

# IEEE Consumer Technology Society (CTSoc)

## Meeting Minutes for The SEA Technical Committee Regular Meeting

11:00pm, June 23 (Wednesday), 2021 (GMT time)  
Conference-Call Meeting via Zoom

Chair : Prof. Jose-Maria Flores-Arias, [jmflores@uco.es](mailto:jmflores@uco.es)

Vice Chair : Prof. Anil Fernando, [w.fernando@surrey.ac.uk](mailto:w.fernando@surrey.ac.uk)

Secretary : Prof. Chih-Peng Fan, [cpf@dragon.nchu.edu.tw](mailto:cpf@dragon.nchu.edu.tw)

**The meeting time:** 11:00pm-12:00am, June 23 (Wednesday), 2021 (GMT time)

- 1. Welcome messages from the SEA TC chair and vice chair**
- 2. Minutes of the previous meeting & previous actions**
- 3. Messages from Prof. Fabrizio Lamberti (IEEE CTSoc BoG, VP Technical Activities)**
- 4. Action items & Discussion, Q&A (All)**

**Please refer the ZOOM meeting record as follows:**

[https://drive.google.com/file/d/1fiZdpe\\_YhjRmwpcM0W8l\\_fThwgG0rAUD/view?usp=sharing](https://drive.google.com/file/d/1fiZdpe_YhjRmwpcM0W8l_fThwgG0rAUD/view?usp=sharing)

Absent with apologies : Dr. Hiroshi Shimamoto

# Welcome messages from SEA TC chair and vice chair



Chair : Prof. Jose-Maria Flores-Arias



Vice Chair : Prof. Anil Fernando

For the welcome messages from Prof. Jose-Maria, please refer the following video clip, and the time stamp of the video clip is from 3 mins: 31 secs to 8 mins : 31 secs.

[https://drive.google.com/file/d/1fiZdpe\\_YhjRmwpcM0W8l\\_fThwgG0rAUD/view?usp=sharing](https://drive.google.com/file/d/1fiZdpe_YhjRmwpcM0W8l_fThwgG0rAUD/view?usp=sharing)

# Minutes of the previous meeting

# Minutes of the previous meeting (1/4)

<Item #1 :>

For officers, the service period has a two-year duration.

➔ For members, how long is the TC membership duration ?

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Please refer the attached WOR-format P&Ps (Police and Procedure) document (Rev.06)

## 1.1.3.1.2. Membership

**TC membership has no predefined duration.** The minimum requirements for membership in a TC shall be:

- ✓ Inclusion in the TC mailing list and in the list of members published on the TC webpage.
- ✓ Active, timely participation in the TC by, for example, assisting in the conduct of its business, participating in meetings called by the Officers, etc.

The people, process and tools of a TC are key to its success. Thus, additional TC membership requirements may be set by the TCB and posted on the CTSoc website. These requirements shall be fair, objective, attainable, measurable, and easy to verify, and shall uphold IEEE Code of Conduct, including Ethics and Inclusivity practices. Examples of objective and measurable requirements are minimum attendance to 75% of pre-scheduled meetings, completing assigned action items by the agreed deadlines, etc.

All the TC members are requested to act in accordance with CTSoc Bylaws and Constitution and to accept and adhere to IEEE Code of Conduct.

## Response for Item #1 in this meeting :

- ✓ From our Chair Prof. Jose-Maria : Please forward the attached flyer, i.e. “TCs-IEEE CEM-Flyer-rev02.pdf”, to your colleagues who are interested in our SEA TC or the other TCs.

Technical Committees assist, support, endorse, corroborate and strengthen Technical Activities in all the areas of CTSoc. In particular, Technical Committees assume the proactive duty to identify and recommend qualified candidates willing to serve as:

- Chairs/Members of Technical Program Committees (TPC) of CTSoc Conferences
- Editors in Chief, Associate Editors and Editors of CTSoc Publications
- Distinguished Lecturers and content contributors for CTSoc Education
- Members of CTSoc Standards Committees and Working Groups

Join CTSoc Technical Committees today by filling in the TC Membership Application Form at <https://ctsoc.ieee.org/technical/technical-committees-maf.html>

Presently, IEEE or CTSoc Membership is not required in order to be a Member of a Technical Committee.

# Minutes of the previous meeting (2/4)

<Item #2 :>

- ✓ **Liason positions** (a number of positions are expected to be covered by each TC, see them e.g., at <https://ctsoc.ieee.org/technical/technical-committees/wireless.html>)

## Other Officers

Conferences Liaison: TBA

Publications: Liaison: TBA

Education Liaison: TBA

Standards Liaison: TBA

Future Direction Liaison: TBA

Industry Liaison: TBA

Academia Liaison: TBA

IEEE Societies/Councils Liaison: TBA

Technical Sister Societies Liaison: TBA

Student Competition Program: TBA



**What kind of student competition is ?**

From Dr. Ei Khaing Win

# Minutes of the previous meeting (2/4)

## From Prof. Fabrizio Lamberti :

Regarding the request by your member, here is what we are going to **include in the P&Ps** for the TCs about liaison roles.

- ✓ Additional Officer roles may be specified and shall then be listed in the TC webpage.
- ✓ Considering the relations between Technical Activities and the other areas of CTSoc, the following positions are envisaged: Conferences Liaison, Publications Liaison, Education Liaison, Standards Liaison, Future Direction Liaison, Industry Liaison, Academia Liaison, IEEE Societies/Councils Liaison, Technical Sister Societies Liaison, Student Competition Program.
- ✓ Officers serving in these positions coordinate and report regularly with TC Chair, Vice-chair and Secretary in the implementation of their liaison role.

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## Response for Item #2 in this meeting :

If our members are interested in the above liaison positions, please inform your message to the chair, vice Chair, and secretary.



# Minutes of the previous meeting (3/4)

<Item #3 :>

## # Publicity of TCs on social media

\*Suggestion from Prof. Yukihiro KAMIYA

Besides the regular contacts and messages share by email between our members, the SEA TC can construct a community group by social media to facilitate the timeliness of messages exchange & share between our members. The secretary will plan to build a community group **with the platform " Slack"** for the SEA TC.

- ✓ Please refer our community group named by **"IEEE CTSoc- SEA Technical Committee "** with the platform **"Slack"**.
- ✓ Now, the created community group uses the platform "Slack" with the free version. If any large-size files would like to be shared, please inform the secretary, and the secretary will upload the files to Google drive for free downloading.

# Minutes of the previous meeting (3/4)

<https://ieeectsocseat-sgt7315.slack.com/>

IEEE CTsoc- SEA Technical Committee

Public region

Response for Item #3 in this meeting :

If any question for joining our community group with the platform “Slack”, please feel free to contact the SEA TC Secretary. Thank you!

# Minutes of the previous meeting (4/4)

<Item #4 :>

Suggestion from Prof. Yusuke Hioka in New Zealand “the edge time zones”

- By rotating the meeting time between "one from 12am GMT" and "another from 12pm GMT", everyone would join at least one every two meetings by selecting a convenient time slot. By this way, every member would have at least one in two meetings in a convenient time slot, then members on “the edge zones” could catch up with the aid of zoom recordings. Also given that many of the members seem to be in eastern Asia
- For the next meeting, the time would like to be arranged at 12am GMT, and the above time will be the morning hours (i.e. around 7-9am) in eastern Asia.
- By using the voting scheme, the secretary will list some candidate timeslots from 12am-2:00am GMT, and then email these timeslots to officers/members for registers and selections.

For this meeting, the time is arranged at GMT 11:00pm, June 23 (Wednesday), 2021 for our colleagues living at “the edge time zones”.

## Response for Item #4 in this meeting:

By Prof. Chi-Chia Sun, in addition to announce the meeting time with GMT time, for facilitating our members to join the next meeting, the local time information, e.g. Central Europe, Pacific Asia, New York, etc. will also be noted in the meeting announcement.

# Messages from IEEE CTSoc VP technical activities - Prof. Fabrizio Lamberti

## Messages from Prof. Fabrizio Lamberti (1/2)

<Item #1 :>

### IEEE CTSoc TCs - ICCE Berlin 2021 - Technical positions selected

**\*\*\* TPC Chairs \*\*\***

**Sato, Hiroyuki (SPC)**

**Schumann, Thomas (CEA)**

**Tonacci, Alessandro (CSH)**

**\*\*\* Publications Chair \*\*\***

**Fong, Bernard (CEA)**

**\*\*\* Tutorials Chair \*\*\***

**Moreno-Garcia, Isabel M. (SPC)**

**\*\*\* Workshops Chair \*\*\***

**Pham, The Bao (CSH)**

.... Selected individuals for the various positions and nominating TCs are listed below. **Please note that those not considered for ICCE Berlin 2021 will be considered in the selection for next CTSoc conferences.**

<P.S.> In our SEA TC, no member shows the interests for the request positions from ICCE Berlin 2022 before the deadline.

## Messages from Prof. Fabrizio Lamberti (2/2)

### <Item #2 :>

..... Most of the modifications were aimed to reduce bureaucracy for TC officers and members, considering (as most of you recalled in our meetings and discussions) that the ultimate goal is to help TCs and CTSoc to grow thanks to the great effort made by our volunteers.

(In short, but please have a look at the whole P&P doc):

- the need for each TC to have bi-monthly meetings with their members **has been relaxed, requesting only two regular meetings, one around January, one around June** (plus others, when needed) - **Action item 1, to be discussed later**
- other communications means have been mentioned as ways to manage TC activities, to engage with members, etc. - **Action item 2, to be discussed later**
- **the possibility for TC officers to directly decide on new TC applications has been introduced, possibly with a discussion with members** (rather than the need to delay decision to one of the regular meetings)

**\*\* This new version will be included in the document with the P&Ps for all the areas of CTSoc to be discussed in the next BoG meeting.**

# Action item 1

# Plan the date of the next SEA TC meeting.

**Proposal #1** : Following the messages from Prof. Fabrizio

The need for each TC to have bi-monthly meetings with their members has been relaxed, requesting **only two regular meetings, one around January, one around June (plus others, when needed)**

(The corresponding content has been included in the P&P document)

**Proposal #2** : Any other comment or suggestion ?

## Response for Action item #1 :

- ✓ By following the bylaws in the P&Ps, the SEA TC will have two regular meetings, i.e. one around January, one around June (plus others, when needed).
- ✓ Prof. Jose-Maria suggests: Besides the two regular meeting, the online community group, named by “IEEE CTSoc- SEA Technical Committee “ with the platform “Slack”, is used to link our members and share messages among our members.



## Action item 2

Other communications means have been mentioned as ways to manage TC activities, to engage with members, etc.

- ✓ Suggestion from Prof. Yukihiro KAMIYA  
Please refer our community group  
named by “IEEE CTSoc- SEA Technical Committee “ with the platform “Slack”

<https://ieeectsocseat-sgt7315.slack.com/>

### Response for Action item #2 :

- ✓ For the participators in this online meeting, all agreed to use the platform “Slack” to engage with our members.
- ✓ Besides, Prof. Jose-Maria suggests: to facilitate our members to understand the architectures of IEEE CTSoc & technical activities, the secretary will put the related CTSoc weblinks to the online community “IEEE CTSoc- SEA Technical Committee “ with the platform “Slack”.

# Action item 3

## # Tentative agenda of the next TC meeting

- ✓ New messages from CTSoc Society President (Prof. Wahab) or the VP technical activities (Prof. Fabrizio Lamberti)
- ✓ Answer of the inquiries from the previous meeting
- ✓ Any other suggestion/comment from officers & members

### Response for Action item #3 :

For Action item #3, since the third SEA TC meeting will be hold after three to six months, and our Chair Prof. Jose-Maria suggests that the agenda for the next meeting can be discussed by using our online community with the social media platform “Slack”.

# Discussion, Q&A (All)

## Response :

No any discussion in this meeting.

**If there is any missing about this meeting minutes,  
please kindly inform me, thank you very much!**

The SEA TC Secretary:

Prof. Chih-Peng Fan, Email : [cpf@dragon.nchu.edu.tw](mailto:cpf@dragon.nchu.edu.tw)