Region 3 Report Template

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Region 3 Secretary

Committee Report Template
(Generated by the OAC)

1. Summary
   - 1.1 Items needing ExCom action
   - 1.2 Items needing ExCom discussion
   - 1.3 Events or activities since last ExCom report
   - 1.4 Planned near future events or activities

2. Announcements
   - 2.1 Section Events or activities
   - 2.2 Area Events or activities
   - 2.3 Region 3 Events or activities
   - 2.4 IEEE-USA events or activities
   - 2.5 IEEE events or activities

3. Committee Report Detail
   - 3.1 Items needing ExCom action
   - 3.2 Items needing ExCom discussion
   - 3.3 Events or activities since last ExCom report
   - 3.4 Planned near future events or activities
   - 3.5 Goals

4. Appendix

Suggested Changes - Region 3 Report Template

The suggested changes to the Region 3 report template are based on the following principles.

- **Use a single report format for committee, area or section reports.**

- **The report should be complete and concise.** Volunteer time should be valued. The time required to generate the report should be minimized. All information included in the original report template should remain in the modified report template.

- **Report readability is important.** The format should be clear with no extraneous information.

Suggested Changes - Region 3 Report Template

1. **Use the summary report as the body of the report.** Any detailed information to support the summary report should be provided in the appendix.

2. **Eliminate the outline format of the report.** The summary section (section 1) is unnecessary if the summary report is used for the body of the report. Removing the outline format eliminates extraneous items containing no information and makes the report more readable.

3. **Announcements can be included in a "Planned activities" section of the summary report.** This eliminates section 2.

Suggested Changes - Region 3 Report Template

4. **The modified report template includes Section 3 of the original template plus the appendix.** All information included in the original report format is contained in the modified report format.

To: **IEEE Region 3 Executive Committee or IEEE Region 3 Committee**
From: **Committee, Area or Section Name**
Date: **Day Month Year**
By: **Report Author**

R3 Report Template

Activities Since Last Report

Include information on unit activities since the last report to the ExCom or RegCom. Supporting material, such as meeting minutes, can be included in the Appendix.

Planned Activities

Include information on upcoming unit activities. Supporting material can be included in the Appendix.

Unit Goals and Current Status

Include the complete set of unit goals for the year and provide the current status for each goal.

Action Items

Provide a detailed description of any items from the unit requiring ExCom or RegCom action. Supporting material can be included in the Appendix.

Discussion Items

Provide a detailed description of any items from the unit requiring ExCom or RegCom discussion. Supporting material can be included in the Appendix.

Appendix

All information included in the Appendix should be referenced in the above report sections.

Report Guidelines

The purpose of this document is to provide common guidelines for all unit reports (Section, Area, or Committee reports) to the Region 3 Executive Committee ([ExCom](#)) or the Region 3 Committee ([RegCom](#)). A Microsoft Word report template can be found [here](#). The unit report should take the form of a summary report, including the sections shown below, followed by an appendix containing any supporting information.

Activities Since Last Report
Include information on unit activities since the last report to the ExCom or RegCom. Supporting material, such as meeting minutes, can be included in the Appendix.

Planned Activities
Include information on upcoming unit activities. Supporting material can be included in the Appendix.

Unit Goals and Current Status
Include the complete set of unit goals for the year and provide the current status for each goal.

Action Items
Provide a detailed description of any items from the unit requiring ExCom or RegCom action. Supporting material can be included in the Appendix.

Discussion Items
Provide a detailed description of any items from the unit requiring ExCom or RegCom discussion. Supporting material can be included in the Appendix.

Appendix
All information included in the Appendix should be referenced in the above report sections.

Report Submission

Send your report in PDF format to the following e-mail addresses: r3-excom2025@ieee.org
sec-r03@ieee.org

Use [IEEE R3] in the subject line, so that reports can be easily sorted with an e-mail tool according to subject line.
Example subject line: [IEEE R3] Area 3 Report

All agenda items must be approved by the Region Director. Action items and discussion items should be e-mailed to the Region Director and Region Secretary at least one week prior to the meeting.