



Promoting Community Worldwide

**MINUTES OF THE IEEE ASIA-PACIFIC REGION (REGION 10)  
EXECUTIVE COMMITTEE MEETING**

8.30am to 1.00pm, 7 December 2001 (Friday)

Pacific International Cairns, 43 Esplanade, Cairns Queensland 4870 Australia

**Present:**

Director	Teck-Seng Low
Past-Director	Takuo Sugano
Director-elect	Jung Uck Seo
Secretary	Eng-Fong Chor
Membership Development Comm. Chair	Hiromasa Haneda
Education Activities Chair	Akinori Nishihara
Regional Comm. Awards Chair	Yat-Wing Liu
Regional Chapter Coordinator & Section/Chapter Coordinator	Seiichi Takeuchi
Regional Conference Coordinator	Janina Mazierska
Electronic Communications Coordinator	Lawrence Wong
Strategic Planning Coordinator & Recognition Education Program Coordinator	H.P. Khincha
Regional Gold Program Representative	A. Anoop

By Invitation:

IEEE APO Management Staff	Fanny Su
Australian Council Chair	Harry MacDonald
North Queensland Section Chair	Mal Heron
Queensland Chair	Ed Palmer
Past IEEE President	Bruce Eisenstein
Director R7 & Comms. Soc. Director-Elect	Celia Desmond
Representing Treasurer	Bee-Khim Chwa
Student Rep	Helene Fung

**Apologies:**

Treasurer	Seeram Ramakrishna
Student Activities Comm. Chair	Marzuki B. Khalid
Newsletter Editor	Loreen A. Ozolins
Technical Activities Coordinator	Prahlad Vadakkepat

**1. Call to order**

The Region 10 Executive Committee (ExCom) Meeting was held from 8.30 am to 2.00 pm on Friday, 7 December 2001, Pacific International Cairns, 43 Esplanade, Cairns Queensland 4870 Australia.

## 2. Roll Call and Introduction

Director Teck-Seng Low welcomed ExCom members and guests to the meeting and briefed that the meeting proper would be conducted in slightly more than half a day. This would leave us about one and a half day to discuss the strategic planning for Region 10. The action plans will be presented to the Region at the annual meeting in April 2002 in Bangkok, Thailand.

## 3. Review of Program & Agenda

The following agenda was adopted by the Meeting.

### IEEE Region 10 Executive Committee Meeting

8.30am to 2.00pm, 7 December 2001 (Friday)

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#### Agenda:

1.	Call to order	0830hr	Low
2.	Roll Call and Introduction	0835hr	Low
3.	Review of Program & Agenda	0850hr	Low
4.	Confirmation of the minutes of the last ExCom Meeting (6 Jan 2001, Singapore)	0900hr	
5.	Review of Activities for 2001 & 2002		
	(a) Membership Development Committee Chair	0915hr	Haneda
	(b) Student Activities Committee Chair	0930hr	Fung
	(c) Education Activities Committee Chair	0945hr	Nishihara
	(d) Newsletter Editor	1000hr	MacDonald
	Coffee/Tea Break	1015hr	
	(e) Regional Committee Awards Chair	1030hr	Liu
	(f) Regional Chapter Coordinator & Section/Chapter Coordinator	1045hr	Takeuchi
	(g) Regional Conference Coordinator	1100hr	Mazierska
	(h) Electronic Communications Coordinator	1115hr	Wong
	(i) Strategic Planning Coordinator & Recognition Education Program Coordinator	1130hr	Khincha
	(j) Regional GOLD Program Representative	1145hr	Anoop
	(k) Technical Activities	1200hr	Low
6.	Budget for 2002	1215hr	Low
	Lunch	1230hr	

#### 4. Confirmation of the minutes of the last ExCom Meeting (6 January 2001, Singapore)

Minutes of the last ExCom meeting held on 6 January 2001, Singapore was circulated earlier to members and confirmed without amendments.

#### 5. Review of Actives for 2001 & 2002

##### (a) Membership Development Committee (MDC)

- This was presented by Haneda.
- It was highlighted that although the goal for membership growth was targeted at 8% for 2001, the figure was only 3.9% as of October 2001. The slow down was similar to the global trend. The overall IEEE membership growth rate for the same period was 3%. The slow down was caused by a drop in regular Members. The Student and Associate Members, on the other hand, have increased. The trend was the same as that of overall IEEE.
- The Student membership growth target for Region 10 was 10,000 for 2001 and it was exceeded in September 2001.
- A modest goal of achieving 20 Senior Member (SM) upgrades in Region 10 was set for 2001. This was attained in September 2001
- Region 10 had a healthy growth in the number of student branches in the past year and as of October 2001 there were 245 student branches. Our main problem is that many of the student branches are inactive. Region 10 may consider resolving the inactive student branches.
- The Student Member retention for Region 10 was close to 50% for the last few years and it has been estimated to be about 44% for 2001. Our numbers are low in comparison to those of overall IEEE, around 70% for the last few years and expected to be 63% for 2001.

##### (b) Student Activities Committee (SAC)

- This was presented by Fung, on behalf of Marzuki.
- A number of contests had been organized, including the Student Paper Contests and Student Branch Website Contest.
- Several Leadership Workshops were organized by student branches, with the hope to lead to more active student leaders.
- It was noted that the same student branch, **Vivekanand Education Society's Inst of Technology**, had won the Student Branch Website Contest for the last three consecutive years. A motion was recommended to exclude such student branch from future contests. The meeting cautioned that it may not be fair as it was likely that the works were done by different groups of students for the various years. It was suggested that, more importantly, emphasis be stressed on the originality in the design, as submitted work could be an improvement of the one from previous year. Hence, judges should be made known of the history of submitted websites.

**[Action by Marzuki and Fung]**

- Fung also made a supplementary report and highlighted that at the October 2001 RSAC meeting, R10 was identified as having the strongest growth in student membership. Unfortunately, it also has the worst retention statistics of student members. In addition, R10 was identified as having poor compliance with regard to REP list.
- At the RSAC meeting, the proposal to have online-only version of Spectrum to replace hard copy was rejected as it could bring the adverse effect of shifting costs to burden students.

(c) Student Branch (SB) Taskforce

- It was reported that although R10 has a healthy growth in new SBs every year, we also have a high number of inactive SBs (i.e., having less than 8 members), which stood at 38 in Oct/Nov 2001 and with half of these having no members.
- Warnings sent by SCA chair, Marzuki had not led to fruitful results.
- Taskforce was set up with Anoop, Marzuki and Haneda as members.
- 5 aspects were examined by the Taskforce for possible improvement -
  1. SB application procedure – it has been noted that no endorsement by the appropriate Section is needed in the petition to form a SB.
  2. Approval – approval is by Region Director, Region SAC Chair and RAB. It has been recommended that Region Director seeks the Section Chair of a new SB pre-approval before a decision is made.
  3. Financing – each Section receives \$1 per student member from Region. For some cases, the entire sum goes to SB. In others, the entire sum goes to Sections with well run Sections use it to fund SB activities. It has been recommended that at least a portion of the sum should go to SB.
  4. Services – More GOLD groups will be established to ensure smooth transition from Student Members to Members. Stronger link among Region, Sections, SBs and GOLD groups has also been recommended.
  5. Others – To build up the database on delinquent SBs and to create SB Planning Best Practices to be shared by SBs and Sections.
- The Taskforce also made an important suggestion to increase the role of SB Counselors.
- The Taskforce was requested to continue the good work.

**[Action by Anoop, Marzuki and Haneda]**

(d) Education Activities Committee (EAC)

- This was reported by Nishihara.
- Results for questionnaires done in April 2001 are posted at <http://www.ieee.org/organistaions/eac/oc/rec/summary.htm>.
- REAC Teleconferences were held on 20 March & 16 July and the minutes are on web site at <http://www.ieee.org/organizations/eac/oc/rec/index.htm>.
- EAC has provided financial support to a number of Sections: Gujarat Taipei, Thailand, New South Wales, and Indonesia.
- EAC has supported more Section programs. It is difficult to do it at the Region level owing to the diversity of the Section focuses.
- Distinguished Lecturers Program: it is felt that R10 should generate our own programs, by blending region expertise with the EAB effort via the Technical Activities coordinator, Prahlad.
- The issue of accreditation was discussed. It has been recognized as a national matter and is therefore not within the role of R10.

(e) Newsletter

- This was reported by MacDonald who would be taking over from Ozolins, who had requested to step down as Newsletter Editor owing to job commitments.
- 1 newsletter was published and had been uploaded to R10 website.
- The Christmas issue will be published in mid-December 2001.
- Aim to have 4-6 issues in 2002.
- MacDonald has been advised to put up a bigger budget to cater for the needs of Sections which are more needy, up to \$100 subsidy (on reimbursement basis) per section for the need to print the newsletter.
- Members are requested to provide articles for the newsletter.

(f) Regional Awards Committee

- Distinguished Section Award was approved by RAB in April 2001. It has been renamed as Outstanding Section Award (OSA) as suggested by Regional Activities Board Award and Recognition Committee (RABARC).
- 9 nominees have been received for Outstanding Volunteer Award (OVA) 2001. The winner will be invited to attend the annual meeting of R10 in April 2002, Bangkok, Thailand instead of TENCON 2002.
- Malaysian Section is the OSA winner for 2001
- Other award programs: a survey has been conducted and summarized as follows: (i) new award program should have a wider scope, otherwise it will be difficult to recruit nominees, (ii) technical award program is difficult to implement owing to the difficulty in setting the standard in the achievement of Engineering Profession; (iii) a maximum of 5 OVAs could be given a year to enhance its publicity, (iv) R10 could nominate winners of OVA to RAB for Leadership, Achievement and Distinguished Service Award, (V) Sections should have their own award program, e.g., IEEE xyz Section Distinguished Member Award.
- R10 should promote the Friends of IEEE Regional/Section Activity Award. This could enhance our industry link.

(g) Sections/Chapters

- This was presented by Takeuchi.
- The distributions of chapters and sections in the region, including inactive chapters, were presented. R10 has 15-20 new sections each year and is losing 1 to 2 per year.
- It was noted that the interaction between chapters and sections should be improved, and the liaison with societies should be enhanced.
- It has been suggested to promote joint chapters with the aim to improve the level of activities.

(h) Conferences

- This was presented by Mazierska.
- The main activities have been providing assistance to conference organizers and to clear the financial reporting of previous TENCONs.
- A short history on TENCONs, which started in 1984, is in preparation.
- TENCON 2001: It was a success with over 300 participants and was held on a cruise. It was recommended not to have conference on a cruise in future owing to the many distractions present. Account will be closed soon.
- TENCON 2002: It is hosted by Beijing Section and the conference venue is a reasonable 3 star hotel near Tsinghua and Beijing Universities. Call for papers

has been announced. The conference committee expects mostly local participants and those from Hong Kong. R10 has noted that the reporting of the Conference Committee is not as smooth as expected.

**[Action by Mazierska]**

- TENCON 2003: Bangalore Section has expressed interest to host TENCON 2003. The proposal was presented by Khincha. 200 –250 delegates (50 from overseas) and 120-150 papers are expected. As Bangalore Section had held several conferences in the past, meeting accepted the proposal. Bangalore Section has been advised to prepare a budget according to IEEE specifications and to present a short paper at the annual meeting in April 2002 in Bangkok, Thailand.
- TENCON 2004: meeting accepted Thailand Section's bid to host 2004 TENCON.
- TENCON 2005: 3 Pakistan sections and 1 Korean Section have expressed interest in hosting TENCON 2005.

(i) Electronic Communications

- This was reported by Wong.
- The R10 website has been set up and is well maintained. In particular, the newsletter has been uploaded and a conference calendar has been put up.
- Links to some Sections have been established.
- It has been highlighted that R10 does not own the website, it is the property of IEEE HQ. Hence, only IEEE HQ can effect the link request.

(j) Recognition Education Program (REP)

- This was presented by Khincha.
- The problem with India REP list was highlighted. The current list maintained by IEEE is outdated, as many new colleagues have been set up since the last update of the REP list. The number of growth is tremendous. Graduates of these universities cannot only apply to become IEEE associate members.
- Name change of colleges is another issue of India.
- A list of 647 Engineering Colleagues approved by AICTE in India has been compiled. Effort is in progress to recognize their programs (around 1800). This is a huge and painstaking job and will take time.
- Effort similar to that in India will be initiated in PR China.

(k) GOLD

- This was presented by Anoop.
- There are 7 GOLD groups in R10. Kerala and Hong Kong GOLD groups are formed in 2001. A new GOLD representative has been appointed for Bombay GOLD group, which was dormant in the last three years.
- R10 GOLD Committee has been formed, which helps in getting more people closely involved and also in planning succession.
- GOLD awareness - Work is still pending. It is planned to use the Region 10 newsletter for effectively spreading the message of GOLD. Also, the mailing list compiled at the Annual Meeting will be used for publicizing GOLD.
- New GOLD Group formation – It is aimed to help form at least 5 GOLD groups in 2002.
- It is proposed that Region 10 could financially support the GOLD groups for specific projects.

- Awards – Nominations for the following of RAB awards will be pursued : Section GOLD leadership award, Society GOLD leadership award, Region outstanding GOLD program award, and Outstanding GOLD program award .
- It was proposed to have a Region GOLD Congress in 2002. Meeting suggested that the congress be co-supported by R10 and Sections. Anoop was advised to put up a proposal for discussion at the annual meeting in April 2002.

**[Action by Anoop]**

- Budget approved for 2002: program support for GOLD groups \$2000, Travel of GOLD coordinator to the Gold committee meeting \$2000, Operations \$500, Travel of region outstanding GOLD program award recipient to the region 10 AGM \$2000

(l) Technical Activities

- This was presented by Low on behalf of Prahlad who cannot travel owing to a medical problem.
- Colloquia were planned and cancelled owing to the Sep 2001 events in USA.
- To propose to technical societies to appoint VP for each region.

**6 Budget**

- We are financially sound as our spending for 2001 is well within our budget.
- Budget 2002 has been passed at April 2001 meeting.
- Committees were advised to put up supplementary changes to their budgets for increased activities during the April 2002 meeting.
- For the attendance of Section Congress in October 2002, HQ and R10 will provide some subsidies to the primary attendee from Sections, which will need to fund 20-40% of the total cost.
- The budget item “Section Support Via Region”, which is budgeted at \$4125, has spent only \$2180. This item cannot be carried over to the next FY (i.e., it will be returned to HQ). MacDonald and Khincha have been requested to coordinate the effort to spend the amount before 31 Dec 2001.

**[Action by MacDonald & Khincha]**

**7 AOB**

(a) Nomination of R10 Director 2005-2006

- 3 nominees have been received: (1) HP Khincha, (2) Kalid and (3) Taeuchi. Sugano will evaluate and submit to HQ.

(b) It was brought up at the last RAB meeting that a number of sister sections are in discussion or have been formed, e.g., Washington National Section and New Delhi Section. Another possibility is Boston and Tokyo Sections. The initial aim of such formation was for the exchange of information. Takeuchi will bring this up for discussion in April 2001 annual meeting.

**[Action by Takeuchi]**

(c) R10 Operation Manual

- Table of Contents was presented by Fanny.
- A couple of regions have finalized their operations manuals and have uploaded to their web sites, e.g. Region 3.

- ExCom Members have been requested to provide drafts for the sections they are responsible by the end January 2002. The draft operations manual will be presented to Sections at the annual meeting in April 2002. Fanny will follow up with ExCom members.

**[Action by ExCom Members]**

**Meeting adjourned around 2.00 pm.**