

**IEEE Region 10 Executive Committee Meeting Minutes**  
**Saturday, January 23, 1999**  
**09:00 to 17:00 hours**

The Executive Conference, Room 17<sup>th</sup>-floor  
Bldg. No. 11, Tokyo Denki University, Tokyo, Japan

Present:

Director,	Takuo Sugano
Secretary,	Seiichi Takeuchi
Tresurer,	Akinori Nishihara
Membership Development,	T. W. Rhee, H.Kalyanasundaram(1998)
Educational Activities,	H. P. Kincha
Student Activities,	C.Y. Chang(Taiwan) Janina Mazierska(1998)
Regional Chapter Coordinator,	Seiichi Takeuchi
Sec/Chapter Coordinator,	Loreen A. Ozolin
Newsletter,	Dorota Kieronska
Regional Conference Coordinator,	W.Wahab(Jakarta) P.K. Asthana(1998)
Recognized Educational Program Coordinator,	Xiaoxin Zhou C. Ching(1998)
Awards,	Y.W. Liu Suguil Ann(1998)
Electronic Comm. Coordinator,	Lawrence Wong
Strategic Planning Coordinator,	Paul Y.S. Cheung

Apology:

Past-director,	Harbans L. Bajaj
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**1. Call to Order**

The Region 10 Executive Committee (ExCom) Meeting was held 09:00 to 17:00 hours on Saturday,

January 23, 1999 at The Executive Conference Room, 17<sup>th</sup>-floor Bldg. No. 11, Tokyo Denki University, Tokyo, Japan. The Director called the meeting to order at 9 am.

## **2. Welcome and Director's Address**

Director Takuo Sugano welcomed members in the meeting with particular thanks to Seiichi Takeuchi for his assistance to organize the ExCom Meeting. He briefed that the MDC post would be taken up by T. W. Rhee, the SAC post by C.Y. Chang(Taiwan) and the REP(Recognized Educational Program Coordinator) post by Xiaoxin Zhou and Awards post by Y.W. Liu.. He thanked H. Kalyanasundaram, Jania Mazierska and Suguil Ann in serving the Committee in the past.

## **Approval of Agenda**

The Agenda put forward by the Secretary, Seiichi Takeuchi was approved by the Meeting, proposed by Paul Y. S. Cheung and second by H P Khincha.

## **3. Reports of the year 1998 include business Activities, Finances & others**

Detail reports were included in the R10 Committee Report, highlights of respective Chairs are as follow.

### **3.1 Treasurer's Report: Y. W. Liu**

Y W Liu presented the Region's 1998 Finance Summary with the following Highlights;

- 1) The target for Region 10 Reserve (40% of annual expense) has already achieved.
- 2) Another US\$137,070 balance was carried forward to 99.
- 3) The finance in Region 10 was sound and healthy.
- 4) Good interests were earned due to high level of reserve in the Treasury.
- 5) The final statement for the month of December, 98 from HQ is still outstanding and will be updated when the information is available.

### **3-2 MDC Report ♦ T. W. Rhee, H. Kalyanasundaram(1998)**

- 1) Membership growth was 14.1% for 1998 and target of 15% for 1999.

- 2) R10 was the largest Region outside US.
- 3) Assist SAC/Student branch counselors.
- 4) Subsidies of \$130 for the promotion of each student branch library operation.
- 5) Continued subsidy to encourage formation of new branch and growth in student membership (US \$1 subsidy for each new student membership, US \$100 subsidy as a start-up fund for new student branch).

### **3-3 Educational Activities, H. P. Kincha**

H.P. Kincha highlighted the following points in his presentation,

- 1) Industry 2000 Workshop successfully held in Hong Kong.
- 2) Six Distinguish Lectures held.
- 3) Three Distinguish Lecturers had accepted invitation in 98.

### **3-4 SAC Report: C.Y. Chang, Janina Mazierska(1998)**

#### STATUS ON 1998 GOALS and ACHIEVEMENTS

- 1) 184 Student Branches in Region 10 as of 31 August 98 compared to 167 as of Feb 28,1998. Planned growth was 10 new branches hence we definitely exceeded our plan.
- 2) 7,910 Student members (20.3% growth compared to August 1997) out of 42,249 students worldwide, The Region 10 still has the biggest number of student members.
- 3)Two Student Branch Leadership Workshops were held
  - Tokyo: August 5, 25 attendees
  - Bangkok: July 10, 50 attendees
- 4) The Region 10 Student Branch WebSite Contest was organized with 13 participating student branches. Our winners participated in the World Wide Website Contest and took one Platinum and two Bronze Awards.
- 5) The Region 10 Student Paper Contest was organized. 33 papers were received for SPC'97 representing 43% increase as compared to 1996. The winner of the '97 Region 10 Graduate Student Paper Contest was invited to the TENCON '98 to present his winning paper but could not attend.
- 6) The Region 10 SAC web page at <http://bono-www.ss.titech.ac.Jp/IEEE/> is now linked with the main IEEE SAC page and contains all information about the regional activities. The new SAC page has been prepared with site in New Zealand so it can be maintained by RSR.
- 7) Larry Wilson Award was awarded to two students: one in India and one from Pakistan. Several

very good applications were received while only two in 1997.

8) A short Handout “What a Section Chair should know about Student Activities” was prepared and distributed to all Section Chairs in Region 10. This handout has formed basis for a Tutorial for Section Chairs being now prepared by HQ

\* Region 10 SAC recommendation that there is a Student representative on ExCom of every Section has been approved by HQ for all regions.

### SUGGESTED 1999 GOALS

MISSION STATEMENT: To continue Student Membership growth and establishment of more Student Branches in the Region 10.

\* To activate existing Student Branches by continuing Student Branch Leadership Training

Workshops and Student Professional Awareness Conferences (SPACs)

\* To continue the Region 10 Student Paper Contest

\* To continue the Region 10 Student branch Website Contest

\* To continue educating Section Executives about Student Activities and possible forms of support.

\* To run a pilot program of Student Branch Centers of Excellence appointed.

### **3-5 RCC (Regional Chapter Coordinator): Seiichi Takeuchi**

Action Items in 1998 (reported in Tokyo on January 23, 1999),

- 1) Preparation of the establishment of Japan council (to be completed on February 19, 1999).
- 2) Preparation of the establishment of 8 new sections (Sapporo, Sendai, Tokyo, Nagoya, Kansai, Hiroshima, Shikoku, Fukuoka) and the corresponding chapters in Japan.
- 3) Seiichi Takeuchi has been appointed to the IEEE Graduate and Undergraduate Teaching Award as a continuing appointee to the committee for 1999. The recommendation was subsequently approved by the IEEE Technical Field Awards Council and the IEEE Awards Board.
- 4) RAB/TAB TC

4-1) The TC agreed to achieves the following goals:

¥ Global Representation on IEEE Committees

- Measures

- Pool of experts

- Proportional representation

¥ Training programs for IEEE volunteers in Regions 7-10 (joint goal with RAB/TAB Section/Chapter Support Committee)

¥ Globalization activities: Globalization survey conducted in 1998.

¥ Chapter Growth and Support in the Regions 7-10 (joint goal with RAB/TAB Section/Chapter Support Committee)

¥ Graduated member dues according to Local Income Level.

4-2) Four-Task Forces were established to pursue the first four goals:

¥ Global Representation, (chair), Harbans Bajaj

¥ Training Programs, Maurice Papo (chair),

Robert Voller, Peer M. Larsen

¥ Globalization of Societies, Wilhelm Gjertson (chair)

¥ Chapter growth and support, Michael Adler(chair)

Goals for 1999;

- 1) Support for the establishment of new sections and chapters in Region 10.
- 2) Preparation of the establishment of Japan council, new sections and chapters in Japan.
- 3) Better representation of Region 10 to IEEE HQ Committees such as RAB/TAB TC and RAB/TAB Section Chapter Support Committee.
- 4) Better communication between chapters in Region 10 and societies at IEEE HQ level(distinguished lectures in Region 10 by societies).
- 5) Globalization of IEEE activities: representation, societies,chapter growth and supports, etc.

### **3-6 Newsletter, Dorota Kieronska**

Dorota Kieronska highlighted the following points on Region 10 Newsletter 98/99:

- 1) IEEE HQ approves issuing Region 10 mailing list.
- 2) Invitations to Sections to submit items of interest to the Region.
- 3) Focus: on students current issues events.
- 4) Suggestion:
  - 4-1. Electronic content to Sections.
  - 4-2. Printing & postage subsidy.



responsible for the Registration fee of the representative.

The judging consideration should be based on the Report submitted in R10 Committee Meeting. Factors include the technical activities held in Previous year, number of issues of Newsletter sent to Section members, organization of conference and major technical meeting.

\* No Section should receive two Distinguish Section Award of the year within five years.

### **Proposal 3**

\* Award Chair should participate IEEE Award Committee meeting each year. This should facilitate better representation of Region 10 in HQ and gain more experience and idea to benefit Award Programs in Region 10.

### **3-8 Conference Coordinator Report ♦ W.Wahab**

W.Wahab(Jakarta) highlighted the following points in his report,  
8-1) Region 10 meeting to be held in Bali on April 23-24.

### **3-9 REP Coordinator Report ♦ Xiaoxin Zhou**

Xiaoxin Zhou highlighted the following points in his report,

1) Region 10 REP Activities in 1998: A package had been sent to all Council/Section Chairs in Region 10 in April 1998, which included: a general cover letter, a current REP program List, a Questionnaire form and the 1997 Guidelines and Criteria for Recommending Updates to the REP List.

2) A brief report was presented in the April Region 10 meeting followed by break out session on REP activities Support from Council/Section Chairs to assist prepare an updated REP list was solicited, specifically:

2-1) Check the accuracy of the existing REP List and submit any changes.

2-2) Recommend additional programs for the REP List according to REPCOM criteria.

2-3) One reminder was sent requesting cooperation to provide REP updates. We have received inputs and recommendation of new programs from Paupa New Guinea, Haryana, Hyderabad,

● Karachi, Western Australia.

### **3-10 Strategic Planning Committee: Paul Y.S. Cheung**

P Cheung reported that R10 should have more representation in IEEE HQ And highlighted the following points on the activities of strategic Planning Committee;

10-1) A step forward-The representation model.

10-2) Time frame.

10-3) Actions.

### **4 Information Items**

1998 IEEE Board of Directors,

4-1) Director T. Sugano gave a briefing on the 98 Board of Directors as listed in the Committee Report.

4-2) 1999 Meeting Schedules - Director Sugano informed the meeting that the 1999 R10 Committee Meeting was proposed to be held in Bali, Indonesia in April 1999, subject to the confirmation of the appropriate financial transaction to Bali. There would be Section Congress in November 99 followed by a half day second R10 Committee Meeting.

4-3) To review the R10 structure in improving the efficiency and usefulness,

Director Sugano supplemented that attention should be focus on the entities with the local professional societies and asked Paul Y. S. Cheung to report new presentation model to the R 10 Meeting in Bali.

4-4 The meeting was adjourned at 5:30 p.m. on January 23, 1999.