IEEE Power Electronics Society Administrative Committee Meeting

4 October 2019

14:00-18:29

Agenda

	Name	Title	Present
1	Frede Blaabjerg	President	
	Absent	President Elect	
2	Liuchen Chang	VP Conferences	X
3	Brad Lehman	VP Products	X
4	Yan-Fei Liu	VP Technical Operations	X
5	Jinjun Liu	VP Membership	X
6	Mario Pacas	VP Global Relations	X
7	Peter Wilson	VP Standards	X
8	Alan Mantooth	Immediate Past President	X
9	Braham Ferriera	Senior Past President	X
10	Jian Sun	Treasurer	X
11	Patrick Wheeler	Constitution & Bylaws Chair	X
		TC Chairs	
12	Rolando Burgos	TC 1: Technical Committee Chair Power & Control Core Technologies	X
13	Hanh-Phuc Le	TC 2: Technical Committee Chair Power Conversion Systems and Components	
14	Uday Desphande	TC 3: Technical Committee Chair Motor Drives and Actuators	
15	Alireza Khaligh	TC4: Technical Committee Chair Vehicle and Transportation Systems	X
16	Sudip Mazumder	TC 5: Sustainable Energy Systems	X
17	Jin Wang	TC 6: Technical Committee Chair High Performance and Emerging Technologies	X
18	Keiichi Hirose	TC 7: Technical Committee Chair Communications Energy Systems	
	Brian Zahnstcher	TC 7: Technical Committee Chair Communications Energy Systems	x
		Members at Large 2017-2018-2019	
19	Sibylle Dieckerhoff	Member-at-Large	
20	Dan Kinzer	Member-at-Large	webex
21	Marco Liserre	Member-at-Large	
22	Annette Mütze	Member-at-Large	
23	João O.P. Pinto	Member-at-Large	X
24	Mark Dehong Xu	Member-at-Large	X
		Members at Large 2018-2019-2020	
25	Marco Rivera	Member-at-Large	
26	Joahn Enslin	Member-at-Large	X
27	Helen Li	Member-at-Large	
28	Pradeep Shenoy	Member-at-Large	X
29	Brad Lehman (dup)	Member-at-Large	X
30	Noriko Kawakami	Member-at-Large	X
		Members at Large 2019-2020-2021	
31	Vladimir Blasko	Member-at-Large	X
32	Antonio Cardoso	Member-at-Large	X
33	Udaya K. Madawala	Member-at-Large	X
34	Axel Mertens	Member-at-Large	X
35	Maryam Saeedifard	Member-at-Large	
36	Shinzo Tamai	Member-at-Large	X

Ex Officio Members of the AdCom (Non-Voting Members)		
Andreas Lindernann	Awards Chair	webex
Don Tan	Past President	
Deepak Divian	Past President	
Staff		
Mike Kelly	Society Executive Director	webex
Becky Boresen	Technical Community Program Specialist	X
Megan Cichoki	Technical Community Program Specialist	X
Jane Celusak	Project Manager	X
Alicia Tomaziewski	TEC Project Manager	X
Lindsey Sorensen	TPELS Administrator	X
Guests		
Yaow- Ming Chen	Ralph Kennel	
Hirofumi Akagi	Sewan Choi	
Dushan Boroyevich	Ernie Parker	
Dean Patterson	Izarey Tim?	
Sanjib Panda	Grahame Homes	
Christina DiMarino	Somaasundaram Essakiappan	
Ernie Parker	Nayara de Freitas	
John Shen	Rostan Rodriguez	
Issa Batarseh	Khurram Afridi	

Quorum Met

Motions from this Meeting

Approval of Agenda

MOTION: to approve the Agenda: Peter Wilson

    Second: Udaya Madawlda

    MOTION: Carried

Approval of AdCom Minutes APEC 2019, Anaheim CA

MOTION: to approve the minutes: Pradeep Shenoy

    Second: Liuchen Chang

    MOTION: Carried

MOTION from Operations: to adopt the revised policies and procedures for TC1 committee

Motion Passes

Motion from Products Committee: Increase page budget by 600 pages to 3600 pages from originally approved 3000 pages for JESTPE for 2020

MOTION Passes

MOTION from Standards committee: PELS to financially support the ITRW sub group to hold meetings, events and volunteers. Requesting 30K for 2020.

Motion Passes

MOTION from Awards: introduce the IEEE PELS Award for Achievements in Power Electrics Education. Plaque, honorarium of 3500 USD, plus travel support 1500 USD

Motion Passes

MOTION from Awards: introduce the IEEE PELS Prize PhD Thesis Talk Award. 5 winners will be chosen, Certificate, honorarium of 1000 USD, plus 500 USD travel support

Motion Passes

MOTION from Conferences: to approve the ECCE Asia 2021 Singapore proposal including the budget and a loan of $27,500 (or 55% of the total loan of $50,000) - Approve SPEC 2020 proposal including budget and a loan of $25K - Approve 5K additional loan to WiPDA 2020
Motion Passes

CONSENT AGENDA Motions from Conferences:
- Motion to approve the COMPLE 2021 budget – TC1
- Motion to approve the ITEC 2020 budget – TC4
- Motion to approve the change of PELS sponsorship to PEDG 2020 from financial sponsor to technical sponsor, with PEDG 2020 covering the IEEE TCS fees – PEDG Steering Committee (TC5)
- Motion to approve the proposal of WiPDA Asia 2020 including budget – TC6
- Motion to appoint Dr. Emanuel Agamloh as the general chair of ECCE 2022 – ECCE Steering Committee

MOTION form Membership committee: to approve the modification on the written Policies and Procedures for the Membership Committee
- **Motion Passes**

MOTION from Strategic planning committee: to approve 45K to support the travel of invited members and logistics to Long Range Planning meeting in 2020.
Motion Passes

Review of Remaining Action Items   Alan Mantooth
- https://app.smartsheet.com/b/publish?EQBCT=da9ab7b6cb7644f2ba8ed8bc8ba60511

President's Report   Frede Blaabjerg – via pre-recorded video
- We passed 10K PELS members
- P3 Talk will continue; this will be a n on going PELS award. Sending to TABARC to be approved
- PELS DAY- great success – we will continue this.
    - Photo contest- great participation, awarded top 3 photos
    - 50+ chapters indicated participation
- EBL received ASAS Power of A award
- EBL final round at ECCE
- INTELEC 2019 – cancelled PELS faced a loss of 250-350K if the conference was held
    - Decided to close the event, paying out existing worked preformed, 65K
- PELS first milestone event, 14 June - SCR
- FEPPCON – 60 participants – great event
- All journals received high impact factor
- Looking to the Future
    - OA journal should be a success
    - Better TC structure – new TCs?
    - Follow up on FEPPCON
    - Industrial awards, and Education Awards
    - Revisit organization as more VP's become elected

Presentation to Outgoing officers
- Members at Large
- Peter Wilson- outgoing standards, ITRW
- Braham Ferreira – ITRW
- Deepak Divan – Empower A Billion Lives

Treasurers Report   Jian Sun
- 520K from operations
    - X50% = 260K available spending for 2019
    - Available Funds 0.5*$531.8K = $265.9K

- o   Products (Page Increase): $50.6K + 50K
- o   Technical Operations: $13K
- o   Conferences (eGrid Travel): $15K
- o   Membership: $35K
- o   Global Relations: $25K
- o   EBL: $80K
- o   ITRD: $9K
- o   Total Request: $264.6K
- 2020 second pass:
  - o   Surplus 849K, minus initiatives/projects NET 704K
- New Initiatives approved at APEC
  - o   Limited to 3% of Reserve: $262.1K
  - o   Products (OA + DM): $35K + 20.5K
  - o   Technical Operations (New TCs): $40K
  - o   Membership: $35K
  - o   Global Relations: $30K
  - o   CPSI: $25K
  - o   Mentorship: $24K
  - o   ITRD: $23K
  - o   Total Request: $232.5K
- $247K Requested (3% of Reserve)
- $145K Approved and Included in 2nd Draft Budget
- Unapproved Projects can be Funded by 50% Rule

Milestone Program/ PELS/History Chair   Gerard Hurley - absent

- [See report on Agenda](#)

Energy Access Working group   Deepak Divan

- EBL competition update
  - o   459 teams registered, 82 teams invited to the regionals
  - o   23 Global finalists named
  - o   Announcement of the global winners at ECCE 2019
  - o   100K Grand prize – Team SoULS from IIT Bombay
  - o   30K winners
    - Entrepreneurs du Monde and Okra from Cambodia (peer to peer dc nanogrids)
    - Solar Worx from Germany (peer to peer dc nanogrids)
    - Havenhill Synergy from Nigeria (ac minigrid)
  - o   20K Best Student Teams
    - Reeddi from Canada/Nigeria (AC energy bricks)
  - o   Additional prizes – 5K
    - X-Power from Rwanda (AC/DC hybrid minigrids)
    - Hon. Mention - Simusolar from Tanzania (solar pumping)
    - Hon. Mention - Connex Solar from Scotland (peer to peer dc nanogrids)
  - o   Next Steps?
    - Let's pause for a year and build the community
    - Continue branding
    - Work with IEEE Foundation for fund raising
    - Collaborate with IEEE Future Directions, PES? IAS? IES?
    - Include Energy Access workshop (DEAS/EAW) with broader theme
    - Create a tech pathway in Energy Access, possibly as the TCs are re-orged

Marketing Assessment: Avenue M - Research Report Out   Elena Gerstman (guest)

- Reviewed 12 stakeholders of PELS

- Market Opportunity
    - Electrical & Electronics Engineers -Worldwide: >1 million - EE in the US: 330,000
    - Current Market Share: Current PELS Members (with affiliates) 10,269
    - 2nd Target Market IEEE members: 397,767
    - IEEE Sister Societies - Total market (57,557)
- Strengths
    - **Membership:** PELS is a leader among IEEE Societies with 2nd highest increase (11.2%); high retention rates and satisfaction rates.
    - **Publications:** PELS is one of the shining stars in the world. High impact & Eigenfactor scores; highest usage; one of the lowest review times.
    - **Conferences:** APEC is now the largest event in power electronics worldwide; more than 20 financially sponsored conferences; emphasis on YP and WIE.
    - **Volunteer community:** Many opportunities within PELS; move on to serve IEEE and TAB.
    - **Finances**: PELS' finances are healthy.
- Recommendations
    - First- foremost – Prioritize!
    - Remind people, they are members
    - Leverage Social Media
    - Give tools- Give people the tools to promote PELS. Recognize authors, renewed members, etc
    - Create a 352 Calendar
- Thoughts from One-on One interviews
    - Optimism is high: highly satisfied; networking was the most mentioned benefit
    - Barriers: Cost of full IEEE membership; English-only
    - Challenges: field is changing fast; public isn't that aware
    - Quotes:
        - "We are quite a proactive bunch with taking a lot of initiatives and doing new things. A dynamic that is not paralleled by our sister societies."
        - "The huge benefit is the networking and being involved with leaders all over the world."
        - "We are not a sexy looking car. We are probably technical and reliable. Honda Accord. We run and work. Look fine, decent enough, nothing more."
        - "It is in this decade technology will boom… great time to influence and play a great role. Golden opportunity because power electronics is the key technology."

VP Technical Operations Report   Yan Fei Liu
- ECCE Update
    - 1805 Registrations, 12% higher, 1562 paid registrations
- Achievements from APEC 2019
    - More TC leadership
        - Chair + 2 Vice chairs
    - More activities in TC - Conferences, webinar, membership, YP, Student travel grant
- Activities from TCs
    - Webinars- total of 15 presented / committed
    - Special issues in JESTPE - 6 proposed and in preparation
    - Conferences: All the TC, one or more
    - Awards: Achievement awards, most of TC have established
    - Websites: Updated, keep updating
    - Policy & Procedures: Updated
    - Global representation
- Proposed new TC Structure:
    - Seeking AdCom approval at APEC 2020
    - Timeline
        - Proposed time line ECCE 2019:
        - Between ECCE 2019 and APEC 2020
            - Proposal for discussion / comments

- Get blessing / comments / suggestions from AdCom members
- Identify key focus and key people for each TC
- Including possible by-law change
  - APEC 2020:
    - Seeking formal AdCom approval
  - Issue to be solved
    - Too many AdCom members by appointment
    - If all 10 TC chairs are AdCom voting members
    - Too little TC representation in AdCom
    - If no TC chairs will be AdCom voting members

	Current	Proposed
TC1	Power & Control Core Technology	Modelling and Control of Power Electronics (more accurate description, expand the area)
TC2	Power Conversion Systems and Components	Power Components, Integration, Power IC, (Design Automation packaging, reliability, will be included, More accurate description, more effort on power IC, as proposed by FEPPCON)
TC3	Motor Drives and Actuators	Electrical Machines, Drives and Automations (minor name change)
TC4	Vehicle and Transportation Systems	Electrified Transportation Systems (more accurate description)
TC5	Sustainable Energy Systems	Sustainable Energy Systems (more focus on renewable generation side)
TC6	High Performance and Emerging Technologies	Emerging Power Electronic Technologies (Bio, Pulsed Power, Energy Harvesting, Space and UAV, Drone, Physical Cyber Security, etc. Still the same as current TC6, incubator)
TC7	Communication Energy Systems (INTELC)	Suspend / sunset ? (No technical growth potential; no strong leadership)
TC8		Power for Networking Systems and Energy Storage (focus on networking, communications, storage, data center)
TC9		Electronic Power Grids (More focused on grid side, GW power. More equal ground with PES.)
TC10		Wireless Power Transfer Systems (WoW conference)
TC11		Off-Grid Energy Access (one focus activity is EBL, core team available)

Constitution and Bylaws Committee   Patrick Wheeler
- Review of definitions:
  - **Elected:** AdCom Members at Large, elected by membership
  - **Balloted:** TC Chairs and Vice-Presidents
  - **Appointed**: Treasurer and Constitution/ByLaws Chair
  - **Default**: President and two Past-Presidents
  - NOTE: Number of Elected Members MUST be equal or greater than number of Un-elected (Balloted, Appointed and Default)

CURENT		Proposed with Additional TCs	
ELECTED	18	ELECTED	18
BALLOTED	7+6	BALLOTTED	11+6
APPOINTED	2	APPOINTED	2
DEFAULT	3	DEFAULT	3
TOTAL	36	TOTAL	40

- Solutions:
  - Remove all Technical Committee Chairs from voting members
    - Technical Committee Chairs can still attend as Observers and they could be added to the list of those eligible for nomination for Vice President positions

- - - Already represented by Vice-President for Technical Operations
          - Reduces voting size of AdCom to 29 – IEEE will certainly approve of this idea
    - Remove all Vice-Presidents from voting members
      - Creates a more 'executive' structure where VPs are accountable to AdCom
      - Reduces voting size of AdCom to 30
    - Add Additional Elected Members of AdCom
      - Already represented by Vice-President for Technical Operations
      - Increases voting size of AdCom to 46 – IEEE will push back on this one!
    - Technical Committee Chairs elect a number of '*TC Chair Representatives*' to Adcom
      - Function and visibility of representation would seem to be unclear
      - Maintains size of AdCom at approximately 34

MOTION: to adopt the revised policies and procedures for TC1 committee
Motion Passes

VP Products Report   Brad Lehman

- Overview of EiC's
- IEEE Transactions on Power Electronics continues to run strong:
    - New EiC Yaow-Ming Chen 2019: New ideas starting to be implemented
    - Double column submission, additional Co-EIC (3) layer in the review process, Cancel complementary copies to author
    - Want to better use social media, video instructions for reviewers, TPEL logo contest, look at increasing # of prize papers
    - Impact factor is 7.224 ranking 16/265 (6.812 14/260 in 2017)
    - The most downloaded IEEE Transactions in 2018 and 2019 to date
    - Review time for last 12 months is 51.7 days (+4.5 days)
    - Published 1026 papers including Letters (935 in 2018, +9.8%)
    - Acceptance rate is around 30 %
    - Published pages in 2019 – 12,624 (14.56% increase 2018)
    - All batched papers assigned to issues until May 2020
- IEEE Transactions on Power Electronics Letters – New EiC Ryan Li
    - 2018 had 463 Letters submissions (18% increase)
    - Project in 2019 to have ~490 submissions
    - Acceptance rate is ~13 % (2018 rate is ~16%)
    - 2018 Review time is around 22 days
    - Since Ryan became EiC (Jan)– review time dropped to ~16.5 days
- IEEE Journal of Emerging and Selected Topics in Power Electronics continues to run strong: (50% share)
    - New EiC in 2019 – Joseph Ojo
    - Impact Factor strong: Latest impact factor is 5.972
    - Backlog is huge
    - 2600 pages in Year 2019 not enough. 3000 pages approved for 2020
    - **Enough papers (more than 200) accepted already to fill all of 2020.**
    - There is increase in number of calls for special issues.
    - Review time is now less than 60 days. Acceptance is about 30-40%
    - We have an active and involved editorial board members. Able to keep the Journal competitive and growing.
- IEEE Transactions on Transportation Electrification
    - 45% PELS (lead), 30% IAS, 15% PES, 10% VTS (technical co-sponsors: IES and RS)
    - 78 manuscripts in 2018 (1014 pages)
    - 1500 pages in 2019; Approved 1800 pages in 2020; Asking 2200 pages in 2021
    - Fast first review time – 40 days;
    - Acceptance rate of 18.42% so far
    - 1st Impact Factor – 5.270
    - 1st 5-year Impact Factor – 6.204

- Power Electronics Magazine
  - IEEE Transactions on Transportation Electrification
  - 45% PELS (lead), 30% IAS, 15% PES, 10% VTS (technical co-sponsors: IES and RS)
  - 78 manuscripts in 2018 (1014 pages)
  - 1500 pages in 2019; Approved 1800 pages in 2020; Asking 2200 pages in 2021
  - Fast first review time – 40 days;
  - Acceptance rate of 18.42% so far
  - 1st Impact Factor – 5.270
  - 1st 5-year Impact Factor – 6.204
- NEW: Open Access Journal of Power Electronics – Submissions open 1 November 2019
  - EiC appointed: Alan Mantooth
    - 2 Co-EiC's appointed (Mark Xu and Marco Liserre)
    - Interviewing Industry EiC; AEs being appointed
  - First papers published January 2020
  - Started to invite authors to submit – email announcements to targeted lists
  - Target <7 weeks from submission to publication
  - $1750 for publication, with discount to PELS members
- Products Industrial Advisory Subcommittee (PIAS)
  - **Charter of PIAS:** Provide constructive advice of how to make IEEE PELS products more valuable to industry members:
  - Improve existing products
  - Introduce ideas for new products
  - Help lead or advise implementation (sometimes)
  - 8 Industry members, chair Wenkang Huang (Infineon)
  - First meeting at ECCE 2019
- New ideas
  - Magazine and TPEL interested (with Digital Education committee):
    - Improve (professional $) web pages for their publications.
    - Leverage social media (apps, Twitter, Facebook, LinkedIn)
    - Video abstracts
    - Getting news/highlights out to membership about pubs
  - Make products more valuable to industry.
  - More prize papers -keep up with paper growth
  - **Threats:** JESTPE backlog, no good way to get issue announcements/highlights to members

Motion from Products Committee: Increase page budget by 600 pages to 3600 pages from originally approved 3000 pages for JESTPE for 2020
MOTION Passes
Financial Implications: $14.35k additional operating budget for reimbursed/publication edit and production costs

VP of Standards   Peter Wilson
- Activity
  - 1573: Ballot initiated
  - 2004: Working group active and meeting regularly
  - ETTC: several standards out for ballot or in preparation
- Launch of ITRW
  - Free for PELS Members – download a copy on the PELS Resource Center
  - >100 Contributors, 4 years of work
  - ITRW 2.0 in 2021
MOTION from Standards committee: PELS to financially support the ITRW sub group to hold meetings, events and volunteers. Requesting 30K for 2020.
Motion Passes
- Roadmap Update

- o PELSC had a meeting here at ECCE, where the main topic for discussion was the new ITRD (Distributed Generation) Roadmap
  - o Liuchen Chang leading the ITRD
  - o Briefing on lessons learned from ITRW
  - o PELSC will support Liuchen and his team as much as possible to get ITRD off the ground effectively and successfully
- Standard election coming – new VP in 2020
- Personal Thank you to PELS for serving to the past 3 terms.

Awards   Andreas Lindemann
- Current awards reviewed
- Current Awards need more solicitation
- Few awards not given in 2019 - Best Chapter and Joseph John Suozzi
- IEEE Mc Murray Award for Industry Achievements in Power Electronics (released)

MOTION: introduce the IEEE PELS Award for Achievements in Power Electrics Education. Plaque, honorarium of 3500 USD, plus travel support 1500 USD

Motion Passes

MOTION: introduce the IEEE PELS Prize PhD Thesis Talk Award. 5 winners will be chosen, Certificate, honorarium of 1000 USD, plus 500 USD travel support

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VP Conferences Report   Liuchen Chang
- Review of conferences

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- Motion to appoint Dr. Emanuel Agamloh as the general chair of ECCE 2022 – ECCE Steering Committee

Executive VP Membership   Jinjun Liu
- Goal – grow membership 5% every year
- 2019- grew 11-13%
- New initiatives for engage members
  - o PhD schools
  - o PELS Day
  - o Mentorship
  - o Members' Townhall meeting
- Current work
  - o Coordinating with VP Meetings to set up mechanism of ensuring implementation of policy about instant discount on conference registrations for newly sign-up IEEE members and extra discount for PELS members
  - o Coordinating with VP Global Relations to identify next potential national organization
  - o Filling and replacing some positions
  - o Training for new committee members and chapter leaders
  - o Updating with the help of PELS staffs the checklist for routine membership work and the written Policies and Procedures of the Membership Committee
  - o Pushing forward the Asian PhD Schools for the next years

- Next Steps for Committee
  - Implement Regional DL
  - Exchanging ideas to set up more PhD Schools in other regions
  - Set up an awards nomination group
  - Set up reporting structure to track Student Chapter activities- this is not required by MGA

MOTION form Membership committee: to approve the modification on the written Policies and Procedures for the Membership Committee

Motion Passes

VP for Global Relations   Mario Pacas

- Organizing workshops in Argentina, Mexico and South Asia
- Meeting with LIPE in Korea
- Support of Megan Chchicki (PELS Staff) to find out agreement s we have with national professional societies & situation with chapters
- Meeting with liaisons IAS, IES PES and IEEE Systems Council
- Relationship to IAS and IES running smoothly
- PES activities in the field of PELS growing, Johan Enslin attend important events so we can be proactive
- System Council update from Ernie Parker
  - Ernie Parker attended the AdCom meetings for System Councils
  - 2018 budget surplus $132.7K
  - 2019 1st pass shows surplus of $142.2K
  - No own OA journal, option: IEEE Access instead
  - looking at opportunities for a shared journal with member societies

Nominations Committee   Alan Mantooth

- In the process of forming the slate – Members at Large, 3 Vice presidents,
- Members at large voted on by all PELS Members
- VP's by the PELS Voting Members

Strategic Planning Committee   Braham Ferreira

- FEPPCON Update
  - TC Chairs organized the sessions
  - Two outputs
    - PELS Magazine article
    - Actions items for TCs
- Energy Access:
  - Organize an Energy Access Workshop along with the EBL Finals to build a community of supporters and funders.
  - Get PELS community more engaged because Energy Access offers a big opportunity for technology R&D.
  - Providing technology expertise and advocacy to World Bank, IFC and others.
  - Create a publication on Energy Access.
  - Put in place a governance mechanism and a funding strategy for EBL.
  - Grow a cadre of PELS volunteers interested in Energy Access.
  - Explore alternate pathways for 'standards' and 'quality assurance' where technology moves fast and users that have a poor understanding of technology
- Power Electronics core Technologies
  - Find a new metric to measure innovation when reviewing publications. Too much focus is on whether a topology is new or not. That should not be the metric with which we measure innovation. There are very few truly new topologies
  - Circuit Integration is a key future enabler and must be better embedded in the PELS technical program.
  - Better embed IC power management research in technical program. Aside from PwrSoC, our society has not captured it well. Journals are not well equipped to handle such papers, and other societies (e.g., SSCS) are moving rapidly into power, through integrated circuits.

- Design Automation
  - Introduce a regular workshop on on "Design Automation in Power Electronics" , self standing or as part of another event.
- High Power
  - Form a high voltage working group to coordinate with SAE and other organizations such as AIAA on workshops and standard developments.
  - Introduce workshops or special sessions on electrification of aircrafts.
  - Special issues in JESTPE on high voltage engineering in power electronics and electrification of aircrafts.
- Control Communication
  - Introduce special sessions or topics in the call for papers:
    - Alternative grid or electrical network architectures
    - Protection systems under high penetration of power electronics
    - Dynamic interactions in grids under high power converter penetration
    - Grid modeling and control under high penetration of power electronics

Long Range Planning   Braham Ferreira
- Tactical meeting first week of February.
- LRP meeting in time slot of ECCE-Asia: 4-6 June 2020
- Dunhuang, China is proposed.
  - Seeking two PELS Staff members to attend
- Review of the Standing Operating procedures

MOTION from Strategic planning committee: to approve 45K to support the travel of invited members and logistics to Long Range Planning meeting in 2020.
Motion Passes

Financial implication of this AdCom   Jian Sun
- JESTPE – 14K
- ITRW- 30K
- LRP – 45K
- Total 89K

Adjourn
- **MOTION from Alan Mantooth:** To Adjourn
- **MOTION: Carried (6:29 PM EDT)**