

Meeting
IPAB STAFF MEETING

Date
Tuesday 1 May 2012

Place
Room 1.16

Time
Meeting commenced at 13.00 hours

Attendees
(SV) Sethu Vijayakumar
(SR) Subramanian Ramamoorthy
(BF) Bob Fisher
(BW) Barbara Webb
(VF) Vittorio Ferrari
(DB) David Braun
(BB) Bas Boom
(SN) Shinichiro Nakaoka
(HM) Hassan Mahmud
(JP) Joanne Pennie
(JT) Jane Teplechuk
(HL) Heather Low (Admin) - minutes

Apologies
(EE) Elizabeth Elliot
(MH) Michael Herrmann
(TK) Taku Komura
(JN) Jun Nakanish
(MM) Michael Mangan

Item	Action
<p>1. 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. Action points completed</p>	
<p>2. Arrivals/Departures</p> <p>Few departures recently and since last meeting</p> <ul style="list-style-type: none"> ➤ Ian Saunders- few changes to be made and then he will have completed ➤ Matthew Howard – now at University of Tokyo doing Post Doctoral ➤ Takeshi Mori – left and travelling ➤ Georgios Petrou – submitted ➤ Lilly Li – completed PhD and moved South ➤ Lucia Ballerini – working 80% in Dundee and 20% Edinburgh ➤ Cigdem Beyan – Passed 1st year proposal review on 30th April 12 <p>Vittorio Ferrari’s students</p> <ul style="list-style-type: none"> ➤ Anestis Papazoglou commenced Jan 12 ➤ Bogan Alexe- visiting PhD student until end July 12 ➤ Daniel Kuettel – visiting PhD student until end July 12 	
<p>3. New Grants & proposals, Research Opportunities</p> <p>Joanne gave an overview of the present grant situation and tabled a record of grants under the following categories: Submitted; not submitted; successful and rejected.</p> <p>To be added to this table are:</p> <ul style="list-style-type: none"> ➤ iKTF as successful ➤ RAEng Equipment Grant- as submitted by Sethu ➤ Ingenious Grant – as successful (PI: Ram, co-PI: Sethu) <p>Sethu satisfied that there has been reasonable grant activity across the board</p>	

<p>Supervisors to encourage Post Doc's to submit fellowships</p> <p>There is a call for new DTCs coming up from EPSRC which Bob is in meetings about. Although IPAB is small to run a DTC on its own, it is already in the school's plans as contributors towards at least 2 DTC potential bids.</p>	<p>ALL</p>
<p>4. Budgets and Resources (JP & JT)</p> <p>JP and JT tabled income and expenditure figures for this financial year and approx £15500 in the red. Sethu asked for ideas for spending this before end of financial year. Ideas suggested at meeting:</p> <ul style="list-style-type: none"> ➤ A mobil platform for robots to be used for MSc and projects which a grant has been submitted. The cost of this is £40K and so would only be feasible if grant received- SV ➤ Could be used to part fund a student- BW ➤ Demo space suggested. Ram has 3 pieces he is using for a Royal Society Exhibition- connect; rock,paper,siccisors and football robot, which would be good to have set up for demos.- SR ➤ Suggested keep £2-3k for student travel to enable to give students more oppourtunities to attend workshops/conferences. Supervisors to encourage this.- SV <p>There is a possibility that the income split for grants which at the moment is 75%/25% school/institutes will change to 50/50. If this change goes ahead we should look at funding more travel for students to attend workshops/conferences.</p> <p>Students should be encouraged to apply for all grants possible.</p> <p>JP asked if any funding/awards are given to students to let her know.</p> <p>The possibility of the off-site Hack Lab working with the institute is not going forward. The Hack Lab are however happy for individuals to partisipate.</p>	<p>ALL</p> <p>ALL</p>
<p>5. Royal Society Summer Science Exhibition</p> <p>Ram attending the above exhibition, from 3-8 July at Royal society's main premises in Central London, with some of his students and would like 3 or 4 volunteer to help over the 4 days. Details to be emailed to IPAB students asking for volunteers</p>	<p>SR</p>
<p>6. Student Issues</p> <ul style="list-style-type: none"> ➤ Student reviews and 1st year proposals to take place before August. Follow up email on review procedure to go out. ➤ BB has taken on the role of organising the IPAB seminars and is working with SP on these ➤ It was disscused on the best way to offer places to students with as much encouragement as possible on the funding issues. It was felt that we should not make offers on the condition that they get funding but just offer self funded places or is some cases we may be able to offer help with getting funding. Offers have to be made to students before they can start to apply for funding. ➤ It was suggested that we should try and broaden information about IPAB to other institutions on school level;UG level; school clubs/organisations to encourage more applications. 	<p>HL BB</p> <p>BW</p>

<ul style="list-style-type: none"> ➤ BF suggested that more encouragement could be given to industrial robotics. This will be discussed ➤ ➤ IPAB WEB- 1) Ensure list of Personnel up to date. 2) Pass on any news items linked to IPAB for the website and link to any external links. 3) IPAB Topics- possible topics for IPAB students to be added to web page and linked to Student Services for more detailed information on topics. 	<p>BF & SV</p> <p>SP ALL</p> <p>SP & SV</p>
<p>7. Computing Issues</p> <ul style="list-style-type: none"> ➤ Suggestion that training could be given to students on EDDIE - The compute component of Edinburgh Compute and Data Facility (ECDF), known as Eddie, offers a number of services aimed to satisfy as best as possible all researchers' computational requirements. One of Ram's students found this very useful. http://www.ed.ac.uk/schools-departments/information-services/services/research-support/research-computing/ecdf/ ➤ Course structure was discussed and key points from a recent meeting: <ul style="list-style-type: none"> - We have a new 20 point MSc course, R:SS, which replaces IVR + IAR at MSc level. - IVR and IAR are unchanged for UG students - SR's course, SSRM, is now renamed and modified to a new course, DMR (Decision Making in Robots) - SV's course is resurrected, RLSC (Robot learning and sensorimotor control) 	
<p>8. Admin Issue.</p> <ul style="list-style-type: none"> ➤ It was discussed that more external speakers could be approached to give talks at seminars. External examiners could be asked to stay longer to give talk. Cost for these examiners is part funded by Grad School and we could set aside £2000 in next financial year to cover longer stay. This would probably cover 4/5 people over the year. ➤ ICML conference in June 2012 – may be possible speakers willing to give talks. 	<p>ALL</p>
<p>9. Social</p> <ul style="list-style-type: none"> ➤ No social event been decided on at the moment but suggested that may be better to have something that is not too high key. An idea was put forward for a BBQ in the Meadows. Could be organised by Post Doc or late PhD student. 	<p>MM</p>
<p>10. Date of next meeting</p> <ul style="list-style-type: none"> • Doodle poll to be circulated to establish date for next meeting late July/August 2012. 	<p>SP</p>

Action points	Action for
Supervisors to encourage Post Doc's to submit fellowships and students to apply for all grants possible.	ALL
Any funding/awards given to students to be notified to JP	ALL
Email to students requesting volunteers for Royal Society Summer Science Exhibition in July	SR
Follow up email for annual reviews	HL
Organisation of IPAB seminars	BB
Spreading information about IPAB to other institutions	BW
Discuss industrial Robotics	BF & SV
Ensure list of Personnel on web is up to date	SP
Pass on any news items linked to IPAB for website	ALL
IPAB Topics to be updated on web	SV & SP
Approach external speakers to talk at seminars	ALL
Social event	MM
Doodle Poll to be circulated to establish date for next meeting late July/August 12	SP