

IEEE UAE Section - Executive Committee **Meeting Minutes**

Time: 07:10pm - 9:10pm
Date: Thu. 01/10/2009
Place: Manipal-Dubai campus, Dubai

Attendees (8): Dr. Eesa Bastaki, Dr. Mohammed Al-Mualla (via phone), Dr. Abdullatif Glass, Dr. Abdulrahim El-Keib, Dr. Hassan Al-Nashash, Essa Al Suwaidi, Adeel Sultan, Essa Basaeed.

Apologies (6): Dr. Raed Shubair, Dr. Fadi Aloul, Dr. G. Vijaya, Dr. Hussain Al-Ahmad, Dr. Boutheina Tlili, Eng. Maryam Ali Al Thani.

Guests (2): Eng. Abubaker Al-Gifri, Mr. Vishwesh Akre.

#Approval of the agenda

The ExeCom approved the agenda of the meeting with one modification proposed by the chair (adding "signing the charter with IAT" to the agenda).

#Approval of previous meeting minutes

Minutes are approved. Follow-ups:

Meeting on 09/02/2009

*Dr. Bastaki will bid for Globecom conference 2012.

Meeting on 14/05/2009

*Prof. Hussain Al-Ahmad to prepare a standard criteria of technical sponsorship of conferences.

*Budget discussions for 2009 postponed to next meeting.

*Dr. Vijaya to update the committee of formations of Circuits and Systems Society Chapter (Dr. Nazar) and Engineering Management Society Chapter (Eng. Adeel).

*Eng. Essa Al-Suwaidi to update the ExeCom regarding IEEE's participation in (SME) EXPO & CONFERENCE 2010.

*Eng. Essa Al-Suwaidi to update the ExeCom regarding 'IEEE young engineer award'.

*Dr. Glass to organize the efforts towards winning the large section award.

#Preparations of the IEEE GCC Steering Committee meeting

The ExeCom reviewed the organizing committee listing and to propose it to the steering committee of the conference.

Actions:

-Dr. Eesa Bastaki and Eng. Maryam Al-Thani to prepare for accommodation and meeting venue.

-Essa Basaeed to present IEEE GCC website.

-Prof. Hussain Al-Ahmad to suggest the theme of the conference + tracks + present a draft CFP.

-Eng. Abubaker Al-Gifri to suggest a tutorial in the conference that he will present.

-Each committee chair shall 1) notify her/his committee members of their appointment 2) get their approval 3) send the e-mail addresses of them to the conference's secretary.

#Update on AGM

Essa Basaeed (on behalf of Eng. Maryam Al-Thani) updated the committee of the current status of the AGM. The AGM will be held in Le Meridian (near Dubai International Airport) on

November, 21st 2009.

Actions:

- Essa Basaeed to send e-mails to IEEE UAE members.
- Essa Al-Suwaidi to print a large poster of the event.
- Eng. Adeel to bring IEEE roll-ups and posters.
- Essa Al-Suwaidi to bring a photographer for the event.
- Eng. Maryam Al-Thani to organize the IEEE's 125 years celebration and to inform IEEE HQ of our celebration.
- Dr. El-Keib to invite a speaker to deliver a speech in the 125 celebration.
- Dr. Glass to update the ExeCom regarding the awards that will be presented during the celebration.
- Dr. Al-Nashash to ask all student branches to submit their annual activity reports and finalize the criteria of selecting the student branch of the year.

#Update on the elections

Since no other than the candidates nominated by the Nominations & Awards Committee were nominated, the elections will take place by electing the nominees as suggested by the N&A Committee in AGM; they are:

- Chair: Dr. Eesa Bastaki
- Vice Chair: Dr. Mohamed Al-Mualla
- Secretary: Mr. Essa Basaeed
- Treasurer: Mr. Essa Al-Suwaidi

#IEEE/PES event

Dr. El-Keib briefed the ExeCom regarding the event that will be held in the Petroleum Institute (PI) in the 28th and 29th of November 2009. He invited all members to attend as well as encouraged them to publicize the event. Dr. El-Keib noted that the second day is free to attend whereas the first incurs some charges that will fund the local PES chapter.

Action: Dr. Hasan Al-Nashash to invite students to the event.

#New business

1. IEEE UAE Section is to sign the charter of IEEE Student Club with the Institute of Applied Technology at 11:00am 20/10/2009 in ADNEC to be the first IEEE Student Club in the region and the second worldwide. Dr. Eesa Bastaki invited ExeCom members to the event.
2. IEEE ComSoc will hold the global ROGUCCI Summit in DIFC, Dubai, UAE. Further info available at: <http://www.ieee-rogucci.org>
3. On behalf of Eng. Maryam Al-Thani, Essa Basaeed raised the issue of representing IEEE at the respective booths in OGS and WETEX

Action: Eng. Maryam Al-Thani, Dr. Tlili, and Dr. Al-Nashash to coordinate IEEE's participation in OGS and WETEX.

Next Meeting: TBA

Essa Basaeed
Secretary, IEEE UAE Section.

