

**INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC**  
**ASIA-PACIFIC REGION**

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

**Saturday, January 29, 2000**

**09:00 to 17:30 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
Treasurer,	Akinori Nishihara
Membership Development,	T. W. Rhee,
Student Activities,	Shih Po Sheng
	for C.Y. Chang
Regional Chapter Coordinator,	Seiichi Takeuchi
Sec/Chapter Coordinator,	Loreen A. Ozolin
Regional Conference Coordinator,	W. Wahab
Recognized Educational Program Coordinator,	Xiaoxin Zhou(absent)
Awards,	Y.W. Liu
Electronic Comm. Coordinator,	Lawrence Wong
Next Region 10 Meeting Coordinator,	Marzuki B. Khalid
	Malaysia Section Chair

**Apology:**

Director-elect	Tech Seng Low
Ex-director,	Harbans L. Bajaj

Student Activities,	C.Y. Chang
Recognized Educational Program Coordinator,	Xiaoxin Zhou
Newsletter,	Dorota Kieronska
Educational Activities,	H. P. Kincha
Strategic Planning Coordinator,	Paul Y.S. Cheung

## Call to Order

The Region 10 Executive Committee (ExCom) Meeting was held 09:00 to 17:30 hours on Saturday, January 29, 2000 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 9:00 am.

### 1. Welcome and Director's Address(Director)

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

Director-elect:	Tech Seng Low
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Strategic Planning Coordinator:	Paul Y. S. Cheung

could not be present for this meeting due to their schedule conflict and/or other reasons.



- 8-5) Awards
- 8-6) Chapter Coordination
- 8-7) Section-Chapter Coordination
- 8-8) Conference Coordination
- 8-9) Newsletter
- 8-10) Recognized Educational Program
- 8-11) Electronic Communication Coordination
- 8-12) Strategic Planning Committee

- (9) 15:30-15:45 Breaks
- (10) 15:45-16:45 Preparation of the 2000 Region 10 Committee Meeting
- (11) 16:45-17:00 Reserved for Revisions to Agenda
- (12) 17:00 Adjournment

### **3. Approval of the Minutes of the 1999 Region 10 Executive Committee**

The Minutes of the 1999 Region 10 Executive Committee Meeting held in Tokyo on 23 January 1999 was presented by the Secretary, Seiichi Takeuchi and approved by the Meeting.

### **4. Information Items**

4.1 Director's Report( Information): Takuo Sugano

(1) information Items

(1) 1999 Annual Election Results

President-Elect, 2000	Joel B. Snyder
Region 10 Director-Elect, 2000	Tech-Seng Low
Technical Activities	
Vice President-Elect, 2000	Lewis M. Terman

(2) IEEE Assembly Results

Vice President-Educational Activities	Lyie W. Feisel
Vice President - Publication Activities	Michael S. Adier
Secretary	David J. Kemp
Treasurer	David A. Conner

(3) RAB Assembly Results ( 10 November 1999 in Snowbird, Utah )

Vice President - Regional Activities / RAB Chair	Antonio C. Bastos
RAB Vice Chair - Region, Section, Chapter Activities	Arthur Van Gelder
RAB Vice Chair - Member Operations	Lynn A. Carpenter
RAB Vice Chair-Membership Activities	Louis A. Luceri
RAB Vice Chair - Strategic Planning	Harry D. Bostic
RAB Vice Chair-Student Activities	Gozde Bozdagi
RAB Treasurer	George R. Dean

(4) Candidates for 2001 President-Elect: Ray Findlay (Nominated by BoD ),  
Lloyd A. Morley (Nominated by BoD ).

(5) RAB Meeting Summary ( 12 November 1999 in Snowbird, Utah )

1. Approval of the Bylaws Revision from Tokyo Section.  
Reboundary of the territory of the Tokyo Section and change of the officers' term, to be conformed to the calendar year.
2. Approval of Dissolution of Technical Chapters.  
Beijing Section - Industrial Electronics.
3. Endorsement of the Assignments of the SC'99 Recommendations and Recommendation of Approval by the IEEE Executive Committee, as attached.
4. Approval of Sponsorship of Sections Congress 2005.  
Site selection criteria are attached.
5. Approval to Merge the Positions of RAB Vice Chair Membership Activities and RAB Vice Chair Member Operations. This change will be

effective for the year 2001.

6. Approval of the Reassignment of the 35 Chapters within the IEEE Tokyo Section to the IEEE Japan Council.
7. Acceptance of an IEEE Definition of " Global" , as proposed by the RAB/TAB Transnational Committee as follows:

IEEE is operating in a truly global manner if

1. There are no geographic limits to its membership or activities.
2. All geographic regions have influence in the organizational decision-making process.
3. It provides international events and activities.
4. It has a local presence.

- 8 . Approval of the 1999 RAB Award Recipients

RAB Achievement AwardS. Parthsarthy "For outstanding achievement by providing an

excellent web site for the IEEE India Council and other Indian Sections, for sharing views on technical, educational and professional areas of interest to IEEE, thereby promoting IEEE Membership.

The plaque will be presented to him in TENCON 2000.

9. IEEE New Financial Model and IEEE Branding Activities, to be reported in more detail in (II) and (12)
10. Volunteer Support in Regions 7-10, to be discussed at this meeting.

(6) 1999 IEEE EAB Employer Professional Development Award, presented to Samsung Electronics Co., Ltd. on 12 November 1999.

(7) 2000 RAB Committee Appointments, as of December 1999.

RAB Representative to the Educational Activities Board & the Membership

Development Committee - Teck-Seng Low

RAB/TAB Section/Chapter Support Committee - Seiichi Takeuchi

Regional conference committee- Janina Mazierska

Awards Committee- Y. W. Liu.

Transnational Committee - H. L. Bajaj

(8) RAB Operation Committee, to be held in Kuala Lumpur, Malaysia, for 28 - 29 September 2000(tentatively scheduled).

(9) IEEE Region 10, 1999 Section Reports

The Sections that have not received a rebate in 1999 are:.

Changwon (the Changwon Section has not submitted meeting, financial or officer reports since 1993).

Indonesia - the financial report has not been accepted because it does not balance. Queensland - the financial report has not been accepted because 2

Chapters have not been accounted for financially. An e-mail was sent to find out the status.

(10) New Financial Model

-Current Situation and Problem-

While the current financial health of the Institute is excellent, the Institute has a major problem in that revenue streams are not aligned with the areas in which expenses are being incurred. This situation is the result of individual and often unrelated operational and policy decisions over many years on the distribution of revenues and expenses among the entities. In the IEEE Finance Committee's view, this situation in its current state does not promote good business behavior, does not properly match revenue and expense within many business units, results in imbalances in the growth or depletion of reserves among the various

entities and IEEE corporate, and is inefficient. A specific and immediate indication of the problem is that IEEE's unassigned corporate reserves are declining and are projected to reach zero by 2000.

-Definitions-

- Surplus Centers with Reserves are IEEE departments/entities that Generate outside revenue and can cover infrastructure expenses. The units are TAB, Societies & Councils, Standards Association and IEEE-USA. After the Surplus Centers with Reserves pay their share of the infrastructure expenses, any left over surpluses (if any) are added to their reserves.
- Surplus Centers without Reserves are IEEE departments/entities (which is used to cover infrastructure expenses). Examples are Financial Advantage Program, Electronic Products, Self-Study Programs, Videotapes, etc. All surpluses generated by this group will be used to reduce the infrastructure expenses; they will not build reserves.
- Cost Centers are departments that support the surplus centers. The units are RAB, EAB, and History Center. Expenses for these operations are identified as "infrastructure expenses" and these expenses are paid by the Surplus Centers. There are many operations that constitute Cost Centers including Human Resources, Sales & Marketing, Controllers, etc.

-New Financial Model- Elimination of Allotments is one of the key components of the New Financial Model.

- ☆ The allotments (from member dues) now distributed by formula and Bylaw to RAB, TAB, and EAB will be eliminated.
- ☆ In place of these allotments, the BoD will consider budget requests from these entities and will budget funds as programs and services are approved.

TAB will be funded by the Societies as part of TAB support.

(II) IEEE Branding System.

A master brand was approved which consists of the "kite" logo followed by the letters IEEE. In addition, a great deal of flexibility was incorporated into the system where by entity logo's could also be used as well as the full legal name "Institute of Electrical and Electronics Engineers", as long as they did not compete with the master brand.

## 5 Discussion and Action Items

### 5-1 Director Takuo Sugano

(1) Volunteer Support, Restructuring the Function of the Asia-Pacific Operation Center (Singapore Office). Considering potential cost savings, The IEEE FinCom intended

- A. to restructure the functions performed by the Brussels and Singapore Offices away from member service towards volunteer service and
- B. to move the responsibility for them to Regional Activities from Member Services. On 1 January 2000 the responsibility of the offices have been transferred to the Regional Activity Department.

For January - June 2000 (with Region Director input)

- a . determine location & staffing levels,
- b. transition member services functions out of both offices & implement volunteer support functions.

From July 2000 consider Regions 7 & 9.

A Task Force, inviting Tech-Seng Low, Seiichi Takeuchi and Y. W. Liu, is proposed to be organized in the Region 10 Ex. Comm. in order to implement the transition.

### (2) Macao Student Branch

The Macao Student Branch is asking for what Region it should belong to after Macao sovereignty to China. The Student Branch at the University of Macao is currently assigned to the Portugal Section in Region 8. However the way the Portugal Bylaws are worded means that as soon as Macao is no longer part of Portugal, it is no longer part of the Portugal Section.

- a. This issue was discussed at the Hong Kong Section Ex Corn. meeting. They concluded that it was not recommended for Hong Kong Section to expand its geographic boundary to include Macao as it would be very sensitive politically sooner or later. As after the Macao handed over to China, both Hong Kong and Macao are respectively the Special Administration Region(SAR) of China and will have own boundary defined that would be under the administration of the respective SAR government.
- b. There are 16 Associates, Affiliates, and 58 Students in Macao. Normally, a Section must have 50 Members' signatures on a petition before it can be formed. Macao could form a Subsection, as they only need 20 Members' signatures on a petition to accomplish this and Macao has 28 of Member or higher grade status. However the petition must be approved by the Parent Section Executive Committee and the Regional Director.

(3) Islamabad Section Formation (formerly Islamabad SubSection)

A petition, with signatures of 50 qualified members, to form the Islamabad Section. Abdul Aziz (1999 Pakistan Section Chair) has furnished the approval of the Pakistan Section for this formation.

The formation of Islamabad Section has been recommended to the RAB by Region 10 Director.

(4) 2000 Region 10 Meeting.

For September 28-Oct. 1, 2000 at Langkawi Island, Malaysia , about 50 minutes flight from Kuala Lumpur .

(5) Formation of GOLD ( Graduates of Last Decade) Committee in Region 10.

The IEEE Gold Committee has refocused its efforts an recruiting GOLD Leaders to initiate activities, at the Section and Chapter level. This comes in response to numerous inquires from members in their area.

The first two GOLD Affinity groups have been formed at the Saint Maurice Section, Canada and the Coasted Los Angeles Section, California. Several other groups are in the process of submitting for Affinity Group status.

However no GOLD coordinator for Region 10 has been appointed as yet.

Recently Mr. A, Anoop, Bangalore, volunteered himself to take up this responsibility.

(6) Reimbursement of Internet Charges.

The Hyderabad Section in seeking reimbursement for

(a) internet subscription Rs. 11,050 and (b) telephone line usage Rs 10,197.

The latter means that the Hyderabad Section has subscribed for a total of 600 hours, assumed to be over a period of 6 months .This is a lot of internet time

- something that a single individual will have difficulty consuming . In

addition Hyderabad Section Treasurer stated clearly that that they are allowing ALL their section members to use this faulty .

It has never been the intention of the Internet subsidy scheme to subsidize an Entire sections membership to Internet usage , but only for section executive activities.

Two choices as response to the Hyderabad section are proposed.

(A) We should stick to the mandate of only subsidizing Internet subscription .( and perhaps to define that it should not exceed, say 50

hours per month in future.) (B) We could soften the blow by doing a very special one time half subsidy of the phone line charges (Rs 5100 approx.) and indicating them that it would not be possible to entertain phone line usage reimbursements in future.

## **6. Reports of the year 1999 include business Activities, Finances & others(Committee Chairs)**

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

### **6. 1 Treasurer's Report: Akinori Nishihara**

Akinori Nishihara presented the Region's 1999 Finance Summary with the following Highlights;

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

Since it was greed at the last IEEE Region 10 Committee Meeting held in Bali, Indonesia for April 23-24, 1999 that the Region 10 Committee Meeting for the year 2000 will be held at Malaysia along with TENCON 2000 in September, 2000, the status report of 1999 budget was reported and the 2000 budget was proposed and approved at the last Region 10 Meeting held Minneapolis as attached in the following:

<u>INCOME</u>	<u>97 Actual</u>	<u>98 Actual</u>	<u>99 Budget</u>	<u>99 Actual</u>	<u>2k Budget</u>
				(as of Aug. 31)	
Regional Allocation	\$79,500.00	\$79,500.00	\$79,500.00	\$39,750.00	\$79,500.00
Regional Assessment	\$117,622.64	\$134,029.42	\$120,000.00	\$56,202.39	\$120,000.00
Section Support via Region	\$5,995.00	\$5,995.00	\$4,125.00	\$0.00	\$4,125.00
Region 10 Conference Return	\$0.00	\$10,722.47	\$5,000.00	\$0.00	\$5,000.00
Interest	\$4,820.78	\$7,032.15	\$5,000.00	\$163.23	\$5,000.00
Other Income	\$5,959.96	\$3,000.00	\$0.00	\$0.00	\$0.00
Section Congress subsidy from HQ	\$0.00	\$0.00	\$48,012.45	\$48,012.45	\$0.00
<b>Total Income</b>	<b>\$213,898.38</b>	<b>\$240,279.04</b>	<b>\$261,637.45</b>	<b>\$144,128.07</b>	<b>\$213,625.00</b>
<u>EXPENDITURE</u>	<u>97 Actual</u>	<u>98 Actual</u>	<u>99 Budget</u>	<u>99 Actual</u>	<u>2k Budget</u>
Regional Meeting	(\$89,258.81)	(\$82,407.18)	(\$90,000.00)	(\$71,103.36)	(\$80,000.00)
ExCom Meeting	(\$27,231.64)	(\$14,902.31)	(\$25,000.00)	(\$21,834.45)	(\$25,000.00)
Section Support via Region	(\$5,995.00)	(\$5,995.00)	(\$4,125.00)	-	(\$4,125.00)
Region 10 Conference	(\$5,000.00)	\$0.00	(\$10,000.00)	(\$7,475.00)	(\$5,000.00)
Membership Development Committee	(\$7,848.00)	(\$7,257.41)	(\$18,200.00)	(\$1,155.03)	(\$17,000.00)
Educational Activities Committee	(\$7,086.00)	(\$5,518.82)	(\$19,000.00)	-	(\$7,000.00)
Student Activities Committee	(\$8,102.34)	(\$10,236.45)	(\$16,500.00)	-	(\$10,000.00)
Sec/Chapter Co-ordination	(\$5,009.23)	\$0.00	(\$1,500.00)	-	(\$1,500.00)
Newsletter	\$0.00	(\$431.70)	(\$3,600.00)	-	(\$3,600.00)
Regional Conference Co-ordination	(\$292.66)	(\$1,700.68)	(\$2,000.00)	-	(\$2,000.00)
Regional Chapter Coordinator	(\$350.00)	(\$4,991.49)	(\$5,000.00)	-	(\$5,000.00)
Awards	(\$2,357.50)	(\$1,650.00)	(\$6,800.00)	-	(\$5,200.00)
Regional Office	(\$5,808.73)	(\$6,192.00)	(\$10,000.00)	(\$414.32)	(\$10,000.00)
Electronic Comm Co-ordinator	(\$1,168.00)	(\$468.00)	(\$3,000.00)	-	(\$3,000.00)
Regional Startegic Planning	(\$2,686.14)	(\$1,058.06)	(\$5,000.00)	-	(\$5,000.00)
Miscellaneous`	\$0.00	(\$4,781.22)	\$0.00	-	\$0.00
Section Congress Reserve	(\$20,000.00)	(\$20,000.00)	\$0.00	-	(\$20,000.00)
Region 10 Reserve	(\$35,000.00)	\$0.00	\$0.00	-	\$0.00
Sections Congress			(\$100,000.00)	-	
Strategic Project			(\$40,000.00)	-	(\$40,000.00)
<b>Total Expenditure</b>	<b>(\$223,194.05)</b>	<b>(\$167,590.32)</b>	<b>(\$359,725.00)</b>	<b>(\$101,982.16)</b>	<b>(\$243,425.00)</b>

<b>SUMMARY</b>					
<b>Balance B/F</b>	\$100,185.20	(\$889.53)	\$163,581.25	\$163,581.25	\$105,493.70
<b>Total Income</b>	\$213,898.38	\$240,279.04	\$261,637.45	\$144,128.07	\$213,625.00
<b>Section Congress Reserve</b>	\$0.00		\$40,000.00	\$40,000.00	\$0.00
<b>Total Expenditure</b>	(\$223,194.05)	(\$167,590.32)	(\$359,725.00)	(\$101,982.16)	(\$243,425.00)
<b>Balance Carry Forward</b>	\$90,889.53	\$163,581.25	\$105,493.70	\$205,727.16	\$75,693.70
<b>R10 Reserve</b>	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
<b>Section Congress Reserve</b>	\$20,000.00	\$40,000.00	\$0.00	\$0.00	\$20,000.00
<b>Grand Total Carry Forward</b>	\$190,889.53	\$283,581.25	\$185,493.70	\$325,727.16	\$175,693.70

## 6-2 MDC Report : T. W. Rhee

- 1) Membership growth was 1 5 % for 1998 and target of 1 8 % 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).

### Region 10 Membership Growth as of Dec. 1999

Grade	Dec. 98	Dec. 99	Growth (#)	Growth (%)
Hon. Members	4	3	-1	-25.00
Fellows	476	498	22	4.62
Sr. Members	2,274	2,384	110	4.84
Members	27,481	29,328	1,847	6.72
Associates	3,94	7,770	3,826	97.01

Students	8,925	10,783	1,858	20.82
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Total	43,104	50,766	7,662	17.78
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### **2000 Goals and Plans:**

- 1) 1596 growth in membership for the year 2000.
- 2) 10 new student branches for the year 2000.
- 3) Subsidies of \$100 for the promotion of each student branch library operation.
- 4) Continued subsidy to encourage the formation of new branch and growth in student members.
  - a) \$1 subsidy for each new student membership.
  - b) \$100 subsidy as a start-up fund for a new student branch.
- 5) Continued support for my predecessor's on-going membership development effort in India.

### **6-3 SAC Report: Reported by Shih Po Sheng for C.Y. Chang(Taiwan)**

**To be updated by C. Y. Chang**

#### **STATUS ON 1999 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 2000 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.

## **6-4 RCC (Regional Chapter Coordinator): Seiichi Takeuchi**

### Goals for 2000

- 1 ) Support for the establishment of new sections and chapters in Region 10
- 2 ) Preparation of the establishment of new 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.

### Action items in 1999 (reported in Tokyo on January 29, 2000)

- 1 ) Establishment of Japan council has been completed on February 19, 1999
- 2 ) Hiroshima, Shikoku, Fukuoka) and the corresponding Japan council chapters has been completed has been completed
- 3 ) Seiichi Takeuchi has been appointed to the IEEE Graduate and Undergraduate Teaching Award as a continuing appointee to the committee for 2000. The recommendation was subsequently approved by the IEEE Technical Field Awards Council and the IEEE Awards Board
- 4 ) Seiichi Takeuchi has been appointed as a member of Section Chapter Support committee for the year of 2000

## **6-5 Awards Report: Y.W. Liu**

## **IEEE Region 10 Award Committee Report for the year 1999**

**Y. W. Liu, RIO Award Committee Chair**

### **Region 10 Outstanding Volunteer Award**

1. RIO The Outstanding Volunteer Award is set up in 1995. The recipients of the 1999 RIO Outstanding Volunteer Award and previous years is attached in Annex 1.
2. The Outstanding Volunteer Award Certificate was planned to be presented to Demetrios N Logothetis in TENCON 99, with the travelling expense sponsored by RIO. However, Mr. Logothetis could not attend in the last minute. Other Certificates with Frame had been sent to the Section Chairmen for the presentation to the Award recipients in the appropriate Section activity.

### **IEEE Region 10 Distinguish Section Award of the Year**

3. The Motion to set up the Region 10 Distinguish Section Award of the year was endorsed in 1999 RIO Committee Meeting in Bali. One Section in Region 10 would be selected in each year to receive the Award, recognizing the good work of the Executive Committee of Section in the past year.

### **Award Instrument**

4. A Distinguish Section of the Year Certificate would be presented to the Section. Region 10 would support the traveling expenses of one additional delegate proposed by the Section Executive Committee to attend the RIO Committee Meeting / Section Congress.

### **Approval from RAB**

5. HQ RAB had been consulted on the setting up of the Award. After some negotiation, the Award had been tabled and approved in November BOD meeting. And, the idea was copied by RABARC and extended to all Regions. Each Region Award Committee

would select their Best Section of the year and forward to RABARC. RABARC would propose to set up the RAB Outstanding Section Award in the coming RAB meeting and one of the Best Section Awardees would get Outstanding Section Award. (Annex 2)

6. Discussion: Suggest to maintain support of the Section Representative to receive the Certificate in the RIO Meetings. Regional Activity Board Award Recognition Committee.

7. RIO Award Committee Chairman has been recruited as the member of the RAB ARC in 2000. A telephone conference has been scheduled to be held on February 2-3. It is hoped that in this capacity, the Chairman could help to promote more Award business in RIO and feedback comments and concerns from RIO Sections to RAB.

#### **Goal for 2000**

- To seek endorsement of the Outstanding Volunteer Award from RAB.
- Call for the Outstanding Volunteer Award for 2000, deadline end November 2000.
- Selection of the Outstanding Section in 1999.
- Proposal to prepare a certificate signed by RIO Director to the outgoing Chairman of the all Region 10 Section in Region 10 Meeting.

#### **Award Expense in 1999**

8. Due to Mr. Logothetis could not attend TENCON 99 to receive the Outstanding Volunteer Award in last minute, and, the arrangement of RIO Award Chairman to attend the RABARC meeting was not successful, the booked travelling fund had not been used. The Award expense in 1999 is USS635 covering the office expense, postage and certificate plaques.

Award Budget for 2000 (approved in 1999 RIO Meeting)		
Reimbursement of travelling expense Outstanding Volunteer		\$1,500
Award Recipient		
Reimbursement of travelling Best Section Award Recipients (98 & 99)		\$3,000
Certificates Preparation	\$400	
Office expense	\$300	
Total:	\$5,200	

\*\* Addition budget may be required to support the following two items,

- a) RIO Director endorsed recently to support the travelling expense of Dr. Parthasarathy to receive the RAB Achievement Award in TENCON 2000.
- b) Award Committee Chairman to attend HQ RABARC meeting, January 2000

## **Annex I**

### **1999 Outstanding Volunteer Award**

There are total nine nominations received from RIO Sections before the closing of deadline in the 1999 RIO Outstanding Volunteer Award program. The Award Committee

chaired by Prof. Takuo Sugano had selected the following five recipients to receive the IEEE Region 10 - 1999 Outstanding Volunteer Award Certificate.

- 1) Kalavendi J Sarma, Hyderabad Section.  
Citation: For 15 years outstanding service in Hyderabad Section, and contribute to the success of IA&C-95 as Finance Chair
- 2) S Gopakumar, Kerala Section  
Citation: For outstanding service in Kerala Section since 19S4
- 3) Demetrios N Logothetis, NSW Section

Citation: For outstanding service in Australia and New South Wales in past 24 years, Chairman of Globecom 1998.

4) Seung Hong Hong, Seoul Section

Citation: For outstanding service including in setting up the Seoul Section in 76, and the contribution to host TENCON 99

5) Harry McDonald, Western Australia Section Citation: For outstanding service in various IEEE in Victoria Section and Western Australia Section since 1986

The Outstanding Volunteer Award Certificate was planned to present to Demetrios N Logothetis in TENCON 99, with the travelling expense to Korea sponsored by RIO,

However, Demetrios Logothetis could not attend in the last minute. Other Certificates had been sent to the Section persons for the presentation to the Award recipients in the appropriate Section activity.

The following are the record of the RIO Outstanding Volunteer Award recipients,

1996 Anthony E. Gascoigne Victoria Section

1997 N. VyaghreswaraRao Hyderabad Section

1998 Prof. Yung Kwon Kim Seoul Section

## **Annex 2**

### **Region Outstanding Section Award**

#### **Purpose**

The Region Outstanding Section Award will be awarded to one Section to recognize the excellent work of the Section in the past year.

### **Basis of selection**

Each Region Award Committee to select the Outstanding Section from the Section Reports submitted annually. The following aspects and activities in the past year would form the basic criteria in selecting the Outstanding Section,

- Membership development, retention of members, GOLD activities.
- Student activities including student branches activities, student paper contest, recruitment of student members.
  
- Continuing Educational activities including conferences, technical activities, training courses
- Contacts with section members including the number of Newsletter issues, email Newsletters, regular updates of Section, Chapters and Student Branches Web Page
- No Section should receive two Outstanding Section Awards within seven years.

### **Selection Committee**

The Region Awards Committee to select the recipient from each Region. Subsequently, the selections will be forwarded to the RAB Awards & Recognition Committee for consideration for the RAB Outstanding Section Award.

### **Award Instrument**

A specially engraved plaque to be provided by the Regions.

### **Record**

The Regional Activities Department maintains a record of award recipients.

## **6-6 Conference Coordinator Report : W. Wahab**

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

## **6-7 Electornic Communication: Lawrence Wong**

## **6-8 Strategic Planning Committee: Paul Y.S. Cheung**

### **Preamble**

The Region has, over the year, accumulated sufficient reserve to ensure strong and heavy financial operation of the Region. This is resulted from the following:

- Low expenditure due to insufficient activities
- Raise in Regional Assessment

The Executive Committee and the Region 10 Meeting in 1999 agreed with the proposal to set aside a budget of US\$40,000 for 'Strategic Projects'. The purpose is to use this budget to fund projects that have strategic value, impact to the Region and have defined and measurable goals.

### **Proposals and Budget**

Five proposals were received and funded from Sections and members of the Executive Committee. These included:

### **Project Proposed Budget awarded**

2-days All India Workshop for IEEE Student Branches in India Dr. A. Aggarwal, India Council

US\$10,000 Technical Program Tour in India Dr. A. Aggarwal, India Council

US\$3,000 Support for Prof. B.K. Bose Dr. C. Satish Chaparala, Hyderabad Section

US\$500 Support for Region 10 leaders in Technical Society leadership Dr. P.

Cheung, Strategic Planning Chair

US\$10,000

Reserve for new proposals - US\$16,500

**Total US\$40,000**

All these projects will be reported by August 31, 2000 and review will be reported to the Region 10 Committee Meeting in Fall 2000. Due to the fact that there has been no new proposal to use up the reserve, the reserve will be returned to the Region 10 ExCom.

Proposals for Strategic Projects will be called in February 2000 with a deadline for April 30, 2000. A budget of **US\$25,000** is requested for the financial year 2000 for these projects.

January 20, 2000.

**6-9 Newsletter: Dorota Kieronska**

**6-10 Recognized Education Program: H. P. Kincha**

**7-1 Preparation of the next R 10 Meeting,**

**Marzuki B. Khalid Malaysia Section Chair**

Marzuki B. Khalid Malaysia Section Chair was present at request by the Region 10 director for this meeting and reported on the preparation for the next R 10 Meeting to be held in Langkawi in Malaysia together with the estimation of the budget as shown below:

IEEE REGION 10 ANNUAL MEETING - LANGKAWI, MALAYSIA

NO.	ITEM	Price/Pa	Price/Pa	No. of Pax	Total Days	Total	Total
		x	x			RM	US\$
1	Bedroom wit Breakfast	205.00	54.67	60	3	36900.00	9840.00
2	Meeting Package (1 Lunch+2 Coffee)	60.00	16.00	70	2	8400.00	2240.00
3	Dinner on 29 Sept.2000 (Poolside)	60.00	16.00	80	1	4800.00	1280.00
4	Dinner on 30 Sept.2000 (Outside)	80.00	21.33	80	1	6400.00	1706.67
5	Airport Transfers (Langkawi Airport-Hotel)	8.00	2.13	60	2	960.00	256.00
6	Bus Ride Out on 30 Sept. for Dinner					1600.00	426.67
7	Rental of PC Projector	500.00	133.33		2	1000.00	266.67
8	Two Helpers (Airfare: KL-Langkawi-KL)	400.00	106.67		2	800.00	213.33
9	Rental of Computer & Printer	400.00	106.67		2	800.00	213.33

10	Files, Prints and Souvenir Bags	100.00	26.67	70	7000.00	1866.67
11	Miscellaneous Expenses (Photo, etc.)				4000.00	1066.67
	TOTAL	1813.00	483.47		72660.00	19376.00
					0	0

8-1 The meeting was adjourned at 5:30 p.m. on January 29, 2000.