Meeting
IPAB Staff Meeting

Attendees

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

Date
Thursday, 25th August 2016

Place
1.16, IF

Time
2pm

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 3rd or 4th 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, 1st September. Kartic will be based in room 2.06 on a temporary basis, until a room on 1st floor becomes available.

- Tim Hospedales starts his role as Reader in Image and Vision Computing on Monday 5th September. Tim will be based in room 4.30(a) on a temporary basis, until a room on 1st floor becomes available.
• Michael Mistry is due to start on Wednesday, 28\textsuperscript{th} September. Michael will be based in room 3.12 on a temporary basis, until a room on 1\textsuperscript{st} 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.

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.

4. New grants and proposals, research opportunities

Sethu: additional 100k funding from Hitachhi

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.

6. New Building

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

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.
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 145th
- 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 29th September at 2pm, followed by the student review meeting at 3pm (only teaching staff need to stay for the reviews).