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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 25<sup>th</sup> August 2016

**Attendees**

Barbara Webb (BW)  
Stephanie Smith (SS)  
Sethu Vijayakumar (SV)  
Bob Fisher (BF)  
Pavlos Andreadis (PA)

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**Place**  
1.16, IF

**Time**  
2pm

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**1. Minutes of last meeting**

Minutes from the last meeting were agreed as accurate.

**2. Matters arising**

Teaching

Consolidating some of the other courses into an ML for Robotics course (MSc level) – Sethu, Ram and Michael will meet to discuss on Ram's return from US.

Merging IVR and IAR into a 20 point 3<sup>rd</sup> or 4<sup>th</sup> course – possible proposal for Board of Studies.

**3. Arrivals and departures**

IPAB welcomes 3 new academic staff throughout September 2016:

- Kartic Subr starts his role as Senior Lecturer in Computer Graphics on Thursday, 1<sup>st</sup> September. Kartic will be based in room 2.06 on a temporary basis, until a room on 1<sup>st</sup> floor becomes available.
- Tim Hospedales starts his role as Reader in Image and Vision Computing on Monday 5<sup>th</sup> September. Tim will be based in room 4.30(a) on a temporary basis, until a room on 1<sup>st</sup> floor becomes available.

- Michael Mistry is due to start on Wednesday, 28<sup>th</sup> September. Michael will be based in room 3.12 on a temporary basis, until a room on 1<sup>st</sup> floor becomes available.

#### Other new starts

Buyu Liu – Research Associate - Vitto Ferrari  
Jie Zhang – official visitor from China – Bob Fisher

#### Leavers

Paul Ardin  
Balazs Szigeti

#### Mentors/buddies for new academic staff

Strategy Committee announced revised procedures for inducting new academic staff. This includes appointing mentors and buddies.

Copies of the handouts explaining the new arrangements and the role of the mentor are available on request.

#### IPAB welcome event

It was agreed that a welcome event should be arranged for the end of September. Steph will take this forward.

SS

#### Multi-disciplinary post

There may be an opportunity to appoint an additional staff member. There was a suggestion this could be a multi-disciplinary appointment (medical imaging research/computing imaging). Bob will draft a job description.

BF

#### **4. New grants and proposals, research opportunities**

Sethu: additional 100k funding from Hitachi

Barbara reminded the group of the 3-4 month India collaboration opportunity for students.

#### **5. Budget and resourcing**

##### Expense claim forms

Barbara advised that retrospective expense claims relating to visitors/invited speakers will not be approved. Such expenses should be discussed and agreed prior to events taking place.

### Conference travel for students

Pavlos raised the issue of IPAB funding for students attending conferences and workshops. Limited funds may be available through the IPAB general account for conference costs although this is generally reserved for students who do not have access to grant funding. Applications for funding via the IPAB funds should be made using the form available and must be approved in advance by the Institute Director.

Bob agreed to issue a reminder email to students regarding the funding process for conferences.

BF

### **6. New Building**

It was agreed that it would be useful to know exact IPAB personnel numbers for future discussion. Steph to arrange.

SS

### **7. IPAB seminars**

No issues to report.

### **8. Student Issues**

#### Student families scheme

The student families scheme is a new initiative to Informatics which will be administered by IGS:

- 8-10 students allocated within each student family (from varying institutes within Forum)
- Graduate School will provide each family with small funding awards to arrange networking/social events etc
- Opt out is an option for all students if they do not wish to be allocated to a family or partake in the scheme

Pavlos suggested that in addition to the scheme, existing groups within the school, e.g, reading groups should also be promoted. Bob reminded the group that the University seminar page is available for all to use and view and is a good platform to announce/advertise talks, groups etc.

### **9. Computing issues**

No issues to report.

## 10. Admin issues

No issues to report.

## 11. Socials

### Firbush – October 2016

If there are any available spaces, they should be advertised to new students/staff. SS

Steph will contact Firbush to check availability.

### Summer social – Firbush (June 2017)

There were very few responses to the doodle poll issued regarding a summer social in Firbush. Therefore no booking has been made.

## 12. Directors Business

### National Teaching Survey Results

- Informatics feedback results down 10% from last survey
- University of Edinburgh as a whole down 4% from last survey
- Ranked equal 145<sup>th</sup>
- Main points from survey were that students felt there was too much course work and teachers seem disengaged

## 13. AOB

Sethu informed the group of a £10million additional award to UK from EPSRC of which Edinburgh will likely receive around £500-600k. Items to purchase may include:

- Quadraped
- Ceiling mounted arm
- Light feed cameras
- Customised hardware
- Pinch gripper
- 3D printing equipment

## 14. Date of next meeting

The next meeting will take place on Thursday 29<sup>th</sup> September at 2pm, followed by the student review meeting at 3pm (only teaching staff need to stay for the reviews).