

Meeting	Date
IPAB Spring Staff Meeting	Tuesday 26 April 2011
Place	Time
Room G.03	Meeting commenced at 12.00 hours
Attendees	Apologies
(LB) Lucia Ballerini (DB) David Braun (BF) Bob Fisher (MH) Michael Herrmann (Mho) Matthew Howard (TK) Taku Komura (TM) Takeshi Mori (JN) Jun Nakanishi (JP) Joanne Pennie (SR) Subramanian Ramamoorthy (SRe) Sarah Reay (JT) Jane Teplechuk (SV) Sethu Vijayakumar (BW) Barbara Webb	(BB) Bastiaan Boom (WL) William Lewinger (WS) Won Sok

Item	Action
<p>1. G-Account</p> <ul style="list-style-type: none"> The balance is currently at zero with some small expenses still to go through and some money still to be reimbursed. Robocup expenses: <ul style="list-style-type: none"> Currently covered by the G account although most of the costs should be recovered from other sources £12.6K spent on robots which are now an IPAB asset. £7.4K spent on travel, accommodation, registration etc. £5k confirmed funding from Credit Suisse Potential funding from IKTF for one robot, £3K. SR has applied for a Small Project Grant to pay for registrations, £2K, decision to be made mid-May. Potential funding for SR's travel, £1K, from the TBMS EPSRC grant £900 was received from the School for student travel. The financial year ends 31 July when the G account should be at zero. We are likely to be in a similar situation in the next financial year. New grants starting: TOMSY, April 2011; BW's BBSRC grant, September 2011 We may wish to earmark G account funds for student travel for the next financial year. All students should be applying for external travel grants and conference travel awards by default. If you have any expenses to be paid from the G account, please discuss with JP and SV as soon as possible. 	
<p>2. Firbush Retreat</p>	

<ul style="list-style-type: none"> • Important that family can be included. • Term-time weekend might be easiest. • Once costs have been investigated, a Doodle Poll will be sent out to check availability in August. 	
<p>3. Student Admin</p> <ul style="list-style-type: none"> • BW and BF have taken on roles as Head and Deputy Head of Graduate School. • The IGS are trying to set up an automated for to set up student records. • Student reviews will be starting in May. If possible, it would be good to combine the review with the student's IPAB Seminar. • There is no formal way of arranging internal examinations for students. • Members of SICSA Universities can be classed as internal and so can be second supervisors. 	
<p>4. Teaching Courses</p> <ul style="list-style-type: none"> • SV will be teaching about from 2012. • BW may need to drop a course due to her duties as Head of the Graduate School. • Vittorio Ferrari will be able to take on teaching courses. • Teaching courses should be consolidated and a better first and second semester balance is needed. 	
<p>5. Any other business</p> <ul style="list-style-type: none"> • Vittorio Ferrari is coming with up to four students, room space is proving difficult. • BF asks if anyone is interested in hosting a self-funded Summer intern to do a robotics project. • It would be useful to collate an inventory of equipment, software and capabilities available for IPAB members to use. Ram to give a brief talk at the 5 May IPAB Seminar. 	
<p>6. Next meeting</p> <p>To be held at the end of June</p>	

Action points	Action for
Circulate a summary of categories G account funds have been spent on.	JT
Create a G account forecast for discussion at the Summer Staff Meeting	JT & JP
Investigate costs for a Fimbush Retreat	MH
Circulate a teaching course plan in early June for discussion at the Summer Staff Meeting	SV & SR
Send out doodle poll for Summer Staff Meeting dates, week beginning 20 June	SRe