
Meeting
IPAB STAFF MEETING

Date
Tuesday, 23rd September 2014

Attendees

(SV) Sethu Vijayakumar
(BW) Barbara Webb
(IV) Ivan Vladimir
(BF) Bob Fisher
(VF) Vittorio Ferrari
(MC) Margarita Chli
(SR) Subramanian Ramamoorthy
(MH) Michael Herrmann
(MF) Maurice Fallon
(SE) Steve Ewing
(JU) Jasper Uijlings
(AV) Alexander Vezhnevets
(AL) Alex Lascarides (student reviews only)
(HL) Heather Low
(JP) Joanne Pennie
(SS) Steph Smith

Apologies

(JM) Johanna Moore
(TK) Taku Komura

Place
1.15, IF

Time
12:30

1. Minutes of last meeting

The minutes from the previous meeting, held 28th April 2014, were agreed as accurate with no amendments.

2. Arrivals and Departures

Sethu welcomed Maurice Fallon to the group. Maurice will formally join IPAB in January 2015 as a Chancellor's Fellow.

Other new arrivals/visitors include:

Andreas Orthey (visiting from LAAS-CNRS - Sethu)
Eduardo Moulinos (visiting from University of Alcala - Sethu)
Shuji Oishi (visiting from Kyushu University – Margarita)
Daniel Zwilling (visiting from University of Aachen – Ram)
Marcelo Saval (visiting from University of Alicante)

Tianqi Wei (PhD – Barbara)
Dylan Ross (PhD – Barbara)
Adam Clayton (PhD – Bob)
Paul Henderson (PhD – Vitto)

CDT welcomes 11 new students to the MRes programme (host university in brackets):

Daniel Gordon (UoE)
Hans-Nikolai Viessmann (HWU)
James Garforth (UoE)
Jose Part (HWU)
Raluca Scona (HWU)
Marco Caravagna (UoE)
Wolfgang Merkt (UoE)
Emmanuel Kahembwe (UoE)
Thibault Lacourtablaise (HWU)
Teun Krikke (HWU)
Iris Kyranou (HWU)

Sethu will share with staff the CDT student mailing list which can be used to contact the students and share with them information they may find useful/of interest. [**Actioned:** students2014@edinburgh-robotics.org]

SV

All staff were reminded of the importance of keeping the IPAB webpage up to date. Details of news, events or arrivals and departures should be sent to level1admin@ed.ac.uk for action.

ALL

3. New Grants and Proposals, Research Opportunities

Margarita confirmed a successful EC Horizon 2020 funding bid for a project called AEROWORKS.

Barbara will soon embark on a project called Robots with Ray Bans.

Bob's skin cancer training app, Dermofit, has now been licensed to digital healthcare company Semedics Limited.

Bob informed the group that a call for Horizon 2020 Robotics proposals is due March 2015. Anyone planning on submitted a funding bid, may want to start thinking about it now.

4. Budget and Resources

Portfolio managers report

Joanne presented the group with an overview of IPAB figures (copies of

hand out available). £60,000 has been approved as a carry forward (from various previous funding pots) and this will just about cover the costs for Robotarium Manager- VI for 2 years, as agreed. The student travel and seminar forecast is based on the previous year costs.

Batteries are required for the Youbot, Sethu agreed these can be purchased with Robotarium budget.

5. IPAB Seminars

Jasper Uijlings has now formally taken over the role as schedule coordinator.

Changes included in the forthcoming schedule:

- Later start time of 12:45
- Increase student slots to 3 talks per session
- Pastries/cakes will be served

The new schedule, which runs from 2nd October 2014 to 2nd April 2015, has been issued. Dates and details of the forthcoming talks can be found on the IPAB webpage under the events section and also on the IPAB google calendar. Level 1 Admin will continue to advertise the events via email.

JU

The group agreed that it would be useful to assign a compere to each of student talks. This will ensure talks and the Q & A sessions stay within the allocated time. Jasper will take this forward.

The group were reminded that external speakers can be invited from throughout Europe to deliver IPAB seminars.

6. Student Issues

This agenda item was covered in item 12.

7. Computing Issues

Bob asked for comments regarding the use of Eddie Computer Cluster. General consensus was that when it was operational it was fantastic and produced great results, however it did tend to be unpredictable.

8. Admin Issues

There were no changes to report from the admin team.

The group were reminded that they can contact the admin office directly

ALL

for any assistance they may require. Level 1 admin are located in room 1.37.

Joanne reminded staff that if they have not already returned their KPI's (key performance Indicators), they should do so now.

9. Socials

Due to other commitments, no social events have taken place since the last meeting in April. It was agreed however that Margarita and Vitto would continue to take this action point forward. Furbush was agreed as a possible venue.

VF and
MC

Furbush has now been provisionally booked for the weekend 1-3 May (one night options are not available). Vitto and Margarita will issue full details in due course.

VF and
MC

IPAB Christmas lunch

Hotel Du Vin has been selected as the venue for the IPAB Christmas lunch. Steph will issue a Doodle poll to establish number of attendees and suitable dates. Final arrangements will be confirmed in due course. [Actioned: HdV as now been booked for Friday 19th December. Deposits from those attending has now been collected and paid to HdV]

SS

The cost of the lunch will be subsidised at £10.00 per person for students and £15.00 per person for staff members. IGS have kindly agreed to contribute £250.00 towards the cost of the lunch.

Informatics Ceileidh

The group were reminded of the Informatics Ceileidh which will take place on Wednesday 1st October at 6:30pm. Drinks and dinner will be served and the event is open to partners and children. Anyone wishing to attend can sign up via the following link:

<https://www.eventbrite.co.uk/e/informatics-ceilidh-tickets-12906877819>

10. AoB

JP and
MC

A membership application to euRobotics, submitted by Margarita as an academic, was declined due to small personnel numbers. It was agreed that the application should be re-submitted as an institution (School of Informatics). Joanne and Margarita will liaise on this matter and update the group when the outcome is known.

HL

Vlad raised the issue of lack of cleaning taking place in G.03. Heather

agreed to contact the cleaning operatives to discuss and will liaise with Vlad accordingly.

VF

Vitto raised the subject of funds for additional camera hardware and rack installation costs. He agreed to send Sethu quotes to consider.

11. Date of next meeting

SS and
SV

No date has yet been set for the next meeting. Steph will liaise with Sethu and details will be issued in due course.

12. Student reviews

ALL

Tier 4 Attendance and Engagement Monitoring policy

The group were advised of the importance of the new Tier 4 Attendance and Engagement Monitoring policy. For full details of the policy, please refer to Johanna Moore's email of 25 September 2014 which was sent to all staff or follow the attached links. Alex reminded staff that failure to comply with these policies could cause the University to lose its Tier 4 Sponsorship (Overseas fees from Tier 4 students bring £95M to CSE alone).

- <http://www.ed.ac.uk/schools-departments/international-office/immigration/staff-guidance/staff-guidance-documents>
- <https://www.inf.ed.ac.uk/student-services/tier-4-attendance-monitoring>

Student reviews were conducted at this point and recorded in separate document.