
Meeting
IPAB Staff Meeting

Date
Thursday 29th June 2017

Attendees

Barbara Webb
Dave Hamilton
Vladimir Ivan
Michael Mistry
Michael Herrmann
Tim Hospedales
Kartic Subr
Sethu Vijayakumar
Bob Fisher
Ram Ramamoorthy
Pavlos Andreadis
Steph Smith

Place
3.02, IF

Time
2pm

1. Minutes of last meeting

2 spelling corrections requested – actioned.

2. Matters arising

Timothy Hospedales will take on the role of PG selector (will not include CDT applications).

The student issues raised in regards to security and outstanding repairs have now been escalated to Estates Committee to consider.

3. Risk Assessments (Dave Hamilton)

Dave Hamilton attended the meeting to discuss risk assessments within IPAB:-

- Risk assessments should be carried out prior to new

- equipment arriving.
- Risk assessments must be carried out for field studies
 - Completed risk assessments must be reviewed and re-signed annually
 - Dave is able to generate a yearly reminder for reviews if he knows an original RA exists
 - Check if manufacturers can supply RA when items purchased
 - Generic assessment for smaller robots a possibility

It was agreed that a risk assessment review of IPAB labs is required. Vlad will initiate.

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4. Arrivals and Departures

Image and Vision Computing

- Hakan Bilen has accepted offer and a starts date of 01/09/2017 has been agreed
- LDT has accepted offer. A September 2018 start date has been agreed.

Human Robot Interaction

- No offer was made. The post will be reviewed by Strategy Committee before re-advertising can be considered.

Jim Ashe has been appointed as Head of Commercialisation with a start date of 03/07/2017.

Oguzhan Cebe has started as a PhD student under Michel Mistry's supervision.

Anna Hadjitofi is visiting from St Andrew's University for 3 months, hosted by Barbara.

Benjamin Risse will leave his post-doc role in August to take up a faculty role elsewhere.

5. New grants, proposals, research opportunities

Barbara has been awarded a BBSRC grant which will commence towards the end of the year (ant behaviours). Post for 1 post-doc will be advertised.

6. Budget and Resources

Nothing discussed – portfolio manager was not present due to annual leave (apologies received).

Barbara will contact Joanne on her return to discuss end of financial year spends etc.

BW

7. Business Development (John McAleese)

No new issues raised.

8. IPAB webpage

Wolfgang Merkt, Theodoros Stouraitis and Chris Mower took part in the Robots for Resilient Infrastructure Competition which was held in Leeds University in June. They took 1st prize for 'Greatest Potential for Positive Impact'.

Mr. Hu Chunhua, Party Secretary of CPC Guangdong Committee, and Mr. Wen Guohui, Mayor of Guangzhou City visited our facilities on Monday the 12th of June. Sethu Vijayakumar presented, including an overview of our research at the ECR and there were demonstrations of Valkyrie, our Humanoid Robot from our NASA partnership, our Husky UGV and our PR2 Humanoid.

9. Teaching

Tim, Michael M and Bob Fisher are due to meet to discuss revising content of vision courses.

10. IPAB space within new building

No new issues raised.

11. IPAB seminars

A new schedule for weekly workshops should be drawn up. Steph will send a reminder to Radim to arrange new schedule.

SS

12. Student issues

No new issues raised.

13. Computing Issues

No new issues raised

14. Admin issues

Allison Taylor replaces Magda Nowak and will join the admin team as senior secretary on 03/07/2017. This brings the level 1 admin team up to full complement once again.

15. Socials

Vlad suggested a social trip which included a visit to a manufacturer (Manchester & York destinations). Vlad will provide the admin team with further details in order to obtain travel quotes.

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16. Directors Business

Strategy Committee will be looking to appoint new Equality and Diversity Co-ordinator.

17. AOB

No items raised.

18. Date of next meeting

- Next meeting is scheduled for 31st August 2018