

## IEEE Power & Energy Society (PES) Singapore Chapter

### Minutes of 2025 1<sup>st</sup> Committee Meeting

Date: 23<sup>rd</sup> Jan 2025  
Time: 6:30-8:00 pm  
Venue: Teams Meeting (Virtual)

#### Present:

Dr. Anurag Sharma (AS) – Chairperson  
Dr. Tan Kuan Tak (KT) – Vice Chairperson  
Dr. Sivaneasan Balakrishnan (SB) – Treasurer  
Dr. Muhammad Ramadan Saifuddin (RS) – Secretary  
Dr. Dhivya Sampath Kumar (DSK) – Member  
Prof. Dipti Srinivasan (DS) – Member  
Mr. Tan Teck Lee (TTL) – Member  
Prof. Yan Xu (YX) – Member  
Dr. Can Berk Saner 'John' (CBS) – Member  
Dr. Lai Kai Xian (KX) – Member  
Dr. Muhammad M. Roomi (MMR) – Member

#### Absent with Apology:

Dr. Naayagi Ramasamy (NR) – Member  
Dr. Yan Ziming (YZ) – Member  
Dr. Jimmy Peng (JP) – Member  
Dr. Elsa Feng (EF) – Member

No.	Items	Action By
1.	<b>Introduce Newly Appointed Committee Member</b>	
	<p><u>New members:</u>  Dr. Lai Kai Xian (LKX), SPGroup Assessing Analytic Section, Condition Monitoring.</p> <p>Dr. Muhammad M. Roomi (MMR), Senior Research Scientist, Illinois ARCS.</p>	RS: Include in the WhatsApp chatgroup.
<b>Recorded by: RS</b> <b>Vetted by: AS and KT</b>		

No.	Items	Action By
2.	<b>Chairperson's Report</b>	
2.1	<p>Recap on the events that happened in 2024:</p> <ol style="list-style-type: none"> <li>1. Technical Event: 9</li> <li>2. Social &amp; Humanitarian Event:4</li> <li>3. Student/Young Professional Activity: 3</li> <li>4. Supporting Conference: 2, ICGEA 2025, PEPSC 2024</li> </ol>	
2.2	<p>Awards and Recognition:</p> <ol style="list-style-type: none"> <li>1. Outstanding Engineer Award &gt;15yrs: Prof Xu Yan</li> <li>2. Outstanding Volunteer Award (IEEE SG Section): Dr. Naayagi Ramasamy</li> <li>3. Outstanding Volunteer Award (IEEE PES SG): Dr. Naayagi Ramasamy</li> </ol>	
2.3	Discussions on issuing conference travel grant award of SGD\$500 for two candidates and PES Top Student Award SGD\$200. Reinstate Book Prize Award SGD\$500 and awarded the first recipient to SIT EPE students during the graduation ceremony.	
2.4	<p>AY23-24 Chairperson offered comments and suggestions regarding areas needing improvement and strategies for engaging with the PES community in Singapore:</p> <ol style="list-style-type: none"> <li>1. Means of generating more revenue for the chapter. It can be achieved through participation in the organizing committee or providing supporting roles for conferences held in Singapore.</li> <li>2. Pending awards yet to be given out, i.e., WIE, travel grant award</li> <li>3. Request a nomination from the executive committee for a member (who has not attended before) to represent us at the R10 meeting. This meeting provided valuable insights into how PES operates regionally, particularly in event organization and reporting, which can inspire and influence our approach in Singapore.</li> </ol>	AS: Appoint a person (who has not attended before) to attend the R10 meeting
<b>Recorded by: RS</b> <b>Vetted by: AS and KT</b>		

No.	Items	Action By
3.	<b>Sub-committee Roles and Responsibilities</b>	
3.1	<p>Technical Activities: Xu Yan (Chair), Dipti, Dhivya, Naayagi, Jimmy, Roomi</p> <p>Social Activities: Kuan Tak (Chair), Teck Lee, Ziming, Can Berk Saner</p> <p>OE, OV, WiE Awards: Dipti (Chair), Teck Lee (Chair), Anurag, and All</p> <p>Conference Travel Grant Dhivya (Chair), Ramadan</p> <p>Membership Development: Jimmy (Chair), Siva, Kai Xian, Roomi, Xu Yan</p> <p>Student &amp; Young Professionals: Can Berk Saner (Chair), Siva, Ziming, Roomi</p> <p>Industrial Activities: Elsa (Chair), Kai Xian, Teck Lee</p> <p>Women In Engineering (WIE): Naayagi (Chair), Anurag, Dipti, Elsa, Dhivya</p> <p>Webmaster &amp; Media Relations Ramadan (Chair), Ziming, Can Berk Saner</p> <p><b>Chairs to provide updates in all meetings about developments in their sub-committees.</b></p>	All Chairs
3.2	<p>Technical Activity: Xu Yan is organising a workshop in May, Topic: Energy Storage Systems. Chapter to co-sponsor this workshop. Members can propose technical event, and the office bearer can support in publicizing and organizing the event.</p>	XY: Provide details on what the chapter is sponsoring and align the budget.
3.3	<p>For all technical events, the organizers to include Xu Yan and the Office Bearers in loop.</p>	
3.4	<p>Social Activity: Teck Lee will be passing on his role to Kuan Tak. While KT will take the lead, he will be supported by TTL</p>	
3.5	<p>Awards: Application response rates have been low historically and require increased outreach efforts. The Awards sub-committee should</p>	DS and TTL

	review the process and suggest a timeline for “call-for-submission”, provide the deadlines, and develop strategies to promote calls for applications more effectively and promptly. Review the information on the website and suggest changes if needed.	
3.6	Travel Grant Award: Please ensure this information is readily accessible on the website. Information provided should include submission requirements, the process timeline (from submission to publication/decision), and the criteria for both application and nomination.	RS and DSK: To lay out the details by the next meeting.
3.7	Maintaining of PES Gmail account.	CBS: Monitor and collate all award applications
3.8	Membership development: The sub-committee to prepare strategies to increase the number of PES members ranging from industry to student.	JP: Work with sub-committee
3.9	Student and young professional: Work with all the student branches, SIT, NTU, and NUS, and see how PES can support their activities or organize events for the students. Discuss with the SB and hopefully organize one event per month at different institutions.	CBS: Identify Point of contact for student branch activities & include them in PES
3.10	Industrial Activity: Increase engagement with the industry. Seek opportunities for how industry and PES can work together to deliver technical talks or other events.	EF: Seek opportunity to increase PES visibility in the industry sector
3.11	WiE: Boost female participation in our Women's Day celebration as well as other events. Work with WiE and other Affinity Groups as well.	NR: Take the lead on this.

3.12	<p>Webmaster and Public Relations: To maintain the website and other social platforms. Need to update the information to Welcome new chairs and members.</p> <p>The Chapter's Operational Manual will be shared. <b>Members to review and understand specific roles and commitments. Each sub-committee chair would update their committee's activities and plans for subsequent meetings.</b></p>	<p>RS: To handle IEEE administrative matters</p> <p>All members and Sub-committee Chairs</p> <p>AS: Email the manual.</p>
<p><b>Recorded by: RS</b> <b>Vetted by: AS and KT</b></p>		

No.	Items	Action By
3.	<b>Membership Development</b>	
3.1	<p>Total Current members: 158 New members joined 2025: 10 Membership growth is driven by student recruitment through membership drives.</p>	
3.2	To support broadcasting and encourage colleagues within your organization and students within your institution to join IEEE PES.	All members
<p><b>Recorded by: RS</b> <b>Vetted by: AS and KT</b></p>		

No.	Items	Action By
4.	<b>Treasurer Report</b>	
4.1	<p>2025 Budget. Expenditure: approx.SGD\$14,000</p> <ul style="list-style-type: none"> <li>• Chapter Dinner + Gifts (\$750): 8000</li> <li>• Conference Travel Grant: 2x \$500</li> <li>• Prize Book: \$500</li> <li>• Top Student Award: \$200</li> <li>• Chapter Meeting: \$540</li> <li>• Technical Event &amp; DLP: \$1500</li> <li>• Humanitarian: \$ 2000</li> </ul>	<p>SB and AS: Follow up with Jasmine regarding the HPA payout for AY2023 and AY2024</p>

	<p>Income: SGD\$21,616</p> <ul style="list-style-type: none"> <li>• HPA: \$626</li> <li>• Student Branch: \$390 (Pending)</li> <li>• CEPsi: \$20,000 (still in talking terms)</li> <li>• ICGEA 2025: \$400</li> <li>• DLP Talk: \$200</li> </ul> <p>Pending: HPA 2023 (USD\$790) and 2024 (report to be submitted by Feb)</p> <p>Current Balance <b>SGD\$72,671</b></p>	
4.2	Discussion on how much limit can PES sponsor for technical talks or events.	SB to work with AS and KT
4.3	Need to find an alternative for the spring party and get student branch activities.	KT and TTL to discuss alternatives for organizing humanitarian events
<p><b>Recorded by: RS</b>  <b>Vetted by: AS and KT</b></p>		

No.	Items	Action By
5.	<b>Upcoming Technical Talk</b>	
5.1	Dr. Mohamed Dahidah Driving the Transition to Net-Zero: Innovation in EV Charging Systems for a Low-Carbon Future	XY: To check availability to host the event
5.2	Woman's Day 2025: Requested a sponsor for \$750. To provide more details on the event so that budgeting could be done.	NR to request the budget with event details.
5.3	2025 PES Day: Organize technical talk.	
5.4	1 <sup>st</sup> – 4 <sup>th</sup> April: AI and Data Innovations for Sustainability organised by NU. To share the details and see how or where the committees can support the conference.	
5.5	Inviting DLP: Sponsor only local expenses (taxi fare, accommodation). Seek approval from IEEE HQ and recommend online delivery mode.	

5.6	Professor Janaka from Cardiff University visiting Singapore as potential DLP.  Live documentation will made be available and accessible to all members. This way, members can update or insert new events.	AS
<b>Recorded by: RS</b> <b>Vetted by: AS and KT</b>		

No.	Items	Action By
6	<b>Upcoming Student Activities</b>	
	<ol style="list-style-type: none"> <li>1. Student Poster session at SIT</li> <li>2. Industry Visit</li> <li>3. Membership drive</li> </ol> Invite students from other universities for networking.	EF and SB to take lead on this
<b>Recorded by: RS</b> <b>Vetted by: AS and KT</b>		

No.	Items	Action By
7	<b>Upcoming Conference</b>	
	<ol style="list-style-type: none"> <li>1. ICGEA 2025 (MoU Signed)</li> <li>2. PSETC 2025 (MoU Signed)</li> <li>3. CEPSI 2025 (MoU to be signed)</li> <li>4.</li> </ol> More details will be shared soon and how members will be involved	All will be supporting
<b>Recorded by: RS</b> <b>Vetted by: AS and KT</b>		

No.	Items	Action By
7	<b>AOB</b>	
	Next meeting: April, July, Oct 2025 (Tentative months)	
<b>Recorded by: RS</b> <b>Vetted by: AS and KT</b>		