

Meeting IPAB STAFF MEETING	Date Monday 27 June, 2011
Place Room G.03	Time Meeting commenced at 12.00 hours

Attendees (LB) Lucia Ballerini (BB) Bastiaan Boom (DB) David Braun (FC) Fiona Clark (BF) Bob Fisher (MH) Michael Herrmann (MHo) Matthew Howard (TK) Taku Komura (TN) Takeshi Mori (JN) Jun Nakanishi (JP) Joanne Pennie (SR) Subramanian Ramamoorthy (KS) Kirill Sidorov (JT) Jane Teplechuk (SV) Sethu Vijayakumar (BW) Barbara Webb	Apologies (EE) Elizabeth Elliot (SP) Suzanne Perry
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Item	Action
<p>1. Apologies</p> <p>Liz Elliott Suzanne Perry</p>	
<p>2. Minutes of last meeting</p> <p>All agreed that the minutes from the last meeting gave a true and accurate account of the discussions that took place.</p>	
<p>3. IPAB G account forecast (JP and JT)</p> <p>Documents circulated for discussion for comparison of income/expenditure against previous year: <i>2009-2010 Financial Year End Statement of Activities</i> (Total Expenditure - £28,215) <i>2010-2011 Statement of Activities (to JUNE 2011)</i> (Total Expenditure - £20,521)</p> <ul style="list-style-type: none"> £7,785 has been deposited in the University account for the “cyber glove” but will not be credited to IPAB until next financial year. Creates an overspend of £600 on IPAB –G which can be reduced through the allocation of £1,000 travel funds from SR’s TBMS grant. £2,000 set aside for casual workers. If not spent fully or returned to BMDA may cover overspend. Total income for this year approximates total expenditure (to June). 	

<ul style="list-style-type: none"> • Credit Suisse event - 2.5k in pipeline. Morgan Tamplin to advise re income from IKTF following submission of final report. Travel for event was charged to G account. • Considered prudent not to spend further at this stage. However suggestions are invited for consideration as and when funds become available. • £12,000 (£2,000 x 2 x 3) available from STIFF for 2 studentships (Alessis and Andre). 	
<p>4. Robocup expenses and future plans (SB)</p> <p>Rocup expenses</p> <ul style="list-style-type: none"> • Total spend on Robocup £14.5k, less contribution by IKTF = £11,017. • Ram to consider at least two grants. RAE research and smaller Robocup platform with more educational/scientific focus. • BF suggested possible participation in other FP7 proposals. Final call in January. <p>Future plans</p> <ul style="list-style-type: none"> • BW – two proposals with BBSRC. Will know within next few months. Also final call for FP7. • SR – 3 possible proposals. 2 with EPSRC and one with either RAE or Leverhulme Trust. • Suggested that Taku could consider discussing ‘crossing the bridge’ opportunities with Guido Sanguinetti (ANC). • Sethu encouraged everyone to investigate industry funded studentships e.g. Honda. • Advert not yet released for RA post (computer animation graphics). Wording to be changed for EU. SV to forward to RF • BF – 3 proposals. <ol style="list-style-type: none"> 1. Wellcome Trust has cleared first round. 50% chance of funding, interviews to be held in London end of July. In collaboration with Dermatology, will involve Lucia, a software engineer, junior medic and half time business manager. 2. EPSRC fellowship has cleared first round. Should have more information by October. 3. FET proposal – preliminary round evaluation stage. <p>Chiroping project complete. Received positive final review report.</p> <ul style="list-style-type: none"> • MH – will know if his application to join Prof Nakamura’s lab in Tokyo has been successful in August. Possible future collaboration with IPAB. • SV - encourage everyone to think about RSE fellowships. ICSA can offer examples of good practice. School approval is now required for Marie Curie fellowships. • SV – STIFF finishes 31 December. Following up work with DLR. Unsuccessful with EPSRC ‘Grand Challenges’ proposal will resubmit later. 	<p>SV</p>
<p>5. Teaching Course Plan</p> <ul style="list-style-type: none"> • Work required over summer on restructuring robotics and vision courses. • SR has moved 3 courses to 2nd semester which has alleviated some of the pressure. SV to send SR documents on machine learning in Robotics. • Everyone encouraged to contribute to discussion on restructuring. • IVR will be taught twice and should be factored in discussions. • Vittorio Ferrari commences December. He will have a teaching obligation which will come into force next year. 	<p>SV</p>

<p>6. Discussion of new system for student reviews (BF)</p> <ul style="list-style-type: none"> Annual reviews take place in June. Running late due to changes in process. Student self-review form was circulated. Shortened to two pages. Level 1 Admin (Heather Low) will collate relevant papers and schedule appointments. New student database has auto email prompting for submission of final forms to College in August. BF to check if additional prompts are set up for other stages of review process. Student review meeting to be held before end of August. FC to set up doodle poll 	<p>HL BF FC</p>
<p>7. Student progress review</p> <ul style="list-style-type: none"> Evilina Overlingaite – surname change. Hannes Saal – date fixed for viva second week August. Theophile Gonos – viva taken place. Ioannis Havoutis – will submit end of June. Tom Larkworthy – no date fixed. Lily Li – viva taken place, minor corrections. Ian Saunders – will be late but is progressing. Toby Collins – may write up. Aroosha Laghaee – not ready, options to be considered <p>Information required:</p> <ul style="list-style-type: none"> Joseph Henry – 2nd supervisor Thomas Joyce – 2nd supervisor Hsiu-Chin Lin – 2nd supervisor Xi Zhao – 2nd supervisor Simon Smith – 2nd supervisor (starts Feb) Peter Sandilands – 2nd supervisor <ul style="list-style-type: none"> List of students/funding was circulated (7 new students from October 2011). Funding from combination of sources. Status of 2 additional students to be confirmed. IGS will continue to allocate student desk space. Proper procedure to be set up to ensure all student lists are kept updated. Admin staff (Fiona and Heather) will be given read only access to student database. Admin staff to compare IGS and IPAB records once authorisation is arranged. 	<p>TK TK SV TK MH TK FC/HL</p>
<p>8. Furbush retreat</p> <ul style="list-style-type: none"> Dates agreed for week after Easter – Wed, Thurs and Fri (2 nights). Doodle poll to be set up to establish numbers £1.5k from IPAB funds will pay for bus and student/RA subsidies. Students to pay nominal charge of £20. RA's pay 50% No subsidies for academic staff/families. 	<p>FC</p>
<p>9. Date of next meeting</p> <ul style="list-style-type: none"> Doodle poll to be circulated to establish date for next meeting late November. Separate polls to establish date for student welcome meeting/student review meeting. 	<p>FC FC</p>

Action points	Action for
Machine learning documents to SR	SV
Student Review schedule/admin	HL
Check auto-emailing from student database for student review process	BF
Doodle poll to be circulated to establish date for student review meeting (before end of August)	FC
2nd supervisors various students	TK/SV/MH
Admin to update IPAB student info according to student database.	FC/HL
Doodle poll to be circulated to establish numbers for Firbush trip	FC
Office space to be identified for Vittorio Ferrari	JP
Doodle poll to be circulated to establish date for student welcome meeting end of October	FC
Doodle poll to be circulated to establish date for next meeting lateNovember	FC