

**Minutes of 2nd Section General Committee Meeting for  
Year 2005 held on 21<sup>st</sup> April 2005 at NUS Guild House**

**Present –**

Tseng King Jet	:	Chairman
Lalit K. Goel	:	Deputy Chairman
Prahlad Vadakkepat	:	Secretary
Tan Cher Ming	:	Treasurer
Chin Mee Koy	:	Ex Co Member
Amitabha Das	:	Ex Co Member
Lie Tek Tjing	:	Ex Co Member
Wang Dan Wei	:	Ex Co Member
Sanjib K. Panda	:	Immediate Past Chairman
Don Mahinda V.	:	Ex Co Member (Co-opted)
Gwee Bah Hwee	:	Circuit & Systems Chapter Chairman
Ho Hooi Chee	:	Communications Chapter Chairman
Chan Khin Choong	:	Computer Chapter Chairman
Ong Ee Ping	:	Consumer Electronics Chapter Chairman
Wang Youyi	:	Control Systems Chapter Chairman
Li Er Ping	:	EMC Chapter Chairman
Xie Min	:	Engineering Management Chapter Chairman
Luo Fang Lin	:	IE Chapter Chairman
Thomas Liew	:	Magnetics Chapter Chairman
Ooi Ban Leong	:	MTT/AP Chapter Chairman
Rajnish Gupta	:	Power Engineering Chapter Chairman
Peh Kin Leong	:	R/CPMT/ED Chapter Chairman
Ge Shuzhi	:	RA Chapter Chairman
Xue Ping	:	Signal Processing Chapter
Tan Chin Teong	:	Gold Affinity Group

**Absent (with apology)**

Ashwin M. K.	:	IA/Power Elect. Joint Chapter Chairman
Lu Chao	:	LEOS Chapter Chairman
Wang Lipo	:	Computational Intelligence Chapter Chairman
Rajan Walia	:	Solid-State Circuits Chapter Chairman
A Al Mamun	:	SMC Chapter

**In Attendance**

Tony Elliot	:	Representing OE Chapter
Narayan	:	Representing Eng in Med & Bio Chapter
James Gomez	:	EBS
Dorothy Loke	:	EBS

The Meeting commenced at 6.40 p.m. with the welcome statement from the Chairman Tseng King Jet.

**1. Confirmation of Minutes of Last Meeting**

- a) The Minutes of the 1st Gen-Co Meeting was approved.  
Proposed by : Lalit K Goel  
Seconded by : Sanjib K Panda

- b) Amendments

**Action By**

EBS

- i. Pg 3 item iv delete the word “meetings” on the 4<sup>th</sup> line
  - ii. Pg 6 item viii the word OEEE should read as IEEE
  - iii. The attendance record should show Dr Xue Ping as present for the 1st Gen-Co meeting
- c) Dr Lalit requested that in future, minutes should have a column for Action so that it would be easy to identify the person responsible for an action.

EBS

## 2. Matters Arising

### 3. Chairman’s Report

The Section Chairman presented a broad overview of what has happened in the Section for the 1<sup>st</sup> Quarter of 2005.

1. Mr Tan Chin Teong has volunteered to lead the GOLD Affinity Group for 2005.
2. Dr Lian Yong has submitted a petition to form the Education Society Chapter under the Singapore Section. The petition was approved by the Ex-Co on 8<sup>th</sup> April 2005 and the petition has been forwarded to Regional Activities Board for further approval.
3. Dr Cynthia Zou is preparing a petition to form the Women in Engineering (WIE) Affinity Group.
4. a) A total of 270 meetings were held in 2004 by the Section, its 21 Chapters and GOLD Affinity Group as per the L31 forms submitted by the deadline of 26 February 2005.
  - b) Most Chapters will qualify for the Chapter Rebate.
  - c) The full results will be released by end of April 2005 and the rebates distributed by June 2005.
5. Society-sponsored Distinguished Lectureship (DL) programs usually pay for the speaker’s airfare while the local Chapters look after the speakers’ local expenses. R10 has some funds set aside for such local expenses and, Chapters who wish to apply for such funds should submit applications to R10 through the Section Educational Activities Chair.
6. The Section and its Chapters have organized 9 conferences in 2004.
7. For 2005, at least 7 conferences have been planned so far.
8. For 2006, 5 conferences have been confirmed with potentially more to be added to the list.
9. The Section has successfully bided to organize the TENCON 2009.
10. The following conference budgets and requests to open bank account with the Section were earlier approved by email circulation:
  - a) ICFPT 2005 – Co-sponsors CAS Chapter and Singapore Section
    - Account Name : IEEE 2005 ICFPT
    - Signatories : Wong Weng Fai, Ha Yajun, Lian Yong
    - Approved on : 11 March 2005

Tan Cher Ming

All chapter chairs

<p>b) ICMIT 2006 – Co-sponsors EM Chapter and Singapore Section  Account Name : IEEE 2006 ICMIT  Signatories : Xie Min, Chai Kah Hin, Hang Chang Chieh, Mok Vee Hoong  Approved on : 11 March 2005</p> <p>c) EPTC 2005 – Co-sponsors R/CPMT/ED Chapter, Singapore Section and CPMT Society  Account Name : IEEE 2005 EPTC  Signatories : Mui Yew Cheong, Chua Kok Hua, James How Boon Hua  Approved on : 22 March 2005</p>	
<p>11. Technical co-sponsorship of short courses  The Section is looking at the possibility of partnering with institutions like NUS, NTU, SIM, Polytechnics, etc to be the technical co-sponsor for quality short courses. These courses would be offered to IEEE members at a discount.</p>	Amitabha
<p>12. Electronic Communications</p> <p>a) Six Chapters are now hosting their own sites: PE, IE, EMC, R/CPMT/ED, OE and EM.</p> <p>b) Section will continue to update pages on Section Website for the rest of the Chapters.</p> <p>c) The first issue of Section Newsletter was published on 15 March 2005, which is available for download from:  <a href="http://www.ewh.ieee.org/r10/singapore/Newsletter.htm">http://www.ewh.ieee.org/r10/singapore/Newsletter.htm</a></p> <p>d) There have been regular E-notices at twice a month.</p>	
<p>14. Membership Decline</p> <p>i) There is a gradual decline of membership at a rate of 3% to 6% per year</p> <p>ii) Not many student members continue as full members after their graduation</p> <p>iii) New GOLD members tend to drop out in their early years</p> <p>iv) It is suggested that the Section MDC to form a sub-committee to tackle the above issue. SAC and GOLD Affinity Group Chairs are invited to be involved.</p>	Mee Koy, Tek Tjing, Chin Teong
<p>15. Awards and Recognition</p> <p>i) It is proposed to initiate local awards by Section to recognize the local volunteers.</p> <p>ii) The awards could be:</p> <p>a) Best Chapter Award</p> <p>b) Best New Chapter Award</p> <p>c) Outstanding Volunteer Award(s)</p> <p>iii) Dr Sanjib, the immediate past Chair of the Singapore Section was requested to study the implementation issues.</p>	Sanjib
<p><b>4. Secretary's Report</b></p> <p>(i) Section Secretary is responsible to ensure that Chapters and Affinity Groups have submitted their 2004 activity reports.</p> <p>(i) All reports must be submitted before 30 June 2005 (extended). Chapters submitting their reports after this cut-off date will not receive the 2004 activity rebate.</p> <p>(ii) Each conference day can be reported as a separated activity by submitting separate L31 forms for each day.</p> <p>(iii) It is no longer necessary to submit L35 which is the Technical Conference Report</p> <p>(iv) Jointly organized overseas activity may qualify as a meeting report for each Chapter/Units participating in the activity but only one of the units will be eligible</p>	Prahlad    All chapter chairs

- for the activity bonus
- (v) As examples, IPFA Board meetings and the EPTC Task Force meetings can also be reported as administrative meetings.
- (vi) The consolidated L31 report as of 20 April was also presented. (Appendix 1)

**5. Treasurer’s Report**

- (i) The Section Treasurer Cher Ming presented the quotations received for Document Storage (Appendix 2). This issue is put on hold pending further study.
- (ii) The HQ ruling on accounts is that all ad-hoc accounts opened for conference must be closed within 6 months of completion of the event. The treasurer reminded the Chapters that the following Accounts have yet to be closed.
  - a ISCE 2003
  - b POWERCON 2004
  - c ICCS 2004
  - d ICIP 2004
  - e IEMC 2004
  - f CIS/RAM
  - g ICON 2004
  - h EPTC 2004
  - i Workshop on Bio & System 2004

Cher Ming

Members requested that an email be sent out to chapter chairs concerned whenever a conference is due to be closed.

- (iii) Bank Signatory
  - a) With the removal of the HQ Financial Director as a signatory for local accounts, Chapters are reminded that all accounts should have at least 3 signatories as stipulated in the Singapore Section By-Laws on bank signatory.
  - b) The names of the 3 signatories should be recorded in minutes of a Gen-com meeting.
  - c) The Section Executive Committee has the right to suspend or close a banking account with a written notice to the bank.
  - d) As a general rule the following shall make up the required bank signatories.
    - 1) Chairman
    - 2) Treasurer
    - 3) Vice Chair/Secretary
  - e) The following accounts presently have only 2 signatories :
    - 1) Computer Chapter
    - 2) RA Chapter
 They were requested to take corrective action immediately

Cher Ming  
All chapter chairs

Khin Choon, Sam Ge

**6. Membership Development (Chin Mee Koy)**

- i) The membership statistics was presented for members

	<u>2004 March</u>	<u>2005 March</u>
Active membership	2682	2476
SM	261	237
Student	477	431

- ii) Benefits for Senior Membership
  - a) Professional recognition of your peers
  - b) Wood and bronze engraved plaque for display
  - c) Letter of commendation to employer
  - d) Eligible to hold executive IEEE volunteer positions
  - e) Can serve as references for SM applications
- iii) Promotional Activities

- a) To promote membership in industry
- b) Highlight the benefits to industry members
  - Courses and seminars at reduced rates
- c) Philips (S) Pte Ltd has invited the Section to talk to their senior engineers on the benefits associated with IEEE membership.
- d) To get more involvement of industry members
- e) To encourage more SM applications
- f) To provide web-based job search service
- g) Student branches and Gold Affinity Group should form sub-committee to look into the joint promotion.
- h) At Chapter levels,
  - Keep track of their membership strength
  - Promote more SM applications
  - Organize more activities; social as well as technical activities for industry

Mee Koy

Mee Koy

All chapter chairs

## 7. Educational Activities (No Report Received)

### 8. Student Activities (Lie Tek Tjing)

- i. Region 10 Student Congress was held in Hong Kong in 2004.
- ii. NUS Student branch received the Certificate of Merits for the Regional Website Contest 2004
- iii In the Student Paper Contest 2004
  - a) Postgraduate - 2<sup>nd</sup> prize was awarded to Singapore
  - b) Undergraduate - 1<sup>st</sup> prize was awarded to Singapore
- iv For Student Paper Contest 2005
 

10 papers (postgraduate) and 8 papers (undergraduate) were received. The best 3 papers from each category will be submitted to Region 10
- v S-Pac 2005 was held on 19<sup>th</sup> March 2005
- vi Science Symposium will be held in July 2005
- vii Mind-Bend Programming Contest, etc are also being planned
- viii The Student bodies would like to record its appreciation to the following for their help:  
IEEE Singapore Section, Control Systems Chapter, Power Engineering Chapter, REL/CPMT/ED Chapter, Engineering Management Chapter and MTT/AP Chapter

### 9. Conferences

The conference coordinator presented in detail the requirements for approval of Conference proposals. The coordinator listed the requirements to be met with prior to and after approving and, finally the report to be submitted after the conference.

## 10. Chapter Reports

### 10.1 Control Systems Chapter

- a) They held three administrative meetings on 13 January , 3 February, 9 April 2005
- b) IEEE 2005 ICCA will be held in Budapest, Hungary from 26-29 June 2005. It has received over 400 submissions and expects over 150 attendees.
- c) The following Technical seminars were organized :
  - i) “Model Predictive and Anti-Windup Control” by Prof R.H. Middleton of University of Newcastle at NTU on 2 March 2005
  - ii) “Stabilization Over Signal to Noise Ratio Constrained Channels” by Prof R H. Middleton of University of Newcastle at DSI on 9 March 2005
  - iii) “Global Security Control of Large Power Systems” by Prof D.J. Hill, Australian National University at NTU on 4 May 2005. It was jointly

- organized with Power Engineering and Industrial Electronics Chapters.
- iv) “Classical Controller Design: Time for Reassessment” by Prof D.P. Atherton, University of Sussex, UK at NUS on 6 May 2005.
  - v) “Complex Networks: Dynamics, Optimization and Control” by Prof D. J. Hill, Australian National University at NUS on 9 May 2005. This is jointly organized with R & A and SMC Chapters.
- d) Short Courses
- i) “Discrete Event and Hybrid Systems : From Simple Manufacturing Models to large Sensor Networks” by Prof C.G. Cassandras, Boston University to be held on 25 May 2005. This is jointly organized with R & A and SMC Chapter.
  - ii) “Industrial Vibration, Analysis, Measurement, Testing and Control” by Prof C.W. de Silva, University of British Columbia, Canada to be held on 8 June 2005.
- e) One social activity was also held.

### 10.2 IE Chapter Report

- a) Two meetings were held in January 2005 and February 2005 to organize 2006 ICIEA and, the call for paper has already been distributed on the internet.
- b) Technical Talks:  
The first technical talk was held on Friday, 15 April 2005 at NTU.  
The second talk will be held at NTU on 4 May 2005

### 10.3 Consumer Electronics Chapter

- a) One administrative meeting was held on 3 February 2005
- b) One technical seminar titled “Integrated Online Games” was conducted by Chris Schaumann on 6 April 2005

### 10.4 Signal Processing Chapter

- a) The first administrative meeting was held on 3 March 2005
- b) Prof Fumitada Itakuwa a SPS DL will visit Singapore from 2 to 5 May 2005 and will deliver two lectures in NTU and the other at I2R. This visit is jointly hosted by SP Chapter and I2R
- c) The Chapter will be a technical sponsor of ICICS 2005

### 10.5 REL/CPMT/ED Chapter

- a) Two DL and three Technical talks were held.
- b) On 12 January 2005 by Assoc Prof KS Narayan Jawaharlal Nehru Centre for Advance Scientific Research. The talk was on “Optically induced features in polymer based field effect transistors”
- c) On 5 January 2005 by Prof Vijay K Arora, Wilkes University, USA. He gave a talk on “Ohm’s Law failure: new insights into the charge transport in the multi-rally band structure of Ga-As”
- d) On 27 January 2005 by Mr Chuan Seng Tan of Massachusetts Institute of Technology on “Sky is the Limit: Multi-layer Three Dimensional Integration Achieved by Wafer Bonding”.
- e) On 14 March 2005 by Prof Arokia Nathan of University of Waterloo, Canada. This EDS DL gave a talk on Nanoscale Elastic Circuits
- f) On 28 March 2005 by Mr Chen Jinghao of National University of Singapore. He gave a talk on “Novel Nano-Crystals and Sonos-type Nano-dots Flash”
- g) 2005 EPTC will be held from 7 to 9 December 2005 and the budget has been approved.

- h) 2005 IPFA will be held at Shangri-La's Rasa Sentosa Resort from 27 – 30 June 2005
- i) The chapter donated \$800/- for two activities organized by the Student Chapter of NTU.
- j) A one day workshop on WIMN ACT will be held on 2 July 2005
- k) Dr Ong Soon Huat received the Special Presidential Recognition Award for his contribution towards CPMT activities in Singapore
- l) Two new Distinguished Lecturers were appointed by EDS
- m) Prof Zhou Xing has been appointed as Vice Chairman of the IEEE Electron Device Society Asia Pacific Subcommittee for Region/Chapters (SRC-AP)

### **10.6 Computer Chapter**

Two committee meetings were held.

A number of activities have been planned viz.

- a) Evening Digital Camera talk
- b) Visit to APB followed by beer sampling
- c) Computer Chapter day (Seminars)
- d) ICON in KL from 16-18 November 2005
- e) Talk by Microsoft Singapore on Emerging Products
- f) A talk on Lab View by NI Singapore
- g) Talks on "Connectorization" by AMP Singapore
- h) "Network Testing" by Fluke Singapore
- i) One day course on Microsoft.Net (members to pay \$129/- each)
- j) Two day VB programming course (members to pay \$259/- each)
- k) Two day C # programming course (members to pay \$259/- each)
- l) BBQ or moon cake festival is also being planned

### **10.7 Power Chapter**

- a) The chapter received the High Performing Chapter Award.
- b) It also received the 1<sup>st</sup> prize for the Power Engineering Chapters website contest
- c) A social gathering for members was held on 8 April 2005
- d) A Technical Talk on "Distinguished Generation Technologies : Exploring the opportunities will be held on 24 May 2005

### **10.8 Magnetic Chapter**

- a) The Chapter Chair attended the Magnetics Society Chapter Chairs Meeting at InterMag Conference in Nagoya Japan on 5 April 2005
- b) Regional Reps from Korea and Japan suggested coordinating DL visit to the region

### **10.9 EMC Chapter**

- a) Held 3 administrative meeting on 7 January 2005, 11 March 2005 and 22 March 2005
- b) 5 Technical talks were organized as follows: on 14 January 2005, 15 February 2005, 4 March 2005, 8 March 2005 and 14 April 2005
- c) A seminar on "Multi-Layer Stack-up Builder for High Speed Controlled Impedance PCB's will be held on 22 April 2005. The presenter will be Amit Bhardwaj.
- d) The Chapter will organize an International Symposium on Electromagnetic Compatibility from 29 February to 3 March 2006. It will be held at Suntec City.
- e) The EMC Society Chapter Chairs Meeting will be held in Chicago USA

from 8 to 11 August 2005.

- f) The Chapter also plans to host the IEEE EMC Society International Chapter Meeting in Singapore on 28 February 2006.

#### **10.10 Oceanic Engineering Chapter**

- a) The Chapter is currently preparing for Oceans 2006 conference to be held at Swissotel. The Stamford Hotel from 16 – 19 May 2006. The organizer hopes to attract 400 delegates and 45 exhibitors. The website is : [www.oceansasia2006.org](http://www.oceansasia2006.org)
- b) Two committee meetings were held on 26 January and 24 March 2005
- c) One general body meeting was held on 3 March 2005
- d) A seminar on “Tsunami and Ocean Monitoring” was held on 3 March 2005 at NTU. There were three speakers and 40 participants.

#### **11. Any Other Business**

There was no discussion under this item.

#### **Conclusion**

The meeting ended at 8.40 p.m. and members were invited to proceed to the restaurant for dinner.

Minutes prepared by : Effective Business Systems

Minutes vetted by : Section Secretary and Chairman

Minutes approved by General Committee on \_\_\_\_\_,  
proposed by \_\_\_\_\_,  
seconded by \_\_\_\_\_

Appendix 1

<b>L31 Submission status based on Web Query System as of 20 April 2005</b>						
SECTION / CHAPTER	Admin	Technical	Social	Professional	Educational	Total
Section	2			1		3
Circuits & System Chapter						
Communications Chapter	1					1
Computational Intelligence Society						
Computer Chapter						
Consumer Electronics Chapter						
Control Systems Chapter	2	2				4
EMC Chapter	2	2		1	1	6
Engineering Management Chapter	3	3				6
GOLD						
Industrial Electronics Chapter		3				3
Industry Applications/Power Electronics Joint Chapter						
Magnetics Chapter		1				1
MTT/AP Chapter	2	21				23
Oceanic Engineering Chapter	4	1				5
Power Engineering Chapter	3	1				4
REL/CPMT/ED Chapter	1	5				6
Robotics & Automation Chapter		1				1
Signal Processing Chapter						
Solid State Circuits						
Systems, Man & Cybernatics Chapter		5				5

## Comparison of Document Storage Services

S/No.	Item	Crown	CISCO Recall	Remarks
<b>Storage Services</b>				Crown in air cond 26-28oC
1	Monthly storage	S\$0.6/carton	\$0.9/carton	
2	Minimum charge	S\$30/month	\$100/month	
<b>Collection Services</b>				
3	Collection of new cartons	\$0.5/carton	\$2.5/carton	CISCO - free for 1st lodgement
4	Normal retrieval/delivery	\$3/carton	\$2.5/carton	
5	minimum Retrieval	\$10/request		
6	Permanent Retrieval	\$3/carton	\$5/carton	
7	Minimum	\$5/request		
<b>Carton</b>				
8	purchase	\$2.5/carton	\$2.2/carton	Crown - 406x330x260mm CISCO - 430x350x270mm CISCO - free 20 cartons for initial lodgment
Initial set-up and lodgement of cartons		Free	Free	
data entry of carton info full inventory report				