
Meeting
IPAB Staff Meeting

Date
Thursday, 26th August 2021

Attendees

Ram Ramamoorthy (RR) - chair
Stefano Albrecht (SA)
Jodie Cameron (JC)
Bob Fisher (BF)
Michael Herrmann (MH)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Serena Lambley (SL)
Alex Lascarides (Alas)
Anna Lantouri (AL)
Chris Lu (CL)
Michael Mistry (MM)
Laura Sevilla-Lara
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)
Barbara Webb (BW)

Place
MS Teams

Time
2pm

1. Minutes of last meeting

Minutes from the last meeting were agreed as accurate.

2. Matters arising

Student representative – Ram to follow up.

3. Arrangements during co-vid

Lab access/restrictions

Current arrangements to remain in place for the time being.
Details of any changes/lifting of restrictions within the labs will issue from Vlad in due course, likely to be within the coming weeks.

4. Arrivals and departures

New staff

Jaehyun Shim – Software Engineer

Ram

PhD Student

Xin Du – TAS Node

Supervisor: Ram Ramamoorthy

Departures

Songyan Xin – RA, now with Dyson

5. New grants and proposals, research opportunities

Proposals

Mirella Lapata has circulated calls for project proposals to ELIAI – highly relevant to IPAB.

6. Budget and resources

Apologies from Joanne.

The budget allocated to IPAB this year is the same amount awarded last year. A similar expenditure pattern is expected with large spends in areas such as staff/student travel, conference registration, seminars and invited speakers and student interns.

Joanne will present in more detail at the next meeting.

If anyone anticipates a large spend which is unlikely to be met from the allocation, please let Ram know as soon as possible as a case needs to be made to Joy to request additional funds.

7. Business development

Apologies from Cristian.

8. IPAB webpage

Barbara Webb – panel member at Edinburgh Film Festival event.

9. Teaching

Recruitment

Currently recruiting for a lecturer/reader post in graphics, the closing date being 7th September. To allow time for more potentially suitable applicants, there may be a request to extend the deadline. Ram will liaise with HR when necessary

Staff are asked to share the vacancy details with relevant contacts and to forward suggestions of potential candidates to Ram or

Kartic.

Institute PGR Champion

Laura Sevilla-Lara volunteered to take on the role of IPAB PGR Champion.

This is an admin responsibility which the staff member is expected to engage with the PHD student community on a routine basis on subjects such as course progress, wellbeing, potential issues etc.

Ram will circulate an email to the IPAB PGR community to advise them of Laura's new role.

Ram

Curriculum review

The number and nature of courses will remain the same but content for some will be significantly revamped.

The leads for each course should send drafts to Ram within the next 10 ten days with a view of Ram sharing with Bjoern and Sharon mid-September.

The aim is to submit the final document for consideration and approval at the October BoS meeting.

10. Associate Membership

It was agreed that Oisin Mac Aodha (ANC) will become associate member of IPAB.

11. IPAB space

No updates on space

12. IPAB seminars and workshops

The new workshop schedule is now ready and available to view on the Institute website.

13. Student issues

No student representative appointed yet.

No student issues raised/discussed.

14. Admin issues

Admin staff will return to the Forum from Wednesday, 1st September (each admin person will work 3 days on campus, 2 days remotely on a rota basis). There will be at least one member of staff available in-person, in each office between Monday – Friday, 9am-5pm.

15. Socials

No update on social events.

16. Directors business

Equality, Diversity and Inclusion Committee

Representative needed for EDI committee – interested parties should contact Ram. If no volunteer comes forward, Ram may need to allocate the role.

17. A.O.B

No other business raised.

18. Date of next meeting

The next staff meeting is scheduled to take place 26th August from 2pm, this will be followed by the student review meeting from 3pm.