

TO: IEEE Member and Geographic Activities Board – February 2022

FROM: Ron Jensen, MGA Vice Chair Information Management, ITCO Chair  
Vera Lee Sharoff, MGA Director, Information Management

SUBJECT: MGA IT Coordination and Oversight (ITCO) Committee Report

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### **Committee Scope**

The MGA IT Coordination and Oversight Committee (ITCO) is responsible for collecting IT requirements for MGA and coordinating/advocating their design, development, deployment, training, and usage. ITCO provides leadership on how to apply IT to best achieve MGA goals and, among other roles, ITCO recommends and encourages IT efforts at the IEEE level that will help our members and IEEE as a whole. The committee also provides support and advice for the vTools committee, which is an ITCO subcommittee.

### **Committee Composition**

- ITCO Chair – **Ron Jensen** (R4, USA)
- ITCO Past Chair - **Gerardo Barbosa** (R9, Mexico)
- vTools Chair - **Martin Schulman** (R2, USA)
- ITCO Member – **Chris Gunning** (R6, USA)
- ITCO Member – **Peter Nagy** (R8, Hungary)
- ITCO Member – **T. S. Rangarajan** (R10, India)
- Appointed Member (non-voting) – **Adriaan Van Wijngaarden** (R1, USA)

### **2022 Goals**

- Hold joint ITCO/vTools virtual meetings to strengthen cooperation and align technology projects with committees' goals.
- Carry on with work on the vTools portfolio - enhance and grow portfolio, increase adoption of the vTools Collabratec community.
- Provide input for Collabratec and the IEEE App – continue participating in the Collabratec Operating Committee and the IEEE App meetings, uniting our efforts in engaging and working towards one linked IEEE member and volunteer platform and experience.

- Support and collaborate with the GUOS Committee – grow collaboration and provide technology support to the GUOS Committee
- Investigate ways to assist other IEEE OUs (TAB, Societies, etc.) with vTools and new projects in a shared cost model.
- Research, develop, and pilot new tools to support needs identified by MGA and volunteers.

**Accomplishments to Date (Q1, 2022)****General Committee Work**

- Welcomed new 2022 vTools and ITCO committees. Scheduled a joint ITCO/vTools 2022 kick off meeting with committees' members;
- Continued bi-weekly project status meetings with ITCO and vTools leadership and MGA Director of Information Management.

**Hybrid Meetings**

This project will develop a list of recommended tools and best practices for hybrid meetings that can be shared with Regions, Sections, Chapters and Affinity Groups to engage members through activities in a new hybrid meeting environment.

In Q1 ITCO team started analyzing the landscape of commercially available hybrid meeting solutions and developing sets of features for the different service levels.

**MGA Relationship Management Solution**

MGA Relationship Management Solution is a project to develop a system to capture data for members and non-members to enable volunteers and staff to engage, track, retain members and convert non-members to members and provide volunteers the information they need to offer the best programs possible.

In Q1 ITCO team has meet with MGA volunteers to understand the desired outcomes and is currently working on determining synergies with other related systems such as Industry Relations CRM, vTools.Events, Collabratec, Advanced Analytics, and others.

**vTools**

For details see report from the vTools Committee Chair.

**LocalGroups**

A new system developed to support IEEE Local Groups. First release introduced a web portal for members to request creation of a Local Group:

- Members can [submit a form](#) to request a new Local Group
- Requires section ExCom approval (automated functionality pending)
- Staff receives request, to complete creation of a Local Group

**Nominations**

A new application to help section volunteers select eligible candidates to be on the ballot for an upcoming election. Features include:

- Section ExCom ability to appoint members to the nomination committee
- Nomination committee to select designations for nominations, and chart the timeline of the nomination process
- Members to self-nominate, and self-petition
- Automated communication with section membership

**Events**

vTools.Events v6.13.0 has been released on 20 January 2022 and includes the following enhancements:

- Event Report Reminders - following an event, event administrators will receive a reminder to report the event at 3 days and 7 days following the event, with a link directly to report the event.
- Event Activity dashboard now supports showing event activity statistics for societies.
- ExCom CCs on event report confirmations - when reporting an event, the reporter now has the option of CCing organizational unit and/or section ExCom officers.
- Numerous bug fixes and minor improvements.

**Officer Reporting**

- Ability to extend officer term end date
- Allow HKN officers to have 10-year term limit rather than 6

**eNotice**

- Users can send emails to all or select volunteers of the OU

**OU Analytics**

- Provide all volunteers access to OUA aggregate dashboards without Personal Identifiable Information (PII):
  - MAP
  - Society/Affinity Doublet
  - Membership and Subscriptions Monthly Statistics
- Update logic for communications preferences in OU Analytics
  - One Communications Flag
- Add Counts by Membership Type (eMembership vs Traditional) by Country to the Membership and Subscriptions Monthly Statistics

**Entity Web Hosting** (hosting for over 5,500 Organizational Unit websites)

- Updated reCAPTCHA plugins to ensure compatibility with other WordPress plugins used by sites managed by ComSoc and others.

**ListServ**

- Listserv being upgraded

**IBP****IEEE Account Profile Redesign**

- Launched redesigned user interface of the IEEE Account Profile. Redesigned application provides the best-in-class member and customer experience via streamlined and modernized user interface. New user interface works equally well on desktop and mobile devices.

**IEEE Account Creation**

- All new IEEE web accounts (username and password) include email verification. A message is sent to the email address provided that includes a security code. Applicant/Customer copies the code and enters or pastes it into the form to continue. This is an industry accepted process that eliminates robotic activity and ensures validity of the customer.

**Collabratec**

- The ITCO and vTools chairs and past chairs continued participation in the Collabratec Operating Committee meetings and providing their input.

- Archival workspaces were added to Collabratec to provide a means of storing section, region, etc. files that can't be deleted and can be audited for legal and financial compliance.

Respectfully submitted,

Ron Jensen  
MGA IT Coordination and Oversight Committee Chair