

# Step-By-Step Guide on establishing a new Chapter of the IEEE Biometrics Council

This document provides a step-by-step guide on how to establish a new chapter of the IEEE Biometrics Council.

The process is conducted online and mainly involves verifying information filled in automatically by the petition system. Potential chapter chairs will be asked to answer 4 questions related to the planned activities of the chapter in the »Business plan« section of the petition

The process takes around 30-minutes.

1. To start the process, visit and follow the petition link below the summary table:

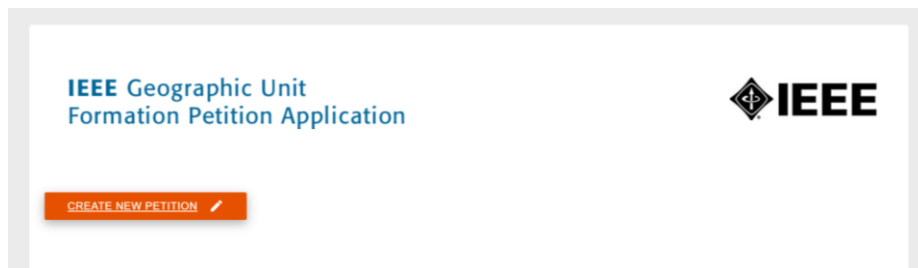
<https://mga.ieee.org/resources-operations/formations-petitions#chapter>

	Joint Sections Chapter petitions must be endorsed by the following: <ul style="list-style-type: none"><li>• Section Chair for each Section involved</li></ul> <p><i>Note: If the Organizer does not report to a Section, the petition will be endorsed by the Region Director.</i></p> <p>Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.</p>
PETITIONERS	Chapter petitions must be signed by the following: <ul style="list-style-type: none"><li>• 12 active IEEE members of Graduate Student Member grade or higher for a minimum of 6 months, who are members of the parent Society(ies) and Section(s) involved</li></ul> <p>Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.</p>
APPROVERS	Chapter Petitions must be approved by the following: <ul style="list-style-type: none"><li>• Region Director (or their designee)</li><li>• Society/Council President, for each Society/Council involved</li></ul> <p>Approvers will be invited to approve the petition once the petition has been signed by 12 Petitioners.</p>

[Access the IEEE Geographic Unit Petition Application](#)

[top of page](#)

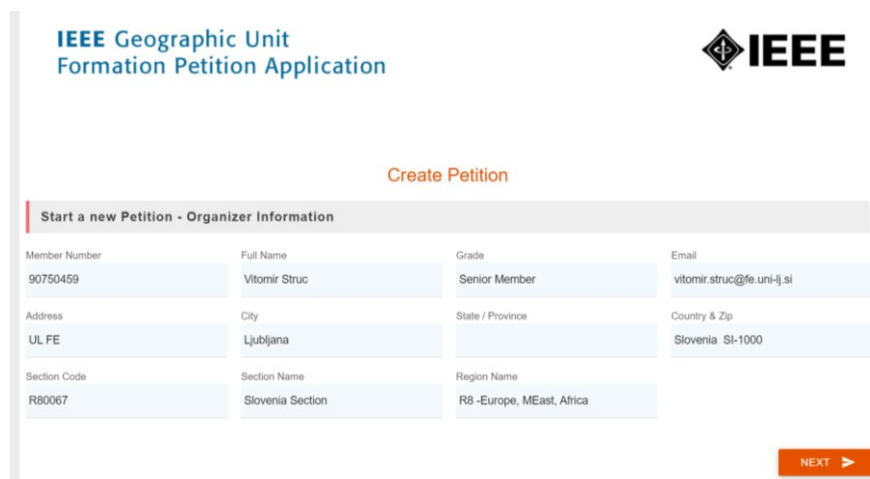
2. Initiate the process by starting the petition and clicking through the overview information:



IEEE Geographic Unit  
Formation Petition Application

IEEE

CREATE NEW PETITION



IEEE Geographic Unit  
Formation Petition Application

IEEE

Create Petition

Start a new Petition - Organizer Information

Member Number	Full Name	Grade	Email
90750459	Vitomir Struc	Senior Member	vitomir.struc@fe.uni-lj.si
Address	City	State / Province	Country & Zip
UL FE	Ljubljana		Slovenia SI-1000
Section Code	Section Name	Region Name	
R80067	Slovenia Section	R8 -Europe, MEast, Africa	

NEXT

3. Chose Petition Type (Chapter/Joint Chapter) and start petition:

**Create Petition**

Please select the organizational unit that you are trying to form. If you do not see the type of petition you need, please contact [petition@ieee.org](mailto:petition@ieee.org) for further assistance.

**Start a new Petition - Choose a petition type**

- Section/Subsection
- Affinity Group/Joint Affinity Group
- Chapter/Joint Chapter
- Section Chapter/Affinity Group Status Change

[BACK](#) [START PETITION >](#)

4. Verify/complete the requested information (most is filled in by default) on:  
a. The Organizer (interim Chapter Chair – filled in automatically)

**Petition to Form an IEEE Chapter / Joint Chapter**  **Not Submitted**

**PETITION INFORMATION**    **ORGANIZER INFORMATION**    CHAPTER INFORMATION    BUSINESS PLAN    ENDORSEMENTS    SIGNATURES

**Organizer/Interim Chapter Chair**

The following individual is serving as the Organizer of the Chapter, who will serve as interim Chapter Chair pending an election at a later time. Eligible candidates must hold grade of Graduate Student Member, or higher and also be a member of the Society, as well as a member of IEEE for a minimum of six months. An election should be held once the Chapter has received confirmation of official formation by IEEE.

If you are forming a Joint Chapter comprised of two or more contiguous sections, please use the (+ Add Co-Organizer) button to add Co-Organizers by entering their IEEE Member number.

Member Number	Full Name	Grade	Email
90750459	Vitomir Struc	Senior Member	vitomir.struc@fe.uni-lj.si

As the Organizer of this Petition, some of your personal information (name, email, grade) will be viewable by the individuals who will Endorse, Sign and Approve this Petition.

Email Incorrect? [Update your User Profile](#)

[ADD CO-ORGANIZER](#)

[BACK](#)    [SAVE & CONTINUE >](#)

b. Chapter Information (Parent Section and Council – Select the IEEE Biometrics Council)

Petition to Form an IEEE Chapter / Joint Chapter Not Submitted

PETITION INFORMATION ORGANIZER INFORMATION **CHAPTER INFORMATION** BUSINESS PLAN ENDORSEMENTS SIGNATURES

Chapter Information

Please select the IEEE Society or Technical Council for which you are forming a Chapter.

**Name of the Geographic Parent**

Slovenia Section

**Name of IEEE Society(ies) (Select all that apply)**

IEEE Signal Processing Society  
 IEEE Computer Society

**Name of IEEE Technical Council(s) (Select all that apply)**

IEEE Biometrics Council

[BACK](#) [SAVE & CONTINUE >](#)

c) Business plan (Answer the 4 questions)

Petition to Form an IEEE Chapter / Joint Chapter Not Submitted

PETITION INFORMATION ORGANIZER INFORMATION CHAPTER INFORMATION **BUSINESS PLAN** ENDORSEMENTS SIGNATURES

Business Plan

Please provide the following information for the proposed geographic unit.

1. What was the motivating factor that led to forming this geographic unit? What member needs will be fulfilled as a result of forming this unit? \*

2. List the activities the unit will focus on for the first six months. What activities will engage the members of the unit with one another? \*

3. What accomplishments will this unit strive to meet in its first year? \*

4. What level of local support is engaged in support of the unit activities? \*

[BACK](#) [SAVE & CONTINUE >](#)

Petition to Form an IEEE Chapter / Joint Chapter

Not Submitted

- PETITION INFORMATION
- ORGANIZER INFORMATION
- CHAPTER INFORMATION
- BUSINESS PLAN**
- ENDORSEMENTS
- SIGNATURES

Business Plan

Please provide the following information for the proposed geographic unit.

1. What was the motivating factor that led to forming this geographic unit? What member needs will be fulfilled as a result of forming this unit? \*

Slovenia has an active research community working on Biometrics that includes laboratories from different faculties and universities, industry representatives as well as related societies. By establishing this chapter, the members will have the opportunity to better participate in the activities initiated by the IEEE Biometrics Council, to network with colleagues from other chapters, and to have access to the DLP program run by the council. The chapter will also serve as a forum for researchers and practitioners for discussing the latest technological advancements, challenges and opportunities related to biometrics technology and applications.

2. List the activities the unit will focus on for the first six months. What activities will engage the members of the unit with one another? \*

In the first six months we plan to organize at least two seminars on topics related to biometrics and give our members the opportunity to participate in webinars organized by the IEEE Biometrics Council. We also plan to invite one speaker from the DLP within the first year of the chapter. Additionally, we plan to organize an open forum related to project proposals that will give our members the chance to identify and pursue joint funding opportunities. Finally, we will seek collaboration and synergies with related societies, for example, the Slovenian Pattern Recognition Society.

3. What accomplishments will this unit strive to meet in its first year? \*

In the first year, we plan to organize 1 talk from a speaker of the DLP program, initiate a special issue in a reputable journal on topics of interest to the IEEE Biometrics Council to promote the field, organize 2 seminars, and submit at least one project proposal to a national project call. A website for the Chapter will also be set up in the first year.

4. What level of local support is engaged in support of the unit activities? \*

The interim Chapter Chair, who is currently also a VP at the IEEE Biometrics Council, will manage the activities of the chapter in the first year. The chapter will be supported by a vice-chair (from another Faculty), and a dedicated secretary. The leadership of the chapter will coordinate all activities, establish a mailing list to communicate with the chapter's members and report on the chapter's activities.

BACK

SAVE & CONTINUE >

5. Request endorsement

Petition to Form an IEEE Chapter / Joint Chapter

Not Submitted

- PETITION INFORMATION
- ORGANIZER INFORMATION
- CHAPTER INFORMATION
- BUSINESS PLAN
- ENDORSEMENTS**
- SIGNATURES

Endorsement of IEEE Members

Geographic Parent Executive Committee Endorsement

An email will automatically go out to the Chair(s) of all Geographic Parent Unit(s), asking for them to endorse your petition\*.

\*If you do not report to a Section, the endorsement request will go to your Region Director.

Full Name	Email	Status
Section chair	section.chair@email.com	New

BACK

SAVE & CONTINUE >

6. Submit the petition

IEEE Geographic Unit  
Formation Petition Application

Petition to Form an IEEE Chapter / Joint Chapter

Not Submitted

PETITION INFORMATION ORGANIZER INFORMATION CHAPTER INFORMATION BUSINESS PLAN ENDORSEMENTS SIGNATURES

Signatures

Requested Signatures  
0 out of 12 signatures required for this petition have been received.

BACK SUBMIT

7. Once the petition has been endorsed, 12 eligible IEEE Members have to sign the petition. This can include Student IEEE Members, as long as they have been members for at least 6 months.
8. After 12 signatures have been received, the petition is examined by IEEE before being approved. An e-mail is sent to the new Chapter chair once the process is completed.

Od [onlinePetitions@from.ieee.org](mailto:onlinePetitions@from.ieee.org) ☆  
Zadeva **Approved: Formation of the IEEE Slovenia Section, IEEE Biometrics Council Chapter**  
Za  ☆

Dear Chair,

We are pleased to advise you that as of 02/14/2022 11:58:13 you have received approval to form the IEEE Slovenia Section, IEEE Biometrics Council Chapter.

Formal notification and the congratulatory letter will be distributed shortly. Please feel free to begin your activities immediately.

Best Regards,  
IEEE Petition Team  
[petition@ieee.org](mailto:petition@ieee.org)