

Region 3 Professional Activities Operations Committee

Report to the IEEE Region 3 ExCom 2/25/2013

A Professional Activities Webinar was presented on January 30. All Section PACE Chairs (23), all Section & Chapter & Council officers (302) and the R3 ExCom were sent invitations. Excluding presenters, eleven participated of which four are PACE Chairs and three are Section or Chapter Chairs. The webinar recording and presentation materials will be available online shortly.

The R3-PACE@ieee.org mail list is being reconstituted with Section Professional Activities Committee (PACE) Chairs and where a Section has no designated Professional Activities Chair (per SAMIEEE which is updated through Officer Reports) the Section Chair. Other key Professional Activities volunteers can be added at the Chair's request.

The IEEE-USA PACE Committee met February 23-24 in Dallas. Key items discussed were:

- IEEE-USA Professional Development Funds allocations to the Regions have increased somewhat in 2013 with Region 3 receiving \$16,436. PACE Delegate Travel allocations will essentially remain the same as in 2012 – Region 3's allocation was \$6,514 in 2012, exact 2013 amount not yet available.
- The Member Professional Engagement (MPE) incentive program is continued into 2013 with essentially the same criteria as in 2012. A \$200 award is available to Sections holding Professional Development events (meetings with a Professional Development topic, Professional Development Seminars, K-12 STEM events, etc.) meeting these requirements
 - At least three Professional events are held, and
 - Cumulative attendance at all events exceeds 300 (including members and nonmembers), and
 - Events are reported in the vTools L-31 system (they can be scheduled using the vTools meetings application or just reported in vTools after-the-fact); they must properly classified as "Professional", i.e., not "Technical" or "Nontechnical" or "Administrative", as supported by the event description.

Sections receiving a MPE award in 2012 may qualify for and receive another award in 2013 based solely on events held in 2013. Sections not receiving a MPE award in 2012 may include 2012 events with 2013 events to qualify for a 2013 award. To receive a 2013 MPE award the Section PACE Chair or a Section Chair must apply for the award by email to the Region PACE representative (for Region 3, John Montague, montague@ieee.org) certifying that the MPE program requirements have been met and attaching a listing of Professional Meetings obtained from the vTools Meeting Reports application. Approved applications received 10 days before the end of each calendar quarter will be submitted by the Regional PACE representative to IEEE-USA for payment processing. Approximately \$12,000 remains in the MPE budget and will be paid on a first qualified first paid basis (evaluated and paid quarterly so do not delay reporting Professional activities or the MPE application).

- Professional Activity Video Competition at IEEE-USA Annual meeting August 1-4, 2013, in Portland, OR. This video competition will be held in lieu of the traditional poster competition. Each Section may submit one video, 5 minute maximum length, for consideration for one \$500 prize (first place) and one \$200 prize (second place). Judging will be done by the IEEE-USA PACE Committee. The best videos will be played in common areas during the annual meeting. Additional requirements, if any, electronic submission format, and deadlines will be announced later.
- The 2013 IEEE-USA Annual Meeting and Sustainable Development Conference registration site is expected to be open April 15. Note: the availability and process for requesting from Region 3 a Section PACE Delegate travel subsidy will be announced after the meeting registrations site is available and registration fees are finalized.
- A Professional Activity Grant Program is being defined which will provide grants of up to \$1,500, matching Section funding, as an incentive to hold a significant Professional Development Activity. The goal for program definition and formal announcement is mid-year 2013.
- In 2012 IEEE-USA changed payment to Regions of Professional Development Funds to the current year of the PDF Allocation, rather than paying the allocation after the end of the allocation year. Thus, Regions 1-6 received Professional Development funds payments in 2012 for both 2011 and 2012 allocations. Starting in 2013 allocations will be paid twice a year based on Region Professional Activities expenditures reported to IEEE-USA on May 15 and November 15. This underscores the expectation that Section and Chapter Professional Development Project Funding requests are the result of sound planning and are submitted well in advance of funded events, enabling Region funding to be approved and paid to the Section in a manner accommodating to the above reporting dates.
- IEEE-USA PACE Committee has a new Society/Chapter PACE representative. This position has Professional Activities Funds available (about \$5,000 in 2013) which can be applied for by Chapters and Student Branch Chapters. Consult with me if interested in seeking project funding from this source. The standard Section Professional Development Project Funds Request form will be used initially but the project Funding will come directly from IEEE-USA PACE Committee, not through the Region. These Funds may not be obtained for a project that receives funding from the Region.

John Montague

IEEE Region 3 Professional Activities Operations Committee Chair