IEEE Consumer Technology Society (CTSoc)

Meeting Record for

The SEA Technical Committee Regular Meeting

UTC/GMT 12:00pm, April 23 (Friday), 2021 (GMT time)
Conference-Call Meeting via Zoom

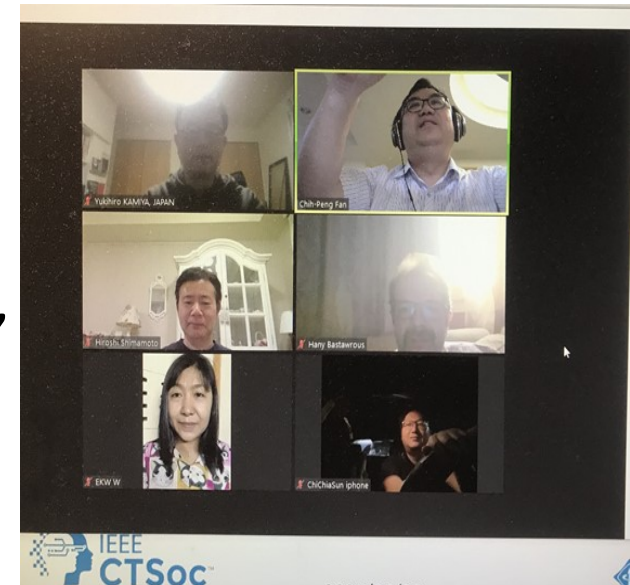Chair : Prof. Jose-Maria Flores-Arias, jmflores@uco.es
Vice Chair : Prof. Anil Fernando, w.fernando@surrey.ac.uk
Secretary : Prof. Chih-Peng Fan, cpfan@dragon.nchu.edu.tw

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Agenda of this meeting

The start time of meeting : 12:00pm, November 23 (Friday), 2021 (GMT time)

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

Please refer the ZOOM meeting record as follows:

https://drive.google.com/file/d/1NzBujdBBHb8dArs1UxswMF5HfNJGibZb/view?usp=sharing

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Welcome messages
from SEA TC chair and vice chair

Chair : Prof. Jose-Maria Flores-Arias

Vice Chair : Prof. Anil Fernando

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Minutes of the previous meeting (1/2)

✓ **How long is the service period for officers & members ?**

By the document of CTSoc Operations Manual / Policies and Procedures (P&Ps)

1.1.2.2. Organizational Structure and Membership

➤ CTSoc's membership or IEEE membership are not required for being a member of a Technical Committee.

➤ 1.1.3.1.2. Organizational Structure and Membership

All Technical Committees report to the Technical Committees Board.

Technical Committees shall have at least a Chair, Vice-Chair, and a Secretary and all shall be elected by the Technical Committee membership. Elections for Technical Committee officers shall be held every two years. Officers cannot serve more than two consecutive terms, and a term has a two-year duration.

➤ 1.1.3.1.3. Elected and Appointed Officers

Technical Committees shall have elected officers and may have appointed officers. After the first term in which officers have been invited and/or appointed, all elected officers shall be elected by the Technical Committee members. Appointed officers shall be appointed by the Technical Committee Chair.

All officers shall be Technical Committee members and CTSoc members, and shall serve two-year terms concurrent with the nominal term of the Technical Committee Chair.

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◆IEEE

Question #1 :

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

For members, how long is the TC membership duration ?

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Minutes of the previous meeting (2/2)

✓ **What are the benefits to serve as the members in the technical stream (now TC) ?**

The committee also assumes the proactive duty to recommend suitable candidates from SEA TC members to serve as:

- **Chairs and/or Members** of Technical Program Committees (TPC) of CTSoc Conferences (ICCE-Las Vegas, ICCE-Berlin, ICCE-Taiwan, ICCE-Asia, GCCE-Japan, ISCT, and GEM).
- **EiCs, Associates Editors and Editors to CTSoc Publications** (IEEE Transactions on Consumer Electronics, IEEE ACCESS Section for Consumer Technology Society (Open Access), IEEE Consumer Electronics Magazine, News on Consumer Technology-NCT, CTSoc World Newsletter).
- **Distinguished Lecturers and tutorials** for CTSoc Education.
- **Members** of CTSoc Standards Committees and Working Groups.

For the above items, no any suggestion/comment is received from officers & members in the meeting.

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By following the actions from the CTSoc TC board meeting on March 19 :

For Action item #1 : All TC Chairs/Officers provide content to be published in TC pages on CTSoc website (following the structure of WNT TC), i.e.: [Deadline: March 26, 2021]
- ✓ Mission and objective
- ✓ Officers photos and bios (a few missing)
- ✓ Members list (file)
- ✓ Meeting Dates & Minutes, see #2

Response for Action item #1 :
Please refer that the information of the SEA TC has been on-lined :

https://ctsoc.ieee.org/technical/technical-committees/sea-tc.html

For Action item #2: All the TCs shall start to meet regularly (every two-months) and periodically report to the TC Board. Next reporting will be in the second TC Board meeting to be held by the end of April 2021.

Response for Action item #2 :
The two-months meeting for our SEA TC is held on April 23 (today).

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For Action item #3:

TCs provide feedback on the P&P document (annotations on PDF or email).
[Deadline March 26, 2021]
Response for Action item #3:

No feedback is received from our SEA officers and members before the deadline.

For Action item #4 :
Request from CEC **ICCE Berlin 2022** (by Prof. Lucio Ciabattoni):
For TCs to recommend names for TPC Chair (3/4 co-chairs), Pub. Chair, Tutorials Chair and Workshops Chair positions (Deadline for TCs, April 2, 2021).
Response for Action item #4:

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

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For the call information of the potential candidates for IEEE Access Associate Editor and ICCE 2022 Track Chair positions to all of our members :

Response :

* For the potential candidates for IEEE Access Associate Editor :

Thanks for Dr. Htoo Maung to have the interest to be the potential candidate.

* For the potential candidates for ICCE 2022 Track Chair positions :

Thanks for the Chair-Prof. Jose-Maria Flores-Arias, the Vice Chair-Prof. Anil Fernando, and the member-Dr. Htoo Maung to have interests to be the potential candidates.

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Messages from Prof. Fabrizio Lamberti

- ✓ **TC webpages online**
- ✓ **Recruitment of new TC members**: the Membership Application Form is online on CTSoc webpage under Technical Activities
- ✓ **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) <mark>Suggestion #1 & Question #2 for this item</mark>
- ✓ **Ways to recognize members' service** (suggestions received so far are invited papers, guest editorialships, discounts at conferences, ...)
- ✓ **Collect expressions of interest by members** to prepare educational content (e.g. webinar) to be shared/streamed live on CTSoc channels (links with Educational activities)
- ✓ **Publicity of TCs on social media** <mark>Suggestion #2 for this item</mark>

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Messages from Prof. Fabrizio Lamberti

 # Liaison positions (a number of positions are expected to be covered by each TC)

https://ctsoc.ieee.org/technical/technical-committees/sea-tc.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

Suggestion #1 :
The members could email to the SEA TC chair to show their interests for the Liaison positions in SEA TC.

Question #2 :
What kind of student competition ?

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Messages from Prof. Fabrizio Lamberti

Publicity of TCs on social media

Suggestion #2 :

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.

*Suggestion from Prof. Yukihiro KAMIYA

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Action item 1

Plan the date & time of the next bimonthly SEA TC meeting.

✓ For the tentative date of the next meeting

Suggestion #3 :
The tentative date of the next regular will be arranged on June 23 or 24.

✓ For the tentative time of the next meeting

Suggestion #4 (from Prof. Yusuke Hioka in New Zealand "the edge 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.**

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Action item 2

Tentative agenda of the next meeting

✓ **If any 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**

For the items, no any suggestion/comment is received from officers & members in the meeting.

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Discussion, Q&A (All)

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For this brief meeting record,
if there is any missing summary or question about this meeting,
please kindly inform me, Thank you very much!

The SEA TC Secretary: Prof. Chih-Peng Fan, Email : cpfan@dragon.nchu.edu.tw

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