.1.4. Inform ULO to organise recruitment event.	WPN
6.1.5. Get the member list from Section Secretary	WPN
7. ICC 2007 - Update	
JMHE to report on the stats.	JMHE
8. Future Events	
8.1. Chapter's new symposium 2009	
8.1.1. Create a steering committee	
8.1.2. Provide a provisional plan	
8.1.3. With distinguish lecture, technical and application sessions.	FG & WPN
8.1.4. Publications on IEEEExplore and free for UK&RI Communication Chapter members.	
8.2. Sponsorship of CSNDSP 2008 in Graz.	
8.2.1. The Chapter will sponsor two prizes for UK and RI students.	
8.2.2. The value of the prize is to be confirmed.	
9. Any Other Business	
9.1. Webpage needs new password.	WPN JMHE
9.2. Check if the Section is notified of the previous elections results.	
9.3. Elections and AGM will be on 31 st January 2008, Professor Peter Hill to start nomination process.	PCJH
10. Date-of-Next-Meeting	
The date is 31 st January 2008 at UCL from 2:30pm-4:30pm.	

Prepared by:
Wai Pang Ng
UKRI Communication Chapter Secretary