



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

UNITED KINGDOM AND REPUBLIC OF IRELAND SECTION

COMMUNICATIONS CHAPTER

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Minutes of Chapter Committee Meeting held at UCL, London, on 10th December 2003

Present: Peter Hill (Chair), Trevor Clarkson, David Parish, Jaafar Elmighani, Fary Ghassmlooy, Maaruf Ali and Tony Boucouvalas.

Prof Peter Hill chaired the meeting.

Apologies for absence were received from Mike Darnell, B.Honary and Yichuang Sun.

1. The meeting was chaired by the Chairman, Peter Hill.
2. The Minutes of the meeting on 10th December 2003 were approved.
3. The following were reported under Matters Arising:
It was reported that the MSc final year project prize was now established.
Concern was expressed about the L31 return and the “tax” levied by IEEE on the Societies.
4. Chapter Committee Elections.
Tony Boucouvalas reported that elections have been advertised for about two weeks. There was some discussion on sending election details via email and it was noted that there could be problems with email bouncing. It was suggested that these emails be sent from the IEEE email box.
It was noted that a member from Industry, Peter Brown, wished to join the committee in an active role. This was warmly welcomed by the committee members.
Tony Boucouvalas will put the proposed new committee details on the Web around 10th January.
5. Chairman’s Report :
 1. **ISCTA 2003**
Peter Hill chaired the International Symposium on Communication Theory and Applications, Ambleside, Lake District, UK, 13-18 July and also gave the banquet address; Trevor Clarkson gave an invited evening lecture on ‘Radio – The Future of Communications’.
 2. **RCCC 2003**
Peter attended the EAME (Region 8) ComSoc Regional Chapter Chairs Congress in Rimini, Italy, 21-23 September and, inter alia, gave a talk on ‘The Problems of Running a Large Chapter – a View from the Top’. He also led the Break-out Session on ‘Industry Relations – Volunteers, Cooperation & Funding’.
 3. **UKRI Section Meeting**
Peter represented the Chapter at the Section meetings in Maynooth, Co Kildare, Ireland, 17/18th October 03. There were the usual Chapter Chairs and Executive Committee meetings, and also an IEEE public lecture on ‘Automotive

Drive-By-Wire Systems' by Prof Jens Kalkkuhl at the Hamilton Institute, NUI. The winners of the UKRI Student Paper Competition were announced. Peter stated other important matters coming out of the meetings.

4. ICC 2007

A letter of support, from the Chapter for the Glasgow bid, has been prepared and sent to Prof Tariq Durrani OBE who, as Vice-Chair IEEE Region 8 Technical Activities Committee, will transmit it to the ComSoc Conference Board with the main documentation (mid November); he will be presenting the case to the Committee at GLOBECOM 2003, San Francisco, in December.

5. Proposed new Communications and Control Chapter in Ireland

The secretary of the UKRI Section, Sean McLoone, is putting together a petition to form this new joint Chapter based in Ireland (primarily Dublin and Belfast) – this is a topical area of research there at the moment apparently. Peter has sent a letter of support from the Chapter for this venture.

6. Elections 2004

These are in hand thanks to Tony – the process as last year is being carried out via the Chapter website. Peter finds it very encouraging that the top positions on the present committee wish to move up and take on a greater role; also, it is good to see that at least one of our ComSoc members from industry wishes to join the committee and actively help us next year.

7. AGM 2004

Peter and Jaafar have been trying to organise a suitable date which will allow Prof Ted Sargent, from Toronto Canada, to give us a guest talk on 'Quantum Engineering for the Optical Internet' as part of a proposed IEEE Distinguished Lecturer Tour programme. We await responses from other EAME Region 8 Chapters willing to host the event in order to make the tour financially viable.

8. History Milestones Update

We are still associated with on-going UK communications-based IEEE History Milestone events, namely: Bletchley Park (Enigma code-cracking), GCHQ Cheltenham (Public-Key cryptography) and Rugby-Houlton (Transoceanic radio-telephony). Peter is also representing UKRI Section in helping to plan the technical day at the 'John Ambrose Fleming' Centenary Conference at UCL, June/July 2004.

9. Member Development

Trevor Clarkson completes his term of office as ComSoc VP Membership Development at the end of this year. We are planning to nominate two of our current committee members for the award of IEEE Fellow next year. Finally it is pleasing to report that two of our committee have been promoted to university chair positions during 2003.

10. Acknowledgements

Peter wishes to sincerely thank the Chapter Committee for all the support they have given him over the two years 2002/2003 that he has held the Chair.

Extra

As this was Peter's last meeting as Chairman, the committee thanked him for his valuable and committed work for the Society which is greatly appreciated.

6. Finance and Membership:

Outgoings were around £11,000 but income was around £2,000

The Chapter balance was £56,000 last year and the declared balance for this year was £47,000.

There was some discussion about the best use of the balance. Trevor Clarkson pointed out that the money enabled the Chapter to print posters, support conferences, e.g. ICC 2007 and forward some to a future Scottish Chapter.

Jaafar Elmirghani commented that the amount was reducing but the general view was that this is acceptable in the short term, but should be closely monitored.

Jaafar Elmirghani suggested a review of each University liaison activity.

7. Student Activities, Prizes and Awards:

Tony Boucouvalas commented on the high level of activities amongst students at King's College. There was some discussion regarding the need for an "activist", probably a postgraduate student, at each University. Tony also commented that Fary Ghassmlooy will shortly cease to be in the Membership Development role and a replacement was necessary. The new position holder would also be responsible for student recruitment.

Discussion then centered on the issue of task sharing for the active Committee roles. Fary suggested identifying each task associated with each role and allocating these to different members. By way of example, David Parish agreed to record the minutes for each meeting in place of the formally appointed Secretary.

8. Scotland, update on new Chapter and ICC 07 in Scotland..

Tariq Durrani has requested support from the Chapter for the Glasgow bid for ICC 07, to be held 22-28 June 2007. Trevor Clarkson commented that Tariq was aware that much local active support was needed, but the support of the Chapter was expected, for example, for processing papers.

David Parish suggested that Peter Hill write to Tariq to ask exactly what support would be needed. The meeting was concerned about the amount and types of activity that Tariq may be expecting. Jaafar Elmirghani suggested that an amount in excess of £20,000 may be needed.

Trevor Clarkson suggested that we could offer to supply 10-20% of the start-up costs the Chapter would get an equivalent percentage of any profits.

The meeting agreed that up to £20,000 be made available but a review of prizes and travel grants may be necessary in the light of this. As a result of this discussion, Tony Boucouvalas was asked to remove the reference to travel grants from the web site.

The meeting decided that Peter Hill should contact Tariq Durrani to ascertain what resources he will need. Peter Hill should also contact Ian Thane with reference to the proposed Scottish Chapter and its support.

9. ComSoc Matters.

Jaafar Elmirghani stated that Trevor Clarkson has been nominated as Present Elect of ComSoc for 2006-7.

10. Future Events

Jaafar Elmirghani mentioned Signal Processing for Wireless Communications (SPWC 2004).

We sponsored this event last year and technical support is again needed. The Committee agreed to provide technical support.

Peter Hill and Tony Boucouvalas was asked to remove the reference to travel grants from the web site.

raised the possibility of some Distinguished Lecturers who may visit.

It was decided in principle to invite both Peter Vary and Moshen Fuisari as Distinguished Lecturers. This is to be confirmed.

12. Date, time and place of the next meeting to be arranged.