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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 26<sup>th</sup> July 2018

**Attendees**

Barbara Webb (BW)  
Bob Fisher (BF)  
Vladimir Ivan (VI)  
Michael Mistry (MM)  
Tim Hospedales (TH)  
Ruta Bader (RB)  
Michael Herrmann (MH)  
Allison Taylor

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**Place**  
IF 1.15

**Time**  
2pm

	<b>Actions</b>	
<p><b>1. Minutes of last meeting</b></p> <p>Minutes from the last meeting were agreed as accurate. No amendments required.</p> <p><b>2. Matters arising</b></p> <p>Laura Sevilla-Lara is starting in January 2019.</p> <p>BW to still follow up with Stuart regarding teaching. Make sure there is TA support. Assign marking to be done by TAs. Alex is going to RSS. MM, MH and TH could support.</p> <p>Alex circulated the GIIM details. MH is going to the GIIM in August. Proposals still being worked on. It is unclear what we would get out of this connections. MH to give a follow up report after visit.</p> <p>Budget resources. BW and RB still to meet.</p> <p>Webpage banner – Jodie has spoken to InfComms.</p> <p>There will be a restructure which introduces a Head of Research Services and Head of Finance and Administration which will give more procurement support in getting orders through. Note that when procurement is giving other suggestions, this is EU rule as they need to allow other biddings from suppliers. The requester gives requirements for the item with an example if possible. They are looking into getting a form for orders.</p>	<p><b>BW</b></p> <p><b>MH</b></p>	

Go through Level 1 Admin and they will notify when the order needs to go to Computer Support.

### **3. Arrivals and departures**

Tahreem Quasin – BF's PhD student visitor for 6 months  
Manuel Miguel Ocaña – VI's visitor

### **4. New Grants and Proposals, research opportunities**

CDT – In good shape for the proposal which is due on Tuesday. BF to read the PDF of the current version. Astech will be providing students.

Timescale; Submit on Tuesday, Interview November and feedback in December.

Data Science – TH working on the write up.

TH got to interview stage for the fellowship applications. A mock interview was suggested. These are for EPCC and ERC in early September.

### **5. Budget and Resources**

All is looking well. There has been a delay in RB being able to meet with Martin regrading funding for next year.

Next year finances may have more finances than this year as there was a mistake with costings. RB to be in touch with BW when there is an update. Money will be moved forward.

RB

BW to email all, including Level 1 Admin, to clarify how to treat internship funding and visitors.

BW

### **6. Business Development**

Apologies sent by John McAleese.

### **7. IPAB webpage**

BF has published a book. '3D Shape Analysis: Fundamentals, Theory, and Applications'.

New IPAB DVDs have arrived.

MM reported the Goodwood Festival of Speed was a success.

BF will attend the International Conference on Pattern Recognition (ICPR), as one of the 2 UK representatives for the International Association for Pattern Recognition (IAPR).

Sethu's going to give a keynote at the Innovation and Emerging Industries Development (IEID) in Shanghai, China in September.

NASA's Valkyrie is back from repairs. VI waiting for NASA's permission to make the video public since it is showing the robot without the covers on. VI will send the link related around when he receives this.

## 8. Teaching

Discussed previously.

## 9. IPAB space

## 10. Move to Bayes – Vlad

Court has been approved. Deciding on the spend and how it will be managed. Expectation should be finalised in mid to end August.

Current Timeline for moves:

- 7<sup>th</sup> Aug move briefing meeting in G07
- 8/9<sup>th</sup> Aug the moving boxes will arrive
- 24<sup>th</sup> Aug Office moves happen
- 20-24<sup>th</sup> Aug for bigger equipment move
- 27<sup>th</sup> Aug Access will be granted

IT boxes will be provided for PCs, however if you leave this on your desk with all the connections, the moving company will move these.

Security – access will be from Day 1. There will be no access to all until the 27<sup>th</sup> Aug. Access to the building will be the same as the Forum. Labs will have a keypad to access.

Storage – Cupboards will be needed to be put up for the storage for the robotics items. Purchasing the cupboards to be discussed with Estates as this costings should not be coming from IPAB costings.

Filing cabinets to be moved. – VI to investigate the situation.

Shelves in office – VI to check if the offices have them before

VI

VI

moving in.

Desk placement – new offices if needing to be changed, this can be arranged.

Robots to be moved in September - VI to check.

TH requested to have his students all be in G12 together. TH to speak to IGS of this preference.

There are still a couple of spaces for the open plan PhD students in the Bayes Centre.

VI

**11. IPAB seminars**

Under control

**12. Student Issues**

No student rep

**13. Admin issues**

No admin issues

**14. Socials**

Welcome event coming up – will be discussed closer to the event.

**15. Directors Business**

No business

**16. AOB**

No AOB

**17. Date of next meeting**

The next meeting is scheduled to take place