

# IEEE Humanitarian Activities Committee Operations Manual

## Section 1 - Introduction

### 1.1 Vision - Humanitarian Activities Committee

IEEE will possess a large network of volunteers around the world carrying out and/or supporting impactful humanitarian activities on the local level.

### 1.2 Mission - Humanitarian Activities Committee

HAC will enable the above vision endorsed by the IEEE Board of Directors and in doing so support feet on the ground projects, the volunteer community, assessment, partnerships, and operations.

### 1.3 Scope

The IEEE Humanitarian Activities Committee (HAC) shall be appointed by and shall be responsible to the Board of Directors. The Committee shall support the Board vision of IEEE volunteers around the world carrying out and/or supporting impactful humanitarian activities at the local level. This support shall include, but shall not be limited to, the development of programs enabling volunteer engagement in humanitarian activities; the review and evaluation of the overall effectiveness of programs; recommending best practices as they relate to programs and projects; evaluation of funding proposals for projects to be carried out at the local level; and the establishment of partnerships with other entities sharing similar goals with respect to humanitarian efforts.

### 1.4 Limits to Activities

The IEEE Humanitarian Activities Committee (HAC) does NOT support all IEEE humanitarian activities – of which there are many – but, rather, those that are consistent with the Board-approved vision for HAC and for which support is requested and approved.

### 1.5 Governance

The policies, procedures and rules of operation by which the IEEE and the Humanitarian Activities Committee are governed are embodied in the following documents:

IEEE Certificate of Incorporation (legally establishes the IEEE under New York State Not for Profit Law)

IEEE Constitution (contains IEEE's fundamental objectives and organization and is approved by the voting members of IEEE)

IEEE Bylaws (govern the implementation of Constitutional provisions in specific organizational structures and are approved by the IEEE Board of Directors)

IEEE Policies (provide more detailed statements of IEEE-wide policies and objectives than are appropriate for inclusion in the Constitution & Bylaws and are approved by the IEEE Board of Directors)Section 1 - Introduction

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Additional Operations Manuals (provide more detailed statements of the procedures used by the different Major Boards, Committees and subcommittees).

#### 1.6 Humanitarian Activities Committee Operations Manual

*IEEE Bylaw I-304.8*

*“Committee Operations Manual. The functions, scopes, and responsibilities of each Committee, together with rules for operation and guidance, as recommended by the Committee, shall be compiled by the IEEE Executive Director for the approval of the Board of Directors and contained in a document titled “Committee Operations Manual.” Following appointment, each new member of a Committee shall be provided with a copy of the applicable Manual.”*

The IEEE Humanitarian Activities Committee Operations Manual describes the principal functions, activities and administrative processes of the Humanitarian Activities Committee. It is intended to provide a guide for consistent application of practices and procedures by the Humanitarian Activities Committee members and IEEE staff.

#### 1. 7 Approval of and Changes to the Humanitarian Activities Committee Operations Manual

This document was originally approved by the IEEE Board of Directors on [date]. This manual is intended to be continuously updated. Modifications to this document shall be recommended by the Humanitarian Activities Committee to the IEEE Board of Directors for their approval in accordance with IEEE Bylaw I-300.4(5).

## **Section 2 - Membership & Activities**

### 2.1 Membership

The IEEE Humanitarian Activities Committee shall consist of ten voting members including the Chair, the Past Chair, and at least one non-IEEE member who has specialized expertise in the area of humanitarian efforts. Members, except the Past Chair and Public Member, will chair subcommittees with specific portfolios, which shall be specified in the committee Operations Manual, and thus must have experience relevant to those portfolios such as a detailed knowledge of IEEE humanitarian activities and the greater humanitarian technology space, as well as an understanding of best practices with regards to evaluating, monitoring and assessing programs and activities. The Chairs of all subcommittees shall be members of HAC.

Subcommittees shall have Operational Vice Chairs selected by the Subcommittee.

## 2.2 Terms

### *IEEE Bylaw I-304.4*

*“Term of Appointment. Unless specified otherwise, the term of appointment for members, including the Chair and any other officers of the Boards and or Committees listed in Bylaw I-304 and I-303, shall be for the calendar year of appointment. However, acceptance of appointment will carry with it the understanding that a member would normally be re-appointed annually to serve for no more than three consecutive years.”*

### *IEEE Bylaw I-304.5*

*Duration of Service. Unless specified otherwise, the consecutive period of service of any member of any Board or Committee listed in Bylaw I-305 shall not extend beyond three years, except that a Chair or Past Chair may serve one additional year. The limitations of tenure may be waived in individual cases for reasons deemed by the Board of Directors to be in the best interests of IEEE.*

The HAC Chair shall serve a one year term with reappointment permissible for an additional year. The Immediate Past Chair shall serve until replaced. In the event the Immediate Past Chair is unable or unwilling to serve, the next most recent Past Chair available and willing shall serve on the Committee. Committee members, including non-IEEE member, shall serve a one year term with reappointment permissible for up to two additional one year terms.

The maximum term of membership on the Committee (excluding time as Chair, Past Chair or on a subcommittee) is 3 years.

## 2.3 Vacancies

If the Chair is unable to continue in a given year, the Past Chair will fulfill the role of chair. N&A process will be used to fill the role of chair at the end of that year.

If a Committee Member is unable to continue in a given year, N&A will recommend an alternate. The Chair can then use that alternate, with possible reassignment of existing subcommittee chairs, to provide the most effective Subcommittee leadership.

## 2.4 Responsibilities of Committee Members

### 2.4.1 Chair

- Calls and presides over Humanitarian Activities Committee meetings.
- Reviews and acknowledges proposals and inquiries to the Humanitarian Activities Committee.
- Prepares and works with Humanitarian Activities Committee staff on finalizing meeting agendas.
- Reviews draft meeting minutes and action items with the Humanitarian Activities Committee staff.

- Assists staff and committee members with any submissions to the IEEE Board of Directors.
- Prepares an annual report of activities of the Humanitarian Activities Committee, or as requested by the IEEE Board of Directors.
- Works with staff to adhere to the approved annual budget.
- Acts as the public face of the committee.
- Acts as the liaison to Engineering for Change (E4C).
- Gives presentations at conferences on the HAC activities
- Assigns the HAC members to chair specific Subcommittees.
- Is responsible for the effective running of the HAC.
- Is responsible for meeting with IEEE staff and volunteers to coordinate and communicate the HAC mission and activities
- Guides the strategic evolution of the HAC
- Chairs the HAC Executive Committee

#### 2.4.2 Members

- HAC's positions are portfolio-based. A single person should not have multiple portfolios except as they may serve on the ExCom of the committee. To ensure overall impact of the IEEE's humanitarian activities, it is necessary that portfolio owners have the requisite background and experience needed for their particular area.
- Based on expertise, members are assigned by the HAC Chair to Chair one of the Operational Subcommittees of the HAC and carry out associated duties.
- Review agenda material prior to each meeting.
- Attend the HAC meetings and monthly teleconferences.
- Actively participate in discussions.
- Perform such duties as assigned by the Chair.

##### 2.4.2.a. Operational Subcommittees (Subcommittees)

HAC is structured into specific operational subcommittees with defined structure and portfolio. HAC members will serve as chairs of the subcommittees and N&A should consider the expertise required for the various committees when choosing HAC members and alternates.

Subcommittees shall normally meet once face-to-face during the year, supplemented by telecons. The subcommittee chairs will provide regular updates to HAC, a year-end report, and coordinate their activities across the entire HAC. They should have subcommittee members recommended by the subcommittee chair and approved by the HAC Chair.

There are natural synergies between the different subcommittees and every effort will be made to coordinate their activities. The coordinated work of all the committees is necessary to achieve the overarching goals of the HAC.

- **Monitoring/Evaluation/Best Practices (Assessment) Committee** will consist of four members including one chair. The Assessment Subcommittee will require ongoing

partnership with IEEE staff. The role of the Assessment Subcommittee is to devise appropriate assessment criteria for all HAC efforts including efforts by all other HAC subcommittees. While we expect variation in assessment across activities, as much as possible metrics that can be aggregated to support continuous HAC process improvement and meaningful reports to the Board will be sought.

- Assessment Chair shall have the following skills and experience:
  - Ability to ask unbiased questions, probe details and reach conclusions in a way that promotes the responsible growth and effectiveness of the organization, its volunteers and projects
  - Experience with a diversity of IEEE activities
  - Ability to bring a group to consensus
  - Ability to work with volunteer and staff teams
  - Good oral and written communication skills
  - Good organizational skills and appreciation of the need for longitudinal studies of performance
  - Some background in statistical assessment measures
  
- **Partnerships Committee** will consist of four committee members including one chair. Geographical distribution may need to be considered when choosing members. The committee will focus on fostering IEEE partnerships with external organizations that have humanitarian interests and missions in common with HAC. The Partnerships committee will coordinate and communicate with the IEEE Foundation as it develops potential partners. The mission of partnership activities is to *amplify the impact of IEEE humanitarian effort through Partnership*. The majority of humanitarian activities require arrays of resources, expertise and support of local personnel and organizations. The partnership, collaboration and synergism with organizations worldwide are essential to multiply the impact of HAC.
  - Partnership Chair shall have the following skills and experience:
    - Experience across a range of IEEE organizations
    - Experience in partnership activities such as fundraising, serving on the board or in a leadership position of multinational, preferably humanitarian, organizations
    - Experience in working collaboratively with other IEEE or, especially, with external organizations
    - The ability to communicate effectively with diverse partners and potential partners as well as keep internal stakeholders abreast of activities in a timely manner
  
- **Projects Committee**, focusing on non-SIGHT projects, will consist of the chair and five other members, of which some may be liaisons with other IEEE humanitarian-related programs. The committee will issue annual RFPs, evaluate proposals, award funding and track progress of projects. The committee must develop and maintain an understanding of the activities of other engineering organizations working in global development and humanitarian activities, e.g. EWB, E4C, ASME, and ensure that IEEE funded projects are following best practices and are aware of existing solutions and technologies.

- Projects Chair shall have the following skills and experience:
  - Leading a group making project or funding decisions
  - Knowledge of the IEEE and ability to communicate and work effectively across the organization
  - Ability to bring a group to consensus when working with competing resources and projects
  - Understanding of the work of other engineering organizations, NGOs, and INGOs working in the humanitarian/development sphere
  - Good oral and written communication skills
  - Knowledge of IEEE Humanitarian activities and projects
  - Technical knowledge of basic technologies in humanitarian space, project management skills, experience
  - Field experience with humanitarian projects in rural Least Developed Country settings (advantageous, but not required)
  
- **SIGHT Committee** will consist of twelve members including the SIGHT chair. The SIGHT committee, in cooperation with the other HAC subcommittees, will manage all aspects of the IEEE SIGHT including approving new teams, ongoing training of teams, including organizing community engagement workshops, evaluating requests for project funding, tracking project performance, communicating SIGHT activities within SIGHT and coordination of communication across the IEEE and externally with the Communication subcommittee, working effectively across IEEE OUs, and maintaining a quality improvement process for all SIGHT activities. The SIGHT committee will also develop effective communications between SIGHT teams and the resources of E4C.
  - SIGHT Chair shall have the following skills and experience:
    - Must have personal experience working with SIGHT teams
    - Global leadership skills in mentoring small teams each of which might have a different project in a different country
    - Ability to effectively manage a global team of volunteers
    - Ability to work with IEEE leadership across multiple OUs
    - Good organizational, oral and communication skills
    - Ability to lead the SIGHT committee in managing projects, reports, community engagement workshops, panels at conferences, and the annual SIGHT budget
    - Vision to evolve SIGHT while staying within the goals of the HAC as assigned by the Board of Directors
    - Ability and experience in international travel to developing countries
  
- **Events Committee** will consist of four members including the chair. Committee will be responsible for response to and coordination with those events that seek funding from HAC, as well as proactively seeking out opportunities for HAC
  - Events Chair shall have the following skills and experience:
    - Ability to bring a group to consensus on event funding proposals
    - Knowledge of the IEEE TAB and MGA event activities

- Ability to communicate effectively to all groups seeking HAC event funding
  - Good oral and written communication skills
  - Experienced with planning and organizing events such as IEEE conferences, and with humanitarian activities
  - Ability to work with Assessment committee to track the effectiveness of HAC funded events
  - Ability to manage within the HAC events budget
  - Ability and experience in international travel to developing countries
  - Prior involvement with locally impactful humanitarian activities and humanitarian events: highly desirable
- **Communications Committee** will consist of three members including the chair. Committee will be responsible for maintaining a web presence, newsletter, and other communications vehicles. This committee will also work with partners, such as E4C, in generating effective communication channels and bringing IEEE volunteers together with the larger engineering efforts in development and humanitarian activities.
    - Communications Chair shall have the following skills and experience:
      - Knowledge of digital communications, Web Sites, Social Media etc.
      - Experience with IEEE Humanitarian projects
      - Knowledge of IEEE including TAB, MGA, and PSPB (desired)
      - Experience in generating communications within the IEEE, e.g., newsletter, magazine, journal, conference proceeding, etc.
      - Excellent organizational skills and ability to work with IEEE professional staff
      - Excellent oral and written communication skills
      - Ability to work with communities from diverse countries, cultures and languages
- **Education Committee** will consist of four total members including the chair. The key focus of this committee is the education of IEEE volunteers working on HAC funded projects. Another focus of the committee is on the education of IEEE staff and volunteers, and potentially other engineering organizations working in the development and humanitarian sphere. This committee will also work with the Assessment and Communications committee to develop and disseminate to the public at large, educational materials resulting from activities across the HAC portfolio. Key elements of education include the current narratives on sustainable development, organizations working in this space, challenges faced in successful sustainable development, challenges faced in appreciating, valuing and honoring the cultures and societies in which projects will be carried out and the importance of and difficulty associated with *doing no harm*.
    - Education Chair shall have the following skills and experience:
      - Experience in IEEE, or other, humanitarian and development activities
      - Experience in generating, or supporting the generation of, educational materials for working engineers
      - Experience and/or appreciation of multiple educational modalities and. Given effective infrastructure, the potential for peer learning.

- Ability and experience in international travel to developing countries
- Ability to work across disciplines and cultures
- Excellent oral and written communication skills
- Ability to build and support teams developing educational materials, e.g., online course, workshops at conference, partnerships with local providers, generation of materials in multiple languages

#### 2.4.2.c. Executive Committee

The Executive Committee shall act to advise the HAC Chair on specific matters that cross multiple subcommittees, are not clearly in the purview of a specific subcommittee, or need rapid response. The Executive Committee shall meet once per month, between HAC telecons, or as needed.

In addition to the HAC Chair, who will serve as Chair, the Executive Committee shall consist of the Projects, Assessment, and Events Committees Chairs described above and oversee overall HAC activities and will hold meetings via teleconference.

#### 2.4.3 Staff Secretary

- Supports HAC in the development and execution of HAC overarching and portfolio-based programs
- Manages HAC administration, budget, and deliverables to the IEEE Board
- Maintains HAC communications, including webpage and responding to inquiries

### 2.5 Meetings

#### 2.5.1 Types of Meetings

- a. In-person meetings. The HAC shall hold normally two in-person meetings per year. The time and location of the HAC's meetings shall be determined at the HAC's discretion.
- b. Teleconferences. The HAC typically holds monthly teleconferences. Additional teleconferences may be held as needed.

#### 2.5.2 Parliamentary Procedure

Unless otherwise specified in the IEEE Bylaws, Policies or this Manual, Roberts Rules of Order (latest edition) shall be used to conduct business at the HAC meetings.

#### 2.5.3 Quorum

A majority of the voting members of the HAC shall constitute a quorum.

#### 2.5.4 Actions of the Committee

Unless otherwise specified in the IEEE governance documents, a vote of the majority of the voting members of the HAC present at the time of the vote, provided there is a quorum, shall constitute an act of the HAC.

## 2.6 Committee Communications

### 2.6.1 Electronic

The HAC business shall be conducted electronically whenever possible.

### 2.6.2. Email

The HAC has two email addresses; one is for the exclusive use of the HAC and the other for IEEE members and the public. The HAC members shall be cognizant of the "IEEE Email Policy" and "Acceptable Use Practices".

- a. HAC Email Alias. The HAC uses a committee email address for communications and discussion purposes. The alias list goes to everyone on the committee roster, including the HAC staff support. The alias is not publicized.
- b. Public Email Alias. The public email alias has been established to allow IEEE members and non-members to contact the committee. Messages to this alias go to the HAC's Staff Secretary who responds to routine requests for information. Correspondence through this alias is shared with the HAC for additional response.

### 2.6.3 Minutes

Meeting minutes and action items are prepared after the HAC meeting or teleconference and approved at the following meeting.

### 2.6.4 Summary Log

All proposals received by the HAC shall be tracked in a summary log which lists the date received, summary of the proposal, status, action taken and follow up dates. The summary log is confidential to the HAC and the HAC staff. It shall be distributed regularly to the HAC prior to each meeting/teleconference and as new updates are received. The HAC staff shall maintain the summary log.

### 2.6.5 Website

The HAC website shall be maintained to provide information on the HAC and its activities. HAC staff shall maintain the site under the direction of the HAC.

## 2.7 Financial Matters

### 2.7.1 Budget

The HAC Chair and staff shall work within the normal IEEE Budget Development Process to develop a budget for the ensuing year. Details on the IEEE budget process are located in FOM.2 of the IEEE Finance Operations Manual.

The HAC budget covers the following:

- Direct project costs/funding requests
- SIGHT expenses
- Monitoring/evaluation/best practices costs

- Volunteer support costs
- Partnership costs
- Communication costs
- Education costs
- Event support
- Engineering for Change support
- Volunteer and staff travel
- Teleconferences
- Meeting expenses (meeting room fees, etc.)
- Subscriptions
- Shipping (express carriers, booth, etc.)

#### 2.7.2 Expense Reporting/Travel Reimbursement

The HAC members shall familiarize themselves with the guidelines and procedures for reimbursement of authorized travel expenses contained in the IEEE Finance Operations Manual. The Finance Operations Manual does change from time to time; therefore, the HAC members should consult it before making travel arrangements.

An electronic expense report is available on the IEEE Volunteer Resources Website or by contacting the HAC Staff Secretary.

Approved by the IEEE Board of Directors, June 2015