

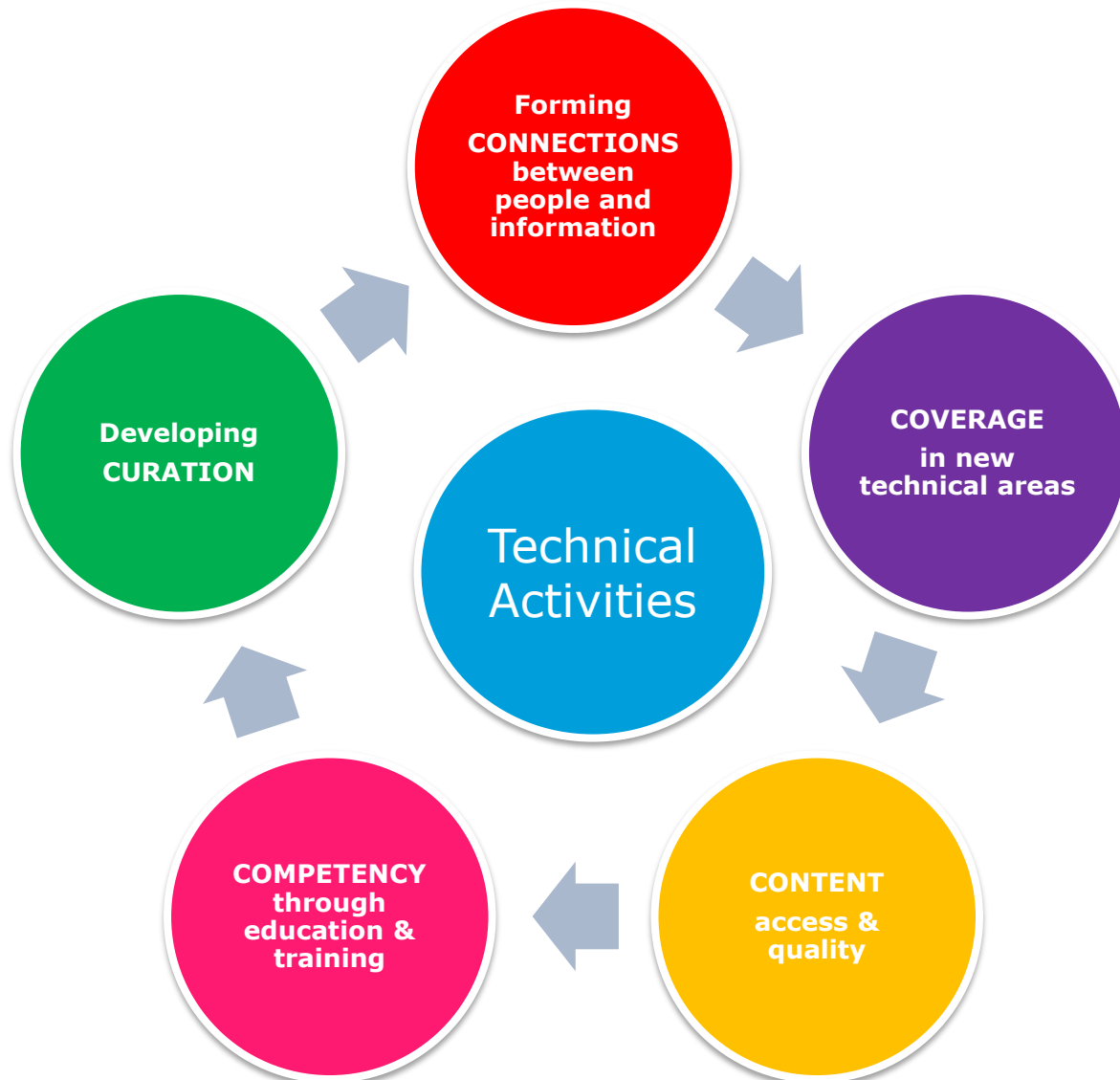


Technical Activities Overview

Jayne F. Cerone, Senior Director – TA Volunteer Engagement

AES AdCom, 22-23 May 2014, Cincinnati, Ohio USA

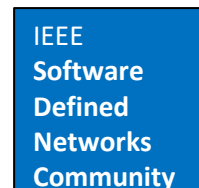
IEEE Technical Activities: The 5 Cs



Initiative Highlights - Developing a Community (2013-14)

- Established 6 IEEE wide ***Future Directions*** Technical Communities
- Available through the IEEE Memberships & Subscriptions Catalog
- Over **21,000** members in total and growing
- Welcome letters and regular engagement updates sent to all members
- New TC's about to launch

IEEE Technical Community	Members as of 10 Jan '14
Cloud Computing	4,764
Electric Vehicles	2,958
Green ICT	1,922
Internet of Things	3,705
Life Sciences	2,316
Rebooting Computing	36
Smart Cities	141
Smart Grid	5,348
Software Defined Networks	106

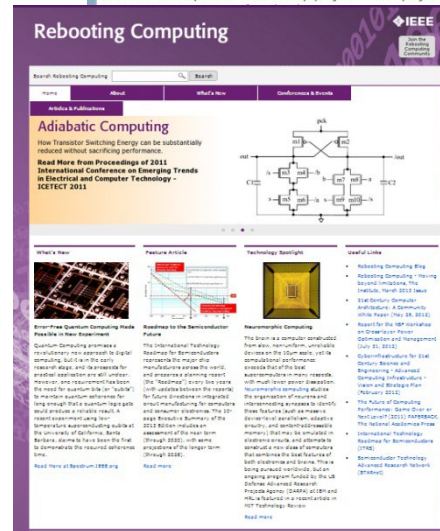


Newly Added:



New IEEE Future Directions Web Portals Launched

- ▶ IEEE Smart Cities
- ▶ <http://rebootingcomputing.ieee.org>
- ▶ IEEE Rebooting Computing
- ▶ <http://smartcities.ieee.org/>



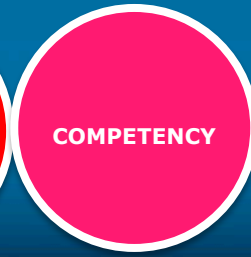
COVERAGE

CONNECTIONS

CONTENT

CURATION

Solar Day Student Design Contest



The **IEEE Electron Devices Society** provided support for Taylor High School (Texas) to receive grant funding of nearly \$150K to install a 34KW solar power system at the school. The STEM project was initiated when students from Taylor HS won the Solar Day Student Design Contest at the society's Photovoltaic Specialists Conference held in Austin, TX in 2012, and was co-sponsored by the IEEE Power and Energy Society and the IEEE Photonics Society.



Minesweepers

CONNECTIONS

COMPETENCY

- In November, the **IEEE Robotics and Automation Society** – Egypt Chapter organized **Minesweepers: Towards a Landmine-Free World**: 1st international outdoor robotic competition focused on humanitarian demining.
- 21 teams from around the world constructed a teleoperated/autonomous unmanned ground/aerial vehicle able to search for underground anti-personnel mines and aboveground unexploded ordnances.
- Winners: EMAR (individuals), Minebusters (German University inn Cairo), The Rabbite (Misr University for Science and Technology), MineDragon (Creatokids) and Kids Finder Robot (IDEL School).



Hackathon

CONNECTIONS

COMPETENCY

COVERAGE

- ▶ Program supported by TAB
- ▶ Test program conducted at Drexel University in November. 4 programs, plus possible 5th site, to be carried out

IEEE Embedded Systems Hackathon

Change the world – one sensor at a time!



Inspired by matlabarduino.org

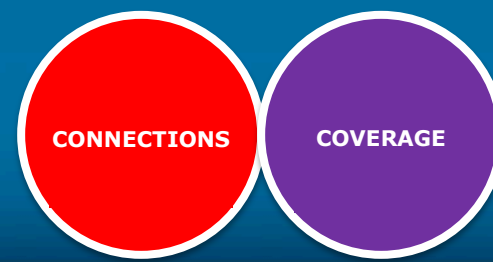
Training Workshop: Oct 26, 2013 | 11 a.m. to 2 p.m.

Hackathon: November 9, 2013 | 9 a.m. to 6 p.m.

Venue: Drexel ExCITE Center,
34th and Market Street, Philadelphia, PA 19104



New Technology Conferences



- ▶ World Forum on Internet of Things Conference a major success (+230 attendees)



- ▶ IEEE International Conference on Cloud Computing in Boston in March (+170 attendees)



- ▶ 2014 IEEE Innovative Smart Grid Technologies Conference – North America & Asia (+700 attendees)



- ▶ 2014 Rebooting Computing Summit held 14-16 May in Santa Cruz, California (+50 participants)



Brooklyn 5G Summit

COVERAGE

CONNECTIONS

CONTENT

- ▶ **IEEE Communications Society** partnered with the Brooklyn 5G Summit to stream and record the 2-day event via the services of IEEE.tv
- ▶ Set the stage for the technologic era of 5G wireless services
- ▶ IEEE ComSoc offered paid access for IEEE members and nonmembers



IEEE Smart Cities Initiative



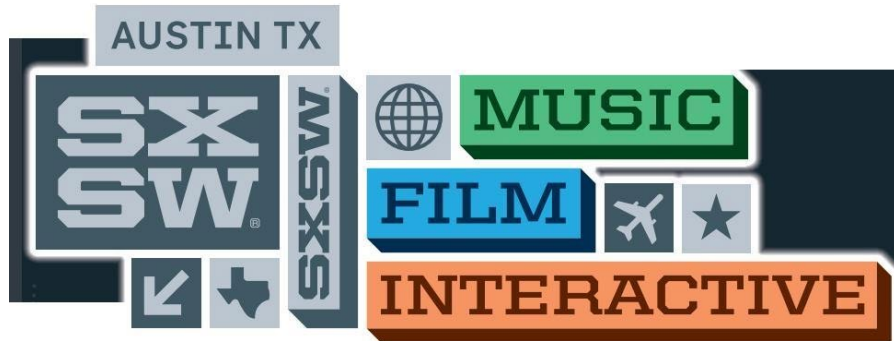
COVERAGE

CONNECTIONS

COMPETENCY

- On 25 March, the IEEE Smart Cities Working Group invited global municipalities to engage in the IEEE Smart Cities Initiative, where successful applicants will receive strategic and practical advice from a team of IEEE experts, as well as education and training to help them address the huge demands associated with expanding urban living environments.
- Expression of interest from Medellin, Columbia; Trento, Italy and Wuxi, China.

IEEE at South by Southwest (SXSW)



- IEEE delivered: 1 keynote, 4 featured speakers, 9 panel sessions, 2 meet-ups, and a party
- Gained significant brand visibility for IEEE and highlight areas of technical interest through contextual marketing/panels
- Created connections for future engagements, partnerships, and sponsorships/patronage
- Proved our ability to produce high quality content that is noteworthy to an educated, but largely non-research audience

COVERAGE

CONNECTIONS

CONTENT

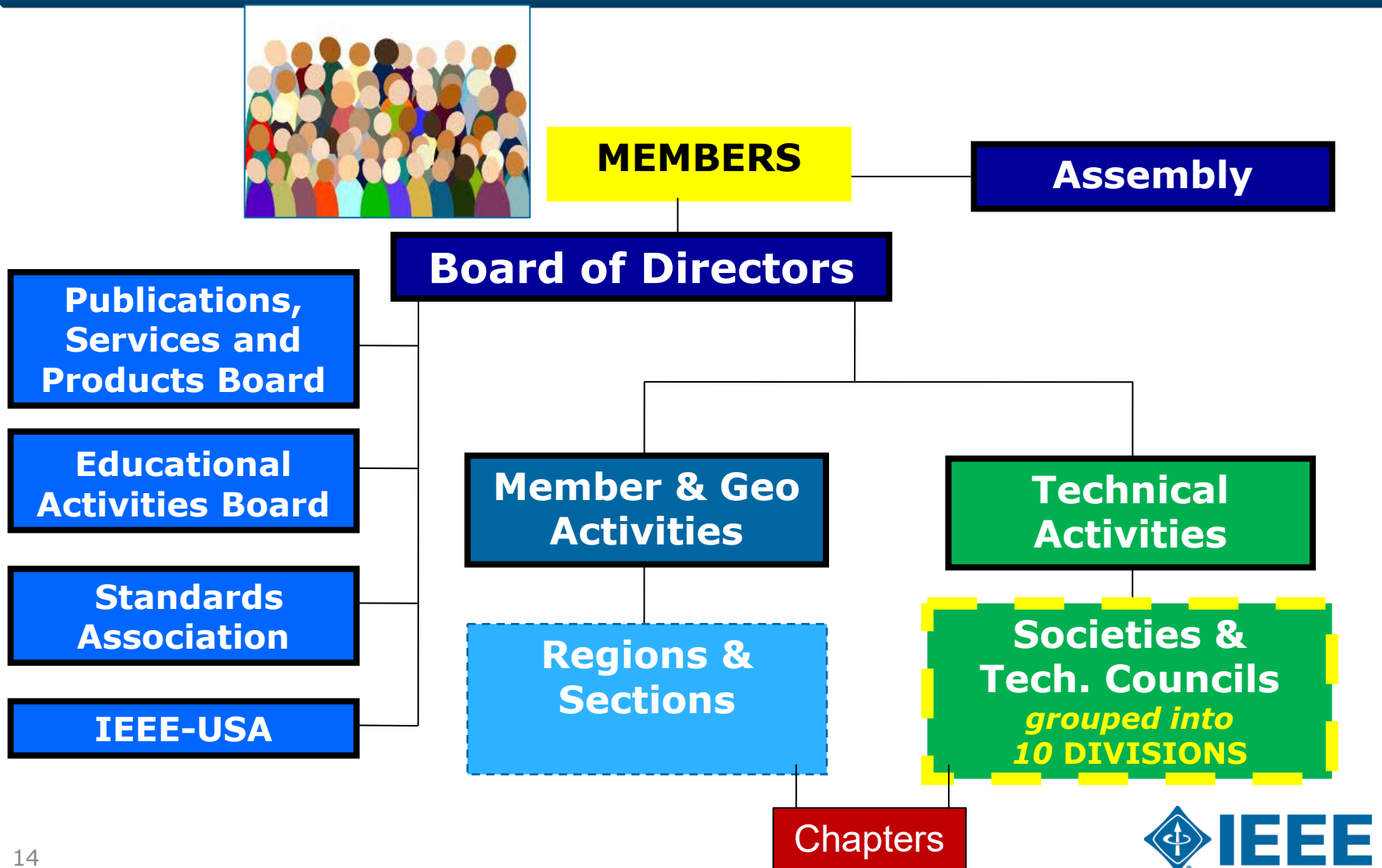
CURATION

COMPETENCY



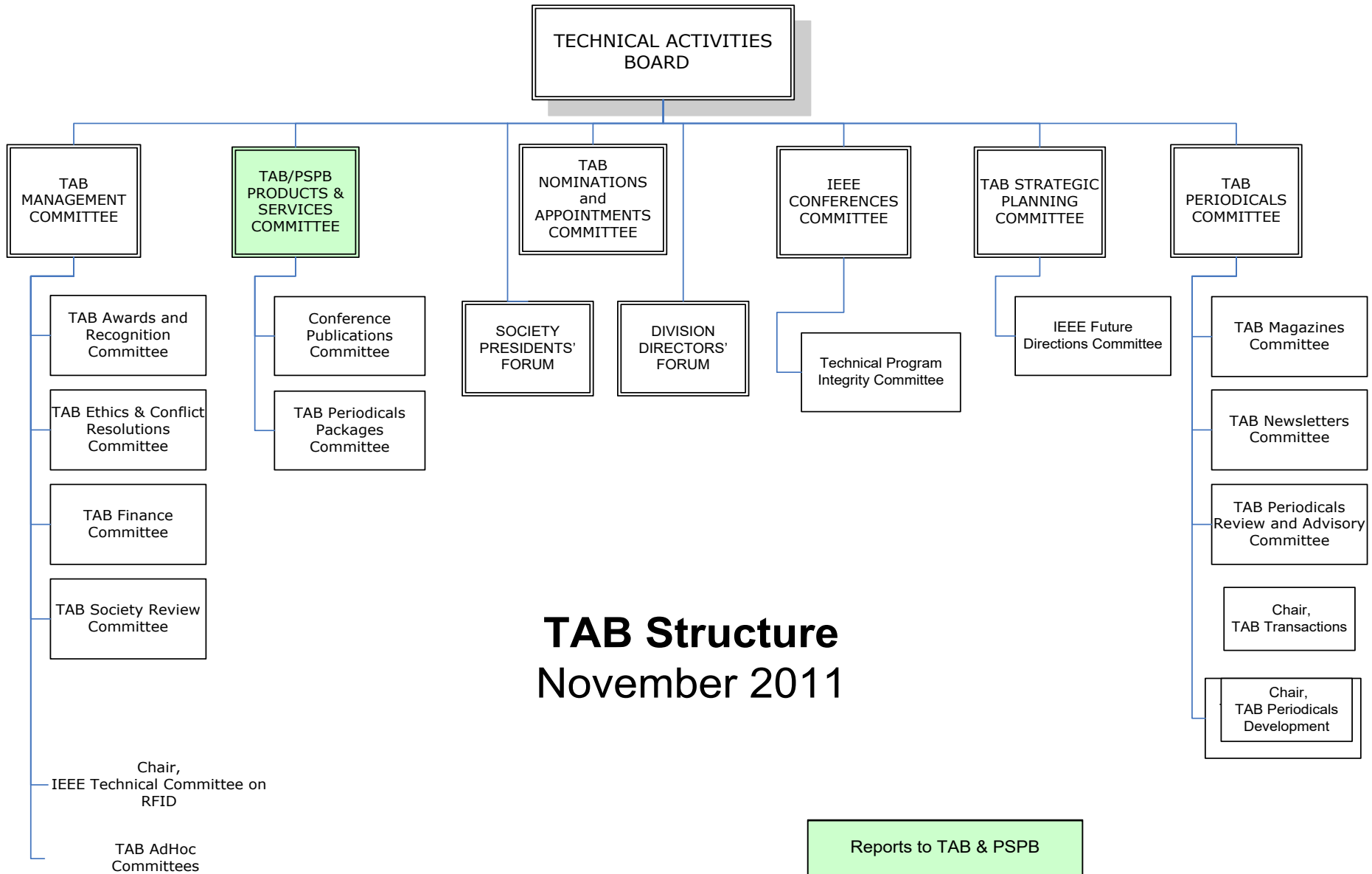
How does AES fit into IEEE structure?

IEEE ORGANIZATIONAL GOVERNANCE



Who is Technical Activities

- 38 Societies (39)
- 7 Councils (6)
- Several Technical Communities (e.g. Smart Grid, RFID)
- Technical Activities Board(TAB)
- All TAB Committees, including IEEE Conferences Committee
- TA Staff (supporting Societies, Councils, TAB and its committees, Conferences and Meetings)



“Yellow Card” Warning System

- ▶ Volunteer leaders must manage conflicts and questionable individual and group behaviors within their OU
 - Behaviors often involve same few individuals
 - Behaviors often repeated
 - Most volunteer leaders do not enjoy managing these issues
- ▶ Developed “yellow card” system for discouraging/documenting disruptive and/or questionable behavior (approved Nov 2013)

IEEE GOLD (Graduates of the Last Decade)

- ▶ Membership program created to help students transition to young professionals within larger IEEE community
- ▶ IEEE “Young Professionals” automatically added to the GOLD member community as they graduate (primary degree)
- ▶ Career Resources:
 - Monthly GOLD webinars
 - Mentoring
 - Exclusive IEEE job site
 - Career development & employment services
- ▶ Nearly 50% of IEEE sections have local GOLD community representation through affinity groups



Now you're a Volunteer...

As a volunteer leader, you must

- ▶ Understand your position of influence
- ▶ Work to ensure the enforcement of laws, regulations, policies and practices
- ▶ Support the training of staff and volunteers in these issues
- ▶ Ensure problem resolution and escalation processes are followed in a **complete and timely manner**
- ▶ Do not hesitate to request legal advice or assistance from staff support

General Rules and Responsibilities

- ▶ What are the interests that you should be concerned with?
 - Public, rather than private, interests
 - The members that you serve
 - Purposes of IEEE and interests served by IEEE
 - Public documents
- ▶ To whom are you accountable? Who can question what you do?
 - Members: you are accountable to members as a whole, not just the members who elected you
 - State Attorney General and courts can review
 - Internal Revenue Service

Communication Guidelines

- ▶ Be professional and courteous in replying to emails
 - Use New York Times headline test
- ▶ Emails are a permanent record
 - They are discoverable in the event of a legal action
 - Often forwarded to large groups, sometimes unintentionally
 - Emails have “tones” that sometimes get in the way of resolution. Calls can sometimes cut through the difficulties
 - If sensitive information, use the phone and call. Limiting email discussions on sensitive topics is a good idea

TA Connect! 2014 Volunteer Webinar Series

- ▶ TA Connect! Monthly Teleconference:
 - Open forum concept to provide opportunity for TA volunteers to ask questions, share concerns, clarify processes, and hear explanations first-hand from key staff across Technical Activities

- ▶ Upcoming Webinars:
 - Roberts Rules, Part 2 (11 June 2014)

- ▶ Past Webinars:
 - Treasurers Webinar (March 2014)
 - Society Member & Committee Services (March 2014)
 - Society Products & Audience Engagement (April 2014)
 - Roberts Rules, Part 1 (of 3 parts, beginning April 2014)
 - IEEE Contact Center (21 May 2014)

New TA Email Aliases

- ▶ Publications: ieee-ta-vppubs
- ▶ Membership: ieee-ta-vpmembership
- ▶ Finance: ieee-ta-vpfinance
- ▶ Education: ieee-ta-vpeducation
- ▶ Technical Activities/Operations: ieee-ta-vptacts
- ▶ Standards: ieee-ta-vpstandards
- ▶ Conferences: ieee-ta-vpconf

Resources for IEEE Volunteers

- ▶ [TA Ops Beta Site](#)
 - Information related to TAB and committee-related activities (login required)(details later)
- ▶ [Society Sentinel Newsletter](#)
 - Operational news and tips for TAB/Committee Volunteers
- ▶ [IEEE Center for Leadership Excellence](#)
 - Learning resource consisting of training for IEEE Volunteers and professional development training
- ▶ [IEEE Nominations and Appointments](#)
 - Information and resources about IEEE's nominations and appointments process
- ▶ [IEEE Volunteer Resources Page](#)
 - General resources that pertain to most IEEE Volunteer roles

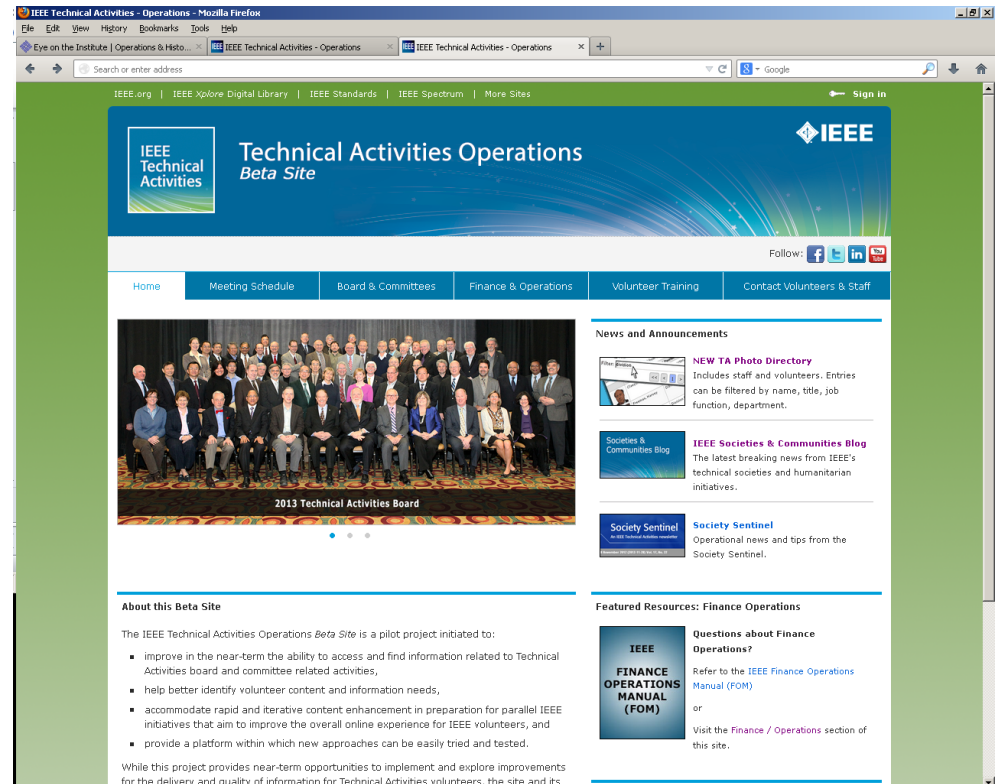
Technical Activities Operations Beta Site

(Access using IEEE Account)

Resources for TA Volunteers
including:

- Meeting Schedules
- Finance & Operations
- Agendas & Minutes
- Volunteer Training
- Photo Directory
- Governing Documents
- Best Practices

<http://taops.org>



The screenshot shows the IEEE Technical Activities Operations Beta Site homepage. The page features a blue header with the IEEE logo and the site title. Below the header is a navigation menu with links for Home, Meeting Schedule, Board & Committees, Finance & Operations, Volunteer Training, and Contact Volunteers & Staff. The main content area includes a large photo of the 2013 Technical Activities Board, a section for News and Announcements with links to the NEW TA Photo Directory, IEEE Societies & Communities Blog, and Society Sentinel, and a section for Featured Resources: Finance Operations with a link to the Finance Operations Manual (FOM).

Technical Activities Operations Beta Site



Technical Activities Operations *Beta Site*



Search IEEE-TA Operations



Search

Follow:



[Home](#)

[Meeting Schedule](#)

[Board & Committees](#)

[Finance & Operations](#)

[Volunteer Training](#)

[Contact Volunteers & Staff](#)

Meeting Schedule / Agendas

The screenshot shows the IEEE Technical Activities Operations Beta Site. The page title is "Meeting Schedule / Agendas". The navigation menu includes "Home", "Meeting Schedule" (highlighted with a red box), "Board & Committees", "Finance & Operations", "Volunteer Training", and "Contact Volunteers & Staff". The "Meeting Schedule" section includes a search bar, a filter dropdown set to "tab", and a table of upcoming meetings. The table has columns for "Date(s)", "Meeting", and "Contact".

IEEE Technical Activities
Technical Activities Operations
Beta Site

Search IEEE-TA Operations Search

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Home Meeting Schedule Board & Committees Finance & Operations Volunteer Training Contact Volunteers & Staff

Meeting Schedule

This calendar is compiled by the IEEE staff for its volunteers. It is composed of information received from IEEE volunteers and staff about IEEE Society, Board, and Committee meetings. It does not purport to be a complete set of information.

Next 14 Days **All Upcoming** Past 14 Days All Past

Show Filter:

Showing 1 to 6 of 6 (filtered from 38) << < 1 > >>

Date(s)	Meeting	Contact
2013.11.20	TAB Periodicals Committee Strategy Meeting (November 2013) New Brunswick, New Jersey USA View Agenda	Pam Attanasio
2013.11.20 - 2013.11.21	TAB Periodicals Committee Meeting (November 2013) New Brunswick, New Jersey USA View Agenda	Pam Attanasio
2013.11.20 - 2013.11.22	TAB Finance Committee Meeting New Brunswick, New Jersey USA View Agenda	Pat Sammarco
2013.11.21	TAB Management Committee Meeting New Brunswick, New Jersey USA View Agenda	Margi Jannucci
2013.11.21	TAB/PSPB Products & Services Committee (PSC) New Brunswick, NJ USA View Agenda	Kathy Burke
2013.11.22	TAB S/C Presidents' Forum New Brunswick, NJ USA View Agenda	Randi Sumner

Governing Documents ▾

- TAB Operations Manual (PDF, 833KB)
- IEEE Finance Operations Manual (PDF)
- More IEEE Governing Documents & Policies
- Principles of Business Conduct and Conflict of Interest Forms

Templates & Forms ▶

Other Resource Sites ▶

Accessing Minutes & Agendas

IEEE Technical Activities Operations Beta Site

Search IEEE-TA Operations Search

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Home Meeting Schedule **Board & Committees** Finance & Operations Volunteer Training Contact Volunteers & Staff

Technical Activities Board & Committees

For detailed information regarding the reporting structure of Technical Activities, the Technical Activities Board (TAB) and its committees, please refer to the [Technical Activities Board \(TAB\) Operations Manual \(PDF, 840KB\)](#).

NOTE: "--" indicates the committee does not conduct meetings that require agendas and minutes, or additional information is not available.

Overview **Meeting Documents** Activities & Resources

Board and Committees	Agenda	Minutes	Briefs/Highlights
IEEE Technical Activities Board (TAB)	Select ▼	Select ▼	Select ▼
Conference Publications Committee (CPC)	Select ▼	Select ▼	--
IEEE Conferences Committee	Select ▼	Select ▼	--
IEEE Future Directions Committee	--	Select ▼	--
MGA Graduates of the Last Decade (GOLD) Committee	--	--	--
TAB Awards and Recognition Committee (TAB/ARC)	--	--	--
TAB Conflict Resolution Committee	--	--	--

Governing Documents ▼

- TAB Operations Manual (PDF, 833KB)
- IEEE Finance Operations Manual (PDF)
- More IEEE Governing Documents & Policies
- Principles of Business Conduct and Conflict of Interest Forms

Templates & Forms ▶

Other Resource Sites ▶

Accessing TAB Operations Manual and Governing Documents

IEEE Technical Activities Technical Activities Operations Beta Site

Search IEEE-TA Operations Search

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Home Meeting Schedule **Board & Committees** Finance & Operations Volunteer Training Contact Volunteers & Staff

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NOTE: "--" indicates the committee does not conduct meetings that require agendas and minutes, or additional information is not available.

Overview Meeting Documents Activities & Resources

Board and Committees	Chair	Charter	Roster
IEEE Technical Activities Board (TAB)	Robert E. Hebner	Strategy, Vision	Members
Conference Publications Committee (CPC)	James M. Irvine	Ops Manual (p.65)	Members
IEEE Conferences Committee	William W. Moses	Ops Manual (p.42)	Members
IEEE Future Directions Committee	Roberto Saracco	Ops Manual (p.73)	Members
MGA Graduates of the Last Decade (GOLD) Committee	EvaMaria Lang	Ops Manual (p.46)	Members
TAB Awards and Recognition Committee (TAB/ARC)	John A Darringer	Ops Manual (p.30)	Members
TAB Conflict Resolution Committee	Al Rotz	Ops Manual (p.32)	Members
TAB Finance Committee	Alfred E. Dunlop	Ops Manual (p.34)	Members

Governing Documents ▾

- TAB Operations Manual (PDF, 833KB)
- IEEE Finance Operations Manual (PDF)
- More IEEE Governing Documents & Policies
- Principles of Business Conduct and Conflict of Interest Forms

Templates & Forms ▶

Other Resource Sites ▶



Accessing Finance & Operations Information

IEEE Technical Activities Technical Activities Operations Beta Site

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Home Meeting Schedule Board & Committees **Finance & Operations** Volunteer Training Contact Volunteers & Staff

Finance & Operations

Finance & operational policies, procedures and activities are a core component of the management of IEEE Technical Activities (TA), including societies and conferences budgets; society operations; contract administration, tracking of TA projects and initiatives; management of the Technical Activities IPR Process; societies membership development; and conferences and periodicals development.

Finance

Membership Development

Conferences

Periodicals

Best Practices and Successes

The TAB Finance Committee, chaired by the TAB Treasurer, is a Standing Committee of the TAB Management Committee and serves as an oversight and advisory body. Details of its Scope, Functions, and Governance can be found in the Charter of the TAB Finance Committee which resides in [Section 3.11 of the TAB Operations Manual](#) (PDF, 840KB).

The [TAB Finance Committee](#), provides access to information on committee activities, including [Minutes and Highlights](#) (Meeting documents) of past TAB Finance Committee meetings.

Financial Policies and Procedures

All financial policies and procedures must be consistent with the [IEEE Finance Operations Manual](#) (PDF), and with the [IEEE Constitution](#), [IEEE Bylaws](#), and [IEEE Policies](#). The investment policies and procedures of the IEEE are set forth in its [Investment Operations Manual](#) (PDF).

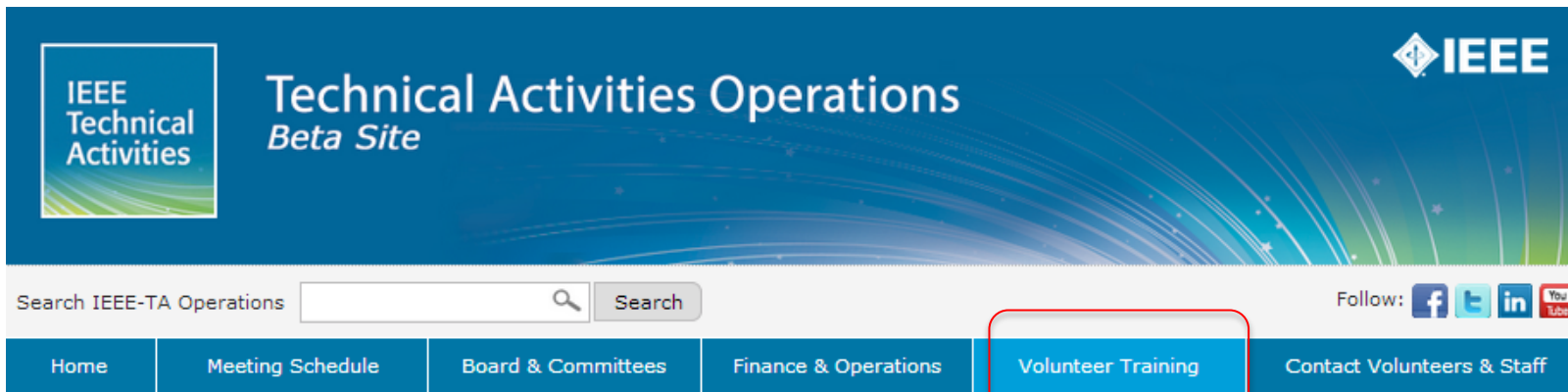
Governing Documents ▾

- [TAB Operations Manual](#) (PDF, 833KB)
- [IEEE Finance Operations Manual](#) (PDF)
- [More IEEE Governing Documents & Policies](#)
- [Principles of Business Conduct and Conflict of Interest Forms](#)

Templates & Forms ▶

Other Resource Sites ▶

Accessing Volunteer Training Resources



IEEE Technical Activities

Technical Activities Operations Beta Site

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- Home
- Meeting Schedule
- Board & Committees
- Finance & Operations
- Volunteer Training**
- Contact Volunteers & Staff

Volunteer Training



IEEE Technical Activities provides a variety of training opportunities in the form of workshops, webinars and self-guided tutorials.

The training is designed to prepare IEEE volunteers for their various roles within the organization by educating them about the primary functions of IEEE, Technical Activities and IEEE societies, as well as about volunteer services offered by IEEE.

Leadership Orientation

Finance Workshop

Webinars

Conference Organizers

Sections Congress

The Technical Activities (TA) and Member and Geographic Activities (MGA) Leadership Orientation is geared towards Society/Technical Council Presidents, Society/Technical Council President-Elects, Division Directors, Division Director-Elects, Regional Directors, and Regional Director-Elects, as well as members of the Technical Activities Board. This orientation usually is held in conjunction with the November Meeting Series.

2013

- Workshop: 13 February 2013 (Austin, Texas, USA at the TAB February Meeting Series)
- Resources: [Agenda](#) and [Presentations](#)

Governing Documents ▾

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Templates & Forms ▶

Other Resource Sites ▶

Accessing TA Rosters & Volunteer / Staff Photo Directory

IEEE Technical Activities Technical Activities Operations Beta Site

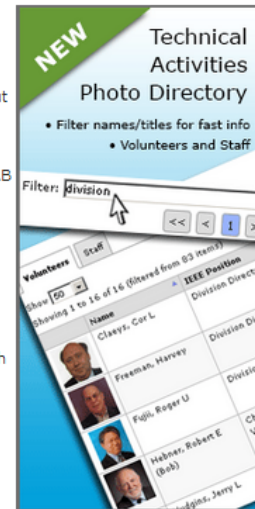
Search IEEE-TA Operations [] Search

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Home Meeting Schedule Board & Committees Finance & Operations Volunteer Training **Contact Volunteers & Staff**

Contact Volunteers & Staff

- [All-Roster Name Search](#)
Search IEEE rosters by staff or volunteer name.
- ▪ [IEEE Organization Rosters](#)
Provides access to IEEE committee and board membership rosters throughout the organization.
- [TAB and TAB Committees](#)
Contains members of the Technical Activities Board (TAB) followed by the TAB Committees with members.
- ▪ [Technical Activities Photo Directory](#)
Portion one contains Technical Activities volunteer contact information (with photos), as provided by the volunteers. Portion two contains Technical Activities staff contact information (with photos), as provided by staff.
- [Societies/Councils](#)
An alphabetic listing of the IEEE societies and technical councils rosters, which include division assignments.
- [Society Chapters Listing Report](#)
Lists society chapter information.
- [Technical Council Chapters](#)
Lists technical council chapter information.
- [Society Chapter Coordinators Roster](#)
Lists contact information for society chapter coordinators.
- [Technical Activities Roster Archive](#)
Contains copies of rosters from previous years.



Governing Documents ▾

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- IEEE Finance Operations Manual (PDF)
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Templates & Forms ▶

Other Resource Sites ▶

Any questions?



ta-answercentral@ieee.org