
Meeting
IPAB Staff Meeting

Date
Thursday, 7th December 2017

Attendees

Barbara Webb
Ruta Badar
Taku Komura
Bob Fisher
Kartic Subr
Michael Mistry
John McAleese
Vladimir Ivan
John Pisokas
Allison Taylor
Heather Low
Hakan Bilan
Steph Smith

Place
1.15, IF

Time
2pm

1. Minutes of last meeting

The minutes from the last meeting were agreed as accurate with no amendments required.

2. Matters arising

Barbara issued correspondence to Stuart regarding the RL teaching situation, still to receive a response. Currently, 160 students have registered but as yet no-one has been allocated teaching hours.

3. Arrivals and departures

Portfolio manager

The group welcomed Ruta Badar to her new role as Portfolio Manager. Ruta joins us from the School of Engineering.

Robotics post

52 applications have been received for the Robotics post. Barbara, Ram and Sethu will form the sift/interview committee, if anyone has an interest in being involved, let Barbara know. February is looking likely for interviews to take place.

Business Development Executive

The School approved an additional BDE post which is currently being advertised. Institute allocation has not yet been confirmed. John and Barbara will discuss separately.

4. New Grants and Proposals

Kartic – EPSRC grant approved, details to follow idc.

Taku – EPSRC HOP under submission

Bob – 2 year Robotics grant (Bob to inform Ruta of details) under submission

Barbara – APEX – Insect Intelligence – under submission

5. Budget and Resources

Ruta provided an overview of the IPAB figures. The institute remains in a healthy position. Ruta and Barbara will meet separately to discuss the figures and how they are presented.

RB & BW

6. Business Development

John is currently working alongside a number of IPAB staff on various projects including:

Ram – FiveAI, BMT Defence Services Ltd

Taku – PFNNCC, Kyoto University, Kyoto Uni, Oculus (Facebook)

Mike – Galliford Try Infrastructure Ltd

Other IPAB related projects John is working on:

ORCA Hub (Offshore Robotics Certification of Assets)

NCNR (National Centre for Nuclear Robotics)

ECR Spoke-Space

7. IPAB webpage

SS

News item to add

Taku Komura's ½ million YouTube views.

'Are the Robots going to kill us' – 20th Feb, Bob Fisher as part Festival of Creative Learning 2018. John Pisokas to send a reminder to the students to submit movie votes.

JP

8. Teaching

Barbara informed the group that there are plans for an Informatics course review, changes will be imminent. The review will include

looking at removing courses with smaller numbers (e.g. 10-20)/ teaching allocation based on course enrolment/ other alternatives. Haken mentioned potential proposal of a 'Deep Learning for Vision' course but needs to see how this interacts with existing courses.

9. IPAB space within the new building

The newly acquired Franka arm requires a temporary living space until it moves to its permanent base within the new building. It was agreed Inspace can be used.

The group discussed the current procurement procedure and it was agreed that it does not fit well with IPAB purchasing requirements; specifically it seems to add delays without providing useful assistance. Barbara will raise this with Martin Wright.

10. IPAB workshops and seminars

Schedule

Seminar and workshop speakers should, where possible, keep their allocated talk slot. If they are unable to speak on their scheduled date, they should arrange a swap. This helps to ensure the seminars/workshops remain a permanent fixture in calendars/diaries. Allison to liaise with Radim (in his workshop co-ordinator role) to issue an email reminder to all speakers.

Workshop/seminar announcement page

Sego Gallus (Informatics Web and Social Media Coordinator) has suggested removing future talks from the IPAB webpage events sections and advertise only when a talk is imminent in a bid to save space. The group agreed that all talks should remain visible on the page. Barbara is happy to discuss further with Sego if required. Allison will feed back to Sego.

11. Student Issues

John requested an update on the building move to feedback to students:

- The estimated completion date of June 2018 remains.
- Office/people moves still be to be decided.

John requested to know how many students were currently in IPAB. Steph will liaise with grad school and obtain figures.

12. Computing Issues

No issues raised.

13. Admin issues

Following the revised expenses procedure being issued recently, Heather reminded the group that she and level 1 admin should be the first point of contact if there are any questions.

14. Socials

The annual Christmas event will take place at the Counting House on Wednesday, 13th December at 5pm. This is a joint event with CDT RAS.

15. Directors Business

A volunteer was requested to attend the strategy committee meeting due to take place on 13th December at 2pm. Bob agreed and will attend in Barbara's absence.

16. AOB

No other business raised.

17. Date of next meeting

The date of the next meeting is scheduled for Thursday, 25th January 2018.